



## Board of Directors

Brian Brennan, Director  
Richard Hajas, Director  
Neil Cole, Director

Mary Bergen, Director  
Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT  
Meeting to be held at the

The meeting will be held via Zoom

Join Zoom Meeting <https://zoom.us/j/98414854813?pwd=UXhtWS9zdm83ZU5CazNXenIEVEIRUT09>  
Meeting ID: 984 1485 4813 Passcode: 757052

To join via telephone please call (888) 788-0099 or (877) 853-5247  
Enter Meeting ID: 984 1485 4813# Passcode: 757052#

September 22, 2021 @ 5:00 PM

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.

Special Accommodations: 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)).

1. CALL TO ORDER
2. ROLL CALL
3. AGENDA CONFIRMATION
4. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.

5. CONSENT AGENDA

- 5.a. Accounts Payable Report.  
[Accounts Payable Report.pdf](#)
- 5.b. Minutes of the September 8, 2021 Board Meeting  
[9 08 2021 Min.pdf](#)
- 5.c. Minutes of the September 16, 2021 Special Meeting.  
[9 16 2021 Special Meeting Min.pdf](#)

6. ACTION ITEMS

- 6.a. Approval of revisions to the Casitas Water Adventure Coordinator Job Description.  
[Board Memo on CWA Coordinator Job Description Update 092221.pdf](#)  
[CWA Coordinator Job Description 2021 092221 ATT1.pdf](#)
- 6.b. Approval of an unbudgeted item in the amount of \$90,000.00 for the purchase of five (5) prefabricated camping cabins for installation at the Lake Casitas Recreation Area.  
[Board Memo on the LCRA Camping Cabin Project 092221.pdf](#)
- 6.c. Approval of an increase of \$10,000.00 to the Conservation Department budget for the California Water Efficiency Partnership (CaWEP) Smart Rebates Program.  
[CMWD Board Memo 9.22.21 Smart Rebates Prog.pdf](#)
- 6.d. Approval of a payment to Toro Enterprises for Casitas MWD Change Orders #2,#3,#4,#10,#20 and #21 in the amount of \$15,151.83 for the Grand Ave. Water Line Pipeline Replacement Project - Casitas MWD Specification No. 20-436.  
[Board Memo on Toro CO 2-3-4-10-20-21 092221.pdf](#)
- 6.e. Approve Change Order #5 to Toro Enterprises, Inc for Grand Avenue Pipeline Replacement (Spec No 20-436) in the amount of (TBD).  
[Board Memo for Change Order 5.pdf](#)
- 6.f. Review and possible award of a consultant contract for the 2021 Casitas MWD Water Cost of Service and Rate Design Study.  
[Board Memo Water Rate Study 092221.pdf](#)  
[Hildebrand 2021 Rate Study Proposal for Casitas ATT1.pdf](#)  
[BWA Proposal to Casitas MWD for Water Rate Study 2021 ATT2.pdf](#)
- 6.g. Ventura-Santa Barbara Counties Intertie Amendment to Agreements for Professional Services for Water Works Engineers, LLC. and Rincon Consultants.  
[Board Memo VTA SB Intertie.pdf](#)
- 6.h. Designation of Casitas Real Property Negotiator General Manager Mike Flood for the listed properties and individuals that the negotiator may negotiate with.

APNs: 023-0-010-13 - OVIS LLC; APN 028-0-073-01 - For Real LLC.

- 6.i. Award the contract for the Santa Ana Bridge Pipeline Replacement, Specification No. 20-434, to Toro Enterprises in the amount of \$299,616.00, and the President of the Board execute an agreement for said work.  
[Santa Bridge\\_BM\\_0922\\_2021\\_Award.pdf](#)

7. DISCUSSION ITEMS/PRESENTATIONS

- 7.a. Review and Discussion of the Casitas MWD Water Efficiency and Allocation Program (WEAP): Annual Residential Allocation Implementation Factors and Demands & Allocations by Customer Class.  
[Board Memo on WEAP Revisions 092221.pdf](#)  
[WEAP\\_Board\\_Presentation\\_092221 ATT1.pdf](#)

8. INFORMATION ITEMS

- 8.a. Recreation Committee Minutes.  
[Rec Minutes 091321.pdf](#)
- 8.b. Monthly Engineering Report.  
[Monthly Engineering Report.pdf](#)
- 8.c. Monthly Hydrology Report for July and August 2021.  
[2107 July 2021.pdf](#)  
[2108 August 2021.pdf](#)

9. GENERAL MANAGER COMMENTS

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

11. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

12. CLOSED SESSION

- 12.a. Conference with Real Property Negotiators pursuant to California Government Code Section 54956.8 for APN 023-0-010-13 - OVIS LLC and APM 028-0-073-01 - For Real LLC.  
District Negotiator: General Manager, Mike Flood.
- 12.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

12.c. Conference with Labor Negotiators (Govt. Code Sec. 54957.6)  
Agency Designated Representatives: Diana Impeartrice  
Employee Organization: Supervisory & Professional, General Unit and Recreation  
Unit.

12.d. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED/POTENTIAL  
LITIGATION  
Government Code Section 54956.9 (b)  
Number of potential cases: 1

13. ADJOURNMENT



**CASITAS MUNICIPAL WATER DISTRICT**  
**General Fund Check Authorization**  
**Checks Dated 09/02/21 - 09/15/21**  
**Presented to the Board of Directors For Approval September 22, 2021**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
001069	Payables Fund Account	# 9759651478	Accounts Payable Batch 090821	\$ 498,853.65
001071	Payables Fund Account	# 9759651478	Accounts Payable Batch 091521	\$ 196,567.95
				<u>\$ 695,421.60</u>
001070	Payroll Fund Account	# 9469730919	Estimated Payroll 10/07/21	\$ 234,000.00
			Total	<u><u>\$ 929,421.60</u></u>

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, 001069-001071 have been duly audited is hereby certified as correct.




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Janyne Brown, Chief Financial Officer

## *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.

001069    A/P Checks:                    044112-044173  
            A/P Draft                    000203-000208  
            Voids:  
            044146 - Meiners Oaks Ace Hardware - Continuation of detail of check 044145  
            044056 - Wrong Vendor Name

001071    A/P Checks:                    044174-044237  
            A/P Draft  
            Voids:  
            043869 - Lost in the mail  
            044205 - J.W. Enterprises - Continuation of detail of check 044204  
            044211 - Meiners Oaks Ace Hardware - Continuation of detail of check 044210



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Janyne Brown , Chief Financial Officer

CERTIFICATION

Payroll disbursements for the pay period ending 09/04/21  
Pay Date 09/09/21  
have been duly audited and are  
hereby certified as correct.

Signed: Jayne Brown

Jayne Brown

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	9/08/2021			044146		
C-CHECK	VOID CHECK	V	9/15/2021			044205		
C-CHECK	VOID CHECK	V	9/15/2021			044211		

* * 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:		3	VOID DEBITS 0.00		
			VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	BANK: TOTALS:	3	0.00	0.00	0.00
BANK:	TOTALS:	3	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03206	U.S. Bank Global Corporate Tru Investment Management7/21-6/22	D	9/08/2021	11,850.64		000203		11,850.64
00128	INTERNAL REVENUE SERVICE							
I-T1 202109071924	Federal Withholding	D	9/08/2021	40,639.36		000204		
I-T3 202109071924	SS Withholding	D	9/08/2021	39,456.84		000204		
I-T4 202109071924	Medicare Withholding	D	9/08/2021	9,752.16		000204		89,848.36
00187	CALPERS							
I-PBB202109071924	PERS BUY BACK	D	9/08/2021	130.46		000205		
I-PBP202109071924	PERS BUY BACK	D	9/08/2021	161.96		000205		
I-PEB202109071924	PEPRA EMPLOYEES PORTION	D	9/08/2021	10,645.39		000205		
I-PEM202109071924	PERS EMPLOYEE PORTION MGMT	D	9/08/2021	1,774.91		000205		
I-PER202109071924	PERS EMPLOYEE PORTION	D	9/08/2021	7,070.72		000205		
I-PRB202109071924	PEBRA EMPLOYER PORTION	D	9/08/2021	11,970.14		000205		
I-PRR202109071924	PERS EMPLOYER PORTION	D	9/08/2021	11,687.65		000205		43,441.23
00180	S.E.I.U. - LOCAL 721							
I-COP202109071924	SEIU 721 COPE	D	9/08/2021	27.50		000206		
I-UND202109071924	UNION DUES	D	9/08/2021	772.50		000206		800.00
00049	STATE OF CALIFORNIA							
I-T2 202109071924	STATE WITHHOLDING (CA)	D	9/08/2021	15,414.37		000207		15,414.37
05790	STATE OF OREGON							
I-OST202109071924	OR STATE TRANSIT TAX	D	9/08/2021	5.63		000208		
I-T2 202109071924	STATE WITHHOLDING (OR)	D	9/08/2021	417.59		000208		423.22
00010	AIRGAS USA LLC							
I-00010	Carbon Steel Tig Rod - EM	R	9/08/2021	14.68		044112		14.68
01817	ALLIED ELECTRONICS, INC.							
I-9014890349	Red Lion Controls - TP	R	9/08/2021	265.88		044113		265.88
03044	Amazon Capital Services							
I-16T6-C6GH-9DQ7	Adjustable Lighting Angle-LCRA	R	9/08/2021	383.70		044114		
I-17JK-9HJD-1W94	LiveSlides - LAB	R	9/08/2021	25.21		044114		
I-17W1-YT6W-Y6NT	Door Stops & Seal Dust - MAINT	R	9/08/2021	66.44		044114		
I-1CLX-DXJK-XPL6	Clock - WP	R	9/08/2021	16.08		044114		
I-1NPL-GNFW-1TPG	Cellware Chambers - LAB	R	9/08/2021	36.34		044114		
I-1THM-L6MG-HV46	Coffe Pot Cleaner - MGMT	R	9/08/2021	21.72		044114		
I-1TMJ-L6P1-XHPC	Stainless Steel Chain - MAINT	R	9/08/2021	22.39		044114		
I-1VFG-RWRY-9FVR	Low Flow Showerhead - LCRA	R	9/08/2021	214.25		044114		786.13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00029	AMERICAN TOWER CORP Tower Rent - Red Mountain	R	9/08/2021	1,035.62		044115		1,035.62
00840	AQUA-METRIC SALES COMPANY 2" & 4" Meters - UT Command Links - UT 3/4" & 1" Meters - UT	R R R	9/08/2021 9/08/2021 9/08/2021	42,850.64 3,812.74 7,120.80		044116 044116 044116		53,784.18
01666	AT & T Acct#9391062398	R	9/08/2021	58.29		044117		58.29
00030	B&R TOOL AND SUPPLY CO Brass Stencil Set - PL	R	9/08/2021	84.09		044118		84.09
00679	BAKERSFIELD PIPE & SUPPLY INC Swage Nipple - EM Painted Shurjoint - EM Parts For Omni Installs - PL	R R R	9/08/2021 9/08/2021 9/08/2021	101.98 52.38 1,040.45		044119 044119 044119		1,194.81
05823	Brenda M Guzman Lion St Native Monitor - ENG	R	9/08/2021	6,077.50		044120		6,077.50
00494	C.D. LYON CONSTRUCTION, INC. Fish Screen Blasting - ENG	R	9/08/2021	16,907.76		044121		16,907.76
09182	CalPERS Unfunded Accrued Liab. 09/21	R	9/08/2021	60,562.33		044122		60,562.33
03978	Virgil Clary Reimburse Expenses 08/21 Reimburse Expenses 07/21	R R	9/08/2021 9/08/2021	36.68 29.06		044123 044123		65.74
01843	COASTAL COPY Copier Usage - DO	R	9/08/2021	341.04		044124		341.04
00061	COMPUWAVE Smartnet Register - IT	R	9/08/2021	179.00		044125		179.00
00062	CONSOLIDATED ELECTRICAL Can Tread Lub - EM	R	9/08/2021	66.12		044126		66.12
00719	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	9/08/2021	137.50		044127		137.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01483	CORVEL CORPORATION							
I-6/15378322-1	1102WC20000006 DOS 07/06/21	R	9/08/2021	12.71		044128		
I-6/15378486-1	1102WC200000006 DOS 07/06/21	R	9/08/2021	9.50		044128		
I-C00206618196	Claim #1102WC200000006	R	9/08/2021	604.80		044128		627.01
00501	CRUMP & COMPANY							
I-38246	Air Valve fo Dungee Hill - PL	R	9/08/2021	989.67		044129		989.67
01764	DataProse, LLC							
I-DP2103261	UB Mailing 07/21	R	9/08/2021	4,090.23		044130		4,090.23
00095	FAMCON PIPE & SUPPLY							
I-S100060623.002	Material for Pipe Reloc S Ana	R	9/08/2021	33,772.62		044131		
I-S100061888.001	Omni Install Parts - PL	R	9/08/2021	3,237.88		044131		37,010.50
00093	FEDERAL EXPRESS							
I-7-489-68866	Shipping - UT	R	9/08/2021	6.99		044132		6.99
00099	FGL ENVIRONMENTAL							
I-110912A	DBP Monitoring 08/05/21	R	9/08/2021	915.00		044133		
I-110913A	Plant Effluent DBP 08/05/21	R	9/08/2021	291.00		044133		
I-110914A	Nitrate Monitoring 08/10/21	R	9/08/2021	18.00		044133		
I-110919A	OWS-San Antonio TP 08/09/21	R	9/08/2021	15.00		044133		
I-110920A	OWS-San Antonio TP 08/09/21	R	9/08/2021	30.00		044133		1,269.00
05876	Gwen Ford							
I-083121	Meter Relocation - ENG	R	9/08/2021	12,000.00		044134		12,000.00
00106	FRONTIER PAINT							
I-F0274950	Pole Sander Head - MAINT	R	9/08/2021	39.38		044135		39.38
00115	GRAINGER, INC							
I-9035405555	Test Strips - TP	R	9/08/2021	92.05		044136		92.05
03856	Granicus, LLC							
I-143374	Annual Fees 08/21-08/22	R	9/08/2021	21,511.88		044137		21,511.88
04022	Hamner, Jewell & Associates							
I-201103	Ojai Ave PL ROW Srvs - ENG	R	9/08/2021	1,381.67		044138		
I-201114	Ventura-SB ROW Srvs - ENG	R	9/08/2021	16,088.75		044138		17,470.42
01052	HARBOR FREIGHT TOOLS USA, INC							
I-959204	Dual Wheel Trailer Jack - LCRA	R	9/08/2021	38.78		044139		
I-959357	Rope & Tarp Extreme Duty - ENG	R	9/08/2021	157.24		044139		196.02

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00596	HOME DEPOT							
I-2173106	Crack Filter & Seal Right-LCRA	R	9/08/2021	49.87		044140		
I-3022669	Tool Bag - MAINT	R	9/08/2021	31.65		044140		
I-381588	Concrete Patcher - MAINT	R	9/08/2021	53.91		044140		
I-7902970	Hampton Wall Cabinet - MAINT	R	9/08/2021	113.62		044140		249.05
00127	INDUSTRIAL BOLT & SUPPLY							
I-224640-1	Nuts & Bolts - PL	R	9/08/2021	273.42		044141		
I-224917-1	Set Cup - EM	R	9/08/2021	10.99		044141		
I-225015-1	Hex Caps - EM	R	9/08/2021	20.34		044141		304.75
02344	Janitek Cleaning Solutions							
I-42119A	Janitorial Service - TP	R	9/08/2021	130.00		044142		
I-42157A	Janitorial Service - DO	R	9/08/2021	2,477.95		044142		2,607.95
03581	Legend Pump & Well Service Inc							
I-56992	San Antonio Well 3 Installatio	R	9/08/2021	29,854.00		044143		29,854.00
05449	Matheson Tri-Gas, Inc.							
I-0024148135	Liquid Oxygen - TP	R	9/08/2021	20,249.65		044144		20,249.65
00151	MEINERS OAKS ACE HARDWARE							
I-979746	Brass Adapters - UT	R	9/08/2021	12.43		044145		
I-979826	Terminal Ring & Screws - LCRA	R	9/08/2021	32.88		044145		
I-979855	BOLTS & Screws - PL	R	9/08/2021	9.91		044145		
I-979861	Painting Supplies - UT	R	9/08/2021	132.24		044145		
I-979908	Adapter & Locknut Conduit-LCRA	R	9/08/2021	7.56		044145		
I-979960	Hex Stop Nut - PL	R	9/08/2021	6.53		044145		
I-979978	Bolts & Screws - EM	R	9/08/2021	2.45		044145		
I-979991	Fittings & Screws - LCRA	R	9/08/2021	36.63		044145		
I-980057	Hand Truck P-Handle - MAINT	R	9/08/2021	15.00		044145		
I-980072	Caulk - LCRA	R	9/08/2021	14.61		044145		
I-980164	Batteries - EM	R	9/08/2021	12.63		044145		
I-980182	Saw Hole - UT	R	9/08/2021	11.70		044145		
I-980463	Pole Sander & Sandpaper -MAINT	R	9/08/2021	17.15		044145		
I-980482	Painting Supplies - MAINT	R	9/08/2021	67.99		044145		379.71
03724	Michael K. Nunley & Associates							
I-9388	Mutual Well#7 Equipment - ENG	R	9/08/2021	13,403.70		044147		
I-9503	Mutual Well#7 Equipment - ENG	R	9/08/2021	2,753.45		044147		
I-9505	El Toro Watermain Ext - ENG	R	9/08/2021	4,029.88		044147		20,187.03
03444	Mission Linen Supply							
I-515156167	Uniform Pants - TP	R	9/08/2021	34.00		044148		
I-515429953	Uniform Pants - PL	R	9/08/2021	33.71		044148		
I-515429954	Uniform Pants - MAINT	R	9/08/2021	27.11		044148		
I-515429957	Uniform Pants - TP	R	9/08/2021	39.05		044148		133.87



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03845	Oakridge Geoscience, Inc.							
I-048.014-06	Sand & Asphalt Testing - ENG	R	9/08/2021	925.00		044149		
I-048.017-01	Geotechnical Svcs Lion St -ENG	R	9/08/2021	3,970.00		044149		4,895.00
00163	OFFICE DEPOT							
I-191828594001	Task Chair - UT	R	9/08/2021	772.15		044150		772.15
01570	Ojai Auto Supply							
I-526877	Napa Oil - Unit 40	R	9/08/2021	5.13		044151		
I-526937	Wiper Blade - Unit 45	R	9/08/2021	11.47		044151		
I-527167	Oil Filters - Unit 281	R	9/08/2021	20.25		044151		36.85
00912	OJAI BUSINESS CENTER, INC							
I-16230	Laminating - EM/ENG	R	9/08/2021	34.32		044152		34.32
00194	City of Ojai							
I-3174	Permit - 118 Cuyama Rd - ENG	R	9/08/2021	416.69		044153		416.69
00194	City of Ojai							
I-3175	Permit - 202 Chico - ENG	R	9/08/2021	233.00		044154		233.00
00188	PETTY CASH							
I-090121	Replenish Safe - LCRA	R	9/08/2021	20.00		044155		20.00
05713	Pops Auto Repair							
I-0112	Heater Hoses - Unit 44	R	9/08/2021	928.50		044156		
I-0113	Smog Check - Unit 15	R	9/08/2021	80.00		044156		
I-0114	Smog Check & Repair - Unit 34	R	9/08/2021	499.32		044156		1,507.82
00790	PROFORMA							
I-BI85004956A	Uniform T-Shirts - LCRA	R	9/08/2021	166.25		044157		
I-BI85005034A	Carhart Shirts - EM	R	9/08/2021	64.65		044157		230.90
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10475	Gas Tank Inspection - DO	R	9/08/2021	230.00		044158		
I-10476	Gas Tank Inspection - LCRA	R	9/08/2021	230.00		044158		460.00
00215	SOUTHERN CALIFORNIA EDISON							
I-090321	Acct#700598317666	R	9/08/2021	34.95		044159		
I-090321b	Acct#700009638309	R	9/08/2021	24.36		044159		
I-090721	Acct#700030209177	R	9/08/2021	15,373.62		044159		15,432.93
02703	Sunbelt Rentals							
I-117024336-0001	Froklift Rental - ENG	R	9/08/2021	782.75		044160		782.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01696	SUPERIOR MACHINE							
I-4687	Suction Piping Repair - EM	R	9/08/2021	102.36		044161		102.36
02643	Take Care by WageWorks							
I-13130719	Reimburse Med/Dep Care	R	9/08/2021	5.00		044162		
I-13138338	Reimburse Med/Dep Care	R	9/08/2021	42.97		044162		47.97
05779	The Spine and Orthopedic Cente							
I-6/15378322-1	1102WC200000006 DOS 07/06/21	R	9/08/2021	131.28		044163		131.28
00266	THOMSON REUTERS - WEST							
I-845017354	Government Code Updates - MGMT	R	9/08/2021	377.52		044164		377.52
00247	County of Ventura							
I-319990	Encroachment Permit PE21-0633	R	9/08/2021	370.00		044165		
I-320081	Encroachment Permit PE21-0634	R	9/08/2021	370.00		044165		
I-321095	Encroachment Permit PE21-0696	R	9/08/2021	370.00		044165		
I-321103	Encroachment Permit PE21-0700	R	9/08/2021	385.00		044165		1,495.00
00250	COUNTY OF VENTURA							
I-IN0218119	HMBP Fees @ Ojai East Reservoi	R	9/08/2021	401.83		044166		401.83
03940	Wai & Connor LLP							
I-210933	Claim#1102WC180000001	R	9/08/2021	238.00		044167		238.00
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10014769553	24" Standar Wall Column Form-P	R	9/08/2021	79.15		044168		79.15
1	ESTRADA, LAURA L							
I-000202109021923	Ref AR REFUND	R	9/08/2021	174.30		044169		174.30
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202109071924	200000001181291	R	9/08/2021	386.30		044170		386.30
02823	Franchise Tax Board							
I-G08202109071924	STATE TAX GARNISHMENT	R	9/08/2021	500.00		044171		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202109071924	DEFERRED COMP FLAT	R	9/08/2021	550.00		044172		
I-DI%202109071924	DEFERRED COMP PERCENT	R	9/08/2021	119.49		044172		669.49
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202109071924	457 CATCH UP	R	9/08/2021	480.77		044173		
I-DCN202109071924	DEFERRED COMP FLAT	R	9/08/2021	7,868.57		044173		
I-DN%202109071924	DEFERRED COMP PERCENT	R	9/08/2021	471.05		044173		8,820.39

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01325	Aflac Worldwide Headquarters							
I-449815	Supplemental Insurance 07/21	R	9/15/2021	5,013.33		044174		
I-847320	Supplemental Insurance 08/21	R	9/15/2021	3,342.22		044174		8,355.55
00010	AIRGAS USA LLC							
I-9117236690	Acetylene & Wire Mig - LCRA	R	9/15/2021	223.59		044175		223.59
03044	Amazon Capital Services							
I-16QX-Y9L4-3G3M	Toll for Dist Maint - MAINT	R	9/15/2021	481.14		044176		
I-17PK-F3JR-J3C6	Toner - LCRA	R	9/15/2021	167.19		044176		
I-1C9Q-4H46-7W3J	Extension Cord & Reel - EM	R	9/15/2021	92.65		044176		
I-1LDQ-7QCW-JWNP	Photoelectric Switch - EM	R	9/15/2021	235.80		044176		
I-1LG4-WLX1-L3L6	Fluorescent Ballast - EM	R	9/15/2021	347.56		044176		
I-1NKD-W7X7-9QYY	3 5dBi Detachable Antennas -EM	R	9/15/2021	62.77		044176		
I-1PYY-1WTN-WR7H	Broom - LCRA	R	9/15/2021	65.16		044176		
I-1WYR-9RG-JCWK	Desk Organizer - ADM	R	9/15/2021	11.36		044176		1,463.63
00836	AMERICAN RED CROSS							
I-22371882	Lifeguarding Instructor - WP	R	9/15/2021	39.00		044177		39.00
00417	APPLIED INDUSTRIAL TECHNOLOGY							
I-7022421487	Cover Grid - EM	R	9/15/2021	443.97		044178		443.97
00014	AQUA-FLO SUPPLY							
I-SI1799265	Fittings - UT	R	9/15/2021	117.56		044179		
I-SI1802053	Jumper for Cromer - UT	R	9/15/2021	196.48		044179		
I-SI1802744	Bushing & Nipple - TP	R	9/15/2021	6.87		044179		320.91
01666	AT & T							
I-000017019968	Local, Regional, Long Distance	R	9/15/2021	1,333.39		044180		1,333.39
00018	AT & T MOBILITY							
I-287290467941X0921	Acct#287290467941	R	9/15/2021	20.40		044181		20.40
03429	AT&T							
I-3130893959	Acct#80030939773	R	9/15/2021	12.98		044182		12.98
00030	B&R TOOL AND SUPPLY CO							
I-1900963296	Width Dividers for Akro-mil-UT	R	9/15/2021	185.87		044183		
I-1900963568	Husqvarna Trimmer - MAINT	R	9/15/2021	1,125.99		044183		1,311.86
09983	California Water Efficiency Pa							
I-CALQWEL2112	QWEL Training - PR	R	9/15/2021	1,000.00		044184		1,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03046	Carolina Biological Supply Ethanol & Kimwipes - FISH	R	9/15/2021	332.81		044185		332.81
01483	CORVEL CORPORATION Claim #1102WC200000006	R	9/15/2021	120.00		044186		120.00
01764	DataProse, LLC Postage Deposit - UB	R	9/15/2021	5,175.00		044187		5,175.00
02544	Department of Justice Fingerprinting - LCRA/ADM	R	9/15/2021	96.00		044188		96.00
05154	Dex YP Yellow Pages - LCRA/DO	R	9/15/2021	25.00		044189		25.00
00086	E.J. Harrison & Sons Inc Acct#500139629	R	9/15/2021	50.96		044190		50.96
00086	E.J. Harrison & Sons Inc Acct#500766090	R	9/15/2021	545.49		044191		545.49
00095	FAMCON PIPE & SUPPLY 10" Muller Valve & Adapt - ENG Adapters & 2" Ford Quick Joint 2" Brass Nipple & 4" Pipe Supp	R R R	9/15/2021 9/15/2021 9/15/2021	2,015.23 4,152.72 334.62		044192 044192 044192		6,502.57
03640	Famcon Utility Supply, Inc. Meter Vault for Vintage - PL	R	9/15/2021	3,753.75		044193		3,753.75
00099	FGL ENVIRONMENTAL Nitrate Monitoring 08/03/21	R	9/15/2021	61.00		044194		61.00
00101	FISHER SCIENTIFIC E. Faecalis - LAB	R	9/15/2021	106.50		044195		106.50
00106	FRONTIER PAINT Paint & Misc Material - MAINT	R	9/15/2021	334.73		044196		334.73
02720	Garda CL West, Inc. Armored Truck Service	R	9/15/2021	399.62		044197		399.62
01052	HARBOR FREIGHT TOOLS USA, INC WaterFall Pump & Metal Shears	R	9/15/2021	204.71		044198		204.71

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05746	Hasa Inc.							
I-775229	Chlorine for Ojai Sys. - TP	R	9/15/2021	1,200.70		044199		1,200.70
05881	Kathlyn T Hendricks							
I-091421	Meter Relocation 104 Cuyama Rd	R	9/15/2021	12,300.00		044200		12,300.00
05849	Hill Brothers Chemical Co							
I-07106261	Liquid Ammonia Sulfate - TP	R	9/15/2021	916.80		044201		916.80
00596	HOME DEPOT							
I-1364026	Prie Paint - MAINT	R	9/15/2021	401.17		044202		401.17
00894	HOSE-MAN, INC.							
I-5288988-0001-05	Hose for Truck - LCRA	R	9/15/2021	592.05		044203		592.05
09910	J.W. ENTERPRISES							
I-341135	CT Pumping - AVE 1PP	R	9/15/2021	76.50		044204		
I-341136	CT Pumping - VILLANOVA	R	9/15/2021	76.50		044204		
I-341137	CT Pumping- OVPP	R	9/15/2021	76.50		044204		
I-341138	CT Pumping - 4M PP	R	9/15/2021	76.50		044204		
I-341139	CT Pumping - GRAND AVE.	R	9/15/2021	76.50		044204		
I-341140	CT Pumping - 4M RES.	R	9/15/2021	76.50		044204		
I-341141	CT Pumping - SA PLANT	R	9/15/2021	153.00		044204		
I-341142	CT Pumping - UPPER OJAI RES.	R	9/15/2021	76.50		044204		
I-341143	CT Pumping - 3M PUMP	R	9/15/2021	76.50		044204		
I-341144	CT Pumping - SIGNAL RES.	R	9/15/2021	76.50		044204		
I-341145	CT Pumping - FAIRVIEW RES.	R	9/15/2021	76.50		044204		
I-341146	CT Pumping - CASITAS DAM	R	9/15/2021	76.50		044204		
I-341147	CT Pumping - RINCON TANK	R	9/15/2021	76.50		044204		
I-341148	CT Pumping - BATES RES.	R	9/15/2021	76.50		044204		1,147.50
00131	JCI JONES CHEMICALS, INC							
I-864439	Chlorine - TP, CM866913	R	9/15/2021	1,967.59		044206		
I-865967	Chlorine - TP, CM 866163	R	9/15/2021	2,476.95		044206		
I-866498	Chlorine - TP, CM 866578	R	9/15/2021	2,477.59		044206		6,922.13
03460	Joe Martinez III							
I-083021	Reimburse Expenses 08/21	R	9/15/2021	80.43		044207		80.43
00360	LESLIE'S POOL SUPPLIES, INC							
I-00142-02-037799	Chlorine Tabs - TP	R	9/15/2021	219.58		044208		219.58
02129	Tracy Medeiros							
I-091421	1102WC180000001 09/04-09/17/21	R	9/15/2021	580.00		044209		580.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	MEINERS OAKS ACE HARDWARE							
I-978435	Bolts & Screws - PL	R	9/15/2021	3.63		044210		
I-980261	Ball Valve & Cleaner TSP - UT	R	9/15/2021	58.73		044210		
I-980294	Paint - UT	R	9/15/2021	42.93		044210		
I-980523	Paint & Sand Bags - UT	R	9/15/2021	47.58		044210		
I-980634	Primer Paint - MAINT	R	9/15/2021	89.06		044210		
I-980640	Toilet Seat & Asphalt Patch-LC	R	9/15/2021	202.50		044210		
I-980689	Sprinkler Timer & Clamp - LCRA	R	9/15/2021	65.84		044210		
I-980754	Hydraulic Cement - WP	R	9/15/2021	46.80		044210		
I-980816	Trash Can - UT	R	9/15/2021	64.39		044210		
I-980855	Flappers - LCRA	R	9/15/2021	6.82		044210		
I-980865	Paint - MAINT	R	9/15/2021	35.84		044210		
I-980871	Bolts & Screws - LCRA	R	9/15/2021	9.35		044210		
I-980895	Cleaning Supplies - LCRA	R	9/15/2021	42.05		044210		
I-981133	Stake Garden Hardwood - LCRA	R	9/15/2021	13.29		044210		
I-981192	Cord Extn, Sand Paper & Hammer	R	9/15/2021	408.86		044210		1,137.67
03444	Mission Linen Supply							
I-515475827	Uniform Pants - MAINT	R	9/15/2021	27.11		044212		
I-515475831	Uniform Pants - TP	R	9/15/2021	39.05		044212		66.16
03508	NTT Industrial Supply, Inc.							
I-8831	Parts for E&M Safety - EM	R	9/15/2021	170.96		044213		170.96
00163	OFFICE DEPOT							
I-189784735001	Office Supplies - DO	R	9/15/2021	297.61		044214		297.61
01570	Ojai Auto Supply							
C-527595	Sway Bar Link Return - Unit 73	R	9/15/2021	17.55CR		044215		
I-525096	Refrigerant - Unit 21	R	9/15/2021	34.01		044215		
I-526982	Light Bulb - Unit 21	R	9/15/2021	2.35		044215		
I-527354	Sway Bar Link - Unit 73	R	9/15/2021	17.55		044215		
I-527644	Retainer & Control - Unit 24	R	9/15/2021	13.12		044215		49.48
00169	OJAI VALLEY SANITARY DISTRICT							
I-23401	Cust #20594	R	9/15/2021	299.60		044216		299.60
00169	OJAI VALLEY SANITARY DISTRICT							
I-23478	Cust #52921	R	9/15/2021	59.92		044217		59.92
00194	City of Ojai							
I-3205	Permit - 205 Palomar Rd	R	9/15/2021	358.67		044218		358.67

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05865	Corina Olivares							
I-991952	Camping Cancellation - LCRA	R	9/15/2021	40.00		044219		40.00
05883	Paul M Jorgenson Trust							
I-091421	Meter Relocation 202 Chico Rd	R	9/15/2021	6,040.00		044220		6,040.00
04531	Peace Officers Research Associ							
I-325616	PORAC Insurance for Rangers	R	9/15/2021	192.00		044221		192.00
02187	Pitney Bowes Inc							
I-1018967582	Quarterly Postage Maint - ADM	R	9/15/2021	112.61		044222		112.61
05155	Plaza Locksmith Inc							
I-51063	Door Locks - MAINT	R	9/15/2021	1,360.77		044223		1,360.77
05713	Pops Auto Repair							
I-0117	Smog & Repair - Unit 46	R	9/15/2021	2,395.80		044224		2,395.80
02936	Priority Safety Services, LLC							
I-21-1961	Respirator Fit Testing - LCRA	R	9/15/2021	40.00		044225		
I-21-1965	Respirator Fit Testing - WP	R	9/15/2021	40.00		044225		
I-21-1974	Respirator Fit Testing - WP	R	9/15/2021	40.00		044225		
I-21-1992	Respirator Fit Testing - MAINT	R	9/15/2021	40.00		044225		160.00
00732	QUINN RENTAL SERVICES							
I-18543901	Excavator Rental - PL	R	9/15/2021	5,404.40		044226		5,404.40
03970	William Reeder							
I-091021	Reimburse Expenses 09/21	R	9/15/2021	87.59		044227		87.59
02756	SC Fuels							
I-1945436-IN	Gas & Diesel - DO	R	9/15/2021	7,511.60		044228		7,511.60
00872	Smart Rain							
I-INV-SR575	Weather Station Signal	R	9/15/2021	79.00		044229		79.00
00215	SOUTHERN CALIFORNIA EDISON							
I-091021	Acct#700028645962	R	9/15/2021	91,472.73		044230		
I-091421	Acct#700028645962	R	9/15/2021	49.40		044230		91,522.13
01696	SUPERIOR MACHINE							
I-4694	Pipe & Machine Victaulic - EM	R	9/15/2021	102.36		044231		
I-4695	Machine Pins - EM	R	9/15/2021	560.30		044231		662.66

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02643	Take Care by WageWorks							
I-13151407	Reimburse Med/Dep Care	R	9/15/2021	73.86		044232		
I-13172673	Reimburse Med/Dep Care	R	9/15/2021	279.00		044232		
I-13180816	Reimburse Med/Dep Care	R	9/15/2021	49.47		044232		402.33
00825	USA BLUEBOOK							
I-29932	Kimwipes & Tryptic Soy - LAB	R	9/15/2021	83.56		044233		83.56
01283	Verizon Wireless							
I-9887663682	Monthly Cell Charges - DO	R	9/15/2021	3,573.31		044234		
I-9887664127	Monthly Cell Charges - LCRA	R	9/15/2021	375.24		044234		3,948.55
02583	WageWorks							
I-INV2909467	FSA Monthly Admin Fee	R	9/15/2021	175.00		044235		175.00
05028	Weck Analytical Environmental							
I-W1I0533-casitasmun	Mo Plant Effluent Spec. - LAB	R	9/15/2021	127.50		044236		
I-W1I0534-casitasmun	Stage 2 DBP Sampling - LAB	R	9/15/2021	438.60		044236		566.10
05882	Karan & Tiesta Yadav							
I-091421	Meter Relocation 118 Cuyama Rd	R	9/15/2021	16,830.00		044237		16,830.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	123	545,683.78	0.00	545,683.78
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	161,777.82	0.00	161,777.82
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
			129	707,461.60	0.00	707,461.60
BANK: AP	TOTALS:		129	707,461.60	0.00	707,461.60
REPORT TOTALS:			129	707,461.60	0.00	707,461.60

Void Check #044056 Wrong Vendor - Reissue (\$12,000.00)  
 Void Check #043869 Lost in the mail - Reissue (\$40.00)  
 Total \$695,421.60



## *Adjudication Charge Fund Account*

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.

Adj. Checks:                   000030-000031

Voids:



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Janyne Brown , Chief Financial Officer

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05782	GSI Water Solutions, Inc							
I-0888.001-9	Hydrologic & Hydrogeologic Con	R	9/15/2021	3,452.50		000030		3,452.50
02475	Rutan & Tucker, LLP							
I-905763	Adjudication Litigation 07/21	R	9/15/2021	8,454.50		000031		8,454.50

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	11,907.00	0.00	11,907.00
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:	0			
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: ADJ TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	11,907.00	0.00	11,907.00
BANK: ADJ TOTALS:	2	11,907.00	0.00	11,907.00
REPORT TOTALS:	2	11,907.00	0.00	11,907.00

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
September 8, 2021

A meeting of the Board of Directors was held September 8, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

President Brennan called the meeting to order at 5:00 p.m.

2. ROLL CALL

Directors Bergen, Kaiser, Hajas and Brennan are present. Director Cole is absent. Also present are GM Flood, AGM Dyer, EA Vieira and Counsel Mathews.

3. AGENDA CONFIRMATION

No changes

4. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.

None

5. CONSENT AGENDA

5.a. Accounts Payable Report.  
[Accounts Payable Report.pdf](#)

5.b. Minutes of the August 11, 2021 Board Meeting.  
[8 11 2021 Min.pdf](#)

The consent agenda was offered by Director Kaiser, seconded by Director Hajas and adopted by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

6. ACTION ITEMS

6.a. Approve, and Authorize Board President to sign, an Agreement with GHD, Inc. for Engineering Services for Emergency Generators at Rincon, Avenue 1, and Avenue 2 Pump Plants for a not to exceed amount of \$243,066.  
[Board Memo\\_Emergency Generators 20210908.pdf](#)

On the motion of Director Bergen, seconded by Director Kaiser the above

recommendation was approved by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

6.b. Grant Support Services for Fiscal Year 2021-22.

6.b.i. Authorize the General Manager to execute a Task Order to Kennedy/Jenks Consultants, Inc. for Grant Support Services for Fiscal Year 2021-22 in the amount of \$33,180.00.

6.b.ii. Authorize the General Manager to execute a Task Order to Kennedy/Jenks Consultants, Inc. to prepare an application for the United States Bureau of Reclamation (USBR) WaterSMART Drought Response Program Drought Resiliency Projects (DRP) for the Ventura-Santa Barbara Counties Intertie project in the amount of \$16,135.

6.b.iii. Approve Resolution No. 21-22 supporting the District's application for the USBR DRP for the Ventura-Santa Barbara Counties Intertie project.  
[Board Memo\\_Grant Support 20210908.pdf](#)

On the motion of Director Kaiser, seconded by Director Hajas the above recommendations were approved by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

6.c. Award a contract to Union Engineering Company, Inc. in the amount of \$247,675.00 for the Robles Forebay Restoration, Specification No. 21-440.  
[210908 - Board Award Memo Robles - Union.pdf](#)

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

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

6.d. Robles Diversion Canal Panel Replacement Specification No. 21-442.

6.d.i. Deem the bid from JTEC Corporation for Robles Diversion Canal Panel Replacement, Specification No. 21-442 in the amount of \$21,000 non-responsive; and

6.d.ii. Waive a minor irregularity in the bid proposal and award a contract to BSN Construction in the amount of \$57,210.00 for the Robles Diversion Canal

Panel Replacement, Specification No. 21-442.

6.d.iii. Increase the budget for Robles Diversion Canal Panel Replacement, Specification No. 21-442 by \$15,000 to \$65,000.

[Board Award Memo Robles Diversion Canal Panel.pdf](#)

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

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

6.e. [Award contract for Mutual Well #7 Well Equipment and Site Work, Specification No. 20-438.](#)

6.e.i. Award the contract for the Mutual Well #7 Well Equipment and Site Work, Specification No. 20-438, to Travis Agricultural Construction, Inc. in the amount of \$1,232,667, and the President of the Board execute an agreement for said work;

6.e.ii. Authorize the General Manager to issue a Task Order to Michael K. Nunley and Associates, Inc. (MKN) for engineering services during construction for a not-to-exceed amount of \$39,815; and

6.e.iii. Authorize an additional \$795,000 from CFD 2013-1 for FY 21-22.

[Board Memo for Mutual Wel 7 Wel Equipment and Slte Work Award.pdf](#)

On the motion of Director Hajas, seconded by Director Hajas, the above recommendation were approved by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Cole

## 7. INFORMATION ITEMS

7.a. Annual Hydrology Report Water Year 2020.  
[Board Memo\\_Hydrology WY2020\\_20210908.pdf](#)

7.b. State Water Project Intertie as of 8/31/21.  
[SWP Intertie Project Cost 8-31-21.pdf](#)

7.c. Non-budgeted Item Log as of FY22.  
[Non-Budgeted Items Log.pdf](#)

7.d. Adjudication Report as of 8/31/21.  
[Adjudication Charges YTD 8.31.21.pdf](#)

- 7.e. [CFD 2013-1 Project Report as of 8/31/2021.](#)  
[CFD 2013-1 Project Cost 8-31-2021.pdf](#)
- 7.f. [Investment Report as of 8/31/2021.](#)  
[Investment Report 8.31.2021.pdf](#)
- 7.g. [Recreation Committee Minutes.](#)  
[Rec Minutes 081721.pdf](#)

Burt Handy provided comments on the Annual Hydrology Report.

#### 8. GENERAL MANAGER COMMENTS

Mr. Flood reported that the AWA is planning their annual mixer at Reagan library for September 30th at 4:00 p.m. We are communicating with AWA on our sponsorship of that event. Mr. Flood then reminded the board of his vacation from September 27 – October 13.

#### 9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Kaiser reported on his attendance at the AWA meeting and the UVRGSA meeting. President Brennan attended the same meetings. Director Bergen listened to the UVRGSA workshop and Director Hajas attended the OBGMA meeting.

#### 10. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

Director Kaiser suggested that the district may need to look at adjustments to the division boundaries.

William Weirick provided the following comments in relation to the Closed Session item 11(a).

As every member of this Board knows, September 24 is the deadline for various key parties including the Casitas Municipal Water District (CMWD) to disclose any experts retained and related expert opinions/reports regarding the core issue of relevant connectivity between groundwater and surface waters in four separate groundwater basins.

The degree of connectivity is a matter of discoverable hydrological facts with findings hopefully based on the preponderance of evidence. This goal of arriving at valid findings is best served by all parties with vital interests engaging in the process through experts they have designated or support.

The CMWD, especially since assuming operational responsibility for the former Golden State Water Company, provides water conjunctively from both surface and groundwater sources. The ratepayers of the Community Facilities District assessed themselves a parcel tax to enable a buy-out and to finance renovations to bring water resources under greater public interest accountability. Those same ratepayers are also now paying an adjudication fee to the CMWD in addition to this parcel tax.

These ratepayers have every right to expect the CMWD to represent their vital interests.

Serving those vital interests is certainly best accomplished by participating in advancing the accuracy and volume of all available evidence as to the connectivity issue. This is especially true given that CMWD is the largest de facto responsible party for the joint utilization of surface and groundwater storage in the Ojai Valley.

That fact certainly suggests that rate payers in the Ojai Valley generally, and most especially those in the Community Facilities District who have specifically entrusted the CMWD to operate the assets of the former Golden State Water company, have a reasonable expectation that the CMWD will support the

effort to arrive at the most scientifically accurate conclusion on connectivity. This can be done either by working with other parties supporting appropriate experts or by CMWD designating its own experts. Scientific accuracy is not a matter of neutrality, it is a goal to be pursued and meaningfully supported. In this case, scientific accuracy is a necessary foundation for outcomes best serving the public interest. I encourage Board members to participate in this process by considering options for obtaining or supporting experts providing critical, accurate information.

Burt Handy commented that the state water board put out their in stream evaluations of their model for public comment. President Brennan responded that staff has been reviewing it and looking at comments.

President Brennan moved the meeting to closed session at 5:40 p.m.

## 11. CLOSED SESSION

- 11.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.
- 11.b. Conference with Labor Negotiators (Govt. Code Sec. 54957.6)  
Agency Designated Representatives: Diana Impeartrice  
Employee Organization: Supervisory & Professional, General Unit and Recreation Unit.
- 11.c. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(a) Nancy Duffy McCarron v. County of Ventura et al, United States District Court, Central District of California, Case No. 2:21-cv-05234-MWF-PD.

President Brennan moved the meeting back into open session at 7:31 p.m. with Mr. Mathews stating the board met in closed session with general and special counsel. On item 11(a) the board authorized special counsel to increase the contract with GSI by \$97,000 with a 4-0 vote with Director Cole not present.

## 12. ADJOURNMENT

President Brennan adjourned the meeting at 7:32 p.m.

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Neil Cole, Secretary

Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
September 16, 2021

A special meeting of the Board of Directors was held September 16, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

President Brennan called the meeting to order at 10:00 a.m.

2. ROLL CALL

Directors Bergen, Kaiser, Hajas and Brennan are present. Director Cole is absent. Also present are GM Flood, AGM Dyer, EA Vieira, and Counsel Mathews.

3. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.

None

President Brennan moved the meeting to closed session at 10:02 a.m. with Mr. Mathews announcing the item to be discussed. The board will reconvene in open session and make any announcements of actions taken in closed session.

4. CLOSED SESSION

- 4.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

President Brennan moved the meeting back into open session at 11:05 a.m. with Mr. Mathews stating that the board met with general and special counsel and there are no actions to report.

5. ADJOURNMENT

President Brennan adjourned the meeting at 11:05 a.m.

---

Neil Cole, Secretary



**CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL FLOOD, GENERAL MANAGER

**SUBJECT:** CASITAS WATER ADVENTURE COORDINATOR PART TIME JOB DESCRIPTION UPDATE

**DATE:** SEPTEMBER 22, 2021

**RECOMMENDATION:**

Approve the Casitas Water Adventure Coordinator part-time job description as presented.

**BACKGROUND AND DISCUSSION:**

Park Services Manager Joe Martinez worked together with the Aquatics Supervisor and Human Resources Manager to update this current job description. I have reviewed the description and agree with the revisions.

**BUDGET IMPACT:**

No impact.

Attachment: Temporary Part-Time/Seasonal Aquatic Coordinator 2013 Job Description  
Casitas Water Adventure Coordinator Revised Job Description

# CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Casitas Water Adventure Coordinator

REPORTS TO: Aquatics Supervisor

SALARY LEVEL: \$23.40 - \$28.38 Hourly

DATE: 09/22/2021

## **Definition**

This is a part-time assignment.

Under direction, plans develops, implements, coordinates and supervises the daily aquatic activities of a variety of aquatics programs, including teaching and supervising departmental aquatic instruction, including but not limited to public swim, special events, water aerobics, swim lessons, lifeguard training, Red Cross certification, junior lifeguards and facility usage; supervises the work of aquatics program staff; schedules a variety of aquatics programs; and performs maintenance of all aquatic facilities including but not limited to pumps, filters, chemical injectors or related hardware, and other work as required.

## **Essential Functions**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

Primary duties include but are not limited to the following:

- Plans, coordinates, directs, trains and evaluates aquatic staff, personnel and volunteers for the successful operation of the Water Adventure;
- Conducts and teaches aquatic programs and trains lifeguards as required; Ensures the proper enforcement of rules, regulations, work methods and procedures;
- Plans, coordinates and implements the daily activities of aquatics programs, including but not limited to public swim, special events, water aerobics, swim lessons, lifeguard training, Red Cross certification, junior lifeguards and facility usage;
- Recruits, selects, schedules, motivates, evaluates and trains program staff and volunteers
- Develops schedules of activities for assigned programs;
- Recommends policies and procedures for assigned programs
- Maintains proper records and reports as required;
- May Respond to emergency situations within the Lake Casitas Recreation Area;
- Ensures the safety of patrons, lifeguards and property as required;
- Provides revenue producing programs and recommends procedures to minimize expenditures while providing a diversified aquatics program;
- Ensures routine pool maintenance at all aquatic facilities, which includes the handling of pool chemicals and wearing and use of a respirator, standing, bending, climbing, lifting at least fifty pounds, and the ability to read gauges and test kits involving color distinction;
- Prepares brochures, flyers, advertising and other publicity materials to promote aquatics programs, special events and facility use;
- Coordinates and supervises special events, including scheduling facility use and transportation, processing payments for supplies and admission, and preparing and distributing publicity materials;
- Answers questions and explains aquatics programs and services to the public;

- Gathers information and prepares reports as directed;
- Attends meetings and conferences;
- Substitutes for subordinate staff as needed;
- Attends training sessions or seminars as required;
- Must work weekends and holidays;
- Other duties as assigned;

### **Knowledge, Skills and Abilities**

- Tools and equipment used in general maintenance;
- Elastomeric Half Face-piece Respirator;
- Pool Chemical handling;
- Recording timesheet information on a computer;
- Establishing and maintaining effective work relationships with others;
- Following oral and written directions and the written safety program of the district;
- The practices and techniques of developing, organizing and supervising aquatics activities and programs;
- Safety and emergency procedures and first aid;

### **Special Working Conditions**

Exposure to variable temperatures and weather conditions; confined spaces; strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as poison oak, pollen, and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death.

### **License Requirements**

- Ability to provide and maintain a valid California Class C driver's license, Current

### **Post-employment certifications required within six months of hire**

1. ARC Trainer certificates for Lifeguard courses
2. A valid ARC Water Safety Instructor certificate
3. Certified Pool Operator or equivalent Aquatics Facility Operator certificates
4. Medically certified and Fit-Tested to wear an Elastomeric Half Face-piece Respirator

### **Education and Experience**

Any combination equivalent to a basic high school education and proven experience in the aquatics field.

### **Physical Requirements**

Operates District vehicle; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs a 10' vertical ladder during routine work; corrected hearing and vision within normal ranges; communicates orally with District staff and public in face-to-face and one-to-one settings; has the ability to read gauges and test kits involving color distinction; use office equipment such as computer; may stand or walk for extended periods of time.

### **Background Investigation**

Fingerprinting and drug screening is required.

**CASITAS MUNICIPAL WATER DISTRICT**  
**Board Memo**

DATE: September 16, 2021

TO: Board of Directors

FROM: Michael Flood, General Manager

**SUBJECT: Approval of an unbudgeted item in the amount of 90,000.00 for the purchase of five (5) prefabricated camping cabins for installation at the Lake Casitas Recreation Area.**

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RECOMMENDATION:

Approve an unbudgeted item in the amount of \$90,000.00 for the purchase as presented.

BACKGROUND AND OVERVIEW:

Campground Fox is the most requested site for RV's and trailers, due to its proximity to the Park Store, Front Entrance, and the Casitas Water Adventure. Campground Fox provides electricity, water and sewer to 20 sites, while 18 sites have electricity and water only, including sites 8 -12. Campsites 8 – 12 are smaller and not compatible for larger RV's and trailers.

In 1998 Campground Fox received upgrades to sites 13 through 40. The upgrades included concrete pads, sewer system connections and asphalt roads. Similar upgrades are scheduled for campsites 8 -12 and staff would like to install a prefabricated cabin on one of those sites as a pilot project.

SCHEDULE

The anticipated schedule to begin work is October 4th, with the ground work, installation of conduit for future electrical upgrades and panels, upgrade/replacement of irrigation, a new sewer line and a retaining wall. The ground work and preparation for the cabin will also be completed and the cabin can be installed thereafter. The final phase will be the asphaltting of Campground Fox. We are anticipating completing all work by the third week in November, and open up all of Campground Fox for the Thanksgiving holiday (excluding the cabin).

The Bureau of Reclamation has been notified and has been given a copy of our Scope of Work, as well as all follow up requested questions. The area where we would trench for sewer has been disturbed numerous times and may only require a CATEX – NEPA. A final draft of Categorical Exclusion Checklist (CEC) from the BOR has been received and it is anticipated that there will be approval later this month.

## FUNDING

We will be utilizing the BOR's matching funds for all asphalt work. All other upgrade work will be completed with budgeted LCRA project and maintenance funds.

The cost of one prefabricated cabin is \$25,000.00 and it will be installed by LCRA staff.

The company will reduce the price if the District purchases all five cabins at once to \$88,000.00 for all five (i.e. \$17,600.00 each) due to savings on packaging and shipping.

The Recreation Committee recommends that all five cabins be purchased at this time.

## Revenue / Expense

Campground Fox campsites 8 thru 12 are basic campsites renting at \$44 a night during the week, and \$52 on weekends and holidays. These sites are typically booked on weekends from June thru September. There are two companies that provide rental trailers to guests. These companies set up the trailer at the campers' reserved campsites and the company's rental fees range from \$210 to \$275 during the week and up to \$260 to \$345 on weekends (LCRA receives no direct revenue from these rentals). The trailer rental does not include the campsite rental / reservation fee which is the only revenue that the District receives for these rentals. The guest must reserve the campsite prior to renting the trailer. Trailer rentals will typically occupy campsites 8 thru 12 during the season but this depends on the guest's site preference.

### Trailer Rental Revenues:

The kick off to the busy season is usually Memorial weekend. We begin booking out weekends when the water park opens mid-June, and from mid-June to mid-September we have a two night minimum stay on weekends and a three night minimum on Holidays (Fourth of July and Labor Day).

The number of stays during this span is approximately 14.

Figures are based on, a two night minimum, weekday, weekend, per campsite, on season, and at lowest trailer rate.

Weekday **Trailer company**  $\$210 \times 2 = \mathbf{\$420}$

Weekend **Trailer company**  $\$260 \times 2 = \mathbf{\$520}$

\*LCRA receives no revenue from these rentals.

Weekday **LCRA** reservation fee  $\$10 + \$44 = \$54 + \$44 = \mathbf{\$98}$

Weekend **LCRA** reservation fee  $\$10 + \$52 = \$62 + \$54 = \mathbf{\$114}$

\*Reservation fee only applies if made online or by phone.

Total out of pocket expense by guest: **\$518.00 weekday (518 / 2 = \$259 a night)**  
**\$634.00 weekend (634 / 2 = \$317 a night)**

Season Totals:

Trailer Rental Company\*:

14 weekday stays x \$420 per weekday stay = \$5,880.00 (per site)

\$5,880.00 per site x 5 sites = **\$29,400** (per season - weekday)

14 weekend stays x \$520 per weekend stay = \$7,280.00

\$7,280.00 x 5 sites = **\$36,400** (per season - weekend)

Note:\*LCRA receives no revenue from these rentals.

Casitas:

14 weekday stays x \$98 per weekday stays = \$1,372 (per site)

1,372 x 5 sites = **\$6,860** (per season - weekday)

14 weekend stays x \$114 per weekend stay = \$1,596

\$1,596 x 5 sites = **\$7,980** (per season - weekend)

**Estimated Casitas Revenues:**

The goal is to increase revenue as well as improve guest accommodations by installing five pre-fabricated cabins in Campground Fox 8 thru 12.

Lake Cachuma currently has cabins (fully equipped), and yurts available for rent beginning at \$150 up to \$175 with a \$20 reservation fee.

Casitas' starting rate is recommended to be \$180/night (weekday during off-season) and \$225/night (all weekends and weekday during on-season) with a \$10 reservation fee.

Weekday stay during off season: (\$180/night x 2 nights) + \$10 fee = \$360 + \$10 = **\$370**

Weekends / Weekday during on season: (\$225/night x 2 nights) + \$10 = **\$460**

Projected Seasonal Totals:

14 weekday stays x \$370 = \$5,180 @ 5 sites = **\$25,900**

14 weekend stays x \$460 = \$6,440 @ 5 sites = **\$32,200**

Projected Increase in Proceeds:

Projected Current

\$25,900 - \$6,860 = \$19,040

\$32,200 - \$7,980 = \$24,220

**Projected Increase in Revenue: \$43K**

**Recommendation:** Staff is requesting that the Board approve an unbudgeted item for the in the amount of \$90,000.00 for this project.



CASITAS MUNICIPAL WATER DISTRICT  
1000 YERGEN DRIVE  
 LAKE CASITAS RECREATION AREA  
 CAMP FOX CABIN IMPROVEMENTS

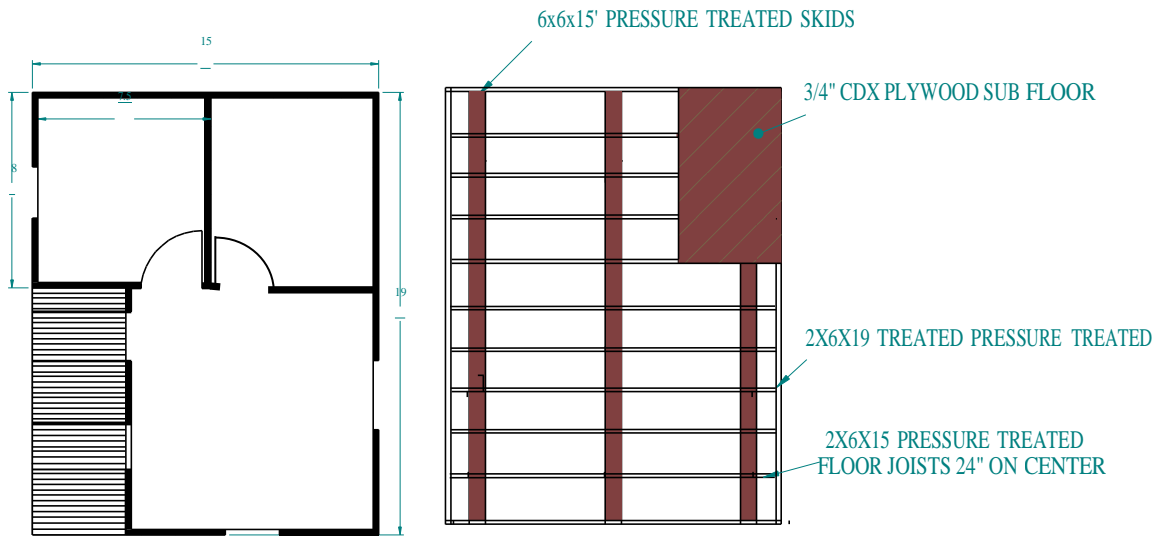
DRAWN BY: TIMOTHY ALANSON DATE: 06/07/2021

**LAYOUT**

SCALE: NO SCALE PAGE: 5 DWG#







FLOOR PLAN



TYPICAL PLUMBING

CASITAS MUNICIPAL WATER DISTRICT  
OAK VIEW CALIFORNIA  
 LAKE CASITAS RECREATION AREA  
 CAMP FOX CABIN IMPROVEMENTS

DRAWN BY: TIMOTHY M LAWSON DATE: 06/07/2021

FLOOR PLAN

SCALE: NO SCALE DWG #

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** SMART REBATES PROGRAM FUNDING INCREASE  
**DATE:** 09/22/21

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**RECOMMENDATION:**

The Board of Directors increase funding for the Smart Rebates Program through Fiscal Year 2021-22 in the amount of \$10,000.

**BACKGROUND:**

Smart Rebates is a statewide program administered by the California Water Efficiency Partnership (CalWEP) that offers a list of measures for conservation product and appliance rebates. As a member agency of CalWEP (formally the California Urban Water Conservation Council, or CUWCC), Casitas began participating in the program in February 2007.

Since 2007, Casitas has issued over 560 rebates for high efficiency toilets and washers to its customers, both residential and commercial, with an overall investment of approximately \$72,000.

**DISCUSSION:**

With a presumed increase in customer participation due to program outreach efforts and increasing drought conditions, CalWEP and Castias staff have processed over 20 rebates since October 2020. The financial expenditure rate for this increase in customer participation is currently approximately \$1,000 per month (\$714 in rebates and \$191 in administration fees) and exhausting the current program budget earlier than anticipated.

With nine months remaining in the Fiscal Year 2021-22, \$10,000 would cover a presumed continuation of the expenditure rate of \$1,000 per month and continue the program through until the next Fiscal Year funding cycle.

**FINANCIAL IMPACT:**

If Board-approved, \$10,000 would be funded by Conservation Penalty funds.

# MEMORANDUM

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TO: Board of Directors

From: Michael L. Flood, General Manager

RE: **Approval of a payment to Toro Enterprises for Casitas MWD Change Orders #2,#3,#4,#10,#20 and #21 in the amount of \$15,151.83 for the Grand Ave. Water Line Pipeline Replacement Project - Casitas MWD Specification No. 20-436.**

Date: September 16, 2021

---

## RECOMMENDATION:

Approve the payment to Toro Enterprises as presented.

## BACKGROUND:

Toro Enterprises was awarded the contract for the Grand Ave. Water Line Pipeline Replacement Project - Casitas MWD Specification No. 20-436 in the amount of 1,444,395.00 in February 2021.

The project is near completion and change orders have been approved in the amount of approximately \$85,000.00.

In consultation with Casitas' general counsel, Casitas MWD Engineering Staff rejected Toro's change order requests #2,#3,#4,#10,#20 and #21 in the total amount of \$30,303.66.

Toro appealed these change order requests to the General Manager for a decision.

## DISCUSSION:

Upon review of the subject change order requests, I found that Casitas Staff were correct in their rejection of the aforementioned change orders in that those rejections were in conformance with Casitas' specifications for the work and a legal analysis by Casitas' general counsel.

The change order requests involved extra work on the part of Toro field crews when they encountered unmarked utilities and obstructions including two abandoned storm water vaults and a subsurface wall during the course of the project.

However, given the current level of expenditure of Casitas staff and general counsel time on this issue and the positive outcome of the project, I am recommending that the Board approve a 50% payment of these change order requests in the amount \$15,151.83.

The current amount of approved change orders exceeds the General Manager's approval authority for this project and thus the Board must approve this recommended amount.



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## CASITAS MUNICIPAL WATER DISTRICT

### MEMORANDUM

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL L. FLOOD, GENERAL MANAGER  
**SUBJECT:** GRAND AVENUE PIPELINE REPLACEMENT, SPEC NO. 20-436, CHANGE ORDER NO. 5  
**DATE:** 9/22/2021

---

#### RECOMMENDATION:

- Approve Change Order No. 5 to Toro Enterprises for the Grand Avenue Pipeline Replacement, Spec No. 20-436 in the amount of \$32,464.16.

#### BACKGROUND:

The Grand Avenue Pipeline Replacement project included pavement restoration upon completion of the pipeline installation under contract. The original contract required 25,575 square feet of pavement to be replaced based on assumed disturbance required for the pipeline replacement. Once the pipeline was installed it was determined that an additional 4,513 square feet were disturbed beyond the original contract scope. The attached Change Order #5 details the additional cost for the extra paving as well as other miscellaneous changes to the contract.

Change order No. 5 includes:

- Credit for deletion of a storm drain crossing at Signal St and Grand Ave;
- Replacement of 9 concrete panels beyond the contract total;
- Paving an additional 4,513 square feet of asphalt;
- Striping beyond the contract scope based on the City's request; and
- Performing a service leak repair at 501 Grand Ave.

Table 1 summarizes the contract costs including change orders to date. The total change orders represent a 5.9% increase in the contract amount.

**Table 1 – Toro Enterprises Contract Summary**

Original Contract	\$1,444,395.00
Change Order No. 1	\$ 18,033.00
Change Order No. 2	\$ 20,186.00
Change Order No. 3	\$ 4,928.45
Change Order No. 4	\$ 9,632.67
Change Order No. 5	\$ 32,464.16
<b>Total Contract</b>	<b>\$1,529,639.28</b>

#### FISCAL IMPACT:

The FY 2021-22 Budget includes \$620,000 from CFD 2013-1 funding for this project. Funds were also expended last fiscal year. Based on progress this fiscal year, these funds are sufficient to complete the project.

Attachment: Change Order No. 5





## CHANGE ORDER #5

August 30, 2021

PROJECT: Grand Avenue Pipeline Replacement Specification 20-436
CONTRACTOR: Toro Enterprises, Inc.
ADDRESS: P.O. Box 6285, Oxnard, CA 93031

ITEM	DESCRIPTION OF WORK	TOTAL
1	Credit associated with deletion of installation of final 20 feet of 10" PVC pipeline at Signal St and Grand Ave	\$ (4,800.00)
2	Credit associated with deletion of a storm drain crossing at Signal St and Grand Ave	\$ (3,367.00)
3	Cost associated with additional 9 concrete panels requiring replacement beyond the 12 anticipated under contract.	\$ 5,850.00
4	Cost associated with additional 4,513 SF of asphalt pavement requirement replacement beyond the 25,575 SF under contract	\$ 33,035.16
5	Cost associated with additional road striping within boundary of construction to match newly striped roadway lines.	\$ 975.00
6	Cost associated with mobilization to perform a service leak at 501 Grand Ave.	\$ 771.70

TOTAL AMOUNT OF CHANGE ORDER NO. 5	\$ <u>32,464.16</u> ✓
ORIGINAL CONTRACT AMOUNT	\$ <u>1,444,395.00</u> ✓
PREVIOUS APPROVED CHANGE ORDER AMOUNT	\$ <u>52,780.12</u> ✓
NEW CONTRACT AMOUNT	\$ <u>1,529,639.28</u> ✓
EXTENSION OF CONTRACT TIME <u>-0-</u> DAYS	



CASITAS MUNICIPAL WATER DISTRICT

By: \_\_\_\_\_  
MICHAEL L. FLOOD  
GENERAL MANAGER

DATE: \_\_\_\_\_

TORO ENTERPRISES, INC.  
By: \_\_\_\_\_

DATE: Sept 2, 2021

# MEMORANDUM

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TO: Board of Directors  
From: Michael Flood – General Manager  
RE: Contract Award - Water Cost of Service and Rate Design Study  
Date: September 22, 2021

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## RECOMMENDATION:

The Board of Directors approve and authorize the District to enter into contract with Hildebrand Consulting to conduct the Water Cost of Service and Rate Design Study, for a not-to exceed fee of \$79,810.00.

## BACKGROUND:

In 2017 a water rate study was completed resulting in the Board adopting a five year increase of 12% per year until 2021. The last water rate adjustment connected with the 2017 Board action went into effect on July, 1 2021.

A Request for Proposal for the water rate study was issued on July 30, 2021. Four consulting firms were provided requests for proposals of which three responded to the District. Two additional consulting firms also responded to the District. Table 1 shows a cost summary of the proposals received.

TABLE 1. COST SUMMARY OF PROPOSALS RECEIVED

Consulting Firm	Proposal Cost
Bartle Wells Associates	\$119,850
Hildebrand Consulting	\$79,810
IB Consulting	\$73,620
RDN	\$43,260
Willdan	\$39,620

Service expected to be provided include:

- Review and propose modifications to revenue requirements
- Conduct cost of service analysis
- Review and propose changes to current rates including
  - Review the composition and construction of all customer classes

- Evaluation of the District current tiered water rate structure and recommend changes to recover fixed costs and commodity cost
  - Demonstrate that any alternative rate structure is easy to understand and administer and can be accommodated with the existing District billing system and complies with all laws, regulations and policy, are defensible and documented, and are developed to comply with Propositions 218 and 26
  - Provide the District water rate and service fees model
  - Assess the impact on any proposed rate structure due to drought, mandatory rationing, or other water shortage factors
  - Recommends a pricing program that mimics the different water stages of the District's Water Efficiency and Allocation Program and continues to fund water operations and capital projects
- Review and propose changes to allocation policies
  - Report and presentation of the study

**DISCUSSION:**

Staff have reviewed all five proposals and reached the conclusion that Hildebrand Consulting would be qualified and recommended to perform the scope of work.

Hildebrand Consulting performed the last water rate study in 2017 as well as the Adjudication charge in 2020 and is very knowledgeable about the District. Hildebrand Consulting also has experience in dealing with the requirements of a Prop 218, an understanding of the importance of timing, project scope, and clear communication.

The attached proposal from Hildebrand Consulting provides the experience, qualifications, project approach, organization and timeline.

While Bartle Wells Associates would also be qualified to perform the scope of work, they didn't include a review of the District's allocation procedures in their proposal. Bartle Wells Associates is a well-established firm and not only specializes in utility rate and fee studies but also project financing for public agencies. Attached is the proposal received from Bartle Wells Associates for reference.

**FUNDING SOURCE:**

This is an unbudgeted item for fiscal year 2021-22.

Attachment: Proposal from Bartle Wells Associates dated August 27, 2021  
 Proposal from Hildebrand Consulting dated August 23, 2021



# CASITAS MUNICIPAL WATER DISTRICT

## Water Cost of Service and Rate Design Study Proposal

August 23, 2021



**HILDEBRAND**  
CONSULTING



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## **APPENDIX A – STAFF AND FIRM QUALIFICATIONS**

## **APPENDIX B – CLIENT REFERENCE LIST**

## 1. COVER LETTER

Janyne Brown, Chief Financial Officer  
jbrown@casitaswater.com

August 23, 2021

SENT BY EMAIL ONLY

**Subject: Proposal for Cost of Service and Rate Design Study**

Dear Ms. Brown,

In response to the Casitas Municipal Water District's request, Hildebrand Consulting, LLC is pleased to submit this proposal to conduct a Water Cost of Service and Rate Design Study (Study).

Mark Hildebrand has over 21 years of broad experience in California as a utility rate and management consultant to municipal utilities such as the District. He has performed hundreds of studies covering a diverse range of rate setting, cost allocation, financial planning, and drought resilience to more than 50 clients. He has been providing Casitas Municipal Water District with his services since 2016. As an independent consultant, Mark Hildebrand offers a distinctive value proposition: he is *\*directly\** engaged in all facets of his projects, including all meetings, communications, financial models, and deliverables. In addition to being immediately responsive to his clients, being a sole proprietor also allows him to provide his seasoned services at significantly more affordable rates than peers at larger consultancies.

We are uniquely positioned to provide valuable insight into this project after having served as the District's rate consultant for the past 5 years, particularly in light of staff turnover as key positions including the general manager position and chief financial officer. Our insight into the recent historical decisions regarding rates and our familiarity with the District's Board will allow us to add value during all phases of the Study.

We are thankful for the opportunity to be of service to Casitas Municipal Water District for this study, and please let me know if you have any questions regarding this proposal.

Sincerely,



Mark Hildebrand

Owner of Hildebrand Consulting, LLC.

[mhildebrand@hildco.com](mailto:mhildebrand@hildco.com)

510.316.0621 (m)

## 2. EXECUTIVE SUMMARY

Hildebrand Consulting's proposal responds to the District request for a rate study that will establish rate revenue to meet future revenue requirements while complying with all legal requirements, including Proposition 218. The financial plan will consider the District's cash flow requirements, including special projects such as the Ventura-Santa Barbara Counties Intertie. Our financial planning process includes an interactive evaluation of the proposed capital spending budgets, and the rate impacts of alternative projects, costs, timing, and funding strategies. Our capital planning tool allows us to directly evaluate the financial impacts of capital spending decisions on rate payers. Having worked with the District several times in the past, we expect that modeling the District's finance enterprise will be seamless. Our team will use a revenue sufficiency and financial planning model to update the District's 10-year Financial Plan and ultimately recommend a 5-year schedule of rate adjustments. The financial plan will consider projected changes to operating expenses, alternative spending levels, operating reserves targets, debt service coverage ratios and other financial policies/goals that affect the revenue requirements of the funds.

The cost-of-service analysis serves as the foundation for water rates by allocating utility costs to cost categories and then to customer classes based on demand characteristics. Our cost of service and rate design study process is consistent with industry practice in the State of California, conforms to all State and Federal laws. Under California's Proposition 218, water rates must reflect a proportionate distribution of costs to each customer and customer class. We identify the most appropriate Prop 218-compliant cost-of-service methodologies based upon the District's stated objectives, available data, legal requirements, system configuration, and demand and usage characteristics. We then customize our cost-of-service model to employ methodologies and concepts that are best suited for the District. We will work collaboratively with the District to identify the cost-of-service approach that is the most equitable and least disruptive to rate payers.

Water rate structures determine how the cost of providing service to each customer class is recovered through water rates. We will review the composition of all customer classes and evaluate the District current tiered water rate structure and work collaboratively with the District to recommend any changes. We will consider affordability, revenue volatility, simplicity, legal constraints, practical limitations (billing system and data availability), and District objectives/policies.

In addition to the above, we propose to develop a water shortage financial strategy that addresses changes to revenues and expenses during various stages of water shortage events. Droughts affect the District's finances in several ways. Financial impacts can include reduced water sales and water sales revenue, reduced water production costs, and increased water conservation program costs. Water shortage surcharges allow the District to mitigate the financial impact of drought events.

Hildebrand Consulting believes that true transparency (and, hence, legal defensibility) is achieved when the Administrative Record is (1) organized as an easy reference document, (2) is clear enough to be understood by a layman, and (3) is comprehensive without including superfluous information.

We will work closely with District staff over the course of the entire project to engage and inform the Board of Directors and the Finance Committee. Based on our understanding of the District's needs, we have proposed a work plan that assumes two (2) preparatory meetings with the Finance Committee and three (3) presentations to the Board of Directors.

### 3. EXPERIENCE

**Mark Hildebrand** is the sole proprietor of Hildebrand Consulting and brings over 21 years of experience as a consultant to municipal utilities and provides a broad range of financial, utility rate, and management consulting services. He has performed hundreds of studies covering a diverse range of cost allocation issues, financial planning, business case evaluations, and litigation avoidance to more than 50 clients. Approximately two-thirds of Hildebrand Consulting engagements are repeat clients.



He has been published and frequently speaks on topics such as rate-setting under the requirements of Proposition 218, cost-of-service principles, cost allocation methodologies, drought preparedness, emerging regulatory issues, consolidation studies, and strategic business planning. Mr. Hildebrand was the project manager and author of Casitas Municipal Water District's 2017 water rate study, the District's recent Adjudication Impact Charge, and also recently developed groundwater extraction fees for the Upper Ventura River Groundwater Agency (UVRGA).

He has worked with numerous other southern and central California municipalities and local governments, including Coachella Valley Water District, City of Santa Ana, City of Fullerton, Indian Wells Valley Water District, Moulton Niguel Water District, Soquel Creek Water District, and the City of Greenfield (see Appendix B for a complete list).

Mark Hildebrand has participated in authoring several industry guidebooks including AWWA's *Manual M1 Principles of Water Rates, Fees and Charges*, and AWWA's *Water Rates, Fees, and the Legal Environment*, and continues to actively serve on AWWA's Rates and Charges Committee, which established best practices for rate setting across the industry. Please visit our website at [hildebrandconsulting.com](http://hildebrandconsulting.com).

#### SAMPLE PROJECTS:

##### **Casitas Municipal Water District – 2017 Water Rate Study**

Mr. Hildebrand was the project manager and primary author of a comprehensive water rate study for the District, inclusive of a multi-year financial plan, cost of service allocation, and rate structure analysis. Using the financial module of our interactive modeling system, we developed several alternative multi-year financial management plans and corresponding water rate revenue adjustment plans which we reviewed in interactive work sessions with District staff.

Aside from the detailed financial planning, cost of service and rate design analysis, Mr. Hildebrand remained focused on the District concern that the previous rate failed to communicate the underlying reasoning for the rate recommendations. He was proactive in directly engaging the Board in developing the basis for the financial planning assumption and the rate design policies. Credibility was achieved through the clarity of our recommendations and the transparency of our process.

#### **Worth repeating...**

*“Mr. Hildebrand’s presentation was the best explanation of water rates I’ve heard, and I’ve been doing this for a long time.”*

-Bill Hicks, Board Member

Casitas Municipal Water District



Finally, we modified the District's rate structure to ensure that it conformed to the requirements of Proposition 218. We were able to meet this standard while also while achieving the District's policy objectives.

Ultimately the rate recommendations were adopted unanimously by the Board.

### **City of Santa Rosa – Water, Recycled Water and Sewer Rate Study**

Mr. Hildebrand has worked with the City of Santa Rosa since 2018 in delivering comprehensive water, wastewater, and recycled water rate studies. These studies included detailed cost-of-service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. The water rates are tiered and comply with the requirements of Proposition 218 by tying the cost of each tier to the City's two sources of water (local groundwater and imported water). The wastewater utility provides treatment services to four independent municipal sewer collections systems under the terms of a complex Subregional Agreement. Among other challenges, the rate study is addressing the financial impact of the massive 2017 Tubbs Fire, which damaged critical infrastructure and destroyed nearly 4,000 homes.

### **Coachella Valley Water District – Budget-based Tiered Water Rate Study**

Coachella Valley Water District is a multi-faceted agency with a 1,000 square miles service area that delivers irrigation and domestic (potable) water, collects, and recycles wastewater, manages stormwater, and imports water to replenish its groundwater basin. Mark Hildebrand worked with the District for 7 years to provide comprehensive financial management services, which included drought rate-structuring and rate design for potable water. Rates were designed to fund the utility's long-term projected costs of providing service while proportionally allocating costs among customers, providing a reasonable and prudent balance of revenue stability, and complying with the substantive requirements of California Constitution article XIII D, section 6 (Prop 218).

The study transpired during the severe drought conditions from 2013 to 2016 with a Governor-mandated water use reduction across California. Water use behavior within Coachella has changed materially over the course of the study. The study employed a water budget model to better structure the rates in reaction to water needs during the drought. Rate policies were refined by using historical data to better understand water use patterns and minimize revenue volatility.

## 4. QUALIFICATIONS

**Mark Hildebrand** is dedicated to providing clients with an exceptional level of service and responsiveness, developing creative yet practical solutions to client needs, and broadening understanding and facilitating consensus on complex issues. His strengths in consensus-building, clear communication, and his experience with utility rate-setting will be particularly valuable during this engagement.

Hildebrand Consulting was formed with the vision of providing high-quality and deeply experienced consulting services while remaining affordable, reliable, and flexible for our clients. Our services reflect our values; we provide independent consulting services while emphasizing integrity and loyalty.

As an independent consultant, Hildebrand Consulting offers a distinctive value: a seasoned and experienced consultant will be \*directly\* engaged in all facets of work and our services are provided at significantly more affordable rates than peers at larger consultancies. Mark Hildebrand will be fully committed to the project, including all models, communications, and deliverables.

At Hildebrand Consulting, we understand the importance of our work product quality. As a sole practitioner, all work is done by a seasoned consultant with decades of experience therefore the quality of our work starts from a strong position. As a standard practice, Hildebrand Consulting engages our clients with a detailed review of our models, which both ensures work quality and fosters familiarity with our tools. We work closely with staff to develop our findings and validate our work, including regularly scheduled project management meetings with District staff. For decades Mark Hildebrand was a project manager for multi-national engineering firms and is well-versed in best practices for ensuring product quality for each and every project.

Mark specializes in financial management services for local governments. His firm provides clients with an exceptional level of service and responsiveness, develops creative yet practical solutions to client's needs, and broadens understanding and facilitates consensus on complex issues. His expertise in water rate studies, cost-of-service analyses, long-range financial and strategic planning, public participation, and his extensive history of working with the District over the past 5 years makes him a strong fit for this project. In addition, Hildebrand Consulting brings the following strengths to client engagements:

- Extensive CA and national experience in water utility operations, management, and finance.
- Broad knowledge of practices in water rates, fees, and cost-of-service analyses.
- Expertise with legal and regulatory requirements affecting public agency rate setting and finance, particularly with tiered water rates and water budgets.

A complete resume has been provided as Attachment A.

## 5. PROJECT ORGANIZATION, APPROACH AND TIMELINE

Formed in 1952, the District provides water service to over 6,000 customer accounts in a service area that encompass Ojai Valley, Upper Ojai Valley, the Ventura River Valley area, the westerly portion of the City of Ventura, and the Rincon coastal area to the ocean and Santa Barbara County line. Wholesale customers include the City of Ventura and several special districts and mutual water companies. In June 2017, Casitas acquired the Ojai Water System (OWS) from Golden State Water Company (GSWC) and absorbed those customers as retail customers.

The District serves its potable water customers with local water from Lake Casitas and limited groundwater. The water is treated at the District's treatment plant before delivery to customers. Annual water deliveries vary considerably from year to year, typically ranging from 12,000 AF to 20,000 AF due to its large agricultural customer base whose demands vary based on weather and rainfall. For example, total water sales in FY 2013/14 were over 19,000 acre-feet (AF) and two years later the sales were 14,300 AF (a drop of 25%).

### DISTRICT'S CURRENT RATES

The District's last comprehensive rate study was completed in 2017 and included a financial plan and cost of service / rate design analysis. At the time, the study's primary drivers were to (1) address revenue shortfalls due to the historic drought, (2) ensure that the District's rates were compliant with California's Proposition 218, and (3) clearly communicate the recommendations to the Board (which the Board felt had not been done historically). More recently, the District adopted an Adjudication Impact Charge to provide revenue for the cost of an ongoing lawsuit.

The District's water rates consist of a fixed monthly charge as well as a volumetric tiered rate. In addition to water rate revenue, the District receives material revenue related to the Park and Water Park and taxes. During drought events the District, as part of its drought management plan (Water Efficiency and Allocation Program), collects penalty revenue from customers that exceed their water allocation. The penalty rates are subject to the requirements of Proposition 26 and the revenue is held in a designated fund for use on future water supply and conservation projects. Currently, Casitas is currently in Stage 3 of the WEAP with mandated 30 percent conservation. As of June 30, 2020, Lake Casitas was at approximately 38.0 percent of capacity.

The 2017 Rate Study recommended 12% rate revenue increases for 5 consecutive years. In reviewing the District's 2020 CAFR, it appears as though the rate revenue outcome of those increases went as planned. The 2017 Rate Study also made some modifications to the District's rate structure, such as reducing the number of tiers from 4 to 3 and ensuring that each tier had a sound cost basis (in conformance with Proposition 218).

Since the 2017 study there have been some significant changes that weren't contemplated by the 2017 Rate Study. This includes:

- 1) The District's purchase of the Ojai System (previously owned by Golden State Water), which increased both rate revenue and expenses (including debt expense since the purchase was bond funded).
- 2) The Upper Ventura River Groundwater Agency's adopted a groundwater extraction fee.
- 3) Material changes to the capital spending program (in part due to the increase in the District's service area)
- 4) The adoption of a pass-through fee for the costs associated with a water rights lawsuit adjudication.

In the longer term, the District may evaluate the benefits of importing water from the State Water Project in order to supplement the valley's water supply. That project is expected to be evaluated as part of a future study.

## PROJECT OBJECTIVES

Based on our conversations with District staff, our previous work with the District, and our familiarity with the region, we understand the objectives of the study to be as follows:

1. Update the District's financial plan and establish sufficient rate revenue to meet the requirements of the District's most recent operation cost projections and capital spending forecasts while meeting all legal requirements, including Proposition 218.
2. Develop a financial plan that considers the District's cash flow requirements and reserve adequacy.
3. Specifically consider the impacts of the planned Ventura-Santa Barbara Counties Intertie (funded with a federal loan).
4. Confirm that the District's existing rate structure continues to be fair, equitable and compliance with applicable State law.
5. Provide clear and transparent communication of the basis for the water rates.
6. Evaluate the District's allocation and penalty policies within the context of best practices.

## LEGAL ENVIRONMENT FOR RATE SETTING

The legal landscape for utility rate setting in California has changed significantly over the past several years. While it has been over 25 years since Proposition 218 was passed by California voters in 1996, it has been the Court's interpretations of Prop 218 over the past 9 years that have dramatically altered the standards for rate setting. Fully understanding the myriad of court decisions is a nuanced endeavor. Tiered rates in particular are closely scrutinized by rate advocacy groups.

Having authored District's current rates (as well as scores of other tiered rate structures through-out California) we believe that the current structure has a strong foundation, based on solid principles. That being said, over the past 5 years the District's cost structure has inevitably changed. It is important to periodically examine the rate structure with fresh eyes and an open mind.

## ADMINISTRATIVE RECORD

Much like a rate structure with a sound and clear methodology, Hildebrand Consulting emphasizes the importance of a clear and concise yet comprehensive Administrative Record. We do not, however, generate excessively voluminous reports. We believe that true transparency (and, hence, legal defensibility) is achieved when the Administrative Record is (1) organized as an easy reference document, (2) is clear enough to be understood by a layman, and (3) is comprehensive without including superfluous information. Mark Hildebrand has been providing such thorough and defensible Administrative Records to his utility client since well before the San Juan Capistrano case made it the "new standard".

## PROPOSED SCOPE OF WORK / APPROACH

The following proposes a general scope of work based on our understanding of the District's needs and our scope of services for similar studies.

### Task 1. Review and Propose Modifications to the Revenue Requirements

To initiate the study, we will submit a data request to the District. Collecting and reviewing data prior to a Kickoff Meeting will allow us to be more productive from the outset of the project. Once a majority of data has been received, we will review it in detail. This will include (but is not limited to) a review of historical financial statements, capital spending forecast, historical statements of revenue and expense, current year budgets, customer counts and classes, and historical water usage data. We will use this time to build on our existing understanding of the District's current financial requirements (such as bond covenants) and operational/capital improvement drivers.

Shortly thereafter, we will conduct a Project Kickoff Meeting with District staff to:

- ✓ Discuss key issues, roles, and responsibilities
- ✓ Confirm study objectives and further explore project drivers such as revenue stability
- ✓ Confirm data requirements and discuss the data already received
- ✓ Finalize the project schedule, including key milestone dates and deliverables

Follow-up calls with staff will be made to ensure full understanding of all data received.

Hildebrand Consulting uses a financial planning approach with tools that recreate the District's fund structure. Our financial planning process includes an interactive evaluation of the proposed capital spending budgets, and the rate impacts of alternative projects, costs, timing, and funding strategies. Our capital planning tool allows us to directly evaluate the financial impacts of capital spending decisions on rate payers. Having worked with the District several times in the past, we expect that modeling the District's finance enterprise will be seamless.

In this task, our team will use a revenue sufficiency and financial planning model to update the District's **10-year Financial Plan** and ultimately recommend a **5-year schedule of rate adjustments**. Our financial planning model will be tailored to directly load the District's budget and project annual revenue requirements. The financial plan will consider projected changes to operating expenses, alternative spending levels, operating reserves targets, debt service coverage ratios and other financial policies/goals that affect the revenue requirements of the funds. It will also consider historical operating expenses, growth projections and other trends that paint a complete financial picture and provide for informed decision-making. Our model's dashboard clearly displays key scenarios and assumptions in a format that is easy to understand. This function, coupled with our ability to make real-time changes to the model, is particularly useful when engaging in interactive planning meetings.

Our team will work directly with District staff to understand cost drivers for the Financial Plan and consider cost uncertainties, such as the cost of future intertie projects and water supply/demand trends.

Our financial planning model provides a valuable capital planning tool which we will use to review the District's capital improvement program and evaluate the impacts of alternative projects, costs, timing, and funding sources.

We will examine the District's historical use of debt financing and assess the viability and appropriateness of issuing new debt. All financial scenarios will ensure that the District will maintain a proper balance of debt coverage and reserves over the study period.

Closely related to this analysis is the examination of cash reserve policies, which are fundamental to achieving financial stability and avoiding sudden fee adjustments in the face of changes to operating or capital needs. The District previously adopted a series of reserve policies which we will review and incorporate in the Financial Plan model. We will forecast the District's fund balances and incorporate these balances and alternative reserve policies into the interactive planning discussions regarding financial sustainability.

**Task 1 Meetings:**

- Kickoff Meeting with staff
- Financial Planning Workshop with staff

**Task 1 Deliverables:**

- Data request list
- Presentation materials

## Task 2. Conduct Cost of Service Analysis

The cost-of-service analysis serves as the foundation for water rates by allocating utility costs to cost categories and then to customer classes based on demand characteristics. Our cost of service and rate design study process is consistent with industry practice in the State of California, conforms to all State and Federal laws. Under California's Proposition 218, water rates must reflect a proportionate distribution of costs to each customer and customer class.

We identify the most appropriate Prop 218-compliant cost-of-service methodologies based upon the District's stated objectives, available data, legal requirements, system configuration, and demand and usage characteristics. We then customize our cost-of-service model to employ methodologies and concepts that are best suited for the District. There is not a single absolute correct method for allocating costs among customers, but we do need to be transparent. We will work collaboratively with the District to understand the implications of any proposed changes to the allocation methodology and identify the cost-of-service approach that is the most equitable and least disruptive to rate payers.

We will begin by reviewing the 2017 cost-of-service analysis with Staff to determine whether any changes to the District's costs or policies would warrant a material change from the current rate structure. We will evaluate the cost of service basis and rate structure to assess whether they continue to serve the District's objectives relating to revenue stability, conservation, and affordability, while ensuring a fair and equitable distribution of costs and conformance to accepted industry practice and legal requirements.

Detailed data from the utility billing system will be needed to analyze water usage characteristics and perform water rate calculations. Data to be extracted from the billing system will include customer name and account number, customer class, meter size, number of dwelling units, and a 12-month water use history. This data will be reviewed, sorted, organized, and analyzed to provide information on water usage characteristics by customer class. Analysis of



metered water usage will be used in water rate calculations and will also be useful for education and outreach purposes, as needed.

**Task 2 Meetings:**

- Cost of Service & Rate Structure Workshop with staff
- Finance Committee meeting (see Task 6)

**Task 2 Deliverables:**

- Presentation materials

### Task 3. Review and Propose Changes to Current Rates

Water rate structures determine how the cost of providing service to each customer class is recovered through water rates. We will review the composition of all customer classes and evaluate the District current tiered water rate structure and work collaboratively with the District to recommend any changes. The design of the water rate structure should be a reflection of the District's values. We will consider affordability, revenue volatility, simplicity, legal constraints, practical limitations (billing system and data availability), and District objectives/policies.

Hildebrand Consulting will work with the District to confirm a rate structure that protects the District from the revenue swings that can accompany changes in water demand and changes in utility costs while also financially and legally protecting the District and its ratepayers. The proposed rate structure will equitably account for all utility costs while minimizing financial impacts to customers.

We will provide a clear, written analysis of the basis upon which the rates were calculated, including an analysis of rate classes to eliminate and/or add classes as appropriate.

**Water Shortage Surcharges** – We propose to develop a water shortage financial strategy that addresses changes to revenues and expenses during various stages of water shortage events. As we write this proposal the entire State of California is facing a second severe drought in less than 6 years. Casitas has experienced perpetual drought in recent years. While the District is currently in a Stage 3 drought (as defined by the Water Efficiency and Allocation Program) only time will tell if the drought worsen to a Stage 4. Droughts affect the District's finances in several ways. Financial impacts can include reduced water sales and water sales revenue, reduced water production costs, and increased water conservation program costs. Water Shortage Surcharges are a financial tool that allow the District to mitigate the financial impact drought events.

We will use our financial model to evaluate the financial impact of various the above changes in revenues and costs. Based on these findings, we will propose a water shortage financial strategy that will consider the implementation of water shortage surcharges which are adopted at the same time as the status quo rates and implemented only in the event of a worsening drought.

**Financial Model** – Our team will deliver a user-friendly electronic rate model in Microsoft Excel to District staff. The model will be tailored to the District's reporting formats, which will enable the District to easily update the financial plan as new data becomes available. We are also available to provide training to District staff so that staff will be able to independently make updates to the model.

Proposed water rates will be compared with the rates of neighboring water utilities by comparing the monthly water bills for representative residential customers. In addition, we will relate the typical water bill under proposed rates with average household income within the District's service area.

**Task 3 Meetings:**

- Cost of Service and Rate Structure Workshop with staff (see Task 2)
- Finance Committee meeting (see Task 6)

**Task 3 Deliverables:**

- Presentation materials, including survey results

### Task 4. Review and Propose Changes to Allocation Policies

We will review the composition and construction of the District's allocation program (as described by the Water Efficiency and Allocation Program) and recommend any changes. As part of this evaluation, we will conduct a survey of other water utilities that currently have an allotment/penalty policy in order to compare both the water budgets that are allotted to different types of customers as well as the penalty fee that is assessed for excessive water use. This may include a comparison of the District's allocation policies with upcoming State regulations for water conservation, as well as other agency allocation programs.

**Task 4 Deliverables:** Penalty program survey results and recommendations (to be included in final report (see Task 5))

**Task 4 Meetings:** Task 4 topics will be covered during the course of other project meetings

### Task 5. Reports

We will deliver an administrative draft report for staff review, followed by Finance Committee review, followed by Board review. Following acceptance of the draft report by the Board, a final report will be submitted. The report will include all elements of the study including the financial plan, cost of service, rate structure, drought rate surcharge policies, and recommendations regarding the District's water allotments and penalties. The report will include:

- a. A brief physical description of the water system
- b. Overview of financial operations for the last five years
- c. The District's forecast of capital improvement program needs for the next ten years
- d. The proposed 10-year Financial Plan
- e. A transparent explanation of the basis for cost allocation to customer classes
- f. A clear explanation of the cost-basis for the respective rate structures
- g. A 5-year schedule of proposed water rates
- h. A list of all assumptions and data supporting the study's recommendations

We will provide guidance and advice to staff to ensure compliance with the rate adoption process required by Proposition 218. We will work with District staff to draft the contents of the required Proposition 218 notice, which will need to be mailed to property owners at least 45 days prior to a public hearing.



**Task 5 Meetings:**

- Administrative Draft, Draft, and Final Study Report
- Draft Proposition 218 Notification Letter
- Rate model in Microsoft Excel®

**Task 5 Meetings:**

- Model Training (6 hours)

## Task 6. Public Outreach

Gaining public support for proposed rate adjustments can be a challenge, especially if there is to be a significant change from the historical structure. With 21 years of experience, Hildebrand Consulting has worked with numerous outreach firms and has honed a messaging approach that translates the complexities and nuances of the water industry into compelling messages. In this task, we will prepare materials and participate with District staff in up to three (3) workshops with stakeholders to present and explain the recommended rate changes and proposals. We have facilitated similar workshops with numerous other clients and references are available.

**Task 6 Deliverables:** Outreach Meeting Presentation materials

**Task 6 Meeting:** Three (3) public outreach meetings

## Task 7. Board and Committee Meetings

We will work closely with District staff over the course of the entire project to engage and inform the Board of Directors and the Finance Committee. Based on our understanding of the District's needs, we have proposed a work plan that assumes two (2) preparatory meetings with the Finance Committee and three (3) presentations to the Board of Directors. Additional meetings can be added if warranted.

### Finance Committee Meetings:

The two (2) interactive meetings with the Finance **Committee** will be used to educate the participants in our rate study approach and better understand the Board's objectives. We will discuss potential financial strategies, review capital spending scenarios, discuss the any proposed structural changes to the rates, and compare the District's allocation policy to the penalty policies of other water utilities. Our goal will be to engage the committee such that we have a compelling proposal to bring before the full Board.

### Board Meetings:

We propose to meet with the Board three times. In the first meeting, we will provide an overview of water rate study approach including project objectives, we will present the preliminary financial strategy and present capital spending scenarios (as warranted), and we will discuss any proposed changes to the existing rate structure and the District's allocation/penalty policy. During this meeting we will solicit early feedback from the Board to ensure that the draft recommendations in Meeting 2 are aligned with the Board's expectations.

In the second meeting we will present the final study recommendations and seek **Board** direction to staff to send the Proposition 218 notifications to customers. We will present the recommended water rate structure and

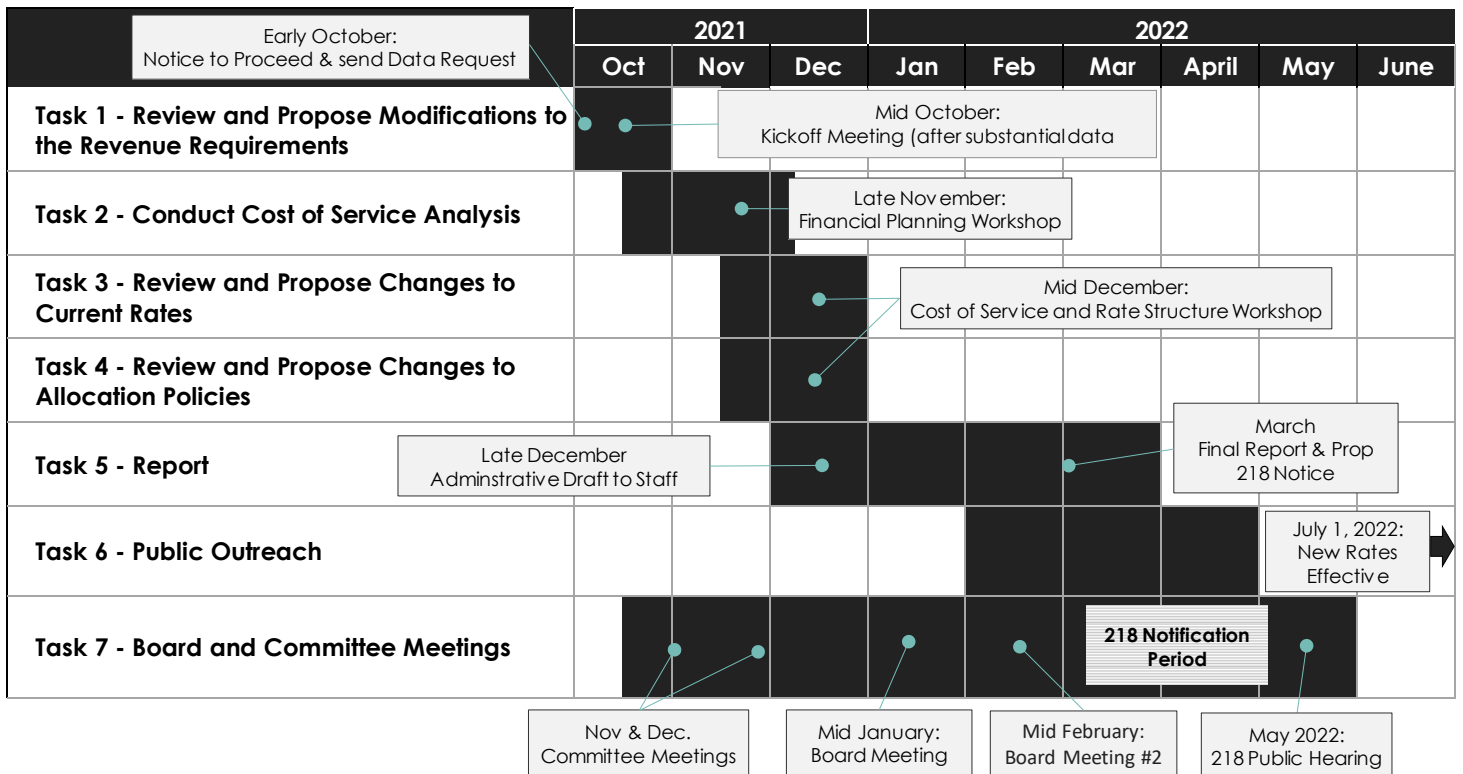
schedules for a five-year period, bill impacts and sensitivity analysis, and discuss of public information efforts during the rate approval process.

The final meeting is the Public Hearing to adopt the final study recommendations and five-year rate plan.

<p><b>Task 5 Deliverables:</b> Presentation Materials</p> <p><b>Task 5 Meetings:</b></p> <ul style="list-style-type: none"> <li>• Two (2) Finance Committee meetings</li> <li>• Three (3) Board Presentations</li> </ul>
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**TIMELINE**

We understand that the District is targeting an effective date of July 1, 2022, for the new rates. Based on this deadline, we have developed the following proposed project schedule for the study.



## 6. REFERENCES

### **City of Santa Rosa – Water, Recycled Water and Sewer Rate Study**

**Client:** Kimberly Zunino, Deputy Director 707. 543.3960; kzunino@srcity.org

Mr. Hildebrand recently delivered a comprehensive water, wastewater, and recycled water rate study and continues to provide services associated with the City's water demand fees. The studies have included detailed cost-of-service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. Among other challenges, the rate study is addressing the financial impact of the massive 2017 Tubbs Fire, which damaged critical infrastructure and destroyed nearly 4,000 homes.

### **City of Cloverdale – Water and Wastewater Rate Study**

**Client:** David Kelley, City Manager (707) 894-1710 dkelley@ci.cloverdale.ca.us

Mark Hildebrand recently completed a comprehensive water and wastewater rate study for the City of Cloverdale, which includes financial plans, cost-of-service analyses, and rate design studies. This project focused on addressing the City's acute need to increase pro-active capital spending after years of deferred maintenance. Initially there was strong public opposition to the proposed rate increases, which required the project to regroup and incorporate significantly greater public involvement.

### **City of Santa Ana – Water and Sewer Rate Study**

**Client:** Cesar Barrera Deputy Public Works Director (714) 647-3387 cbarrera@santa-ana.org

Mark Hildebrand led a rate study project for the City of Santa Ana (population 334 thousand) to develop a comprehensive financial plan, cost-of-service, and rate design study. In addition to the expiration of the City's existing rate ordinance, this project is focused on addressing the City's extensive needs for reinvestment in their buried infrastructure. The revised rate structure will ensure revenue stability while maintaining the ability to promote conservation and affordability.

### **Indian Wells Valley Water District – Water Rate Study**

**Client:** Tyrell Staheli, Chief Finance Officer 760.384.5515 ty.staheli@iwwwd.com

Mark Hildebrand has worked with the Indian Wells Valley Water District to develop a long-range financial forecast, update water rates, and prepare a comprehensive final report along with numerous presentations to the Board. The financial planning model considered historical operating expenses, growth and consumption trends, alternative capital improvement spending levels, debt service coverage ratios, levels of operating and capital reserves, and other financial policies/goals that affect the future revenue requirements of the utility.

## 7. COST PROPOSAL

Our proposed not-to-exceed budget is described in the table below.

Mark Hildebrand’s proposed hourly billing rate is \$230, which is 30% lower than his standard rate when he worked for a larger consultancy.

Hildebrand Consulting does not charge for any travel expenses. We have no hidden fees and we do not mark-up our direct expenses (if applicable).

	Hildebrand Consulting	Cost by Task
	Hourly Rate: \$230	
Task 1 Review and Propose Modifications to the Revenue Requirements	67	\$15,410
Task 2 Conduct Cost of Service Analysis	52	\$11,960
Task 3 Review and Propose Changes to Current Rates	52	\$11,960
Task 4 Review and Propose Changes to Allocation Policies	24	\$5,520
Task 5 Report	76	\$17,480
Task 6 Public Outreach	36	\$8,280
Task 7 Board and Committee Meetings	40	\$9,200
	<b>Total Hours: 347</b>	
	<b>Direct &amp; Travel Expenses:</b>	<b>\$0</b>
	<b>Proposed Fee:</b>	<b>\$79,810</b>

Given the recent format of all public meetings, it is assumed that all meetings will be held via video conference. In-person meetings can be arranged for the additional cost of travel expenses and time.

We propose to bill monthly for the actual time and expenses incurred, up to the contract limit. Payment is due within 30 days.

# APPENDIX A: RESUME

**MARK HILDEBRAND**

FOUNDER AND PRINCIPAL



Owner and founder of Hildebrand Consulting, LLC., Mark Hildebrand is a finance and management consultant to local governments who bridges the disciplines of financial analysis and organizational effectiveness. He has performed scores of financial plans, fee studies, cost allocation plans, and water and wastewater rate studies. Mr. Hildebrand is an expert in Proposition 218 and California's legal requirements regarding utility finances and cost allocation principles. He has been published by the AWWA Journal for articles addressing the challenges of utility service pricing in California.

**AREA OF EXPERTISE**

- » Financial Planning
- » Utility Rate/Fee Studies
- » Strategic Business Planning
- » Capital Facility Financing
- » Alternative Project Delivery

**PROFESSIONAL HISTORY**

- » Hildebrand Consulting, LLC., Owner, 2018 - present
- » MWH / STANTEC Consulting, Inc., Principal, 2014-2018
- » ARCADIS / Malcom Pirnie, Senior Consultant, 2004 - 2014
- » Clipper Windpower, 2003 - 2004, Researcher
- » IT Corp, Analyst, 2000 - 2002
- » Peace Corps, 1998 - 2000, Madagascar

**EDUCATION**

- » B.S., Ecology, University of California, Berkeley, 1998
- » M.S., Management, University of California, Santa Barbara, 2004

**CERTIFICATION**

- » Change Management (PROSCI)
- » Certified Document Technologist (DBIA)

**PUBLICATIONS & PRESENTATIONS**

**"M1 Manual – Principal of Water Rates, Fees and Charges"** Editor and contributing author

**"Conservation Rates Made Legal: Water Budgets and California Law,"** Journal of the American Water Works Association, Vol. 101, No. 4, April 2009 (lead author).

**"Water Rates, Fees, and the Legal Environment,"** American Water Works Association, 2nd Edition, 2010. ISBN 978-1-58321-796-2 (contributing editor).

**"Affording Conservation Revenue Challenges Facing Utilities,"** Proceedings, International City Management Association, October 17-20, 2010. (Co-presenter).

**"California Finance Law: Water Budgets and California Law,"** Proceedings, Utility Management Conference, February 17-21, 2009 (Presenter).

**"Defining Latest Trends in Conservation Rate Design: Creating a Nexus Between Cost of Service Principles and Rate Structure,"** Utility Management Conference, February 17-20, 2009 (Co-presenter).

## SAMPLE PROJECT EXPERIENCE

Mark Hildebrand has conducted over 50 rate studies for utilities that are similar to UVRGA. The following is a sample of some of those projects.

### **Coachella Valley Water District, Comprehensive Rate Study**

Project Manager for a multifaceted rate study to a wholesale State Water Contractor that provides domestic water, sewer, recycled water, canal (irrigation) water, and replenishment program services.

### **City of Fullerton, Water Rate Study**

Current Project Manager in delivering a comprehensive water cost-of-service analysis and rate design project to address the City's epidemic of water main ruptures. Spent extensive time with a citizen advisory committee in order to determine the proper level of capital reinvestment in the City's underground infrastructure.

### **City of Santa Ana, Comprehensive Water, Sewer and Recycled Water Rate Study**

Project Manager in delivering a comprehensive cost-of-service analysis and rate design project to address significant reductions in water sales. Examined a variety of scenarios to provide a cost-basis for tiered rates, consistent with the requirements of Prop 218.

### **Soquel Creek Water District, Santa Cruz County**

Project Manager in delivering a comprehensive water cost-of-service analysis and rate design project to address significant reductions in water sales. Examined a variety of scenarios to provide a cost-basis for tiered rates, consistent with the requirements of Prop 218.

### **Sewer Rate Study, Ross Valley Sanitation District**

Delivering a comprehensive wastewater financial plan, cost-of-service analysis, and rate design project for this relatively small special district in Marin California. The scope of work may include a consolidation assessment of two local systems.

### **Water and Sewer Rate Studies, Santa Rosa, CA –**

Performing rate studies for Santa Rosa Water, which include detailed cost of service analyses, refinement of current rate structures, development of a five- and ten-year financial

plans, and review of financial policies and practices. The study is complicated by the effects of the recent Tubbs Fire.

### **Water Rate Study, Casitas Municipal Water District**

Project Manager in delivering a comprehensive water financial plan, cost-of-service analysis, and rate design project for this mixed agricultural community. One of the project challenges was the California drought that ended in 2017 for most of the state but persisted hydraulically isolation community. The scope included numerous Board workshops.

### **Indian Wells Valley WD, Water Rate Study**

Current Project Manager for a comprehensive water rate study financial plan update that will ensure that rates are sufficient and consistent with the requirements of Proposition 218. The study includes fire service charges, pumping elevation charges, and bulk rates. The study is examining SGMA costs and funding mechanisms for the lead agency of their GSA.

### **Indio Water Authority, Cost Allocation Plan & Fee Study**

Lead consultant for a cost allocation plan project in association with a Comprehensive Service Fee Study. The project developed a comprehensive list of Service Fees that were set at levels to reflect the true cost of providing the services and in compliance with OMB Circular A87. The scope included identification of new Service Fees and calculation of the maximum-justifiable rates. This study also examined anticipated GSP costs and rate structures.

### **City of Norco, Financial Planning**

Project Advisor in this water utility financial planning, cost-of-service analysis, and rate design project.

### **Moulton Niguel WD Water/Sewer Rate Study**

Project Manager in delivering a water, sewer and recycled water financial plan, cost-of-service analysis, and water budget-based rate design project. Work included conforming large volumes of billing data for water budget-based rates, developing financial models, debt, and bond issuance evaluation (financial strategy), long term financial forecasting, drought rate policies.

# APPENDIX B: Client List



# California Utility Rate Study Clients

	Financial Planning	Cost of Service	Rate Structure	Wholesale Rates	Capacity Charges	User Fees	Cost Allocation Planning	Public Engagement	Privatization	Other
CA Alameda (City)	•	•	•		•					
CA Bakersfield (City)	•	•								
CA Berkeley (City)	•						•			
CA Casitas Municipal Water District	•	•	•				•	•		
CA Central Marin Sanitation District										•
CA Coachella Valley Water District	•	•	•	•	•			•		
CA Cotati (City)	•									
CA Coachella (City)	•	•	•		•	•	•	•		
CA Corona (City)	•	•	•					•		
CA Delta Stewardship Council	•									•
CA Fullerton (City)	•	•	•					•		
CA Greenfield (City)	•	•	•					•		
CA Healdsburg (City)		•	•							•
CA Huntington Beach (City)	•	•	•		•	•	•	•		
CA Indian Wells Valley Water District	•	•	•					•		
CA Indio Water Authority	•	•	•		•	•	•	•		
CA Jackson (City)	•	•	•				•			
CA Merced (City)	•	•	•					•		
CA Mesa Water										•
CA Mill Valley (City)		•		•			•			•
CA Moulton Niguel Water District	•	•	•					•		
CA MWD of Orange County				•						•
CA Norco (City)	•	•	•			•	•			
CA North Marin Water District	•	•	•	•			•	•		
CA Oakland (City)	•						•			
CA Ontario (City)	•	•					•			
CA Port of Oakland										•
CA Pomona (City)	•	•	•			•	•	•		
CA Presidio Trust of San Francisco									•	•
CA Ridgecrest (City)	•	•	•		•	•	•	•		
CA Ross Valley Sanitary District	•	•	•	•					•	•
CA San Diego (City)	•	•	•							
CA San Diego County Water Authority	•									•
CA San Francisco PUC										•
CA San Jose (City)										•
CA San Juan Water District (Sacramento)					•	•				
CA Sanitation Agency of Southern Marin										
CA Santa Ana (City)	•	•	•				•	•		
CA Santa Clara Valley Water District	•									•
CA Santa Rosa (City)	•	•	•							
CA Soquel Creek Water District	•	•	•		•			•		
CA Sutter Creek (City)	•	•	•	•				•		
CA Ukiah (City)	•	•	•	•			•	•		•
CA Ukiah Valley Sanitary District	•	•	•	•			•	•		•
CA Upper Russian River Water Agency	•	•	•	•						•
CA Upper Ventura River Ground Water Authority	•	•	•					•		•
CA West Basin Municipal Water District										•
CA West Valley San District of Santa Clara	•	•			•					•
CA Windsor (City)	•	•	•					•		



# Proposal for a Water Cost of Service and Rate Design Study



*August 27<sup>th</sup>, 2021*



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS





**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602  
Berkeley, CA 94705  
Tel 510 653 3399  
www.bartlewells.com

August 27, 2021

Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

Attn: Janyne Brown, Chief Financial Officer

Re: Proposal for a Water Cost of Service and Rate Design Study

Bartle Wells Associates (BWA) is pleased to submit a proposal to develop a water cost of service and rate design study for the Casitas Municipal Water District. Since 1964, our firm has specialized in providing independent financial and utility rate consulting services to California water and wastewater agencies. We offer an unmatched level of financial planning expertise and are the only firm in California to provide both financial advisory services for project financing as well as utility rate consulting services.

We have served over 600 public agencies throughout California, including numerous southern California agencies such as the Cities of San Clemente, Hemet, Santa Barbara, Poway, Imperial, Glendale, Chula Vista, Palmdale, Hesperia, Palm Springs, Port Hueneme, Lancaster, Apple Valley, and Paramount, as well as the Ramona Municipal Water District, Helix Water District, Joshua Basin Water District, Palmdale Water District, Lake Arrowhead Community Services District, Big Bear Area Regional Wastewater Agency, Victor Valley Regional Wastewater Agency, Indian Wells Valley Water District, Moulton-Niguel Water District, Lake Arrowhead Community Services District, Cucamonga Valley Water District, San Diego County Water Authority and many others.

We have helped many similar agencies develop strategic financial plans to address escalating costs related to operating and long-term infrastructure needs. We have also assisted many agencies in modifying their existing rate structures to provide a better balance of revenue stability, customer equity, and compliance with the evolving interpretations of Proposition 218. Our rate studies are based on a comprehensive analysis of each agency's costs, customer base characteristics, and demands to ensure rate structure recommendations reflect local needs and objectives.

We are very interested in working with the District on this project and hope this submission provides a suitable basis for our selection. We are prepared to complete the project according to the District's scheduling needs and within eight months of a notice to proceed and appreciate your consideration. Please do not hesitate to contact us if you have any questions or would like additional information.

Sincerely,

Douglas R. Dove, PE, CIPMA  
Principal/ President

Erik Helgeson, MBA  
Assistant Vice President

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**BARTLE WELLS ASSOCIATES CONTACT INFORMATION**



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2625 Alcatraz Ave, #602  
Berkeley, CA 94705  
510.653.3399**

BWA Contact & Project Manager

Erik Helgeson, MBA

Tel: 510.653.3399

E-mail: [erik@bartlewells.com](mailto:erik@bartlewells.com)

Bartle Wells Associates was established in 1964 and is a California Corporation and certified State of California Small Business. Our Federal Tax ID number is 94-1664409

## **BWA FIRM OVERVIEW**

Bartle Wells Associates is a leading California consulting firm specializing in water and wastewater utility rates and finance. The firm was established in 1964. BWA specializes in three professional services: utility rate and fee studies, financial plans, and project financing. We are the only independent financial advisor providing all three of these interrelated services to public agencies. BWA has completed over 1,000 utility rate and fee studies and has helped public agencies obtain over \$5 billion of low-cost project financing via bonds, bank loans, and a range of state and federally-subsidized financing programs.

## **EXPERIENCE**

BWA has served over 600 public agencies from all areas of California. Our clients have ranged from small cities and districts to large cities, special districts, joint power authorities, and counties. BWA extensive experience in California developing inclining block rate structures with fixed and individualized tiers. BWA consultants are very familiar with the requirements of Propositions 26 and 218 as well as AB 1668 and SB 606.

## **BWA PROJECT TEAM**

BWA proposes to assign Doug Dove, a principal and president of the firm, as principal-in-charge for this engagement. Doug has extensive experience developing financial plans and utility rate and fee studies for water and wastewater agencies and has consulted for over 100 public agencies from all areas of California. Doug is a registered civil engineer and has substantial experience working with citizens groups, developers, and board committees to forge consensus on difficult rate and financing issues. Doug is well-acquainted with the region.

BWA proposes to assign Erik Helgeson as the project manager. Erik had eleven years of experience in municipal finance. He has substantial experience developing long-term financial models and utility rates based on a cost of service approach. His experience includes working as a senior finance analyst for Denver Water in the rates and charges group and as a utility finance consultant in Colorado and California. His prior experience working for a utility gives him a unique perspective on the internal challenges a utility faces when implementing a study's recommendations. He currently serves on American Water Works Association's Rates and Charges Committee.

BWA proposes to assign Michael DeGroot, as the project consultant. Michael DeGroot has substantial experience developing long-term financial models and utility rates based on a cost of service approach. Michael is very familiar with regional issues having worked for several regional water enterprises in past years.

## **GENERAL PROJECT APPROACH**

BWA's general project approach is to work closely with District staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. Our proposal includes up to five meetings including a) two progress meetings with the District's project team to review findings, discuss preliminary recommendations and alternatives, and gain input; b) two meetings with the District's Board of Directors to present findings and recommendations and



receive Board input; and c) the rate hearing to present a summary of findings and recommendations and answer questions. All work will be completed by Bartle Wells Associates. BWA has a long track record of completing assignments on-schedule and on-budget.

## **SUMMARY OF PROPOSED SCOPE OF SERVICES**

This proposal includes a draft scope of services. BWA can work with the District to finalize a scope of services and budget that achieve all of the District's objectives. Key elements of our proposal include:

- **Develop Long-Term Water Financial Plans:** Develop 10-year financial plans to serve as financial roadmaps for funding the District's operating and capital programs while maintaining long-term financial health. As part of this task, BWA will evaluate financing alternatives for capital improvement projects and recommend the lowest cost and most appropriate approaches. We will develop 10-year financial models for each enterprise that can be used to evaluate financial and rate scenarios and their impacts on District finances and ratepayers. The financial plan will recommend a strategy for funding the District's capital improvement plan (CIP) and Capital Equipment Plan. BWA has successfully developed over 2,000 financial plans for California agencies.
- **Evaluate Water Rate Alternatives:** Evaluate rate alternatives and recommend new rates that meet the District's annual revenue requirements while being fair and equitable to all customers. BWA often recommends that agencies phase in necessary rate adjustments over multiple years, to the extent possible, to minimize the annual impact on ratepayers. We will conduct a survey of regional water rates and provide independent review of the District's water rate structures in to identify potential modifications to improve rate equity. Final rate recommendations will be designed to a) fund the District's long-term costs of providing water service, b) provide adequate funding for District capital improvements, repairs and replacements, and debt service repayment, c) and be fair and equitable to all customers.
- **Assist District in Implementation of Rate & Fee Recommendations:** BWA will work with the District to develop an implementation plan for the rate and fee recommendations. Rate and fee adjustments can be controversial. BWA has found that ratepayers are generally more accepting of rate and fee increases when they understand why the increases are needed. BWA can draft the required notification, assist with any public outreach efforts, and help draft rate and fee resolutions/ordinances if needed. Our goal will be to build consensus and public acceptance of final rate and fee recommendations.

# Firm Organization and Project Team



## **BARTLE WELLS ASSOCIATES**

**Leaders in Water, Wastewater & Stormwater Rates and Finance Since 1964**

Bartle Wells Associates (BWA) is an independent financial advisory firm with expertise in the areas of water, wastewater, and stormwater finance. BWA was established in 1964 and has over 50 years of experience advising cities, special districts, and other agencies on the complexities and challenges in public finance. We have advised over 600 public agency clients throughout California and the western United States. We have a diversity of abilities and experience to evaluate all types of financial issues faced by local governments and to recommend the best and most-practical solutions.

Bartle Wells Associates has a highly qualified professional team of five consultants. Our educational backgrounds include finance, civil engineering, business, public administration, public policy, and economics.

BWA specializes in three professional services: utility cost-of-service rate and fee studies, financial plans, and project financing. We are one of the few independent financial advisors providing *all three* of these interrelated services to public agencies.



**RATE AND FEE STUDIES** Our rate studies employ a cost-of-service approach and are designed to maintain the long-term financial health of a utility enterprise while being fair to all customers. We develop practical recommendations that are easy to implement and often phase in rate adjustments over time to minimize the impact on ratepayers. We also have extensive experience developing impact fees that equitably recover the costs of infrastructure required to serve new development. BWA has completed hundreds of utility rate and fee studies. We have helped communities implement a wide range of rate structures and are knowledgeable about the legal requirements governing rates and impact fees. We develop clear, effective presentations and have represented public agencies at hundreds of public hearings to build consensus for our recommendations.

**FINANCIAL PLANS** Our financial plans provide agencies with a flexible roadmap for funding long-term operating and capital needs. We evaluate the wide range of financing options available, develop a plan that recommends the best financing approach, and clearly identify the sources of revenue for funding projects and repaying any debt. We also help agencies develop prudent financial policies, such as fund reserve targets, to support sound financial management. BWA has developed over 2,000 utility enterprise financial plans to help public agencies fund their operating and capital programs, meet debt service requirements, and maintain long-term financial health.

**PROJECT FINANCING** Our project financing experience includes over 300 bond sales and numerous bank loans, lines of credit, and a range of state and federal grant and loan programs. We generally recommend issuing debt via a competitive sale process to achieve the lowest cost financing possible. To date, we have helped California agencies obtain over \$5 billion of financing via bonds, bank loans/private placements, lines of credit, low-rate State Revolving Fund Loans, and other funding programs. We work only for public agencies; we are independent financial advisors and do not buy, trade, or resell bonds. Our work



is concentrated on providing independent advice that enables our clients to finance their projects on the most favorable terms—lowest interest rates, smallest issue size, and greatest flexibility.

Bartle Wells Associates is a charter member of the **National Association of Municipal Advisors (NAMA)**, which establishes strict criteria for independent advisory firms. All of our lead consultants are *Certified Independent Professional Municipal Advisors* and are Registered Municipal Advisors.



**BWA has served over 550 public agencies throughout California and the western United States.**

Bartle Wells Associates is committed to providing value and the best advice to our clients. Our strength is *quality*—the quality of advice, service, and work we do for all our clients.

**EXPERIENCE** BWA has extensive experience developing long-term financial plans, utility rates, and capacity fees for public agencies from all areas of California and the western U.S. In recent years, we have completed assignments for many agencies including:

Sample Water/Sewer/ Stormwater Districts

- Monterey One Water
- Pico Water District
- South San Luis Obispo County San District
- San Miguel Community Services District
- Rio Linda/ Elverta Community Water District
- Alameda County Water District
- Cambria Community Services District
- Sonoma County Water Agency
- Mid-Peninsula Water District
- Silicon Valley Clean Water
- Ramona Municipal Water District
- East Bay Municipal Utility District
- Sausalito-Marín City Sanitary District
- Union Sanitary District
- Novato Sanitary District
- Montara Water & Sanitary District
- West Valley Sanitation District
- Joshua Basin Water District
- Napa Sanitation District
- East Bay Municipal Utility District
- West Valley Sanitation District
- San Francisco Public Utilities Commission

Sample Cities

- City of Santa Barbara
- City of Modesto
- City of Palmdale
- City of San Clemente
- City of Hemet
- City of Fresno
- City of Palm Springs
- City of Poway
- City of Imperial
- City of Port Hueneme
- City of Redwood City
- City of Hesperia
- City of Glendale
- City of Solvang
- City of Brawley
- City of Chula Vista
- City of Morro Bay
- City of Vacaville
- City of San Carlos
- City of Monterey
- City of Mountain View
- City of Lancaster

# PROJECT TEAM



BWA uses a **team approach** for most projects, typically assigning two consultants to each assignment, including at least one principal consultant. Our general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues.

Bartle Wells Associates has a highly-qualified professional team. Our education and backgrounds include finance, civil engineering, business, public administration, public policy, and economics. Bartle Wells Associates has a long track record of completing projects on time and on or under budget.

Bartle Wells Associates will perform all work related to this assignment and does plan to use any subcontractors for this project. Our consulting staff has availability to assist on this project as needed to ensure all project work and deliverables are completed on schedule.

## Doug Dove, Project Manager

Doug Dove is President of BWA and one of BWA’s principal consultants. He has more than thirty years of professional experience, specializing in all areas of public finance, including utility rate setting, capacity fee implementation, strategic financial planning and infrastructure financing. He has extensive experience developing strategic financial plans and utility rate studies and has consulted for more than 200 California agencies. Doug has substantial experience working with public agency staff and governing bodies to build understanding and consensus for recommendation. Doug’s inclining block rate study experience includes Foster City and water budget rates for the cities of Hemet and Palmdale. *Doug will serve as the Principal Consultant and ensure the project is performed on time and within the budget. He provides high level guidance and review.*

## Erik Helgeson (BWA), Project Manager

Erik Helgeson is an Assistant Vice President of BWA and a senior consultant with eleven years of experience in municipal finance. He has substantial experience developing long-term financial models and utility rates based on a cost of service approach. His experience includes working as a senior finance analyst for Denver Water in the rates and charges group and as a utility finance consultant in Colorado and California. His prior experience working for a utility gives him a unique perspective on the internal challenges a utility faces when implementing a study’s recommendations. He has a deep understanding of cost of service allocation and rate design principals and currently serves on the American Water Works Association’s Rates and Charges Committee. His inclining block rate study experience includes Marin Municipal Water District, Big Bear City CSD and water budget rates for the City of Hemet. *Erik will serve as will serve as the primary contact person and manage the day-to-day project work. He will be involved in all aspects of the project from kickoff to implementation.*



## **Michael DeGroot, Project Consultant**

Michael DeGroot is a consultant with over seven years of experience developing long- term financial models and utility rates based on a cost of service approach. Michael has worked with many regional agencies. His inclining block rate study experience includes Mariposa County PUD and water budget rates for the cities of Hemet and Palmdale. *He will be involved in analytical support for the project.*

## RESUMES

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### DOUGLAS R. DOVE



#### Principal Consultant

Douglas R. Dove is President of Bartle Wells Associates and directs the operation of the firm while maintaining a principal consultant's role. With over 30 years of consulting experience, he specializes in utility rate analysis, strategic financial planning and project financing. Mr. Dove has developed utility rate structures and financing plans for a wide variety of public infrastructure programs. He has managed the procurement of over \$1 billion in municipal debt and over \$300 million in state and federal grants and low-interest loans. Mr. Dove frequently shares his expertise and has given presentations at conferences including the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), the California Association of Sanitation Agencies (CASA), the California Municipal Rates Group (CMRG), the California Special District's Association (CSDA), the California Municipal Treasurers Association (CMTA), the California Water Environment Association (CWEA) and Water Reuse. By special request in July 2015, Mr. Dove made a presentation to the California Water Resources Control Board regarding water conservation pricing. Mr. Dove is also a published author of a water rate paper in the Journal of the American Water Works Association (*Implementing Consumption-Based Fixed Rates in Davis, Calif.*). Mr. Dove's expertise also includes assisting agencies in securing state and federal grants and loans and in issuing certificates of participation (COPs), revenue bonds, general obligation bonds, assessment district bonds, Marks-Roos revenue bonds, CFD (Mello-Roos) bonds, private placement loans and other types of debt. Mr. Dove recently finished his term on the board of directors of the National Association of Municipal Advisors (NAMA).

#### Education

M.S., Civil Engineering - University of California, Berkeley

B.S., Civil Engineering – Drexel University, Philadelphia, PA

#### Representative Projects

- **Madera County, CA:** Rate studies for twenty-three of the county's water and sewer special service districts
- **City of Modesto:** Provided rate expert litigation support in wastewater rate litigation. Developed water and wastewater cost of service and capacity fee studies.
- **City of Placerville:** Water and wastewater rate studies and capacity fees
- **Grizzly Flats CSD:** Water rate study
- **Del Paso Manor Water District:** Comprehensive water financial plan and rate study.
- **Browns Valley ID:** Water rate study
- **Rio Linda/ Elverta Community Water District:** Comprehensive water financial plan, connection fee and rate study.
- **City of Imperial, CA:** Water and wastewater financial plans and rate studies.
- **East Bay Municipal Utility District:** Comprehensive water rate study and AB 1600 capacity fee review, Wastewater cost-of-service review and capacity fee review, various other financial studies
- **City of Santa Barbara:** Comprehensive water rate and capacity fee study.
- **Napa-Berryessa Resort Improvement District:** Developed financing plan for water and wastewater public-private partnership (P3). Prepared assessment engineers report. Formed an assessment district and secured \$11.1 million in federal funding from US Department of Agriculture.
- **City of American Canyon:** Comprehensive, multi-year water and wastewater rate study.

- **City of Davis:** Comprehensive water rate study developed with a 15-member Water Advisory Committee. Completed a water capacity fee study for the City as well.
- **Newhall County Water District:** Provided rate expert litigation support in water rate litigation.
- **City of Monterey:** Developed financing plan and rate study for \$20 million wastewater pipeline rehabilitation project.
- **San Miguel Community Services District, CA:** Water and wastewater financial plans and rate studies.
- **City of Santa Clara:** Wastewater rate and capacity fee study.
- **City of Hesperia:** Comprehensive water and wastewater financial plan and rate study.
- **City of Lemon Grove:** Water and wastewater rate studies and five-year financing plan.
- **City of Brawley:** Water and wastewater rate studies and financing plans.
- **City of Gilroy:** Water and wastewater rate studies.
- **City of Patterson:** Water and wastewater rate studies and five-year financing plans.
- **West Valley Sanitation District (Campbell, CA):** Wastewater rate study, financing plan and bond issuance.
- **City of Ontario/Ontario Redevelopment Agency:** financial advisor on \$134.3 million in development refunding and new money issues (2), which included financing for the Ontario Convention Center.
- **City of Calistoga:** Long range utility financial plan, water and wastewater rates, secured financing for WW treatment plant upgrade (\$6 million SRF loan, \$3 million Small Community Grant, \$3.5 million revenue bonds).
- **El Dorado Irrigation District:** Water and wastewater rate studies.
- **Lake Arrowhead Community Services District:** Financial master plan, \$28 million revenue bond refinancing and water and wastewater rate studies.
- **California Statewide Communities Development Authority:** Financial advisor for statewide pooled revenue bond program (over \$250 million issued for over 32 borrowers).
- **South Bay Water Recycling Program, Phases 1 & 2:** Financial plan and rate study for \$200+ million regional (San Jose area) wastewater recycling program.
- **City of Tulare:** Financial advisor to the city, sale of \$63 million in bonds (3 issues), water and wastewater rate studies.
- **Big Bear Area Regional Wastewater Agency:** Regional wastewater rate study, sale of bonds (2 issues) and bank loans (2 loans).

### Professional Memberships

- National Association of Municipal Advisors (former Board Member)
- League of California Cities
- American Water Works Association
- Association of California Water Agencies
- California Water Environment Association
- California Association of Sanitation Agencies
- California Special Districts Association
- Water Reuse Association

### Certifications

Certified Independent Professional Municipal Advisor (CIPMA), Registered Professional Engineer (PE) in California (PE# 45642) and MSRB -Registered Municipal Advisor – Series 50



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## ERIK W. HELGESON



### Senior Project Manager

Erik Helgeson an assistant vice president of Bartle Wells and Associates. His areas of expertise include the development of financial plans, ratemaking, and policy solutions for water, stormwater and wastewater utilities. He has ten years of utility finance experience- as a finance analyst at Denver Water and now as a utility rate consultant. Erik has extensive expertise in working with executive level staff and assisting in strategic decisions. He serves on the American Water Works Association (AWWA) Rates and Charges Committee and has presented at the Utility Management Conference.

### Education

M.B.A. – University of Colorado, Denver CO

B.A., Business Administration – Gonzaga University, Spokane WA

### Representative Projects

- **City of Modesto, CA:** Analytical support for water and wastewater financial plans and rate studies
- **San Miguel Community Services District, CA:** Lead consultant providing water and wastewater financial plans and rate studies. The District was nearing insolvency and large rate increases were needed to save the District.
- **City of Hemet, CA:** Water budget rate design and cost of service study
- **King City, CA:** Wastewater financial plan and rate study
- **Paso Robles, CA:** Wastewater financial plan and rate study
- **Big Bear City CSD, CA:** Water, sewer and solid waste cost-of-service rate studies
- **Pico Water District, CA:** Lead consultant for a water financial plan and rate study. The study was designed to fund new water treatment facilities and revise the rate structure to align with the District's objectives.
- **Castle Pines North Metropolitan District, CO:** Lead consultant providing annual water and wastewater financial plans and rate study updates
- **Modesto Irrigation District:** Designed an allocation methodology between the district's domestic water, irrigation, and electric enterprises.
- **Patterson Irrigation District, CA:** Analysis of financing alternatives
- **City of Placerville, CA:** Analytical support for water financial plans and rate studies.
- **City of Vacaville, CA:** Water and wastewater capacity fee studies
- **Union Sanitary District, CA:** Wastewater capacity fee study
- **San Luis Water District, CA:** Prop. 218 Assessment Election
- **City of Imperial, CA:** Lead consultant providing water and wastewater financial plans and rate studies
- **Madera County, CA:** Lead consultant providing rate studies for twenty-three of the county's water and sewer special service districts
- **Alameda County, CA:** Reviewed proposed wheeling charges on behalf of the local agency partners working on the Los Vaqueros Dam expansion project.
- **Las Gallinas Valley Sanitary District, CA:** Support for annual budget process



- **Arapahoe Parks and Recreation District, CO:** Reviewed water rates for fairness
- **Leland Meadows CSD, CA:** Project manager for water and sewer rate studies
- **City of Willits, CA:** Lead consultant providing water and wastewater financial plans and rate studies
- **The Cities of Pinole and Hercules, CA:** Assisted the cities with the co-financing of a wastewater project with SRF loans. This included the design of the payment and reimbursement process, the administration of the process, and navigating the State requirements.
- **Humboldt Bay Municipal Water District, CA:** Lead consultant providing 10-year financial plan update
- **Marin Municipal Water District, Marin, CA:** Analyst supporting the financial plan and rate study update in 2016.
- **Carlsbad, CA:** Played a key role in completing the 2016 water cost of service study. Created a supply-based cost allocation and supply layered, tiered, water rate design
- **Sacramento County Water Authority, Sacramento, CA:** Lead analyst supporting water financial plan and rate study

### Public Utility Experience

#### **Denver Water, Denver, CO:**

*Senior Finance Analyst-* Assisted with the annual cost of service study and financial plan, provided regular revenue reports, and oversaw the gathering and reporting of metrics to support Denver Water’s organizational improvement initiatives. As the lead analyst on the initiative to change the rate design he facilitated research (customer survey and affordability study), performed rate design analysis, and assisted with stakeholder outreach (municipalities, customers, business representatives, non-profits, and Denver Water executives and Board) which led to the adoption of new rate structures. He coordinated the implementation efforts between various business units to ensure a successful rollout of the new rates and rate structures.

### Professional Memberships

American Water Works Association – Member of Rates and Charges Committee

### Certifications

MSRB-Registered Municipal Advisor (Series 50)

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## MICHAEL J. DEGROOT



### Consultant

Michael DeGroot is a consultant and registered Municipal Advisor with Bartle Wells Associates with over seven years of experience. He works closely with staff, engineers, lawyers, and other consultants to develop equitable rate structures for water and sewer enterprises. Mr. DeGroot specializes in developing long-term financial plans, meter and commodity rates, and capacity fees for Cities and special Districts.

### Education

B.S., Business Administration – U.C. Berkeley Walter A. Haas School of Business, Berkeley, CA

### Representative Projects

- **Sutter Community Services District:** Water rate study and financial plan.
- **Browns Valley Irrigation District:** Water rate study.
- **Malaga County Water District:** Water and sewer rate study and capacity fees.
- **City of Fresno:** Water and sewer capacity fees.
- **City of Santa Barbara:** Water rate study and water and sewer capacity fees.
- **City of Foster City:** Water and sewer rate study and alternative rate structure analysis.
- **Fairfield-Suisun Sewer District:** Sewer rate and capacity fee study.
- **West Valley Sanitation District:** Detailed financial plan, including debt funding alternatives for significant expenditure projections related to the \$2 billion wastewater facility upgrade.
- **City of Benicia:** Sewer rate analysis and drought option.
- **Steger Sanitary District:** Sewer rate study.
- **Palmdale Water District:** Water rate study.
- **City of California City:** Water and sewer rates, impact fees, and miscellaneous charges.
- **City of Palmdale:** Sewer rate study.
- **Crestline Sanitation District:** Sewer rate study.
- **City of Hughson:** Water rate study and SRF loan support.
- **Grizzly Flats CSD:** Water rate study.
- **City of Santa Clarita:** Feasibility study of the City's takeover and operation of its sewer enterprise from LACSD.
- **Mariposa County:** Water and sewer financial plans for six utilities and funding plan for roads.
- **City of Solvang:** Water and sewer rate studies and capacity fees. Storm drain funding memo.
- **City of Pacifica:** Sewer rate and capacity fee study.
- **City of Placerville:** Water and wastewater rate study.
- **City of Angels Camp:** Water and wastewater rate study.
- **Castro Valley Sanitary District:** Financial plan and financial adviser for revenue bond issue.
- **Oro Loma Sanitary District:** Financial plan and financial adviser for revenue bond issue.
- **Marina Coast Water District:** Water and wastewater capacity fee study.
- **City of Patterson:** Water rate study. Water, wastewater, and stormwater capacity fee study.

## PROJECT APPROACH

Our general project approach is to work closely with staff and other members of the project team, identify objectives, set milestones, have frequent communication, and remain flexible to resolve unanticipated issues. The key components of our approach are:

- *Knowledge of the District and Similar Entities:* BWA specializes in water and wastewater rates and finance and has worked for over 600 agencies, including many similar to Casitas Municipal Water District. Our two managing principal consultants have over 45 years of combined utility rate-making experience. This long accumulated experience enables us to identify potential issues before they occur and to develop practical solutions to meet the needs of our clients. BWA extensive experience in California developing inclining block rate structures with fixed and individualized tiers. BWA consultants are very familiar with the requirements of Propositions 26 and 218 as well as AB 1668 and SB 606.
- *Cost-Effectiveness:* Effective project management and cost control are critical to the success of any project. BWA emphasizes careful cost management and regular tracking of hours billed to avoid exceeding the budget.
- *Timeliness:* BWA has the in-house resources and expertise to meet the District’s scheduling needs. We take deadlines seriously. We have extensive experience successfully completing projects and addressing unexpected issues while meeting tight deadlines.
- *Partner Involvement:* BWA uses a team approach for projects, typically assigning two consultants to each assignment, including at least one principal consultant. Each partner takes a hands-on approach to each project and is involved in every step of the process.

BWA’s approach to each project is based on a comprehensive analysis of each agency’s unique financial situation, customer base, consumption patterns, and demands. We do not have a “one-size-fits-all” rate model. We tailor each study to fit the distinct requisites of each agency to ensure that all recommendations reflect local needs and objectives.

## METHODOLOGY

This section presents our methodology and proposed scope of services that we believe forms a sound basis for completing this assignment. We will work with the District to finalize a scope of services that meets the District’s objectives and schedule. At the end of the study, BWA will produce a defensible document that outlines a comprehensive, reasonable financial plan attainable through sound, industry-standard recommendations.

## TASK A. PROJECT INITIATION & DATA COLLECTION

### 1. Project Team Orientation

To initiate our work, hold a conference call or meeting with District staff and others as appropriate, to accomplish the following:

- Identify members of District staff, Board of Directors, engineering consultants, and other consultants/advisors who will participate in the project.
- Determine the roles and responsibilities of all project participants.
- Identify other parties that may have a significant interest in the project, such as community groups, business organizations, and large customers.
- Establish project schedule and key milestone dates.
- Confirm the key goals and expectations of the project team.

*BWA recommends holding the kickoff meeting after we have reviewed preliminary information. This will enable the kickoff meeting to be more substantive and facilitate more in-depth discussion of key issues and preliminary observations and potential alternatives.*

### 2. Investigation and Data Collection

Assemble the information necessary to understand finances, customers and usage, rate and fee structures, and legal agreements with other agencies. Assistance and cooperation of District staff will be needed to assemble the relevant background information. The objectives of investigation and data collection are to develop a complete understanding of the enterprises and their finances, and to reach an agreement on basic assumptions to be used in the study. A list of preliminary information needs is attached to this proposal.

#### Task A – Project Initiation Deliverables Include:

- Project kickoff meeting and minutes
- Identification of project goals and objectives
- Revised project schedule and budget
- Project team contact list
- Identification of key assumptions and alternatives for evaluation

## TASK B. LONG-RANGE FINANCIAL PLANS

### 1. Develop Forecasts and Projections

Based on evaluation of the data assembled and input provided by staff and other members of the project team, prepare forecasts and projections to be used in the development of financial projections. Develop projections for the following areas (and others as appropriate):

**Capital Improvement Funding Needs:** Identify latest capital improvement plan costs by year. Work with staff to identify key alternatives for financial evaluation. Based on input from District staff, determine a reasonable amount to include for future, ongoing capital repairs and replacements. BWA often recommends that agencies phase in funding for long-term system rehabilitation as rates are gradually increased.

**Water Demand, Supply, & Cost:** With staff input, forecast demand, future conservation projections, sources of supply, and the cost of water supply. Evaluate alternative water supply and cost scenarios as warranted.

**Growth and Development/Redevelopment:** Evaluate historical growth trends and develop appropriate and conservative assumption for future development and redevelopment that can be incorporated into the financial plan/rate model. Evaluate impact of faster and slower growth rates.

**Cost Escalation Factors:** Review historical cost trends and work with project team to develop reasonable cost escalation factors for both operating and capital expenditures. Work with staff to estimate potential new operating costs, such as new staffing projections and O&M costs related to planned capital improvements, or costs for complying with future permit requirements.

Review projections with District staff for agreements on assumptions, interpretation of data, and completeness of approach.



*The 10-year financial plans will serve as financial roadmaps for funding future operating and capital programs while supporting long-term financial stability.*

### 2. Evaluate Financing Alternatives for Capital Improvements

Evaluate options for financing proposed capital improvement projects. Our evaluation will:

- Estimate the amount and timing of any debt, if needed, to finance capital projects.
- Evaluate the alternative borrowing methods available including bonds, COPs, state and federal funding programs, bank loans and lines of credit, and other options.
- Recommend the appropriate type of debt and its term and structure (for financial planning purposes).
- Evaluate possible combinations of financing methods, such as prudent balance of pay-as-you-go cash funding supplemented by debt financing, when appropriate

### 3. Review and Update Fund Reserve Targets

Evaluate the adequacy of the District's current fund reserves. As warranted, identify alternatives, and update minimum fund reserve targets based on updated operating and capital funding projections and anticipated engineering costs. Develop an implementation plan for achieving and maintaining the recommended reserve fund levels.

#### **4. Develop Long-Range Cash Flow Projections**

BWA recommends developing ten-year financial plans even if only the projections through five years are presented. This requires only a small amount of additional work and ensures the final five-year projections put the District on the best long-term path. BWA will develop cash flow projections showing the financial position over the next ten years. The cash flows will project fund balances, revenues, expenses, and debt service coverage, and will incorporate the forecasts developed with staff input, including funding needs for future repairs and replacements. After developing a base-case cash flow scenario, we can develop alternatives for additional evaluation such as capital project alternatives, project financing alternatives, the impacts of different levels of growth, and the impacts of various levels of demand. During this phase, BWA will work closely with the project team to develop financial and rate projections under alternative scenarios. BWA typically recommends that rate increases be phased in over time to minimize the annual impact on ratepayers.

#### **5. Evaluate Financial Scenarios & Rate Increase Options**

Based on the cash flow projections, determine the annual revenue requirements and project overall required rate increases. Evaluate the financial impact of various financial and rate adjustment alternatives, such as phasing in required rate increases over a number of years. If appropriate, develop a reduced rate alternative and evaluate impacts on the District's ability to fund capital projects.

#### **6. Meet with District to Discuss Findings & Gain Input**

Coordinate a meeting with District staff to discuss findings, alternatives, and preliminary recommendations. Receive input and revise alternatives and recommendations as appropriate.

#### **Task B - 10-Year Financial Plan Deliverables Include:**

- Summary of long-range capital improvement funding needs along with identification of capital project alternatives for evaluation
- Evaluation of financing alternatives for capital improvements and recommended financing approach or approaches
- Recommendation for updated fund reserve targets
- Financial projections and financial plan
- Identification of alternative rate increase scenarios for District evaluation
- Meet with District to discuss findings and alternatives, and gain input

## TASK C. COST-OF-SERVICE ANALYSIS & RATE DESIGN

### 1. Review Existing Rates

Review the District's existing rate structures and discuss advantages and disadvantages compared to other rate approaches. Summarize and discuss finding.

### 2. Conduct Rate Surveys

Review and summarize rates of other regional and/or comparable agencies. Summarize results in easily understandable tables and/or charts.

### 3. Analyze Historical Utility Consumption & Billing Data

Evaluate historical demand and utility billing data, and production data, to determine reasonable and conservative estimates of demand to use in developing rates and/or alternatives. Demand can fluctuate from year to year depending on various factors such as weather and local and regional conservation efforts. Ideally, we would prefer to analyze historical utility billing data based on previously metered customers.



### 4. Identify Rate Structure Modifications & Alternatives

Identify alternative rate structures or modifications to the District's existing rates designed to improve equity and/or better achieve District objectives. Discuss pros and cons of different rate structure options and their general impacts on different types of customers. *Rate structure options will be refined as the study progresses based on input from the District's project team*

### 5. Cost Allocation

Review and update cost allocations to ensure equity in revenue recovery. Work with District staff to identify direct and indirect benefits to different types of customers from current District operations and projected operation with implementation of the District's long-range financial plan. As appropriate, identify changes in methodology to improve fairness and/or better reflect District objectives for revenue recovery.

### 6. Cost-of-Service Rate Derivation

Develop new rates based on a reasonable and defensible cost-of-service methodology. As part of this process, BWA will develop tables documenting how costs are allocated for recovery from various rate components and how rates are derived. The goal is to develop rates that support District objectives and policy preferences and reflect the cost of providing service.

### 7. Develop Preliminary & Final Rate Recommendations

Based on the cost of service allocations and rate structure analysis, develop draft rate recommendations designed to achieve the revenue targets identified in the financial plan. The recommendations can include a multi-year phase in of both overall rate increases and proposed rate structure adjustments as appropriate. Review preliminary recommendations and key alternatives with the District's project team for input and refinement of recommendations. Final rate recommendations will be designed to:

- a) fund the cost of providing service including future operating and capital programs,
- b) achieve debt service coverage requirements and fund reserve targets,



- c) provide a prudent balance of revenue stability and conservation incentive,
- d) be fair and equitable to all customers, and
- e) be easy to implement and administer

**8. Evaluate Rate Impacts on District Customers**

Calculate the rate impacts of rate alternative on a range of District customers (e.g. different customer classes, customers with different levels of use, etc.) Work with the project team to identify customer and usage profiles to use for calculating the rate impacts. Discuss additional rate structure adjustments that may reduce the impact on certain customers if warranted and/or requested by the project team.

**9. Draft a Report Summarizing Findings & Recommendations**

Submit a draft summary report summarizing objectives, findings and recommendations. Receive input on draft report from the District’s project team. Prepare final reports incorporating input received.

**10. Meet with District to Discuss Findings & Gain Input**

Coordinate a meeting with District staff to discuss findings, alternatives, and preliminary recommendations. Receive input and revise alternatives and recommendations as appropriate.

<p><b>Task C – Rate Study Deliverables Include:</b></p> <ul style="list-style-type: none"><li>▪ Rate surveys</li><li>▪ Independent evaluation of existing utility rate structures</li><li>▪ Analysis of utility billing data</li><li>▪ Identification of rate alternatives and their impacts on District customers</li><li>▪ Cost-of-service allocations supporting proposed rates</li><li>▪ Preliminary and final rate recommendations</li><li>▪ Draft and final reports</li><li>▪ Meet with District to discuss findings and alternatives, and gain input</li></ul>
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## TASK D. PRESENTATIONS & PUBLIC OUTREACH

### **1. Meetings/Presentations**

Meet with the District's project team to present and present findings, discuss alternatives and their impacts, gain ongoing input, and develop and hone recommendations. Present findings to Board of Directors. The final number of meetings will be determined with input from the District's project team. A preliminary meeting/presentation schedule could include: one kickoff meeting, one progress meeting with the project team, two meetings with the Board to present preliminary and final recommendations, and attendance at one rate hearing. Additional meetings with committees and citizens group may also be included if warranted by District staff.

Presentations will provide brief background and study objectives, make a clear case why rate increases are needed, describe the rate structure (and potentially key alternatives) approved by the project team, show rate impacts on various customer profiles, present findings of the rate survey, and discuss related financial and policy recommendations. We have substantial experience in presenting our findings to both technical and governing boards and to audiences without a background in water rates or finances.

### **2. Prepare Draft & Final Reports & Present Findings**

Submit a draft summary report for District review and feedback. The report will summarize key findings and recommendations and discuss key alternatives when applicable. Receive input on draft report from the District's project team and Board of Directors. Prepare final reports incorporating feedback received. We will provide copies of both the draft and final reports and electronic versions to the District as needed.

### **3. Develop a User-Friendly Rate Model**

Develop a simple and straightforward Excel-based financial and rate model to enable the District to evaluate financial scenarios and project future utility rates. The model will enable District staff to update financial information and key assumptions and evaluate the impacts of various rate increase alternatives on fund reserves, debt service coverage ratios, and customer bills. BWA has developed numerous rate and financial models for utility enterprises. We have found that keeping a model as straightforward as possible, without unnecessary complexity, can increase the model's usability and improve effectiveness as an in-house planning tool. BWA will be available to train District staff or provide assistance as needed.

### **4. Public Education and Consensus-Building**

Rate and fee adjustments are often controversial. BWA has extensive experience developing clear presentations that facilitate public understanding of the need for rate increases. We understand the importance of building consensus and public acceptance for our recommendations and can assist the District in developing public education materials.

## 5. Implementation Plan

Implementation plans are often overlooked and undervalued. BWA's goal is for the implementation to be as smooth and painless for the District as possible. BWA will work with the project team to identify and define the roll of the various internal stakeholders and business units critical for a successful implementation. BWA will clearly communicate any recommended changes to customer classes or rate structures. The recommended rate increase and schedule till also be clearly articulated.

### Task D – Board Presentations & Public Outreach Deliverables Include:

- Attendance and participation at up to 5 meetings/presentations including 2 project team meetings, 2 Board meetings, and the rate hearing
- PowerPoint presentation summarizing key findings, alternatives, and recommendation, including a summary presentation at the rate hearing
- Draft and final reports summarizing key findings, alternatives, and recommendations
- User-friendly financial and rate models in Excel

# PROPOSED PROJECT SCHEDULE



Provided below is a draft timeframe for completion of the Project. BWA will work with the District to develop a final schedule designed to meet the District’s objectives. BWA has the capacity to complete the projected on a compressed timeline if necessary.

PROJECT TASK	OCT/NOV	DEC/JAN	FEB/MAR	APR/MAY
<b>Research</b>	■ ■ ■ ■ ■	■		
<b>10-Year Financial Plans</b>		■ ■ ■ ■ ■ ■ ■ ■ ■ ■	■ ■ ■ ■ ■ ■ ■ ■	
<b>Cost Allocation and Rate Design</b>			■ ■ ■ ■ ■ ■ ■ ■ ■ ■	
<b>Draft, Revised, &amp; Final Reports</b>				■ ■ ■ ■ ■ ■ ■ ■ ■ ■
<b>Board Meeting and 218 Hearing</b>				■ ■ ■ ■ ■ ■ ■ ■ ■ ■

*Note: Individual project milestones will be established based on consultation with the project team.*



## City of Modesto, CA

In 2015, BWA was retained to work with the City and the Industrial customers to develop a new wastewater rate structure based on the 2014 Tolling Agreement. Working closely with an accountant hired by the City's large industrial customers, BWA developed a separate large industrial wastewater rate structure and capacity fee schedule for cannery customers. BWA also developed new rates reflecting the City's tertiary treatment stream and secondary treatment "scalping." We met with stakeholder groups, the wastewater master planning engineering team, Finance Committee, and City Council on many occasions to vet our recommendations and gain consensus. Our rate study was implemented by City Council April 2016.

In 2015, the City retained BWA to conduct a comprehensive water rate study. The City had not raised rates since 2013 and experienced reduced revenue due to drought conditions. BWA developed drought surcharges and analyzed individualized rate structures for each of the City's outlying service areas. A Proposition 218 hearing to adopt proposed rates was successfully completed in Fall 2016.

In 2021 BWA was retained again to perform water and sewer rate studies. BWA is in the process of completing these studies.

Principal-in-charge: Doug Dove, Project Manager: Erik Helgeson, Project Consultant: Michael DeGroot

### Contact:

William Wong, P.E., Director of Utilities  
(209) 571-5801

[wwong@modestogov.com](mailto:wwong@modestogov.com)





### Big Bear City Community Services District, CA

Bartle Wells Associates first assisted the District in 1967. BWA developed the district’s early financing and revenue programs to build sewers and finance wastewater improvements. BWA assisted the district with the authorization and sale of three series of general obligation bonds and supervised the sale of five assessment bond issues in the Sugarloaf and Pinewood areas.

In 1994, BWA prepared a water rate study under the close supervision of a Water Rate Study Committee made up of citizens and board members. The water rate study addressed issues of water rate equity with the mobile home park.

In 2015, BWA assisted the district in developing water, wastewater and solid waste 5-yr financing plans and rate studies.

Most recently, in 2019, BWA performed comprehensive water, wastewater and solid waste cost-of-service rate studies. BWA recommended a series of rate increases designed to meet each utility’s operating and capital funding needs. BWA also reviewed the water and solid waste rate structures and customers classes and recommended modifications designed to equitably recover the costs of providing service, comply with Proposition 218, and achieve the District’s objectives.

BWA assisted the District with the Proposition 218 noticing and the rate adoption process which ultimately resulted in Board’s adoption of recommended rate increases and cost-of-service based rate structure modifications.

Principal-in-charge: Doug Dove, Project Manager: Erik Helgeson

**Contact:**  
Shari Strain  
Finance Officer  
909-585-6525  
[sstrain@bbccsd.org](mailto:sstrain@bbccsd.org)







**City of Santa Barbara**

The City of Santa Barbara provides water and sewer service to a population of approximately 90,000. In 2016, the City retained Bartle Wells Associates to complete a water rate study and recommend rates for the upcoming fiscal year. The City subsequently retained BWA to update the water rate model and develop rate recommendations for the next three fiscal years. BWA also updated the City’s water and wastewater capacity fees levied on new development.

The rates and fees were developed with the help of City staff and outside legal counsel and with direction of the City Council. The recommended water rates were designed to send a clear conservation signal to City customers through inclining tiers based on the unit costs of the City’s six sources of water supply. Additionally, BWA analyzed the appropriateness of an existing surcharge levied on customers outside the City. The City Council decided to eliminate the surcharge based on the study results. Proposed water and wastewater capacity fees were developed based on a buy-in methodology to ensure growth pays for the proportional share of the value of existing water and wastewater system capacity.

Doug Dove served as project manager and Michael DeGroot served as lead analyst. The projects were completed on time and within budget.

Principal-in-charge and Project Manager: Doug Dove, Project Consultant: Michael DeGroot

**Agency Contact:**  
Kelley A. Dyer, Water Supply Manager  
(805) 564-5377  
kdyer@SantaBarbaraCA.gov



*Additional References are Available Upon Request*

# Cost Proposal



Provided below is a draft breakdown of our budget by task. We remain available to work with the District to refine the scope and budget to meet the District’s objectives and expectations.

TASK	Estimated Hours	D. Dove @ \$265/hr	E. Helgeson @ \$225/hr	M. DeGroot @ \$195/hr	Total Cost
<b>PROJECT INITIATION &amp; DATA</b>	<b>55</b>	<b>10</b>	<b>15</b>	<b>30</b>	<b>\$11,875</b>
<b>LONG-RANGE FINANCIAL PLAN</b>	<b>145</b>	<b>30</b>	<b>50</b>	<b>65</b>	<b>\$33,825</b>
<b>COST ALLOCATION</b>	<b>105</b>	<b>20</b>	<b>30</b>	<b>55</b>	<b>\$24,425</b>
<b>RATE DESIGN</b>	<b>105</b>	<b>20</b>	<b>30</b>	<b>55</b>	<b>\$24,425</b>
<b>PRESENTATIONS, REPORT &amp; 218</b>	<b>100</b>	<b>20</b>	<b>50</b>	<b>30</b>	<b>\$23,300</b>
<b>SUBTOTAL HOURS</b>	<b>510</b>	<b>100</b>	<b>175</b>	<b>235</b>	<b>\$117,850</b>
<b>ESTIMATED NOT-TO-EXCEED EXPENSES</b>					<b>\$2,000</b>
<b>TOTAL PROJECT COSTS</b>					<b>\$119,850</b>

1. Bartle Wells Associates is prepared to begin work upon authorization to proceed.
2. During the project development period, Bartle Wells Associates will be available at all reasonable times and on reasonable notice for meetings and for consultation with staff, attorneys, consulting engineers, and others as necessary.
3. Bartle Wells Associates will perform all work related to the assignment. Douglas Dove, a firm principal and president, will be assigned as principal consultant on this assignment. Doug will be assisted by Erik Helgeson, a senior consultant, who will serve as the lead contact person for BWA and will be involved with the project a day-to-day basis. This project team may be assisted by other BWA analysts as needed.
4. The fees for services outlined in this proposal will not exceed \$119,850 for the Water Cost of Service Rate Study. The fee is based on the following assumptions:
  - a. All necessary information will be provided by the client agency in a timely manner.
  - b. Development of a draft, final draft, and final version of tables, presentations, and reports. Time and expenses involved in revising tables and assumptions or developing additional versions of documents may constitute additional services if not achievable within the budget.
  - c. Up to three (5) trips to the District for meetings and/or presentations. Additional meetings or presentations may constitute additional services if not achievable within the budget.
5. Progress payments and direct expenses are payable on a time and materials basis as the work proceeds as provided in our Billing Rate Schedule 2021, which will remain in effect through the duration of this assignment.
6. Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance as provided in the Certificate of Insurance attached.
7. If the project is terminated for any reason, Bartle Wells Associates is to be reimbursed for professional services and direct expenses incurred up to the time we receive notification of such termination.
8. This proposal may be withdrawn or amended if not accepted within 90 days of its date.
9. We will not require a formal contract of employment and will consider a letter or e-mail from an appropriate official as sufficient authority to proceed.





**BARTLE WELLS ASSOCIATES**  
**BILLING RATE SCHEDULE 2021**  
 Rates Effective 1/1/2021

**Professional Services**

Financial Analyst I .....	\$110 per hour
Financial Analyst II .....	\$135 per hour
Consultant.....	\$165 per hour
Project Consultant .....	\$180 per hour
Senior Consultant.....	\$195 per hour
Senior Project Manager .....	\$225 per hour
Principal Consultant.....	\$265 per hour

The hourly rates for professional services include all overhead and indirect expenses. Bartle Wells Associates does not charge for administrative support services. Expert witness, legal testimony, or other special limited assignments will be billed at one and one-half times the consultant’s hourly rate.

The above rates will be in effect through December 31, 2021 at which time they will be subject to change.

**Direct Expenses**

LSA Advisors will be billed at the hourly rate of \$225. Additional Subconsultants (if any) will be billed at cost plus ten percent. Other reimbursable direct expenses incurred on behalf of the agency will be billed at cost plus ten percent. These reimbursable costs include, but are not limited to:

- Travel, meals, lodging
- Printing and photocopying
- Special statistical analysis
- Outside computer services
- Bond ratings
- Automobile mileage
- Messenger services and mailing costs
- Graphic design and photography
- Special legal services
- Legal advertisements

**Insurance**

Bartle Wells Associates maintains insurance in the amounts and coverage as provided in the attached schedule of insurance. Additional or special insurance, licensing, or permit requirements beyond what is shown on the schedule of insurance are billed in addition to the contract amount.

**Payment**

Fees are typically billed monthly for the preceding month and will be payable within 30 days of the date of the invoice. A late charge of 1.0 percent per month may be applied to balances unpaid after 60 days.

# MUNICIPAL ADVISOR DISCLOSURES



This section provides certain disclosures required by the Municipal Securities Rulemaking Board (MSRB) regarding our duties as a Municipal Advisor to the extent any such duties apply to this assignment.

- \* Bartle Wells Associates will provide advice and conduct activities with a “duty of care” and a “fiduciary duty” to the District. Our role and responsibilities during this engagement will continue through the completion of the project.
- \* Bartle Wells Associates is a registered Municipal Advisor with the Securities and Exchange Commission (SEC Registration No. 867-00740) and the Municipal Securities Rulemaking Board (MSRB ID K0414).
- \* Bartle Wells Associates has never been cited for any legal or disciplinary action regarding municipal advisory activities.
- \* Bartle Wells Associates has not and will not receive any compensation from any third party seeking to provide services, municipal securities transactions, or municipal financial products related to this transaction. BWA or any of its employees will not engage in any activities that would produce a direct or indirect financial gain for the firm other than compensation for our services identified in this proposal.
- \* Bartle Wells Associates is not aware of any conflicts of interest that would affect our ability to provide independent and objective advice and Municipal Advisory services in a manner consistent with the requirements of MSRB Rule G-42.
- \* The website address for the Municipal Securities Rulemaking Board (MSRB) is [www.MSRB.org](http://www.MSRB.org). The MSRB’s website provides a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority. The municipal advisory client brochure is accessible via a link on [www.MSRB.org](http://www.MSRB.org) or can be downloaded from <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure>.

# SCHEDULE OF INSURANCE



## SCHEDULE OF INSURANCE

Insured: BARTLE WELLS ASSOCIATES

*Bartle Wells Associates will maintain in force, during the full term of the assignment, insurance in the amounts and coverage as provided in this schedule. If additional insurance is required, and the insurer increases the premium as a result, then the amount of the increase will be added to the contract price.*

TYPE OF INSURANCE	COMPANY POLICY NUMBER	COVERAGES AND LIMITS	EXP. DATE
Commercial General Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> <li>▪ \$2,000,000 General Aggregate</li> <li>▪ \$2,000,000 Products Comp/Op Aggregate</li> <li>▪ \$2,000,000 Personal &amp; Advertising Injury</li> <li>▪ \$1,000,000 Each Occurrence</li> </ul>	6/1/22
Excess/Umbrella Liability	Hartford Insurance Company Policy #35-SBA PA6857	<ul style="list-style-type: none"> <li>▪ \$1,000,000 Aggregate</li> <li>▪ \$1,000,000 Each Occurrence</li> </ul>	6/1/22
Automobile Liability	Hartford Insurance Company Policy #35-UEC VU2842	<ul style="list-style-type: none"> <li>▪ \$1,000,000 Combined Single Limit</li> </ul>	6/1/22
Workers Compensation & Employers' Liability	Hartford Underwriters Insurance Company Policy #35-WEC FG7858	<p>Workers' Compensation: Statutory Limits for the State of California. Employers' Liability:</p> <ul style="list-style-type: none"> <li>▪ Bodily Injury by Accident - \$1,000,000 each accident</li> <li>▪ Bodily Injury by Disease - \$1,000,000 each employee</li> <li>▪ Bodily Injury by Disease - \$1,000,000 policy limit</li> </ul>	6/1/22
Professional Liability	Chubb & Son, Inc. BINDO94045	<p>Solely in the performance of services as municipal financing consultants for others for a fee.</p> <p>Limit: \$2,000,000 Per Occurrence &amp; Aggregate (including defense costs, charges, and expenses)</p>	6/1/22

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS FOR VENTURA-SANTA BARBARA COUNTIES INTERTIE  
**DATE:** 09/22/2021

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**RECOMMENDATION:**

- Approve and amend the agreement for professional environmental consulting services with Water Works Engineers, LLC, for the Ventura-Santa Barbara Counties Intertie for a fee increase not to exceed \$850,802.00 for a total fee of \$1,613,561.00.
- Approve and amend the agreement for professional environmental consulting services with Rincon Consultants, Inc., for the Ventura-Santa Barbara Counties Intertie for a fee increase not to exceed \$53,355.00 for a total fee of \$243,728.00.

**BACKGROUND AND DISCUSSION:**

The Ventura-Santa Barbara Counties Intertie project includes approximately 8,200 feet of 16-inch pipeline and a two booster pump stations to connect the Carpinteria Valley Water District (CVWD) and Casitas systems. The Board received a presentation of project status at their Special meeting of July 27, 2021.

**Engineering Services.** In February 2019, the Board approved an agreement with Water Works Engineers, LLC (WWE) for preliminary engineering, design, assistance during bidding, permitting support, and engineering services during construction for the project in the amount of \$762,759.00. Preliminary design was completed in July 2019. The project was put on hold during 2020. In December 2020, the District received acceptance from the California State Water Resources Control Board (SWRCB) for a \$15,520,270 loan under the Drinking Water State Revolving Fund (DWSRF) Additional Supplemental Appropriations for Disaster Relief Act (ASADRA) program. The District gave WWE direction to proceed with design. During design development, several changes to the original concept have arisen, necessitating an amendment to WWE's agreement. These changes include:

- Booster Pump Station A (BPS-A) Location and Facilities
- New Pressure Reducing Facility serving the Balancing Reservoirs
- Booster Pump Station B (BPS-B) Location and Facilities
- Rincon Chlorination Station Rehabilitation
- Existing Pipeline Replacement or Rehabilitation
- Revised Rincon Pipeline-CMWD Tie-in Scheme

- New Dechlorination Chemical Storage and Feed Facility at Crest of Lake Casitas Dam
- Analysis of Water Quality Impacts

The District requested WWE prepare an amendment for engineering design services to incorporate these changes. WWE provided the attached amendment request in the amount of \$850,802.00 to provide additional design engineering and bid phase services. This amendment increases the total budget for WWE's services from \$762,759.00 to \$1,613,561.00. A revised project schedule is also provided.

**Environmental Services.** The Board approved an agreement with Rincon Consultants, Inc. (Rincon) in March 2019 to provide environmental consulting services, including the preparation of an Initial Study-Mitigated Negative Declaration (IS-MND) in compliance with the California Environmental Quality Act (CEQA). An amendment was approved in July 2019 to include revisions to the pipeline alignment, additional pump station, and additional meetings and coordination.

The Public Draft IS-MND was released for public comment on March 29, 2021. The IS-MND was not adopted by the Board as it became apparent the design changes necessitated revision to the IS-MND and re-release for public review and comment.

Rincon has submitted an amendment request in the amount of \$53,355 to provide services to update the IS-MND document with the identified design changes and updated environmental assessments to meet funding requirements. Permitting assistance is also included. This amendment increases the total budget for Rincon's services from \$190,373 to \$243,728. A revised schedule for environmental compliance is also included.

**BUDGET IMPACT:**

The budget for fiscal year 2021-22 includes \$1,000,000 for the project, which is anticipated to be sufficient for expenditures this fiscal year.

Attachments:

- Amendment No. 1 Design Engineering Services, Water Works Engineers, LLC
- Amendment No. 4 Environmental Consulting Services, Rincon Consultants, Inc.



AMENDMENT NO. 1

ENGINEERING DESIGN SERVICES WITH

WATER WORKS ENGINEERS, LLC

FOR VENTURA-SANTA BARBARA COUNTIES INTERTIE

This Amendment No. 1 to Agreement for Engineering Design Services is made and entered into as of this 22<sup>nd</sup> day of September, 2021 ("Effective Date") by and between Casitas Municipal Water District (Casitas or District) and Water Works Engineers, LLC. (Consultant) whose address is 760 Cypress Ave, Suite 201, Redding CA 96001, and is made with reference to the following:

**RECITALS**

- A. On February 27, 2019, District and Consultant entered into a Professional Services Agreement (Agreement) for design engineering services for the Ventura-Santa Barbara Counties Intertie project (Project).
- B. District desires to enter this Amendment No. 1 to reflect additional services not included in the Agreement and to extend the term of the Agreement to December 31, 2024, and to increase the total compensation.
- C. District and Consultant mutually desire to amend the Agreement as provided below.

**NOW, THEREFORE**, it is mutually agreed by and between the undersigned parties as follows:

**1. SCOPE OF SERVICES**

Section 3 of the Agreement shall be supplemented to include Amendment Request No. 1 to Provide Additional Engineering Design Services for the Ventura – Santa Barbara Counties Intertie Project dated September 16, 2021, which is attached hereto as Exhibit A and incorporated herein by reference.

**2. FEE FOR SERVICES**

The second paragraph of Section 4 shall be replaced in its entirety with the following: The total fee for services shall not exceed \$1,613,561.00 without prior written consent of the District.

**3. INTEGRATED CONTRACT**

Except as expressly modified herein, all other provisions, terms, and covenants set forth in the Agreement shall remain unchanged and shall be in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed on the day and year first above written.

**ATTEST:**

\_\_\_\_\_

Secretary  
Casitas Municipal Water District

**CASITAS MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_

Casitas Municipal Water District

**APPROVED AS TO FORM:**

\_\_\_\_\_

John M. Mathews, Attorney  
Arnold La Rochelle Mathews VanConas & Zirbel, LLC

**WATER WORKS ENGINEERS, LLC**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Amendment No. 1  
September 16, 2021**

**Water Works Engineers and Casitas Municipal Water District**

**Ventura County/Santa Barbara County Water Intertie:  
Additional Engineering Services**

This Amendment No. 1 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 Agreement for Engineering Design Services (Agreement) dated February 27, 2019, between Casitas Municipal Water District and Water Works Engineers.

**PROJECT DESCRIPTION**

The project specifics are as follows:

<b>Location</b>	Carpinteria, CA
<b>Facility Name</b>	Ventura-Santa Barbara Counties Intertie
<b>Facility Type</b>	Potable Water Main, Pump Station, and Disinfectant Boosting Facilities
<b>Modified Facilities/ Added Improvements</b>	<p>A summary of the additional/modified facilities included in this Amendment No. 1 from the facilities included originally in the Agreement are as follows:</p> <ul style="list-style-type: none"> <li>• Booster Pump Station A (BPS-A) Changes (10-cfs or 4,500-gpm)</li> <li>• New Pressure Reducing Facility serving the Balancing Reservoirs</li> <li>• Rincon Control Reservoir – Bypass, vent, and surge facilities</li> <li>• New Booster Pump Station B <ul style="list-style-type: none"> <li>○ Bi-directional Pump Station (10-cfs or 4,500-gpm), including: <ul style="list-style-type: none"> <li>○ Three 250-hp vertical turbine pumps w/ VFDs</li> <li>○ CMU blockwall building (420-SF)</li> <li>○ Motor Control Center (MCC)</li> <li>○ Medium voltage power supply</li> </ul> </li> </ul> </li> <li>• Rincon Chlorination Station Rehabilitation</li> <li>• Rincon Vent - Bypass, vent, and surge facilities</li> <li>• Existing Pipeline Replacement</li> <li>• Revised Rincon Pipeline-CMWD Tie-in Scheme</li> <li>• New Dechlorination Chemical Storage and Feed Facility at Crest of Lake Casitas Dam</li> </ul>



<b>Project Objectives</b>	<ul style="list-style-type: none"> <li>• Provide Basis of Design Report including supporting technical memoranda covering the topics of: <ul style="list-style-type: none"> <li>○ Pipeline Intertie Operational Scenarios</li> <li>○ Updated Pipeline and Booster Pump Station Conveyance Facs.</li> <li>○ Water Quality Study and Recommendations</li> <li>○ Lake Casitas/Marion Walker Water Treatment Plant Tie-in Facs.</li> </ul> </li> <li>• Final Design - Complete final design of added pipeline and chemical feed facilities with focus on cost effectiveness; long term quality and viability; and schedule compliance.</li> <li>• Provide field and office support for additional facility final design, including: <ul style="list-style-type: none"> <li>○ Geotechnical</li> <li>○ Survey</li> <li>○ Rincon Pipeline condition assessment</li> <li>○ Surge</li> <li>○ Pipeline Corrosion Protection</li> <li>○ Existing utility research and potholing</li> <li>○ Water Quality Evaluation and Testing</li> </ul> </li> </ul>
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**SCOPE**

The following services will be provided by ENGINEER. This Amendment No. 1 has been split into subtasks, matching the prior Agreement format, as follows:

<b>Subtask</b>	<b>Title</b>
1	Project Management
2	Final Design and Contract Documents – (60%, 90%, 100%, and Final Bid Submittals)
3	Engineering Assistance During Bidding
5	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 invoices to the CLIENT. The following will be performed under this subtask:

- 1) 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.
- 2) Quality Assurance/Quality Control
  - a) Implement Quality Assurance/ Quality Control Policy

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Weekly Progress Meetings (1-hr; Virtual Screenshare/Teleconference)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Monthly Invoices (by email)</li> </ul>

## **Subtask 2: 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, input from CLIENT staff, and in conformance with CLIENT's standards and specifications for equipment preferences. ENGINEER will provide the same Final Design and Contract Documents services for the additional/modified facilities presented in this Amendment No. 1 as provided in Task Order No. 1.

A summary of the additional/modified facilities included in this Amendment No. 1 from the facilities included originally in Task Order No. 1 are as follows:

- 1) Booster Pump Station A (BPS-A) Changes
  - a) Site Relocation, ~~Permanent SHC Storage and Feed Facilities~~, locate pumps indoors in CMU blockwall building
- 2) New Pressure Reducing Facility serving the Balancing Reservoirs
  - a) New automated 21" pressure/flow control valve, vault, and controls
- 3) New Booster Pump Station B (BPS-B)
  - a) Bi-directional Pump Station (10-cfs or 4,500-gpm), including:
  - b) Three 250-hp vertical turbine pumps w/ VFDs
  - c) CMU blockwall building (420-SF)
  - d) Motor Control Center (MCC)
  - e) Medium voltage power supply
- 4) Rincon Chlorination Station Rehabilitation
  - a) Sodium Hypochlorite Feed Facility (2,000-gallons of storage; feed pumps; fire sprinklers)
- 5) Existing Pipeline Replacement
  - a) Replace approx. 2,500-LF (8 locations) of existing 16"-21" pipeline (pipeline pressure rating exceeded)
- 6) Revised Rincon Pipeline-CMWD Tie-in Scheme
  - a) ~~Rincon Pump Station Bypass Piping (100-LF) and Pressure Reducing Station~~ (Task Order No. 1)
  - b) Pressure Reducing Station, 550-LF of 16" Piping to Influent of WTP, and Backflow Preventer Piping/Valves
  - c) New Coagulant and Ferric Chloride Chemical Feed Pumps
- 7) New Dechlorination Chemical Storage and Feed Facility at Crest of Lake Casitas Dam
  - a) CMU Blockwall Building on grade (150-SF) with 500-gallon storage tank and chemical feed pumps

### ***Subtask 2.0 – Basis of Design***

ENGINEER will collect and review results of records research; Stakeholder meetings, geotechnical; easement and property boundary and utility coordination information (as available); site reconnaissance, and water quality study information to finalize design criteria and constraints necessary to perform the Final Design of the Project. ENGINEER shall produce a Basis of Design Report (BODR) which includes the findings and recommendations of four technical memoranda (TMs), as follows:

#### ***Subtask 2.0.1 – Operational Constraints TM***

ENGINEER shall produce an Operational Constraints Technical Memorandum (TM1) which includes, at a minimum, the following information:

- 1) Project Introduction – Background, purpose, and project objectives
- 2) Project Constraints - System flows, water quality, and regional water practices (as communicated by CLIENT)

- 3) Operational Scenarios
  - a) Operational Scenario Development
    - i) Scenario 0 - Current Operation
    - ii) Scenario 1 - Future Normal Operation
    - iii) Scenario 2 - Water Transfers from Carpinteria Valley WD to Casitas MWD
    - iv) Scenario 3 - Water Transfers from Casitas MWD to Carpinteria Valley WD
  - b) Operational Scenario Alternatives – including basis, description, and figures
- 4) Operational Scenario Comparison and Recommendations
  - a) Operational Scenario Alternatives Analysis
  - b) Comparison and Recommendation of Preferred Operational Scenarios

TM1 will be produced in Draft form, reviewed with the CLIENT at a review meeting, and comments from the CLIENT addressed in the Final TM1.

Subtask 2.0.2 – Updated Pipeline and Booster Pump Station Conveyance Facilities TM

ENGINEER shall produce an Updated Pipeline and Booster Pump Station Conveyance Facilities Technical Memorandum (TM2) which includes, at a minimum, the following information:

- 1) Project Introduction – Background, purpose, and project objectives
- 2) Rincon Pipeline
  - a) Description
  - b) Constraints
  - c) Design Parameters
  - d) Hydraulic Analysis
  - e) Pipeline Condition Assessment
  - f) Pipeline Design Alternatives
  - g) Ancillary Pipeline Facilities
  - h) Pipeline Design Conclusions and Recommendations
- 3) Booster Pump Stations (BPS-A and -B)
  - a) Location and Function
  - b) Design Parameters
  - c) Conclusions and Recommendations
- 4) Miscellaneous Facility Improvements - including description, summary table, and figures
  - a) Rincon Balancing Reservoirs – Mechanical improvements
  - b) Rincon Control Reservoir – Bypass, vent, and surge facilities
  - c) Rincon Chlorination Station
  - d) Rincon Vent - Bypass, vent, and surge facilities
  - e) Pressure Reducing Stations
  - f) Customer Meter Improvements
  - g) Cathodic Protection

Subtask 2.0.3 – Water Quality Study and Recommendations TM

ENGINEER shall produce a Water Quality Study and Recommendations Technical Memorandum (TM3) which is primarily comprised of the reports provided by WQTS from Subtask 2.1.8 - Water Quality Evaluation and Testing, including:

- Phase 1 Technical Workshop Technical Memorandum (Elec.; .pdf)
- Final Bench-Scale Testing Technical Memorandum (Elec.; .pdf)
- Final Water Compatibility Desktop Analysis Technical Memorandum (Elec.; .pdf)

Technical Memorandum 3 will be assembled by ENGINEER to include (1) a summary of the 3 reports provided by WQTS in Subtask 2.1.8 and (2) the resultant chemical feed and control facility recommendations into a single summarized document for use in the BODR.

Subtask 2.0.4 – Lake Casitas/Marion Walker Pressure Filtration Plant Tie-in Facilities TM

ENGINEER shall produce a Lake Casitas/Marion Walker Pressure Filtration Plant Tie-in Facilities Technical Memorandum (TM4) which includes, at a minimum, the following information:

- 1) Project Introduction – Background, purpose, and project objectives
- 2) Rincon Main to WTP Influent Pipeline – includes pipeline, backflow prevention, and tie-in
  - a) Description
  - b) Constraints
  - c) Design Parameters
  - d) Hydraulic Analysis
  - e) Design Alternatives (total of 2)
  - f) Ancillary Pipeline Facilities
  - g) Pipeline Design Recommendations
- 3) Chemical Feed Facilities – includes coagulant, ferric chloride, and dechlorination feed systems
  - a) Description
  - b) Constraints
  - c) Design Parameters
  - d) Instrumentation and Controls
  - e) Design Alternatives (total of 2 for each)
  - f) Ancillary Systems
  - g) Design Recommendations

Subtask 2.0.5 – Basis of Design Report

ENGINEER will utilize the Preliminary Design Report, meetings notes from stakeholder meetings, and TM Nos. 1-4 to formalize the basis of the Final Design efforts for the Project. ENGINEER shall produce a Basis of Design Report (BODR) which includes, at a minimum, the following information:

- 1) Introduction and Background
- 2) Design Criteria
  - a) Operational Scenarios
  - b) Pipeline
  - c) Pump Stations
  - d) Water Quality
  - e) Chemical Feed Facilities
  - f) Controls
- 3) Project Description
  - a) Process Description/Process Flow Diagram
  - b) Hydraulic Calculations/Hydraulic Profile
  - c) Major Equipment Description
  - d) Process Control System
  - e) Facility Layout/Equipment Layout
  - f) Site Plan
  - g) Ancillary Systems
  - h) Site Access

- 4) Construction Sequencing
- 5) Traffic Control Discussion / Figure / Schematic (if needed)
- 6) Permitting Requirements
- 7) Preliminary Construction Schedule
- 8) Updated Preliminary (30%) Drawings
- 9) Opinion of Probable Construction Cost (50% contingency level)

The Basis of Design Report will be formatted to meet funding application submittal requirements, if needed, as requested by CLIENT. Each TM and the BODR will be presented to CLIENT at individual workshops. Following each workshop, the CLIENT will have a 10-day review period to provide any additional comments which were not brought forward in the associated workshop. Each TM and the BODR will be finalized after receiving CLIENT comments.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Draft Technical Memorandum Nos. 1-4 Workshops (Total of 4; 2-hrs.; Virtual)</li> <li>• Draft Basis of Design Report Workshop (3-hrs.; Virtual)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Draft and Final Technical Memorandum Nos. 1-4 (Total of 8 Deliverables; Elec., .pdf)</li> <li>• Draft and Final Basis of Design Report (Elec.; .pdf)</li> <li>• Workshop Presentation and Meeting Notes (Elec.; .pdf)</li> </ul>

***Subtask 2.1 – Design Support Services***

***Subtask 2.1.1 – Geotechnical Design Services***

Geotechnical engineering subconsultant, Bajada Geosciences, Inc., (BAJADA) will provide the following services for the added (1) Balancing Reservoir PRV Facility, (2) 2,500-LF of Rincon Main replacement piping, (3) New Booster Pump Station B, (4) 550-LF of piping and treatment/valve facility near the WTP, and (5) the Dechlorination Facility and associated dam intake piping at the crest of the dam.

- 1) Pre-Exploration
- 2) Subsurface Exploration - Advance up to eight (8) drill holes for these improvements.
- 3) Laboratory Testing - Perform laboratory tests for the project similar to those performed under TO1
- 4) Geotechnical Analysis - Perform geotechnical evaluations for the project similar to those performed under TO1
- 5) Geotechnical Reporting - Results of the field investigation, laboratory tests, and engineering analyses will be summarized and concluded in a geotechnical report.

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

***Subtask 2.1.2 – Design Survey***

Survey Subconsultant, WM Surveys, Inc., (WMS) will provide the design level surveying for the Project. The additional sites (Revised BPS-A site, new BPS-B site, Rincon Chlorination Station, 500-LF from the Rincon Pipeline tie-in to the WTP, and Lake Casitas dam crest at the intake) will be surveyed to provide relative location and elevation data as required for the design and installation of the facilities. Survey will be tied into benchmark system as requested by CLIENT (NAD 27, NAD 86, etc.). WMS will provide a ground Survey (50-ft wide generally aligned with the proposed pipeline in the center) along the pipeline alignment is as presented herein.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Site Survey CADD Files</li> </ul>

Subtask 2.1.3 - Plat and Legal Description

No additional services provided for this subtask in this Amendment No. 1.

Subtask 2.1.4 - Surge Analysis

An additional surge management system will be designed at BPS-A for the reverse flow direction (Casitas MWD to Carpinteria Valley Water District) to transfer transient pressures due to power outage or other sudden hydraulic condition changes to a safe location (to a surge tank, to the suction side of the pump station, etc.). Performance of surge control devices will be modeled including air chambers, vacuum relief valves and/or pressure relief valves as deemed appropriate. Modeling will be performed using SURGE software with calculations provided in text format and graphical pressure plots at the pump station.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Transient Study Technical Memorandum (.PDF)</li> </ul>

Subtask 2.1.5 – Pipeline Corrosion Assessment and Design

Corrosion assessment subconsultant, V&A Consulting Engineers, Inc., (V&A) will provide the following corrosion assessment and design services for the additional new 16” Pipeline (500-LF; Rincon Pipeline to WTP Tie-in) and the additional 2,500-LF of 21” C303 or C200 Steel Pipe that is planned to be replaced utilizing open trench construction.

Plans and Specifications. Prepare additional plans for the cathodic protection system. Plans will be prepared in AutoCAD and will be provided in PDF format only. Plans will be prepared for the 60%, 90%, and 100% submittals. One round of comments will be addressed at each submittal.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None, included in prior Task Order No. 1</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Additional Design Plans and Details incorporated into the 60%, 90%, and 100% submittals</li> </ul>

Subtask 2.1.6 – Existing Rincon Pipeline Condition Assessment

Pipeline condition assessment subconsultant, V&A Consulting Engineers, Inc., (V&A) will perform the pipeline condition assessment and design services for the for the existing 16” - 21” Rincon Pipeline from the Balancing Tanks to the Rincon Pumping Plant (~15,000-LF). V&A proposes to conduct the assessment in two phases. The first phase will include a preliminary investigation of the soil conditions along the pipeline alignment to identify corrosive areas. The second phase would include non-destructive ultrasonic thickness testing of the pipeline at up to five strategic locations determined in the first phase. It is anticipated that five sites should be representative of the pipeline condition. Excavations will be required, and soil samples will be gathered from the excavation sites and sent to a lab for analysis. This proposal assumes that Casitas Municipal Water District staff will be responsible for the excavations including providing access to V&A field engineers for the condition assessment. V&A will provide the following pipeline condition assessment services:

Document Review and Site Reconnaissance. Review available alignment, geotechnical information, and preliminary plans and specifications for pipeline design. V&A’s project manager will visit the site and observe the alignment to ensure proper access for field activities.

Soil Corrosivity Investigation. Measure soil resistivity using the Wenner four-electrode method along the pipeline alignment. The resistivity testing will be conducted at 800- to 1,000-foot intervals to a depth of 15 feet below grade or the proposed pipeline depth, whichever is shallower. V&A will obtain a soil sample from each excavation to be tested. for as-received and saturated resistivities, pH, and concentrations of chlorides, sulfates, and bicarbonates.

Condition Assessment. V&A will perform a condition assessment of the existing pipeline over a three day period. Condition assessment will be performed at five excavation sites. Excavation will be done by Casitas Municipal Water District and it is assumed that the depth of excavation will not exceed 5 feet and that traffic control and dewatering will not be needed. The work will include:

- Visual and qualitative condition assessment including a qualitative evaluation of the exterior cement mortar coating. The condition of the pipeline will be documented with digital photographs.
- V&A will describe the pipe bedding as observed after excavation. This will be a general description of the pipe bedding and not a geotechnical evaluation.
- Ultrasonic thickness testing of the steel pipe. V&A will retain a subconsultant to perform core drilling through the cement mortar coating in order to expose the exterior steel surface. The subconsultant will also repair the cement mortar coating after the cores are removed. The core samples will be retained and evaluated using a phenolphthalein indicator solution to quantify degradation of the cement mortar coating. It is anticipated that at least three core holes and ultrasonic thickness measurements will be performed within each excavation, two at the pipe spring lines and one at the pipe crown. The core holes will be up to 2 inches in diameter. A -scan (point measurement) ultrasonic thickness measurements will be collected.

Report. V&A will prepare a draft and a final report with the results of the field testing including photographic documentation of existing conditions, field data and necessary graphical and illustrative figures as required presenting the information gathered during the assessment. V&A will provide an opinion on remaining life and make recommendations of potential repairs or enhancements to the pipeline.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• 60% Design Submittal Review Workshop (included in Subtask 2.1.5)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Rincon Pipeline Condition Assessment Report (Draft and Final; electronic, .PDF)</li> </ul>

Subtask 2.1.7 – Potholing

Per Task Order No. 1, ENGINEER will provide up to two additional days of potholing to cover the potholing needs anticipated for the added facilities in this Amendment No. 1.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Pothole list, Up to two additional days of potholing with estimated 5 potholes per day</li> </ul>

Subtask 2.1.8 – Water Quality Evaluation and Testing

Water quality subconsultant, Water Quality & Treatment Solutions, Inc. (WQTS), will perform the following services, summarized in phases, in support of the project design. WQTS’ detailed proposal for Subtask 2.1.8 is provided in Attachment 2 to this Amendment No. 1.

General

WQTS will evaluate water quality concerns of the 4 operational scenarios that may employed in the utilization of the planned Project facilities in various phases:

- Scenario 1 – Anticipated Normal Operation; No Water Transfer, Occasional Intertie Flushing
- Scenario 2 – Transfer Water from CVWD to CMWD; Convert Free Chlorine→Chloramines→Free Chlorine to WTP
- Scenario 3 – Transfer Water from CVWD to CMWD; Maintain Free Chlorine Residual to WTP
- Scenario 4 - Transfer Water from CVWD to CMWD; Convert Chloramines→Free Chlorine to Distribution System

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Phase I Kickoff Meeting</li> <li>• Progress Meetings (Total of 3; 1-hr. Virtual Meeting) <ul style="list-style-type: none"> <li>○ Phase 1 – 1 Meeting</li> <li>○ Phase 2 – 2 Meetings</li> </ul> </li> <li>• DDW Meetings (Total of 3; 1.5-hr. Virtual Meeting)</li> <li>• Phase 1 Technical Workshop</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Phase 1 Technical Workshop Technical Memorandum (Elec.; .pdf)</li> <li>• Bench-Scale Testing Plan (Elec.; .pdf)</li> <li>• Draft and Final Bench-Scale Testing Technical Memorandum (Elec.; .pdf)</li> <li>• Draft and Final Water Compatibility Desktop Analysis Technical Memorandum (Elec.; .pdf)</li> <li>• Meeting Notes (Elec.; .pdf)</li> </ul>

***Subtask 2.2 - 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) General – Cover Sheet, Notes, Legends
  - b) Pipeline (New 16-inch and 21” Replacement)
    - i) Plan & Profile
    - ii) Typical Open Trench Detail
    - iii) Trenchless Crossing Detail (only for HDD section of new 16”; 21” replacement piping open trench constr.)
    - iv) Basic mechanical layout of air release valves
    - v) Corrosion Protection Details (included in Subtask 2.1.6)
  - c) Pump Stations (BPS-A and BPS-B)
    - i) Site layout of pump station
    - ii) Mechanical layout of pump station
    - iii) Chemical feed facilities (BPS-A)
  - d) Pipeline Support Facilities
    - i) Rincon Balancing Reservoirs – Mechanical improvements
    - ii) Rincon Control Reservoir – Bypass, vent, and surge facilities
    - iii) Rincon Chlorination Station
    - iv) Rincon Vent - Bypass, vent, and surge facilities
    - v) Pressure Reducing Stations
    - vi) Customer Meter Improvements, general
  - e) Rincon Main to WTP Influent Pipeline – includes pipeline, backflow prevention, and tie-in
  - f) Chemical Feed Facilities – includes coagulant, ferric chloride, and dechlorination feed systems at WTP
  - g) Electrical and Instrumentation
    - i) P&IDs
    - ii) Single Line Diagram
    - iii) Elevation Layout (Switchboard, ATS, MCC, Control Panel)
    - iv) Control Panel Wiring Diagrams
    - v) Panelboard Schedule



- 2) Technical Specifications – Outline, Select Electrical and Instrumentation, and CP Specs (included in Subtask 2.1.6)
- 3) Opinion of Probable Construction Cost
- 4) Updated Project Schedule

ENGINEER will meet with CLIENT and Landowners in the field as requested by the CLIENT to support the public relation aspects of the Project and assist the CLIENT in answering landowner questions. ENGINEER has budgeted for a total of 5 additional days of Landowner Meetings, to be held in-person at the jobsite.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• 60% Design Review Meeting (Included in prior Task Order No. 1)</li> <li>• 60% Design - Landowner Field Meetings (+5-days; In-person on site)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• No Additional - 60% Design Deliverables included in prior Task Order No. 1</li> </ul>

***Subtask 2.3 90% Design Submittal***

ENGINEER will provide the same 90% Design Submittal services for the additional/modified facilities presented in this Amendment No. 1 as provided in Task Order No. 1.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• 90% Design Review Meeting (Included in prior Task Order No. 1)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• No Additional - 60% Design Deliverables included in prior Task Order No. 1</li> </ul>

***Subtask 2.4 100% Design and Bid Documents Submittal***

ENGINEER will provide the same 100% and Bid Documents Design Submittal services for the additional/modified facilities presented in this Amendment No. 1 as provided in Task Order No. 1.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• 100% Design Review Meeting (Included in prior Task Order No. 1)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• No Additional – Final Design Deliverables included in prior Task Order No. 1</li> </ul>

**Subtask 3 – Engineering Assistance During Bidding**

ENGINEER will provide the same Engineering Assistance During Bidding services for the additional/modified facilities presented in this Amendment No. 1 as provided in Task Order No. 1.

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

**Subtask 4 – Engineering Services During Construction**

No additional services provided for this subtask in this Amendment No. 1.

**Subtask 5 – Permitting Support**

Provide support to CLIENT in submitting plans and supporting documentation for CLIENT’s use in obtaining the following permits.

**Subtask 5.1 Permitting and Agency Support**

ENGINEER will provide the same Engineering Assistance During Bidding services for the additional/modified facilities presented in this Amendment No. 1 as provided in Task Order No. 1 as outlined below:

A parallel encroachment permit, and a transverse crossing encroachment permit will be required from Caltrans. A transverse crossing of State Route 150 is assumed between State Route 192/ State Route 150 intersection and a quarter mile south of State Route 192. A parallel encroachment on State Route 192 is assumed for western half of alignment. An encroachment permit will be required from the County of Santa Barbara and the County of Ventura. The encroachment permits necessary for the geotechnical work are discussed in the geotechnical section.

1) Caltrans (District 5 and District 7)

a) Standard Encroachment Permit (Form TR-0100) for pipe along SR 192 and crossing of SR 150, requiring:

i) General:

- (1) District 5 - Contact Caltrans D5 permit engineer and introduce project and present plans @ 60% level and offer teleconference meeting with District and Carpinteria Valley staff. Request “design-level” review of Encroachment Permit (TR-0100) at 90% level for longitudinal encroachment of SR-192. Anticipate a 6-page project overview memo, casing exception justification, and longitudinal encroachment justification. Anticipate three submittals (respond to comments from two formal reviews from Caltrans D5). District will most likely supply a “double permit”, which contractor will have to complete.
- (2) District 7 - Request “design-level” review of Encroachment Permit (TR-0100) at 90% level for transverse trenchless crossing of SR-150. Anticipate a 3-page project overview memo and casing exception justification will be required. Anticipate three submittals (respond to comments from two formal reviews from Caltrans D7).

ii) 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:
    - (i) Electrical Plans – No electrical improvements in the pipeline portion of the Project within Caltrans ROW
    - (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) Final Encroachment Permit and associated required documentation
    - (ii) Shoring Plans
    - (iii) Steel Plating
    - (iv) Traffic Control Plan
    - (v) Traffic Management Plan (Detour)

- iii) Supporting Documents
  - (1) Traffic Control Plan
  - (2) Traffic Management Plan
  - (3) Stormwater Pollution Prevention Plan (SWPPP)
  - (4) Assumptions:
    - (a) The following items are not included in the supporting documents to be submitted, as they are deemed not applicable:
      - (i) Drainage Report; Erosion and Sediment Control Plan / BMP – Project does not include modifications to site drainage
- iv) Bonds/Insurance – To be provided by CLIENT
- v) Permit Fees – To be provided by CLIENT

2) Ventura County Encroachment Permit

- 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

3) Santa Barbara County Encroachment Permit

- 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

4) United States Bureau of Reclamation

- a) ENGINEER shall provide a total of 80-hours permitting and agency support to CLIENT in support of the new facilities located on the crest of the Lake Casitas Dam, built by the USBR

***Subtask 5.2 Other Permitting Assistance***

1) Environmental Permitting Assistance

- a) ENGINEER will provide support to CLIENT environmental permitting using the design documents for the additional facilities. The project description will be reviewed for general conformance with the Project.

2) Storm Water Pollution Prevention Plan (SWPPP)

- a) ENGINEER will provide support to CLIENT Ventura County SWPPP related permitting efforts providing for the additional facilities.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Assumes total of ten (10) Meetings (2-hrs/mtg; Virtual)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Updated SWPPP for the added facilities</li> </ul>

## **ASSUMPTIONS**

The assumptions from the Agreement were utilized in the development of this scope and fee, with the exception of the modified assumptions below. Additional amendments are required 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:

### **General**

1. Operational Scenario Nos. 1, 2A, and 3A were assumed in the development of this Amendment
2. Pipeline Corrosion Assessment and Design
  - a. Impressed current cathodic protection system anticipated as the recommended method of corrosion control
  - b. Plans and specifications will be prepared for the 60%, 90%, and 100% submittals. One round of comments addressed for each submittal.
3. Existing Rincon Pipeline Condition Assessment
  - a. CLIENT is responsible for the excavations including providing access to ENGINEER for the condition assessment. It is assumed the depth of the excavation will not exceed 5-ft and that traffic control and dewatering will not be needed.
4. The scope and associated fee provided by Corona Environmental Services in Task Order No. 1, Subtask 2.1.8 has been replaced by the scope in this Amendment No. 1 by WQTS and the associated fee has been credited back to the CLIENT in total. Please see the attached ENGINEER's Fee Estimate (red text under 90% Design).
5. Engineering Assistance During Bidding and Engineering Services During Construction for the added facilities contained in this Amendment No. 1 are not included
6. Permitting assumptions
  - a. ENGINEER assumes 1 permit submittal per Agency (unless otherwise noted in Task Order) and single resubmittal based on single set of assimilated comments provided by the Agency.
  - b. No planning or special use permit is included in the scope.
  - c. No building permit is included in the scope.
  - d. No tree removal permitting is included in the scope.
  - e. No grading or drainage permit is included in the scope.
  - f. No air quality permitting is included in the scope.
  - g. No floodplain permitting is included in the scope.
  - h. No fire sprinklers are included in the scope.
  - i. CLIENT to permit project with Division of Drinking Water (DDW).
7. Performed by Others:
  - a. Construction Permitting
    - i. General construction permit(s)
    - ii. Temporary construction easements

### **Pipeline Facility Design:**

1. Transverse crossing of State Route 150 between State Route 192/ State Route 150 intersection and a quarter mile south of State Route 192 on the Final PDR Recommended Project Alignment: 1-2B-3B (HDD – Avocado Hill Rd.)
2. Parallel encroachment on State Route 192 for western half of alignment (Pipeline Alignment Section 1).

Pump Station and Disinfectant Boosting Facilities

1. Power readily available from Southern California Edison at the pump station locations.
2. Pump Station Layouts/Sites
  - a. Booster Pump Station A (BPS-A):
    - i. Site:
      1. Approximately 7,500-SF fenced gravel site at Avocado Hill Rd.
      2. Relatively flat requiring no drainage or retaining wall improvements
      3. Sized to contain permanent or temporary emergency backup generator
    - ii. Booster Pumps
      1. Three (3) 600-hp vertical turbine can pumps with VFDs (2 duty; 1 standby)
      2. Stored in CMU Blockwall Building with sound attenuation panels
    - iii. Chemical Feed Facilities
      1. ~~Outdoor 6,000 gal SHC double contained tank with shade structure~~, temporary portable SHC tank and feed pump provided by District if needed
      2. Indoor 500-gallon ammonium sulfate tank in CMU blockwall room
      3. Chemical feed room containing chemical feed pumps
    - iv. Electrical/Controls Room
      1. MCC
      2. VFDs
      3. PLC and SCADA Controls
    - v. Exterior Electrical Equipment
      1. Medium voltage utility transformer
      2. Medium voltage switchgear
      3. Radio/Cellular antenna
  - b. Booster Pump Station B (BPS-B):
    - i. Site:
      1. Approximately 7,000-SF fenced gravel site west of Rincon Control Reservoir
      2. Relatively flat requiring no drainage or retaining wall improvements
      3. Sized to contain permanent or temporary emergency backup generator
    - ii. Booster Pumps
      1. Three (3) 250-hp vertical turbine can pumps with VFDs (2 duty; 1 standby)
      2. Stored in CMU Blockwall Building with sound attenuation panels
    - iii. Electrical/Controls Room
      1. MCC
      2. VFDs
      3. PLC and SCADA Controls
    - iv. Exterior Electrical Equipment
      1. Medium voltage utility transformer
      2. Medium voltage switchgear
      3. Radio/Cellular antenna
3. No security systems, video surveillance, or automated access control systems designs are included. RTU intrusion monitoring design included only.
4. No SCADA programming is included in the scope, by CLIENT
5. No Arc-Flash equipment labeling (as required by NFPA 70 electrical code) is included
6. Impervious surface footprint assumed to be under 10,000 ft<sup>2</sup>
7. Stormwater will be conveyed to a nearby existing storm drain by gravity.

**SCHEDULE**

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

**PAYMENT**

Payment 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
AA1	Administrative Assistant	\$77
AA2	Senior Administrative Assistant	\$108
EO	Jr. Engineer / Jr. Field Engineer	\$108
E1	Staff Engineer	\$135
E1EE	Electrical Staff Engineer	\$135
E1S	Structural Design Engineer	\$135
E2	Associate Engineer	\$165
E2EE	Electrical Associate Engineer	\$165
E2S	Structural Associate Engineer	\$165
E3	Project / Structural Engineer	\$185
E3EE	Electrical Engineer	\$185
E3S	Structural Engineer	\$185
E4	Senior Project Engineer / Manager	\$215
E4EE	Senior Electrical Engineer	\$215
E4S	Senior Structural Engineer	\$215
E5	Principal Engineer	\$249
T1	CADD Tech 1 / Drafter/ Jr. Technician	\$91
T2	CADD Tech 2 / Designer/Sr. Technician	\$122
T2EE	Electrical Designer	\$122
T3	CADD Tech 3 / Senior Technician	\$149

**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.

**ATTACHMENTS**

Attached to this Scope for reference are the following:

1	Updated Proposed Project Facilities Figure
2	WQTS Water Quality Evaluation and Testing Proposal (8/23/2021)
3	Updated Project Schedule
4	Fee Basis Spreadsheet

**EFFECTIVE DATE**

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

**CLIENT**

**ENGINEER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Sami Kader, PE

Title: \_\_\_\_\_

Title: Principal

Address: \_\_\_\_\_

Address: 760 Cypress Ave., Suite 201 Redding, CA 96001

Date: \_\_\_\_\_

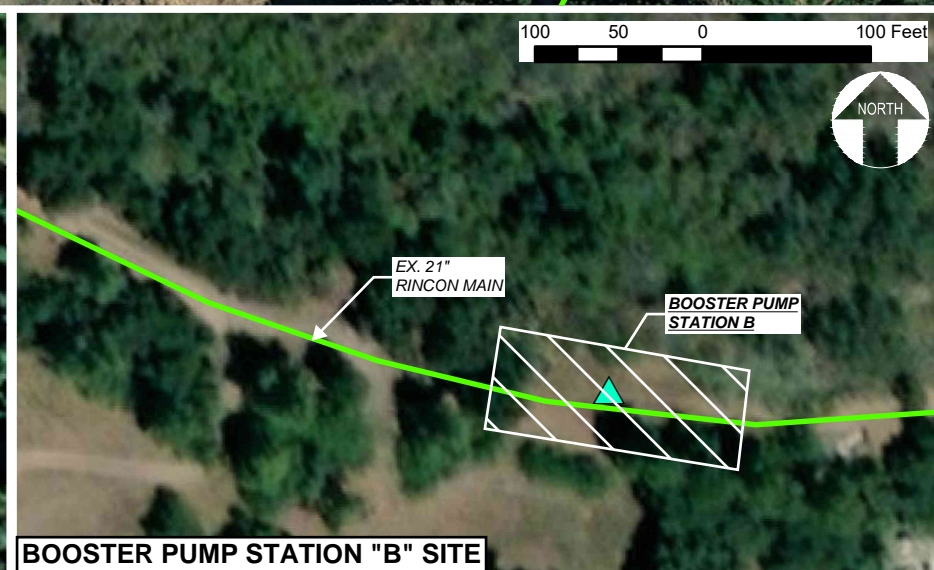
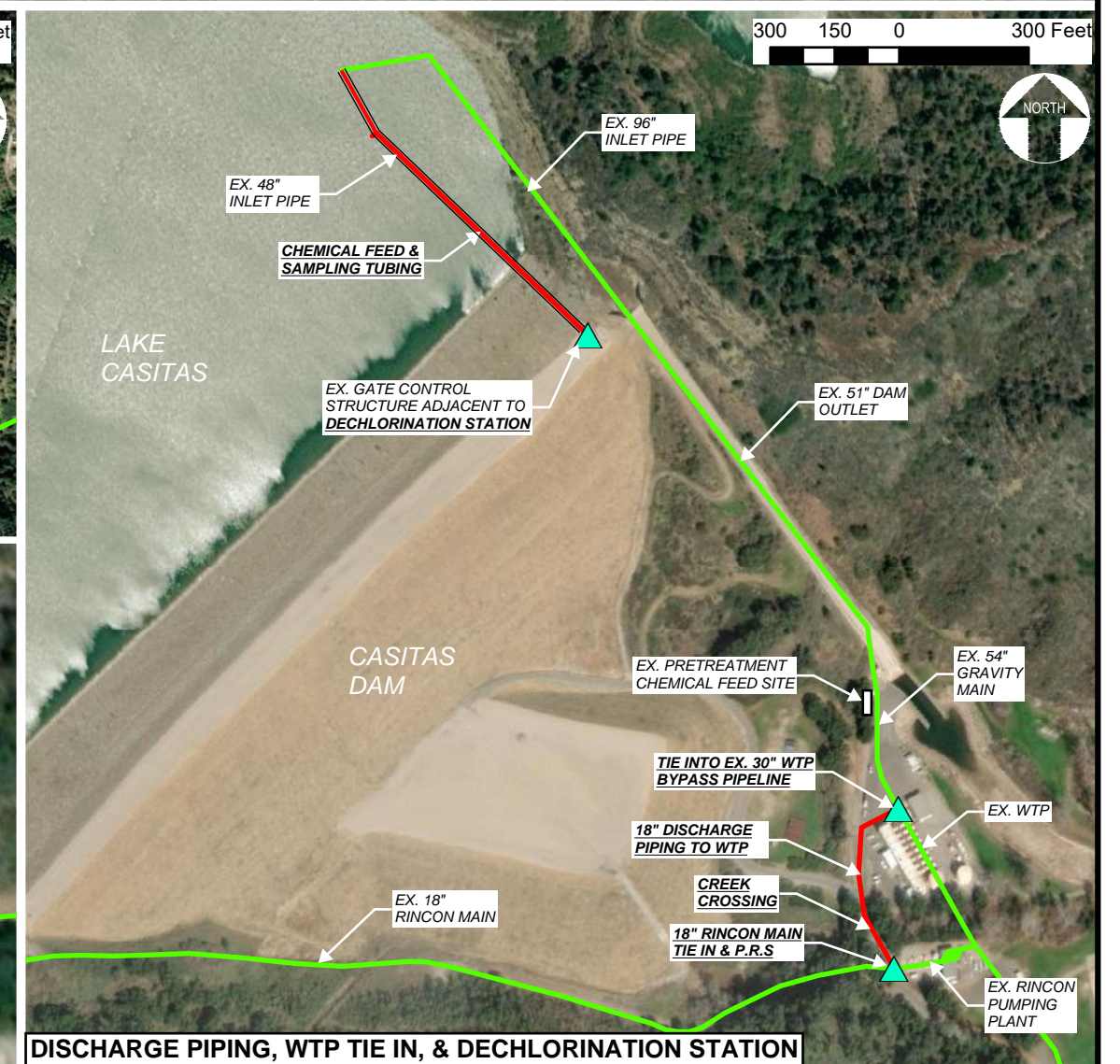
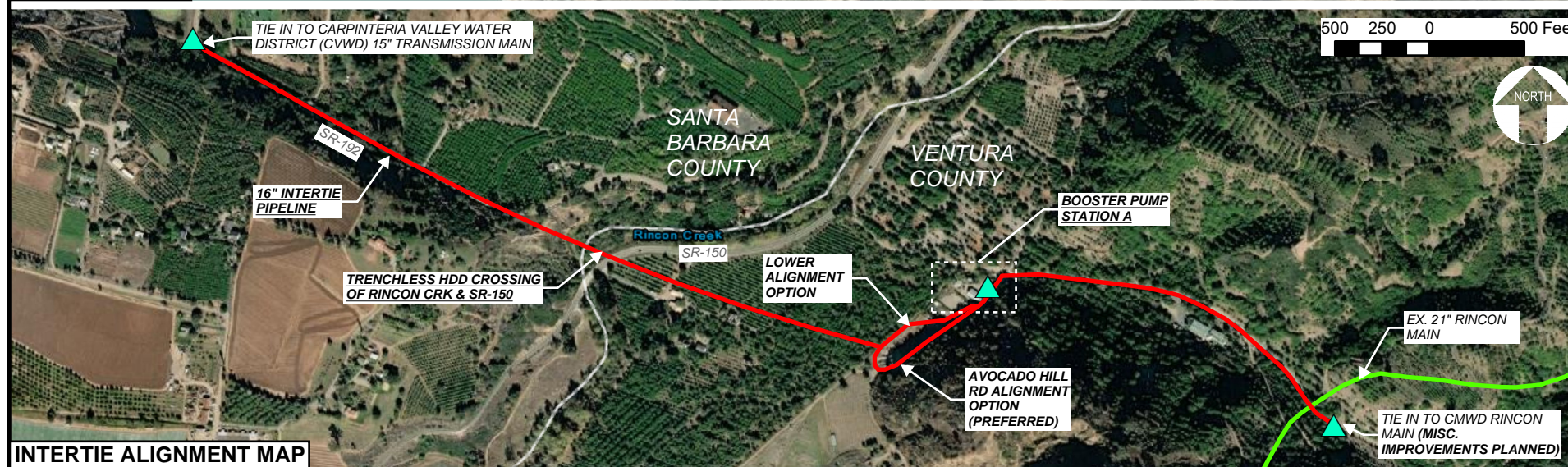
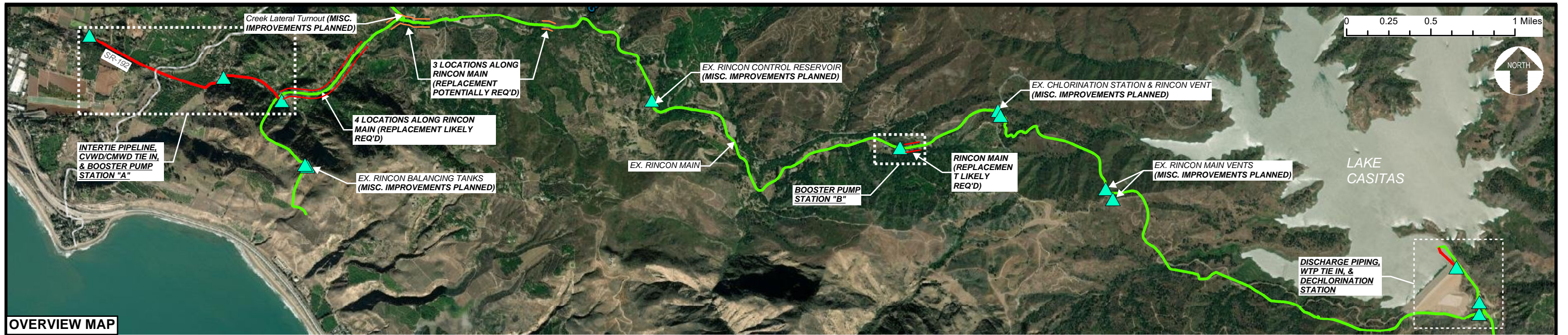
Date: \_\_\_\_\_

20-3148271

*Employer I.D. No.*

**Attachment 1 - Updated Proposed Project Facilities Figure**







August 23, 2021

Mr. Andrew Borgic, P.E.  
Waterworks Engineers  
1515 W. 190th Street, STE 428  
Gardena, CA 90248

Subject: 2<sup>nd</sup> Revision – Proposal to Evaluate the Potential Water Quality Challenges Associated with Four Operational Scenarios of the Planned Ventura-Santa Barbara Intertie Project

Dear Mr. Borgic:

On behalf of Water Quality & Treatment Solutions, Inc. (WQTS), I am pleased to submit to Waterworks Engineers (WWE) this revised proposal to evaluate potential water quality challenges that may be associated with four (4) potential operational scenarios of the planned Ventura-Santa Barbara intertie. The intertie project will connect the water system of the Casitas Municipal Water District to that of the Carpinteria Valley Water District to increase water supply reliability for both water agencies.

Attached is a proposal including our understanding of the services requested by WWE, a proposed scope of work to provide those services, and the anticipated cost for completing the scope of work. As discussed during our virtual meeting on Monday, August 16, the proposal is divided into two Phases: Phase 1 will focus on resolving some of the water quality challenges facing the implementation of the project. Depending on the outcome of Phase 1 tasks, Phase 2 tasks may be initiated and will focus on tasks related to the water quality challenges that need to be addressed in order to receive regulatory approval of the project.

In the preparation of this proposal, a number of assumptions were made in order to prepare the potential project cost. We look forward to discussion these assumptions with you and making any necessary modifications. At this time, the cost of Phase 1 is projected at \$86,500 and that of Phase 2 at \$85,000 for a total cost of \$171,500. Phase 1 activities should be completed within 12 weeks from receipt of a notice-to-proceed from WWE, while Phase 2 activities should be completed within 16 weeks from receipt of a notice-to-proceed for Phase 2 from WWE.

Thank you for considering WQTS for your project, and we look forward to working with you on this important effort.

Respectfully Yours,  
**WQTS, Inc.**



Issam Najm, Ph.D., P.E.  
President

# EVALUATION OF POTENTIAL WATER QUALITY CHALLENGES ASSOCIATED WITH FOUR OPERATIONAL SCENARIOS OF THE VENTURA-SANTA BARBARA INTERTIE PROJECT

## Technical Proposal (Revised August 23, 2021)

### BACKGROUND

Waterworks Engineers (WWE) was retained by the Casitas Municipal Water District (CMWD) in Ventura County and the Carpinteria Valley Water District (CVWD) in Santa Barbara County to complete an engineering evaluation and design of an intertie between the two systems that allows for the water exchange between the two District on an as-needed basis. The two Districts utilize different water sources as their drinking water supplies and treat them to different chemical qualities. The most significant difference is that the CMWD treated water contains chloramine as a secondary disinfectant while the CVWD treated water contains free chlorine. These two disinfectants are not chemically compatible in that they can destroy each other when mixed, resulting in a rapid loss of disinfectant residual in the blended water. There are other water quality challenges that may be encountered after the intertie is completed between the two systems depending on which direction water is being transported.

The current configuration of the system, without the intertie, is presented schematically in Figure 1. Once these two systems are connected, there are several potential operational scenarios that may be implemented. In this effort, WQTS will provide technical support services to WWE with a specific focus on addressing potential water quality challenges that may be encountered under each operational scenario.

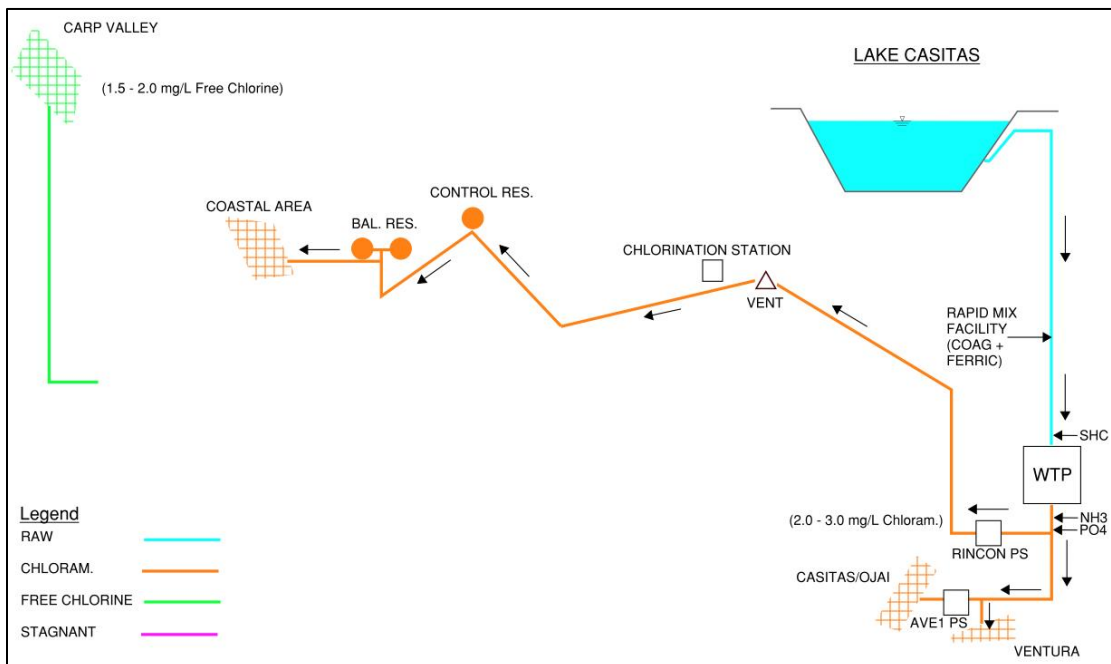


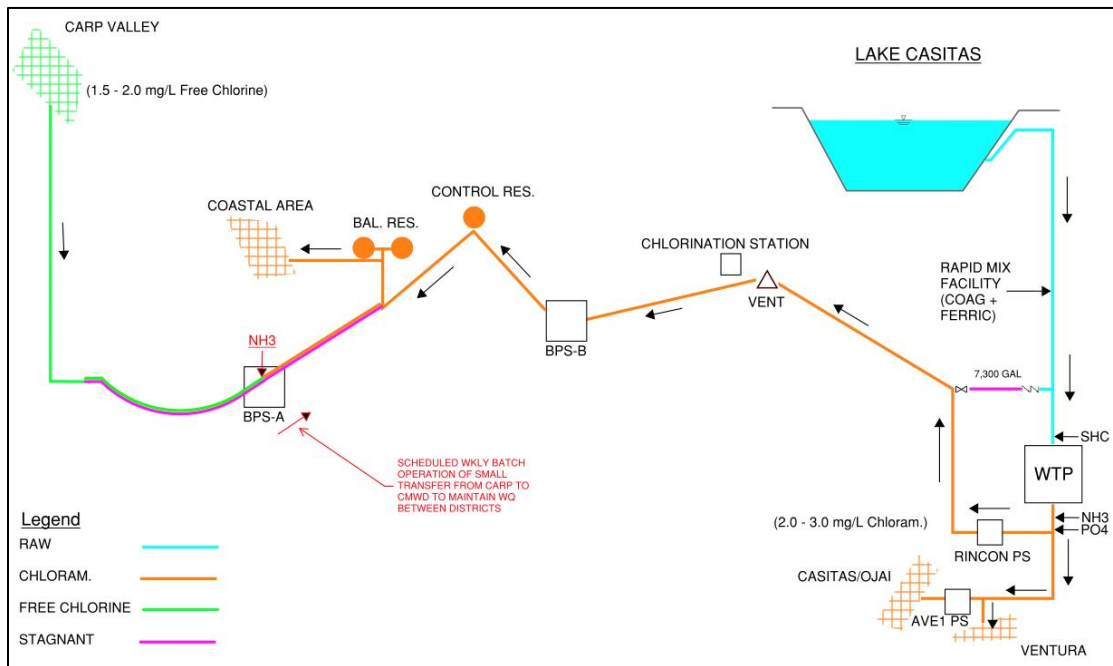
Figure 1 – Schematic of Existing Condition

**OPERATIONAL SCENARIOS & ASSOCIATED CONCERNS**

As requested by WWE, WQTS will focus on four (4) operational scenarios. The four scenarios are discussed below.

**Scenario 1 – Anticipated Normal Operation.**

**Description** – Figure 2 presents a schematic of this scenario. The connection between the two systems will include an intertie pipeline and two pump stations, BPS-A and BPS-B, which will be required to move water from CVWD’s system to CMWD’s system. Under Scenario 1, water will be intermittently pumped from CVWD via BPS-A and served into the coastal zone of the CMWD system via the Rincon balancing Reservoirs. Ammonia will be added to the water at BPS-A to convert free chlorine to chloramine. When no water is being transferred from CVWD, the water will become stagnant in the intertie pipe, the pump station, and the pipe to the Rincon balancing reservoirs until water flows again from CVWD into the coastal zone.



**Figure 2 – Schematic of Operational Scenario 1**

**Potential Concerns** – There are two primary concerns associated with this operational scenario: First, although the free chlorine in CVWD water will be converted to chloramine, the impact of the change in water quality on the potential release of deposits or metals from the distribution system or home plumbing in the coastal zone needs to be evaluated. It is also noted that CMWD water contains phosphate for lead control, but the CVWD water does not. The potential impact of this change in phosphate concentration on lead release under the current and anticipated revision to the Lead and Copper Rule (LCR) needs to be evaluated and mitigated. The impact of changing water

quality on a distribution system and compliance with the LCR is likely to be of paramount significance to the Division of Drinking Water (DDW). This challenge will be evaluated in Phase 2 of this effort.

The second concern is related to the water that will stagnate in the intertie pipe between periods of water flow from the CVWD intertie connection to CMWD’s Rincon balancing reservoirs. The portion of the intertie pipe upstream of the ammonia feed station will contain free chlorine, while the portion downstream of the ammonia feed station will contain chloramine. It is uncertain how long the residual disinfectant will last in each section, and whether specific mitigation measures will need to be implemented before water flow can resume. This challenge will be evaluated in Phase 1.

**Scenario 2 – Water Transfer from CVWD to CMWD’s WTP and/or Lake Casitas with Conversion of the Chlorine in CVWD Water to Chloramine through the Rincon Pipeline, and then back to Free Chlorine before it reaches the WTP and/or Lake.**

**Description** – In this scenario, water will be transferred from CVWD to CMWD’s system similar to Scenario 1 and the water will be converted from free chlorine to chloramine with the addition of ammonia at BPS-A, which then serves the water with chloramine into the CMWD system. However, the water will not only serve the coastal zone, but will also be pumped back through the Rincon pipeline and reservoirs to the inlet of CMWD’s Marion Walker Treatment Plant (WTP). Since the WTP utilizes free chlorine for disinfection, the water received through the Rincon pipeline will be converted back to free chlorine by adding chlorine at the Rincon Chlorination Station which provides sufficient time for the breakpoint reaction to reach completion before the water reaches the WTP.

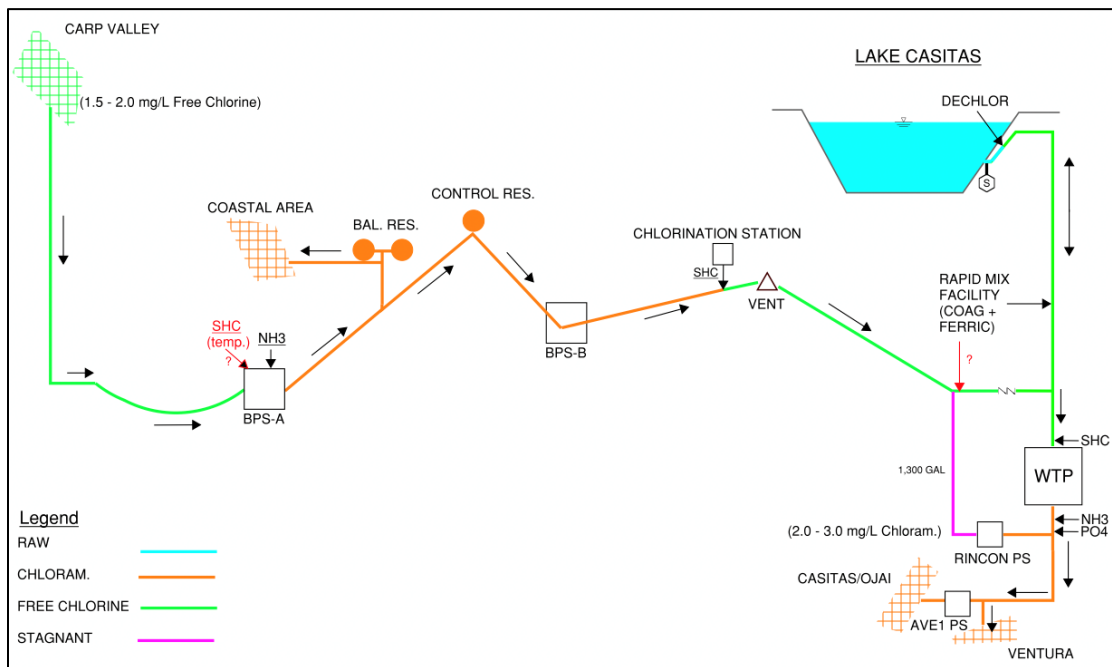


Figure 3 – Schematic of Operational Scenario 2

Finally, at the WTP, the water may be directed to the WTP inlet or back to be discharged into Lake Casitas. A dechlorination chemical will need to be added to the water before it is discharged to Lake Casitas in compliance with the District's NPDES permit.

**Potential Concerns** – This operational scenario is significantly more complex than Scenario 1 and has numerous concerns and unanswered questions.

First, when this scenario is to be initiated, the water volume (300,000 gallons) between the Rincon Chlorination Station and the WTP, which contains chloramine, will be pushed back in the direction of the WTP. This poses a problem because the plant uses prechlorination for manganese oxidation upstream of the filters and relies on free chlorine for meeting its disinfection CT requirements. If this volume is not to be wasted, a strategy is needed to manage the incompatibility between the chloramine in the displaced water with the role of free chlorine at the plant. This challenge will be evaluated in Phase 1 of this study.

Second, since the CVWD water is already fully treated, its quality will be very different from that of the raw lake water entering CMWD's WTP. Under this scenario, CVWD's treated water may represent between 50% and 100% of the influent flow to the WTP, and when initiated, the change from lake water to blend water will be relatively sudden since the CVWD will come to the WTP through a pipeline with a sharp "front" between the chloraminated and chlorinated waters. The impact of this sudden change in quality on the WTP performance could be significant. This challenge will be deferred to a later phase of this project, which is not included in this proposed effort.

Third, as shown in Figure 3, a portion of the discharge piping of the Rincon Pump Station will be isolated and its 1,300-gallon content will remain stagnant as long as this operational scenario is in place. The quality of the water in this segment must be addressed in order to prevent deterioration of the water quality or wasting of the water. This challenge will be evaluated in Phase 1 of this study.

Fourth, under this scenario, CMWD aims to keep the option of directing the chlorinated water to the WTP influent or to Lake Casitas. However, the rapid-mix facility where the primary coagulant is added is upstream of the entry point of the chlorinated imported water as shown in Figure 3. Therefore, if the water is divided between the CMWD WTP and Lake Casitas, then no coagulant will be added to the water entering the WTP. While it may be argued that the fully-treated imported water does not need a coagulant as it passes through the WTP, this approach may greatly disrupt the WTP filter performance, and may not be acceptable to DDW. This challenge will be deferred to a later phase of this project, which is not included in this proposed effort.

Fifth, under this operational scenario, CVWD water will not just be used in CMWD's coastal zone as was the case in Scenario 1 but will also be served into the entire CMWD distribution system, as well as the distribution system of the City of Ventura which receives water from CMWD. The compatibility of CVWD's water with the two distribution systems should be confirmed and will likely be required by DDW. This challenge will be evaluated in Phase 2 of this study.

Sixth, the water received from CVWD will already contain significant levels of THMs and HAAs. Breakpoint chlorination of the water at the Rincon chlorination station, and the subsequent chlorination at the WTP are likely to cause additional formation of DBPs. It is possible that the DBP levels leaving the CMWD WTP will already be above their respective MCLs. This challenge will be evaluated in Phase 1 of this study.

Finally, this scenario includes conversion of free chlorine to chloramine with ammonia addition, then to free chlorine with breakpoint chlorination, and then to back to chloramine again at the WTP. The control of this sequence, and the potential formation of T&O-causing dichloramine and trichloramine are of concern and should be investigated. This challenge will be evaluated in Phase 1 of this study.

**Scenario 3 – Transfer of Chlorinated Water from CVWD through the Rincon Pipeline to CMWD’s WTP and/or Lake Casitas.**

**Description** – This scenario is similar to Scenario 2 in that water is transferred from CVWD to the CMWD WTP and/or Lake Casitas. However, the disinfectant present in the water will remain free chlorine through the Rincon pipeline and into the influent to the WTP. The chlorine residual may need to be boosted at BPS-A as the water enters the Rincon pipeline depending on its concentration. At the plant site, the water may be directed to the WTP inlet or back to be discharged into Lake Casitas. A dechlorination chemical will need to be added to the water before it is discharged to Lake Casitas in compliance with the District’s NPDES permit.

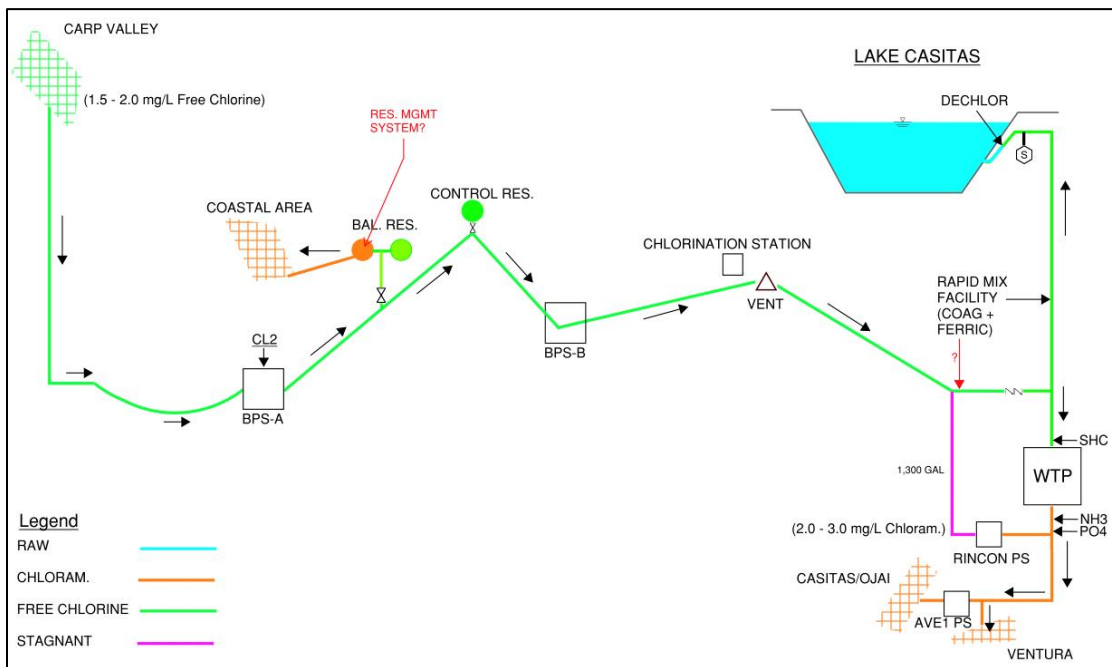


Figure 4 – Schematic of Operational Scenario 3

In addition, under this scenario, CMWD plans on maintaining chloramine in the Rincon Balancing Reservoirs and serving it to the coastal zone as shown in Figure 4. This strategy is predicated on the ability to use the Residual Management System (RMS) installed at these reservoirs to convert any chlorinated water that enters the reservoirs from the Rincon pipeline into chloraminated water that is chemically compatible with the water in the reservoirs.

**Potential Concerns** – The first five concerns expressed under Scenario 2 are applicable to this scenario and are not repeated here. The following are two additional points to highlight:

First, while this scenario does not include breakpoint chlorination at the Rincon chlorination station, it does include extended free chlorine contact time in the CVWD water through the Rincon pipeline and rechlorination at the CMWD WTP. Therefore, the concerns over the DBP levels present in the WTP effluent are still applicable to this scenario. This challenge will be evaluated in Phase 1 of this study.

Second, the ability to maintain the coastal zone on chloramine while free chlorine is in the Rincon Pipeline will be challenging. The typical design of a commercial RMS system includes the addition of chlorine and ammonia into the middle of a reservoir via a dedicated mixer. However, when the reservoirs fill with water, a significant volume of chlorinated water will enter the reservoir and mix with chloraminated water in the reservoir. This will initiate a breakpoint reaction that will rapidly deplete a significant fraction of the chloramine residual. It is uncertain whether the RMS will be able to adequately – and rapidly – compensate and raise the chloramine residual in the water before it is drawn out of the reservoir into the coastal zone. This challenge will be evaluated in Phase 1 of this study.

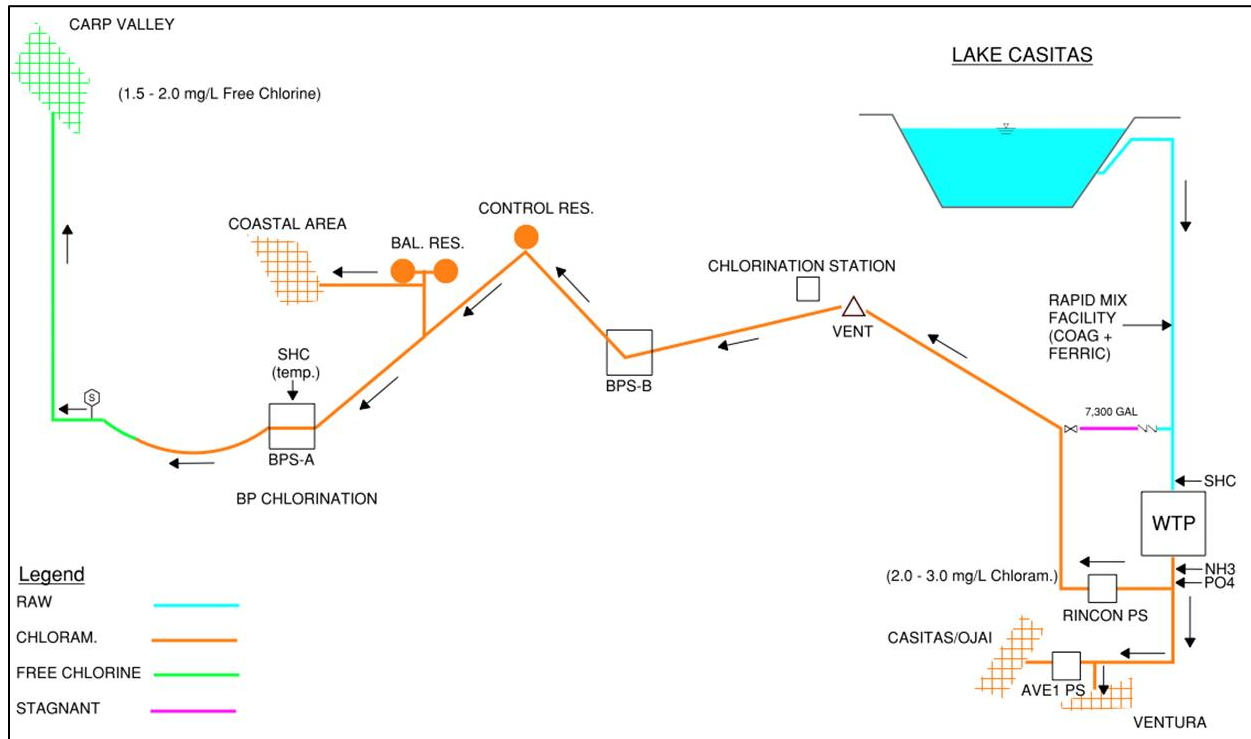
#### ***Scenario 4 – Transfer of Water from CMWD to CVWD and the Addition of Chlorine to Convert the Chloramine to Free Chlorine Before Transfer***

**Description** – This scenario is different than all the other Scenarios since it transfers water from CMWD to CVWD. This is expected to take place only in emergency conditions when CVWD’s normal supply is interrupted. Under this scenario, CMWD water served in the coastal zone will be transferred through the intertie pipeline to CVWD’s system as shown in Figure 5. However, since CMWD’s water contains chloramine, free chlorine will be added at the BPS-A Pump Station at a dose required to achieve full-breakpoint of the chloramine and maintain a target free chlorine residual in the water entering the CVWD system.

**Potential Concerns** – There are two primary concerns associated with this scenario. The first is the anticipated increase in the formation of DBPs in CMWD’s water after it is converted to free chlorine as it enters the CVWD system. This will be investigated during Phase 1 of the study. The other concern is related to the potential impact of CMWD’s water chemistry on corrosion and metals release in CVWD’s distribution system and home plumbing material. An assessment of this challenge



and the identification of potential remedies will likely be required by DDW before the operation of the intertie pipeline is permitted. This concern will be addressed in Phase 2 of this study.



**Figure 5 – Schematic of Operational Scenario 4**

Finally, while not a concern, this scenario will require the addition of a high chlorine dose to achieve full-breakpoint chlorination. The chlorine dose and contact time required for the reaction to reach completion will be quantified during Phase 1 of this study.

## GENERAL APPROACH

The previous section presented 10 challenges that are shared by one or more of the four scenarios evaluated. These 10 challenges are listed in Table 1 along with the scenario under which they fall as well as the phase of the study under which they will be addressed. Resolving these challenges will be used as a basis for the estimated level of effort under this study.

As discussed with WVE and CMWD, The proposed effort will be conducted in two phases in which different challenges will be addressed. Phase 1 will address the first six (6) challenges listed in Table 1 and will be divided into two types of activities: A & B. The concerns in Phase 1A listed in Table 1 will be addressed in a brainstorming workshop between CMWD, CVWD, WVE, and WQTS staffs during which the challenges of developing an engineering and operational strategy for dealing with

stagnant water volumes, displaced water, and controlling the disinfectant residual in areas of mixed chloramine and chlorine will be discussed and worked through. The concerns listed under Phase 1B in Table 1 are those that require bench-scale testing to quantify the challenge and identify potential remedies. For these challenges, WQTS will collect the appropriate water samples, transport them to WQTS' laboratory in Los Angeles, and conduct the bench-scale tests.

**Table 1 – Summary of Potential Areas of Concern Under the Four Alternative Scenarios**

Area of Concern	Phase	Scenario			
		1	2	3	4
1. Handling of a large volume of stagnant water	1A	✓	✓	✓	
2. Handling of Displaced Chloraminated Water at WTP	1A		✓	✓	
3. Controlling the disinfectant residual in the system	1A			✓	
4. Increased DBP Formation	1B		✓	✓	✓
5. Balancing and Monitoring of Breakpoint Chlorination	1B		✓		✓
6. Taste-and-Odor from Breakpoint Chlorination	1B		✓		✓
7. Introducing new water quality into CMWD's System	2A	✓	✓	✓	
8. Introducing new water quality into Ventura's System	2A		✓	✓	
9. Introducing new water quality into CVWD's System	2A				✓
10. Impact on CMWD WTP Operation and Performance	Future		✓	✓	

The other areas of concern listed in Table 1 (#7 through #9) will be conducted in Phase 2 because they require a more in-depth analysis and pilot-scale testing. More importantly, they will be irrelevant if the water quality challenges under Phase 1 cannot be resolved. Therefore, Phase 2 work will be conducted only if Phase 1 work is completed successfully. Area of concern #10 will be deferred to a future phase of this effort

Items 7, 8, and 9 in Table 1 involve a thorough desktop analysis of the potential impact of introducing a new water source into a water system. This analysis aims to determine whether the chemistry of the new source could cause corrosion and/or metal dissolution from the distribution system and home plumbing material, and whether chemical treatment is required before the new water should be introduced into the system. This analysis will be required for the CMWD system under Scenarios 1, 2, and 3, Ventura's system under Scenarios 2 and 3, and CVWD's system under Scenario 4.

Finally, area of concern #10 is one that requires pilot-scale testing at CMWD's water treatment plant in order to assess the quality of changing source water quality on the operation and performance of

the treatment plant. This activity is not included in this proposal and will be deferred to future phases of the project if desired by CMWD and CVWD.

During the course of this effort, and for the purpose of budgeting, WQTS assumes that its staff will participate in one kick-off meeting, three progress meetings, and three (3) meetings with DDW to discuss the study plans and its results.

## **SCOPE OF WORK**

This section identifies the specific tasks to be conducted in each phase of the study and includes some discussion of the activities to be conducted under each task. This information is primarily provided as a basis for the cost information provided in the next section. The following tasks will be conducted:

### ***Phase 1 Tasks:***

Task 1.1 – Meetings

Task 1.2 – Technical Workshop

Task 1.3 – Bench-Scale Testing

Task 1.4 – Contingency-Additional Services

### ***Phase 2 Tasks:***

Task 2.1 – Meetings

Task 2.2 – Desktop Analysis of Water Compatibility

The following are discussions of the activities under each task.

## **PHASE 1 TASKS**

**Task 1.1 – Meetings.** This task includes one Phase 1 kick-off meeting, one (1) progress meeting, and one (1) meeting with DDW. WQTS will prepare the necessary material related to its work before each meeting and prepare meeting minutes to be transmitted to WWE after each meeting. All meetings are budgeted assuming that they will be virtual meetings.

**Task 1.2 – Technical Workshop.** In this task, WQTS will lead an in-person technical brainstorming workshop with WWE, CMWD, and CVWD staffs to discuss, resolve, and make decisions on the engineering and/or operational solutions to address challenges 1, 2, and 3 in Table 1. While there may be several feasible solutions for each challenge, the goal will be to select the solution that strikes the proper balance between engineering complexity, cost, operational complexity, and chances for success. For this reason, it requires the input of engineering, operations, maintenance, and management staffs. WQTS will work with WWE staff to prepare material in advance of the meeting and will prepare a brief Technical Memorandum (TM) documenting the decisions made at the workshop.

**Task 1.3 – Bench-Scale Testing.** Bench-scale testing will be conducted on both CVWD and CMWD treated waters depending on which scenario is being evaluated. The following subtasks will be conducted.

**Task 1.3.1 – Develop Bench-Scale Testing Plan.** Based on discussions with WWE, CMWD, and CVWD, WQTS will develop a bench-scale testing plan that identifies the tests to be conducted, how they will be conducted, and the type of data and information that will be collected from them. The plan will be submitted to WWE for comments and approval before testing is conducted.

**Task 1.3.2 – Obtain Water Samples for Testing.** Based on the planned bench-scale testing, WQTS will bring the proper containers to collect the subject samples to be used in the testing. The samples will then be transported back to WQTS' laboratory in Los Angeles for testing.

**Task 1.3.3 – Conduct Bench-Scale Testing.** WQTS will conduct all bench-scale testing in accordance with the plan developed under Task 1.3.1. Most wet chemistry analyses will be conducted by WQTS staff. Other analyses (e.g., TOC or DBPs) will be conducted by EEA Laboratories.

**Task 1.3.4 – Prepare Technical Memorandum.** After receipt of the analytical results from EEA Laboratories, WQTS will present the testing results in a draft TM and submit it to WWE for review and approval. WQTS will then electronically submit the final TM.

**Task 1.4 – Contingency-Additional Services.** This task is intended to cover activities that WWE, CMWD, or CVWD may require of WQTS during Phase 1 but are not identified under the tasks proposed herein.

## PHASE 2 TASKS

**Task 2.1 – Meetings.** This task includes two (2) progress meetings and two (2) meetings with DDW: One before Phase 2 tasks are initiated and one after the report of Task 2.2 is completed and submitted. WQTS will prepare the necessary material related to its work before each meeting and prepare meeting minutes to be transmitted to WWE after each meeting.

**Task 2.2 – Desktop Analysis of Water Compatibility.** This task includes the desktop studies for the introduction of CMWD water into the CVWD system, as well as the introduction of CVWD's water into the distribution systems of CMWD and Ventura Water.

**Task 2.2.1 – Solicit and Obtain Water Quality Data & Systems' Information.** WQTS will prepare a data request and submit it to CMWD, CVWD and Ventura. The request will include all the data and information to be analyzed under this task. WQTS assumes that all water quality and operational data will be available in a Microsoft EXCEL form.

**Task 2.2.2 – Conduct Desktop Analysis.** WQTS will organize and analyze the data and information obtained from CMWD, CVWD and Ventura Water within the context of chemical compatibility with each system’s existing water quality and operational conditions.

**Task 2.2.3 – Prepare Technical Memorandum.** At the conclusion of the desktop analysis, WQTS will present the analysis and its results in a draft TM and submit it to WWE for review and comments. WQTS will then finalize the TM and submit it in electronic form to WWE.

## ANTICIPATED COST

Tables 2 and 3 present breakdowns of the estimated costs of conducting the tasks under Phases 1 and 2, respectively. The number of hours anticipated for each WQTS project staff member is also listed in Tables 2 and 3. Based on the anticipated level of effort under each task, Phase 1 cost is projected at \$86,500 while that of Phase 2 is projected at \$85,000. The total cost of both phases is thus projected at \$171,500.

**Table 2 – Anticipated Phase 1 Cost Breakdown**

Task	Labor Hours				Labor	Non-Labor	Task Total
	Najm	Askenaizer	Gallagher	Whitener			
1.1. Meetings	16	--	--	5	\$7,600	\$--	\$7,600
1.2. Brainstorming Workshop	34	--	--	44	\$15,700	\$--	\$15,700
1.3. Bench-Scale Testing	48	--	72	120	\$43,200	\$9,900	53,100
1.4. Contingency-Additional Services	24	--	--	24	10,100	\$--	\$10,100
<b>Phase 1 Totals</b>	<b>122</b>	<b>--</b>	<b>72</b>	<b>210</b>	<b>\$76,600</b>	<b>\$9,900</b>	<b>\$86,500</b>

**Table 3 – Anticipated Phase 2 Cost Breakdown**

Task	Labor Hours				Labor	Non-Labor	Task Total
	Najm	Askenaizer	Gallagher	Whitener			
2.1. Meetings	22	22	--	34	\$15,400	\$--	\$15,400
2.2. Water Compatibility Analysis	40	180	--	156	\$69,600	\$--	\$69,600
<b>Phase 2 Totals</b>	<b>62</b>	<b>202</b>	<b>136</b>	<b>190</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$85,000</b>

### ANTICIPATED SCHEDULE

The brainstorming workshop (Task 1.2) requires the participation of multiple parties whose schedules are outside WQTS' control. As a placeholder, it is reasonable to assume that the workshop could be convened within four (4) weeks of receipt of a notice-to-proceed from WWE.

Bench-scale testing should not be conducted until after the brainstorming session is completed in the event that decisions are made at the workshop that alter the bench testing plan. As a placeholder, it is reasonable to assume that the bench testing report will be submitted to WWE eight (8) weeks after the workshop. This will allow for the submittal and review of the bench-scale testing plan, conduct of the testing, receipt of the results from EEA Laboratories, and preparation of the technical report.

If authorized to proceed with Phase 2 tasks, Task 2.2 will be completed within 16 weeks of receipt of a notice-to-proceed from WWE.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	1, 2021		Half 2, 2021			Half 1, 2022			Half 2, 2022			Half 1, 2023			Half 2, 2023			Half 1, 2024			Half 2, 2024			Half 1, 2025			Half 2, 2025		
							M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N
1	→	<b>Total Project Duration</b>	<b>1237 days</b>	<b>Wed 3/24/21</b>	<b>Thu 12/18/25</b>		[Gantt bar]																												
2	→	<b>Planning and Design</b>	<b>667 days</b>	<b>Wed 3/24/21</b>	<b>Thu 10/12/23</b>		[Gantt bar]																												
3	→	Notice to Proceed	3 days	Wed 3/24/21	Fri 3/26/21		[Gantt bar]																												
4	→	Amendment No. 1 NTP	0 days	Thu 9/23/21	Thu 9/23/21		[Gantt bar]																												
5	→	<b>Task 1 - Project Management</b>	<b>122 days</b>	<b>Mon 3/29/21</b>	<b>Tue 9/14/21</b>		[Gantt bar]																												
6	→	Project Management (Ongoing)	40 days	Mon 3/29/21	Fri 5/21/21	3	[Gantt bar]																												
7	→	KO Meeting and Site Visit	1 day	Tue 3/30/21	Tue 3/30/21	3FS+1 day	[Gantt bar]																												
8	→	<b>ROE Procurement</b>	<b>120 days</b>	<b>Wed 3/31/21</b>	<b>Tue 9/14/21</b>		[Gantt bar]																												
9	→	Abbott's Property	120 days	Wed 3/31/21	Tue 9/14/21	7	[Gantt bar]																												
10	→	Brown's Property	120 days	Wed 3/31/21	Tue 9/14/21	7	[Gantt bar]																												
11	→	Morgan's Property	120 days	Wed 3/31/21	Tue 9/14/21	7	[Gantt bar]																												
12	→	<b>Task 2 - Final Design &amp; Contract Documents</b>	<b>659 days</b>	<b>Mon 4/5/21</b>	<b>Thu 10/12/23</b>		[Gantt bar]																												
13	→	<b>Subtask 2.0 - Basis of Design Report (BODR)</b>	<b>268 days</b>	<b>Mon 7/12/21</b>	<b>Wed 7/20/22</b>		[Gantt bar]																												
14	→	<b>Technical Memorandums (Appendices)</b>	<b>245 days</b>	<b>Mon 7/12/21</b>	<b>Fri 6/17/22</b>		[Gantt bar]																												
15	→	<b>Operational Scenarios TM 1</b>	<b>235 days</b>	<b>Mon 7/12/21</b>	<b>Fri 6/3/22</b>		[Gantt bar]																												
16	→	Prepare and Submit Draft TM	60 days	Mon 7/12/21	Fri 10/1/21		[Gantt bar]																												
17	→	CMWD Review Period	10 days	Mon 10/4/21	Fri 10/15/21	16	[Gantt bar]																												
18	→	Prepare and Submit Final TM	10 days	Mon 5/23/22	Fri 6/3/22	17,29FF	[Gantt bar]																												
19	→	<b>Updated Pipeline &amp; BPS Facilities TM2</b>	<b>80 days</b>	<b>Mon 8/2/21</b>	<b>Fri 11/19/21</b>		[Gantt bar]																												
20	→	Prepare and Submit Draft TM	60 days	Mon 8/2/21	Fri 10/22/21		[Gantt bar]																												
21	→	CMWD Review Period	10 days	Mon 10/25/21	Fri 11/5/21	20	[Gantt bar]																												
22	→	Prepare and Submit Final TM	10 days	Mon 11/8/21	Fri 11/19/21	21	[Gantt bar]																												
23	→	<b>Water Quality Study and Recommendation</b>	<b>182 days</b>	<b>Thu 9/23/21</b>	<b>Fri 6/3/22</b>		[Gantt bar]																												
24	→	WQTS Phase I - Gen. WQ Concerns	60 days	Thu 9/23/21	Wed 12/15/21	4	[Gantt bar]																												
25	→	Phase II NTP from CMWD	2 days	Thu 12/16/21	Fri 12/17/21	24	[Gantt bar]																												
26	→	WQTS Phase II - Distrib. System WQ Con	80 days	Mon 12/20/21	Fri 4/8/22	25	[Gantt bar]																												
27	→	Prepare and Submit Draft TM	20 days	Mon 4/11/22	Fri 5/6/22	26	[Gantt bar]																												
28	→	CMWD Review Period	10 days	Mon 5/9/22	Fri 5/20/22	27	[Gantt bar]																												
29	→	Prepare and Submit Final TM	10 days	Mon 5/23/22	Fri 6/3/22	28	[Gantt bar]																												
30	→	<b>Lake Casitas/WTP Tie-in and Dechlor. Facs</b>	<b>175 days</b>	<b>Mon 10/18/21</b>	<b>Fri 6/17/22</b>		[Gantt bar]																												
31	→	Prepare and Submit Draft TM	40 days	Mon 10/18/21	Fri 12/10/21	17	[Gantt bar]																												
32	→	CMWD Review Period	10 days	Mon 12/13/21	Fri 12/24/21	31	[Gantt bar]																												
33	→	Prepare and Submit Final TM	10 days	Mon 6/6/22	Fri 6/17/22	32,29FF+10 day	[Gantt bar]																												
34	→	<b>Draft BODR</b>	<b>43 days</b>	<b>Mon 5/23/22</b>	<b>Wed 7/20/22</b>		[Gantt bar]																												
35	→	Prepare Report	20 days	Mon 5/23/22	Fri 6/17/22	28	[Gantt bar]																												
36	→	Submit Report	0 days	Fri 6/17/22	Fri 6/17/22	35	[Gantt bar]																												
37	→	Report Review Meeting	1 day	Wed 6/22/22	Wed 6/22/22	36FS+2 days	[Gantt bar]																												

Project: CMWD\_Intertie Pipelin  
Date: Thu 9/16/21

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			







**Water Works Engineers Fee Estimate**

Client Casitas Municipal Water District  
 Project Ventura County/Santa Barbara County Water Intertie  
 Amendment 1  
 Prepared by AJB/SAK  
 Date 9/16/2021



**Hours and Fee**

Year	Task 1		Subtask 2.0.1		Subtask 2.0.2		Subtask 2.0.3		Subtask 2.0.4		Subtask 2.0.5		Subtask 2.1		Subtask 2.2		Subtask 2.3		Subtask 2.4		Task 3		Task 4		Subtask 5.1		Subtask 5.2			
	2022		2021		2021		2022		2021		2022		2021		2022		2022.5		2023		2022		2022		2022		2022			
	Project Management		Operational Constraints TM1		Updated Pipeline and BPS TM2		WQ Study and Recommendations TM3		Lake/WTP Tie-in TM4		Basis of Design Report (BODR)		Design Support Services		60% Design		90% Design		100% Design/Bid Documents		Engineering Assistance During Bidding		Engineering Services During Construction		Permitting and Agency Support		Permitting Support- Other Permits			
2021	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee		
<b>Water Works Engineers</b>																														
<b>Classification Title</b>																														
AA Administrative	20	\$2,225																												
T1 Drafter/Jr. Technician	0	\$91																												
T2 Designer/Sr. Technician - Loughney	432	\$122													80	\$10,053	280	\$35,709	64	\$8,284								8	\$1,005	
T3 Senior Designer - Perry	138	\$149													50	\$7,674	80	\$12,460	8	\$1,265										
T3 Senior Designer - Worrall/Martin	780	\$149													260	\$39,902	440	\$68,532	80	\$12,646										
E1 Staff Engineer - Bryan Palma	140	\$135	40	\$5,400					40	\$5,400	60	\$8,343																		
E1 Staff Engineer - Rachel M	608	\$135			40	\$5,400	20	\$2,781	40	\$5,400	60	\$8,343	36	\$4,860	80	\$11,124	260	\$36,691	60	\$8,593								12	\$1,669	
E2 Associate Engineer-Kevin M	414	\$165	12	\$1,980	60	\$9,900			24	\$3,960					50	\$8,498	180	\$31,046	48	\$8,402					40	\$6,798				
E2 Associate Engineer-Allison B	320	\$165			16	\$2,640	8	\$1,360	24	\$3,960	24	\$4,079			50	\$8,498	120	\$20,698	30	\$5,251	8	\$1,360								
E3 Project Engineer - Lewis	252	\$185	40	\$7,622	12	\$2,220	24	\$4,440	8	\$1,480	12	\$2,287			28	\$5,335	80	\$15,471	24	\$4,710					40	\$6,798				
E3 Structural Engineer - Lindeman	226	\$185									8	\$1,524			50	\$9,528	128	\$24,754	40	\$7,851					24	\$4,573				
E4 Senior Project Engineer - Riess	122	\$215	30	\$6,644			4	\$860	8	\$1,772	8	\$1,720	4	\$886	24	\$5,160	12	\$2,657	16	\$3,596										
E4 Senior QC Engineer - Durbin	80	\$215	80	\$17,716																										
E4 Sr. Proj. Eng./PM - Borgic	218	\$215	70	\$15,502	40	\$8,600	8	\$1,720	4	\$886	24	\$5,160	16	\$3,543			12	\$2,657	16	\$3,596	8	\$1,825	8	\$1,772			12	\$2,657		
E5 Principal Engineer - Kotey	120	\$249			12	\$2,988	24	\$5,976			4	\$1,026			24	\$6,155	44	\$11,453	12	\$3,170										
E5 Principal Engineer - Sami/Mike	60	\$249	8	\$2,052	4	\$996	4	\$996	4	\$1,026	4	\$996			8	\$2,052	20	\$5,206	8	\$2,113										
<b>Expenses</b>																														
WWE Expenses		\$366				\$525		\$420		\$420			\$315		\$1,250		\$500		\$500								\$300			
<b>Subconsultants</b>																														
Survey - WM Surveys														\$43,120																
Geotechnical/Trenchless - Bajada														\$96,341																
Surge - ZZ Technologies														\$7,000																
Potholing - C-Below														\$10,500																
Corr. & Cond. Assess - V+A														\$75,396																
WQ Study and Testing - WQTS								\$171,500																						
<del>BP Chlor. Study - Corona Env Cons.</del>																														
Elec. Design - Frisch Eng.	88	\$17,941			60	\$10,580							487	\$82,920	1056	\$163,005	584	\$123,910	232	\$48,005							94	\$6,000	40	\$7,210
SWPPP - Stormwater Pros																										224	\$40,000	60	\$10,000	
Traffic Control and Mgmt Plans - MNS																														
Subconsultant/Expense Markup	10%	\$1,831		\$0		\$1,111		\$17,192		\$42		\$0		\$31,559		\$16,426		\$7,368		\$4,851		\$0		\$0		\$4,630		\$1,721		
Annual Increase for WWE rates of	3%																													
<b>Subtask Totals</b>	<b>336</b>	<b>\$71,897</b>	<b>120</b>	<b>\$22,184</b>	<b>240</b>	<b>\$44,148</b>	<b>44</b>	<b>\$196,936</b>	<b>172</b>	<b>\$28,538</b>	<b>188</b>	<b>\$30,031</b>	<b>547</b>	<b>\$357,171</b>	<b>1,760</b>	<b>\$294,813</b>	<b>2,034</b>	<b>\$350,262</b>	<b>626</b>	<b>\$120,203</b>	<b>16</b>	<b>\$3,131</b>	<b>0</b>	<b>\$0</b>	<b>434</b>	<b>\$71,757</b>	<b>124</b>	<b>\$22,491</b>		

Basis of Design (Task 2.0)	
Hours	764
Fee	\$321,836

Final Design		Eng Assitance During Bidding		Permitting Support	
Hours	4,967	Hours	16	Hours	558
Fee	\$1,122,450	Fee	\$3,131	Fee	\$94,248

Project Total	
Hours	6,641
Fee	\$1,613,561



AMENDMENT NO. 4

**ENVIRONMENTAL CONSULTING SERVICES WITH**

**RINCON CONSULTANTS, INC.**

**FOR VENTURA-SANTA BARBARA COUNTIES INTERTIE**

This Amendment No. 4 to Agreement for Environmental Consulting Services is made and entered into as of this 22<sup>nd</sup> day of September, 2021 ("Effective Date") by and between Casitas Municipal Water District (Casitas or District) and Rincon Consultants, Inc. (Consultant) whose address is 180 N Ashwood Avenue, Ventura CA 93003, and is made with reference to the following:

**RECITALS**

- A. On March 27, 2019, District and Consultant entered into a Professional Services Agreement (Agreement) for environmental consulting services for the Ventura-Santa Barbara Counties Intertie project (Project).
- B. On July 10, 2019, District and Consultant executed Amendment No. 1 to the Agreement.
- C. On November 12, 2020, District and Consultant executed Amendment No. 2 to the Agreement.
- D. On May 18, 2021, District and Consultant executed Amendment No. 3 to the Agreement.
- E. District desires to enter this Amendment No. 4 to reflect additional services not included in the Agreement, Amendment No. 1, Amendment No. 2, nor Amendment No. 3 to extend the term of the Agreement to December 31, 2021, and to increase the total compensation.
- F. District and Consultant mutually desire to amend the Agreement as provided below.

**NOW, THEREFORE**, it is mutually agreed by and between the undersigned parties as follows:

**1. SCOPE OF SERVICES**

Section 3 of the Agreement shall be supplemented to include Amendment Request No. 4 to Provide Additional Environmental Consulting Services for the Ventura – Santa Barbara Counties Intertie Project dated August 26, 2021, which is attached hereto as Exhibit A and incorporated herein by reference.

**2. FEE FOR SERVICES**

The second paragraph of Section 4 shall be replaced in its entirety with the following: The total fee for services shall not exceed \$243,728.00 without prior written consent of the District.

**3. INTEGRATED CONTRACT**

Except as expressly modified herein, all other provisions, terms, and covenants set forth in the Agreement shall remain unchanged and shall be in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed on the day and year first above written.

**ATTEST:**

**CASITAS MUNICIPAL WATER DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_

Secretary  
Casitas Municipal Water District

Casitas Municipal Water District

**APPROVED AS TO FORM:**

\_\_\_\_\_

John M. Mathews, Attorney  
Arnold La Rochelle Mathews VanConas & Zirbel, LLC

**RINCON CONSULTANTS, INC.**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**Rincon Consultants, Inc.**

180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

August 26, 2021  
Project No: 19-07446

Julia Aranda, Engineering Manager  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, California 93022  
Via email: [jaranda@casitaswater.com](mailto:jaranda@casitaswater.com)

**Subject: Amendment No. 4 to Provide Environmental Consulting Services for the Ventura-Santa Barbara Counties Intertie Project**

Dear Ms. Aranda:

The purpose of this letter is to request a revised scope and budget amendment to the existing agreement for the Ventura-Santa Barbara Counties Intertie Project (project) between Casitas Municipal Water District (Casitas) and Rincon Consultants, Inc. (Rincon). On March 27, 2019, an original contract was executed in the amount of \$98,559. On July 10, 2019, Amendment No. 1 was executed, increasing the total contract to \$133,566. On November 12, 2020, Amendment No. 2 increased the total contract amount to \$185,140. On May 18, 2021, Amendment No. 3 increased the total contract amount to \$190,373.

This Amendment No. 4 is intended to address additional effort needed to revise the Public Review Draft IS-MND for recirculation due to changes made to the project description after the original public review period.

## Understanding of the Project

The Ventura-Santa Barbara Counties Intertie Project Public Review Draft IS-MND was circulated for public review from April 2 to May 2, 2021. Since then, changes have been made to the project description, including:

- Removal of the previously identified site options for Booster Pump Station A (BPS-A) and Booster Pump Station B (BPS-B), and addition of new BPS-A and BPS-B site locations and staging areas;
- Relocation of western portion of Pipeline Segment 3B;
- Selection of the preferred engineering alternative for the pipeline alignment across Rincon Creek (Segments 1, 2B, and 3B [as adjusted] from the previously circulated Draft IS-MND);
- Addition of up to five new pipeline rehabilitation sites, which would involve temporary construction pits measuring approximately 400 square feet each;
- Addition of the Mountain System Vent site, which may include excavation along the ridge to install a new bypass pipeline; and
- Additional piping work and new dechlorination facility at the water treatment facility at the Casitas Dam.



The newly proposed project components were not analyzed in the previously circulated Public Review Draft IS-MND. As such, additional work is needed to revise the Public Review Draft IS-MND and technical reports for re-circulation.

In addition, Rincon understands Casitas may pursue new sources of funding for the project, including federal sources such as the State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund (SRF) Program or the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Program. Rincon also understands the Casitas Dam is under the jurisdiction of the United States Bureau of Reclamation (BOR). As such, additional work is needed to update the federal environmental cross-cutter analyses prepared for the original Administrative Draft IS-MND in 2019. We understand the BOR will likely be the lead agency under the National Environmental Policy Act (NEPA). The BOR will prepare necessary NEPA documentation, which it believes will include a Categorical Exclusion.

## Revised Scope of Work

The revised scope of work includes the following tasks and builds on existing Tasks 1 through 13 in our currently authorized scope of work. This amendment accounts for additional work needed to complete biological and cultural field reconnaissance surveys of the new project locations, as well as work needed to revise the Public Review Draft IS-MND and technical reports for re-circulation.

Rincon's Amendment Request No. 3, dated May 18, 2021, included scope and budget for updates to the federal environmental cross-cutter analyses. As discussed after contract execution, because the Additional Supplemental Appropriation for Disaster Relief Act (ASADRA) program exempted funded projects from federal environmental cross-cutter analyses, Rincon did not update the federal cross-cutter analyses and instead pivoted to use this budget for unanticipated additional effort associated with the Notice of Intent (NOI), circulation of the Public Review Draft IS-MND, and coordination required in response to public comments received. As such, this Amendment Request No. 4 includes scope and budget to update the federal environmental cross-cutter analyses to support future federal funding pursuits.

### Task 1. Project Initiation

The project initiation task has been completed.

### Task 2. Biological Resources Assessment

The Biological Resources Assessment was originally completed in July 2019. The SRF Program requires United States Fish and Wildlife Service (USFWS) species lists in biological reports be less than one year old. The species list in the Biological Resources Assessment is dated May 2019. Therefore, Rincon will acquire an updated species list for the project area and update the Biological Resources Assessment accordingly. In addition, new project components have been added to the project area. Under this revised task, Rincon will implement the following subtasks.

#### **Subtask 2.1 Literature/Database Research**

Rincon will update the literature/database review of the California Department of Fish and Wildlife (CDFW) California Natural Diversity Database, CDFW Biogeographic Information and Observation



System, California Native Plant Society Online Inventory of Rare and Endangered Plants, and USFWS Critical Habitat Portal. In addition, an official species list from the USFWS Information for Planning and Consultation (iPaC) tool will be obtained, reviewed, and included as an appendix to the revised report (Subtask 2.3). We will also review other resources which may have been updated, including, but not limited to, aerial photographs, topographic maps, and other and available aquatic resources information.

### **Subtask 2.2 Field Survey**

Following the literature/database review, a qualified Rincon biologist will conduct a field survey of the new project areas to confirm and/or update any biological conditions which may have changed since the previous surveys. The survey will include the new project areas as well as a 200-foot buffer where accessible. Areas that are inaccessible (e.g., private property) will be surveyed via binoculars from accessible areas. The survey will assess the potential presence of special-status biological resources, including plant and wildlife species, plant communities, jurisdictional waters and wetlands, and suitable habitat for nesting birds. The identification of potential special-status species' habitat is based on a suitability analysis level only and does not include definitive surveys for the presence or absence of the species which may be present, including, but not limited to, California red-legged frog, legless lizard, and monarch butterfly. The field survey will take no more than two biologists surveying for two 8-hour days, including drive time. This scope of work does not include species-specific surveys. However, if Rincon biologists determine certain special-status plant or wildlife species surveys are required, we will contact Casitas staff immediately. Additional surveys will require an amendment to the scope of work and cost for this project. It is noted such species-specific survey protocols may require extensive field survey time to be conducted only at certain times of the year.

### **Subtask 2.3 Biological Resources Assessment Update**

Based on the results of the literature/database research and field survey, Rincon will update the findings of the 2019 Biological Resources Assessment (BRA). The BRA will include the following information:

- Project/construction footprint description
- Survey area description and survey methodology
- Biological inventory
- Physical site characteristics (topography, soil, drainages)
- Habitat classifications and mapping
- Plant and wildlife species observed on site
- Identification and analysis of special-status species observed or expected
- Nesting bird habitat assessment
- Wildlife movement evaluation
- General protected tree assessment
- Potential jurisdictional areas evaluation
- Impact assessment
  - Special-status species tables which provide the current status of each species identified, habitat requirements, and the potential for occurrence within or near the project limits



- Comparison of the impacts which would result from the proposed project-related activities with identified special-status habitats and/or species, jurisdictional areas, protected trees, wildlife movement, and nesting birds
- Recommendations to avoid and/or minimize impacts to protected biological resources and identification of mitigation measures to mitigate impacts to regulated biological resources which cannot be avoided or minimized
- Photo-documentation of the existing site conditions
- Graphics depicting site location, habitats, potential jurisdictional areas, and special-status species (if found)

An electronic draft version of the report will be submitted to Casitas for review. Rincon assumes one round of comments will be necessary. It is also assumed comments will be provided in a consolidated and electronic, editable format. Once reviewed, digital copies of the final report will be prepared and submitted. All deliverables will be digital; no printing or shipping costs are included.

### Task 3. Cultural Resources Technical Study

The California Office of Historic Preservation generally recommends cultural resources investigations be updated every five years. Because the previous cultural resources technical study was completed between May 2019 and February 2021, much of the previously prepared analysis remains valid. However, due to the new project elements, some areas of the previous study will need to be supplemented as detailed below.

Rincon understands the project has a federal nexus and therefore will be subject to Section 106 of the National Historic Preservation Act (Section 106) in addition to CEQA. A combined cultural resources technical study will be completed to meet both federal and State regulations. The Area of Potential Effects (APE) map will be updated to include the new project areas; Rincon assumes the APE will be limited to the direct footprint based on our experience and the nature of the project. A supplemental records search of the California Historical Resources Information System (CHRIS) will also be required to capture areas which were not covered in the previous study. Those areas which will require a supplemental CHRIS search appear to be located within Ventura County and therefore the search will be completed by staff at the South Central Coastal Information Center at California State University, Fullerton. The search will include the new project sites plus a 0.5-mile buffer and is not anticipated to exceed \$750. Section 106 consultation will also be updated to include outreach to local Native American tribes and individuals, and local historic groups and government as appropriate. A cultural resources field survey will then be completed to survey new project areas. Rincon assumes the survey will not exceed one eight-hour day and will be completed by one cultural resources specialist. We further assume no more than two built environment cultural resources will be identified during the survey, one of which will be the Casitas Dam. We understand the Casitas Dam has been subject to previous cultural resources investigations by the BOR and assume the documentation from those investigations will be made available to Rincon. Rincon will subsequently update the cultural resources technical report to include the supplemental background research and survey results.

An electronic draft version of the report will be submitted to Casitas for review. Rincon assumes one round of comments will be necessary. It is also assumed comments will be provided in a consolidated and electronic, editable format. Once reviewed, digital copies of the final report will be prepared and submitted. All deliverables will be digital; no printing or shipping costs are included.





## Task 4. Paleontological Resources Assessment

The Paleontological Resources Assessment will be updated to account for the revised project description. Rincon assumes no fieldwork will be necessary to complete this task. Rincon will conduct a paleontological resources study to identify the geologic units that may be impacted by project development, determine the paleontological sensitivity of geologic unit(s) within 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 study will be designed to support applicable environmental review and consist of reviewing existing geologic maps, searching online museum databases (e.g., University of California Museum of Paleontology), and examining primary literature regarding fossiliferous geologic units within the project vicinity and region.

A paleontological locality search of United States Geological Survey 7.5-minute topographic map White Ledge Peak was conducted to complete the original assessment. The latest revisions to the project area exceed the boundary of this quadrangle. Due to the project area revisions exceeding the boundary of the White Ledge Peak quadrangle and extending into two other quadrangles (Matilija and Ventura), this amendment will include a records search for these two additional quadrangles.

Rincon will summarize the results in a paleontological resources technical report. The report will discuss the results of the literature review and additional records search, provide a discussion of the regional geology and the geologic unit(s) present within the project site, characterize the paleontological sensitivity of the geologic units present within the project site using the Society of Vertebrate Paleontology's paleontological sensitivity classification system, assess the potential for significant impacts to scientifically important paleontological resources under federal and State guidelines, and provide management recommendations for avoiding or reducing impacts to paleontological resources from project development as necessary.

An electronic draft version of the report will be submitted to Casitas for review. Rincon assumes one round of comments will be necessary. It is also assumed comments will be provided in a consolidated and electronic, editable format. Once reviewed, digital copies of the final report will be prepared and submitted. All deliverables will be digital; no printing or shipping costs are included.

## Task 5. Administrative Draft IS-MND

The Administrative Draft IS-MND has been completed. No changes are proposed to this task.

## Task 6. Public Review Draft IS-MND

Rincon will revise the Public Review Draft IS-MND to account for the revised project description. This task will include revising the environmental impacts analysis in the Public Review Draft IS-MND. The revised Public Review Draft IS-MND will include changes based on work completed under Tasks 2 through 4 above. Additionally, Rincon will revise the project's noise analysis, which will include conducting two additional short-term (10- to 15-minute) noise measurements at the new booster pump station locations as well as re-modeling construction noise impacts of the booster pump stations in the Roadway Construction Noise Model and the operational noise impacts of the booster pump stations in SoundPlan. Rincon will also revise the responses to other environmental resource topics as applicable.



In addition, Rincon will incorporate revisions to address public comment letters received during the original public review period. We assume Rincon will respond to one round of electronic comments on a Word version of the Public Review Draft IS-MND. An electronic pdf version will be submitted to Casitas for final approval. Rincon will provide a PDF electronic version for posting on Casitas' website and submit the document to the State Clearinghouse on behalf of Casitas. Rincon will also distribute a Notice of Intent (NOI) to Adopt an MND along with a USB flash drive containing the Draft IS-MND to up to 20 mailing addresses and file the NOI with the Ventura and Santa Barbara County Clerks. We assume Casitas will be responsible for publishing the notice in a local newspaper(s) and/or noticing via direct mailing to the owners and occupants of property contiguous to the project site, as well as payment of required County Clerk filing fees; however, if desired, Rincon can coordinate such noticing at an additional cost. Additionally, hardcopies or USB drives of the Draft IS-MND can be provided at an additional cost upon request.

## Task 7. Final IS-MND

No changes are proposed to this task. The text below has been provided to reiterate Rincon's outstanding scope from our current contract.

Upon receipt of public comments on the Draft IS-MND, Rincon will prepare draft responses to comments and the administrative Final IS-MND for Casitas review. We assume there will be moderate public comments on the Draft IS-MND based on the comments received during the public comment period on the original Draft IS-MND. However, if there is a substantial number of comments requiring a response, a budget amendment may be required. Rincon will also prepare the Mitigation Monitoring and Reporting Program (MMRP). The MMRP will list in tabular format the mitigation measures and corresponding monitoring requirements, the entities responsible for monitoring and completing the mitigation, and schedule for mitigation implementation.

Rincon will provide the administrative Final IS-MND (including draft responses to public comments and the MMRP) in electronic format for Casitas review. Rincon will revise the Final IS-MND based on one round of consolidated comments from Casitas to be provided in an electronic, editable format. Rincon will then provide electronic versions of the Final IS-MND to Casitas for distribution. Upon adoption of the Final MND and approval of the project, Rincon will prepare and file with the State Clearinghouse and County Clerks the Notice of Determination (NOD). We assume Casitas will be responsible for paying applicable filing fees. We can coordinate payment of the required fees, if desired, pursuant to written authorization to invoice the fee amounts. Hardcopies of the Final IS-MND can be provided at an additional cost upon request.

## Task 8. Regulatory Permitting

No changes are proposed to this task.

## Task 9. Federal Clean Air Act Conformity Applicability Analysis

Rincon will update the air pollutant emissions modeling in the Roadway Construction Emissions Model to account for the changes to the project description. Rincon will notify Casitas immediately if the modeled emissions require mitigation to reduce potential impacts to a less-than-significant level.



## Task 10. Public Meeting/Hearing

No changes are proposed to this task. The text below has been provided to reiterate Rincon's outstanding scope from our current contract.

Rincon's Project Manager and/or Principal-in-Charge will attend one virtual public meeting or hearing related to the IS-MND. Attendance will include an oral presentation, if requested by Casitas. If needed, Rincon will attend additional meetings or hearings on a time-and-materials basis, in accordance with our standard fee schedule.

## Task 11. Project Management

Project management tasks include in-house management of Rincon staff during the remainder of this scope of work, responding to telephone calls and emails regarding the project, monitoring the project budget and schedule, and other similar tasks.

## Task 12. AB 52 Consultation Assistance

Under Assembly Bill (AB) 52, Casitas, as the CEQA lead agency, is required to begin consultation with California Native American tribes that are traditionally and culturally affiliated with the project area prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report. Although this consultation was previously completed, changes to the project necessitate AB 52 consultation be updated. Rincon will assist Casitas with consultation under AB 52 by providing Casitas 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 or the mailing of any letters to tribal governments. Rincon can assist with these tasks for an additional cost. Rincon will request an AB 52 consultation list from the Native American Heritage Commission on behalf of Casitas, should Casitas choose to request such a list from the Native American Heritage Commission. Rincon will incorporate the results of AB 52 consultation into the Tribal Cultural Resources section of the IS-MND.

## Task 13. Biological Resources Scoping Visit

No changes are proposed to this task, as the biological resources scoping visit has been completed.

## Assumptions

Rincon has made the following assumptions in developing the scope of work for the revised proposed project:

- Complete site plans in portable document format (PDF) and Geographic Information System (GIS) or a georeferenced AutoCAD format will be provided prior to initiation of database/literature review and field work
- Rincon will be provided safe access and full right of entry to all portions of the project site prior to conducting fieldwork
- The additional surveys for biological and cultural resources will include the new project areas illustrated in the "210805\_SB-VTA Latest and Greatest Project Limits.kmz" Google Earth KMZ file as well as an appropriate buffer where accessible



- Rincon assumes one round of revisions by Casitas will be needed for each document in this scope of work. If additional revisions are needed, they can be completed under an expanded scope and cost.
- In light of the current COVID-19 pandemic, Rincon staff will conduct the scope of work in accordance with the latest relevant, local COVID-19 safety protocols and social distancing guidance. Should safety protocols and social distancing guidance change during Rincon’s authorized activities so they may affect the schedule or cost, we will consult with Casitas on next steps and the potential need to adjust the scope and budget.

## Cost Estimate

Our cost estimate for the additional scope of work described above is **\$53,355**, increasing the total contract amount from \$190,373 to **\$243,728**. The table on the following page shows a breakdown on costs by task. Cost estimates are based on Rincon’s standard fee schedule and labor classifications. The cost table is provided as an estimate of Rincon’s effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

## Closing

This proposal is valid for a period of 60 days and is fully negotiable to meet the needs of Casitas. We appreciate the opportunity to continue to assist Casitas with this project. Please let us know if you have questions regarding this proposal.

Sincerely,

**Rincon Consultants, Inc.**

Melissa J. Whittemore  
Supervising Environmental Planner

Jennifer Haddow, PhD  
Principal Environmental Scientist



**RINCON CONSULTANTS, INC.**  
Ventura-Santa Barbara Counties Intertie Project

Cost Estimate - Amendment No. 4

Tasks	Labor	Direct Expense	Budget
<b>Task 1. Project Initiation</b>			
<b>Task 2. Biological Resources Assessment</b>	\$14,529	\$370	\$14,899
<b>Task 3. Cultural Resources Technical Study</b>	\$11,485	\$1,048	\$12,533
<b>Task 4. Paleontological Resources Assessment</b>	\$4,248	\$690	\$4,938
<b>Task 5. Administrative Draft IS-MND</b>			
<b>Task 6. Public Review Draft IS-MND</b>	\$11,800	\$588	\$12,388
<b>Task 7. Final IS-MND</b>			
<b>Task 8. Regulatory Permitting</b>			
<b>Task 9. Federal Clean Air Act Conformity Analysis</b>	\$2,344		\$2,344
<b>Task 10. Public Meeting/Hearing</b>			
<b>Task 11. Project Management</b>	\$5,200		\$5,200
<b>Task 12. AB 52 Consultation Assistance</b>	\$1,053		\$1,053
<b>Task 13. Biological Resources Scoping Visit</b>			
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 50,659</b>	<b>\$ 2,696</b>	<b>\$ 53,355</b>

Direct Cost Summary

Vehicle Costs	\$ 340
Sound Level Metering Field Package: anemometer, tripod	\$ 103
Standard Field Equipment Package	\$ 300
Printing	\$ 60
Postage	\$ 140
Records Searches	\$ 1,553
<b>Subtotal Additional Costs</b>	<b>\$ 2,696</b>

Overall Budget Summary

Original Budget (March 27, 2019)	\$ 98,559
Amendment No. 1 (July 10, 2019)	\$ 35,007
Amendment No. 2 (November 12, 2020)	\$ 51,574
Amendment No. 3 (May 18, 2021)	\$ 5,233
Amendment No. 4 (August 25, 2021)	\$ 53,355
<b>Total Project Budget</b>	<b>\$ 243,728</b>

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL L. FLOOD, GENERAL MANAGER  
**SUBJECT:** SANTA ANA BRIDGE PIPELINE REPLACEMENT, SPECIFICATION NO. 20-434  
**DATE:** 9/22/2021

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**RECOMMENDATION:**

- Award the contract for the Santa Ana Bridge Pipeline Replacement, Specification No. 20-434, to Toro Enterprises in the amount of \$299,616.00, and the President of the Board execute an agreement for said work

**BACKGROUND AND DISCUSSION:**

The County of Ventura Public Works Agency (County) is in the construction phase of a project to replace the bridge crossing the Ventura River at Santa Ana Boulevard. The District has an existing 10-inch water main suspended on the downstream side of this bridge. The waterline relocation includes the installation of 600 linear feet (LF) of 10-inch PVC within an 18-inch diameter steel casing in the new bridge, and the replacement of approximately 200 LF of existing waterline on Santa Ana Blvd with 12-inch PVC to avoid the conflict with the new bridge retaining wall. The County is paying for the installation of the 18-inch casing as part of the bridge project. The waterline relocation will be constructed in two phases.

The project was released for bidding on August 17, 2021. Only prequalified pipeline contractors were allowed to submit bids. One bid from Toro Enterprises was received on September 7, 2021 via email and opened via conference call/Google Meet. Toro submitted its hardcopy within 24 hours to the District office. Table 1 shows the bid summary.

**Table 1 – Bid Summary**

<b>Contractor</b>	<b>Bid Total</b>
Toro Enterprises, Inc.	\$299,616.00
Engineering Estimate	\$330,000.00

The Engineer's Estimate for the work is \$330,000, and Toro's bid is considered responsive and responsible; therefore, is recommended for award. A detailed bid evaluation is attached.

**BUDGET IMPACT:**

The fiscal year 2020-21 budget includes \$350,000 for the project. Based on the estimate in Table 2, additional funds may be necessary to cover contingencies during construction.

**Table 2 – Project Budget**

<b>Description</b>	<b>Subtotal</b>
Owner-Furnished Materials	\$36,000
Construction Contract	\$300,000
Engineering Services During Construction	\$14,000
Subtotal	\$350,000
Contingency (10%)	\$35,000
<b>TOTAL</b>	<b>\$385,000</b>

Attachments: Detailed Bid Evaluation

CASITAS MUNICIPAL WATER DISTRICT									
BID TABULATION									
SANTA ANA BRIDGE PIPELINE RELOCATION									
SPECIFICATION NO. 20-434									
Bid Item	Quantity	Unit	Description & Price in Words	Engineer's Estimate		Toro Enterprises, Inc.		Amounts \$	Amounts \$
				Unit Price	Amounts \$	Unit Price	Amounts \$		
			<b>PHASE I- STA 15+39.34 TO STA 17+37.96</b>						
			Mobilization of materials and equipment to and from the project work site for the lump sum price of:						
1	1	LS	Sheeting, shoring, and bracing for the lump sum price of: _____ Dollars.	\$ 16,000.00	\$ 16,000.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
2	1	LS	Traffic Control for the duration of this phase for the lump sum price of: _____ Dollars.	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
3	1	LS	Existing water main capping and abandonment for the lump sum price: _____ Dollars.	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
4	1	LS	Install 12-inch C900 PVC Pipe in open trench for the unit price of: _____ Dollars per _____ Dollars per _____ Dollars.	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5	197	LF	Linear Foot.	\$ 150.00	\$ 29,550.00	\$ 264.00	\$ 52,008.00	\$ 52,008.00	\$ 52,008.00
6	1	LS	Santa Ana Blvd East Connection per Detail 4, Sheet 6, for the lump sum price of: _____ Dollars.	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
7	1	LS	Santa Ana Blvd East Connection per Detail 4, Sheet 6, for the lump sum price of: _____ Dollars.	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
			<b>PHASE 2 – STA 10+00 to STA 15+39.34</b>						
			Mobilization of materials and equipment to and from the project work site for the lump sum price of:						
8	1	LS	Sheeting, shoring, and bracing for the lump sum price of: _____ Dollars.	\$ 16,000.00	\$ 16,000.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00	\$ 8,600.00
9	1	LS	Traffic Control for the duration of this phase for the lump sum price of: _____ Dollars.	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
10	1	LS	Existing water main capping and abandonment for the lump sum price of: _____ Dollars.	\$ 10,000.00	\$ 10,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00
11	1	LS	Provide and Install 10-inch C900 PVC Pipe in open trench for the unit price of: _____ Dollars.	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
12	167	LF	Provide and Install 10-inch C900 PVC Pipe in open trench for the unit price of: _____ Dollars.	\$ 195.00	\$ 32,565.00	\$ 376.00	\$ 62,792.00	\$ 62,792.00	\$ 62,792.00
13	374	LF	Provide and Install 10-inch C900 PVC Pipe in Santa Ana Bridge in existing 18-inch casing for the unit price of: _____ Dollars.	\$ 200.00	\$ 74,800.00	\$ 134.00	\$ 50,116.00	\$ 50,116.00	\$ 50,116.00
14	1	LS	Install 2" Air Release Valve for the lump sum price of: _____ Dollars.	\$ 3,500.00	\$ 3,500.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
15	1	LS	Santa Ana Bridge East Connection per Detail 2, Sheet 6, for the lump sum price of: _____ Dollars.	\$ 7,500.00	\$ 7,500.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
16	1	LS	Sub Total	\$ 3,500.00	\$ 3,500.00	\$ 18,500.00	\$ 18,500.00	\$ 18,500.00	\$ 18,500.00
			Tax+Markup+Contingency+OH etc		\$ 224,915.00				
			Engineering Estimate Total		\$ 105,085				
<b>VEDULE</b>			<b>Engineering Estimate Total</b>		<b>\$ 330,000.00</b>	<b>Total</b>	<b>\$ 299,616.00</b>	<b>\$ 299,616.00</b>	<b>\$ 299,616.00</b>



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL FLOOD, GENERAL MANAGER

**SUBJECT:** DISCUSSION OF WATER EFFICIENCY ALLOCATION PROGRAM (WEAP)  
RESIDENTIAL ALLOCATION POLICIES AND ALLOCATIONS BY CUSTOMER  
CLASS

**DATE:** 09/22/21

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**RECOMMENDATION:**

It is recommended the Board of Directors discuss the Water Efficiency Allocation Program; specifically, the allocations by customer class and potential annual residential allocation policies; and direct staff as appropriate.

**BACKGROUND:**

During drought conditions, the Water Efficiency and Allocation Program (WEAP) is a cornerstone policy for Casitas' demand management. The WEAP describes the water demand reduction strategies and measures to address water shortage conditions, promote water conservation and the efficient use of water, and the application of a penalty to customers who waste water. The WEAP was originally developed in response to the 1987-1991 drought period, and the collective work in 1992 set the starting point for a system of water allocation assignments and demand response criteria based on the level of water storage in Lake Casitas.

Under the WEAP, each customer is assigned an individual allocation based on reasonable use for their water use classification and property characteristics. The allocation is comprised of both essential and non-essential uses. As Lake Casitas levels decline, the non-essential portion of the allocations are reduced according to mandatory water use reductions associated with each declared water shortage stage. The demand reduction actions for Stages 1-5, which pertain to declining lake levels during extended drought conditions, are summarized in the currently adopted WEAP (Attachment 1).

Casitas' customer billing system contains a database to compare actual water use against allocations on a monthly and annual basis, and the District may issue penalties for any excess water used over the allocated amount. In addition to water allocations, the District may consider additional specific water use prohibitions to augment its ongoing Water Waste Prevention Ordinance. Implementation of the WEAP during the most recent drought has resulted in consistent overall demand reduction of approximately 35-50 percent.

## **DISCUSSION:**

On July 14, 2021, the Board discussed potential policy updates to the WEAP, and directed staff to proceed with review of the following items:

- Evaluate Annual Allocations for Residential Customers
- Review Allocations by Customer Class
- Lake Level Triggers for Stages
- Multi-Family Residential Allocation Policies
- Allocation Penalty Appeal Process

Staff is reviewing the items above and is requesting direction from the Board regarding the first two items 1) annual residential allocations, and 2) allocations by customer class. A presentation will be provided (Attachment 2). The remaining items will be brought back for discussion at a subsequent Board meeting.

### Evaluate Annual Allocations for Residential Customers

Residential customers currently have monthly allocations which include an essential and non-essential use component. Essential allocations are provided for health and sanitation, while the non-essential is for landscape irrigation.

Non-essential allocations are distributed on a monthly curve to reflect varying seasonal water use. The benefit of a monthly allocation is that it helps to identify and incentivize actions to address plumbing leaks or waste of water more quickly as they occur. However, there has been some concern that individual watering habits may not align with the monthly distribution of allocations, which are based on average water use patterns.

The Board directed staff to research the possibility of an annual credit to accounts that exceed monthly allocations but do not exceed an annual allocation amount. Staff research has found that the current billing system cannot automate such credits. Two alternatives will be reviewed with the Board for further direction.

### Review Allocations by Customer Class

A review of allocations by customer classes shows that all customer classes are staying within their Stage 3 allocations as a group. While customers are collectively using less water than the Stage 3 allocations, there are individual customers that exceed allocations with most exceedances occurring in the residential customer class.

Given that collective water use is meeting target water demands, staff recommends that Stage 1 base allocations are not adjusted at this time, and that planned water demands by customer class in the 2020 Urban Water Management Plan be used as the basis of normal water use in the Water Rates Study.



# Water Efficiency and Allocation Program

**Board Meeting  
September 22, 2021**



# Agenda

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- Background and Proposed Schedule
- Review WEAP Policies
  - Annual Residential Allocation Implementation Factors
  - Review Demands & Allocations by Customer Class
  - Policy Direction
- Next Steps





# Background and Proposed Schedule



# Background

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- Board requested review and possible updates to the WEAP
- July 14, 2021 Board Provided Initial Feedback
- WEAP Items to Review
  - Evaluate Annual Allocations for Residential Customers
  - Review Allocations by Customer Class
  - Lake Level Triggers for Stages
  - Multi-Family Residential Allocation Policies
  - Allocation Penalty Appeal Process



# Tentative Schedule

	WEAP	Rates and Regs	Water Rates Study
Sep 2021	<ul style="list-style-type: none"> <li>Review Annual Allocations for Residential</li> <li>Review Allocations by Customer Class</li> </ul>		<ul style="list-style-type: none"> <li>Authorization to Proceed</li> </ul>
Oct 2021	<ul style="list-style-type: none"> <li>Review MF Residential Allocation Policies</li> <li>Review Penalty &amp; Appeal Process</li> <li>Review Lake Level Triggers</li> </ul>		
Nov 2021	<ul style="list-style-type: none"> <li>Consider Contracts with Resale Agencies</li> </ul>		
Dec 2021	<ul style="list-style-type: none"> <li>Draft WEAP Document</li> </ul>	<ul style="list-style-type: none"> <li>Draft Rates &amp; Regs Document</li> </ul>	
Jan-Mar 2022	<ul style="list-style-type: none"> <li>Customer Outreach and Noticing (pending effective date of new WEAP)</li> </ul>		<ul style="list-style-type: none"> <li>Review Propose Rates</li> <li>Mail Prop 218 Notices (pending effective date of new Rates)</li> </ul>
Apr 2022	<ul style="list-style-type: none"> <li>Final WEAP Document</li> </ul>		
July 2022 or Jan 2023	<ul style="list-style-type: none"> <li>Effective Date of New WEAP</li> </ul>	<ul style="list-style-type: none"> <li>Final Rates &amp; Regs Document</li> </ul>	<ul style="list-style-type: none"> <li>Effective Date of New Rates</li> </ul>

# Annual Allocations for Residential





# Residential Allocations

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- Residential customers currently have monthly allocations
  - Pros: Help to identify plumbing issues more quickly
  - Cons: Individual usage doesn't always align with average seasonal curve used for allocations
- Staff researched possibility of an annual credit to accounts that receive monthly penalties but do not exceed annual allocation



# Alternatives for Residential Allocations

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- Current billing system cannot automate the annual credit
- Alternative 1: Continue monthly penalties, and staff can manually perform annual calculations and credits
  - Pros: Provides relief on penalty charges
  - Cons: Staffing impact for manual calculations/credits
- Alternative 2: Move to annual allocation only
  - Pros: Can be automated with current billing system
  - Cons: May result in a very large bill at the end of the year, and may delay actions to identify and address plumbing issues



# Demands and Allocations by Customer Class



# Total Long-term Planned Demand

Category	AFY
Casitas Wholesale	4,356
Casitas Retail	10,169
Ojai Retail	1,850
Ojai Demands from Casitas System	(461)
Subtotal	15,914
Losses	(1,084)
Total Demand Subject to Allocation	<b>14,831</b>



# Compare Demand with Current Allocations

Category	Stage 1 Allocation, AFY	Stage 3 Allocation, AFY	Planned Demand, AFY	Recent Demand*, AFY
Total	22,715	19,385	14,831	13,404

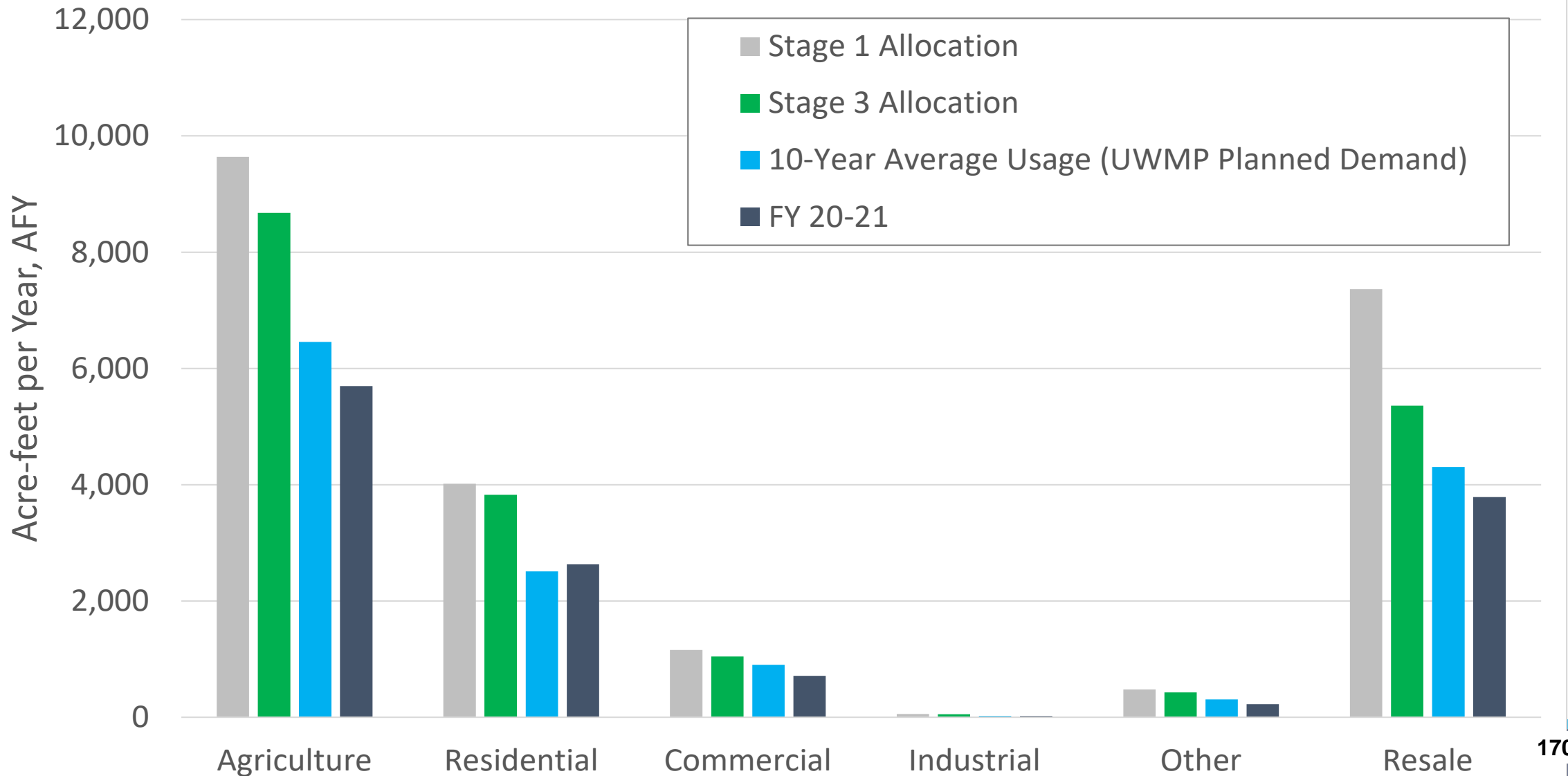
\*Fiscal Year 20-21

- Planned demand is less than current allocations
- Recent demands have been substantially less than current allocations overall



# Comparison by Customer Class

## Allocations Compared with Water Usage



# Summary

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- Customers by class are collectively using less water than Stage 3 allocations
- Individual customers exceed allocations in all classes
  - Most accounts are Residential
- Stage 4 could reduce current allocations by an additional 10 percent (pending Board decision)



# Recommendation

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- Keep Stage 1 Allocations for now; consider adjustments after drought recovery
- Use Planned Demand by Customer Class as basis of normal water use in Water Rates Study





# Policy Direction



# Policy Direction

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- Residential Allocations – Monthly vs Annual
- Allocations by Customer Class
  - Keep Existing Stage 1 Allocations
  - Use Planned Demands for Water Rates Study
- Other?



# WEAP Next Steps

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- October
  - Review MF Residential Allocation Policies
  - Review Penalty & Appeal Process
  - Review Lake Level Triggers



# End of Presentation

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# Parking Lot

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# Current Allocations

Customer Class	Stage 1 Allocation, AFY	Stage 3 Allocation, AFY
Resale	7,364	5,359
Residential	4,016	3,826
Agriculture	9,638	8,674
Commercial	1,160	1,044
Industrial	57	51
Other	479	431
Total	15,350	14,027



**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Special Recreation Committee**  
**(this meeting was held telephonically)**

DATE: September 16, 2021  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Special Recreation Committee Meeting of September 13, 2021, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Brian Brennan  
Director Pete Kaiser  
General Manager, Michael Flood  
Assistant General Manager, Kelley Dyer  
Park Services Manager, Joe Martinez  
Division Officer, Joe Evans

2. **Public Comments.**

None

3. **Donation of retired SS Relief #169 floats to the Ojai Rowing Club.**

GM Flood introduced the item and covered the contents of the memo with the Committee.

Director Kaiser indicated his support of proceeding with this donation but expressed concerns with operational safety.

Director Brennan indicated that this was worthwhile but also expressed concerns with operational safety and indemnification of Casitas.

DO Evans made comments regarding the expected use and the current use of solar panels on the operational SS Reliefs out on the lake.

The Committee directed staff to bring additional operation and design details back to the Committee in October.

4. **Review of the Casitas Water Adventure condition assessment.**

GM Flood introduced the item and covered the contents of the memo

Director Brennan expressed his appreciation of the comprehensive report and indicated that a replacement structure should be sought.

Director Kaiser made comments regarding the construction of the existing play structure and asked questions about the coatings, the amount of corrosion, and the condition of subsurface elements.

PSM Martinez indicated that stainless steel elements were installed underground in 2015.

The Committee agreed with moving forward with decommissioning of the existing play structure and asked that ideas for a replacement be brought back.

5. **Presentation of the Campground Fox Camping Cabin Pilot Project.**

GM Flood introduced the item and covered the contents of the memo including the ability to purchase all five cabins at a discounted rate.

Director Brennan indicated his support of this project and asked questions regarding compliance with the Federal Government's requirements. He also indicated that the District should move forward with the purchase of all five cabins.

Director Kaiser made comments regarding the popularity of this type of facility at other campgrounds, the prospect for further improvements in Campground A, housekeeping of these facilities, safety requirements, and support to purchase and install all five cabins.

PSM Martinez made comments regarding housekeeping and the expected amenities of these cabins.

The Committee directed that this be brought forward to the Board of Directors with the recommendation to approve an unbudgeted item for the purchase of all five cabins.

6. **Review of the July 2021 Recreation Report**

PSM Martinez went over the report with the Committee including revenues, campsite capacities, vessel tagging, dock operations, and Casitas Water Adventure operations with the Lazy River expected to be open for Summer 2022.

Director Kaiser commented about the impact of COVID-19 on revenues.

7. **Review of Incidents and Comments**

DO Evans presented the LCRA incident statistics including customer service issues, medical situations, Sheriff contacts, violations, water contact incidents, a COVID contact, detention of an individual, vehicle contact with a post at the front gate, and the reopening of the area near the eagle's nesting site until January.

Director Kaiser complimented staff on a job well done including removal of the derelict boat at the Wadleigh Arm and the Santa Ana cleanup. He also asked that staff take a look at campsite improvements in the area near the Marina Café.

Director Brennan made inquiries about public access to the Snowbird Program.

DO Evans provided details on the Snowbird application process.

GM Flood mentioned the possibility of a car club rally event coming to the LCRA at the Coyote Ramp with further details to come in the future.



**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** MONTHLY ENGINEERING STATUS REPORT  
**DATE:** 09/22/2021

**RECOMMENDATION:**

The Board receive and file the Monthly Engineering Project Status Report for August/September 2021.

**DISCUSSION:**

The status of Water Security and Infrastructure Improvements projects for August/September 2021 is provided below and in the attachment.

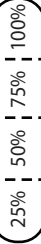
Project	Anticipated Committee / Date	Anticipated Board Date / Action
<b>WATER SECURITY PROJECTS</b>		
<b>Ojai Wellfield Rehabilitation/ Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Mutual Well #7 well equipping and site work contract awarded for construction at Board meeting of 9/8/21</li> </ul>		
<b>Horizontal Bore (HOB0)/Deep Vertical Test Bore</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• No work performed</li> </ul>		
<b>Ventura-Santa Barbara Counties Intertie</b>	TBD	9/22/21 Amendments
<ul style="list-style-type: none"> <li>• Weekly design meetings held with WWE</li> <li>• Amendments for design and environmental services presented to Board 9/22/21</li> <li>• Pipe excavation for condition assessment performed</li> <li>• Geotechnical drilling to commence 10/4/21</li> </ul>		
<b>Robles Diversion Fish Screen Prototype Testing</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• USBR/NMFS will not allow installation of additional horizontal wedge-wire screens until more data available on two existing screens</li> <li>• Participating in Robles Working Group meetings; upcoming site visit 9/30/21</li> </ul>		
<b>Robles Forebay Cleanout</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Permit coordination with USBR/USACE/NMFS complete</li> <li>• Construction contract awarded at Board meeting of 9/8/21</li> <li>• Pre-construction meeting scheduled for 9/20/21; work to be complete by 10/31/21</li> </ul>		
<b>INFRASTRUCTURE IMPROVEMENTS</b>		
<b>Ojai Water System Improvements</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• West Ojai Meter Relocations – 3 complete, 5 ready for construction, 2 pending agreements/permits</li> </ul>		

Project	Anticipated Committee / Date	Anticipated Board Date / Action
<ul style="list-style-type: none"> <li>Grand Avenue Pipeline Replacement (Spec No 20-436) construction complete</li> <li>Lion Street Pipeline Replacement and Fairview Road Connections (Spec No 20-437) construction underway</li> <li>West Ojai Pipeline Replacement construction complete</li> <li>West and East Ojai Avenue Pipeline Replacement awaiting Caltrans permit conditions; addressing Caltrans comments for re-submittal. Negotiating contractor storage/staging areas with property owners</li> <li>Ojai Water System and Casitas System Integration Evaluation; final Tech Memo revision expected by end of September</li> <li>Mutual Wellfield Piping Improvements to be re-started upon completion of West Ojai Pipeline construction</li> <li>Wellfield VFDs installation underway</li> </ul>		
<b>Asphalt Paving</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Patch list #2 complete</li> <li>Patch list #3 being prepared for early October</li> </ul>		
<b>Casitas Dam Hollow Jet Valve Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Kickoff meeting with USBR staff held 8/11/21</li> </ul>		
<b>Santa Ana Bridge Pipeline Relocation</b>	TBD	9/22/21 Award Construction Contract
<ul style="list-style-type: none"> <li>Bids received 9/7/21; Board award construction contract at meeting of 9/22/21</li> <li>Construction of Phase 1 to be complete by 10/31/21; Phase 2 when bridge complete (anticipated May 2022)</li> </ul>		
<b>Robles Canal Panel Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Board awarded construction contract at meeting of 9/8/21</li> <li>Construction to be complete by 10/31/21</li> </ul>		
<b>Emergency Generators at Rincon, Avenue 1, and Avenue 2 Pump Plants</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Board authorized professional services agreement for design at meeting of 9/8/21</li> <li>Kick-off meeting/site visits scheduled for 9/17/21</li> </ul>		

Attachment: Monthly Status Report  
 Paving List #2



Indicates Change



Casitas Water System  
Ojai Water System  
Lake Casitas Recreation Area



CONSULTANT SELECTION

PLANNING

DESIGN

BIDDING

CONSTRUCTION

Water Security

Robles Forebay Cleanout ☆

Counties Intertie

Mutual Well #7 Equipping and Site Work ☆

Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants ☆

Casitas System Master Plan

Casitas Dam Hollow Replacement

Santa Ana Blvd Bridge Pipeline Relocation (Pipeline) ☆

Santa Ana Blvd Bridge Pipeline Relocation (Casing)

OWS and Casitas System Integration Evaluation

MWWTP Building Improvements ☆

Ojai Water System Wellfield VFD ☆

Infrastructure Improvements

East Ojai Avenue Pipeline Replacement

MWWTP Building Improvements ☆

Ojai Water System Wellfield VFD ☆

Running Ridge Zone Hydraulic Improvements

Lion St Pipeline Replacement and Fairview Road Connections ☆

Mutual Wellfield and Grand Ave Pipeline Improvements

West Ojai Pipeline Replacement ☆

LCRA Paving FY21-22 ☆

Grand Ave Pipe Replacement ☆

Boat Inspection Facility ☆

FY 21-22 Asphalt Paving ☆

FY 21-22 Asphalt Paving ☆



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** HYDROLOGIC STATUS REPORT FOR JULY 2021  
**DATE:** SEPTEMBER 8, 2021

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**RECOMMENDATION:**

This item is presented for information only and no action is required. Data are provisional and subject to revision.

**DISCUSSION:**

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**Rainfall Data**

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	Casitas Dam	Matilija Dam	Thacher School
This Month	0.00"	0.00"	0.00"
Water Year (WY: Oct 01 – Sep 30)	6.39"	6.48"	5.82"
Average station rainfall to date	22.76"	27.56"	20.91"

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**Ojai Water System Data**

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Wellfield production	118.11 AF
Surface water supplement	761.34 AF
Static depth to water surface – Mutual #6	126.80 feet
Change in static level from previous month	-1.20 feet

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**Robles Fish Passage and Diversion Facility Diversion Data**

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Diversions this month	0 AF
Diversion days this month	0
Total Diversions WY to date	33.5 AF
Diversion days this WY	4

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	490.74 feet AMSL
Water storage last month	86,711 AF
Water storage as of end of month	84,225 AF
Net change in storage	- 2,486 AF
Change in storage from same month last year	- 17,887 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** HYDROLOGIC STATUS REPORT FOR AUGUST 2021  
**DATE:** SEPTEMBER 22, 2021

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**RECOMMENDATION:**

This item is presented for information only and no action is required. Data are provisional and subject to revision.

**DISCUSSION:**

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**Rainfall Data**

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	Casitas Dam	Matilija Dam	Thacher School
This Month	0.00"	0.00"	0.00"
Water Year (WY: Oct 01 – Sep 30)	6.39"	6.48"	5.82"
Average station rainfall to date	22.84"	27.66"	21.10"

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**Ojai Water System Data**

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Wellfield production	116.69 AF
Surface water supplement	79.71 AF
Static depth to water surface – Mutual #6	150.61 feet
Change in static level from previous month	-23.81 feet

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**Robles Fish Passage and Diversion Facility Diversion Data**

---

Diversions this month	0 AF
Diversion days this month	0
Total Diversions WY to date	33.5 AF
Diversion days this WY	4

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	488.76 feet AMSL
Water storage last month	84,225 AF
Water storage as of end of month	81,658 AF
Net change in storage	- 2,567 AF
Change in storage from same month last year	- 18,262 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year