



**REGULAR BOARD MEETING  
AGENDA PACKET**

**MARCH 17, 2025**

---

*This page intentionally left blank.*



Regular Board Meeting - Monday, March 17, 2025, 6:00 p.m.

Carmichael Water District Board Room  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608

**Join from computer, tablet or smartphone.** Click on this URL to join:

<https://us02web.zoom.us/j/83596878004?pwd=b0FvJ6ch85NMSco2p52u9ox3O33J6v.1>

**Join by phone:** Dial US [+1 669 900 6833](tel:+16699006833)

**Meeting ID:** [835 9687 8004](https://us02web.zoom.us/j/83596878004) **Passcode:** 564283

## AGENDA

The Board will discuss all items on its agenda, and may take action on any of those items, including information items and continued items. The Board will not take action on or discuss any item not appearing on the posted agenda, except: (a) upon a determination by a majority vote of the Board that an emergency situation exists; or (b) upon a determination by a two-thirds vote of the Board members present at the meeting, or, if less than two-thirds of the members of the Board are present, a unanimous vote of those members present, that the need to take immediate action became apparent after the agenda was posted. Agenda packets can be found at our website at [carmichaelwd.org](http://carmichaelwd.org).

*The Board of Directors welcomes and encourages participation in meetings. Public comment may be given on any agenda item as it is called and limited to three minutes per speaker. Matters not on the posted agenda may be addressed under Public Comment. Please follow Public Comment Guidelines found on the District's website at [carmichaelwd.org/public-comment-guidelines/](http://carmichaelwd.org/public-comment-guidelines/).*

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at 483-2452. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

---

### CALL TO ORDER AND STATEMENT REGARDING PUBLIC PARTICIPATION: President Greenwood

---

#### ROLL CALL

---

#### PRESIDENTS COMMENTS

---

#### PUBLIC COMMENT:

##### 1. Public Comment

Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board.

---

#### ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION

---

#### CLOSED SESSION

##### 2. CONFERENCE WITH LEGAL COUSEL – SIGNIFICANT EXPOSURE TO LITIGATION (Government Code Sections 54956.9 (d) (2) Related to a Single Claim)

---

#### ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION

---

#### REPORT OUT OF CLOSED SESSION

---

#### CONSENT CALENDAR:

Consent Calendar items are expected to be routine and non-controversial, to be acted on by the Board in one motion. Should any Board member, staff member, or interested person request discussion on an item, the Board will consider the item separate from the Consent Calendar.

3. Minutes for the Regular Board Meeting – February 18, 2025
4. Minutes for the Special Board Meeting – February 28, 2025
5. Minutes for the Special Board Meeting – March 11, 2025
6. Monthly Expenditure Report – January 2025
7. Budget to Actual Report – January 2025
8. Treasurers Report
9. Directors Compensation and Reimbursements

---

**ACTION CALENDAR:**

10. **Request for Proposal: Progressive Design-Build Professional Assistance for the Ladera and Winding Way Well Site Improvement Project**  
Staff recommends that the Board of Directors approve a Service Agreement with Water Systems Consulting for a not-to-exceed value of \$31,147 and authorize the General Manager to execute the agreement based on approval by the District's attorney.
11. **Water Quality Monitoring Laboratory Services Award**  
Staff recommends that the Board of Directors approve a Service Agreement with BSK Analytical for 2025-2029 Water Quality Monitoring and authorize the General Manager to execute the agreement.
12. **Contract Approval for 2025 Rate Study and Business Plan Consultant – Hildebrand Consulting**  
Staff recommends that the Board of Directors approve a service agreement Hildebrand Consulting for a not-to-exceed cost of \$89,500 and authorize the General Manager to execute the agreement.
13. **Budget Adjustment for Raw Water Pump VFD Replacement**  
Staff recommends that the Board of Directors
  1. approve a budget transfer in the amount of \$48,000 from the Bajamont Water Treatment Plant Building Rehab capital improvement project to Water Treatment Plant Systems Maintenance line item within the Operations and Maintenance Production Department Water Treatment Operations, in the approved FY 24-25 Budget, and
  2. if Item 1 is approved, authorize the General Manager to execute a contract with ACE Electric Motor to replace one variable frequency drive on Raw Water Pump, 111, with a new Nidec model.
14. **Purchase of Replacement Vehicles for the Production Department**  
Staff recommends that the Board of Directors authorize the General Manager to:
  1. Purchase 1 (one) 2025 Ford F150 Super cab 4X4 from Downtown Ford Sacramento under the LPA State Contract ID#1-22-23-20F and
  2. Surplus Vehicle #38 (2018 Ford F150) to public auction.

---

**INFORMATIONAL ITEMS:**

15. **La Vista Tank and Booster Pump Project, Continuous Update #1**
16. **Claremont Road and Fair Oaks Boulevard at El Camino Avenue Water Main Replacement Project**
17. **Engineering Staffing Update**
18. **Surplus Equipment – Distribution and Administrative Services Departments**
19. **ACWA Election Process for 2026-27**
20. **AWWA – Banning Fluoridation of Public Water Systems**

---

**COMMITTEE REPORTS:**

21. **Sacramento Groundwater Authority Board Meeting**  
Director Selsky Reports Out.
22. **Regional Water Authority Executive Committee and Regular Meeting**  
Director Greenwood Reports Out.
23. **Carmichael Chamber of Commerce**  
Director Greenwood and Nelson Report Out.
24. **Other Committee Reports**  
Directors Report Out.

---

**STAFF REPORTS:**

25. **General Manager and District Activity Report – February 2025**
26. **Director's Expense Reimbursement Summary – February 2025**

---

**GENERAL CORRESPONDENCE/INFORMATION:**

27. **Director's Written and/or Oral Reports**

---

**The next meeting of the Board of Directors will be a Regular Board Meeting held on:  
Monday, April 21, 2025 at 6:00 p.m.**



**Regular Board Meeting  
Tuesday, February 18, 2025, 6:00 p.m.**

**Carmichael Water District  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608**

**MINUTES**

**The Carmichael Water District Board of Directors met in Regular Session this 18<sup>th</sup> day of February at 6:00 p.m. in person and via teleconference.**

**ATTENDANCE:**

**Directors:** Ronald Davis, Mark Emmerson, Ron Greenwood, Jeff Nelson, Paul Selsky  
**Staff:** Cathy Lee, Gaby Padilla, Debbie Martin, Greg Norris, and Lisa Nichols  
**Public:** One (1) Member of the Public

**CALL TO ORDER:** President Greenwood called the meeting to order at: **6:04 p.m.**

**PRESIDENTS COMMENTS:** None.

**PUBLIC COMMENT**

**1. Public Comment**

None.

**CONSENT CALENDAR**

**2. Minutes for the Regular Board Meeting – January 21, 2025**

Directors commented that the minutes do not show comments and inquiries from a specific Director and they would like to see this.

Director Nelson commented that in item 10 he would like to have his name cited on what he said.

Directors commented that they think by not having names it shows that they speak as one Board and they find the minutes to be excellent to the extent on how detailed they are. They think that the minutes are overly detailed and probably take up a lot of time for staff to re-listen to the audio and to write them up. The minutes used to be very detailed a long time ago and the Directors became very nitpicky as to what was said but it was a contentious time back then. The Directors at that time agreed to have the minutes be general with the main points of what the Board discussed. They mentioned that maybe the detailedness of the current minutes serves a purpose of informing the rate payers.

Directors commented that the consumption of the minutes was for the public and for the Directors. They also mentioned that if someone who was not present at the meetings were to read the minutes it reflects accurately as to what happened and what was discussed.

Directors commented that the minutes should probably be general but if a Director is directing specifics for the record to reflect what they said in order to represent accurately how their vote is going to be.

Directors inquired if the Administrative Specialist had enough direction to move forward or if they need something more specific.

The Administrative Specialist informed the Board of Directors that they would like more specific direction.

Directors commented that they need to address Director Nelson's request to have the minutes be amended to reflect his name in the specific section.

Director Nelson informed the Administrative Specialist that he marked up the previous meeting minutes to reflect the comments attributed to him. He mentioned that he is not changing any of the text, he just wants the minutes to specifically state that it was Director Nelson.

Directors commented that the date on the minute's first page was wrong. They also mentioned that they have seen a wide variation on the detail for different Districts. They have seen some with no details at all and some that are excessively detailed but they do not know what is best.

Directors commented they like the minutes to be detailed because when the minutes are general, the Board or the

public do not know what was specifically discussed.

Directors commented that they oppose vigorously on the bare minimum minutes. They mentioned that they are confident that the current minutes are thorough to make sure the rate payers have a clear picture of what the Board has done. Also, if a Director missed a meeting, the minutes do an excellent job of informing them of what was discussed. They do not want to put on staff the ability or the requirement to edit the Board's comments by briefing them or shortening them. Staff could potentially leave out something that the Board finds very important and this could cause the Board to amend the minutes every meeting.

Directors inquired if staff has tried taking the audio of the minutes and feeding it into an AI program to generate a summary and using that raw material to edit from.

The Administrative Specialist informed the Board of Directors that AI programs do not work great because the software does not interpret a conversation accurately. In the end there is more editing and they would still need to re-listen to the recording to figure out what exactly was said.

Mr. Hanscom inquired if the audio from each Board meeting is kept permanently.

The General Manager informed Mr. Hanscom that the District does not keep the recording permanently and are normally deleted after 30 days or after the next Board meeting per attorney's advice.

Directors commented that you're supposed to keep the recordings.

The General Manager informed the Board of Directors that it is not a requirement to keep the recordings and the attorneys have advised the District to erase them after 30 days.

Mr. Hanscom commented that the particular matter that the Board is discussing is potentially contentious and should be maintained due to potential legal actions. If the audio is deleted after 30 days without detailed minutes then any detail would be based on recollection and that will not cut it in a court of law. He mentioned that any items with a lot of discussion and details should be reflected as such in the minutes. Items that could be reported as general discussion should only be items that did not have any discussion or have any potential future impacts. He then commented that if the District keeps the audio then anyone that cares to re-listen to it has access. If there is any legal actions in the future the audio could be used.

Directors commented that they thought the District was required to keep the audio.

The General Manager informed the Board of Directors that the Brown Act requirements is 30 days and the attorney has recommended to delete it after 30 days.

Directors commented that other agencies post the recordings and/or videos of their meetings on their website. Most of the time it goes back for more than two years.

The General Manager informed the Board of Directors that many cities have broadcast service. They also mentioned that in the Brown Act it specifically states you can delete the recordings after 30 days.

Directors commented that you can delete the recordings but you are not required to.

Directors commented that the District recently received a Certificate of Transparency from CSDA which specified records retention. This means that CWD has met the criteria for the records retention criteria.

### **3. Minutes for the Special Board Meeting – January 27, 2025**

Directors commented that on item 2 during the second vote Director Nelson's voted Nay but the minutes reflects that he voted Aye and Nay.

### **4. Monthly Expenditure Report – December 2024**

### **5. Budget to Actual Report – December 2024**

### **6. Capital Improvement Project Status Report – As of December 31, 2024**

### **7. Compensation Survey – Bryce Consulting, Inc., Professional Services Agreement**

Directors commented that they feel like in the last few years the General Manager's review has always been done late and they want to see it done on time this year. They suggested having an ad hoc committee for the two items to start the process and then have a special Board meeting to get the Board's approval.

President Greenwood appointed Director Davis and himself to be on an ad hoc committee for the compensation survey and for the General Manager's review.

Directors commented that they know Bryce Consulting has done this study for CWD for a very long time and they have been very pleased with the results. They then inquired as to how many of the water districts around here use them as well for this type of study because they just reuse the same information.

The General Manager informed the Board of Directors that Ms. Shelly Anderson is the principle on this project and she has practically done this study for every agency in the area. Every year she does an update for all the agencies'

salary since there typically is an adjustment set in contract or for a cost of living adjustment. This means she has a complete data set for the area.

Directors commented that they think it's great that she has all the data but if all she is doing is a ratio adjustment then they think \$16,150 is a lot of money.

The General Manager informed the Board of Directors that is the reason why the amount is so low because they have seen other agencies that do salary surveys be a lot more than that.

Directors inquired if the survey will include the General Manager's salaries.

The General Manager informed the Board of Directors that it will include the General Manager's salaries.

Directors inquired if the survey will include 15 agencies.

The General Manager informed the Board of Directors that per the District's policy the survey only include 10 but last time and a few more were included per the Board's recommendation. They mentioned that Ms. Anderson has 15 agencies data but they only use 10 due to the policy.

Directors inquired that if she has the data for 15 agencies then why it the District only doing 10.

The General Manager informed the Board of Directors that the additional 5 agencies' salary could be higher than the 10 listed in the policy because they are closer to the Bay Area. Ms. Anderson has shown the Board the data of all 15 in the past and will most likely do so again.

Directors commented that this should be brought to RWA as a subscription item so the agencies could pool together and lower the cost.

Directors inquired what the current policy is for having legal review the contracts.

The General Manager informed the Board of Directors that the District has a standard contract which is a service agreement, a long form contract for public works, and a short form contract for public works which have all been provided by our legal team. Additionally, legal reviews them once a year to see if we need any changes.

Directors inquired if the contract with Bryce Consulting was reviewed by legal.

The General Manager informed the Board of Directors that legal did not review the contract after it was signed. A blank copy of the contract was sent to Bryce Consulting to sign since there were no changes within the contract, unless a requirement within the contract does not apply to them. This template was written and approved by legal and nothing within the contract is changed other than the places where we are allowed to make changes.

Directors commented that they are used to having legal review every contract before it gets approved by the Board. The General Manager informed the Board of Directors that legal only reviews the contracts if there have been significant changes made to the contract. They mentioned if they are just entering the basic information into the contract then legal has no reason to review it.

M/S Nelson / Davis to approve the consent calendar with revisions to the Minutes for the Regular Board Meeting – January 21, 2025 and the Minutes for the Special Board Meeting – January 27, 2025 to reflect Director Nelson's name on the statements he made for item 10.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

---

**ACTION ITEMS****8. Resolution 02182025-01 – A Resolution Adopting the Carmichael Water District (District) Fiscal Year (FY) 2024-2025 Mid-Year Budget Amendment**

Staff recommends that the Board of Directors approve the attached mid-year adjustments to the Fiscal Year 2024-25 Budget for the fiscal year ending June 30, 2025 and adopt Resolution 02182025-01 – A Resolution Adopting the Carmichael Water District Fiscal Year (FY) 2024-2025 Mid-Year Budget Amendment.

Directors inquired if the mainline projects were primarily hydrant replacement or relocation of hydrants and paving. The Finance Manager informed the Board of Directors that it does include those projects but it also includes lowering of service lines.

The General Manager informed the Board of Directors that the Sacramento County projects all have to do with street

maintenance, like lowering or raising valves and hydrant removal. They mentioned that the reason for the increase in this section is because Sacramento County has increased the areas or amount of paving. This is an issue with all the water districts within Sacramento County. Because of how poorly maintained the roads are, Supervisor Desmond has had a few community meetings and the comments he has received are that the roads are dilapidated. This is why Sacramento County is making all the utilities pave more than they are used to.

Directors commented that they read an article about the high requirements for paving by counties and it talked about how utilities are paving about 50 percent more than what they need to. Directors also commented about another article in the Sacramento Bee which stated that it would cost about \$100 billion to replace and repave all of the roads in Sacramento County.

Directors inquired about the Ranney Collector Reserve and whether the \$500,000 is enough.

The Finance Manager informed the Board of Directors that every year they put \$500,000 into the reserve until the project is completed.

Directors inquired if putting away \$500,000 each year is enough to cover the entire project.

The Finance Manager informed the Board of Directors that the project is expected to complete 10 to 20 years out so by then it will be a significant amount that will cover the majority of the project if not all. They also mentioned that this reserve is sitting in an interest bearing account as well.

Directors commented that the Ranney Collectors are something we all should keep an eye on because there is no way of knowing how long it is going to last after the cleaning that just happened. The District is hoping it will last a long time but there is no real way of knowing. They also mentioned that the collectors might not last as long as expected then the Board needs to revisit the amount set aside into the reserve on a yearly basis.

The General Manager informed the Board of Directors that at some point in time what might happen is the District may have to use the entire CIP funds towards this project for the fiscal year.

Directors inquired if the District had been paid for the one megawatt capacity that was sold under the COTP.

The Finance Manager informed the Board of Directors that the District received the full amount on December 31, 2024.

Directors inquired as to where that money is being put.

The Finance Manager informed the Board of Directors that it was put in miscellaneous/other revenue.

Directors commented that they have received multiple phone calls complaining about the \$2.95 payment processing fee. They then inquired if everyone who paid with a credit card has stopped using the payment method because of this fee.

The Finance Manager informed the Board of Directors that most people are used to the fee and are fine with it. For others who do not want to pay the fee have moved their payments over to a checking account or online banking. They mentioned that anytime a rate payer calls in to make a payment with a debit or credit card, staff informs the payee of the fee and asks prior to proceeding with the transaction. Staff informs all callers of all the ways to avoid the fee.

Directors inquired if the success rate of people paying on time has dropped since the implementation of the fee. The Finance Manager informed the Board of Directors that is has not.

M/S Selsky / Nelson to approve staff's recommendation.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

## **9. Resolution 02182025-02 - A Resolution Amending the District's Regulation 2000 – Water Leak Exemption**

Staff recommends that the Board of Directors approve Resolution 02182025-02 - A Resolution Amending the District's Regulation 2000 – Water Leak Exemption.

Directors inquired when the 30-day adjustments begin.

The Engineering Manager informed the Board of Directors that the customer has 60 days from finding out about the leak to inform the District. The 30 days for the adjustment period is the 30 days prior to the repair of the leak.

Directors inquired as to how staff determined to only have a 30 day adjustment period and if it was only because of the billing cycle.

The Engineering Manager informed the Board of Directors that reducing it to 30 days lowers the amount of rebate potential because in the past the amounts were very high. They also mentioned that it is also easier to analyze.

The General Manager informed the Board of Directors that by reducing the number of days it also encourages the customer to fix their leak.

Directors inquired as to how many rebates are given in a year.

The Engineering Manager informed the Board of Directors that two years ago it was 10, last year it was 16, and this year is about 30. The amount of rebates have gone up significantly in the last two years.

Directors commented that hopefully the increase in rebates is because the rate payers are learning about the program.

Directors thanked staff for accommodating their request to rearrange the regulation.

M/S Davis / Emmerson to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

#### **10. Resolution 02182025-03 – A Resolution Amending the Districts' Policy 5000 – Authorized Leave, Policy 5040 – Sick Leave, and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014**

Staff recommends that the Board of Directors approve Resolution 02182025-03 – A Resolution Amending the Districts' Policy 5000 - Authorized Leave, Policy 5040 – Sick Leave, and Policy 5041 – Sick Leave – Healthy Workplaces, Healthy Families Act of 2014.

No comments.

M/S Emmerson / Davis to approve staff's recommendation.

Mark Emmerson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Jeff Nelson	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ronald Davis	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Ron Greenwood	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Paul Selsky	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

#### **11. Purchase of replacement vehicles for the Distribution and Production Departments**

Staff recommends the Board of Directors authorize the General Manager to:

1. Purchase two (2) 2025 Ford F550's for the amount of \$176,154.81 from Downtown Ford Sacramento under the LPA State Contract ID#1-22-23-20F,
2. Purchase one (1) 2025 Toyota Tacoma SR AC in the amount of \$38,333.27 from Freeway Toyota under the LPA State Contract ID#1-22-23-20C, and
3. Surplus Vehicles #13 (2001 Dodge 3500), #33 (2016 Ford F550), and #38 (2018 Ford F150) to public auction.

Director Davis commented that he will be opposing the second recommendation. He stated that he thinks it would be wiser to purchase an American made vehicle using the ratepayers' dollars. He is confident that the ratepayers would prefer this action as opposed to if the District was to purchase a vehicle that is not American made there will be a lot of customers that will be unhappy.

Directors inquired if Director Davis would be open to approving the first and last recommendation and if he would like to make an amendment to the motion to state that.

Director Davis informed the Board of Directors that he would feel comfortable doing so but it is up to the Board.

Directors inquired if there was a specific reason as to why staff chose the Toyota.

The Finance Manager informed the Board of Directors that it was a preference of the Production team.

Directors inquired if it was the Production staff's decision.

The General Manager informed the Board of Directors that the Production Superintendent picked the vehicle.

Directors commented that it makes sense to have the decision be made by the staff that will be using the vehicle.

Directors commented that they agree with Director Davis. In the past, when purchasing a vehicle the Board have always looked to see if it was made or assembled in the U.S. Directors suggested to approval all three recommendations but to substitute the Toyota with a comparable American made vehicle for the amount not to exceed \$39,000.

Mr. Hanscom commented that every time when work is done for school districts or counties, they use U.S. materials only and had to meet certain requirements.

M/S Nelson / Davis to approve recommendation number one and three and direct staff to bring back the vehicle approval in recommendation number two.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

## **12. Consumer Price Index (CPI) for Fiscal Year 2025-2026**

Staff recommends the Board of Directors reviews a 3.0% COLA adjustment effective July 1, 2025 for all employees and considers a salary adjustment after the salary survey.

No comments.

M/S Selsky / Nelson to approve a 3.0% COLA adjustment effective July 1, 2025 for all employees and considers a salary adjustment after the salary survey.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye	✓	Nay		Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	5	Nays:	0	Absent:	0	Abstain:	0
<b>Passed Unanimously:</b>								

## **13. La Vista Tank and Booster Pump Project: Reinstatement Agreement Approval**

Staff recommends that the Board of Directors approve the Re-instatement Agreement with Koch and Koch, Inc. (KKI) and authorize the General Manager to execute the agreement with KKI.

Directors commented that 458 days is a lot longer than what the Board has discussed.

The General Manager informed the Board of Directors that the Board agreed to one year but the contractor needs time for subcontractors and submittals and Kennedy Jenks needs time to ramp up and review the submittals.

Directors commented that KKI was given 90 days to complete the submittals in addition to the 458 days.

The General Manager informed the Board of Directors that the 90 days are included in the 458 days.

Directors commented that one of the reasons they were going to support this agreement was because it is supposed to be completed fast and they agreed to one year. They also mentioned that they were told that the rest of this project was about 6 months of work.

Director Nelson commented that in the agreement it states that the owner terminated Water Works Engineers and now Toppel Consulting will be the owner's representative and engineer. He then stated that Mr. Toppel is not an engineer.

The General Manager informed the Board of Directors that Mr. Toppel is not an engineer but in the original contract the title of owner's representative and engineer is used interchangeably. They mentioned that the engineer for this project is Kennedy Jenks.

Director Nelson commented that in the original contract, on page 103 of the Board packet, it states that Water Works Engineers is the engineer not Kennedy Jenks.

The General Manager informed the Board of Directors that this is in the agreement but in the General Conditions, as part of the original contract, it states that the owner's representative can either be the CM firm or the engineer. Directors inquired if Toppel will be referred to as the engineer.

The General Manager informed the Board of Directors that Toppel could be referred to owner's representative and Kennedy Jenks could be referred to as the engineer. They then mentioned that in the original contract it states that Kennedy Jenks is referred to as the Design Engineer.

Director Nelson commented that there is a clear distinction between design engineer and engineer.

The General Manager informed the Board of Directors that there is a distinction between design engineer and engineer but in the General Conditions of the contract it states that the title of owner's representative and engineer can be used interchangeably. They then stated that if the Board would like to strike the term engineer from the reinstatement agreement that is something staff can do.

Director Nelson inquired as to who the engineer would be then.

The General Manager informed the Board of Directors that it would be Kennedy Jenks, engineer of record.

Directors commented that the language in the original contract is specific, the design engineer is Kennedy Jenks and the engineer is Water Works Engineer.

The General Manager informed the Board of Directors that the engineer title could be stricken.

Directors commented that this is a critical contract and they want to make sure that is has been thoroughly reviewed by legal counsel.

The General Manager informed the Board of Directors that this re-instatement agreement has been heavily reviewed by Ms. Nichols, the legal counsel on the KKI case. This agreement was drafted by KKI's attorney and then it went to the Ms. Nichols for review. There was a couple of revisions between both parties before the final document was completed.

Directors inquired if this agreement should go to the Districts General Counsel, Mr. Ferguson, for a second review. The General Manager informed the Board of Directors that Mr. Ferguson declined because Ms. Nichols has a lot more detailed understanding and he does not feel like he has to review it.

Directors commented that when this contract is signed by all parties, there is an agreement to stop all legal actions that are occurring and to absolve KKI from the issues raised by the District upon condition that they complete the contract. Directors then inquired as to what would happen in the future after the contract is executed and there is an intentional or neglect fault on the contractor's part. Under such circumstances, does the District have legal standing to sue them.

The General Manager informed the Board of Directors that the District does have legal standing.

Directors inquired as to where that is stated in the agreement.

The General Manager informed the Board of Directors that because the original contract is still in place.

Directors inquired if the General Manager could point out that language in the original contract.

The General Manager informed the Board of Directors that they do not have the original contract included in the packet to show.

Directors also commented that three weeks ago they had asked for a closed session to receive an update on this matter and the General Manager stated that there was nothing to report but now this agreement is being presented. The General Manager informed the Board of Directors that staff did not report this last month because the agreement was being reviewed by legal counsel.

Directors commented that they feel like they should do everything they can to avoid going to court and filing lawsuits that is going to cost this District hundreds of thousands of dollars. Directors mentioned that the District has negotiated a lot with KKI who has gave in and it is time to move forward. The Board should be ready to approve this agreement.

Directors inquired if they can do a conditional approval on this depending on clarification on legal counsel.

Directors commented that the General Manager is on record stating that the District does have legal standing on these issues. Directors also commented that it would be hard to do a conditional approval like that.

Directors thanked Ms. Nichols for attending the meeting on such a short notice and informed her that the Board had a few questions for her.

Directors inquired Ms. Nichols as to how they went from a contract that was supposed to be completed in 365 days

to 458 days.

Ms. Nichols informed the Board of Directors that she was not personally involved in the negotiations with KKI regarding the schedule and it is her understanding that it is based upon when they can get their subcontractors back on to this project.

Directors inquired if they still have 365 days but are just now including extra time to get everyone back on board. The Engineering Manager informed the Board of Directors that this was correct and the amount of days works out.

Directors inquired Ms. Nichols if this contract will stop all legal actions that are occurring and to absolve KKI from all the issues raised by the District in the past. Also, what would happen in the future after the contract is executed if there is an intentional or neglect fault on the contractor's part, does the District have a legal standing to sue them. Ms. Nichols informed the Board of Directors that the District will still have rights under the original contract as if it was never terminated and as if the law suit was never filed. If there is any delays, defective work, or any sorts of failures of performance, the District will be able to enforce the original contract. She also mentioned that the bond company is still on the hook for the remainder of the contractor's performance.

Directors commented that this input was extremely helpful.

Directors also inquired Ms. Nichols about who is the engineer on the project going forward. They commented that the language in the old contract defines Kennedy Jenks as the design engineer and it defines Water Works Engineers and the engineer. Some language in the new contract describes Mr. Toppel as the engineer but the Board wants to clarify that Mr. Toppel is not an engineer and if it should be clarified that he is just the owner's representative.

Ms. Nichols informed the Board of Directors that the language could be revised but she does not feel like it is necessary as that section of the contract is stating that everywhere in the contract when it refers to "the engineer", it is now referred to Mr. Toppel. Whether he is an engineer is not relevant, and this is simply stating that he shall have the rights and responsibilities of the engineer as stipulated in the contract.

Director Nelson commented that Mr. Toppel is not a licensed engineer.

Ms. Nichols informed the Board of Directors that they were correct and mentioned that there is nothing in the original contract that states that the role had to be a licensed engineer because the design engineers are the ones that are responsible for everything that carried with the design responsibilities. She then mentioned that this role should have originally been called just the owners representative because there is nothing about that role that requires them to be an engineer.

Director Nelson then commented that in the original contract it is specified that Water Works is the engineer.

Ms. Nichols informed the Board of Directors that this was correct but that there is nothing about their responsibilities that would require them to have an engineering license.

Directors commented that one cannot call oneself an engineer unless one is licensed.

The General Manager informed the Board of Directors that one cannot call oneself a civil engineer unless the individual is licensed as such but one can call oneself an engineer.

Directors commented that the difference is that this is a legal document and it's not legally significant that he is not an engineer.

Ms. Nichols informed the Board of Directors that if they look at section F of the agreement it is just stating that it is substituting Toppel Consulting as the owner's representative during the construction phase and herein referred to as the engineer. Engineer is in there as just a shortcut for Toppel Consulting.

Director Nelson commented that Mr. Toppel is not an engineer.

Directors inquired if Ms. Nichols would agree if a person stated that they were an attorney even if they were in fact not an attorney.

Ms. Nichols informed the Board of Directors that what this means is that the specifications of this project in the original contract are filled with references to the "engineer" which is just a defined term. With this amendment it is clarifying that each and every place where the "engineer" is referenced in the contract documents now means Toppel Consulting.

Director Nelson commented that again Mr. Toppel is not an engineer and he thinks that if the Engineering Bureau saw this they would not approve.

Ms. Nichols informed the Board of Directors that it is just a defined term so it is not saying that Mr. Toppel is an engineer. She then explained that a defined term can be anything and gave the example where a defined term could be "banana". All that means is when a reader is reading the contract when it refers to that defined term, it means Toppel Consulting. She also commented that the only alternative to re-defining the Toppel Engineering is to completely re-write and re-define the specifications for purposes of this agreement and replace that term everywhere that it is located, which is not necessary. She also gave the example that the term project engineer is commonly used in construction projects and those individuals are not licensed engineers, either.

Directors commented that they will be voting for this but only because they do not see any plausible alternative to

it even though they are very dissatisfied and disappointed with the length associated with the extended contract. Directors also commented that they agree and that one of the compelling arguments to pursue this contract was that it was going to be faster than going out to bid and getting a new contractor out to the site. Director Greenwood commented that he agrees with the Directors and that he is not happy with the timeline and he feels like KKI is still driving the boat on all of this. He then mentioned that he wants to see this project completed and he wants to hold their hand out to the fire to make sure they get this project done. He also commented that he would like to see Mr. Toppel give the Board updates on how the project is proceeding periodically to make sure that the District's best interest is being watched for.

M/S Davis / Emmerson to approve staff's recommendation and direct staff to update the Board at every Board meeting between the execution of this contract and its completion.

Mark Emmerson	Aye	✓	Nay		Absent		Abstain	
Jeff Nelson	Aye		Nay	✓	Absent		Abstain	
Ronald Davis	Aye	✓	Nay		Absent		Abstain	
Ron Greenwood	Aye	✓	Nay		Absent		Abstain	
Paul Selsky	Aye	✓	Nay		Absent		Abstain	
Board Totals:	Ayes:	4	Nays:	1	Absent:	0	Abstain:	0
<b>Motion Passed:</b>		✓						

#### INFORMATIONAL ITEMS

##### 14. Bajamont Water Treatment Plant Wildfire Defensible Space

Directors commented that they would like to see a directional water cannon on the roof and they would like to have it tested once a month. They also suggested to have staff talk with Sacramento Metro Fire to see if they happen to have an extra one or getting a grant from JPIA. JPIA has a grant for about \$5,000 to \$10,000 for structural safety.

Directors commented that they like the staff's recommendation and suggestion of adding two new hydrants. They are ready to move forward with this item.

Directors commented that they have always been wary of a fire starting in the parkway and getting to the water treatment plant. They also commented that if the treatment plant goes down then Carmichael is in trouble.

The General Manager informed the Board of Directors that this is why staff is trying to get all the wells up, existing and new, and running so there will have other sources of water.

Directors inquired what would happen if there was a fire and there is no energy source at the treatment plant or the wells.

The General Manager informed the Board of Directors that there is a generator at the treatment plant that will make the plant run at 50 percent capacity and then all the new wells will have generators as well.

Directors inquired as to how many hours the generators will run for.

The General Manager informed the Board of Directors that they believe it's at least a day of power.

Mr. Hanscom thanked staff for getting this study done. He then commented that he also agrees with the staff recommendation. Then he mentioned that when he was looking at the overhead picture of the treatment plant he noticed the Aerojet GET Facility. It looks like there is brush right up against that building. He then inquired if Aerojet is responsible for that building because if that building was to catch fire, it is very close to the treatment plant.

The General Manager informed Mr. Hanscom that because it is on the District's property then it is most likely our responsibility to maintain the area around the buildings.

##### 15. Progressive Design Build Request for Proposals and Qualifications, Ladera and Winding Way Wells

Directors inquired if staff has a list of contractors that they will be sending out the RFP and RFQ or will it be open to the public.

The Engineering Manager informed the Board of Directors that they do have a list of contractors but it will also be open to the public.

Directors commented that they live a block from the Winding Way project and they only heard work over there for one day of the five day period of when they were drilling. They mentioned that they have received more complaints about the payment processing fee than this project. They went to the project site every day and would talk to the people at the park and neighbors who are on that street. They complimented the contractor on a great job.

The Engineering Manager informed the Board of Directors that there will be more work that will be getting done soon at the Winding Way project and to warn the neighbors of potential noise.

Directors inquired as to how staff decided to whom the RFP went.

The Engineering Manager informed the Board of Directors that staff put it up on CWD's website, researched firms who have had experience with these types of projects, and sent the proposals to them. They mentioned that staff has personally contacted at least 12 companies.

Directors inquired if staff posted the RFQ on the contractors' clearinghouses where a payment is required but then they send it out to all the relevant contractors in the area.

The Engineering Manager informed the Board of Directors that staff have done that before but they did not do that with this project. Staff did not think there was much value putting it through the clearinghouses because this project is so specialized.

Directors commented whether the Engineering Manager had ever done progressive design build before as staff had mentioned that this project delivery method could be faster and smoother. Director mentioned that it is not always like that and inquired if staff was going to ask the contractors to do a GMP.

The Engineering Manager informed the Board of Directors that the GMP and a preliminary design is a part of the RFP which will go out to whomever the District deems qualified from the RFQ. Once a selected contractor submits the GMP the District will have an opportunity to exit if the GMP ends up being too high and if the District does not have the budget for it.

Directors cautioned staff about the progressive design build and stated that whoever the advisor is on this project needs to be top notch with a P.E. license. Directors also commented that they would have preferred if staff would have done this traditionally.

---

## **COMMITTEE REPORTS**

### **16. Sacramento Groundwater Authority (SGA) Board Meeting**

Director Selsky Reports Out.

Director Selsky reported that he missed the most recent SGA meeting but he did review the agenda and the most interesting item is the 2025 Strategic Priorities which were presented and approved. Director Selsky directed staff to include it in the next Board packet for review. SGA also presented the 2025 Budget and revised the record retention and storage policy.

### **17. Regional Water Authority Executive Committee and Regular Meeting**

Director Greenwood Reports Out.

Director Greenwood reported attending the Executive Committee (EC) earlier the same day. He mentioned that the EC discussed the strategic plan which includes communication and outreach, Sacramento Regional Water Bank, water use efficiency, regulations and policies, participation in the water forum, legislations, Sacramento Groundwater Authority, RWA administrative services, and member projects. Another topic that was discussed was the American River Climate Adaptation Program (ARCAP) which will provide more water through conjunctive use and will have initiatives to secure Prop 4 funding. There was also a presentation from ECOS who also would like to see more involvement from RWA regarding the Urban Water Management Plan. Then there was a discussion on the budget for the next fiscal year and if there was going to be a potential increase in dues. The last topic that was discussed was legislation and that there was two high profile bills, AB8263 Rodgers and AB362 Ramos, which the recommendation is to oppose both those bills.

### **18. Carmichael Chamber of Commerce**

Director Greenwood and Nelson Report Out.

Director Greenwood reported that everyone was concerned about the fires that was going on at that time in LA. The biggest discussion was about how fire insurance was set in California and the possibility of allowing a higher cap so the insurance companies will come back to the state.

### **19. Other Committee Report**

Directors Report Out.

Director Greenwood reported attending the Kiwanis Club crab feed event and he had a discussion with Supervisor Rich Desmond about the Ranney collectors and the Supervisor would like to see a mural or something painted on them to make them stand out.

Director Nelson reported that the Water Forum is currently searching for an Executive Director and they recently put out a brochure to advertise.

---

**STAFF REPORTS:**

**20. General Manager and District Activity Report – January 2025**

Discussed with the Board.

**21. Director's Expense Reimbursement Summary – January 2025**

No comments.

**GENERAL CORRESPONDENCE/INFORMATION:**

**22. Director's Written and/or Oral Reports**

None.

**ADJOURNMENT:** President Greenwood adjourned the meeting at: **8:44 p.m.**

---

**Ron Greenwood, Board President**

---

**Cathy Lee, Board Secretary**

**DRAFT**

---

*This page intentionally left blank.*



Special Board Meeting  
Friday, February 28, 2025, 2:00 p.m.

Carmichael Water District Board Room  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608

#### MINUTES

The Carmichael Water District Board of Directors met in Special Session this 28<sup>th</sup> day of February at 2:00 p.m.

#### ATTENDANCE:

Directors: Ronald Davis, Mark Emmerson, Ron Greenwood, Jeff Nelson, Paul Selsky

Staff: Cathy Lee

Public: Zero (0) Members of the Public

**CALL TO ORDER:** President Greenwood called the meeting to order at: 2:01 p.m.

#### PUBLIC COMMENT

##### 1. Public Comment

No comments.

**ANNOUNCED CLOSED SESSION AND ADJOURNED OPEN SESSION TO CLOSED SESSION: 2:01 p.m.**

#### CLOSED SESSION

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – INVOLVING THE GENERAL MANAGER (Government Code sections 54957 and 54957.6)

**ADJOURNED CLOSED SESSION AND OPENED REGULAR SESSION: 3:54 p.m.**

#### REPORT OUT OF CLOSED SESSION

The Board of Directors had nothing to report.

**ADJOURNMENT:** President Greenwood adjourned the meeting at: 3:54 p.m.

---

Ron Greenwood, Board President

---

Cathy Lee, Board Secretary

---

*This page intentionally left blank.*



Special Board Meeting  
Tuesday, March 11, 2025, 3:00 p.m.

Carmichael Water District Board Room  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608

#### MINUTES

The Carmichael Water District Board of Directors met in Special Session this 11<sup>th</sup> day of March at 3:00 p.m.

#### ATTENDANCE:

Directors: Mark Emmerson, Ron Greenwood, Jeff Nelson, and Paul Selsky

Staff: None

Public: Zero (0) Members of the Public

**CALL TO ORDER:** President Greenwood called the meeting to order at: 3:02 p.m.

#### PUBLIC COMMENT

##### 1. Public Comment

No comments.

**ANNOUNCED CLOSED SESSION AND ADJOURNED OPEN SESSION TO CLOSED SESSION: 3:02 p.m.**

#### CLOSED SESSION

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – INVOLVING THE GENERAL MANAGER (Government Code sections 54957 and 54957.6)

**ADJOURNED CLOSED SESSION AND OPENED REGULAR SESSION: 4:55 p.m.**

#### REPORT OUT OF CLOSED SESSION

The Board of Directors had nothing to report.

**ADJOURNMENT:** President Greenwood adjourned the meeting at: 4:55 p.m.

Ron Greenwood, Board President

Cathy Lee, Board Secretary

---

*This page intentionally left blank.*

**CARMICHAEL WATER DISTRICT**  
**MONTHLY EXPENDITURES REPORT**  
**For the period January 1 to January 31, 2025**

**AGENDA ITEM 6**

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76766	1/13/2025	ACI formerly Official Payments Corp	Admin svcs: Finance: Customer Service - Payment processing fees - November	60.60
76767	1/13/2025	ACWA JPIA (Dental vision life et al)	All Depts: January Dental, vision, life, EAP	4,121.31
76768	1/13/2025	Bay Alarm Company	CIP - District wide security (Lobby remodel)	317.76
76769	1/13/2025	BHI Management Consulting	Admin svcs: GM - Studies/Contracts - Professional services for Strategic Plan Development	7,812.00
76770	1/13/2025	County of Sacramento - Environmental Mgmt.	Production: Well Operations - Fees, license and permits	695.00
76771	1/13/2025	EMA Inc	CIP - SCADA upgrade	2,928.00
76772	1/13/2025	Frisch Engineering Inc	CIP - Garfield generator	2,835.00
76773	1/13/2025	Pace Supply Corp	Distribution - Infrastructure repairs	2,004.15
76774	1/13/2025	Pitney Bowes Global Financial Services	Admin svcs: General admin - Equipment rental expense	148.59
76775	1/13/2025	Quill.com	Admin svcs: Gen admin - Office Supplies, Production: Admin - Office Supplies	372.76
76776	1/13/2025	SMUD	Admin svcs: General admin - Facility expenses - Power	686.84
76777	1/13/2025	Somach Simmons & Dunn	Admin svcs: GM - Water rights/management	6,325.16
76778	1/17/2025	A Teichert & Son Inc (AKA Teichert Aggre	Hydrant meter deposit refund, less fees and charges	2,170.54
76779	1/17/2025	All Seasons North Roofing & Weatherproof	Production: WTP - Facility Maint	750.00
76780	1/17/2025	BZ Service Station Maintenance Inc	Distribution: Admin - Facility maintenance	477.29
76781	1/17/2025	Best Cleaning Team LLC	Production: WTP Ops, Admin: General Admin - Facility Maint - Janitorial -December	1,500.00
76782	1/17/2025	BSK Associates	Production: WTP Ops, Well Ops - Water quality (Partial Aerojet reimbursable)	2,512.00
76783	1/17/2025	Comcast	Admin svcs: IT - Telecommunication	979.58
76784	1/17/2025	David Flores	Admin svcs: HR - Training/Certification/ Travel and meetings	250.00
76785	1/17/2025	Dugan Management and Engineering Inc	CIP - Claremont MLRP	11,029.90
76786	1/17/2025	GEI Consultants Inc	CIP - Ladera and Winding Way Wells, Garfield-Engle Trans Pipeline	35,008.37
76787	1/17/2025	Harris Industrial Gases	Distribution: Admin - Equipment rental	29.05
76788	1/17/2025	Idexx Distribution Inc	Production: Admin - Lab chemicals and supplies	2,754.14
76789	1/17/2025	Kimmel Construction Inc	CIP - District office security (Lobby remodel)	10,111.00
76790	1/17/2025	Murphy Austin Adams Schoenfeld LLP	CIP - La Vista Tank and pump station	10,515.00
76791	1/17/2025	O'Reilly Auto Parts	Production: Admin - Vehicle repairs	43.71
76792	1/17/2025	OK Tire and Automotive Inc	Distribution: Admin - Vehicle repairs	64.95
76793	1/17/2025	Patron Trucking Inc	Distribution: Transmission and distribution - Road materials	787.52
76794	1/17/2025	PG&E	Production: WTP Ops - Power	21.43
76795	1/17/2025	Planet Paving & Grading	CIP - Service Line Replacement, Main line repair	71,640.15
76796	1/17/2025	Sacramento County Recorder	Admin svcs: Finance: Customer Service - Lien release fee	20.00
76797	1/17/2025	Sacramento County Utilities	Production: WTP Operations - Utilities	102.55
76798	1/17/2025	SMUD	Production: Well Ops and WTP Ops - Power	79,721.60
76799	1/17/2025	Somach Simmons & Dunn	Admin svcs: Board - Water rights, legal	5,455.00
76800	1/17/2025	State Water Res Control Brd	Production: WTP Operations - Licenses, fee, permits	63,052.16
76801	1/17/2025	Toppel Consulting Inc	CIP - La Vista Tank and pump station	32,809.00
76802	1/17/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	2,396.00
76803	1/29/2025	Bartkiewicz Kronick & Shanahan	Admin svcs: Finance- Audit/ accounting services	295.00
76804	1/29/2025	Bay Alarm Company	Admin svcs: General admin - Facility expense, Prod: WTP Ops - Security,	1,125.70
76805	1/29/2025	BSK Associates	Production: WTP Operations - Water quality, CIP - Ladera well	3,140.00
76806	1/29/2025	Buckmaster Office Solutions	Admin svcs: IT - Equipment repairs and maintenance	214.83
76807	1/29/2025	California Surveying and Drafting Supply	Admin svcs: Engineering - Software and licensing - GIS monthly software fees - January	150.00
76808	1/29/2025	Carmichael Smog Test Only	Distribution: Admin - Vehicle repairs, Production: Admin - vehicle repairs	90.00

**CARMICHAEL WATER DISTRICT**  
**MONTHLY EXPENDITURES REPORT**  
For the period January 1 to January 31, 2025

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
76809	1/29/2025	Cashco Inc	Production: WTP Ops - System maintenance	2,693.72
76810	1/29/2025	Clark Pest Control	Admin svcs: General admin, Production: WTP Ops - Facility expenses - Pest control	296.00
76811	1/29/2025	Comcast	Production: WTP - Telecommunications	688.51
76812	1/29/2025	County of Sacramento	Distribution : Admin - Inspection services	201.50
76813	1/29/2025	DataProse LLC	Admin svcs: Finance: Customer service - Billing expense- December	6,194.97
76814	1/29/2025	EMA Inc	CIP - SCADA upgrade	6,895.00
76815	1/29/2025	Ferguson Waterworks	Distribution: Admin - tools	154.25
76816	1/29/2025	Frisch Engineering Inc	CIP - Garfield well generator	3,570.00
76817	1/29/2025	GEI Consultants Inc	CIP - La Sierra Well	4,272.25
76818	1/29/2025	Grainger	Production: WTP - System maintenance	698.77
76819	1/29/2025	Home Depot	Production: Well Ops- Garfield well, Production: Admin-Shop supplies, Distrib: Admin - Tools	323.24
76820	1/29/2025	Hunt & Sons Inc	Distribution: Transmission and distribution - Fuel	1,803.49
76821	1/29/2025	Inland Business Systems Inc	Admin svcs: IT - Equipment repairs and maintenance	69.71
76822	1/29/2025	Liebert Cassidy Whitmore	Admin svcs: HR - Personnel legal	270.00
76823	1/29/2025	New Answernet Inc	Admin svcs: IT - Telecommunications - January answering services	200.00
76824	1/29/2025	New Image Landscape Company	Admin svcs: Gen admin, Prod: WTP Ops - Facility Maint, Well Ops - Repairs/Maint - December, CIP - Winding Way well	4,570.00
76825	1/29/2025	Olin corp	Production: WTP Operations - Chemicals	15,561.71
76826	1/29/2025	Pace Supply Corp	Inventory	5,455.12
76827	1/29/2025	Patron Trucking Inc	Distribution: Transmission and distribution - Road materials	1,321.55
76828	1/29/2025	PG&E	Admin svcs: General admin- Facility expenses - Power	554.15
76829	1/29/2025	Road Safety Inc	Distribution: Transmission and distribution -Infrastructure repairs	1,075.00
76830	1/29/2025	Sacramento County Utilities	Production: Well Operations - Maintenance, Admin svcs: General admin- Facility maintenance	694.99
76831	1/29/2025	San Juan Water District	Admin svcs: GM - Water rights/ management	1,500.00
76832	1/29/2025	Sierra National Construction	CIP - La Sierra Well	231,800.00
76833	1/29/2025	Somach Simmons & Dunn	Admin svcs: GM - Water rights/ management	920.00
76834	1/29/2025	US Bank	See "Credit card expenses" below	
76835	1/29/2025	Verizon Wireless	Admin svcs: Information technology - Telecommunications, Production: WTP Operations - Telecommunications	623.70
76836	1/29/2025	Waste Management of Sacramento	Admin svcs: General Admin, Production: WTP Ops - Facility expenses: Utilities	683.39

**EFT**

34715	1/10/2025	CalPERS 457 Plan	457 Payment for the pay period 12/23/24-01/05/25	5,004.04
34716	1/24/2025	CalPERS 457 Plan	457 Payment for the pay period 01/06/25-01/19/25	5,046.29
34717	1/21/2025	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 12/9/24-12/22/24	16,192.34
34718	1/3/2025	CalPERS (Pension contribution)	Pension Contribution (ER and EE) Pay period 11/25/24-12/8/24	16,379.49
34719	1/1/2025	CalPERS (Medical)	All Depts: Benefits - January Medical insurance premium	75,124.23
34720	1/1/2025	Mutual of Omaha	All Depts: Benefits -January LTD and life insurance premiums	1,540.44

**Credit Card Expenses**

76834	1/29/2025	US Bank		3597.24
		Carbon Health	Admin svcs: HR- Exams and screenings	80.00
		Paychex	Admin svcs: Gen admin - Office Supplies	45.17
		Togo's	Admin svcs: HR - Employee recognition	588.00
		Walmart	Admin svcs: HR - Employee recognition	30.15

**CARMICHAEL WATER DISTRICT**  
**MONTHLY EXPENDITURES REPORT**  
**For the period January 1 to January 31, 2025**

Check #	Check date	Payee	Description: "Division: Department - Object - detail data"	Amount
		Party City	Admin svcs: HR - Employee recognition	18.32
		Costco	Admin svcs: HR - Employee recognition	73.94
		Governmentjobs.com	Admin svcs: HR- Employment advertising	199.00
		Governmentjobs.com	Admin svcs: HR- Employment advertising	199.00
		BC Water jobs	Admin svcs: HR- Employment advertising	200.00
		BC Water jobs	Admin svcs: HR- Employment advertising	200.00
		Rocket Restroom	CIP - La Vista Tank and pump station	53.88
		Amazon	Distribution: Admin - Safety, Tools	244.30
		Waterwise Pro Training LLC	Admin svcs: HR- Employment advertising	600.00
		Acme Tools	Distribution: Admin - Safety	924.49
		Super Clean	General admin - Vehicle maintenance and repairs	20.99
		Eventbrite	Admin svcs: Board of Directors - Travel and meetings (RWA/SGA Annual Holiday Social)	120.00
		<b>Check register total</b>		<b>783,498.73</b>
		Payroll	Employee and Director pay, payroll taxes, payroll processing fees (Pay dates: 1/8/25, 1/22/25)	211,553.30
		<b>Total cash expenditures</b>		<b>995,052.03</b>

\*\*\*\*\*INFORMATIONAL\*\*\*\*\*

**Bond expenditures to be reimbursed to the General Fund from the Bond Proceeds account**

76790	1/17/2025	Murphy Austin Adams Schoenfeld LLP	CIP - La Vista Tank and pump station	10,515.00
76801	1/17/2025	Toppel Consulting Inc	CIP - La Vista Tank and pump station	32,809.00
76802	1/17/2025	West Coast Energy Systems LLC	CIP - La Vista Tank and pump station	2,396.00
76834	1/29/2025	Rocket Restroom	CIP - La Vista Tank and pump station	53.88
		<b>Total Bond expenditures</b>		<b>45,773.88</b>

---

*This page intentionally left blank.*

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the seven months ended January 31, 2025**  
**58% of the Budget expired**

	<b>January Actual</b>	<b>Fiscal YTD Actual</b>	<b>Fiscal Year Amended Budget*</b>	<b>\$ Budget Available</b>	<b>% of Budget Used</b>
<b>Revenue</b>					
<b>District revenue</b>					
Water sales	\$ 1,282,768	\$ 11,293,374	\$ 17,820,000	\$ 6,526,626	63.37%
Water service fees and charges	7,354	31,610	80,000	48,390	39.51%
Other service fees	4,274	94,424	107,000	12,576	88.25%
Grant revenue	-	253,069	7,650,000	7,396,931	3.31%
Interest income	81,267	255,222	400,000	144,778	63.81%
Miscellaneous	4,851	46,101	50,000	3,899	92.20%
Facility fees	-	-	50,000	50,000	0.00%
<b>Total District revenue</b>	<b>1,380,514</b>	<b>11,973,800</b>	<b>26,157,000</b>	<b>14,183,200</b>	<b>45.78%</b>
<b>Outside boundary sales</b>					
Treatment and delivery charges	85,311	597,178	1,452,000	854,822	41.13%
<b>Total Outside boundary sales</b>	<b>85,311</b>	<b>597,178</b>	<b>1,452,000</b>	<b>854,822</b>	<b>41.13%</b>
<b>TOTAL REVENUE</b>	<b>1,465,825</b>	<b>12,570,978</b>	<b>27,609,000</b>	<b>15,038,022</b>	<b>45.53%</b>
<b>Expenditures</b>					
<b>Bond interest expense</b>					
COPS Interest	77,529	553,892	947,131	393,239	58.48%
<b>Administrative Services</b>					
<b>Board of Directors</b>					
Director's Fees, taxes, insurance	-	11,305	37,948	26,643	29.79%
Board expenses	(704)	12,540	98,438	85,898	12.74%
<b>Total Board of Directors Department</b>	<b>(704)</b>	<b>23,845</b>	<b>136,386</b>	<b>112,541</b>	<b>17.48%</b>
<b>Office of the General Manager</b>					
Salaries, benefits, taxes	26,542	193,258	344,073	150,815	56.17%
Studies, contracts, water rights/water management	22,012	35,856	180,000	144,144	19.92%
<b>Total Office of the General Manager</b>	<b>48,554</b>	<b>229,114</b>	<b>524,073</b>	<b>294,959</b>	<b>43.72%</b>
<b>Engineering/Technical Services</b>					
Salaries, benefits, taxes	58,866	400,717	760,041	359,324	52.72%
Departmental staff allocation to Production	(12,872)	(90,104)	(154,469)	(64,365)	58.33%
Software licensing, supplies, general office	1,117	7,917	28,500	20,583	27.78%
General engineering/contract services	454	24,246	45,000	20,754	53.88%
<b>Total Engineering Department</b>	<b>47,565</b>	<b>342,776</b>	<b>679,072</b>	<b>336,296</b>	<b>50.48%</b>
<b>Finance</b>					
Salaries, benefits, taxes	42,069	261,117	546,429	285,312	47.79%
Professional and contract services	295	8,340	80,000	71,660	10.43%
Fees and charges	1,346	7,935	17,160	9,225	46.24%
<b>Total Finance Department</b>	<b>43,710</b>	<b>277,392</b>	<b>643,589</b>	<b>366,197</b>	<b>43.10%</b>
<b>Customer Service</b>					
Salaries, benefits, taxes	29,481	210,415	392,781	182,366	53.57%
Billing expense	6,195	31,079	76,000	44,921	40.89%
Payment processing and collection fees	2,567	34,218	116,900	82,682	29.27%
Professional and contract services	-	-	5,000	5,000	0.00%
<b>Total Customer Service Department</b>	<b>38,243</b>	<b>275,712</b>	<b>590,681</b>	<b>314,969</b>	<b>46.68%</b>
<b>Human Resources</b>					
Salaries, benefits, taxes	9,879	69,066	127,402	58,336	54.21%
Recruitment, exams/screenings, contract services	1,478	4,384	9,000	4,616	48.71%
Legal and litigation expense	600	1,905	62,000	60,095	3.07%
Training/certification/travel/meetings	250	4,104	17,200	13,096	23.86%
Employee recognition	1,232	1,428	3,000	1,572	47.60%
<b>Total Human Resources Department</b>	<b>13,439</b>	<b>80,887</b>	<b>218,602</b>	<b>137,715</b>	<b>37.00%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the seven months ended January 31, 2025**  
**58% of the Budget expired**

	January Actual	Fiscal YTD Actual	Fiscal Year Amended Budget*	\$ Budget Available	% of Budget Used
<b>Information Technology</b>					
Contract services	6,390	21,986	70,200	48,214	31.32%
Software licensing, website maintenance, cybersecurity	14,791	67,941	153,500	85,559	44.26%
Hardware and supplies	1,293	1,348	20,500	19,152	6.58%
Equipment repairs/maintenance	684	2,743	10,000	7,257	27.43%
Telecommunications	1,613	9,308	15,000	5,692	62.05%
Allocation of IT expenses to Production	(3,592)	(25,144)	(43,100)	(17,956)	58.34%
<b>Total Information Technology Department</b>	<b>21,179</b>	<b>78,182</b>	<b>226,100</b>	<b>147,918</b>	<b>34.58%</b>
<b>Public Outreach and Water Efficiency</b>					
<b>Public Outreach</b>					
Outreach Printing, mailing, postage	-	163	15,000	14,837	1.09%
<b>Total Public Outreach</b>	<b>-</b>	<b>163</b>	<b>15,000</b>	<b>14,837</b>	<b>1.09%</b>
<b>Water Efficiency</b>					
Salaries, benefits, taxes	7,911	59,196	114,293	55,097	51.79%
Dues and memberships	1,312	9,185	15,500	6,315	59.26%
General expenses, water loss audit services	-	-	5,250	5,250	0.00%
Water efficiency outreach events	-	1,405	10,000	8,595	14.05%
Turf replacement/Rachio grant program and conservation supply	-	14,732	140,270	125,538	10.50%
<b>Total Water Efficiency</b>	<b>9,223</b>	<b>84,518</b>	<b>285,313</b>	<b>200,795</b>	<b>29.62%</b>
<b>Total Public Outreach/Water Efficiency Department</b>	<b>9,223</b>	<b>84,681</b>	<b>300,313</b>	<b>215,632</b>	<b>28.20%</b>
<b>General Administration</b>					
Dues and memberships	10,231	75,619	169,001	93,382	44.74%
Facility expenses	5,891	39,183	116,500	77,317	33.63%
Fees and permits	-	8,552	13,570	5,018	63.02%
General administration expenses	736	4,954	17,850	12,896	27.75%
Retiree medical	24,495	145,960	275,000	129,040	53.08%
Insurance: Property, general liability, auto	9,508	70,220	163,900	93,680	42.84%
<b>Total General Administration Department</b>	<b>50,861</b>	<b>344,488</b>	<b>755,821</b>	<b>411,333</b>	<b>45.58%</b>
<b>Total Administrative Services expenses</b>	<b>272,070</b>	<b>1,737,077</b>	<b>4,074,637</b>	<b>2,337,560</b>	<b>42.63%</b>
<b>Production expenses</b>					
<b>Production Administration</b>					
Salaries, benefits, taxes	95,095	709,166	1,336,319	627,153	53.07%
General administration expenses	18,101	120,076	214,850	94,774	55.89%
Training/certification/travel/meetings	-	1,775	7,000	5,225	25.36%
<b>Total Production Administration Department</b>	<b>113,196</b>	<b>831,017</b>	<b>1,558,169</b>	<b>727,152</b>	<b>53.33%</b>
<b>Treatment Plant Operations</b>					
Facility expenses	3,643	16,870	49,300	32,430	34.22%
Water quality	2,354	25,266	33,200	7,934	76.10%
Chemicals	15,562	152,895	257,000	104,105	59.49%
Power	69,247	558,378	951,600	393,222	58.68%
Systems maintenance	9,205	52,354	85,500	33,146	61.23%
Fees, permits, services	8,815	42,972	96,875	53,903	44.36%
<b>Total Treatment Plant Operations Department</b>	<b>108,826</b>	<b>848,735</b>	<b>1,473,475</b>	<b>624,740</b>	<b>57.60%</b>
<b>Well Operations</b>					
Power	10,504	176,328	367,750	191,422	47.95%
Well site/Reservoir maintenance	3,601	41,255	46,956	5,701	87.86%
<b>Total Well Operations Department</b>	<b>14,105</b>	<b>217,583</b>	<b>414,706</b>	<b>197,123</b>	<b>52.47%</b>
<b>Total Production Expenses</b>	<b>236,127</b>	<b>1,897,335</b>	<b>3,446,350</b>	<b>1,549,015</b>	<b>55.05%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget to Actual**  
**For the seven months ended January 31, 2025**  
**58% of the Budget expired**

	<b>January Actual</b>	<b>Fiscal YTD Actual</b>	<b>Fiscal Year Amended Budget*</b>	<b>\$ Budget Available</b>	<b>% of Budget Used</b>
<b>Distribution Expenses</b>					
<b>Distribution Administration</b>					
General administration and facility expenses	2,564	16,366	76,800	60,434	21.31%
Fees, permits, services	202	8,849	30,400	21,551	29.11%
Vehicle repairs and maintenance	110	1,410	56,000	54,590	2.52%
Fuel	1,824	15,378	45,000	29,622	34.17%
Training/certification/travel/meetings	-	1,288	12,000	10,712	10.73%
<b>Total Distribution Administration Department</b>	<b>4,700</b>	<b>43,291</b>	<b>220,200</b>	<b>176,909</b>	<b>19.66%</b>
<b>Transmission and Distribution Maintenance</b>					
Salaries, benefits, taxes	88,705	663,378	1,473,797	810,419	45.01%
Capitalized labor, benefits, taxes	155	(73,494)	(493,319)	(419,825)	14.90%
Infrastructure repairs	3,079	135,515	505,500	369,985	26.81%
Road restoration	18,549	98,951	436,000	337,049	22.70%
<b>Total Transmission and Distribution Maintenance Department</b>	<b>110,488</b>	<b>824,350</b>	<b>1,921,978</b>	<b>1,097,628</b>	<b>42.89%</b>
<b>Total Distribution Expenses</b>	<b>115,188</b>	<b>867,641</b>	<b>2,142,178</b>	<b>1,274,537</b>	<b>40.50%</b>
<b>TOTAL O&amp;M EXPENSES</b>	<b>700,914</b>	<b>5,055,945</b>	<b>10,610,296</b>	<b>5,554,351</b>	<b>47.65%</b>
<b>Capital expenditures</b>					
<b>Capital funded by rates and grants</b>					
Administrative Services- Capital improvements	11,553	38,681	40,000	1,319	96.70%
Production - WTP Facility improvements	9,823	276,811	1,275,000	998,189	21.71%
Production - Wells (Includes grant funded projects)	303,345	2,541,810	9,280,000	6,738,190	27.39%
Production - Vehicle and equipment	-	-	90,000	90,000	0.00%
Distribution - In house constructed assets	-	356,175	493,319	137,144	72.20%
Distribution - Mainline projects	12,095	80,520	2,750,000	2,669,480	2.93%
Distribution - Vehicles and equipment	-	-	270,000	270,000	0.00%
<b>Total Capital funded by rates and grants</b>	<b>336,816</b>	<b>3,293,997</b>	<b>14,198,319</b>	<b>10,904,322</b>	<b>23.20%</b>
<b>Capital funded by reserves</b>					
Membrane replacement expense	-	89,128	200,000	110,872	44.56%
Sacramento County impact projects	-	6,420	200,000	193,580	3.21%
<b>Total Capital Funded by reserves</b>	<b>-</b>	<b>95,548</b>	<b>400,000</b>	<b>304,452</b>	<b>23.89%</b>
<b>Debt service, Other sources/Uses of funds</b>					
Series B (2010 COP's Refinanced)	-	1,545,000	1,545,000	-	100.00%
PERS unfunded Liability	-	-	300,000	300,000	0.00%
OPEB liability funding	-	-	200,000	200,000	0.00%
<b>Total Debt Service, Other sources/Uses of funds</b>	<b>-</b>	<b>1,545,000</b>	<b>2,045,000</b>	<b>500,000</b>	<b>75.55%</b>
<b>Reserve Funding/(Uses)</b>					
Filter skid replacement	-	-	650,000	650,000	0.00%
Membrane replacement	-	-	200,000	200,000	0.00%
Facilities fees	-	-	50,000	50,000	0.00%
Ranney collector reserve	-	-	500,000	500,000	0.00%
Capital replacement reserves (Board approved October, 2024)	(15,920)	(105,543)	(1,100,000)	(994,457)	9.59%
<b>Total Reserve Funding/(Uses)</b>	<b>(15,920)</b>	<b>(105,543)</b>	<b>300,000</b>	<b>405,543</b>	<b>(35.18%)</b>
<b>Total Expenditure, Debt service, Fund Sources/(Uses), Reserves</b>	<b>1,021,810</b>	<b>9,884,947</b>	<b>27,553,615</b>	<b>\$ 17,668,668</b>	<b>35.88%</b>
<b>Budget surplus (deficiency)</b>	<b>\$ 444,015</b>	<b>\$ 2,686,031</b>	<b>\$ 55,385</b>		
<b>Capital projects funded by Bonds</b>					
CI - La Vista Tank and Pump Station	\$ 45,828	\$ 77,477	\$ 700,000	\$ 622,523	11.07%
<b>Total Capital projects funded by Bonds</b>	<b>\$ 45,828</b>	<b>\$ 77,477</b>	<b>\$ 700,000</b>	<b>\$ 622,523</b>	<b>11.07%</b>

**CARMICHAEL WATER DISTRICT**  
**Budget amendments**  
**As of January 31, 2025**

Amendment #	General ledger account	Account description	Adopted Budget	Add (reduce)	Amended Budget
	10-011105-33	Claremont/ Coda MLR	2,500,000.00	(250,000.00)	2,250,000.00
	10-011105-34	Dewey Well destruction		250,000.00	250,000.00

Board Meeting 9/16/24

## Agenda Item #7

### Net effect on total appropriations

Amendment #	General ledger account	Account description	Adopted Budget	Add (reduce)	Amended Budget
	10-011106-20	Garfield Well electrical impr's	-	1,100,000.00	1,100,000.00
	10-030100-07	Capital replacement reserves	-	(1,100,000.00)	(1,100,000.00)

Board Meeting 10/15/24

## Agenda Item #8

### Net effect on total appropriations

Amendment # 3General ledger account	Account description	Adopted Budget	Add (reduce)	Amended Budget
10-011106-03	La Vista Tank and pump station 2019 COP Bond proceeds fund	-	700,000.00	700,000.00

Board Meeting 1/27/25

## Agenda Item #2

**Topic:** Quarterly Treasurer's Report

**Date:** March 3, 2025

**Item For:** Consent

Submitted By: Debbie Martin, CPA (Inactive), Finance Manager/Treasurer

## BACKGROUND

In accordance with Government Code Section 53646 (b) (1) and Directors' Policy 9600, Investment of District Funds, the Treasurer's Report for the quarter ended December 31, 2024 is hereby submitted. The purpose of the Treasurer's Report is to update the Board and the public on the status of the District's cash balances and investments, highlight material changes from one period to another, and provide sufficient and relevant detail regarding the District's investments and cash balances.

The District's investment objectives are established by the Board approved Directors' Policy 9600 – Investment of District Funds and are guided and constrained by the California Government Code. The Policy is reviewed by the Board on an annual basis each January to ensure ongoing compliance with the government code and to ensure the policy's consistency with the overall objectives of preservation (safety) of principal, liquidity, return on investment and relevance to financial and economic trends.

The activity of the funds for the quarter ended December 31, 2024 was as follows:

Bank account - Name	Bank balance as of September 30, 2024	Revenue and transfers in	Expenditures and transfers out	Investment income	Bank balance as of December 31, 2024	Change
Westamerica Bank (WAB):						
Checking	\$ 22,768,031.94	\$ 5,737,009.85	\$ (6,323,726.07)	\$ -	\$ 22,181,315.72	\$ (586,716.22)
Grant fund	2,500,000.38	-	-	-	2,500,000.38	-
Facilities fees (Restricted)	238,037.27	-	-	42.58	238,079.85	42.58
Local Agency Investment Fund (LAIF)	5,178,629.69	-	-	61,413.05	5,240,042.74	61,413.05
US Bank - Series A Payment fund	2,097.90	355,702.10	(357,800.00)	184.65	184.65	(1,913.25)
US Bank - Series B Payment fund	755.60	1,668,402.92	(1,669,158.52)	798.08	798.08	42.48
US Bank- Bond proceeds - restricted	5,878,682.86	-	-	64,126.30	5,942,809.16	64,126.30
<b>Total</b>	<b>\$ 36,566,235.64</b>	<b>\$ 7,761,114.87</b>	<b>\$ (8,350,684.59)</b>	<b>\$ 126,564.66</b>	<b>\$ 36,103,230.58</b>	<b>\$ (463,005.06)</b>

## SUMMARY/DISCUSSION

At the end of the previous quarter on September 30, 2024, the value of the District's total portfolio, including unspent bond proceeds was \$36,566,235.64. This quarter, however, the value of the District's cash decreased \$463,005.06 as compared to the prior quarter's increase of \$2,327,902.21. Cash collections this quarter began a gradual decrease with the oncoming winter months, but the most significant impact this quarter was the remittance of the District's bond payment due on November 1 in the amount of \$2,026,958.52, bringing the value of the District's portfolio down to \$36,103,230.58.

The District's investment income decreased this quarter by \$1,316.19. While reserve funds deposited in LAIF increased \$3,634.64 over the last quarter, contributing \$61,413.05, the unspent bond proceeds held in the money market at US Bank contributed only \$64,126.30, a \$5,898.65 decrease from the prior quarter. Interest rates at US Bank for the First American Government Money Market Fund steadily declined this quarter from its high of 4.36% at quarter end for September 30, to a low of 3.93% at December 31, 2024. The reserve investments in LAIF and the unspent bond proceeds funds are the largest contributors to the District's interest earnings. Earnings on reserve funds held in the General Fund at West America Bank are

used to offset banking fees. LAIF's yield increased .07% over last quarter to yield 4.62% this quarter with US Bank's money market yield dipping down another .43% to yield 3.93% as mentioned.

The District's investments for reserves are currently held in the West America Bank general fund and in LAIF. The Board has approved and authorized the General Manager to transfer from West America Bank \$10.0M of reserve funds to two additional pooled investment funds: California Class and CalTrust. The accounts for these have been opened and funding to the new accounts will occur soon. The Board is committed to long range capital project planning and will continue evaluating investing options and reserve funding at each budget cycle.

The overall portfolio holdings at December 31, 2024 are listed in the following table:

Holdings	Fair Market			Maturity Date	% of holding
	Yield %	Value	Cost		
WAB - Demand deposits	Analysis fee offset	\$ 24,681,316.10	\$ 24,681,316.10	N/A	68.4%
Local Agency Investment Fund (LAIF)	4.62%	5,238,061.93	5,240,042.74	N/A	14.5%
WAB - Demand deposit - Facilities fees - Restricted	0.07%	238,079.85	238,079.85	N/A	0.7%
US Bank - Series A/B U.S. Money Market Funds	3.93%	982.73	982.73	N/A	0.1%
US Bank - Bond proceeds - U.S. Money Market Funds- Restricted	3.93%	5,942,809.16	5,942,809.16	N/A	16.5%
		\$ 36,101,249.77	\$ 36,103,230.58		100.0%

The holdings are allocated as follows: 1) 68.4% of the District's funds are on deposit with Westamerica Bank for short term operational needs and reserve accumulations, 2) 14.5% are on deposit with LAIF, invested in short-term investments that are considered liquid, holding long term reserves for capital investments, 3) .7% are held in restricted funds from Facility fee collections invested in West America Bank Public Money Market Savings, 4) 16.5%, representing unspent COP bond proceeds, are on deposit with US Bank in First American Funds, Class D Government Obligations Fund, in a restricted account for designated capital projects, and last, 5) .1% are on deposit at US Bank, in a U.S. Money Market Fund, holding remaining interest income earned from funds held on deposit before the payment of the November 1 interest payments that were due on the Series A and Series B bond debt.

All securities held are in conformance with those permitted by the District's Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

The District's Other Post-Employment Benefit (OPEB) funds are held in the CalPERS Section 115 trust, CERBT. CalPERS manages the investments in the trust. As of December 31, 2024, the assets held in the trust had generated an annualized net rate of return since inception (October, 2016) of 6.77%. Total assets as of December 31, 2024 were \$3,684,153. As of June 30, 2023, (the last measurement date for completion of the OPEB liability actuarial valuation), the total OPEB liability was \$5,263,853. The Board designates annual additional contributions each budget year by Board policy and is currently funding retiree medical benefits outside of the trust.

## RECOMMENDATION

This report is for information only and will be filed with the meeting minutes.

## ATTACHMENTS

None.

**Topic:** Directors Expenses and Reimbursements

**Date:** February 28, 2025

**Item For:** Consent

Submitted By: Gaby Padilla, Administrative Specialist

## **BACKGROUND**

Section 9060.24 of Directors' Policy 9060 – Directors Compensation and Expense Reimbursement states that "Requests for compensation for attending authorized meetings shall be submitted within 30 days after the occurrence of the meeting". Section 9060.52 also states that "A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting".

## **SUMMARY/DISCUSSION**

Director Selsky submitted four meeting compensation requests for meetings that were over 30 days ago and an expense report for a meeting that was over 60 days ago.

Director Selsky submitted compensation requests for the following meetings:

<b>Date</b>	<b>Meeting</b>
December 9, 2024	SGA Ad Hoc Committee Meeting
December 12, 2024	SGA Board Meeting
December 17, 2024	CWD Regular Board Meeting
January 10, 2025	Water Forum Meeting as SGA Chair Representative

Director Selsky also submitted a mileage expense report for attending the SGA Meeting on December 12, 2024 for the amount of \$20.77. The reimbursement for travel expenses is beyond 60 days and in accordance with IRS rules, it is a reimbursable item.

## **RECOMMENDATION**

Staff recommends that the Board of Directors approve Director Selsky's request for the meeting compensation and direct staff to process the requests accordingly.

---

*This page intentionally left blank.*

**Topic:** Request for Proposal: Progressive Design-Build Professional Assistance for the Ladera and Winding Way Well Site Improvement Project

**Date:** March 5, 2025

**Item For:** Action

---

Submitted By: Greg Norris, Engineering Manager  
Cathy Lee, General Manager

---

## **BACKGROUND**

Carmichael Water District (District) is nearing the completion of construction of two aquifer storage and recovery (ASR) wells and is preparing for the next phase of the project. The District is preparing to begin a two-step procurement process to select a Progressive Design-Build (PDB) team to design and construct the topside improvements of the Ladera and WW Wells. A Request for Qualifications (RFQ) has been advertised by the District and Statement of Qualifications (SOQ) will be submitted by prospective PDB contractors on March 19, 2025 for the topside improvements of both wells. To assist in the review of the SOQs and selection of the most qualified PDB team the District has received proposals from six design/construction management firms.

## **SUMMARY/DISCUSSION**

The PDB contracting method is gaining in popularity as an option for water agencies in California through AB 991 legislation. The District would like to utilize the PDB contracting method due to its many benefits such as: reduced owner risk, collaborative value engineering, and streamlined scheduling. As this contracting method has never been used by the District, the District will enter into a professional services agreement (PSA) for assistance in the procurement process of the PDB firm. The District proposal review committee has reviewed and evaluated all submitted proposals based on the following criteria:

- Overall value provided by the firm's proposal (in conjunction with cost)
- Firm's experience performing similar work
- Team's experience performing similar work
- Team's quality control and quality assurance program
- Cost to perform the scope of services

Design/Construction Management firms that the District received proposals from are listed below:

- Dugan Management and Engineering, Inc.
- GEI Consultants, Inc.
- Granberg & Associates, Inc.
- Water Systems Consulting (WSC)
- Vanir Construction Management, Inc.
- Toppel Consulting, Inc.

Based on the criteria listed above, the District's review committee has determined Water Systems Consulting (WSC) to have the highest value with most qualified staff and capabilities for assistance in selecting the most qualified PDB team for the Ladera and Winding Way Wells topside improvements.

---

WSC has reviewed the District's standard service agreement and requested changes to the agreement. The changes are being reviewed by the District's attorney

**FISCAL IMPACT**

The proposal from WSC has a cost of \$31,147. Funds for the Winding Way and Ladera Wells capital improvement projects will be used to fund this professional services agreement. These funds were in the approved FY 24-25 Budget FY with funding from the State's Healthy Rivers and Landscapes/Voluntary Agreement and DWR grant funding.

**RECOMMENDATION**

Staff recommends that the Board of Directors approve a Service Agreement with Water Systems Consulting for a not-to-exceed value of \$31,147 and authorize the General Manager to execute the agreement based on approval by the District's attorney.

**ATTACHMENTS**

1. Draft Professional Services Agreement between CWD and Water Systems Consulting, Inc.
2. WSC Proposal

# ATTACHMENT 1

## Carmichael Water District Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Carmichael Water District, a local government agency ("District"), and Water Systems Consulting, Inc., a consulting engineering firm ("Contractor"), who agree as follows:

### 1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the "Work"). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to ~~properly, competently and completely~~ perform the Work. Contractor shall determine the method, details and means of doing the Work.

### 2 Payment

2.1 District shall pay to Contractor a fee based on:

Contractor's time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor's fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$31,147. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor's fee includes all of Contractor's costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month for review and approval. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

### 3 Term

3.1 This Agreement shall take effect on the date executed by the District and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence cardinal importance in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline (as expeditiously as is consistent with the exercise of professional skill and care and the orderly progress of the Project), which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for and the orderly progress of the Work. Notwithstanding any clause in this Agreement to the contrary, Contractor expressly disclaims all express or implied warranties and guarantees with respect to the quality of performance of professional services.

3.2 This Agreement may be terminated at any time by District upon 10 days

advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor's claimed benefit of the bargain.

#### **4 Professional Ability of Contractor**

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be provided in accordance with the Standard of Care to be in accordance with applicable legal requirements, ~~and meet Contractor shall perform its services consistent with the standard of professional skill and~~ care and quality ordinarily ~~to be expected of~~ ~~provided by~~ ~~competent~~ professionals practicing in Contractor's field, in the same or similar locality under the same or similar circumstances (herein the "Standard of Care").

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder:

Dylan Wade, Owner Advisor Technical Advisor

Robert Natoli, Principal In Charge

Christopher Malejan, Owner Advisor Support

Peter Kvam, Project Manager

Roxanne Collins, Administrative/Clerical

Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Contractor's request and District shall promptly notify Contractor of its decision in writing.

4.3 If the Contractor, or person employed by the Contractor or any subcontractor fails or refuses to carry out the directions of the District or appears to the District to be incompetent or to act in a disorderly or improper manner, such subcontractor or person shall

be removed from the Project immediately on the request of the District, and such subcontractor or person shall not again be employed on the work. Such removal shall not be the basis for any claim for compensation or damages against the District.

## **5      Conflict of Interest**

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

## **6      Contractor Records**

6.1      Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2      In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## **7      Ownership of Documents**

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District ("Work Product") shall be the property of District (provided that Contractor has been paid all undisputed invoice amounts due), and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than {00212951.1}

that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

## **8 Confidentiality of Information**

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the “Confidential Material”). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter, or when required by ethical obligation, law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and ~~best~~-industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have {00212951.1}

been destroyed. Notwithstanding the obligation to return or destroy the Confidential Information and corresponding copies: (i) there shall be no obligation to return or destroy Confidential Information maintained electronically on networks or email servers provided the electronic data is maintained in confidence and not readily accessible to third parties; and (ii) derivative information, consisting of notes, analyses, compilations, studies or other documents which contain or reference Confidential Information need not be returned or destroyed, provided it is at all times held and kept confidential pursuant to the terms of this Agreement.

## 9      **Compliance with Laws**

9.1      General. Contractor shall exercise the Standard of Care to perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, professional licenses and certificates that may be required for it to perform the Work, and assist District in obtaining and maintaining required permits. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall exercise due diligence to comply with applicable federal and state worker safety-related laws and regulations.

9.2      California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1      This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2      Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing {00212951.1}

rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

d. Contractor may perform some of the Work pursuant to funding provided to the District by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on District and its sub-recipients (the "Funding Conditions"). For any such Work, if District informs Contractor about the Funding Conditions, then Contractor agrees to determine, comply with and be subject to the Funding Conditions that apply to District's Contractors and contractors performing the Work, including, but not limited to, provisions concerning record keeping, retention and inspection, audits, state or federal government's right to inspect Contractor's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws, subject to the exercise of the Standard of Care.

## 10 Indemnification.

10.1 Contractor shall indemnify, defend (but, for claims alleging professional liability, shall not defend, protect, and hold harmless District, and its officers and, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including reasonable attorney, expert witness and Contractor fees, and litigation costs) arising from a third party claim (collectively a "Claim") that arise out of, pertain to, or relate to the extent caused by the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor's obligations under this indemnification provision shall {00212951.1}

survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

## 11 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$2,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	
Employers’ liability	\$2,000,000 per accident	
Professional liability*	\$2,000,000 per claim	

\*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor’s general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability. District’s insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor’s insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best’s rating of A:VII or better unless otherwise acceptable to District. Workers’ compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any

loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

11.2 **Proof of Insurance.** Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Force Majeure.** Neither party shall be considered in default of this Agreement  
{00212951.1}

to the extent performances are prevented or delayed by any cause by circumstances beyond either party's reasonable control, such as war, riots, strikes, lockouts, work slowdown or stoppage, acts of God, such as floods or earthquakes, and electrical blackouts or brownouts.

**12.7 Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

**12.8 Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

**12.9 Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Carmichael Water District

Attn: \_\_\_\_\_  
Carmichael Water District, 7837 Fair Oaks Boulevard, Carmichael, CA 95608  
E-mail: \_\_\_\_\_

Contractor:

\_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

**12.10 Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

**12.11 Limitation of Liability.** To the fullest extent permitted by law, the total liability, in the

aggregate, of Consultant, Consultant's officers, directors, partners, employees, agents, and subconsultants, to District, and anyone claiming by, through, or under District for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to this Project or Agreement from any cause or causes, including but not limited to negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall be the insurance proceeds available under the Consultant's insurance policies up to the amount of the primary insurance policies required by the Agreement.

12.12 Mutual Waiver of Consequential Damages. Consultant and District waive all consequential or special damages, including, but not limited to, loss of use, profits, revenue, business opportunity, or production, for claims, disputes, or other matters arising out of or relating to the Contract or the services provided by Consultant, unless based on willful misconduct.

---

Carmichael Water District:

Dated: \_\_\_\_\_

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

*Cathy Lee  
General Manager*

Water Systems Consulting, Inc.:

Dated: \_\_\_\_\_

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

**[Name/Title]:**



**Proposal for Progressive Design-Build Owner Assistance**

**February 20, 2025**

**Carmichael Water District**

Greg Norris  
Engineering Manager  
7837 Fair Oaks Blvd.  
Carmichael, CA, 95608

**WSC Folsom Office**

1150 Iron Point Rd, Suite 125  
Folsom, CA, 95630  
P: (916) 778-4288

**Rob Natoli**

P: (916) 850-5821  
E: [RNatoli@wsc-inc.com](mailto:RNatoli@wsc-inc.com)

**Dear Greg,**

WSC is pleased to submit this scope and fee estimate in response to your request to provide owner assistance in the execution of a Progressive Design-Build (PDB) contract for the topside improvements to the Ladera and Winding Way Well Sites. Having played a significant role on some of the largest and most interesting Design-Build and PDB projects in the State, our team is qualified and available to meet your project objectives by providing comprehensive guidance throughout the PDB process starting with the PDB team selection.

We understand that selecting the right PDB teaming partner goes a long way in ensuring the District receives maximum value from this project delivery approach. WSC will work to ensure the District finds the right partner, can confidently proceed with the PDB contract, and receives the value expected from PDB. WSC will also partner with the District to develop tools, understanding, and rubrics which can be used on future projects should the District desire to deliver future PDB projects independently.

Attached to this cover letter is WSC's statement of understanding, proposed scope of work, project team qualifications, resumes, and fee estimate for the project. Our scope reflects optional tasks, which may provide value to the District and help ensure a successful project.

We appreciate the opportunity to collaboratively deliver this project with the District and to introduce your staff to our team of talented water resource professionals. If you have any questions with this proposal, please feel free to contact WSC's Principal in Charge, Rob Natoli, at (916) 850-5821 or [rnatoli@wsc-inc.com](mailto:rnatoli@wsc-inc.com).

Sincerely,

**Water Systems Consulting, Inc.**

A handwritten signature in black ink, appearing to read "Rob Natoli".

**Rob Natoli, PE**  
**Principal in Charge**

## Statement of Understanding

With the passage of California Senate Bill 991 (SB 991) in 2022, local water agencies in California may now use the progressive design-build (PDB) contracting method for public works projects. If delivered well, the PDB method can provide benefits including reduced owner risk, higher cost certainty and transparency, a streamlined schedule and collaborative value engineering. Carmichael Water District (District) is seeking proposals from qualified engineering consulting firms to provide Owner Advisor (OA) services in support of the District's PDB contract for equipping the topside portions of the Ladera and Winding Way Well Sites.

The District uses a combination of well water and treated surface water to supply its customers. Although most of the water served in Carmichael comes from the American River, groundwater wells play a key role in supplementing surface water, especially during periods of drought when diversions from the river are limited. The District has already invested in the installation of replacement wells at the Ladera and Winding Way sites, and now wishes to proceed with the design and construction of topside appurtenances to provide two new fully functioning ASR wells. The first step in achieving this goal will be to identify the preferred design build team through a two-step selection process.

During **step one** of the selection process, the OA will assist the District with review and ranking of qualification statements. These statements will be ranked according to the District's established scoring criteria which weighs five separate categories including qualifications, experience, demonstrated completion of similar projects, financial resources, and safety record. The OA and District will shortlist up to three of the PDB teams for participation in **step two** of the selection process, where the firms will issue a proposal to perform the design and construction of the well sites. The OA will assist the District with review of the proposals and help facilitate technical interviews. The OA will provide recommendations on which firm's proposal has the best overall value to the District taking into consideration qualifications, experience, approach, schedule, and price.

Water Systems Consulting (WSC) is an engineering consulting firm that is focused on the water and wastewater industry. WSC has the experience though the projects that we have led to create a responsive and collaborative environment capable of assisting the District with successful delivery of their first PDB project. By selecting WSC, the District will have an OA partner that can provide guidance, technical assistance, and a coach for the District to move to self-sufficiency.

## WSC's Owner Assistance and Progressive Design Build Approach

WSC excels at providing OA services to clients through effective communication, technical expertise, proactive risk management, and the appropriate application of resources.

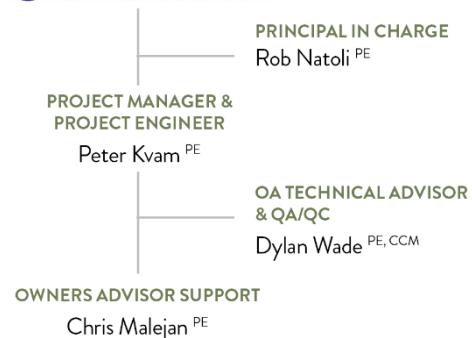
Some of WSC's foundational projects involved serving as the OA for large, complex collaborative delivery efforts including PDB projects. Our strength comes from our ability to establish clear expectations at the beginning of a project, foster trusting team relationships, maintain buy-in, and build high-performing teams for a project's goals and objectives. As a testament to our process and results, WSC has delivered over a billion dollars of infrastructure but never had a judgement or unresolved claim against us.

Like traditional design-build (DB) methods, PDB is a collaborative delivery method that engages a design-build team as the single point of contact to design and construct a project. Unlike traditional DB delivery, the PDB method encourages early collaboration between the Owner and the PDB Team to develop project concepts and perform preliminary value engineering. In addition, the PDB method provides for the development of a guaranteed price (GP) after selection of the PDB team and substantial design development. If the Owner and the PDB team are unable to negotiate a GP at this point, the PDB method includes a contractual off-ramp, whereby the Owner can terminate the contract with the PDB Team and retain the project documents, including the design to resort back to a traditional design bid build delivery model.

To realize the greatest potential from PDB project delivery, an Owner that may not have the experience or resources to administer the PDB process typically engages a consultant as an OA. The OA can serve as a guide and steward for the Owner throughout the PDB process, from the planning and procurement of a PDB Team, through design and construction of the project, and ultimately through startup and commissioning of the constructed facilities. WSC understands a significant reason for the District opting to use a PDB model for constructing the topside of these well sites, is to condense the project schedule. An expedited project will help with grant funding requirements and provide the District with modernized well facilities and an improved water portfolio sooner.

WSC is committed to being a trusted partner with the District and to support their PDB initiative and schedule. WSC will serve as a guide and teaming resource through the PDB process, using District resources to help select the preferred PDB team to execute the project. In addition, WSC will partner with the District to identify the necessary tools and template documents so future PDB projects can be executed internally.

## WSC Team



WSC has been providing groundwater infrastructure planning, design, and construction management for over 17 years. We are organized to work collaboratively with the District to deliver successful results. All staff members proposed on this project have the capability and available resources to perform this scope of work during the Districts projected timeline.

**Rob Natoli**, Principle in Charge, has 18 years of engineering experience designing and planning water infrastructure and treatment projects. He has managed both large and small projects across California and brings

local experience on two recent well site projects, Citrus Heights Water District's Ella Well Site Equipping, and Church Well 25 Equipping for Golden State Water Company. In addition, he has served in QA/QC roles for larger groundwater projects with multiple well sites in California, such as the WSC roll in well development for Pure Water Soquel's the Seawater Intrusion Prevention Wells and on WSC delivery of the North Pleasant Valley Groundwater Desalter Project for the City of Camarillo, CA.

Rob will work closely with **Dylan Wade**, Technical Advisor and QA/QC Lead, **Peter Kvam**, and **Chris Malejan** Project Engineers. Together our team has the right experience delivering local groundwater projects and serving as the owner or Owner's Agent for traditional and alternative delivery of water projects and programs.

**Peter Kvam**, Project Manager and Project Engineer, brings 17 years of engineering expertise focused on groundwater pumping and treatment systems. He has overseen the operation and maintenance of groundwater treatment facilities in California's Central Valley and has managed the design for multiple well equipping and water treatment projects. Including working closely with Rob Natoli to deliver both the Citrus Heights Water District's Ella Well Site Equipping, and Church Well 25 Equipping for Golden State Water Company. He also managed a well equipping project for Hayward Area Recreation and Park District and served a project engineer for well installation and equipping for City of Pismo Beach, well equipping for the City of San Luis Obispo, a pilot filtration system at Well 23 for Golden State Water Company, and El Rio Water Treatment Plant upgrades for California American Water. His design experience has included Owner Assistance and collaborative work as part of the El Rio Water Treatment Plant Upgrades and the City of San Luis Obispo. Past experience includes two aquifer storage and recovery design projects in the Sacramento valley North Area Groundwater Basin, as well as work with the District through the Operation and Maintenance of the GET-LB facility co-located with the District's Bajamont surface water plant.

**Dylan Wade**, Technical Advisor and QA/QC, is a professional engineer and certified construction manager with more than 25 years of professional experience including structural design, resident engineering, construction management, project delivery, and utility management. Dylan has served as the Owner Agent on many water resources projects including design and construction of intake facilities, groundwater infrastructure, and water and wastewater treatment plants. He has provided Owners Advisor services on more than 20 projects, and has more than 12 years and hundreds of millions of constructed dollars of collaborative delivery experience. His utility experience enables him to solve problems from an owner's perspective, while his construction background and expertise in contract management facilitates successful project delivery.

**Chris Malejan** has 14 years of civil engineering experience, including construction management, program management, design, and planning water projects throughout California. His experience includes serving as Owner's Representative for California American Water and Big Bear Lake Department of Water and Power (BBLDWP). For BBLDWP, he was Assistant Program Manager for a \$13 million program to deliver four new municipal wells, a wellhead water treatment plant, and more than 35,000 feet of pipeline replacement. In this role, Chris prepared bid packages for three construction contracts, managed the bidding process, and prepared final contracts to initiate construction. He also prepared requests for proposals for professional design engineering services for the projects and participated in consultant selection. Additionally, he performed design review and contract administration throughout design development, bidding, and contracting, and provided on-site construction management for drilling and full site development for the four municipal water wells.

## Additional Proposal Requirements

WSC qualifications including project experience and staff resumes can be found in **Attachment 1** of this RFP. Project Costs can be found the **Attachment 2** Fee Estimate. The scope of work contained below and Fee Estimate are valid for 90 days. Robert Natoli, as a company Vice President and head of WSC's Folsom office, is authorized to represent WSC. Robert's contact information is provided on the proposal cover letter.

## Scope of Work

### Task 0 Project Management and Meetings

#### 0.1 Project Administration and Check-in Calls

- WSC will provide project administration and coordination with the District.
- WSC will participate in Bi-weekly project update calls with the District, budget assumes biweekly 30 minute calls for up to 4 months during the selection process.
- Monthly progress reports will be prepared and submitted with each invoice.

#### 0.2 Project Kick-Off Meeting

- WSC will attend a project Kick-Off Meeting at the beginning of the project. This is a meeting to introduce the District to the WSC project team, establish key project considerations, and allow WSC to provide recommendations on the PDB selection process. The WSC Project Manager and OA Technical Advisor will be in attendance.

#### 0.3 Submittal Review Meetings

- WSC will plan, organize, and conduct two (2) PDB team qualification review meetings to discuss and rank the received Statement of Qualifications and Proposals.
- WSC will present the completed rubric scores, and discuss the strengths and weaknesses of each proposing design build team. The WSC Project Manager and OA Technical Advisor will be in attendance.

#### 0.4 Selection Interviews

- WSC will prepare questions for selection interviews with the PDB Teams submitting proposals.
- The WSC Project Manager and OA Technical Advisor will attend the PDB team interviews in person and help facilitate the selection interview process.

**Deliverables:** Monthly progress reports and invoices, meeting agendas and minutes.

**Assumptions:**

- (1) Project duration will be 6 months, consistent with the District's anticipated Award of the PDB Contract and Notice to Proceed in July 2025.

- (2) There will be eight (8) bi-weekly project update calls. These calls will be virtual and last no more than 30 minutes.
- (3) Project Kick-Off and Submittal Review Meetings will have an option for virtual attendance, and a duration of no more than 1.5 hours for the kick off and 2.5 hours each for the review meetings.
- (4) Project selection interviews will be held for up to three (3) teams, and last no more than 1.5 hours each. The PDB team interviews will be scheduled for the same working day.

## Task 1 Design Build Team Selection

### 1.1 Statement of Qualification Review and Ranking

- WSC will review up to six (6) statements of qualifications received from the project PBD team RFQ that was issued on February 5<sup>th</sup>, 2025.
- WSC will develop a detailed evaluation summary, including completed rubric based on the District's scoring criteria. This summary will be presented to the District prior to reviews and the first submittal review meeting.
- WSC will update the evaluation summary based on District comments and input, and provide a final draft of the evaluation. This evaluation will document the PDB teams that are selected to participate in step two and provide formal proposals.

### 1.2 Proposal Review and Ranking

- WSC will review up to three (3) proposals received from the PDB teams selected in Step 1 of the selection process. WSC will help rank the received proposals using a value-based rubric developed collaboratively with the District.
- After final District review of the rubric, WSC will issue a formal written recommendation letter identifying which team ranked highest in value. This letter can be used as a third-party recommendation of award.

**Deliverables:** Draft and Final versions of the SOQ evaluation summary, with detailed ranking rubric. Draft and Final versions of the proposal ranking rubric. Written letter outlining the findings of the proposal evaluation, with a recommendation of award statement.

### Assumptions:

- (1) Up to six (6) SOQ's will be reviewed in Step 1 of the selection process.
- (2) Up to three (3) Project proposals will be reviewed in Step 2 of the selection process.

## Optional and Follow-on Tasks

WSC has identified potential follow-on tasks which may provide value to the District. These tasks are not included in the attached fee estimate based on the District's preference stated in the request for proposal.

- Bid Addenda – WSC can assist with developing Addenda during the proposal phase, addressing bidder questions which are brought forth by the prospective PDB teams.

- **Contract Document Review** – WSC can conduct a technical review of the District's contract documents, with an emphasis on the PDB language. WSC will provide recommendations for the District to consider prior to the District issuing the phase two request for proposal.
- **Project Design Reviews** – WSC can provide an in-depth design review of the well equipping design submittals, utilizing engineering staff that have well equipping and ASR design experience.
- **Independent Cost Estimation** – WSC can review the PDB team cost estimates and provide an independent review of the project estimate.
- **Construction Management** – WSC has qualified Construction Management (CM) staff available to support the District during the construction phase of the project by overseeing construction and special inspections.
- **Grant Assistance** – WSC can assist with federal grant review and routine reporting requirements.
- **Communication/Outreach Assistance** – WSC has a strategic communications team that specializes in supporting District's which outreach and communication to key project stakeholders.

## Attachment 1

### **Project Team Qualifications and Resumes**

# Proven Experience, Exceptional Results

WSC excels at providing responsive service clients. We emphasize building strong relationships with your staff and identifying what success looks like from your point of view. In this section, we showcase our capabilities to provide OA services and other collaborative delivery projects.



## WSC is experienced and responsive

WSC and members of our team have provided OA services on a variety of projects to clients throughout California, including collaborative delivery projects that include PDB delivery.

WSC's team has significant experience delivering projects relevant the Ladera and Winding Way Well Site project.

	Owner Advisor	Collaborative Delivery	Progressive Design Build	Well Equipping Design	Aquifer Supply and Recovery (ASR)
PCE Plume Delineation and Groundwater Development Program, City of San Luis Obispo	■	■		■	
Ella Way Well Equipping Design, Citrus Heights Water District		■		■	■
Klamath River Renewal Program PDB OA, Klamath River Renewal Corporation	■	■	■		
Cayucos Sustainable Water Project OA, Cayucos Sanitary District	■	■			
San Clemente Dam Removal and Carmel River Reroute Design-Build OA, California American Water	■	■			
Water Resource Recovery Facility OA, City of San Luis Obispo	■				
Reservoir, Pump Station, and Pipeline Improvements OA, California American Water	■				
El Rio Water Treatment Plant (El Rio WTP) Upgrades, California American Water, Ventura District	■	■	■		

# Owner Advisor for Klamath River Renewal Program Progressive Design Build

## Klamath River Renewal Corporation, Klamath Falls, OR

The Klamath River Renewal project is the largest dam removal project in United States history. The project entails the removal of four dams on the Klamath River and will open nearly 400 miles of historic fish habitat and spawning grounds.

WSC was teamed as a subcontractor to another firm as the Owner Advisor for the Klamath River Renewal Program. WSC worked on the development of the program's critical path schedule and participated in the collaborative delivery evaluation and the Progressive Design Builder prequalification process. After our initial scope of services was complete, WSC's scope was expanded to include technical review of early submittals prepared by the Progressive Design Builder including schedule, quality, and risk management plans. We conducted detailed design reviews and lead the development of the program's construction management plan.

### Applicability & Relevance:

- ✓ WSC provided Owner Advisor services for a large complex progressive DB program.
- ✓ WSC helped structure the approach and procurement of the PDB team.
- ✓ WSC provided design reviews of PDB work products.

### Project Information

**Client:** Klamath River Renewal Corporation  
2001 Addison Street, Suite 317, Berkeley, CA 94704  
(510) 560-5079.

**Reference:**

Mark Branson, Chief Executive Officer, (510) 560-5079.

**Services Provided:** Owner Advisor services.

**Status of Project:** In construction.

**Key Personnel:** Dylan Wade (Owner Advisor team member).



# Cayucos Sustainable Water Project Owner Advisor, Design, and Construction Management

## Cayucos Sanitary District, Cayucos, CA

WSC provided program management, permitting, preliminary design, and final design, and recently completed construction management services for the new “greenfield” Water Resource Recovery Facility that was designed to be delivered through a CMAR method. WSC led efforts to qualify and procure a CMAR firm for the project. The final design included a complete set of plans and specifications including four separate packages (general contractor, membrane equipment supplier, headworks equipment, and dewatering equipment supplier). As the project progressed, funding mechanisms required that the project be delivered with a traditional design-bid-build contract, at which point WSC assisted the client with taking the CMAR offramp.

WSC served as the design engineer for the project which included design of the office spaces, plant maintenance facilities, headworks, equalization storage, MBR, UV disinfection, solids dewatering equipment, stormwater infrastructure, and a wastewater pumping facility. WSC pre-procured equipment—including the MBR equipment—which enabled us to design around the specific specifications, saving time, money, and resulting in a better product. WSC continued to support the District through construction as the Construction Manager and assisted with start-up. Including Owner requested changes, the program was delivered at less than a 1.5% change order rate.

WSC also helped deliver a 1 MW solar project by providing design and intertie coordination via a public-private partnership. WSC developed a successful USDA Rural Development funding application, financial plan, rate setting, and administered the grants and loans. WSC was successful in helping Cayucos receive \$25 million in grants and low-interest loans.



### Project Information



**AWARD WINNING:** Recipient of Engineering Excellence, California Water Environmental Association (CWEA), Tri-Counties Section, and second place statewide in 2022.

#### **Client:**

Cayucos Sanitary District  
200 Ash Ave., Cayucos, CA 93430  
(805) 995-3290.

#### **Reference:**

Rick Koon, General Manager, (909) 387-9211, [rkoon@cayucosssd.org](mailto:rkoon@cayucosssd.org).

**Services Provided:** Program Manager, Construction Manager, Design Engineer, and Owner Advisor.

**Status of Project:** Completed, the WRRF is in operation.

**Key Personnel:** Dylan Wade (Program and Construction Manager).

### Applicability & Relevance:

- ✓ **WSC prepared the contract documents used by the Owner to procure the CMAR Contractor.**
- ✓ **The program began as a CMAR project and WSC assisted the District in using off-ramp provisions in the contract to convert the project to the design-bid-build delivery method.**
- ✓ **Provided design services for office and maintenance spaces to support wastewater operations.**

I haven't seen a project of this size with such a low change order rate, and compliments to the efforts made by Dylan Wade of WSC, who was integral in keeping the change order rate low.”

Robert Enns, Board of Directors President

Cayucos Sanitary District

# Owner Advisor and Construction Management for the Design-Build San Clemente Dam Removal and Carmel River Reroute

## California American Water, Monterey County, CA

WSC served as the Program Manager and Construction Manager for the design-build delivery of the Carmel River Restoration and the removal of the San Clemente Dam, which was aging and at risk of failing. This is one of the largest dam removal projects ever completed in California and was implemented as a public-private partnership between California American Water, the California Coastal Conservancy, and the National Marine Fisheries Service using the DB delivery method. WSC provided project and construction management, document control, schedule and budget monitoring, construction inspections, inter-agency coordination, community relations, claims analysis, and project closeout.

WSC convened and facilitated a Technical Advisory Panel made up of national experts in geotechnical engineering, dam safety, environmental restoration, sediment transport, and fluvial geomorphology and oversaw the development of an indicative design for dam removal and river restoration. WSC recommended DB for project implementation for effective risk allocation and led the procurement of a DB contractor including development of the bridging documents, design-build contract, solicitation and evaluation of design-build teams, selection of the preferred team and contract and pricing negotiations. WSC oversaw the development of the final project design including coordination of technical reviews by the Owner's Engineer and regulatory agencies, and reviewed schedule and construction submittals by the design-builder. WSC served as the primary liaison for the regulatory agencies throughout design, construction and the post-construction demonstration and monitoring period. WSC served as the Construction Manager throughout construction, providing quality assurance and on-site support for the design-build team.

WSC coordinated plans among project partners, and with multiple county, state, and federal agencies and regulators. In the early program phases, we facilitated workshops to arrive at agreement on the project concept and overarching project goals. Overtime, the project team could return to these goals when faced with difficult decisions. WSC worked actively with Cal-Am to build team commitments, including working through legislative challenges of the public-private partnership, developing cost-sharing agreements, and creating the environment for, and language of the San Clemente Dam Removal Project Collaborative Statement.



### Applicability & Relevance:

- ✓ Recommended DB delivery for effective risk allocation and led the procurement of a design-build contractor, including selection, contract, and pricing negotiations.
- ✓ Developed bridging documents, DB contract, solicitation and evaluation of DB teams.
- ✓ Ensured explicit assignment of risk management to parties best suited to control outcomes.
- ✓ Collaborated with DB team to bring the best ideas to the table.
- ✓ Led organized and consistent check-ins with permitting agencies to get timely approvals to meet deadlines.

### Project Information

**Client:** California American Water  
511 Forest Lodge Road, #100, Pacific Grove, CA 93950,  
(831) 236-6828.

**Reference:**

J Aman Gonzalez, Project Manager During Construction,  
(831) 236-6828.

**Services Provided:** Program Management, Construction Management, and Owner Advisor services.

**Status of Project:** Completed.

**Key Personnel:** Dylan Wade (Construction Manager/Owner Advisor).

# Water Resource Recovery Facility Upgrade Owner Advisor

## City of San Luis Obispo, CA

WSC is serving as the Program Manager and Owner Advisor for the City of San Luis Obispo's Water Resource Recovery Facility (WRRF) Upgrade Project. The \$160M project includes comprehensive upgrades to the WRRF to modernize infrastructure, increase capacity, comply with more stringent waste discharge requirements, and improve the reliability and resilience of the facility. WSC has provided a comprehensive suite of services to support delivery of the project from the preliminary planning phase through construction and start-up. WSC evaluated PDB as a delivery option but ultimately recommended the City use the conventional design-bid-build method in part to comply with the City's Charter. The project included many similar components to the Carson Field Office project, including building programming and indicative design for a Water Resources Center.

In the initial phase of the program, WSC prepared a facilities plan identifying improvements needed to meet the project objectives, including the City's goal of creating a valuable community asset in the form of a Water Resources Center. The Water Resources Center was intended to house Utilities staff, provide storage and maintenance facilities for collections and operations staff, and provide public education opportunities with a meeting space and interpretive exhibits.

WSC teamed with RRM to establish the basis of design for the Water Resources Center and program the building spaces through a series of focused meetings with Utilities staff and preparation of design charettes. The building program was used by the design engineer to prepare the detailed design of the Water Resources Center.

WSC prepared a funding and financing plan which detailed the financial objectives, external funding goals, cash flow requirements, and potential grant and low-interest financing sources. WSC prepared grant and loan applications on behalf of the City and secured a \$140 million SRF loan (including \$3 million in loan forgiveness) and \$3 million in grant funding. WSC led procurement of the design engineer, construction manager, and general contractor, including an extensive contractor and subcontractor prequalification process and negotiation of a community workforce agreement (i.e., PLA) with the Tri Counties Building and Construction Trades Council. WSC developed a public outreach and education strategy which included project branding, a groundbreaking ceremony, a project website, and an email newsletter. WSC continues to provide program management support during the current construction phase including risk management and executive level partnering with the City and key project stakeholders.



### Applicability & Relevance:

- ✓ Provided OA and Program Management services which included a Water Resources Center consisting of storage and maintenance facilities for utilities collections and operations staff.
- ✓ WSC and our team established the basis of design for the Water Resources Center and program the building spaces.
- ✓ Evaluated PDB as a potential project delivery option before recommending the design-bid-build method.

### Project Information

**Client:** City of San Luis Obispo  
879 Morro Street, San Luis Obispo, CA 93401  
(805) 781-7215.

**Reference:**  
Aaron Floyd, Utilities Director, (805) 781-7215.

**Services Provided:** Program Management, Owner Advisor Services.

**Status of Project:** The project is scheduled to be completed in December 2024.

**Key Personnel:** Dylan Wade (Technical Advisor).

# Owner Advisor for Reservoir, Pump Station and Pipeline Improvements

## California American Water Company, Thousand Oaks, CA

WSC has served as an Owner Advisor and contract project manager since 2011 for the Ventura County and Los Angeles County Districts. Completing more than 17 capital projects since 2011, WSC has implemented booster pump station upgrades, water storage tank rehabilitation, and pipeline installation projects as an OA.

WSC primarily worked on projects within the Ventura County District, which makes up approximately 60% of the water customers served within the City of Thousand Oaks, during a time when the local CAW office was without a professional engineer. WSC worked out of the office part time during the week, operating with a dedicated space and company laptop. As an OA, WSC helped procure design engineers, often led permitting efforts, performed design reviews, conducted and participated in internal approval meetings, developed project budget forecasts, and performed construction administration services.

WSC provided OA services to implement a series of tank rehabilitation and recoating projects, four different booster pump station improvements, five different pipeline projects and three rectangular reservoir rehabilitation projects, totaling more than \$18M in capital improvements. WSC also supported a booster pump station project for their Los Angeles County service area. WSC currently is supporting CAW as an OA to install a new backup supply well in a recently acquired smaller service area in unincorporated Ventura County just outside the City of Oxnard.

### Applicability & Relevance:

- ✓ Prepared procurement documents and led selection of designers based on scoring criteria set by WSC.
- ✓ Balanced and managed multiple concurrent projects as a representative of the owner, understanding the priority's of the owner to help deliver the most important projects first.
- ✓ Navigated and managed project dependency, ensuring that CAW would continue to be able to serve their customers without taking on too much operational risk by having too many booster pump stations or reservoirs out of service at one time.



10/23/2014 09:01

### Project Information

**Client:** California American Water, 8657 Grand Avenue, Rosemead, California 91770, (626) 614-2517.

#### Reference:

Mark Reifer, Southern California Engineering Manager, (626) 614-2517.

**Services Provided:** Owner Advisor, Project Management, Permitting, Community Engagement, Construction Administration, Condition Assessment, and Hydraulic Modeling services.

**Status of Project:** Completed in 2019.

**Key Personnel:** Chris Malejan (Owner Advisor), Dylan Wade (Technical Advisor).

# PCE Plume Delineation and Groundwater Development

## City of San Luis Obispo, CA

WSC developed a Proposition 1 Groundwater Grant Application that successfully secured \$2 million to fund the development of a groundwater program that will enable the City to address contamination and improve the reliability of its drinking water supply. WSC then completed a Remedial Investigation/Feasibility Study Work Plan to summarize historical data and previous technical studies on the extent of the PCE groundwater plume, identify data gaps, and develop a field investigation plan. Field investigation included soil sampling using push-probe technology, and collecting water samples and performing ambient/dynamic water quality profiling in existing wells. WSC prepared design plans for the topside of two groundwater wells which included PCE treatment, pump-to-waste, chlorination and fluoridation systems, as well as delivery of water below highway 101 to the preferred connection point with the City's potable distribution system.

This project allows the City of San Luis Obispo to more readily use its local groundwater supply to meet water supply needs and enhance the resiliency of the City's water supply portfolio.

### Project Information

**Client:** City of San Luis Obispo, 879 Morro Street, San Luis Obispo, CA 93401.

**Reference:**

Nick Teague, Water Resources Program Manager, (805) 781-7217.

**Services Provided:** Design development, construction documentation, and cost estimation. Owner assistance with grant facilitation.

**Status of Project:** In-progress.

**Key Personnel:** Peter Kvam (Project Engineer, Well Equipping).

# El Rio Water Treatment Plant Upgrades

## California American Water, CA

WSC was selected by CAW as their PDB partner and has led implementation of the El Rio WTP Project. WSC is managing a full consulting team of design disciplines. WSC's design team prioritized improvements, prepared a site survey base map, conducted a geotechnical investigation, performed hydraulic analysis, and prepared drawings and specifications for initial improvements, and early procurement of new electrical equipment.

The design included upgrades to the chlorine room, removal of the pressure vessels, upgrading the booster pumps, and addressing overall site improvements.

WSC worked collaboratively with the Client's preferred contractor during project development, and has been involved with project permitting with Ventura County.

### Project Information

**Client:** California American Water, 2439 W. Hillcrest Drive, Newbury Park, CA.

**Reference:**

Jacob Quick, Senior Project Engineer, (805) 454-0907; or Mark Reifer, Engineering Manager, (626) 614-2517.

**Services Provided:** Design development, construction documentation, cost estimation, and collaboration with client's preferred contractor on construction.

**Status of Project:** In-progress.

**Key Personnel:** Chris Malejan (Project Manager); Peter Kvam (Project Engineer, Well Equipping).

# Ella Way Well Site Design

## Citrus Heights Water District, CA

WSC provided design services for a groundwater wellhead, which included an ASR component enabling the client to store groundwater during periods when system capacity exceeds demand. WSC worked with the District to select an appropriate ASR technology, and designed wellhead equipment. WSC developed cost estimates and project specifications as part of the design scope. The project includes well drilling, surface facilities design, and construction. The facility is designed to meet the operations and functionality that the District requires, while also meeting the aesthetic and low noise levels expected by the surrounding property owners. The new well site is surrounded by residential properties and must blend in to preserve the existing character of the setting.

### Project Information

**Client:** Citrus Heights Water District,  
6230 Sylvan Rd, Citrus Heights, CA 95610.

**Reference:**

Brian Hensley, Water Resources Supervisor,  
(916) 735-7730.

**Services Provided:** Design development, construction documentation, and cost estimation.

**Status of Project:** Completed 2024.

**Key Personnel:** Rob Natoli (Project Manager), Peter Kvam (Project Engineer).



# Rob Natoli PE

## PRINCIPAL IN CHARGE

Rob Natoli brings 18 years of engineering experience designing and planning of water and wastewater projects. He has managed both large and small projects across California. He has directed design teams and functioned as the project manager and design manager for infrastructure projects that included managing multi-disciplinary teams of geotechnical, structural, electrical, instrumentation, controls, mechanical, and process engineering disciplines.

## REPRESENTATIVE PROJECTS

### Ella Well Site Equipping, Citrus Heights Water District, Citrus Heights, CA. Project Manager.

Led the design of a groundwater well head, which included an aquifer supply recharge (ASR) component allowing the client to store groundwater during periods when system capacity exceeds demand. Worked with client to select an appropriate ASR technology, and designed wellhead equipment. Additional design components included a well building with rooms for piping, electrical and chlorination systems, perimeter fencing, site grading and other improvements. Developed project specifications and engineering cost estimates.

### Church Well 25 Equipping, Golden State Water Company, Rancho Cordova, CA. Lead Project Manager.

Led design of a 1,000 gpm well head equipping and treatment system. Design work included relocation of an existing perchlorate treatment system, pump sizing, and well headworks. The design included a variable frequency drive to meet operational well capacity despite treatment capacity limitations and fluctuating pressure loss. Additional facility improvements included installation pump to waste, chlorination system, a CMU perimeter wall, and facility landscaping.

### Seawater Intrusion Prevention Wells

#### Project of the Pure Water Soquel Program, Montgomery and Associates, Soquel, CA.

**Well Design/QC.** Pure Water Soquel is a groundwater replenishment and seawater intrusion prevention project. Reviewed design of civil site improvements at three recycled water injection well sites including piping and valving, well backwash pumps, buried backwash water equalization tanks, electrical, telemetry, site grading and finishing, and well operation procedures.

### North Pleasant Valley Groundwater Desalter Construction Management, City of Camarillo, CA.

**QA/QC and Technical Advisor.** Provided construction management support for the development and implementation of a reverse osmosis groundwater desalter facility. The new desalter facility will treat 4,500 AFY of brackish groundwater and yield up to 3,800 AFY of potable water, allowing the City to more than double its local water supply. Brine from the RO treatment will be disposed of through an existing brine pipeline and ocean outfall.

### Job's Peak Water System Improvements, Douglas County, Minden, NV. Project Engineer.

Provided predesign, design, bidding, and construction services for water system improvements at the Job's Peak Ranch gated community, which included: (1) diffused air water treatment system that treats water from both Well No. 1 and Well No. 2; (2) an automated chlorination system for the combined source of Well No. 1 and Well No. 2; (3) electrical, SCADA, controls, and standby power for existing Well No. 1 and the diffused air treatment system; (4) demolition of the existing building at the Well No. 1 site, and relocation of the well controls into the new treatment facility;



## EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo, CA

## REGISTRATIONS

Professional Engineer - Civil, California, No. C78271

Professional Engineer - Civil, Nevada, No. 23188

Professional Engineer - Civil, Oregon, No. 96253 (Expires 12/31/2022)

**"I enjoy the personal and technical aspects of being a water engineer and being a part of finding great solutions on projects. I strive to communicate well, take initiative and bring a high level of quality to everything I do."**

A handwritten signature in black ink that reads "Rob Natoli".

(5) construction of approximately 1,300 linear feet (LF) of 4-inch-diameter water main; (6) construction of approximately 400 LF feet of electrical and communication conduits and cables from the existing Well No. 1 site to the treatment building; (7) minor restoration site improvements to the existing Well No. 1 site; (8) modification of the site layout to show new locations for the generator and building; and (9) reinforced masonry building with pre-engineered wood trusses, architectural treatment on the exterior, and architectural style agreed to by the Job's Peak Ranch Architectural and Landscape County.

#### **Cave Rock Drive and Winding Way Water Line Replacement, Douglas County, Minden, NV. Project Manager.**

Managed for design and bidding services for 3,600 linear feet (LF) of water line replacement from Highway 50 to Gull Court (Cave Rock Drive and Winding Way). The design included pipe isolation and stub outs provisions for a future booster pumping station replacement along Cave Rock Drive, replacement service pits (without meters) to services along Cave Rock Drive, roadway improvements, and water line connections at each end of the water line replacement, at the service to Cave Rock Villas, and at the Cave Rock Drive booster pumping station. The project included a condition assessment of the existing roadway above the alignment of the water line replacement, and comparison of pavement replacement or resurfacing options. Approval of the project from Tahoe Regional Planning Agency (TRPA) and Nevada Department of Environmental Protection (NDEP) was obtained.

#### **Lake Water Systems Preliminary Engineering Reports, Douglas County, Minden, NV. Preliminary Engineering Report Lead.**

Prepared preliminary engineering reports for the following Lake Tahoe water systems: Zephyr Water Utility District, Cave Rock, Skyland, and Uppaway. The reports identified existing system deficiencies, alternatives to address the deficiencies. Preferred alternatives and cost options were prepared. A schedule for capital improvements included 3 booster pumping stations, WTP upgrades, water main replacements, Tank replacements, and PRV and flow control valve stations.

#### **Cave Rock Water System Lake Intake Improvements, Douglas County, Minden, NV. Project Manager.**

Project manager for development and evaluation of alternatives for modifying the Cave Rock lake intake system so that it can operate to meet the water system demands throughout the year, even at low lake levels. Provided design, bidding, permitting, and construction engineering services for the recommended lake intake improvements.

#### **Lower Cave Rock Booster Pump Station Replacement, Douglas County, Minden, NV. Project Manager.**

Provided preliminary design, alternatives analysis, cost estimation and permitting coordination for the lower Cave Rock Booster Pump Station in the Cave Rock Water System.

#### **Cave Rock Clearwell Tracy Study Assistance, Douglas County, Minden, NV. Project Manager and Project Engineer.**

Project manager for a tracer study for the Cave Rock clearwell, which includes its recently installed baffles. The goal of this study was to estimate the overall baffling coefficient of the clearwell at three different flow rates,

and verify that the detention time (T10) in conjunction with chlorination is sufficient to achieve a 4.0-log inactivation of enteric virus.

#### **Fall Creek Intake Design, Waterways, Fall Creek Fish Ladder, QC.**

San Lorenzo Valley Water District, Fall Creek Intake Facility Evaluation, City of Felton, CA. Quality Control Records, Scope Review, Design Direction, Client meeting, Drawings Review Evaluated options to relocate the Fall Creek surface water intake pumps as a part of Fish Ladder Improvement Plan. WSC prepared preliminary design drawings and developed associated cost opinions for multiple design alternatives. Reviewed the existing pump curve to evaluate how the pumps will operate under a different head conditions.

#### **Landis Avenue Pump Station, Sacramento Area Sewer District, CA. Project Manager.**

Provided engineering analysis and alternative analysis for the rehabilitation of the Landis Avenue pump station. The project included analysis of site retaining walls, access and security improvements, geotechnical investigations, and safety and operational improvements to the pump station.

#### **Wastewater Treatment Plant and Field Station Condition Assessment, South Tahoe Public Utilities District, CA. Project Manager.**

Leading the evaluation of critical electrical, structural, and piping assets at the Districts wastewater treatment plant and pump stations. The project includes asset prioritization, development of condition assessment budgets for each asset, replacement cost analysis, and rankings for assets. To meet the District's goals, final deliverables include an asset roadmap that provides clear guidance and prioritization for future actions by the District. This includes actively engaging District staff, leveraging institutional system knowledge, and Business Case Screenings (BCSs) to provide an early look at asset values and assessment priorities.

#### **Auburn Ravine Force Main Replacement ESDC, Placer County, CA. Project Manager.**

Led engineering services during construction with field inspection and material testing services for the Auburn Ravine Force Main Project. The project included the evaluation of alternatives to address condition deficiencies within the 12-inch diameter, 6,500-foot long asbestos cement pipeline. Alternatives included rerouting the pipeline, rehabilitation in replace, or installation of a parallel pipeline. A parallel pipeline was designed that included the installation of a permanent bypass into the neighboring City of Auburn collection system, allowing significant cost savings by reusing the existing alignment in sections to avoid hard rock removal. A variance from separation requirements with potable water utilities was obtained from the Division of Drinking Water through the use of DR1714-inch diameter butt-fusion welded HDPE pipe with a pressure rating exceeding the project requirements. Utility location was critical within the narrow corridor, and both ground penetrating radar, electromagnetic sondeing, and hydraulic potholing were used to positively locate utilities along the alignment. An 800-foot long horizontal directional drill installation was required to avoid an environmentally sensitive Auburn Ravine creek, and required a Lake and Streambed Alteration Agreement. WSC supported the development of a CEQA Initial Study and declaration of Mitigated Negative Declaration. Coordination with Caltrans was required for connection to existing pipelines within the Highway 49 right-of-way.

# Dylan Wade PE, CCM

## TECHNICAL ADVISOR & QA/QC

Dylan is a professional engineer with 25 years of professional experience including structural design, resident engineering, construction management, project delivery, and utility management. Dylan has served as the Owner Representative on many large, high-profile and multi-jurisdictional water resources projects including design and construction of intake facilities, water treatment plants, wastewater treatment plants, and major public works programs. These projects have been tremendous successes and some have won national recognition. He is responsible for managing numerous projects from initial planning to finished product. Dylan's extensive utility experience enables him to solve problems from an owner's perspective, while his construction background and expertise in contract management facilitates successful project delivery.

## REPRESENTATIVE PROJECTS

### Owner's Representative Team for Klamath River Renewal Program Progressive Design Build, Klamath River Renewal Company, Klamath Falls, OR. Project Manager.

As a subcontractor to another firm, WSC served on the owner's agent team for the Klamath River Renewal Program. Developed the program's critical path schedule and participated in the alternative delivery evaluation and the Progressive Design Builder prequalification process. Provided technical review of early submittals prepared by the Progressive Design Builder including schedule, quality and risk management plans. Conducted detailed design reviews and lead the development of the program's initial construction management plan.

### Design-Build San Clemente Dam Removal and Carmel River Reroute Project, California American Water, Monterey, CA. Construction Manager/

Project Manager. Project included the re-routing and reconstruction of the Carmel River and removing the San Clemente Dam. This project is the largest dam removal project ever completed in California and required close coordination with Department of Water Resources Division of safety of dams. Project was implemented as a public-private partnership between California American Water, the California Coastal Conservancy, and the National Marine Fisheries Service using the design/build delivery method.

### Water Reclamation Plant Facility Plan, Camarillo Sanitary District, Camarillo, CA. Technical Advisor.

WSC is preparing a Facilities Master Plan as the Owner's agent for the Camarillo Sanitary District. Work efforts to date have included verification of existing treatment systems performance, condition assessment, phasing planning, flood impact minimization strategy development and interface on the design of the facilities. Dylan has served as a quality reviewer and technical advisor to the project team.

### Owner's Representative, Wastewater Treatment Plant Upgrade, Brackish Water Reverse Osmosis (BWRO) Design Build Project, City of Morro Bay, CA. Project Manager.

Owner's Project Manager for the development of a \$34 million wastewater treatment plant upgrade project with preliminary design complete, CEQA complete, Coastal Development Permitting efforts, and SRF funding anticipated. Emergency design and retrofit of BWRO treatment trains for an existing desalination plant include acquiring both CDPH and NPDES revised permits.

### Carpinteria Advanced Purification Project, Carpinteria Valley Water District, Carpinteria, CA. Construction Manager.

WSC is the Program and Construction Manager for the Carpinteria Advanced Purification Project which is a collaborative effort between the Carpinteria Sanitary District and the Carpinteria Valley Water District. The project includes development of an advanced water purification facility for groundwater



## EDUCATION

BS, Civil and Environmental Engineering, Brigham Young University, Provo, UT

AA, Liberal Arts, West Valley Community College, Cupertino, CA

## PROFESSIONAL REGISTRATIONS

Professional Engineer - Civil, California, No. C64044

Certified Construction Manager – No. 5761

**“I love working in the water and wastewater industry, where we get to make the world a better place while also making a difference for the communities we serve.”**



## Dylan Wade PE, CCM continued...

recharge and indirect potable reuse. Services included design review, negotiation of the operating agreement, and technical expertise.

**Rehabilitation of the City of Morro Bay Lift Stations #2 & #3, Morro Bay, CA.** *Project Manager.* Owner's Project Manager for the design, right-of-way negotiations, permit acquisition, and construction to replace two vintage wet well/drywell lift stations with wet well only facilities. Extensive dewatering and NPDES permitting was required to protect estuary and riparian habitats. Authored front-end documents to serve as a new standard for the City of Morro Bay.

**EA Fairbairn Water Treatment Plant (\$53.9M) and Intake (\$14M), City of Sacramento, CA.** *Construction Manager/Resident Engineer.* Led the EA. Fairbairn Intake project, located in the American River, completed one year early and under the original budget. Designed the retrofit and expansion of the existing structure with fish screens, diffuser plates, and a seismic retrofit. Served as Owner's representative for this project from construction of the coffer dam slab to the fish screen dive inspection by NOAA and facility start-up.

**Wastewater Treatment Plant Upgrade Project, City of Morro Bay Cayucos Sanitary District Joint Powers Authority City of Morro Bay, CA.** *Project Manager.* Owner's Project Manager for the development of a \$34 million wastewater treatment plant upgrade project with preliminary design complete, CEQA complete, Coastal Development Permitting efforts, and SRF funding anticipated.

**CWSRF Planning Grant and Program Implementation, Arbuckle Public Utility District, Arbuckle, CA.** *Project Manager.* WSC is providing technical and programmatic support to small and disadvantaged community. WSC led the application for the State Revolving Fund Loan and grant program and has assisted the District with reporting, RWQB negotiations, and design of system maintenance and improvement projects. Services have included strategic and technical support leading towards the replacement of the communities Water Resource Recovery Infrastructure.

**Drought Relief Project, Baron Canyon Mutual Water Company, CA.** *Principal in Charge.* WSC is assisting the community of Baron Canyon Mutual Water Company with upgrading their communities water supply including conversion to AMR, a water tank replacement, and equipping a new well and pipeline through a drought relief grant. Services included development of design and construction documents, bidding and construction management support.

**Well Condition Assessment, City of Pismo Beach, CA.** *Technical Advisor.* Performing an evaluation of the City's two drinking water production wells, Well #5 and Well #23. The project includes an evaluation of specific capacity, well performance, plant efficiency, energy intensity trends, energy savings potential, condition of motor, pump, and electrical system, and improvement costs. WSC is coordinating with PG&E to obtain baseline data and subsidized pump testing. Results will be incorporated into a prioritized well capital improvement plan.

## Water Transmission Main Design, Los Osos Community Services District, Los Osos, CA.

*Principal in Charge/Technical Advisor.* Oversaw preparation of design documents for the installation of approximately 2400 linear feet of new 8-inch PVC pipeline in the County Right of Way for the South Bay Well Site Water Transmission Main project. The project included the preparation of design plans, technical specifications, engineer's opinion of construction cost, and permitting support. Prepared design documents for a new 8-inch transmission main along South Bay Boulevard and Mountain View Drive between the new well site located on Nipomo Avenue for the Program C Well Water Transmission Main. The transmission main included a tie-in into the WSC designed South Bay Well transmission main.

## Lower San Luis Obispo Creek Fish Passage - Marre Weir, Avila Beach, CA.

*Project Manager.* Worked closely with the client to develop a partnership with a local Non-governmental Organization to assess the condition of an existing weir, develop a technical advisory committee, conduct environmental and regulatory review and advance the design through procured grant funding for the development of a fish passage improvement project up to the 60% design level.

## Wastewater Reclamation Facility Replacement Program Management, City of Atascadero, Atascadero, CA.

*Program Manager.* WSC is serving as the Program Manager for the replacement of the Atascadero Water Resource Recovery Facility. WSC is leading the development of technical reports, negotiations with the Regional Water Quality Control Board and potential project partners, assessing the operations and maintenance spaces, procurement of professional services and consideration of collaborative delivery. Services are comprehensive in development of the City's Recycled Water, disposal and wastewater reclamation efforts.

## RP-4 Ammonia Analyzers Support, Inland Empire Utilities Agency, Chino, CA.

*Technical Advisor.* WSC provided design and engineering support for the conversion from DO to ammonia-based control for the operation of IEUA's RP-4 facility. Dylan served as the primary design reviewer and provided technical support for the engineering team that led the design and construction of the RP-4 aeration facilities.

## Wastewater Treatment Plant Rehabilitation Projects, Big Bear Area Regional Wastewater Agency, Big Bear, CA.

*Technical Advisor.* WSC has provided engineering and staff support services to BARWA for more than a decade over that time we have provided facility and operational improvement support some specific efforts that Dylan has participated as a technical advisor and review of include development of a Spill Emergency Response Plan and Headworks Grit System Rehabilitation.

## Lopez Lake Water Treatment Plant Upgrade, San Luis Obispo County, CA.

*Resident Engineer.* \$15 million upgrade to the WTP. Upgrades included owner-procured membrane filtration, chlorine dioxide generation equipment, and significant SCADA modifications on an aging operational plant.

# Peter Kvam PE

## PROJECT MANAGER & PROJECT ENGINEER

Peter Kvam brings 16 years of engineering experience centered on groundwater pump and treatment systems. He has managed the operation and maintenance of several groundwater treatment facilities in the California central valley and has designed well equipping and water treatment processes to ensure water quality objectives were met. He has experience with project management, groundwater data review, and regulatory permit compliance.

## REPRESENTATIVE PROJECTS

**Church Well 25 Equipping, Golden State Water Company, Rancho Cordova, CA. Lead Project Engineer.** Provided design of a 1,000 gpm well head equipping and treatment system. Design work included relocation of an existing perchlorate treatment system, pump sizing, and well headworks. The design included a variable frequency drive to meet operational well capacity despite treatment capacity limitations and fluctuating pressure loss. Additional facility improvements included installation pump to waste, chlorination system, a concrete masonry unit (CMU) perimeter wall, and facility landscaping.

**Ella Well Site Equipping, Citrus Heights Water District, Citrus Heights, CA. Project Engineer.** Assisted the design of a groundwater well head, which included an aquifer supply recharge (ASR) component allowing the client to store groundwater during periods when system capacity exceeds demand. Worked with client to select an appropriate ASR technology, and designed wellhead equipment. Additional design components included a well building with rooms for piping, electrical and chlorination systems, perimeter fencing, site grading and other improvements. Developed project specifications and engineering cost estimates.

### Well Equipping, Hayward Area Recreation and Park District, Hayward, CA. Project Manager.

Prepared well equipping design plans and specifications for three non-potable park irrigation wells. The project design included conveyance piping to existing park infrastructure. Performed hydraulic calculations to size well pumps and hydrostatic pressure tanks. Assisted with County permitting and project bidding.

### El Rio Water Treatment Plant (El Rio WTP) Upgrades, California American Water, Ventura District, CA. Project Engineer.

Prepared design plans and specifications for the upgrade of an active water treatment plant. Project design components include a booster pump station, replacement electrical system, standby generator, and chlorination system. Coordinated with electrical and structural engineers on the project design. Assisted with generator permitting and electrical service application and coordination.

### PCE Plume Delineation and Groundwater Development Program, City of San Luis Obispo, CA. Project Engineer.

Contributed on a Proposition 1 Groundwater Grant Project that successfully secured \$2 million to fund the development of a groundwater program that will allow the City of San Luis Obispo to address contamination and improve the reliability of its drinking water supply. Lead Engineer for the design of the Groundwater Well Equipping and Treatment Systems for two PCE impacted wells. Project work included owner assistance grant requirements, permitting efforts, development with front end documents, and regular meetings with the State's technical advisory group.



## EDUCATION

BS, Chemical Engineering, University of California Santa Barbara

MBA, University of California Davis

## PROFESSIONAL REGISTRATIONS

Professional Engineer - Civil, California, No. C78499

**“Working to improve water infrastructure is an amazing opportunity which allows me to help communities maintain an essential service.”**

*Peter Kvam*

**Well Installation and Equipping, City of Pismo Beach, CA. Project**

**Engineer.** Provided preliminary engineering for the well equipping design of a replacement well in Pismo Beach, CA. The well equipping design included a new well building, chlorination system, pump-to-waste outfall structure, and perimeter wall. Site constraints included a small parcel size and limited availability for well water disposal.

**Operation and Maintenance of Groundwater Extraction and Treatment (GET) Facilities, Aerojet Rocketdyne, Rancho Cordova, CA.**

**Project Manager.** Supervised the operation and maintenance of nine GET facilities processing approximately 20 MGD. Engineer in charge of maintaining effluent water quality, while treating multiple contaminants of concern including perchlorate, VOCs and NDMA. Designed process flow diagrams and established equipment inventories, which were used to implement preventative maintenance schedules. Treatment technologies included a biological fluidized bed reactor, ion exchange and GAC filters, UV advanced oxidation and air stripping.

**UV treatment Analysis Study, Aerojet Rocketdyne, Rancho**

**Cordova, CA. Lead Project Engineer.** Investigation of an underperforming UV advanced oxidation system. Worked with the equipment manufacturer and interviewed certified technicians on mechanical troubleshooting. Developed and executed an analytical testing program designed to monitor contaminant destruction, quantify competing radical scavengers, and optimize hydrogen peroxide dosing. Lasting system improvement was observed after implementing recommendations from the investigation, and report findings were submitted to the US EPA and Regional Water Quality Control Board.

**Pilot Filtration System at Well 23, Golden State Water Company,**

**Rancho Cordova, CA. Lead Project Engineer.** Designed, built, and tested a pilot filtration system to protect ion exchange treatment media from excessive solids loading. Pilot tested several filtration options at both a column scale (<1 gpm) and intermediate process scale (150 gpm). Worked with the water purveyor to coordinate the project and work within existing permitted discharge limits. Authored a pilot test report with recommendations of filtration media.

**Deep Injection Well Post Closure Monitoring, Aerojet Rocketdyne,**

**Rancho Cordova, CA. Lead Project Engineer.** Managed the post closure monitoring program of a closed deep injection well site. Monitored plume movement using regional groundwater levels and routine sampling to demonstrate hydraulic containment. Renewed RCRA permitting documents and submitted annual reports to the Department of Toxic Substances Control.

# Christopher J. Malejan PE, PMP



## PROJECT ENGINEER

Chris Malejan has 14 years of civil engineering experience including construction management, program management, design, and planning for various water resource, recycled water, and wastewater projects throughout California. Chris is a Project Management Professional and is proficient in managing complex infrastructure programs, and has experience managing programs with values up to \$66 million. His project experience includes design and construction of pipelines, potable water tanks, booster pump stations, and water treatment facilities.

## REPRESENTATIVE PROJECTS

**New Municipal Supply Wells, Big Bear Lake Department of Water and Power, CA.** *Assistant Program Manager.* Assisted in the development and implementation of a \$13 million capital improvement program which included four new municipal supply wells, one wellhead water treatment plant, and more than 35,000-feet of distribution and transmission pipeline replacement. Prepared funding applications and supporting documentation to bring more than \$11 million in grant and low interest loan financing to support the program through the USDA. Prepared bid packages for three construction contracts, managed the bidding process and prepared final contracts to initiate construction. Prepared requests for proposals for professional design engineering services for the projects, and participated in consultant selection. Performing design review and contract administration throughout design development, bidding, and contracting.

**Well Drilling Construction Management, Big Bear Lake Department of Water and Power, CA.** *Assistant Construction Manager.* On-site construction services for drilling and fully developing two new municipal-supply water wells, one well to a depth of 730-feet and the other well to a depth of 100-feet. Primary point of contact for the owner and contractor. Primary involvement in coordinating weekly progress meetings, directing the flow of Request for Proposal (RFI)s and submittals, pay estimates and main negotiator in all change orders.

**Well Equipping Construction Management, Big Bear Lake Department of Water and Power, CA.** *Assistant Construction Manager.* Construction services for equipping two (2) previously drilled municipal-supply water wells. Acted as main point of contact for the owner and contractor. Primary involvement in coordinating weekly progress meetings, directing the flow of Requests for Proposals (RFI)s and submittals, pay estimates and main negotiator in all change orders.

**North Pleasant Valley Desalter, City of Camarillo, CA.** *Program Manager and Field Engineer.* Program management and field construction services for a new groundwater desalter facility that will treat 4,500 AFY of brackish groundwater and yield up to 3,800 AFY of potable water using reverse osmosis technology. The project allows the City to more than double its local water supply. Brine disposal from the RO treatment is through an existing brine pipeline and ocean outfall. Program manager during design and implementation including supporting property purchase, annexation, CEQA preparation, design coordination and review, grant application development and more. Also, responsible for inspection, submittal and RFI review, change order review and processing, construction progress meeting coordination, soils and materials testing, funding grant compliance, and start-up and commissioning services.



## EDUCATION

MS, Civil and Environmental Engineering, California Polytechnic University, San Luis Obispo

BS, Environmental Engineering, California Polytechnic University, San Luis Obispo

## PROFESSIONAL REGISTRATIONS

Professional Engineer - Civil, California, No. C80568

Project Management Professional, No. 1932137

**“At my core, I am a maker. I am passionate about making and improving whatever life has in front of me. That I get to do that as part of my profession in an industry that helps improve the lives of those around us through access to better, cleaner water is a wonderful thing.”**

*Chris Malejan*

## Christopher J. Malejan PE, PMP continued...

### **El Rio Water Treatment Plant (El Rio WTP) Upgrades, California**

**American Water, Ventura District, CA.** *Project Manager.* Teamed with a contractor, lead for implementation of the El Rio WTP Project, using a phased Design Build approach. Managing full consulting team of design disciplines. Lead for DB team's prioritizing of improvements, preparation of a site survey base map, conducting a geotechnical investigation, performing hydraulic analysis, preparing drawings and specifications for initial improvements, and early procurement of new electrical equipment. Scoping for future improvements includes upgrades to the chlorine room, removal of the pressure vessels, upgrading the booster pumps, and addressing overall site improvements.

### **Wildwood Booster Pump Station, California American Water, Thousand Oaks, CA.**

*Project Manager.* Project includes the replacement of an aging pump station that served as the only water pumping station from the Main Zone to the Wildwood and Wildwood Hydro zones, in the District's system. The upgrade includes the removal of the two existing pumps and the installation of two new 250 gpm pumps with variable frequency drives and flow meters to accommodate current and future demands. Prepared detailed design critique, provided hydraulic evaluation, and evaluated pump sizing and site layout alternatives prior to final design.

### **Owner's Representative, Mayfield Booster Station Replacement, California American Water, City of Thousand Oaks, CA.**

*Project Manager.* Manager, serving as the owner's representative, for planning, permitting, design, and construction of the Mayfield Booster Station replacement project. Project replaces an existing 200 gpm booster station with an equivalent sized underground booster station. The existing booster station was demolished and removed, with the pressure zone serving as a temporary booster pump station during construction. The complexity of the project was increased due to its location within an easement in front of a residential home. Tasks include scheduling and budget management, technical oversight over design, permitting coordination, overview of design documents, and contract administration.

**Moorpark Booster Station Replacement, California American Water, City of Thousand Oaks, CA.** *Project Manager and Construction Manager.* Managed the planning, permitting, design, and construction for replacing Moorpark Booster Station. Tasks include scheduling and budget management, technical oversight over design, review of fire flow analysis and basis of design report, permitting coordination, overview of design documents, and contract administration. The project replaces an existing 700 gpm booster station in an underground vault with an equivalent sized underground booster station adjacent to the existing. To assist in the identification of existing fire flows in the service area the existing water model was calibrated through hydrant testing.

### **Los Robles Booster Station Replacement, California American Water, City of Thousand Oaks, CA.**

*Project Manager and Construction Manager.* Manager for the planning, permitting, design, and construction of a new facility to replace of the Los Robles Booster Station. The project replaces an existing 1,600 gpm booster station in an underground vault with an equivalent sized new underground booster station adjacent to the

existing. Responsible for scheduling and budget management, technical oversight over design, permitting coordination, overview of design documents, and contract administration. Successfully coordinated with the City on planned improvements surrounding the booster station.

### **White Stallion Booster Station Replacement, California American Water, City of Thousand Oaks, CA.**

*Project Manager and Construction Manager.* Manager for planning, design, permitting, and construction for replacing the White Stallion Booster Station, an existing 150 gpm booster station, with a 450 gpm booster station within the existing CMU building. Prepared water demand memo to evaluate and recommend the capacity of the booster station. Tasks also include scheduling and budget management, technical oversight over design, review of basis of design report, permitting coordination, overview of design documents, and contract administration.

### **Low Pressure Improvements, Gainsborough Gradient, California**

**American Water, City of Thousand Oaks, CA.** *Project Manager.* Design and management of 1,670 -feet of 8-inch and 4-inch water lines in a private driveway, parking lot, and residential street. Project creates a new pressure zone for California American Water, by connecting the pipeline to a newly constructed booster pump station. Design includes the construction of a pressure regulating station to connect the new pressure zone to an existing zone. Project included preparing design drawings and specifications and providing construction support services.

### **Emergency Interconnection between California American Water and City of Thousand Oaks, California American Water, City of Thousand Oaks, CA.**

*Project Manager.* Designed and managed 220-ft of 8-inch water pipelines in the City of Thousand Oaks to connect California American Water's and the City's water systems. Design includes two buried vaults, one for the 2-way mag meter and the other for a pressure regulating valve. Prepared design drawings and specifications, and provided construction support services.

### **Water Mainline, Borchard Road, California American Water, City of Thousand Oaks, CA.**

*Project Manager and Construction Manager.* Management and design for 300-feet of 8-inch mainline in Borchard Road to connect an existing Calleguas Municipal Water District turnout into California American Water's system. Project included the preparation of design drawings and specifications, and construction support services. Managed construction, including submittal and RFI responses, progress payment review; and provided change order support.

### **Calle Yucca Pipeline, California American Water, City of Thousand Oaks, CA.**

*Project Manager and Construction Manager.* Manager, client respreseative, and construction services for the installation of 650 -feet of 8-inch and 14-inch ductile iron pipe. Project construction within the City of Thousand Oak's second busiest intersections required mostly night work construction. Project also included coordination with the Ventura County Watershed Protection District as the pipeline crossed one of their storm system ducts. Responsible for scehdule and budget management, review of invoices and change orders, and permit compliance.

## Attachment 2

### **Project Fee Sheet**

Task No.	Task Description	OA Technical Advisor	PIC	OA Support	Project Manager	Admin/Clerical	WSC			ALL FIRMS
							WSC Labor Hours	WSC Labor Fee	Expenses	
		Dylan Wade	Robert Natoli	Christopher Malejan	Peter Kvam	Roxanne Collins				
	<i>Billing rates, \$/hr</i>	\$366	\$322	\$279	\$230	\$158				
<b>0</b>	<b>Project Management and Meetings</b>									
0.1	Project Administration	4	1.5		12	8	25.5	\$ 5,971	\$ -	\$ 5,971
0.2	Project Kick-Off Meeting	2			4		6	\$ 1,652	\$ -	\$ 1,652
0.3	Submittal Review Meetings	7			9		16	\$ 4,632	\$ -	\$ 4,632
0.4	Project Interviews	10			12		22	\$ 6,420	\$ 500	\$ 6,920
	<b>SUBTOTAL</b>	<b>23</b>	<b>1.5</b>	<b>0</b>	<b>37</b>	<b>8</b>	<b>69.5</b>	<b>\$ 18,675</b>	<b>\$ 500</b>	<b>\$ 19,175</b>
<b>1</b>	<b>Design Build Team Selection</b>									
1.1	SOQ Review and Ranking	3	1	4	14		22	\$ 5,756	\$ -	\$ 5,756
1.2	Proposal Review and Ranking	3	1	4	16		24	\$ 6,216	\$ -	\$ 6,216
	<b>SUBTOTAL</b>	<b>6</b>	<b>2</b>	<b>8</b>	<b>30</b>	<b>0</b>	<b>46</b>	<b>\$ 11,972</b>	<b>\$ -</b>	<b>\$ 11,972</b>
	<b>COLUMN TOTALS</b>	<b>29</b>	<b>3.5</b>	<b>8</b>	<b>67</b>	<b>8</b>	<b>115.5</b>	<b>\$ 30,647</b>	<b>\$ 500</b>	<b>\$ 31,147</b>

10% mark-up on direct expenses

Standard mileage rate \$0.70 per mile (or current Federal Mileage Reimbursement Rate)

Rates are subject to revision as of January 1 each year.

**Topic:** Water Quality Monitoring Laboratory Services Award

**Date:** February 25, 2025

**Item For:** Action

---

**Submitted By:** David Biagi, Production Superintendent

---

## **BACKGROUND**

Carmichael Water District (CWD) advertises for bids for laboratory services for water quality monitoring and then execute a four-year contract to ensure the best value for the service. In January 2024, CWD mailed a Request for Proposals (RFP) for FY 25 through FY 29 to five analytical labs and posted the RFP on the website.

## **SUMMARY/DISCUSSION**

Three analytical laboratories responded to the RFP: Alpha Analytical Laboratories, BSK Analytical Laboratories, and Dellavalle Laboratory Inc. The proposal comprises total predicted water quality monitoring costs for four years. Additionally, respondents are asked to provide certification from the State of California for laboratory water analysis as required for public water supply reporting to the State Water Resources Control Board (SWRCB). Certificates for all subcontract laboratory service providers shall be included in the proposal as well. Also included are all laboratory capabilities, relevant experience, and three references in which comparable sampling and testing were performed.

Monitoring includes all Title 22 monitoring for surface and ground water sources, distribution system monitoring, and water tap monitoring for lead and copper. Listed below are the results from the three qualified bids for the four year total.

1. BSK Analytical: \$123,560
2. Alpha Analytical: \$142,260
3. Dellavalle Laboratory: \$300,172

Staff reviewed the three bids for laboratory certification, capability, subcontractors, and price and found that all labs responding to the RFP are in good standing with the regulatory agencies and capable to perform the work. BSK Analytical is also the current contractor for water quality laboratory services and has provided analytical services to the District for over 15 years winning almost all RFPs. A summarized proposal with a price break down is provided in attachment A.

## **FISCAL IMPACT**

The cost for the water quality monitoring will be included in the FY 25-26 budget accordingly based on the RFP results.

## **RECOMMENDATION**

Staff recommends that the Board of Directors approve a Service Agreement with BSK Analytical for 2025-2029 Water Quality Monitoring and authorize the General Manager to execute the agreement.

## **ATTACHMENT(S)**

Attachment 1 – RFP for Laboratory Analytical Services



February 10, 2024

Carmichael Water District  
Attn: David Biagi, Production Superintendent  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

**RE: Request for Proposal, Laboratory Analytical Services**

Dear Members of the Laboratory Selection Committee:

Thank you for allowing BSK Associates to respond to your Request for Proposal for Laboratory Analytical Services for Carmichael Water District. BSK's 55+ plus years of experience, combined with excellent turnaround times and staff attention to detail, allow us to offer you the best value.

It is our belief that the information supplied details BSK's analytical support capabilities. This information illustrates the experience BSK offers in all facets of wastewater compliance analyses and support capabilities, expertise which will be crucial in furnishing the highest quality data in accordance with the bid schedule and specifications.

Our analytical team of experts, many of whom have been with us for 10 years, 20 years and longer, combined with others coming from different laboratories within the industry, represent a wealth of knowledge and experience that we apply to solving daily analytical problems and mentoring future experts. Collectively, BSK's key staff that will be performing the work for the District have many years of experience with drinking water, surface water, groundwater, stormwater, wastewater and soil analyses.

To set ourselves apart from other service providers, it is BSK's philosophy to extend this vast pool of experience and knowledge to our clients in hopes that it will be beneficial in the success of every project on which BSK provides analytical support.

The experience of these key personnel is indicative of the stability of BSK Associates. For the term of this contract, BSK commits to ensuring that all personnel remain unchanged unless extenuating circumstances dictate otherwise.

BSK has provided analytical services to the District for the past 5 years. During this time we have become very familiar with your staff, sampling sites / locations and your analytical testing needs. BSK will continue to provide the sampling services and the analytical testing. If you would like BSK to generate the Chain of Custodies from your monitoring schedule and proceed with unauthorized testing based on your schedule only, Carmichael Water District will need to sign a Release of Liability Agreement prior to contract execution.

We are confident that the District will meet its goal of selecting a conscientious vendor that provides the highest quality service at the lowest credible cost in choosing our company. BSK's excellent reputation in the environmental laboratory industry is unmatched and our highly experienced staff will make a great partner for the District.

Authorized individual to represent BSK Associates with respect to all notices, negotiations, discussions, and other communications relating to this proposal, to any negotiation relating to the contract is listed below.

**Belinda C. Vega**  
**Chief Operating Officer, Laboratory**  
**Division**  
**Tel. (559) 497-2888 x 165**  
**Email – [bvega@bskassociates.com](mailto:bvega@bskassociates.com)**

Should you have any questions or require additional information, please contact me at BSK Analytical Laboratories (559) 497-2888 ext. 160. Thank you again for including BSK in this opportunity to bid on this project.

We appreciate your consideration and look forward to your careful decision.

Sincerely,

*Cole S. Mackelprang*

Cole S. Mackelprang  
Business Development  
Director BSK Associates  
691 N. Laverne Ave., Suite 101  
Fresno, CA 93727  
(559) 497-2888 x 160



**Ronald Davis**  
Director Division 1

**Mark R. Emerson**  
Director Division 2

**Jeff Nelson**  
Director Division 3

7837 FAIR OAKS BOULEVARD  
CARMICHAEL, CALIFORNIA 95608  
TELEPHONE: (916) 483-2452  
FAX: (916) 483-5509  
EMAIL: mail@carmichaelwd.org

**Ron Greenwood**  
Director Division 4

**Paul Selsky**  
Director Division 5

**Cathy Lee**  
General Manager

## **Section 1: Proposal Requirements**

The Carmichael Water District (CWD) is soliciting proposals from qualified analytical laboratories for water quality sampling, preservation, analysis, and reporting in association with the District water quality program. This contract will begin on or about July 1, 2025 and end on June 30, 2029.

### **1.1 Proposal Submittal Requirements**

Proposals shall be submitted to the District in a seal envelope clearly marked "PROPOSAL FOR LABORATORY ANALYTICAL SERVICES ENCLOSED"

Proposals will be received at the address below until **3:00 PM Thursday, February 20, 2025**:

Carmichael Water District  
Attn: David Biagi  
7837 Fair Oaks Boulevard  
Carmichael, CA 95608

Proposals received after the time listed above will not be accepted. Please submit three (3) copies of the proposal.

The District may be reached at (916) 679-0457. All questions regarding your proposal should be submitted in writing and any response by the District will be addressed by written addendum.

The Proposal shall include the following:

Complete copy of this Request For Proposal.

Certification by the State of California for Laboratory Water Analysis identified in the Scope of Work and as required for Public Water Supply reporting to the State Water Resources Control Board (SWRCB). Certificates shall also be submitted for all subcontract laboratory service providers.

Complete list of Laboratory Capabilities to perform those analysis identified in the Scope of Work include all subcontract laboratory support. Also include relevant experience in the field of water sampling and testing.

List of local contacts, project manager and location of laboratory.

List of three references in which comparable sampling and testing were performed.

Sample of laboratory report format.

The District reserves the right to reject any nonconforming, nonresponsive, incomplete, unbalanced or conditional Proposals. The District also reserves the right to reject the Proposal of any Proposer that in the District's judgment would not be financially or otherwise responsible or that does not meet pertinent minimum experience criteria established by the District.

## **1.2      Proposal Pricing**

Fill out the Proposal Pricing per unit cost for each constituent to be tested. This price will include all costs associated with collection and analysis. This will be the total invoiced costs to the District.

## **1.3      Additional Investigation**

It is the responsibility of each Proposer before submitting a Proposal to (a) examine the Proposal Documents thoroughly; (b) visit the site(s) to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work; (c) conduct further evaluation of conditions to the extent the Proposer considers necessary; (d) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work; (e) study and carefully correlate Proposer's observations with the Proposal Documents; and (f) notify the District of all conflicts, errors or discrepancies in the Proposal Documents.

# **Section 2: Scope of Work**

## **2.1      District's Water Quality Program**

The District is located in eastern Sacramento County and provides domestic water supply to approximately 40,000 people. The District maintains Five (5) active Wells and one (1) surface water treatment plant as sources of supply. The District also maintains six (6) interties with neighboring water purveyors under mutual assistance agreements for use under emergency conditions. District maps will be provided on request for testing locations.

The District's Water Quality Program includes the following primary components:

1. Bajamont Water Treatment Plant Monitoring Plan – Title 22 Testing for the District's microfiltration membrane surface water treatment plant as prescribed by SWRCB.
2. Groundwater Well Monitoring Plan – Wellhead sampling.
3. Distribution System Monitoring Plan – Bacteriological system sampling to include ten (10) sites per week. Quarterly TTHM/HAA5 sampling at four (4) sites. All items for this section are performed independently by samplers from your company. A chlorine residual is required as part of the weekly distribution and TTHM/HAA5 sampling.
4. Triennial Lead and Copper Testing

## **2.2 Sample Collection**

Laboratory services shall consist of furnishing all materials, labor, equipment, and incidentals necessary to collect, transport, and preserve all samples. The laboratory shall physically collect all samples from the source with or without supervision by District staff. Samples shall be collected by qualified laboratory personnel and shall be delivered to the laboratory no later than 24 hours after collection. **Provide information on where each individual sample will be analyzed and if it is necessary for the service to subcontract any analytical work.**

The laboratory shall provide all sample containers, bottles, sample coolers, and documentation necessary to collect, maintain and complete the laboratory analysis described herein. The laboratory shall preserve samples as prescribed in standard laboratory practice and in accordance with specific procedures for laboratory analysis of named constituents.

## **2.3 Analysis and Reporting**

Analysis shall be for the constituents as listed under proposal pricing and shall be by the method or methods accepted by the (SWRCB) for public water supplies. Reporting shall be electronic and hard copy upon request with direct submittal to SWRCB.

Please see the enclosed BSK sample report.

## **Section 3: Proposal Pricing**

### **3.1 Constituent Testing**

Please provide complete pricing on each of the following individual water tests: Four year (4) quantity reflects the District's approximate total number of tests for the term of the contract. Unit Cost shall represent an all inclusive cost for each single constituent tested. Four year (4) cost represents the total cost to the District for the contract term.

Constituent	4 yr. Quantity	Unit Cost	4 yr. Cost
1. TTHM	64	\$54	\$3,456
2. HAA5	64	\$90	\$5,760
3. Coliform Bacteria	2080	\$24	\$49,920
4. VOC	84	\$90	\$7,560
5. NDMA by EPA 521 - Weck Labs	84	\$325	\$27,300
6. Perchlorate	84	\$62	\$5,208
7.1,4 Dioxane by EPA 522 - Weck Labs	16	\$250	\$4,000
8. General Mineral	8	\$108	\$864
9. General Physical	8	\$31	\$248
10. Original Inorganic	8	\$120	\$960
11. Nitrate and Nitrite	20	\$20 each	\$800
12. Alkalinity and TOC	16	Alk - \$43 TOC - \$60	\$1,648
13. SOC to include: 504, 515, 525, 531, 8 548 & 549		\$1,628	\$13,024
14. Gross Alpha Rad 228	6	Gross Alpha - \$75 Radium 228 - 150	\$1,350
15. Lead & Copper	34	\$43	\$1,462
<b>Totals</b>			<b>\$123,560.00*</b>

\* Please note that BSK shall have the ability to increase pricing by 3% - 5% on years 2 through 4 of the contract if laboratory costs increase beyond our control.

The following table shall be used in completing the Proposal. This may not be an all-inclusive list based on additional SWRCB and District requirements not yet established. Additional information, rate schedules and summaries may be provided; however, to be responsive, participants must include requested pricing information from the above table. **Partial submittal or proposing on any portion of the identified analysis may result in rejection of the proposal and bid.**

NOTE:

State whether your concern is a corporation, a co partnership, private individual, or individuals doing business under a firm name:

BSK Associates, Inc. is a corporation doing business as BSK Associates.

If the bidder is a Corporation, the bid must be executed in the name of the Corporation. If the Bidder is a Corporation, fill in the following sentence:

"This Corporation is organized and existing under and by virtues of the laws of the State of California \_\_\_\_\_."

If the bidder is a partnership, the bid must be executed in the name of the partnership and one of the partners must subscribe his or her signature thereto as the authorized representative of the partnership.

Basis for Award – The low bidder shall be the responsive, responsible bidder. Bidders must bid on all items. Any bid that fails to cite a unit price for each item shall be rejected as non-responsive. Current Carmichael Water District (District) Policy does not require the District to award a contract based on a low bid.

FIRM NAME: BSK Associates, Inc.

ADDRESS: 687 N. Laverne Ave. Fresno, CA 93727

TELEPHONE NUMBER: (559) 497-2888 x 160

DATE: 2/10/2025

SIGNATURE: Cole S. Mackelprang

PRINT

NAME: Cole S. Mackelprang

## DESIGNATION OF SUBCONTRACTORS – PROPOSAL FORM

Each bidder shall set forth below the name and location of each subcontractor's shop or office and the portion of work to be performed by each subcontractor.

If the Bidder fails to specify a subcontractor for any portion of the work to be performed under the proposal, he/she shall be deemed to have agreed to perform such portion himself/herself, and he/she shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subcontracting of any portion of the work as to which no subcontractor was designated in the original proposal shall only be permitted in cases of emergency or necessity and then only after a finding reduced to writing by the said client.

### PORTION OF WORK SUBCONTRACTOR

**FGL Environmental**  
853 Corporation  
Santa Paula, CA. 93060

Gross Alpha & Radium 228 - 2%

**Weck Laboratories**  
14859 E. Clark Ave.  
City of Industry, CA. 91745

NDMA by EPA 521 and 1,4 Dioxane by  
EPA 522 - 5%



STATE WATER RESOURCE CONTROL BOARD  
REGIONAL WATER QUALITY CONTROL BOARDS

CALIFORNIA STATE



## ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

### CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION

Is hereby granted to

**BSK Associates - Sacramento Analytical Laboratory**

#### Satellite 1

9332 Tech Center Drive  
Sacramento, CA 95826

Scope of the certificate is limited to the  
"Fields of Accreditation"  
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations,  
proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of  
Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1180-S1**

Effective Date: **5/1/2024**

Expiration Date: **4/30/2026**

Christine Sotelo, Program Manager  
Environmental Laboratory Accreditation Program

Sacramento, California  
subject to forfeiture or revocation



**Water Boards**

STATE WATER BOARD  
REGIONAL WATER QUALITY CONTROL BOARDS

**CALIFORNIA STATE**



## **ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM**

### **CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION**

Is hereby granted to

**BSK Associates**

**Fresno Analytical Laboratory**

687 North Laverne Avenue

Fresno, CA 93727

Scope of the certificate is limited to the  
"Fields of Accreditation"  
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations,  
proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of  
Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1180**

Effective Date: **5/1/2024**

Expiration Date: **4/30/2026**

Christine Sotelo, Program Manager  
Environmental Laboratory Accreditation Program

Sacramento, California  
subject to forfeiture or revocation

---

*This page intentionally left blank.*

**Topic:** Contract approval for 2025 Rate Study and Business Plan Consultant – Hildebrand Consulting

**Date:** March 3, 2025

**Item For:** Action

Submitted By: Cathy Lee, General Manager  
Debbie Martin, CPA (Inactive), Finance Manager

## **BACKGROUND**

The District is now in its fifth and final year of the current water rate structure approved by the Board on January 19, 2021. The current Board approved rate schedule adopted 9.5% water rate increases effective each January 1 starting in 2021 through January 1, 2025. The rate increases were adopted after a complete multi-year financial review and study to evaluate the District's financial sufficiency and sustainability to further the goals of revenue stability/predictability while maintaining minimized rate increases, conservation, supporting high quality water, equitability, and affordability. Woven throughout the analysis was the inclusion of evaluations for the level of "pay-go" funding required for infrastructure replacement and appropriate reserve funding levels for long-term capital needs. The current rate structure has indeed performed as targeted with "pay-go" capital spending approximating \$5.5 million each year and reserves accumulating to cash fund long term major capital infrastructure and pay down long term liabilities.

At this time, the District is poised to move to the "next level" of resource planning as Staff has been developing an extensive and comprehensive 10 year capital infrastructure plan that incorporates project planning and implementation for some of its most costly and significant infrastructure: new ASR wells, water mains, and Ranney collectors. Fortunately, funding for the ASR well projects have been secured with grant funds with the aggressive efforts by Staff. However, the continuation of infrastructure replacement and rehabilitation will require a comprehensive funding financial plan that considers current cash resources, future cash flows, and debt capacity. With the completion of the current rate structure and having met the targets of the last financial review, it is time for the District to plan the financial goals for the next decade and beyond and conduct its next rate study and business plan.

The Board declined to form a Water Rate Study Committee that had been used in the past due to the inefficiencies experienced with that process. Instead, the Board opted for Staff to manage the study with appropriate public meetings during the process to allow the Board and the public to engage with the study. With that, Staff has selected a consultant to conduct the study and manage the Prop 218 process.

## **SUMMARY/DISCUSSION**

Staff has requested the services of Hildebrand Consulting to continue with the platform of the last study and further the financial modeling. The current proposal will again incorporate a 10 year business plan, a 5-year rate schedule recommendation, a cost of service analysis, and a rate structure design with reviews of the capital facilities fees and plan check/fire flow analysis fees. To incorporate the next level of planning for the District, Staff added an additional task to the work plan. This task will evaluate additional exploratory financial models to consider paying off the existing bond debt early and financing the upcoming significant infrastructure replacement while also continuing to maintain the current reserve structure and groundwork of financial planning that has been in place for the last 5 years.

Hildebrand Consulting's level of effort for this work is \$89,500 and the proposal for the 2025 Water Rate Study and Business Plan is attached. The comprehensive proposal is about \$10,000 lower than the amount paid for the 2020 contract even with the additional task added for long term financial planning. This 2025 work plan is leveraging upon the work performed in the 2020 study.

**FISCAL IMPACT**

Fees for the 2025 Water Rate Study and Business Plan is a not-to-exceed cost of \$89,500. The funding for this project is within the 2024-25 Approved Budget within the Office of the GM Department for studies and contracts.

**RECOMMENDATION**

Staff recommends the Board of Directors approve a service agreement Hildebrand Consulting for a not-to-exceed cost of \$89,500 and authorize the General Manager to execute the agreement.

**ATTACHMENT(S)**

1. Hildebrand Consulting Proposal for 2025 water rate study and financial modeling
2. Hildebrand Consulting Services Agreement



Debit Martin, Finance Manager  
Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

February 16, 2025

**Subject: Proposal for 2025 Water Rate Study**

Dear Ms. Martin,

Hildebrand Consulting is pleased to submit this proposal to conduct a 2025 Water Rate Study for Carmichael Water District (District). The focus of the Study will be to update the District's Business Plan (also referred to as "financial plan" and update the basis of the District's water rate structure to ensure that the rates provide financial stability, support conservation, and minimize rate payer impact. The Business Plan will identify annual rate revenue needs with consideration of operating and maintenance costs, debt service obligations, capital program needs, and financial reserve policies. We will ensure that the rates continue to be based on equitable cost allocation methodologies and the rate structures remain clear, understandable, and have a cost basis that meets the requirements of California state law and District objectives. In addition to water rates, the Study will update the District's Capital Facility Fees.

Mark Hildebrand has over 22 years of experience in Northern California as a utility rate and management consultant to municipal utilities such as the District. He has performed hundreds of studies covering a diverse range of rate setting, cost allocation, and financial planning to more than 50 clients. Mr. Hildebrand authored the District's 2020 Business Plan and Rate Study project and his experience with the District gives him an understanding of the District's history, financial policies, priorities, and community environment. As an independent consultant, we offer the distinctive value of staffing the project with a seasoned consultant in all facets of our services, including all meetings, communications, model development, and deliverables. We are thankful for the opportunity to be of service to the District for this study, and please let me know if you have any questions regarding this proposal.

The following project understanding and scope of work is based on our understanding of the District's needs and our experience in conducting similar studies. Hildebrand Consulting will prepare a 10-year financial plan and cost-of service analysis which will yield recommendations for rates over the next 5 years. We will also update the District's Capital Facility Fees and update miscellaneous fees.

## Project Understanding

The Carmichael Water District is an Irrigation District that provides domestic water to nearly 38,000 customers in Sacramento County. The District's 10-Year Business Plan is updated during the 5-year rate setting process and

serves to define the financial position of the District. It is a guidance document for financial planning and rate setting decision making for the Board of Directors and staff and provides a foundation for the long-term financial sustainability of the District.

Updates to the District's financial plan (which informs the District's Business Plan) are necessary in order to ensure that the District meets its financial obligations and that the District's rates continue to be predictable, stable and reasonable. The financial plan will include a strategy for funding the District's current capital improvement plan. As part of this update, we will also review and update the District's reserve policies, which serve to minimize adverse impacts from anticipated and unanticipated District expenses, to mitigate and minimize risk, and provide a mechanism to help ensure funding for long-term capital improvement needs. As was done in 2015 and again in 2020, the Business Plan is intended to assist the District's policy makers understand the planned capital spending program, address any current and future debt obligations, update the reserve target goals, and address all operation and maintenance funding goals.

Upon completing the update to the Business Plan, our team will update the District's 5-Year water rate schedule, the Capital Facilities Fee schedule, and current non-commodity fees associated with water service ("User Fees"). The water rates will be designed to generate the revenue requirements identified by the Business Plan in a stable and predictable manner. If we recommend any modifications to the existing rate structures, we will ensure that they remain fair, equitable, and meet the requirements of Proposition 218. We will review the current water rate structure with the understanding that they have been carefully vetted and that there have been no new laws nor court decisions that have significantly changed the legal landscape for rate setting since the last update.

## Proposed Work Plan

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

### Task 1. Project Kickoff and Data Collection

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

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

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

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

**Task 1 Meeting:** Kickoff Meeting with staff

**Task 1 Deliverable:** Data request list

## Task 2. 10-Year Business Plan

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

Our team will work directly with District staff to understand the drivers for the Business Plan and consider uncertainties, such as future regulatory mandate for water usage reductions and water supply/demand trends.

Our financial planning model provides a valuable capital planning tool which we will use to review each enterprise's capital improvement program and evaluate the impacts of alternative projects, costs, timing, and funding sources. We will work collaboratively with District staff to understand capital and operational budgetary expenditures for financial model inputs. We will also collaborate with the District Board of Directors to vet the capital spending plan and financial strategy.

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

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

**Task 2 Meeting:** Financial Planning Workshop with staff

**Task 2 Deliverable:** Presentation materials

### Task 3. Cost of Service and Rate Design

In Task 2, the financial plan model will be used to determine the annual water rate revenue requirement during the 10-year planning period. This will determine the District's annual water rate revenue requirement.

#### Cost of Service Analysis

Task 3 will begin with a review and update of the cost-of-service analysis which was adopted in 2020. The cost-of-service analysis serves as the foundation for water rates by allocating utility costs to cost categories and then to customer classes based on service and demand characteristics. Under California's Proposition 218 water rates must reflect a proportionate distribution of costs to each customer and customer class. We will review the basis of the cost-of-service analysis from the previous study and the District's current rate structure to determine if they continue to serve the District's objectives relating to revenue stability, conservation, and affordability, while ensuring a fair and equitable distribution of costs, and conformance to accepted industry practice and legal requirements.

#### Rate Structure

Upon completion of the cost-of-service analysis, the rate structure design will determine how the cost of providing service to each customer class will be recovered through water rates. The water rate structure design will reflect rate-setting objectives that will be identified and articulated in meetings with staff, and the District Board of Directors. Factors to be considered in identifying and selecting potential water rate structures will include:

- Potential demand variability of water demand and the implications for revenue volatility
- Views and opinions expressed by staff and Board members regarding rate setting objectives and rate structure options
- Any constraints presented by the utility billing system and/or data limitations

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

Any proposed modifications to the existing water rate structure will be contrasted with current water rates by comparing monthly bill amounts for a variety of representative customers. In addition, proposed water rates will be compared with the rates of neighboring water utilities by comparing the monthly water bills for representative residential customers.

**Task 3 Meeting:** Rate Structure Workshop with staff

**Task 3 Deliverable:** Presentation materials, including survey results

### Task 4. Capital Facilities Fees

The District's Capital Facilities Fee is a developer charge related to paying for the cost of capacity in the water system, including supply, treatment, storage, and distribution. Developers usually pay the fee for connecting a new service to the water system, although an incremental fee is charged when a service is up-sized. Capital facilities

fees are subject to the requirements of Government Code Section 66013, which requires that the fees not exceed the estimated reasonable cost of the service.

There are numerous methods to calculate capacity charges. Each method has varying advantages and disadvantages and no method is universally recognized as the best. The District's current capital facilities fee is based on the system buy-in methodology. This method is appropriate for systems that have available capacity for accommodating new service connections and have service areas that are largely built out, as is the case of the District.

We will update the District's Capital Facilities Fees by collecting the following data and information from the District:

- 1) Fixed asset records providing historical cost, age, and expected life of facilities and long-lived assets
- 2) Existing and past long-term debt used to finance existing facilities
- 3) Financial information identifying reserves specifically set aside for capital improvements
- 4) Data on the number of active customer accounts and meter sizes.

As a first step, the depreciated replacement cost of the District's assets is determined by taking the historical cost of each asset escalating to a current value (replacement cost) and depreciating the value based on the age and expected service life of the asset. After making adjustments for capital reserves and long-term debt, the total water system valuation is divided by the number of equivalent meters served by the District to arrive at a Capital Facilities Fee per standard 1" meter.

The data collection and meetings for this Task 4 will be done concurrently and in concert with the rate study, therefore no additional meetings or deliverables are necessary.

### Task 5. Plan Check / Fire Flow Analysis Fees

California local governments, including special districts such as Carmichael Water District, impose User Fees for services through provisions of the State Constitution. Such fees fall under Article XIIIIC, as amended by Proposition 26 in 2010, and can only be charged "for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product." While most fees are updated internally based on weighted staff costs and/or vehicle costs, as appropriate, this study will update Plan Check and Fire Flow Analysis fees.

Full cost recovery is calculated based on (1) the amount of time spent by City staff to provide services, (2) the burdened hourly rates for staff time, and (3) direct costs. While the Plan Check costs are mostly driven by the cost of staff time, the Fire Flow Analysis costs are largely driven by direct costs since the fire flow analyses are outsourced to a private engineer firm.

The data collection and meetings for this Task 5 will be done concurrently and in concert with rate study, therefore no additional meetings or deliverables are necessary.

**Task 5 Meeting:** Staff interviews (may be by phone or in-person)

## Task 6. Presentations

We will work closely with District staff over the course of the entire project to engage and inform the Board of Directors and applicable committees.

We have proposed a work plan with three meetings with the Board of Directors. The three meetings will have the following focuses:

Meeting 1: Overview of water rate study approach and summary of the preliminary financial findings and recommendations. During this in-person meeting we will solicit feedback from the Board to ensure that the final recommendations in Meeting 2 are aligned with the Board's expectations.

Meeting 2: Presentation of the final study recommendations and seek Board direction to staff to send the Proposition 218 notifications to customers. The proposed budget assumes that this meeting will be attended remotely.

Meeting 3: Public Hearing to adopt the final study recommendations and five-year rate plan. The proposed budget assumes that this meeting will be attended remotely.

<b>Task 6 Meetings:</b>	- Three (3) Board of Director presentations, with the first being in-person and the other two being attended remotely.
<b>Task 6 Deliverables:</b>	- Presentations as needed, including rate survey results

## Task 7. Reports and Other Deliverables

### Administrative Draft, Draft, and Final Report

Following the first meeting with the Board of Directors (whereby we've received feedback on our preliminary recommendations) we will deliver an administrative draft report for staff review. Following staff review, a draft report will be submitted as part of the Board packet for Meeting 2. Following acceptance of the draft report by the Board, a final report will be submitted.

The report will include all elements of the study (financial plan, cost of service analysis, rate design, Capital Facilities Fees, and User Fees). The report will include:

- a. A brief physical description of the water system
- b. Overview of financial operations for the last five years
- c. The District's forecast of capital improvement program needs for the next ten years
- d. The proposed 10-year Business Plan
- e. A transparent explanation of the basis for cost allocation to customer classes
- f. A clear explanation of the cost-basis for the respective rate structures

- g. A 5-year schedule of proposed water rates
- h. A list of all assumptions and data supporting the study's recommendations

## **218 Notification**

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

The District, at its option, may decide to implement the recently enacted law associated with AB 2257 which provides valuable legal protections to the District but also requires additional administrative process. We recommend that the District consult with its legal counsel regarding the use of AB 2257.

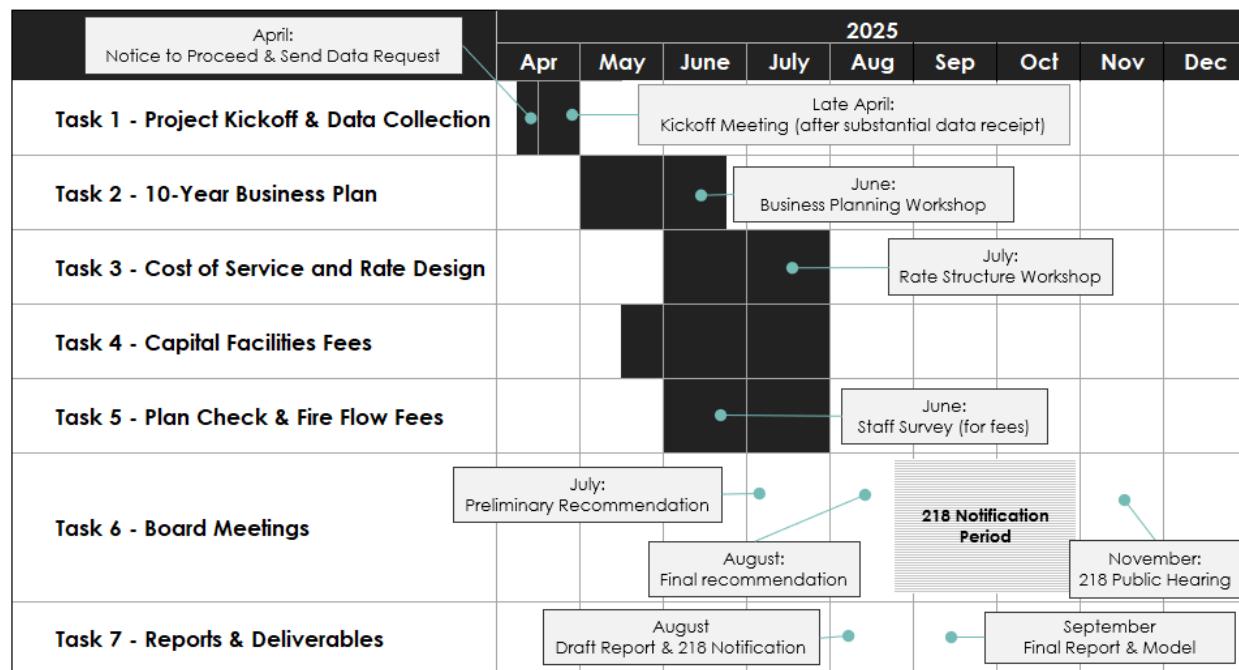
<b>Task 7 Deliverables:</b>	-Administrative Draft, Draft, and Final Study Report -Draft Proposition 218 Notification Letter
-----------------------------	----------------------------------------------------------------------------------------------------

## **Task 8. As-Needed Financial Consulting**

In addition to the above scope of work, the District may engage Hildebrand Consulting to provide financial consulting as it pertains to more exploratory financial planning scenarios. This may include tasks such as exploring for paying off existing debt while managing cash reserves, water rates, and cash flows. This task will be used on an as-needed basis, as requested by District staff.

## **Schedule**

The following proposed timetable for completing the project assumes that notice to proceed will be received in late March 2025 and the Board approval of the water rates, capital facility fees and user fees is scheduled for November 2025. We will continue to coordinate with staff to adjust the schedule as needed to meet the District's needs.



## Budget

The following table estimates the amount of time that will be spent for each task.

	Hildebrand Consulting Hourly Rate:	\$250	Cost by Task
Task 1 Project Kickoff and Data Collection	18	\$4,500	
Task 2 10-Year Business Plan	74	\$18,500	
Task 3 Water Rate Study	62	\$15,500	
Task 4 Capital Facilities Fees	44	\$11,000	
Task 5 Plan Check & Fire Flow Fees	16	\$4,000	
Task 6 Workshops and Presentations	28	\$7,000	
Task 7 Reports and Other Deliverables	76	\$19,000	
Task 8 As-Need Financial Planning	40	\$10,000	
<b>Total Hours:</b>		<b>358</b>	
<b>Direct &amp; Travel Expenses:</b>			<b>\$0</b>
<b>Proposed Fee:</b>			<b>\$89,500</b>
Additional cost for in-person meetings:			\$1,000

Please let me know if you have any questions regarding this proposal. I appreciate the opportunity to be of service to the Carmichael Water District for this study.

Sincerely,



Mark Hildebrand  
Hildebrand Consulting, LLC.  
[mhildebrand@hildco.com](mailto:mhildebrand@hildco.com)  
510.316.0621 (m)

## ATTACHMENT 2

### Carmichael Water District Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Carmichael Water District, a local government agency ("District"), and Hildebrand Consulting, LLC a California professional services firm ("Contractor"), who agree as follows:

#### 1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the "Work"). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

#### 2 Payment

2.1 District shall pay to Contractor a fee based on *[check one]*:

Contractor's time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor's fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$89,500. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor's fee includes all of Contractor's costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month for review and approval. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

#### 3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by District

based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor's claimed benefit of the bargain.

#### **4 Professional Ability of Contractor**

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

#### **4.2 Intentionally omitted**

4.3 If the Contractor, or person employed by the Contractor or any subcontractor fails or refuses to carry out the directions of the District or appears to the District to be incompetent or to act in a disorderly or improper manner, such subcontractor or person shall be removed from the Project immediately on the request of the District, and such subcontractor or person shall not again be employed on the work. Such removal shall not be the basis for any claim for compensation or damages against the District.

#### **5 Conflict of Interest**

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

#### **6 Contractor Records**

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## **7      Ownership of Documents**

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District ("Work Product") shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

## **8      Confidentiality of Information**

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the "Confidential Material"). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the

Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.

## **9      Compliance with Laws**

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 "Maintenance" work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property ("District Facility") in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District

machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

**d. Intentionally omitted**

**10 Indemnification.**

10.1 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors.

The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a "design professional" as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor's total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

## 11 Insurance

**Types & Limits.** Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Type	Limits	Scope
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$2,000,000 per claim	

\*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to

District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

11.2 **Proof of Insurance.** Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

**12.5 No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

**12.6 Force Majeure.** Neither party shall be considered in default of this Agreement to the extent performances are prevented or delayed by any cause by circumstances beyond either party's reasonable control, such as war, riots, strikes, lockouts, work slowdown or stoppage, acts of God, such as floods or earthquakes, and electrical blackouts or brownouts.

**12.7 Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

**12.8 Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

**12.9 Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Carmichael Water District  
Attn: \_\_\_\_\_  
Carmichael Water District, 7837 Fair Oaks Boulevard, Carmichael, CA 95608  
E-mail: \_\_\_\_\_

Contractor:  
Hildebrand Consulting, LLC  
Attn: Mark Hildebrand  
Hildebrand Consulting, LLC  
E-mail: mhildebrand@hildco.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

**12.10 Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature

complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

---

Carmichael Water District:

Dated: \_\_\_\_\_

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

*[Name]  
[Title]*

Hildebrand Consulting, LLC: 

Dated: February 26, 2025

By: Mark Hildebrand / Owner

*[Name/Title]*

**Topic:** Budget Adjustment for Raw Water Pump VFD Replacement

**Date:** March 3, 2025

**Item For:** Action

---

Submitted By: David Biagi, Production Superintendent

Debbie Martin, CPA (Inactive), Finance Manager/Treasurer

---

## **BACKGROUND**

The Bajamont Water Treatment Plant (BWTP) is equipped with four U.S. Motors 300-hp raw water pumps with variable frequency drives (VFDs). Two of these drives have been replaced with new Altivar drives and two are the original Toshiba VFDs. VFDS controls the speed of an electric motor by varying the frequency and voltage of the power supplied to it, essentially allowing for precise motor speed control by adjusting the electrical input based on the required application needs. In this case, it is supplying raw water to the main filtration gallery at 40 psi. The VFD can also control the ramp-up and ramp-down of the motor during start or stop, respectively. The four RW pumps work in a lead, lag1, lag2, and standby configuration to maintain the demand for raw water and redundancy to ensure reliable pressure. The raw water systems are critical for the operation of the primary filters. One of the original VFDs recently began to experience intermittent drive faults during ramp-up and ramp-down conditions. Production staff brought in technicians from Telstar Instruments to diagnose the issues, and they raised concerns that the aging drives were at “the end of life” and could cause damage to the motors. Replacement was recommended for the drive experiencing fault conditions.

## **SUMMARY/DISCUSSION**

Due to the upcoming summer demands and the critical nature of the raw water pumps, staff believe that the faulting drive should be replaced as soon as possible, and the second Toshiba drive should be replaced in the Fiscal Year 25-26. The Production Staff have requested quotes from three vendors, Ace Electric Motor, AIC Electric, and Telstar Instruments. All three vendors returned quotes and they range from \$42,150 to \$43,290 with Ace Electric Motor offered the lowest price with additional services. The quote from Ace Electric Motor is provided in Attachment 1. Ace will provide a 350 HP Nidec drive, which is the parent company of U. S. Motors, along with vibration test of the motor and infrared scans of the high resistance connections. Altivar drives are no longer being manufactured.

## **FISCAL IMPACT**

The replacement cost is estimated to be \$48,000.00. Staff requests that funds from the Capital Improvement Project (CIP) budget for the BWTP Building Rehab be transferred to the Operations and Maintenance Budget for the Production Department in the Water Treatment Operations Division under WTP Systems Maintenance, leaving no effect upon the total budgetary appropriations. Staff completed a portion of the proposed the building upgrades and the remainder can be deferred without negative impact.

**RECOMMENDATION**

Staff recommends that the Board of Directors:

- 1) approve a budget transfer in the amount of \$48,000 from the Bajamont Water Treatment Plant Building Rehab capital improvement project to Water Treatment Plant Systems Maintenance line item within the Operations and Maintenance Production Department Water Treatment Operations in the approved FY 24-25 Budget, and
- 2) if Item 1 is approved, authorize the General Manager to execute a contract with ACE Electric Motor to replace one variable frequency drive on Raw Water Pump, 111, with a new Nidec model.

**ATTACHMENT(S)**

1. Ace Electric Motor Proposal

# *Proposal for Carmichael Water District Toshiba Drive Replacement*

*Proposal No. FRQ2443*

*(Revision No. R1)*

*February 19, 2025*

## ***Presented By:***

*Mr. Kevin Elledge  
Senior Automation Engineer*

***ACE AUTOMATION & CONTROLS  
Ace Electric Motor and Pump***

*Phone: (209) 464-6428  
[Kevin@AceElectricMotor.com](mailto:Kevin@AceElectricMotor.com)*

## ***Presented To:***

**David Biagi**  
Production Superintendent  
Carmichael Water District  
3501 Bajamont way  
Carmichael, CA. 95608

---

**O: 916-679-0457  
C: 916-869-1057  
[DavidB@Carmichaelwd.org](mailto:DavidB@Carmichaelwd.org)**

***Objective:*** Provide a Replacement for a 25-year-old Toshiba VFD

***David***

Thank you for the opportunity to offer a quote on the aforementioned project.  
Ace Electric is pleased to offer a quotation for the **Carmichael Water District Toshiba Drive Replacement project.**

The scope of this project shall include:  
Provide, Engineering Services, Drawings, and installation of a 350hp Nidec VFD to replace the 25-year-old **Toshiba Drive**.

- Engineering and Drawings From Nidec on new replacement drive

## Best Solution includes:

Supply a New 350 HP Nidec Drive to replace Toshiba Drive.

Install Bew Nidec Drive in existing enclosure.

Make all necessary electric terminations to existing control system.

Terminate new drive to existing 350 HP motor.

Laser Align Existing Motor.

Conduct Vibration test of existing motor.

Install Auto lubricator on Motor bearing.

Conduct infrared scan to check for high resistance connections.

Repeat testing in 6 months.

Warranty workmanship for one year.

This solution includes one seat in one of our training classes

## Better Solution includes:

Supply a New 350 HP Nidec Drive to replace Toshiba Drive.

Install Bew Nidec Drive in existing enclosure.

Make all necessary electric terminations to existing control system.

Terminate new drive to existing 300 HP motor.

## Base Solution includes:

Supply a New 350 HP Nidec Drive to replace Toshiba Drive.

- 

**Kevin Elledge**

Senior Automation Engineer

**ACE AUTOMATION & CONTROLS.**

529 N Orange St.

Stockton, CA 95203

P: 559-897-7374

C: 559-908-8545

[Kevin@AceElectricMotor.com](mailto:Kevin@AceElectricMotor.com)

## **1. INTRODUCTION**

**ACE AUTOMATION & CONTROLS Inc** is a full-service Engineering and Custom Systems Integration / Automation Company, specializing in the Process Evaluation, Process improvement and design, PLC Programming and troubleshooting, HMI Programming, Scada systems, Controls upgrades and implementation.

**ACE AUTOMATION & CONTROLS** maintains a standard for precision, quality, professionalism, and efficiency.

### **ACE AUTOMATION & CONTROLS**

. All designs are generated within the *TurboCad* platform or *AutoCAD 2022* as the platform for facility layouts.

**ACE AUTOMATION & CONTROLS** maintains a professional staff of highly educated engineers that pride themselves on innovation and the most current technologies.

### **1.1 Price Proposal**

**ACE AUTOMATION & CONTROLS** to provide a Proposal for:

#### **. Carmichael Water District Toshiba Drive Replacement**

### **3. Project Investment**

#### **Best Solution includes:**

Supply a New 350 HP Nidec Drive to replace Toshiba Drive.

Install Bew Nidec Drive in existing enclosure.

Make all necessary electric terminations to existing control system.

Terminate new drive to existing 350 HP motor.

Laser Align Existing Motor.

Conduct Vibration test of existing motor.

Install Auto lubricator on Motor bearing.

Conduct infrared scan to check for high resistance connections.

Repeat testing in 6 months.

Warranty workmanship for one year. .... **\$ 42,150.00 each**

#### **Better Solution includes:**

Supply a New 350 HP Nidec Drive to replace Toshiba Drive.

Install Bew Nidec Drive in existing enclosure.

Make all necessary electric terminations to existing control system.

Terminate new drive to existing 350 HP motor. .... **\$ 36,6650.00 each**

## **Base Solution includes:**

Supply a New 350 HP Nidec Drive to replace Toshiba Drive..... **\$ 32,250.00 each**

### **4.1 Efficiency / Sizing *If Applicable:***

**ACE AUTOMATION & CONTROLS**

Will match or exceed specification of Toshiba Drive.

## **5. PAYMENTS, TERMS AND CONDITIONS, EFFICIENCY.**

### **4.1 Payments Based on Domestic Purchases**

Fifty percent (50%) down payment with purchase order, forty-five percent (45%) prior to shipment and upon a successful FAT and five percent (5%) final acceptance net thirty (30) days, from the date of shipment, not to be delayed due to late arrival of competitor's upstream equipment.

### **6. SHIPPING *If Applicable:***

FOB Stockton, CA, Freight Collect, or prepay and add with a mandatory requirement that all capital equipment be shipped air-ride curtain-side, or roll-tite trailer to its domestic location. **ACE AUTOMATION & CONTROLS** shipping policy does not allow "unless specified otherwise."

## **7. COMPLETION DATE**

The completion date is based on (4-6) weeks from the receipt of the purchase order, down payment, and layout approval and Product Samples.

### **8. TESTING *If Applicable:***

- Testing at **ACE AUTOMATION & CONTROLS** will focus on system functionality.
- All equipment will be operational at **ACE AUTOMATION & CONTROLS** facility. Test criteria are as follows:
  - Cycle system at a 50% rate for 30 minutes while checking motor cooling and Inverter Performance
  - Agreement on system performance and customer sign-off is necessary before equipment is shipped from **ACE AUTOMATION & CONTROLS** facility to the customer's facility.

### **9. SAFETY *If Applicable:***

**ACE AUTOMATION & CONTROLS If Applicable:** standard barrier guarding will be provided as needed. All pinch points will Shall guarded and hinged where accessibility is necessary.

## **10. MANUALS *If Applicable:***

Digital instruction manuals will be provided.

## **11. TEST MATERIALS *If Applicable:***

Test materials shall be provided by the customer at no cost to **ACE AUTOMATION & CONTROLS**. All part samples are to be current manufacturer's prints. Should any product material not be available at the time of checkout and the machine is shipped, **ACE AUTOMATION & CONTROLS** will waive all claims to machine speed and performance on those products not evaluated.

## **12. SYSTEM RATES *If Applicable:***

The drives Systems will be adjusted to:

## **13. AGENCY APPROVALS *If Applicable:***

While **ACE AUTOMATION & CONTROLS** standard practice is to use nationally known name brand motion and electrical control components with UL listing and also assemble these components into our machinery in accordance to our interpretation of the National Electrical Code and NFPA standards, we are not responsible for the inspecting authority's approval of components or installation practices.

ULC approval and tagging of electrical control panels are part of this proposal. ULC tagging of control panels, if needed, are available at extra cost and delay and must be done prior to the control panel being installed on the machine.

## **14. INSTALLATION AND SERVICE RATES**

The equipment will be thoroughly assessed with your product before shipment to assure you that all operations are satisfactory. On-site field service pricing is provided above.

## **15. PRODUCT INFORMATION**

New Nidec VFD

## **16. SERVICES PROVIDED BY CUSTOMER**

The following items are to be completed by others at the **Customer's** facility:

1. Connection of utilities, external machine wiring of electrical components as needed for utility installation.
2. Plumbing components and connection to compressed air supply may be needed.
3. Site preparation and materials as may be needed.
4. Building or construction permits.
5. Unloading and storing of equipment.

## **2025 DOMESTIC TERMS AND CONDITIONS**

## **TERMS:**

Fifty percent (50%) down payment with purchase order, forty-five percent (45%) at completion of equipment and prior to shipment and upon a successful FAT and five percent (5%) final acceptance net thirty (30) days, from the date of shipment, not to be delayed due to the late arrival of auxiliary equipment.

Orders placed with and accepted by **ACE AUTOMATION & CONTROLS** shall constitute the entire agreement between purchaser and **ACE AUTOMATION & CONTROLS** and not subject to cancellation. All amounts stated within this proposal do not include sales tax. Any personal property, excise, state or other taxes which are not or which may hereafter be levied, imposed or assessed upon any of the articles sold hereunder or upon or on an account of the manufacture sales thereof, by any federal or Dominion Government or by State, territory, province, municipality or any subdivision or agency.

**ACE AUTOMATION & CONTROLS** shall not be liable for delays on account of fire, strikes, floods, tornadoes, accidents, acts of God, or other causes beyond our control. Purchaser agrees to assume full and complete responsibility for said equipment or equipment from the time the same leaves **ACE AUTOMATION & CONTROLS** premises (FOB: Shipping Point) and to bear all cost or expense resulting from loss or damage to said equipment, in any manner whatsoever.

**ACE AUTOMATION & CONTROLS** Buyer will not incur any costs associated with the equipment purchase prior to manufacturing. Cancellation of the equipment after the materials and machinery components have been bought will result in charges associated with those purchases.

**ACE AUTOMATION & CONTROLS** Terms and Conditions and the Machinery Proposal govern this Contract and supersede any reference to Purchaser terms.

The parties agree that any dispute concerning this agreement shall be submitted to binding arbitration, in Stockton, California, conducted by a single arbitrator, in accordance with the rules and regulations of the American Arbitration Association. The awards of such arbitration shall be final and binding upon the parties and each party will bear its own fees and expenses associated with the arbitration except for the arbitrator fees which shall be shared. The Terms shall be governed by and construed according to the laws of the State of California without regard to its conflicts of laws principles. Any cause of action between Purchaser and **ACE AUTOMATION & CONTROLS**, whether under these Terms or otherwise, shall be brought only in a court having jurisdiction and venue in San Joaquin County for state court causes of action and in the Eastern District of California for federal court causes of action. The purchaser waives any objection based on personal jurisdiction or venue.

## **WARRANTY:**

**ACE AUTOMATION & CONTROLS** does not assume responsibility for the malfunction of the equipment, when the malfunction is due to the lack of trained personnel, improper maintenance of equipment, and/or operational procedures. Equipment Malfunction will also be defined when associated with missing or improperly installed Ethernet Cable to the Remote Access Port (EWON) within the electrical cabinet of the machine (When provided by **ACE AUTOMATION & CONTROLS** factory).

**ACE AUTOMATION & CONTROLS** warrants that said equipment is of our standard quality and will satisfactorily accomplish the operation for which it is designed. **ACE AUTOMATION & CONTROLS** also warrants against defects in material and workmanship which may develop within one year or 2080 production hours, whichever occurs first, from the date of shipment of said machine; during which **ACE AUTOMATION & CONTROLS** will replace without cost any part or parts proving defective. The foregoing parts and workmanship guarantee applies to **ACE AUTOMATION & CONTROLS** manufactured parts and labor only. The original manufacturer's guarantee applicable at the time of purchase of buy-out or purchased parts will apply against such parts or equipment.

**ACE AUTOMATION & CONTROLS** cannot accept orders requiring compliance with the Occupational Safety and Health Act of 1970 (OSHA). Compliance with OSHA is the responsibility of the purchaser. We will make every effort to design our products to meet OSHA standards. However, the varying differences in interpretation and enforcement by local inspectors make it impossible for us to guarantee compliance. **ACE AUTOMATION & CONTROLS** will endeavor to follow safety practices of the highest standards in furnishing machines or equipment. If revisions are needed and asked, **ACE AUTOMATION & CONTROLS**

**ACE AUTOMATION & CONTROLS** will make them, as far as technically possible, for the purchasers' account. **ACE AUTOMATION & CONTROLS** agrees to defend the purchaser on any suits which may be brought in the United States upon the charge that the said equipment, or parts thereof, manufactured by **ACE AUTOMATION & CONTROLS** constitute, in and of themselves, an infringement of patents and will hold the purchaser harmless from any

damages, profits, or other rewards resulting from such suits, but **ACE AUTOMATION & CONTROLS** liability shall be limited to and shall, in no event, exceed the purchase price, as herein above set forth, of the equipment or parts thereof, which may be directly involved in any such suit. It is understood that **ACE AUTOMATION & CONTROLS** does not assume, in this or any other contract, any obligation or liability in connection with patent infringement suits brought against the purchaser or user of the machinery or equipment or parts thereof, other than herein mentioned.

This warranty will be considered invalid in the event there is any unauthorized modification or alteration to **ACE AUTOMATION & CONTROLS** equipment.

## **2025 DOMESTIC AND INTERNATIONAL RATE SCHEDULE**

**Work Performed at ACE AUTOMATION & CONTROLS Facility.**

**Rate Per Hour**

**Electrician Helper**

**\$127.50**

Electrician Apprentice	\$137.50
Electrician Journeyman	\$157.50
Electrician Foreman	\$187.50
Detail Mech/Elec Draftsperson	\$147.50
Detail Mechanical Engineer	\$223.50
Senior Electrical Engineer	\$223.50
Advanced Robotic/PLC Programming	\$253.50
<b>Mechanical Assembly \$147.50</b>	
<b>Electrical Assembly \$147.50</b>	
CNC Programming/Machining	\$212.50
Conventional Machining	\$190.50

***Domestic Field Service Rate Schedule***

**Rate Per Hour**

Monday - Friday - 8 Hour Day*	\$157.50
Monday - Friday - Over 8 Hours/Saturday*	\$218.00
Sunday and Holidays*	\$229.00
Travel Time - Monday through Friday*	\$135.50
Travel Time - Saturday*	\$152.00
Travel Time - Sunday*	\$185.00

Travel Expenses (Lodging, Car, Air Fare, Mileage @ \$.545/mile, Meals @ \$55/day)

**Actual Cost**

Advanced Robotic/PLC Programming Standard =	\$223.50/hr.
Over 8 hrs./Sat =	\$240/hr.
Sun/Holidays =	\$295/hr.

***International Field Service Rate Schedule***

**Rate Per Hour**

Monday - Friday - 8 Hour Day*	\$179.50
Monday - Friday - Over 8 Hours/Saturday*	\$240
Sunday and Holidays*	\$251
Travel Time - Monday through Friday*	\$157.50
Travel Time - Saturday*	\$174
Travel Time - Sunday*	\$207

Travel Expenses (Lodging, Car, Air Fare, Mileage @ \$.545/mile, Meals @ \$55/day)

**Actual Cost**

Advanced Robotic/PLC Programming Standard =	\$245.50/hr.
Over 8 hours/Sat =	\$262/hr.
Sun/Holidays =	\$317/hr.

Note: If holdover stays are required by the customer, they will be billed for eight hours each day according to the rate sheet.

**NOTES:**

- This quotation is valid for 30 days from the date of quotation listed above.

- Quotation / specification of equipment are based upon the receipt and favorable evaluation of sample product. It is the responsibility of the customer to provide sample products for testing. Production of equipment may be delayed if samples are not received promptly.

**Order Sign-Off (Mark optional equipment with a √, circle or initial)**

**Company Name (print):** \_\_\_\_\_  
**PO #:** \_\_\_\_\_

**Bill-To Address:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Ship-To Address:** \_\_\_\_\_

**\* Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

***Signature indicates acceptance of ACE AUTOMATION & CONTROLS Conditions and initiates order processing.***

---

*This page intentionally left blank.*

**Topic:** Purchase of replacement vehicles for Production Department

**Date:** March 5, 2025

**Item For:** Action

---

Submitted By: David Biagi, Production Superintendent

Debbie Martin, CPA (Inactive), Finance Manager

---

## **BACKGROUND**

The Production Department has scheduled the replacement of Vehicle #38, a 2018 Ford F150. This vehicle is the on-call vehicle used by staff to respond to after-hours emergencies. It has 99,000 miles, and over the past year, issues with the cooling system have arisen, leading to reliability problems and multiple repairs. Multiple repair shops, including a dealership, have inspected the vehicle and have been unable to fully resolve the issue. Staff believes that a replacement is warranted at this time.

Staff previously selected and brought to the Board a request for the purchase of a Toyota Tacoma as a replacement for Unit #38. The Board declined the purchase request for the Toyota and advised staff to instead select an American-made vehicle, specifically a vehicle from an American company.

## **SUMMARY/DISCUSSION**

Staff accessed the competitively bid Leveraged Procurement Agreements (LPA) through the State of California Department of General Services, Contract ID #1-22-23-20F, to procure a replacement vehicle for Vehicle #38. Staff selected a 2025 Ford F150 Super cab 4X4 with Downtown Ford Sacramento as the contract supplier.

## **FISCAL IMPACT**

The total contract pricing for the vehicle is \$48,782.87 including options. The Production Department Capital Budget includes \$90,000 for a vehicle replacement. This purchase will leave a balance of \$41,217.13 in the Production Capital Budget for vehicles.

The replaced vehicle will be scheduled for disposal via auction, and the District will receive proceeds from the sale.

## **RECOMMENDATION**

Staff recommends that the Board of Directors authorize the General Manager to:

1. Purchase 1 (one) 2025 Ford F150 Super cab 4X4 from Downtown Ford Sacramento under the LPA State Contract ID#1-22-23-20F and
2. Surplus Vehicle #38 (2018 Ford F150) to public auction.

## **ATTACHMENT(S)**

1. Downtown Ford Sacramento 2025 F150 truck quote, dated 2-24-25

## ATTACHMENT 1

# DOWNTOWN SACRAMENTO

ASW-022425-1040

525 N16TH STREET, SACRAMENTO, CA 95811  
PHONE: 916-299-3529

## QUOTE

<b>Customer</b>			
Name	DAVID BIAGI - CARMICHAEL WATER DISTRICT		
Address	7837 FAIR OAKS BLVD		
City	CARMICHAEL	State CA	Zip 95608
Phone	916-679-0457 / CELL: 916-869-1057		
		DATE	2/24/2025
		SALES REP	AARON
		PHONE	916-929-0577
		FOB	SACRAMENTO

Qty	Description	Unit Price	TOTAL
1	<b>2025 FORD F150 SUPER CAB 4X4</b> STATE OF CALIFORNIA CONTRACT: 1-22-23-20F CLIN: 26 <b>EXTERIOR COLOR: WHITE</b>	\$42,400.00	\$42,400.00
OPTIONS	<b>PRICING BELOW SUBJECT TO CHANGE</b>		
1	T7C - ALL TERRAIN TIRES	\$296.00	\$296.00
1	942 - DAYTIME RUNNING LIGHTS	\$45.00	\$45.00
1	94S - LAW ENFORCEMENT LIGHT KIT - AMBER	\$651.00	\$651.00
1	96W - SPRAY-IN BEDLINER	\$595.00	\$595.00
1	90P - CROSSBODY TOOLBOX BRIGHT	\$795.00	\$795.00
1	CKE - EXTRA KEY W/ FOB	\$399.00	\$399.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT:		7.750%	
BASED ON REGISTRATION ADDRESS			

<b>Payment Details</b>	
<input type="radio"/>	Cash
<input checked="" type="radio"/>	Check
<input type="radio"/>	Credit Card
Name _____	
CC # _____	
Expires _____	

SubTotal	\$45,266.00
DELIVERY	\$0.00
SALES TAX	\$3,508.12
CA Tire Tax	\$8.75
<b>TOTAL</b>	<b>\$48,782.87</b>

Office Use Only

**\$500 DISCOUNT WITH PAYMENT IN 20 DAYS**

**SIGNATURE**

DATE

**Topic:** La Vista Tank and Booster Pump Project, Continuous Update #1

**Date:** March 5, 2025

**Item For:** Information

Submitted By: Greg Norris, Engineering Manager

Cathy Lee, General Manager

## **BACKGROUND**

The La Vista Tank and Booster Pump Project began construction in June 2021. The contractor was selected to be Koch and Koch Inc. (KKI) based on the Public Contract Code competitive bidding process. Project work progressed through November 2022, at which time PCB was found on site. The PCB had originated from the existing tank's lining and been spread on site during demolition. Construction stopped in March 2023 while the project site was remediated and did not start back until December 2023. KKI continued construction into April of 2024 at which time they stopped work due to a dispute with the contract.

After many months of negotiations, KKI and the District were able to agree to terms for KKI to return to work and complete the project. A Reinstatement Agreement was executed by the District on February 19, 2025 specifying that the contractor has 458 days to complete the work from that date. In anticipation to KKI returning to work, the District hired Toppel Consulting (Toppel) to perform construction management for the District until the project is completed.

## **SUMMARY/DISCUSSION**

After the agreement was executed by the District, Toppel began organizing Request For Information (RFI) notices that were outstanding and had not been completed by the Project Engineer, Kennedy-Jenks (KJ). RFIs 116, 121, 125, 126, 127, 128 were identified and sent to KJ for consideration. KJ was able to immediately provide responses for RFIs 116, 125, and 127. KJ is currently finalizing the remaining 3 RFIs.

In addition Toppel coordinated a Return-to-Work meeting on February 29, 2025. The Agenda for the meeting is attached. The meeting set expectations for the project and included a site visit. Going forward, there will be weekly project meetings to ensure the project is on track.

Since the meeting, Toppel has issued three Field Directives to KKI as follows:

#1 Work Required for Remobilization (Compaction Testing, Return of base material, re-survey, clear and grub).

#2 Temporary Electric for the Cathodic Protection

#3 Re-dig trench for electrical service from transformer to SWGR.

The District completed its obligation to make the agreed upon payment of \$1,606,692.03. KKI completed their obligation to drop all legal claims with a Request for Dismissal filed with Sacramento County Superior Court on February 25, 2025.

## **FISCAL IMPACT**

This memo is for information only.

**RECOMMENDATION**

This memo is for information only.

**ATTACHMENT(S)**

1. La Vista Tanks and Booster Pump Kick Off Meeting Agenda

## Project Kick Off Meeting Agenda

**Project Name: La Vista Tank and Booster Pump Station Project**

**Location: Jobsite & Carmichael Water District Office**

**Date: 2/28/25**

**Time: 2:00 pm**

### **I. Introductions & Roles**

- **Owner -Carmichael Water District**
  - Cathy Lee General Manager [cathy@carmichaelwd.org](mailto:cathy@carmichaelwd.org)
  - Greg Norris (916) 808-8431, [gregn@carmichaelwd.org](mailto:gregn@carmichaelwd.org)
- **Architect -Kenney/Jenks Consulting.**
  - Jamie Kolkey, [JamieKolkey@kennedyjenks.com](mailto:JamieKolkey@kennedyjenks.com), (916)858-2799
- **Construction Manager -Toppel Consulting, Inc.**
  - Brian Toppel, [brian@toppelconsulting.com](mailto:brian@toppelconsulting.com), (530)305-8724
  - Adam Boje, [adamb@toppelconsulting.com](mailto:adamb@toppelconsulting.com), (916)220-7841
- **Contractor -Koch and Koch, Inc.**
  - Soren Darr, Project Manager and Estimator, [soren@koch-ca.com](mailto:soren@koch-ca.com), (530)-462-4000
  - Eric Koch, [ek@koch-ca.com](mailto:ek@koch-ca.com),
  - Meiling Koch, [mk@koch-ca.com](mailto:mk@koch-ca.com),
  - Tristan Koch, [tk@koch-ca.com](mailto:tk@koch-ca.com),
- **Engineering Disciplines**
  -

### **II. Overview of Scope of Work**

- **Pending items:**
  - Outstanding RFI's
    - 116,121,125,126,127,128
      - Revised per KKI's update

### **III. Construction Schedule**

- CPM Schedule -Review schedule.
- Look Ahead updates
- Compare actual progress with planned progress
- NTP: 2/19/25,

- Scheduled Start: 3/31/25
- Construction Duration 458 days.
- Date of Completion: 7/2/26
- Holidays- City observed holidays below, no inspections available on these days:
  - Jan 1<sup>st</sup> – New Years Day
  - Jan 20<sup>th</sup> – MLK Day
  - February 17<sup>th</sup> – Presidents Day
  - May 26<sup>th</sup> – Memorial Day
  - July 4<sup>th</sup> – Independence Day
  - September 1<sup>st</sup> – Labor Day
  - November 11<sup>th</sup> – Veterans Day
  - November 27<sup>th</sup> – 28<sup>th</sup> – Thanksgiving
  - December 24<sup>th</sup> (half day) – Christmas Eve
  - December 25<sup>th</sup> – Christmas
  - December 31<sup>st</sup> (half day) – New Years Eve
- Weekly schedule updates required, projecting the next 3 weeks of activity. Monthly schedule updated required of overall project activities. PDF format.

## IV. Channels of Communications & Processes

- **Correspondence**
  - All correspondence goes through the CM, Brian Toppel/Adam Boje who will distribute to the appropriate parties
- **Submittals -Per Section 01300**
  - Electronic submittals are transmitted to Brian Toppel/ Adam Boje and CC Kenedy/Jenks and Carmichael Water District
  - Emails
- **Log**
  - During weekly construction meetings. Koch and Koch to provide a list of submittals to prioritize reviews for quicker responses on critical path items.
  - Koch and Koch to maintain a submittal log as well as Toppel Consulting. Logs to be discussed during weekly construction meetings on status of the submittals.
- **RFI's**
  - **Who do they go to?**
    - RFI's are sent to CM Brian Toppel/Adam Boje for review.
      - CM to forward to the appropriate consultants
      - Emails

- Responses are sent back to CM Brian Toppel/Adam Boje for review prior to issuing
- **Response time frames**
  - RFI's to be responded to as quickly as possible.
    - Per General Conditions 00700 "Issue responses to RFI within 30 days of the RFI."
  - Koch and Koch to maintain an RFI log as well as Toppel Consulting. Logs to be discussed during weekly construction meetings on the status of RFI's
- **Document all field, verbal and email decisions through RFI's to keep track of all decisions.**
- **Submit RFI's as early as possible to provide enough time for a formal response and to not delay the project**
- **Change Orders -Per General Condition 00700**
  - All proposals are to be sent to Toppel Consulting for review.
  - Toppel Consulting will send their recommendation to Carmichael Water District after the proposal has been reviewed and contractor negotiations completed.
- **Proposal Requirements**
  - Proposal to provide proper breakdowns on every proposal for review. Labor, Materials, Equipment, OH&P and wage rate breakdowns.
    - Wage rates for all trades to be submitted for review and approval **prior** to proposal submissions.
- **Change Directives**
  - Carmichael Water District may issue Change Directives for additional work. These directives will be prepared and issued to the Contractor by Toppel Consulting. Contractor shall immediately commence with the work with a Change Proposal to follow.
- **Change Order**
  - After negotiations have been completed and the Carmichael Water District accepts the proposal, a Contract Change order will be issued by the Carmichael Water District and sent to Koch and Koch for signature.

- **Time Extensions**
  - Must be submitted as a Changer Order Request.
  - Must contain a detailed Time Impact Analysis (TIA) Showing how the delay impacted the critical path.
- **Inspections**
  - **Inspection Procedures**
    - Koch and Koch to call/schedule for all Inspections with County of Sacramento
    - Special Inspections
      - Written request to be submitted to Toppel Consulting who will schedule the inspections
        - i. 48 hour notice required.
- **Maintenance of Record Drawings**
  - Updated Weekly
- **Payment Applications (Per General Conditions 00700)**
  - **Pencil Draft** -Review with CM on the 25<sup>th</sup> of Each Month
    - Weekly billing can be arranged
  - **Application Submitted** -Approved applications to be submitted to the Carmichael Water District.
  - **Payment Method** -Payments to be made by Check
- **Certified Payroll Requirements (Per Supplementary Conditions 00800)**

**V. Owner Meetings**

- Meetings to be held every weekday and Time (Thursday's 1:00 pm?)  
Team to verify.
- Meeting location -Jobsite/CWD Office

**VI. Site Logistics -Use of Premises**

**VII. Preconstruction Survey of existing conditions**

**VIII. SWPPP**

- BMP's implementation
- Utility Coordination and USA Marking

**IX. Technical Issues:**

**X. Action Items**

Develop Action Item List by Responsibility

**XI. Question And Answer**

## CPM Baseline\_La Vista 03.31.2025 Restart.mpp

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Total Slack		
									Feb	
0		<b>La Vista Tank &amp; BPS - 2025 Return for Project Completion</b>	<b>458 d</b>	<b>3/31/25</b>	<b>7/1/26</b>				<b>0 d</b>	
1		<b>Milestones</b>	<b>458 d</b>	<b>3/31/25</b>	<b>7/1/26</b>				<b>0 d</b>	
2		Notice to Proceed	0 d	3/31/25	3/31/25			5,8,10FS+10 d	0 d	
3		Project Completion	0 d	7/1/26	7/1/26	105,106			0 d	
4		<b>Submittals</b>	<b>121 d</b>	<b>3/31/25</b>	<b>7/29/25</b>				<b>57 d</b>	
5		Submit Trusses	20 d	3/31/25	4/25/25	2		6	40 d	
8		Fab/Deliver CMU	50 d	3/31/25	6/9/25	2		33	75 d	
6		Review/Resubmit Trusses	40 d	4/28/25	6/23/25	5		7	40 d	
7		Fab/Deliver Trusses	25 d	6/24/25	7/29/25	6		33,37	40 d	
9		<b>New Booster Pump Station</b>	<b>356 d</b>	<b>4/16/25</b>	<b>4/6/26</b>				<b>0 d</b>	
10		Install Electric -Secondary Service Conduits	4 d	4/16/25	4/22/25	2FS+10 d		12,11	0 d	
11		Backfill - Secondary Service Conduits	2 d	4/23/25	4/24/25	10		13	4 d	
12		Install Electric - Underslabs Rough	16 d	4/23/25	5/20/25	10		16	0 d	
13		Disinfect & Test - 20" Discharge & 10" Future	6 d	4/28/25	5/6/25	11		14	4 d	
14		Install Piping - 20" Discharge & 10" Future	4 d	5/7/25	5/13/25	13		15	4 d	
15		Install Rebar/Forms - 20" Discharge & 10" Future	4 d	5/14/25	5/20/25	14		18	4 d	
16		Install Rebar/Forms - Underslab Conduit Encasement	4 d	5/21/25	5/28/25	12		17	0 d	
17		Pour Concrete - Conduit Encasements	1 d	5/29/25	5/29/25	16		19	0 d	
18		Pour Concrete - 20" Discharge & 10" Future Encasements	1 d	5/21/25	5/21/25	15		19	4 d	
19		Cure Concrete - Encasements	10 d	6/2/25	6/17/25	17,18		22,20SS+7 ed	0 d	
20		Excavate/Prep - Footings & Slab	5 d	6/9/25	6/16/25	19SS+7 ed		21	0 d	
21		Install Rebar - Footings	6 d	6/17/25	6/25/25	20		22	0 d	
22		Pour Concrete - Footings 1st Pour	1 d	6/26/25	6/26/25	21,19		23FS+3 ed	0 d	
23		Pour Concrete - Footings 2nd Pour	1 d	6/30/25	6/30/25	22FS+3 ed		24,65	3 d	
24		Cure Concrete - Footings	10 d	7/1/25	7/16/25	23		25	3 d	
25		Install Rebar/Forms - Slab	5 d	7/17/25	7/24/25	24,67		26	3 d	
26		Pour Concrete - Slab 1st Pour	1 d	7/28/25	7/28/25	25		27FS+3 ed,28	3 d	
27		Pour Concrete - Slab 2nd Pour	1 d	8/4/25	8/4/25	26FS+3 ed		28,70	2 d	

## CPM Baseline\_La Vista 03.31.2025 Restart.mpp

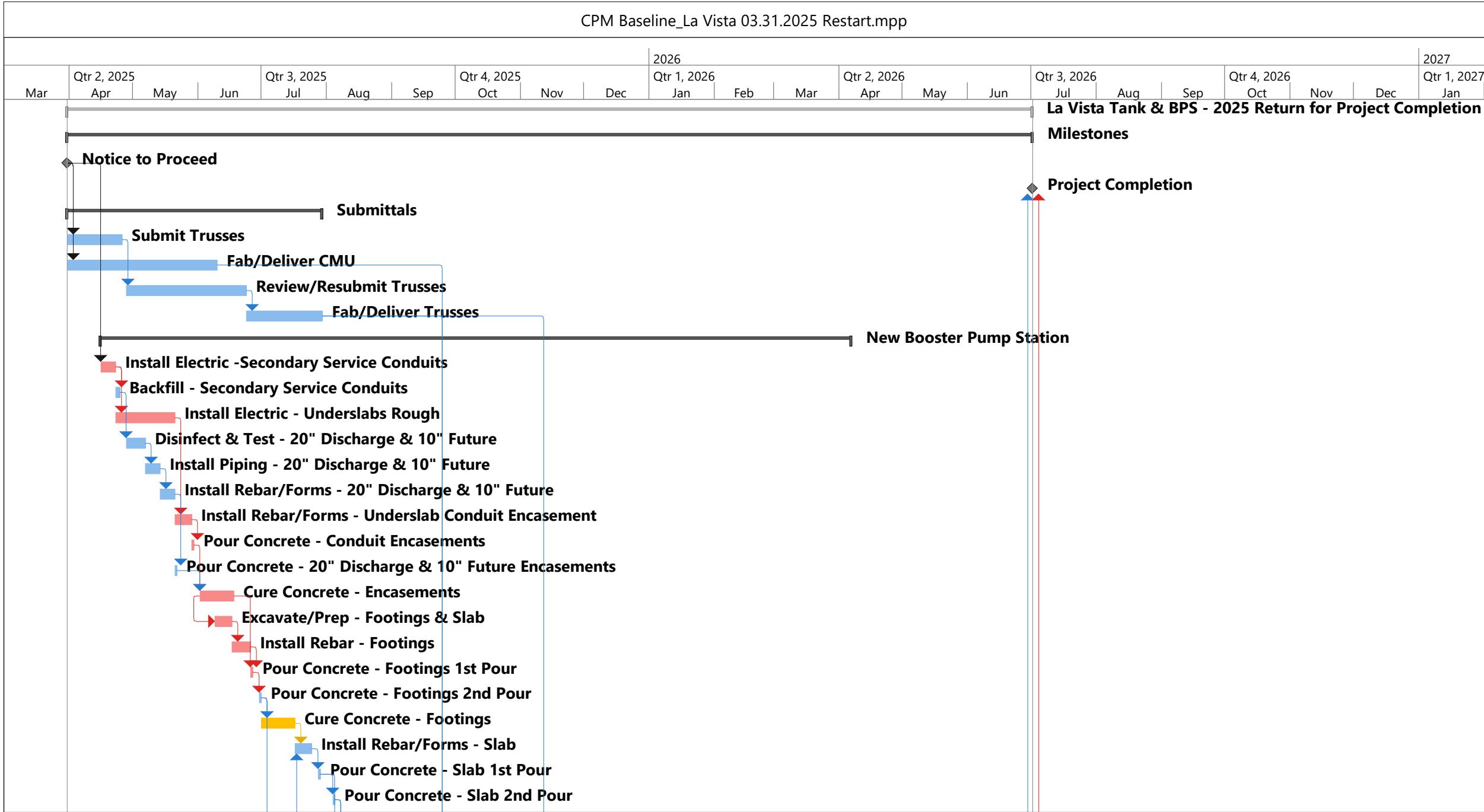
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Total Slack		
									Feb	Mar
28		Cure Concrete - Slab	10 d	8/5/25	8/20/25	26,27	29	2 d		
29		Install Rebar/Forms - Stemwall, Pads & Supports	5 d	8/21/25	8/28/25	28,73	30	2 d		
30		Pour Concrete - Stemwall & Supports	1 d	9/2/25	9/2/25	29	31FS+3 ed,32	2 d		
31		Pour Concrete - Housekeeping Pads	1 d	9/8/25	9/8/25	30FS+3 ed	32	0 d		
32		Cure Concrete - Stemwall, Supports & Pads	10 d	9/9/25	9/24/25	30,31	33	0 d		
33		Install CMU - Building Walls	15 d	9/25/25	10/21/25	32,7,8	34,35	0 d		
34		Cure CMU - Building Walls	10 d	10/22/25	11/6/25	33	37	1 d		
35		Install Pumping - Vertical Turbine Pumps	5 d	10/22/25	10/29/25	33	36,37	0 d		
36		Install Piping - WS Discharge Piping	6 d	10/30/25	11/10/25	35	37	0 d		
37		Install Roof - Trusses	5 d	11/12/25	11/18/25	34,35,36,7	38	0 d		
38		Install Roof - Metal Deck	4 d	11/19/25	11/24/25	37	40,41,42	0 d		
39		Install Roof - Skylights & Hatches	1 d	11/25/25	11/25/25	40SS	43	4 d		
40		Install Roof - Insulation & Underlayment	3 d	11/25/25	12/1/25	38	43,39SS	2 d		
41		Install Doors - Exterior w/ temp hardware	3 d	11/25/25	12/1/25	38	49	9 d		
42		Install Walls - PT & Plywood	3 d	11/25/25	12/1/25	38	44	0 d		
43		Install Roof - Metal Roofing	4 d	12/2/25	12/5/25	40,39	45,46,47	2 d		
44		Install Ceiling - Metal Framing & Drywall	5 d	12/2/25	12/9/25	42	47,45,46,87	0 d		
45		Coatings - CMU Sealer & Anti Graffiti	5 d	12/10/25	12/16/25	43,44	104	126 d		
46		Coatings - Chemical Room Floor	5 d	12/10/25	12/16/25	43,44	48	16 d		
47		Painting - Plywood Walls & Drywall Ceiling	5 d	12/10/25	12/16/25	44,43	49	0 d		
48		Cure Coating - Chem Room Floor	5 d	12/17/25	12/23/25	46	51	16 d		
49		Install Electrical - Panels	5 d	12/17/25	12/24/25	47,41	50	0 d		
51		Install HVAC - Ducting, Fans, Louvers	5 d	12/24/25	12/31/25	48	54,53	16 d		
50		Install Electrical - O/H Conduit	5 d	12/29/25	1/6/26	49	52	0 d		
53		Install Chemical - Tank, Pumps & Piping	5 d	1/5/26	1/12/26	51	56	68 d		
54		Install HVAC - Ductless Splits	4 d	1/5/26	1/8/26	51	58	12 d		
52		Install Electrical - Fixtures	4 d	1/7/26	1/13/26	50	57,55	0 d		
56		Install Plumbing - Piping & Fixtures	5 d	1/13/26	1/20/26	53	57	68 d		

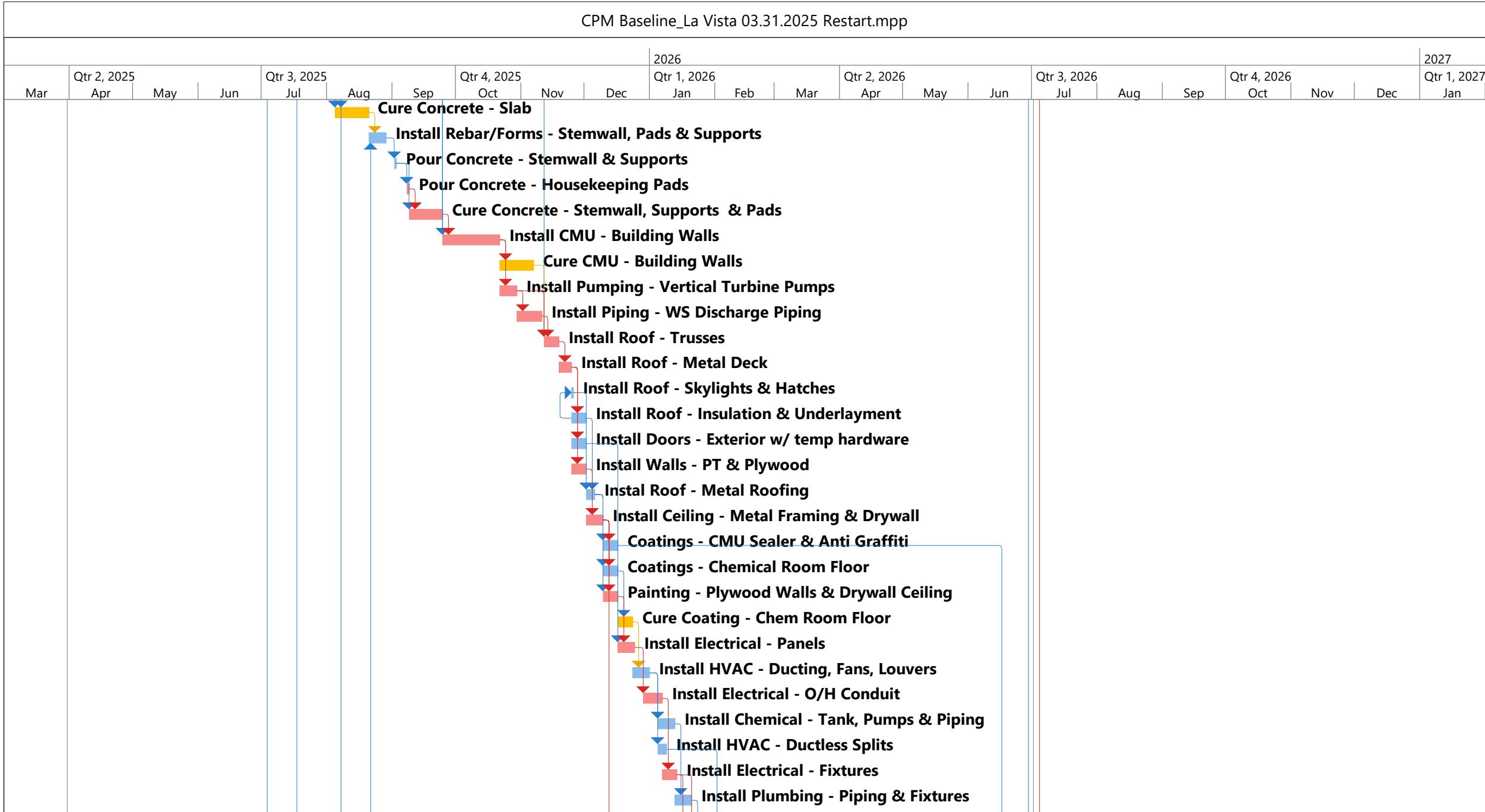
## CPM Baseline\_La Vista 03.31.2025 Restart.mpp

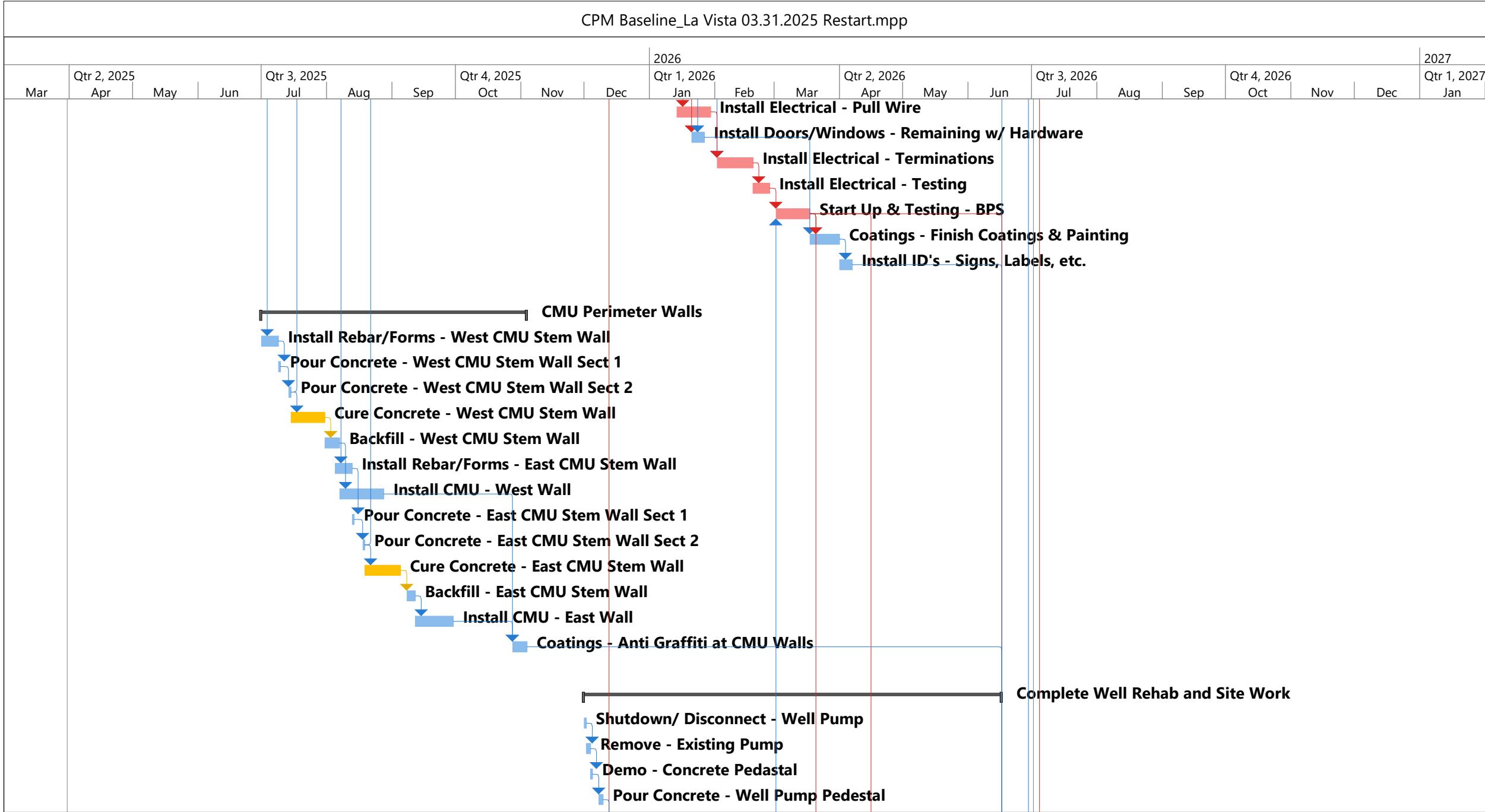
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Total Slack		
									Feb	
55		Install Electrical - Pull Wire	10 d	1/14/26	1/29/26	52	58	0 d		
57		Install Doors/Windows - Remaining w/ Hardware	3 d	1/21/26	1/26/26	52,56	61	68 d		
58		Install Electrical - Terminations	10 d	2/2/26	2/18/26	55,54	59	0 d		
59		Install Electrical - Testing	5 d	2/19/26	2/26/26	58	60	0 d		
60		Start Up & Testing - BPS	10 d	3/2/26	3/17/26	59,87	61,104,106,80	0 d		
61		Coatings - Finish Coatings & Painting	10 d	3/18/26	3/31/26	60,57	62	50 d		
62		Install ID's - Signs, Labels, etc.	3 d	4/1/26	4/6/26	61	104	40 d		
63										
64		<b>CMU Perimeter Walls</b>	<b>126 d</b>	<b>7/1/25</b>	<b>11/3/25</b>				<b>8 d</b>	
65		Install Rebar/Forms - West CMU Stem Wall	5 d	7/1/25	7/8/25	23	66	5 d		
66		Pour Concrete - West CMU Stem Wall Sect 1	1 d	7/9/25	7/9/25	65	67FS+3 ed	5 d		
67		Pour Concrete - West CMU Stem Wall Sect 2	1 d	7/14/25	7/14/25	66FS+3 ed	25,68	5 d		
68		Cure Concrete - West CMU Stem Wall	10 d	7/15/25	7/30/25	67	69	141 d		
69		Backfill - West CMU Stem Wall	4 d	7/31/25	8/6/25	68	71	141 d		
70		Install Rebar/Forms - East CMU Stem Wall	5 d	8/5/25	8/12/25	27	72	5 d		
71		Install CMU - West Wall	15 d	8/7/25	8/27/25	69	77FS+28 ed	177 d		
72		Pour Concrete - East CMU Stem Wall Sect 1	1 d	8/13/25	8/13/25	70	73FS+3 ed	5 d		
73		Pour Concrete - East CMU Stem Wall Sect 2	1 d	8/18/25	8/18/25	72FS+3 ed	29,74	4 d		
74		Cure Concrete - East CMU Stem Wall	10 d	8/19/25	9/4/25	73	75	123 d		
75		Backfill - East CMU Stem Wall	4 d	9/8/25	9/11/25	74	76	123 d		
76		Install CMU - East Wall	12 d	9/12/25	9/29/25	75	77FS+28 ed	155 d		
77		Coatings - Anti Graffiti at CMU Walls	5 d	10/28/25	11/3/25	76FS+28 ed,71FS+28 ed,104		154 d		
85										
86		<b>Complete Well Rehab and Site Work</b>	<b>198 d</b>	<b>12/1/25</b>	<b>6/16/26</b>				<b>0 d</b>	
88		Shutdown/ Disconnect - Well Pump	1 d	12/1/25	12/1/25		89	41 d		
89		Remove - Existing Pump	2 d	12/2/25	12/3/25	88	90	41 d		
90		Demo - Concrete Pedestal	1 d	12/4/25	12/4/25	89	91	41 d		
91		Pour Concrete - Well Pump Pedestal	2 d	12/8/25	12/9/25	90	92	41 d		

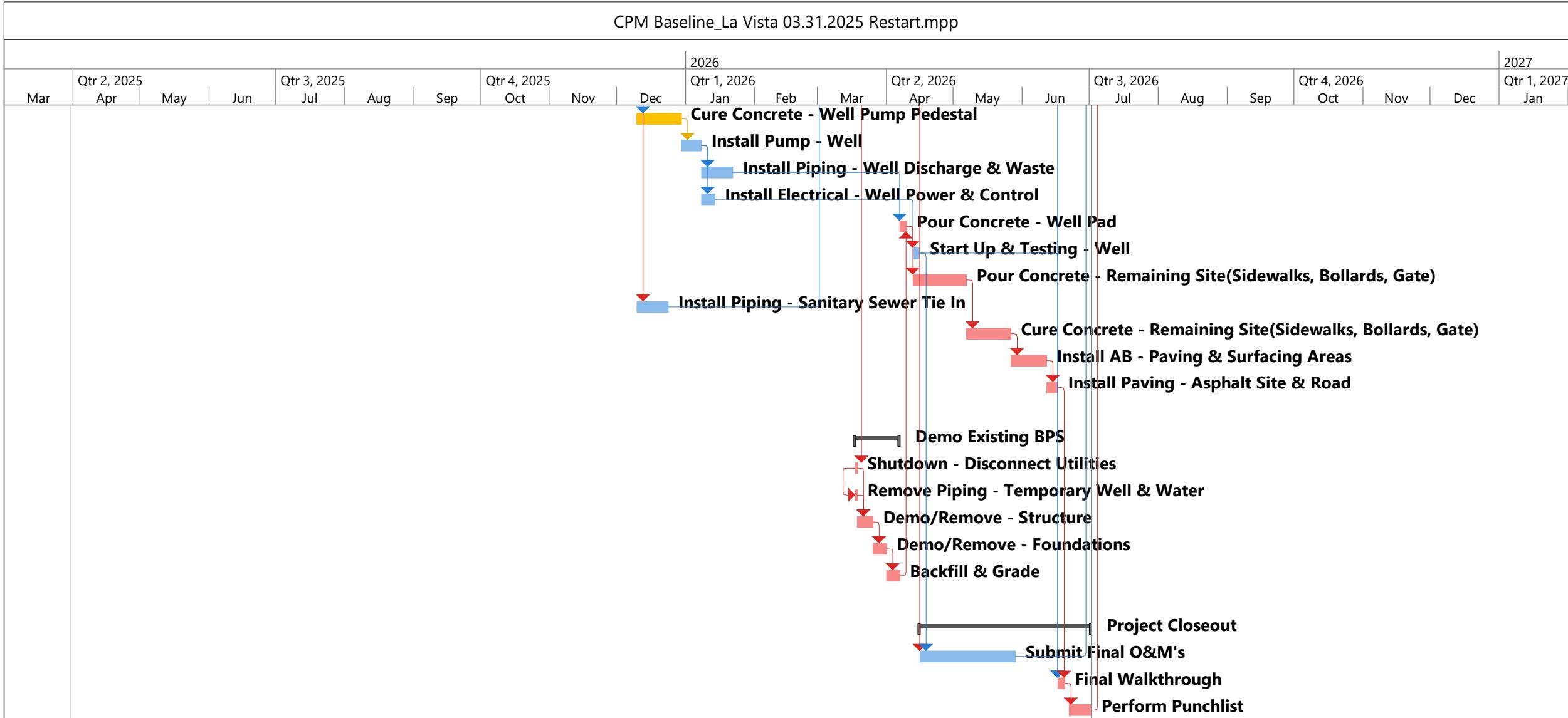
## CPM Baseline\_La Vista 03.31.2025 Restart.mpp

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Total Slack		
									Feb	
92		Cure Concrete - Well Pump Pedestal	10 d	12/10/25	12/29/25	91	93	41 d		
93		Install Pump - Well	5 d	12/30/25	1/7/26	92	94,95	41 d		
94		Install Piping - Well Discharge & Waste	8 d	1/8/26	1/21/26	93	96	41 d		
95		Install Electrical - Well Power & Control	3 d	1/8/26	1/13/26	93	97	68 d		
96		Pour Concrete - Well Pad	3 d	4/7/26	4/9/26	94,84	97,98	0 d		
97		Start Up & Testing - Well	3 d	4/13/26	4/15/26	95,96	104,106	19 d		
98		Pour Concrete - Remaining Site(Sidewalks, Bollards, Gate)	15 d	4/13/26	5/6/26	96	99	0 d		
87		Install Piping - Sanitary Sewer Tie In	8 d	12/10/25	12/23/25	44	60	35 d		
99		Cure Concrete - Remaining Site(Sidewalks, Bollards, Gate)	10 d	5/7/26	5/26/26	98	100	0 d		
100		Install AB - Paving & Surfacing Areas	10 d	5/27/26	6/11/26	99	101	0 d		
101		Install Paving - Asphalt Site & Road	3 d	6/12/26	6/16/26	100	104	0 d		
78										
79		<b>Demo Existing BPS</b>	<b>20 d</b>	<b>3/18/26</b>	<b>4/6/26</b>				<b>0 d</b>	
80		Shutdown - Disconnect Utilities	1 d	3/18/26	3/18/26	60	82,81SS	0 d		
81		Remove Piping - Temporary Well & Water	1 d	3/18/26	3/18/26	80SS	82	0 d		
82		Demo/Remove - Structure	4 d	3/19/26	3/25/26	80,81	83	0 d		
83		Demo/Remove - Foundations	3 d	3/26/26	3/31/26	82	84	0 d		
84		Backfill & Grade	3 d	4/1/26	4/6/26	83	96	0 d		
102										
103		<b>Project Closeout</b>	<b>77 d</b>	<b>4/16/26</b>	<b>7/1/26</b>				<b>0 d</b>	
106		Submit Final O&M's	30 d	4/16/26	5/28/26	60,97	3	24 d		
104		Final Walkthrough	3 d	6/17/26	6/19/26	62,45,60,101,97,77	105	0 d		
105		Perform Punchlist	8 d	6/22/26	7/1/26	104	3	0 d		









## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
1		Clarification Letter	09/30/22	In order to clarify the contract drawings and specifications for the above job, the notations or supplemental information listed should be added to the drawings and/or specifications.
2	09/23/21	Please see the attached RFI from Tesco Controls regarding electrical utility data for the Harmonic Analysis	09/24/21	Per Specifications 16960 1.02 B, "The firm performing the work shall be responsible for the collection of all data required to perform the studies, including the electrical utility company's short-circuit current contribution." The District has no responsibility to secure this information.
3	09/21/21	Can you please provide the CAD linework for sheet C-04 and the alignment lines for the storm and water pipe?	09/27/25	The District has agreed to issue CAD files as requested upon Koch & Koch's authorized representative signing and returning the attached Agreement and Risk Acknowledgment form.
4	11/02/21	Per section 3.9 of the general conditions, can you please verify that reference points have been provided to establish property corners, a baseline and an elevation? If so, please identify where they are located. If not, please provide the reference points.  At this time, we have only been able to locate the 'Survey Control Point A' that is identified on sheet C-03.	11/08/21	See attached updated Drawing Sheet C-03 with added reference points. Also attached is stamped and signed cover sheet of Project Survey with Surveyor's Control Points and Notes on Basis of Bearings and Vertical Datum.
5	11/08/21	Tesco Controls is requesting the contact info for District personnel with knowledge of the existing SCADA/Radio system.  Tesco would like to coordinate a site visit to investigate the existing system as part	11/11/21	The District's SCADA consultant contact is Joey Tran for WorkSmart Automation. Their contact information is provided below. Please keep Water Works Engineers & District personnel informed of all coordination efforts on this matter, including the date/time of the eventual site visit.

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
6	11/16/25	Referring to sheet C16, can you please provide the distances between the elevation changes in the CMU wall footing? Or, are we to scale the wall profile and make it work in the field to existing conditions? Scaling the wall profile seem to not match up with the corner stations provided.	11/29/21	Please refer to Notes 1 and 2 of Sheet C-16. 1.THIS PROFILE AND DETAILS ARE FOR ILLUSTRATIVE PURPOSES ONLY. SEE STRUCTURAL SHEETSFOR DETAILS.2.ALL PROFILE ELEVATIONS ARE FOR REFERENCE ONLY. CONTRACTOR IS TO USE BESTPRACTICES TO FOLLOW STRUCTURAL DESIGN.
7	11/22/21	Trillium/Floway, the well pump supplier, is requesting the I.D. of the existing well casing. Section 11216 states that the existing casing is 16", is that the I.D or O.D of the casing?	12/07/21	Following a thorough search in its files, the District's only record on the well casing is the 1980 well boring log, which for the ASTM A242 Type 1 steel casing simply states 'Diameter Well Casing: 16".' Per Specification Section 11216, paragraph 1.03-A.3, the "Contractor shall field verify the concrete pump base and design the wellhead concrete pump base extension...Measurements shall be incorporated into the initial pump submittal." If it requires partially pulling the pump from the wellhead to verify the well casing size for its extension as well for providing the information to the pump vendor per this RFI, a well shutdown is allowed during December through February per Section 01010 paragraph 1.07-B.1.d. Coordinate scheduling of a pump shutdown with the District.
8	11/22/21	Can you please confirm that the line shown on the attached CAD file is the correct line for center of the CMU perimeter wall? The file we were given showed several lines and we want to make sure we are building to the correct one.	12/08/21	Yes, this is the centerline of the wall for the 8" CMU with a split face course.

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Rec'd	Response
9	11/24/21	Please define the limits between the Ringwall Foundation and the Cushion Inside the Ringwall Foundation. Also, please provide the required thickness of Class II AB under the Ringwall Foundation and the asphalt inside the Ringwall Foundation.	Closed 12/1/21	
10	11/29/21	While grading for the steel tank foundation, we found an abandoned concrete septic tank. It appears to be a standard residential 2000 gal tank. It was about 18" below existing grade, within the SW quadrant of the tank ring. Please advise on how to address the tank.	Closed 12/2/21	
11	11/30/21	The existing native subgrade material moisture content is above optimal. Per Crawford and Associates, the optimal moisture level of the native material is 11%. The current moisture is at 20-23%. Please let us know the preferred method of conditioning the subgrade material to meet spec.	12/03/21	Where excavated subgrade has been scarified and compaction is unable to meet the Specifications, the following options may be implemented:  1) Option 1 – Remove all unstable or unsuitable soils to competent subgrade. Competent subgrade shall meet the requirements of 95% or greater relative compaction per ASTM D1557. Competent subgrade shall be prepared in accordance with Specification Section 02300, paragraph 3.09 and shall be verified by the Special Inspector prior to backfill.  2) Option 2 – Remove all unstable or unsuitable soils to hardpan material subgrade. Hardpan material subgrade shall be verified by the Special Inspector prior to backfill. Scarification of hardpan material subgrade is not required. In areas where over excavation was performed due to unstable or unsuitable subgrade, backfill above competent subgrade or hardpan material with Class II AB compacted in accordance with Specification Section 02300, paragraph 3.10.F.7.

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
12	12/02/21	Please fill out the attached end-user form. This is from Tesco regarding the Rockwell/Allen Bradley software that is being provided in the pump station control panel.	Closed 12/3/21	
13	12/15/21	Can 6 sack 'cart' concrete be used for thrust blocks? Cart concrete will only be used in situations where we need to pour less than 2 yards of thrust blocks in a day. Ready-mix truck will be used for larger pours.	12/20/21	The Contractor's proposed request is permitted for the placement of concrete thrust blocks only. Concrete thrust blocks shall comply with Detail 3/C-11. The Contractor shall confirm the concrete for the thrust blocks have a minimum compressive strength of 2,500 PSI at 28-days per Note 4 on Detail 3/C-11.
14	12/15/21	As discussed in the field with Justin Chen...In order to facilitate installation, pressure testing, and disinfection of the 16" waterline, we would like to propose the following. 1) Adjust the alignment of the new 16" pipe so that it ends a couple feet to the west of the existing waterline. 2) Pressure test and disinfect the section of new pipe. 3) Use back-to-back 45s with restrained fittings to connect the new 16" pipe to the existing waterline. See attached	Closed 4/14/22	
15			Closed 12/23/21	
16	01/06/22	Can you please provide a copy of the well driller's report for the existing La Vista well?	01/07/22	Please see attached Well Driller's Report.
17	01/07/22	Please see attached RFI from the HVAC subcontractor.	01/20/22	The oval shape is the desired shape and recent duct manufacturer inquiries indicate it is reasonably available. Proposed change to rectangular shape is not accepted. Provide duct as shown and specified.

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
18	01/07/22	Please see attached RFI from the Roofing subcontractor.	01/13/22	<p>Paragraph 07410-2.01-C contains an error. "Villa Tile" should read "Shake XD", consistent with the rest of the Specification.</p> <p>B. Detail A-0722 and its use of battens is consistent with the manufacturer's standard details for using battens at certain detail conditions. Installer should verify with manufacturer's representative for clarification on conditions that may be unfamiliar to them.</p> <p>C. The protection board is a denser polyisocyanurate used for a walking surface to protect the rigid insulation below. It is not intended to be used as the substrate for fastening the metal roofing. Installer to confirm with roofing manufacturer the required length of fastener to fasten the metal roofing through the insulation to the metal structural deck below.</p>
19	01/17/22	We began excavating the tank ringwall footing today and encountered groundwater seeping in the bottom of the footing, see attached photos. These photos were taken on the west side of the tank ring. Excavation operations have stopped. We do not want the groundwater to erode the compacted AB base. Please let us know how to proceed.	01/18/22	<p>Seeping perched groundwater from recent rains encountered during and following footing excavation shall be removed from the excavation per Section 02300, paragraph 3.01. If hardpan is encountered less than 1 foot below the excavation bottom, then the dewatering need not go below the hardpan level.</p>
20	01/24/22	The existing 12" AC waterline on La Vista Ave is in conflict with the alignment for the new 16" waterline. The pothole data is attached. Please let us know how to proceed.	03/30/22	<p>Based on the pothole information provided, KJ has worked with the District to re-align the proposed water line shown on Drawings C0-7 and C-08. See attached Revision 3 versions of both Drawings</p>
21		Not used	Not used	

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
22	01/24/22	<p>Following dewatering of the tank foundation for the past 5 days, Crawford and Associates were onsite today to test the bottom of the tank ring footing. Soil conditions were still too wet to achieve a good compaction test reading. It was also too wet to try to compact the AB material further. Crawford's report is attached. Recommendations from Crawford are listed below. Please let us know how to proceed.</p>	01/27/22	Field Report by Crawford & Associates
23	01/25/22	<p>Section 03351-2.01B.1 calls for a first coat of Vocomp-20 and a second coat of Vocomp-25. Please provide more information on how/when to apply the second coat of Vocomp-25. Also, is the two-coat system required on all exposed concrete surfaces (ring foundation, pump building slab, equipment pads, v-ditch)? Thank you</p> <p>These products have been submitted under Sub 38</p>	02/04/22	<p>The second coat of curing compound shall be placed in accordance with the manufacturer's instructions; after the first coat has thoroughly dried. Reference Specification Section 03150, paragraph 3.01-A.3 for the overall cure time.</p> <p>The two-part cure system is required for all concrete surfaces per Specification Section 03351, paragraph 2.01.</p>

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
24	02/02/22	Please provide color schedule for the field applied paint coatings. The painting contractor needs to submit samples per 09900-1.03D.	03/16/22	<p>Paint color selections as requested, as well as color selections for other materials being provided on the Project, are listed below in the Project Finish Schedule:</p> <p><b>PROJECT FINISH SCHEDULE</b></p> <ol style="list-style-type: none"> <li>1. Door Frames (interior &amp; exterior sides) – Sherwin-Williams – “Rookwood Dark Brown” – SW2808</li> <li>2. Doors (interior &amp; exterior sides) – Sherwin-Williams – “Nuthatch” – SW6088</li> <li>3. Window Frames - Sherwin-Williams – “Rookwood Dark Brown” – SW2808</li> <li>4. Plywood Walls and Gypsum Wallboard Ceiling/Lightwell – Sherwin-Williams - “Alabaster” – SW 7008</li> <li>5. Water Tank Exterior – Sherwin-Williams – “Ballast Beige” – SW4013</li> <li>6. Water Tank Interior - Sherwin-Williams - “Cirrus White” – SW4012</li> <li>7. Building CMU Walls (both split face and smooth face) – Basalite - 484</li> <li>8. Metal Wall Louvers – NCA – “Dark Bronze”</li> <li>9. Metal Roofing - Decra Shake XD – “Antique Chestnut”</li> <li>10. Roof Hatches – “Dark Bronze”</li> <li>11. Skylights – “Dark Bronze”</li> <li>12. Soffits, Gutters and Downspouts – “Medium Bronze”</li> </ol>

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
25	02/03/22	The only reference to concrete curing is in section 03351-2.01 which specifies the use of Vocomp-20 and Vocomp-25, or Burke Spartan-Cote. Neither manufacturer recommends placing grout on concrete that has curing compound applied. Per detail 1 on sheet S-15, a grout pad is to be placed over the entire ringwall surface. Can we cure the ringwall by covering the concrete with plastic sheeting after placement, in lieu of a spray-on concrete curing compound?	02/04/22	<p>The Contractor's proposed requested is acceptable considering the following:</p> <p>1) Plastic sheet material or white burlap-polyethylene shall be in accordance with ASTM C171, fungus-resistant, minimum 4-mil thick, clear and free of defects, and having an ASTM E96 perm rating of not more than 0.5.</p> <p>2) Cover entire surface with sheet material for 14 days.</p> <p>3) Place and secure sheet as soon as initial concrete set occurs.</p> <p>4) Place smoothly upon the moist concrete surface with all joints and edges lapped a minimum of 4 inches and continuously sealed with tape.</p> <p>5) Securely anchor sheeting to prevent wind and air from lifting the sheeting or entrapping air under the sheet.</p> <p>6) Repair, replace and reseal, torn or scuffed sheets.</p> <p>7) Do not use paper.</p>
26	02/03/22	As shown on the attached drawing, the existing 12" waterline runs directly inline with the new 16" storm drain for approximately 12'. The new storm drain cannot be installed without the 12" waterline being removed to allow for excavation and proper backfill of the storm drain trench. This section of storm drain must be installed relatively soon to allow for installation of the new CMU wall foundation. We propose to install the new 14" waterline in La Vista to Marconi and temporarily tie it into the existing pump station. Coordination with the District and engineer will be needed to develop a temporary tie-in plan.	Closed 3/30/22	

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
27	02/17/22	<p>In response to the tank anchor rods being rejected, per submittal 40A, we would like to propose performing additional testing to show conformity to ASTM F1554 Gr36. Testing Engineers, Inc out of San Leandro was recommended to perform this work. They are an IAS accredited testing laboratory with the capabilities and experience to test the 1.25" anchor rod. Dan Watanabe is the testing lab supervisor and our contact; he can be reached at (510)835-3142. He recommended one 4' sample would be sufficient for our batch of rod.</p> <p>We have received verbal confirmation from the anchor supplier and manufacturer that all of the rod we purchased was from one production lot/batch. Written confirmation will be provided once we receive it.</p>	02/21/22	<p>The contractor's request to deviate from the anchors' raw material per Specification Section 05500 and the favorably reviewed Tank submittal is contingent upon the following:</p> <ul style="list-style-type: none"> <li>•A certification stating the anchors' manufactured ASTM, raw material, and source. The anchors shall all be from the same source of material. The certification shall include the title and signature of the individual assigned the certification responsibility by the anchor bolt supplier. An email or verbal confirmation is not acceptable.</li> <li>•The testing laboratory shall be accredited by ANAB (ISO/IEC 17025). Documentation demonstrating this shall be submitted.</li> <li>•A minimum of (2) two anchors shall be tested.</li> <li>•Product Analysis: Testing of anchors shall be in accordance with ASTM A751. The proposed material shall demonstrate clear conformance with ASTM F1554, Grade 36.</li> <li>•Mechanical Properties: Anchor bolt product hardness and tensile strength properties shall be determined in accordance with ASTM F606.</li> <li>•Submit to the Engineer for review, the following: <ul style="list-style-type: none"> <li>◦Chemical composition of the anchors,</li> <li>◦Yield strength,</li> <li>◦Ultimate tensile strength,</li> <li>◦Elongation,</li> <li>◦Reduction area.</li> </ul> </li> <li>◦The anchors shall be in finished form when testing. Unfinished anchors (original raw rod material being tested) will not be accepted.</li> <li>◦Include the unfinished anchor diameter, length, and thread count.</li> </ul> <p>Do not install the anchors until the testing has been completed and submitted for review by the Engineer of Record. Test results shall clearly indicate the required information above. A submittal that does not comply with</p>

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
28	02/25/22	The fire hydrant laterals on South La Vista Ave were found to be in conflict with the new storm drain alignment. The pothole data is attached. Please provide elevations for the new fire hydrant laterals.	03/09/22	The new fire hydrant laterals shall be constructed to ensure a minimum 12" vertical clearance from the newly installed storm drain alignment at both "A" and "B" locations (i.e. 12" between top of new fire hydrant lateral and bottom of storm drain pipe). Contractor to ensure thrust blocks are installed at all bends per Note 2 on Sheet C-06 and per CWD standards. Contractor to install fire hydrant lateral joints as far away as possible laterally from edge(s) of storm drain pipe.
29	03/01/22	We are requesting a deviation on the shape of the 1.25" plate washers on the steel tank anchor assemblies. The drawing calls for 5" diameter washers. We would like to deviate to 5" rectangle washers.	03/01/22	The Contractor's proposed deviation request from a 1-1/4" thick x 5" diameter plate washer (ASTM A36) specified in the favorably reviewed deferred submittal to 1-1/4" thick x approximately 5" wide x approximately 8" long plate washer (ASTM A36) is permitted at no additional cost to
30	03/02/22	Trillium, the vertical turbine pump manufacturer, is requesting the anticipated suction pressure for the booster pump barrels. They need this information to complete the hydrostatic testing calculation.	03/10/22	The suction pressure at piping connection to the suction can at elevation 122.16' (centerline) will vary. See Drawing Sheet G-04 for the variable conditions. <ul style="list-style-type: none"> <li>• Anticipated Maximum suction pressure will be 43.3 feet of pressure at full tank.</li> <li>• Anticipated Normal minimum suction pressure will be 26.1 feet of pressure at low tank operating level.</li> <li>• Anticipated Emergency (fire suppression) low tank level will be 16.3 feet of pressure.</li> </ul>

## RFI Log

Date Printed 02/27/25

RFI#	Date Sent	Description	Date Recv'd	Response
31	03/02/22	Deviation request – Section 02300-3.092d calls out for a 3" thick layer of asphalt concrete base under the steel tank. Section 02700-3.04A1 states that the top layer of asphalt shall not exceed 0.20' or 2.4". This would mean that the 3" layer under the tank would have to be in two lifts. Our paving sub is requesting that the 3" layer under the tank be placed and compacted in one lift, which is standard when the overall asphalt layer is only 3". Please advise if this	03/11/22	The Contractor's request to place the asphalt layer below the tank (only) in one 3-inch lift is acceptable. Specification Section 02700, as referenced in the RFI question, would still apply to roadways and other site paving.
32	03/07/22	Sheet C-07 shows (1) 14" BFV and (1) 16" BFV. Sheet C-13, note 1, states Butterfly valve shall be open-left. Please confirm direction of water flow at this location and orientation of BFV's.	03/09/22	Flow direction at both butterfly valve locations is bi-directional. Typical District orientation installation for north/south water lines have the butterfly valves on the eastern side of the water line. An exception to this typical orientation installation is when there is a "lateral" valve at a tee, in which case the butterfly valve(s) should be installed on the opposite side of the "lateral" valve.
33	03/09/22	Section 02300-3.09.2A states "Construct a 3-inch thick asphalt concrete base overlaying the Caltrans Class 2 aggregate base. The chloride content shall be less than 100 ppm and sulfate content shall be less than 200 ppm." The asphalt mix was submitted and approved in submittal 17. The test results for chloride and sulfate content, which were not available at that time, are attached for record.	03/10/22	Chloride and sulfate test results appear to show compliance with the noted specification requirement for asphalt concrete to be installed underneath the new steel tank. Contractor to ensure utilization of the favorably reviewed asphalt concrete materials in Submittal 17 for the asphalt concrete layer underneath the new steel tank.

**RFI Log****Date Printed 02/27/25**

RFI#	Date Sent	Description	Date Recv'd	Response
34	03/14/22	Sheet S15 Detail calls for the tank interior column footings to be 5' diameter. We would like to request making them 5'x5' square while using the 5' diameter reinforcing cage shown in the detail. Please let us know if this deviation is acceptable.	03/15/22	The Contractor's requested deviation is acceptable at no additional cost to the District.
35		Not used	Not used	
36	03/16/22	Please confirm that the interior column design and layout for the welded steel tank provided by Paso Robles Tank in submittal 7B takes precedent over the column design and layout shown on the KJ project plans sheet S-12. The Paso Robles design shows 1 center column and 6 intermediate columns (see attached). The KJ project plans show 1 center column and 8 intermediate columns (see attached).	03/17/22	It is acceptable to follow tank submittal drawings for the quantity and location of the interior column support footings. Although the design of the foundation is the responsibility of KJ, it appears the footing size was verified in the tank calculation submittal. Reinforcement, size, and concrete type shall follow the Contract Documents prepared by Kennedy Jenks.

---

*This page intentionally left blank.*

**Topic:** Claremont Road and Fair Oaks Boulevard at El Camino Avenue Water Mainline

Replacement Project

**Date:** March 10, 2025

**Item For:** Information

---

Submitted By: Greg Norris, Engineering Manager

Cathy Lee, General Manager

---

## **BACKGROUND**

The District is planning to replace the existing mainline on Claremont Road that is between Fair Oaks Blvd (FOB) and Jeffrey Lane, and the existing mainline along FOB just north of El Camino Avenue. Over the year the District worked with Dugan Management and Engineering (DME) to design the new mainline alignment and develop the plans and specifications. The project plans and specs are now fully prepared and the project is ready for the construction of the new mainline.

## **SUMMARY/DISCUSSION**

At this time, DME and District staff have submitted plans to the Division of Drinking Water (DDW) and Sacramento County for review and approval of a Utility Separation Waiver and Encroachment Permit, respectively. It is expected that the separation waver and encroachment permit will be approved within 10 to 15 days, allowing the District to move forward with construction.

District staff is planning to publicly advertise the Claremont Road project for bidding of a construction contract on Tuesday April 8, 2025. As part of the bidding process, the District is planning to hold a Pre-bid meeting with prospective contractors, at District HQ on Tuesday April 15, 2025. This project is in the current approved budget and will be extended to next fiscal year for construction.

## **FISCAL IMPACT**

This item is informational and does not have a fiscal impact.

## **RECOMMENDATION**

This item is informational and there is no recommendation at this time.

## **ATTACHMENT(S)**

Draft Public Notice to Contractors for Claremont Road Water Main Replacement Project



7837 FAIR OAKS BOULEVARD  
CARMICHAEL CALIFORNIA 95608

## Public Notice to Contractors

Sealed bids addressed to Carmichael Water District Attention Greg Norris, Engineering Manager will be received at the Carmichael Water District, 7837 Fair Oaks Boulevard, Carmichael, California 95608 on Thursday, May 8, 2025 until 2:00 p.m. **Bids received after 2:00 p.m. will not be accepted and will be returned unopened.** Accepted bids will be opened publicly at 2:00 p.m.

### **Claremont Road and Fair Oaks Blvd at El Camino Avenue Mainline Replacement Project Summary and Estimate**

The Carmichael Water District Claremont Road and Fair Oaks Blvd at El Camino Avenue Mainline Replacement Project is within Carmichael, CA. The Claremont Road portion of the project is bound by Fair Oaks Boulevard and Coda Lane and includes Tumbridge Way and Newbury Way. Within the Claremont Road portion of the Project approximately 3,000-feet of new 8-inch ductile iron pipe will be installed, a 1-inch and 2-inch combination air release valve, six new fire hydrant installations, 43 metered service reconnections, and five tie-in connections to the existing water system. The Fair Oaks Blvd at El Camino Ave includes approximately 600-feet of new 10-inch water main within Fair Oaks Blvd north of El Camino Ave, 100-feet within Van Alstine Ave, and a connection into El Camino Ave. All work within Fair Oaks Boulevard, El Camino Ave, and Van Alstine Ave is expected to be nighttime work. A mandatory pre-bid meeting will be held on Tuesday, April 15, 2025 at 10:00 AM at Carmichael Water District, 7837 Fair Oaks Boulevard, Carmichael, California 95608. At this meeting, representatives of the District will discuss the bid documents, site constraints, order of work and other items specific to the project. Attendance by contractors and/or subcontractors is mandatory, and all interested prospective bidders must attend in order for their bids to be accepted.

Bidding Documents will be available beginning April 8, 2025 through ARC Document Solutions (916) 443-1322 website (<https://customer.e-arc.com/arcEOC/ARCPlanRoom.aspx>). Perspective bidders may purchase hardcopies at their own expense: Estimated Cost - Specification (\$100/ea), 22x34 plans (\$72/ea), 11x17 plans (\$11/ea). All project addenda will be posted through the ARC Document Solutions.

All bidders must purchase a complete set of the documents (hard copy or complete download) from ARC Document Solutions to be listed on the plan holders list, be considered responsive and to receive subsequent communications such as addenda. **Bidders must be listed on the plan holder's list to receive addenda and to be eligible to submit bid.**

Contract Documents may also be posted at other major bid houses. The District reserves the right after opening Bids to reject any or all Bids, to waive any informality in a Bid, and award in the best interests of the District. If the Contract is to be awarded, the District will award the Contract to the responsible Bidder that submits the lowest responsive Bid.

**Topic:** Engineering Staffing Update

**Date:** March 5, 2025

**Item For:** Informational

**Submitted By:** Greg Norris, Engineering Manager

## **BACKGROUND**

The Engineering Department has been allocated 5.5 Full Time Equivalents (FTEs) as follows:

- Engineering Manager - FT
- Senior Engineer - PT
- Water Conservation Specialist - FT
- GIS Specialist - FT
- Assistant Engineer - FT
- Assistant Engineer - FT

Currently, the GIS Specialist position is vacant.

## **SUMMARY/DISCUSSION**

The Engineering Manager has evaluated future District needs related to engineering and plans to expand the functionality of the vacant GIS Specialist position by optionally backfilling the position with a person who could qualify as a Water Conservation Specialist or Business Operations Specialist, all with knowledge or expertise in GIS. Providing these optional paths for backfilling the vacant position would give the District more flexibility in hiring a person with a broader range of knowledge, while still maintaining enough GIS expertise for the District to maintain and operate its GIS database.

## **FISCAL IMPACT**

None at this time. There is sufficient funding in the current approved budget to fill the position with either Water Conservation Specialist or Business Operations Specialist classifications.

## **RECOMMENDATION**

None at this time. This memo is for information only.

## **ATTACHMENT(S)**

N/A

---

*This page intentionally left blank.*

**Topic:** Surplus Equipment – Distribution and Administrative Services Departments

**Date:** March 5, 2025

**Item For:** Informational

---

Submitted By: Lucas Campbell, Distribution Superintendent

Debbie Martin, CPA (Inactive), Finance Manager

---

## **BACKGROUND**

Carmichael Water District's (CWD's) Regulation Manual, Regulation 1020, Disposal of Surplus Property, provides the guidelines for the disposal of the District's property in the most economical and practical manner in the best interest of the District. Additionally, the Regulation provides that surplus property greater than \$500 may be disposed of on terms that are in the best interest of the District. All disposals will be fully documented in the District's accounting records and disposal revenue will be deposited in the General Fund.

## **SUMMARY/DISCUSSION**

Staff has proposed declaring two pieces of Distribution equipment surplus: the Vanair- Viper G80 (air compressor), Serial #30-16H0149, and the Allmand- Night-Lite Pro (light trailer), Serial #650828 (Asset #PEQP-0018). Both of these units have not been used in recent years, and their motors' reliability and compliance are in question. These pieces of equipment have served their purpose for CWD and have now met their life expectancy. Given their current condition and the fact that they no longer meet operational needs, it is recommended to allow staff to sell them at a public auction.

Additionally, Administrative Services will surplus the following equipment: 1) Fully depreciated 2014 Xerox Color 570 copier (Asset #CMPT0106, original cost \$20,257) and 2) HP OfficeJet Pro 8620 Printer. Both pieces of equipment are experiencing breakdowns and have surpassed their usefulness with ongoing repairs that have or will exceed the value of the equipment. Both pieces will go to public auction.

## **FISCAL IMPACT**

The sale at auction of the disposed equipment will generate sales proceeds at an undetermined amount. The sales proceeds, less applicable expenses of sale, will be deposited to the General Fund in accordance with Regulation 1020.

## **RECOMMENDATION**

This item is for informational purposes to provide notification of the capital asset items designated as surplus.

## **ATTACHMENT(S)**

None

---

*This page intentionally left blank.*

**From:** [MarwanKhalifa](#)  
**To:** [Donna Pangborn](#)  
**Subject:** ACWA ELECTION PROCESS FOR 2026-27 -- Designate Voting Representative Now  
**Date:** Wednesday, March 12, 2025 9:50:43 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

---

# MEMORANDUM

**TO:** ACWA Member Agency Leadership  
*(sent via email)*  
**CC:** ACWA Board of Directors  
**FROM:** Marwan Khalifa, ACWA Interim Executive Director  
**DATE:** March 12, 2025  
**SUBJECT:** ACWA ELECTION PROCESS FOR 2026-27 -- Designate Voting Representative Now

---

ACWA has launched the election process for the 2026-'27 term for President, Vice President, and region board members. This year, the election process for officers and region boards is combined. Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot. Each member agency in good standing may vote in the election for President, Vice President, and their respective region board. **Member agencies must designate the agency's one voting representative by submitting an Authorized Voting Representative Form to [donnap@acwa.com](mailto:donnap@acwa.com) by June 20. The form is available [online](#).** If you do not designate a representative to vote by the deadline, your agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 21. For more information about ACWA's elections, visit [www.acwa.com/elections](http://www.acwa.com/elections).

ACWA will be using a web-based online voting system called Simply Voting, which will independently tabulate the votes and provide verified results in a timely manner while keeping individual votes confidential. Designating your agency's voting representative is an important step to ensure the ballot is sent to the correct person.

## Important Election Dates

- Call for candidates begins: **Monday, April 21**
- Deadline to submit Authorized Voting Representative Forms: **Friday, June 20**
- Deadline to submit candidate nominations: **Friday, June 20**
- Election begins: **Monday, July 21**
  - Authorized voting representatives will receive an email from Simply Voting with a link to the ballot for President, Vice President, and respective region board.
- Deadline to submit ballots: **Friday, Sept. 19**
- Announcement of election results: **Sept. 26**
- Introduction of ACWA President, Vice President, and region boards at fall conference: **Dec. 3**

To learn more about both election processes and key dates, visit [www.acwa.com/elections](http://www.acwa.com/elections).

For questions about the Board Officers' election, contact Senior Clerk of the Board at [donnap@acwa.com](mailto:donnap@acwa.com) or 916-669-2425.

For questions about the region elections, please contact your ACWA regional affairs representative.

- Regions 1, 3, & 5: Jennifer Rotz at [jenniferr@acwa.com](mailto:jenniferr@acwa.com) or 916-669-2373
- Regions 2, 6 & 7: Matt Overton at [matto@acwa.com](mailto:matto@acwa.com) or 916-669-2380
- Regions 8, 9 & 10: Michael Cervantes at [michaelc@acwa.com](mailto:michaelc@acwa.com) or 916-669-2384
- Region 4: Ana Javaid at [anaj@acwa.com](mailto:anaj@acwa.com) or 916-669-2442

## **Marwan Khalifa**

Interim Executive Director

Association of California Water Agencies

916.441.4545 | [marwank@acwa.com](mailto:marwank@acwa.com) | [www.acwa.com](http://www.acwa.com)





# AWWA ADVISORY

A BENEFIT OF YOUR AWWA UTILITY MEMBERSHIP

## Public Affairs Advisory

**Who: State of Utah**

**What: Banning fluoridation of public water systems**

**When: May 2025**

The state of Utah is expected to become the first state to ban community water fluoridation after Gov. Spencer Cox (R-UT) stated he would sign a recently passed [HB0081](#).

As this would serve as a precedent that would go into effect in May, water utilities should prepare for inquiries from media, public officials and customers about these developments.

A *Fortune* article notes there are similar bills in development in Montana, North Dakota, and Tennessee to enact a statewide ban of the practice. The article also notes, "Two major Canadian cities tried removing fluoride from their drinking water in recent years, but officials in Calgary and Windsor both reversed those decisions after seeing a notable rise in tooth decay."

AWWA's [policy statement on Fluoridation of Public Water Supplies](#) states that:

"AWWA supports the application of fluoride in a responsible, effective, and reliable manner that includes monitoring and control of fluoride levels mandated by provincial, state, and/or federal laws and which is subject to community acceptance through applicable local decision-making processes."

If contacted by media or customers, AWWA recommends utilities:

- Reaffirm your commitment to delivering safe drinking water in your community.
- Describe your state's approach to water fluoridation.
- If applicable, explaining how you add/remove fluoride to achieve the desired public health benefit/protection as described by leading

public health authorities (CDC, American Dental Association, American Medical Association, World Health Organization).

- Express your utility's interest in ongoing research related to fluoride.
- State your commitment to keeping your community informed of developments related to drinking water treatment decisions.

Utilities contacted by media or customers may find the following resources helpful:

- [AWWA Fluoridation of Public Water Supplies Policy Statement](#)
- [U.S. Centers for Disease Control and Prevention – Community Water Fluoridation](#)
- [American Dental Association “Fluoride in Water” page](#)

Questions can be directed to [Greg Kail](#), AWWA's director of communications.



American Water Works Association  
6666 W. Quincy Ave. | Denver, Colorado 80235  
Telephone: 1-800-926-7337

[Email AWWA](#) | [Unsubscribe](#)

OR reply to this message with the word Remove in the subject line.

This email was sent to [cathy@carmichaelwd.org](mailto:cathy@carmichaelwd.org), 03805342

---

**General Manager's Report**  
**March 2025**

---

**1. Sacramento Regional Water Bank (SRWB)**

The most recent SRWB meeting occurred on February 19, 2025 with a presentation from RWA as attached (Attachment 1). The meeting focused on the Water Bank Starting Balance and related participating agencies, water account system (WAS), and program updates and funding. SRWB's attorney is developing a legal memo on "Right to Recover Imported or Salvaged Water That Has Been Added to a Groundwater Basin" which a draft copy will be released to each participating agency's attorney before a final public release. The memo would, hopefully, provide direction as to the agencies who would be eligible to receive a starting balance

**2. Water Forum Agreement (WFA) 2.0**

Staff distributed a working draft of the Water Forum Agreement 2.0 to the Board of Directors in January 2025 as a separate document for review. The final draft of the WFA 2.0 is set for release internally on 4/11/2025 with a 5/29/2025 Plenary Meeting for public release. Water Forum staff will conduct public meetings, provide presentations to, and gather comments from the public, including state and federal agencies, and Water Forum signatory entities in the summer of 2025. The current schedule is to adopt the WFA 2.0 by the Plenary in October with signatory adoptions/approvals by the end of the calendar year.

The City of Sacramento received a large number of applications for the Water Forum Executive Director position. Interviews and a tentative decision will most likely be finished by the end of the month and City of Sacramento will share additional information and status once it is available. The recruitment process follows the City of Sacramento's hiring policy and process.

**3. Sacramento County Community Meetings – Carmichael Community Meeting**

Staff attended Sacramento County Board of Supervisors Carmichael Community Meeting on 3/6/2025 at Carmichael Park Clubhouse presented by Supervisor Desmond and Department of Transportation staff. The meeting focused on the County's street pavement program that is funded by SB 1 and County's general fund, each around \$30-million a year for a total of \$60M. This significant investment still only allows the County to maintain the roadways at a pavement condition index (PCI) around 41, which is "poor" condition for an index ranging from 0 to 100.

Due to the significant cost in road restoration and the general inflation in construction costs, utilities in the area have experienced higher demands by county inspector for road restorations. As an example, Sacramento County's 2024 Standard Construction Specifications stated the following requirements for intersection and American Disability Act (ADA) requirements on concrete:

*“In accordance with section 4-18 of the County of Sacramento Improvement Standards and the American with Disabilities Act (ADA), California Code of Regulations, Title 24, and the California Manual on Uniform Traffic Control Devices, any modification of any portion of an intersection requires access improvements to all corners of that intersection. Re-construction of existing sidewalk ramps as a result of damage to the sidewalk ramp is considered a modification to a portion of the intersection. All existing corners of an intersection where sidewalk ramps are not in conformance with current ADA requirements must be completely removed and replaced to conform to current requirements.”*

Water agencies in the area have met to discuss the requirements outlined in addition to other requirements on asphalt, seals coats, and other restoration requirements. Staff will continue to update the Board with any future changes.

#### 4. Garfield Well Site Access Letters

The District's attorney sent out a letter to the homeowners surrounding the Garfield Well site per commendation from JPIA for risk and liability reasons. Staff received a phone call from one neighbor who coordinated with staff to secure the site and requested cost split for a new fence. No other neighbors have responded and staff will work the neighbor for a new fence as well extending the driveway fence to near Garfield Avenue.

#### 5. Strategic Plan

Staff received a draft Strategic Plan outline with a request to populate the sections from the consultant. Once completed and finalized, the consultant will contact the Board to include additional directives, comments, or ideas from the Board.

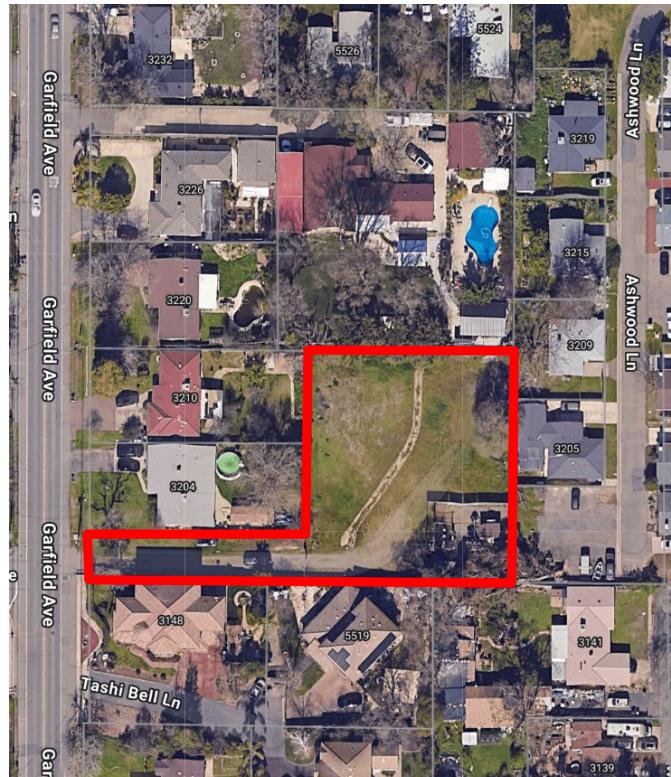
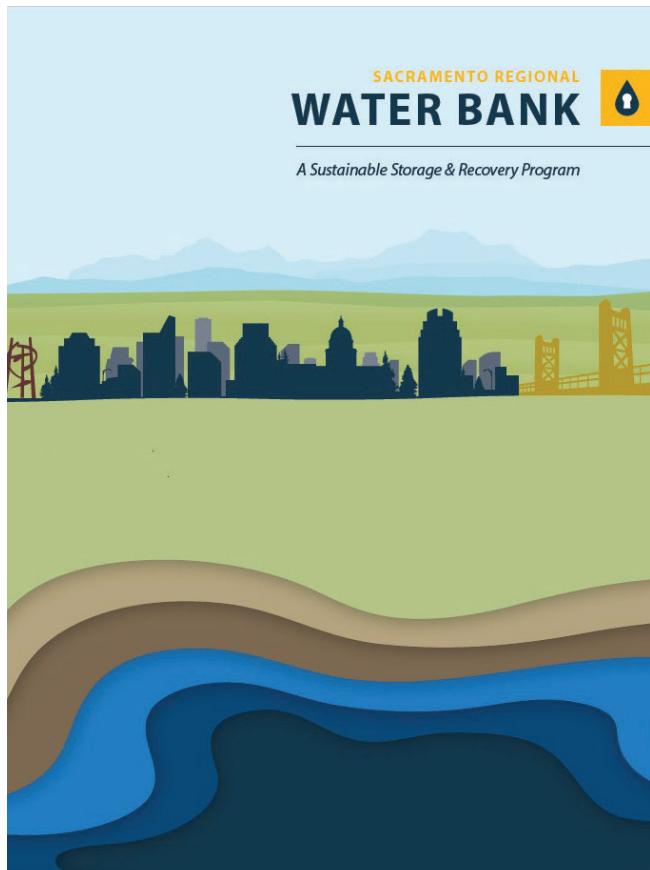


Figure 1 - Garfield Well site

#### Attachments:

1. Water Bank February 19, 2025, Program Committee meeting material



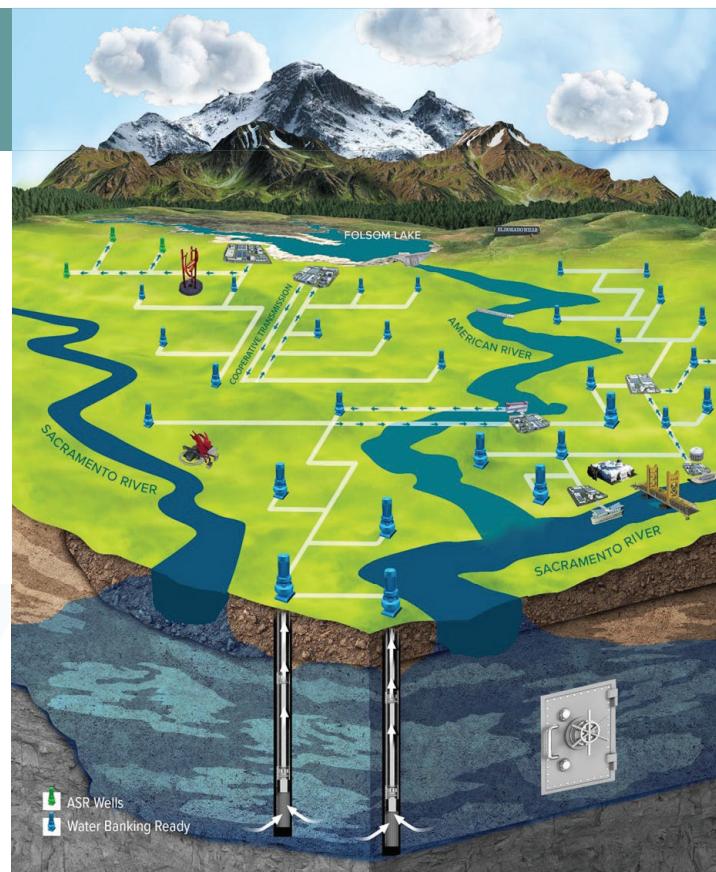
# Program Committee Meeting

February 19, 2025



## Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



# Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



## Water Bank Project – Tasks/Activities/Deliverables



### Completed Tasks

- GOPC
- Governance
- Model Updates/Data Improvements
- Water Accounting System (WAS)

### Ongoing Tasks

- Stakeholder Engagement/ Communication
- Modeling – Preliminary Baseline
- CEQA/NEPA strategy – Project Description/NOP
- Monitoring/Mitigation Plan

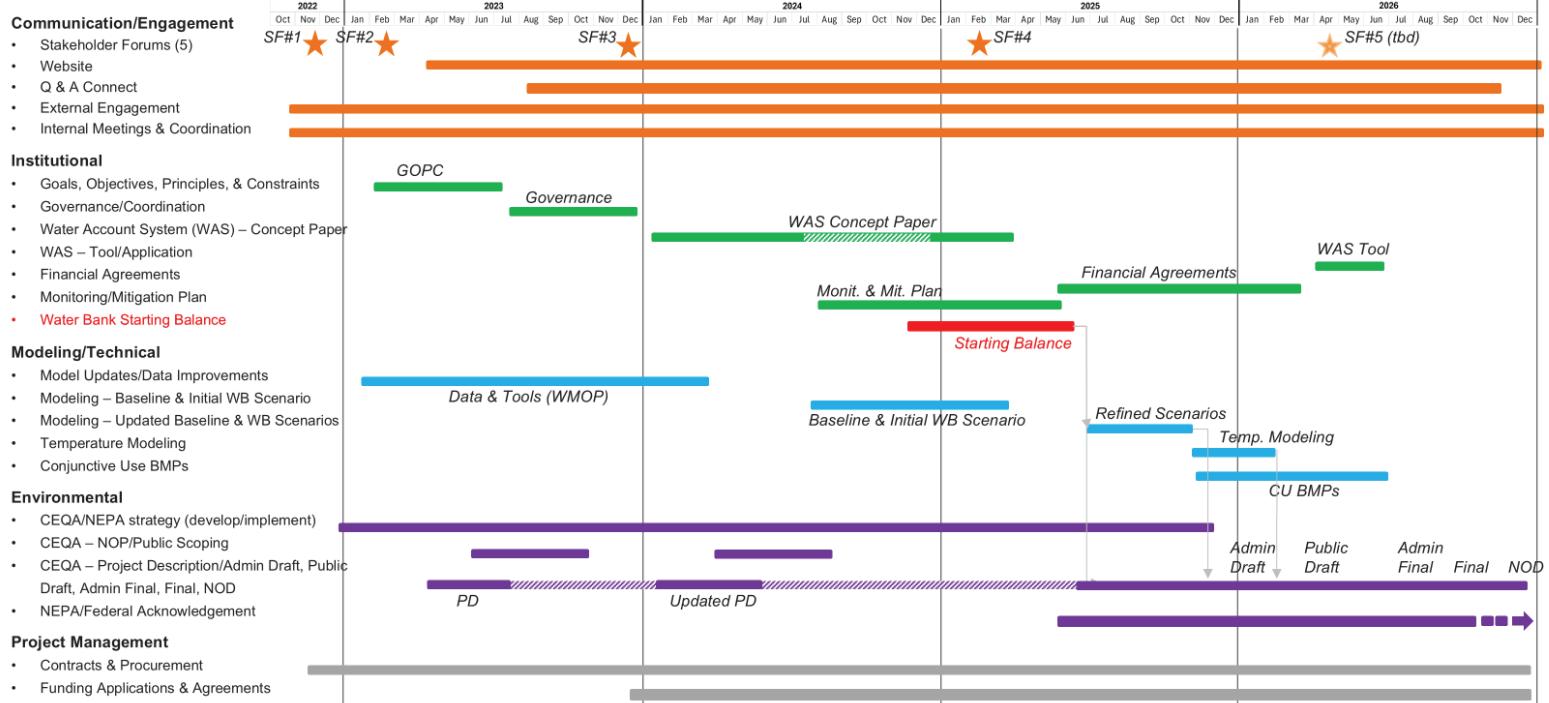
### Future Tasks

- CEQA/NEPA analysis
- Modeling – Updated Baseline & Scenarios
- Temperature Modeling
- Financial Agreements
- Conjunctive Use BMP
- Federal Acknowledgement



# Water Bank Project – Tasks/Activities/Deliverables

Subject to change



## Today's Agenda

- Today's Meeting
- **2025 Groundwater Substitution Transfers**
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



# 2025 GW Substitution Transfers

Table 1-1 – 2022 Total Pumping and Transfer Quantities

City of Sacramento Component	Jul (AF)	Aug (AF)	Sep (AF)	Oct (AF)	Nov (AF)	Total to Date
(1) COS Total Pumping	1,487	1,475	1,414	1,443	712	6,531
(2) COS Baseline	704	780	761	796	712	3,753
(3) = (1)-(2)	COS Transferable Water	783	695	653	647	-
(4) SSWD Total Pumping	1,880	2,812	2,568	2,141	459	9,860
(5) SSWD Baseline	1,186	1,164	1,175	853	459	4,836
(6) COS/SSWD Intertie						
(7) = (4)-(5)+(6)	SSWD Transferable Water	694	1,649	1,394	1,287	-
(8) COS/SCWA Intertie Water	597	667	644	657	-	2,564
(9) = (3)+(7)+(8)	Total Transferable	2,074	3,010	2,691	2,591	-
(10) = (9)*0.13	Streamflow depletion	270	391	350	337	-
(11) = (9)-(10)	Transfer Water for Export	1,804	2,619	2,341	2,254	-
	October factor to limit COS to overall Transfer on 10,366 AF			96%		
<hr/>						
Carmichael Water District Component	Jul (AF)	Aug (AF)	Sep (AF)	Oct (AF)	Nov (AF)	Total to Date
(1) CWD Total Pumping	740	459	754	668	162	2,784
(2) CWD Baseline	327	198	303	177	29	1,034
(3) = (1)-(2)	Total Transferable Water	414	261	451	491	1,749
(4) = (3)*0.13	Streamflow depletion	54	34	59	64	17
(5) = (3)-(4)	Transfer Water for Export	360	227	392	427	1,522
<hr/>						
San Juan Water District Component	Jul (AF)	Aug (AF)	Sep (AF)	Oct (AF)	Nov (AF)	Total to Date
(1) FOWD Total Pumping	623,510	617,520	542,240	440,630	210,860	2,434,760
(2) FOWD Baseline	146,839	153,584	92,873	130,000	111,610	634,906
(3) = (1)-(2)	FOWD Transferable Water	476,671	463,936	449,367	310,630	99,250
(4) CHWD Total Pumping	713,280	511,950	618,290	617,960	54,400	2,515,880
(5) CHWD Baseline	48,000	54,000	90,000	86,000	9,500	287,500
(6) = (4)-(5)	CHWD Transferable Water	665,280	457,950	528,290	531,960	44,900
(7) = (3)+(6)	Total Transferable	1,141,951	921,886	977,657	842,590	144,150
(8) = (7)*0.13	Streamflow depletion	148,45	119,85	127,10	109,54	18,74
(9) = (7)-(8)	Transfer Water for Export	993,50	802,04	850,56	733,05	125,41
Regional Total		3,158	3,648	3,584	3,414	242
						14,045

**DRAFT**  
Technical Information  
for Preparing Water Transfer Proposals

(Water Transfer White Paper)

Information for Parties Preparing Proposals  
for Water Transfers  
Requiring Department of Water Resources or  
Bureau of Reclamation Approval

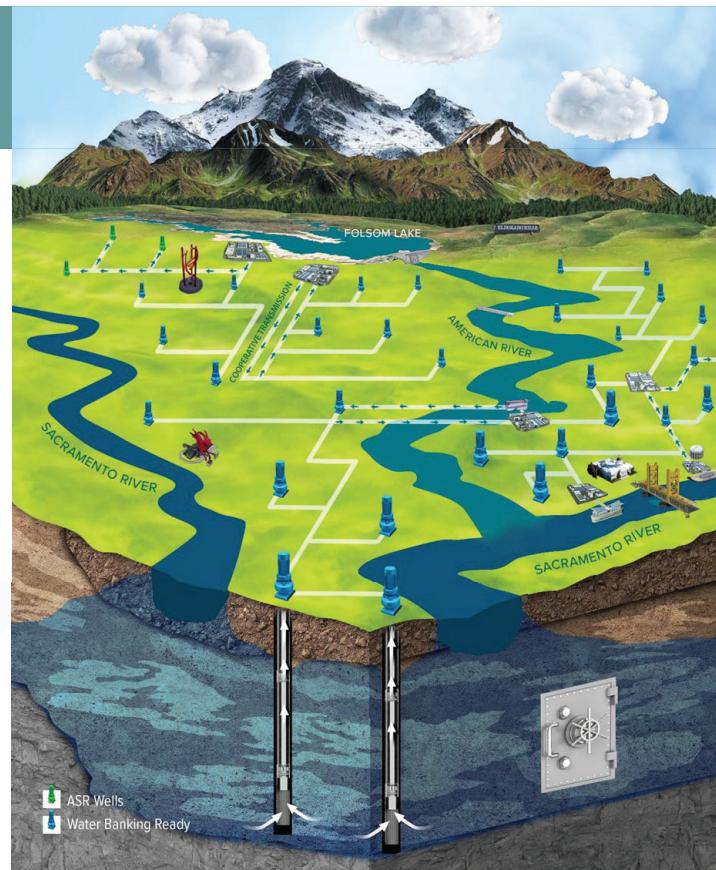
December 2019

Prepared By:  
CALIFORNIA DEPARTMENT OF WATER RESOURCES  
AND  
BUREAU OF RECLAMATION, CALIFORNIA-GREAT BASIN REGION



## Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



# Water Bank Starting Balance

	2024		2025				
	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Technical Work (CoSANA &amp; protections)</b>			<b>Conduct CoSANA modeling; develop draft WBSB &amp; protections</b>			<b>Revise WBSB &amp; protections</b>	
<b>PC meetings</b>	<b>Dec 18</b> ★ * Set expectations (what they'll get and not) ★ * Disclose plan w/schedule	<b>Jan 15</b> ★ * Status/update	<b>Feb 19</b> ★ * Status/update	<b>Mar 19</b> ★ * Draft CoSANA results & protections	<b>Apr TBD (after PC)—ad-hoc PC</b> ★ * Finish CoSANA results & protections discussion	<b>May 21</b> ★ * Revised WBSB & protections	<b>Jun 18</b>
<b>Funding Agencies</b>	<b>Early Dec</b> ★ * 2 scenarios (how to pay for WBSB modeling) ★ Get their input						
<b>SGA ad-hoc meetings</b>			<b>Early Feb (after SGA ad-hoc)</b> ★ * WBSB workplan ★ Set expectations and timeline	<b>Early Apr</b> ★ * Draft CoSANA results & protections		<b>mid May</b> ★ * Finalize WBSB & protec ★ Make recommendation Board	
<b>WF meetings</b>		<b>KICKOFF—Early Jan (after SGA ad-hoc)</b> ★ * WBSB workplan ★ Set expectations and timeline		<b>Late Mar (after PC meetings)</b> ★ * Draft CoSANA results & protections			
<b>GSA coord. meetings</b>			<b>Early Feb (after SGA ad-hoc)</b> ★ * WBSB workplan ★ Set expectations and timeline		<b>Late Apr (after PC meetings)</b> ★ * Draft CoSANA results & protections		
<b>RWA Board meetings</b>		<b>Jan 9</b> ★ * Status/update		<b>Mar 13</b> ★ * Status/update		<b>May 15</b> ★ * ??	
<b>SGA Board meetings</b>	<b>Dec 12</b> ★ * Status/update		<b>Feb 13</b> ★ * Status/update		<b>Apr 10</b> ★ * ??		

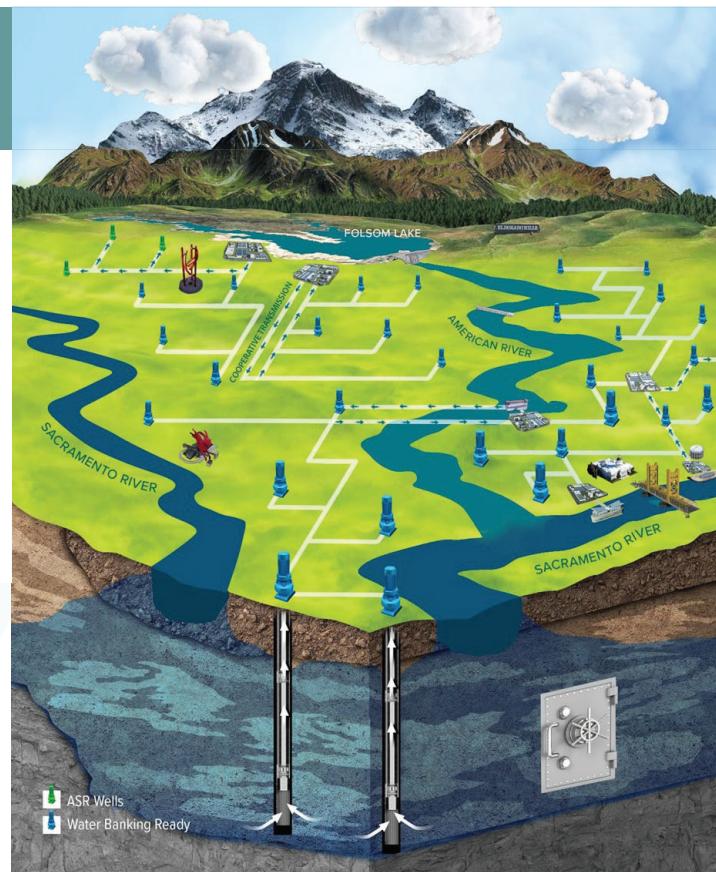
# Water Bank Starting Balance

## Legal Memorandum - Right to Recover Imported or Salvaged Water That Has Been Added to a Groundwater Basin

1. Can supplemental water be stored or "banked" in a groundwater subbasin, and, if so, what principles govern the withdrawal of that water?
2. What legal principles should the parties to the groundwater bank use in determining how much credit to allocate to those agencies who contributed supplemental or salvaged water to augment the natural yield of North American Subbasin?
3. How does the Sustainable Groundwater Management Act interact with these legal principles regarding the ownership of supplemental water?

# Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



## WAS Concept Paper

**SACRAMENTO REGIONAL WATER BANK**  
Governance: Organizational Framework, Functions, and Associated Roles and Responsibilities

**Purpose**  
This paper is one of a series of papers that introduce and describe the process and considerations related to the implementation of the Sacramento Regional Water Bank (Water Bank). These processes are aspects of Water Bank governance functions.

**Background**  
Governance can be described as “the conceptual model for how an entity is managed, its interactions with and relationship to partners and affiliates, and identification of the operations and systems it oversees.” Water Bank governance components include:

- Vision and Strategy: Goals, objectives, principles, and constraints
- Structure: Organizational framework, functions, and associated roles and responsibilities
- Operations Support Tools: Water accounting, monitoring, and reporting
- Agreements and Finance: Framework to incentivize water banking and codify roles and responsibilities for water banking

This paper focuses on the **structure** component of Water Bank governance. It outlines the required functions and activities to support successful implementation of the Water Bank, illustrates a general organizational framework to conduct these functions, and describes the associated rules and prohibiteds. This paper is intended to:

- (1) Establish shared understanding and common terminology among the Water Bank Program Committee members and the Water Bank Development Team, and
- (2) Help the Program Committee and the technical team maintain consistency in their ongoing engagements with other entities and stakeholders as part of the Water Bank development process.

This paper reflects feedback from the Program Committee on the draft *Governance, Roles and Responsibilities White Paper* (dated March 3, 2023). It also reflects additional input and feedback received during the Program Committee meetings on April 6 and April 10, 2023.

**Required Functions and Activities**  
The required activities to support a successful Water Bank can be grouped into four functional areas:

- (1) Policy and legal activities
- (2) Operation activities
- (3) Administrative activities

**SACRAMENTO REGIONAL WATER BANK**  
Governance: Organizational Framework, Functions, and Associated Roles and Responsibilities

September 7, 2023

**REGIONAL WATER AUTHORITY**

**WATER ACCOUNTING SYSTEM FOR WATER BANKING IN NORTH AND SOUTH AMERICAN SUBBASINS**

February 19, 2025

**RWA**  
Regional Water Authority  
BUILDING ALLIANCES IN NORTHERN CALIFORNIA

**SACRAMENTO REGIONAL WATER BANK**

**MONITORING PLAN**

FOR GROUNDWATER BANKING IN THE NORTH AMERICAN AND SOUTH AMERICAN SUBBASINS

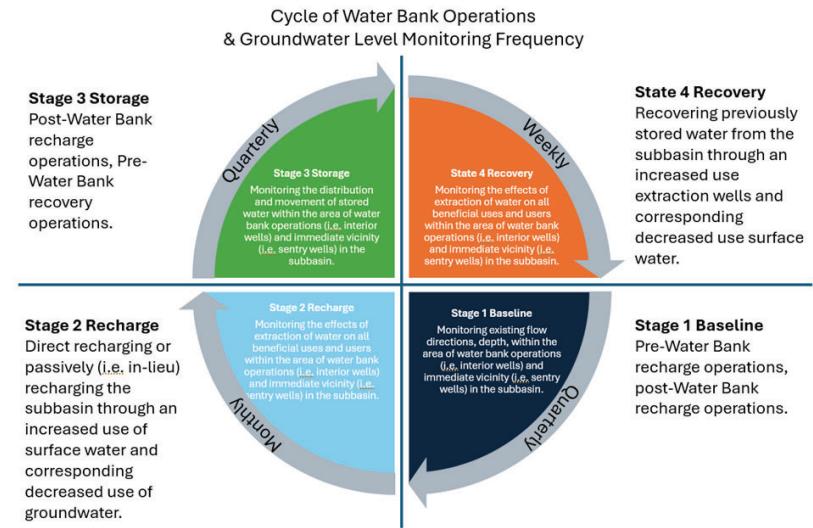
WORKING DRAFT — January 6, 2025

**RWA**  
Regional Water Authority  
BUILDING ALLIANCES IN NORTHERN CALIFORNIA

# Monitoring Plan (Adaptive Management)

## Sections

1. Introduction
2. Monitoring Well Network
3. Groundwater Level Monitoring
4. Groundwater Quality Monitoring
5. Groundwater Pumping Measurements
6. SGMA GSP Monitoring
7. Roles and Responsibilities
8. Evaluation and Reporting



Draft - Subject to change

## Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- **Water Bank Project Updates & Schedule**
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- Recap, Action Items, Next Steps



# Stakeholder Forum #4 Recap



- Held on February 4th at 6 p.m.
- 100 Registrants
- 51 Participants
- Engagement Themes
  - Environmental
  - General Updates
  - Flood, Recharge, Drought
  - Governance and Coordination

## AGENDA

1. Welcome and Introduction
2. Water Bank Basics
3. Water Bank Planning and Coordination
4. Water Accounting System
5. Previewing What's Ahead

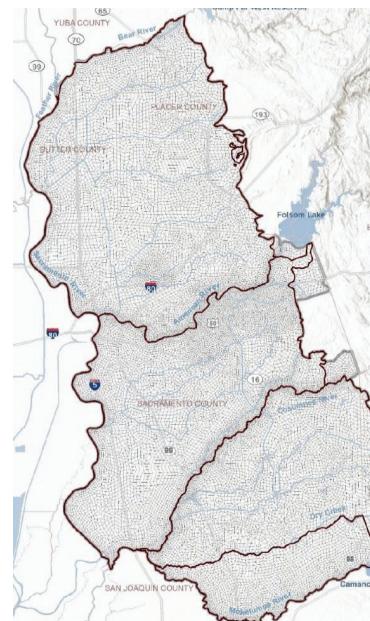
## Water Bank Updates—Environmental Compliance



### Environmental Compliance Update

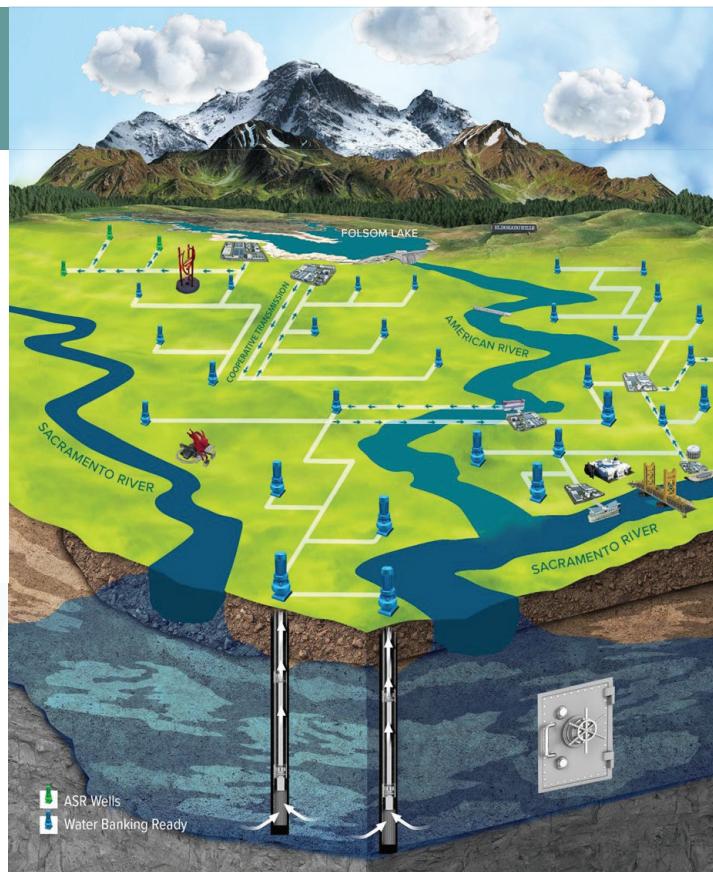
- 1) Continue preliminary preparation of Draft EIR (focus on existing and regulatory settings)
- 2) Initiate impact analysis when modeling results are available
- 3) Prepare Administrative Draft EIR

Public Draft anticipated to be released Spring 2025



# Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- **Water Bank Project Budget and Funding**
- Recap, Action Items, Next Steps



## Budget and Funding Update



### Completed Tasks

- GOPC
- Governance
- Model Updates/Data Improvements
- Water Accounting System

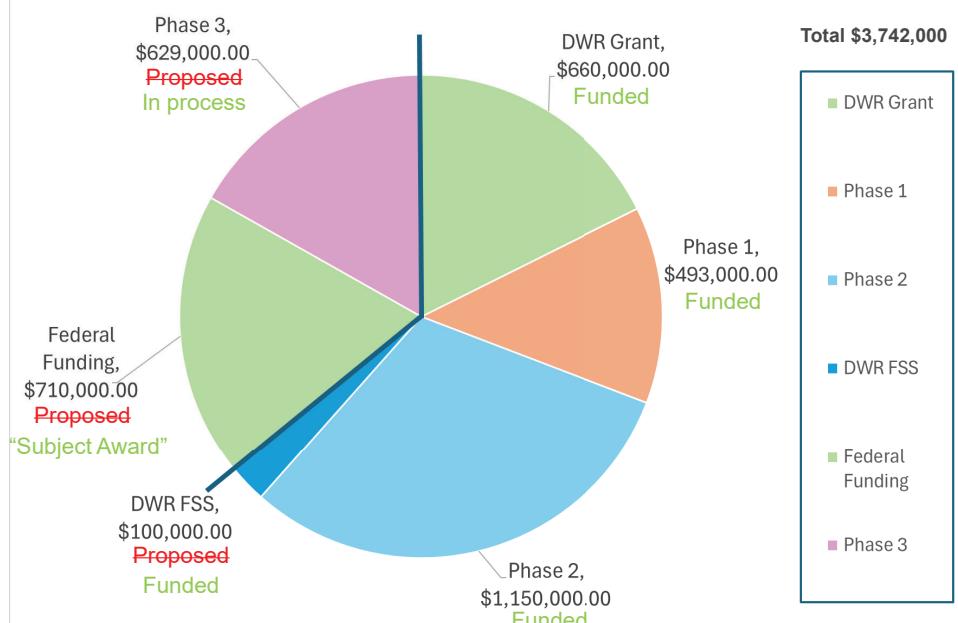
### Ongoing Tasks

- Stakeholder Engagement/ Communication
- Modeling – Preliminary Baseline
- CEQA/NEPA strategy – Project Description/NOP

### Future Tasks

- CEQA/NEPA analysis
- Modeling – Updated Baseline and Water Bank Scenarios
- Temperature Modeling
- Financial Agreements
- Conjunctive Use BMP
- Federal Acknowledgement

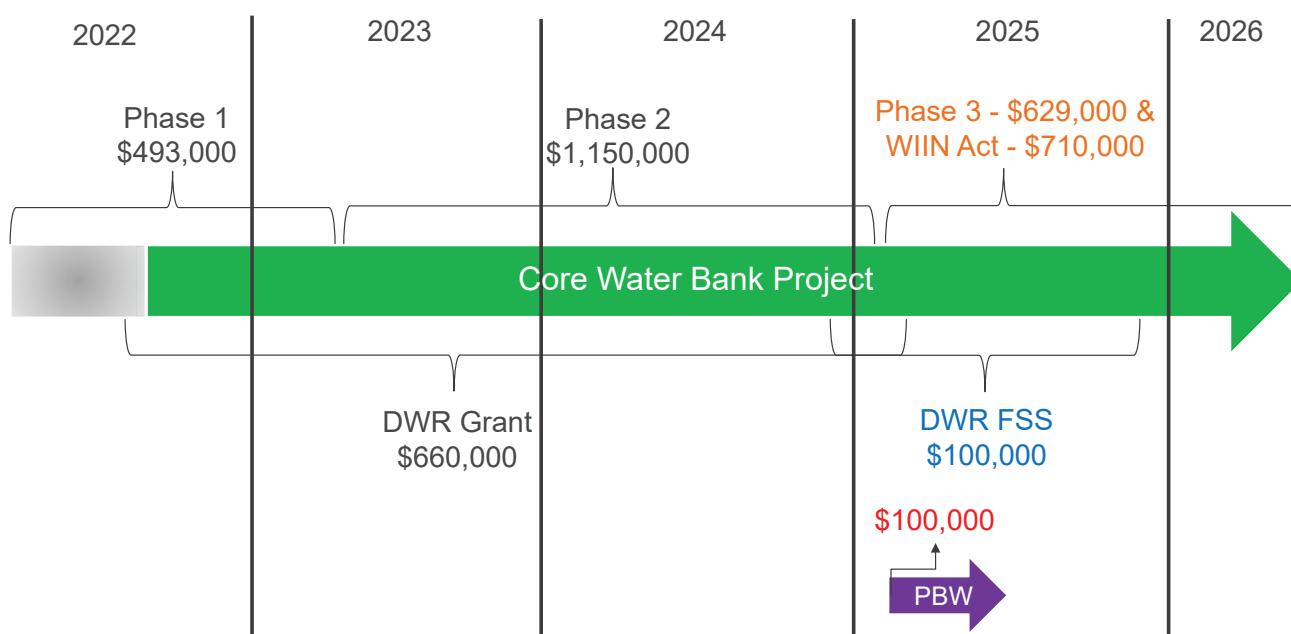
### Total Project Estimate (Existing and Planned Funding)



## Budget Status Update—Federal Funding Request

- Program Committee supported WIIN application (February 21, 2024)
- RWA Board supported submission of WIIN funding application to USBR (March 14, 2024)
- RWA staff has been working with USBR staff on supporting application questions and request for information since April!
- USBR informs RWA of approximated Federal costs of \$710K! (August 2024)
- RWA staff works with USBR to provide revised SOW, costs, and address contractual and procurement requirements (July through November 2024)
- USBR informs RWA staff of ‘subject award’ (in confetti email) pending completion of final requirements and information (Dec 17, 2024)
- Continue to provide USBR updated forms and other info (Jan/Feb 2025)

## Water Bank Funding



Note: Timeline and expenditure dates are approximated

# Phase 3 Funding Agreement

Tasks provide for a continuation of activities initiated in the Phase 2 agreement and/or DWR 2022 Urban Drought Grant or represent new tasks necessary to advance the completion of the Water Bank.

## Work Category 1: Technical Activities

- Develop and Analyze Preliminary Water Bank Scenarios
- Develop Consistent CalSim-CoSANA Baselines
- Ongoing Modeling Support
- Water Accounting System
- Best Management Practices (BMPs) for Conjunctive Use Implementation
- Financial Analysis

## Work Category 2: Environmental Activities

- CEQA/NEPA Scoping/Rescoping
- CEQA/NEPA Documents

## Work Category 3: Institutional Activities

- Governance
- Legal Support

## Work Category 4: Miscellaneous Activities

- Program Committee Support
- United States Bureau of Reclamation (USBR) Engagement and Coordination

REGIONAL WATER AUTHORITY  
PROGRAM AGREEMENT  
SACRAMENTO REGIONAL WATER BANK, PHASE 3

This Agreement is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Regional Water Authority ("RWA"), a joint exercise of powers authority formed under California Government Code section 6500, and following, and the Members and Contracting Entities of RWA listed in Exhibit 1 to this Agreement, upon their execution of this Agreement (who are collectively referred to in this Agreement as "Program Committee" or "Program Committee Agency(ies)"), to provide for carrying out a Project or Program that is within the authorized purposes of RWA, and sharing in the cost and benefits by Program Committee Agencies.

### RECITALS

A. RWA is a joint powers authority, formed to serve and represent regional water supply interests and to assist its members in protecting and enhancing the reliability, availability, affordability and quality of water resources.

B. The joint powers agreement ("RWA IPA") pursuant to which RWA was formed and operates, and as was amended on October 8, 2013, authorizes RWA to enter into a "Project or Program Agreement," which is defined in the RWA IPA as an agreement between RWA and two or more of its Members or Contracting Entities to provide for carrying out a Project or Program that is within the authorized purposes of RWA, and sharing in the cost and benefits by the parties to the Project or Program Agreement.

C. Article 21 of the RWA IPA states: "The Regional Authority's projects are intended to facilitate and coordinate the development, design, construction, rehabilitation, acquisition or financing of water-related facilities (including sharing in the cost of federal, State or local projects) on behalf of Members and/or Contracting Entities. The Regional Authority may undertake the development, design, construction, rehabilitation, acquisition or financing of such projects on behalf of Members and/or Contracting Entities in the manner and to the extent authorized by such Members and/or Contracting Entities as provided in this Agreement, but shall not accomplish these functions, nor acquire or own water-related facilities in its own name."

D. Article 22 of the RWA IPA states: "Prior to undertaking a project or program, the Members and/or Contracting Entities may elect to pursue the project or program and enter into a Project or Program Agreement. Thereafter, all assets, benefits and obligations attributable to the project shall be assets, benefits and obligations of those Members and/or Contracting Entities that have entered into the Project or Program Agreement. Any debts, liabilities, obligations or indebtedness incurred by the Regional Authority in regard to a particular project or program, including startup costs advanced by the Regional Authority, shall be obligations of the

Water Bank Phase 3 Program Agreement 29Aug24

### Estimated Budget by Work Category

	Base	Contingency (20%)
Work Category 1: Technical Activities	\$250,000	\$50,000
Work Category 2: Environmental Activities	\$250,000	\$50,000
Work Category 3: Institutional Activities	\$45,000	\$9,000
Work Category 4: Miscellaneous Activities	\$84,000	\$16,800
<b>Not-to-Exceed Total</b>	<b>\$629,000</b>	<b>\$125,800</b>

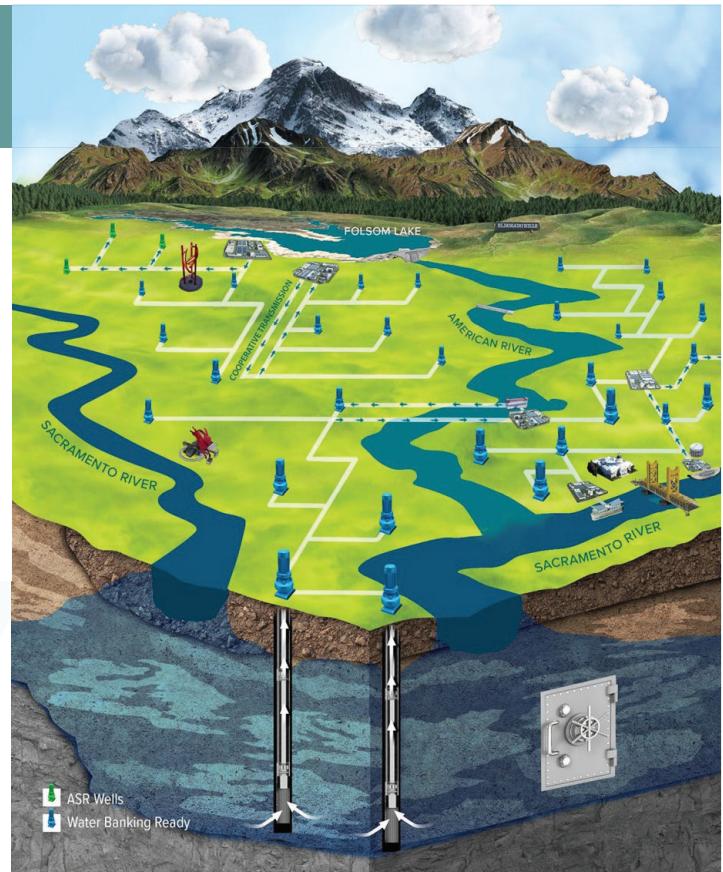
# Phase 3 Funding Status



Program Committee Agency	Base	Signalling intent to sign	Invoice Sent	Paid	Agreement Signed by PC	Agreement Signed by RWA
California American Water	\$30,600	X	X			
Carmichael Water District	\$27,800	X	X		X	X
Citrus Heights Water District	\$33,400	X	X			
City of Folsom	\$22,300	X	X	X	X	X
City of Lincoln	\$13,900	X	X			
City of Roseville	\$30,600	X	X			
City of Sacramento	\$105,800	X	X			
El Dorado County Water Agency	\$8,400	X	X		X	X
El Dorado Irrigation District	\$13,900	X	X		X	
Elk Grove Water District	\$13,900		X			
Fair Oaks Water District	\$33,400	X	X			
Golden State Water Company	\$66,800	X	X			
Placer County	\$5,600	X	X			
Placer County Water Agency	\$22,300	X	X			
Sacramento County Water Agency	\$66,800	X	X			
Sacramento Regional County Sanitation District	\$30,600	X	X			
Sacramento Suburban Water District	\$77,900	X	X			
San Juan Water District	\$33,400	X	X			
<b>Totals</b>	<b>\$637,400</b>	<b>\$631,900</b>				

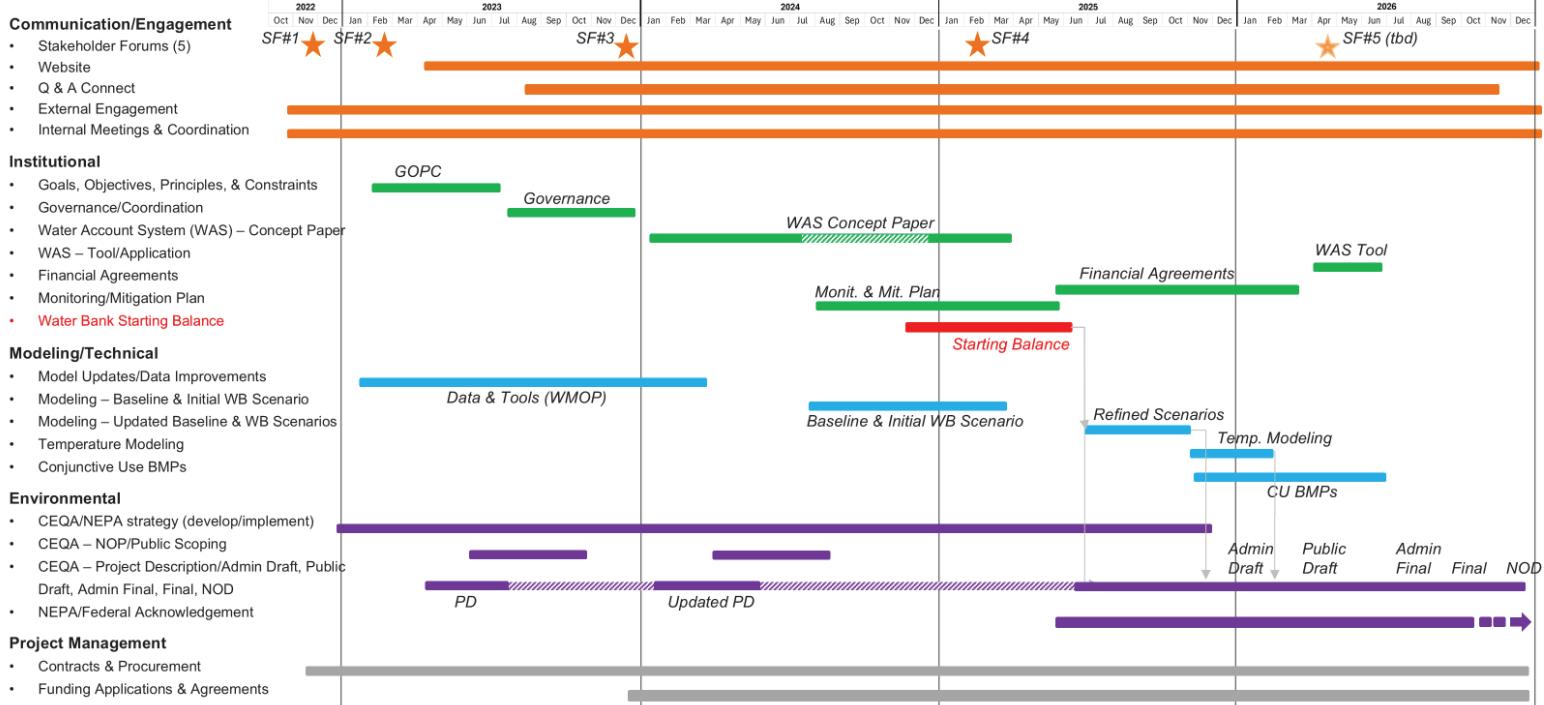
# Today's Agenda

- Today's Meeting
- 2025 Groundwater Substitution Transfers
- Water Bank Starting Balance
- WAS Concept Paper
- Monitoring Plan (Adaptive Management)
- Water Bank Project Updates & Schedule
  - Stakeholder Forum #4
  - Environmental
- Water Bank Project Budget and Funding
- **Recap, Action Items, Next Steps**



## Water Bank Project – Tasks/Activities/Deliverables

Subject to change



# CARMICHAEL WATER DISTRICT

## March 2025 Engineering Department Report

### Engineering Manager, Greg Norris P.E.

#### CAPITAL IMPROVEMENT PROJECTS

La Sierra ASR Well Project: The well site perimeter wall has been constructed as shown in the photo below. Also miscellaneous yard pipe and drain outlet has been installed. Within the wall perimeter, the slab for electrical equipment can also be seen in the photo below.



Winding Way ASR Well Project: The contractor is proceeding with the pump testing and development as weather permits. During the development, the contractor found the well yielding more flow than anticipated. To adequately stress the well for development the contractor was exceeding the pump-to-waste capacity of approximately 2,000 gpm. After discussion with the contractor, the District agreed to a temporary retrofit of the pump-to-waste drain outlet by placing a vertical pipe on the top of the outlet to increase head. At last check, the contractor was able to pump the well at 2,700 gpm without the pipe overflowing. See outlet retrofit in photo immediately below.



The step test for the new Winding Way well was completed on February 28, 2025 at 1,600, 1,900, 2200, and 2,500 gpm. Manganese samples were collected at the end of each step and will be submitted to BSK laboratory for analysis. Results are shown ion the table below.

SWL	PWL	drawdown	gpm	Specific Capacity
155.25	189.8	34.55	1600	46.3
	197.7	42.45	1900	44.8
	204.75	49.5	2200	44.4
	214.4	59.15	2500	42.3

GEI has analyzed the data and saw that there was a slight break in the Specific Capacity at 2,500 gpm and that the sand content increased about 15 minutes after the test started, for about 10 minutes, but then dropped back down. This was not seen during the other steps. Based on the results, they are planning to pump the well for 24 hours at 2,200 gpm starting on March 3, 2025.0

Ladera ASR Well Project: Construction is complete and the site is ready for topside development. The well capacity is set at 1,200 gpm for hydrogen sulfide and manganese management.

SCADA Project: An RFP for a Progressive Design Build process is under development.

Garfield Well Backup Generator Project: No Update since last month. Equipment is still on order.

Claremont Pipeline Engineering Design: The District's consultant has produced final design and developed an approximate schedule for the remainder of the project as shown in the table immediately below.

Activity	Submittal Date
Issue DDW Package & Encroachment Docs for Agency review and approval <i>[District prefers to have DDW &amp; County Encroachment finalized before the advertising]</i>	Monday March 3, 2025 to April 1, 2025 [Target Date to get formal approval]
Publicly Advertise Claremont Rd Project (30 calendar days)	Tuesday April 8, 2025 to Thursday May 8, 2025
Pre-bid Meeting (Mandatory @ District office)	Tuesday April 15, 2025
Public Bid Opening (@ District office)	Thursday May 8, 2025 at 2PM
Bid Review/Board Meeting Agenda Prep.	Monday May 12, 2025 to Friday May 30, 2025
Board Meeting	Monday June 16, 2025
Contract Award Notification	Tuesday June 17, 2025
Contract Notice to Proceed	Thursday June 26, 2025
Substantial Completion (120 Calendar days from notice to proceed (NTP))	Friday Oct 24, 2025
Final Completion (150 calendar days from NTP)	Tuesday Nov 25, 2025

---

*This page intentionally left blank.*

**CARMICHAEL WATER DISTRICT**  
**FEBRUARY 2025 BILLING DEPARTMENT REPORT**  
**Billing Supervisor, Cecilia D.**

In comparison to January's Billing, there was a decrease of 22% in Billing Units and Total Billing was down 7%. Year to date Billing Units were 8% higher overall than last year and Total Billing was 13% higher.

BILLING ACTIVITY				FY 24-25	FY 23-24		Previous Year Billing Totals % Difference
Billing Period	Billing Units*	Usage Charges	Service Charges	Billing Totals	Billing Totals	Billing Units*	
July	570,814	\$ 1,290,039	\$ 820,065	\$ 2,110,104	\$ 1,681,005	449,410	26%
August	487,443	\$ 1,101,622	\$ 820,357	\$ 1,921,979	\$ 1,834,038	523,315	5%
September	453,927	\$ 1,025,876	\$ 820,304	\$ 1,846,180	\$ 1,573,781	397,982	17%
October	372,814	\$ 842,560	\$ 820,422	\$ 1,662,982	\$ 1,449,177	337,834	15%
November	220,319	\$ 497,922	\$ 820,542	\$ 1,318,464	\$ 1,198,159	216,445	10%
December	141,063	\$ 318,803	\$ 820,607	\$ 1,139,410	\$ 1,063,486	151,575	7%
January	155,497	\$ 384,078	\$ 898,690	\$ 1,282,768	\$ 1,146,764	143,529	12%
February	120,573	\$ 297,815	\$ 898,127	\$ 1,195,942	\$ 1,082,539	115,430	10%
March				\$ -	\$ 1,110,361	127,799	
April				\$ -	\$ 1,191,150	163,201	
May				\$ -	\$ 1,478,165	289,076	
June				\$ -	\$ 1,782,139	422,549	
<b>YTD Totals</b>	<b>2,522,451</b>	<b>\$ 5,758,715</b>	<b>\$ 6,719,114</b>	<b>\$ 12,477,829</b>	<b>\$ 11,028,949</b>	<b>2,335,520</b>	<b>13%</b>

\* 1 Unit = 100 CCF (Centum Cubic Feet) = 748 Gallons.

Billing Units are based on current meter reading period, i.e., Current Billing Period = 1/24/25 – 2/21/25, and may differ from Production reported numbers due to the meter read billing cutoff dates.

**COLLECTIONS: Processed & Total Outstanding A/R Amounts**

The Total 61-90 Days column displays the delinquent amounts that will be targeted on next month's final notice and collections processes. The Outstanding A/R amounts reflect what was still owing at month end, this is 15% of the amount billed, or approximately 1,705 customers.

Date	Total on APS*	Total Off	Total # Liened	Total \$ Liened	Total 61 - 90 Days	Total Outstanding A/R **
June 2024	0	14	8	\$ 5,099	\$ 12,286	\$ 248,577
<b>FY 24-25</b>						
July	0	10	7	\$ 3,088	\$ 9,242	\$ 247,101
August	1	9	7	\$ 3,020	\$ 8,226	\$ 304,965
September	0	7	7	\$ 3,044	\$ 12,683	\$ 242,173
October	0	7	7	\$ 3,068	\$ 14,012	\$ 306,843
November	0	7	7	\$ 4,165	\$ 22,933	\$ 365,946
December	0	7	6	\$ 2,637	\$ 27,604	\$ 207,399
January 2025	1	8	6	\$ 2,658	\$ 18,829	\$ 152,486
February	1	9	8	\$ 3,906	\$ 17,127	\$ 191,962

\* APS = Alternative Payment Schedule

\*\* Includes Total Liened and 61-120 Days Amounts

---

*This page intentionally left blank.*

# CARMICHAEL WATER DISTRICT

Production Superintendent, DAVID BIAGI

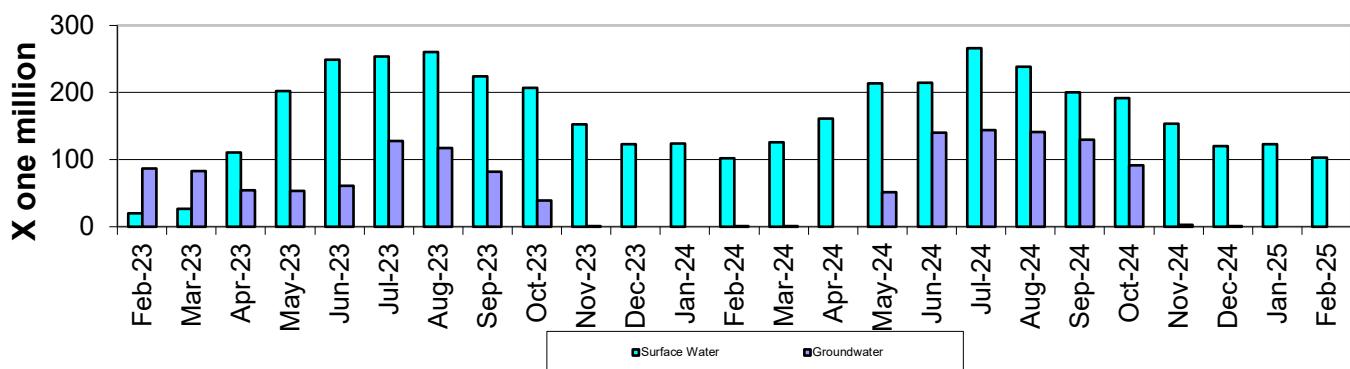
## February 2025 Water Production Board Report



### CWD Monthly Water Production 2015-2025

FY	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	MGD Totals	Acre/Ft
2024-25	409.91	379.28	329.43	283.13	155.68	117.11	122.95	103.10					1901	5833
2023-24	381.87	376.96	305.79	246.50	153.18	123.06	114.25	102.90	125.55	160.99	265.26	354.84	2712	8322
2022-23	371.77	358.96	299.37	267.16	149.16	124.91	115.19	107.14	109.89	165.79	255.81	310.23	2635	8088
2021-22	381.78	354.31	318.00	232.62	127.07	114.90	116.95	138.86	181.17	183.76	282.17	327.46	2759	8467
2020-21	408.04	402.05	335.66	294.53	188.58	140.24	125.19	110.64	145.91	237.20	332.59	371.58	3092	9490
2019-20	378.84	381.60	314.85	259.58	201.55	122.39	113.09	135.71	153.23	181.81	281.40	360.18	2884	8851
2018-19	387.57	361.56	314.04	259.22	187.67	121.80	111.84	96.07	109.20	158.03	226.19	317.21	2650	8134
2017-18	399.61	383.76	323.74	270.59	140.87	129.07	113.92	117.16	115.88	148.80	258.57	335.23	2737	8400
2016-17	357.82	353.35	299.41	193.38	123.16	115.61	113.47	96.26	116.84	123.76	268.14	332.52	2494	7653
2015-16	287.66	283.68	259.99	213.09	128.89	107.92	100.49	97.72	107.12	148.87	219.44	308.84	2264	6947
<b>Avg.</b>	<b>376.49</b>	<b>363.55</b>	<b>310.03</b>	<b>251.98</b>	<b>155.58</b>	<b>121.76</b>	<b>114.73</b>	<b>110.56</b>	<b>129.42</b>	<b>167.67</b>	<b>265.51</b>	<b>335.35</b>	<b>2692</b>	<b>8261</b>
<b>Daily</b>	<b>12.14</b>	<b>11.73</b>	<b>10.33</b>	<b>8.13</b>	<b>5.19</b>	<b>3.93</b>	<b>3.70</b>	<b>3.95</b>	<b>4.17</b>	<b>5.59</b>	<b>8.56</b>	<b>11.18</b>		

### CWD Combined Surface & Ground Water Usage



Feb. CWD Total Production		MG
Surface Water	100%	103.095
Groundwater	0%	0

Production	Up/ Down	Month	Up/ Down	10-Year Running Average
Production from same month last year	Up	0.2%	Down	6.8%
Feb. 2025 Average Daily Production		3.68 MG		
Peak Day – Feb. 27th		5.40 MG		

**GSWC Delivery:** CWD delivered 126.45 MG or 388.06 Acre/Ft to GSWC in February.

There was one (1) water quality complaint in February. The area where the complaint occurred was investigated and flushed when needed.

#### **Water Quality Activity**

- ✓ Taste & Odor: 0
- ✓ Color: 0
- ✓ Turbidity (Air): 0
- ✓ Suspended Solids: 0
- ✓ Low Pressure: 1

#### **Backflow Devices Tested**

- ✓ Tested: 56
- ✓ New Devices: 0
- ✓ Failed Tests: 2

#### **Maintenance Activity**

- ✓ Secondary Cl<sub>2</sub> CIP: 1
- ✓ Filter Skid Valve Repair: 6
- ✓ Instrument Calibrations: 6
- ✓ Module Repair: 15

### **Pressure Reducing Valves and Air Receivers**

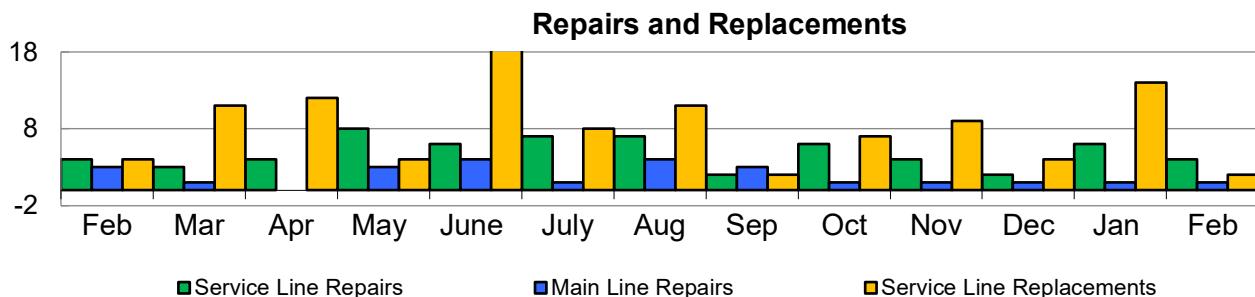
**Compressor Room Maintenance and Pressure Vessel Inspection:** Staff at the Bajamont Water Treatment Plant (BWTP) took advantage of the low February demand to rebuild the 3-inch high-volume pressure-reducing valves that feed the primary treatment systems. These regulators are critical to the primary filtration system's backwash function. They control the flow of air during a filter skid backwash, reducing the pressure to 90 psi from the air tanks, which can range from 100 to 150 psi. CWD staff have used recent training to do these rebuilds in-house rather than hiring an outside vendor.



The BWTP has three large-capacity air receivers, two 1600 gallons and an 800 gallons receivers. The air receivers require an internal inspection every five years to issue the operating permits. This means that the tanks must be shut down and isolated, and the manhole cover must be removed for the inspection. Photos of the data plate, safety valve, and pressure gauge are taken. Then, the inspector verifies the safety appurtenances and labels and ensures that the objects are installed per the applicable CA Title 8 UPV, NBIC, and ASME codes. While the air receivers are isolated and depressurized, staff evaluate the condition of the manhole gaskets and replace them if necessary.

**Fire Suppression System:** Per direction from the Board, staff is in the process of installing 2 fire hydrants at the BWTP. Staff is also working on getting quotes for the fire alarm upgrade and a fire suppression system. Staff is also working with JPIA to get guidance on fire prevention items.

**CARMICHAEL WATER DISTRICT**  
**DISTRIBUTION SUPERINTENDENT, Lucas Campbell**  
**February 2025 Water Distribution Board Report**



**Capital Improvements/Replacements**

- Service Line: 2
- Fire Hydrant: 1
- Main Line Valve: 0
- New Construction Meters: 0
- Air Relief Valves - 0

- CWD is currently focusing on several projects, with a particular emphasis on addressing failing backyard mains. One such project involves the abandonment of roughly 620 feet of 4-inch steel main, originally installed in 1934, located between Francis Way and Kenneth Avenue. This section of steel main is difficult to access, making repairs to the deteriorating infrastructure particularly challenging for crews.

**O and M Repair Work**

- Service Line: 4
- Fire Hydrant: 1
- Main Line: 0
- Meter Boxes: 0
- Main Line Valve Boxes: 0
- Meter Change Out: 10
- Registers Change Out: 5
- Hydrant Inspections: 2
- Valves Exercised: 3

**Customer Assist**

- Call Outs: 35
- Private Repairs: 4
- Water Waste: 16
- Lock/Unlock: 9
- High Pressure: 0
- Low Pressure: 0
- 



***4-inch steel main with wharf hydrant***

Fortunately, there are no active services connected to the 4-inch steel main, which simplifies the abandonment process and minimizes any potential disruption to CWD customers. During the abandonment work, crews will also be upgrading two wharf hydrants to wet barrel hydrants. This upgrade not only enhances CWD's fire suppression capabilities in the area but also provides an additional benefit. The new hydrants will function as "blow-off hydrants," which will improve flushing processes and help maintain better water quality throughout the distribution system.

- CWD conducted a "live" test of the Hydrant Guard check valve on February 11, 2025, at the corporation yard. The test involved collaboration between the Distribution, Engineering, and Production teams, who were on-site to observe the testing process and receive recommendations from the manufacturer.

The test simulated a scenario in which the hydrant was struck, as it might be in the field. A CWD operator sheared the hydrant off at operating water pressure to simulate real-world conditions.



The check valve functioned as intended, fully engaging and resulting in very minimal water loss.

This successful test demonstrates the effectiveness of the Hydrant Guard check valve in reducing water loss during hydrant impact. In the future, incorporating this style of check valve into the district's infrastructure will help reduce repair costs and improve water loss reporting accuracy, ultimately benefiting CWD and its customers.

## **Sacramento County Projects**

- Ancil Hoffman and River Bend Park Overlay Project (Continued): The District has received the "C" plans for this project. The paving portion of this project will start at the intersection of California Ave. and Tarshes Way, working east into Ancil Hoffman Park to the club house and driving range. District forces are required to lower then raise all main line valve boxes (12 projected) within the limits of construction.
- Sacramento County AC Overlay Phase D (Continued): The District has received "A" plans for an additional overlay project in the areas of Kenneth Ave, west of Walnut Ave continuing south to El Camino Ave. Upon completion of the overlay project, there will be a three (3) year utility trench cut moratorium. In anticipation of this project and the three year moratorium, District staff will be upgrading many water service laterals and saddles at the main. Making these upgrades will help ensure CWD from having to perform construction in the roadway. Staff will GPS all facilities within the limits of the project and update the District map as needed.

# BOARD OF DIRECTORS

## FEBRUARY 2025 MEETING ATTENDANCE

MEETINGS ATTENDED		DIRECTORS				
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
2/7	ACWA Committee Meetings	1				
2/25	CWD 2x2 Adhoc Committee				1	
2/18	CWD - Regular Board Meeting	1	1	1	1	1
2/28	CWD - Special Board Meeting	1	1	1	1	1
2/20	Carmichael Chamber			1		
<b>TOTAL MEETINGS ATTENDED</b>		<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>

## FEBRUARY 2025 EXPENSE COMPENSATION/REIMBURSEMENT

MEETINGS COMPENSATED						
DATE	DESCRIPTION	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
1/21	CWD - Regular Board Meeting	1	1	1	1	1
12/23	CWD - Special Board Meeting			1	1	
1/9	RWA - Regular Board Meeting				1	
12/18	COTP Management Meeting			1		
<b>TOTAL # COMPENSATED</b>		<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>
<b>TOTAL \$ COMPENSATED</b>		<b>\$152.00</b>	<b>\$152.00</b>	<b>\$456.00</b>	<b>\$456.00</b>	<b>\$152.00</b>
<b>*TOTAL REIMBURSEMENTS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FISCAL YEAR 2024-2025 SUMMARY

	DAVIS	EMMERSON	NELSON	GREENWOOD	SELSKY
<b>FYTD # MEETINGS ATTENDED</b>	<b>17</b>	<b>16</b>	<b>18</b>	<b>32</b>	<b>27</b>
<b>FYTD # MEETINGS COMPENSATED</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>26</b>	<b>20</b>
<b>FYTD \$ MEETINGS COMPENSATED</b>	<b>\$1,216.00</b>	<b>\$1,824.00</b>	<b>\$2,432.00</b>	<b>\$3,952.00</b>	<b>\$3,040.00</b>
<b>FYTD EXPENSE REIMBURSEMENTS</b>	<b>\$0.00</b>	<b>\$1,343.87</b>	<b>\$0.00</b>	<b>\$1,623.17</b>	<b>\$91.06</b>