



Board of Directors

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
City of Ventura
Community Room
501 Poli Street
Ventura, CA 93001

November 13, 2019 @ 4:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION
5. PUBLIC COMMENTS - Presentations on District related items that are not on the agenda - three minute limit.
6. CONSENT AGENDA

- 6.a. Approval of Change Order No. 3 to Tierra Contracting for Ventura Street Pipeline Replacement in the amount of \$70,265.00.
[191106 - Board Memo for Spec 18-404 Change Order 3.pdf](#)

7. ACTION ITEMS

- 7.a. Approve and Authorize the General Manager to sign a Task Order for professional engineering services to Water Works Engineers for Matilija Pipeline Replacement Preliminary Design in an amount not to exceed \$49,783.
[BoardMemo Matilija Pipeline_11132019.pdf](#)
- 7.b. Award the contract for Facilities Paving (Specification No. 19-424) to J&H Engineering General Contractors, In. (J&H) in the amount of \$100,105 and authorize the President of the Board to execute the agreement for said work.
[191105 - Board Memo for Facilities Paving.pdf](#)
- 7.c. Approve and authorize the General Manager to issue a Task Order for professional engineering services to Water Works Engineers (WWE) for the Avenue 1 Pump Station Improvements Design in the amount not to exceed \$27,579.
[191105 - Board Memo for Avenue 1 Pump Plant Improvements.pdf](#)
- 7.d. Approve and authorize the General Manager to issue a Task Order for professional engineering services to Michael K. Nunley and Associates (MKN) for the Signal Tank Replacement and Pump Station Improvement Preliminary Design in the amount not to exceed \$180,594.
[Board Memo Signal Tank Improvements final.pdf](#)
- 7.e. Approve and authorize the General Manager to issue a Task Order in an amount not to exceed \$200,000 to MNS Engineers for on-call inspection services of Casitas and Ojai System capital improvement projects.
[Board Memo CIP Inspection Services 20191113.pdf](#)
- 7.f. Recommend approval of a contract with Hildebrand Consulting in the not to exceed amount of \$45,045.00 for a financial plan, rate design and cost of service study.
[Rate Study memo 2020 111319.pdf](#)
[Hildebrand 2019 Rate Study Proposal.pdf](#)
- 7.g. Recommend the Board increase the budget for the District Office Remodel, Approve and authorize a Task Order to GHD, Inc. for electrical engineering in the amount not to exceed \$26,816.00 and award contracts to PSLA Security Systems for security cameras and access control in the amounts of \$29,465.10 and \$23,625.27, respectively.
[Board Memo re District Office and PSLA.pdf](#)
[Proposals from GHD and PSLA for Office Remodel.pdf](#)

8. INFORMATION ITEMS

- 8.a. Monthly Engineering Status Report
[Board Memo Eng Status Report.pdf](#)
[November_2019_8x11_Wht \(STARS\) \(1\).pdf](#)
- 8.b. Lake Casitas Recreation Area Report for September 2019.
[LCRA9.September.2019 \(1\).pdf](#)
- 8.c. Recreation Committee Minutes
[Rec Minutes11.5.2019.pdf](#)
- 8.d. Finance Committee Minutes
[Special Finance Minutes 110119.pdf](#)
- 8.e. CFD 2013-1 Report
[CFD 2013-1 Project Cost 10-30-2019.pdf](#)
- 8.f. State Water Project - Interconnect Project Report
[SWP Intertie Project Cost 10-30-2019.pdf](#)
- 8.g. Investment Report
[Investment Report 10-30-19.pdf](#)
- 9. GENERAL MANAGER COMMENTS
- 10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED
- 11. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).
- 12. CLOSED SESSION
 - 12.a. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code §54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board; City of San Buenaventura, San Francisco County Superior Court, Case No. CPF-14-513875.
 - 12.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code §54956.9(a) California Water Impact Network v. City of San Buenaventura, Ventura Superior Court, Case No. 56-2019-00532905-CU-WM-VTA.
- 13. ADJOURNMENT

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL L. FLOOD, GENERAL MANAGER
SUBJECT: VENTURA STREET WATER MAIN REPLACEMENT, SPEC NO. 18-404, CHANGE ORDER NO. 3
DATE: 11/13/2019

RECOMMENDATION:

Approve Change Order No. 3 to Tierra Contracting for the Ventura Street Water Main Replacement Project, Spec No. 18-404.

BACKGROUND:

An existing 6-inch cast iron pipeline broke in West Ojai Avenue near the El Paseo Road intersection which caused the pavement along the curb on the north side of the road to lift.

Tierra Contracting is currently under contract for the Ventura Street Water Main Replacement Project, Spec No. 18-404. The District previously awarded a change order to Tierra Contracting for installation of a pipeline in West Ojai Avenue to replace the existing pipeline. The trench for the new pipeline requires asphalt paving as well as the section of the roadway affected by the initial leak of the pipeline.

Three prices were procured as shown in Table 1. BSN's pricing is from the current fiscal year 2019-20 paving contract.

Table 1 – Bids Summary

Contractor	\$/Ton	Total
BSN Construction	\$1,220.00	\$414,800.00
C.A. Rasmussen, Inc.	\$ 317.38	\$193,920.00
Tierra Contracting, Inc.	\$ 206.66	\$ 70,265.00

Based on this pricing, a change order to Tierra is recommended. Tierra's contract amount is shown in Table 2.

Table 2 – Tierra Contract Summary

Original Contract	\$715,062.00
Change Order No. 1	\$(16,055.00)
Change Order No. 2	\$194,100.00
Change Order No. 3	\$ 70,265.00
Total Contract	\$963,372.00

BUDGET IMPACT:

Funds will be allocated from CFD 2013-1 for this project.

Attachments:

Quote from Tierra Contracting, Inc. dated 10/18/19
Quote from C.A. Rasmussen, Inc. dated 10/9/19



C.A. RASMUSSEN, INC.

PROPOSED CHANGE ORDER

DATE: 10/09/2019
 PCO#: 1
 JOB#: 1913.

To: City of Ojai

From: C. A. Rasmussen, Inc.

Greg Grant
 408 South Signal Street
 Ojai, CA 93023

Eric Peterson
 28548 Livingston Avenue
 Valencia, CA 91355

Phone:
 Email: grant@ojaicity.org

Phone: 661.367.9068
 Email: ericp@carasmussen.com

Contract: City of Ojai 2019 Pavement Rehabilitation, PW 2019-01 , CAR job #1913

Subject: CO #1 Casitas Municipal Water District Emergency Work

The following is C.A. Rasmussen Inc's proposal for the work as described below.

Proposal					
Pay Item No.	Description	Quantity	Unit of Measure	Unit Price	Total Price
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00
2	TRAFFIC CONTROL	1	LS	\$ 18,000.00	\$ 18,000.00
3	NEW CROSS GUTTER AT RINCON STREET	1	LS	\$ 7,020.00	\$ 7,020.00
4	12" HMA AC REMOVE & RECONSTRUCT	196	TN	\$ 350.00	\$ 68,600.00
5	12" HMA AC TRENCH PAVE	415	TN	\$ 220.00	\$ 91,300.00
6	STRIPING REPAIRS	1	DA	\$ 4,000.00	\$ 4,000.00
GRAND TOTAL:					\$ 193,920.00

Bid Proposal Notes/Inclusions/Exclusions

1. Our DIR No. is 1000000274.
2. Prices are firm for 30 days.
3. Labor pricing expires on June 30, 2020.
4. All items not specifically included in this proposal are excluded.
5. Proposal is based off of plans sheet C-01, Rincon Street & W Ojai Ave 12-Inch Pipe-line provided on 9/25/19.
6. We exclude any permits, fees, bonds, testing, inspections, engineering and surveys
7. Payment will be based off of field measured quantities. Unit prices shall apply.
8. Access to work area shall not be obstructed.
9. SWPPP plan by others.
10. Excludes implementing SWPPP best management practices for soil stabilization and sediment control.
11. Excludes nights, overtime, and work on holidays. (Daytime work only, 7am - 5pm Monday - Friday).
12. Excludes utility disconnects, relocations, and removals.
13. Excludes potholing for underground utilities.
14. Three (3) week minimum notice required.
15. Excludes uploading SWPPP documents to SMARTS system.
16. Excludes as-built drawings.
17. Excludes structure excavation and backfill.
18. Excludes smoothness testing or corrective grinding.
19. All materials to be used shall be City of Ojai approved mixes for PW 2019-1

Please prepare a Change Order for the amount above and if you have any questions please feel free to contact me at 661.367.9068.

C.A. Rasmussen, Inc.

Eric Peterson

Eric Peterson
 Project Manager

Tierra Contracting, Inc.
5484 Overpass Rd
Santa Barbara, CA 93111

PROPOSAL



LIC# 416114
DIR# 1000008320

Phone: (805) 964-8747
Fax: (805) 964-4438

Proposal: 2019 088
Date: 10/18/2019

To:	Project:
CASITAS MUNICIPAL WATER DISTRICT Attn: Virgil Clary 1055 N. Ventura Ave Oak View, CA 93022	Caltrans Paving W. Ojai Ave Water Main Replacement

This duly licensed company or individual **TIERRA CONTRACTING, INC. (License No. 416114)** Hereinafter called Contractor, agrees to construct in a good and workmanlike manner for Owner, furnishing all labor, material, tools and equipment therefore, the work as noted herein for the unit prices as set for the below:

SCOPE OF WORK

Caltrans Paving Ojai Ave – Water Main Replacement

Base pave trench areas with 12" Asphalt Concrete Caltrans Mix ¾" = 280 Tons.

Then grind and lay down 2" of asphalt 12" beyond the trench line with a paving machine = 60 Tons

Price includes Paving Topa Topa Street Water Line.

Repair all Thermal Striping disturbed during construction.

Total Cost = \$ 70,265 = 207 Per Ton

***General Bid Excludes:** Connection Fees, Plans, Landscaping, Soil Testing, Additional Move-ins, Responsibility for damage to all unknown/unmarked existing onsite utilities, Winterization of Project (Sediment Control-Strawbale Barriers around Catchbasins), Storm Water Protection Plan, all costs associated with contaminated soil or ground water.*

Acceptance:

Tierra Contracting is hereby authorized to furnish and install the above equipment and materials at the price and under the terms and conditions as set forth above:

Owner

By _____ Date _____

TIERRA CONTRACTING, INC.

By 

BILL PARKER

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MICHAEL L. FLOOD, GENERAL MANAGER

SUBJECT: ENGINEERING DESIGN SERVICES FOR MATILIJA PIPELINE REPLACEMENT

DATE: 11/13/19

RECOMMENDATION:

Approve and authorize the General Manager to sign a Task Order for professional engineering services to Water Works Engineers for Matilija Pipeline Replacement Preliminary Design in an amount not to exceed \$49,783.

BACKGROUND AND DISCUSSION:

A portion of the existing 27-inch Matilija Conduit, from Matilija Hot Springs south approximately 9,800 feet, is too large for the existing demand, thus causing pipeline flushing difficulties and water quality issues. The proposed engineering study and preliminary design will evaluate options to replace or slip line the Matilija Pipeline with 6-inch, or 8-inch or 12-inch pipe to allow "turn over" of the pipeline more frequently to avoid water quality issues and reduce flushing frequency.

Water Works Engineers (WWE) prepared a proposal to: provide conceptual design of the replacement/slip lining of the Matilija pipeline; perform an environmental permitting feasibility analysis on the proposed project improvements; and prepare 30 percent probable construction cost estimate for the proposed project based on the conceptual design and environmental permitting feasibility analysis.

WWE is well qualified and committed to completing the evaluation and recommendations and the fees for the services are not to exceed \$49,783.

BUDGET IMPACT:

Funds in the amount of \$50,000 for this project are included in the budget for fiscal year 2019-20.

Attachment: Proposal from WWE dated November 1, 2019.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL L. FLOOD, GENERAL MANAGER
SUBJECT: AWARD OF CONTRACT FOR FACILITIES PAVING, SPECIFICATION NO. 19-424
DATE: 11/13/2019

RECOMMENDATION:

Award the contract for Facilities Paving (Specification No. 19-424) to J&H Engineering General Contractors, Inc. (J&H) in the amount of \$100,105 and authorize the President of the Board to execute the agreement for said work.

BACKGROUND:

The District installed a new 42-inch main line valve on the Oak View Main at the District Office in June 2019 which requires the area to be repaved in the operations yard. The adjacent roadway also requires paving due to age. Parking striping is also in the scope to expand the District's available parking.

In addition to the District's pavement work, the Lake Casitas Recreation Area (LCRA) requires paving be performed at Campgrounds H and O.

Five bids were received at the bid opening as shown in Table 1.

Table 1 – Base Bids Summary

Contractor	Total
BC Rincon	\$62,919.00
J&H Engineering	\$48,235.00
Pavewest	\$72,978.00
Prestige	\$69,319.00
Superior Paving	\$66,243.76

The low bidder is J&H Engineering whose bid is considered responsive and responsible and is recommended for award. A detailed bid summary is attached.

There are also optional bid items which include repaving the District Warehouse Yard for an additional \$51,870.00. The total including optional bid items is \$100,105.00.

BUDGET IMPACT:

The project is included in the FY 2019-20 Budget for:

- Facility Paving (\$100,000), of which \$80,730 would be awarded; and
- LCRA Road Repair (\$25,000), of which \$19,375 would be awarded.

Attachment: Bid Summary

CASITAS MUNICIPAL WATER DISTRICT
 1055 VENTURA AVENUE
 Oak View, CA 93022
 (805) 649-2251
 SPEC 19-424
 Project: Facilities Paving
 Bid: 11/5/19 2:00 PM

BC Rincon Construction, Inc.
 Lic.#775327;
 67 East La Loma Ave.
 Somis, CA 93066

J&H Engineering General
 Contractors, Inc.
 Lic.#630708;
 4065 Mission Oaks Blvd., Suite
 B
 Camarillo, CA 93012

Pavewest, Inc.
 Lic.#968049;
 11700 166th St.
 Artesia, CA 90701

Prestige Striping Services, Inc.
 DBA Prestige Paving Company
 Lic.#827632;
 1054 Railroad St.
 Corona, CA 92882

Superior Paving Company,
 Inc. DBA United Paving
 Company
 Lic.#865828;
 1880 N Delilah St.
 Corona, CA 92879

ITEM#	DESCRIPTION	APROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
1	MOBILIZATION/DEMobilIZATION	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,400.00	\$ 1,400.00	\$ 30,000.00	\$ 30,000.00	\$ 4,790.00	\$ 4,790.00	\$ 4,309.54	\$ 4,309.54
2	PULVERIZE EXISTING ASPHALT	4,000	SF	\$ 2.86	\$ 11,440.00	\$ 1.13	\$ 4,520.00	\$ 0.44	\$ 1,760.00	\$ 1.25	\$ 5,000.00	\$ 2.17	\$ 8,680.00
3	PAVE WITH 3-INCH ASPHALT	9,400	SF	\$ 2.21	\$ 20,774.00	\$ 2.35	\$ 22,090.00	\$ 2.22	\$ 20,868.00	\$ 3.00	\$ 28,200.00	\$ 2.78	\$ 26,132.00
4	RESTRIPe 17 PARKING STALLS	1	LS	\$ 780.00	\$ 780.00	\$ 850.00	\$ 850.00	\$ 900.00	\$ 900.00	\$ 964.00	\$ 964.00	\$ 1,137.68	\$ 1,137.68
5	MOBILIZATION/DEMobilIZATION	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,800.00	\$ 2,800.00	\$ 4,790.00	\$ 4,790.00	\$ 4,309.54	\$ 4,309.54
6	PAVE WITH 3-INCH ASPHALT	7,500	SF	\$ 3.59	\$ 26,925.00	\$ 2.45	\$ 18,375.00	\$ 2.22	\$ 16,650.00	\$ 3.41	\$ 25,575.00	\$ 2.89	\$ 21,675.00
BASE BID TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 6				\$ 62,919.00		\$ 48,235.00		\$ 72,978.00		\$ 69,319.00		\$ 66,243.76	

* Superior Paving Wrote Incorrect Totals

ITEM#	DESCRIPTION	APROX. QTY	UNIT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT	BID UNIT PRICE	TOTAL AMOUNT
7	PULVERIZE EXISTING ASPHALT	21,000	SF	\$ 0.47	\$ 9,870.00	\$ 0.40	\$ 8,400.00	\$ 0.44	\$ 9,240.00	\$ 0.24	\$ 5,040.00	\$ 1.12	\$ 23,520.00
8	PAVE WITH 3-INCH ASPHALT	21,000	FS	\$ 2.09	\$ 43,890.00	\$ 2.07	\$ 43,470.00	\$ 2.22	\$ 46,620.00	\$ 5.16	\$ 108,360.00	\$ 2.25	\$ 47,250.00
TOTAL AMOUNT FOR BID ITEMS 1 THROUGH 8				\$ 116,679.00		\$ 100,105.00		\$ 128,838.00		\$ 182,719.00		\$ 137,013.76	
DIVISION OF WORK OR TRADE				SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR		SUBCONTRACTOR	
				N/A		Cutcrete Sawing & Striping		N/A		Pavement Recycling Systems, Inc.		Prestige Striping Services	
												Pavement Recycling	

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MICHAEL L. FLOOD, GENERAL MANAGER

SUBJECT: ENGINEERING DESIGN SERVICES FOR AVENUE 1 PUMP STATION IMPROVEMENTS

DATE: 11/13/19

RECOMMENDATION:

Approve and authorize the General Manager to issue a Task Order for professional engineering services to Water Works Engineers (WWE) for the Avenue 1 Pump Station Improvements Design in the amount not to exceed \$27,579.

BACKGROUND AND DISCUSSION:

The District's Avenue 1 Pump Plant experiences surge related issues on a regular basis due to surging in the Casitas Gravity Main from the Marion Walker Treatment Plant up into Oak View. A transient pressure study was performed by WWE in February, 2019 and it was determined that pressure relief facilities are required to protect the system from damage due to system surges and water hammer.

WWE will develop a design of the Avenue 1 Pump Station Improvements based on the findings from the transient pressure study.

Their scope of work for design includes:

- Project management and meetings
- 80% Design
- Final Design

At the District's request, WWE submitted a proposal to provide consultant services in the amount not to exceed \$27,579.

BUDGET IMPACT:

The approved fiscal year 2019-20 budget for the Avenue 1 Pump Plant Transient Pressure Improvements includes \$155,000 to complete this work.

Attachment: Proposal from WWE dated October 25, 2019

TASK ORDER NO. 2
October 25, 2019

Water Works Engineers and Casitas Municipal Water District

Ventura Ave. Pump Station No. 1 Main Improvement Project

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

PROJECT DESCRIPTION

The project specifics are as follows:

Location	Oak View, California
Facility Name	Ventura Ave. Pump Station No. 1 (PS1) Main
Facility Type	Potable Water Main and Booster Pump Station
Facility Capacity	Ventura Ave. Pump Station No. 1 Main 100-cfs
Existing Facility	<ul style="list-style-type: none">• Ventura Ave. Pump Station No. 1<ul style="list-style-type: none">○ Approx. 2-miles of 30-inch and 42-inch Concrete Pipeline (200-psi)○ Two One-Way Surge Tanks○ Two 2.5MG Reservoirs
General Project Objectives	<ul style="list-style-type: none">• Reduce positive surges at PS1 suction header after sudden shutdown (power outage), thus reducing risks of pipe failure and enhancing the system reliability

SCOPE

The following services will be provided by ENGINEER for the detailed design of the Ventura Ave. Pump Station No. 1 Main Improvement Project (Project). This Task Order has been split into subtasks as follows:

Subtask	Title
1	Project Management
2.1	Final Design – 80% Design Submittal
2.2	Final Design – Final (100%) Bid Document Submittal

Subtask 1 – Project Management

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

- 1) Project Kickoff Meeting
 - a) ENGINEER introductions to CLIENT staff
 - b) Familiarize ENGINEER with all project facilities
 - c) Agree on Project Objectives
 - d) Agree on Project Components

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

Meetings	<ul style="list-style-type: none"> • Project Kickoff Meeting (Teleconference 1-hr.)
Deliverables	<ul style="list-style-type: none"> • Monthly Progress Reports

Subtask 2 – Final Design and Contract Documents

ENGINEER will prepare the necessary contract documents (construction plans, standard details, and select technical specifications) for the project, based on the design criteria and recommendations included in the Conceptual Design Technical Memorandum. The preparation of contract documents will be completed in two submittals: 80% and 100%/Final Bid Documents. Prior to each submittal, the work product will be reviewed through ENGINEER’s QA/QC process and, upon submittal to the CLIENT, will have been reviewed and revised in accordance with the QA/QC plan. Submittal of the 80% review documents will occur at a Project Review Workshop with the CLIENT (including engineering and operations staff) and ENGINEER. The contents of the submittal will be presented to CLIENT to familiarize the group with the information being submitted and the design thought process behind the work. Following the Project Review Workshop, the CLIENT will have a 2-week review period to provide any additional comments which were not brought forward in the Project Review Workshop.

The design will include the following facilities:

1	New 5,500-gallon Blowoff Tank (above grade)
2	Addition of 8-inch Pump Suction Header Pressure Relief Valve
3	Associated civil, mechanical, and structural improvements (piping, pipe supports, and anchoring)

With the exception of CLIENT pre-purchased equipment, select technical specifications (abbreviated and located in General Notes of Plans) will be provided for the piping, valves, appurtenances, and materials needed to construct the facilities listed above.

Subtask 2.1 80% Design Submittal

The 80% design submittal will communicate to the CLIENT the project design so that meaningful discussion can take place and the core project decisions can be made as a group. ENGINEER will use a combination of design drawings, 2-dimensional CADD models, manufacturers’ information and other communication tools to allow the CLIENT an opportunity for significant input into the design process. The following deliverables will be provided by ENGINEER with this submittal:

- 1) Drawings:
 - a) General Sheets – Legends, Abbreviations, and Notes (maximum of 2 sheets)
 - b) Civil and Yard Piping Plan (1 sheet)
 - c) Structural Plans and Elevations, as needed (maximum of 2 sheets; may include photos w/ annotations)

- 2) Technical Specifications:
- a) Cast-in-Place Concrete
 - b) Anchors Insert and Dowels
 - c) HDPE Storage Tank
 - d) Piping Support Systems
 - e) Pipe and Fittings
 - f) Welded Steel Pipe
 - g) PVC DWV Pipe
 - h) Valves and Operators
 - i) Testing of Pressure Piping System
 - j) Disinfection of Potable Water System

Meetings	<ul style="list-style-type: none"> • 80% Design Review Meeting (In-person at District Office + Site Visit, as needed)
Deliverables	<ul style="list-style-type: none"> • 80% Design Drawings (11x17), 3 hardcopies + PDFs • 80% Technical Specifications, Elec. PDFs

Subtask 2.2 Final (100%) Bid Documents Submittal

Bid Documents will be prepared and submitted to the CLIENT for CLIENT’s use in soliciting preferred contractor bids and constructing the project. Comments provided by the CLIENT at the 80% design stage or QA/QC comments generated by ENGINEER’s QA/QC review team will be addressed and the project set will be completed.

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

ASSUMPTIONS

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

1. Special Use and Building Permitting assumptions: None required.
2. Project Bid Packaging assumptions:
 - a. CLIENT will competitively bid the Project as one single project to Preferred Contractors
3. Owner will provide the following Drawings and Specs for a complete, bid ready, package:
 - a. Plan Set Cover
 - b. DIV 0 and DIV 1 Specifications
 - c. Required General Notes, specific to CLIENT
4. Not in Scope:
 - a. Permitting Support and/or Services
 - b. Survey Services

- c. Geotechnical Investigation, Engineering, or Reporting
- d. Electrical Design
- e. Potholing
- f. Environmental Permitting (including CEQA)
- g. Engineering Assistance During Bidding
- h. Engineering Services During Construction (Submittals, RFIs, COs, Record Drawings)
- i. Construction Management Services
- j. Project Start-up and Closeout
- k. Operations Guide/O&M Manual

SCHEDULE^a

The project schedule will be as follows:

Subtask	Title	Start Date	End Date
1	Project Management	11/18/2019	2/26/2020
2.1	Final Design – 80% Design Submittal	11/18/2019	1/14/2019
2.2	Final Design – Final (100%) Bid Document Submittal	1/15/2020	2/26/2020

^aBased on an NTP date of 11/18/2019. Assumes 2-week CLIENT review period for each deliverable.

PAYMENT

Payment for Subtasks 1 through 2 will be on a Time and Expense basis and invoiced in accordance with the Hourly Wage Rates in the following table.

Classification	Title	Hourly Rate
AA	Administrative	\$102
E1	Staff Engineer	\$127
E2	Associate Engineer	\$155
E3	Project / Structural Engineer	\$175
E4	Senior Project Engineer / Manager	\$203
E5	Principal Engineer	\$235
I1	Field Inspector	\$137
I2	Senior Inspector	\$152
I3	Supervising Inspector	\$170
T1	CADD Tech 1	\$85
T2	CADD Tech 2	\$115
T3	CADD Tech 3	\$141

Notes:

1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. Rate effective through December 31, 2019. A 3% increase will be added for any services performed in each year thereafter.

Total Budget for each task will be as follows:

Subtask	Title	Budget
1	Project Management	\$2,298
2.1	Final Design – 80% Design Submittal	\$16,874
2.2	Final Design – 100% Design/Bid Document Submittal	\$8,407
	Project Total	\$27,579

ATTACHMENTS

Attached to this Scope for reference are the following:

1	Fee Basis Spreadsheet
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EFFECTIVE DATE

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

CLIENT

By: _____
 Name: _____
 Title: _____
 Address: _____
 Date: _____

ENGINEER

By: _____
 Name: Sami Kader, PE
 Title: Principal
 Address: 760 Cypress Ave., Suite 201
 Redding, CA 96001
 Date: _____
 20-3148271
 Employer I.D. No.

Water Works Engineers Fee Estimate



Client Casitas Municipal Water District
 Project Ventura Ave. Pump Station No. 1 Main Improvement Project
 Task Order No 1
 Prepared by A. Borgic
 Date 10/25/2019

Hours and Fee

Year	Subtask 1		Subtask 2.1		Subtask 2.2	
	2019		2019		2020	
	Project Management		80% Design		100% Design	
2019	hrs	fee	hrs	fee	hrs	fee
Hourly Rate						
AA Administrative	2	\$204				
T1 Drafter/Jr. Technician			60	\$5,100	32	\$2,802
T2 Designer/Sr. Technican			8	\$920		
T3 Senior Designer			2	\$282		
E1 Staff Engineer			60	\$7,620	32	\$4,186
E2 Associate Engineer						
E3 Project Engineer						
E4 Sr. Proj. Eng./PM (Borgic)	8	\$1,624	12	\$2,436	6	\$1,255
E4 Sr. Proj. Eng./QAQC (Durbin)			2	\$406		
E5 Principal Engineer (Kader)	2	\$470				
Expenses						
WWE Expenses				\$100		\$150
Subconsultant/Expense Markup	10%			\$10		\$15
Annual Increase for WWE rates of	3%					
Subtask Totals	12	\$2,298	144	\$16,874	70	\$8,407

Water Works Engineers

Classification Title

- AA Administrative
- T1 Drafter/Jr. Technician
- T2 Designer/Sr. Technican
- T3 Senior Designer
- E1 Staff Engineer
- E2 Associate Engineer
- E3 Project Engineer
- E4 Sr. Proj. Eng./PM (Borgic)
- E4 Sr. Proj. Eng./QAQC (Durbin)
- E5 Principal Engineer (Kader)

Expenses

WWE Expenses

Subconsultant/Expense Markup

Annual Increase for WWE rates of

Project Total	
Hours	Fee
226	\$27,579

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MICHAEL L. FLOOD, GENERAL MANAGER

SUBJECT: PRELIMINARY DESIGN SERVICES FOR SIGNAL TANK
REPLACEMENT AND PUMP STATION IMPROVEMENTS

DATE: 11/13/19

RECOMMENDATION:

Approve and authorize the General Manager to issue a Task Order for professional engineering services to Michael K. Nunley and Associates (MKN) for the Signal Tank Replacement and Pump Station Improvements Preliminary Design in an amount not to exceed \$180,594.

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 Signal Booster Zone Tank and Booster Pump Station based on age, water quality issues, and condition of existing facilities. In February 2019, MKN completed the Ojai Water System – Signal Booster Zone Hydraulic Analysis, which recommended installation of a new tank and booster pump station.

MKN will develop a preliminary design of the Signal Tank Replacement and Pump Station Improvements Project in the Ojai Water System based on the findings from the alternatives evaluation from the Signal Facility initial study.

Their scope of work for preliminary design includes:

- Project management and meetings
- Utility research
- Topographic survey
- Geotechnical services
- Property appraisal/acquisition services
- Basis of design memorandum
- Environmental coordination

At the District's request, MKN submitted a proposal to provide consultant services in the amount not to exceed \$180,594.

BUDGET IMPACT:

The approved fiscal year 2019-20 budget for the Signal Zone Improvements includes \$220,000 to complete this work.

Attachment: Proposal from MKN dated October 30, 2019



October 30, 2019

Virgil Clary, PE
Civil Engineer
Casitas Municipal Water District
1055 Ventura Avenue
Oak View, California 93022

RE: Proposal for Engineering Services – Signal Tank Replacement and Pump Station Improvements Basis of Design

Dear Virgil,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal to Casitas Municipal Water District (District) for the preliminary design of the Signal Tank Replacement and Pump Station Improvements Project (Project) in the Ojai Water System. We have prepared this proposal in response to discussions with District staff.

PROJECT UNDERSTANDING

The District's 2018 Condition Based Assessment & Water Master Plan for the Ojai Water System recommended the replacement of the existing Signal Tank and improvements to the existing booster pump station (BPS) due to facility age and condition. In March 2019, MKN completed a detailed evaluation of four alternatives to serve the Signal Booster Zone. In September 2019, MKN also completed the evaluation of three additional alternatives (as directed by District staff) based on the results on the initial study. The recommended alternative was replacement of the existing tank and a new BPS at the existing Signal Tank site (Alternative 1). In addition, this project will review the expansion of the Signal Booster Zone via a new water line between Signal Street and Douglas Street, installation of a new PRV station, and new water line on Mountain View Avenue.

SCOPE OF WORK

TASK GROUP 100 PROJECT MANAGEMENT, MEETINGS AND QA/QC

MKN will provide the following services under this task group:

Task 101 Progress Reports

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

Task 102 Project Schedule

MKN will prepare a project schedule in Microsoft Project format and will maintain the schedule throughout execution of the project. Updates will be provided to the District as changes in project schedule are documented.

Task 103 Decision Log

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

Task 104 Quality Control

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

Task 105 Project Kick-Off and Site Walk

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

Task 106 Information Review

MKN has received as-built drawings for the existing Signal Tank and BPS. However, MKN may request additional information following the kick-off meeting or as required by our subconsultants to complete project tasks.

TASK GROUP 200 UTILITY RESEARCH

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

TASK GROUP 300 TOPOGRAPHIC SURVEY

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

- A. Perform field survey to locate pavement, curbs, drives, walks, building footprints, fences, walls, planters, and visible surface utilities, together with topographic features such as tops, toes, flow lines, grade breaks, etc. within the project limits (See Figure 1). Pavement and surface materials will also be identified, and the nearest water valves on Signal and Douglas Streets will be located to determine top of valve nut elevation. Trees larger than 6" in diameter will be located and shown on the map.
- B. Download and compute survey data, and prepare an AutoCAD drawing file. The mapping will be compiled at a scale of 1" = 10' with a 1-foot contour interval and a digital terrain model (DTM). Each surveyed feature will be clearly labeled or noted by symbol as identified in the field.
- C. Compile site boundary based on the information contained in the latest available assessor site information. The computed boundary will be added to the AutoCAD drawing base map.

Resolving boundary problems, such as conflicting descriptions and misclosures, are beyond the scope of this proposal. Easements listed in four (4) title reports for affected properties will be reviewed and compiled into the base map.

- D. Perform field survey to search for and recover existing record monuments sufficient in number to compile the record documents. The monuments will be tied to the project control survey, and will be used to orient the boundary to the project mapping datum.

Deliverables will include AutoCAD drawing files and a PDF signed and sealed digitally by a California Licensed Land Surveyor, all in electronic format.

TASK GROUP 400 GEOTECHNICAL DESIGN SERVICES

MKN's subconsultant, Yeh and Associates, Inc. (Yeh), will provide geotechnical services for the Project. Yeh will prepare a *Geotechnical Report* for the design of Signal Tank replacement and associated water system improvements. The geotechnical evaluation for preparation of the report will consist of a program of field exploration and laboratory testing to characterize subsurface conditions along the pipeline alignment and pump station site; geotechnical analyses to evaluate the support and placement of the new pipe, concrete vaults, and concrete structures; and provide geotechnical considerations for design and construction of the project. Yeh will perform the following services:

- A. Consult with MKN and the District to review the approach to providing geotechnical services, and request that any updated maps or plans be provided for use in planning a field exploration program for the project. Collect and review geotechnical data from previous reports and incorporate these data into baseline information to be used in the geotechnical evaluation for this project. Yeh will procure encroachment permits from the City of Ojai prior to executing the field exploration program for work in the public right of way, if needed. The City of Ojai encroachment permit process requires up to a 14-day cultural review period prior to issuing the permit. We have assumed additional permitting and right of entry agreements for Yeh and our subcontractors to work within the private property east of Signal Street will be obtained by others on Yeh's behalf. We assume the borings can be drilled under their existing Ventura County blanket borehole permit, and we assume that site access, any additional environmental permits, documents, or monitoring beyond the permits named above will be provided to us.
- B. Prepare a health and safety plan for the field work, visit the site to mark the locations of the planned explorations, and notify Underground Services Alert (USA) to contact utility companies to review the locations and mark any buried utilities at the site, and coordinate the field exploration program and site access with the District and subcontractors. Other than contacting USA, Yeh will not be responsible for locating utilities or buried structures or for damages resulting from encountering unmarked or improperly marked utilities.
- C. Yeh will subcontract Advanced Geoscience, Inc. to perform seismic refraction surveys and surface wave analysis to estimate the depth, bedrock hardness, and rippability along two lines across each of the proposed tank siting locations. The work will consist of a one-day field effort using a Seistronix EX6 seismic data acquisition system with 48-channel capability. A report will be prepared summarizing field procedures and methods of data processing, an

- annotated profile showing seismic velocity layering, and a correlation of the measured velocity to bedrock rippability using the Caterpillar charts. The surface wave velocities will be evaluated relative to empirical relationships to estimate rock strength. This task includes a meeting with the team to discuss our approach to the subsurface exploration proposed for the tank site once the estimated depth to bedrock is known.
- D. Yeh will perform a 1-day exploration effort to excavate, log, and sample from backhoe test pits located at selected areas near or within the proposed tank pad. The locations of the test pits will be finalized after completion of the geophysical survey and will depend on the estimated depth to bedrock interpreted from the survey results. A standard backhoe will be limited to a maximum depth of 10 feet in soil and may meet refusal at shallower depths if rock is encountered above 10 feet. The actual depth of the test pits may be varied depending on the subsurface conditions encountered. Test pits will be excavated by a subcontracted backhoe operator under the direct supervision of a Yeh representative. Yeh will log the test pits from the surface if they extend deeper than 4 feet and will classify the encountered soil and rock and collect bulk and limited drive samples with hand sampling equipment for laboratory testing. We will also collect representative specimens of encountered bedrock that we are able to dislodge from the in-situ formation and transport from the site. Test pits will be backfilled with excavated material and compacted in place by tamping with the backhoe bucket and wheel rolling at the surface.
- E. For exploring the pipeline alignment through private property, Yeh will provide a 1-day effort for excavating up to 4 test pits and/or hand-augured borings along the proposed pipeline alignment within the private parcels between Douglas and Signal Streets. The hand excavations will be extended 10 feet below the ground surface or to refusal in bedrock, whichever is shallower. Mike's Excavating will provide the equipment and labor for hand excavation, and collecting driven and bulk samples. Yeh will log the subsurface conditions and collect samples for subsequent laboratory testing. The test pits will be backfilled with native cuttings compacted with an electric hand whacker. Traffic control using signage and delineators will be used if exploration locations are near the existing roadway.
- F. Yeh will provide a 1-day effort to drill up to 5 borings along the proposed pipeline alignments within Mountain View Avenue, Signal Road and Douglas Streets. Borings will be drilled and sampled up to 15 feet below ground surface (approximately two times the anticipated trench depth). The borings will be drilled using a truck-mounted drill rig equipped with hollow stem augers and sampled at selected intervals using driven samples and by taking cuttings from the auger flights. Borings will be backfilled with excess cuttings excavated from the bore hole, bentonite chips, and/or clean sand or gravel. Yeh will measure the existing pavement section at each boring location (when applicable), take samples of underlying subgrade soils for subsequent laboratory testing and log the subsurface conditions encountered. Excess cuttings will be spread along unpaved shoulder or landscape areas adjacent to boring locations. Holes drilled in existing pavement areas will be patched with asphalt cold patch. Yeh will subcontract traffic control during the hollow stem drilling within the public right of way. Depending on the location of existing utilities, the work may require closing one lane of traffic at each work area and traffic will be routed past the work area with flagging. Yeh assumes that access agreements and encroachment

permits will allow work hours in the public right-of-way between 8:30am and 4:30pm on weekdays.

- G. Laboratory testing will be performed on selected samples recovered from the field exploration program to characterize the geotechnical properties and classification of soil and rock encountered. Tests for moisture content, unit weight, classification, compaction, sand equivalent, strength, consolidation, and corrosivity will be performed. The types and numbers of tests may vary depending on the subsurface conditions encountered.
- H. Yeh will summarize the data collected, perform geotechnical analyses and prepare a Geotechnical Report for the design of the project. A draft of the report will be prepared and issued in portable document file (PDF) format for review by the District and MKN. The report will provide logs of the explorations, laboratory test results, and a map showing the locations of the explorations.

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

TASK GROUP 500 PROPERTY ACQUISITION SERVICES

MKN's subconsultant, Hamner, Jewell and Associates (HJA), will provide right of way acquisition services for the Project. HJA will mail a notification letter and acquisition policies brochure to the property owner requesting permission to conduct an on-site inspection of the property, advising them of their right to accompany the appraiser at the time of the inspection, and requesting information regarding the property appraised which could influence the appraised value. An appraiser will review title information, drawings, and other pertinent information relative to the parcel, inspect each property personally with the owner (if desired), and take photographs for use in his report.

The appraiser will inventory all improvements affected by the proposed acquisition, conduct market research to support the selected appraisal methodologies and will document and confirm comparable sales information. The Appraiser will prepare a narrative appraisal report that conforms to the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal study and report are intended to serve as an acquisition appraisal and will be prepared in a summary format consistent with the specifications for narrative appraisal reports. HJA will receive and analyze the completed appraisal reports accordingly and assumes two reports will be required.

Once the appraisal process is complete and appraisals are reviewed and pre-approved by the District, HJA would then prepare offer packages for each owner that will include an offer letter, Appraisal Summary Statement, proposed Right of Way Agreement and Deed. These documents would be presented to the District for your review and pre-approval prior to presenting offers to property owners. After offer presentation, HJA would pursue agreements with each owner to finalize the right of way transfers. For any purchase efforts that do not culminate in mutually acceptable amicable agreements, HJA could coordinate with the District's legal office in conjunction with any required Necessity Hearing scheduling. For those on which HJA is able to reach final agreements, HJA would process all documents for necessary approvals and coordinate escrows, title

insurance, and closings. HJA level of effort is largely impacted by the level of accessibility and responsiveness of the property owners from whom HJA seeks an agreement. HJA has budgeted a time and material effort of 100 hours to complete the acquisition services.

TASK GROUP 600 BASIS OF DESIGN MEMORANDUM

Task 601 Electrical and HVAC Evaluation

MKN's subconsultant, IRJ and Associates, Inc. (IRJ), will provide input with respect to the electrical and ventilation requirements for the new booster pump station, standby generator, and other site electrical requirements. IRJ will perform the following services:

- A. IRJ will perform one site visit to verify the existing conditions match the record drawings. IRJ assumes the existing record drawings, furnished by the District, and the topographic survey will serve as reference for existing conditions.
- B. IRJ will perform an engineering evaluation and provide MKN with electrical and mechanical comments for inclusion in the Basis of Design Memorandum (BDM). The following items will be included in the evaluation:
 - Review of the existing electrical service and its adequacy to accommodate the new loads
 - Motor control including reduced-voltage solid-state starters to be specified
 - Standby generator requirements
 - Site lighting modifications and additions
 - Building ventilation approach

Task 602 Structural Evaluation

MKN's subconsultant, Smith Structural Group (SSG), will provide input with respect to the structural requirements for the new tank, booster pump station building, standby generator, and hydropneumatic tank foundations. SSG will visit the project site, identify any additional information required from the project geotechnical engineer, and prepare a preliminary design letter report to include as part of the BDM.

Task 603 Preliminary Engineering

MKN will prepare a BDM, which will incorporate the following information:

- Survey and Base Map
- Draft Geotechnical Engineering Report
- Environmental Review and CEQA Initial Study
- Site electrical requirements for new BPS and standby generator
- Property research and/or verification of easements for Douglas Street waterline extension
- Updated design criteria (including requirements for Signal Booster Zone expansion)
- Structural requirements for new tank, booster pump station building, standby generator, and hydro pneumatic tank foundations
- SCADA integration requirements
- Pump selection

- Recommendations for including or excluding variable frequency drives (VFDs) on any or all pumps
- Bypassing options
- Preliminary layout and site plans of proposed improvements including plan views of pipelines (Signal Tank Site, Douglas Street Extension, and Mountain View Waterline)
- Recommended locations for potholing (if required)
- Recommended temporary or permanent easements
- Cost opinion
- Project schedule

A draft memorandum will be prepared for review and MKN will attend one (1) progress meeting with the District to review comments. After comments are addressed a final memorandum will be submitted.

TASK GROUP 700 ENVIRONMENTAL COORDINATION

Permitting and California Environmental Quality Act (CEQA) documentation will be performed by the District's consultant, Rincon Consultants. It is assumed that Rincon will also prepare a draft and final tree protection plan to encompass the boundaries of the project to be incorporated into the contract documents.

MKN has budgeted 24 hours for environmental coordination, including preparation of exhibits, review of the environmental document, or development/design of mitigation measures. If the work effort exceeds this allowance, MKN will notify the District as soon as possible.

ASSUMPTIONS

- The District will provide available as-built plan information for water facilities within the project area.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District.
- District will provide and coordinate access to and around site as required to perform work.
- Existing rights of way are not more than 5 feet from the existing edge of pavement or back of walk.
- Mapping will not be required beyond existing walls, hedgerows, fences, etc., excepting meters and clean outs within approximate right of way.

SERVICES NOT INCLUDED

- Preparation of plans and specifications
- Engineering services during construction
- Construction management services
- Sub-surface utility detection other than potholing services identified herein
- Permitting or environmental services other than the encroachment permits described above
- Boundary research, compilation, surveys or filing maps or records of any kind with the

- County Surveyor
- Construction staking
- Services beyond those specifically listed in the Scope of Work above

PROPOSED SCHEDULE

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

Task	Weeks from Notice-to-Proceed
Kickoff Meeting	2 weeks
Task Group 200 Utility Research	4 weeks
Task Group 300 Topographic Survey work completed	8 weeks
Task Group 400 Geotechnical Design Services work completed	14 weeks
Task Group 500 Property Acquisition Services	As needed
Task Group 600 Basis of Design – Draft Memorandum	16 weeks
District Review Meeting	18 weeks
Task Group 600 Basis of Design – Final Memorandum	20 weeks
Task Group 700 Environmental Coordination	As needed

FEE SUMMARY

MKN proposes to complete this project on a time and materials basis, with a budget of \$180,594 that will not be exceeded without written authorization from the District. The budget per Task Group is provided on the next page and detailed in the attached spreadsheet.

Task	MKN	ECG	Yeh	HJA	SSG	IRJ	MSO	Subtotal
100	\$15,741	-	-	-	-	-	-	\$15,741
200	\$5,335	-	-	-	-	-	-	\$5,335
300	\$2,184	\$21,945	-	-	-	-	-	\$24,129
400	\$1,103	-	\$46,116	-	-	-	-	\$47,219
500	\$3,131	-	-	\$28,325	-	-	-	\$31,456
600	\$39,705	-	-	-	\$3,025	\$6,930	\$3,388	\$53,048
700	\$3,667	-	-	-	-	-	-	\$3,667

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michael K. Nunley". The signature is written in a cursive style with a long, sweeping flourish extending from the end.

Michael K. Nunley, PE
Principal

Attachments:

1. Budget
2. Fee Schedule
3. Figure 1

Proposal for Engineering Services – Signal Tank Replacement and Pump Station Improvements Basis of Design

	Project Director	Senior Project Engineer	Assistant Engineer	Drafter	Administrative Assistant	Total Hours (MKN)	Subtotal Labor (MKN)	ODCs (MKN)	ECG (Survey)	Yeh (Geotechnical)	Hammer, Jewell & Associates (Right-of-Way)	SSG (Structural)	IRJ (Electrical)	MSO (SCADA Integration)	Total Cost	
TASK GROUP 100 PROJECT MANAGEMENT, MEETINGS AND QA/QC																
101 Progress Reports	2	6	0	0	8	16	\$ 1,930	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988
102 Project Schedule	2	6	8	0	0	16	\$ 2,490	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,565
103 Decision Log	2	6	0	0	0	8	\$ 1,450	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,494
104 Quality Control	32	0	0	0	0	32	\$ 6,400	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,592
105 Project Kick off & Site Walk	4	4	0	0	0	8	\$ 1,500	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,795
106 Information Review	2	2	4	0	0	8	\$ 1,270	\$ 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,308
Subtotal	44	24	12	0	8	88	\$ 15,040	\$ 701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,741
TASK GROUP 200 UTILITY RESEARCH																
Utility Research	2	4	16	16	0	38	\$ 5,180	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,335
Subtotal	2	4	16	16	0	38	\$ 5,180	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,335
TASK GROUP 300 TOPOGRAPHIC SURVEY																
Survey	2	4	4	4	0	14	\$ 2,120	\$ 64	\$ 21,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,129
Subtotal	2	4	4	4	0	14	\$ 2,120	\$ 64	\$ 21,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,129
TASK GROUP 400 GEOTECHNICAL DESIGN SERVICES																
Geotechnical Services	1	2	4	0	0	7	\$ 1,070	\$ 32	\$ -	\$ 46,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,219
Subtotal	1	2	4	0	0	7	\$ 1,070	\$ 32	\$ -	\$ 46,116	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,219
TASK GROUP 500 PROPERTY ACQUISITION SERVICES																
Acquisition Services	4	4	8	4	0	20	\$ 3,040	\$ 91	\$ -	\$ -	\$ 28,325	\$ -	\$ -	\$ -	\$ -	\$ 31,456
Subtotal	4	4	8	4	0	20	\$ 3,040	\$ 91	\$ -	\$ -	\$ 28,325	\$ -	\$ -	\$ -	\$ -	\$ 31,456
TASK GROUP 600 BASIS OF DESIGN MEMORANDUM																
601 Electrical Evaluation	1	2	4	0	0	7	\$ 1,070	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ 6,930	\$ -	\$ -	\$ 8,032
602 Structural Evaluation	1	2	4	0	0	7	\$ 1,070	\$ 32	\$ -	\$ -	\$ -	\$ 3,025	\$ -	\$ -	\$ -	\$ 4,127
603 Preliminary Engineering	16	72	80	72	8	248	\$ 35,680	\$ 1,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,388	\$ -	\$ 40,888
Subtotal	18	76	88	72	8	262	\$ 37,820	\$ 1,885	\$ -	\$ -	\$ -	\$ 3,025	\$ 6,930	\$ 3,388	\$ -	\$ 53,048
TASK GROUP 700 ENVIRONMENTAL COORDINATION																
Environmental Coordination	4	4	12	4	0	24	\$ 3,560	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,667
Subtotal	4	4	12	4	0	24	\$ 3,560	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,667
TOTAL BUDGET	75	118	144	100	16	453	\$ 67,830	\$ 3,035	\$ 21,945	\$ 46,116	\$ 28,325	\$ 3,025	\$ 6,930	\$ 3,388	\$ -	\$ 180,594

Billing Rates	\$/hr
Project Director	200
Senior Project Engineer	175
Assistant Engineer	130
Drafter	125
Administrative Assistant	60

Mileage to be reimbursed at IRS rate



FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$200/HR
Principal Engineer	\$185/HR
Senior Project Engineer	\$175/HR
Project Engineer/ Senior Scientist	\$152/HR
Water Resources Planner	\$142/HR
GIS Specialist	\$135/HR
Assistant Engineer II	\$130/HR
Assistant Engineer I	\$110/HR
GIS Technician	\$112/HR
Supervising Drafter	\$125/HR
Drafting/Design Technician II	\$118/HR
Drafting/Design Technician I	\$95/HR
Administrative Assistant	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.

EXHIBIT - MAPPING LIMITS - Douglas Street



EXHIBT - MAPPING LIMITS - Mountain View Avenue



**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: AUTHORIZE THE GENERAL MANAGER TO ISSUE A TASK ORDER
FOR CAPITAL IMPROVEMENT PROGRAM ON-CALL INSPECTION
SERVICES
DATE: 11/13/2019

RECOMMENDATION:

It is recommended the Board of Directors authorize the General Manager to issue a Task Order in an amount not to exceed \$200,000 to MNS Engineers for on-call inspection services of Casitas and Ojai System capital improvement projects.

BACKGROUND:

Casitas is currently designing and constructing a variety of capital projects in the Casitas and Ojai Water Systems. These include replacements and/or upgrades to pump plants, tanks, pipelines, fish passage facilities, Robles Canal, and Lake Casitas Recreation Area. Projects currently under construction include:

- Rincon Pump Plant Electrical Upgrades
- Ventura Street Pipeline Replacement
- Sunset Place Pipeline Replacement
- De La Garrigue and Rice Road Bridge Replacements
- Robles Forebay Restoration
- FY19-20 Asphalt Paving Annual Contract
- Facilities Paving
- Well Rehabilitation

Projects in design which are expected to be bid and awarded in 2020 include:

- West and East Ojai Avenue Pipeline Replacement
- Wellfield, Grand Avenue, and Central Ojai Pipeline Improvements
- Running Ridge Zone Hydraulic Improvements (piping, pump plant)
- West Ojai Pipeline Replacement
- Matilija Pipeline Replacement
- Pleasant and Daly Pipeline Replacement
- Playground Resurfacing
- Signal Booster Zone Hydraulic Improvements (piping, pump plant, reservoir)

- Well Replacement
- Reservoir and Vault Fall Protection Improvements
- Heidelberger Pump Plant and Tank Retaining Walls

An inspector is needed to provide consistent field oversight of contractor activities and ensure projects meet District standards and specifications. It is anticipated on-call inspection will be needed for four to six months while the District evaluates hiring an in-house inspector.

District staff interviewed MNS Engineers and MKN and Associates, Inc. and based on ranking selected MNS Engineers to provide these services.

BUDGET IMPACT:

A not-to-exceed amount of \$200,000 will be included in the Task Order. Funding will come from each individual project budget.

MEMORANDUM

TO: Board of Directors
From: Michael Flood, General Manager
RE: Contract Award - Water Cost of Service and Rate Design Study – Hildebrand Consulting
Date: November 6, 2019

RECOMMENDATION:

The Finance Committee recommends that the District enter into a contract with Hildebrand Consulting to conduct a financial plan, rate design and cost-of-service study for Casitas, for a not-to exceed fee of \$45,045.00.

BACKGROUND:

The District last had a consultant perform a water rate study in 2017; the result was a five year increase of 12% until 2021. The District has increased the 12% for the years 2017, 2018 and 2019 however with the increasing costs of the Ojai system and much needed Capital Improvements to our existing system, it is time to review our rates again.

Four rate consulting firms were provided requests for proposals with three firms responding to the District. The Finance Committee and staff have reviewed the three proposals and recommend that Hildebrand Consulting be engaged to perform the scope of work. The attached Proposal from Hildebrand Consulting provides the experience, qualifications, project approach, organization and timeline for the work. In addition, Mr. Hildebrand is familiar with the District as he was the project manager for the last Rate Study.

The award of the contract and timely progression of the work would result in a decision on rates as early as possibly the FY 2020-21 budget year. The FY 2020-21 Budget will have a total amount of \$50,000 for the water rate study.

Water Consultancy	\$39,840.00
Hildebrand Consulting	\$45,045.00
RDN	\$56,620.00



Casitas Municipal Water District
Proposal for
Water Cost of Service and Rate Design Study

October 10, 2019



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Denise Collin
Casitas Municipal Water District
1055 Ventura Ave.
Oak View, CA 93022
Email: dcollin@casitaswater.com

October 10, 2019

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

Dear Ms. Collin,

Hildebrand Consulting, LLC. is pleased to submit this proposal in response to the Casitas Municipal Water District's solicitation for a Water Cost of Service and Rate Design Study. The Study described herein will develop water rates to achieve full cost recovery of expenses associated with the District's water utility. The financial plan will identify annual rate revenue needs with consideration of operating and maintenance costs, debt service obligations, capital program needs, and financial reserve policies. The rate revenue collected will be based on equitable cost allocation methodologies and the rate structures will also be clear, understandable, and have a cost basis that meets the requirements of California state law and District policy objectives.

Mark Hildebrand is a sole proprietor consultant with over 19 years of broad experience in California as a utility rate and management consultant to utilities, including Casitas Municipal Water District. Mr. Hildebrand was the project manager and primary author of the District's previous rate study. He has performed hundreds of studies covering a diverse range of rate setting, cost allocation, and financial planning to more than 50 clients, all of which are located in California. As an independent consultant, Mark Hildebrand offers a distinctive value proposition: he will personally be **directly** engaged in all facets of the project, including all meetings, communications, financial models, and deliverables. Being sole proprietor also allows him to provide his seasoned services at significantly more affordable rates than peers at larger consultancies.

I am thankful for the opportunity to be of service to the District again for this study, and please let me know if you have any questions regarding this proposal.

Sincerely,

Mark Hildebrand

Owner of Hildebrand Consulting, LLC.

mhildebrand@hildco.com

510.316.0621 (m)

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ATTACHMENT A - RESUMES

ATTACHMENT B – MATRIX OF RATE STUDY CLIENTS

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1. EXECUTIVE SUMMARY

Legal name and address of company : Hildebrand Consulting, LLC

Legal form of company: Sole proprietor limited liability company

Office address: 3378 Guido St. Oakland, CA 94602

QUALIFICATIONS

Mark Hildebrand brings 19 years of experience as a consultant to municipal utilities and provides a broad range of financial, utility rate, and management consulting services. He has performed hundreds of studies covering a diverse range of rate setting, financial planning, business case evaluations, and litigation avoidance to more than 50 utility clients. He has been published and frequently speaks on topics such as rate-setting under the requirements of Proposition 218, cost-of-service principles, cost allocation methodologies, emerging regulatory issues, and strategic business planning. He has worked with both Casitas Municipal Water District as well as the Upper Ventura River Groundwater Agency in the recent past. Mark Hildebrand has participated in authoring several industry guidebooks including AWWA's *Manual M1 Principles of Water Rates, Fees and Charges*, and AWWA's *Water Rates, Fees, and the Legal Environment*, and continues to actively serve on AWWA's Rates and Charges Committee, which established best practices for rate setting across the industry.

Mr. Hildebrand strengths lay in consensus-building and clear communication. As a local and independent consultant, Hildebrand Consulting offers a distinctive value: providing seasoned and experienced consulting services with *direct* engagement in all facets of work while providing our services at significantly more affordable rates than peers at larger consultancies.

As a supplement to our team, **Bob Reed** brings over 30 years of experience as an engineer for a major water/wastewater agency and a management consultant to local governments. He has provided a diverse range of services to more than 60 clients.

PROJECT UNDERSTANDING AND APPROACH

Based on our review of the RFP, our previous work with the District and other information, we understand the objectives of the study include establishing sufficient rate revenue to meet all operating, capital and debt expenses; confirming that the District's existing rate continue to be fair and equitable and are consistent with applicable State law; confirm that the District's existing rates are optimally structured to provide revenue stability; and ensure that the District's rates continue to be clear and transparent.

The District's last rate study was adopted in 2017 and was a comprehensive financial planning, cost of service and rate design project which recommended 12% rate revenue increases for 5 consecutive years some modifications to the District's rate structure (in conformance with Proposition 218). Since that time District purchased the Ojai System and has begun to insure groundwater extraction fees from the Upper Ventura River Groundwater Agency. Due to these changes as well as updates to the District's capital spending program, the District's reserves are lower

than previously projected and are expected to be drawn down further. As a result, the District is interested in reviewing its financial plan and potentially updating the water rates.

Hildebrand Consulting will use a revenue sufficiency and financial planning model to develop a financial management plan for the water enterprise. The model will be used to develop a 10-year financial management plan and be used to develop recommendations for (up to) a 5-year rate. Hildebrand Consulting uses a financial planning approach that leverages tools that essentially recreate your utility enterprise. The model will be tailored to directly load the District's multi-year budget (for seamless updates) and project annual revenue and fee adjustments requirements. This task will be particularly efficient for Hildebrand Consulting given our familiarity with the District's financial documents from the 2017 Rate Study. Our financial planning model provides a valuable capital planning tool which we will use to review each project in the capital improvement program and evaluate the impacts of alternative projects, costs, timing, and funding sources. We will work collaboratively with the District engineers on capital and operational budgetary expenditures for financial model inputs. Our model's dashboard clearly displays key scenarios and assumptions in a format that is easy to understand. This function, coupled with our ability to make real-time changes to the model, is particularly useful when engaging in interactive planning meetings.

Hildebrand Consulting is confident that the 2017 Water Rate Study was completed in full compliance with current Proposition 218 standards and, barring any new concerns of the District, the District's current rate structure remains robust and still valid. That being said, this Proposal gives the District the option to either (a) review and update the existing cost-of-service basis (hereafter referred to as the "Status Quo update" approach) or (b) conduct a comprehensive re-evaluation of the cost-of-service and rate design basis (the "Comprehensive" approach). The former approach would save the District money and would avoid any confusion that may come from changing the rate structure again after just 2 years. If the District elects the Comprehensive approach, we will work collaboratively with the District to identify a cost-of-service and rate structure approach that addresses the District's concerns (such as perhaps as greater amount of revenue from the fixed meter charge to increase revenue stability).

In addition to delivering a comprehensive report and Proposition 218 notification letter, we will conduct a survey of local and regional water rates that are charged utilities that are similar in size and scope as the District. We propose three (3) presentations to the Board, including the Public Hearing.

Hildebrand Consulting will deliver the Financial Plan rate model in Microsoft Excel®, which has a user-friendly dashboard with interactive graphics that automatically produces reports and graphs as inputs are changed. District staff will be able to use the model in the future to evaluate actual performance against projections and to adjust as necessary.

As we did for the 2017 Rate Study, we propose to include CV Strategies on our team to provide as-needed professional public outreach expertise to assist the District to continue creating and delivering the public messages needed to help make the proposed changes to the water rates easier for residents to understand.



2. EXPERIENCE

Mark Hildebrand is the sole proprietor of Hildebrand Consulting (founded in 2018) and brings 19 years of experience as a consultant to municipal utilities and provides a broad range of financial, utility rate, and management consulting services. He has performed hundreds of studies covering a diverse range of rate setting, financial planning, business case evaluations, and litigation avoidance to more than 50 clients. He has been published and frequently speaks on topics such as rate-setting under the requirements of Proposition 218, cost-of-service principles, cost allocation methodologies, emerging regulatory issues, consolidation studies, and strategic business planning. Mr. Hildebrand was the project manager and author of Casitas Municipal Water District's last water rate study, and also recently developed groundwater extraction fees for the Upper Ventura River Groundwater Agency (UVRGA).



As an independent consultant, Hildebrand Consulting offers a distinctive value: a seasoned and experienced consultant that will be *directly* engaged in all facets of work while providing our services at significantly more affordable rates than peers at larger consultancies. Mark Hildebrand will be fully committed to the project (including all models, communications, and deliverables), while proposing to engage The Reed Group (Bob Reed with 30+ years of rate-setting experience) for concept validation, project support, and for quality control.

At Hildebrand Consulting, we understand the importance of our work product quality. As a sole practitioner, all work is done by a seasoned consultant with decades of experience therefore the quality of our work starts from a strong position. As a standard practice, Hildebrand Consulting engages our clients with a detailed review of our models, which both ensures work quality and fosters familiarity with our tools.

We'll work closely with District staff to develop our findings and validate our work, including regularly scheduled project management meetings. For decades Mark Hildebrand was a project manager for multi-national engineering firms and is well-versed in best practices for ensuring product quality for each and every project.

Hildebrand Consulting is also prepared to team with public outreach and community relations firms such as CV Strategies if the District wishes to actively engage the public in this project.

SAMPLE PROJECTS:

Casitas Municipal Water District – 2016 Water Rate Study

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

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

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

Ultimately the rate recommendations were adopted unanimously by the Board.

Worth repeating...

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

-Bill Hicks, Board Member

Casitas Municipal Water District

City of Santa Rosa - Water, Recycled Water and Sewer Rate Study

Mr. Hildebrand and Mr. Reed are currently collaborating on a comprehensive water, wastewater and recycled water rate study. These studies included detailed cost-of-service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. The wastewater utility provides treatment services to four independent municipal sewer collections systems under the terms of a complex Subregional Agreement. Among other challenges, the rate study is addressing the financial impact of the massive 2017 Tubbs Fire, which damaged critical infrastructure and destroyed nearly 4,000 homes.

City of Merced - Water Rate Study

Hildebrand Consulting led a team to complete a comprehensive water rate study and capacity charge study for the City of Merced, inclusive of a multi-year financial plan, cost of service allocation, and rate structure analysis. Using an interactive modeling system, Mark worked with the City to evaluate several alternative multi-year financial management plans within the context of a capital spending schedule that will ultimately be determined by the level of future growth in the City. The City recently built a major university (UC Merced) and significant growth is anticipated, but not guaranteed. The rate structure for both the water rates and the capacity charges need to be able to accommodate either eventuality. Mr. Hildebrand also helped the City to develop a defensible “outside city” surcharge which captures the fact that customers that are located outside of City limits don’t bear the same ownership risk exposure as do the City customers (in the event of a major litigation associated with the water system).

3. QUALIFICATIONS

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

Hildebrand Consulting's business vision is to provide high-quality and deeply experienced consulting services while remaining affordable, reliable, and flexible for our clients. We provide independent consulting services while emphasizing integrity and loyalty.

Mark Hildebrand has participated in authoring several industry guidebooks including AWWA's *Manual M1 Principles of Water Rates, Fees and Charges*, and AWWA's *Water Rates, Fees, and the Legal Environment*, and continues to actively serve on AWWA's Rates and Charges Committee, which established best practices for rate setting across the industry. Mr. Hildebrand was the primary editor for AWWA's Manual M1 **water budget rates chapter**, which addresses rate design options, equity concerns, data needs, and implementation considerations. He is also an expert in the legal landscape for utility rate-setting in California, has had articles published on the implications of Proposition 218 on conservation-based water rates, and has managed dozens of projects that emphasize compliance with Proposition 218. While some recent judicial decisions may appear to be changing the rules of the game, we can make clear how the courts have simply underlined the importance of a fair and clear cost-of-service analysis.

Please visit our website at hildebrandconsulting.com. Complete resumes have been provided as Attachment A.

Bob Reed is President of The Reed Group, Inc. He brings over 30 years of experience as an engineer for a major water/wastewater agency and a management consultant to local governments. He has provided a diverse range of services to more than 60 clients. Approximately two-thirds of the engagements have been for clients for whom he has provided multiple services. Bob specializes in financial management services for local governments. His firm provides clients with an exceptional level of service and responsiveness, develops creative yet practical solutions to client's needs, and broadens understanding and facilitates consensus on complex issues. In addition, The Reed Group brings the following strengths to client engagements:



- Extensive California and national experience in water and wastewater utility operations, management, and finance.
- Broad knowledge of practices in water and wastewater rates, fees, and cost-of-service analyses.
- Familiarity with legal and regulatory requirements affecting public agency rate setting and finance.

4. PROJECT ORGANIZATION, APPROACH AND TIMELINE

Formed in 1952, the District provides water service to over 6,000 customer accounts in a service area that encompass Ojai Valley, Upper Ojai Valley, the Ventura River Valley area, the westerly portion of the City of Ventura, and the Rincon coastal area to the ocean and Santa Barbara County line. The District serves its potable water customers with local water from Lake Casitas and limited groundwater. The water is treated at the District's treatment plant before delivery to customers.

The District serves as a water supplier to direct urban retail customers, agriculture, and is a wholesale water supplier to local agencies, public and private, that are primarily dependent on local groundwater pumping. Annual water deliveries vary considerably from year to year, typically ranging from 12,000 AF to 20,000 AF due to its large agricultural customer base whose demands vary based on weather and rainfall. For example, total water sales in FY 2013/14 were over 19,000 acre-feet (AF) and two years later the sales were 14,300 AF (a drop of 25%). Water sales have been as high as 25,000 AF in the past.

PROJECT UNDERSTANDING

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

1. Establish sufficient rate revenue to meet the operation and maintenance (O&M), capital and debt service needs of the District's water utility.
2. Confirm that the District's existing rate continue to be fair and equitable and are consistent with applicable State law.
3. Confirm that the District's existing rates are optimally structured to provide revenue stability and provide for adequate operating and capital reserves and the overall financial health of the water utility under varying conditions. This includes verification that the District's fixed charges (e.g., meter charges) are recovering adequate revenue in order to promote revenue stability during periods of low water sales.
4. Develop a financial plan that considers the District's cash flow requirements and reserve adequacy.
5. Confirm that the District's existing rate continue to promote water use efficiency through a tiered structure.
6. Provide clear and transparent communication of the basis for the water rates.
7. Review the rates charged to Wholesale Customers to ensure that the rates reflect the costs of both standby and peak water demands.

DISTRICT'S CURRENT RATES AND FINANCIAL CONDITION

The District's last rate study was completed in 2017 and included a comprehensive financial plan and cost of service / rate design analysis. At the time, the study's primary drivers were to (1) address revenue shortfalls due to the historic

drought, (2) ensure that the District's rates were compliant with California's Proposition 218, and (3) clearly communicate the recommendations to the Board (which the Board felt had not been done historically).

The District's water rates consist of a fixed monthly charge as well as a volumetric tiered rate. In addition to water rate revenue, the District receives material revenue related to the Park and Water Park and taxes. During drought events the District, as part of its drought management plan, collects penalty revenue from customers that exceed their water allocation. The penalty rates are subject to the requirements of Proposition 26 and the revenue is held in a designated fund for use on future water supply and conservation projects.

The 2017 Rate Study recommended 12% rate revenue increases for 5 consecutive years. In reviewing the District's 2018 CAFR, it appears as though the rate revenue outcome of those increase is going as planned. The 2017 Rate Study also made some modifications to the District's rate structure, such as reducing the number of tiers from 4 to 3 and ensuring that each tier had a sound cost basis (in conformance with Proposition 218).

Since that time there have been some significant changes that wasn't contemplated by the 2017 Rate Study. This includes the District's purchase of the Ojai System (previously owned and operated by Golden State Water), which both increased both rate revenue and expenses (including debt expense since the purchase was bond funded). In addition, the Upper Ventura River Groundwater Agency's adopted a groundwater extraction fee earlier this year. Due to the increase in the District's service area as well as updates to the District's capital spending program, the District's reserves are lower than previously projected and are expected to be drawn down further. As a result, the District is interested in reviewing its financial plan.

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

FINANCIAL PLAN

Hildebrand Consulting uses a financial planning approach that leverages tools that essentially recreate your utility enterprise. This task will be particularly efficient for Hildebrand Consulting given our familiarity with the District's financial documents from the 2017 Rate Study. In addition to capturing changes to operating costs and revenues, our process includes an interactive evaluation of the proposed capital spending budgets, and the rate impacts of alternative projects, costs, timing, and funding strategies.

LEGAL ENVIRONMENT FOR RATE SETTING AND THE DISTRICT'S CURRENT RATES

The legal landscape for utility rate setting in California has changed significantly over the past several years. While it has been over 23 years since Proposition 218 was passed by California voters in 1996, it really has been the Court's interpretations of Prop 218 over the past 7 years that have dramatically altered the standards for rate setting.

That being said, Hildebrand Consulting is confident that the 2017 Water Rate Study was completed in full compliance with current Proposition 218 standards. The 2017 Rate Study was developed based upon available data, legal requirements, system configuration, service agreements, resources, customer base, demand and usage characteristics, local practice, and public policy objectives. The rates were designed to protect the District from the

revenue swings that can accompany changes in water demand and changes in utility operating costs. The changes to the rate structure were designed to equitably provide for all utility costs while minimizing financial impacts to customers. Based on the Board's review of the rates proposed in 2017, we believe that all of these objectives were met.

Barring any structural concerns by the District, we believe that the District's current rate structure remains robust and still valid. Aside from minor updates to the underlying assumptions of the rate structure elements, we believe that this current study could focus primarily on the financial plan, which would save the District time and money on the cost of service and rate design tasks. We are available to either simply review and update the District's existing rate structure to ensure that the underlying assumptions remain valid, or we can work with District staff to re-explore the spectrum of defensible approaches in order to understand all options available to the District. As such, the Scope of Work section below **described the cost of service and rate design tasks as being "optional"** .

ADMINISTRATIVE RECORD

Much like a rate structure with a sound and clear methodology, Hildebrand Consulting emphasizes the importance of a clear and concise yet comprehensive Administrative Record. Some consultancies favor the "everything and the kitchen sink" approach because they believe they are being more legally prudent. While it is true that insufficient documentation has been the root cause of most successful Proposition 218 lawsuits, we believe that true transparency (and, hence, legal defensibility) is achieved when the Administrative Record is (1) organized as an easy reference document, (2) is clear enough to be understood by a layman, and (3) is comprehensive without including superfluous information. Mark Hildebrand has been providing such thorough and defensible Administrative Records to his utility client since well before the San Juan Capistrano case made it the "new standard". Based on feedback from the Casitas Board in 2017, we believe that our Administrative Record was well-received, and we are confident that our next report for the District will be of equal or better quality.

PROPOSED SCOPE OF WORK

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

Task 1: Review and Propose Modifications to the Revenue Requirements

We will begin the project by collaboratively establishing a rate study framework with the District to ensure a common understanding of project objectives. During a project kickoff meeting we will work with the District to confirm the major drivers and goals for the study and discuss the options related to modifying the existing rate structure.

Task 1.1. - Data Collection

To initialize the study, we will submit a data request to the District. This will include (but is not limited to) a review of historical financial statements, capital spending forecasts for each system, historical statements of revenue and expense, current year budgets, customer counts and classes, and historical usage data. Our review of the data will

be done to develop a strong understanding of any specific wholesale relationships, any existing financial requirements (such as bond covenants), and operational/capital improvement drivers.

Task 1.2 - Kickoff Meeting

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

- ✓ Discuss key issues, roles and responsibilities;
- ✓ Confirm study objectives and further explore project drivers such as revenue stability;
- ✓ Discuss options with respect to evaluating the existing rate structure;
- ✓ Confirm data requirements and discuss the data already received; and
- ✓ Finalize the project schedule, including key milestone dates and deliverables.

Task 1.3 - Financial Plan

In this task, Hildebrand Consulting will use a revenue sufficiency and financial planning model to develop a financial management plan for the water enterprise. The model will be used to develop a 10-year financial management plan and be used to develop recommendations for (up to) a 5-year rate.

Our financial planning model will be similar in function to the 2017 Rate Study model. The model will be tailored to directly load the District's multi-year budget (for seamless updates) and project annual revenue and fee adjustments requirements. Developing this model will be very efficient given our familiarity with the District's finances. The financial plan will consider projected changes to operating expenses, alternative spending levels, operating reserves targets, debt service coverage ratios and other financial policies/goals that affect the revenue requirements of the funds. It will also consider historical operating expenses, growth projections and other trends that paint a complete financial picture and provide for informed decision-making. Our model's dashboard clearly displays key scenarios and assumptions in a format that is easy to understand. This function, coupled with our ability to make real-time changes to the model, is particularly useful when engaging in interactive planning meetings.

Our team will work directly with District staff to understand the drivers for the Financial Plan (such as the new capital spending program or costs associated with the District's new service area) and consider uncertainties, such as future regulatory costs, groundwater extraction fees, and water supply/demand trends. We understand that the District's engineering staff has been working to prioritize a series of capital projects and that further capital planning decisions will be made during the course of the rate study financial planning.

Our financial planning model provides a valuable capital planning tool which we will use to review each project in the capital improvement program and evaluate the impacts of alternative projects, costs, timing, and funding sources. We will work collaboratively work with the District engineers on capital and operational budgetary expenditures for financial model inputs.

We will examine the District's use of debt financing for capital improvements and assess the impact of current levels of debt financing, as well as building a financing scenario to support the enterprises in maintaining a proper balance for debt coverage and rate stabilization over the study period.

Closely related to this analysis is the examination of cash reserve policies. Adequate reserves are fundamental to achieving financial stability and can help in the avoidance of sudden or disruptive fee adjustments in the face of

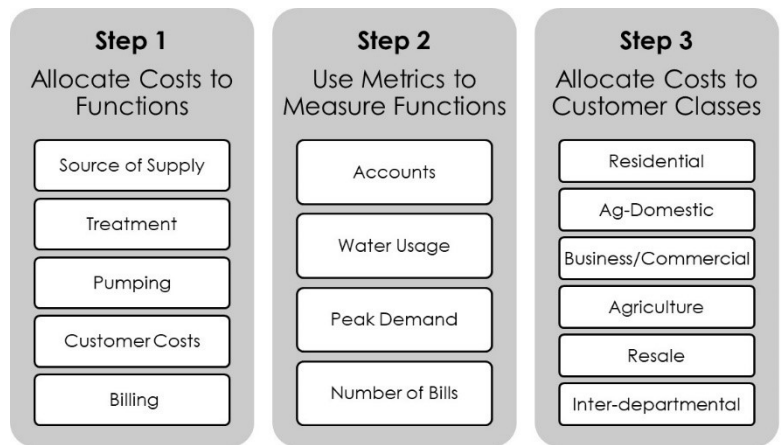
changes to operating or capital needs. We will forecast the District’s fund balances and incorporate these balances and alternative reserve policies into the interactive planning discussions regarding financial sustainability.

-
- Task 1 Meetings:** ✓ Kickoff Meeting
 ✓ Financial Planning Workshop
 ✓ Financial Planning calls (as needed)
-

- Task 1 Deliverables:** ✓ Meeting materials
-

Task 2 – Conduct Cost of Service Analysis (optional)

The cost of service analysis allows for all utility costs to be functionalized and distributed to the appropriate customer class. Costs are functionalized to defined segments, which are then allocated to each class of customer based upon the characteristics or units of service for each respective class of customer. The functions that were used for the 2017 Rate Study are presented in the figure to the right.



The 2017 Rate Study identified the most appropriate Prop 218-compliant cost-of-service methodologies based upon available data, legal requirements, system configuration, service agreements, resources, customer base, demand and usage characteristics, local practice, and public policy objectives. Our analysis went beyond the generally accepted methodologies (such as those outlined in the AWWA M1 Manual) in order to ensure that the methodology complied with the (much more prescriptive) requirements of California law.

As previously mentioned, Hildebrand Consulting is available to either (a) review and update the existing cost-of-service basis (hereafter referred to as the “Status Quo update” approach) or (b) conduct a comprehensive re-evaluation of the cost-of-service and rate design basis (the “Comprehensive” approach). Both approaches will ensure compliance with Proposition 218. The Status Quo Update approach is much simpler and may be preferable if the District is satisfied with the basic framework of its current rates. In that case, the work would be done as part of Task 3 (and this Task 2 would not apply). The Comprehensive approach will be more effort and is preferable if the District feels that there are opportunities to improve the rate structure in order to meet District objectives. In the case of the Comprehensive approach, the rate structure will be evaluated for opportunities to serve the better address fiscal stability, public policy objectives, economic development, and/or affordability.

-
- Task 2 Meetings:** ✓ Cost of Service / Rate Design Workshop #1
 ✓ Cost of Service / Rate Design Workshop #2
-

- Task 2 Deliverables:** ✓ Meeting materials
-

Task 3: Review and Propose Changes to Current Rates

Hildebrand Consulting will clearly document the basis of our review and proposed changes to current rates. The complexity of that analysis will depend on whether the District elects to follow the Status Quo Update approach or a Comprehensive re-evaluation of its rate structure (see Task 2).

The both the **Status Quo Update approach** and the **Comprehensive approach** will include the following elements:

- 1) Ensure that the recommended rate structure complies with all laws, regulations and policy, are defensible and documented, and are developed to comply with Propositions 218 and 26.
- 2) Update any underlying assumptions of the existing rates structure to ensure that the basis of the rate structure remains valid.
- 3) Assess the efficacy of the proposed rate structure in the event of a drought, mandatory rationing, or other water shortage factors.
- 4) Evaluate and recommend a pricing program that reflects the different stages of the District's Water Efficiency and Allocation Program (WEAP) and continues to fund water operations and capital project. This will include an evaluation of the factors that determine a customer's water allocation and the policies behind the penalties charged for exceeding those allocations during drought events
- 5) Provide the District with the financial planning model that may be used by the District staff on a going forward basis and train staff in the use of the model.

The **Comprehensive approach** will include all of the above, as well as the following analysis:

- 6) Review the composition and construction of all customer classes and recommend any changes.
- 7) Recommend changes to improve the recovery of fixed costs during periods of low water usage.
- 8) Evaluate the basis and structure of the Districts tiered rates.
- 9) Demonstrate that any alternative rate structure is easy to understand and administer and can be accommodated with the existing District billing system.

Task 3 Meetings: ✓ Conference calls (as needed)

Task 3 Deliverables: ✓ Meeting materials

Task 4: Reports

In the final phase, Hildebrand Consulting will assist District staff with the rate adoption process. This includes documenting the rate study results to serve as both the District's Administrative Record and as an outreach tool that will educate the public regarding the proposed changes, the rationale and justification behind the changes, and the anticipated financial impacts of those changes. The report and presentations will include the results of a survey of local and regional water rates that are charged utilities that are similar in size and scope as the District. Such surveys provide important context during workshops and during Board presentations.

Task 4.1 – Administrative Record

Study findings will be documented in an administrative report. The draft report will be discussed with staff and legal counsel (as necessary). The reports will include:

- a. A brief physical description of the utility system;
- b. Overview of financial operations for the last five years;
- c. Explanation of the District’s wholesale agreements;
- d. A forecast of the necessary capital improvement program needs;
- e. The proposed financial strategy and financial policy recommendations;
- f. Assumptions and data behind the recommendations;
- g. A transparent explanation of the basis for the allocation of costs and rate structure; and
- h. A 5-year schedule of proposed rates.

Task 4.2 – Board Presentations

We propose the following Board meetings, which are critical to complying with Prop 218 noticing requirements and garnering support for rate adjustment recommendations.

- 1) **Draft Recommendations Board Workshop** – Present draft recommendations and work interactively to receive final feedback from the Board on rate design.
- 2) **Final Recommendation Board Meeting** – Present final recommendations to the Board and request permission to issue Prop 218 notification letters.
- 3) **Public Hearing** – Present final recommendations to the Board, as needed, or serve as expert witness, as appropriate, and move that Board vote to adopt the recommended rates.

We will also work with District Staff to prepare the required public hearing notice in compliance with Proposition 218 for the proposed water rates. We will provide guidance and advice to staff to assure compliance with the Proposition 218 notification process. We will develop the notification letter for property owners, which will need to be finalized and mailed by District staff at least 45 days prior to the Public Hearing.

Task 4.3 – Financial Model

Hildebrand Consulting will deliver the Financial Plan rate model in Microsoft Excel®, which will include projected expenses, revenue requirements, and the resulting need for changes in water rates for a period of five years. The model has a user-friendly dashboard with interactive graphics that automatically produces reports and graphs as inputs are changed. District staff will be able to use the model in the future to evaluate actual performance against projections and to adjust as necessary. The model will become the property of the District and may be used by District staff for any internal purpose.

Task 4 Meetings:	✓ Board Meeting #1 (Draft Recommendations)	✓ Board Meeting #3 (Public Hearing)
	✓ Board Meeting #2 (Final Recommendations)	

- Task 4 Deliverables:**
- ✓ Draft Report
 - ✓ Financial Model
 - ✓ Final Report
 - ✓ Rate Survey
 - ✓ Draft 218 Notice

Task 5: Public Outreach (if required)

In this task, we will prepare materials and participate with District staff in up to three (3) workshops with stakeholders to present and explain the recommended rate changes and proposals.

As we did for the 2017 Rate Study, we propose to include CV Strategies on our team to provide as-needed professional public outreach expertise to assist the District to continue creating and delivering the public messages needed to help make the proposed changes to the water rates easier for residents to understand. Gaining public support for proposed rate adjustments can be a challenge, especially if there is to be a significant change from the historical structure. CV Strategies is a California-based public outreach team made up of former journalists, skilled at translating the complexities of the water industry into compelling messages. With 30 current water clients across the state, CV Strategies consultants have an intimate knowledge of the water industry and its nuances and are well versed in the tactics that enhance customer engagement and messaging success.

- Task 5 Meetings:** ✓ Outreach Meetings (3)

- Task 5 Deliverables:** ✓ Meeting materials

Schedule

We have developed the following proposed project schedule for the Water Cost of Service and Rate Design Study. The schedule reflects a tempered pace, which can be accelerated if desired.

	2019			2020				
	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Task 1 - Review and Propose Modifications to the Revenue Requirements								
Task 2 - Conduct Cost of Service Analysis								
Task 3 Review and Propose Changes to Current Rates								
Task 4: Reports							218 Notification Period	
Task 5: Public Outreach				(to be determined)				

5. REFERENCES

Mark Hildebrand has been conducting water rate studies in California for nearly two decades, including scores of projects that are similar in scope to the project being requested by the District. The following are some sample project descriptions that Mr. Hildebrand has performed in the recent past.

Coachella Valley Water District - Water, Recycled Water and Sewer Rate Study (since 2015)

Client: Teri Vorster; Interim Finance Director 760.398.2661 x2304 tvorster@cvwd.org

Contract value : \$450,000 **Project Manager :** Mark Hildebrand

Coachella Valley Water District is a multi-faceted public water utility with a 1,000 square miles service area that delivers irrigation and domestic water (both retail and wholesale), collects and recycles wastewater, sells recycled water and non-potable water, manages stormwater, and imports water to replenish its groundwater basin. Mr. Hildebrand has been the project manager since 2015 to provide comprehensive cost-of-service and rate design consulting services for canal water, potable water, recycled water, wastewater and the groundwater replenishment program. Rates were designed to fund the utility's long-term projected costs of providing service while proportionally allocating costs among customers, providing a reasonable and prudent balance of revenue stability, and complying with the substantive requirements of California Constitution Article XIII D, Section 6 (Prop 218). Among the most significant recommendations has been to eliminate a series of service areas that had different water and wastewater rates as a result of historical acquisitions.

City of Santa Ana - Water and Sewer Rate Study (current)

Client: Rudy Rosas, Public Works Director 209.385.6803 elwink@cityofmerced.com

Contract value : \$147,000 **Project Manager :** Mark Hildebrand

Mark Hildebrand is leading a rate study project for the City of Santa Ana (population 334 thousand) to develop a comprehensive financial plan, cost-of-service (COS), and rate design study. In addition to the expiration of the City's existing rate ordinance, this project is focused on addressing the City's extensive needs for reinvestment in their buried infrastructure. One key interest to the City was the ability to evaluate capital planning scenarios, flexing key variables including annual buried pipe replacement, operating and capital reserve development, and a combination of capital financing alternatives. This process of scenario analysis allowed the City to start with a project wish list, and then adjust and revise capital investment plans to prioritize certain projects and maintain their stated planning goals and targets. Hildebrand is working with the City to complete an updated rate design structure in order to comply with the evolving legal requirements in California. The revised rate structure will ensure revenue stability while maintaining the ability to promote conservation and affordability.

Indian Wells Valley Water District - Water Rate Study (2018)

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

Contract value : \$70,000 **Project Manager :** Mark Hildebrand

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

In addition to evaluating financial goals and objectives, we evaluated alternative water demand projections (i.e. the impacts of water conservation), cost escalation factors, and other variables that could affect the financial performance of the utility. We independently reviewed the District's existing cost-of-service basis within the context of compliance with Prop 218 and the best available data, system configuration, demand and usage characteristics, local practice, and public policy objectives.

For each rate structure alternative, we are providing an analysis of the impacts to each customer class and bill impacts at various levels of consumption. Our analysis which shows the percentage of customers at each level of usage is used to determine the percentage of customers affected by each rate structure alternative at different levels of usage.

Additional references:

<p>City of Fullerton – Water Rate Study (current) Meg McWade, Public Works Director (714) 738-6723, mmcwade@cityoffullerton.com</p>	<p>Ross Valley Sanitary District – Sewer Rate Study (2019) Felicia Newhouse, Business Services Manager (415) 870-9761, fnewhouse@rvsd.org</p>
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See [Attachment B](#) for a more comprehensive list of California rate clients.

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Attachment A: Resumes

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MARK HILDEBRAND

FOUNDER AND PRINCIPAL



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

AREA OF EXPERTISE

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

PROFESSIONAL HISTORY

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

EDUCATION

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

CERTIFICATION

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

PUBLICATIONS & PRESENTATIONS

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

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

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

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

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

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

SAMPLE PROJECT EXPERIENCE

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

Coachella Valley Water District, Comprehensive Rate Study

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

City of Fullerton, Water Rate Study

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

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

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

Soquel Creek Water District, Santa Cruz County

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

Sewer Rate Study, Ross Valley Sanitation District

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

Water and Sewer Rate Studies, Santa Rosa, CA –

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

Proposal for Water Cost of Service and Rate Design Study

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

Water Rate Study, Casitas Municipal Water District

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

Indian Wells Valley WD, Water Rate Study

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

Indio Water Authority, Cost Allocation Plan & Fee Study

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

City of Norco, Financial Planning

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

Moulton Niguel WD Water/Sewer Rate Study

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

**BOB REED**

Mr. Reed is President of The Reed Group. He has over 30 years of experience providing a broad range of financial and management consulting services to local governments in the areas of water and wastewater utility management, as well as public works and engineering functions. The Reed Group's mission is to provide clients with an exceptional level of service and responsiveness, to develop creative yet practical solutions to client needs, and to broaden understanding and facilitate consensus on complex issues. Areas of specialty include:

Utility Rate/Fee Studies – water and wastewater cost of service and rate design studies; wholesale and retail rates; water conservation pricing; community-based rate-setting methodologies.

Capital Facility Financing Studies – evaluation of the economic and financial feasibility of capital improvement programs; capital facility financial planning; development impact fee and capacity charge studies

Resources Management – meter retrofit programs, water conservation planning; drought impact studies; water conservation rate incentives; water use analysis, and supply/demand sensitivity analyses.

Litigation Support – litigation support, including expert witness testimony and mediation assistance, in matters related to water and wastewater rates and charges including Proposition 218.

AREA OF EXPERTISE

- » Resource Management
- » Litigation Support
- » Capital Facility Financing Studies
- » Utility Rate/Fee Studies

PROFESSIONAL HISTORY

- » The Reed Group, Inc., President, 1998 - present
- » Hilton Farnkopf & Hobson, Water/Wastewater Practice, 1996-1998
- » David M. Griffith & Associates, Utility Consulting Practice, 1992-1996
- » Ernst & Young, Governmental Consulting Practice, 1990-1992
- » East Bay Municipal Utility District, Water Resources Planning, 1983-1988

EDUCATION

- » B.S., Engineering, University of California, Los Angeles, 1982
- » M.S., Water Resources Engineering, University of California, Davis, 1990
- » M.B.A, Public Policy and Management, University of California, Davis, 1990

CERTIFICATION

- » Former licensed Civil Engineer in California (Lic. No. 41064), retired

Representative Projects

- *City of Santa Rosa, CA (since 1997)* -- Water and wastewater rate studies. Performed multiple water and wastewater rate studies for Santa Rosa Water. Studies included detailed cost of service analyses, refinement of current rate structures, development of a five- and ten-year financial plans, and review of financial policies and practices. Some studies have included extensive workshops with City staff to explore rate and financial issues in detail. Mr. Reed also performed studies pertaining to demand fees (capacity charges), water shortage rates, water conservation incentives embodied in rate structures, financial reserve policies, and economic and cost sharing issues related to expansion of the recycled water system into urban areas
- *Town of Windsor (since 2006)* – Developed multi-year financial plans for the Town's water and wastewater utilities prepared user rate studies to recommend water and wastewater rates that reflect the cost of providing service and meet each utility's revenue needs. Multiple studies have included workshops with the Town Council and consideration of special cost of service issues, as well as assessing the potential rate impacts of future capital project financing. Also performed a financial analysis of the Town's recycled water program and expansion options. In 2015,

Mr. Reed completed a water and wastewater rate update study, including an analysis of the financial impact of water shortage and water shortage rates.

- *City of Healdsburg (since 2007)* – Conducted a wastewater rate study, including development of a multi-year financial plan. This study resulted in increases to the City’s wastewater rates to meet operating, capital program, and debt service obligations. The wastewater rate structure for residential was modified such that user rates reflect the winter water use characteristics of each customer. This change improved equity among customers and helped to encourage water conservation.
- *City of Rohnert Park (since 2010)* – Assisted the City with the development of new wastewater rates following a 50 percent rollback in rates that resulted from an initiative process. Since the original study, Mr. Reed has led other water and wastewater financial planning and rate studies. Water studies have included analyzing the relative costs of SCWA water supplies and local groundwater production.
- *City of Cotati* – In 2017, Mr. Reed conducted a water and sewer financial plan and rate study for the City of Cotati. The study included evaluating cost differences between SCWA water supplies and local groundwater production. The study also included developing a water shortage financial strategy and rate surcharges, which could be implemented in a future water shortage.
- *Amador Water Agency (since 1998)* – Mr. Reed has assisted the Amador Water Agency with a variety of water and wastewater financial planning and rate issues including assisting with the analysis of financing options, cost of service analysis involving wholesale and retail rates, as well as treated and untreated water, participation fee studies, rate consolidation, rate restructuring, and other issues. Studies frequently include workshops with the Board of Directors, as well as meeting with key stakeholders. Mr. Reed’s initial work for the Agency helped prevent potential litigation and has provided a solid basis for water and wastewater rates in an often-contentious environment.
- *Carmichael Water District (since 1998)* – Water rate study and 5-year financial plan. Conducted 10 workshops with an 11-member citizen advisory committee (including 2 Board members). Focus of study was on cost of service issues and rate design with a transition from flat to metered rates. The District’s largest customers were represented on the committee. He also assisted the District in successfully rebutting a legal challenge to the District’s water rates on Proposition 218 grounds. In 2015 he worked with the District to update its financial business plan and water rates. An update to this work was performed in 2016.
- *City of Roseville (since 1999)* – For the past eight years, Mr. Reed has assisted in preparing biennial rate recommendations for water, wastewater, and solid waste. He has also assisted in revising water rates to better achieve conservation objectives and helped develop water shortage rates to be implemented during periods of water shortage. Recently performed an analysis of the City’s recycled water program, and an update of the City’s water rate structure in the wake of the SJC decision.
- *San Juan Water District (since 1998)* – Conducted multiple retail and wholesale financial plans and rate studies. Retail rate analyses included developing a metered water rate structure while working closely with a citizens advisory committee and members of the Board. Wholesale rate analyses have included developing an equitable cost of service methodology and working both with the District and member agencies.
- *Sacramento Suburban Water District, CA* – Mr. Reed worked with the Sacramento Suburban Water District to prepare an update to their capital improvement plan, multi-year financial plan, and water rates. Mr. Reed worked with the predecessor Northridge Water District on to develop two previous five-year water rate plans and FDC calculations. He also developed recommendations on wheeling charges whereby other entities could wheel water through the District’s transmission facilities.
- *Solano Irrigation District* – Water rate and financial plan studies. Assisted the District in three separate studies to address policy issues related to rate structures, revenue strategies, financial policies, and long-range financial planning. Separate studies were performed for the Dixon-Solano Municipal Water Service (joint water system with City of Dixon), the Suisun-Solano Water Authority (joint water system with the City of Suisun City), and SID’s General Fund.

Attachment B: California Client List

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Attachment B: California Utility Rate Study Clients

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

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: RECOMMEND THE BOARD INCREASE THE BUDGET FOR THE DISTRICT OFFICE REMODEL, APPROVE AND AUTHORIZE A TASK ORDER TO GHD, INC. AND AWARD CONTRACTS TO PSLA SECURITY SYSTEMS.
DATE: 11/01/2019

RECOMMENDATION:

It is recommended the Board of Directors:

- Increase the budget for the District Office Remodel project;
- Approve and authorize the General Manager to sign a Task Order for electrical engineering for the District Office Transfer Switch to GHD, Inc. in an amount not to exceed \$26,816.00; and
- Award contracts to PSLA Security Systems for security cameras and access control in the amounts of \$29,465.10 and \$23,625.27, respectively.

BACKGROUND:

The District's main office at 1055 N. Ventura Avenue, Oak View, CA, is subject to electrical power shutoffs from Southern California Edison. The office houses the main functions of the District including Administration, Engineering, Water Quality, Operations and Maintenance, and the Board Room. During shutoffs, the District rents a 250-kilowatt temporary generator to power the entire load of the building. A transfer switch is desired to facilitate the connection to a temporary generator. District Electrical staff will complete the installation of the transfer switch.

In addition, an Arc Flash Study for the District Office and the Warehouse are needed to incorporate recent electrical improvements. The District requested a proposal from GHD, Inc., one of the on-call electrical consultants, to provide electrical engineering services for the transfer switch and Arc Flash Studies. Their proposal is attached.

To increase security and protection at the District Office, proposals were requested from PSLA for security cameras and an updated access control system. PSLA provided security cameras at Lake Casitas Recreation Area. The security camera system will provide 24-hour visual surveillance of the District Office and surrounding parking lots as

well as the main lobby. The access control system replaces the existing access control key pads with an updated key card entry unique to each employee at locations that currently have access control.

BUDGET IMPACT:

The fiscal year 2019-20 budget of \$150,000 for the District Office Remodel did not include these services. The total estimate for the project to date, including the proposed additional services, includes:

Description	Amount
<i>Awarded to Date:</i>	
Architectural Design Services	\$ 14,900.00
Amendment (additional scope)	\$ 5,440.00
Amendment (bid and construction phase)	\$ 16,000.00
Construction Contract	\$182,000.00
Subtotal	\$218,340.00
<i>Proposed:</i>	
Electrical Services	\$ 26,816.00
Security Cameras	\$ 29,465.10
Access Control	\$ 23,625.27
Total	\$298,246.37

A budget increase of \$150,000 is requested for a total budget of \$300,000.

Attachment: Proposal from GHD, Inc
Proposals from PSLA Security Systems



8 October 2019

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

Proposal for:
District Office Transfer Switch

Attn: Julia Aranda, PE

Via Email: jaranda@casitaswater.com

Re: Cost Proposal for Electrical Design Services for the District Office Transfer Switch and Providing Arc Flash Study for District Office

Dear Julia,

GHD is pleased to present this proposal for the above-referenced project. This proposal is based on your scope of work sent via email on October 1, 2019 and October 3, 2019.

PROJECT UNDERSTANDING

The District's main office is subject to electrical power shutoffs from Southern California Edison. The office houses the main functions of the District including Administration, Engineering, Water Quality, Operations and Maintenance, and the Board Room. During shutoffs, the District rents a 250 kilowatt generator to power the entire load of the building.

The project entails the installation of a manual transfer switch at the District's main office to facilitate the connection of a portable generator during a power outage.

In addition, it is required to update the Electrical Record Drawings for the District Office and Warehouse, and provide an electrical system study including arc flash and coordination for the District Office and Warehouse.

APPROACH

The District intends to purchase and install materials and equipment using in-house staff. GHD will visit the job site and extract existing wiring diagram of the main office. GHD will update and revise the single-line diagram, provide electrical site plan, electrical details, list of materials and equipment, calculations, and cost estimate to the District for review.



GHD shall produce the ETAP model of the electrical system to provide the circuit breaker coordination and arc flash study. GHD will provide a report, which will include a discussion of any electrical system corrections that are required.

District staff will review the preliminary design and provide consolidated comments to the Consultant. GHD will finalize the design deliverables and provide final versions to the District. The final deliverables will be stamped and signed by an Electrical Engineer registered in the State of California.

SCOPE OF SERVICES

TASK 1 PROJECT MANAGEMENT

The project management tasks consist of the following:

- Project management oversight
- Develop and maintain a project schedule
- Coordinate with Casitas staff on a regular basis.
- Prepare and submit monthly invoices and project summary report.

TASK 2 PRELIMINARY DESIGN

The electrical design will be performed in the responsible charge of a licensed Electrical Engineer. Based on the above understanding of the project intent, we propose to provide professional engineering services for the improvements. The electrical engineering scope of services includes the following elements:

- Engineer will perform a site visit to become familiar with the pertinent features of the building's electrical system, and of site constraints.
- Engineer will collect the information of electrical installation and wiring diagram. To achieve this, District shall provide assistant with opening the electrical enclosure, switchboards and electrical panels.
- Engineer will develop a plan to show the location of the manual transfer switch and the wiring modifications required to connect the switch into the building's existing electrical infrastructure.
- Engineer will develop a comprehensive single-line diagram for the existing electrical installation plus new installation to illustrate the location of the transfer switch in the overall distribution system, to show its relationship to other system elements, and to show wiring revisions, including material sizes and ratings.
- Engineer will develop construction details as necessary to communicate the intent of the construction tasks. Details will likely include the use of annotated photographs.
- Engineer will specify on the plans and details the pertinent characteristics of the materials to be used in the construction of the improvements.
- Engineer will develop an Opinion of Probable Construction Cost.
- Engineer will develop an ETAP Model, including circuit breaker coordination and Arc Flash study

We anticipate developing the following drawings:



- G001 Cover Sheet, Vicinity Map, Drawing Index
- E001 Electrical Legend and Abbreviations
- E101 Electrical Site Plan
- E501 Electrical Details
- E601 Single Line Diagram

Deliverables:

- One draft digital copy of the project drawings and Arc Flash study and coordination.
- One draft digital copy of the project specifications.
- One draft digital copy of the project construction cost estimate.
- One draft digital copy of design calculations.
- One draft digital copy of the Arc Flash and Coordination Study.

TASK 3 FINAL DESIGN

Based on approval of Preliminary Design and any minor adjustments authorized by Casitas, this task will include the following:

- Response to Preliminary Design comments.
- Completion of Final drawings.
- Completion of Final construction cost estimate.
- Completion of Final calculations.
- Completion of the Arc Flash and Coordination Study.

Deliverables:

- One final digital copy of the project drawings system study result report and Arc flash labels.
- One final digital copy of the project specifications.
- One final digital copy of the project construction cost estimate.
- One final digital copy of the Arc Flash and Coordination Study.
- One final hardcopy set of arc flash labels.

PRELIMINARY DESIGN SCHEDULE

Notice to Proceed	October 21, 2019
Task 1 – Project Management	October 21 to December 20, 2019
Task 2 – Preliminary Design	October 21 to November 8, 2019
Task 3 – Final Design	November 8 to December 20, 2019



PROJECT DESIGN TEAM

Contract / Client Manager	Paul Hermann
Project Manager / Senior Electrical Engineer	Mehdi Mardi
Design QA/QC	Rick Guggiana
Electrical Designer / Drafter	Andrew Cole

INFORMATION TO BE PROVIDED BY CASITAS MUNICIPAL WATER DISTRICT

1. Information Record drawings for facility.

LIMITATIONS AND EXCLUSIONS

1. Permit preparation and/or design review fees are not included in this project.
2. Property or easement negotiation, appraisal and acquisition services are not included in this project.
3. Structural design is not included in the project.
4. Site Lighting is not included in the project.
5. GHD is not aware of available assets that can be used for a background in CAD for electrical site plans. It is assumed that GHD will develop site plan backgrounds from an existing pdf site plan, Google Earth image, or similar.
6. This proposal is for the development of one electrical bid package. Development of multiple or phased bid packages is not included.
7. Value engineering is not included.
8. Construction inspection and testing are not included.
9. Any services not expressly contained in the scope of work are excluded; however, GHD can provide additional services, if requested, per a contract amendment.

ESTIMATED COSTS

GHD proposes to perform the above-described work on a lump sum basis by Task as outlined below. An allowance has been included for reimbursable expenses, including travel.

Task 1 – Project Management	\$1,592
Task 2 – Preliminary Design	\$19,324
Task 3 – Final Design	\$5,900
PROJECT TOTAL	\$26,816

Additional Services

Additional scope items will be negotiated and will not be completed without written authorization by the client. Changes in scope or design will be considered additional services.

Reimbursables & Consumables

Travel, reimbursable and consumable expenses are included in the quoted fees.



STANDARD AGREEMENT PROVISIONS

We propose to complete the project as a task order under the existing as-needed contract. We appreciate the opportunity to present this proposal and look forward to working with you. If you have any questions, please do not hesitate to call.

Sincerely,
GHD Inc.

Mehdi Mardi
PM/ Senior Electrical Engineer

Paul Hermann
Contract / Client Manager



- Proactive Threat Assessment and Detection Systems

October 25, 2019

Mr. Virgil Clary, PE
Project Manager

- High Definition IP and Analog Video Systems

Casitas Municipal Water District (CMWD)

1055 Ventura Ave.
Oak View, CA 93022

- High Capacity and Long Term Video Storage Solutions

RE: CMWD Site Video System
(06) Avigilon **HD** Camera Security System
(01) Avigilon 12-TB "Usable" Network Video Recorder (RAID 5)

- Intrusion Detection Systems

This proposal includes an **Avigilon** 10TB Storage Add **Option**. (ADD to the original proposal)

- Access Control Systems and Solutions

Mr. Clary,

- Fire Alarm and Life Safety Systems

The following Photo-Scan of Los Angeles/PSLA proposal is for the Video System at **CMWD**.

- License Plate Capture and Recognition Systems

Camera locations

1. Main Entrance Gate), 2-MegaPixel **IR**/"**HD**" Wide Dynamic Range, Day/Night Camera
2. Lobby/Waiting Area, 2-MegaPixel "**HD**" Wide Dynamic Range, Day/Night Camera
Display Note, this camera will be displayed on Local TV
3. NE Corner of District Office, 270 Degree 9-Megapixel "**HD**" Multi-Sensor Camera
4. NW Corner of District Office, 270 Degree 9-Megapixel "**HD**" Multi-Sensor Camera
5. SE Corner of District Office, 270 Degree 9-Megapixel "**HD**" Multi-Sensor Camera
6. SW Corner of District Office, 270 Degree 9-Megapixel "**HD**" Multi-Sensor Camera

- Command and Control Rooms

- Video Walls

- Digital Signage Solutions

PROJECT SCOPE

- Total System Integration

1. Supply and install (02) **Avigilon** 2-MegaPixel **InfraRed**/"**High Defintion**" Wide Dynamic Range-WDR, Day/Night Camera (inside camera will not have IR)

WDR Note: This Camera is very special in that it will allow you to compensate for the Bright Outside Lighting Issues, referred to as back lighting to give you the best possible picture of people entering through the door.

- Remote System Management

- Virtual Patrol Services

2. Supply and install (01) Camera to TV/Monitor Adapter (to display camera on TV)
3. Supply and install (04) **Avigilon** 270 Degree **9-Megapixel** "**High Defintion**" Multi-Sensor Camera Cameras
4. Supply and install (04) Avigilon Multi-Sensor Mounts (Corner/Wall)
5. Supply and install (04) PoE Injectors (72-Watt) for the Multi-Sensor Cameras
6. Supply and install (01) 6-**Avigilon** Enterprise Camera Licenses
7. Supply and install (01) **Avigilon** Network Video Recorder with **12.0-Terabytes** of Usable Storage (RAID 5)
8. Supply and install (01) 24-Port Cisco Switch (for IP Cameras)

- Personal Verification and Control Systems

- Customized Solutions for Any Application

- 24-Hour U.L. Listed Central Station Monitoring Service

9. Supply and install (01) Heavy Duty (IR Capable) 8-Camera Power Supply fused)
10. Supply and install (01) Surge Protector/UPS Unit, for the digital recording system.
11. Supply and install (04) Multi-Outlet Power Strips
12. Supply and install (01) Lock Box for Security Equipment
13. Supply and install (01) Lot Video Connectors
- 14. Supply and install (01) Lot of Camera Video and Power Cable**
15. Supply and install (01) Lot Misc. “Fire Caulking”, Hardware and Supplies (as needed)

Purchase Proposal Breakdown

Equipment	\$ 16,840.00
7.5% Sales Tax	\$ 1,305.10
Subtotal	\$ 18,145.10
Freight (S & H)	\$ 225.00
Subtotal (Equip, tax & Freight)	\$ 18,370.10
Meetings, Pre-Planning and Mobilization	\$
Camera Pre-Setup and Programming	\$
Project Management, Coordination with Phasing	\$
Camera & NVR Installation, Focusing and Setup	\$ 5,250.00 (42 @ \$125.00)

Avigilon 6-Camera “HD Quality” Video System e \$ 23,495.10***

*** Includes Equipment, tax, freight & Prevailing Wage Labor)

Avigilon 10TB Storage Add Option. (ADD to the original proposal)

Storage Hardware ADD \$ 5,970.00** (Equipment and tax)

** Must add cost to base bid if you want the Additional Storage to ADD future Cameras.

EXCLUSIONS/CONDITIONS: Customer and/or their agents shall supply or install the following:

1. Will pull and label all PSLA Supplied CAT-6 Cable from ALL Cameras to 1-Designated CDMS IDF Room.
2. Infrastructure Network: POE Switches, Patch Panels, UPS Power, IP Addresses and Network Drops (for Access Control, IP Video System. and “if Needed”
3. Will supply all conduits, Junction Boxes, Back Boxes and door preparations as needed.
4. Will require all 110vac as needed for this project, where Access Control Panels, Door Hardware, and Camera Power Supplies are located.
5. Will provide adequate backing and mount PSLA supplied Security Enclosure.
6. Mount PSLA supplied Camera Brackets.

7. Should it become necessary for PSLA to perform any work outside of regular business hours (M-F 7am-4pm), an additional labor charge will be passed back to the customer to cover time and a half and/or double time charges. Furthermore, any additional labor charges incurred due to delays caused by other trades or factors out of our control will not be included herein and passed back to the customer.
8. Will responsible for all patching and painting after Installation Process.
9. Will supply all Panduit and Molding
10. Will provide adequate space for monitoring equipment (secure location suggested).
11. Owner will provide parking for all PSLA Vehicles during the term of the project.
12. Permit and inspection fees (if required)

Terms:

50% is due upon issuance of Purchase Order or Contract.
50% is due upon the completion of installation.

If you have any more questions or require additional information, please advise me.

Sincerely,

PHOTO-SCAN OF LOS ANGELES/PSLA



Barry E. Balcom
President

(Purchaser's Acceptance & Title)
Casitas Municipal Water District

Date

CC. Kevin Nnguyen/CMWD
Gary Pak/PSLA



- Proactive Threat Assessment and Detection Systems

October 27, 2019

- High Definition IP and Analog Video Systems

Mr. Virgil Clary, PE
Project Manager
Casitas Municipal Water District (CMWD)
1055 Ventura Ave.

- High Capacity and Long Term Video Storage Solutions

Oak View, CA 93022

RE: **Avigilon 4-Door** Access Control System (up to 32-Doors)

- Intrusion Detection Systems

Mr. Clary,

- Access Control Systems and Solutions

Thank you for allowing PSLA to evaluate your security and safety requirements for the **Casitas Municipal Water District (CMWD)**. Avigilon Access Control Systems with Integration to Avigilon Video Integration Option.

Qualifications:

- Fire Alarm and Life Safety Systems

We are confident that you will find our solutions innovative, convenient, and relevant to your current and future requirements.

- License Plate Capture and Recognition Systems

Our Core Values and Principles:

- Command and Control Rooms

Presenting PSLA 4-CORE Protection:



- Video Walls

- **PSLA 4-CORE Principles**
 - PSLA believes that **Safety; Security; Efficiency; and Simplicity** must be a part of every organization’s core safety and security policies. Our system designs incorporate these 4-Core Principles
- **PSLA 4-CORE Technologies**
 - PSLA delivers solutions to fit any Security and Safety application: **Intrusion Detection; Fire Life Safety; Hi-Definition Video; and Access Control**. PSLA also deploys software and hardware solutions that integrate some or all four of our core technologies.

- Digital Signage Solutions

- Total System Integration

- Remote System Management

- Virtual Patrol Services

“Optional” Avigilon Integrated High-Definition Video Integrating to Access Control System)

- Personal Verification and Control Systems

- Customized Solutions for Any Application

Install Avigilon Control Center Enterprise Software Version 7 – Effectively captures, manages, and stores hi-definition and multi-megapixel surveillance video while efficiently managing bandwidth and storage. HDSM™ Technology for low impact on bandwidth consumption and network infrastructure, Integrated Gateway for integrations to unlimited number of mobile devices (Droid and iPad/iPhone). *****ACC 6 Includes integration services with Avigilon Access Manager and Avigilon Intelligent Video Analytics**

- 24-Hour U.L. Listed Central Station Monitoring Service

Avigilon Access Control System (Capable of Integrating to Video System)

Access Controller: Install one Avigilon 32 -Door access control Software and ACM Web based software to for a comprehensive access control solution and to allow Avigilon cameras to be called up and automatically displayed / tagged on access control / intrusion detection events and exceptions. The video related to the events and exceptions is indexed for easy replay and is searchable by event and exception type.

- Install Server software on customer's supplied Computer
- Provide Avigilon ACM Software/hardware, install and configuring on customer's Ethernet network
- Integrate comprehensively to Avigilon ACC Video Platform
- Configure for operators to use ACC GUI for delivery of Integrated video popup
- Design, Build, and configure Active-Icon maps for reporting and system control in ACC/ACM Platforms
- Implement Automatic report generating of activity delivered by email and/or SMS
 - To one or many
 - Dynamically or by schedule
 - Hourly/daily/weekly/monthly
- Implement comprehensive mustering scheme
- Install Equipment enclosures including the following:
 - All required Avigilon access boards
 - All required Avigilon input / output boards
 - Cabinet tamperers
 - 12VDC and 24VDC power supplies to drive all access and door locking hardware equipment from a centralized and monitored point
 - Back up batteries to allow for reserve power to drive the entire system including door locking hardware in the event of a power failure

Multi-Technology Card Reader which will provide another layer of security for the company and Card Readers with Keypads on the Perimeter Doors. iCLASS

HID Corporate 1000 platform, which will insure the PTI would be the only company that could purchase cards under there company owned facility code. This means that no one could duplicate your cards. This will allow PTI to go to a 35-Bit Card as opposed to their existing 26-Bit Card, which will provide another layer of Security.

Access Control Door Locations

1. Back Office Interior Door (from Public Hearing Room)
2. North Exterior Door
3. Northwest Exterior Door
4. Northeast Exterior Door
5. South Exterior Door

Equipment

Access Control

1. Supply and install (01) Avigilon Access Control Manager Software & System
2. Supply and install (01) Avigilon 2-Door Controls Panels (Main)
3. Supply and install (02) Avigilon 2-Door Access Control Expansion Board
4. Supply and install (02) Back Up Batteries
5. Supply and install (01) Avigilon /LSP Access Control Panel Power Supply
6. Supply and install (05) VD Electrified Exit Trim
7. Supply and install (05) Electrified Rim Cylinder Device
8. Supply and install (05) VD Electrified Exit Device Kit
9. Supply and install (05) CA Electrified Hinge (with DPS)
10. Supply and install (10) Cover Plates (16"x4")
11. Supply (100) HID Corporate 1000 Proximity Cards

NOTE: CDMS will be the ONLY company with this Site Code, NO Card Duplication)

12. **Supply and install (01) New HID Multi-Class Card Reader
13. **Supply and install (03) New HID Multi-Class Card Reader with Keypads
14. Supply and install (01) Door Hardware Power Supplies
15. Supply (01) Lot Access Control Composite Cables (for CMWD to pull)
16. Supply and install (01) Lot Video Connectors
17. Supply and install (01) Lot Stiffy Hangers (for Cabling)
18. Supply and install (01) Lot Miscellaneous "Fire Caulking", Hardware and Supplies

Purchase Proposal Breakdown

Equipment	\$ 15,308.83
7.5% Sales Tax	<u>\$ 1,186.43</u>
Subtotal	\$ 16,495.26
Freight (S & H)	\$ 255 .00
Subtotal (Equip, tax & Freight)	\$ 15,750.26
• Meetings, Pre-Planning and Mobilization	\$
• Panel Pre-Wiring/Setup and Programming	\$
• Project Management, Coordination with Phasing	\$
• Access Control Server Install and Setup	\$
• Testing & Training on Access Control System	<u>\$ 6,875.00</u> (55 @ \$125.00)
Avigilon 4-Door Access Control System	\$ 23,625.27***

*** Includes Equipment, tax, freight & Prevailing Wage Labor)

EXCLUSIONS/CONDITIONS: Customer and/or their agents shall supply or install the following:

1. Will pull and label all AC Composite Cable to Designated CDMS IDF Room.
2. Infrastructure Network: POE Switches, Patch Panels, UPS Power, IP Addresses and Network Drops (for Access Control, IP Video System. and “if Needed”
3. If Fire Rating on any door is compromised, it is the responsibility of owner to get re-certification at their expense.
4. Fire System Company will supply fire interface for Electrified Hard shut off.
5. Will supply all conduits, Junction Boxes, Back Boxes and door preparations as needed.
6. All Doors will be prepped at the factory for electrified hardware and wireless locks.
7. Will require all 110vac as needed for this project, where Access Control Panels, Door Hardware, and Camera Power Supplies are located.
8. Will provide adequate backing and mount PSLA supplied Security Enclosure.
9. Should it become necessary for PSLA to perform any work outside of regular business hours (M-F 7am-4pm), an additional labor charge will be passed back to the customer to cover time and a half and/or double time charges. Furthermore, any additional labor charges incurred due to delays caused by other trades or factors out of our control will not be included herein and passed back to the customer.
10. Will responsible for all patching and painting after Installation Process.
11. Will mount PSLA supplied Access Control Panel and apply 110VAC power.
12. PSLA will train CMWD Staff how to program cards and setup system
13. Will supply all Panduit and Molding
14. Will provide adequate space for monitoring equipment (secure location suggested).
15. Will assume the Existing doors, door hardware are in good working condition
16. Will be extra if Permit and inspection fees are required

Terms:

50% is due upon issuance of Purchase Order or Contract.
50% is due upon the completion of installation.

If you have any more questions or require additional information, please advise me.

Sincerely,

PHOTO-SCAN OF LOS ANGELES/PSLA



Barry E. Balcom
President

(Purchaser's Acceptance & Title)
Casitas Municipal Water District

Date

CC. Kevin Nguyen/CMWD
Gary Pak/PSLA

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: MONTHLY ENGINEERING STATUS REPORT
DATE: 11/13/19

RECOMMENDATION:

It is recommended the Board receive and file the Monthly Engineering Project Status Report for November 2019.

DISCUSSION:

The status of Water Security and Infrastructure Improvements projects for November 2019 is provided below and in the attachment.

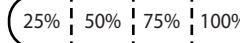
Project	Anticipated Committee / Date	Anticipated Board Date / Action
WATER SECURITY PROJECTS		
Comprehensive Water Resources Plan	11/19/19 Water Resources	01/20/19 Present Draft
<ul style="list-style-type: none"> • Tech Memo for funding expected mid-November • WR Committee presentation on alternative water supply portfolios • Draft plan expected early December; present to WR Committee 12/17/19 		
Casitas-Ventura State Water Project Interconnection	TBD	TBD
<ul style="list-style-type: none"> • Additional hydraulic analysis in progress for dual pump station alternative 		
Ojai Wellfield Rehabilitation/ Replacement	TBD	TBD
<ul style="list-style-type: none"> • San Antonio #4 construction started 10/17/19 • Pump test on Mutual #5 completed; new pump, motor and column installed in October • Well replacement specifications behind schedule; out to bid in early December 		
Matilija Formation Deep Wells	TBD	TBD
<ul style="list-style-type: none"> • Technical Advisory Committee draft report received and under review • TAC-recommended outline for Basis of Design Memo under review 		
Ventura-Santa Barbara Counties Intertie	TBD	TBD
<ul style="list-style-type: none"> • Initial Study/Mitigated Negative Declaration nearing completion pending GHG analysis • Revising Benefit-Cost Analysis using FEMA BCA Tool per request of Cal OES 		
Robles Diversion Fish Screen Alternatives Feasibility Study	TBD	TBD
<ul style="list-style-type: none"> • Draft design to implement Alternatives 1 and 2 from Prototype Test Plan completed. Expect to use informal bid process. • Informal consultation with National Marine Fisheries Service (NMFS) initiated 		
Robles Forebay Restoration	TBD	TBD
<ul style="list-style-type: none"> • Permits received from USACE, CDFW, RWQCB, USBR, NMFS • Contractor mobilized, installing stream diversion and groundwater treatment system. 		

Project	Anticipated Committee / Date	Anticipated Board Date / Action
<ul style="list-style-type: none"> Contract completion date of 11/30/19 		
INFRASTRUCTURE IMPROVEMENTS		
Ojai Water System Improvements		11/13/19 Award Prelim Design
<ul style="list-style-type: none"> Sunset Place and Ventura Street Pipeline Replacement projects under construction; expect completion in early November Emily and Canada Street Pipeline to be released for bidding in November Preliminary Design for Signal Tank and Pump Station pending award to MKN Rincon Street Bypass Piping and paving nearing completion Mutual Wellfield Piping Improvements at 60% completion Pleasant and Daly Pipeline design kickoff meeting held 		
Rincon Pump Plant Electrical Upgrade	TBD	TBD
<ul style="list-style-type: none"> Building addition is nearing completion Switchgear expected to arrive in January 2020 		
De La Garrigue and Rice Road Bridges	11/15/19 Finance Committee	12/11/19 Award contract for construction
<ul style="list-style-type: none"> Five bids received on 10/8/19 Bid protest letter received and under review 		
Robles Canal Panel Maintenance FY19-20	N/A	N/A
<ul style="list-style-type: none"> Project complete 		
Paving FY 19-20	TBD	TBD
<ul style="list-style-type: none"> Second list of patching underway, approximately 10 sites 		
Rincon Main (Ayers Creek Crossing) Pipeline Replacement	TBD	TBD
<ul style="list-style-type: none"> 30% design expected mid-November 		
PCCP Pipe Inspection/Valve Replacement	TBD	TBD
<ul style="list-style-type: none"> USBR coordinating internal inspection of Casitas Gravity Main to be performed 04/06/20-04/10/20 Staff preparing specifications for simultaneous valve replacements 		
Matilija Pipeline Replacement	TBD	11/13/19 Task Order
<ul style="list-style-type: none"> Proposal received from WWE for preliminary design to replace existing 20-inch pipeline with 8-inch pipeline 		
Casitas Dam Drainage and Stability Berm Erosion Repair	TBD	TBD
<ul style="list-style-type: none"> Design kick-off meeting held with MNS Engineers Preliminary design expected in mid-December 		
Casitas System Master Plan	TBD	12/11/19 Agreement
<ul style="list-style-type: none"> Four proposals received and under review Interviews to be scheduled with top-ranked firm(s) 		



Engineering Project Status November 2019

★ Indicates Change



Casitas Water System
Ojai Water System
Lake Casitas Recreation Area



NOT YET STARTED

CONSULTANT SELECTION

PLANNING

DESIGN

BIDDING

CONSTRUCTION

Water Security

Infrastructure Improvements

NOT YET STARTED	CONSULTANT SELECTION	PLANNING	DESIGN	BIDDING	CONSTRUCTION
		<ul style="list-style-type: none"> Robles Vertical Well Test Bore Comprehensive Water Water Resources Plan ★ Casitas-Ventura SWP Interconnection Preliminary Design Ventura-Santa Barbara Counties Intertie 	<ul style="list-style-type: none"> Well Replacement Robles Diversion Fish Screen Prototype Testing ★ 		<ul style="list-style-type: none"> Robles Forebay Restoration ☆ San Antonio #4 Well Rehabilitation ★
<ul style="list-style-type: none"> Casitas Dam Hollow Jet Valve Replacement LCRA Sewer Study 	<ul style="list-style-type: none"> Matilija Pipeline Replacement ☆ MWWTP Corrosion Assessment ☆ Robles Facility Gantry Crane and Entry Ramp Pleasant Ave and Daly Rd Pipeline Improvements ★ Ave 1 PP Surge Design Ojai Water System Wellfield VFD Study Casitas System Master Plan ★ 	<ul style="list-style-type: none"> Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants Camp Chaffee Pipeline Replacement Ojai East Reservoir Recoating ☆ Ojai 12-Inch Pipeline Ojai Water System Transmission Main Optimization Study ★ Emergency Exit Road LCRA Playground Resurfacing ★ Boat Inspection Facility ☆ 	<ul style="list-style-type: none"> Upper Rincon (Lake Creek) Pipeline Rehabilitation Casitas Dam Drainage & Stability Berm Erosion Repair ★ West Ojai Pipeline Replacement West and East Ojai Avenue Pipeline Diesel Tank Pad Design ☆ Mutual Wellfield and Grand Ave Pipeline Improvements ★ Mutual Wellfield Building Rehab Heidelberger Pump Station and Tank Site Stabilization ★ Gorham Well #1 VFD ★ Signal Zone Hydraulic Improvements ★ Fall Protection Improvements MWWTP and San Antonio Wellfield Building Improvements ★ 	<ul style="list-style-type: none"> De La Garrigue Bridge Replacement Rice Road Bridge Replacement Emily St, Canada St, Pipeline ☆ MWWTP Sludge Bed Rehab ☆ Facility Paving ☆ Security Cameras and Access Control ☆ Maintain LCRA Roads ☆ 	<ul style="list-style-type: none"> District Office Remodel ☆ Rincon Pump Plant Electrical Upgrade FY19-20 Asphalt Paving Timber Cutoff Wall Repair Sunset Place Pipeline ☆ Valve and Appurtenance Replacement (Ventura St) ☆

CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA

DATE: October 14, 2019
TO: Recreation Committee
FROM: Carol Belser, Park Services Manager
SUBJECT: Recreation Area Monthly Report for September 2019

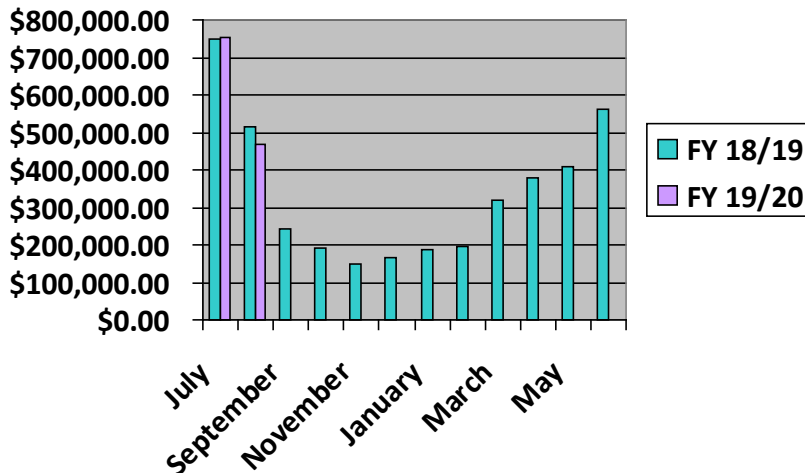
Operations, Boating, Incidents

Customers enjoyed our free summer programs for Astronomy nights and the last movie in the Casitas Water Adventure for the summer, E.T the Extra Terrestrial. There were 290 recreational vessels tagged for re-entry into Lake Casitas, 7 passed new invasive mussel inspections, and 5 failed first inspection.

In September there were 56 patrol observations where park staff made customer contact. Park Rangers responded to 45 calls for service and 37 customer service issues. There was 1 medical response that required transport, 39 disturbances with none requiring support from the Ventura County Sheriff's Office. There were 7 unattended fires, 14 traffic violations with none resulting in citations, 7 parking violations, 0 restricted area violations, 1 boating violations, 0 fishing violations, 3 leash law violations, and 17 body contacts with water.

Revenue and Visitation

The 2019/2020 unaudited monthly revenue figures through August 2019 are shown below compared to last fiscal year. The fiscal year's total figures will be reported when made available in the respective months (operations, concessions, Casitas Water Adventure, etc.) per the District's Financial Summary generated by the Chief Financial Officer.



The following is a comparison of visitations* for August 2019.

	August 2019	August 2018	July 2019
Visitor Days	89,236	84,860	112,060
Camps	9,418	8,645	10,060
Cars	22,311	21,215	28,015
Boats	99	180	80
Kayaks & Canoes	2	1	2

Totals for Fiscal Year through August 2019	
2019/2020	201,296
2018/2019	202,320
% Change	-.506

*The formulas for calculating the above attendance figures derived from the daily cash reports are as follows:

Visitor Days = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles X 4

Camps = Campsites occupied + extra vehicles

Cars = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles

Boats = Daily boats + overnight boats + annual decals + replacement decals

Kayaks & Canoes = Daily kayaks and canoes + overnight kayaks and canoes + annual kayaks and canoes

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Recreation Committee

DATE: November 5, 2019
TO: Board of Directors
FROM: Park Services Manager, Carol Belser
Re: Recreation Committee Meeting of November 5, 2019 at 1000 hours.

RECOMMENDATION:

It is recommended that the Board of Directors receive and file the minutes of the November 5, 2019 Recreation Committee.

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Brian Brennan
Director Angelo Spandrio
Park Services Manager, Carol Belser
Division Officer, Joe Evans
There were no members of the public in attendance
2. **Public Comments.** There were no public comments received.
3. **Board/Management Comments.**
Director Brennan reported he had attended the annual Association of Water Agencies (AWA) tour and that he was impressed with the condition of the water infrastructure facilities at United Water Conservation District.
4. **Review of Bureau of Reclamation Grant Funding of the Lake Casitas Recreation Area.**
Park Manager, Carol Belser reviewed the staff report for Grant R18AP00028, and explained how the Bureau of Reclamation works with the District to provide grant funding for maintenance needs such as road improvements and playground resurfacing. She reported that the grant also provides funding support for the quagga/zebra mussel prevention program.
5. **Presentation and Discussion of Lake Casitas Recreation Area User Fees.**
The Committee discussed the recommendations in the packet, and added that pet user fee should be recommended for an increase from the current \$3.00 to \$5.00. The Committee reviewed their recommendation from the October 1, 2019 meeting regarding the Administrative Overhead Burden, and how it is directly related in the projections for the upcoming fiscal years in regards to a balanced budget. The Committee would like the General Manager to present the user fee increases and Administrative Overhead Burden recommendations to the Board, as it has been presented to them, in one packet as they are interrelated.
6. **Review and Discussion Request for Proposal for a Concept Design for the Event Area at the Lake Casitas Recreation Area.**
The Committee discussed the draft proposal included in their packet and requested it

move forward for distribution. The deadline dates for the proposals to be returned back to the District will be in a time frame that will allow the Committee to include the concept design costs in the fiscal year 2020/2021 budget.

7. **Review of Monthly Recreation Report for September.**

Park Manager Belser reviewed the September 2019 monthly report for the Committee. It will be forwarded to the Board.

8. **Review of Incidents and Comments.**

Division Officer, Joe Evans addressed the Committee and reviewed the incident statistics for the month of October 2019. He reported that there were 13 rattle snakes, mostly juveniles that were relocated by Park Rangers out of the Jay Campground away from the public area. He also reported the efforts the Park Rangers to locate a customer's missing tortoise. The tortoise was found and returned to its owner.

9. **The meeting was adjourned at 1123 hours.**

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Special Finance Committee

DATE: November 7, 2019
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Special Finance Committee Meeting of November 1, 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
Chief Financial Officer, Denise Collin
Engineering Manager, Julia Aranda
2. **Public Comments.**
None.
3. **Board/Management comments.**
None
4. **Review the recommendation to approve a budget of \$80,000 for Tierra Contracting, Inc. to pave a portion of West Ojai Avenue affected by the new pipeline installation and previous main break.**
GM Flood indicated that the District had received pricing on this work and would like to proceed under the General Manager's authority with award of the contract due to time constraints for this project.

EM Aranda indicated that the timing of this work is urgent since this same contractor is doing the below-ground pipeline work.

Director Kaiser asked questions about the pricing from the various contractors.

The Committee asked that this item be included as a consent item on the next Board Meeting agenda.
5. **Review the recommendation to increase the budget for the District Office Remodel Project and authorize electrical engineering, security camera and access control contracts.**
GM Flood went over the various requested additions to the project's scope.

Director Word asked questions about the details of the security camera system.

Director Kaiser asked about the methodology of reviewing and maintaining the security camera system.

EM Aranda made some comments about the revised access control system.
6. **Discussion regarding the recommendation to authorize the General Manager to issue a Task Order to one of the on-call engineering firms for full-time inspection services of**

Casitas and Ojai System capital improvement projects.

EM Aranda discussed the need for on-call inspection and the methodology for acquiring the services.

The Committee asked questions about the expense and indicated that staff should look at analyzing adding a full time position in the future.

7. **Review the recommendation to award a contract to Hildebrand Consulting in the not to exceed amount of \$45,045.00 for a financial plan, rate design and cost-of-service study.**
CFO Collin went over the details of the responses and the recommendation to award a contract to Hildebrand Consulting.

GM Flood made comments about all of the respondents and concurred with the recommendation.

Director Kaiser asked questions about the qualifications of the bidders.

The Committee recommended that the Board award the contract as presented by staff.

8. **Review of the Financial Statements for August, 2019.**
CFO Collin reviewed the Financial Statements with the Committee including areas of revenues and expenditures for both the District and the Lake Casitas Recreation Area. She also indicated that allocation penalties are up.

Director Word indicated that revenues are clearly down from last year.

9. **Review of the August, 2019 Consumption Report.**
CFO Collin reviewed the Consumption Report with the Committee noting that consumption was down significantly from the previous year.

Director Word mentioned that it appears consumption is off by about 25% overall.

Casitas Municipal Water District				Casitas Municipal Water District			
<i>CFD 2013-1 Improvement Fund</i>				<i>CFD 2013-1 Bond Fund</i>			
	Expenses	Interest	Balance		Expenses	Interest	Balance
	Paid	Earned			Paid	Earned	
Bond B - Funds Received Beginning Balance	42,658,223.98		42,658,223.98	Bond B - Funds Received Beginning Balance	466,447.67		466,447.67
Purchase Price of Golden State Water	-34,481,628.00		8,176,595.98	Interest Jun 2017		5.04	466,452.71
Interest Jun 2017		461.18	8,177,057.16	Interest Jul 2017		188.62	466,641.33
Main Extension Contract Pmt	-5,188.39		8,171,868.77	Interest Aug 2017		232.86	466,874.19
Reinbursement from CFD 2013-1 Meter Cost	-999,237.84		7,172,630.93	Interest Sep 2017		344.71	467,218.90
Interest Jul 2017		5,544.85	7,178,175.78	Interest Oct 2017		235.37	467,454.27
Main Extension Contract Pmt	-361,183.16		6,816,992.62	Interest Nov 2017		247.46	467,701.73
Interest Aug 2017		3,677.09	6,820,669.71	Applied Interest Earned for Pmt of Bond B	-468,270.91		-569.18
Interest Sep 2017		3,647.06	6,824,316.77	Interest Dec 2017		314.41	-254.77
Interest Oct 2017		3,437.91	6,827,754.68	Interest Jan 2018		254.77	0.00
Reinbursement from CFD 2013-1 Meter Cost	-1,038,855.67		5,788,899.01	Interest Feb 2018		479.96	479.96
Interest Nov 2017		3,614.48	5,792,513.49	Interest Mar 2018		671.37	1,151.33
Interest Dec 2017		3,663.59	5,796,177.08	Interest Apr 2018		1.05	1,152.38
Interest Jan 2018		3,894.34	5,800,071.42	Interest May 2018		1.20	1,153.58
Interest Feb 2018		4,511.30	5,804,582.72	Interest Jun 2018		1.28	1,154.86
Interest Mar 2018		4,221.55	5,808,804.27	Interest Jul 2018		1.34	1,156.20
Interest Apr 2018		5,400.71	5,814,204.98	Interest Aug 2018		1.48	1,157.68
Interest May 2018		6,037.34	5,820,242.32	Sept Adjusted Market Value		2.82	1,160.50
Interest Jun 2018		6,461.77	5,826,704.09	Interest Sep 2018		91.04	1,248.72
Interest Jul 2018		6,771.59	5,833,475.68	Applied Interest Earned for Pmt of Bond B	-1,154.86		93.86
Interest Aug 2018		7,444.64	5,840,920.32	Interest Oct 2018		134.86	228.72
Interest Sep 2018		7,521.43	5,848,441.75	Interest Nov 2018		0.34	229.06
Interest Oct 2018		7,547.03	5,855,988.78	Interest Dec 2018		0.34	229.40
Interest Nov 2018		8,755.99	5,864,744.77	Interest Jan 2019		0.37	229.77
Interest Dec 2018		8,711.47	5,873,456.24	Interest Feb 2019		862.62	1,092.39
Interest Jan 2019		9,430.38	5,882,886.62	Interest Mar 2019		1,194.96	2,287.35
Interest Feb 2019		10,113.30	5,892,999.92	Interest Apr 2019		3.70	2,291.05
Interest Mar 2019		9,102.54	5,902,102.46	Interest May 2019		3.84	2,294.89
Interest Apr 2019		10,146.85	5,912,249.31	Interest June 2019		3.92	2,298.81
Interest May 2019		9,902.64	5,922,151.95	Interest Jul 2019		3.75	2,302.56
Interest Jun 2019		10,121.54	5,932,273.49	Interest Aug 2019		3.85	2,306.41
Interest July 2019		9,671.41	5,941,944.90	Interest Sep 2019		1,266.47	3,572.88
Reinbursement from CFD 2013-1 Projects 2018 / 2019	-1,486,814.43		4,455,130.47				
Interest Aug 2019		9,946.50	4,465,076.97				
Interest Sep 2019		7,208.30	4,472,285.27				
Less: Pending Projects for Reimbursement			-3,424,494.84				
Total funds remaining for improvement:			<u>1,047,790.43</u>				

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

Project No: Project Name:	Costs pending Reimk
400 Ojai System Masterplan	375,336.49
420 Sunset Place Pipeline Replacement	712,357.76
421 Cuyama, Palomar and El Paseo Roads Pipeline Replacement	90,414.34
422 South San Antonio Street and Crestview Drive Pipeline	2,128.22
423 West and East Ojai Avenue Pipeline Replacement	107,551.17
424 Running Ridge Zone Hydraulic Improvement	353,869.97
425 Well Rehabilitation Replacement	430,176.79
426 Valve & Appurtenance Replacement	1,042,376.96
427 Fairview Pipeline Replacement	0.00
428 Mutual Wellfield Pipeline	31,194.22
429 Grand Ave Pipeline	7,472.77
430 Signal Booster Zone Hydraulic Improvements	42,149.98
431 Emily Street Pipeline Replacement	20,627.17
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>3,424,494.84</u></u>



Casitas Municipal Water District
State Water Project - Interconnect Project Costs

Project No:	Project Name:	Costs paid to date	Encumbered	Total Encumbered & Cost To Date
378	State Water Interconnect - Calleguas to Casitas	114,908.54	137,347.97	252,256.51
527	State Water Interconnect - Carpinteria to Casitas	196,819.85	751,512.54	948,332.39
606	State Water Interconnect - Ventura to Casitas	122,543.58	117,431.42	239,975.00
Project(s) Cost To Date:				<u>1,440,563.90</u>

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
10/30/19**

Type of Invest	Institution	CUSIP	Date of Maturity	Original Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	US Treasury IPS	912828MF4	1/15/2020	\$1,041,021	\$1,186,301	1.375%	11/18/2015	6.72%	75
*TB	Federal Home Loan Bank	3130A0EN6	12/10/2021	\$547,735	\$512,775	2.875%	5/9/2016	2.91%	760
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$941,144	\$888,568	2.875%	8/2/2016	5.04%	1664
*TB	Federal Home Loan Bank	3130A3DL5	9/8/2023	\$1,587,180	\$1,536,690	2.375%	10/13/2016	8.71%	1388
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$773,773	\$756,556	2.875%	2/19/2016	4.29%	2023
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,025,110	\$1,050,150	2.700%	5/10/2017	5.95%	2050
*TB	Federal Home Loan Bank	3130ADNW8	2/14/2020	\$998,230	\$1,002,320	3.400%	1/16/2013	5.68%	104
*TB	Federal National Assn	31315P2J7	5/1/2024	\$809,970	\$770,595	3.300%	5/25/2016	4.37%	1621
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,355	\$523,885	2.925%	11/20/2017	2.97%	3062
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$940,311	\$870,441	5.400%	5/9/2016	4.93%	2323
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$476,582	\$440,701	3.375%	7/14/2016	2.50%	1388
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,251	\$506,341	2.710%	11/20/2017	2.87%	3342
*TB	Federal Farm CR Bank	3133EGWD3	9/29/2027	\$694,629	\$694,453	2.200%	11/17/2016	3.94%	2849
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$834,612	1.980%	10/25/2016	4.73%	1795
*TB	Federal Home Loan Bank	3133XFKF2	6/11/2021	\$743,109	\$594,961	5.625%	9/8/2014	3.37%	581
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,532,940	\$2,552,150	2.125%	7/6/2010	14.46%	2334
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,488,050	\$1,453,981	2.625%	5/25/2016	8.24%	1746
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$683,584	\$673,787	2.375%	5/1/2016	3.82%	793
*TB	US Treasury Note	912828WE6	11/15/2023	\$770,037	\$797,092	2.750%	12/13/2013	4.52%	1455
Total in Gov't Sec. (11-00-1055-00&1065)				\$17,879,931	\$17,646,359			99.98%	
Total Certificates of Deposit: (11.13506)				\$0	\$0			0.00%	
**	LAIF as of: (11-00-1050-00)		N/A	\$470	\$470	2.57%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,962	\$2,962	2.57%	Estimated	0.02%	
TOTAL FUNDS INVESTED				\$17,883,363	\$17,649,791			100.00%	
Total Funds Invested last report				\$17,883,363	\$17,845,162				
Total Funds Invested 1 Yr. Ago				\$20,874,942	\$19,770,015				
****	CASH IN BANK (11-00-1000-00) EST.			\$3,536,303	\$3,536,303				
	CASH IN Custody Money Market			\$9	\$9	0.30%			
TOTAL CASH & INVESTMENTS				\$21,419,675	\$21,186,103				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$23,395,135	\$22,290,209				

- *CD CD - Certificate of Deposit
- *TB TB - Federal Treasury Bonds or Bills
- ** Local Agency Investment Fund
- *** County of Ventura Investment Fund
- Estimated interest rate, actual not due at present time.
- **** Cash in bank

No investments were made pursuant to subdivision (i) of Section 53601, Section 53601.1 and subdivision (i) Section 53635 of the Government Code.
All investments were made in accordance with the Treasurer's annual statement of investment policy.