



## Board Meeting Agenda

Russ Baggerly, Director  
Angelo Spandrio, Director  
Brian Brennan, Director

Pete Kaiser, Director  
James Word, Director

### CASITAS MUNICIPAL WATER DISTRICT

Meeting to be held at the  
Casitas Board Room  
1055 Ventura Ave.  
Oak View, CA 93022

March 27, 2019 @ 3:00 P.M.

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

1. Roll Call
2. Public comments (Items not on the agenda – three minute limit).
3. General Manager comments.
4. Board of Director comments.
5. Board of Director Verbal Reports on Meetings Attended.
6. Consent Agenda
  - a. Minutes from the March 13, 2019 meeting.  

RECOMMENDED ACTION: Adopt Consent Agenda.
7. Review of District Accounts Payable Report for the Period of 3/07/19 - 3/20/19.  

RECOMMENDED ACTION: Motion approving report.
8. Consideration of the addition of three employee positions in two departments:

- a. Administration: Full Time/Permanent Utility Billing Accounting Technician.
- b. Public Relations/Conservation: Full Time/Limited Term (Two Years) – Water Conservation Specialist.
- c. Public Relations/Conservation: Part Time – Water Conservation Technician.

RECOMMENDED ACTION: Motion approving recommended positions.

- 9. Recommend approval of Task Order for Professional Engineering Services from MNS Engineers in the not to exceed amount of \$72,230 for Ojai 12-inch Pipeline Alignment and Project Scoping Study.

RECOMMENDED ACTION: Motion approving recommendation

- 10. Recommend authorization of Professional Environmental Consulting Services with Rincon Consultants in the not to exceed about of \$98,559 for the Ventura River-Santa Barbara Counties Intertie.

RECOMMENDED ACTION: Motion approving recommendation

- 11. Recommend authorization of Professional Hydrogeologic and Construction Management Services to Pueblo Water Resources, Inc. in the not to exceed amount of \$109,241 for the District's Mutual Replacement Well.

RECOMMENDED ACTION: Motion approving recommendation

- 12. Information Items:

- a. Executive Committee Minutes.
- b. Finance Committee Minutes.
- c. Personnel Committee Minutes.
- d. Water Resources Committee Minutes.
- e. CFD 2013-1 Improvement, Bond Funds and Project Report.
- f. Investment Report.

- 13. Future Agenda Items.

- 14. Adjournment.

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



Minutes of the Casitas Municipal Water District  
Board Meeting Held  
March 13, 2019

A meeting of the Board of Directors was held March 13, 2019 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. President Kaiser led the group in the flag salute.

1. Roll Call

Directors Word, Spandrio, Brennan, Baggerly, and Kaiser were present. Also present were Mike Flood, Interim General Manager, Rebekah Vieira, Clerk of the Board, and Attorney Robert Kwong. There were three staff members and eleven members of the public in attendance.

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

None

3. General Manager comments.

Mr. Flood reported on his visit to Robles today and the silt loading which appears to be as bad as it was before it was cleaned out. The brushes are working as we made some modifications. We might have to shut it down next week. The current flow is about 130 cfs providing approximately 260 acre feet per day. We are roughly 43% full and since Jan. 9<sup>th</sup> we have put in about 30,000 AF. Will keep the board updated if we need to shut down.

4. Board of Director comments.

Director Word mentioned he was pleased to see the article in the Star this morning and he thanked the staff who have worked over the last several years to get an agreement on how to share water with the fish and the people that use it.

Director Brennan commented on the opportunity he had last week to meet with Julia Brownley in DC and I thanked her for the letter she sent. I also spoke with Salud Carbajal and he is interested in water issues too and he would like us to keep him informed.

Director Baggerly suggested that the Executive Committee should start to put together bylaws for the Board. The Executive Committee could also look at the structure of the agenda we put out to be Brown Act compliant.

5. Board of Director Verbal Reports on Meetings Attended.

Director Word attended the AWA board meeting and there are three events coming up, on the 19<sup>th</sup> the water issues committee is discussing water conservation and drought planning and legislation. The second meeting is the Waterwise breakfast meeting on the 21<sup>st</sup> that will have legal briefings from some of the involved attorneys talking about adjudication for Mound and Ventura River. The third meeting is on the 18<sup>th</sup> of April and is the Annual Water Symposium which is a half-day session which will zero in on major water issues.

Director Spandrio reported attending the State of the District committee meeting this past Monday and looked at the program for the presentation on the 26<sup>th</sup> of March. It will be an exciting event. The public is encouraged to attend. President Kaiser added staff has done a great job of putting this together and the board appreciates taking on that task along with taking on the budget tasks.

6. Consent Agenda ADOPTED

- a. Minutes from the February 27, 2019 meeting.

On the motion of Director Brennan, seconded by Director Baggerly, the consent agenda was adopted by the following roll call vote:

AYES:	Directors:	Spandrio, Brennan, Baggerly, Kaiser
NOES:	Directors:	None
ABSENT:	Directors:	None
ABSTAIN:	Directors:	Word

7. Review of District Accounts Payable Report for the Period of 2/21/19 - 3/06/19. APPROVED

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

AYES:	Directors:	Word, Spandrio, Brennan, Baggerly, Kaiser
NOES:	Directors:	None
ABSENT:	Directors:	None

8. Authorize General Manager to sign Task Order Amendment for engineering services to MNS Engineers, Inc. in the amount not to exceed \$32,901 for Upper Rincon Lateral Pipeline Replacement Geotechnical and Trenchless Investigation. APPROVED

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

AYES: Directors: Word, Spandrio, Brennan, Baggerly,  
Kaiser  
NOES: Directors: None  
ABSENT: Directors: None

9. Authorize General Manager to sign Professional Services Agreement for engineering services to Pueblo Water Resources, Inc. in the not to exceed amount of \$65,000 for Gorham Well #1 Rehabilitation and San Antonio Well #4 Rehabilitation. APPROVED

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

AYES: Directors: Word, Spandrio, Brennan, Baggerly,  
Kaiser  
NOES: Directors: None  
ABSENT: Directors: None

10. Resolution awarding a contract to Legend Pump & Well Service, Inc., in the amount of \$125,497 and adopt the Notice of Exemption for the Gorham Well #1 Rehabilitation. ADOPTED

The resolution as offered by Director Baggerly, seconded by Director Word and passed by the following roll call vote:

AYES: Directors: Word, Spandrio, Brennan, Baggerly,  
Kaiser  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 19-09

11. Authorize General Manager to sign Task Order Amendment for engineering services to MKN in the not to exceed amount of \$24,762 for Signal Booster Zone Preliminary Design. APPROVED

On the motion of Director Brennan, seconded by Director Spandrio, the above recommend action was approved by the following roll call vote:

AYES: Directors: Word, Spandrio, Brennan, Baggerly,  
Kaiser  
NOES: Directors: None  
ABSENT: Directors: None

12. Authorize General Manager to sign Task Order for engineering services to MKN in the not to exceed amount of \$323,221 for Running Ridge Hydraulic Improvements Design. APPROVED

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

AYES:	Directors:	Word, Spandrio, Brennan, Baggerly, Kaiser
NOES:	Directors:	None
ABSENT:	Directors:	None

13. Presentation by Pueblo Water Resources of the Teague Groundwater Feasibility Assessment.

Martin Feeney of Pueblo Water Resources provided a presentation on the assessment of the Teague Groundwater and determined that it would be anticipated to provide low yield at a high cost for the water produced. An alternative would be to locate a well along the canal and pump water into the canal.

14. Discussion of 2019 State Water Project Table A Supply.

Mr. Flood discussed the opportunity to discuss with San Gorgonio regarding transferring 2019 Table A water. Last year we had an exchange but this year the return of water is off the table. This will come back to the board at a later date.

15. LCW Regional Summit Presentation by Sierra Watershed Progressive.

Asia with the Sierra Watershed progressive provided information on the LCW Regional Summit and invited the District to be a sponsor. The LCW Water Conference is a statewide conference held for a number of years to remove barriers for health communities. We bring together leaders in water management and facilitate connections across silos and bring in state policy to help support initiatives.

The Board discussed with District Counsel concerns regarding participation in light of the current legal action facing the district. The majority of the board did not feel comfortable in sponsoring the event but board members could attend the event.

16. Board Priorities List Update.

Mr. Flood provided the updated Board Priorities list.

17. Director Request: Discussion of Resolution 06-54 “Resolution Setting the Policy on Committee Meetings According to Government Code Section 54954(a)”.

Director Spandrio requested that this be brought to the board and suggested that a couple of changes be made to it. One is to clearly state in the resolution that any member of any committee can move a topic from the committee to the board agenda for discussion. Second, and this ties in with starting to draft bylaws, Casitas should establish a format for paragraph designations. I would like to see the resolution improved for paragraph designation. Develop bylaws and establish paragraph format to be consistent across everything Casitas publishes.

President Kaiser explained this is one of the reasons that he added future agenda items as an agenda item. No action was taken but the Board will work to develop bylaws with counsel in Executive Committee and also hear Director Spandrio’s concerns regarding paragraph designation.

18. Information Items:

- a. Hydrologic Status Report for February, 2019.
- b. Engineering Status Report for March, 2019.
- c. Water Consumption Report.
- d. CFD 2013-1 Improvement, Bond Funds and Project Report.
- e. Investment Report.

The information items were offered by Director Word, seconded by Director Brennan and approved by the following roll call vote:

AYES:	Directors:	Word, Spandrio, Brennan, Baggerly, Kaiser
NOES:	Directors:	None
ABSENT:	Directors:	None

19. Future Agenda Items.

None

20. Adjournment.

President Kaiser adjourned the meeting at 4:33 p.m.

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 03/07/19-03/20/19**  
**Presented to the Board of Directors For Approval March 27, 2019**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
000870	Payables Fund Account	# 9759651478	Accounts Payable Batch 031319	\$216,701.92
000871	Payables Fund Account	# 9759651478	Accounts Payable Batch 032019	\$273,316.57
				\$490,018.49
000872	Payroll Fund Account	# 9469730919	Estimated Payroll 04/11/19	\$210,000.00
			Total	\$700,018.49

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, 000870-000872 have been duly audited is hereby certified as correct.

*Denise Collin*      *3/20/19*  
 \_\_\_\_\_  
 Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature



# A/P Fund

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

000870 A/P Checks: 033240-033252  
A/P Draft to P.E.R.S. 000000  
A/P Draft to State of CA 000000  
A/P Draft to I.R.S. 000000  
Voids:

000871 A/P Checks: 033253-033372  
A/P Draft to P.E.R.S.  
A/P Draft to State of CA  
A/P Draft to I.R.S.  
Voids: 033257, 033258, 033313, 033314, 033315

*Denise Collin 3/20/19*

Denise Collin, Accounting Manager/Treasurer

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Signature

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Signature

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Signature

CERTIFICATION

Payroll disbursements for the pay period ending 03/09/19  
Pay Date of 03/14/19  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 3/16/19  
Denise Collin

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

VENDOR SET: 01 Casitas Municipal Water D  
BANK: \* ALL BANKS  
DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK					
	C-CHECK	V	3/20/2019			033257		
	C-CHECK	V	3/20/2019			033258		
	C-CHECK	V	3/20/2019			033313		
	C-CHECK	V	3/20/2019			033314		
	C-CHECK	V	3/20/2019			033315		

\* \* 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:	5	VOID DEBITS 0.00		
		VOID CREDITS 0.00		
		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		5	0.00	0.00	0.00
BANK:	TOTALS:	5	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA State Withholding	D	3/13/2019	12,375.55		000000		12,375.55
00128	INTERNAL REVENUE SERVICE Federal Withholding	D	3/13/2019	32,623.38		000000		
	I-T3 201903111486 FICA Withholding	D	3/13/2019	36,063.80		000000		
	I-T4 201903111486 Medicare Withholding	D	3/13/2019	8,434.22		000000		77,121.40
00187	CALPERS PERS BUY BACK	D	3/13/2019	150.08		000000		
	I-PBP201903111486 PERS BUY BACK	D	3/13/2019	161.96		000000		
	I-PEB201903111486 PEPRA EMPLOYEES PORTION	D	3/13/2019	6,817.60		000000		
	I-PEM201903111486 PERS EMPLOYEE PORTION MGMT	D	3/13/2019	2,196.91		000000		
	I-PER201903111486 PERS EMPLOYEE PORTION	D	3/13/2019	6,400.99		000000		
	I-PRB201903111486 PEBRA EMPLOYER PORTION	D	3/13/2019	7,463.30		000000		
	I-PRR201903111486 PERS EMPLOYER PORTION	D	3/13/2019	10,100.86		000000		33,291.70
01703	ARNOLD LAROCHELLE MATTHEWS Matter # 5088-016 1/19	R	3/13/2019	7,203.29		033240		
	I-54959 Matter # 5088-001 1/19	R	3/13/2019	6,240.00		033240		
	I-54960 Matter # 5088-021 1/19	R	3/13/2019	12,806.00		033240		26,249.29
01666	AT & T Acct#9391064882	R	3/13/2019	1,035.42		033241		1,035.42
09617	KARBEN KAZIMIR BLACK Workers Comp 1102WC030500101	R	3/13/2019	45,920.00		033242		45,920.00
01483	CORVEL CORPORATION Annual Admin Fee	R	3/13/2019	5,000.00		033243		
	I-746948 Claim#1102WC180000002	R	3/13/2019	1,155.00		033243		6,155.00
01146	COUNTY OF VENTURA Election Prep Costs Div 4	R	3/13/2019	4,187.41		033244		4,187.41
02134	Department of Fish and Game Private Stocking Permit	R	3/13/2019	64.89		033245		64.89
04020	Stephen Sulkowski Fred Hall Show 3/14-3/18	R	3/13/2019	198.00		033246		198.00
02643	Take Care by WageWorks Reimburse Med/Dep Care	R	3/13/2019	350.00		033247		
	I-8702506 Reimburse Med/Dep Care	R	3/13/2019	801.81		033247		1,151.81

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5201903111486	200000001181291	R	3/13/2019	386.30		033248		386.30
00102	FRANCHISE TAX BOARD							
I-G03201903111486	Payroll Deduction	R	3/13/2019	50.00		033249		50.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI201903111486	DEFERRED COMP FLAT	R	3/13/2019	1,438.64		033250		
I-DI%201903111486	DEFERRED COMP PERCENT	R	3/13/2019	47.15		033250		1,485.79
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201903111486	457 CATCH UP	R	3/13/2019	230.77		033251		
I-DCN201903111486	DEFERRED COMP FLAT	R	3/13/2019	5,010.39		033251		
I-DN%201903111486	DEFERRED COMP PERCENT	R	3/13/2019	928.45		033251		6,169.61
00180	S.E.I.U. - LOCAL 721							
I-COP201903111486	SEIU 721 COPE	R	3/13/2019	35.00		033252		
I-UND201903111486	UNION DUES	R	3/13/2019	824.75		033252		859.75
00010	AIRGAS USA LLC							
I-9086011734	Weld Hinge,Cleaner,Cutting- PL	R	3/20/2019	141.63		033253		141.63
00012	ALL-PHASE ELECTRIC SUPPLY CO.							
I-5665-650223	Conduit & Fittings - ENG	R	3/20/2019	570.57		033254		
I-5665-650345	Conduit Couplings&Hardware-ENG	R	3/20/2019	154.42		033254		
I-5665-650410	2" Conduit & Couplings - ENG	R	3/20/2019	220.23		033254		
I-5665-650472	Snap Switch - EM	R	3/20/2019	46.32		033254		991.54
09569	ALLCABLE							
I-4009208	Cat5E Cable for Scada - EM	R	3/20/2019	150.85		033255		150.85
03044	Amazon Capital Services							
C-111K-DDNC-JPVTb	Accrue Use Tax	R	3/20/2019	1.41CR		033256		
C-13XL-FGT7-6WD1b	Accrue Use Tax	R	3/20/2019	26.89CR		033256		
C-13XL-FGT7-KJRPb	Accrue Use Tax	R	3/20/2019	0.91CR		033256		
C-14PW-DNVW-F3Y9b	Accrue Use Tax	R	3/20/2019	2.90CR		033256		
C-1CCX-NMFP-XFH4b	Accrue Use Tax	R	3/20/2019	2.75CR		033256		
C-1G6Y-TYNF-GJW9b	Accrue Use Tax	R	3/20/2019	0.72CR		033256		
C-1TVL-H9Q1-LJRFb	Accrue Use Tax	R	3/20/2019	9.46CR		033256		
D-111K-DDNC-JPVTa	Accrue Use Tax	R	3/20/2019	1.41		033256		
D-13XL-FGT7-6WD1a	Accrue Use Tax	R	3/20/2019	26.89		033256		
D-13XL-FGT7-KJRPa	Accrue Use Tax	R	3/20/2019	0.91		033256		
D-14PW-DNVW-F3Y9a	Accrue Use Tax	R	3/20/2019	2.90		033256		
D-1CCX-NMFP-XFH4a	Accrue Use Tax	R	3/20/2019	2.75		033256		
D-1G6Y-TYNF-GJW9a	Accrue Use Tax	R	3/20/2019	0.72		033256		
D-1TVL-H9Q1-LJRFa	Accrue Use Tax	R	3/20/2019	9.46		033256		
I-111K-DDNC-JPVT	Equipment Keys - Unit 121	R	3/20/2019	19.49		033256		
I-13XL-FGT7-6WD1	Server Hard Drive - TP	R	3/20/2019	370.86		033256		

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-13XL-FGT7-KJRP	Equipment Key - MAINT	R 3/20/2019	12.57		033256		
	I-14PW-DNVW-F3Y9	Blade & Pin - LCRA	R 3/20/2019	39.95		033256		
	I-1CCX-NMFP-XFH4	Motion Sensor Switch - LCRA	R 3/20/2019	37.96		033256		
	I-1G6Y-TYNF-GJW9	Fuse - LCRA	R 3/20/2019	9.99		033256		
	I-1G6Y-TYNF-X4NY	Safety Steps - Unit 53	R 3/20/2019	99.24		033256		
	I-1JKW-WMGF-RT4P	Intake Manifold Replaces -LCRA	R 3/20/2019	16.63		033256		
	I-1MT9-LGQN-MG67	Plastic Polish Kit - FISH	R 3/20/2019	74.82		033256		
	I-1TVL-H9Q1-LJRF	Tail Light Assembly - Unit 46	R 3/20/2019	130.50		033256		812.01
00836		AMERICAN RED CROSS						
	I-22165873	First Aid Class - LCRA	R 3/20/2019	189.00		033259		
	I-22167785	CPR/AED Class - LCRA	R 3/20/2019	154.00		033259		
	I-22168861	CPR/AED Class - LCRA	R 3/20/2019	240.00		033259		583.00
00029		AMERICAN TOWER CORP						
	I-2967982	Tower Rent-Red Mtn.Rincon Peak	R 3/20/2019	2,013.15		033260		2,013.15
00417		APPLIED INDUSTRIAL TECHNOLOGY						
	I-7015572881	Bearings - PL	R 3/20/2019	39.02		033261		
	I-7015659816	Ball Bearing - TP	R 3/20/2019	19.09		033261		58.11
00014		AQUA-FLO SUPPLY						
	C-SCM0120430	PVC Conduit Return - LCRA	R 3/20/2019	448.78CR		033262		
	I-SI1331523	PVC Fittings - EM	R 3/20/2019	117.54		033262		
	I-SI1332572	Conduit & Fittings - EM	R 3/20/2019	35.34		033262		
	I-SI1332579	Backflow Device - PL	R 3/20/2019	361.06		033262		
	I-SI1335293	PVC Fittings - WP	R 3/20/2019	12.42		033262		77.58
02179		Art Street Interactive						
	I-1625	Res. Sys. Web Hosting/Maint.	R 3/20/2019	542.15		033263		542.15
01666		AT & T						
	I-000012731466	Acct#9391051740	R 3/20/2019	1,044.66		033264		1,044.66
01666		AT & T						
	I-000012740147	Acct#9391035542	R 3/20/2019	1,242.65		033265		1,242.65
00943		ATLAS LICENSE CO & DATA SERVIC						
	I-030619	FCC License for MXU's - EM	R 3/20/2019	95.00		033266		95.00
00021		AWA OF VENTURA COUNTY						
	I-06-11495	Waterwise Breakfast 2/21/19	R 3/20/2019	125.00		033267		
	I-06-11564	Champion Sponership	R 3/20/2019	2,500.00		033267		2,625.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00030	B&R TOOL AND SUPPLY CO							
I-1900926788	Tri-flow Lube - WHS/MAINT	R	3/20/2019	26.53		033268		
I-1900926788b	Mini Lever Hoist - PL	R	3/20/2019	358.82		033268		
I-1900927482	Vise Swivel Base - UT	R	3/20/2019	884.63		033268		
I-1900927680	Tape,Paint,Blade,Socket Set-UT	R	3/20/2019	320.62		033268		1,590.60
03207	BMI PacWest Inc.							
I-011985	AC Maintenance - LCRA	R	3/20/2019	333.08		033269		333.08
00494	C.D. LYON CONSTRUCTION, INC.							
I-0002181-IN	Mobilize Robles Cleanup - PL	R	3/20/2019	8,540.42		033270		
I-0002182-IN	Sandblast Screens at Robles-PL	R	3/20/2019	13,659.79		033270		
I-0002247-In	Demobilize Robles Cleanup - PL	R	3/20/2019	1,883.12		033270		24,083.33
00055	CASITAS BOAT RENTALS							
I-Feb 19	Gas for Boats - LCRA	R	3/20/2019	754.68		033271		754.68
03021	Central Communications							
I-000013-517-791	Call Center 3/19	R	3/20/2019	248.39		033272		248.39
04024	Dan Child							
I-776677	Camping Cancellation - LCRA	R	3/20/2019	115.00		033273		115.00
01843	COASTAL COPY							
I-837923	Copier Usage - LCRA	R	3/20/2019	194.78		033274		
I-840109	Copier Usage - WHS	R	3/20/2019	47.95		033274		242.73
00071	COMMANDER PRINTED PRODUCTS							
I-108180	Door Hangers - OM	R	3/20/2019	359.23		033275		359.23
00061	COMPUWAVE							
I-SB02092131	Fax Machine - ADM	R	3/20/2019	487.99		033276		
I-SB02092155	Hand Held Scanner - LCRA	R	3/20/2019	600.60		033276		
I-SB02092215	Toner - LCRA	R	3/20/2019	566.28		033276		1,654.87
00062	CONSOLIDATED ELECTRICAL							
I-9009-787794	MCC Maintenance - EM	R	3/20/2019	2,800.00		033277		2,800.00
02115	Consumers Pipe Supply Co.							
I-S1416141.001	Limit Switch - EM	R	3/20/2019	412.46		033278		412.46
00719	CORELOGIC INFORMATION SOLUTION							
I-81948314	Realquest Subscription	R	3/20/2019	137.50		033279		137.50

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04012	Humberto Cruz							
I-779800	Camping Cancellation - LCRA	R	3/20/2019	115.00		033280		115.00
01001	CUSTOM PRINTING							
I-151838	LCRA Letterhead Env. - LCRA	R	3/20/2019	185.70		033281		
I-151880	CMWD Letterhead - ADM	R	3/20/2019	487.24		033281		672.94
02722	D&H Water Systems							
I-I2019-0209	Poly Blend Parts - TP	R	3/20/2019	280.86		033282		280.86
00081	DELTA LIQUID ENERGY							
I-211798	Propane - LCRA	R	3/20/2019	750.91		033283		
I-211799	Propane - LCRA	R	3/20/2019	865.74		033283		1,616.65
00662	Diamond A Equipment							
I-P26752	Transmission Fluid - GAR	R	3/20/2019	102.58		033284		102.58
00086	E.J. Harrison & Sons Inc							
I-2039	Acct#1C00054240	R	3/20/2019	204.97		033285		204.97
00086	E.J. Harrison & Sons Inc							
I-26013	Acct#1C00054230	R	3/20/2019	1,362.83		033286		1,362.83
04025	Jackie Elizarraras							
I-779130	Camping Cancellation - LCRA	R	3/20/2019	100.00		033287		100.00
02219	Evans Excavating							
I-2316	Timber Cutoff Wall Repairs-ENG	R	3/20/2019	5,329.50		033288		
I-2317	Emergency Dam Cleanup - TP	R	3/20/2019	30,270.00		033288		
I-2318	Timber Cutoff Wall Repairs-ENG	R	3/20/2019	16,340.62		033288		51,940.12
00095	FAMCON PIPE & SUPPLY							
I-216318	Adapters, Fittings, Gaskets-PL	R	3/20/2019	3,703.67		033289		
I-216559	Ball Valves & Fittings - PL	R	3/20/2019	3,388.03		033289		
I-216657	Adapters & Saddle - PL	R	3/20/2019	499.79		033289		
I-216697	Fittings, Meter Box, Swivel - PL	R	3/20/2019	1,061.78		033289		
I-216791	Meter Boxes - WHS	R	3/20/2019	2,728.44		033289		11,381.71
00093	FEDERAL EXPRESS							
I-6-484-07308	Shipment - ADM	R	3/20/2019	56.21		033290		56.21
00099	FGL ENVIRONMENTAL							
I-901500A	THM/HAA5 Monitoring - LAB	R	3/20/2019	541.00		033291		
I-901584A	Manganese Monitoring 2/5/19	R	3/20/2019	45.00		033291		
I-901586A	Inorganic Analysis OWS - LAB	R	3/20/2019	190.00		033291		
I-901588A	THM/HAA5 Monitoring 2/19	R	3/20/2019	276.00		033291		
I-902650A	Nitrate Monitoring 2/26/19	R	3/20/2019	43.00		033291		1,095.00



VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00101	FISHER SCIENTIFIC							
I-3632967	Agar - LAB	R	3/20/2019	36.14		033292		
I-4791348	Gloves & Buffer - LAB	R	3/20/2019	69.78		033292		105.92
00104	FRED'S TIRE MAN							
I-114948	Oil Service - Unit 84	R	3/20/2019	145.07		033293		
I-115054	Oil Service - Unit 31	R	3/20/2019	41.40		033293		
I-115077	Oil Service & Brakes - Unit 31	R	3/20/2019	585.38		033293		
I-115104	Oil Service - Unit 46	R	3/20/2019	44.61		033293		
I-115107	Tires&Turf Savor- Unit 281/277	R	3/20/2019	237.89		033293		1,054.35
04023	Po Chi Fung							
I-Mar 19	Reimburse Expenses 3/19	R	3/20/2019	544.23		033294		544.23
02720	Garda CL West, Inc.							
I-10469698	Armored Truck Service	R	3/20/2019	731.40		033295		731.40
00115	GRAINGER, INC							
I-9113535190	Marking Paint&Spray Paint- WHS	R	3/20/2019	249.94		033296		249.94
02488	Graybar Electric							
I-9309042498	Square D Panel - EM	R	3/20/2019	3,358.24		033297		3,358.24
00121	HACH COMPANY							
I-11367319	Reagents - LAB	R	3/20/2019	204.73		033298		
I-11374809	Portable Colorimeter - TP/LAB	R	3/20/2019	3,501.71		033298		3,706.44
00437	HERC RENTALS INC							
I-30506261-002	Tractor Loader Rental - PL	R	3/20/2019	2,595.39		033299		
I-30591104-001	Scissor Lift Rental - ENG	R	3/20/2019	437.59		033299		3,032.98
04026	Warren Holtke							
I-776673	Camping Cancellation - LCRA	R	3/20/2019	115.00		033300		115.00
00596	HOME DEPOT							
I-161386	Trash Can - BRD	R	3/20/2019	138.35		033301		
I-6902396	Lights & Insulation - WHS	R	3/20/2019	430.84		033301		
I-7902347	Circular Saw - MAINT	R	3/20/2019	518.49		033301		1,087.68
00125	IDEXX DISTRIBUTION CORP							
I-3044038364	Comparator & Trays - LAB	R	3/20/2019	308.75		033302		308.75
00872	Irrisoft, Inc.							
I-6498	Weather Station Signal	R	3/20/2019	79.00		033303		79.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02344	Janitek Cleaning Solutions							
I-33625A	Floor Service - ADM	R	3/20/2019	225.00		033304		225.00
00131	JCI JONES CHEMICALS, INC							
I-783471	Chlorine - TP, CM 783508	R	3/20/2019	1,650.00		033305		
I-783486	Chlorine - TP, CM 783486	R	3/20/2019	899.94		033305		2,549.94
04013	Jerry Johnson							
I-764354	Camping Cancellation - LCRA	R	3/20/2019	295.00		033306		295.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-45289995	Janitorial Sevices - LCRA	R	3/20/2019	300.00		033307		300.00
04027	Roger Mangrum							
I-763094	Camping Reduction - LCRA	R	3/20/2019	38.00		033308		38.00
04014	Riley Max							
I-772489	Camping Cancellation - LCRA	R	3/20/2019	100.00		033309		100.00
04028	Michael McGray							
I-769515	Camping Cancellation - LCRA	R	3/20/2019	187.00		033310		187.00
02129	Tracy Medeiros							
I-031519	Claim1102WC180000001 2/26-3/11	R	3/20/2019	2,129.42		033311		2,129.42
00151	MEINERS OAKS ACE HARDWARE							
I-859635	Weed Killer & Spark Plug -LCRA	R	3/20/2019	23.18		033312		
I-863632	Duster & Adapters - FISH	R	3/20/2019	18.52		033312		
I-866894	Screw Eye, Bolt, Bit Set - WP	R	3/20/2019	33.30		033312		
I-866960	Handle, Bolts, Screws - LCRA	R	3/20/2019	111.57		033312		
I-867152	Concrete Mix - WP	R	3/20/2019	68.43		033312		
I-867403	Compound Rub & Lumber - LCRA	R	3/20/2019	18.95		033312		
I-867543	Cable Lugs - LCRA	R	3/20/2019	11.67		033312		
I-867556	Cleaner, Grinder, Keys - MAINT	R	3/20/2019	56.42		033312		
I-867588	Flat Boring Bit - WP	R	3/20/2019	14.61		033312		
I-867623	Sanding Discs - Unit 51	R	3/20/2019	10.71		033312		
I-867632	Fan - TP	R	3/20/2019	28.95		033312		
I-867635	Tape, WD40, Water - PL	R	3/20/2019	54.84		033312		
I-867702	Shovel - UT	R	3/20/2019	14.63		033312		
I-867703	Cable Ties, Pliers, WD40 -FISH	R	3/20/2019	63.87		033312		
I-867730	Sanding Paper & Cleaner - PL	R	3/20/2019	68.18		033312		
I-867758	Flashlight & Batteries - UT	R	3/20/2019	37.49		033312		
I-867779	Mask, Seal, Asphalt - LCRA	R	3/20/2019	84.61		033312		
I-867938	Fittings & Sanding Discs -LCRA	R	3/20/2019	8.09		033312		
I-867958	Pine, Bolts, Screws - LCRA	R	3/20/2019	21.88		033312		
I-868017	Gloves & Cable Ties - TP	R	3/20/2019	27.45		033312		
I-868032	Trash Bags & Fittings - TP	R	3/20/2019	28.76		033312		
I-868038	Drycrete & Plywood - LCRA	R	3/20/2019	309.77		033312		

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-868076	Conduit - EM	R	3/20/2019	25.35		033312		
I-868077	Adapters & Handle - EM	R	3/20/2019	9.26		033312		
I-868093	Shelf, Bracket, Fittings - TP	R	3/20/2019	42.48		033312		
I-868521	Masking Tape - LCRA	R	3/20/2019	19.50		033312		
I-868564	Lattice & Screws - LCRA	R	3/20/2019	46.32		033312		
I-868565	Bolts & Screws - EM	R	3/20/2019	6.39		033312		
I-868579	Drill Bit, Bolts, Screws - EM	R	3/20/2019	21.72		033312		
I-868604	Line Trimmer - LCRA	R	3/20/2019	30.01		033312		
I-868652	Paint, Cement, Faucet - LCRA	R	3/20/2019	56.70		033312		
I-868693	Concrete Mix - WP	R	3/20/2019	54.74		033312		
I-868714	Bolts & Screws - EM	R	3/20/2019	2.30		033312		
I-868738	Pail, Cement, Screws - LCRA	R	3/20/2019	69.10		033312		
I-868873	Fittings, Bolts, Screws - EM	R	3/20/2019	20.98		033312		
I-868885	Rollers & Screws - LCRA	R	3/20/2019	31.08		033312		
I-869175	Disc Flap & Wire Wheels - LCRA	R	3/20/2019	48.76		033312		
I-869406	Cement, Wire Wheel, Brush - WP	R	3/20/2019	50.79		033312		1,651.36
03444	Mission Linen Supply							
I-509434743	Uniform Pants - TP	R	3/20/2019	28.76		033316		28.76
03701	MNS Engineers, Inc.							
I-72212	Upper Rincon Lateral - ENG	R	3/20/2019	1,092.26		033317		1,092.26
04015	Michael Morin							
I-776246	Camping Cancellation - LCRA	R	3/20/2019	145.00		033318		145.00
04016	Wayne Nasby							
I-778567	Camping Cancellation - LCRA	R	3/20/2019	71.00		033319		71.00
04017	Joe Navarro							
I-779804	Camping Cancellation - LCRA	R	3/20/2019	55.00		033320		55.00
08999	NRC Environmental Services, In							
I-692310	Cuyama & Montana Pump Out - TP	R	3/20/2019	1,338.00		033321		1,338.00
00163	OFFICE DEPOT							
I-285333072001	Office Supplies - DO	R	3/20/2019	226.18		033322		
I-285333477001	Office Supplies - DO	R	3/20/2019	226.14		033322		
I-285333478001	Monitor Stand - ADM	R	3/20/2019	20.05		033322		
I-285333479001	Folders - ADM	R	3/20/2019	26.15		033322		498.52
00625	OfficeTeam							
I-53002406	Admin Temp	R	3/20/2019	1,030.40		033323		1,030.40

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01570	Ojai Auto Supply							
I-457542	Blades - LCRA	R	3/20/2019	11.54		033324		
I-457594	Seal & Oil - GAR	R	3/20/2019	11.38		033324		
I-457595	Gloves - GAR	R	3/20/2019	21.43		033324		
I-457829	Wiper Blades - Unit 46 & 11	R	3/20/2019	34.28		033324		78.63
00912	OJAI BUSINESS CENTER, INC							
I-14099a	Box & Flash Drives - LAB/UT	R	3/20/2019	92.77		033325		
I-14099b	Shipments - LAB	R	3/20/2019	159.52		033325		252.29
00165	OJAI LUMBER CO, INC							
I-1902-912077	Rebar & Concrete - PL	R	3/20/2019	92.43		033326		
I-1902-912194	Staples & lumber - WP	R	3/20/2019	286.89		033326		
I-1903-913152	Lumber - WP	R	3/20/2019	154.58		033326		533.90
00884	OJAI TERMITE & PEST CONTROL, I							
I-191301	Rodent Bait Stations - MAINT	R	3/20/2019	525.00		033327		525.00
00168	OJAI VALLEY NEWS							
I-031119	1 Year Subscription	R	3/20/2019	65.00		033328		65.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-20990	Cust # 20594	R	3/20/2019	168.42		033329		
I-21065	Cust # 52921	R	3/20/2019	56.14		033329		224.56
02906	Craig R. Oswald							
I-1317	Lumber Delivery for Roof - EM	R	3/20/2019	4,000.00		033330		4,000.00
04018	Lynn Pettit							
I-778588	Camping Cancellation - LCRA	R	3/20/2019	109.00		033331		109.00
00188	PETTY CASH							
I-031819	Replenish Petty Cash - LCRA	R	3/20/2019	100.00		033332		100.00
00188	PETTY CASH							
I-031919	Replenish Petty Cash - DO	R	3/20/2019	439.93		033333		439.93
02187	Pitney Bowes Inc							
I-1011591994	Quarterly Postage Maintenance	R	3/20/2019	112.61		033334		112.61
02928	Playcore Wisconsin, Inc. d/b/a							
I-PJI-0107158	Creekside Playground Resurface	R	3/20/2019	33,085.00		033335		33,085.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00627	PORT SUPPLY							
I-004952	Rain Gear - UT	R	3/20/2019	105.57		033336		105.57
03287	Porta-Stor							
I-290235	Storage Container 2/8-3/7	R	3/20/2019	110.00		033337		110.00
02936	Priority Safety Services, LLC							
I-2019-1369	Respirator Fit Testing - LCRA	R	3/20/2019	40.00		033338		40.00
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-9176	Gas Tank Inspection - DO	R	3/20/2019	220.00		033339		
I-9177	Gas Tank Inspection - LCRA	R	3/20/2019	220.00		033339		440.00
00619	PUMP CHECK							
I-7555	OWS Well & Meter Testing - EM	R	3/20/2019	2,500.00		033340		2,500.00
02759	The Pun Group							
I-111969	Audit Services 17-18	R	3/20/2019	2,200.00		033341		2,200.00
03554	J. Harris Industrial Water Tre							
I-1702059	Water Softener Service - WP	R	3/20/2019	135.00		033342		135.00
03976	Quality Sprayers, Inc.							
I-13977	Dam Vegetation Control - MAINT	R	3/20/2019	11,800.00		033343		11,800.00
00788	QUINN COMPANY							
I-PC010373159	Pitch Adj. Bar Link - Unit 115	R	3/20/2019	251.86		033344		
I-PC010373395	Keys - WHS	R	3/20/2019	32.68		033344		284.54
00983	RECREONICS, INC.							
C-798888b	Accrue Use Tax	R	3/20/2019	575.29CR		033345		
D-798888a	Accrue Use Tax	R	3/20/2019	575.29		033345		
I-798888	Epoxy - WP	R	3/20/2019	7,935.00		033345		7,935.00
00313	ROCK LONG'S AUTOMOTIVE							
I-25970	Oil Service & Repairs -Unit 42	R	3/20/2019	2,230.78		033346		
I-26011	Battery Diagnose - Unit 47	R	3/20/2019	112.50		033346		
I-26016	Wheel Assembly & Hub - Unit 41	R	3/20/2019	730.61		033346		3,073.89
01109	SALVADOR LOERA TRANSPORTATION							
I-15541	Base - LCRA	R	3/20/2019	570.50		033347		
I-15610	Rock - LCRA	R	3/20/2019	899.40		033347		1,469.90

VENDOR SET: 01 Casitas Municipal Water D  
BANK: AP ACCOUNTS PAYABLE  
DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04019 I-778692	Phil Sanders Camping Cancellation - LCRA	R	3/20/2019	71.00		033348		71.00
02756 I-1380615-IN	SC Fuels Gas & Diesel - LCRA	R	3/20/2019	3,297.05		033349		3,297.05
04029 I-778897	Lillet Schermerhorn Camping Cancellation - LCRA	R	3/20/2019	120.00		033350		120.00
01345 I-031519	MICHAEL SHIELDS Reimburse Expenses 3/19	R	3/20/2019	273.53		033351		273.53
00215 I-031319a	SOUTHERN CALIFORNIA EDISON Acct# 2397969643	R	3/20/2019	11,531.25		033352		11,531.25
03252 I-030519	Spinitar Audio/Visual for Board Room	R	3/20/2019	2,639.32		033353		2,639.32
02202 I-135000	Stanley Pest Control Monthly Pest Control - WP	R	3/20/2019	170.00		033354		170.00
02703 C-72333708-0003 I-86675101-0001 I-87169268-001 I-87173906-0001	Sunbelt Rentals Manlift Rental Refund - EM Hydraulic Excavator Rental -PL Concrete - PL Concrete - PL	R R R R	3/20/2019 3/20/2019 3/20/2019 3/20/2019	335.82CR 7,724.13 156.24 156.24		033355 033355 033355 033355		7,700.79
01147 I-4100	SUPERIOR GATE SYSTEMS Replace Knox Switch - TP	R	3/20/2019	425.00		033356		425.00
01696 I-3942	SUPERIOR MACHINE Shelves & Bearings - PL	R	3/20/2019	2,778.48		033357		2,778.48
02643 I-8742257	Take Care by WageWorks Reimburse Med/Dep Care	R	3/20/2019	147.01		033358		147.01
03001 I-488456	TimeClock Plus Hardware Maint 3/27/19-3/26/20	R	3/20/2019	1,874.99		033359		1,874.99
03166 I-765194	Stacy Treanor Camping Reduction - LCRA	R	3/20/2019	180.00		033360		180.00
01512 I-1163686-0002 I-1166175-0001	TRENCH SHORING COMPANY Trench Plate Rental @ Grand-PL Trench Plate Rental@Fairvie-PL	R R	3/20/2019 3/20/2019	494.20 574.50		033361 033361		1,068.70

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00246	VENTURA COUNTY AIR POLLUTION							
I-1040718	Air Permit for SA Plant Gen.	R	3/20/2019	602.00		033362		602.00
00254	VENTURA LOCKSMITHS							
I-JI022519-3	Lock Service & Battery - LCRA	R	3/20/2019	145.00		033363		
I-S305197	Key - MAINT	R	3/20/2019	22.63		033363		167.63
09955	VENTURA WHOLESALE ELECTRIC							
I-004060	Electrical Boxes - ENG	R	3/20/2019	300.62		033364		
I-240775	Wiring Supplies for Whs - ENG	R	3/20/2019	346.42		033364		
I-240813	Conduit, Fittings, Adapters-EM	R	3/20/2019	102.79		033364		
I-240895	Switch Boxes & Fittings - ENG	R	3/20/2019	319.32		033364		
I-240915	Electric Brackets & Boxes -ENG	R	3/20/2019	234.63		033364		
I-4054	Conduit Body & Fittings - EM	R	3/20/2019	33.08		033364		1,336.86
00245	CITY OF VENTURA							
I-030719	State Water Interconnect Study	R	3/20/2019	11,684.90		033365		11,684.90
03758	County of Ventura - Fleet Serv							
I-9117-1902	BIT Inspections-Unit 87,89,282	R	3/20/2019	254.77		033366		254.77
03864	County of Ventura Resource Man							
I-043068	Code Compliance Staff Time-ENG	R	3/20/2019	32.37		033367		32.37
01283	Verizon Wireless							
I-9825452155	Monthly Cell Charges - DO	R	3/20/2019	4,448.29		033368		
I-9825452657	Monthly Cell Charges - LCRA	R	3/20/2019	985.72		033368		5,434.01
02583	WageWorks							
I-INV1221391	FSA Admin Fee	R	3/20/2019	175.00		033369		
I-INV1282760	FSA Admin Fee	R	3/20/2019	175.00		033369		350.00
03203	Water Systems Consulting, Inc.							
I-3686	Casitas Hydraulic Model - ENG	R	3/20/2019	7,162.50		033370		7,162.50
01830	WATERTRAX USA							
I-400650729	Watertrax for Casitas Sys.-LAB	R	3/20/2019	6,022.79		033371		6,022.79
00630	WESCO							
I-276106	Terminal Block Covers - ENG	R	3/20/2019	225.14		033372		225.14

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 3/07/2019 THRU 3/20/2019

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

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	128	367,229.84	0.00	367,229.84
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	122,788.65	0.00	122,788.65
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
			131	490,018.49	0.00	490,018.49
BANK: AP	TOTALS:		131	490,018.49	0.00	490,018.49
REPORT TOTALS:			131	490,018.49	0.00	490,018.49



# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Consideration of the Addition of Three Employee Positions in Two Departments**  
Date: March 22, 2019

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## RECOMMENDATION:

The Board of Directors approve the additional positions as presented.

## BACKGROUND:

The Casitas Municipal Water District underwent changes in its organizational and staffing levels in response to the acquisition of the Ojai Water System eighteen months ago with staffing increases in the Operations and Maintenance Department as well as in the Engineering Department.

There is currently a need to review staffing levels to where the District is now in response to not only the staffing demands of the Ojai Water System but also issues of foreman job responsibilities, District finance, and drought-related customer service needs.

Staff presented information at the February 12, 2019 and March 12, 2019 Personnel Committee meetings regarding these proposed staffing changes, answered questions and set a schedule for future updates.

## DISCUSSION:

The General Manager provided a PowerPoint presentation during March 12, 2019 Committee meeting that provided information on the proposed changes under consideration for this current agenda item (attached).

The presentation included specific information in regard to additional positions that have job descriptions in place and also included a budgetary analysis.

The Personnel Committee recommended that these positions go to the Board of Directors at the March 27, 2019 meeting for approval.

Other proposed changes will be brought back to a future Personnel Committee meeting for consideration and possible recommendation to the full Board.



# Proposed Staffing - Update

Personnel Committee Meeting

March 12, 2019

# Agenda

- Job Classification Adjustments: O&M and Lake Casitas Recreation Area (LCRA)
- Additional Positions: Administration, LCRA, Public Relations/Water Conservation
- Future Steps & Timing

# Additional Positions

## Administration & Water Conservation

- **Admin:**

- Add One Additional Fulltime Utility Billing Accounting Technician

- **Water Conservation:**

- Add One Part Time Water Conservation Technician position

- Create Limited-Term Fulltime Water Conservation Specialist position

# Additional Positions

## Administration & Water Conservation

### Annual Budget Impacts

<u>Position</u>	<u>Salary</u>	<u>Other Costs/Benefits</u>	<u>Total</u>
Utility Billing Accounting Technician	\$ 55,199.04	\$ 30,359.47	\$ 85,558.51
Water Conservation Specialist (Term)*	\$ 73,486.40	\$ 40,417.52	\$ 113,903.92
Water Conservation Technician*	\$ 27,958.32	\$ 4,193.75	<u>\$ 32,152.07</u>
		Annual Budget Impact	<b>\$ 231,614.50</b>

\* Planned Funding Through Penalty Reserves

	<b>2019 Admin Salaries (as of Jan 31st)</b>	56%
	<b>2019 Water Conservation Salaries (as of Jan 31st)</b>	28%
	<b>2019 District Revenues (as of Jan 31st)</b>	63%
	<b>2019 District Expenditures (as of Jan 31st)</b>	56%

FY 2018-19 Operational Budgeted Surplus \$ 2,072,989.00

Current Estimated Penalty Reserves \$ 1,225,000.00

# Future Steps & Timing

## To the Board on March 27<sup>th</sup>:

### Admin:

- Add One Additional Fulltime Utility Billing Accounting Technician

### Water Conservation:

- Add One Part Time Water Conservation Technician position
- Add Limited-Term Fulltime Water Conservation Specialist position

# Future Steps & Timing

**Timing:** All Need Job Descriptions/Budgetary Analysis

- Job Classification Adjustments: **April Personnel Committee Meeting**

- Additional Positions: **April Personnel Committee Meeting**

- Administration:\*

1. Chief Financial Officer

2. Customer Service & Accounting Supervisor

\*Note: Accounting Manager Position will be Vacated

- LCRA:

1. ~~Arborist~~



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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** MICHAEL FLOOD, GENERAL MANAGER

**FROM:** VIRGIL CLARY, CIVIL ENGINEER

**SUBJECT:** AUTHORIZE GENERAL MANAGER TO SIGN TASK ORDER FOR PROFESSIONAL ENGINEERING SERVICES FOR OJAI 12-INCH PIPELINE ALIGNMENT AND PROJECT SCOPING STUDY

**DATE:** 3/27/2019

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**RECOMMENDATION:**

It is recommended the Board of Directors authorize the General Manager to issue a Task Order for professional engineering services to MNS Engineers Inc. for Ojai 12-inch Pipeline Alignment and Project Scoping Study in the amount not to exceed \$72,230.

**BACKGROUND AND DISCUSSION:**

The District's 2018 Condition Based Assessment and Water Master Plan for the Ojai Water System recommended the replacement and/or rehabilitation of the existing 12-inch main line that was constructed in 1932 based on age, water quality issues, and condition of existing facilities. In December 2018 and February 2019, the 12-inch main pipeline broke causing system outages and water loss.

MNS will perform an alignment and scoping study to develop and evaluate alternative pipeline projects which will allow for the abandonment of the existing facilities of concern and provide in a draft and final report detailing the basis for future detailed design.

The scope includes:

- Project management and meetings
- Data gathering and information review
- Positive utility locating
- Alternatives evaluation
- Hydraulic modeling
- Draft and final report

**BUDGET IMPACT:**

The Ojai 12-Inch Pipeline Project was not included in the FY 18-19 budget because the District's 2018 Condition Based Assessment and Water Master Plan for the Ojai Water System did not provide a final list of recommendations until November 2018. The cost for professional engineering services to perform the alignment and project scoping study for the Ojai 12-inch Pipeline Project is \$72,230.

Attachment(s):

Proposal from MNS dated March 5, 2019.

**March 5, 2019**

Casitas Municipal Water District  
**Attention: Virgil Clary, Civil Engineer**  
1055 Ventura Avenue  
Oak View, CA 93022

**SUBJECT: Proposal for Professional Engineering Services – Alignment and Project Scoping Study for the 12-Inch Cast Iron Transmission Main Replacement**

Dear Virgil:

Thank you for the opportunity to submit this proposal to provide professional engineering services to complete the Alignment and Project Scoping Study for the 12-Inch Cast Iron Transmission Main Replacement (Project) for the Casitas Municipal Water District (Casitas, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this project.

### Project Understanding

This work is the first step in implementing projects B1 and B9 as described in the District's Water Master Plan (WMP) to develop a reliable conveyance pipeline between the District's Mutual Well Field site to the the Arbolada Reservoir. Project B1 includes replacement of approximately 14,400 linear feet of existing 12-inch cast iron transmission pipeline. Project B9 includes replacement of approximately 475 linear feet of existing 8-inch steel pipeline with 12-inch pipeline. The existing pipeline alignment extend from the District's Mutual Well Field site to the the Arbolada Reservoir along multiple streets including: Grand Avenue; North Montgomery Street; West Aliso Street; Foothill Road; Palomr Road; and Del Norte Road. The existing 12-inch transmission main was installed in 1932; it is in poor condition and a section of pipe burst as recently as February of 2019. The existing 8-inch steel pipe was installed in 1920, and is due for replacement. The 8-inch pipeline may have been replaced, but no records of the replacement are available.

The goal of the Alignment and Scoping Study is to develop and evaluate alternative pipeline projects which will allow for the abandonment of existing failing 8- and 12-inch pipeline infrastructure while meeting District's conveyance and infrastructure goals. Alternatives to be evaluated include:

- Installation of new transmission pipelines parallel to the existing alignment
- Installation of new transmission pipelines along various alternative alignments, including alignments which will eliminate the need for other capital work identified in the WMP, such as portions of projects B6, A9, and B5.
- Reuse/repurposing portions of existing Casitas transmission/distribution pipelines

These alternatives will be explored in a draft and final Alignment and Project Scoping Study Letter Report (Report). Our final Report will provide a recommended project and provide the basis for future detailed design.

### Project Approach

MNS will work efficiently and effectively to develop a clear path forward for the District. Our alternatives review will be comprehensive to identify and recommend the best project to meet project goals.

We will initiate the work by developing a strong understanding of existing infrastructure elements which may be involved in the project. This will include a review of existing GIS data and atlas maps, collection and review of record drawings, review of water main break data, pipeline condition assessment data and pipeline coupons, prior planning documents, and site visits with District staff to verify the collected information.



Based on the collected information, MNS will develop up to six alignment alternatives, including sub-alternatives, documenting proposed pipe projects which may be suitable to meet the Project needs. These alternatives will be submitted to the District for concurrence prior to detailed evaluation. Once the alternatives are established, each will be evaluated based on the following criteria:

- Construction cost
- Conveyance capacity for existing and future needs
- Ability to abandon existing infrastructure
- Ability to transfer individual services from existing pipelines
- Condition/anticipated lifespan of reused Casitas infrastructure (if applicable)
- Potential for major utility conflicts
- Potential impacts to heritage trees
- Land acquisition requirements
- Other construction challenges including bypassing requirements
- Impacts to the public during construction
- Conflicts with paving moratoriums
- Permitting requirements

To determine if a potential project satisfies conveyance capacity requirements, MNS will utilize the District's hydraulic model to verify the ability of the alternative to meet conveyance capacity goals, and to recommended pipe sizing.

We will leverage our existing contacts and relationships with utility owners to obtain record drawings and atlas maps for the various projects in a timely manner. This information will allow us to identify potential significant utility conflicts. We will also utilize our collected data from prior and existing projects which overlap this project to expedite the utility locating process. Current MNS projects include A2, A8, B5, and B19 as documented in the WMP.

Each alternative will be evaluated utilizing a categorically weighted evaluation matrix, color coded to enhance understanding. We will coordinate with the District to develop relative weighting for each of the proposed evaluation criteria. Based on the completed evaluation, we will rank the various alternatives for discussion with the District.

Once a short list of project alternatives has been determined, MNS will perform positive utility locating (potholing) at critical utility crossings, utility corridors, and tie-in points to verify existing conditions and clarify potential conflicts. Potholing the existing pipeline within project B9 will also be considered to verify if the existing pipe in this area has been replaced. The results of the alternatives development and evaluation will be summarized in a Report to the District. The Report will discuss project implementation schedules, incorporating considerations for phased implementation based on discussion with the District.

Geotechnical and topographic survey services are not required at this time to identify and recommend a project. Geotechnical and mapping services will be required during future phases of work.

### Scope of Work

MNS proposes to perform the Scope of Work described to provide engineering design services for the Alignment and Project Scoping Study for the 12-Inch Cast Iron Transmission Main Replacement project. A brief description of tasks and responsibilities are described below.

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

This task includes Project Management, quality assurance/quality control, and meetings associated with the Project.



### **Subtask 1.1 – Project Management**

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

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

### **Subtask 1.2 – Quality Assurance/Quality Control**

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

### **Subtask 1.3 – Meetings**

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

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

- Project Kick-off Meeting
- Report Review Meeting

The Project Manager and Project Engineer will attend each meeting.

## **Task 2 – Background Research**

MNS will develop an understanding of existing conditions within the project area to provide a basis for alternatives development and evaluation.

### **Task 2.1 – Background Research**

MNS staff will work with the District to obtain and review record drawings, water main break data, pipeline condition assessment data and pipeline coupons, and prior planning documents. We have budgeted for one day of staff time to review existing documents at the Districts office with the Casitas project manager, and one additional day to conduct site visits with operations staff of the potential project alignments to verify collected information.

### **Task 2.2 - Utility Research**

MNS will contact utility agencies with below-grade facilities in the project areas to obtain atlas maps and other available information regarding the type, size, location, material, and depth of existing utilities. We have assumed Casitas will pay the fees associated with these requests. Based on an initial design look-up through the USA Digalert system, the following utility agencies may have facilities in the project areas:

- AT&T
- Charter/Spectrum
- Ojai Valley Sanitary District
- Southern California Edison
- Southern California Gas



Information received will be used to verify alternative pipeline alignments do not substantially conflict with other utilities. It is anticipated this information will also be used to develop a base map during future detailed design.

### **Task 3 – Positive Utility Locating “Potholing” (Optional)**

If required, we will assist the District with potholing key utility crossings, corridors, and tie-in points. We will contract with an excavation contractor to conduct this work. We will coordinate with USA Digalert to mark out utilities prior to potholing. Our project engineer, Bryce Swetek, will be on-site during potholing activities to document depths, size, and material of the pipes.

We anticipate the need of an encroachment permit from the City of Ojai to perform the work. In addition, it is anticipated the work will be subject to a preliminary archaeological assessment (PAA). We have budgeted \$20,000 for this potholing effort, with exact scope to be determined based on project alternatives and recommendations.

### **Task 4 – Alternatives Development, Coordination, and Evaluation**

Utilizing our understanding of the Casitas and Ojai Water Systems, MNS will identify up to six alternative pipeline projects which have the potential to meet the District’s goals. We will develop figures documenting the project alternatives for submittal to the District for concurrence of the alternatives. Once the alternatives to be evaluated have been finalized, we will conduct hydraulic evaluation of the proposed alternatives as discussed in Task 5 and develop recommended pipe sizing.

Based on the recommendations of the hydraulic modeling work, MNS will conduct a thorough evaluation of the alternatives as discussed in the Project Approach section of this proposal.

### **Task 5 – Hydraulic Modeling**

MNS will import the District’s hydraulic model of the Ojai Water System and the Casitas Water System and verify functionality of each scenario within the model to gain an understanding of the operation of relevant portions of the systems. We assume various scenarios exist within the model to provide an evaluation of the proposed system modifications, and all required information and set points are provided as basis for the hydraulic evaluation are already established and calibrated in the model.

For each of the identified alternatives, we will develop a modification to the existing system geometry, and run the established scenarios to establish pipe sizes for proposed system modifications to accomplish project goals.

### **Task 6 – Draft and Final Report**

MNS will develop a Report to document the project background, develop alternatives, and evaluate the same as discussed in the Project Approach section of this proposal; a recommended project will be provided. The Report will be submitted in draft format for the District’s review. Following the District’s review and receipt of consolidated comments, MNS will lead a Report review meeting with the District prior to finalizing the Report. The final Report will be stamped and signed by a Professional Civil Engineer registered in the State of California. We will submit electronic documents upon completion of the work.



### Work Plan and Time Frame

We are prepared to meet or exceed the schedule provided in the following table, assuming a Notice to Proceed date of April 1, 2019.

Project Kickoff	Week of April 1, 2019
Background Research	April 1 – April 19, 2019
Alternatives Development and Coordination	April 22 – May 3, 2019
Hydraulic Modeling (By Others)	May 6 – May 24, 2019
Alternatives Evaluation	May 27 – June 7, 2019
Draft Report Submittal	June 14, 2019
District Review	2 Weeks
Draft Report Review Meeting	July 3, 2019
Final Report Submittal	July 19, 2019

### Fees

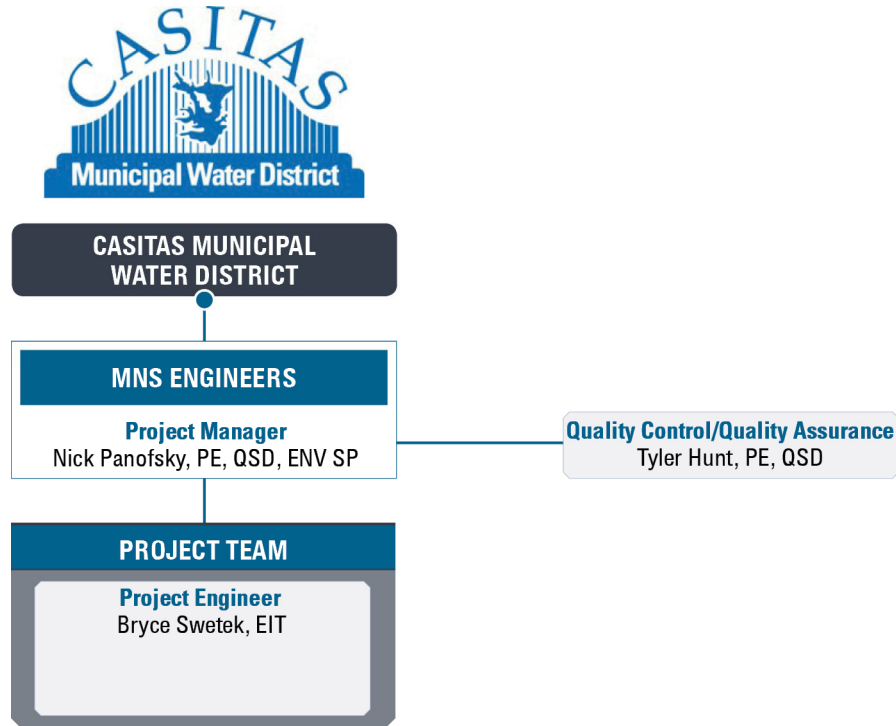
MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$72,230**, or **\$52,230** if potholing work is excluded. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Schedule of Fees, also included as an attachment.

<b>Task</b>	<b>Fee</b>
Task 1 – Project Management, QA/QC, and Meetings	\$6,780
Task 2 – Background Research	\$8,075
Task 3 – Positive Utility Locating “Potholing” (Optional)	\$20,000
Task 4 – Alternatives Development, Coordination, and Evaluation	\$15,420
Task 5 – Hydraulic Modeling	\$9,720
Task 6 – Draft and Final Report	\$12,235
<b>Total</b>	<b>\$72,230</b>

### Project Team

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





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

### Closing

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

Sincerely,  
**MNS Engineers, Inc.**



Nick Panofsky, PE  
Supervising Engineer

### Attachments:

- Attachment A: Detailed Fee Estimate
- Attachment B: MNS Schedule of Fees





Casitas Municipal Water District  
 Alignment and Project Scoping Study for the  
 12-Inch Cast Iron Transmission Main Replacement



		ENGINEERING				Total Resource Hours	Total Hours* Rates	SUBCONSULTANTS			Reimbursable Expenses	MNS Engineers	Reimbursable Expense Costs	Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
		2018-19 Rate	Supervising Engineer	Supervising Engineer	Project Engineer			Associate Engineer	Subconsultant Participation	Utility Locating Contractor							
<b>1 – Project Management, Quality Assurance/Quality Control, and Meetings</b>	<b>Task 1</b>												<b>Task 1</b>				
1.1 Project Management	Task 1.1		12			12	\$2,340	Task 1.1	\$0	\$0	Task 1.1	\$0	Task 1.1	\$2,340	\$0	\$2,340	
1.2 Quality Assurance/Quality Control	Task 1.2			8		8	\$1,560	Task 1.2	\$0	\$0	Task 1.2	\$0	Task 1.2	\$1,560	\$0	\$1,560	
1.3 Meetings	Task 1.3		8		8	16	\$2,880	Task 1.3	\$0	\$0	Task 1.3	\$0	Task 1.3	\$2,880	\$0	\$2,880	
	<b>Task 1 Subtotal</b>		<b>20</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>36</b>	<b>\$6,780</b>		<b>\$0</b>	<b>\$0</b>					<b>\$6,780</b>	
<b>2 – Background Research</b>	<b>Task 2</b>												<b>Task 2</b>				
2.1 Background Research	Task 2.1		6		24	30	\$5,130	Task 2.1	\$0	\$0	Task 2.1	\$0	Task 2.1	\$5,130	\$0	\$5,130	
2.2 Utility Resarch	Task 2.2		2		12	14	\$2,370	Task 2.2	\$0	\$0	Task 2.2	\$500	\$500	\$2,370	\$575	\$2,945	
	<b>Task 2 Subtotal</b>		<b>8</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>44</b>	<b>7,500</b>		<b>\$0</b>	<b>\$500</b>	<b>\$500</b>				<b>\$8,075</b>	
<b>3 – Positive Utility Locating "Potholing" (Optional)</b>	<b>Task 3</b>												<b>Task 3</b>				
3.1 Positive Utility Locating "Potholing" (Optional)	Task 3.1					0	\$0	Task 3.1	\$20,000	\$20,000	Task 3.1	\$0	Task 3.1	\$0	\$20,000	\$20,000	
	<b>Task 3 Subtotal</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>		<b>\$20,000</b>	<b>\$20,000</b>		<b>\$0</b>	<b>\$0</b>			<b>\$20,000</b>	
<b>4 – Alternatives Development, Coordination, and Evaluation</b>	<b>Task 4</b>												<b>Task 4</b>				
4.1 Alternatives Development, Coordination, and Evaluation	Task 4.1		16		60	16	\$15,420	Task 4.1	\$0	\$0	Task 4.1	\$0	Task 4.1	\$15,420	\$0	\$15,420	
	<b>Task 4 Subtotal</b>		<b>16</b>	<b>0</b>	<b>60</b>	<b>16</b>	<b>\$15,420</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>			<b>\$15,420</b>	
<b>5 – Hydraulic Modeling</b>	<b>Task 5</b>												<b>Task 5</b>				
5.1 Hydraulic Modeling	Task 5.1		16		40	56	\$9,720	Task 5.1	\$0	\$0	Task 5.1	\$0	\$0	\$9,720	\$0	\$9,720	
	<b>Task 5 Subtotal</b>		<b>16</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>56</b>	<b>9,720</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$9,720</b>	
<b>6 – Draft and Final Report</b>	<b>Task 6</b>												<b>Task 6</b>				
6.1 Draft and Final Report	Task 6.1		16		40	16	\$12,120	Task 6.1	\$0	\$0	Task 6.1	\$100	\$100	\$12,120	\$115	\$12,235	
	<b>Task 6 Subtotal</b>		<b>16</b>	<b>0</b>	<b>40</b>	<b>16</b>	<b>72</b>	<b>\$12,120</b>		<b>\$0</b>	<b>\$0</b>		<b>\$100</b>	<b>\$100</b>		<b>\$12,235</b>	
	<b>Sub-Total</b>		<b>76</b>	<b>8</b>	<b>184</b>	<b>32</b>	<b>\$ 51,540</b>	<b>Sub-Total</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>Sub-Total</b>	<b>\$600</b>	<b>\$600</b>	<b>Grand Total</b>	<b>\$51,540</b>	<b>\$20,690</b>	<b>\$72,230</b>
			<b>Cost</b>	<b>\$14,820</b>	<b>\$1,560</b>	<b>\$30,360</b>	<b>\$4,800</b>										



## 2018 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$250
Senior Project/Program Manager.....	235
Project/Program Manager.....	200
Assistant Project/Program Manager.....	175
Senior Project Coordinator.....	150
Project Coordinator.....	120

### ENGINEERING

Principal Engineer.....	\$235
Lead Engineer.....	210
Supervising Engineer.....	195
Senior Project Engineer.....	180
Project Engineer.....	165
Associate Engineer.....	150
Assistant Engineer.....	135

### SURVEYING

Principal Surveyor.....	\$220
Supervising Surveyor.....	195
Senior Project Surveyor.....	170
Project Surveyor.....	150
Senior Land Title Analyst.....	145
Associate Project Surveyor.....	135
Assistant Project Surveyor.....	125
Party Chief.....	150
Chainperson.....	130
One-Person Survey Crew.....	180

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$250
Senior Construction Manager.....	235
Resident Engineer.....	210
Structure Representative.....	185
Construction Manager.....	185
Assistant Resident Engineer.....	160
Construction Inspector (PW).....	148
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$160
Supervising Technician.....	145
Senior Technician.....	130
Engineering Technician.....	100

### ADMINISTRATIVE SUPPORT

Administrative Analyst.....	\$110
IT Technician.....	105
Graphics/Visualization Specialist.....	95
Administrative Assistant.....	70

### GOVERNMENT SERVICES

City Engineer.....	\$200
Deputy City Engineer.....	185
Assistant City Engineer.....	175
Plan Check Engineer.....	160
Permit Engineer.....	140
City Inspector.....	125
City Inspector (PW).....	148
Principal Stormwater Specialist.....	150
Senior Stormwater Specialist.....	135
Stormwater Specialist.....	120
Stormwater Technician.....	110
Building Official.....	150
Senior Building Inspector.....	138
Building Inspector.....	125
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate and will include all time for research, deposition, court appearance and expert testimony.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law.

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** MICHAEL FLOOD, GENERAL MANAGER  
**FROM:** JULIA ARANDA, ENGINEERING MANAGER  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT FOR VENTURA-SANTA BARBARA COUNTIES INTERTIE ENVIRONMENTAL CONSULTING SERVICES  
**DATE:** 03/27/19

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**RECOMMENDATION:**

It is recommended the Board of Directors authorize the General Manager to enter into an agreement for professional environmental consulting services with Rincon Consultants for the Ventura-Santa Barbara Counties Intertie for a fee not to exceed \$98,559.

**BACKGROUND AND DISCUSSION:**

A Notice of Interest (NOI) under the Hazard Mitigation Grant Program (HMGP) for the Ventura-Santa Barbara Counties Intertie project, was submitted to California Office of Emergency Services (Cal OES). The project includes approximately 8,200 feet of 16-inch pipeline and a 1,200 gallon-per-minute (gpm) bi-directional pump station, to connect the Carpinteria Valley Water District (CVWD) and Casitas systems near the Ventura-Santa Barbara Counties border. The Board approved an agreement with Water Works Engineers at their meeting of February 27, 2019 to provide engineering services for the project.

To support and strengthen the HMGP grant subapplication, the District requested a proposal from Rincon Consultants to prepare an Initial Study and Mitigated Negative Declaration (IS/MND) for compliance with the California Environmental Quality Act (CEQA). Their proposal includes the following tasks:

<b>Task</b>	<b>Estimated Fee</b>
1 – Project Initiation	\$2,532
2 – Biological Resources Assessment	\$7,914
3 – Cultural Resources Technical Study	\$10,103
4 – Paleontological Resources Assessment	\$2,131
5 – Administrative Draft IS/MND	\$23,449
6 – Public Review Draft IS/MND	\$4,171
7 – Final IS/MND	\$5,671
8 – Regulatory Permitting	\$24,821
9 – Federal Clean Air Act Conformity Analysis	\$3,755
10 – Public Meeting/hearing	\$2,482
11 – Project Management	\$9,620
12 – AB52 Consultation Assistance	<u>\$1,910</u>
<b>TOTAL</b>	<b>\$98,559</b>

Rincon will perform their work in concert with the preliminary design performed by Water Works Engineers. Much of Rincon's work will be dependent on clear project description, location, and project features in the facility design.

**BUDGET IMPACT:**

This project was not included in the fiscal year 2018-19 budget. To assure the CEQA work is completed in a timely fashion to meet the anticipated grant deadline, it is recommended to authorize the work at this time and include funding in fiscal year 19-20 to complete.

Attachment: Proposal from Rincon Consultants dated March 14, 2019



Rincon Consultants, Inc.

180 North Ashwood Avenue  
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

March 14, 2019  
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: Proposal to Provide Environmental Consulting Services for the Ventura-Santa Barbara Intertie Project, Ventura and Santa Barbara County**

Dear Ms. Aranda:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to provide environmental consulting services for the Casitas Municipal Water District (CMWD) for the Ventura-Santa Barbara Intertie Project (project), located in unincorporated portions of Ventura and Santa Barbara counties.

## Understanding of the Project

CMWD is proposing the construction and operation of a 6,000- to 10,000-foot-long, 16-inch-diameter potable water pipeline and associated pump station. The pipeline will act as a two-way emergency intertie to allow the sharing of water between CMWD and Carpinteria Valley Water District during emergencies brought upon by drought, fires, earthquakes, etc.

The pipeline alignment has yet to be finalized; however, this scope of work and cost estimate assumes the alignment will be determined prior to initiation of the scope of work included in this proposal. The vast majority of the pipeline will be installed under existing roadways, including Highways 150 and/or 192, which are maintained by the California Department of Transportation (Caltrans). The pipeline will also be required to cross Rincon Creek. CMWD has yet to determine the precise location of the creek crossing nor the method for crossing the creek (e.g., horizontal directional drilling, bridge crossing).

The project site is situated in a rural area comprised of orchards and scattered single-family residences. As observed during a site visit conducted by Rincon on March 5, 2019, the roadways beneath which the pipeline will be installed are two lanes (one lane in each direction) and have little to no shoulders. Along the roadways is generally heavily vegetated with a variety of mature trees and shrubs, including oak trees.

It is also our understanding CMWD is intending to pursue project funding through the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program, which is administrated with the assistance of the California Office of Emergency Services (Cal OES). This scope of work and cost estimate include tasks to assist CMWD with meeting the requirements for federal funding through the Hazard Mitigation Grant Program.



## Scope of Work

Rincon anticipates an Initial Study and Mitigated Negative Declaration (IS-MND) will be the appropriate California Environmental Quality Act (CEQA) compliance document for the project. However, if the analysis conducted as part of the IS identifies an environmental impact which may potentially be significant or if an identified significant impact cannot be mitigated to less than significant levels, we will contact CMWD immediately to discuss an appropriate course of action.

The following tasks are included as part of our proposed scope of work.

### Task 1. Project Initiation

Upon authorization to proceed, Rincon staff will review project-related plans and technical studies and schedule a meeting with CMWD staff. During the kickoff meeting, Rincon and CMWD staff will confirm the approach to the environmental evaluation, review the overall project schedule, and establish a communication protocol. Based on past experience with CMWD, we assume the preferred IS environmental checklist questions/thresholds will be the revised CEQA Guidelines Appendix G environmental checklist, which became effective on December 28, 2018.

### Task 2. Biological Resources Assessment

Rincon will prepare a Biological Resources Assessment (BRA) for the project. Rincon will first conduct a literature and database review, including review of the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database to determine if there are any recorded observations of special status species or natural terrestrial communities, or other special status biological resources within five miles of the project site. We will also review any readily available maps, photographs, and other relevant materials to better characterize the existing biological resources on the project site and in the vicinity. In addition, we will review the United States Fish and Wildlife Service's (USFWS) Critical Habitat Portal, the California Native Plant Society's Inventory of Rare and Endangered Plants of California, CDFW's Special Animals List, and relevant federal, state, and local plans, ordinances, policies, and regulations.

Rincon will perform a reconnaissance-level site visit ("windshield survey") to map the existing vegetation communities and land cover types, as well as assess the potential of occurrence at the project site for sensitive biological resources, including special status species, sensitive natural terrestrial communities, wetlands and drainages, protected trees (specific to local ordinance), and wildlife connectivity/movement features.

Rincon will present the findings of the literature review and windshield survey in a BRA. The BRA will be designed to support CEQA environmental review and will address the CEQA Guidelines Appendix G environmental checklist questions for biological resources. The BRA will include an introduction, a discussion of existing conditions and applicable regulatory requirements, an analysis of potential direct and indirect impacts to biological resources, and, if required, mitigation measures to avoid or minimize significant impacts.

Rincon will submit electronic versions of the BRA to CMWD for review. Rincon will revise the report based on one round of consolidated comments from CMWD, to be provided in an electronic, editable format.



### Task 3. Cultural Resources Technical Study

Because CMWD is planning to pursue federal funding through the FEMA Mitigation Hazard Grant Program, the project will be required to comply with Section 106 of the National Historic Preservation Act (NHPA). Accordingly, the cultural resources study for this project will be completed in accordance with Section 106 standards, in addition to addressing the CEQA Guidelines Appendix G environmental checklist items for cultural resources.

#### Records Searches

Rincon will prepare an Area of Potential Effects (APE) map delineating both an area of direct impacts (i.e., all areas of project ground disturbance including staging areas) and area of indirect effects (e.g., visual effects). For cost-estimating purposes, Rincon assumes the APE for the project will be limited to the construction footprint.

Rincon will conduct a California Historical Resources Information System records search of the project APE plus a 0.5-mile radius surrounding the APE at the Central Coastal Information Center (CCIC) at University of California, Santa Barbara and the South Central Coastal Information Center (SCCIC) at California State University, Fullerton. The records searches will identify cultural resources known to exist on or near the project site, as well as the nature and extent of previously conducted cultural resources studies. We assume direct expenses for the CCIC and SCCIC records searches will not exceed \$1,000.

In addition, Rincon will request a search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC). The SLF search will indicate whether cultural resources important to Native Americans are present within the vicinity of the APE. The NAHC will also provide a contact list of Native American groups who may have interest in the project area. Rincon will prepare and mail a letter to each of these Native American groups, requesting the groups provide information on known tribal cultural resources in the project area. Rincon will conduct up to two telephone calls to each contact to demonstrate "good-faith" efforts to follow-up. This effort will not satisfy the requirements of Assembly Bill (AB) 52, which requires government-to-government consultation between CEQA lead agencies and Native American tribes who have requested to be contacted pursuant to AB 52. If desired, Rincon can provide AB 52 assistance to CMWD (refer to Optional Task 12).

Rincon will also contact local governments and local historic groups regarding their knowledge of historic properties in the immediate vicinity of the APE. Up to two additional telephone calls to each group will be conducted to demonstrate "good-faith" efforts to follow-up.

#### Pedestrian Survey

Upon completion of the records searches, Rincon will conduct a Phase I intensive pedestrian survey of APE. The survey will be conducted using transects spaced at maximum intervals of 15 meters with transect accuracy maintained through use of a hand-held global positioning system (GPS) unit. Developed areas (e.g., paved roadways) will be subject to a windshield survey (i.e., inspection by vehicle). For cost-estimating purposes, Rincon assumes the survey will not identify any cultural resources (archaeological, historical, or built environment) requiring recordation or updating. Should cultural resources be identified during the records searches or survey which require recordation or updating, a contract amendment will be necessary. This scope of work does not include subsurface testing or the collection of artifacts, samples, or specimens during the survey.



## Technical Report

Rincon will prepare a technical report documenting the results of the cultural resources study, as well as provide management recommendations for cultural resources within or near the project APE. The report will be prepared following the California Office of Historic Preservation's *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format* and in accordance with CEQA and NHPA Section 106 requirements. The report will include figures depicting the area surveyed and studied for cultural resources. Rincon will submit electronic versions of the technical report to CMWD for review. Rincon will revise the report based on one round of consolidated comments from CMWD, to be provided in an electronic, editable format.

## Task 4. Paleontological Resources Assessment

Rincon will conduct a paleontological resources assessment to identify the geologic units which may be impacted by project construction, determine the paleontological sensitivity of impacted geologic units assess the potential for significant impacts to paleontological resources, and, if needed, recommend mitigation measures to avoid or minimize such impacts. The paleontological resources assessment will consist of a fossil locality records search and a review of existing geologic maps and literature regarding fossiliferous geologic units within the project area. This scope of work does not include a paleontological field survey. For cost-estimating purposes, we assume the direct cost of the locality search will not exceed \$300. Results of the paleontological resources assessment will be documented in the IS-MND; a standalone technical report will not be prepared.

## Task 5. Administrative Draft IS-MND

Rincon will prepare an administrative Draft IS-MND using CMWD's preferred format, supplemented as appropriate by the 2019 CEQA Guidelines Appendix G environmental checklist. Rincon will incorporate information from relevant and available technical studies to assist in addressing checklist issues. Where appropriate, impacts will be quantified in relation to established thresholds of significance. A determination of significance will be made for each issue area and mitigation measures will be provided as necessary for identified significant effects. Although each topic will be discussed in appropriate detail in the IS, we anticipate key issue areas for the project will include air quality, biological resources, cultural resources, greenhouse gas (GHG) emissions, noise, and transportation.

- **Air Quality.** The project site is located in the South Central Coast Air Basin and traverses the jurisdictions of both the Ventura County Air Pollution Control District (APCD) and the Santa Barbara County APCD. Rincon will analyze the impacts of construction and operational criteria pollutant emissions, and the analysis will be prepared in accordance with the methodologies and significance thresholds set by the two APCDs. Analysis will include discussions of temporary construction impacts and long-term operational impacts. Criteria pollutant emissions associated with construction of the pipeline will be estimated using the California Emissions Estimator model (CalEEMod) and consistency with the APCDs' construction-related rules and regulations will be evaluated. This analysis will include an assessment of dust generation associated with trenching, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and material delivery, as applicable). The modeling will be based on grading estimates, a general construction schedule, and a list of anticipated construction equipment to be provided by CMWD, although we can also make general assumptions if such project-specific information is not available. Rincon will also quantify criteria pollutant emissions related to the long-term operation of the pump station, as well as maintenance of the pipeline. In addition, Rincon will assess the project's consistency with the





Ventura County ACPD's Air Quality Management Plan and Santa Barbara APCD's Air Quality Attainment Plan. If significant air quality impacts are identified, mitigation measures will be developed to avoid or minimize impacts to less than significant levels. The Federal Clean Air Act (FCAA) Conformity Analysis will be conducted under Task 9.

- **Biological Resources.** The analysis of impacts to biological resources will be based on the BRA to be prepared under Task 2.
- **Cultural Resources.** The analysis of impacts to cultural resources will be based on the Cultural Resources Technical Study to be prepared under Task 3.
- **GHG Emissions.** Rincon will analyze impacts associated with construction and operational GHG emissions from the project, as well as project consistency with available local plans. The analysis will quantitatively assess project-related GHG emissions using CalEEMod. Rincon will briefly describe the status of applicable regulations such as AB 32 (Global Warming Solutions Act), Senate Bill (SB) 97, and SB 32, taking into account the SB 32 GHG reduction target of 40 percent below 1990 levels by 2030. If significant GHG emissions impacts are identified, mitigation measures will be developed to avoid or minimize such impacts to less than significant levels. The scientific knowledge, governmental regulations, and case law surrounding the analysis of GHG emissions under CEQA is constantly evolving and is currently being litigated in a variety of court cases across California. Additionally, lead agencies have discretion to develop their preferred approach to performing climate change analysis for projects and may adjust their views on acceptable methodologies on pace with changes in scientific knowledge and regulatory schemes. As such, the appropriate methodologies to evaluate the significance of project-level GHG emissions are subject to change at any time. This scope of work represents Rincon's best understanding of currently accepted methodologies. If the lead agency makes changes to its approved approach during execution of this scope of work, a budget amendment may be required to complete the GHG emissions analysis for this project.
- **Noise.** Rincon will quantitatively analyze noise and vibration impacts associated with project construction and operation. Potentially affected noise-sensitive receptors include single-family residences as close as 130 feet from the project alignment. Rincon will use an ANSI Type II integrating sound level meter to record up to four 15-minute noise measurements on and around the project site to establish ambient noise conditions. The analysis of temporary noise and vibration impacts associated with construction will be based upon typical construction noise and vibration levels and standard noise and vibration attenuation factors. Construction noise will be modeled using the Federal Highway Administration's Roadway Construction Noise Model. Noise and vibration levels associated with construction activities will be quantified at the nearest sensitive receptors. Rincon will also evaluate the temporary noise impacts associated with delivery and material truck trips on haul routes during project construction. In addition, Rincon will calculate noise impacts from long-term operation of the pump station. If detailed information about the pump station (e.g., electric or diesel, location, pump size) is available, Rincon will calculate noise impacts from operation of the pump station. If detailed information is not available at the time of analysis, Rincon will conduct an operational noise constraints analysis with mitigation measures. The exposure of nearby sensitive receptors to noise will be evaluated against applicable noise thresholds. The applicable threshold will be determined in consultation with CMWD; these potentially include thresholds established by the counties of Ventura and Santa Barbara. If noise impacts are determined to be significant, mitigation measures will be developed to avoid or minimize impacts to less than significant levels.



- **Transportation.** This scope of work does not include a quantitative traffic/transportation study; instead, the transportation analysis will qualitatively describe potential impacts associated with construction and operation of the project. Because the pipeline will mostly be installed within existing two-lane roadways with little to no shoulders, it is assumed construction of the pipeline will require lane closures throughout the construction period. Accordingly, mitigation in the form of preparation and implementation of a traffic management plan during construction will likely be warranted. This analysis will also briefly discuss long-term transportation impacts during operation of the project.

Although the project site is located in an area primarily used for agricultural purposes, significant impacts to agricultural resources are not likely to occur, as the pipeline will be installed beneath existing roadways and traversing Rincon Creek. In addition, although the location of the pump station is currently unknown, Rincon assumes the façade of the pump station building will be neutral in color and appearance and shielded from viewers with fencing and/or landscaping in a manner which would result in less than significant impacts to aesthetics.

Rincon will submit electronic versions of the administrative Draft IS-MND for CMWD's review. Rincon will revise the report based on one round of consolidated comments from CMWD, to be provided in an electronic, editable format.

## Task 6. Public Review Draft IS-MND

Rincon will prepare the Administrative Public Review Draft IS-MND upon confirmation from CMWD all previous comments have been adequately addressed. An electronic pdf version will be submitted to CMWD for final approval. Rincon will provide a PDF electronic version of the public review Draft IS-MND for posting on CMWD's website and print and distribute up to 20 hardcopies of the Draft IS-MND to the State Clearinghouse and responsible/concerned agencies on behalf of CMWD. Rincon will also file a Notice of Intent (NOI) to Adopt an MND with the Ventura and Santa Barbara County Clerks. We assume CMWD 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.

## Task 7. Final IS-MND

Upon receipt of public comments on the Draft IS-MND, Rincon will prepare draft responses to comments and the administrative Final IS-MND for CMWD review. We assume minimal public comments on the Draft IS-MND will be received due to the rural setting of the project area and the project type (potable water pipeline for emergency purposes). However, if there are 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 CMWD review. Rincon will revise the Final IS-MND based on one round of consolidated comments from CMWD to be provided in an electronic, editable format. Rincon will then provide electronic versions of the finalized document for CMWD approval. Rincon will provide



up to 10 hardcopies of the Final IS-MND for CMWD to distribute. Upon adoption of the Final MND, Rincon will prepare and file with the State Clearinghouse and County Clerks the Notice of Determination (NOD). We assume CMWD will be responsible for paying applicable filing fees.

## Optional Task 8. Regulatory Permitting

The crossing of Rincon Creek by the proposed pipeline will likely trigger the need for CMWD to obtain one or more regulatory permits. Rincon will complete a jurisdictional delineation at the creek crossing area (Subtask 8.1), and, based on the method used to cross the creek, will prepare applications/notifications for compliance with the Clean Water Act (Sections 404 and/or 401) and/or California Fish and Game Code (Section 1602), as necessary. Similarly, Rincon will prepare a Biological Assessment (BA) for use during federal Endangered Species Act (ESA) Section 7 consultation for potential impacts to California red-legged frog, steelhead, tidewater goby, southwestern willow flycatcher, and least Bell's vireo (Subtask 8.2).

### Subtask 8.1. Jurisdictional Delineation Report

Rincon will conduct a jurisdictional delineation of waters of the U.S. and state of California, including wetlands, on the project site using the most current guidance provided by the regulatory agencies. Wetlands within the project site will be classified, documented, and mapped in general accordance with *Corps of Engineers Wetlands Delineation Manual* and *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region*. The Ordinary High Water Mark will be delineated in general accordance with the methods prescribed in *A Field Guide to the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the Western United States* and *Updated Datasheet for the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the Western United States*. Rincon will delineate the boundaries of jurisdictional features with special emphasis on features subject to jurisdiction by the United States Army Corps of Engineers (USACE), State Water Resources Control Board (SWRCB), and CDFW. The results of the delineation will be presented in a standalone report suitable for submittal as an attachment to the permit applications (see Subtasks 8.3 through 8.5). Rincon will submit electronic versions of the report for CMWD review. The report will be revised based on one round of consolidated comments from CMWD to be provided in an electronic, editable format.

### Subtask 8.2. Biological Assessment

Rincon will prepare a BA in accordance with the requirements of Section 7(a)(2) of the federal ESA (16 United States Code 1536(c)) and interagency implementing regulations at 50 Code of Federal Regulations 402. The BA will serve to facilitate Section 7 consultation between the USACE and USFWS as part of the Section 404 Permit (Subtask 8.3). The BA will describe the methods and results of the previously conducted literature and database review, vegetation mapping, and field assessment, including a figure depicting vegetation communities, habitat types and any observations of federally listed species on the project site (which will be completed as part of the BRA [Task 2]). The BA will identify the potential for federally listed species and/or critical habitat to occur. The BA will also address effects to federally listed species, include conservation measures to reduce the likelihood and magnitude of identified effects, as well as include an effects determination for each federally listed species.



### **Subtask 8.3. Section 404 Permit Application**

If the project would impact USACE jurisdictional areas, Rincon will prepare an application for the USACE. Based on our understanding of the project, we believe a Nationwide Permit (NWP) 12, *Utility Line Activities*, will be the most applicable permit for the project to achieve compliance with CWA Section 404. We will provide CMWD with the completed application for review and, upon approval, we will submit the application on behalf of CMWD to the USACE Los Angeles District.

### **Subtask 8.4. Section 401 Water Quality Certification Application**

The need for an NWP will trigger the requirement for a Water Quality Certification from the SWRCB to achieve compliance with CWA Section 401. Under this task, Rincon will prepare and submit to CMWD for review an application for the SWRCB. The application will include all measures to be implemented to avoid or minimize water quality impacts from sedimentation during construction. Upon approval, Rincon will submit the application on behalf of CMWD to the SWRCB. It is assumed CMWD will be responsible for the application processing fee.

### **Subtask 8.5. Section 1602 Streambed Alteration Agreement Application**

If the project would impact CDFW jurisdictional areas, Rincon will prepare an application for issuance of a Streambed Alteration Agreement (SAA) pursuant to Section 1602 of the California Fish and Game Code. Rincon will prepare and submit an application for an SAA to CMWD for review. Upon approval, Rincon will submit the application on behalf of CMWD to CDFW. It is assumed CMWD will be responsible for payment of the notification fee.

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

The Federal Clean Air Act (FCAA) Conformity Analysis will be prepared to determine whether the project would exceed *de minimis* standards, as required for the environmental checklist for FEMA financial assistance.

The South Central Coast Air Basin is designated attainment/unclassified for all federal standards, with the exception of 8-hour ozone; the Ventura County portion of the South Central Coast Air Basin is designated nonattainment for 8-hour ozone. The project corridor extends into the Ventura County portion of the basin. The FCAA Conformity Analysis will include a summary of existing ambient air quality data from the nearest monitoring station to the project site, as well as a summary of the federal attainment status of the basin in the project area. The analysis will include both temporary construction and long-term operational emissions estimates for the project. Criteria pollutant emissions calculated in CalEEMod will be compared to applicable *de minimis* thresholds based on the South Central Coast Air Basin's federal attainment status. This evaluation will include an assessment of dust generation associated with excavation and grading, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and material delivery).

If the project would include new or expanded operation of stationary equipment, criteria pollutant emissions will be quantified using Rincon's in-house calculation spreadsheets using emission factors from the manufacturer, Santa Barbara APCD, Ventura County APCD, California Air Resources Board, United States Environmental Protection Agency, or other available sources. We assume the project's equipment details will be provided, such as manufacturer information, horsepower rating, and hours of operation. If construction or operational emissions would exceed *de minimis* thresholds, additional



measures to mitigate air quality impacts will be identified. If mitigated emissions exceed *de minimis* thresholds, the project may be subject to a State Implementation Plan conformity determination. For the purposes of this scope and cost we assume this will not be required. If necessary, Rincon can provide a separate scope of work and cost estimate to prepare an air quality impact analysis for a conformity determination which assesses the project's impacts to federal attainment status utilizing air dispersion analysis.

## Task 10. Public Meeting/Hearing

Rincon's Project Manager and/or Principal-in-Charge will attend up to one public meeting or hearing related to the IS-MND. Attendance will include an oral presentation, if requested by CMWD. 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 course of this scope of work, responding to telephone calls and emails regarding the project, monitoring the project budget and schedule, and other similar tasks.

## Optional Task 12. AB 52 Consultation Assistance

Under this optional task, Rincon will assist CMWD with consultation for AB 52 by providing CMWD 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.

## Schedule

Rincon will work with CMWD to provide submittals in a timely manner. Upon receipt of authorization to proceed, we will coordinate with CMWD to prepare a schedule for completion of the CEQA and regulatory permitting processes. Administrative draft versions of technical studies and the administrative Draft IS-MND can generally be submitted for review within six weeks of receipt of project site plans and other necessary background materials.

## Cost Estimate

Our cost estimate for the scope of work is **\$71,828**, excluding Optional Task 8 (Regulatory Permitting) and Optional Task 12 (AB 52 Consultation Assistance). With Optional Task 12 (AB 52 Consultation Assistance) included the overall cost is **\$73,738**. With both Optional Task 8 and Optional Task 12 included the overall cost is **\$98,559**. The table on the following page shows a breakdown of costs by task.



## Closing

This proposal is valid for a period of 30 days and is fully negotiable to meet the needs of CMWD. We appreciate the opportunity to assist CMWD with this project. Please let us know if you have any questions regarding this proposal.

Sincerely,  
Rincon Consultants, Inc.

Melissa J. Whittemore  
Senior Project Manager

Jennifer Haddow, PhD  
Principal Environmental Scientist



## RINCON CONSULTANTS, INC.

### Ventura-Santa Barbara Intertie Project

Environmental Services Program			
Tasks	Labor	Direct Expense	Budget
<b>Task 1. Project Initiation</b>	\$2,480	\$52	\$2,532
<b>Task 2. Biological Resources Assessment</b>	\$7,544	\$370	\$7,914
<b>Task 3. Cultural Resources Technical Study</b>	\$8,848	\$1,255	\$10,103
<b>Task 4. Paleontological Resources Assessment</b>	\$1,831	\$300	\$2,131
<b>Task 5. Administrative Draft IS-MND</b>	\$23,264	\$185	\$23,449
<b>Task 6. Public Review Draft IS-MND</b>	\$3,171	\$1,000	\$4,171
<b>Task 7. Final IS-MND</b>	\$5,171	\$500	\$5,671
<b>Optional Task 8. Regulatory Permitting</b>	\$23,261	\$1,560	\$24,821
<b>Task 9. Federal Clean Air Act Conformity Analysis</b>	\$3,755		\$3,755
<b>Task 10. Public Meeting/Hearing</b>	\$2,430	\$52	\$2,482
<b>Task 11. Project Management</b>	\$9,620		\$9,620
<b>Optional Task 12. AB 52 Consultation Assistance</b>	\$1,910		\$1,910
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 93,285</b>	<b>\$ 5,274</b>	<b>\$ 98,559</b>

### Direct Cost Summary

<b>Vehicle Costs</b>	\$ 614.00
<b>Standard Field Equipment Package</b>	\$ 190.00
<b>Sound Level Metering Field Equipment</b>	\$ 100.00
<b>Trimble GPS</b>	\$ 570.00
<b>Records Search Fees</b>	\$ 1,300.00
<b>Printing Fees</b>	\$ 2,500.00
<b>Subtotal Additional Costs:</b>	<b>\$ 5,274.00</b>

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**CASITAS MUNICIPAL WATER DISTRICT  
INTEROFFICE MEMORANDUM**

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**TO:** MIKE FLOOD, GENERAL MANAGER  
**FROM:** VIRGIL CLARY, CIVIL ENGINEER  
**SUBJECT:** PROFESSIONAL SERVICES FOR MUTUAL REPLACEMENT WELL  
**DATE:** MARCH 27, 2019

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**RECOMMENDATION:**

It is recommended:

1. The Board of Directors authorize a not to exceed amount of \$109,241 for professional hydrogeologic and construction management services associated with the design, construction, and testing of a replacement well at the District's Mutual Wellfield; and
2. The President of the Board execute the agreement for said work and the Board authorize staff to proceed with the administration of the contract.

**BACKGROUND AND DISCUSSION:**

The District acquired numerous potable water wells from Golden State Water Company in July 2017, which supply water to customers in Ojai.

Pueblo Water Resources, Inc. (Pueblo) completed an assessment of the District's groundwater production wells in May 2018 and prepared a groundwater supply augmentation assessment at the Mutual Wellfield in January 2019. Among the potential groundwater supply augmentation options identified by Pueblo was the replacement of one of the existing wells at the Mutual Wellfield. Because of the age, poor physical condition, and diminished production capacity, the replacement of an existing well with these characteristics increases groundwater production and reduces dependence on Lake Casitas.

Pueblo's scope of work includes:

- Project Management and Meetings
- Plans and Specifications
- Construction Management
- Reporting

**FINANCIAL IMPACT:**

The capital projects proposed for 2019/2020 include a budget of \$1,250,000 which includes

this scope of work. The request is for a budget authorization of \$109,241 based on items in Table 1. A contingency is also included in the event additional work is deemed necessary.

**Table 1 – Budget Request Summary**

Item	Budget
1 – Project Management	\$ 8,400
2 – Design and Permitting Support	\$ 21,540
3 – Construction Management	\$ 55,500
4 – Reporting	\$ 12,220
Equipment and Other Direct Costs	\$ 1,650
Contingency (10%)	\$ 9,931
<b>Total</b>	<b>\$ 109,241</b>

Attachments:

Proposal from Pueblo Water Resources, Inc. dated March 21, 2019.





March 20, 2019  
Project No. 19-0021

Casitas Municipal Water District  
1055 N. Ventura Avenue  
Oak View, California 93022

Attention: Julia Aranda, P.E.  
Engineering Manager

Subject: Mutual Replacement Well Project; Proposal for Professional Services for the Well Design/Contractor Specifications, and for Hydrogeologic Oversight and Construction Management.

Dear Ms. Aranda:

In accordance with your request, Pueblo Water Resources, Inc. (PUEBLO) is pleased to submit this proposal for professional hydrogeologic and construction management services associated with the design, construction, and testing of a replacement well at the Casitas Municipal Water District's (District) Mutual Wellfield (Mutual Wellfield). This proposal presents Pueblo's scope of work developed for this project, estimated costs for Pueblo's services, and an estimate of the schedule required for full execution of the well construction project.

### **Background**

The District recently engaged Pueblo to perform an assessment of the Mutual Wellfield and the Ojai Groundwater Basin in general to determine the feasibility of augmenting groundwater supplies from existing or potentially additional groundwater facilities. The results of Pueblo's assessment were recently published in a technical memorandum (Groundwater Supply Augmentation Assessment; Analysis of Alternatives; dated January 15, 2019). Among the potential groundwater supply augmentation options identified by Pueblo was the replacement of one or more of the existing wells at the Mutual Wellfield. Because of the age of Mutual Well No. 4 (greater than 60 years), the poor physical condition of the well, and the diminished production capacity, the replacement of Mutual Well No. 4 was identified as one of the higher priority and most feasible options for increasing groundwater production. With a production capacity of 450 gpm anticipated for a replacement well, and given the recent yield of Mutual Wells No. 4 of approximately 60 gpm, replacing this well should result in a net increase of production of 390 gpm, which translates to about 503 acre-feet per year operating the well on an 80 percent basis.

### **Project Approach**

Our general approach to well construction projects begins with the development of an understanding of the client's needs and goals for the project, a review and analysis of hydrogeologic considerations, and an assessment of the site and the associated well construction logistical considerations and constraints. This information allows us to perform a thorough basis-of-design (BOD) analysis for the new well. The BOD allows for consideration of

well design elements (materials, dimensions, etc.) and well construction methods, and presents an initial estimate of the probable costs associated with the various well design options. The BOD allows the client to participate in the well design phase of the project and make informed decisions related to the final design of the well. The BOD also forms the basis for the preparation of tightly written technical specifications to ensure the efficient construction of a high quality and long lasting well.

From the BOD, the technical plans and specifications for well construction are developed, which allow prospective bidders to thoroughly understand the requirements of the work to be performed. The plans and specifications will overtly state what will be required in the way of rig type and capacity, drilling method (i.e., direct or reverse rotary), drilling fluid type and properties, type and size of well casing and screen, gravel pack gradation and quantities, surface seal, and development and testing procedures. Our goal with respect to the plans and specifications is to limit uncertainties and unknowns, which promotes efficient completion of the work and limits the potential for Contractor claims for change orders.

The technical plans and specifications are then incorporated with the into the District's standard contract documents for bidding and contracting. During the bidding process, we will assist the District in responding to bidder questions and preparing requisite Bid Addenda. After receiving bids from interested Contractors, we will review the bids for responsiveness and relative cost, and make recommendations for accepting bids and making an award to the lowest responsive bidder.

Prior to mobilization, we will meet with the successful Contractor at a pre-construction meeting to ensure they understand all aspects of the specifications, schedule requirements, and project environmental mitigations. Once the Contractor begins mobilizing, an experienced Pueblo hydrogeologist will be on-site to supervise operations and ensure strict compliance with the specifications. During drilling, the hydrogeologist will compile a lithologic log of drill cuttings, monitor drilling fluid properties, and record rig activities. The hydrogeologist will oversee well construction, development and production testing. The Pueblo hydrogeologist will also collect the data required for permit compliance purposes.

To conclude the project, we will prepare a concise Summary of Operations Report, documenting contractor activities, the as-built features of the completed well, production testing results, and present recommendations for the long-term operation and maintenance of the well.

### **Scope of Work**

Based on our understanding of the project and the District's needs, and our extensive experience with similar projects for other municipal clients, we have developed the following scope of work, which is consistent with the discussion of our project approach described above.

## **Task 1. Project Management and Meetings**

**Task 1.1 - Project Management.** This task consists of overall project management, including the preparation of routine project correspondence, invoices, and monthly budget status updates. Effective project communication is critical for the success of this important project. In consultation with the District, a project e-mail distribution list will be established through which routine project status reports will be provided.

**Task 1.2 - Meetings.** Several meetings throughout the course of the project are proposed. Pueblo will meet with the District at their offices for a kick-off meeting that will serve to initiate project activities. We also propose to meet with the District to discuss the Basis of Design memorandum and to finalize well design and resolve logistical issue. We also recommend a pre-bid meeting at the site, and once the Contractor is selected and administrative procedures have been met, Pueblo will coordinate a pre-construction meeting. The final proposed meeting is a project closeout meeting at the District office or the well site to discuss final well performance conditions and establish that all project tasks have been completed to the satisfaction of the District. In addition to the regularly scheduled and budgeted meetings, Pueblo will also be available at an on-needed basis throughout the course of the project.

## **Task 2. Plans and Specifications**

**Task 2.1 - Basis-of-Design Report.** Pueblo will prepare a thorough and focused Basis-of-Design report. The purpose of the Basis-of-Design (BOD) report is to finalize and confirm the planned design features of the replacement well, based on the information available from other wells at the site, the anticipated hydrogeologic conditions at the site, and the stated well production and water quality goals. The BOD will allow for consideration of the various well design elements (materials, dimensions, etc.) and appropriate well construction materials and methods. If appropriate, alternative well design features will be presented in the BOD, such as well depth and well screen placement alternatives with respect to water quality conditions, along with estimates of associated costs of alternatives. Once the final well design elements are established in the BOD and agreed upon by the District, an estimate of the probable costs for the replacement well will be developed and incorporated into the final BOD.

**Task 2.2 –Permitting Support.** Pueblo will provide technical support to District staff for the various permitting requirements associated with the project. We foresee that technical assistance will be required in the filing of the appropriate notification with the Regional Water Quality Control Board (RWQCB) related to project discharges (NPDES) because we do not believe that the onsite infiltration ponds can accommodate the volume of discharges that will be generated during well development and testing. We will also establish with the District the associated permit compliance requirements for the NPDES discharges, and ensure that the necessary data are collected during the course of the field operations.

An amendment to the District's State Division of Drinking Water (DDW) distribution system permit will ultimately be required for inclusion of the new well into its distribution system. Pueblo will assist the District in coordination of this effort. We anticipate involving DDW early on in the project and will consult with staff at DDW regarding the basis-of-design, plans and specifications, and the wellhead completion plans. Upon completion of the well constructing

and testing, Pueblo will assist the District in assembling a package required for the permit amendment application.

**Task 2.3 – Specifications and Bid Documents.** Following District review and consideration of the Basis-of-Design report, and selection of the final well design features, technical specifications for the drilling and construction of the well will be prepared. The technical specifications are intended to provide adequate detail for bidding and well construction by competent, licensed (C-57) well drilling contractors. One of the key factors in the successful completion of municipal well construction projects is efficient, delay-free field operations; therefore, the contract documents will place special emphasis on timely initiation and completion of the work. The design and specifications documents will include the following minimum items:

- Minimum Contractor Qualifications
- Well Casing - diameter, material, depth, etc.
- Well Screen - perforation interval(s), screen type, slot aperture size, etc.
- Gravel Pack – gradation, uniformity coefficient, etc.
- Drilling Methods and Equipment
- Drilling Fluid Properties and Control
- Geophysical Logging, Velocity Logging, Water Quality Logging
- Fluid and Cuttings Containment and Disposal
- Construction Debris Management
- Well Development
- Test Pumping
- Discharge Water Control
- Utility Water Supply (intertie for construction water)
- Well Disinfection and Testing
- NPDES Compliance and Limitations
- Site Restoration

As part of the Contractor's scope of work for well construction, the Specifications and Bid Documents will also include provisions for Contractor compliance with the environmental document mitigations and conditions as described in the Mitigation and Monitoring Report in the Initial Study and Mitigated Negative Declaration for the Ojai Water Systems Improvement project..

Pueblo will incorporate the well design and specifications for the well into a bid package using existing standard District format. The package will include the following:

- Invitation to Bid
- Bid Documents and Bidding Forms
- License and Bonding Requirements
- District Standard General Conditions
- Technical Specifications
- Special Conditions
- References and Contractor Qualification Forms

Pueblo will issue draft copies of the completed contract documents for District review and comment. Pueblo will incorporate District comments and provide copies of the final contract package. It is assumed that the District will provide Pueblo with its "boiler plate",

including general conditions and special insurance requirements, for incorporation into the final contract package. It is also assumed that the District will advertise the project, post the bid package on its website, and distribute to plan rooms.

Pueblo will be available to assist the District throughout the bidding process. This will include responding to questions Contractors may have during the preparation of bids, preparing and distributing requisite addenda, and communicating to potential bidders other pertinent information. Pueblo will also assist the District in evaluating the received bids for completeness, responsiveness, and consistency with the requirements set forth in the bid documents. Pueblo will prepare a summary table comparing the costs of all qualified bids received and provide recommendations to the District for bid award.

### **Task 3. Construction Management**

Pueblo will serve as the primary point of contact with the Contractor for the District during well drilling, construction and testing, and will observe and document work performed, verify Contractor adherence to the well drilling specifications, oversee the collection of critical hydrogeologic data, and oversee and document all well development and testing operations. Pueblo will provide daily communications with the District on project progress. A detailed description of the work proposed by Pueblo for each of the tasks associated with the drilling, construction, and testing of the replacement well is provided below.

**Task 3.1 – Mobilization, Site Prep, and Conductor Casing.** Pueblo will coordinate the field operations and oversee Contractor mobilization to the site to ensure that permit conditions are met and logistical arrangements are consistent with those that had been planned for the project, including construction of a noise control barrier. We will review Contractor submittals and answer any questions Contractor staff may have during the mobilization process.

Pueblo will document the drilling, placement and cementing of the surface conductor casing. The importance of the surface conductor casing is often overlooked in well construction projects, as improper placement, positioning, and/or sealing of the surface conductor can lead to serious problems in subsequent phases of the work.

**Task 3.2 – Drilling and Well Construction.** During pilot drilling, Pueblo will document Contractor activities and prepare a detailed lithologic log of the borehole. The lithologic log will include descriptions of the cutting samples, a graphical representation of the stratigraphy and potential aquifer zones, the drilling rate, drilling fluid properties, and rig activity.

Samples will be collected throughout the entire depth of the borehole. Samples of each 10-foot interval will be placed in clear plastic compartmentalized storage boxes. Two sets of sample boxes will be prepared. The sample boxes allow for easy correlation of the geophysical log and visualization of the borehole stratigraphy and aquifer materials. Bulk samples of potential aquifer zone materials will also be collected and placed in plastic bags. Pueblo will witness and direct the geophysical logging once pilot hole drilling is complete. The lithologic and geophysical data will be reviewed and evaluated with respect to the planned placement of well components (screen depths and total well completion depth).

Upon completion of the pilot hole and receipt of a confirmed delivery date for well construction materials, reaming of the borehole to the final diameter will commence. During reaming, Pueblo will document contractor activities and drilling fluid properties. Maintenance of

appropriate drilling fluid properties during reaming is critical in minimizing damage to the aquifer, thereby maximizing the ultimate hydraulic performance of the well and overall success of the project.

After reaming, Pueblo will monitor and document well construction. Placement of the well components (screen sections, blank sections, centralizers) will be recorded, along with the types of materials used for construction, and the construction methods. Once the casing is landed, the placement of the gravel pack will be documented. Pueblo will record the amount of materials added and the depth of the tremie pipe during all stages of gravel packing. The amount of gravel added will be compared to the theoretical amount of gravel required to verify that the placement of the gravel is uniform within the annulus.

**Task 3.3 – Well Development.** We believe that well development is of utmost importance in the construction of a new well and is often terminated before full development is accomplished, which translates to increased operational costs. The replacement well will be thoroughly developed by a combination of bailing, airlift/swabbing, and pumping/surging. Pueblo will oversee and document all phases of well development. Development procedures and durations will be recorded along with observations of the development water, and measurements of field water quality parameters. All discharges and NPDES monitoring results will be documented and recorded.

During pumping and surging, Pueblo will maintain a detailed log of the pumping rate, water levels and specific capacity. Sand production and water clarity (turbidity) will also be recorded. Graphical summaries of development data will be routinely updated and used to evaluate the progress and efficacy of development operations. This will be important in evaluating the point at which development should be considered to be complete, or whether additional development efforts are warranted.

**Task 3.4 – Well Testing.** Following completion of well development, essential baseline production and groundwater quality data will be acquired through the formal performance testing. The following tests are anticipated:

- Step discharge test (12 hour)
- Continuous rate discharge test (24 hour)
- Recovery test (24 hour)

The test program will allow Pueblo to: a) verify the instantaneous production capacity of the well; b) establish well interference effects; c) calculate aquifer hydraulic parameters; d) determine the efficiency of the new well; and e) derive well performance and hydraulic parameters needed for the design of pumping equipment and infrastructural amenities. Pueblo will use an ultrasonic flowmeter during the testing to verify the accuracy of the flowmeter used by the Contractor.

Pueblo will also oversee and document the results of velocity profiling (spinner surveys) that will be performed during the step test. The velocity profiling is used to quantify the production distribution within the perforated intervals and is a valuable tool for assessing well plugging and targeting future well rehabilitation efforts over the service life of the well.

During production testing, groundwater quality will be routinely monitored using field devices. The field parameters will include; temperature, pH, turbidity, conductivity, ORP, and

any other parameters that may be required by the NPDES Permit. A laboratory water quality testing program will also be developed, and Pueblo will coordinate sample collection and analysis with the laboratory. It is assumed samples will be received and analyzed by the District's contract laboratory. Lab fees are not included in this proposal.

**Task 3.5 – Well Surveys and Disinfection.** After the well has been successfully constructed and tested, Pueblo will oversee alignment and video surveys which will be performed to document successful completion of the well and baseline construction features. Once the surveys are complete, Pueblo will oversee the Contractor's disinfection of the well to ensure that disinfectant dosages and methods for disinfectant application are appropriate and effective.

**Task 3.6 – Demobilization and Site Cleanup.** The final field related task will be demobilization and site restoration. Pueblo will oversee the demobilization of the Contractor equipment from the site and ensure that cleanup operations and the site conditions prior to the Contractor's final departure from the site are compliant with the specification's requirements.

#### **Task 4. Reporting**

Pueblo will produce a Summary of Operations (SOR) report at the conclusion of the project, and will prepare a technical memorandum documenting and transmitting NPDES compliance monitoring results.

**Task 4.1 – Summary of Operations Report.** Pueblo will prepare a draft Summary of Operations Report (SOR) for the replacement well upon completion of the field activities. The report will provide comprehensive documentation of well construction details and all aspects of the work performed during the project, and will include the following:

- An executive summary of all pertinent information developed
- A chronology of project activities and milestones
- Lithologic and geophysical logs (including digital data)
- Documentation of well construction materials
- Well construction details and as-built drawings
- Well development and production testing data
- Water quality data
- Project photographs
- Conclusions and recommendations pertaining to the drilling, construction, testing and operation of the well

The executive summary table will list all key information related to the well, such as permit numbers, the tentative State Well Number, GPS coordinates, well construction details, and baseline well performance data.

Once the District has reviewed the draft report and provides final comments, Pueblo will prepare the final report. Along with hard copies of the report, Pueblo will also provide a copy of the report in digital (PDF) format for the District's use.

**Task 4.2 – Permit Compliance Documentation.** Pueblo will provide in summary format all data and materials needed for District compliance with the various permits secured for

the project, including those from the Regional Board, DDW, and the Ojai Basin Groundwater Management Agency.

**Services Not Included.** Services which are (or may be) necessary for the completion of this project, which are not included in our proposal include the following:

- Laboratory water-quality analyses (assumed District provided)
- Permit fees
- Cost of water, electricity, or other utilities
- Any others items not specifically included in Pueblo's scope of services

**Estimated Fees**

Our estimated costs for the replacement well project were developed based on our proposed scope of work, our experience with similar projects, and our 2019 fee schedule (attached).

In developing our estimate of costs for this project, we have assume that certain aspects of the work will be performed on a 24-hour per day schedule, and that observation during some activities will be on a variable basis with particular focus on the critical stages of drilling and construction. Presented below is a summary table showing our assumptions for estimating our costs associated with construction and inspection.

**Estimated Construction and Inspection Schedule**

Construction Phase	Estimated Task Duration (days)	Daily Work Schedule (hours)	Required Staffing Coverage (%)	Estimated Task Hours
Mobilization/Temporary Sound Barrier Construction	4	12	25%	12
Conductor Casing	2	12	75%	18
Pilot Hole Drilling	3	24	100%	72
Pilot Hole Reaming	2	24	25%	12
Well Construction	2	24	100%	48
Well Development - Airlifting	3	24	75%	54
Well Development - Pumping	4	12	50%	24
Well Testing	3	24	50%	36
Disinfection	1	12	25%	3
Video and Alignment Acceptance Surveys	1	12	100%	12
Demobilization and Site Restoration	5	10	20%	10
<b>Totals</b>	<b>30</b>			<b>301</b>





The estimated project costs are summarized in the table below:

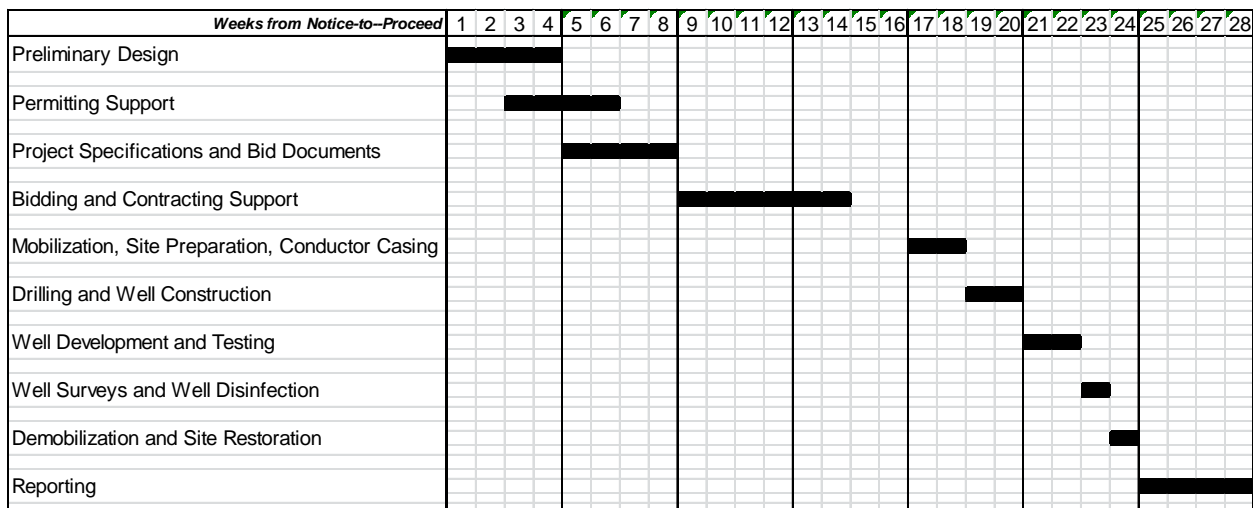
### Estimated Costs Summary

Task No./Description	Estimated Cost
1 – Project Management and Meetings	\$8,400
2 – Design and Permitting Support	\$21,540
3 – Construction Management	\$55,500
4 – Reporting	12,220
Equipment and Other Direct Costs	\$1,650
<b>Total Estimated Costs</b>	<b>\$99,310</b>
Contingency (10%)	\$9,931
<b>Total Estimated Cost (including contingency)</b>	<b>\$109,241</b>

As shown, based on the scope of services presented herein we estimate the fees for our services will be approximately \$99,310, which will be billed on a time-plus-expenses basis in accordance with our current Fee Schedule (attached). An estimated fee summary worksheet is attached summarizing the estimated man-hours and costs per task/work item. A 10 percent contingency has been noted in the attached budget summary (total with contingency is \$109,241) in the event that unforeseen project complications or constraints arise. We recommend the contingency be held for authorization by District staff upon written justification by Pueblo.

### Project Schedule

Based on our understanding of the project, and our experience with numerous projects of a similar nature, we have developed an estimate for the project schedule. The schedule for work elements envisioned by Pueblo is depicted in the following graphic:



We appreciate the opportunity to provide assistance to the District on this important water supply project. If you require additional information regarding this or other matters, please contact us. We are available to commence work on the project starting in May 2019.

Sincerely,

PUEBLO WATER RESOURCES, INC.

A handwritten signature in black ink that reads "Michael S. Burke". The signature is written in a cursive, flowing style.

Michael S. Burke, P.G., C.Hg

Principal Hydrogeologist

Attachments: Cost Estimation Spreadsheet  
2019 Fee Schedule

# OJAI WELL REPLACEMENT PROJECT

## Casitas Municipal Water District



PWR Project No.: 19-0021

### ESTIMATED FEE SUMMARY

LABOR	Principal Professional	Project Professional	Staff Professional	Illustrator	Hours by Task	Estimated Task Cost
Hourly Fee	\$210	\$180	\$150	\$125		
<b>Task</b>	<b>Task Description</b>					
1	<b>Project Management and Meetings</b>					
1.1	24				24	\$5,040
1.2	16				16	\$3,360
	<i>Subtotal Task 1</i>				40	\$8,400
2	<b>Design and Permitting Support</b>					
2.1	12	20		4	36	\$6,620
2.2	16				16	\$3,360
2.3	16	40		8	64	\$11,560
	<i>Subtotal Task 2</i>				116	\$21,540
3	<b>Construction Management</b>					
3.1	12	24			36	\$6,840
3.2	32	60	40		132	\$23,520
3.3	24	48			72	\$13,680
3.4	16	16			32	\$6,240
3.5	4	12			16	\$3,000
3.6	2	10			12	\$2,220
	<i>Subtotal Task 3</i>				300	\$55,500
4	<b>Reporting</b>					
4.1	16	32		8	56	\$10,120
4.2	10				10	\$2,100
	<i>Subtotal Task 4</i>				10	\$12,220
<b>Hours by Labor Category:</b>	200	262	40	20		
<b>Costs by Labor Category:</b>	\$42,000	\$47,160	\$6,000	\$2,500		
<b>Total Labor Hours:</b>					<b>466</b>	
<b>Total Labor Costs:</b>						<b>\$97,660</b>

EQUIPMENT AND OTHER DIRECT COSTS	Unit Rate	Unit Price	No. of Units	Fee
Water-Level Transducer/Datalogger	Weekly	\$400	1	\$400
Field Water-Quality Instruments	Weekly	\$275	2	\$550
Ultrasonic Flowmeter	Daily	\$150	2	\$300
Drilling Fluid Test Kit	Weekly	\$400	1	\$400
<b>Subtotal Equipment and ODCs:</b>				<b>\$1,650</b>

COST SUMMARY	
Labor	<b>\$97,660</b>
Equipment and Other Direct Costs	<b>\$1,650</b>
<b>Total without Contingency</b>	<b>\$99,310</b>
<b>10 % Contingency</b>	<b>\$9,931</b>
<b>TOTAL ESTIMATED PROJECT COST:</b>	<b>\$109,241</b>



**PUEBLO WATER RESOURCES, INC.  
2019 FEE SCHEDULE**

***Professional Services***

Principal Professional.....	\$210/hr
Senior Professional.....	\$195/hr
Project Professional.....	\$180/hr
Staff Professional.....	\$150/hr
Technician.....	\$140/hr
Illustrator.....	\$125/hr
Word Processing.....	\$105/hr

***Other Direct Charges***

Subcontracted Services.....	Cost Plus 15%
Outside Reproduction.....	Cost Plus 15%
Travel Expenses.....	Cost Plus 15%
Per Diem* .....	\$150/day
Vehicle .....	\$75/day

***Equipment Charges***

Drilling Fluid Test Kit.....	\$100/day, \$400/week
Field Water Quality Meter (Hach DR890).....	\$75/day, \$275/week
Orion ORP/pH/Temp Probe.....	\$75/day, \$275/week
Water Level Probes (In-Situ Level Troll).....	\$75/day, \$300/week
Water Quality Probes (In-Situ Aqua Troll).....	\$100/day, \$325/week
Ultrasonic Flowmeter.....	\$200/day, \$750/week

\*Regionally and seasonally specific to project.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Executive Committee**

DATE: March 20, 2019  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Executive Committee Meeting of March 8, 2019, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Pete Kaiser  
Director Russ Baggerly  
General Manager, Michael Flood

2. **Public Comments.** None.

3. **Board comments.**

Director Baggerly made comments related to:

1. A PRA to the City of Ventura regarding their water rights.
2. Update on the Fish Screen TSM
3. Update on the Ventura-Calleguas Interconnect project status and public notices.

Director Kaiser made comments related to:

1. A future meeting with the Mayor of the City of Ventura
2. Ventura River Water District's (VRWD) recent 'Adjudication Alternative' handout.

4. **Manager's Comments.**

GM Flood provided updates on the fish screen TSM and Ventura-Calleguas Interconnect project.

GM Flood indicated that he would send a copy of VRWD's 'Adjudication Alternative' handout to District Counsel.

5. **ACWA Symposium Update/Debriefing.**

GM Flood reported that although he had to cancel the trip to the Symposium in Sacramento, one staff member did attend and a conference call was had with the State Water Resources Control Board staff. Instream flows were one of the topics of conversation on the call as well as continued communication.

Future work on a public relations plan and legislative engagement plan in relation to instream flows was also discussed.

6. **Board Training Meeting Schedule/Special District Leadership Foundation Checklist.**

GM Flood handed out a copy of the Special District Leadership Foundation checklist and discussed the possibility of engaging the Board of Directors.

A Saturday meeting in April will be considered that will include development of a District Mission Statement.

7. **Casitas MWD 2019 State Water Project Table A Supply Update.**  
GM Flood an update was provided and future discussions will occur later in the calendar year.
8. **Board Priorities List Update.**  
GM Flood went over the list and it will be discussed at the Board Meeting of March 13<sup>th</sup>.

# CASITAS MUNICIPAL WATER DISTRICT

## MINUTES Finance Committee

DATE: March 20, 2019  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Finance Committee Meeting of March 15, 2019, at 1000 hours.

### RECOMMENDATION:

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

### BACKGROUND AND OVERVIEW:

1. **Roll Call.**  
Director Jim Word  
Director Peter Kaiser  
General Manager, Michael Flood  
Accounting Manager, Denise Collin  
Engineering Manager, Julia Aranda
2. **Public Comments.**  
None.
3. **Board/Management comments.**  
The Committee indicated that it would like to have investment firms makes presentations to the Committee regarding services to the District.
4. **Review of the Financial Statements for January, 2019.**  
AM Collin reviewed the financial statements with the Committee mentioning a few items such as revenues, expenses and standby charges.  
  
Director Kaiser asked GM Flood about overtime in the Recreation area and GM responded that a review of the operation of each department in regard to the use of overtime would be conducted soon in order to understand the causes of overtime costs.
5. **Review of the January, 2019 Consumption Report.**  
AM Collin reviewed the Consumption Report with the Committee noting that there was an error with Meiners Oaks Water District's usage and a revised report would be issued soon.
6. **Review of the Manager Recommended Budget for Revenue Expenses and Capital 2019/2020 Fiscal Year.**  
AM Collin presented a preliminary budget to the Committee.  
  
EM Aranda reviewed a few of the projects contained within the preliminary budget.  
  
GM Flood indicated that there would be additional work on the budget and an updated version would be provided at the Finance Committee in April.
7. **Professional Engineering Services from MNS Engineers for Ojai 12-inch Pipeline Alignment and Project Scoping Study.**  
AM Aranda provided a presentation on this item noting that the cost is \$72,230.00 for this work.  
  
The Committee asked that this item be presented to the Board of Directors at the next meeting.

8. **Environmental Permitting Services (CEQA) from Rincon Consultants for Ventura-Santa Barbara Counties Intertie.**

AM Aranda provided a presentation on this item noting that the cost is \$98,559.00 and that grant funding was being sought for the project that would potentially cover 75% of the costs.

The Committee asked that this item be presented to the Board of Directors at the next meeting.



**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Personnel Committee**

DATE: March 20, 2019  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Personnel Committee Meeting of March 12, 2019, at 1630 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**  
Director Jim Word  
Director Brian Brennan  
General Manager, Michael Flood  
Executive Administrator, Rebekah Vieira  
Accounting Manager, Denise Collin  
Public Relations and Resource Manager, Bryan Sandoval
2. **Public Comments.**  
None.
3. **Board/Management comments.**  
None
4. **Review of Proposed Additional Positions.**
  - a. **Full Time: Utility Billing Accounting Technician Water Conservation Specialist (Limited Term)**
  - b. **Part Time: Water Conservation Technician**  
GM Flood provided a presentation that reviewed three positions in two departments including a budgetary analysis.  
  
The Committee asked that the three positions be brought to the Board of Directors for consideration.  
  
Director Brennan asked that a sample of Casitas' new employee packet be provided to him in the near future.  
  
EA Vieira indicated should would provide that information to Director Brennan.
5. **Update on Remaining Proposed Staffing Actions.**  
Other positions and staff changes will be discussed at the next Personnel Committee meeting in April. These positions are still in need of job descriptions that staff should have completed by that time.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**  
**Water Resources Committee**

DATE: March 20, 2019  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Water Resources Committee Meeting of March 19, 2019, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Russ Baggerly  
Director Brian Brennan  
General Manager, Michael Flood  
Engineering Manager, Julia Aranda  
Public Relations and Resources Manager, Bryan Sandoval

2. **Public Comments.**

None

3. **Board comments.**

Director Brennan mentioned that he was sitting in as an alternate at this meeting and asked a question about customer allocations.

GM Flood indicated that customers should contact PR&RM Sandoval with questions and concerns.

4. **Manager's Comments.**

GM Flood indicated that the Robles Fish Passage Facility was struggling with silt loads and that a clean out of the screen bay would occur in the near future.

5. **Presentation of the Draft 2019 Urban Water Management Plan Update.**

Consultant Brad Milner of Milner Consulting provided a presentation of several of the revised tables for the UWMP update.

Director Brennan commented on several aspects of the plan including the County's General Plan Update and SB606 & 1668.

Director Baggerly commented on several aspects of the plan including data validity, glossary definitions, simplification of the plan format and conservation and water supply aspects specific to Casitas MWD.

6. **Presentation of the Current Status of the Comprehensive Water Resources Plan.**

Autumn Glaeser of Stantec provided a presentation regarding feedback on stakeholder outreach.

Director Baggerly and Brennan provided feedback on a proposed stakeholder's list.

7. **Discussion of coordination between the Rates & Regulations, Water Efficiency Allocation Program, Drought Contingency, Urban Water Management Plan and possible other District planning documents.**

GM Flood provided comments as to the current status and recent history of the draft version of the Casitas Rates and Regulations. Overall the document would be completely overhauled.

Director Baggerly went through numerous notes and comments on the draft version including the need to add policy sections to give the document more authority, District use of flow limiting devices and the need to revise the section that contains information on the Water Efficiency and Allocation Program (WEAP).

Director Brennan indicated that the WEAP needs to be more easily understandable and embraceable for the public.

**Casitas Municipal Water District**

**CFD 2013-1 Improvement Fund**

	Expenses Paid	Interest Earned	Balance
Bond B - Funds Received Beginning Balance	42,658,223.98		42,658,223.98
Purchase Price of Golden State Water	-34,481,628.00		8,176,595.98
Interest Jun 2017		461.18	8,177,057.16
Main Extension Contract Pmt	-5,188.39		8,171,868.77
Reinbursement from CFD 2013-1 Meter Cost	-999,237.84		7,172,630.93
Interest Jul 2017		5,544.85	7,178,175.78
Main Extension Contract Pmt	-361,183.16		6,816,992.62
Interest Aug 2017		3,677.09	6,820,669.71
Interest Sep 2017		3,647.06	6,824,316.77
Interest Oct 2017		3,437.91	6,827,754.68
Reinbursement from CFD 2013-1 Meter Cost	-1,038,855.67		5,788,899.01
Interest Nov 2017		3,614.48	5,792,513.49
Interest Dec 2017		3,663.59	5,796,177.08
Interest Jan 2018		3,894.34	5,800,071.42
Interest Feb 2018		4,511.30	5,804,582.72
Interest Mar 2018		4,221.55	5,808,804.27
Interest Apr 2018		5,400.71	5,814,204.98
Interest May 2018		6,037.34	5,820,242.32
Interest Jun 2018		6,461.77	5,826,704.09
Interest Jul 2018		6,771.59	5,833,475.68
Interest Aug 2018		7,444.64	5,840,920.32
Interest Sep 2018		7,521.43	5,848,441.75
Interest Oct 2018		7,547.03	5,855,988.78
Interest Nov 2018		8,755.99	5,864,744.77
Interest Dec 2018		8,711.47	5,873,456.24
Interest Jan 2019		9,430.38	5,882,886.62
Interest Feb 2019		10,113.30	5,892,999.92
Less: Pending Projects for Reimbursement			<u>-1,383,875.01</u>
Total funds remaining for improvement:			<u><u>4,509,124.91</u></u>

**Casitas Municipal Water District**

**CFD 2013-1 Bond Fund**

	Expenses Paid	Interest Earned	Balance
Bond B - Funds Received Beginning Balance	466,447.67		466,447.67
Interest Jun 2017		5.04	466,452.71
Interest Jul 2017		188.62	466,641.33
Interest Aug 2017		232.86	466,874.19
Interest Sep 2017		344.71	467,218.90
Interest Oct 2017		235.37	467,454.27
Interest Nov 2017		247.46	467,701.73
Applied Interest Earned for Pmt of Bond B	-468,270.91		-569.18
Interest Dec 2017		314.41	-254.77
Interest Jan 2018		254.77	0.00
Interest Feb 2018		479.96	479.96
Interest Mar 2018		671.37	1,151.33
Interest Apr 2018		1.05	1,152.38
Interest May 2018		1.20	1,153.58
Interest Jun 2018		1.28	1,154.86
Interest Jul 2018		1.34	1,156.20
Interest Aug 2018		1.48	1,157.68
Sept Adjusted Market Value		2.82	1,160.50
Interest Sep 2018		91.04	1,248.72
Applied Interest Earned for Pmt of Bond B	-1,154.86		93.86
Interest Oct 2018		134.86	228.72
Interest Nov 2018		0.34	229.06
Interest Dec 2018		0.34	229.40
Interest Jan 2019		0.37	229.77
Interest Feb 2019		862.62	1,092.39

**Casitas Municipal Water District**  
**CFD 2013 - 1 Projects to be reimbursed to CMWD To Date**

Project No:    Project Name:	Total Cost To Date
400 Ojai System Masterplan	378,744.07
420 Sunset Place Pipeline Replacement	64,153.74
421 Cuyama, Palomar and El Paseo Roads Pipeline Replacement	201,269.59
422 South San Antonio Street and Crestview Drive Pipeline	45,295.71
423 West and East Ojai Avenue Pipeline Replacement	246,234.13
424 Running Ridge Zone Hydraulic Improvement	19,803.97
425 Well Rehabilitation Replacement	48,440.00
426 Valve & Appurtenance Replacement	54,728.00
427 Fiarview Pipeline Replacement	0.00
428 Mutual Wellfield Pipeline	97,309.36
429 Grand Ave Pipeline	1,489.11
430 Signal Booster Zone Hydraulic Improvements	17,387.98
431 Emily Street Pipeline Replacement	180.35
432 Casitas-Ojai System Interties	89,000.00
522 Ojai Arc Flash Study	<u>119,839.00</u>
Project(s) Cost To Date:	<u><u>1,383,875.01</u></u>

