



## **MEINERS OAKS WATER DISTRICT BOARD OF DIRECTORS** **REGULAR MEETING AGENDA**

Due to the COVID-19 pandemic, all meetings of the Board will be conducted via teleconference until further notice, in accordance with CA Executive Order N-29-20.

**JOIN BY COMPUTER:** <https://global.gotomeeting.com/join/692082789>

**DIAL-IN (US TOLL-FREE):** [1 877 309 2073](tel:18773092073)

**ACCESS CODE:** 692-082-789

*If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114.*

*(Govt. Code Section 94594.1 and 94594.2 (a))*

**May 18, 2021 at 6:00 pm.**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** April 20, 2021, Regular Meeting
- 4. Public comment for items not appearing on the agenda**

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

**Closed Session Agenda** - Adjourn to Closed Session (**6:10 pm**): *It is the intention of the Board of Directors to meet in Closed Session to consider the following items:*

### **5. Closed Session Items**

- a) The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to attorney/client privilege, as authorized by Government Code Section 54957, 54956.8, & 54956.9 and 54957.
  - State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
  - Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

**Regular Agenda (\*\*Reconvene Regular Meeting, Estimated Time 7:00 p.m.\*\*)**

**6. Financial matters**

Approval of Payroll and Payables from April 16, 2021, to May 15, 2021, in the amount of:

Payables – \$ 101,752.83

Payroll – \$ 39,455.06

Total – \$ 141,207.89

**7. Board action and/or discussion**

- a) Discussion and consider approval of an approach for the design of a replacement filtration plant. (Kentosh/Martinez) - Attachment  
Recommended Action: Approval of approach for the design of a replacement filtration plant.
- b) Receive an update and discussion regarding the Nitrate Removal Grant. (Kentosh)  
Recommended Action: Receive update and consider approval of discussed options.
- c) Discussion and consideration of customer letter regarding Meiners Rd tank site. (Martinez) - Attachment  
Recommended Action: Review customer recommendations and provide direction to staff.
- d) Discussion and consider approval of Meiners Rd Tank Antenna relocation expense of \$16,000. (Martinez) - Attachment  
Recommended Action: Approval of the Meiners Rd. antenna relocation expense of up to \$16,000.
- e) Discussion and consider approval of Secorp quote for Chlorine Gas PPE, Fit-testing and training of up to \$5,500. (Martinez) - Attachment  
Recommended Action: Approval of the Secorp quote for safety equipment and training initial expense of \$5,500.
- f) Discussion and consider approval of the part-time, temporary Utility Helper position expense of \$19,000. Approval of GM's standby/over-time salary tentatively July – October 2021, due to staff military leave of absence. (Martinez) - Attachment  
Recommended Action: Approval of the part-time, temporary Utility Helper position expense of \$19,000. Approval of GM's standby/over-time salary tentatively July – October 2021.
- g) Discussion and consider approval of Well #8 site clean-up contractor expense of up to \$13,200. (Martinez) - Attachment

Recommended Action: Select a contractor and approve quoted expense for Well #8 site clean-up.

## **8. General Manager's Report**

The Board will receive an update from the General Manager on District Operations and Maintenance.

## **9. Board Secretary's Report**

The Board will receive an update from the Board Secretary on District Administrative and related matters.

## **10. Board Committee Reports**

- Executive Committee
- UVRGA
- Allocation Program Committee
- Budget/Rate Committee
- Emergency Management Committee
- Staff Procedures Ad-hoc Committee
- New Meters & Expansion of Services Committee

## **11. Old Business**

- State Water
- Water Supplier Partnership
- Matilija Dam Removal Update
- Nitrate Removal – CA Wildlife Conservation Grant

## **12. Director Announcements/Reports**

## **13. Adjournment** The next scheduled Regular Board meeting is June 15, 2021.

Regular Meeting  
April 20, 2021  
6:00 pm

Meiners Oaks Water District  
  
202 West El Roblar Drive  
Ojai, CA 93023-2211  
Phone 646-2114

## MINUTES

**The meeting was called to order at 6:00 pm.**

---

### **1. Call to Order**

The meeting was called to order by the Board President, Mike Etchart, at 6:02 pm via teleconference.

**Present:** Board President, Mike Etchart, Board Directors, James Kentosh, Diana Engle, Christian Oakland, and Larry Harrold. Staff Present: General Manager, Justin Martinez, Board Secretary, Summer Ward and Attorneys, Stuart Nielson, Jeanne Zolezzi (closed session only), and Greg Jones (closed session only).

**Absent:** None.

### **2. Approval of the Minutes**

**Approval of March 16, 2021, Regular Meeting minutes**

**Approval of March 26, 2021, Special Meeting minutes**

Director Engle made the motion to approve March 16, 2021, Regular Meeting minutes and the March 26, 2021, Special Meeting minutes. Director Kentosh seconded the motion.

No public comments.

Engle/Kentosh

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

### **3. Public Comments**

Ms. Von Gunten was present, provided a statement of attendance.

**\*\* The Board went into closed session at 6:05 pm \*\***

**\*\* J. Zolezzi joined the meeting at 6:10 pm\*\***



**\*\* G. Jones joined the meeting at 6:10 pm\*\***

**4. Closed Session:** The Board of Directors held a closed session to discuss litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections § 54957 & 54956.8, 54956.9, and 54957.

- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

**\*\* J. Zolezzi left the meeting at 6:23 pm\*\***

**\*\* G. Jones left the meeting at 7:00 pm\*\***

**\*\* The Board adjourned closed session at 7:00 pm \*\***

Attorney S. Nielson stated that the Board discussed current ongoing litigation in closed session, and no actions were taken.

#### **5. Financial Matters**

**Approval of Payroll and Payables from  
March 16 to April 15, 2021, in the amount of:**

Payables -	\$ 104,122.14
Payroll -	\$ 41,796.53
Total -	\$ 145,918.67

Director Harrold made the motion to approve the Payroll and Payables from March 16 to April 15, 2021. Director Oakland seconded the motion.

#### **No Public Comment**

Harrold/Oakland

#### **Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

#### **6. Board Discussion/Actions**

- a) Resolution 042021: Appointing Director and Alternate Director to the Board of Directors of the Upper Ventura River Groundwater Agency Joint Powers. (Etchart/Kentosh)**

Director Engle shared that Director Kentosh has become a great partner with the flow recommendations and will be a great alternate.

Director Kentosh made the motion to approve Resolution 042021 Appointing Director and Alternate Director to the Board of Director of the Upper Ventura River Groundwater Agency Joint Powers. Director Oakland seconded the motion.

No public comment.

Kentosh/Oakland

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

**b) Discuss and consider approval of the District Field Inventory restocking expense. (Martinez)**

Mr. Martinez reported a mainline break on April 3, MOWD did not have the pipe in stock at the warehouse, and VRWD could not provide the material. Historically, the District kept these materials in stock. The cost to have Famcon open after-hours is a minimum of \$250/hr. An assessment of the current inventory was performed, and restocking quotes were obtained from Famcon, Core and Main, and Ferguson is still pending. Mr. Martinez recommends proceeding with Famcon, a known vendor with the most reasonable pricing available at \$15,799.53. Directors Etchart and Kentosh recommended adding a small buffer for additional inventory items.

Director Kentosh made the motion to approve the District field inventory restocking expense up to \$20,000. Director Harrold seconded the motion.

Public Comment:

Ms. Von Gunten supports emergency preparedness and having inventory on hand. She would like to attend future Emergency Management Committee meetings.

Kentosh/Harrold

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

**7. General Manager's Report**

Mr. Martinez presented the General Manager's report on operations and maintenance, noting some changes to the report layout. Mr. Martinez reviewed the District updates, including the Casitas Lake level at 38.3%, removal of the Meiners Road tank, and installing a SCADA antenna tower, Field Operator II, Levi

M. will be on military leave of absence starting in June and will need temporary help. The Board supports temporary help, following the Staff Procedures onboarding process.

Director Kentosh shared that typically around April each year, the GMs meet to discuss the upcoming water year allocation with Casitas. Ms. Ward to send Mr. Martinez a copy of the Casitas-MOWD MOU in preparation for that meeting. Mr. Martinez performed a site assessment. The Treatment Plant is now running. Well #1 housing had previously been dropped on its side and must be rebuilt (approximately \$1,500), Well #2 circulation pump and required plumbing ordered (\$800). Wells # 4 & 7 need chlorine analyzers and hooked up to chlorine alarms and add scales for the chlorine cylinders. Mr. Martinez added that the field operators do not have masks or PPE for the chlorine gas, the District has contacted a couple of local vendors to get them fit-tested, and proper PPE purchased. Well # 8 site, most of the material sifted and will need to have hauled off. New locks have been put on the Well #8 gate to prevent contractors from taking water without staff notification. Mr. Martinez noted that the Ranchitos well site might be another site to pursue nitrate removal. Tank 1 has a minor leak that will need repair. The weatherstripping around the warehouse roll-up doors needs to be replaced to help improve interior conditions. Mr. Martinez is currently reviewing the broken valve list for budget and schedule.

Public Comment:

Ms. Von Gunten shared that Ham Radio users could help determine the type of SCADA antenna tower needed for the Meiners Rd tank site. Additionally, related to the chlorine, how close are we to OSHA requirements compliance? Mr. Martinez will follow up.

**8. Board Secretary Report**

Ms. Ward presented the monthly Board Secretary report. Ms. Ward reviewed that the SWRCB Emergency Notification Plan & Contacts were submitted April 2; the Nitrate Grant Progress Report #2 was submitted April 9; the CDFW draft flow recommendations comment letter was submitted April 13, and the SWRCB annual water use reports for pumped water was submitted April 14. Mr. Martinez and Ms. Ward are currently working on the SWRCB eAR due by May 15. The customer account aging report showed 26 accounts with balances over 4 months delinquent, totaling \$8,659.96. Ms. Ward mailed notices to each delinquent account in April, and door hangers were hung on April 16, requesting that they contact the office to either make a payment or make a payment arrangement. It is recommended that any customer that does not respond to the contact request may be subject to a flow restrictor at the meter. The intent is to engage the customers that have not made contact or attempt to make a payment arrangement. Customer billing and service orders were average for the time of year, with 73 service orders, 16 account turnovers, and a total AR of \$108,985.68.

Ms. Ward stated that the allocation program's billing system template changes are now accessible for testing specific allocation data. The Beacon meter reading system has been in place since March; additional training is being scheduled.

## **9. Board Committee Reports**

- Executive Committee: No update.
- UVRGA: Director Engle reported that the GSA is at a critical point in the GSP; the model is calibrated, validated, and running scenarios into the future. The GSA is identifying the behavior of groundwater elevations with climate change into the future and how it relates to the undesirable effects that we have to guard against. We have been working through the 7 different criteria of SGMA. So far, the GSA has eliminated subsidence and seawater intrusion as potential negative effects on groundwater elevation, and a few weeks ago, it dispensed the groundwater quality criteria. The GSA is holding 2 full board meetings a month to get through all of the technical work. At the last meeting, the Board received a presentation from the modeling consultants and a presentation from Rincon Consultants. SGMA requirements are not to optimize conditions, rather how to avoid significant and undesirable effects. The next Public Workshop will be held on April 29, with modeling results and draft potential undesirable effects. Director Engle added that the Executive Director and the consultants are doing excellent work. The GSA must adopt the draft GSP before January 2022 to allow staff time to upload all of the components to DWR.
- Allocation Program: No update, pending billing system implementation, and then follow with allocation waiver requests.
- Budget & Rate Committee: Kick-off meeting held March 8. Mr. Martinez and Ms. Ward will prepare a draft budget for the committee to review and proceed.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Directors Kentosh & Etchart to schedule a meeting.
- New Meters & Expansion of Services Committee: Directors Kentosh & Oakland will schedule meetings with Mr. Martinez, review the draft policy with ADU's along with any other regulatory requirements.

## **10. Old Business**

- State Water: No update.
- Water Supplier Partnership: On hold.
- Matilija Dam Removal Project: Web conferences held April 1, Director Engle, Ms. Ward, and Mr. Martinez attended.
- Nitrate Removal – CA Wildlife Conservation Grant: Director Kentosh reported that Progress Report #2 was submitted prior to the April 10 deadline.

## **11. Director Announcements/Reports**

Engle: No update.

Harrold: Gleeful feeling, a different atmosphere, and appreciative to Justin, Summer, and the Staff.

Kentosh: Floating an idea regarding getting a second opinion about what went wrong with the new Well #4, consider requesting an assessment from Curtis Hopkins.

Oakland: No update.

Etchart: No update.

Martinez: Met with CHP regarding the meter read golf carts, EZGo was providing vin approvals for cart registration, inappropriately. CHP is making rounds to inform golf cart owners that they will no longer be allowed on the streets. The district will determine an alternative method of completing the meter reads.

## **12. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:34 pm.

---

**Board Secretary**

---

**Board President**

### Report of Income as of 4/30/2021

Income	Month of April	Year To Date	Budget Approp	Appropriation Balance
Interest	932.34	16,450.31	--	16,450.31
Taxes	74,275.12	176,669.66	--	176,669.66
Pumping Charges	299.54	3,575.30	--	3,575.30
Fire Protection	100.27	1,558.01	--	1,558.01
Meter & Inst. Fees	--	--	--	--
Water Sales	47,238.17	631,265.71	655,040.00	23,774.29
<sup>1</sup> Casitas Water/Standby	1,038.19	66,673.61	--	66,673.61
MWAC Charges	61,392.68	562,264.18	770,915.00	208,650.82
MCC Chg.	7,201.20	64,576.90	113,329.00	48,752.10
<sup>2</sup> Misc. Income	149.78	7,886.49	--	7,886.49
Late & Delinquent Chgs.	21.06	369.43	--	369.43
Conservation Penalty		--	--	--
Capital Improvement		--	--	--
Drought Surcharge	1,890.63	68,888.64	--	68,888.64
		--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>194,538.98</b>	<b>1,600,178.24</b>	<b>1,539,284.00</b>	<b>(60,894.24)</b>

Note:

<sup>1</sup> This line item is necessary because these sales are tracked in the expenditures

<sup>2</sup> This line item could includes thigs such as:

Recycled meters and scrap metal

Employee payments for insurance payouts

Meiners Oaks Water District

Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of April	Year To Date	Budget Approp	Approp Bal 04/30/21	Current May	Approp FY Bal To Date
Salaries	42,608.52	426,058.37	575,000.00	148,941.63	-	148,941.63
Payroll Taxes	3,536.13	34,876.82	60,000.00	25,123.18	-	25,123.18
Retirement Contributions	5,235.56	51,806.42	51,000.00	(806.42)	-	(806.42)
Group Insurance	6,360.89	81,868.77	86,000.00	4,131.23	-	4,131.23
Company Uniforms	810.14	1,273.18	2,500.00	1,226.82	-	1,226.82
Phone Office	783.11	7,778.42	9,000.00	1,221.58	-	1,221.58
Janitorial Service	427.09	5,627.99	5,000.00	(627.99)	430.00	(1,057.99)
Refuse Disposal	412.73	3,307.25	3,400.00	92.75	-	92.75
Liability Insurance	-	40,100.79	40,000.00	(100.79)	-	(100.79)
Workers Compensation	-	15,058.95	18,000.00	2,941.05	-	2,941.05
Wells	3,392.35	5,145.72	10,000.00	4,854.28	-	4,854.28
Truck Maintenance	-	4,651.16	3,500.00	(1,151.16)	-	(1,151.16)
Office Equip. Maintenance	307.20	3,096.62	5,000.00	1,903.38	474.53	1,428.85
Cell Phones	349.23	3,248.03	4,500.00	1,251.97	-	1,251.97
System Maintenance	15,212.07	94,551.83	75,000.00	(19,551.83)	-	(19,551.83)
Safety Equipment	460.94	2,192.24	3,000.00	807.76	184.49	623.27
Laboratory Services	979.00	8,750.37	11,000.00	2,249.63	-	2,249.63
Membership and Dues	-	7,895.00	8,000.00	105.00	-	105.00
Printing and Binding	158.70	1,539.98	3,500.00	1,960.02	-	1,960.02
Office Supplies	297.86	6,359.91	5,000.00	(1,359.91)	-	(1,359.91)
Postage and Express	1,602.60	11,890.04	10,000.00	(1,890.04)	-	(1,890.04)
B.O.D. Fees	800.00	11,150.00	15,000.00	3,850.00	-	3,850.00
Engineering & Technical Services	-	7,824.71	50,000.00	42,175.29	-	42,175.29
Computer Services	561.88	21,542.88	17,000.00	(4,542.88)	489.38	(5,032.26)
Other Prof. & Regulatory Fees	4,391.33	32,562.61	40,000.00	7,437.39	76.89	7,360.50
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	3,250.00	78,432.92	75,000.00	(3,432.92)	2,795.00	(6,227.92)
GSA Fees	-	31,299.79	50,000.00	18,700.21	-	18,700.21
VR/SBC/City of VTA Law Suit	3,348.66	36,394.47	75,000.00	38,605.53	-	38,605.53
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	6,200.00	25,000.00	18,800.00	-	18,800.00
Small Tools	15.59	1,836.54	3,000.00	1,163.46	-	1,163.46
Election Supplies	-	2,517.03	2,500.00	(17.03)	-	(17.03)
Water Purchase	18,368.36	171,283.84	75,000.00	(96,283.84)	-	(96,283.84)
CMWD Standby Charges	2,077.03	20,297.57	20,000.00	(297.57)	-	(297.57)
Treatment Plant	961.66	7,620.17	20,000.00	12,379.83	-	12,379.83
Fuel	1,145.92	7,554.51	13,000.00	5,445.49	-	5,445.49
Travel Exp./Seminars	75.00	1,004.06	2,000.00	995.94	-	995.94
Utilities	123.51	2,380.23	3,500.00	1,119.77	-	1,119.77
Power and Pumping	10,008.09	49,179.69	80,000.00	30,820.31	-	30,820.31
Meters	-	5,863.07	10,000.00	4,136.93	-	4,136.93
<b>Total Expenditures</b>	<b>128,061.15</b>	<b>1,313,807.74</b>	<b>1,586,400.00</b>	<b>272,592.26</b>	<b>4,450.29</b>	<b>268,141.97</b>
<b>Water Distribution System</b>	-	-	-	-	-	-
Automating Fairview Conn. Design	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	5,000.00	5,000.00	-	5,000.00
4 Valve Replacements/Deadends	-	-	-	-	-	-
Relocate 6" Main for Z-2	-	155,050.00	150,000.00	(5,050.00)	-	(5,050.00)
El Sol to Lomita Tie-In Engineering	-	-	5,000.00	5,000.00	-	5,000.00
Repairs to Meiners Rd. 80K Gallon Tank	1,663.96	21,677.70	50,000.00	28,322.30	1,200.00	27,122.30
<b>Structures and Improvements</b>	-	-	-	-	-	-
T.P. Final Eng. 100% Design	-	-	50,000.00	50,000.00	-	50,000.00
Treatment Plant Set-Aside Fund	-	-	-	-	-	-
<b>Vehicles</b>	-	-	-	-	-	-
1 Ton Service Truck	-	80,201.22	83,000.00	2,798.78	-	2,798.78
<b>Furniture and Fixtures</b>	-	-	-	-	-	-
General Managers Desk	-	-	2,500.00	2,500.00	-	2,500.00
<b>Office Machines</b>	-	-	-	-	-	-
New Meter Reading Handhelds/Software	-	13,856.70	16,000.00	2,143.30	-	2,143.30
<b>Field Equipment</b>	-	-	-	-	-	-
Leak Detector	19.50	19.50	2,500.00	2,480.50	-	2,480.50
Vibraplate	-	-	-	-	-	-
Welder for New Truck	-	-	-	-	-	-
Air Compressor for New Truck	-	-	-	-	-	-
Crane for New Truck	-	-	-	-	-	-
<b>Appropriations for Contingencies</b>	15,522.04	93,813.30	100,000.00	6,186.70	-	6,186.70
<b>Total CIP Spending</b>	<b>17,205.50</b>	<b>364,618.42</b>	<b>464,000.00</b>	<b>99,381.58</b>	<b>1,200.00</b>	<b>98,181.58</b>
<b>GRAND TOTAL</b>	<b>145,266.65</b>	<b>1,678,426.16</b>	<b>2,050,400.00</b>	<b>371,973.84</b>	<b>5,650.29</b>	<b>366,323.55</b>



# Meiners Oaks County Water District, CA

## Check Report

By Vendor Name

Date Range: 04/16/2021 - 05/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP Bank-AP Bank</b>						
AQUA-F	Aqua-Flo Supply	05/13/2021	Regular	0.00	168.90	9693
<a href="#">SI1707242</a>	Invoice	04/02/2021	Parts for Plant	0.00	30.38	
<a href="#">SI1723056</a>	Invoice	04/28/2021	PVC for Meiners Tank	0.00	46.14	
<a href="#">SI709180</a>	Invoice	04/02/2021	Couplings	0.00	19.18	
<a href="#">SI723378</a>	Invoice	04/28/2021	PVC for Meiners Tank	0.00	73.20	
AWAVC	Association of Water Agencies	04/28/2021	Regular	0.00	25.00	9678
<a href="#">06-13316</a>	Invoice	04/15/2021	WaterWise Meeting	0.00	25.00	
AWAVC	Association of Water Agencies	05/13/2021	Regular	0.00	50.00	9694
<a href="#">06-13349</a>	Invoice	04/28/2021	CCWUC Training	0.00	50.00	
AT&T	AT&T	04/28/2021	Regular	0.00	196.45	9679
<a href="#">01840421</a>	Invoice	04/13/2021	Office Phones	0.00	196.45	
AT&T	AT&T	05/13/2021	Regular	0.00	586.66	9695
<a href="#">08330421</a>	Invoice	04/19/2021	Office Phones	0.00	586.66	
BOB'S	Bob's Fence	05/13/2021	Regular	0.00	450.00	9696
<a href="#">4721</a>	Invoice	04/07/2021	Fence Repair	0.00	450.00	
DRAGANCHUK	Boyd & Associates	05/13/2021	Regular	0.00	95.85	9697
<a href="#">244558</a>	Invoice	05/01/2021	Office Alarm	0.00	95.85	
CALPERS	California Public Employees' Retirement	04/30/2021	Bank Draft	0.00	3,380.26	DFT0001245
<a href="#">INV0001709</a>	Invoice	04/15/2021	Health	0.00	3,380.26	
CALPERS	California Public Employees' Retirement	04/30/2021	Bank Draft	0.00	3,380.26	DFT0001257
<a href="#">INV0001721</a>	Invoice	04/30/2021	Health	0.00	3,380.26	
CALPERS	California Public Employees' Retirement	04/28/2021	Bank Draft	0.00	16.23	DFT0001266
<a href="#">041421</a>	Invoice	04/14/2021	Premium	0.00	16.23	
CSBA	California School Board Association - DSC	05/13/2021	Regular	0.00	2,500.00	9698
<a href="#">INV-54914-131924</a>	Invoice	04/30/2021	GASB Report	0.00	2,500.00	
CAL-STATE	Cal-State	04/28/2021	Regular	0.00	237.09	9680
<a href="#">185162</a>	Invoice	04/19/2021	Portable Toilet	0.00	115.73	
<a href="#">185549</a>	Invoice	04/24/2021	Portable Toilet	0.00	121.36	
CMWD	Casitas Municipal Water District	05/13/2021	Regular	0.00	20,445.39	9699
<a href="#">261150421</a>	Invoice	04/30/2021	Fairview Standby	0.00	943.84	
<a href="#">261150421PP</a>	Invoice	04/30/2021	Payment Towards Casitas Mistake	0.00	18,368.36	
<a href="#">262000421</a>	Invoice	04/30/2021	Hartmann Allocation	0.00	189.35	
<a href="#">300650421</a>	Invoice	04/30/2021	Tico & La Luna Standby	0.00	943.84	
CLEANCO	Cleancoast Janitorial	05/13/2021	Regular	0.00	240.00	9700
<a href="#">1335</a>	Invoice	05/11/2021	April Janitorial	0.00	240.00	
VCRMA	County of Ventura, RMA	05/13/2021	Regular	0.00	313.49	9701
<a href="#">IN0212995</a>	Invoice	04/26/2021	Cross Connection Contract	0.00	313.49	
DATAP	Dataprose LLC	05/13/2021	Regular	0.00	1,602.60	9702
<a href="#">DP2101374</a>	Invoice	04/30/2021	Billing & Postage	0.00	1,602.60	
DOCUPRO	DocuProducts Corporation	05/13/2021	Regular	0.00	378.68	9703
<a href="#">221218</a>	Invoice	05/03/2021	Copier Maintenance	0.00	378.68	



## Check Report

Date Range: 04/16/2021 - 05/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
DTLEXC <a href="#">382</a>	DTL Excavating Invoice	05/01/2021	05/13/2021 Work at Meiners Rd.	Regular	0.00 0.00	1,200.00 1,200.00	9704
EJHAR <a href="#">281300421</a> <a href="#">994260421</a>	E. J. Harrison Roloffs, Inc. Invoice Invoice	04/14/2021 04/14/2021	04/28/2021 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	310.80 89.90 220.90	9681
EJHAR <a href="#">974660421</a>	E. J. Harrison Roloffs, Inc. Invoice	04/30/2021	05/13/2021 Roll Off Container	Regular	0.00 0.00	101.93 101.93	9705
FAMCON <a href="#">S100052169.001</a> <a href="#">S100052855.001</a>	Famcon Pipe and Supply, Inc Invoice Invoice	04/28/2021 04/27/2021	05/13/2021 Inventory Restock Parts for Meiners Rd.	Regular	0.00 0.00 0.00	15,298.68 14,034.74 1,263.94	9706
FGLENV <a href="#">104451A</a> <a href="#">104518A</a>	FGL Environmental Invoice Invoice	04/21/2021 04/21/2021	04/28/2021 Samples Samples	Regular	0.00 0.00 0.00	122.00 66.00 56.00	9682
FGLENV <a href="#">104516A</a> <a href="#">104517A</a> <a href="#">104727A</a> <a href="#">104880A</a> <a href="#">104885A</a> <a href="#">104886A</a> <a href="#">105253A</a>	FGL Environmental Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/27/2021 04/27/2021 04/26/2021 04/26/2021 04/26/2021 04/28/2021 04/28/2021	05/13/2021 Samples Samples Samples Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	857.00 59.00 30.00 66.00 85.00 132.00 400.00 85.00	9707
FIRMAS <a href="#">0000844444</a>	FireMaster Invoice	05/04/2021	05/13/2021 Fire Extinguisher Service	Regular	0.00 0.00	184.49 184.49	9708
GUARDIAN <a href="#">INV0001710</a> <a href="#">INV0001722</a>	Guardian Invoice Invoice	04/15/2021 04/30/2021	04/28/2021 Dental Dental	Regular	0.00 0.00 0.00	606.56 303.30 303.26	9676
HACHCO <a href="#">12408572</a>	Hach Company Invoice	04/13/2021	04/28/2021 Ice Pic & Cube Calibration	Regular	0.00 0.00	383.12 383.12	9683
HLTHNE <a href="#">61790521</a>	Health Net Life Insurance Company Invoice	05/03/2021	05/13/2021 Life Insurance	Regular	0.00 0.00	49.50 49.50	9709
HCS <a href="#">99623</a>	Herum/Crabtree/Suntag Invoice	04/26/2021	05/13/2021 SBCK vs VTA	Regular	0.00 0.00	3,348.66 3,348.66	9710
MAR <a href="#">11782</a>	MAR Lawn & Landscape, Inc. Invoice	05/01/2021	05/13/2021 Yard Maintenance	Regular	0.00 0.00	190.00 190.00	9711
MOHARD <a href="#">962042</a> <a href="#">962351</a> <a href="#">962398</a> <a href="#">962984</a> <a href="#">963014</a> <a href="#">963045</a> <a href="#">963072</a> <a href="#">963255</a> <a href="#">963273</a> <a href="#">963451</a> <a href="#">963636</a> <a href="#">963750</a> <a href="#">964314</a> <a href="#">964374</a> <a href="#">965404</a>	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/01/2021 04/01/2021 04/01/2021 04/02/2021 04/02/2021 04/03/2021 04/03/2021 04/05/2021 04/06/2021 04/07/2021 04/08/2021 04/09/2021 04/14/2021 04/14/2021 04/22/2021	05/13/2021 Parts for Wells & Zone 1 Parts for Well 4 Parts for Zone 1 Bleach,Sandbelt,Paint Remover Parts for Treament Plant Blade Gloves Parts for Wells Parts for Wells Bleach for Wells Batteries for Leak Detector Parts for Wells Wheel Cut, Extension Cord, Metal Grind Pushbroom Keys	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	463.38 38.01 6.63 16.90 21.55 3.94 3.89 30.02 190.28 6.51 10.73 19.50 41.69 56.21 11.70 5.82	9712

## Check Report

Date Range: 04/16/2021 - 05/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
MITEC	MiTec Solutions LLC	04/28/2021	Regular	0.00	97.50	9684
<a href="#">1059322</a>	Invoice	04/20/2021	RemoteLabor	0.00	47.50	
<a href="#">69594</a>	Invoice	04/15/2021	Splashtop/Antivirus	0.00	50.00	
MITEC	MiTec Solutions LLC	05/13/2021	Regular	0.00	489.38	9714
<a href="#">1059477</a>	Invoice	05/05/2021	Monthly Maintenance Reschedule	0.00	25.00	
<a href="#">1059504</a>	Invoice	05/07/2021	Monthly Maintenance	0.00	142.50	
<a href="#">69997</a>	Invoice	05/01/2021	Maintenance	0.00	223.88	
<a href="#">70045</a>	Invoice	05/01/2021	Maintenance	0.00	98.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	05/13/2021	Regular	0.00	2,795.00	9715
<a href="#">3880</a>	Invoice	05/06/2021	Attorney Fees	0.00	2,795.00	
NS&G	Nielsen Sand & Gravel	05/13/2021	Regular	0.00	1,344.20	9716
<a href="#">31105</a>	Invoice	04/08/2021	Fill Sand	0.00	1,063.52	
<a href="#">31119</a>	Invoice	04/27/2021	Fill Sand for Meiners Tank	0.00	280.68	
OFFDEP	Office Depot	04/28/2021	Regular	0.00	128.81	9685
<a href="#">166727363001</a>	Invoice	04/08/2021	Packing Taper Dispenser/Duct Tape/etc.	0.00	52.03	
<a href="#">166728349001</a>	Invoice	04/08/2021	Desk Calendar	0.00	14.05	
<a href="#">166728350001</a>	Invoice	04/09/2021	Paper Trimmer	0.00	41.32	
<a href="#">167286573001</a>	Invoice	04/09/2021	Dividers	0.00	21.41	
OFFDEP	Office Depot	05/13/2021	Regular	0.00	58.70	9717
<a href="#">169691095001</a>	Invoice	04/21/2021	Calendar	0.00	32.16	
<a href="#">169718559001</a>	Invoice	04/21/2021	Paper Clips, Sharpies	0.00	26.54	
OILELE	Oilfield Electric Company, Inc.	04/28/2021	Regular	0.00	196.89	9686
<a href="#">2031220</a>	Invoice	04/14/2021	Chevron Rando ISO-32 Oil	0.00	196.89	
OBC	Ojai Business Center, Inc.	05/13/2021	Regular	0.00	158.70	9718
<a href="#">16012</a>	Invoice	04/30/2021	Business Cards	0.00	158.70	
PATHIAN	Pathian Administrators	04/28/2021	Regular	0.00	111.84	9677
<a href="#">INV0001712</a>	Invoice	04/15/2021	HSBS	0.00	55.93	
<a href="#">INV0001724</a>	Invoice	04/30/2021	HSBS	0.00	55.91	
PERS	Public Employees' Retirement System	04/30/2021	Bank Draft	0.00	150.00	DFT0001244
<a href="#">INV0001708</a>	Invoice	04/15/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	04/30/2021	Bank Draft	0.00	2,861.65	DFT0001246
<a href="#">INV0001711</a>	Invoice	04/15/2021	PERS	0.00	2,861.65	
PERS	Public Employees' Retirement System	04/30/2021	Bank Draft	0.00	150.00	DFT0001256
<a href="#">INV0001720</a>	Invoice	04/30/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	04/30/2021	Bank Draft	0.00	2,861.65	DFT0001258
<a href="#">INV0001723</a>	Invoice	04/30/2021	PERS	0.00	2,861.65	
PERS	Public Employees' Retirement System	05/12/2021	Bank Draft	0.00	2,000.13	DFT0001267
<a href="#">10000001641720</a>	Invoice	05/01/2021	Unfunded Accrued Liability	0.00	2,000.13	
PERS	Public Employees' Retirement System	05/12/2021	Bank Draft	0.00	114.45	DFT0001268
<a href="#">10000001641720</a>	Invoice	05/01/2021	Unfunded Accrued Liability	0.00	114.45	
SAMHIL	Sam Hill & Sons, Inc.	04/28/2021	Regular	0.00	15,522.04	9687
<a href="#">3719</a>	Invoice	04/03/2021	1450 Rice Rd. Leak	0.00	15,522.04	

## Check Report

Date Range: 04/16/2021 - 05/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SCE	Southern California Edison Co.	04/28/2021	Regular	0.00	10,124.49	9688
<a href="#">OFFELE0421</a>	Invoice	04/27/2021	Office Electricity	0.00	116.40	
<a href="#">TNKFRM0421</a>	Invoice	04/27/2021	Tank Farm	0.00	24.18	
<a href="#">WELL1-0421</a>	Invoice	04/27/2021	Well 1	0.00	910.02	
<a href="#">WELL2-0421</a>	Invoice	04/27/2021	Well 2	0.00	714.36	
<a href="#">WELL4&amp;70421</a>	Invoice	04/27/2021	Wells 4 & 7	0.00	7,791.66	
<a href="#">WELL80421</a>	Invoice	04/27/2021	Well 8	0.00	122.60	
<a href="#">Z-20421</a>	Invoice	04/27/2021	Z-2	0.00	106.95	
<a href="#">Z-2FIRO421</a>	Invoice	04/27/2021	Zone 2 Fire	0.00	73.59	
<a href="#">Z-2PWRO421</a>	Invoice	04/27/2021	Zone 2 Power	0.00	241.86	
<a href="#">Z-3FIRO421</a>	Invoice	04/27/2021	Zone 3 Fire	0.00	22.87	
SCGAS	Southern California Gas Co.	05/13/2021	Regular	0.00	7.11	9719
<a href="#">0455</a>	Invoice	04/29/2021	Office Heat	0.00	7.11	
SWRCB	State Water Resources Board	04/28/2021	Regular	0.00	100.00	9689
<a href="#">G5608532020</a>	Invoice	04/27/2021	Extraction & Diversion for 2020	0.00	50.00	
<a href="#">G56128702020</a>	Invoice	04/27/2021	Extraction & Diversion	0.00	50.00	
WHARF	The Wharf	05/13/2021	Regular	0.00	222.07	9720
<a href="#">148621</a>	Invoice	04/09/2021	Work Boots - Levi	0.00	222.07	
UAOFSC	Underground Service Alert of So.Ca.	05/13/2021	Regular	0.00	76.89	9721
<a href="#">420210444</a>	Invoice	05/01/2021	Digalerts	0.00	64.45	
<a href="#">dsb20202133</a>	Invoice	05/01/2021	CA State Fee	0.00	12.44	
USBANK	US Bank Corporate Pmt. System	05/13/2021	Regular	0.00	1,871.76	9722
<a href="#">AAS0412</a>	Invoice	04/12/2021	Shipping	0.00	21.49	
<a href="#">AMAZON0408</a>	Invoice	04/08/2021	Windsock	0.00	20.37	
<a href="#">AMAZON040821</a>	Invoice	04/08/2021	Headlamp	0.00	32.12	
<a href="#">AMAZON0409</a>	Invoice	04/09/2021	Headlamp	0.00	32.12	
<a href="#">AMAZON041221</a>	Invoice	04/12/2021	Safety Supplies	0.00	305.38	
<a href="#">FERGUSON0401</a>	Credit Memo	04/01/2021	Parts RETURN	0.00	-447.31	
<a href="#">FGS0405</a>	Invoice	04/05/2021	Coveralls, Respirators	0.00	166.78	
<a href="#">HACH0412</a>	Invoice	04/08/2021	Ice Pic	0.00	230.82	
<a href="#">HACH0416</a>	Invoice	04/16/2021	Storage Bottle W/Cap	0.00	43.65	
<a href="#">LIGHTNING0401</a>	Invoice	04/01/2021	Shirts/Sweaters	0.00	588.07	
<a href="#">LOGMEIN0416</a>	Invoice	04/16/2021	Remote Meetings	0.00	10.00	
<a href="#">OSS0409</a>	Invoice	04/09/2021	Storage Facility	0.00	307.20	
<a href="#">OVNEWS0422</a>	Invoice	04/22/2021	Subscription	0.00	65.00	
<a href="#">POLLARD0413</a>	Invoice	04/13/2021	Water Level Indicator	0.00	466.54	
<a href="#">PRIME0420</a>	Invoice	04/20/2021	Prime Membership	0.00	13.93	
<a href="#">RITEAID0405</a>	Invoice	04/05/2021	Water for Leak at Rice Rd.	0.00	15.60	
VTASTEEL	Ventura Steel	04/28/2021	Regular	0.00	1,560.49	9690
<a href="#">252417</a>	Invoice	04/27/2021	Corrugated Roofing	0.00	1,560.49	
VERIZON	Verizon Wireless	05/13/2021	Regular	0.00	349.23	9724
<a href="#">9878551981</a>	Invoice	04/26/2021	Cell Phones	0.00	349.23	
WRIGHT EXP	WEX Bank	04/28/2021	Regular	0.00	1,145.92	9691
<a href="#">71261054</a>	Invoice	04/15/2021	Fuel	0.00	1,145.92	

## Check Report

Date Range: 04/16/2021 - 05/15/2021

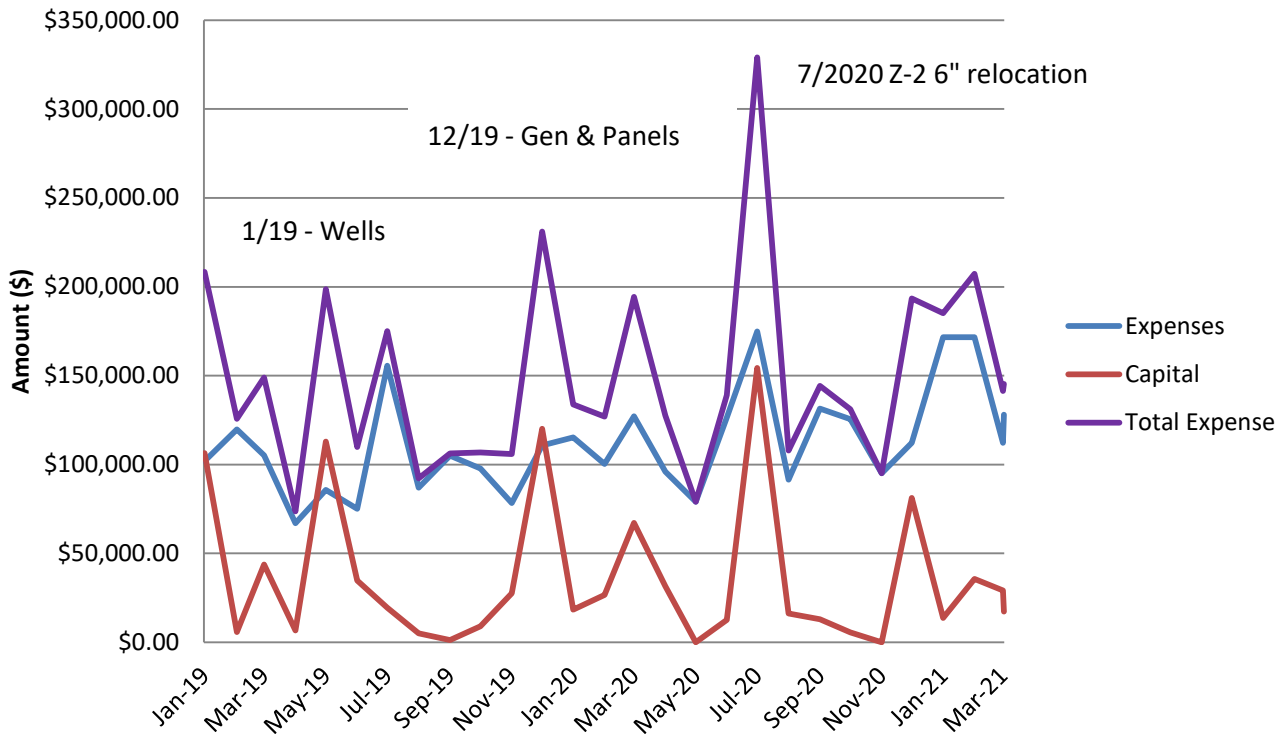
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
ZEEMED	ZEE MEDICAL SERVICE	04/28/2021	Regular	0.00	70.95	9692
<u>34-117393</u>	Invoice	04/23/2021	Pain Killers	0.00	70.95	

## Bank Code AP Bank Summary

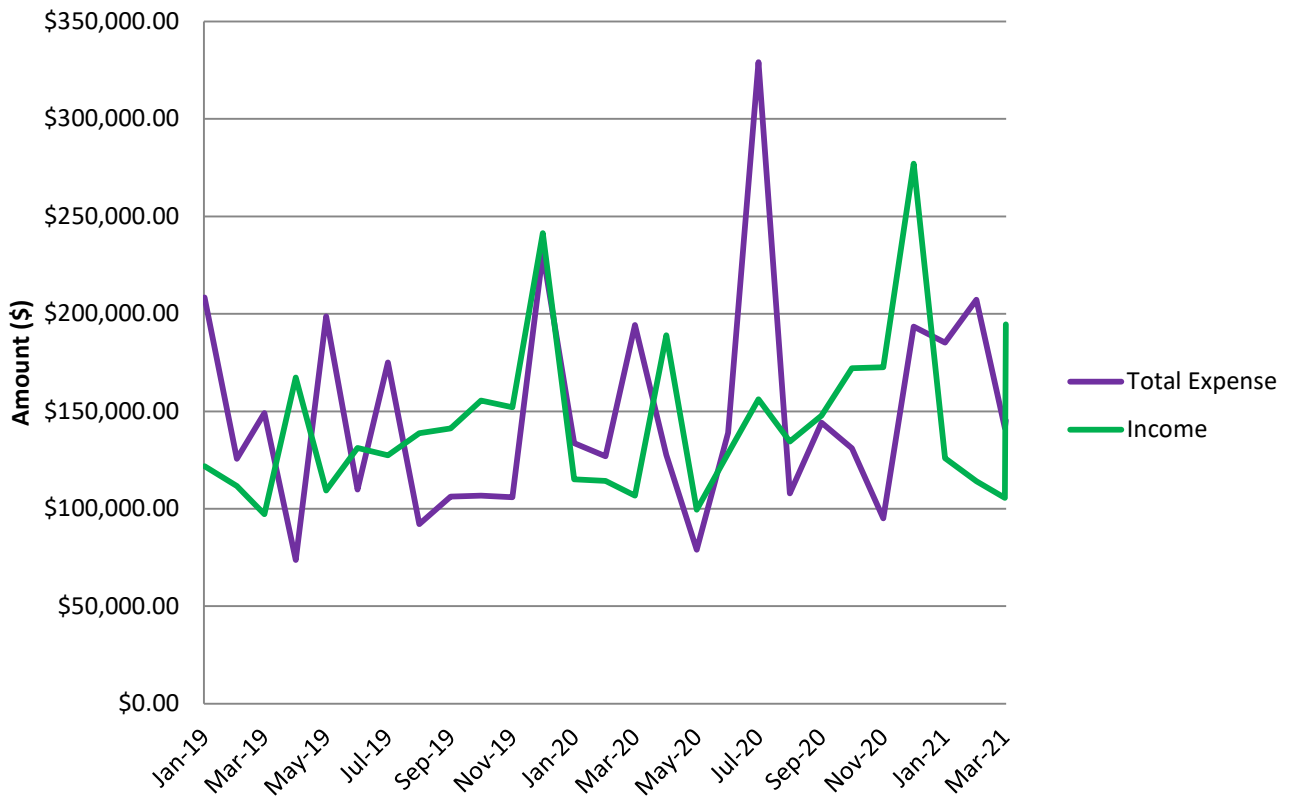
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	47	0.00	86,838.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	14,914.63
EFT's	0	0	0.00	0.00
	<b>123</b>	<b>56</b>	<b>0.00</b>	<b>101,752.83</b>

PR \$39,455.06

## MOWD Monthly Expenses



## MOWD Income & Expenses







---

**WATER RESOURCE ENGINEERING ASSOCIATES**

---

CONSULTING CIVIL AND ENVIRONMENTAL ENGINEERS IN WATER AND WASTEWATER  
COLLECTION, CONSERVATION, DISTRIBUTION AND TREATMENT

January 29, 2021

Meiners Oaks Water District  
Mike Hollebrands  
202 West El Roblar Dr.  
Ojai, CA 93023

**RE: PROPOSAL TO PREPARE WATER TREATMENT PLANT FINAL DESIGN AND  
ASSOCIATED SITE WORK**

Dear Mr. Hollebrands,

In response to the Meiners Oaks Water District (MOWD) Request for Proposal (RFP) we are pleased to submit the following proposal to provide engineering design services as outlined in the RFP dated December 30, 2020. We have assembled a team of qualified local engineering consultants eager to provide the focused final design services for the proposed replacement water filtration plant to treat water from MOWD Wells No. 1 and No. 2 (Project). The design team consists of the following key consultants:

Civil / Treatment Plant Design (Prime Consultant)	Water Resource Engineering Associates Lou Nagy, P.E. Principal
Project Management	Dreaming Tree Civil Heather O'Connell, P.E. Principal
Structural Engineering	R W Toedter, LLC Randy Toedter, P.E. Principal Structural Engineer
Geotechnical Engineering	Earth Systems Pacific Todd Tranby, C.E.G., Vice-President
Aerial & Site Survey	Benner & Carpenter Larry Frager, P.E., P.L.S. President
Civil Site Services, Grading & Drainage	Lewis Engineering Jane Montague, P.E. Principal Engineer
Electrical, Instrumentation & Controls	Calkins Electric, Inc. Percy Calkins, P.E. President

## *BACKGROUND*

---

MOWD, operating under California State Water Resources Control Board Division of Drinking Water (DDW), permit number 5610005, is a purveyor supplying domestic and fire protection water. The service area includes Meiners Oaks, CA and is bounded by Baldwin Road/Hwy 150 to the South, Rice Road and the Ventura River to the West, Maricopa Hwy 33 to the North and with a meandering boundary generally following Hwy 33 to the East. The service area lies outside city limits in the unincorporated area of Ventura County.

Currently, MOWD serves approximately 4,200 people through ~1,280 metered connections. Prior to the current drought period, MOWD delivered on average 1,020 acre-ft/year (AFY), which, during more recent years, has reduced to 720 AFY.

The primary source for domestic water is groundwater, however MOWD maintains an intertie with Casitas Municipal Water District for backup / emergency purposes. The MOWD system is comprised of four consistently operating wells designated as Wells-1, -2, -4, and -7, with a combined capacity of 1,300 gpm, when the aquifer is full. MOWD maintains an additional Well-8, having a nominal capacity of 330 gpm, but is rarely used due to elevated nitrate concentrations, which exceed drinking water quality standards.

Wells 1 and 2 are located adjacent to the Ventura River, are considered "groundwater wells under the influence of surface water" and are plumbed through a DDW-approved surface water treatment plant, which complies with the Surface Water Treatment Rule (SWTR). The filters in the existing treatment plant were manufactured by EPD USA, Inc. and installed in 1994.

While the treatment plant has functioned effectively since put into service, it is at the end of its useful service life. The 25-year service-life duration is considered appropriate for this type of facility and in line with industry standards. MOWD is pursuing replacement of the filter facility with an in-kind filtering process that will be consistent with current operations and the successful performance record. The new treatment plant will utilize upgraded/modernized components and other improvements to better accommodate operation & maintenance activities and increase efficiencies. Additional site improvements include an approximately 832-SF masonry building, installation of backup (stand-by) coagulant chlorine gas circulation pumps at each well head, a newly graded access road and fire hydrant, new 812-SF exterior equipment foundation / pad and 4 new HDPE backwash / rinse-recycle tanks (5,000-gallons each).

## *APPROACH*

---

Utilizing the Preliminary Design Study and Plans as a basis for system replacement work scope, and the requirements outlined in the RFP for the Project, WREA anticipates a streamlined team approach, as outlined in this section.

WREA as the Prime will oversee and manage the project design team and provide the technical specifications for the SWTR plant to EPD. EPD and WREA will confer on the development of filtration plant design/shop drawings for the filter plant assembly. EPD will be under a separate contract with MOWD for this portion of the work, including the overall filtration system design

WREA will prepare an initial design memorandum, based on input provided by MOWD, which will include specifications for operational parameters. Working closely with EPD, WREA will prepare the performance specifications for the pressure filter plant, which will consist of two stages: the first stage, roughing of influent (raw water, 4-filter), the second stage polishing (clear well, 3-filter). EPD's filtration plant internal operations process is automatically controlled and continually monitored by the programmable logic controller (PLC) based Aquatic Intelligence Control System (AICS).

While EPD is preparing the design and shop drawings for the filtration plant, WREA will work on a parallel path along with the design team to prepare the 50% complete design plans and the special provisions of the specifications (outline specifications). The site survey, site geotechnical testing and subsequent report will be used as a basis to complete the grading and drainage design, treatment plant site layout with appurtenances and details, the equipment exterior pad, building and foundation plans and electrical will be provided with the 50% submittal. As EPD finalizes shop drawings and design submittals, WREA will review and finalize the water treatment plant layout based on the filter shop drawings and incorporate into the 50% completion package. WREA will submit the full 50% working design plans and specification set to DDW and the District for review and comment.

As part of the project approach and as Prime consultant, WREA will assist MOWD in its contract with EPD and perform review of EPD submittals to the District, including shop drawings, technical equipment and any associated data supplied to comply with the requirements of the performance-based specification.

Once EPD submittals have been reviewed and accepted, and MOWD has provided comments on the 50% design plans and specification sets, WREA will finalize the 100% project plans and outline specifications, prepare the engineer's opinion of probable cost, and complete the bid package for MOWD's use for distribution during the bidding phase. Bidding assistance, including response to RFI's, are not a part of this proposal, nor are observation, inspection or construction management services, but will be provided in a separate proposal, if requested.

The specific tasks to accomplish the completed final design phase of the Project are included in the following scope of work.

#### *SCOPE OF WORK*

---

The detailed scope of work with task number and brief description is as follows:

##### **Task 1 – Kick-off Meeting, Initial Site Visit & Monthly Progress Meetings**

A kick-off meeting with MOWD and key design team staff shall be completed along with the initial site visit to commence Project start-up. Subsequent meetings will be held monthly to provide MOWD with Project status and inform MOWD of design progress. This proposal includes a total of 8 meetings, including a presentation to the MOWD Board of Directors of the final completed design package.

##### **Task 2 – Engineering Design Memorandum**

In order to guide EPD's design for the Project, WREA will prepare a technical memorandum to include the information necessary for EPD to complete the design and drawings for the filtration system. The design memorandum will include the following data:

- a. Flow capacity, including operational flow characteristics including low, average and high demand scenarios to determine required system flow range limit(s)
- b. Operational system design pressures
- c. System backwash requirements
- d. System automation requirements
- e. DDW criteria for needed item redundancy in design elements (if applicable to filtration unit components)

This data will be compiled in the memorandum for EPD's use in the package filtration system design.



### **Task 3 – Performance-Based Specification**

To ensure optimal filtration plant operations, WREA will work with EPD to prepare a performance-based treatment works technical specification for the filtration process package. Performance criteria including drinking water SWTR constituent parameters to be benchmarked to evaluate plant efficacy at each stage will be qualified in the specification. It is assumed that finish water quality testing and monitoring frequency to attain treatment goal compliance will be completed by MOWD.

### **Task 4 – Project Design Phase to 50% Design Plans & Special Provisions/Outline Specifications**

#### **4.1 – Site Survey**

Site aerial topographic survey will be completed to locate existing plant facilities including Well 1 and Well 2 locations with respect to plant boundaries and right-of-way using record maps and drawings. The site survey mapping will include roads, fences, trees, poles, striping, existing plant facility appurtenances and equipment location and easements on the property. It is assumed MOWD will supply a current Title report and will complete pot-holing to locate the location of the existing MOWD piping.

#### **4.2 – Geotechnical Testing & Report**

Consult with project team to initiate the project, collect background information from the District that may be pertinent to the geotechnical evaluation. Earth Systems will visit the site, mark for geotechnical mapping and borings (2 proposed) and contact Underground Service Alert prior to commencement of site work and subsurface exploration. Laboratory testing will be completed and compiled in support of the Project site design.

The geotechnical engineering report will include recommendations necessary for:

- criteria for site grading,
- seismic design parameters,
- vertical, lateral and bearing pressures for use in structural design,
- estimated total and differential settlement,
- geohazard mitigation measures (if any), and
- paving design criteria for access roadway and parking area.

#### **4.3 – Site Grading & Drainage Design**

Complete grading and drainage plans for new access roadway and parking area to include filtration facility building and pad area. The plans will be prepared in keeping with the requirements of the County of Ventura Grading Ordinance which adopts the California Building Code requirements for earthwork, and the Technical Guidance Manual which dictates stormwater management requirements in keeping with the Clean Water Act. Work includes earthwork calculations. Estimated three (3) sheets, including Standard County Cover Sheet, Road and Site Grading and Sections Sheet and Erosion Control Plan.

#### **4.4. – Structural Design and Calculations**

Masonry Building, Foundation and Equipment Pad Plans, Calculations, Details  
Structural design plans and calculations for masonry unit building and foundation, including pad design and anchoring for filtration equipment.  
Sheet count will vary, assume four (4) for the purposes of this proposal.

#### **4.5 – Site Electrical Engineering:**

Site electrical will be updated and modified to integrate components of the new building and treatment system, including stand-by coagulant injection pumps. New backup (stand-by) chlorine gas circulation pump(s) at Wells 1 and 2 will be required for SWTR compliance and

will be included in electrical plans. Includes required Title 24 Power Distribution Forms and Voltage Drop Calculations and Title 24 Interior Lighting Forms.  
Sheet count may vary however site electrical distribution plan, One-Line & Load calculations for treatment plant, details and notes, assume six (6) for the purposes of this proposal.

4.6. – 50% Civil Design Site Plan and Treatment Plant Layout, Piping and Details  
In conjunction with EPD, this submittal will include a plan view of the overall project site, yard piping, plumbing, pumps, connections details and sections  
Estimated sheet count is six (6) for the filtration treatment plant portion of the plan set, includes Title and Note Sheets. Scale will vary.

4.7. – 50% Special Provisions Section(s) of Specifications  
For the purposes of this proposal WREA has assumed preparation of administrative "Front-End" documents will be prepared by MOWD in standard format. Submittal will include the treatment plant performance-based specification and draft special provisions.

Submit Deliverables to DDW and MOWD for review

Compile all deliverables in pdf format for DDW and MOWD review (an estimated 4-week turnaround for schedule discussed herein, is assumed).

### **Task 5 – 100% Final Design**

5.0 – Review and coordination: DDW and MOWD 50% review comments  
Distribute and coordinate comments to team.

5.1 – Final Civil Design Plans  
Updates per final design and plan review comments.

5.2 – Final Structural Design Calculations  
Updates per final design and plan review comments.

5.3 – Final Structural Sections, Details, Specifications, & Tables  
Updates per final design and plan review comments.

5.4 – Geotechnical and Constructability Review  
Review, coordination, and redline comments to final documents.

5.5 – Grading & Drainage Update  
Review and update grading and drainage plans per comments.

5.6 – Electrical Engineering Plans  
Review and compile update for final 100% package

5.7 – Submit Construction Documents to DDW and MOWD for final approvals.  
The final construction documents will likely consist of the following sheets:

1. Title Sheet
2. General Notes & Specifications
- 3-4. Site Layout, Treatment Filtration System & Exterior Equipment
- 5-6. Plumbing, Piping, Pumps & Appurtenance Details
- 7-9. Road and Site Grading & Drainage Plan, Section and Details, Erosion Control Plan
- 10-13. Masonry Building Plans and Details
- . Building and Tanks/Equipment Pad Foundation Plans and Details

- 14-19. Electrical Site Distribution Plan, One-Line & Load calculations for Treatment Plant, , Notes and Details, Title 24 Calculations/Forms for Plant and interior lighting.

Final special provisions/outline specification set and performance-based filtration plant specification will be updated and included in the final submittal.

Submit Deliverables to DDW and MOWD for final review and approval.

Compile all deliverables in pdf format for DDW and MOWD approval (an estimated 4-week turnaround for schedule discussed herein, is assumed).

#### **Task 6 – Engineer’s Cost Estimate**

Prepare Engineer’s Estimate of Probable Cost for the Project. Prepare cost estimate to match bid line item sheet for easy bid comparison.

#### **Task 7 – Bid Support**

Prepare bid package including line item bid sheet in format agreeable to MOWD. MOWD to complete front end documents and bidding. Bid support services / response to RFIs or other services shall be performed under a separate contract.

#### *DELIVERABLES*

---

Design Memorandum:

- Basis of Design and technical specifications for Treatment Plant to District for review and comment. To be provided to EPD for filter unit system design and engineering/shop drawing preparation.

50% Design Phase:

- Electronic files of preliminary geotechnical report, design plans (including treatment plant, site upgrades, grading, structural and electrical)

Final Design Phase:

- 3 hard copy sets of full-size (ANSI D or larger) engineering plans;
- 2 hardcopy sets of Final Structural Calculations;
- 2 hardcopy sets of Final Geotechnical Report;
- Electronic files of all deliverables in pdf and dwg format

#### *FEE*

---

The fee required to complete the scope of work identified above, is **\$176,700** to be billed on a monthly time-and-materials, and not-to-exceed basis. A detailed breakdown of fees by task and subconsultant fee summary is included in Attachment A.

#### *SCHEDULE*

---

- All work is scheduled for completion by November 2021.
- A preliminary schedule with duration by Task is included in Attachment B.

## *QUALIFICATIONS*

---

Our distinguished team is led by senior and principal level engineers from each firm who have decades of combined experience with water districts in Ventura County. Key staff resumes and representative project experience are included in Attachment C.

## *ASSUMPTIONS*

---

1. MOWD will provide site title report.
2. MOWD will provide pot-holing to determine critical infrastructure locations, as required.
3. No additional project plans will be required for Fire Department access and hydrant location plan. WREA intends to use the site Grading sheet as basis to provide MOWD for this permitting authority.
4. No Floodplain Development permits will be required, as it appears work is outside of the AE Flood Zone.
5. MOWD will be responsible for obtaining all required permits and approvals, including DDW permit modification. It is anticipated, at a minimum, the County of Ventura Planning Department will require a zoning clearance for demolition and construction, Building & Safety Division building permits, and grading and drainage approval through Engineering Services, Public Works will be required.
6. The added electrical load will not exceed 30 amps @ 480 volts.
7. Two submittals only to DDW (50% and Final approval) will be required.

## *EXCLUSIONS*

---

The following items and services are excluded from the proposed scope of work and contract:

1. Reproduction costs for plans, maps, reports and other documents. These and other reimbursables will be billed at our cost, plus ten (10) percent.
2. Ecological/environmental hazard/contamination, testing, studies, reports, consulting, permitting or permit processing other than that mentioned in this fee estimate, or work relating to CEQA, CUP, zoning verification and flood development permitting requirements.
3. Title company report(s), services or fees.
4. Project scope changes dictated by owner or any government agency,
5. Ventura County Fire department permitting other than what is included in the scope of work above.
6. Meetings other than those specified or required to obtain design information
7. Any permit fees, acquisition, or processing services.
8. Site demolition will be addressed by MOWD..
9. Design of any site, parking, roadway, or other improvements not specifically included in scope of work above.
10. Site Storm Water Pollution Prevention Plan preparation, if required.
11. Design of any utilities not specifically included in the scope of work above (including but not limited to: electrical, telecom, natural gas, interconnecting pipes between wells, etc.).
12. Easement legal descriptions and exhibits for on or off-site utilities, improvements or other rights-of-way needed and/or desired for this project, unless otherwise noted.
13. Lighting (yard) or security systems.
14. Retaining wall design, if required.
15. SCADA, telemetry or controls, integration of new filter plant into existing system.
16. Seismic or structural calculations for electrical equipment, if required.
17. Low voltage systems such as fire alarms, TV.
18. Construction phase support/services.

Should you have any questions or require additional discussion, please contact me directly at (805) 653-7900 or [lou@wressoc.net](mailto:lou@wressoc.net).

Sincerely,

Louis M Nagy

Water Resource Engineering Associates

Lou Nagy, P.E.

Principal, RCE 47648

Attachments: A – Staff Hours and Fee Estimate  
B – Preliminary Project Schedule  
C – Staff Qualifications and Project Abstracts

ATTACHMENT A – STAFF HOURS/FEE ESTIMATE

## MEINERS OAKS WATER DISTRICT

### PROPOSAL TO PREPARE TOWER TREATMENT PLANT FINAL DESIGN AND ASSOCIATED SITE WORK

#### ITEMIZED WORK SCOPE AND FEE ESTIMATE

Item	Scope of Work Descriptions	Hours			
		A	B	C	D
1.	Participate in Project kick-off meeting. Initial site visit. Provide overall project team management. (Assumes one meeting/call per month for project coordination and ongoing project management.). Includes 8 meetings including meeting for final design presentation to MOWD Board.	20	32	30	15
2.	Prepare Engineering Technical Design Memorandum for EPD use in filtration plant design. Design Memorandum to include operational characteristics (flow range, system design pressures, backwash and automation requirements, DDW criteria for redundancy).	6	12	10	4
3.	Prepare Performance-Based specification to define benchmark concentrations and operational expectations for SWTR treatment compliance.	4	10	10	4
4.	50% Design Plans & Outline Specifications (sub-consultant team hours and fees provided in separate fees summary following <sup>1</sup> ): 4.1 – Survey – Coordinate with site surveyor for initial site visit, easement and ROW mapping 4.2 – Geotechnical – coordination including discussions regarding known high-water groundwater elevation issues, sub-surface exploration needs and report particulars for design elements. 4.3 – Site Grading & Drainage – Coordinate with team regarding road and site grading design. 4.4 – Structural Design – Provide summary data to structural engineer for calculations and plan preparation. 4.5 – Site electrical – Prepare data for electrical engineer regarding plant components and pump needs in order to integrate new plant into existing site electrical 4.6 – Prepare site treatment plant layout, sections, plumbing details, pump data, yard layout, connections to existing piping. 4.7 – 50% Special Provisions/Outline Specs Submittal	12	80	60	180
5.	100 % Design Documents <ul style="list-style-type: none"> <li>• 5.1 – Updates and coordination with design team to final design plans and documents per 50% review comments.</li> <li>• 5.2 – Final structural plans.</li> <li>• 5.3 – Final Structural calculations.</li> <li>• 5.4 – Geotechnical and Constructability Review coordination and final redlines and comments.</li> <li>• 5.5 – Grading and Drainage plan updates</li> </ul>	10	60	40	100

<sup>1</sup> See summary of Sub-consultant fees.

## MEINERS OAKS WATER DISTRICT

### PROPOSAL TO PREPARE T WATER TREATMENT PLANT FINAL DESIGN AND ASSOCIATED SITE WORK

#### ITEMIZED WORK SCOPE AND FEE ESTIMATE

	<ul style="list-style-type: none"> <li>5.6 – Electrical Engineering plan updates</li> <li>5.7 – Final document submittals (plans and specifications)</li> </ul>				
6.	Prepare Engineer's Opinion of Probable Cost	4	10	10	4
7.	Prepare Bid package, including bid line item cost sheet.	2	10	10	10
<b>TOTAL HOURS</b>		<b>58</b>	<b>214</b>	<b>170</b>	<b>317</b>

#### TIME AND MATERIALS FEE ESTIMATE

##### Fees for WREA

A	Principal	58	Hrs	@	\$212	=	\$12,295
B	Project Management/Principal	214	Hrs	@	185	=	39,590
C	Project Engineer	170	Hrs	@	148	=	25,160
D	Technician	317	Hrs	@	115	=	<u>36,455</u>

**WREA Fee Estimate Total    113,500**

##### Fees Breakdown for Subconsultant Team

EPD Front-End Design Coordination	\$7,500
Design Survey (BC Survey)	15,225
Geotech Engineer (Earth Systems)	14,375
Grading & Drainage (Lewis Engineering)	11,490
Structural Engineering (Toedter)	5,980
Electrical Engineering (Calkins)	<u>8,625</u>
Subconsultant Total	<u>63,200</u>

**FEE ESTIMATE TOTAL    \$176,700**

Prepared by:

  
**Water Resource Engineering Associates**  
 2300 Alessandro Dr. Ste 215, Ventura, CA 93001  
 805.653.7900 800.25 WATER 805.653.0610(fax)  
[www.wreassoc.net](http://www.wreassoc.net)



**ATTACHMENT A**  
**STAFF HOURS AND FEE ESTIMATE**

1/29/2021

		WREA					
		Princ Engr.	Princ Desin	Staff Engr.	Tech / Designer	Project Coord.	
		\$212	\$185	\$148	\$115	\$115	
No.	DESCRIPTION	STAFF HOURS					Subtask Fee Total
1	KICK-OFF MEETING, SITE VISIT, MONTHLY MEETINGS (8 Total) AND OVERALL PROJECT MANAGEMENT	20	32	30	4	11	\$16,325
	Task 1 Subtotals:	20	32	30	4	11	\$16,325
2	PREPARE TECHNICAL MEMORANDUM						
2.1	Consult with MOWD for operational parameters.	2	6	4	0	0	\$2,126
2.2	Preprepare technical memorandum for EPD use in design.	4	6	6	4	0	\$3,306
	Task 2 Subtotals:	6	12	10	4	0	\$5,432
3	PREPARE PERFORMANCE-BASED SPECIFICATION						
3.1	Coordinate with EPD regarding contents of performance-based specification.	2	2	4	0	2	\$1,616
3.2	Prepare specification for MOWD review and comment.	2	8	6	0	2	\$3,022
	Task 2.3 Subtotals:	4	10	10	0	4	\$4,638
4	50% DESIGN TEAM COORDINATION AND PLAN/SPEC PREPARATION						
4.1	Survey Coordination	2	6	6			\$2,422
4.2	Geotechnical Coordination		6				\$1,998
4.3	Site Grading & Drainage		10				\$1,850
4.4	Structural Design		4				\$370
4.5	Site Electrical		8				\$740
4.6	Treatment Plant layout, sections, details, site piping and plumbing.		17	28			\$30,661
4.7	50% special provisions and outline specifications.	4	15	10		20	\$8,883
	Task 2.4 Subtotals:	12	80	60	160	20	\$46,924
5	100 % DESIGN TEAM COORDINATION AND PLAN/SPEC PREPARATION						
5.1	Updates and coordination with design team for 100%	2	4	8			\$2,348
5.2	Final Structural Plans						\$740
5.3	Final Structural Calculations						\$370
5.4	Geotechnical Data and Constructability Review						\$740
5.5	Grading & Drainge plan updates						\$740
5.6	Electrical Engineering Plans						\$740
5.7	Final Documents Plans and Outline Specs 100% Submittal package to DDW and MOWD for approval.	8	15	32	75	25	\$24,962
	Task 3 Subtotal:	10	80	40	75	25	\$30,640
6	ENGINEER'S OPINION OF PROBABLE COST						
6.1	Obtain quantities for engineer's cost estimate.	2	4	6	0		\$2,052
6.2	Prepare cost estimate.	2		4	0		\$2,586
	Task 3 Subtotal:	4	10	10	0	4	\$4,638
7	BID SUPPORT						
7.1	Prepare Bid Package (plans, special provisions)	1	6	8	2	4	\$3,196
7.2	Prepare Itemized Bid Form for Contractor Use in Bid						\$1,708
	Task 4 Subtotal:	2	10	10	2	8	\$4,904
	SUBTOTAL, ALL TASKS:	58	214	170	245	72	\$113,501

## ATTACHMENT B – PRELIMINARY SCHEDULE



ATTACHMENT C – STAFF QUALIFICATIONS, PROJECT ABSTRACTS



---

## **WATER RESOURCE ENGINEERING ASSOCIATES**

---

CONSULTING CIVIL AND ENVIRONMENTAL ENGINEERS IN WATER AND WASTEWATER  
COLLECTION, CONSERVATION, DISTRIBUTION AND TREATMENT

**Louis M. Nagy, PE**  
**Owner, Principal Engineer**

---

### **EDUCATION**

---

B.A./S., University of Bridgeport, Conn. Major: Mathematics/Oceanography (co/op)

Additional course work and continuing education completed in:

- Clean Water Act
- Domestic Water Quality and Treatment
- Water Chemistry
- National Pollution Discharge Elimination System
- Regional Water Quality Control Board Agricultural Water Discharge Waiver
- Farm Drainage/Irrigation/Runoff Water Quality Planning
- Grading and Drainage for Agricultural Hillside Erosion Control
- Stormwater Pollution Prevention Plan Development
- Hydrology
- Streambed Restoration
- Structural Engineering
- Wastewater Management
- Endangered Species Act

---

### **REGISTRATIONS AND CERTIFICATIONS**

---

- Registered Professional Engineer, California, Civil, #047648
- California Community College Teaching Credential, Engineering, #154053.
- Qualified Stormwater Pollution Prevention Plan Developer, Certificate # 20159
- UCCE/USDA Farm Water Quality Planning Certification, Central Coast (Drainage/Irrigation/Runoff)

---

### **BACKGROUND AND EXPERIENCE**

---

Nagy has over 40 years experience in the irrigation water, domestic water, wastewater, stormwater, water treatment, recycled water, and fire protection water fields, including design and analysis of all aspects of water production, distribution and treatment, pumping and storage, wastewater collection, pumping and treatment facilities large and small. The range of work spans from master planning of community water systems and wastewater systems, and major drainage systems to mechanical and hydraulic analysis, testing of existing improvements to analyze new capital improvement interfaces, complete system usage studies, feasibility studies, and economic analyses. The work has also included design for new water and wastewater facilities, as well as project construction contract administration of related capital improvement projects.

---

2300 Alessandro Drive, Suite 215, Ventura, California 93001 • Phone: 805.653.7900 • Fax: 805.653.0610  
1-800-25-WATER • [www.wreassoc.net](http://www.wreassoc.net)

resumelou\_2021Jan

Since 1989, when a count was initiated, Nagy has designed and/or been in responsible charge of producing plans and specifications for some 2200 projects involving new construction and/or rehabilitation of older systems, over 500 miles of transmission mainline for domestic and fire protection water, 50 miles of wastewater collection pipelines, 250 pump or lift stations and 130 tanks or reservoirs for domestic, fire protection and irrigation water, 45 domestic and wastewater treatmentworks, and 110 domestic, irrigation and fire protection water system models and studies, for subdivisions, water and sanitary districts, small and large scale agriculture, small water companies, commercial/industrial projects and the military.

Additionally, over the past twenty years Nagy has been in responsible charge of compiling documentation for projects requiring environmental permitting, water usage documentation and reporting to federal, state, and local agencies as follows:

- Clean Water Act (CWA) Section 404 – USACE
- CWA Section 401 – SWRCB
- Waste Discharge Report (WDR) – SWRCB
- Report of Waste Discharge (ROWD) – SWRCB
- California Administrative Code "Title 22" Engineering Reports for Production, Distribution and Use of Recycled Water – SWRCB, DDW
- Initial Statement of Water Diversion and Use, Usage Reporting, Allocation Adjustment – SWRCB and related local agencies (Fox Canyon Groundwater Management Agency, United Water Conservation District)
- Streambed Alteration Agreement (SAA) – CA DFW
- Floodplain Development/Encroachment Permits – Ventura County Watershed Protection District
- Initial Domestic Water Permitting and Amendments – Division of Drinking Water – SWRCB DDW

Nagy has been expert witness in cases involving irrigation system design and operation, drainage and flooding, agricultural drainage run-on hydrology and storm damage, post-forest fire hydrology, irrigation water filtration system operation, hydraulic discharge and siphoning, river water intakes, booster pump plumbing and potable water system design.

Nagy has been invited to be a seminar speaker on subjects including irrigation design, irrigation water recycle system design, and runoff water quality compliance, passive runoff water treatment and water recycling.

Nagy has taught courses in hydraulics and irrigation design at the Community College level.

Nagy has owned and operated Water Resource Engineering Associates, a civil and environmental engineering consulting firm, currently with eight employees in Ventura, CA since 1979.

## **AFFILIATIONS**

---

American Consulting Engineers Council, Consulting Engineers and Land Surveyors of California, National Fire Protection Association American Waterworks Association, Water Environment Federation, American Water Resources Association, National Fire Protection Association, Rural Water Association, California and Ventura County Farm Bureaus, Member, American Society of Civil Engineers.



# DREAMING TREE CIVIL

Heather O'Connell, PE, CFM, QSD/QSP



## Professional Development

- Certified Floodplain Manager Review Course, DWR
- California Environmental Quality Act Training
- EPA's Rules on Compensatory Mitigation for Impact on Wetlands and Other Waters
- HEC/RAS 3.1, 4.1 Training Seminars, ASCE
- Los Angeles County Watershed Management Modeling System (WMMS) Training, 2016
- US Army Corps of Engineers Section 404 Permit Training
- Slope Stabilization Training

## Affiliations

- American Public Works Association
- California Stormwater Quality Association
- Association of Water Agencies, Ventura County
- Association of State Floodplain Managers

## Areas of Expertise (2020 Current)

- Stormwater Pollution Prevention Plans
- Stormwater quality treatment design analysis
- Post Construction Stormwater Requirements and Management Plans, Best Management Practice (BMP) sizing, selection and low impact development (LID) design
- Water system evaluation studies, compliance and design
- Hydraulic and hydrologic modeling
- Infrastructure improvement, rehabilitation, and design for water, sewer, and storm drain facilities
- Grading and drainage design
- Sewer studies including monitoring for capacity evaluation design improvements, inflow and infiltration (I/I) studies
- Conditions assessments for Conditional Use Permits
- Feasibility option analysis and cost valuations for improvements and design options
- Floodplain development and Federal Emergency Management Agency compliance
- State Water Resources and Regional Water Quality Board compliance
- Design team project management

## Years of Experience

- Total: 23

## Licensing

- Professional Civil Engineer, CA No. 73119

## Certification

- Certified Floodplain Manager
- Qualified SWPPP Developer/Practitioner, CA No. 00663
- Confined Space Awareness

## Education

- BS, Civil Engineering, University of Texas at El Paso, TX, 1997

Ms. O'Connell specializes in engineering design, permitting, and environmental compliance. Heather provides team management for projects within various fields such as new water, wastewater, and stormwater infrastructure design. She has also successfully guided strategic site layout and design elements, incorporating new utilities, grading, drainage, and low-impact development (LID) features for redevelopment projects in challenging infill urban areas – including calculations for post construction stormwater requirements (PCR's) and design of structural, source control and treatment Best Management Practices (BMPs). Heather maintains progressive working knowledge of the constantly evolving National Pollutant Discharge Elimination System (NPDES) permits, state and regional guidelines to ensure project regulatory compliance.

Heather has design experience for projects ranging from small single-family residential and private landowners to large scale mining, oilfield and agricultural operations, commercial, industrial, and public works projects. She has a particular focus in site design option evaluation for new and redevelopment sites for critical project components including new infrastructure, grading and drainage, potable domestic water and fire protection systems, well piping and plumbing design, irrigation, and process water supplies, distribution, recycling, and reuse projects. Her experience includes the following projects:

**Maywood Mutual Water Company No. 1, Water Replenishment District, CA. Supervising Engineer.** Project Manager responsible for the preparation of a domestic water supply system permit amendment for the removal of iron and manganese and new replacement 500,000 gallon tank. Duties included the preparation of the water system technical report, technical, managerial and financial updates, and operations and maintenance manual program establishment. (2017)

**Water Replenishment District (WRD), Well 16 Rehabilitation, City of Compton, CA. Supervising Engineer.** Project responsibilities included the preparation of a feasibility study for determining appropriate treatment technologies, including the Best Available Technology (BAT) assessment, to treat an existing well producing elevated levels of 1, 4-Dioxane and other Volatile Organic Compounds (VOCs). Treatment technologies included assessment of advanced oxidation process, granular activated carbon, and biological biomass treatment. (2015-2017)

**WRD, Well 17 Rehabilitation, City of Huntington Park, CA. Supervising Engineer.** This project prepared a feasibility study for determining treatment technologies for an existing well with progressive capacity issues and high nitrate concentrations nearing maximum contaminant level reporting limits. Treatment technologies reviewed for the project include biological denitrification with autotrophic bacteria and ion exchange. (2015-2017)

**Los Angeles Department of Water and Power (LADWP), Castaic Lake Power Plant Dredging and Grading Design, Los Angeles, CA. Project Manager/Supervising Engineer.** The Castaic Lake power generation facility requires Lake dredging and clean out periodically to maintain pumping capacity for power generation. Heather worked to oversee the design team to establish a short-term and long-term maintenance strategy for Lake dredging. The subject design report and preliminary design plans outlining quantity dredging analysis to account for sediment deposition along Lake watersheds and locally dredged areas to be maintained immediately as well as on an annual basis. Dredging studies utilized and managed for design of plans and report included bathymetric lake survey, side-scan sonar imaging and traditional survey methods. (2016-2017)

**Water Treatment System Piping and Controls Replacement Project, City of Buellton, CA. Supervising Engineer.** Design of replacement process water piping infrastructure and oversight of controls system modification for water treatment Plant, Capital Improvement Project (CIP), City of Buellton. Replacement of system liquid levels and controls, pump and equipment at two well treatment facilities in City water distribution system. (2015-2017)

**Crestview Mutual Water Company. Project Manager, Principal/Design Engineer.** Responsible for engineering design for a new replacement 1,500 gpm deep well (1400' bgs) demand calculations for plumbing and deep well valves to connect to two pressure zones within hillside water company 8-inch and 10-inch pipelines. Includes full site development, grading, well pump station plans and plumbing, well instrumentation and controls building and well natural gas backup generator, site grading, drainage and erosion control design. (2018-Present)

**Steckel Park, County of Ventura Maintenance Building. Civil Engineer/Water System.** The Ventura County Parks are currently in design review for a new maintenance building at Steckel Park, outside of City of Santa Paula, Ventura County Parks project, as part of the Thomas Fire rebuilding process. Ms. O'Connell is providing design services for the domestic water and fire protection water system(s) design for the new park building. Responsibilities include coordination with project team, Ventura County Fire Department and City of Santa Paula Public Works. (Present)

**Cloverdale Mutual Water Company, Ventura County, CA. Principal Engineer.** Prepare plans and engineering studies for system Water Availability Report for Ventura County mutual water company permitting and infrastructure improvements. Projects include evaluation of nitrate treatment system options, new above ground bolted or welded steel water tank, new well system design, back-up generator and new booster pump station. Project includes critical housing element interface with County regarding water infrastructure improvements for low income housing in disadvantaged communities. (2018-Present)

**Water Replenishment District (WRD), Goldsworthy Desalter MTBE Treatability Study, City of Torrance, CA. Supervising Engineer.** This project includes preparation of a treatability study for WRD to provide to the State Department of Water Resources, Drinking Water Division to analyze the treatment technologies to treat Methyl Tertiary Butyl Ether (MTBE) in drinking water. The supply wells to the Goldsworthy Desalter, a reverse-osmosis (RO) water treatment facility, in the City of Torrance are experiencing occurrences of detectable levels of MTBE in their raw source water. DDW required a detailed analysis to be performed to evaluate various listed Best Available Technologies (BATs) to treat MTBE in the water and provide a preliminary system design.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INS AGCY 76250717 71 HANOVER ROAD FLORHAM PARK NJ 07932	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (800) 524-7024 (A/C, No, Ext):	<b>FAX</b> (800) 524-4013 (A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
<b>INSURED</b> LOUIS M NAGY DBA WREA WATER RESOURCE ENGINEERING ASSOCIATES 2300 ALESSANDRO DR STE 215 VENTURA CA 93001-3778	<b>INSURER A:</b> Hartford Fire Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	76 WEG AC9424	05/01/2020	05/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Those usual to the Insured's Operations.

## CERTIFICATE HOLDER

For Informational Purposes Only  
 2300 ALESSANDRO DR STE 215  
 VENTURA CA 93001-3778

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MMDDYYYY)

6/8/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATEHOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE, PRODUCER, AND THE CERTIFICATEHOLDER.

IMPORTANT: If the certificateholder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificateholder in lieu of such endorsement(s).

PRODUCER <b>ISU INS SERV - BC ENV BROKERAGE</b> 1037 Suncast Ln Ste 103 El Dorado Hills, CA 95762	CONTACT NAME: <b>DINA ATHEY</b> PHONE (A.C. No. Ext): <b>(916) 939-1080</b> FAX (A.C. No.): <b>(916) 939-1085</b> EMAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: <b>ADMIRAL INSURANCE COMPANY</b> NAIC# <b>24856</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED <b>WATER RESOURCE ENGINEERING ASSOCIATES</b> 2300 ALESSANDRO DRIVE, SUITE 215 VENTURA, CA 93001	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONT. POLLUTION GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FEI-ECC-15390-7	05/23/20	05/23/21	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			FEI-ECC-15390-07 INCL. IN GL	05/23/20	05/23/21	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		FEI-ECC-15390-07 RETRO 5/23/94	05/23/20	05/23/21	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$1,000,000 OCCURRENCE \$2,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

-FOR INFORMATION ONLY-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.



---

## WATER RESOURCE ENGINEERING ASSOCIATES

---

CONSULTING CIVIL AND ENVIRONMENTAL ENGINEERS IN WATER AND WASTEWATER  
COLLECTION, CONSERVATION, DISTRIBUTION AND TREATMENT

### FIRM PROFILE

**Water Resource Engineering Associates** (WREA), 2300 Alessandro Dr., Suite 215, Ventura, California, 93001, is a civil and environmental engineering design and consulting firm, specializing in the collection, conservation, distribution, and treatment of domestic water, fire protection water, stormdrain runoff, and wastewater.

Established in 1979, WREA has been involved in all aspects of water production, distribution, wastewater collection, pumping and treatment facilities large and small. Ranging from master planning of community water and wastewater systems, and major drainage systems, mechanical and hydraulic analysis, testing of existing improvements to analyze new capital improvement interfaces, complete system feasibility studies, economic analyses, equipment design for new facilities, environmental ecological compliance and permitting, grading, drainage and site work design for these projects as well as project construction contract administration of related capital improvement projects.

Although also performing work for large water companies, Cities and Districts, WREA specializes in consulting with smaller purveyors, and are expert in tailoring the work to the often-specialized needs that smaller Districts have. As a matter of sheer numbers, of some 160 public and private water purveyors existing in Ventura County licensed by the County or State, WREA has done work for, and/or are currently Engineers for, approximately one half of this number. Additionally, WREA has participated in the initial formation, design, and licensing of 15. Most projects involved compliance analyses (for existing systems) master plans, design reports, facility design, project management through construction, and consulting on operations after construction.

---

### WREA REPRESENTATIVE PROJECT ABSTRACTS:

---

#### **LAKE PIRU SURFACE WATER TREATMENT FACILITY** **Piru, CA**

United Water Conservation District (UCWD) operates a public state transient, non-community (TNC) water system for the campground facilities at Lake Piru. The intake for the system is surface water from a barge floating on the Lake, which required replacement.

With input from UWCD staff, WREA studied alternate methods for new intake arrangement. Methods reviewed included floating system (existing system), pier mounted pumps, or slope mounted pumps. The preferred method chosen, (complete redesign and upgrade of barge pump system), included recommendations for conveying the raw water from the intake to the treatment plant (hose, fixed pipe, or articulating pipe). The treatment facility required upgrades including additional filtration units.

WREA determined existing constituent levels before and target levels per Surface Water Treatment Rule (SWTR), as acceptable to Division of Drinking Water (DDW). In coordination with UWCD Staff and EPD (filter supplier), WREA performed design of treatmentworks,



upgrades, and other work including hydraulic modeling for piping sizing, pump selection, and treatment media selection. WREA then developed Plans and Details for bidding and construction.

### **WARM SPRINGS REHABILITATION CENTER County of Los Angeles, CA**

The Warm Springs Rehabilitation Center (WSRC) water system is classified as a State Small Water System. As such it must meet requirements defined in California Administrative Code including Titles 17 and 22, the California Plumbing Code, and the rules and regulations for such systems as imposed by the agency having jurisdiction, in this case the Los Angeles County Department of Environmental Health (DEH).

DEH determined that the cistern well water at WSRC is groundwater under the influence of surface water and cited WSRC for non-compliance with the SWTR, due to high Bacteriological water quality results, and non-compliant filters. The cistern wells were then shut off from the system. This necessitated the trucking in of water on a daily basis, an expensive, and inconvenient process. Improvements to the system were required, including new well pumps, and a new CDPH-compliant filter system (as supplied by EPD). Disposal of filter backwash water was an issue. WREA evaluated the preferred options and determined after review of the site/project Waste Discharge Requirements (WDR), that the connection to the sewer was most feasible.

Additionally, WREA performed calculations for projected usage, chlorine contact time, dosage, and reviewed general mineral test results. Work scope also included review of instrumentation and monitoring and reporting requirements leading to recommended improvements to meet water quality goals.

In coordination with EPD, WREA performed design calculations, compiled final plans and details for renovation and re-equipping of the cistern pump system, re-designed pumps for discharge to new filtration system, compliant with SWTR and DDW requirements.

WREA compiled both preliminary and final plans and details for the EPD filter and included tank site work, plumbing plans and details for filter station, finish water storage, backwash water storage and disposal, and booster pump station, and appurtenant electrical design.

### **CITY OF SANTA PAULA WATER SYSTEM CITY OF SANTA PAULA WELL #6, IRON AND MANGANESE TREATMENT, AND ADDITIONAL WELLS, TREATMENTWORKS AND PIPELINES PROJECT Santa Paula, CA**

Considered the largest current development in Ventura County, the proposed full buildout consists of 1,477 residential units, 25,000 SF of light industrial use area, 215,000 SF of commercial use area, 20.2 acres of civic/institutional use area and approximately 225 acres of additional uses (athletic fields, parks, agricultural preserve, and open space). WREA has been extensively involved in the design of expanding the City's water distribution system as part of the Development. The first well site associated with the project (Well 6) has been equipped. Well 7 has been drilled and test results indicate it will need to include an iron and manganese treatmentworks to be shared with future Well 8. The high iron and manganese levels are addressed by a greensand manganese treatmentworks.

For Well #6, WREA's scope of Engineering Services included, with input from Lo Prest, the packaged treatmentworks supplier, preparation of Plans, Specifications, Estimates, and Engineering Calculations; permitting assistance; bidding and construction phase services. Major design components include the multiple groundwater well sites (grading, drainage, piping, water treatment and distribution, and electrical improvements), a 3-million-gallon water storage tank site, and miscellaneous other improvements to the agricultural and water systems.

The new facilities for the City of Santa Paula public water system required, and continue to require, extensive coordination with all regulatory agencies as well as Contractors under separate scopes of the overall development.

#### **VENTURA COUNTY WATERWORKS DISTRICT 1 WELL #20 Moorpark, CA**

In accordance with the District's multiple year Master Plan, in order to increase the supply to the system a well site was selected for new Well #20. Initial water quality test results determined that the facility would need an iron and manganese treatmentworks in order to ensure compliance to Title 22 water quality requirements.

In coordination with District 1 Staff, WREA determined final requirements of facility design, including consulting on water treatment methods.

The WREA scope included compiling a preliminary layout design, determination of hydraulic requirements for the well, and modeling a portion of 944 zone. Also included was the design of yard piping, final grading, drainage, and circulation elements for the site.

Utilizing information from hydraulic design phase, WREA designed well pump parameters, well pump plumbing and pressure controls and surge handling equipment. WREA Designed pre-treatment works to include chlorination and sodium bi-sulfide injection. (Designed to be compatible with future chloraminization.)

Also included in WREA's scope was the design of the main treatmentworks pressure media filter external inlet/outlet and backwash recycling system plumbing, and backwash storage tank plumbing.

Additionally, WREA researched availability of removable roll a part sound reducing enclosure for wellhead as well as designing the pre-treatmentworks structure.

WREA scope also included compiling special provisions to cover all items within the project.






# 3081\_Proposal\_FINAL\_1-29-2021\_unsigned

Final Audit Report

2021-01-30

Created:	2021-01-30
By:	Roxanne Collins (roxanne@wreassoc.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXe7LLfQ-nZ2VmNf_didw1xluB-QIGWp

## "3081\_Proposal\_FINAL\_1-29-2021\_unsigned" History

-  Document created by Roxanne Collins (roxanne@wreassoc.net)  
2021-01-30 - 0:19:12 AM GMT- IP address: 24.176.206.50
-  Document emailed to Louis M Nagy (lou@wreassoc.net) for signature  
2021-01-30 - 0:19:38 AM GMT
-  Email viewed by Louis M Nagy (lou@wreassoc.net)  
2021-01-30 - 0:21:27 AM GMT- IP address: 66.249.84.221
-  Document e-signed by Louis M Nagy (lou@wreassoc.net)  
Signature Date: 2021-01-30 - 0:22:10 AM GMT - Time Source: server- IP address: 24.176.206.50
-  Agreement completed.  
2021-01-30 - 0:22:10 AM GMT



**DEREK HILL**

May 12, 2021

Subject: Easement considerations at 1923 Meiners Road.

To the Board of Meiners Oaks Water Company,

My wife, Courtney, and I moved to Ojai 4 years ago from Carpinteria as she was pregnant with our first of now two children. When we saw 1923 Meiners Rd. we knew it would be just right for us as my wife is all about agriculture, running urban community farms in LA, and cultivating and growing our own crops. As we spoke with the departing owners it came to our attention that the water tank was now obsolete and the talk was that it was most likely coming down. Understanding that decisions will be made regarding next steps, we couldn't be more hopeful and wishing to help with a more efficient and useful way to coexist with the water company's easement needs. With raising two young children, having dogs and looking for the right spot to potentially build an ADU for my elderly mother to live, reimagining how the future of this property and the water company easement is utilized is at the top of our minds.

From my conversations so far with Justin Martinez, who met with me at the property, I understand it's uncertain whether or not a water tank will be replaced, however I'm well aware that the antenna is in an essential position on top of the hill. Regarding the booster pump and layout of the pipes, I would like to propose how it might be reimaged to get the equipment and pipes closer to the road and the access point for the trucks more optimally positioned. As I understand, the original intent of the water tank position was to gravity feed the homes in the area that now rely on pumps to deliver pressurized water. If the water company could achieve the same results by relocating the essential equipment(minus the antenna) to an area closer to the road, just down the hill on our property towards Meiners Rd.(photos attached), not only could this shorten the distance the pipes travel to and from the booster pump significantly, but it would also relieve the occupants of 1921 Meiners Road and ourselves at 1923 Meiners Road of having the maintenance trucks needing direct access through our driveways and through our backyard in close proximity to our house. The water tank hill is also the only other flat, buildable spot on the whole 5 acres, and needless to say, the most beautiful spot with the views.

Not only could a pad located in the new area be sufficient for essential equipment such as pumps, tanks, and whatever else, but it would also give exclusive direct access to the site without interfering with our living area behind our house. If storing water is still a desire of the water company, there could even be room to achieve this in this area closer

to the road. Knowing that there is an energy cost to getting water distributed to the area and a need for backup power in times of power being down, perhaps we could explore a way to get a generator or solar array positioned and perhaps battery storage set up, as the new area would sit adjacent to the optimal South facing sunny slope. Solar panels and battery storage could not only off-set or cover all energy needs of the pump, but could also double as backup power in times of power failures as there were in the times of the Thomas Fire and the frequent power shut-offs with Edison's maintenance.

To summarize the proposal for a more efficient layout and best possible outcome for us AND the water company, I've laid out the following scenarios I would like to prioritize, from top to bottom:

- 1) IF a new tank will not be built and newer energy efficient pumps make it possible to eliminate any need for a booster pump and city water pipes on 1923 Meiners Rd property, the easement would be relocated or relinquished. However, the antenna position would remain on the hilltop.
- 2) IF a booster pump is still needed in proximity to the road, the easement is relocated closer to the street with a new waypoint for pipes, maintenance trucks, and electrical hookup. Potentially, a generator and/or solar array is used with backup battery storage for energy off-set and back-up power.
- 3) IF a newly constructed storage tank and existing booster pump are still needed, the newly proposed easement area could be materialized to facilitate all water company needs.

Many thanks for taking a moment to have read through my ideas. I look forward to being a new resident of Meiners Oaks. However I can help in facilitating positive changes I'm here to work with you all.

Very best regards,



Derek

Derek Hill  
310.429.3871

**From:** Griffin B  
**Subject:** Meiners Rd Water Tank  
**Date:** May 13, 2021 at 1:52 PM  
**To:** derekjhill@mac.com

---



To the Meiners Oaks Water Board:

My name is Griff Barkley and I live at 1921 Meiners Road. I'm am aware of the water tank situation and that my new neighbors, Derek and Courtney Hill, are proposing new ideas regarding the easement. As we also have the water maintenance trucks crossing over our driveway on a regular basis we would be very supportive of any possible changes that could diminish the activity of the water company's maintenance trucks entering through our property. It sounds like if the access and any related equipment could be relocated closer to the road down the street it could work out better for everyone.

As we all share the energy costs of getting water distributed in the area, we would also be very open to new ideas such as more efficient pumps and perhaps even utilizing solar panels and battery storage for offsetting the energy consumption and having more permanent solutions to backup power when the power is shut off.

Many thanks,

Griff Barkley  
1921 Meiners Rd





1923 Meiners Rd,  
Ojai, CA 93023

Proposed  
new site

Meiners Rd





---

### **Meiners Road Tank Antenna/SCADA Panel Relocation**

Meiners Oaks Water District has received a quote from *Oilfield Electric* to install a new SCADA panel, run conduit and pull wires in preparation for the relocation of the new antenna tower.

Meiners Oaks Water District has received a quote from *CIT* for a new 40 ft. antenna tower.

Meiners Oaks Water District has received a quote from *Byrd Electronics* for relocating the SCADA components from the existing panel to the new panel installed by Oilfield Electric and moving the antenna from the old tower to the new tower. That will be installed by MOWD Staff.

Meiners Oaks Water District has not yet received any quotes for the tower footing.

**Oilfield Electric:**      \$3648.00

**CIT:**                      \$3900.00 (Tower Only)

**Byrd Electronics:**      \$3000.00

**Tower Footing:**      \$TBD

---

**Total Request:**      **\$16,000.00**



### **Chlorine Safety**

We are currently in conversation with *SECORP* to purchase one G1, 30-minute SCBA (A-G1in 2112C2C1AAG1), and two additional masks. This will provide adequate protection for staff, keeping them under positive air pressure and oxygen, while changing chlorine cylinders at each well.

(1 ) MSA G1 INDUSTRIAL SCBA WITH CASE (A-G1IN 2112C2C1AAG1)	\$4262.00 EA
(1) MSA G1 FACEPIECE (AG1FP:FM1MR01)	\$374.93 EA (x2)
<b>SUB TOTAL:</b>	<b>\$5011.87</b>

#### **Additional services:**

FIT TESTING PER MASK	\$80.00 EA (x3)
SCBA TRAINING & MAINTENANCE	\$55.00 EA (x3)
SCBA CYLINDER REFILLS	\$13.75 EA
<b>SUB TOTAL:</b>	<b>\$418.75</b>

<b>TOTAL INITIAL EXPENSE:</b>	<b>\$5,430.62</b>
-------------------------------	-------------------

Shipping and handling, Ca. tax not included

Fit testing recertification is annual

Flow testing for all MSA is annual @ \$90.00 EA

The monitor system pricing will follow as it is still in the process.





---

### Staff

Meiners Oaks Water will be left short staffed with Levi Maxwell's military leave, proposed July 8 – October 1, 2021. I am asking the board to review and approve hiring a **part-time temporary Utility Helper** through the end of the year. This time will overlap when Levi returns to MOWD but benefit us in having an extra set of hands in the field. The district is behind in basic field maintenance. An extra set of hands will allow the district to get caught up on fire hydrant maintenance, valve maintenance, weed abatement, flushing, painting etc.

**Estimated Salary Expense = up to \$19,000** (No medical, dental or vision benefits will be offered)

I am also asking the board to approve compensation related to standby and overtime for the GM while Levi is on leave. I understand some of this time falls under my job duties but being down a licensed operator for up to 20 weeks will increase my workload tremendously. Asking Bradley Erickson to fulfill his duties and cover Levi's would be unjust.

### Job Descriptions

Upon reviewing the field staff job descriptions, I have found that the Water Utility I, Water Utility II and Field Supervisor/Foreperson positions are almost identical. These job descriptions need to be revised and the duties need to fall in line with title, responsibility and compensation. The Staff Procedures Committee will review and approval of the job description revisions.

# **Meiners Oaks Water District**

## **Temporary Water Utility Worker Helper**

Job Expires December 31, 2021

Salary \$ 16 - 22 hr.

Non-Exempt (Part Time)

### **1. General Job Description**

Works under direct supervision, performs a variety of semi-skilled tasks related to the maintenance, repair and upkeep of a domestic water system; and related duties as assigned.

### **2. Qualifications/Requirements**

- Must have a valid class "C" California driver's license.
- Must have a High School Diploma or GED.
- Must be able to pass a fitness for duty physical exam and pre-employment drug test.

### **3. Basic Work Hours**

- Normal work hours are  
Monday - Thursday 8 AM to 5 PM.  
Friday 8 AM -12 PM
- Compensation will be made at an hourly rate.

### **4. Essential Job Duties**

The Temporary Water Utility Worker Helper will perform the following tasks under direct or limited supervision:

- Perform work in maintenance, construction and repair of Water District facilities as assigned
- Assist Water Utility Workers in repairs of any water leaks in the water district distribution system.
- Reading of water meters
- Weed abatement using weed whips and applying weed control chemicals around district facilities.
- Fire hydrant maintenance; Cleaning, painting, exercising, and applying lubrication to threads and steams as needed
- Valve exercising
- Observing treatment processes and assisting in basic treatment plant maintenance and calibration

- Other duties may apply as directed

This is a part time, entry level position. General understanding of construction, equipment maintenance and mechanical ability preferred.

## **5. Physical Demand, Work Environmental or Elements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders. Operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally distraught public and private representatives, staff, and contractors in interpreting and enforcing district policies and procedures.

---

Employee Signature

Date



---

### **Well #8 Site Clean-Up**

Well #8 site is overgrown with brush and spoils piles making the site unusable. We have received three quotes to clean the site.

The scope of work will include:

- Removing overgrowth of brush from the site;
- Separating the rock and asphalt/concrete into two piles;
- Grading the site with roughly 1% of fall from north to south.

This work will clean up the site and allow us to maintain it moving forward. Additionally, having this site cleared will allow the District and the 'Nitrate Removal' engineering firm to get a good look at the area.

Nitrate Grant MOWD in-kind portion: \$7,000.

**Evans Excavating:**     \$6340.00

**Morris Excavating:**     \$7060.00

**Sam Hill & Sons:**     \$13,200.00



## **District Summary/Update**

- **Casitas Lake Level: 37.8%**
- **Purchased Water:** The District began purchasing water on 9-28-2020 and returned to producing our water on February 1<sup>st</sup>.
- **Meiners Rd Tank:** DTL Excavating buried the the around Meiners Rd Tank 4/28. We have received quotes from Oilfield Electric, Byrd Electronics and CIT for each scope of work involving the relocation of the antenna located on top of the tank.
- **Well #8 Site:** Three quotes received for site clean up.
- **District Work:**
  - Install Locks on all electrical panels
  - Deposition postponed
  - Meiners Rd Tank; water line buried
  - Inventory Items Received \$17,081.17
  - Received training from Oilfield Electric; Generator hook-ups, creating SOP
  - Bob's Fence; Repaired damaged fence at the Tank Farm
  - Paving complete and outstanding permits with the county closed
  - Re-Paving of Meiners Rd/Zone 2 lateral; asphalt has failed (pending)
  - Started construction of Well #1 building
  - Service Leak 250 El Camino 5/12
  - Completed EAR report for State Water Board Division of Drinking Water
  - Dig Alerts and Service Orders.
- **Wells:** Wells 1, 2, 4, 7 are all on-line and meeting customer demands. Wells 1 & 2 are being monitored closely by field staff as production and water levels are dropping. Construction of Well House for Well #1 is underway and should be completed by staff at the end of the week
- **Training:** Follow-up training with meter reading system and handhelds 5/11, Field staff met with OilField Electric on 5/7 and received training at all sites for proper generator hook up.
- **R.F.P. for Water Treatment Plant 100% Design** – Approach to RFP for 100% design under review.
- **Staff \*Action Needed\*:** Levi Maxwell is on active duty with the Navy Reserves. He is anticipating leave from MOWD on July 8, 2021 for up to 20 weeks. It is my recommendation to hire a *Temporary Water Utility Helper*.

**Scheduled/Unscheduled Work**

<b><u>Type of Repair</u></b>	<b><u>Cause</u></b>	<b><u>Date</u></b>	<b><u>Leak Location</u></b>	<b><u>Contractor</u></b>	<b><u>Amount \$</u></b>
Meiners Rd Tank	Bury Water Line	4/28/2021	N/A	DTL Excavating	\$2863.96 (total)
Fence	Fallen Tree	5/7/2021	N/A	Bob's Fence	\$450
Paving/Slurry	Encroachment Permit Expires	5/8/2021	N/A	Sam Hill & Sons	\$6570.76
Service Leak	Improper Installation	5/12/2021	250 El Camino	Staff	\$0.00

**Running Rainfall Totals**

WY – 2019-20 18.60" of rain Matilija Canyon  
WY – 2019-20 16.45" of rain Meiners Oaks Fire Station  
WY – 2020-21 5.82" of rain Matilija Canyon  
WY – 2020-21 4.51" of rain Meiners Oaks Fire Station

**Well Drilled Dates & Depths**

<b><u>Well</u></b>	<b><u>Date Drilled</u></b>	<b><u>Drill Depth</u></b>
Well #1	1969	65' (Rehab 2018)
Well #2	1969	110' (Rehab 2018)
Well #4	1969	240' (Non-Op)
Well #4 (New)	2018	165'
Well #7	1961	156'
Well #8	1968	144' (Non-Op)



### Current Well Levels and Specific Capacity

<b>WELL #1</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
STATIC (ft)	OFF	OFF	31.52	27	34.74							
RUNNING (ft)	OFF	OFF	OFF	41	43.24							
DRAW DOWN (ft)	7.7	OFF	OFF	14	8.5							
Gallons Per Minute (GPM)			OFF	191	187							
SPECIFIC CAPACITY(gal/ft)	13.0	OFF	OFF	13.86	22							
<b>WELL #2</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
STATIC (ft)	35.5	28.9	31.23	37	37.4							
RUNNING (ft)	OFF	OFF	OFF	49.9	47.4							
DRAW DOWN (ft)	OFF	OFF	OFF	12.9	10							
Gallons Per Minute (GPM)			OFF	126	127							
SPECIFIC CAPACITY(gal/ft)	OFF	OFF	OFF	9.84	12.7							
<b>WELL #4</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
STATIC (ft)	48.9	28.9	45.70	47.9	52.40							
RUNNING (ft)	97.0	76.8	77.35	80.3	79.90							
DRAW DOWN (ft)	48.1	35.9	31.65	32.4	27.5							
Gallons Per Minute (GPM)			375	388	375							
SPECIFIC CAPACITY(gal/ft)	7.3	10.1	11.84	11.98	13.63							
<b>WELL #7</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
STATIC (ft)	53.9	46.9	50.60	54	54.70							
RUNNING (ft)	62.7	50.1	53.15	58	60.40							
DRAW DOWN (ft)	8.8	3.2	2.55	4	5.7							
Gallons Per Minute (GPM)			292	337	278							
SPECIFIC CAPACITY(gal/ft)	32.9	92.5	114.51	84.25	48.77							
<b>WELL #8</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
STATIC (ft)	OFF	OFF	OFF	67.6	65.7							
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF							
Gallons Per Minute (GPM)			OFF	OFF	OFF							
SPECIFIC CAPACITY(gal/ft)	OFF	OFF	OFF	OFF	OFF							

**Water Pumped, Sold, Purchased & Water Sales**

MONTH	PUMPED (AF)	SOLD (AF)	PURCHASED (AF)	WATER SALES (\$)
JAN	0	40.35	40.35	\$55,869.54
FEB	59.13	43.26	0	\$45,273.85
MAR	45.88	37.35	0	\$38,245.86
APR	54.26	52.05	0	\$52,993.98
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
<b>TOTAL 2021</b>	159.27	173.01	40.35	\$192,383.23
<b>TOTAL 2020</b>	485.71	635.47	197.26	\$657,912.06

**Reserve Funds**

* Balance at the County of Ventura	\$ 1,401,122.87
Total Taxes	\$ 74,275.12
Total Interest from reserve account#	\$ 681.38

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> – April 30 <sup>th</sup>	2020	\$ 1,481,750.38
July 1 <sup>st</sup> – April 30 <sup>th</sup>	2021	\$ 1,600,178.24

### **Bank Balances**

* LAIF Balance	\$ 229,731.39
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 250.00
* Money Market (Mechanics Bank)	\$ 7,621.82
Amount Transferred to Mechanics from County this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$ .13
General Fund Balance	\$ 46,657.62
Trust Fund Balance	\$ 17,101.05
* Capital Improvement Fund	\$ 14,218.48
(#) Quarterly Interest from Capital Account	\$ .12
Total Interest accrued	\$ 250.96

### **Capital Improvement Projects for 2020-2021** **Budgeted capital funds \$ 446,000,000 FY 2020-2021**

1. Well 4 Development (Completed)
2. Engineer design report for the treatment plant (100% In Process)
3. Replace 6 inch main for Zone 2 (Completed)
4. El Sol and Lomita Tie-in (Engineering to start this month)
5. Automate Casitas connection at Fairview and Hwy 33 (Tabled until next year)
6. Two generator purchase and electrical panel upgrades (Complete)
7. Start replacement at Meiners road tank (In process)
8. New Meter Reading Software (Complete)
9. New Service Truck (Crane & Tools pending)

## Board Secretary Report

May 2021

### 1. Administrative

- Form 700 Conflict of Interest – all active filers completed prior to April 1 deadline.
- SWRCB Annual Electronic Report submitted May 10.
- PCI Quarterly Control Scan, completed May 11.
- Beacon Meter Reading System – Additional Training May 11.
- Attended AWA “Is your water supply safe from cyber attack?” on April 28.
- Directors Harrassment & Ethics Training due by June 2021. Target Solutions online training system – email notifications.
- Upcoming CSDA webinar May 25: “Addressing Cybersecurity Risks”
- Brandi will be contacting Directors to come by the office to sign the annual Ventura County Auditor-Controller Signature Authorization for Local Agencies form.

### 2. Financial (any items not covered in separate Financials Report)

- a. Audit for FY19-20 – *currently engaged in work with C. Fanning.*
- b. Accounts Receivable – Customer account balance aging during COVID-19 moratorium on disconnections due to non-payment. In March 2021 we mailed individual notices to each delinquent customer, in April 2021 door hangers were placed at each delinquent service location to prompt contacting the office to setup payment arrangements. As of May 12, there are 26 accounts with balances over 4 months delinquent. There has been progress in customer contact and payment arrangements. No flow restrictors have been implemented at this time.

Class	#Customers	\$ @>3 mo	\$ @>4 mo	Notes
Residential	20 ≥4 mos 24 ≥3 mos	\$2,002.16	\$7,654.77	7 of the RES accounts have not made a payment in ≥6 months.
Commercial	0	\$0	\$0	
Agriculture	2	\$574.67	\$1,052.11	(1) Last pmt 4/7/2021 of \$1,000.00 (2) Last pmt 3/5/2021 of \$400.00

### 3. Projects

- a. Allocation Program –Tyler has begun building the allocation template changes within our server (on the test side, not yet in production), data fields are accessible and ready for Tyler to import account specific allocation data for further testing.
- b. Staff Procedures Ad-Hoc Committee – Schedule meeting.
- c. Grants: Nitrate Removal – Progress Report #3 due by July 10, 2021.
- d. Annual Consumer Confidence Report is in process, pending final data from FGL.

#### 4. Billing/Customer Service

- a. Summary of Billing Statements & Customer Service Orders
- b. Casitas Connection turned off 2/2/2021.

Month	#Total Service Orders	# Account Owner Changes	Monthly Customer Bill Total	Monthly Casitas Surcharge	Over-Allocation \$ (drought sur)	Other Conservation Penalties
Jan 20	88	5	\$103,517.04	\$0	\$3,060.00	\$0
Feb 20	75	11	\$102,457.21	\$0	\$1,919.00	\$0
Mar 20	109	11	\$104,012.24	\$0	\$1,849.00	\$0
Apr 20	78	9	\$ 94,817.80	\$0	\$1,106.00	\$0
May 20	112	2	\$124,586.74	\$0	\$5,220.00	\$0
Jun 20	201	7	\$144,471.57	\$0	\$9,483.00	\$0
Jul 20	246	27	\$144,736.42	\$0	\$8,937.00	\$0
Aug 20	147	18	\$148,635.97	\$0	\$10,417.00	\$0
Sep 20	210	18	\$164,667.04	\$0	\$14,472.00	\$0
Oct 20	93	12	\$172,773.27	\$23,868.19	\$9,958.00	\$0
Nov 20	79	7	\$172,514.41	\$37,554.48	\$6,779.00	\$0
Dec 20	74	5	\$130,327.05	\$0	\$5,631.00	\$0
Jan 21	89	12	\$115,479.25	\$0	\$2,730.00	\$0
Feb 21	75	13	\$108,605.39	\$0	\$2,460.00	\$0
Mar 21	73	16	\$108,985.68	\$0	\$1,936.00	\$0
Apr 21	125	9	\$127,363.90	\$0	\$5,084.00	\$0

Note: May 2020 over-allocation fees increase attributed to very high Ag consumption, (1) account over 500 units, and (2) accounts both over 850 units each. These reads were verified, and meters did not indicate leaks. Jun-Aug meter readings indicated significant abnormally high consumption, several customer leaks, and increased irrigation overall. Two water conservation warning letters were sent to customers; Field Operators documented irrigation during mid-day hours – next observed violation will result in fine. Sep 50% of SO's were reread for high consumption, 25% were to replace broken meter box lids.

#### Board of Directors

Board Member	Position	Term Ends	Term Type
Michel Etchart	President	2022	Long Term (Re-elected 2018)
James Kentosh	Vice President	2022	Long Term (Re-elected 2018)
Larry Harrold	Director	2022	Long Term (Re-elected 2018)
Diana Engle	Director	2024	Long Term (Re-elected 2020)
Christian Oakland	Director	2024	Long Term (Elected 2020)

#### 5. Complaints & Compliments

- Customer on S. Lomita called regarding water discoloration, field staff responded in less than 30 minutes, took sample, no water discoloration or sediment detected.

**Recommended Actions:** *Receive an update from the Board Secretary concerning miscellaneous matters and District correspondence. Provide feedback to staff.*

**Attachments:** None.