

Board Agenda

Regular Meeting

Thursday, February 25, 2021

Camrosa Board Room

5:00 P.M.

TO BE HELD REMOTELY

In light of public health responses to the threat of COVID-19 and Governor Newsom's Executive Order N-25-20, the Camrosa office is still closed to the public. Board meetings are accessible to the public only via web-based teleconference, as described below.

To participate via the web to see the board meeting presentation, click <https://us02web.zoom.us/j/9235309144> on your computer, tablet, or smartphone. You'll need to download and install the ZOOM app before logging on.

If you'd like to make a comment, you'll have to log in via the app so we can identify you and invite you to participate.

To listen in via phone, call **(669) 900-6833**; when prompted, enter the meeting ID: **923 530 9144**.

Call to Order

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Consent Agenda

1. Approve Revised Minutes of the Special Meeting of January 21, 2021
2. Approve Revised Minutes of the Regular Meeting of January 28, 2021
3. Approve Minutes of the Regular Meeting of February 11, 2021

4. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$701,780.40.

5. ****Operating Budget Excellence Award**

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

Action Required: No action necessary; for information only.

Primary Agenda

6. ****Classification and Compensation Study**

Objective: Receive briefing from Koff & Associates on the Classification & Compensation Study.

Action Required: No action necessary; for information only.

7. **Cyber Security Status**

Objective: Receive a briefing from staff on the status of the District's cybersecurity posture.

Action Required: No action necessary; for information only.

8. ****Climate Change Effects Vulnerability Assessment and Management Plan**

Objective: Develop a Climate Change Effects Vulnerability Assessment and Management Plan in accordance with the District's National Pollutant Discharge Elimination System (NPDES) permit.

Action Required: Authorize the General Manager to enter into the attached agreement with Larry Walker Associates (LWA) in an amount not to exceed \$44,238.00.

9. **Local Water Production**

Objective: Receive a briefing on local water production through the second quarter.

Action Required: No action necessary; for information only.

10. ****Conejo Wellfield GAC Treatment Plant Design**

Objective: Document environmental compliance regarding the granular activated carbon (GAC) treatment plant at the Conejo Wellfield.

Action Required: Authorize the General Manager to issue a change order to Provost & Pritchard, for engineering services related to the GAC treatment plant at Conejo Wellfield, to include the provision of environmental compliance documentation, in an amount not to exceed \$58,200 as per the attached proposal.

11. ****Fill Vacant Chief Plant Operator Position**

Objective: Fill the Chief Plant Operator Position at the Camrosa Water Reclamation Facility (CWRF).

Action Required: Authorize the General Manager to promote an existing System Operator II employee to fill the vacant Chief Plant Operator position and adjust his salary to the base of the corresponding range, \$38.47 per hour.

Closed Session: The Board may enter into a closed session to confidentially discuss pending litigation and/or personnel matters as authorized by Government codes 54956.9 and 54957 respectively.

12. Closed Session Conference with Legal Counsel

Objective: To confer with and receive advice from counsel regarding pending litigation and personnel matters, if necessary.

Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors; Adjournment

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. Copies of the full agenda are available for review at the District Office and on our website at www.camrosa.com.

February 25, 2021

Board of
Directors
Agenda Packet

Board Minutes

Special Meeting

Thursday, January 21, 2021

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:04 P.M. as a web-based teleconference.

Present: Eugene F. West, President (via teleconference)
Terry L. Foreman, Vice-President (via teleconference)
Al E. Fox, Director (via teleconference)
Timothy H. Hoag, Director (via teleconference)

Absent: Jeffrey C. Brown, Director

Staff: Tony Stafford, General Manager
Ian Prichard, Assistant General Manager (via teleconference)
Tamara Sexton, Manager of Finance (via teleconference)
Joe Willingham, Manager of Operations (via teleconference)
Kevin Wahl, Superintendent of Operations (via teleconference)
Terry Curson, District Engineer (via teleconference)
Finn Swann (via teleconference)
Jorge Navarro (via teleconference)

Guests: Seth Shapiro, Legal Counsel (via teleconference)

Public Comments

None

Primary Agenda

1. Classification and Compensation Study

Information on the Classification and Compensation Study was presented and discussions by the Board followed. The General Manager requested that the study and Board discussion items be referred to the Rate Ad Hoc Committee for more detailed review and assessment. The Rate Ad Hoc Committee will bring back their findings and recommendations to the Board for further consideration.

No action necessary; for information only.

2. Strategic Plan

The Board reviewed top strategic initiatives identified by the Board and directed staff to consolidate them into categories for further review.

No action necessary; for information only.

Closed Session: The Board elected not to enter into closed session.

Comments by General Manager

- Mr. Stafford congratulated President West on his reelection as the special district's representative on the Fox Canyon Groundwater Management Agency Board of Directors, where he currently serves as Chair.
- Mr. Stafford informed the Board that the Arroyo Santa Rosa Groundwater Sustainability Agency meeting would be at 4:45 P.M. on Thursday, January 28, 2021.

Comments by Directors

- Director Fox reminded the Board that nominations to the California Special Districts Association for Director of the Year and Manager of the Year are due.
- Director Foreman highlighted the ability of the District to continue serving water through the recent power outage, which lasted longer than 48 hours in some portions of the District.

Adjournment

There being no further business, the meeting was adjourned at 6:21 P.M.

Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District

_____ (ATTEST)
Eugene F. West, President
Board of Directors
Camrosa Water District

Board Minutes

Regular Meeting

Thursday, January 28, 2021

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:01 P.M. as a web-based teleconference.

Present: Eugene F. West, President (via teleconference)
Terry L. Foreman, Vice-President (via teleconference)
Al E. Fox, Director (via teleconference)
Jeffrey C. Brown, Director (via teleconference)
Timothy H. Hoag, Director (via teleconference)

Staff: Tony Stafford, General Manager
Ian Prichard, Assistant General Manager (via teleconference)
Tamara Sexton, Manager of Finance (via teleconference)
Joe Willingham, Manager of Operations (via teleconference)
Jozi Zabarsky, Manager of Customer Accounts/Business (via teleconference)
Kevin Wahl, Superintendent of Operations (via teleconference)
Terry Curson, District Engineer (via teleconference)
Greg Jones, Legal Counsel (via teleconference)

Guests: Curtis Hopkins (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of January 14, 2021

This item was pulled from the Consent Agenda and moved to the Primary Agenda.

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$959,762.20 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$959,762.20.

Motion: Brown **Second:** Hoag

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Primary Agenda

3. Tierra Rejada & Penny Wells Rehabilitation Review and Analysis

The Board was provided an analysis and overview of the Tierra Rejada and Penny Wells.

Discussion occurred regarding the findings and preliminary recommendations. Director Foreman

made a number of observations and raised issues and questions about the findings and preliminary recommendations. The General Manager recommended that staff meet with Director Foreman to further review and resolve the issues and questions raised by Director Foreman.

No action necessary; for information only.

4. Pleasant Valley County Water District Recycled Water Sales Agreement

The Board received the final executed recycled water agreement with Pleasant Valley County Water District (PVCWD).

Action Required: No action necessary; for information only.

5. Procurement Policy

The Board received the District's adopted Procurement Policy with strikethroughs.

No action necessary; for information only.

6. Salary and Classification Schedule

The Board adopted a Resolution Adjusting the District's Salary and Classification Schedule for Employees.

Motion: Fox **Second:** Hoag

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

1. Approve Minutes of the Regular Meeting of December 10, 2020 (moved from Consent Agenda)

The Board approved the Minutes of the regular Meeting of January 14, 2021, amending Agenda Item number 8, per Director Foreman's request, to reflect the following: *"The Board authorized the General Manager to enter a contract with and issue a purchase order to Cannon Corporation, in an amount not to exceed \$265,881.00, to provide professional engineering services for the Reservoir 4C welded steel tank and hydropneumatic pump station replacements, and directed staff to initiate a more comprehensive assessment of storage requirements, including locations and volumes, for the District. The storage assessment shall also include an analysis for Reservoir 4C to include pumping capability from pump stations at Reservoirs 3D and 3C, and return to the Board with a storage optimization plan for those tanks prior to proceeding with any construction at Reservoir 4C."* The Board also amended Item number 11 with the understanding that this temporary position will not be filled by a permanent employee and the duties will be absorbed by existing personnel and/or contracted out by the end of the agreement. The temporary position is short term and will not lead to, or be replaced by a full-time employee. No directors opposed the amendments; therefore the minutes have been revised accordingly.

Motion: Brown **Second:** Foreman

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Comments by General Manager

- None

Comments by Directors

- None

Closed Session: The Board entered a closed session at 5:52 P.M. to confidentially discuss pending litigation as authorized by Government codes 54956.9.

7. Closed Session Conference with Legal Counsel – Two Matters

The Board conferred with and received advice from counsel regarding pending litigation.

No action was taken in closed session.

The Board returned to open session at 6:10 P.M.

Adjournment

There being no further business, the meeting was adjourned at 6:11 P.M.

Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District

Eugene F. West, President
Board of Directors
Camrosa Water District (ATTEST)

Board Minutes

Regular Meeting

Thursday, February 11, 2021

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:00 P.M. as a web-based teleconference.

Present: Eugene F. West, President (via teleconference)
Terry L. Foreman, Vice-President (via teleconference)
Al E. Fox, Director (via teleconference)
Jeffrey C. Brown, Director (via teleconference)
Timothy H. Hoag, Director (via teleconference)

Staff: Tony Stafford, General Manager
Ian Prichard, Assistant General Manager (via teleconference)
Tamara Sexton, Manager of Finance (via teleconference)
Joe Willingham, Manager of Operations (via teleconference)
Jozi Zabarsky, Manager of Customer Accounts/Business (via teleconference)
Terry Curson, District Engineer (via teleconference)
Greg Jones, Legal Counsel (via teleconference)

Guests: Ron Ventura, County of Ventura (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Special Meeting of January 21, 2021

This item was pulled from the Consent Agenda and moved to the Primary Agenda.

2. Approve Minutes of the Regular Meeting of January 28, 2021

This item was pulled from the Consent Agenda and moved to the Primary Agenda.

3. Approve Vendor Payments

A summary of accounts payable in the amount of \$294,146.97 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$294,146.97.

Motion: Brown **Second:** Fox

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Primary Agenda

4. Update Ordinance 40

The Board convened a public hearing at 5:06 P.M. for the purpose of accepting public testimony regarding proposed changes to Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services. There were no questions from the floor and no protest letters received. The public meeting was closed at 5:07 P.M. The Board adopted Ordinance 40-21, which incorporates the new flow restrictions policy.

Motion: Foreman **Second:** Hoag

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

5. Fiscal Year 2020-21 Budget Status Report

The Board received a report from staff regarding the status of the Fiscal Year (FY) 2020-21 budget.

No action necessary; for information only.

6. Cross-connection Control Program Contract

The Board authorized the General Manager to execute the attached contract with the County of Ventura for the implementation and management of a cross-connection control program.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

7. Pump Station No. 2 Generator and Fuel Tank; and CWRP Emergency Generator Fuel Tank Specification No. PS 20-02

The Board took the following actions:

- 1) Authorized a purchase order in an amount not to exceed \$131,963.85 (including tax & delivery) to Quinn Power Systems for the purchase of an emergency standby generator with sub-base fuel tank for Pump Station No. 2, replacement fuel tank at the CWRP, and appurtenances;
- 2) Authorized the General Manager to award a contract to the second lowest bidder, NOHO Constructors, Inc., in the amount of \$297,701.00, to install an emergency standby generator and replacement fuel tank, Specification No. PS 20-02;
- 3) Authorized the General Manager to issue a change order to Cannon Corporation in the amount of \$12,734.00 to provide engineering & construction support services during installation, as needed; and
- 4) Appropriated additional funding in the amount of \$30,000 for the Pump Station No. 2 Emergency Standby Generator Project from the Potable Water Capital Improvement Fund.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

8. Purchase of Meters

The Board authorized the General Manager to spend up to \$200,000.00, the Fiscal Year (FY) 2020-21 budgeted amount, to purchase meters and related equipment.

Motion: Fox **Second:** Foreman

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

9. Review of District Investment Policy

The Board adopted a Resolution Adopting the District's Investment Policy.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

1. Approve Minutes of the Special Meeting of January 21, 2021 (moved from the Consent Agenda)

The Board approved the Minutes of the Special Meeting of January 21, 2021, amending Agenda Item number 1, per Director Foreman's request, to reflect the following: *"Information on the Classification and Compensation Study was presented and discussions by the Board followed. The General Manager requested that the study and Board discussion items be referred to the Rate Ad Hoc Committee for more detailed review and assessment. The Rate Ad Hoc Committee will bring back their findings and recommendations to the Board for further consideration."*

No directors opposed the amendments; therefore the minutes have been revised accordingly.

Motion: Foreman **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

2. Approve Minutes of the Regular Meeting of January 28, 2021 (moved from the Consent Agenda)

The Board approved the Minutes of the regular Meeting of January 28, 2021, amending Agenda Item number 3, per Director Foreman's request, to reflect the following: *"The Board was provided an analysis and overview of the Tierra Rejada and Penny Wells. Discussion occurred regarding the findings and preliminary recommendations. Director Foreman made a number of observations and raised issues and questions about the findings and preliminary recommendations. The General Manager recommended that staff meet with Director Foreman to further review and resolve the issues and questions raised by Director Foreman."*

No directors opposed the amendments; therefore the minutes have been revised accordingly.

Motion: Foreman **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Comments by General Manager

- None

Comments by Directors

- Director Fox reported Bruce Dandy was nominated as President of VCSDA
- Director Hoag requested an update on site security
- Directors West and Brown requested an update on cyber security

Adjournment

There being no further business, the meeting was adjourned at 5:41 P.M.

Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District

Eugene F. West, President
Board of Directors
Camrosa Water District

(ATTEST)

Board Memorandum

February 25, 2021

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$701,780.40.

Discussion: A summary of accounts payable is provided for Board information and approval.

Payroll PR 2-1 & ME 2021	\$ 80,607.48
Accounts Payable 2/04/2021-2/17/2021	\$ <u>621,172.92</u>
Total Disbursements	\$ <u>701,780.40</u>

DISBURSEMENT APPROVAL

BOARD MEMBER	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE

Tony L. Stafford, General Manager

Month of : January-21

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
12/30/20	01/22/21	Autoanything	\$248.94	Floor liners for 2 F250s	BB
01/19/21	01/22/21	CWEA	\$374.00	Membership & Renew for Chad	BB
01/15/21	01/22/21	Ace Hardware	\$14.88	Toilet Repair Parts	BS
01/11/21	01/22/21	B and B Do It Center	\$41.75	Toilet Repair Parts	BS
01/08/21	01/22/21	Ace Hardware	\$105.39	Toilet Repair Parts	BS
01/14/21	01/22/21	Batteries Plus	\$215.14	UPS Batteries	BS
01/09/21	01/22/21	Fedex	\$16.59	Shipping for Cabiem Backbone shipping to CEI	CS
01/09/21	01/22/21	Fedex	\$10.18	Box and Packaging	CS
01/06/21	01/22/21	VC Metals	\$83.51	Fuel Trailer Battery Box Material	CS
01/04/21	01/22/21	B & R Tools	\$66.24	Bandsaw and Tapp replacements	CS
01/04/21	01/22/21	VC Metals	\$53.75	Solar charger Bracket Material	CS
01/04/21	01/22/21	Xpress Lube	\$121.15	Oil Change for my truck	CS
12/29/20	01/22/21	Barron Industries	\$240.63	Air Brake Controller Fittings for Dump Truck	CS
12/31/20	01/22/21	TruckNTow	\$33.33	DOT PreInspection Logs for Dump Truck	CS
01/21/21	01/22/21	Batteries Plus	\$66.39	UPS Batteries	CS
01/05/21	01/22/21	CWEA	\$182.00	Lab Analyst and Preventative Maintenance Renewal CWEA	CS
12/23/21	01/22/21	Backgrounds Online	\$33.50	Background Check (Chris Lewsadder)	DA
12/23/20	01/22/21	Acorn Newspaper	\$36.00	Annual Subscription	DA
09/29/20	10/22/20	Microsoft	\$199.00	Windows 10 Activation for FrontDeskNUC	FS
01/08/21	01/22/21	Home Depot	\$184.00	Tools for Leaks/ Hand tools	GL
01/07/21	01/22/21	Red Wings	\$262.75	Boots For Chris	GL
01/11/21	01/22/21	Red Wings	\$212.35	Boots for Jerry	GL
01/11/21	01/22/21	B and B do it center	\$20.30	Bleach and spay bottle	GM
12/29/20	01/22/21	Staples	\$46.57	Pens, sharpies and dividers	GM
12/29/20	01/22/21	Napa Auto Parts	\$23.89	Automotive Detail Supplies for the new trucks	GM
12/29/20	01/22/21	Vons	\$13.28	Plastic bags for the labs	GM
12/21/21	01/22/21	Rain Tunnel	\$10.00	Car Wash	GM
01/06/21	01/22/21	CWEA	\$210.00	Lab Analyst three testing application fee	GM
01/02/21	01/22/21	Thinking2	\$80.00	web site hosting	IP
01/16/21	01/22/21	Adobe	\$29.99	stock imagery for website/social media	IP
01/11/21	01/22/21	AWA-VC (via PayPal)	\$28.00	AWA CUWCC luncheon training	IP
12/31/20	01/22/21	zoom	\$59.96	teleconferencing for Board & staff meetings	IP
12/28/20	01/22/21	Amazon	\$10.00	CHARGE IN ERROR: WILL REIMBURSE	IP
12/28/20	01/22/21	Amazon	\$253.39	CHARGE IN ERROR: WILL REIMBURSE	IP
01/18/21	01/22/21	Napa Auto Parts	\$107.70	Hydraulic oil for Tractor at CWRF	JK
01/18/21	01/22/21	Auto Zone	\$107.23	Hydraulic oil for Tractor at CWRF	JK
01/18/21	01/22/21	The Hose Man Oxnard	\$97.20	Hose replacement for tractor at CWRF	JK
01/20/21	01/22/21	Coastal Pipco	\$73.22	Pipe fittings for plant water repair at CWRF	JK
01/20/21	01/22/21	Coastal Pipco	\$135.68	Pipe fittings for plant water repair at CWRF	JK
01/06/21	01/22/21	CA-NV Section AWWA	\$250.00	AWTO 4 exam Fee	JK
01/14/21	01/18/21	Home Depot	\$157.53	Hose for Diversion/Hand tools misc.	JN
12/31/20	01/22/21	Lowe's	\$158.30	Salt for Penny Well	JS
01/07/21	01/22/21	CA- NV AWWA	\$250.00	Application fee for AWTO 5 test	JS
12/26/20	01/22/21	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)	JW
01/19/21	01/22/21	Spectrum Cable News	\$77.29	Cable TV News Service (2 Cable box feeds) monthly service fee	JW
01/19/21	01/22/21	Expert Exchange	\$29.99	Online IT troubleshooting reference monthly charge	JW
01/11/21	01/22/21	Callfire.com	\$99.00	Online IVR - Delinquent Call Out (Monthly Service Fee)	JW
01/13/21	01/22/21	Provantage.com	\$78.41	Qty2, USB-to-RJ45 Network Adapters	JW
12/23/21	01/22/21	Central Communications	\$386.25	After-Hours Call Center	JZ
01/13/21	01/22/21	Napa	\$238.92	Hyd oil for work truck	KK
01/19/21	01/22/21	Batteries Plus	\$998.84	UPS Batteries	KW
12/28/20	01/22/21	Amazon	\$2,497.64	2 SCADA Laptops	KW
12/22/20	01/22/21	Amazon	\$28.93	Laptop Battery	KW
01/06/21	01/22/21	AWWA	\$250.00	AWWA Membership Kevin	KW
01/08/21	01/22/21	PMI Member Renew	\$159.00	PMI Membership Renew Kevin	KW
12/28/20	01/22/21	CSMFO	\$110.00	CSMFO Membership Tsexton	TDS
01/12/21	01/22/21	Board of Accountancy	\$250.00	AICPA Membership Sllamas	TDS
01/02/21	01/22/21	Car Wash Membership	\$56.99	Car Wash Membership	TS
			\$11,433.97		

Camrosa Water District

Accounts Payable Period:

2/04/2021-2/17/2021

Expense	Account Description	Amount
11100	Accounts Rec-Other	263.99
15773	Deferred Outflows-UAL Prep.	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
400	General Capital Projects	9013.00
500 & 900	Sewer Capital Projects	825.80
800 & 600	Water Capital Projects	454.03
650	Water Capital Rep Projects	170.70
750	NP Water Capital Rep Projects	
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	993.08
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	487372.90
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50140	Unemployment Benefits	
50153	Social Security Tax	
50200	Utilities	
50210	Communications	2897.97
50220	Outside Contracts	69392.69
50230	Professional Services	8160.00
50240	Pipeline Repairs	
50250	Small Tool & Equipment	184.00
50260	Materials & Supplies	12540.24
50270	Repair Parts & Equip Maint	22542.44
50280	Legal Services	2677.89
50290	Dues & Subscriptions	856.00
50300	Conference & Travel	87.97
50310	Safety & Training	1715.10
50330	Board Expenses	1025.12
50340	Bad Debt	
50350	Fees & Charges	
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$621,172.92

By Vendor Name

Payable Dates 2/4/2021 - 2/17/2021 Post Dates 2/4/2021 - 2/17/2021

Payment Numbe	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
29	02/16/2021	HATHAWAY, PERRETT,WEBSTER, POWERS	GSA-111597	GSA Legal Services	Legal services		91.73
TOTAL VENDOR PAYMENTS-GSA							\$ 91.73
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3264	02/11/2021	DEPOSIT ONLY-CAMROSA WTR	2-11-21-PR	Transfer to Disbursements Account	Transfer to disbursemer		103000
3265	02/11/2021	DEPOSIT ONLY-CAMROSA WTR	2-11-21-AP	Transfer to Disbursements Account	Transfer to disbursemer		791000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							894000
56380	02/16/2021	ACQUA CLEAR, INC.	13121	Annual Maintenance Contract with Aqua Coolers	Outsd contracts		145
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
56381	02/16/2021	ALL PEST AND REPAIR, INC.	0024079	Pest Control Acct Ref#VTA1-1900	Outsd contracts		600
56381	02/16/2021	ALL PEST AND REPAIR, INC.	0024110	Pest Control Acct Ref#VTA1-7385	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1020
56382	02/16/2021	ASTRA INDUSTRIAL SERV,INC	00176248	Repair Parts - Backflow Kit	Repair parts & equipme		779.44
56383	02/17/2021	AWA	06-13126	AWA/CCWUC Training (TC)	Safety & train		25
56384	02/16/2021	BRUCE LEIBOVITCH	00002701	Deposit Refund Act 2701- 1616 Old Ranch Rd	Refunds payable		47.79
56385	02/16/2021	CALIFORNIA OAKS PROPERTY MGMT	00005129-2	Overpayment Refund Act 5129- 10840 Santa Rosa Rd	Refunds payable		35.58
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER							
764	02/16/2021	CALLEGUAS MUNICIPAL WATER	015721	Water Purchase Potable	Water purchases		383956.23
764	02/16/2021	CALLEGUAS MUNICIPAL WATER	015721	Water Purchase Non-Potable	Water purchases		10302.68
764	02/16/2021	CALLEGUAS MUNICIPAL WATER	015721	Water Purchase	CMWD Fixed Charges		78026
764	02/16/2021	CALLEGUAS MUNICIPAL WATER	SMP019521	SMP CMWD - SMP pipeline fee	SMP CWD-RMWTP		13159.99
764	02/16/2021	CALLEGUAS MUNICIPAL WATER	SMP019521	SMP CMWD - SMP pipeline fee	SMP CMWD		541
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER Total:							485985.9
765	02/16/2021	CALLEGUAS MUNICIPAL WATER	2021-00000010	SMP CMWD - SMP Sampling Fee	SMP CMWD		1387
Vendor: CAN03 - Cannon Corporation							
56386	02/16/2021	Cannon Corporation	75412	Design Generator and Fuel Tank	Construction in progress: FY20-0256-R1		127
56386	02/16/2021	Cannon Corporation	75412	Design Generator and Fuel Tank	Construction in progress: FY20-0256-R1		190.5
56386	02/16/2021	Cannon Corporation	75463	Reservoir 1B Communication Upgrades	Construction in progress: FY21-0035		9013
56386	02/16/2021	Cannon Corporation	75473	Construction Support Services	Construction in progress: FY20-0130-R2		435.27
Vendor CAN03 - Cannon Corporation Total:							9765.77
56387	02/17/2021	Central Courier LLC	47277	Courier Service	Outsd contracts		368.76
56388	02/16/2021	CINDY SOREY	000010816	Deposit Refund Act 10816 - 2498 Cherry Tree Dr	Refunds payable		84.77
Vendor: COA01 - COASTAL-PIPCO							
56389	02/16/2021	COASTAL-PIPCO	S2128369-001	Repair Parts RMWTP	Repair Parts & Equipme: FY21-0160		4275.82
56389	02/16/2021	COASTAL-PIPCO	S2128369-002	Repair Parts RMWTP	Repair Parts & Equipme: FY21-0160		245.03
56389	02/16/2021	COASTAL-PIPCO	S2129196-001	Repair Parts RMWTP	Repair Parts & Equipme: FY21-0160		607.17
56389	02/16/2021	COASTAL-PIPCO	S2129266-001	Repair Parts RMWTP	Repair Parts & Equipme: FY21-0160		1886.67
Vendor COA01 - COASTAL-PIPCO Total:							7014.66

Vendor: COU11 - COUNTY OF VENTURA-CLERK RECORDER

56390	02/17/2021	COUNTY OF VENTURA-CLERK RECORDER	NOV20NOELC7	Election Prep Div 4 (gw)	Board expense	512.56
56390	02/17/2021	COUNTY OF VENTURA-CLERK RECORDER	NOV20NOELC8	2020 Election Prep Div 3 (TH)	Board expense	512.56

Vendor COU11 - COUNTY OF VENTURA-CLERK RECORDER Total: 1025.12

56391	02/16/2021	DLT SOLUTIONS, LLC	SI509470	AutoCAD License Renewal Per Quote 4924603	Outsd contracts	FY21-0142	1213.8
56392	02/16/2021	DONNIE WEISS	00009681	Deposit Refund Avt 9681 - 402 Nuez St	Refunds payable		30.45
56393	02/16/2021	ELIAS VASQUEZ	00007564	Overpayment Refund Act 7564 - 1117 Red Barn Rd	Refunds payable		69.16
766	02/16/2021	ENTERPRISE FLEET SERV INC	FBN4127016	Vehicle Lease	Outsd contracts		12356.25

Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC

56394	02/16/2021	FAMCON PIPE & SUPPLY, INC	S100046862-001	Repair Parts - LV Service	Repair parts & equipme		551.27
56394	02/16/2021	FAMCON PIPE & SUPPLY, INC	S100047112-001	Materials & Supplies - Gaskets	Materials & supplies		147.47
56394	02/16/2021	FAMCON PIPE & SUPPLY, INC	S100047519-001	Meter Boxes	Repair Parts & Equipme	FY21-0163	2236.16

Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total: 2934.9

56395	02/16/2021	FENCE FACTORY, INC	644482	PV Well 2 - Fence Rental	Construction in progres		170.7
56396	02/16/2021	Fil-Trek Corporation	00058364	RMWTP Filters	Materials & Supplies-RN	FY21-0122	2117.15

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

56397	02/16/2021	FRUIT GROWERS LAB. INC.	017509A	CWRF Analysis	Outsd contracts		140
56397	02/16/2021	FRUIT GROWERS LAB. INC.	100246A	CWRF Outside Lab Work	Outsd contracts		80

Vendor FRU01 - FRUIT GROWERS LAB. INC. Total: 220

56398	02/17/2021	HACH COMPANY	12326889	Materials & Supplies - Reagents Lynwood Well	Materials & supplies		713.16
56399	02/16/2021	HATHAWAY, PERRETT,WEBSTER, POWERS	111601	.	Legal services		2677.89

56400	02/16/2021	Innovyze, Inc	310-0001470	Nonpotable Water Model	Outsd contracts	FY19-0085-R2	2250
56401	02/16/2021	J.E. ARMSTRONG ARCHITECT, INC.	4177	Current Usage charges April 2016	Prof services	FY20-0198-R1	7560
56402	02/16/2021	JOSHUA BUTLER	00001519	Overpayment Refund-Act 1519- 634 Hillcrest Dr	Refunds payable		99.33
56403	02/17/2021	LAURA BAKER	00002021-3	Overpayment Refund- Act 2021- 5346 Felicia St	Refunds payable		72.52
56404	02/16/2021	LIBERTY COMPOSTING, INC	30406	Sludge Removal	Outsd contracts	FY21-0003	7589.25
56405	02/16/2021	MARJORIE RUNYON	00000612-1	Ovrpayment Refund Act 612- 6316 Gitana Ave.	Refunds payable		47.95
56406	02/16/2021	MARK B THOMPSON	00001353	Deposit Refund Act 1353 - 5268 Via Calderon	Refunds payable		86.78
56407	02/16/2021	MATT GILLIO	00008380	Overpayment Refund Act 8380-1727 Cervato Ct	Refunds payable		227.76

Vendor: MCM01 - McMASTER-CARR SUPPLY CO

56408	02/16/2021	McMASTER-CARR SUPPLY CO	52961259	Repair Parts - Lynwood Well	Repair parts & equipme		227.3
56408	02/16/2021	McMASTER-CARR SUPPLY CO	53017488	Repair Parts - Lynwood Well	Repair parts & equipme		163.33
56408	02/16/2021	McMASTER-CARR SUPPLY CO	53190651	Material & Supplies - Pipe Dope for CL2	Materials & supplies		576.46

Vendor MCM01 - McMASTER-CARR SUPPLY CO Total: 967.09

56409	02/16/2021	MICHELLE PONTICELLI	00000879	Overpayment Refund Act 879- 6204 Corte Antigua	Refunds payable		27.97
56410	02/16/2021	Newport Group, Inc.	N39349072	AWWA Comp Class	Prof services		600

Vendor: NOR07 - NORTHSTAR CHEMICAL

56411	02/16/2021	NORTHSTAR CHEMICAL	187946	Materials Chemicals CWRF	Materials & supplies		268.13
56411	02/16/2021	NORTHSTAR CHEMICAL	188239	Materials Chemicals CWRF	Materials & supplies		3441.41
56411	02/16/2021	NORTHSTAR CHEMICAL	188241	Materials Chemicals RMWTP	Materials & Supplies-RN		1052.67

Vendor NOR07 - NORTHSTAR CHEMICAL Total: 4762.21

56412	02/17/2021	OCCU-MED, LTD.	01217110a	New Hire Medical Hexam (Chris L)	Outsd contracts		143.75
56413	02/16/2021	PAT SANCHEZ	00003359	Deposit Refund Act 3359 - 888 Creekside Cir	Refunds payable		22.13

Vendor: PUR01 - PURETEC INDUSTRIAL WATER							
56414	02/16/2021	PURETEC INDUSTRIAL WATER	1863690	Deionized Water Service	Materials & supplies		70.33
56414	02/16/2021	PURETEC INDUSTRIAL WATER	1863691	Deionized Water Service	Materials & supplies		70.33
Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:							140.66
Vendor: R&B01 - R&B AUTOMATION, INC.							
56415	02/17/2021	R&B AUTOMATION, INC.	10148269	Pump Repair CWRP Headworks Pump 2	Outsd contracts	FY21-0074	10659.99
56415	02/17/2021	R&B AUTOMATION, INC.	1018279	Pump Repair CWRP Headworks Pump 2	Outsd contracts	FY21-0074	7160
Vendor R&B01 - R&B AUTOMATION, INC. Total:							17819.99
Vendor: RAY05 - RAYCO SECURITY LOSS PREVENTION							
56416	02/16/2021	RAYCO SECURITY LOSS PREVENTION	36050	Alarm Service	Outsd contracts		170
56416	02/16/2021	RAYCO SECURITY LOSS PREVENTION	36052	Current Usage charges April 2016	Outsd contracts		662.05
Vendor RAY05 - RAYCO SECURITY LOSS PREVENTION Total:							832.05
56417	02/16/2021	ROBIN METOYER	00007307	Deposit Refunf Act 7307 - 4520 Calle Argolla	Refunds payable		108.25
56418	02/16/2021	RONALD GUZMAN	00002923	Overpayment Refund Act 2923- 1877 Old Ranch Rd	Refunds payable		32.64
Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS							
56419	02/16/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1000874	Materials & Supplies - AMR Meter Connectors	Materials & supplies		86.11
56419	02/16/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1000963	Repair Parts- Cable Grips	Repair parts & equipme		100.14
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:							186.25
56420	02/17/2021	RT LAWRENCE CORPORATION	44645	Monthly Processing Payments Lockbox-January 21	Outsd contracts		699.97
56421	02/16/2021	SM TIRE, INC.	237877	Repair Parts - Tilly Tire Repair room to lab	Repair parts & equipme		177.5
Vendor: SCF01 - SOUTHERN COUNTIES OIL							
56422	02/16/2021	SOUTHERN COUNTIES OIL	1802764IN	Material & Supplies - Fuel	Materials & supplies		1008.84
56422	02/16/2021	SOUTHERN COUNTIES OIL	1804409IN	Material & Supplies - Fuel	Materials & supplies		493.66
56422	02/16/2021	SOUTHERN COUNTIES OIL	1807237IN	Material & Supplies - Fuel	Materials & supplies		1017.12
56422	02/16/2021	SOUTHERN COUNTIES OIL	1809029IN	Material & Supplies - Fuel	Materials & supplies		585.09
56422	02/16/2021	SOUTHERN COUNTIES OIL	1809688IN	Material & Supplies - Fuel	Materials & supplies		265.83
Vendor SCF01 - SOUTHERN COUNTIES OIL Total:							3370.54
56423	02/16/2021	THERMO FISHER SCIENTIFIC (ASHVILLE) LL	78890431	Lab Supplies	Materials & supplies		119.2
767	02/16/2021	U.S. BANK CORPORATE	January 2021	District Credit Card Charges January 2021	Accounts receivable - ot		11433.97
Vendor: UNI08 - UNIFIRST CORPORATION							
56424	02/16/2021	UNIFIRST CORPORATION	328-1249381	Uniform Cleaning Service	Outsd contracts		282.75
56424	02/16/2021	UNIFIRST CORPORATION	328-1249391	Office Cleaning Supplies- Towel and Mat Service	Outsd contracts		99.13
56424	02/16/2021	UNIFIRST CORPORATION	328-1251173	Uniform Cleaning Service	Outsd contracts		224.83
56424	02/16/2021	UNIFIRST CORPORATION	328-1251183	Office Cleaning Supplies- Towel and Mat Service	Outsd contracts		99.13
Vendor UNI08 - UNIFIRST CORPORATION Total:							705.84
56425	02/17/2021	VENTURA COUNTY STAR	0003696454	NIB FPR CWRP TANK AND PS#2	Construction in progres		527.06
56426	02/16/2021	VENTURA REGIONAL SANITATION DISTRIC	COL012101	VRSD Sewer Cleaning	Outsd contracts	FY21-0001	23708.25
56427	02/16/2021	VERIZON BUSINESS, INC	71729272	VOIP - T1 (Verizon)	Communications		1262.72
Vendor: WWG01 - W W GRAINGER, INC.							
56428	02/16/2021	W W GRAINGER, INC.	9794955717	Repair Parts - AC at 4C	Repair parts & equipme		944.34
56428	02/16/2021	W W GRAINGER, INC.	9796380351	Headworks Exaust Fan	Repair parts & equipme	FY21-0146	1496.43
56428	02/16/2021	W W GRAINGER, INC.	9798992898	Repair Parts 4BTank Cover	Repair parts & equipme		181.84
56428	02/16/2021	W W GRAINGER, INC.	9798992906	Repair Parts - Headwork Fan	Repair parts & equipme		199.09
56428	02/16/2021	W W GRAINGER, INC.	9798992914	Credit -Repair Parts Headwork Fan	Repair parts & equipme		-218.06
56428	02/16/2021	W W GRAINGER, INC.	9805563088	Repair Parts - RMWTP	Repair Parts & Equipme		840.69
56428	02/17/2021	W W GRAINGER, INC.	9808612783	Intake Fan Headworks	Repair parts & equipme	FY21-0159	1958.68
Vendor WWG01 - W W GRAINGER, INC. Total:							5403.01

TOTAL VENDOR PAYMENTS-CAMROSA

\$ 621,172.92

760	2/4/2021	ACWA/JPIA	INV00097681	Medical, Dental & Vision Premium February 2021	Benefits	38641.81
761	2/4/2021	UNUM LIFE INSURANCE	INV0009678	Short Term & Long Term Disability premium	Benefits	1278.13
Vendor: PER05 - CAL PERS 457 PLAN						
DFT0003200	02/11/2021	CAL PERS 457 PLAN	INV0009728	Deferred Compensation	Deferred comp - ee paid	50
DFT0003201	02/11/2021	CAL PERS 457 PLAN	INV0009729	Deferred Compensation	Deferred comp - ee paid	2728
Vendor PER05 - CAL PERS 457 PLAN Total:						2778
DFT0003214	02/11/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009744	Payroll-SIT	P/R-sit	3776.38
Vendor: HEA02 - HealthEquity						
DFT0003204	02/11/2021	HealthEquity	INV0009733	HSA-Employee Contribution	HSA Contributions Payal	480.84
DFT0003205	02/11/2021	HealthEquity	INV0009734	HSA Contributions	HSA Contributions Payal	250
Vendor HEA02 - HealthEquity Total:						730.84
763	02/11/2021	LINCOLN FINANCIAL GROUP	INV0009730	Deferred Compensation	Deferred comp - ee paid	1150
762	02/11/2021	LINCOLN FINANCIAL GROUP	INV0009740	Profit Share Contribution	Profit share contributor	2731.63
DFT0003202	02/11/2021	PUBLIC EMPLOYEES	INV0009731	PERS-Classic Employee Portion	P/R-state ret.	16142.88
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0003211	02/11/2021	UNITED STATES TREASURY	INV0009741	FIT	P/R-fit	10328.45
DFT0003212	02/11/2021	UNITED STATES TREASURY	INV0009742	Payroll-Social Security Tax	P/R - ee social security	277.76
DFT0003213	02/11/2021	UNITED STATES TREASURY	INV0009743	Payroll- Medicare Tax	P/R - ee medicare	2751.6
Vendor UNI10 - UNITED STATES TREASURY Total:						13357.81
56379	02/11/2021	UNITED WAY OF VENTURA CO.	INV0009727	Charity-United Way	P/R-charity	20
TOTAL PAYROLL VENDORS-CAMROSA						\$ 80,607.48

Board Memorandum

February 25, 2021

To: General Manager

From: Tamara Sexton, Manager of Finance

Subject: Operating Budget Excellence Award

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

Action Required: No action necessary; for information only.

Discussion: The District has received the Operating Budget Excellence Award from CSMFO for the District's Fiscal Year (FY) 2020-21 Operating Budget.

As part of the District's mission to promote excellence in financial management, the District's FY 2020-21 Operating Budget provides the general public, regulatory institutions, and rating agencies a comprehensive budget. The budget explains the District's organization, financial structure, and major issues facing the District. It summarizes the Board of Directors' strategies, policies, and recent actions, and explains how those benefit the District as a whole.

The CSMFO promotes excellence in financial management and has established a budget award program that evaluates the budgets of municipal agencies of California. This program is intended to encourage and assist local governments to prepare budget documents of the very highest quality that reflect the guidelines established by the National Advisory Council on State and Local Budgeting.

The District submitted the FY 2020-21 Operating Budget for consideration of a budget award. The budget was reviewed by an independent reviewer and qualified for the Operating Budget Excellence Award. This is the seventh consecutive year the District has received the highest award.

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2020-2021

Presented to the

Camrosa Water District

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting

January 31, 2021



Marcus Pimentel

Marcus Pimentel
CSMFO President

Michael Manno

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Classification and Compensation Study

Objective: Receive briefing from Koff & Associates on the Classification & Compensation Study.

Action Required: No action necessary; for information only.

Discussion: The District had not conducted an official classification and compensation study in at least twenty-five years; changes during that time have been responsive to the needs of the District and based on internal review of the labor market, etc. On January 9, 2020, the Board authorized the General Manager to enter into an agreement with Koff & Associates to conduct a Classification and Compensation Study to provide an objective analysis of the District's current classification and compensation practices compared to other agencies. On March 12, 2020, the Board of Directors confirmed the 12 comparator agencies in the Class & Comp Study.

The study was conducted in two phases, Volume I and Volume II of the report.

Volume I - Phase 1 developed a well-structured, legally compliant classification system, including descriptions and required qualifications for all positions. Volume I of the Final Report includes a summary of the multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations. See attached.

Volume II - Phase 2 reviewed the District's compensation structure and conducted both a salary and benefit survey of comparator agencies. Volume II of the Final Report documents the market compensation survey methodology, findings, and recommendations for implementation. See attached.

Koff & Associates is a full-spectrum human resources firm that specializes in the public sector. Since 1984, they have assisted cities, counties, public agencies, non-profits, and special districts with their human resources needs. Approximately 70% of their workload is classification and compensation studies. They will brief the Board.

The Rate Ad Hoc Committee is going to meet on March 3, 2021 for a more detailed review and assessment of the study.



October 1, 2020

Volume I Classification Study DRAFT Report

Camrosa Water District

KOFF & ASSOCIATES

GEORG S. KRAMMER

Chief Executive Officer

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Fax: 510.652.5633

August 11, 2020

Mr. Tony Stafford, General Manager
Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

Dear Mr. Stafford:

Koff & Associates is pleased to present the final classification and compensation report for the study of twenty-three (23) positions in twenty-one (21) classifications at the CAMROSA WATER DISTRICT ("CAMROSA"). Volume I documents the classification study process and provides recommendations for the classification plan, allocations of individual positions for all CAMROSA employees, and class specifications. Volume II, sent under separate cover, documents the market compensation survey, findings, and recommendations.

This first volume incorporates a summary of the study's multi-step process, which included results of written Position Description Questionnaires, interviews with employees and management, and employee review and comments in the form of draft class descriptions, and class allocation recommendations.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Senior Associate



TABLE OF CONTENTS

Executive Summary	1
Background.....	1
Classification Study Goals.....	1
Classification Study Process	2
Classification Concepts.....	2
Positions vs. Classifications	2
The Relationship Between Classification and Compensation	3
The Purpose of Having a Classification Plan	3
Classification Descriptions.....	4
Fair Labor Standards Act	6
Classification Findings and Recommendations.....	8
Classification Structure and Allocation Factors.....	8
Classification Allocation Recommendations.....	14
Title Change	144
Reclassification	15
New Classifications	15
Conclusion	15

LIST OF TABLES

Table 1. Title Change Recommendations.....	144
Table 2. Reclassification Recommendations	15
Table 3. New Classification Recommendations	155

APPENDICES

- Appendix I: Recommended Position Allocations
- Appendix II: New Class Descriptions



EXECUTIVE SUMMARY

Background

Beginning in February 2020, Koff & Associates (“K&A”) conducted a comprehensive Classification Study for the Camrosa Water District (“Camrosa”). All classification findings, recommendations, and options for implementation are presented in this report.

This classification review process was precipitated by:

- The concern of the Board of Directors, management, and District employees that employees be recognized for the level and scope of work performed and that they be allocated to appropriate classification levels and classification titles;
- The goal to ensure class descriptions reflect current assignments, programs, responsibilities, and technologies; and
- The desire to update Camrosa’s classification plan to support Camrosa’s business and operational needs for the foreseeable future.

The goal of the classification study is to assist Camrosa in developing an up-to-date and current classification plan and classification descriptions that meet the needs of Camrosa with regards to recruitment and retention of qualified staff.

CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees and management;
- Prepare an updated classification plan, including recommended class descriptions and position allocations that recognize the scope and level of the various classes and positions, and is perceived to be equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow Camrosa to maintain the classification system on a regular basis.



CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with Camrosa management to clarify study scope, objectives, processes, and deliverables.
- An orientation meeting was held with Camrosa's employees to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions, and distribute the PDQs.
- After the PDQs were completed by employees and reviewed by management and consultant staff, interviews were conducted with employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management and employee review.
- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

CLASSIFICATION CONCEPTS

Positions vs. Classifications

"Position" and "Classification" are two terms that are often used interchangeably but have very different meanings. As used in this report:

- A position is an assigned group of duties and responsibilities performed by one person. A position can be full-time, part-time, regular or temporary, filled or vacant. Often the word "job" is used in place of the word "position."
- A "classification" or "class" may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means the same title is appropriate for each position; the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical); the same core knowledge, skills, abilities, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills, abilities, and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of



work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge, skills, and abilities required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.

The Relationship Between Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

- The external labor market; and
- Internal relationships within the organization.

Compensation findings and recommendations for Camrosa are covered in a separate report.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

- Employees can be hired with a broad spectrum of knowledge, skill, and/or academic preparation and can readily learn the details of the District, the department, and the position on-the-job; or
- There is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies, or workload.



Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or
- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors, and we have chosen the middle ground in this study as being most practicable in the District’s changing environment and service delivery expectations, as well as being in line with the District’s strategic plan. This approach resulted in recommendations to retitle classifications to reflect current responsibilities more accurately or use more contemporary titles (e.g. “Manager of Customer Accounts” to “Customer Service Manager”). Detailed allocation recommendations are found in Appendix I of this report.

Classification Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. The recommended class descriptions are included in Appendix II of this report.

As mentioned earlier, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual and group classification interviews, and from information provided by employees and managers during the review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a “desk manual”, generally lists each duty an employee performs and may also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general, and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.



- The title of a classification is normally used for organization, classification, and compensation purposes within the District. Often working titles are used within a department to differentiate an individual. All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by the General Manager to ensure consistency within the District and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Supervision Received and Exercised: This section specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Class Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class, and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series.

Examples of Typical Job Functions: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Skills. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change depending upon program requirements, technology, and organizational needs.

Qualifications: This element of the description has several sections:

- A listing of the job-related knowledge and skills required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission’s Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (acquired proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.
- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.



- Licenses and/or certifications identify those specifically required in order to perform the work. These certifications are often required by an agency higher than the District (i.e., the State), and can therefore be appropriately included as requirements.

Physical Demands: This section identifies the basic physical abilities required for performance of the work. These are not presented in great detail (although they are more specifically covered for documentation purposes in the PDQs) but are designed to indicate the type of pre-employment physical examination (lifting requirements and other unusual characteristics are included, such as “finger dexterity needed to access, enter, and retrieve data using a computer keyboard”) and to provide an initial basis for determining reasonable accommodation for ADA purposes.

Environmental Conditions: These can describe certain outside influences and circumstances under which a job is performed; they give employees or job applicants an idea of certain risks involved in the job and what type of protective gear may be necessary to perform the job. Examples are loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and other job conditions.

Fair Labor Standards Act

One of the major components of the job analysis and classification review is the determination of each classification’s appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification’s essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test: The incumbents in a classification are paid at least \$684 per week (\$35,568 per year), not subject to reduction due to variations in quantity/quality of work performed.

Exemption Applicability: The incumbents in a classification perform any of the following types of jobs:

- Executive: Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- Administrative: Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.



- **Professional:** Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction. Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.
- **Computer professional:** Employee who primarily performs work as a computer systems analyst, programmer, software engineer, or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation, or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis: A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note the FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.



CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Classification Structure and Allocation Factors

The proposed classification plan provides Camrosa with a systematic classification structure based on the interrelationship between duties performed, the nature and level of responsibilities, and other work-related requirements of the jobs.

A classification plan is not an inflexible, unchanging entity. Classification plans may be updated and revised by conducting classification studies that are organization-wide (review of all classifications and positions) or position-specific. The methodology used for both types of studies is the same, as outlined above.

For either type of study, when identifying appropriate placement of new and/or realigned positions within the classification structure, there are general allocation factors to consider. By analyzing these factors, the District will be able to change and grow the organization while maintaining the classification plan.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the job experience, and required certification or professional registration. The varying levels are as follows:

A. The entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work, or obtaining a four-year or advanced college or university degree. Little to no experience is required.

B. The experienced or journey-level (fully competent-level) in any occupational field

This knowledge and skill level recognize a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications may be required for demonstrating possession of the required knowledge and skills.

C. The advanced level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved. Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

2. Supervisory/Management Responsibility



This factor defines the staff and/or program management responsibility, including short- and long-range planning, budget development and administration, resource allocation, policy and procedure development, and supervision and direction of staff.

A. No ongoing direction of staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs, and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendations and/or carries out selection, performance evaluation, and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementation of goals, objectives, policies and procedures, and budget development and administration.

D. Manager

The employee is considered management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation. This level normally reports to the General Manager or Assistant General Manager.

E. Executive Management

The employee has total administrative responsibility for the District and reports to the Board of Directors.

3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or the position they are filling. Initially under close supervision, incumbents learn to apply concepts and work procedures and methods in assigned areas of responsibility to resolve problems of moderate scope and complexity. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As



experience is gained, assignments become more varied and are performed with greater independence.

B. General Supervision

General supervision is usually received by the experienced and journey-level employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment.

At this experienced-level, positions exercise some independent discretion and judgment in selecting and applying work procedures and methods. Assignments and objectives are set for the employee and established work methods are followed. Incumbents have some flexibility in the selection of steps and timing of work processes.

Journey-level positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned projects, programs, and team(s). Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used in arriving at the end results are not reviewed in detail.

C. General Direction

General direction is usually received by senior level or management positions. Work assignments are typically given as broad, conceptual ideas and directives, and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget.

D. Administrative and Policy Direction

Administrative direction is usually received by executive management classifications. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within legal and general policy and regulatory guidelines. The incumbent is responsible for the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning, and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations, and standards available to the employee.

A. Structured problem solving



Employees learn to apply concepts and work procedures and methods in assigned area of responsibility and to resolve problems and issues that are specific, less complex, and/or repetitive. Exceptions or changes in procedures are explained in detail as they arise.

B. Independent, guided problem solving

Work situations require making independent decisions among a variety of alternatives; however, policies, procedures, standards, and regulations and/or management are available to guide the employee towards problem resolution.

C. Application of discriminating choices

Work situations require independent judgment and decision-making authority when identifying, evaluating, adapting, and applying appropriate concepts, guidelines, references, laws, regulations, policies, and procedures to resolve diverse and complex problems and issues.

D. Creative, evaluative, or critical thinking

The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws, and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Work is usually supervised while in progress and fits an established structure or pattern. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur but are handled within procedures and rules. Impact of decisions is normally limited to the work unit, project, or program to which assigned.

C. Independent action with focus on work achieved



The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant program or District-wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the District are with this employee.

6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them, and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the District.

C. Influencing individuals or groups

The employee is required to interpret laws, policies, and procedures to individuals who may be confrontational or to deal with members of professional, business, community, or other groups or regulatory agencies as a representative of the District.

D. Negotiation with organizations from a position of authority

The employee often deals with the General Manager, elected officials, government agencies, and other outside agencies, and the public to advance and represent the priorities and interests of the District, provide policy direction, and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational, and other factors that influence the employee's working situation.

A. Normal office or similar setting



The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds, and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather, or other uncomfortable conditions. Stand-by, call back, or regular overtime may be required. The employee may have to meet frequent deadlines, work extended hours, and maintain attention to detail at a computer or other machinery, deal with difficult people, or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, District-wide activities, and/or relations with other agencies)?
- Are guidelines, policies, and/or procedures provided to the employee for the performance of this new duty?
- Is the employee interacting with internal and external stakeholders more frequently or for a different purpose as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

The analysis of the factors outlined above, as well as the answers to these questions, were used to determine recommended classifications for all Camrosa employees. The factors above will also help to guide the placement of specific positions to the existing classification structure and/or revision of the entire classification structure in the future.



Classification Allocation Recommendations

Class descriptions were created for all of Camrosa’s positions to reflect current duties and responsibilities, and properly reflect the required knowledge, abilities, and skills.

When evaluating the allocation of positions, the focus is on assigned job duties and the job-related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), the impact of the position on the organization, and working conditions.

Furthermore, it is necessary to: (i) identify the duties incumbents are currently being required to perform; (ii) determine if those duties are captured in the current classification description; and (iii) identify the percentage of duties being performed, if any, which are outside of the current classification.

Title Change

One recommendation includes changing the titles for ten (10) Camrosa classifications.

Table 1. Title Change Recommendations

Current Classification Title	Proposed Classification Title
Administration Specialist	Customer Service Representative / Administrative Assistant
Customer Accounts Representative	Customer Service Representative / Accounts Payable Technician
Field Service Technician	Field Service Technician I/II
Interim Chief Plant Operator	Chief Plant Operator
Lead Field Service Technician	Senior Field Service Technician
Manager of Customer Accounts	Customer Service Manager
Manager of Engineering & Operations	Information Technology and Special Projects Manager
Manager of Finance	Finance Manager
Senior Customer Accounts Representative	Senior Customer Service Representative
Water Quality Supervisor	Water Quality and Environmental Compliance Supervisor



Title changes are recommended to reflect the level and scope more clearly being performed, to consolidate work into broader categories that could be used District-wide, as well as to establish consistency with the labor market and industry standards. Any compensation recommendations (detailed in Volume II) are not dependent upon a new title, but upon the market value as defined by job scope, level and responsibilities, and the qualifications required for successful job performance. All recommended position allocations are listed in Appendix I.

Reclassification

Reclassification recommendations are made for positions that are working out of class due to level and scope of work and/or job functions that have been added to or removed from those positions over time.

The study resulted in two (2) positions to be reclassified, as noted in the table below. These recommendations are based on the individual positions interviewed. Not every incumbent in a given classification is recommended for a reclassification

Table 2. Reclassification Recommendations

Current Classification Title	# of Incumbents	Proposed Classification Title
GIS/Engineering Technician	1	GIS Specialist
System Operator I	1	System Operator II

New Classifications

The Study resulted in a recommendation by K&A for the General Manager and the Board to consider establishing several new classifications to accommodate current and future staffing demands.

Table 3. New Classification Recommendations

Proposed Classification
Field Service Technician I
System Field Supervisor
Water Resources Analyst

CONCLUSION

The revised classification descriptions serve as a general description of the work performed and provide a framework of the expectations of each position for the employee. Requests for the addition of new positions and classifications and/or reclassification of an existing position should



follow established District policies and procedures. Any decisions related to the addition of new positions and classifications, reclassification of an existing position, and promotion of an existing position, will depend on the needs and resources of the District and the availability of work, as well as the ability of existing positions to meet the qualifications of and perform the duties of the higher-level class.

Finally, as mentioned previously, a classification plan is not a static, unchanging entity. The classification plan should be reviewed on a regular, on-going basis and may be amended or revised as required.

It has been a pleasure working with Camrosa Water District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Mike Harary

Mike Harary
Senior Associate

Appendix I

Recommended Position Allocations

Appendix II

New Classification Descriptions



October 1, 2020

Volume II Total Compensation Study FINAL Report

Camrosa Water District

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October 1, 2020

Tony Stafford
General Manager
Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

Dear Mr. Stafford:

Koff & Associates is pleased to present the Total Compensation Study Final Report to Camrosa Water District ("Camrosa"). This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Camrosa, and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Mike Harary

Mike Harary
Senior Associate



TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	1
Background.....	1
Summary of Findings.....	1
STUDY PROCESS.....	1
Benchmark Classifications	2
Comparator Agencies	3
Salary and Benefits Data	4
Data Collection	7
Matching Methodology.....	7
Data Spreadsheets.....	8
MARKET COMPENSATION FINDINGS.....	9
Base Salary	10
Total Compensation.....	10
INTERNAL SALARY RELATIONSHIPS.....	10
RECOMMENDATIONS.....	12
Pay Philosophy	12
Proposed Salary Structure.....	12
Proposed Salary Range Placements	13
USING THE MARKET DATA AS A TOOL	13



LIST OF TABLES

Table 1. Benchmark Classifications	2
Table 2. Comparator Agencies.....	3
Table 3. Market Compensation Results Summary	9
Table 4. Base Salary Market Results	10
Table 5. Total Compensation Market Results	10

APPENDICES

Appendix I: Results Summary	
Appendix II: Comparator Agency Analysis	
Appendix III: Market Compensation Findings and Benefits Detail	
Appendix IV: Additional Benefits	
Appendix V: Proposed Salary Range Structure	
Appendix VI: Salary Range Placement Recommendations	



EXECUTIVE SUMMARY

Background

Beginning in April 2020, Koff & Associates (“K&A”) conducted a comprehensive Total Compensation Study for Camrosa Water District (“Camrosa”). All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows Camrosa to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District;
- The desire of the District to present an updated salary proposal to the Board of Directors; and
- The desire to ensure internal relationships of salaries are based upon appropriate internal equity principles.

The goals of the compensation study are to assist Camrosa in developing a competitive pay and benefit plan, which is based upon market data, and to ensure the plan is fiscally responsible and meets the needs of Camrosa with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. A summary of Total Compensation Study Results, presented in Appendix I, showed:

- Camrosa’s **base salaries, overall, in comparison to the market median are an average of 23.4% below the market.**
- Camrosa’s **total compensation, overall, in comparison to the market median is an average of 16.6% below the market.**
- It is important to note that, while on a percentage basis, Camrosa’s benefits appear “more” than the market, the actual dollar amount or value of Camrosa’s benefits package is below the market median when looking at the individual cost of Camrosa’s benefits. This somewhat unusual anomaly stems from the fact that Camrosa’s benefits package represents a greater percentage of its total compensation compared to other comparator agencies. The difference lies in looking at relative statistical percentages vs. absolute dollar values.



STUDY PROCESS

Benchmark Classifications

The study included twenty-two (22) classifications which were selected to collect salary and benefits data within the defined labor market. Classifications we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring Camrosa’s overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

Table 1. Benchmark Classifications

Classification Title
1. Assistant General Manager/Water Resources & Regulatory Compliance
2. Chief Plant Operator
3. Customer Service Manager
4. Customer Service Representative/Administrative Assistant
5. Customer Service Representative/Accounts Payable Technician
6. District Engineer
7. Field Service Technician II
8. Finance Manager
9. GIS Specialist
10. Information Technology and Special Projects Manager
11. Instrumentation Technician
12. Laboratory Technician
13. Senior Accountant
14. Superintendent of Operations
15. System Field Supervisor
16. System Operator II



Classification Title
17. Technical Services Advisor/Senior Inspector
18. Wastewater Treatment Plant Operator
19. Water Distribution Operator
20. Water Quality and Environmental Compliance Supervisor
21. Water Resources Analyst
22. Water Treatment Plant Operator

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison.

- 1. Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to Camrosa be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

- 2. Similarity of population served, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- 3. Scope of services provided** – For most of the classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal for comparators and most comparator agencies surveyed provide similar services to Camrosa. Services including water production, water distribution (potable), water distribution (non-potable surface water), water distribution (recycled/reclaimed), and wastewater collection were factored into the comparator agency analysis.
- 4. Labor market and geographic location** – In today's labor market, many agencies are in competition for the same pool of qualified employees. No longer do individuals necessarily live in the communities they serve. The geographic labor market area, where Camrosa may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to Camrosa, the resulting labor market data generally reflects the



region's cost of living, and other demographic characteristics to the same extent as competing employers to Camrosa.

All factors mentioned should be considered in selecting the group of comparator agencies.

K&A staff conducted an analysis of the factors noted above for a total of nineteen (19) potential agencies to consider for the market study. Per K&A's discussion with Camrosa's General Manager, and with concurrence from the Board of Directors, these final twelve (12) comparator agencies were agreed upon for compensation survey purposes. Appendix II includes the Comparator Agency Analysis K&A performed prior to Camrosa's selection of these final 12 agencies.

Table 2. Comparator Agencies

Agency
1. Calleguas Municipal Water District
2. Carpinteria Valley Water District
3. Casitas Municipal Water District
4. City of Camarillo Water Department
5. City of Simi Valley Waterworks
6. City of Thousand Oaks Water Department
7. Coastside County Water District
8. Goleta Water District
9. Ojai Valley Sanitary District
10. Trabuco Canyon Water District
11. United Water Conservation District
12. Valley County Water District

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data to be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix III [Market Compensation Findings and Benefits Detail] of this report; these amounts were added to base salaries for total compensation purposes).



1. Monthly Base Salary

The top of the salary range and/or control point. All figures are presented on a monthly basis.

2. Employee Retirement

The retirement reflects the benefits offered to the majority of the employees:

- **PERS or other Pension Formula:** The service retirement formula for each agency's Classic (i.e., "Pre-PEPRA" plan).
- **Enhanced Formula Cost:** The baseline CalPERS formula is 2.0% @ age 62 for miscellaneous employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by CalPERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - **Miscellaneous Employees**
 - 2.0% @ 60: midpoint of range = 1.5%
 - 2.0% @ 55: midpoint of range = 2.7%
 - 2.5% @ 55: midpoint of range = 4.9%
 - 2.7% @ 55: midpoint of range = 6.4%
 - 3.0% @ 60: midpoint of range = 7.4%
- **Employee Cost-Sharing:** The amount employees are required to contribute toward the agency's pension costs.
- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (aka "EPMC"). Also, whether the value of this EPMC is reported to CalPERS as "special compensation" for pension calculation purposes.
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is thirty-six (36) highest paid consecutive months. When final compensation is based on a shorter period, such as twelve (12) highest paid consecutive months, there is a cost to the employer. Like the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the single highest year benefit period.
- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally determined maximum contribution of \$11,475 per month was reported. The maximum contribution rate for 2020 was used to be consistent with the timeframe during which data was collected.



- **Other:** Any other retirement contributions made by the employer.

3. Deferred Compensation

Deferred compensation contributions provided by an agency to all employees of a classification with or without requiring the employee to contribute is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Health
- Dental
- Vision
- Other Insurance

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five (5) years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.

7. Additional Benefits

Camrosa requested K&A staff to survey several Additional Benefits. These were not factored into the Total Compensation calculation, but rather are provided for reference



purposes. A summary of these Additional Benefits is provided in Appendix IV. These included:

- a. CalPERS Pension Formulas and Unfunded Accrued Liability (UAL)
- b. Certification Pays
- c. Flexible Work Schedules
- d. Incentive Pays
- e. Health Savings Accounts
- f. Profit Sharing
- g. Tuition Reimbursement
- h. Personal Leave

All the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of April 2020 through June 2020 through comparator agency websites, conversations with human resources, accounting, and/or finance personnel at other agencies, discussions with Camrosa's General Manager, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes the data collection step is the most critical for maintaining the overall credibility of any study and relied on Camrosa's classification descriptions as the foundation for comparison.

When K&A researches and collects data from comparator agencies to identify possible matches for each benchmark classification, sometimes comparable matches are not 100% similar to the classifications at Camrosa. Therefore, K&A does not match positions from other agencies to Camrosa positions simply based upon job titles, which can often be misleading. K&A analyzes class descriptions from other agencies before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;



- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

In order for a match to be included, K&A requires that a classification's "likeness" be at approximately 70% or greater of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses "hybrids" which can be functional or represent a span in scope of responsibility. A functional hybrid means the job of one classification at Camrosa is performed by two or more classifications at a comparator agency. A span in scope hybrid means the comparator agency has one class "bigger" in scope and responsibility and one class "smaller," where Camrosa's class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

K&A's reports for Top Monthly Salary and Total Compensation include the average and median of the comparator agencies. These reports also include how Camrosa compares to the average and median of the survey market, using the % above or below the average and median.

The average is the sum of the comparator agencies' salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

K&A staff required a minimum of four (4) comparator agencies with matching classifications to the benchmark classification for the survey data to be included in this study. The reason for requiring a minimum of four matches is to prevent one classification from having undue influence on the average and median calculations. Sufficient data (i.e., benchmarks with at least four (4) matches from other agencies) was collected from comparator agencies for 19 of the 22 benchmark classifications.



When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the average, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. The study compared Camrosa Actual Monthly Salaries per Incumbent/Employee for each classification to the Published Maximum Monthly Salary at each comparator agency because Camrosa's employees do not automatically reach the published maximum of their assigned salary ranges, as it is typically the case with other agencies' step systems. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed. The table is sorted by total compensation in descending order from the most positive percentile (above market) to the most negative (below market).

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Top Monthly Salary % Above or Below Median	Total Compensation % Above or Below Median
Water Quality and Environmental Compliance Supervisor	4	+15.1%	+16.6%
Water Distribution Operator*	10	+7.4%	+7.1%
System Operator II	11	+5.0%	+5.1%
Finance Manager	9	+2.6%	+2.3%
Instrumentation Technician	7	-2.0%	-0.5%
District Engineer	9	-3.3%	-4.5%
Field Service Technician II	9	-12.4%	-6.5%
Wastewater Treatment Plant Operator*	11	-11.0%	-8.7%
Customer Service Representative/Accounts Payable Technician	12	-29.2%	-20.0%
Customer Service Representative/Administrative Assistant	12	-30.9%	-20.4%
Superintendent of Operations	11	-25.1%	-21.6%
Senior Accountant	8	-28.0%	-22.7%



Classification Title	# of Matches	Top Monthly Salary % Above or Below Median	Total Compensation % Above or Below Median
Water Treatment Plant Operator*	12	-34.8%	-26.3%
Laboratory Technician	6	-50.7%	-35.5%
Chief Plant Operator	11	-46.4%	-36.4%
Assistant General Manager/Water Resources & Regulatory Compliance	8	-51.0%	-41.4%
GIS Specialist	4	-102.9%	-68.8%

*These positions were included in the compensation study for comparison purposes however these positions are not part of Camrosa's classification plan.

The following Camrosa classifications were also surveyed for this study, but yielded less than four (4) matches in the labor market:

- Customer Service Manager (3 matches)
- Information Technology and Special Projects Manager (3 matches)
- Technical Services Advisor/Senior Inspector (3 matches)

Base Salary

Market results show that thirteen (13) classifications are paid below the market median and four (4) classifications are paid above the market median on **top monthly base salary**.

Table 4. Base Salary Market Results

# of Classifications	<5%	5-10%	10-15%	15-20%	>20%	Total
Below the Market Median	2	0	2	0	9	13
Above the Market Median	1	2	0	1	0	4

Total Compensation

Table 5. Total Compensation Market Results

# of Classifications	<5%	5-10%	10-15%	15-20%	>20%	Total
Below the Market Median	2	2	0	1	8	13
Above the Market Median	1	2	0	1	0	4



Benefits

The market benefits data revealed the District's benefits place the District's Total Compensation values at a position closer to the market median compared to base salary alone. Further analysis indicated Camrosa's benefits represented a greater percentage of its total compensation compared to other comparator agencies. Therefore, K&A has proposed salary range recommendations based upon Total Compensation market median values as opposed to the Base Salary market median.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, Camrosa may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing Camrosa's classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A:

- Utilized Camrosa's percent above or below the Total Compensation Market Median to recommend new salary ranges for each Camrosa position based on this market data (as described in more detail below) where sufficient market data was collected; and



- Utilized internal equity principles to make the salary recommendations for the non-benchmarked classifications, classifications that were surveyed but did not yield a sufficient number of matches, and to maintain internal alignment based on past Camrosa practices where those were identified. Where it was difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance has been placed on past internal relationships.

Camrosa may want to make internal equity adjustments or alignments in the future, as it implements this compensation strategy and creates new classifications. The market survey is only a tool to be used by Camrosa to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

Camrosa has many options regarding what type of compensation plan it wants to implement. This decision will be based on Camrosa's pay philosophy, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly qualified workforce.

Proposed Salary Range Structure

Currently, Camrosa has a published Salary and Classification Schedule with minimum and maximum annual salaries that vary by position. We understand this salary schedule was not based on an extensive market analysis and does not currently include salary "steps." Camrosa's current system represents an "open salary range" structure with individual salary increases granted depending upon performance rather than a standard percentage merit increase applied consistently to all employees when they become eligible and qualify for their merit increase. We also understand there are long term employees at the District who have not reached or are not likely to reach the maximum published salary assigned to their given position.

We therefore recommend Camrosa adopt a salary structure that reflects common industry practices. Appendix V contains the Proposed Salary Range Structure referenced above which consists of ranges that are 2.5% apart from each other, with 10 salary steps per range also at 2.5% apart, for a total range of roughly 25.0% from bottom to top. This range structure will allow Camrosa to consistently hire new talent at competitive market rates at the lower end of the salary range, and to move employees through the range more consistently based on a combination of service and performance. Management would have the flexibility to grant merit increases for eligible employees based on performance in increments of 2.5% as reflected in the proposed salary step structure. In most public agencies, salaries are based upon some type of "salary step structure" where employees who meet their performance expectations typically receive a 5.0% merit increase annually and reach the top of their salary range within five (5) years of employment, if they were placed at the minimum step of the salary range upon hire.



Proposed Salary Range Placements

Appendix VI illustrates the Proposed Salary Range Placement for each classification based on market data as well as the internal relationship analysis. The recommendations are based on total compensation market results. The following calculation was used:

1. K&A created a Monthly Minimum and Maximum Salary Range Structure referenced as the “Proposed Salary Schedule” with an approximate 25.0% spread between the minimum and maximum salary in any given range, a 2.5% differential between each range, and 10 salary steps per range at 2.5% in between each step. Camrosa’s current lowest maximum monthly base salary is for the position of Customer Service Representative and that salary is set at Range 6 on the attached structure.
2. K&A captured Camrosa’s percent above or below the Total Compensation median for each benchmark classification surveyed, multiplied Camrosa’s maximum actual salary times the percent above or below median and arrived at a “Market Placement” recommendation. For example, Camrosa’s “Field Service Technician II” salary was 6.5% below the Total Compensation Market Median. We then took Camrosa’s actual incumbent salary for Field Service Technician II (\$4,661) multiplied it by 1.065 (6.5%) to arrive at a market placement recommendation of \$4,966 per month. This \$4,966 represents the proposed top step salary for Field Service Technician II to reach the market median.
3. Finally we placed the salary range for Field Service Technician II at the Top Salary Step in the Salary Range Table developed by K&A (described in more detail below) which was closest to the Market Placement salary of \$4,966 per month (in this case salary range 21, top step of \$5,021 per month was closest).

The salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for COLAs to be applied to only one dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

USING THE MARKET DATA AS A TOOL

K&A would like to reiterate this report and the findings are meant to be a tool for Camrosa to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and Camrosa’s expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give Camrosa an instrument to make future compensation decisions.



It has been a pleasure working with Camrosa on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

Mike Harary

Mike Harary
Senior Associate

Appendix I

Results Summary

Appendix II

Comparator Agency Analysis

Appendix III

Market Compensation Findings & Benefits Detail

Appendix IV

Additional Benefits

Appendix V

Proposed Salary Range Structure

Appendix VI

Salary Range Placement Recommendations

Board Memorandum

February 25, 2021

To: General Manager

From: Joe Willingham, Manager of Engineering & Operations

Subject: **Cyber Security Status**

Objective: Receive a briefing from staff on the status of the District's cybersecurity posture.

Action Required: No action necessary; for information only.

Discussion: This briefing will provide the board with an overview of the progress staff has made toward enhancing the cybersecurity of the District's IT/OT networks.

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Climate Change Effects Vulnerability Assessment and Management Plan

Objective: Develop a Climate Change Effects Vulnerability Assessment and Management Plan in accordance with the District's National Pollutant Discharge Elimination System (NPDES) permit.

Action Required: Authorize the General Manager to enter into the attached agreement with Larry Walker Associates (LWA) in an amount not to exceed \$44,238.00.

Discussion: State Water Resources Control Board Resolution No. 2017-0012 establishes as state policy a proactive approach in considering climate change impacts and challenges in all aspects of State Water Board actions. Part of the Los Angeles Regional Water Quality Control Board's implementation of this state policy is the requirement that Waste Discharge Requirements (WDRs) include language requiring preparation of a climate change vulnerability assessment using the best available science. Such a requirement was included in the District's latest NPDES permit renewal (Order R4-2020-0078, NPDES No. CA0059501), approved June 10, 2020. The Permit requires the District to develop a Climate Change Plan that considers the impacts of climate change as they affect the operation of the treatment facility due to flooding, wildfire, or other climate-related changes. The Climate Change Plan will provide control measures as mitigation and adaptation actions against climate-induced impacts such as changing influent and receiving water quality and conditions, wildfires, storm surges, more frequent and more extreme storms, and increasing temperatures. Emergency procedures, contingency plans, alarm/notification systems, training, and backup power and equipment are some of the examples included in the District's Permit as control measures.

Two other proposals were solicited, from Padre, Inc. and MKN Associates. Padre declined to propose. MKN's proposal at \$43,826.00 was competitive. Staff selected LWA due to their familiarity with our NPDES permit—LWA is the primary consultant for the Calleguas Creek Watershed Management Group, implementing the TDML monitoring program and coordinating permit renewals across the watershed. LWA is intimately familiar with both State and Regional Water Board policies, staff, and requirements.

Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: Larry Walker Associates, Inc.
1480 Drew Avenue, Suite 100
Davis, CA 95618

DATE: February 25, 2021

Agreement No.: 2021-102

The undersigned Consultant to prepare a Climate Change Effects Vulnerability Assessment and Management Plan per the proposal dated January 22, 2021 (attached)

Contract price \$: Not to exceed \$44,238.00 per proposal

Contract Term: February 25, 2021 – June 30, 2021

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Larry Walker Associates, Inc.

By: _____
Tony L. Stafford

By: _____
Brian M Laurensen

Title: General Manager

Title: Executive Vice President

Date: _____

Date: February 16, 2021

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** 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 with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

JANUARY 22, 2021

CAMROSA WATER DISTRICT

PROPOSAL FOR
**CLIMATE CHANGE EFFECTS VULNERABILITY
ASSESSMENT AND MANAGEMENT PLAN**
(NPDES ORDER R4-2020-0078)

SUBMITTED BY



Larry Walker Associates, Inc.



January 22, 2021

Ian Prichard
Assistant General Manager
Camrosa Water District
IanP@Camrosa.com



Re: Larry Walker Associates Proposal to Prepare a Climate Change Effects Vulnerability Assessment and Management Plan

Dear Mr. Prichard,

Larry Walker Associates, Inc. (LWA) is pleased to submit the attached proposal in response to the Camrosa Water District's Request for Proposals (RFP) to *Prepare Climate Change Effects Vulnerability Assessment and Management Plan*. LWA is uniquely qualified to conduct this work based on our local project experience, familiarity with the Ventura County MS4 permit, the Camrosa Water Reclamation Facility (CWRF) NPDES Permit, the Watersheds Coalition of Ventura County (WCVC), and our broad experience with stormwater and wastewater program support for California municipalities. Our specialized experience includes the following:

- Regulatory support provided to the Cities of Thousand Oaks and Simi Valley and Camarillo Sanitary District for reviewing, renewing and implementing NPDES permit requirements.
- Regulatory, monitoring, and special study support provided to the Stakeholders Implementing TMDLs in the Calleguas Creek Watershed.
- Regulatory support provided to Ventura County Co-permittees for implementing the Ventura Countywide Municipal Separate Storm Sewer System (MS4) NPDES permit through contracts with the Ventura County Watershed Protection District.
- Malibu Creek Watershed Coordinated Integrated Monitoring Plan and Enhanced Watershed Management Plan Implementation.
- Watershed monitoring program development and implementation in Ventura County.
- Salt and Nutrient Management development for the Lower Santa Clara River, Calleguas Creek Watershed and City of Oxnard.

Through this work, LWA has gained an unparalleled understanding of the local conditions and issues to be addressed by the Water District's water resources, recycled water, and wastewater programs and actions that can be taken to address them. Additionally, our statewide experience with implementing recycled water programs and providing wastewater regulatory assistance allows us to provide the Water District with best practices and knowledge gained by other municipalities in implementing their programs. Together, we look forward to assisting the District in evaluating the potential impacts of climate change on the CWRF. The assessment will help the District in proactively addressing potential changes of effluent flow and quality, allowing the District to assess the impact on the water and recycled water component of the

District's water management portfolio. With respect to the disciplines in the RFP, our experience assisting other Ventura County wastewater and stormwater agencies makes us well qualified to assist with planning, implementation and regulatory compliance for the Integrated Watershed Management Plan and Climate Change Plan disciplines. More information on LWA's specific experience is provided in the Qualifications section of the Proposal. Our experience working with local municipalities will allow LWA to hit the ground running without the need for additional review of background information to gain understanding of the local watershed issues and history.

We look forward to the opportunity to work with the Water District through this project. Dr. Mitchell Mysliwec, a Senior Engineer in our Davis office, will be your project manager. Mitch's experience assisting clients in Ventura and Los Angeles Counties with negotiation and compliance with NPDES permits, role as co-chair of the California Association of Sanitary Agencies regulatory work group, and history of working in the Calleguas Creek Watershed make him uniquely qualified to assist the Water District.

I will serve as a senior advisor to provide continuity as part of the stakeholder group in the Calleguas Creek Watershed and to provide local expertise and context for the projects. Additionally, staff in our Ventura and Santa Monica offices are included in the proposal to provide the Water District with local staff for implementing monitoring programs or providing other local support if needed. Please feel free to contact Dr. Mysliwec or myself at (310) 394-1036 or AshliD@lwa.com with any questions about this proposal.

Very truly yours,



Ashli C Desai
President
Larry Walker Associates

Name of Designated Contact	Mitch Mysliwec
Main Office	1480 Drew Avenue, #100 Davis, CA 95618
Phone	530.753.6400 x 234
Email	mitchm@lwa.com

Table of Contents

1.0	Introduction	2
2.0	Proposed Approach	3
2.1.	Project Approach	4
2.2.	Scope of Work	6
3.0	Tentative Schedule	9
4.0	Estimated Hours and Compensation	10
5.0	Qualifications	12
5.1.	History and Range of Services	12
5.2.	Project Resources	14
5.3.	Team Member Qualifications and Roles/Responsibilities	14
6.0	Background	18
6.1.	Company Ownership	18
6.2.	Location of Company Offices	18
6.3.	Location of Officer	18
6.4.	Number of Employees	18
6.5.	Locations of Assigned Employees	19
6.6.	Proposer's Point of Contact	19
6.7.	Company Background/History	19
6.8.	Length of Time Proposer Has Provided Similar Services	20
6.9.	Proposers Dun and Bradstreet Number	20
6.10.	Resumes	20
7.0	Negative History	21
8.0	Client References	22
8.1.	Relevant Project Experience	23
9.0	Compensation	28
10.0	Additional Information	28
11.0	Proposal Forms	28

List of Attachments

Attachment A. Personnel Resumes

Attachment B. Required Forms

1.0 Introduction

For over 40 years, LWA has served more than 300 municipal/public clients throughout California, including many cities and counties in Southern California. We excel at developing and delivering innovative, strategic, pragmatic, and technically sound solutions to address wastewater and water resources programs and other watershed- or pollutant-based requirements in an efficient and cost-effective manner.

LWA has developed a unique set of tools and templates that may be used by the County, thus avoiding the expense of “reinventing the wheel” for developing a Climate Change Plan that addresses permit requirements and coordinates with all aspects of the District’s regulatory programs. In fact, LWA’s

experience will not only benefit the Camrosa Water District (The District) by effectively supporting the existing programs, but it will also provide the necessary vision and experience to develop the Climate Change Plan and strategically support the future evolution and implementation of the plan as needed. We appreciate how operation of the Camrosa Water Reclamation Facility (CWRF) fits into a water management system for the Basin. Our team is assisting Groundwater Sustainability Agencies (GSAs) in California and is sensitive the climate change impacts on the water balance though a watershed. Groundwater basin and operation are outside the scope of the Climate Change Plan; however, we realize the information from the plan will inform District operations outside of the CWRF and collection system. For example, climate induced change to quality and quantity of effluent may affect the ability to recycle water.

LWA has a reputation of bringing creative solutions to the table for clients to consider when posed with challenging or new regulatory efforts. LWA has a proven record of bringing a fresh perspective to problems in order to envision and develop effective solutions. LWA will apply this sense of creativity in seeking solutions for the District’s needs.

We submit this Proposal not only as an expression of interest, but also as a statement of our commitment to providing the leadership and resources necessary to assist the District in supporting the development of a Climate Change Plan for CWRF and preparation to submit the plan to the Los Angeles Regional Water Quality Control Board (LA-RWQCB) for Executive Officer’s approval no later than June 10, 2020.

UNMATCHED VALUE

LWA is uniquely qualified to conduct this work based on our local project experience, familiarity with the city and other municipalities in Ventura County in support of both wastewater and stormwater permitting and program implementation. In addition, we conduct work for the Watersheds Coalition of Ventura County (WCVC) and the Ventura County Agriculture and Irrigated Lands Group (VCAILG) along with our work with watershed groups in Ventura County.

2.0 Proposed Approach

The State Water Resources Control Board (State Water Board) adopted the comprehensive response to climate change resolution (Resolution No. 2017-0012)¹ on March 7, 2017, to recognize the need for a proactive approach in considering climate change impacts and challenges in all aspects of State Water Board actions. In response to this resolution and in coordination with the State Water Board staff and stakeholders, the Los Angeles Regional Water Quality Control Board (Regional Water Board) adopted “A Resolution to Prioritize Actions to Adapt to and Mitigate the Impacts of Climate Change on the Los Angeles Region’s Water Resources and Associated Beneficial Uses” (Resolution No. R18-004)² to acknowledge the need to adapt and mitigate impacts of climate change in different programs and actions, summarize the current state of efforts, and identify future actions. This led to the production of the second part of the “Los Angeles Region Framework for Climate Change Adaptation and Mitigation” plan that focuses on “Potential Regulatory Adaptation and Mitigation Measures”³ (Climate Change Framework -Part 2). This report follows the first part of the Climate Change Framework Plan which introduced the state of the knowledge and the issue of climate change in the context of the Regional Board’s mission and programs. Climate Change Framework -Part 2 presents potential regulatory adaptation and mitigation measures identified by the Regional Water Board Staff for the Board’s different areas of services.

Among these measures, Climate Change Framework -Part 2 specifies that Waste Discharge Requirements (WDRs) include language requiring preparation of a climate change vulnerability assessment using the best available science. It further elaborates on the important elements to be considered in the development of such a plan:

- A description of hydraulic conditions such as the distance to surface water and an evaluation of whether the treatment system may be threatened by flooding
- An assessment of possible impacts/damage to the treatment system and mitigation measures for such impacts
- An assessment of potential impacts to water supplies, water quality, and beneficial uses that may result due to loss or failure of a facility’s treatment system
- A description of mitigation measures to prevent or address potential impacts.

These items have been included as a requirement in the Camrosa Water District (District) Camrosa Water Reclamation Facility (CWRF) Permit (Order R4-2020-0078, NPDES No. CA0059501). The Permit requires the District to develop a Climate Change Effect Vulnerability Assessment and Mitigation Plan (Climate Change Plan) that considers the impacts of climate change as they affect the operation of the treatment facility due to flooding, wildfire, or other climate-related changes. The Climate Change Plan needs to “include an assessment of short-term and long-term vulnerabilities of the facility and operations and to address vulnerabilities of collection systems, facilities, treatment systems, and outfalls for predicted impacts to ensure that facility operations are not disrupted, compliance with permit conditions is achieved, and receiving waters are not adversely impacted by discharges.” The Climate Change Plan will also provide control measures as mitigation and adaptation actions against climate-induced impacts such as changing influent and receiving water quality and conditions, wildfires, storm surges and more

¹ https://www.waterboards.ca.gov/board_decisions/adopted_orders/resolutions/2017/rs2017_0012.pdf

²

https://www.waterboards.ca.gov/losangeles/board_decisions/basin_plan_amendments/technical_documents/130_new/ResolutionNoR18-004.pdf

³ Los Angeles Regional Water Quality Control Board, 2019. “Los Angeles Region Framework for Climate Change Adaptation and Mitigation: Potential Regulatory Adaptation and Mitigation Measures”. April 2019.

https://www.waterboards.ca.gov/losangeles/water_issues/programs/climate_change/docs/2019/FrameworkPart2-PotentialRegulatoryAdaptation_MitigationMeasures-final.pdf

frequent (back-to-back) and extreme storms, rising sea levels, and increasing temperature. Emergency procedures, contingency plans, alarm/notification systems, training, and backup power and equipment are some of the examples included in the District's Permit as control measures.

2.1. Project Approach

LWA's overall approach for providing services on any project is comprehensive and has proven to be effective and successful in 1) identifying the work products desired and the requisite level of effort; 2) providing necessary communication mechanisms, strategies, and check-in points with the client to ensure the project meets or exceeds expectations; 3) completing projects on or ahead of schedule; and 4) completing projects within budget and to the satisfaction of the client.

To fully comply with the District's Permit and meet the requirements outlined in the RFP, LWA proposes a comprehensive and efficient approach to develop the draft Climate Change Plan by May 1, 2021 to allow sufficient review and finalize by May 25, 2021 to allow submittal by June 10, 2021 as required by the Permit. LWA proposes the Climate Change Plan to follow the structure set forth by the California Adaptation Planning Guide (APG)⁴ that was prepared to provide guidance in addressing the unavoidable consequences of climate change. APG introduces a step-by-step process for climate change adaptation planning and has been followed by several public entities throughout the state for the development of similar climate change vulnerability assessments or climate action plans⁵. Similar to the requirements of the District's Permit, APG divides the Climate Change Plan into two distinct parts: 1) vulnerability assessment, and 2) adaptation strategy development.

Vulnerability assessment includes five steps that need to be considered in communication with the District and CWRP staff, as shown in **Figure 1**:

- 1) Exposure: identify climate change effects relevant to local condition and the CWRP
- 2) Sensitivity: assess the susceptibility to climate change exposure within facilities, operations, and staff activities.
- 3) Potential impacts: analyze the short-term and long-term impacts of climate change exposure on sensitive elements
- 4) Adaptive capacity: the current capacity to cope with potential impacts
- 5) Risk and onset: evaluate the existing short-term and long-term risks and adjust for uncertainty.

It is worth noting that not all of these steps need to be implemented and the extent and the level of detail for each step will be determined according to the information gathered for the CWRP, and through the communication and coordination with the District and the CWRP staff.

⁴APG, 2012. "California Adaptation Planning Guide". Prepared by California Emergency Management Agency, July 2012.

https://resources.ca.gov/CNRALegacyFiles/docs/climate/01APG_Planning_for_Adaptive_Communities.pdf

⁵ Some examples of such plans are: County of San Diego Climate Change Vulnerability Assessment, City of Morro Bay Community Vulnerability and Resilience Assessment, Climate Change Vulnerability Assessment for the City of Pasadena, Butte County Climate Change Vulnerability Assessment, and Western Riverside Council of Governments Subregional Climate Action Plan.

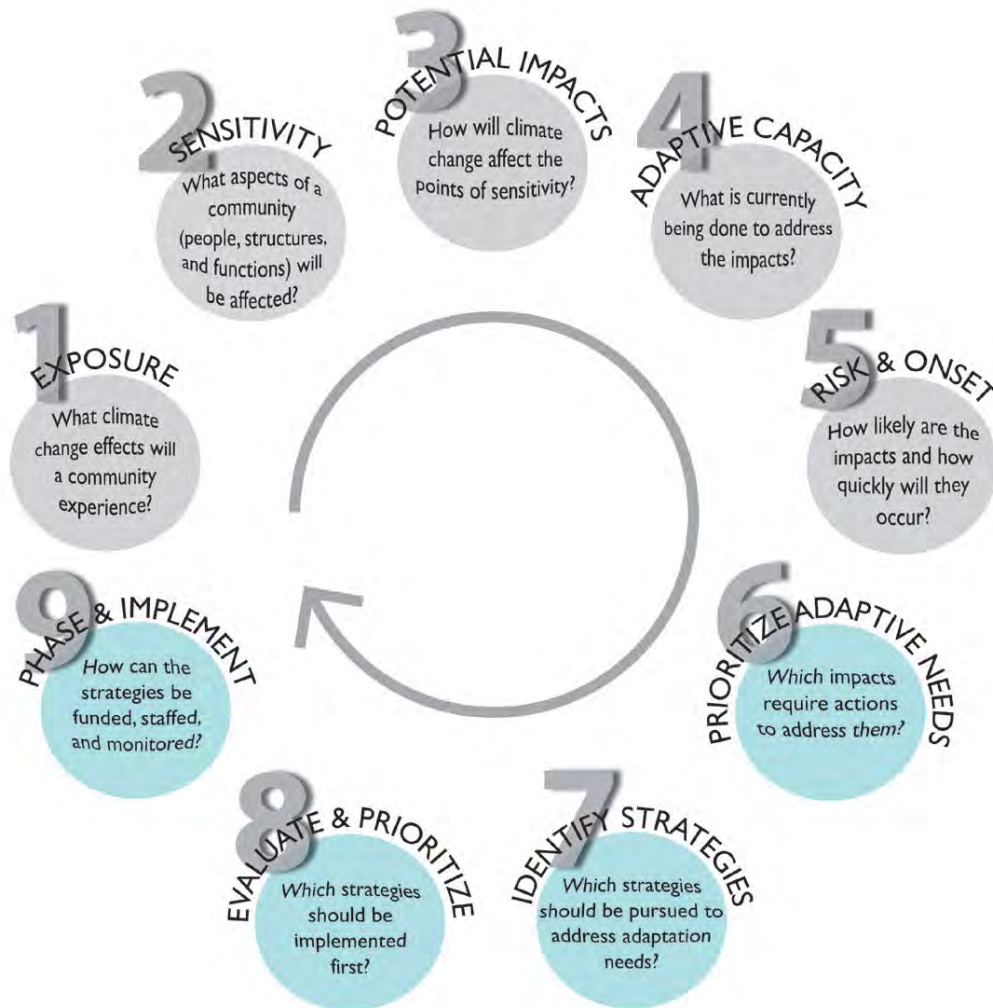


Figure 1. The nine steps in adaptation planning development as outlined in APG (2012). The grey circles are vulnerability assessment steps and the blue steps are adaptation strategy development steps.

Upon the completion of the first phase, adaptation strategy development will be conducted to respond to the District's Permit requirement regarding implementing control measures. According to APG, adaptation strategy development may include the following five steps (shown in [Figure 1](#)):

- 1) **Prioritize adaptive needs:** prioritize the vulnerabilities identified in the assessment.
- 2) **Identify strategies:** identify control measures to mitigate or adapt to the prioritized vulnerabilities.
- 3) **Evaluate and prioritize:** prioritize and select the strategies and control measures based on cost, benefits, and feasibility factors.
- 4) **Phase and implement:** provide an implementation schedule and plan, as needed, for the identified control measures.

2.2. Scope of Work

The following scope of work outlines a task list to accomplish the nine-step approach explained above and following the Scope of Work provided in the RFP. Each task identifies the corresponding element(s) of the RFP's Scope of Work that it addresses. This Scope of Work is prepared based on the assumption that LWA will be able to rely reasonably upon the accuracy of data and information provided by the District and depend on organized coordination and communication to receive timely input and information, as needs arise. This will include, but not be limited to, the plans and reports outlined below.

Task 1. Review of Existing Integrated Watershed Management Plan (IRWMP) and Permit Requirements

To better address each step of the vulnerability assessment and utilize the existing knowledge and the literature and as outlined in items 1 and 2 of the RFP Scope of Work, LWA will review existing studies and plans that can provide important information. These plans and studies include, but are not limited to, the Integrated Watershed Management Plan (IRWMP) of the Watersheds Coalition of Ventura County (WCVC), CWRP engineering report and existing design plans, operation and maintenance manual, contingency plans, and emergency procedures plans, Parts 1 and 2 of the Regional Water Board Climate Change Framework, and corresponding sections and literature in California's Fourth Climate Change Assessment⁶, and Safeguarding California Plan⁷. These reports will provide sufficient and the most up to date knowledge for regional and local climate change impacts such as increased temperatures, extreme heat, changes in precipitation patterns and natural hydrology, increased storm and flooding events, decrease in snowpack and change in snowmelt, and increased wildfires. The Cal-Adapt tool will also be incorporated in this task to provide an as-needed data-driven local assessment of the climate change impact. Because a portion of the District's water supply comes from the State Water Project, water quality impacts (e.g., salts) and reliability may be important considerations. While the groundwater management is outside of the current scope, the recycling of wastewater quality and quantity are a component of the District's water portfolio. Our team members are developing groundwater sustainability plans (GSPs) across California and are sensitive to how the Climate Change Plan may inform the GSP development for the Arroyo Santa Rosa Basin.

Task 2. Review Climate Change Plan Requirements

In preparation for the kick-off meeting to be held under Task 3, LWA will review the Climate Change Plan requirements as issued by the State Water Board specifically within the CWRP Permit (Order No. R4-2020-0078, NPDES No. CA0059501). The requirements will be incorporated in the kick-off meeting materials, and preliminary list of requested information.

Task 3. Meetings, Client Coordination, and Outreach

LWA will hold a kick-off meeting with District staff as described in Scope items 3 and 4 of the RFP Scope of Work to introduce key project team members, discuss project schedule, present the proposed approach, and request available data, reports, plans, and other information that may be needed. Additionally, key contacts and communications channels will be established as part of the kick-off meeting. A focus of the kickoff meeting is to gain an understanding from the District on the water and recycled water goals, and vulnerability concerns. The operations of the Conejo Creek Diversion or changes to Thousand Oaks effluent quality and eventual changes to groundwater quality within the District's basin are likely not

⁶ <https://www.climateassessment.ca.gov/>

⁷ Safeguarding California Plan, 2018. "Safeguarding California Plan: 2018 Update. California's Climate Adaptation Strategy." Prepared by California Natural Resources Agency. January 2018.

<https://resources.ca.gov/CNRALegacyFiles/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf>

considerations to fulfill the current scope, but as they are important aspects of the overall water concerns that may be impacted by climate change, we will discuss how the information generated for the CWRP may inform the or be impacted by the larger watershed water concerns.

To facilitate the Plan development, we are recommending two additional meetings. One meeting will be held mid-way, to discuss the collected information and direction for the control measures. This meeting is discussed further under Task 4. The second is the workshop to present the plan to the District and is discussed under Task 6.

Additional meetings and phone calls will be conducted as needed to coordinate with the District and CWRP staff regarding the vulnerability assessment, control measures, or data requests.

Task 4. Comprehensive Assessment of the CWRP for Climate Change Plan Compliance

In response to Scope item 5 in the RFP, LWA is proposing a second meeting during the vulnerability assessment phase. The meeting will include a consultation with the District and CWRP staff about the results of the vulnerability assessment. LWA will share the information gathered during the vulnerability assessment regarding the susceptibility and resiliency of facilities, operations, and staff activities associated with identified climate change impacts. This consultation will help ground-truth our findings and identify the best path forward to summarize the vulnerability assessment and begin the development of control measures.

This task is intended to also address a comprehensive assessment and evaluation of the CWRP to gather the necessary information to comply with the Climate Change Plan requirements. LWA will summarize the information gathered during Task 1, Task 2 and Task 3 (kick-off meeting) and conduct a vulnerability assessment according to the guidance provided in the District's Permit, AGP, and considering the local needs and conditions of the CWRP. Estimated exposure and sensitivity of facilities, operations, and staff activities to each identified impact/hazard and their current adaptive capacity in coping with such potential impacts will be evaluated and documented. The initial list of impacts that LWA will consider with respect to their applicability to the CWRP is as follows:

- Increased temperature and extreme heat: impact on the treatment process, receiving water quality and discharge capacity, impacts on influent quality, collection system corrosion, and staff activity limitation.
- Short-term and long-term hydrologic changes such as more frequent and more severe storms: LWA will review flood hazard maps and record drawings, and will assess treatment facilities, lift stations, and collection system to estimate their susceptibility to flooding. Available wet weather capacity of the plant and the collection system to adapt to more severe storms are assessed, as well.
- Increase in occurrence and severity of droughts: Susceptibility of the CWRP to higher influent concentrations and increased conservation efforts.
- Increased wildfire: impacts from wildfires that would affect the influent quality and discharge capacity of the CWRP.
- Sea-level rise: due to the distance of the CWRP from the coastline, the direct impacts of sea-level rise is not expected. Indirect effects like impacts on beneficial uses will be considered upon discussion with District staff.
- Effects due to a combination of climate change impacts: other expected climate change vulnerabilities that may result from a combination of the impacts above (indirect impacts) such as energy demand and power supply, increased treatment requirements and regulations, and declining water quality in surface water, including State Water Project, and groundwater to assess potential changes to the CWRP influent will be considered in consultation with the CWRP and District staff upon the completion of Task 1 and ensuring their applicability.

The list above is not exclusive and will be modified as necessary through the completion of Tasks 1 and 2, and the kick-off meeting (Task 3). This task will lead to a complete assessment of short-term and long-term vulnerabilities within the facilities and collection systems, operations, staff activities, and risks to beneficial uses and users. The results of the vulnerability assessment will be discussed with the District ahead of drafting the Plan.

LWA will prioritize the vulnerabilities identified through communications with the District and determine the needed control measures. Then, LWA will assess the existing operation and maintenance manuals, emergency response plans, contingency plans, training, and any other relevant plans and procedures along with resiliency measures and structures such as back-up power, alarm and notification systems, etc. for their adaptability under future climate change impacts. LWA will use this assessment to define strategies and control measures based on existing resources that will address the prioritized vulnerabilities. If adaptation deficiencies are identified regarding any of the prioritized vulnerabilities, LWA will plan for additional control measures that are agreed upon by the District. Reasonable and feasible implementation schedules will be provided for the control measures, as needed.

Task 5. Preparation of Climate Change Plan

As outlined in item 6 in the RFP Scope of Work, LWA will compile the work described in the tasks above into a draft Climate Change Plan satisfying the requirements defined by the State Water Board and will submit an electronic version to the District for review and comment. LWA will provide a draft Climate Change Plan for review and comment by CWD staff no later than May 1, 2021 to ensure adequate time for the District's review. Following the District's review and completion of the third meeting in Task 3 for the final workshop to discuss the draft plan (Task 6), and LWA will collect the comments and revisions and compile a final draft of the plan for submittal (Task 7).

Deliverables:

- Draft Climate Change Plan: electronic copy in PDF, Word, and Excel Format

Task 6. Final Workshop and Verification of Final Draft Plan

Per item 7 of the RFP Scope of Work, additional meetings and phone calls will be conducted as needed to coordinate with the District and CWRP staff regarding the vulnerability assessment, control measures, or data requests. The workshop will be scheduled after the Draft plan is submitted to the District. Workshop will focus on addressing the comments submitted on the draft plan, discussing additional comments made during the meeting, and approving the accuracy and sufficiency of the draft plan to be finalized and submitted to the LA-RWQCB.

Task 7. Preparation of Final Plan

To address final item 8 of the RFP Scope of Work, based on District review and the results of the workshop, LWA will prepare a final draft of the Climate Change Plan by May 25, 2021. The final draft will be submitted to CWD in PDF, and Word/Excel formats. LWA will assist the District as needed to ensure submittal of the final Climate Change Plan as required by June 10, 2021.

Deliverables:

- Final Climate Change Plan: electronic copy in PDF, Word, and Excel format

Task 8. Optional and As-Needed Tasks

Additional site-visits are included as an optional task. The available information will be discussed in the kick-off meeting and the need for additional site-visits will be discussed. The task is included in the budget to account for additional site visits. In the event additional tasks are found necessary to complete the Climate Change Plan, LWA will work with the District to define the appropriate scope and budget required. No work will be performed under this task without direct direction from the District.

3.0 Tentative Schedule

The Climate Change Plan is due to be submitted to the to the LA-RWQCB for Executive Officer's approval by June 10, 2021 (i.e., 12 months after the permit adoption date). To meet this submittal date, the initial kick-off meeting needs to be conducted as soon as possible as noted in the RFP. The schedule provided in **Table 1** below assumes a Notice to Proceed by February 26, 2021 and is intended to address the relatively short timeframe for conducting this project and can be modified based on initial discussions during the kick-off meeting. In addition, to facilitate timely interactions, it may be more efficient to conduct meetings that do not require a site visit as video conferences. This aspect of planning meetings will be discussed with District staff to determine the most effective approach.

Table 1. Tentative Schedule of Tasks

Task No.	Task Description	Date
Task 1	Review of Existing Integrated Watershed Management Plan (IRWMP) and Permit Requirements	
<i>Task 1.1</i>	Review of Existing IRWMP and Permit Requirements	By March 5, 2021
Task 2	Review Climate Change Plan Requirements	
<i>Task 2.1</i>	Review of Climate Change Plan Requirements	By March 5, 2021
Task 3	Meetings, Client Coordination, and Outreach	
<i>Task 3.1</i>	Kick-off Meeting	By March 12, 2021
<i>Task 3.2</i>	Vulnerability Assessment Meeting	By April 5, 2021
<i>Task 3.3</i>	Contingency As-needed Meetings and Calls	By May 25, 2021
Task 4	Comprehensive Assessment of the CWRP for Climate Change Plan Compliance	
<i>Task 4.1</i>	Develop Vulnerability Assessment	By April 5, 2021
Task 5	Preparation of Climate Change Plan	
<i>Task 5.1</i>	Administrative Draft Climate Change Plan	By May 1, 2021
Task 6	Verification and Final Workshop of Final Draft Plan	
<i>Task 6.1</i>	Verification and Coordination	On Going
<i>Task 6.2</i>	Final Workshop	By May 25, 2021
Task 7	Preparation of Final Draft Plan	
<i>Task 7.1</i>	Final Draft	By May 25, 2021

4.0 Estimated Hours and Compensation

The estimated level of effort to conduct the above tasks is shown below. Meetings are generally assumed to occur on a virtual platform. However, travel to the District may be necessary for data collection and field verification purposes. This work to conduct Tasks 1-7 will be conducted for a cost not to exceed \$44,500 according to our standard billing rates which are provided below. An option task to conduct as-needed additional actions would be conducted only at the direction of the District.

Table 2. Estimated Hours and Labor Cost

Task No.	Task Description	LWA Hours				Total LWA Hours	Labor cost	Other Direct Costs (1)	Total Cost
		Senior Advisor \$ 328.00	Strategic Advisor \$ 274.00	Project Manager \$ 246.00	Project Engineer \$ 212.00				
Task 1	Review of Existing IRWMP and Permit Requirements	0	0	4	12	16	\$ 3,528.00	\$ -	\$ 3,528.00
Task 2	Review of Climate Change Plan Requirements	0	0	2	8	10	\$ 2,188.00	\$ -	\$ 2,188.00
Task 3	Meetings, Client Coordination, and Outreach					0			\$ -
Task 3.1	Kick-off Meeting	2	2	8	12	24	\$ 5,716.00	\$ 50.00	\$ 5,766.00
Task 3.2	Vulnerability Assessment Meeting	0	0	2	12	14	\$ 3,036.00	\$ -	\$ 3,036.00
	Subtotal	2	2	10	24	38	\$ 8,752.00	\$ 50.00	\$ 8,802.00
Task 4	Vulnerability Assessment	2	2	8	32	44	\$ 9,956.00	\$ -	\$ 9,956.00
Task 5	Preparation of Climate Change Plan	2	2	8	16	28	\$ 6,564.00	\$ -	\$ 6,564.00
Task 6	Verification and Final Workshop					0			\$ -
Task 6.1	Verification and Coordination	0	2	10	8	20	\$ 4,704.00	\$ -	\$ 4,704.00
Task 6.2	Final Workshop	0	0	8	12	20	\$ 4,512.00	\$ -	\$ 4,512.00
	Subtotal	0	2	18	20	40	\$ 9,216.00	\$ -	\$ 9,216.00
Task 7	Preparation of Draft and Final Draft	2	2	4	8	16	\$ 3,884.00	\$ 100.00	\$ 3,984.00
	Total	6	8	58	124	196	\$ 44,088.00	\$ 150.00	\$ 44,238.00
Task 8	Optional and As-Needed Tasks	0	0	8	12	20	\$ 4,512.00	\$ 200.00	\$ 4,712.00

(1) Includes Travel and Printing

**RATE SCHEDULE****Effective July 1, 2020 – June 30, 2021**

PERSONNEL	TITLE	RATE \$/HOUR	REIMBURSABLE COSTS
Project Staff			Travel:
Melanie Andreacchi	Administrative Assistant	\$ 93	Local mileage Current IRS rate
Kim Turner	Administrative Assistant	\$ 93	Auto rental Actual expense
Tina Van Carpels	Administrative Assistant	\$ 93	Fares Actual expense
Andrew Smith	AR/AP Manager	\$129	Room Actual expense
Hayleigh Sawdaye	Graphic Designer	\$119	Subsistence ⁽¹⁾ \$48 per day
Kathryn Walker	Graphic Designer	\$160	
Adriana Stovall	Project Scientist I-C	\$119	
Sebastian Bogнар	Project Scientist I-B	\$152	Breakfast \$9.00
Kelsey McNeill	Project Engineer I-B	\$152	Lunch \$13.00
Ryan Parks	Project Scientist I-A	\$180	Dinner \$21.00
Katrina Arredondo	Project Scientist I-A	\$180	Incidentals \$5.00
Jenny Bayley	Project Engineer I-A	\$180	
Olin Applegate	Project Scientist II-A	\$191	Report Reproduction and Copying:
Cab Esposito	Project Engineer II-B	\$191	Per color copy, in-house \$0.89
Brad Gooch	Project Scientist II-B	\$191	The rate for each meal as follows: ⁽¹⁾ Actual Expense
Adriel Leon	Project Scientist II-B	\$191	
Danielle Moss	Project Engineer II-B	\$191	Per black and white copy, in-house \$0.08
Jeff Walker	Engineer	\$191	Per binding, in-house \$1.95
Masih Akhbari	Project Engineer II-A	\$212	
Alina Constantinescu	Project Engineer II-A	\$212	Special Postage and Express Mail: Actual expense
Airy Krich-Brinton	Project Engineer II-A	\$212	
Amir Mani	Project Engineer II-A	\$212	
Steve Maricle	Project Engineer II-A	\$212	Other Direct Costs:
Mike Marson	Project Scientist II-A	\$212	Actual Expense
Elizabeth Yin	Project Scientist II-A	\$212	
Senior Staff			Daily Equipment Rental Rates:
Bryant Alvarado	Senior Engineer	\$246	Single parameter meters & equipment \$30.00
Kristine Comeillie	Senior Engineer	\$246	Digital Flow Meter \$60.00
Diana Engle	Senior Scientist	\$246	Multi-parameter field meters & sondes \$100.00
Gorman Lau	Senior Engineer	\$246	Dye/tracer mapping or residence time \$200.00
Mitch Mysliwiec	Senior Engineer	\$246	Multi-parameter continuous remote sensing \$40.00
Amy Storm	Senior Scientist	\$246	
Hope M. Taylor	Senior Engineer	\$246	Subcontractors:
Rachel Warren	Senior Engineer	\$246	Actual Expense plus 10% fee
Associate			Note: ⁽¹⁾ Charged when overnight lodging is required.
Denise Connors	Associate Engineer	\$274	
Betsy Elzufon	Associate Engineer	\$274	
Laura Foglia	Senior Engineer	\$274	
Paul Hartman	Associate Scientist	\$274	
Sandy Mathews	Associate Scientist	\$274	
Mike Troughon	Associate Scientist	\$274	
Principal			
Karen Ashby	Vice President	\$299	
Chris Minton	Vice President	\$299	
Brian Laurenson	Executive Vice President	\$312	
Tom Grovhoug	Senior Executive	\$328	
Ashli Cooper Desai	President	\$328	

5.0 Qualifications

LWA is well qualified to conduct this work based on our experience working with the District and other municipalities and organization in Ventura County and throughout California. In addition, we have long time working relationships with the Los Angeles Regional Board and understand their process and regulatory approach. Our Project Manager, Mitchell Mysliwiec, Ph.D., is well versed in California regulatory issues working with wastewater and stormwater agencies to address NPDES permitting issuance and compliance, reviews and develops TMDLs as part of stakeholder groups, and serves as co-chair for the California Association of Sanitary Agencies (CASA) regulatory work group. Project Engineer, Amir Mani, has specialized expertise related to understanding and assessing the impacts of Climate Change and its inherent uncertainty as published and cited in Elsevier and American Society of Civil Engineers (ASCE) Journals. He has been leading climate change impact assessments and water resources allocation optimizations for Ukiah Valley Basin groundwater sustainability plan that entails water quality and quantity considerations of multiple water districts and municipalities along with City of Ukiah's existing recycled water program and wastewater treatment plant discharge.

5.1. History and Range of Services

Specialized services provided by the LWA team include regulatory and National Pollutant Discharge Elimination System (NPDES) permit assistance, water quality monitoring and data evaluation, stormwater management and assessment, total maximum daily load (TMDL) development and implementation, groundwater management and planning, waste minimization and pollution prevention, and water quality monitoring and management support to agricultural coalitions. LWA has been providing these services to clients throughout California for 40 years (since 1979).

Examples of the types of work performed by LWA relevant to this proposal are provided below. Project descriptions that further demonstrate our qualifications and experience related to the proposed service areas are provide in **Section 8.0**.

Regulatory and NPDES Permit Assistance

LWA's NPDES wastewater and storm water permit assistance capability is comprehensive and includes preparation of Reports of Waste Discharge, evaluation of data sets required for permit renewal, development of draft permit language, permit negotiations with Regional Water Board and USEPA staff, development of comments on draft permits, assistance during the permit hearing and adoption process, assistance with permit compliance issues, preparation of required technical studies and reports, and assistance with enforcement proceedings. LWA also provides water quality modeling to delineate regulatory mixing zones and support consideration of dilution credits and derive translators and water effect ratios for metals. LWA tracks regulatory developments and has been influential in the preparation of comments for individual agencies and organizations on important federal, state and local rules, regulations and policies (e.g., Basin Plan amendments, Bay-Delta plans and policies, federal water quality criteria, California Toxics Rule, National Toxics Rule, State Implementation Plan, sediment quality objectives, statewide stormwater policies, Ocean Plan) that might affect NPDES permit and Waste Discharge Requirement (WDR) terms and conditions. LWA also provides support for integrated planning across all Clean Water Act obligations, compliance with groundwater regulations such as the Sustainable Groundwater Management Act, and recycled water permitting and implementation.

Stormwater Management and Assessment

Since 1990, LWA has been involved in all phases of stormwater management for municipal and State clients, with extensive experience in planning and implementation of stormwater management plans and monitoring programs. LWA stormwater management activities include NPDES permitting assistance, development, implementation, and assessment of programs and guidance manuals for best management practices (BMPs), conducting training for the stormwater program, assessing BMPs and storm water

quality monitoring data for regulatory compliance, developing programmatic outreach and education programs, establishing and conducting stormwater monitoring programs, developing database systems for tracking program implementation and permit compliance, utilizing GIS analysis to support monitoring and implementation programs, and developing watershed management programs. In addition, LWA has modeled stormwater discharges with EPA's SWMM, HSPF, and LSPC numerical models and using multivariate statistical regression, Monte Carlo, and modified "rational method" techniques.

TMDL Development and Implementation

LWA's TMDL work has included development and/or implementation of TMDLs and TMDL alternatives for nutrients, toxicity, pesticides, metals, salts, bacteria, and trash typically functioning within a stakeholder process framework. LWA provided technical and regulatory assistance in the development of the stakeholder driven TMDLs in the Calleguas Creek Watershed. As part of the TMDL development, LWA conducts a review of applicable water quality standards (including the development of site-specific criteria), beneficial uses, and data used to develop the 303(d) listings. LWA develops technical work to support the TMDL development process, provides support on policy and regulatory issues, and coordinates stakeholder and regulatory agency participation and communication. Additionally, LWA provides review and comment for the 303(d)-listing process and TMDLs, provides support to regulated agencies during Regional Board/USEPA TMDL development, and assistance with TMDL implementation requirements, such as watershed modeling, implementation planning, and special studies.

GIS and Data Analysis

LWA provides data management services to numerous clients. Support for the Ventura County Agricultural Irrigated Lands Group and the Sacramento Valley Water Quality Coalition Irrigated Lands Program require coordination, compilation and reporting of data collected by numerous individual groups of growers. In addition, monitoring and reporting conducted for agencies including East Bay Municipal Utility District (EBMUD) and the City of St. Helena has included the development of maps and other templates that facilitate efficient assessment and reporting of spatial data, water elevations and water quality.

Client Base

LWA has provided environmental engineering services to over 300 clients throughout California. A sampling of our clientele is presented below:

- Cities of Thousand Oaks, Camarillo, Simi Valley, Ventura, San Diego, Los Angeles, Sacramento, Fresno, Stockton, Modesto, Manteca, Davis, San Luis Obispo, Morro Bay, Santa Paula, Santa Clarita, Vacaville, Richmond, St. Helena, Calistoga, Colfax, Winters, and Grass Valley
- Counties of Alameda, Contra Costa, Los Angeles, San Diego, Yolo, Sacramento, Orange, Ventura, Sonoma, Riverside, and San Bernardino
- Special districts including Camarillo Sanitary District, Ojai Valley Sanitation District, Sacramento Regional County Sanitation District, Victor Valley WRA, Delta Diablo Sanitation District, East Bay Municipal Utilities District, Las Virgenes Municipal Water District, and Calleguas Municipal Water District.
- Ventura County Farm Bureau, Northern California Water Association
- California Stormwater Quality Association (CASQA)
- California Association of Sanitary Agencies (CASA)
- California Department of Transportation (Caltrans)

5.2. Project Resources

LWA has the ability and depth in resources to successfully and thoroughly accomplish the work requested within the District's budget and timeframe. We have available and qualified staff resources allocated to this project, and additional staff support to augment the team when necessary.

LWA's approach is based on maintaining the highest level of professionalism and clear lines of communication; informing and receiving early input from the client; identifying project efficiencies; and implementing quality control measures. LWA implements the methodology below to coordinate the assignments and resources to complete tasks on schedule and within budget and to achieve the client's intended goals and objectives.

- The LWA PM serves as the primary point of contact to the District; ensures coordination with project staff and the District; maintains the schedule; tracks the budget; coordinates all resources, including assigning qualified staff; oversees tasks assignments; and works closely with the Strategic Advisor and Task Leads to ensure the work meets overall project needs.
- The LWA PM works with the applicable project staff and District PM to ensure that the project milestones, schedule, and budget are being met.
- The LWA PM establishes communication protocols to set guidelines for sharing information within the project team and with the District to ensure timely response to the District requests and project needs.
- The LWA PM also conducts regular conference calls/meetings with the District PM, incorporating additional staff as necessary, to report on progress, identify and resolve potential challenges early, avoid inefficiencies, and keep the project on schedule and budget.

5.3. Team Member Qualifications and Roles/Responsibilities

LWA assembled an experienced team of professionals with proven project management and unique subject matter and technical expertise to successfully lead the tasks identified within the RFP. Each individual was strategically selected based on their expertise, experience, credentials, and ability to cost-effectively provide the requested services. As demonstrated through the resumes in **Attachment A**, the proposed personnel offer vital insight and knowledge with *specific past experience in executing their assigned tasks*. LWA utilizes a transparent management structure that offers the District a single point of contact for all project management needs, yet also provides direct access to the project's technical staff leading the tasks, and LWA senior executives.

Our Project Manager, Mitch Mysliwiec, has proven organizational, communication, and project management skills, coupled with a strong track record in leading project teams to accomplish specific technical tasks and addressing complex regulatory issues. As the primary and day-to-day point of contact to the District, he will oversee the work performed for each task, manage the contract, and ensure that work is completed on time and within budget.

Brief background summaries for the LWA Project Manager, Senior Advisors, and Task Leads are provided below; detailed resumes for all staff are available in **Attachment A**.

**MITCHELL MYSLIWIEC,
PH.D.****SENIOR ENGINEER***Role: Project Manager***Duties Include:**

- Primary point of contact
- Overall project performance and execution
- Resource coordination, workplan and schedule, regulatory and technical support

Dr. Mysliwicz, Senior Engineer, demonstrates his skill set in NPDES permitting and watershed management at LWA. He has over 20 years of experience and is not only responsible for NPDES/WDR permitting and TMDL development and implementation, but also develops/analyzes/evaluates methods to ensure appropriate water quality objectives are maintained both at the discharge and watershed scales. At LWA Dr. Mysliwicz assists communities in obtaining/renewing NPDES permits, stormwater management, and compliance strategies. He also is responsible for overseeing environmental modeling for NPDES special studies and in support of TMDL development. He has developed watershed scale models for salts, metals, sediment, and OP pesticides for the Calleguas Creek Watershed TMDLs. Using field studies and modeling tools, Mitch has developed implementation plans for structural and non-structural BMPs to effectively meet TMDL allocations. He provided engineering experience in the development of the pilot groundwater recharge project for the Omoichumne-Hartnell Water districts, and assisted in water rights application for the project. Prior to joining LWA in 2001, Dr. Mysliwicz worked as a post doctorate researcher and lecturer for lower and upper division engineering courses at the University of California, Davis. He serves as a co-chair on the CASA Regulatory Work Group.

Ms. Elzufon has over 30 years' experience in private industry in the areas of chemical engineering, industrial processes, regulatory assistance and pollution prevention. She coordinates wastewater permit renewal for discharges to surface water (NPDES) and discharges to land (WDRs) and permit implementation efforts for clients throughout California including the Los Angeles, Central Coast, Central Valley and Lahontan Regions. WDR clients include the Cities of Santa Paula, Salinas, and Palm Springs and the Victor Valley Wastewater Reclamation Authority. Betsy has provided regulatory assistance for power plants operated by DWR. She has also assisted municipalities with obtaining Water Recycling Permits (WRRs, MRPs). She has conducted source identification studies and developed pollution prevention and outreach programs for several stormwater and wastewater programs in California. She has also assisted several municipalities in evaluating and updating various elements of their pretreatment programs. She has managed national studies on source control and program effectiveness measurement for the Water Environment Research Foundation and the National Association of Clean Water Agencies.

**BETSY ELZUFON
ASSOCIATE***Role: Senior Advisor***Duties Include:**

- Project performance and execution oversight
- Regulatory and technical strategy and oversight

**ASHLI DESAI
PRESIDENT***Role: Senior Advisor***Duties Include:**

- Project Review
- Guidance

Ms. Desai is President of LWA, based in Santa Monica, and has over 20 years of experience in stormwater and wastewater regulatory assistance, watershed management, and TMDL development and implementation. Ms. Desai is primarily responsible for overseeing LWA's TMDL and regulatory work in Southern California, including NPDES permit assistance; regulation and policy review and comment; TMDL review, development and implementation; agricultural conditional waiver assistance; and special study development and

implementation. Ms. Desai specializes in facilitating coordination between municipal agencies, stakeholder groups, and regulatory agencies to provide regulatory solutions that allow implementation of stakeholder developed strategies for sustainably managing water resources. As part of her TMDL work, Ms. Desai led the development of stakeholder led TMDLs for nutrients, toxicity, organochlorine pesticides and PCBs, metals and salts in the Calleguas Creek Watershed. Ms. Desai is currently the project manager for the implementation of all TMDLs in the CCW, including management of multiple special studies, a comprehensive compliance monitoring program, tracking of compliance schedules, evaluation of achievement of interim TMDL milestones, negotiation, and coordination with RWQCB and USEPA staff, identification of best management and treatment strategies to meet TMDL requirements, and assistance with incorporation of TMDL provisions in NPDES permits. Ms. Desai also provides management and key technical services for the development of watershed management plans required by stormwater permits in the Los Angeles and San Diego Regions, salt and nutrient management plans in Ventura County, TMDL implementation plans in Ventura County and an Integrated Plan for the City of Santa Maria. Additionally, Ms. Desai regularly supports stormwater and wastewater clients with review, comment, and negotiation of NPDES permit conditions, special studies and regulatory analysis. She is currently a stormwater representative to the stakeholder advisory group for the development of the Statewide Biointegrity/Biostimulatory Provisions and has worked closely with the State Water Resources Control Board to influence the statewide trash, toxicity and bacteria provisions. Ms. Desai has a B.S. in Earth Systems, Environmental Technology and an M.S. in Civil and Environmental Sciences and Engineering from Stanford University.

Dr. Mani is a Project Engineer with experience and expertise in a wide variety of civil engineering and water resources services. Dr. Mani is a California-registered Civil Engineer who received his Ph.D. in Civil and Environmental Engineering – Water Resources from Louisiana State University. He holds a Master of Science (M.Sc.) in Civil and Environmental Engineering – Water Resources and a Bachelor of Science (B.Sc.) in Civil Engineering from the University of Tehran. During his Ph.D., he focused on the conjunctive use of water resources and assessed the impacts of climate change on such management and planning. Since joining LWA, he has been involved in integrated management and modeling of water resources, climate change impact assessment and mitigation planning, wastewater and recycled water permitting and compliance, surface and groundwater quality data analysis, TMDL compliance analysis, watershed modeling, and data analysis and management.

AMIR MANI, PH.D., P.E. **PROJECT ENGINEER**

***Role:** Task Lead*

Duties Include:

- Climate Change Scenarios
- Hydraulic Conditions
- Framing Impacts

*Impacts to water supply:
quantity and quality*

RYAN PARKS **PROJECT SCIENTIST**

***Role:** Task Lead*

Mr. Parks is a Project Scientist working in LWA's Ventura office. Mr. Parks supports LWA's clients with monitoring plan development and implementation, data management and analysis, watershed planning, and annual report development. Mr. Parks joined LWA after

Duties Include:

- Data Collection
- Field Investigations

completing his graduate degree at Duke University's Nicholas School of the Environment. Prior to joining LWA, Mr. Parks' experiences covered a range of topics including watershed management, industrial wastewater treatment, federal wetland policy, and ecological assessment of aquatic systems.

Dr. Engle is a Senior Scientist managing LWA's regional office in Ventura, CA. Dr. Engle provides regulatory and technical support in a wide variety of areas affecting wastewater, stormwater and agricultural clients such as NPDES and WDR permit renewals and hearings; facility master planning; TMDL compliance and special studies; state and federal water quality policies and standards; impacts of effluent discharge, diversion and reuse; nutrient and biological criteria; fate and transport of nutrients and other constituents; aquatic toxicity; algal and food web dynamics; and other areas of nexus between water quality regulation and watershed science. In addition to her work at LWA, Dr. Engle serves as a Director of Meiners Oaks Water District in the Ojai Valley and is Chair of the Upper Ventura River Groundwater Agency.

DIANA ENGLE, PH.D.
SENIOR SCIENTIST

Role: Task Lead and support

Duties Include:

- Evaluation and Prioritization
- Changes to Beneficial Uses

GORMAN LAU, P.E.
SENIOR ENGINEER

Roles: Task Lead and Support

Duties Include:

- Strategy Identification

Mr. Lau is a Senior Engineer with LWA. He has over ten years of experience in the environmental engineering field ranging from National Pollutant Discharge Elimination System (NPDES) permitting, wastewater quality, water quality sampling, stormwater quality, and pretreatment. Mr. Lau is primarily responsible for developing/implementing pretreatment programs, developing/evaluating local limits, developing sampling and analysis plans, overseeing water quality sampling projects, analyzing water quality data, assisting in NPDES permit re-issuances and compliance, and assisting in stormwater program management.

Ms. Yin is a Project Scientist II with Larry Walker Associates. She has a B.S. in Ecology & Evolutionary Biology from Rice University and a Master of Environmental Management from Duke University. Ms. Yin joined LWA after completing her Master's degree, where she concentrated in Ecotoxicology and Environmental Health. Ms. Yin's unique combination of skills allows her to address water quality issues and solutions at the intersection of policy and public health. In her six years with LWA, she has performed technical and regulatory services for stormwater, wastewater, and watershed clients alike. Ms. Yin also has extensive experience and training in geospatial analysis, data visualization and management, and has been using these skills to address the Statewide Trash Amendments for clients throughout California.

ELIZABETH YIN
PROJECT SCIENTIST

Role: Task Lead

Duties Include:

- GIS Analysis
- Data Analysis
- Field Investigations

6.0 Background

LWA has the proven ability to successfully administer and deliver high-quality work products on complex stormwater program compliance projects. Hallmarks of our approach include bringing flexibility to the project while managing the overall effort in order to meet the desired end goals; integrating multi-disciplinary regulatory and technical experts into a cohesive working team; providing an adaptive atmosphere that encourages interaction and communication; and being responsive to unforeseen needs such as additional meetings or changes in direction or scope.

As requested in item 6 of the RFP, LWA's background is provided below.

6.1. Company Ownership

Larry Walker Associates, Inc. (LWA) is a privately-owned firm established in 1979 and headquartered in Davis, California. LWA is an S Corporation.

6.2. Location of Company Offices

LWA has offices located in Davis, Berkeley, San Jose, Santa Monica, La Jolla, and Ventura, California as well as Seattle, Washington.

LWA STAFF & OFFICES

50 TOTAL STAFF

- 43 Technical Staff:
Environmental & Chemical
Engineers
(5 PEs)
- Environmental Scientists
Hydrogeologists/
Geochemists

OFFICE LOCATIONS

- Davis, 1979
- Ventura County, 1999
- S.F. Bay Area, 2001
- Santa Monica, 2005
- Seattle, 2010
- La Jolla, 2013



Figure 2. LWA Staff and Offices

6.3. Location of Officer

Ashli Desai, President, is located in Santa Monica, California.

6.4. Number of Employees

There are currently 50 staff members in the firm.

6.5. Locations of Assigned Employees

Santa Monica, CA

Ashli Desai

Amir Mani

Davis, CA

Mitchell Mysliwiec

Betsy Elzufon

Gorman Lau

Berkeley, CA

Elizabeth Yin

Ventura, CA

Ryan Parks

Diana Engle

6.6. Proposer's Point of Contact

Mitchell Mysliwiec, a Senior Engineer with LWA located in our Davis office, will be the LWA Project Manager and the prime contact for this project. He will provide overall project management, be responsible for tracking project status to ensure work is completed on time and on budget and will manage internal review of all work products. Mitch will also be the point of contact for this project and can be reached at:

**MITCHELL MYSLIWIEC,
PH.D.**

Senior Engineer

1480 Drew Avenue, Suite 100

Davis, CA 95618

Ph.: 530-753-6400

Fax: 530-753-7030

Mitchm@lwa.com

**BETSY ELZUFON,
Associate**

1480 Drew Avenue, Suite 100

Davis, CA 95618

Ph.: 530-753-6400

Fax: 530-753-7030

BetsyE@lwa.com

Betsy Elzufon, Associate with LWA located in our Davis office, will serve as Senior Advisor.

In addition to Mitch Mysliwiec and Betsy Elzufon, other key staff will be Gorman Lau (Senior Engineer), Amir Mani (Project Engineer), Elizabeth Yin (Project Scientist), and Ryan Parks (Project Engineer). Summaries of qualifications for key staff and their office location are provided in **Section 5.0, Proposer's Qualifications**.

Ashli Desai, President of LWA, will serve as Senior Advisor and Principal in Charge.

6.7. Company Background/History

LWA's service capabilities include, but are not limited to, highly specialized water quality assistance, stormwater management, watershed management activities, and traditional water and wastewater engineering. ***For over 40 years, LWA has been a partner, innovator, and industry leader, assisting municipalities and private businesses in navigating and solving complex and important environmental and public policy challenges.*** LWA's technical expertise and services address such areas as regulatory assistance, wastewater, ambient water quality monitoring, stormwater, watershed management and TMDLs, agricultural water quality monitoring, and data management. LWA has a demonstrated ability to work with municipalities and regulatory agencies to identify solutions to complex regulatory and water quality issues. LWA is an S Corporation in the State of California, incorporated in 1979. LWA is a California certified Small Business Enterprise.

6.8. Length of Time Proposer Has Provided Similar Services

42 years.

6.9. Proposers Dun and Bradstreet Number

DUNS Number: 021183207

6.10. Resumes

Resumes are provided in **Attachment A**.

7.0 Negative History

LWA does not have any active litigation, including lawsuits, mediations, or regulatory actions, related to our performance within the past five years.

LWA has had one contract terminated in the last five years. The contract was with the Bay Area Stormwater Management Agencies Association (BASMAA). The BASMAA project management team felt that the work products were not being completed satisfactorily and terminated the project prior to the finalization of work products. One of the more difficult aspects of this project was that there were multiple groups reviewing and providing diverse direction on the work effort including a technical advisory group, a project management team, a BASMAA subcommittee, and the BASMAA Board of Directors. As a result of this large governance structure, the consultant team was challenged to meet the direction and objectives of these diverse groups while fulfilling the scope, which ultimately lead to the performance concerns. LWA acknowledges that we did not move aggressively enough to make changes in the project management approach when concerns initially surfaced and has incorporated changes to our project management and senior engagement in projects since this event. Since this termination LWA has contracted with and successfully completed other projects for BASMAA and other Bay Area permittees.

Contact: Geoff Brosseau, (650) 365-8620, email: geoff@brosseau.us

"Larry Walker Associates has provided exceptional value to stakeholders through developing cost-effective solutions that meet regulatory requirements."

"The (LWA) Staff has a unique ability to communicate technical issues and associated implications to a broad spectrum of stakeholders."

**Henry Graumlich,
Calleguas Municipal Water
District**

8.0 Client References

LWA's reputation is a direct result of our professional and qualified staff and our commitment to fostering long-term relationships built on trust with our clients. References are provided below in **Section 8.1, Relevant Project Experience**. LWA can readily provide additional references who can attest to our expertise, professional commitment, and proven processes that deliver projects on time, on budget, and to the complete satisfaction of our clients.

LWA has been providing wastewater, TMDL, groundwater, recycled water and MS4 permit compliance support to agencies in the Calleguas Creek and Malibu Creek Watersheds for over 20 years. LWA has supported the Ventura Countywide MS4 Program and has served as the primary consultant to the Stakeholders Implementing TMDLs in the Calleguas Creek Watershed since 1998. LWA has assisted with the renewal and implementation of several NPDES permits during this time including for Camarillo Sanitary District, Las Virgenes Municipal Water District, Calleguas Municipal Water District and the Cities of Simi Valley, Thousand Oaks and Ventura. Client references can be found below and in **Section 11, Required Forms**.

Based on this work, LWA staff have developed a deep understanding of the wastewater, MS4 and TMDL requirements faced by the District. Additionally, LWA has reviewed and analyzed the majority of water quality monitoring data collected by all programs (stormwater, agricultural, wastewater, and TMDL) in the Calleguas Creek Watershed and developed required reports summarizing the data. In addition to supporting the Calleguas Creek Watershed efforts, LWA also works with the Calleguas Municipal Water District providing technical and regulatory assistance for a range of projects including renewal of the NPDES permit for the Salinity Management Pipeline and Construction Stormwater Support Services. LWA worked with the Ventura County Watershed Protection District and Santa Clara River Stakeholder Group to develop the Salt and Nutrient Management Plan for the Lower Santa Clara River that was approved by the Los Angeles Regional Water Board in 2015.

8.1. Relevant Project Experience

The following project summaries provide examples of LWA's local knowledge and experience applicable to these disciplines.

Tapia Water Reclamation Facility Chloride Study

Client: Las Virgenes Municipal Water District

Dates: 2017-Present

Staff: Betsy Elzufon, Ashli Desai

Client Project Manager: Brett Dingman, Water Reclamation Manager | 818-251-2330 | bdingman@lvmwd.com | 4232 Las Virgenes Road, Calabasas, CA 91302

Project Scope:

Since 2017, LWA has been working with the Las Virgenes Municipal Water District (LVMWD) to meet the requirements of their Time Schedule Order (TSO) to evaluate strategies for complying with the Tapia WRF's chloride effluent limitation. The evaluation to date has determined that there are no viable source control strategies to reduce chloride levels to meet the final effluent limit of 150 mg/L and that a regulatory strategy of revising the chloride water quality objective in the Basin Plan is the best path to compliance.

LWA's scope of work was based on completing the 4 reports required in the TSO's compliance schedule including the Chloride Source Investigation, Evaluation of Options, Identification of Options and Recommendations Reports. As part of the process, LWA has evaluated sources and source control strategies, reservoir, and treatment plant management, and impacts of drought on chloride levels. LWA also evaluated the feasibility of treatment options for chloride. In addition, LWA has assisted in negotiations with the Regional Board regarding the process to modify the chloride objective and prepared the justification needed for a Site-Specific Objective including review of Basin Plan requirements and conducting an economic analysis and antidegradation analysis.

LWA has previously worked with LVMWD on the development of a strategy for addressing compliance with the Malibu Creek Nutrient and Benthic Invertebrate TMDLs. LWA supported LVMWD during their permit renewal process to identify a compliance strategy and schedule for the TMDLs and get the strategy incorporated into the NPDES permit. The work included evaluating the potential for a watershed approach to reducing nutrients that could be utilized to offset the discharges from the wastewater treatment plant.

Recycled Water Program Development & Groundwater Impact Assessment**Client:** City of Santa Paula**Dates:** 2015-Present**Staff:** Betsy Elzufon, Ashli Desai, Ryan Parks**Client Project Manager:** Clete Saunier, Public Works Director, City of Santa Paula | (805) 933-4212 x314 | csaunier@spcity.org | 970 E Ventura St, Santa Paula, CA 93060**Project Scope:**

Since 2015, LWA has been assisting the City of Santa Paula with renewal of Waste Discharge Requirements (WDRs) for discharges from its Wastewater Reclamation Facility (WRF) to groundwater and with development of a Recycled Water Program.

The renewal of Waste Discharge Requirements has focused on developing a strategy to comply with chloride effluent limits. This has involved implementation of a water softener buyback program including evaluation of the buyback program and providing technical information used in development of outreach materials for the program. In addition, using a simple mixing calculation, LWA has evaluated localized impacts to groundwater resulting from reduced chloride concentrations that have resulted from the water softener program and that are projected to occur with the implementation of a Recycled Water Program. LWA is currently developing the technical information needed to justify a Site-Specific Objective for chloride.

LWA also assisted the City with the development of the Recycled Water Program including updating the City's 2009 Title 22 Engineering Report and preparing and submitting a Notice of Intent for coverage under the Statewide General Order for Water Recycling Requirements (Order WQ 2016-0068-DDW). In addition, LWA has assisted the City in providing additional information requested by the Los Angeles Water Board regarding potential impacts to groundwater of recycled water applications.

Development of the Recycled Water Program included working with farmers and other potential users to understand their level of interest and identify concerns ranging from acceptability for food crop irrigation to levels of salts in the recycled water. LWA has helped facilitate stakeholder meetings and contacted individuals. As a result, several potential users provided the City with letter of support for the Recycled Water Program.

NPDES Permit Renewal and Regulatory Support**Client:** City of Yuba City**Dates:** 2003-Present**Staff:** Mitch Mysliwicz**Client Project Manager:** Bill Lewis, retired Director of Public Works, currently OPS | City of Yuba City | (530) 923 3862 | blewis@yubacity.net | 302 Burns Drive, City of Yuba City, CA 95991**Project Scope:**

Since 2003, LWA has been assisting the City of Yuba City (City) with renewal of NPDES Permit for discharges from its Wastewater Treatment Plant (WWTP) to disposal ponds or the Feather River. There were two main concerns with discharges to the ponds, including 1) concentration of pollutants as the treated water evaporated, and 2) the ponds are located within a 100-year flood plain and subject to overtopping and subsequent discharge. LWA assisted the City developed a study to assess both impacts and through performing the workplan determined neither area of concern posed a threat to the environment. For discharges to the Feather River, LWA established appropriate mixing zones and developed a dynamic model to determine appropriate effluent limitations considering the variability in receiving water and effluent flowrates coupled with the variability in concentrations. The mixing zone analyses and dynamic model were peer-reviewed Tetra Tech for USEPA and established the suitability of use for the City's discharge. LWA performed several antidegradation analyses demonstrating the mixing zones and associated effluent limitations conform to the policy, and one that served as the foundation for a 50% increase in allowable discharge flowrate. LWA assisted the City in coordinating and meeting with the Central Valley Water Board, providing information and presentations of the analyses.

Upper Santa Clara River Enhanced Watershed Management & Coordinated Integrated Monitoring Programs**Client:** City of Santa Clarita**Dates:** 2013-Present**Staff:** Ashli Desai**Client Project Manager:** Heather Merenda, Sustainability Planner | (661) 255-4904 | hmerenda@santa-clarita.com | 23920 Valencia Blvd., Suite 300, Santa Clarita, CA 91355**Project Scope:**

In 2013 LWA was hired to lead the development of a Bacteria Implementation Plan, Enhanced Watershed Management Program (EWMP), and Coordinated Integrated Monitoring Program (CIMP) for the Upper Santa Clara River. LWA was the prime consultant responsible for the development of the EWMP and CIMP. LWA led the stakeholder effort to gather input from the City of Santa Clarita, Los Angeles County, and Los Angeles County Flood Control District to develop the program and coordinate with the Los Angeles Regional Water Quality Control Board (LARWQCB). Additionally, LWA led the development of the CIMP and EWMP Work Plan that were submitted to the LARWQCB in June 2014. As part of the CIMP development, LWA developed a monitoring approach that takes into consideration existing monitoring and tries to streamline the monitoring program requirements in the MS4 permit to generate information that is useful to the stakeholders in identifying control measures and guiding program implementation.

Additionally, LWA was responsible for identifying water quality priorities and assessing the potential for modifying the minimum control measures in the MS4 permit to better reflect those priorities. LWA developed the overall compliance structure and adaptive management process for the EWMP which provides a prioritized list of implementation actions designed to meet all permit requirements for the MS4 permittees in the watershed along with a schedule and cost estimate for the proposed implementation actions. Through coordination with watershed stakeholders, opportunities for multi-benefit regional projects that support recreation, flood control, and water resources were evaluated for inclusion in the plan.

Calleguas Creek Watershed TMDL Development and Implementation

Client: Stakeholders implementing TMDLs in the Calleguas Creek Watershed

Dates: 1998-Present

Staff: Ashli Desai, Elizabeth Yin, Ryan Parks, Mitch Mysliwec

Client Project Manager: Ewelina Mutkowska, Stormwater Program Manager

(805) 645-1382 | ewelina.mutkowska@ventura.org | 800 S. Victoria Ave. Ventura, CA 93009

Project Scope:

LWA has been working with the Stakeholders in the Calleguas Creek Watershed (CCW) on watershed planning, monitoring, TMDL development, TMDL implementation, and regulatory support since 1998. The Stakeholders include agricultural dischargers, seven municipal stormwater permittees, five wastewater treatment plants, three water agencies, the Navy, Caltrans, and State Parks.

LWA's work in the watershed has encompassed three major work efforts:

- 1996 to 1999-Coordinated watershed monitoring program and watershed management plan development.
- 1999 to 2007-Development of five stakeholder-led TMDLs for the watershed (Nitrogen and Related Effects, Organochlorine Pesticides and PCBs, Toxicity, Metals and Selenium, and Salts).
- 2006-Present-Monitoring, special studies, and planning for implementation of all TMDLs in the watershed.

LWA's initial work in the watershed consisted of stakeholder facilitation, monitoring program development and implementation to support evaluation of current loads, characterize pollutant sources, and evaluate progress in attaining TMDLs, preparation of technical reports and Development of tools to manage and analyze watershed-related data and information in the form of water quality models and databases, and regulatory support.

For the TMDL development work, LWA assisted the CCW Stakeholders with development of Third Party TMDLs for nitrogen, salts, metals, bacteria, toxicity, organochlorine pesticides and PCBs as well as provided support for Los Angeles Regional Board-developed TMDLs for trash and sediment. TMDL reports developed by LWA for the CCW Stakeholders have to-date formed the basis for five TMDLs adopted by the State and USEPA (Nutrients, Toxicity TMDL, Organochlorine Pesticides and PCBs, Metals, and TDS, Sulfate, and Boron TMDL). All of the TMDLs were adopted without significant opposition by any stakeholder or non-governmental organization.

Since 2006, LWA has been coordinating the implementation of all TMDLs in the Calleguas Creek Watershed, including those developed as Third Party TMDLs and those developed by the Regional Board. LWA is responsible for tracking and conducting all special studies, monitoring, and reporting requirements under the TMDLs. Additionally, LWA provides guidance for implementation of best management practices, and manages the implementation schedule for all TMDLs. Throughout all of this work, LWA has closely coordinated with Stakeholder committees and subcommittees, the Los Angeles Regional Board and USEPA to ensure the development of scientifically and legally defensible TMDLs, special studies, monitoring programs, annual reports, and implementation plans that meet regulatory requirements.

9.0 Compensation

Compensation is presented in **Section 4.0**, Estimated Hours and Compensation.

10.0 Additional Information

Larry Walker Associates has provided all relevant information within the body of the proposal and Attachments.

11.0 Required Forms

The Vendor Questionnaire, W-9, and appropriate certificates of insurance are provided in **Attachment B**.

Attachment A. Personnel Resumes





Mitchell Mysliwiec, Ph.D.

Senior Engineer

EDUCATION

Ph.D., Environmental Engineering, 2000, University of California, Davis

M.S., Environmental Engineering, 1994, University of California, Davis

B.S. (Summa Cum Laude), Civil Engineering, 1992, Syracuse University

REGISTRATIONS

Passed the Fundamentals of Engineering in 1992. Professional exam is pending.

YEARS OF EXPERIENCE

With LWA: 19
With other Firms: 4

PROFESSIONAL AFFILIATIONS

CASA Regulatory Work Group,
Water Committee Co-Chair

Dr. Mitchell Mysliwiec, Associate Engineer, demonstrates his skill set in NPDES permitting and watershed management at LWA. He has over 20 years of experience and is not only responsible for NPDES/WDR permitting and TMDL development and implementation, but also develops/analyzes/evaluates methods to ensure appropriate water quality objectives are maintained both at the discharge and watershed scales. Prior to joining LWA in 2001, Dr. Mysliwiec worked as a post doctorate researcher and lecturer for lower and upper division engineering courses at the University of California, Davis. He serves as a co-chair on the CASA Regulatory Work Group. Representative projects include the following:

Wastewater

City of Yuba City

Project Manager for NPDES permit renewals. Coordinated preparation of ROWD. Facilitated meeting with Regional Water Board to address discharge specific issues, including mixing zone application, pond use, and effluent limitation calculation procedure. Performed technical analyses including: mixing zone study and CORMIX modeling to meet SIP requirements, dynamic model for WQBEL calculations for copper, zinc, lead, and ammonia, review of aluminum criteria and aluminum WER study development, antidegradation analysis, evaluation of appropriate hardness selection for CTR metals criteria, de minimis mercury mass load modeling, and coordinated sub-consultant work. Provide ongoing permit assistance. Completed a water quality study for the City's disposal ponds, and potential impacts of flood induced discharge. Assisted in the Regional Water Board presentation preparation Permit hearing. Water quality modeling to support the design of a new diffuser.

City of Colfax

Project Manager for NPDES permit compliance and special studies. Evaluated the ability to comply with current permit and developed solutions to identified issues. Developed plan for lining a storage pond to comply with permit requirements and settlement agreement. Assisted City with technical issues in a Federal Court settlement proceeding. Provided groundwater flow and quality analyses. Performed water balance analysis to determine if storage ponds met 100-year annual precipitation 2 foot freeboard requirements. Determined the appropriate actions to prevent a potential emergency overflow condition for a wastewater storage pond. Developed alternatives to increase facility capacity. Evaluated wastewater treatment plant with stress test to determine available capacity increase. Facilitated the consideration of compliance projects in-lieu of MMPs for ACLs. Developed SEP where compliance projects were not appropriate. Prepared ROWD and assisted City with NPDES permit renewal. Prepared monitoring strategy to detect leaks from Pond 3 liner, should they occur. Assisted in the Regional Water Board presentation preparation Permit hearing.



Monterey One Water

Task Manager evaluation of impacts to available dilution under scenarios of increased water recycling and accepting desalinization brine. Dilution modeling, water quality and compliance acceptance, and presentations to stakeholders.

Sacramento Regional County Sanitation District

NPDES permit renewal assistance. Dissolved oxygen modeling of the Sacramento River to determine downstream effects of discharge and appropriate UOD limitations. Continuous sensor modeling of dissolved oxygen and related parameters in the Sacramento River. Developed appropriate WQBEL from dynamic model output. Attended Regional Board meetings regarding modeling approach and Thermal Plan compliance. Prepared antidegradation analyses and associated modeling efforts for the proposed future discharge condition incorporating treatment improvements. Participated in permit development process.

Calaveras County Water District

NPDES permit assistance. Provided regulatory assistance for obtaining a NPDES permit for the Copper Cove Wastewater Reclamation Facility allowing reclaimed water to be used as golf course irrigation ensuring no more than incidental runoff to waters of the state. Permit driven by the jurisdictional wetlands/ponds on the golf course, per 404 Permit. Review and comment on Administrative Draft and Tentative Order, and discussing with Regional Board staff. The permit is uncontested by the discharger. Continued permit assistance for all District facilities.

Stormwater

Los Angeles Region Watershed Groups

Project Manager for assistance in developing Watershed Management Plans, Enhanced Watershed Management Plans, and Coordinated Integrated Monitoring Plans to provide path for MS4 Permit Compliance. Identified water quality priorities. Developed watershed specific monitoring approaches. Identified monitoring sites through Group member's direction. Developed monitoring plans to provide meaningful information, allowing Group members to make informed decisions on potential watershed actions.

Los Angeles Region MS4 Permit Renewal, Los Angeles County and LA Permit Group

Provided assistance during permit renewal effort. Provided technical and regulatory evaluation of Reasonable Assurance Analysis requirements in the MS4 Permit. Developed and delivered oral comments conveying findings to Board members during adoption hearing.

Watershed Management/TMDLs

Calleguas Creek Management Plan, TMDL development

Task lead for modeling components to the Stakeholder developed TMDLs, including:

- Developed Sources and Linkage analysis aspects of TMDL development in the watershed for salts, toxicity, OP pesticides, and metals and selenium.
- Developed custom models incorporating a systems approach to determine the ultimate fate and transport of salts and OP pesticides. Custom salts model incorporated surface flow interaction with shallow groundwater. Extended HSPF hydrologic model for the watershed to include sediment, and total and dissolved fractions of metals and selenium. Used the HSPF model to evaluate watershed response to reductions in loading from specific land uses. Currently modifying the HSPF model for bacteria simulations.
- Evaluated methods of pollutant reduction with developed modeling tools to ensure water quality objectives would be met.
- Interacted with Regional Board and USEPA staff throughout entire TMDL development process.

Santa Monica Bay Trash Monitoring and Report Plan for Los Angeles County

Project manager to develop trash MRP for the beaches and harbors under the Los Angeles County jurisdiction. Site visits conducted to evaluate and select appropriate sites. Plan developed to meet requirements of the Santa Monica Bay Watershed Management Area Trash TMDL. Health and safety plan developed commensurate to the sites selected for monitoring.



EDUCATION

M.S., Chemical Engineering,
1983, University of California,
Berkeley

B.S., Chemical Engineering,
1981, Cornell University,
Ithaca, NY

YEARS OF EXPERIENCE

With LWA: 27
With other Firms: 11

**PROFESSIONAL
AFFILIATIONS**

Past – Chair, California
Water Environment Assoc.
Industrial and Hazardous
Waste Committee (1998-99)

Chair, Annual West Coast
Water Pollution Prevention
Symposium (1995, 1996,
1997)

Board of Trustees, Explorit
Science Center (1997-2011,
Davis, California)

Ms. Elzufon has over 30 years' experience in private industry in the areas of chemical engineering, industrial processes, regulatory assistance and pollution prevention. She coordinates wastewater permit renewal for discharges to surface water (NPDES) and discharges to land (WDRs) and permit implementation efforts for clients throughout California including the Los Angeles, Central Coast, Central Valley and Lahontan Regions. WDR clients include the Cities of Santa Paula, Salinas, and Palm Springs and the Victor Valley Wastewater Reclamation Authority. Betsy has provided regulatory assistance for power plants operated by DWR. She has also assisted municipalities with obtaining Water Recycling Permits (WRRs, MRPs). She has conducted source identification studies and developed pollution prevention and outreach programs for several stormwater and wastewater programs in California. She has also assisted several municipalities in evaluating and updating various elements of their pretreatment programs. She has managed national studies on source control and program effectiveness measurement for the Water Environment Research Foundation and the National Association of Clean Water Agencies.

Regulatory Assistance

**Victor Valley Wastewater Reclamation Authority (VWWRA),
Hesperia, CA (2008-present).**

Project Manager for VWWRA regulatory assistance including issuance of WDRs/Water Recycling Requirements (WRRs) for its Subregional Facilities, implementation of its 2008 NPDES permit and technical and regulatory assistance associated with its December 2010 sewer line breach. LWA also assisted VWWRA with obtaining a WDR for additional percolation ponds at its main facility and renewing its NPDES permit in 2013 and 2020. Betsy assists with implementation of VWWRA's NPDES permit including overseeing annual reporting and implementation of Water Recycling Requirements under the Statewide General Order to cover all its facilities. Successful permit negotiation has relied heavily on analysis of impacts to groundwater including an antidegradation analysis for groundwater. In 2018, Betsy also led a team to provide training for VWWRA, Hesperia and Town of Apple Valley staff for the startup and implementation of their recycled water programs.

City of Santa Paula, Santa Paula, CA (2015-present)

Project manager for WDR permit renewal and development of Recycled Water Program. WDR permit renewal has relied heavily on the development and implementation of a chloride compliance strategy and assessment of groundwater impacts due to treatment plant effluent. Betsy has assisted with developing the strategy, developing a recycled water program and applying for coverage under the Statewide General Order for Water Recycling Requirements. Betsy has also assisted with stakeholder outreach to educate potential users and gain their support for the program.

**Las Virgenes Municipal Water District, Calabasas, CA (2017 -
present)**

Project manager to develop a site-specific objective for chloride through a Basin Plan Amendment process. This effort includes complying with Time Schedule Order Requirements, conducting a chloride source investigation and other documentation needed to justify a site-specific objective.



Calleguas Municipal Water District, Thousand Oaks, CA (2012-present)

Project manager for NPDES permit renewal for the Salinity Management Pipeline (2014, 2019). Work included preparation of the ROWD, development of a mixing zone study workplan, and assessment of monitoring locations and monitoring requirements.

City of Davis, Davis, CA (2006-present).

Project Manager for City of Davis NPDES permit renewal and permit implementation. As part of the 2013 permit renewal process, LWA assessed beneficial use designations for the City's two discharge points and determined that MUN is not applicable to either discharge point. In addition, she has worked with the City to address permit requirements and obtain Time Schedule Orders to allow for extra time to comply with effluent limits. During the 2018 permit renewal, LWA assisted the City with evaluating implications of its plant upgrade on future regulatory requirements and identifying more representative receiving water monitoring locations.

City of Palm Springs, Palm Springs, CA (2017-present)

Project manager for WDR permit negotiation and implementation of technical studies evaluating groundwater monitoring network adequacy and sources of nitrogen and salts to the treatment plant. Permit negotiation included successfully reducing the scope of the special studies to focus on factors most likely to impact the local groundwater.

City of Morro Bay, Morro Bay, CA (2014-2017)

Project Manager to assess regulatory implication of different discharge scenarios as part of the City of Morro Bay's planning process for its treatment plant upgrade. The scenarios evaluated included NPDES permitting of an ocean discharge or discharge to two different creeks, and Waste Discharge Requirements for discharge to percolation ponds. Applicable beneficial uses, TMDLs, projected effluent limits, monitoring requirements, and special studies were all considered. In addition, a review was conducted of upcoming regulatory requirements that could impact the City's permits.

Department of Water Resources, Castaic, CA (2011-2016)

Project manager for NPDES permit support for the W.E Warne Power Plant. Support included requesting a Time Schedule Order to address compliance concerns with metals and trihalomethanes effluent limits, conducting a dilution study and gaining approval from the Los Angeles Regional Water Quality Control Board to apply dilution credits to the effluent limits, and negotiation of the NPDES permit renewal in 2016.

Big Bear Area Regional Water Authority, Big Bear City, CA (2018-present)

Project Manager, working with Water Systems Consulting, to identify regulatory approaches to allow a new discharge to Big Bear Lake under the nutrient TMDL existing wasteload allocations. Developing an offset program or water quality trading program and revising the TMDL are among the options being evaluated.

Municipal Agricultural Collaboration, USA (2014)

Project Manager for the preparation of a Municipal-Agriculture Collaboration White Paper for the National Association of Clean Water Agencies (NACWA). Researched and described examples of Municipal Agricultural collaborations throughout the United States. Eight case studies were prepared, and a white paper was prepared describing the collaborative efforts and common themes that emerged.

Relevant Experience Prior To Larry Walker Associates

Regulatory Assistance, Alexandria, VA 1992-1993

Assisted New Jersey Department of Environmental Protection and Energy (NJDEPE) in drafting the rules and regulations for New Jersey Pollution Prevention Act.

Research and Development, Columbia, MD 1983-1992

Research Engineer working in research and development for Fortune 100 specialty chemicals company. Five years' experience evaluating photopolymers and coating processes used in printed circuit board fabrication which includes experience in metal finishing. Three years' experience in fermentation and amino acid production at the pilot plant scale.



Ashli Desai

President

EDUCATION

M.S., Civil Engineering-
Environmental Engineering and
Science, 1996, Stanford
University, Stanford

B.S., Earth Systems-
Environmental Technology,
1995, Stanford University,
Stanford

REGISTRATIONS

CA E.I.T. XE100093

YEARS OF EXPERIENCE

With LWA: 23
With other Firms: 1

PROFESSIONAL AFFILIATIONS

Member, California Stormwater
Quality Association

Stormwater Representative,
Stakeholder Advisory Group for
Statewide
Biointegrity/Biostimulatory Plan
Development

Ms. Desai provides regulatory assistance, watershed management, and TMDL development and implementation support to clients throughout California. Ms. Desai is primarily responsible for overseeing LWA's TMDL and regulatory assistance work in Southern California, including NPDES permit assistance; regulation and policy review and comment; TMDL review, development and implementation; stormwater permit development and implementation; agricultural order assistance; and watershed management. Ms. Desai specializes in facilitating coordination between municipal agencies, stakeholder groups, and regulatory agencies to address complex water resource management issues.

Watershed Management/TMDLs

Calleguas Creek Watershed Management Plan TMDL Development for Stakeholders Implementing TMDLs in the Calleguas Creek Watershed, Ventura County, CA. 2004 to Present

Project manager responsible for implementing all aspects of the effective TMDLs for toxicity, organochlorine pesticides and PCBs, sediment, metals and selenium, and salts in the Calleguas Creek watershed. Responsibilities include development and conduct of special studies, identification of implementation actions, coordination with stakeholders and Regional Board, incorporation of TMDL requirements into NPDES permits, and management of monitoring and reporting requirements. As part of this effort, Ms. Desai is responsible for managing a watershed-wide implementation effort to meet implementation requirements for watershed TMDLs, MS4 permit, wastewater permit and agricultural order requirements. This effort considers local Salt and Nutrient Management Plan, Groundwater Sustainability Plan, and Stormwater Resource Plan efforts to maximize multiple benefits for the projects identified in the plan, minimize duplicative efforts, and maximize funding opportunities. Metals special studies she has managed for this project include a site-specific copper water effects ratio study, evaluation of the use of the biotic ligand model to modify copper objectives, development of a site-specific translation of EPA's tissue criteria for selenium to water column concentrations, and source investigation studies for selenium, copper and mercury. She also managed source investigation studies for organochlorine pesticides, PCBs and nutrients, and an evaluation of the natural attenuation rate of organochlorine pesticides in fish tissue and sediment. For the sediment TMDL, she oversaw a unique study to evaluate the potential beneficial use impairments of a lagoon using analysis of historical aerial photographs that resulted in the conclusion that impairments were not occurring due to sediment discharges. For bacteria, she managed a dry weather urban runoff source evaluation study, a pollutant load evaluation study, and is currently overseeing a pilot program to evaluate concentrations of human markers in runoff from various land uses and in the receiving waters.

Los Angeles and Sacramento Region Bacteria Strategic Advisor, Los Angeles, Ventura, and Sacramento Counties, CA. 2018 to Present

Strategic advisor for multiple projects involving the coordination of technical studies evaluating sources and risk to human health from pathogens with MS4 permit and TMDL requirements. Projects include, incorporating risk-based compliance strategies into the Los Angeles Region permit renewal process and strategic review for the Lower American River Pathogen Study. Ms. Desai also supported the development of bacteria data reviews for 303(d) listings, bacteria TMDLs, and/or implementation plans for Malibu Creek, Ventura Harbor, Kiddie Beach, and Santa Clara River.



Stormwater

Upper Santa Clara River Enhanced Watershed Management Plan (EWMP) for City of Santa Clarita, Los Angeles County, and Los Angeles County Flood Control District, Santa Clarita, CA. 2013 to 2015

Project manager responsible the development of an Enhanced Watershed Management Plan (EWMP) and Coordinated Integrated Monitoring Plan (CIMP) for the Upper Santa Clara River Watershed. The EWMP and CIMP are required for compliance with the 2012 Los Angeles County MS4 Permit. The multi-year project includes the identification of water quality priorities for the planning area, evaluation of control measures to address the identified priorities and demonstrate implementation of the control measures will meet permit requirements, and preparation of a coordinated monitoring plan to characterize stormwater and non- stormwater discharges and the receiving water. Responsible for facilitating the stakeholder process, coordinating with the Los Angeles Regional Water Quality Control Board, and managing all of the technical work to develop an approvable EWMP Work Plan, EWMP and CIMP.

Los Angeles County MS4 Permit, Los Angeles County, CA. 2012

Assisted the Los Angeles Permit Group with the incorporation of TMDL requirements into the upcoming Los Angeles County MS4 permit renewal. Supported the group through development of position papers, example permit language, and regulatory strategy. Responsible for participating in meetings and negotiating with Los Angeles Regional Water Quality Control Board staff on permit provisions and identifying and incorporating multiple stakeholder needs and positions into defensible regulatory positions for consideration by the Regional Board. Provided testimony at Regional Board hearing on incorporation of TMDLs into NPDES permits.

Ventura MS4 Permit Support for Ventura County Stormwater Quality Management Program, Ventura County, CA. 1999 to Present

Currently project manager responsible for supporting the upcoming MS4 permit renewal. Responsibilities include developing proposed permit language, meeting with the Los Angeles Regional Water Quality Control Board to negotiate permit language, reviewing and commenting on proposed permit language, and assisting with development of presentations for Regional Water Board meetings. Prior work includes development of elements for the Reports of Waste Discharge for the upcoming permit and previous permit renewal, assistance with review and comment on the incorporation of TMDL provisions into the 2010 NPDES permit performing annual review of monitoring program data, and preparation of monitoring program summary for annual report. Supporting development of alternative watershed management plan permit language to facilitate use of existing planning documents to meet the permit requirements.

Regulatory Assistance

Calleguas Creek Watershed Regulatory Support, Ventura County, CA. 2007 to Present

Responsible for tracking, reviewing and commenting on regional, statewide, and national regulations and policies potentially impacting stakeholders in the Calleguas Creek Watershed. Activities include preparation of comment letters, meetings and coordination with the Los Angeles Regional Water Quality Control Board (RWQCB), State Water Resources Control Board (SWRCB), and United States Environmental Protection Agency (USEPA).



Amir Mani, Ph.D., P.E.

Project Engineer II

EDUCATION

Ph.D. Civil and Environmental Engineering, 2016, Louisiana State University, Baton Rouge

M.S., Civil and Environmental Engineering, 2011, University of Tehran

B.S., Civil Engineering, 2009, University of Tehran

REGISTRATIONS

Professional Engineer, State of California, Certificate No. C89426

YEARS OF EXPERIENCE

With LWA: 4 years
Other Firms: 3 years

PROFESSIONAL AFFILIATIONS

Member, American Society of Civil Engineers

Member, WaterReuse Association of California

Member, Groundwater Resources Association of California

SPECIALIZED TOOLS

HSPF, LSPC, HEC-HMS, PRMS

IWFM, MODFLOW, MODFLOW-OWHM, GSFLOW, C2VSIM, CVHM

MATLAB, GNU-Octave, C++, Python, VBA, R

HEC-RAS, VIC, HELP3

ESRI ArcGIS, QGIS

Dr. Amir Mani is a Professional Civil Engineer with LWA and has expertise in a wide array of water resources engineering services including integrated water resources management, hydrology, climate change adaptation and mitigation strategies, water distribution networks, and urban supply. Since joining LWA, he has been involved in stormwater and wastewater permitting and compliance consulting, integrated water resources management and modeling, TMDL compliance analysis, watershed modeling, and development of groundwater sustainability plans (GSPs).

During his work as a research assistant at Louisiana State University, Dr. Mani conducted multiple large-scale and computationally expensive hydroclimate and conjunctive use modeling of large water systems under climate change impacts. His work identified the near-term and long-term vulnerabilities of an interstate water supply system under the threats of climate change and proposed a sustainable supply management strategy that would mitigate climate change impacts and restore groundwater resources to their sustainable levels. Dr. Mani specializes in uncertainty analysis, climate change mitigation and adaptation, and integrated water resources management and has authored several journal articles in these fields that have been frequently cited and referenced in the scientific literature. He is currently supporting the development of the Ukiah Valley Groundwater Basin GSP as the assistant project manager where he is the technical lead in the development of the integrated hydrological model (GSFLOW) for the upper Russian River watershed, estimation of historical and future water budgets, evaluation of future management scenarios, and preparation of the draft GSP.

Groundwater and Engineering Services

Ukiah Valley Groundwater Basin GSP, Mendocino County, CA. 2018-Present

Engaged in the development of the GSP for the medium priority Ukiah Valley Groundwater Basin that is due in January 2022. Dr. Mani is the assistant project manager and the technical task lead for multiple chapters of the GSP including the development of the GSFLOW model for the basin and basin water budget. The plan deals mainly with surface water and groundwater interaction and streamflow depletion while providing sustainable criteria for the other five undesirable results.

City of St. Helena Groundwater Modelling, Napa County, CA. 2017-2018

Performed groundwater fate and transport modeling using USGS MODFLOW and MODPATH to assess the effects of recycled water recharge through storage basins and irrigation on the underlying aquifer and Napa river.

Waterfix Ground Water Impact Assessment Support, Sacramento County, CA. 2016-2018

Assisted in preparing testimonies with respect to aquifer response time estimation using CVHM model and assessed the response of the aquifers to the changes in the river elevations and its impacts on the South American Subbasin.

Salt and Nutrient Management Plan, Ventura County, CA. 2017-Present

Assisted in the development of the initial SNMP that included evaluation of basin conditions, basin settings, and preferable fate and transport framework. Performed analytical evaluation of the water quality in the groundwater wells of the county to estimate existing trends and assess causes and contributing sources.



Salts Compliance Strategy, Ventura County, CA. 2017

Proposed Groundwater Monitoring Workplan for Piru Wastewater Treatment Plant and prepared the related memorandum to address the Los Angeles Regional Water Quality Board's requirements.

Northeast Pleasant Valley Groundwater Desalter SEP, Camarillo Sanitary District, CA. 2017

Completed a special study for the Septic to Sewer Conversion Project for the City of Victorville as part of the Groundwater Desalter SEP proposed by the district.

Watershed Management/Water Resources

Recycled Water Program Implementation and NPDES Permit Renewal, Multiple Clients, CA. 2017

Prepared program guidelines for regulatory and permitting procedure, conducting mandatory inspections, and reporting. Developed engineering reports and notices of intent for compliance under General Order. Prepare NPDES permit application and assisted in compliance activities with NPDES permits, including conducting special studies, assisting with monitoring and reporting requirements, and responding to compliance and enforcement issues. The list of clients includes: *Airport/Larkfield/Wikiup Sanitation Zone, Monterey One Water, City of Hesperia, Town of Apple Valley, Sonoma County, City of Healdsburg, City of Ukiah, Sonoma County, City of Grass Valley, Sewerage Agency of Southern Marin (SASM)*

City of Los Angeles CIMP, City of Los Angeles, CA. 2016-Present

Developed and conducted data analysis modules and tools to assess compliance with regulatory and management requirements and provide statistical and visual summaries of acquired data. Assisted in the revision of annual reports and preparation of watershed forms for the Upper Los Angeles River, Ballona Creek, Dominguez Channel, and Santa Monica Bay watersheds and their respective presentations including conducting statistical analysis of water quality data such as trend analysis, exceedance analysis, and cause and contribute assessment.

Calleguas Creek Watershed Implementation Plan, Ventura County, CA. 2016-Present

Responsible for migration of the existing Hydrologic Simulation Fortran (HSPF) model to a Load Simulation Program in C++ (LSPC) to simulate hydrology and fate and transport of pollutants in watershed. Assisted in preparation of the Reasonable Assurance Analysis (RAA) for the watershed's implementation plan.

Malibu Creek Watershed CIMP, City of Malibu, CA. 2016-Present

Responsible for analysis and management of water chemistry data, including assessment of general trends and water quality objective exceedances. Developed the watershed exceedance analysis tool for reporting and assessment of compliance. Provided engineering design for autosampler setup and installation.

Santa Margarita River Watershed WQIP, Riverside County, CA. 2016-Present

Analyzed historical and recent data to find general trends and water quality objective exceedances to help to assess receiving water conditions and impacts from MS4 outfalls, and also identifying priority water quality conditions.

Ventura County Agricultural Irrigated Lands Group (VCAILG), Ventura County, 2017

Responsible for data analysis and management including tracking of groundwater and surface water quality trends and compliance assessment.



Ryan Parks

Project Scientist

EDUCATION

Masters of Environmental Management, Water Resources Concentration, 2019, Nicholas School of the Environment, Duke University, Durham, NC

B.S., Chemistry, Environmental Concentration, 2014, University of Montana, Missoula, MT

YEARS OF EXPERIENCE

LWA: 1.5 Years

Other Organizations: 3 Years

SPECIALIZED TOOLS

ESRI ArcGIS

R / RStudio

Microsoft Access

PROFESSIONAL AFFILIATIONS

Member, California Stormwater Quality Association (CASQA)

Member, California Water Environment Association (CWEA)

Member, Water Research Foundation (WRF)

Member, American Water Works Association (AWWA)

Ryan Parks is a Project Scientist working in LWA's Ventura office. Mr. Parks supports LWA's clients with collection, management, and analysis of water quality data, watershed planning, and report development. Mr. Parks joined LWA after completing his graduate degree at Duke University's Nicholas School of the Environment. Prior to joining LWA, Mr. Parks' experiences covered a range of topics including watershed management, industrial wastewater treatment, federal wetland policy, and ecological assessment of aquatic systems.

Wastewater

Chloride Management Regulatory Support, City of Santa Paula, CA. 2019-Present

Support the City of Santa Paula in developing a regulatory strategy for addressing chloride concentrations in effluent discharged to ground. Evaluate available data on effluent and groundwater quality, beneficial uses, and chloride mitigation options. Developed a report to the Los Angeles Regional Water Quality Control Board synthesizing available information and proposing development of a Site-Specific Objective (SSO).

Local Limits Evaluations: Delta Diablo, 2020; City of South San Francisco, 2019

Supported evaluation of local limits, including determination of Pollutants of Concern (POCs) calculation of influent loads, statistical analysis of data, comparison against Maximum Allowable Headworks Loads, and production of a technical memo containing recommendations for future local limits development and monitoring.

Recycled Water Use Site Report, City of Lompoc, 2019

Prepared a report detailing the proposed use of recycled water for landscape irrigation under the guidelines established by CCR Title 22 Section 60323.

Watershed Management/TMDLs

Revolon Slough Selenium Special Study, Ventura County, 2019 – Present

Coordinate design and implementation of a study that will determine a site-specific selenium water column target concentration based on tissue-based criteria recently published by US EPA. Analyze water quality, fish tissue, and algal data generated by the study to support TMDL revision.

Human Fecal Marker Special Study, Ventura County, 2019 – Present

Coordinate design and implementation of a study evaluating the magnitude and distribution of human fecal marker (HF183) concentrations in receiving waters and representative land use sites within the Calleguas Creek watershed.



Revolon Slough Copper Biotic Ligand Model, Ventura County, 2020 – Present

Coordinate implementation of a study collecting information required to run the biotic ligand model for copper and develop a site-specific copper objective.

Ventura County Irrigated Lands Group (VCAILG) Monitoring Program, Ventura County Farm Bureau, 2019 – Present

Contribute to development of Annual Monitoring Reports and the 2020 iteration of the Water Quality Management Plan through extensive review and analysis of water quality data. Generate figures conveying water quality trends and comparison to applicable compliance targets and allocations established in the *Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Lands within the Los Angeles Region (Conditional Waiver)*.

Calleguas Creek Watershed TMDL Compliance Monitoring Program, Ventura County, 2019 – Present

Contribute to Annual Monitoring Reports through extensive review and analysis of water quality, toxicity, sediment, and fish tissue data, including comparison to applicable compliance targets and allocations.

Stormwater

Upper San Gabriel River CIMP Monitoring and Reporting, Los Angeles County, 2019 - Present

Support development of annual reports through management, QA/QC, and analysis of water quality data collected in accordance with the Coordinated Integrated Monitoring Program for the Upper San Gabriel River Watershed. Perform analyses including exceedance identification and TMDL attainment analysis, among others. Generate CEDEN formatted, quality checked data files for official submittal.

Integrated Planning Framework, City of San Diego, 2020

Outlined an evaluation process that the City of San Diego can use to identify a preferred alternative approach to meeting its stormwater compliance requirements through an Integrated Plan. Reviewed existing planning documents in the San Diego Region (e.g. WQIPs, Watershed Asset Management Plans, Watershed Management Plans) to coordinate integrated planning priorities and leverage the data and analyses generated by existing planning efforts.

SWPPP Update, City of Ukiah, 2019

As required by a Level 1 Exceedance Response Action (ERA), updated the City of Ukiah Wastewater Treatment Plant's Stormwater Pollution Prevention Plan (SWPPP) to reflect changes in plant operations and the Industrial General Permit, and to adapt the SWPPP to the standard format developed by the California Association of Stormwater Quality Administrators (CASQA).

Work History

Project Scientist, Larry Walker Associates, Inc, 2019-present.

Water Data Analysis Intern, The Nature Conservancy, 2018

ORISE Fellow, USEPA Region 6, 2017

Wastewater Operator, UTC Aerospace Systems (Contract), 2016 - 2017

Biological Assessment Intern, Natura et Cultura, 2016

Environmental Technician, Inland Empire Paper Company, 2014 – 2015



Diana Engle, Ph.D.

Senior Scientist

EDUCATION

Ph.D. Ecology, Evolution and Marine Biology, University of California, Santa Barbara, CA.

B.S. Biology w. High Honors & High Distinction, University of Michigan, Ann Arbor, MI.

YEARS OF EXPERIENCE

With LWA: 13
Other Pertinent: 15

PROFESSIONAL AFFILIATIONS

Director, Meiners Oaks Water District

Chair, Upper Ventura River Groundwater Agency

Alternate Director, Association of Water Agencies of Ventura County

Member, Association of California Water Agencies (ACWA)

Member, Groundwater Resources Association of California (GRAC)

Member, California Stormwater Quality Association (CASQA)

Member, Delta Nutrient Numeric Endpoints Macrophyte Science Work Group, 2015

SPECIALIZED TOOLS

ArcGIS Desktop I. ESRI Redlands, October 2008

ADDITIONAL TRAINING

Federal Wetland Delineation, Wetland Training Institute, San Diego, CA August 2007

Dr. Engle is a Senior Scientist managing LWA's regional office in Ventura, CA. Dr. Engle provides regulatory and technical support in a wide variety of areas affecting wastewater, stormwater, domestic water, and agricultural clients such as NPDES and WDR permit renewals and hearings; facility master planning; TMDL compliance and special studies; state and federal water quality policies and standards; impacts of effluent discharge, diversion and reuse; nutrient and biological criteria; fate and transport of nutrients and other constituents; groundwater quality and recharge; aquatic toxicity; algal and food web dynamics; and other areas of nexus between water quality regulation and watershed science. In addition to her work at LWA, Dr. Engle serves as a Director of Meiners Oaks Water District in the Ojai Valley and is Chair of the Upper Ventura River Groundwater Agency.

Selected Recent Projects

Camarillo Sanitary District Wastewater Master Plan Update, 2020

Project Manager responsible for supporting the update of the Camarillo Wastewater Master Plan Update. Authored report reviewing current and reasonably anticipated future regulations and policies of the State Water Board, USEPA, and Los Angeles Regional Water Quality Control Board, that might affect future effluent limits for Camarillo's NPDES/WDR/WRR permits or otherwise impact the operation or upgrade of the Camarillo WRP and its collections system, or influence decisions about use of effluent. Effluent and site-specific receiving water data were used to identify potential compliance issues related to new water quality objectives currently under consideration for the LA Region Basin Plan.

South Orange County Wastewater Authority (SOCWA), 2020

Project Manager responsible for providing technical and regulatory support to SOCWA regarding biological objectives and environmental flows. Authored technical memoranda critiquing current and past efforts to link bioassessment criteria to indices of hydrologic alteration. Provides ongoing support at technical advisory and stakeholder meetings related to the Flow Ecology Special Study being conducted to fulfill a requirement in the South Orange County Watershed Management Area Water Quality Improvement Plan.

Ojai Valley Sanitary District Facilities Plan, 2019

Project Manager responsible for supporting the development of a Facilities Plan to achieve compliance with future final effluent limits for the Ojai Valley WWTP arising from the Ventura River Algae TMDL and other anticipated regulatory requirements. Work products included evaluation of existing flow conditions in the lower Ventura River, interpretation of available physio-chemical and biological monitoring data, and analysis of current and anticipated future state and federal regulatory requirements affecting discharges of nutrients and other constituents.

NPDES Permit Renewal, Camarillo Sanitary District, 2019

Project Manager providing support to Camarillo Sanitary District during the 2019 renewal of the NPDES permit for the Camarillo Water Reclamation Plant. Work included data review and Reasonable Potential Analysis, review, and preparation of comments on draft and revised Tentative Orders, and preparation of testimony for the Regional Board adoption hearing.



Salt and Nutrient Management Plan for Five Basins in the Calleguas Creek Watershed, 2016 - present

As Project Manager, currently leading the development of a Salt and Nutrient Management Plan (SNMP) for five groundwater basins underlying the Calleguas Creek Watershed (Simi Valley, Arroyo Las Posas, Tierra Rejada, Conejo Valley, and Arroyo Santa Rosa basins).

Basin Condition Assessment for Five Groundwater Basins in the Calleguas Creek Watershed, 2020

As Project Manager, led evaluation of conditions in Simi Valley, Arroyo Las Posas, Tierra Rejada, Conejo Valley, and Arroyo Santa Rosa basins to support a required reconsideration of SNMP requirements by the Los Angeles Regional Board triggered by the 2019 revision of the State Recycled Water Policy (Policy). Criteria and scoring methods were developed consistent with guidance in the revised Policy and were applied to existing information on groundwater quality, imported and recycled water use, reliance on groundwater pumping, density and number of on-site wastewater treatments systems, and hydrogeologic factors.

Groundwater Nitrate Source Assessment in Fillmore Basin, 2019-present

Project Manager implementing a long-term research project using sewage markers (pharmaceuticals and personal care products, or PPCPs) and stable isotopes of nitrate to determine the sources of nitrate in groundwater underlying agricultural areas. Initial phase is being conducted in the Fillmore Basin. Work is being conducted to satisfy a provision for a Groundwater Management Practices Evaluation Plan in the 2016 Conditional Waiver of Waste Discharge Requirements for Discharges from Irrigated Agricultural Lands within the Los Angeles Region.

NPDES Permit Renewal, Ojai Valley Sanitary District, 2018

Project Manager for the preparation and submittal of the Report of Waste Discharge (ROWD) for OVSD's NPDES permit renewal. Project included a Reasonable Potential Analysis and an evaluation of the likely consequences of future incorporation of the requirements of the state Toxicity Policy.

Real-time Compliance Monitoring of Flow and Salt Concentrations in the Calleguas Creek Watershed, 2011-present

As Project Manager, leads the monitoring program and the reporting activities for the Calleguas Creek Watershed Salts TMDL. Program includes continuous real-time monitoring of salt concentrations and discharge using a network of telemetered depth and water quality sensors. In addition, leads the calculation of annual watershed balances for TDS, boron, sulfate, and chloride to address interim milestones for load reductions in the Salts TMDL. In addition, leads the calculation of annual watershed balances for TDS, boron, sulfate, and chloride to address interim milestones for load reductions in the Salts TMDL.

Countywide Groundwater Nitrate Trends Monitoring for Ventura County Agricultural Irrigated Lands Group, 2016- present

As Project Manager, manages the annual reporting of nitrate trends in fourteen groundwater basins in Ventura County.

Surface and Groundwater Interactions in Arroyo Las Posas, 2011- 2020

Project Manager responsible for monitoring surface water groundwater interactions along Arroyo Las Posas for Calleguas Municipal Water District. Initially conducted a two-year study to delineate the losing and gaining reaches of the Arroyo Las Posas and Arroyo Simi, and quantify daily volumes of surface water and groundwater exchanges. Field work included gaging of streams in multiple reaches using customized stilling wells, continuous depth monitors and development of rating curves at twelve stations. Project required a variety of strategies to address a highly dynamic, sandy active channel with limited channel controls. Subsequent eight years of monitoring included water quality sampling, weekly tracking of the location of the terminus of surface flow, and flow measurements near groundwater basin boundaries.



Gorman Lau, P.E.

Senior Engineer

EDUCATION

M.S., Civil and Environmental Engineering, 2002, University of California, Berkeley

B.S., Civil and Environmental Engineering, 2001, University of California, Berkeley

REGISTRATIONS

Civil, California, C69231

YEARS OF EXPERIENCE

With LWA: 18

PROFESSIONAL AFFILIATIONS

CWEA Member

Mr. Lau is a Senior Engineer with LWA. He has eighteen years of experience in the environmental engineering field ranging from National Pollutant Discharge Elimination System (NPDES) permitting, wastewater quality, water quality sampling, stormwater quality, and pretreatment. Mr. Lau is primarily responsible for developing/implementing pretreatment programs, developing/evaluating local limits, developing sampling and analysis plans, overseeing water quality sampling projects, analyzing water quality data, assisting in NPDES permit re-issuances and compliance, and assisting in stormwater program management.

City of Thousand Oaks Pretreatment Program Support (2019-Present)

Conducted a local limits evaluation to assess if the City's current local limits are sufficiently protective of the Hill Canyon Treatment Plant. Prepared a local limits sampling plan to collect additional water quality monitoring data necessary to update the City's local limits. Prepared updates to the City's Sewer Use Ordinance and Enforcement Response Plan. Provided other as-needed Pretreatment Program support.

Camarillo Sanitation District Pretreatment Program Support (2013-2019)

Updated the District's Sewer Use Ordinance and Enforcement Response Plan in 2013. Conducted a local limits evaluation for the District in 2014 that led to a local limits study in 2018 to update the District's local limits. Assisted the District with identification of potential sources of bis(2-ethylhexyl)phthalate and provided recommendations for potential collection system monitoring locations.

City of Simi Valley Local Limits Study and Evaluations (2004-2020)

Conducted local limits evaluations for the City in 2004, 2010, and 2020 based on NPDES permit reissuances and new effluent limitations. Conducted a local limits update in 2006 based on the 2004 local limits evaluation. Prepared a local limits sampling plan and assisted in the implementation of the sampling plan.

City of Palm Springs Source Control Program Development (2018-2019)

Prepared a local limits sampling plan and assisted in the implementation of the sampling plan to collect data for a local limits update. Prepared updated local limits. Updated the Sewer Use Ordinance. Developed the Source Control Program Administrative Procedures Manual that included the Enforcement Response Plan, wastewater discharge permit templates, industrial user inspection forms, and example administrative orders.

Wastewater Treatment Facilities Master Plan Update, City of Winters, Winters, CA (2012-2018)

Prepared an update to the City of Winters Wastewater Treatment Facilities Master Plan to assess wastewater treatment needs in 2036. Evaluated the wastewater generation rate of the current population and future population and developed water balances to determine storage capacity needs for projected recycled water use. Assessed facility needs for five alternatives, developed cost estimates, and identified a recommended alternative. Developed a conceptual level design for a new headworks screen.



Pretreatment and Fats, Oils & Grease Program Evaluation, Irvine, CA (2017)

Evaluated the Irvine Ranch Water District's Pretreatment and Fats, Oils & Grease Program and identified three options for how the District could implement those programs. Evaluated each of these options on various criteria including advantages and disadvantages, resource requirements, and implementation costs. Prepared a report summarizing the study and presented the findings to the District's Board of Directors.

Toxicity Reduction Evaluations/Toxicity Identification Evaluations (2009-Present)

Conducted Toxicity Reduction Evaluation (TRE) and coordinated Toxicity Identification Evaluations (TIE) to investigate chronic toxicity for *Selenastrum capricornutum* and *Ceriodaphnia dubia*. TRE efforts included evaluating facility operations and maintenance activities, reviewing facility performance and water quality data, identifying potential pollutants of concern, developing targeted water quality monitoring plans, and identifying potential sources that may cause toxicity. TIE efforts included identifying appropriate treatment steps for testing, coordinating with toxicity testing laboratories to conduct toxicity testing, and preparing reports for the Regional Water Boards. Clients include the Cities of Grass Valley and Lompoc and the United Auburn Indian Community.

Papers & Presentations

California Stormwater Quality Association (CASQA) 2006 Conference, *Dry Weather Discharge Diversion Feasibility in the City of Stockton*, September 26, 2006.

California Water Environment Association (CWEA) 2010 Pollution Prevention, Pretreatment, and Stormwater (P3S) Conference, *Local Limits Sampling Plan and Data Analysis*, March 2, 2010.

Interagency Ecological Program (IEP) Annual Workshop, Sacramento, CA, *Does Ammonia Exceed Toxicity Thresholds in the Upper San Francisco Estuary? A Comparison of Ambient Data and Toxicity Thresholds for 1974-2010*, May 25-26, 2010.

California Water Environment Association (CWEA) 2014 Annual Conference, *Salinity Sources from a Prison Facility*, May 1, 2014.

California Water Environment Association (CWEA) Tri-Counties Section Workshop, *Local Limits: Plan of Attack*, June 18, 2015.

California Water Environment Association North Regional Training Conference, *How to Conduct a Local Limits Evaluation*, September 9, 2015.

California Water Environment Association 2016 Pollution Prevention, Pretreatment, and Stormwater (P3S) Conference, *Local Limits Crash Course*, February 29, 2016.

California Water Environment Association 2017 P3S Conference, *Local Limits Crash Course*, February 27, 2017.

California Water Environment Association 2019 P3S Conference, *Alternative Methods for Applying Local Limits*, February 12, 2019.



Elizabeth Yin, M.E.M.

Project Scientist II

EDUCATION

M.E.M., Ecotoxicology & Environmental Health, 2014,
Duke University, Durham,
NC

B.S. Ecology & Evolutionary
Biology, B.A., Environmental
Science, 2010, Rice
University, Houston, TX

REGISTRATIONS

Certificate of Geospatial
Analysis, Duke University,
NC 2014

YEARS OF EXPERIENCE

With LWA: 6
With other Firms: 1

SPECIALIZED TOOLS

ArcGIS v. 10.x
QGIS
ENVI
R / RStudio

PROFESSIONAL AFFILIATIONS

Member, Society of
Environmental Toxicology
and Chemistry (SETAC),
Northern California Chapter

Member, California
Stormwater Quality
Association (CASQA)

Ms. Elizabeth Yin is a Project Scientist II with Larry Walker Associates. She has a B.S. in Ecology & Evolutionary Biology from Rice University and a Master of Environmental Management from Duke University. Ms. Yin joined LWA after completing her Master's degree, where she concentrated in Ecotoxicology and Environmental Health. Ms. Yin's unique combination of skills allows her to address water quality issues and solutions at the intersection of policy and public health. In her time with LWA, she has participated in projects involving several water quality service areas, including; stormwater regulatory assistance and compliance; wastewater regulatory compliance; pollution prevention; and watershed management. Ms. Yin also has extensive experience and training in geospatial analysis, data visualization and management, and has been using these skills extensively to address the Statewide Trash Amendments.

Watershed Management/TMDLs

Water Quality Improvement Plan (WQIP), Riverside Co. Flood Control and Water Conservation District, 2016 – 2018

Ms. Yin assisted in the development of the WQIP for the Santa Margarita River Watershed to comply with the San Diego Regionwide MS4 Permit. Comprised of seven different municipalities, the development of the WQIP required extensive stakeholder coordination, communication, and facilitation to develop a watershed-wide plan for improving water quality. Tasks included developing analyses for assessing and prioritizing water quality conditions, developing watershed characteristics including land use and descriptions, performing key technical analyses, significant report writing and graphics production and development of technical appendices.

Watershed Protection Program and Regulatory Support, County of San Diego, CA. 2018 – Present

Ms. Yin has provided technical support services for on-call program and regulatory support for the County of San Diego's Watershed Protection Program. Program support has involved development of portions of the County's Jurisdictional Runoff Management Plan and Nutrient Reduction Management Plan (for Rainbow Creek); development of Water Quality Improvement Plans; development of a non-structural BMP implementation plan – including quantifiable effectiveness projections and cost estimates; and development of a watershed scale annual reporting framework. Recent projects include development of the Report of Waste Discharge for the San Diego Region (39 Copermittees) and ongoing watershed support for San Luis Rey and San Diego River Watersheds.

Calleguas Creek Watershed Program and Regulatory Support, Ventura, CA 2015-Present

Ms. Yin has served as the assistant project manager and long-time contributor in providing program and regulatory support for the Participating Agencies implementing TMDLs in the Calleguas Creek Watershed. Ms. Yin has provided regulatory analysis, tracking, as well as the development of comment letters in response to TMDL developments and regulatory drivers from the LA Regional Water Quality Control Board. Ms. Yin has also facilitated, managed, and overseen the production of the TMDL Annual Report for Calleguas Creek Watershed group. To support this effort, Ms. Yin has organized and led a team to complete an annual monitoring report for compliance with 6 TMDLs: Salts TMDL, OC Pesticides TMDL, Nutrients TMDL, Toxicity TMDL, Metals TMDL, and Trash TMDL. Example tasks include: document preparation, participation in meetings, analyzing annual monitoring data, and developing relevant supporting figures and tables for all constituents as required.



Calleguas Creek Pesticides Attenuation Evaluation, Ventura, CA 2016

Ms. Yin analyzed relevant monitoring data for evidence of pesticides compounds attenuation in watersheds and subwatersheds of Calleguas Creek. In support of this work, Ms. Yin was responsible for significant data management, including the identification and synthesis of sources of impairments, determination and synthesis of the availability of water quality monitoring data, and the development of a methodology for conducting the large-scale data analysis of pesticides attenuation.

Statewide Trash Amendments Regulatory Assistance

Trash Compliance Strategy: Assessment and Implementation, Multiple Clients, CA. 2015-Present

Ms. Yin has both led and assisted multiple clients throughout California in an assessment of the Statewide Trash Amendments compliance pathways. She developed a comprehensive geospatial methodology for identifying and isolating Priority Land Use areas and developed a pioneering method for assessing Full Capture System Equivalency as defined by the Statewide Trash Amendments. In addition, she has developed cost-benefit analyses, cost estimates and comparisons of compliance pathways, evaluated trash BMP implementation feasibility and performance, as well as developed strategies for prioritizing Client efforts and resources.

Ms. Yin has led and assisted multiple clients throughout California in the development of a Trash Implementation Plan for both Track 1 and Track 2 compliance pathways. In support of these efforts, Ms. Yin authored the Trash Implementation Plans, utilized geospatial techniques to prioritize areas for catch basin implementation, identified and prioritized non-structural and programmatic efforts for trash reduction, and provided trainings and presentations on the requirements of the Statewide Trash Amendments to municipal staff.

Most recently, Ms. Yin developed a Trash Capture Device Workplan for the City of San Diego, which detailed a comprehensive workplan, cost analysis, and analysis of locations for trash capture device installation to assist the City with long-term planning. In addition, Ms. Yin has assisted multiple clients in the identification of multi-benefit treatment BMPs that are eligible for Trash Amendments Compliance.

Clients include: City of Chico, City of Riverside, City of San Diego, City of Chula Vista, City of Irvine, City of Elk Grove, City of Lincoln, City of Stockton, City of Fresno, City of Roseville, City of Chula Vista, City of San Diego, City of Irvine, City of Camarillo, City of Temecula, County of San Diego, County of San Joaquin, and others.

GIS Analysis and Support

Ms. Yin has extensive professional experience involving many aspects of geospatial analysis. She has expertise in the ArcGIS software suite, as well in the analysis of spatial imagery using ENVI. Ms. Yin has contributed to a variety of water quality projects, including stormwater, watershed, and wastewater projects that highlight her expertise in communicating information through GIS. Example work includes Trash Amendment Analysis, BMP Implementation, and compliance reporting, and the development of regional monitoring programs.

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Local Water Production

Objective: Receive a briefing on local water production through the second quarter.

Action Required: No action necessary; for information only.

Discussion: The District tracks production of its various water sources electronically via the Supervisory Control and Data Acquisition (SCADA) system. A report on local water production for the first six months of Fiscal Year 2020-21 will be presented.

Staff will provide a briefing on local production. Of particular note is the absence of production at the Conejo Wellfield (Conejo Wells #2, #3, and #4, and Santa Rosa #8); the wellfield is not producing while a granular activated carbon treatment plant is designed and built.

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Conejo Wellfield GAC Treatment Plant Design

Objective: Document environmental compliance regarding the granular activated carbon (GAC) treatment plant at the Conejo Wellfield.

Action Required: Authorize the General Manager to issue a change order to Provost & Pritchard, for engineering services related to the GAC treatment plant at Conejo Wellfield, to include the provision of environmental compliance documentation, in an amount not to exceed \$58,200 as per the attached proposal.

Discussion: On June 11, 2020, the Board authorized the General Manager to enter into an agreement with Provost & Pritchard to design a GAC plant to return the Conejo Wellfield to service. In the time since, staff has considered the environmental implications of the plant, paramount among which are the potential for increased sound production and the presence within the expanded wellfield footprint of "Prime Farmland," which will be taken out of production.

The Division of Land Resource Protection (DLRP) within the California Department of Conservation classifies five types of agricultural land; Prime Farmland is actively farmed land with "the best combination physical and chemical features able to sustain long term agricultural production." Local jurisdictions (for example, Ventura County) often use DLRP designations to guide mitigation requirements. The parcel also falls within the boundaries of SOAR (Save Open Space and Agricultural Resources); SOAR land is to be protected or restored within the county, and the loss associated with the expansion of the Conejo Wellfield to accommodate the GAC plant could be considered a mitigatable impact.

The proposed approach to environmental documentation is iterative; an Initial Study would help the District determine what mitigatory actions and corresponding level of environmental documentation are necessary. Should the initial study demonstrate that impacts are, or can be mitigated to be, less than significant, a mitigated negative declaration will be prepared. If not, Provost & Pritchard will proceed with a focused Environmental Impact Report (EIR). The proposal is therefore structured on a time-and-materials basis.

This is part of an approved capital project in the amount of \$4,275,000.

**Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797**

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: Provost & Pritchard Consulting Group
286 W. Cromwell Ave.
Fresno, CA 93711

DATE: February 25, 2021
Agreement No.: 2020-86 Amend #2

The undersigned Consultant offers to furnish the following:

Provide professional engineering services to Camrosa Water District for TCP removal granular activated carbon (GAC) treatment project per proposal dated June 2, 2020 (Attached).

Contract price \$: Not to exceed \$375,000.00
\$5,000 storage evaluation 09/04/2020 Amend #1
\$7,000 surveying 09/29/2020 Amend #1
\$58,200 CEQA 02/02/21 Amend #2
Total \$445,200


Contract Term: June 11, 2020 – June 30, 2022 Amend #2

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Provost & Pritchard Consulting Group

By: _____
Tony L. Stafford

By: _____
Keith Mortensen

Title: General Manager

Title: Vice President

Date: _____

Date: 2-11-2021

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. Indemnification: To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or **expenses, including reasonable attorney's fees and costs, arising from** negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. Minimum Insurance Requirements: Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. Coverage: Coverage shall be at least as broad as the following:
 1. Commercial General Liability (CGL) - 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 with limit of two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. Automobile Liability - (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. Workers' Compensation Insurance - as required by the State of California, with Statutory Limits, and **Employer's Liability Insurance with limit of no less than \$1,000,000 per** accident for bodily injury or disease.
 4. Waiver of Subrogation: The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. Professional Liability - (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. If Claims Made Policies:
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant **must purchase "extended reporting"** coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. Additional Insured Status: The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. Primary Coverage: For any claims related to this project, the Consultant's **insurance coverage shall be primary** at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the **Consultant's** obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) **whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."**
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained **at Consultant's expense, and Consultant will comply** with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. **Consultant's "other authorized representative(s)"** has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

February 2, 2021

Camrosa Water District
Ian Prichard
Assistant General Manager
7385 Santa Rosa Road
Camarillo, California 93012

Subject: Contract Amendment No.2 to Agreement 2020-86, Environmental Compliance Services for the Conejo GAC Treatment Project, Ventura County, California

Dear Mr. Prichard:

Thank you for the opportunity to submit this contract amendment to provide environmental compliance documentation services for the subject project. This letter discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

Project Understanding

We understand that the synthetic organic chemical (SOC) 1,2,3-trichloropropane (TCP) has been detected at concentrations higher than the regulatory maximum contaminant level (MCL) at four of the Camrosa Water District's (District) potable water supply wells, which had to be taken off-line to avoid violating the standard. We are presently designing and preparing construction documents for a centralized granular activated carbon (GAC) treatment system to remove TCP from the Conejo 2, Conejo 3, Conejo 4, and Santa Rosa 8 wells. A California Environmental Quality Act (CEQA) compliance document is needed and must be adopted prior to installing the water quality treatment system.

In our original proposal, an optional phase, Phase EV, was included providing CEQA compliances services including an Initial Study and Mitigated Negative Declaration for the project. It is our understanding the District would potentially prefer to proceed with a Focused Environmental Impact Report (FEIR). This amendment documents a revised environmental documentation scope of work for the project and replaced the scope included in Phase EV of the original proposal, dated June 2, 2020.

Scope of Services

Our proposed scope of work for this contract amendment includes one phase, described below.

Focused Environmental Impact Report (Phase FEIR)

Notice of Preparation and California Government Code Section 65352.3 Compliance

- Provost & Pritchard will coordinate and attend one (1) kick-off meeting with the District via phone or video conference to finalize communication protocol and project schedule.

The District will provide electronic copies of any previously prepared technical reports and any other project background information.

- Following the kick-off meeting, our team will prepare a draft letter to notify Native American Tribes in accordance with Public Resources Code Section 21080.3.1 (AB 52) and Government Code Section 65352.3 (SB 18). Since correspondence must be between the District and the Tribes, the District will be responsible for finalizing the letter, printing on District letterhead, and mailing to the Tribes.
- A Notice of Preparation (NOP) will be prepared for the preparation of the FEIR.
- Attend one (1) scoping meeting pursuant to Section 15083 of the CEQA Guidelines to obtain information from local agencies and other interested parties and present the Project. Provost & Pritchard will prepare a sign in sheet and a summary memo of comments received at the scoping meeting and at the close of the 30-day public comment period of the NOP. The location and date of the scoping meeting and notification to the public will be determined and secured by the District at least two weeks in advance of the public scoping meeting. Pending current State or local mandates in place due to COVID-19 restrictions, this meeting may be held virtually.

Deliverables

- One (1) electronic copy in Microsoft Word, each, of the AB 52/SB 18 letter, NOP, and scoping meeting summary memo
- Sign in sheet and comment cards for scoping meeting

Preparation and Circulation of Draft Focused Environmental Impact Report

- Following the 30-day Notice of Preparation public comment period, Provost & Pritchard will prepare an Initial Study to address the required CEQA topics in accordance with Appendix G. The following technical studies will be included in the analysis completed for the Project:
 - a) Assessment of possible air quality and greenhouse gas impacts using the CalEEMod statewide land use emissions computer model.
 - b) Perform a reconnaissance-level biological field survey of the Project area. Goals of the biological field survey include identification of existing biological resources within the Project area, including land uses and biotic habitats, constituent plants and animals, and suitable habitat for special status species.
 - c) Cultural Resources Study and records search.
- Once the Initial Study (IS) is completed our team will meet with the District via phone or video conference to discuss the IS findings and agree on the overall document and/or the focus of the EIR.
- If upon completion of the IS, it is determined that mitigation measures can reduce any and all significant impacts to a less than significant level, we will discuss options with CWD, prior to moving forward, to determine if a mitigated negative declaration is warranted in lieu of a FEIR.
- Following the meeting we will prepare the Administrative Draft FEIR including the Mitigation Monitoring and Reporting Program.

- Once the Administrative Draft FEIR is complete it will be submitted to the District for review. District staff will provide Provost & Pritchard with one (1) set of consolidated comments for inclusion.
- Once revised, we can assist the District with circulation of the Draft Initial Study and FEIR for the 45-day public comment period.

Deliverables

- One (1) electronic copy in Microsoft Word, each, of the Initial Study, Administrative Draft FEIR, and Draft FEIR for circulation by the District, which includes the Mitigation Monitoring and Reporting Program.
- One (1) electronic copy of all technical studies

Preparation and Release of the Final FEIR, Findings and Statement of Overriding Considerations, Response to Comments, and Mitigation Monitoring and Reporting Program

- Following the 45-day Draft FEIR public comment period, we will prepare a Final FEIR and response to public comments.
- Our team will respond to up to five (5) comment letters of mild to medium complexity.
- Following completion, the Final FEIR and response to comments will be published 10 days prior to District's certification of the FEIR.
- Our team will also prepare a Finding and Statement of Overriding Considerations (if required) for the District's use.

Deliverables

- One (1) electronic copy in Microsoft Word, each, of the Final FEIR, response to comments, and Statement of Overriding Considerations.

Attendance at District Hearing for Certification of FEIR

- Provost & Pritchard will attend one (1) public hearing to verbally respond to questions from the District and public regarding FEIR and its process.

Preparation of Notice of Determination

- State CEQA Guidelines §15084 requires that the lead agency file a Notice of Determination (NOD) within five (5) working days of the agency's decision to certify an EIR. Provost & Pritchard will prepare a draft NOD for posting by the District and file it with the State and County Clearinghouses.

Deliverables

- One (1) electronic copy in Microsoft Word of the NOD

Professional Fees

Provost & Pritchard Consulting Group will perform the services in this Phase on a time and materials basis **\$58,200**, we will not exceed this budget without prior authorization from the District. Reimbursable Expenses not specifically identified as included above will be billed in

addition to the stated budget amount. If the scope changes materially from that described above, as a result of any agency's decision or because of changes requested by the Owner, we will prepare a revised estimate of our fees for your approval before we proceed.

Schedule

Once we receive an executed copy of this Proposal together with the signed Contract Amendment and are authorized to proceed, we can prepare the FEIR for initial submittal in approximately sixteen weeks. Agency review time is beyond our control. To facilitate a shorter overall schedule the permitting phases can overlap the environmental document phase. If an additional submittal is required after initial review, we will be prepared to re-submit within two weeks after we receive agency comments.

Assumptions

- This proposal assumes that the District is the Lead Agency pursuant to CEQA all environmental document actions will need to be authorized by the District's Board.
- Due to the Covid-19 pandemic (Covid-19), is assumed the Sacred Lands search will take more than the general two weeks to be received.
- The fee for a records search and literature review is estimated to cost approximately \$500.00 for this task based on projects of similar size and scope within this area, which is included in our estimated fee.
- This proposal does not include focused surveys, handling of special status species, or documentation beyond what has been described in this scope of work.
- If the Project stalls for more than 90 days and/or if the Project understanding changes significantly, a revised scope and fee may be necessary.
- No archeological sites or architectural features or structures will be evaluated under this scope. If sites are deemed to be present during the investigation phase an amendment to this proposal can be prepared.
- Cultural monitoring will not be conducted as part of this scope.
- This proposal covers up to 5 comment letters and none of significant complexity. Additional letters may require a revised scope and fee.
- This proposal does not include the filing of the CEQA Notice of Determination with the County Clerk's Office and the payment of the County Clerk filing fee of \$50.00, as well as the payment of the California Department of Fish and Wildlife 2021 Environmental Document Filing Fee of \$3,445.25.
- This proposal assumes one site visit to conduct all required fieldwork for the activities described in this scope of work. If additional site visits are required, a revised scope and fee may be necessary.
- Coordination with property owners and site access will be arranged by the District.
- The District will provide any existing environmental assessments, biological reports, cultural reports and/or any other relevant information regarding the property.

Additional Services

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.

- Aquatic Resources Delineation and Jurisdictional Determination;
- Regulatory Permitting pursuant to Section 401 and Section 404 of the Clean Water Act; Preparation of Lake or Streambed Alteration Notification Package for submittal to California Department of Fish and Wildlife pursuant to Section 1602 of the Fish and Game Code;
- Pre-construction and/or Post-construction Biological Surveys; Nesting Bird Surveys in accordance with the Migratory Bird Treaty Act (MBTA); and
- Worker Environmental Awareness Program (WEAP) Training
- Preparation of other permits not described above, including Indirect Source Review (ISR) from the Ventura County Air Pollution Control District.
- Preparation of construction permits, including a Dust Control Plan, a Stormwater Pollution Prevention Plan (SWPPP), Notice of Termination, and Final Annual Report in compliance with SWRCB Construction General Permit
- Construction observation and monitoring services.

Terms and Conditions

If this proposal is acceptable, please issue a contract amendment authorizing us to proceed with the work. This proposal is valid for 30 days from the date above and the work described herein will be subject to the same terms and conditions of our contract executed June 2, 2020.

Sincerely Yours,
Provost & Pritchard Consulting Group



Dena E. Giacomini, Project Manager
Senior Planner



Keith Mortensen, RCE 75865
Vice President

Terms and Conditions Accepted

By Tony Stafford, General Manger

Signature

Printed Name

Title

Date

**Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797**

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: Provost & Pritchard Consulting Group
286 W. Cromwell Ave.
Fresno, CA 93711

DATE: September 30, 2020
Agreement No.: 2020-86 Amend #1

The undersigned Consultant offers to furnish the following:

Provide professional engineering services to Camrosa Water District for TCP removal granular activated carbon (GAC) treatment project per proposal dated June 2, 2020 (Attached).

Contract price \$: Not to exceed \$375,000.00
\$5,000 storage evaluation 09/04/2020 Amend #1
\$7,000 surveying 09/29/2020 Amend #1
Total \$387,000

Contract Term: June 11, 2020 – June 30, 2021

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Provost & Pritchard Consulting Group

By: _____
Tony L. Stafford

By:  _____
Keith Mortensen

Title: General Manager

Title: Vice President

Date: _____

Date: 10-1-2020

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. Indemnification: To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including **reasonable attorney's fees and costs, arising from** negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. Minimum Insurance Requirements: Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. Coverage: Coverage shall be at least as broad as the following:
 1. Commercial General Liability (CGL) - 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 with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. Automobile Liability - (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. Workers' Compensation Insurance - as required by the State of California, with Statutory Limits, and **Employer's Liability Insurance with limit of no less than \$1,000,000 per** accident for bodily injury or disease.
 4. Waiver of Subrogation: The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. Professional Liability - (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. If Claims Made Policies:
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant **must purchase "extended reporting"** coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. Additional Insured Status: The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. Primary Coverage: For any claims related to this project, the Consultant's **insurance coverage shall be primary** at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the **Consultant's** obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) **whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."**
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained **at Consultant's expense, and Consultant will comply** with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. **Consultant's "other authorized representative(s)" has/have** the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

From: Kevin Berryhill kberryhill@ppeng.com
Subject: Amendment for storage memorandum
Date: September 4, 2020 at 8:52 AM
To: Ian Prichard IanP@camrosa.com

KB

Ian,

Per our telephone conversation yesterday, you have requested that I prepare a memorandum evaluating the impact of a potential new large-capacity storage tank in the Zone 1 distribution system on the design and cost of the Conejo treatment plant. The purpose of this e-mail is to describe a proposed scope of work and present an estimated fee for this new work.

Proposed Scope of Work:

Based on daily (or hourly) water production data to be provided by the District, Provost & Pritchard will evaluate the storage volume that would be required to optimize the sizing of the Conejo GAC treatment plant. Provost & Pritchard will then develop a planning-level opinion of probable construction cost for the proposed tank and will estimate the potential construction and O&M cost savings for the Conejo treatment plant. The results of this analysis will be documented in a memorandum.

Fee:

Provost & Pritchard will complete the above analysis for a lump sum fee of \$5,000.

Schedule:

It is Provost & Pritchard's understanding that the tank evaluation memorandum can be prepared in parallel with ongoing Conejo Treatment Plant design activities. We estimate that the memorandum can be completed within one month depending on the responsiveness of tank suppliers. Please let us know if you need the memorandum completed sooner.

Let me know if you have any questions regarding this proposal. We will hold off starting work on the memorandum until we have your authorization to proceed and have received the water production data.

Regards,
Kevin

Kevin Berryhill, P.E.
PROVOST & PRITCHARD CONSULTING GROUP
286 W. Cromwell Avenue
Fresno, CA 93711
Phone: (559) 449-2700, Ext. 301
Cell: (559) 999-4748
Fax: (559) 449-2715
e-mail: kberryhill@ppeng.com
website: <https://provostandpritchard.com>

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This communication and any accompanying attachment(s) are privileged and confidential. The information is intended for the use of the individual or entity so named. If you are not the intended recipient, then be aware that any disclosure, copying, distribution or use of this communication and any accompanying attachments (or the information contained in it) is prohibited. If you have received this communication in error, please immediately delete it and notify the sender at the return e-mail address or by telephone at (559) 449-2700.

From: Kevin Berryhill kberryhill@ppeng.com
Subject: Proposal for additional surveying
Date: September 29, 2020 at 10:33 AM
To: Ian Prichard IanP@camrosa.com

KB

Ian,

Per our discussion yesterday, our surveying team proposes to perform the following additional services:

Scope

- Topographic survey of the additional northern area needed for the design of the treatment facilities.
- Update CAD basemap to include the additional topographic data.
- Provide a legal description and exhibit of the property to be acquired by Camrosa WD.

Assumptions

- The additional topographic survey data needed can be collected in one day, no overnight stay will be required.
- Additional boundary is not needed to write the legal description and draft the exhibit for the property acquisition.
- Camrosa WD will define the limits of the property to be acquired.

Our fee for these services would be \$7,000. Please let me know if you have any questions.

Regards,
Kevin

Kevin Berryhill, P.E.
PROVOST & PRITCHARD CONSULTING GROUP
286 W. Cromwell Avenue
Fresno, CA 93711
Phone: (559) 449-2700, Ext. 301
Cell: (559) 999-4748
Fax: (559) 449-2715
e-mail: kberryhill@ppeng.com
website: <https://provostandpritchard.com>

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June 2, 2020

Ian Prichard
Assistant General Manager
Water Resources and Regulatory Compliance
Camrosa Water District

Subject: Design Engineering Services for 1,2,3-TCP Treatment, Camarillo, California

Dear Mr. Prichard:

Thank you for the opportunity to submit this proposal to provide engineering services for Camrosa Water District's (District's) granular activated carbon (GAC) treatment project. This proposal discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

Project Understanding

The District operates potable, non-potable, and recycled water systems in southern Ventura County, California. The potable water system serves approximately 30,000 people through 8,529 service connections in portions of the Cities of Camarillo, Simi Valley, Moorpark, and Thousand Oaks and is regulated by the State Water Resources Control Board Division of Drinking Water (DDW) as a community water system. Four of the District's potable water supply wells in the Santa Rosa wellfield (Conejo Wells 2, 3, and 4 and Santa Rosa Well 8) are contaminated with the synthetic organic chemical (SOC) 1,2,3-trichloropropane (TCP).

The District retained Provost & Pritchard Consulting Group to evaluate alternatives to mitigate the TCP contamination. Provost & Pritchard's draft Feasibility Study report recommends that the Santa Rosa wellfield be treated for TCP removal using GAC. The District plans on proceeding with design and construction of the recommended centralized treatment plant and has asked Provost & Pritchard to submit a scope of work and fee to provide engineering design and associated engineering services for the project. In order to expedite completion of the project, the District will likely be pre-purchasing long-lead equipment including the GAC systems, variable frequency drives (VFDs), and replacement well pumps. The District is also considering pre-qualifying general contractors. If contractor pre-qualification is used, the District plans on retaining a separate consultant to administer that process.

The four wells will tie into a centralized GAC treatment plant located adjacent to the District's existing Conejo Blending Treatment Plant. The open land at the existing Conejo Blending Treatment Plant facility is not large enough for the proposed improvements. The additional property needed to accommodate the project, located east of the existing facility, is currently farm land owned by the City of Thousand Oaks. The District has begun negotiations with the City to purchase it. The entire property is located within a flood plain and therefore, all

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structures will need to be constructed at approximately two feet above the existing ground elevation. It is anticipated that the project will consist of:

1. Five pairs of 12-foot diameter GAC vessels on a concrete mat foundation.
2. Sulfuric acid or carbon dioxide feed system for pH suppression to mitigate scaling of the carbon caused by very high water hardness.
3. Sodium hydroxide feed system to raise the pH of the water back up as necessary for corrosion control in the water distribution system.
4. The acid and sodium hydroxide feed systems will be located inside of a simple shade structure that will also provide secondary containment. It is anticipated that the layout of the chemical feed systems will be similar to the disinfection chemicals already on site. No new chemical buildings will be included.
5. Replacement of the four well pumps, motors, and drives to accommodate the increased pressure drop across the GAC treatment system. VFD drives will be utilized.
6. A bolted steel treated water blending tank receiving water from the GAC treatment system and supplying water to the existing Conejo Blending Treatment Plant booster pumping station.
7. Two nitrate analyzers: one sampling water upstream and one downstream of the blending tank. pH analyzers sampling water upstream of the GAC system and downstream of the blending tank will also be installed.
8. A backwash reclaim tank with a capacity of approximately 100,000-gallons and a backwash reclaim pump with a capacity of approximately 300 gpm.
9. A stormwater detention basin to collect runoff from the new treatment plant and carbon delivery truck drain water.
10. Yard and manifold piping.
11. Site civil improvements including driveways, fencing, and surfacing.
12. Electrical improvements necessary to accommodate the new well pumps, the GAC system, the chemical feed systems, and lighting around the new facilities.
13. The project will not include any improvements associated with the planned future nitrate treatment plant.

Scope of Services

The proposed scope of work for this proposal is segregated into the phases listed below.

Schematic Design
Construction Documents
Bidding Assistance
Construction Administration
Environmental Documents (as an add alternate service)

Phase SD: Schematic Design Phase

A. PROJECT MANAGEMENT

1. Project management and administration
2. Prepare and maintain workplan and design schedule
3. Attend kick-off meeting with District staff
4. Prepare and submit monthly billing
5. Conduct QA/QC program

B. SURVEYING

1. Conduct right-of-way and boundary research for the Project Site, including the property being acquired from the City of Thousand Oaks
2. Conduct a field survey to locate sufficient monumentation to re-establish the right-of-way and property lines within the project limits
3. Conduct topographic ground surveys within the project limits to create a base map of the existing topography and improvements

C. AGENCY AND UTILITY COORDINATION

1. Utility Notifications – Send utility request letters to utility companies to obtain utility information within the project limits
2. Review Record Information and complete utility base mapping

D. BASIS OF DESIGN MEMORANDUM

Prepare a Basis of Design memorandum addressing design elements not covered in detail in the draft Feasibility Study. It is anticipated that the scope of the memorandum will be limited to the following:

1. Evaluation of two alternatives for the proposed pH adjustment system: sulfuric acid feed and carbon dioxide feed. The memorandum will describe the pros and cons of the two approaches; provide a planning level comparison of costs; and will recommend a process for inclusion in the schematic design.
2. Further evaluation of backwash water handling, including an evaluation of whether backwash water can be sent to the District's non-potable system.
3. Well pump hydraulic evaluation sufficient to size the replacement pumps.
4. The District's materials and equipment preferences (pipe materials, valve types, instrument manufacturers, etc.).

E. SCHEMATIC DESIGN

1. Prepare a schematic design package including the following sheets:
 - i. Design criteria
 - ii. Process flow diagram
 - iii. Hydraulic profile
 - iv. A preliminary site plan showing the proposed treatment systems and appurtenances
 - v. GAC system (vessels and carbon), vertical turbine pump, and VFD specifications for use in equipment pre-purchase.
2. It is anticipated that the above schematic design package will be incorporated into the contractor pre-qualification solicitation being prepared by others.

F. GEOTECHNICAL SERVICES

1. Hire geotechnical subconsultant to conduct exploratory borings, laboratory testing and provide geotechnical engineering report containing findings, conclusions, and recommendations for use in design and preparation of construction specifications

Assumptions:

- a) *The project management budget is based on a total design project duration of 6 months.*
- b) *Sufficient monumentation will be locatable to determine right-of-way and property limits.*
- c) *The treatment plant is being constructed on property at, and/or adjacent to, the existing Conejo Blending Treatment Plant. Property acquisition will be complete or near complete when notice to proceed with design is issued.*
- d) *The District will provide record drawings of utilities under their control and/or arrange for potholing to confirm utility locations and depths.*

Phase CD: Construction Documents Phase

A. PRELIMINARY PLANS, SPECIFICATIONS, AND COST ESTIMATE

- 1. Participate in schematic design review meeting in person at the District's office or by video conference.
- 2. Address any remaining comments on the schematic plans
- 3. Prepare (60%) plans for the project, including the following sheets:
 - i. Cover and index (1 sheet)
 - ii. General notes (1 sheet)
 - iii. Legend and abbreviations (1 sheet)
 - iv. Design criteria (1 sheet)
 - v. Process flow diagram (1 sheet)
 - vi. Hydraulic profile (1 sheet)
 - vii. Horizontal control plan (1 sheet)
 - viii. Site orientation plan (1 sheet)
 - ix. Demolition plan (2 sheets)
 - x. Site plan (2 sheets)
 - xi. Grading plan (2 sheets)
 - xii. Site piping plan (2 sheets)
 - xiii. GAC details (2 sheets)
 - xiv. Manifold piping details (2 sheets)
 - xv. Backwash tank details (1 sheet)
 - xvi. Blending tank details (1 sheet)
 - xvii. Chemical systems details (2 sheets)
 - xviii. Structural details (4 sheets)
 - xix. Miscellaneous details (2 sheets)
 - xx. Electrical sheets prepared by Provost & Pritchard's electrical engineering subconsultant
- 4. Prepare preliminary technical specifications table of contents
- 5. Prepare itemized estimate of cost
- 6. Submit preliminary (60%) plans, specifications and estimate (PS&E) in electronic pdf format

B. DRAFT FINAL (90%) DESIGN

- 1. 60% submittal review meeting or video conference with the District

2. Address 60% review comments
3. Prepare draft final plans, including the same sheets listed in the previous phase
4. Prepare draft final technical specifications
5. Prepare draft final cost opinions
6. Submit draft final plans, specifications and estimate in electronic pdf format

C. FINAL (100%) PLANS, SPECIFICATIONS, AND ESTIMATES

1. 90% submittal review meeting or video conference with the District
2. Address draft final review comments
3. Prepare final plans
4. Prepare final technical specifications
5. Prepare final opinion of probable construction costs
6. Submit final plans, specifications and estimate
7. Submit final construction documents in electronic pdf format

D. DDW PERMITTING ASSISTANCE

1. Coordinate with the State Water Resources Control Board – Division of Drinking Water (DDW) regarding the project. Submit plans to DDW at each milestone after review by the District.
2. Prepare a GAC treatment Operations Plan as required for the District to obtain an amended water supply permit. It is anticipated that the Operations Plan will be prepared during the 90% and 100% milestone phases.

E. BUILDING DEPARTMENT PLAN REVIEW

1. Submit two full-size plan sets and one set of structural calculations for County plan check
2. Complete backcheck process to obtain County approval

Assumptions:

- a) *The District will pay for all permit fees directly*
- b) *No permits will be required other than the water supply permit amendment through DDW and building department plancheck through the County.*
- c) *The District will handle coordination with property owners adjacent to the new treatment site regarding impacts and construction activities.*
- d) *Existing electrical service is adequate for addition of treatment equipment power and instrumentation and well pump upgrades.*
- e) *Controls and instrumentation will interface with the District's existing SCADA system. Integration/programming will be completed by the contractor or an integrator selected by the District.*
- f) *Contractor will prepare and implement Storm Water Pollution Prevention Plan and Dust Control Plan if required*
- g) *No new power generators will be included in the project.*
- h) *The project does not include any landscaping.*

- i) *The District will utilize their standard up-front Division 0 and Division 1 contract documents.*
- j) *The GAC pilot study will not result in any process changes during the design process.*

Phase BD: Bidding Assistance Phase

A. Bidding Services

- 1. Attend pre-bid conference
- 2. Assist with the preparation of addenda and clarifications as necessary during the bid period (assumed 2 RFI responses)
- 3. Review bid proposals and provide recommendation for award

Assumptions:

- 1. *The District will advertise and facilitate the bidding process and Provost & Pritchard will assist*

Phase CA: Construction Administration Phase

A. CONSTRUCTION SERVICES

- 1. Attend pre-construction kickoff meeting
- 2. Review contractor submittals prior to the start of construction
- 3. Make periodic site visits while construction is active to observe the progress of work; including a site visit for substantial completion and a final walk-through. A total of three (3) construction administration site visits are included in the scope of services.
- 4. Assist in response to RFIs (assumed 4 RFI responses)
- 5. Review the contractor's completion documents. Prepare record drawings based on "as-built" information furnished by the Contractor and the District. Provide one electronic copy of reproducible record drawings to the District for permanent records.

Phase EV: Environmental Documents Phase (Optional Separately Authorized Phase)

It is Provost & Pritchard's understanding that the District will prepare and submit a Water Supply Permit Environmental Information Form (EIF) and is anticipating that the project will be categorically exempt. This Phase, which includes services associated with an Initial Study/Mitigated Negative Declaration (IS/MND) is included in case the DDW requires the District to prepare an IS/MND after reviewing the EIF.

A. CEQA: ENVIRONMENTAL DOCUMENTATION

- 1. Coordinate and attend one (1) kick-off meeting via conference call with the District to finalize work product expectations, communication protocol, and

project schedule, and to receive copies of any previously-prepared technical reports and any other relevant background information.

2. Prepare an Administrative Draft IS/MND pursuant to the CEQA Guidelines Appendix G Environmental Checklist (2020).
3. Complete the following desktop studies and exhibits to provide analysis within the IS/MND within the first 30 days:
 - a) A CalEEMod air model for determining air quality pollutants and greenhouse gases potentially generated by the project.
 - b) Maps and information for the following: Regional Vicinity, Topographic Quadrangle, Area of Potential Effect, Zoning, General Plan, FEMA Flood, Sensitive Receptors, and Farmlands.
 - c) A United States Department of Agriculture Natural Resource Conservation Service Custom Soil Resource Report for the Project site to determine soil types and associated risks and impacts.

B. CULTURAL RESOURCES EVALUATION

1. We will use ASM Affiliates to complete the following items for a Cultural Resources Evaluation. Work will include the following:
 - a) CHRIS Record Search from CSUB
 - b) NAHC Sacred Lands File Request and tribe list
 - c) Correspondence with local tribes
 - d) Fieldwork
 - e) Technical Report

C. BIOLOGICAL RESOURCES EVALUATION

1. Review of relevant background information, including but not limited to California Natural Diversity Database, the California Native Plant Society's Inventory of Rare and Endangered Vascular Plants of California, U.S. Fish and Wildlife Service (USFWS)'s Information, Planning, and Conservation (IPaC) System, technical reports regarding flora and fauna with potential to occur near the Project areas, and other planning documents completed for projects within the region that have potential relevance to the Project area.
2. Perform a reconnaissance-level field survey of the Project area (the existing Conejo blending treatment plant site and the adjacent 0.5 acre proposed for the expanded treatment system). Goals of the biological field survey include identification of existing biological resources within the Project area, including land uses and biotic habitats, constituent plants and animals, and suitable habitat for special status species.
3. Prepare a Biological Evaluation report consistent with CEQA standards, including recommended mitigation measures to reduce potential impacts to a less than significant level, if applicable.

D. IS/MND DOCUMENTATION

1. Coordinate and attend one (1) project team meeting with the District via conference call to discuss comments on the Administrative Draft IS/MND.

2. Upon receipt of one (1) set of consolidated review comments from the District, Provost & Pritchard will prepare the Draft IS/MND, Notice of Intent to Adopt (NOI), and Notice of Completion (NOC).
3. Publish the NOI pursuant to CEQA Guidelines and distribute 15 electronic copies of the IS/MND and NOC to the State Clearinghouse (SCH) and other interested agencies and individuals identified for the 30-day State and public review/comment period.
4. Prepare Final IS/MND
 - i. Provost & Pritchard will prepare a draft NOD for review by the District.
 - ii. Provost & Pritchard will file with the Ventura County Clerk's office and SCH.

Environmental Document Deliverables:

1. *One (1) electronic copy of the Administrative Draft IS/MND.*
2. *One (1) electronic copy of the Draft IS/MND, NOI and NOC for the District.*
3. *15 CD copies of the Draft IS/MND for distribution at the SCH.*
4. *Electronic copy of the Draft IS/MND.*
5. *One (1) electronic copy of the NOD.*

Assumptions:

1. *A single round of review of any draft documents will be performed by the District. A single consolidated set of review comments from each entity will be provided to Provost & Pritchard using MS Word Track Changes mode.*
2. *The District will pay the CDFW CEQA fee currently \$2,406.75 plus a \$50 filing fee.*
3. *This scope of work does not include responding to any comments received during the public review/comment period; however, those services can be added through contract amendment, if requested. It is not anticipated that any comments will be received.*
4. *Meetings with the District are assumed to be held by telephone conferencing for cost efficiency. Time, travel and mileage would be charged on a materials basis in effect with rates at the time, in addition to the fees stated above.*
5. *The District will provide access to the site.*
6. *This proposal does not include focused surveys, handling of special status species, or documentation beyond what has been described in this scope of work.*
7. *This proposal does not include the preparation of permits or coordination with any regulatory agencies (e.g., CDFW, USACE, RWQCB, SWRCB)*

Professional Fees

Provost & Pritchard Consulting Group will perform the services in this Project for the fixed fee amount shown below. These services will be invoiced monthly, on a percent-complete basis. Reimbursable Expenses are included in the Fixed Fee amount stated.

Proposed Fee – TCP Design Services	
Phase	Estimated Fee
Phase SD: Schematic Design	\$82,000
Phase CD: Construction Documents	\$219,000
Phase BD: Bidding Assistance	\$20,000
Phase CA: Construction Administration	\$54,000
Total Estimated Fee (Base Services):	\$375,000
Phase EV: Environmental Documents (Additional Services)	\$40,000 (separately authorized)

If the scope changes materially from that described above, as a result of any agency's decision or because of design changes requested by the Owner, we will prepare a revised estimate of our fees for your approval before we proceed.

Schedule

Provost & Pritchard is prepared to begin immediately upon authorization to proceed. We anticipate being able to complete the project based on the following milestone durations:

Proposed Schedule – TCP Design Services	
Deliverable	Duration
Schematic design package	1.5 Months
60% design	2 Months
90% design	1 Month
100% design	1.5 Months
IS/MND	4-5 Months from Notice to Proceed

The above milestone durations are contingent on timely review of submittals by the District and permitting agencies. Provost & Pritchard has no control over agency review times.

General Assumptions

- Provost & Pritchard CAD standards and title block will be used for the design of this project

- Provost & Pritchard's current CAD version will be used
- A Conditional Use Permit (CUP) will not be required
- No flood plain surveys will be required

Additional Services

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.


- Services associated with support of the proposed pilot study and associated fees are defined under a separate agreement (Ref: P.O. FY20-0273)
- Services associated with property acquisition
- Applying for plan amendment, rezoning, or code variances
- Legal descriptions and exhibits
- Potholing and utility locating services
- Hydraulic modeling or surge analysis
- Construction staking
- As-built survey
- Contractor prequalification (it is our understanding that this will be completed by others)
- Construction management and/or inspection
- Labor compliance assistance
- Preparation of Dust Control plans or Storm Water Pollution Prevention Plans (SWPPP)
- Pre-construction or post-construction biological surveys; nesting bird surveys; or Worker Environmental Awareness Program training.
- Additional office or field services required due to any governmental agency changes in ordinances, codes, policies, procedures or requirements after the date of this agreement.
- Services related to litigation including responding to subpoenas and expert witness services.

Terms and Conditions

If this proposal is acceptable, please sign and return a copy along with an Agreement for Services to our office. These documents will serve as our Notice to Proceed. This proposal is valid for 30 days from the date above.

Sincerely Yours,
Provost & Pritchard Consulting Group


Kevin Berryhill, RCE 70415
Principal Project Manager


Keith Mortensen, RCE 75865
Vice President

Terms and Conditions Accepted

By Camrosa Water District

Signature

Printed Name

Title

Date

Signature

Printed Name

Title

Date

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Fill Vacant Chief Plant Operator Position

Objective: Fill the Chief Plant Operator Position at the Camrosa Water Reclamation Facility (CWRF).

Action Required: Authorize the General Manager to promote an existing System Operator II employee to fill the vacant Chief Plant Operator position and adjust his salary to the base of the corresponding range, \$38.47 per hour.

Discussion: State regulations require a designated Chief Plant Operator (CPO) for all wastewater treatment plants. This is an advanced journey-level classification responsible for independently taking actions necessary for the operation and maintenance of the District's Grade IV water reclamation plant. The position requires State Certification equivalent to the grade classification of the plant.

The CPO is responsible for the overall operation of the wastewater treatment plant including compliance with effluent limitations established in the plant's waste discharge requirements. The CPO is responsible for operation of the wastewater treatment plant and compliance regardless of the organizational hierarchy. The position must also develop, review, and maintain Standard Operating Procedures (SPO's) to be used by all CWRF operators.

This is an opportunity to promote from within. Jude is the only District employee with the qualifications to fill this position. Jude has been the Interim CPO for the past fourteen months. The \$38.47 per hour is the starting pay in the existing approved salary schedule. See attached.

The Board may enter closed session for discussion of District personnel. The Board may not, however, based upon advice of the Board's legal counsel, discuss compensation or take action in closed session.

CAMROSA WATER DISTRICT SALARY SCHEDULE

SALARY AND CLASSIFICATION SCHEDULE

Effective: January 28, 2021

Position	Minimum	Maximum	FTE	FLSA	Time Base
Administration Specialist	\$ 41,600	\$ 65,000	1	Y	Annually
AGM/ Water Resource & Regulatory Compliance	\$ 130,600	\$ 185,600	1	N	Annually
Chief Plant Operator	\$ 80,000	\$ 128,000	0	Y	Annually
Customer Accounts Representative	\$ 41,600	\$ 65,000	1	Y	Annually
District Engineer	\$ 90,000	\$ 150,960	1	N	Annually
Field Service Technician	\$ 41,600	\$ 65,000	1	Y	Annually
General Manager	\$ 231,138.97	\$ 231,138.97	1	N	Annually
GIS/Engineering Technician	\$ 41,600	\$ 65,000	1	Y	Annually
Instrumentation Technician	\$ 60,000	\$ 95,000	2	Y	Annually
Laboratory Technician	\$ 42,000	\$ 75,000	1	Y	Annually
Lead Field Service Technician	\$ 60,000	\$ 95,000	1	Y	Annually
Maintenance Operator	\$ 41,600	\$ 65,000	0	Y	Annually
Manager of Customer Accounts and Business	\$ 100,000	\$ 165,000	1	N	Annually
Manager of Engineering & Operations	\$ 100,000	\$ 165,000	1	N	Annually
Manager of Finance	\$ 100,000	\$ 165,000	1	N	Annually
Public Rel & Govt Affairs Representative	\$ 65,000	\$ 100,000	1	Y	Annually
Sr Customer Accounts Representative	\$ 65,000	\$ 100,000	1	N	Annually
Sr. Accountant	\$ 65,000	\$ 100,000	1	N	Annually
Sr. System Operator	\$ 80,000	\$ 128,000	1	Y	Annually
Superintendent of Operations	\$ 90,000	\$ 148,000	1	N	Annually
System Operator I	\$ 42,000	\$ 75,000	1	Y	Annually
System Operator II	\$ 60,000	\$ 95,000	3	Y	Annually
Technical Services Advisor/Sr. Inspector	\$ 90,000	\$ 148,000	1	N	Annually
Water Quality Supervisor	\$ 90,000	\$ 148,000	1	N	Annually
Water Resource Coordinator	\$ 41,600	\$ 65,000	0	Y	Annually
			25		
Board Member (per Meeting)	\$ 200.00	\$ 200.00		N	Per Meeting
Part-Time Student/Paid Internship	\$ 14.00	\$ 25.00		Y	Hourly
Part-Time/Temporary Employee	\$ 14.00	\$ 30.00		Y	Hourly

Board Memorandum

February 25, 2021

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel

Objective: To confer with and receive advice from counsel regarding pending litigation and personnel matters, if necessary.

Action Required: No action necessary; for information only.

Discussion: Pending litigation may be discussed in closed session pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9 and personnel matters may be discussed in closed session pursuant to Government Code section 54957.



Read File

The following material is provided to members of the Board for information only and is not formally a part of the published agenda.

- A. Changer Order Listing
- B. Cash Balances (January 2021)
- C. 2021 Board Calendar

CURRENT PROJECT CHANGE ORDERS												
Project #	PW/Agreement#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Change Order Description	
900-20-03		Sewer Line Lynwood Woodcreek	\$ 258,000.00	\$ 76,121.18								
	2020-62				Water Resource Engineering Assoc.	9/12/2019 BD			\$ 50,930.00	\$ 50,930.00	Analyze and develop plans and spcs for Lynnwood Dr & Woodcreek Ave	
						9/24/2020 BD		CO #1	\$ 4,090.00	\$ 4,090.00	Construction support services	
										\$ 55,020.00		
	S 20-01				J. Vega Construction							
						9/24/2020 BD			\$ 122,966.00	\$ 122,966.00	200-feet of existing 10-inch sewer line	
						12/22/2020 GM		CO #1	\$ 5,720.00	\$ 3,400.00	Slurry Backfill	
										\$ 126,366.00		
900-18-01		CWRF Chemical Storage & Feed System	\$ 1,057,500.00	\$ 85,174.38							Scope of Services	
											engineering services to rehabilitate the CRWF's chemical storage and feed system- Originally a combined project to include equipment storage shed. The project scope was reduced to eliminate storage shed and price for the	
	2019-58				Cannon Corporation	12/13/2018 BD			\$ 100,705.00	\$ 71,765.00	Chemical Feed System was negotiated.	
						9/19/2019 GM		CO #1	\$ 1,700.00	\$ 1,700.00	Engineeering for 3 additional pumps	
						12/12/2019 BD		CO #2	\$ 24,553.00	\$ 18,944.00	Construction support services	
						6/23/2020 GM		CO #3	\$ 4,407.00	\$ 4,407.00	Construction support services	
										\$ 96,816.00		
	S 19-05				Travis Ag	12/12/2019 BD			\$ 747,862.00	\$ 747,862.00	Construction	
						5/26/2020 GM		CO #1	\$ 5,520.00	\$ 5,520.00	Modify single to dual chemical feed pump	
						8/28/2020 GM		CO #2	\$ 2,840.00	\$ 2,840.00	Provide additional skid mounting supports (total of 16)	
						2/16/2021 GM		CO #3	\$ 8,335.02	\$ 7,324.51	Provide Foundation Soil Stability for Canopy Footing	
										\$ 763,546.51		
900-18-03		Effluent Pond Relining	\$ 1,501,500.00	\$ 1,388,654.17								
	2017-30				MNS Engineers, Inc	7/27/2017 BD			\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope	
						7/27/2017 GM		CO #1	\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)	
						7/27/2017 GM		CO #2	\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)	
						2/28/2019 BD		CO #3	\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management	
						5/28/2020 BD		CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs	
										\$ 108,878.00		
900-18-02		CWRF Dewatering Press	\$ 1,858,000.00	\$ 1,685,646.35								
	2017-33				MNS Engineers, Inc.	8/31/2017 BD			\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency	
						12/8/2017 GM		CO #1	\$ 5,370.00	\$ 5,370.00	Surveying services	
						5/28/2020 BD		CO #2	\$ (44,900.00)	\$ (44,900.00)	Credit	
						5/28/2020 BD		CO #3	\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications	
						9/24/2020 BD		CO #4	\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees	
										\$ 170,983.00		
600-15-01		Pressure Zone 2 - 3 Pump Station	\$ 1,280,000.00	\$ 66,297.70								
	2015-55	Engineering Design PZ 2 to 3			Perlter & Ingalsbe	4/23/2015 BD			\$ 33,200.00	\$ 33,200.00	Award and up to \$5,000 out-of scope	
						11/19/2015 BD			\$ 30,000.00	\$ 30,000.00	Additional out-of-scope \$30,000 Flo Science	
						11/19/2015 BD		CO #1	\$ 22,425.00	\$ 22,425.00	Surge Analysis	
						9/13/2018 BD		CO #2	\$ 14,706.00	\$ 17,312.00	Additional design and construction services	
						3/20/2019 GM		CO #3	\$ 2,900.00	\$ 2,900.00	Control diagram drawing	
						8/8/2019 BD		CO #4	\$ 18,526.00	\$ 18,526.00	Engineering & construction support	
						9/22/2019 GM		CO #5	\$ 3,000.00	\$ 3,000.00	T&M electrical engineering support & other technical services as needed	
										\$ 127,363.00		
	PW19-03				Pacific Hydrotech Corporation	8/8/2019 BD			\$ 1,059,401.00	\$ 1,059,401.00	Construct pump stations	
						5/29/2020 GM		CO #1A	\$ 16,953.91	\$ 11,953.91	Mismarked waterline rock excavation- Negotiated down from \$16,953.91	
						5/29/2020 GM		CO #1B	\$ 887.95	\$ 887.95	Adjustment to Discharge Tie-in Point	
										\$ 1,072,242.86		
650-15-01		PV Well (Lynwood Well)	\$ 4,467,000.00	\$ 2,311,193.68								
	2014-56				Perlter & Ingalsbe	10/22/2014 BD			\$ 156,600.00	\$ 156,600.00	Award and to amend up to \$15,000 for out-of-scope	
						5/26/2015 GM		CO #1	\$ 2,950.00	\$ 2,950.00	Additional work field locating	
						11/15/2016 GM		CO #2	\$ 3,821.00	\$ 3,821.00	PV well rendering	
						11/7/2017 GM		CO #3	\$ 14,922.00	\$ 14,922.00	Prepare Pre-bid documents for pump and motor	
						7/26/2018 BD		CO #4	\$ 8,826.00	\$ 8,826.00	Construction services to pump only installation	
						12/12/2019 BD		CO #5	\$ 34,956.00	\$ 34,956.00	Review iron and manganese filter & finalize contract plans & specs	
						9/2/2020 GM		CO #6	\$ 3,090.00	\$ 3,090.00	T&M Future FE/MN revisions	
										\$ 225,165.00		
650-19-05		Res3D Slope Stabilization	\$ 640,000.00	\$ 33,630.37								
					Perlter & Ingalsbe	1/31/2019 BD			\$ 45,051.00	\$ 45,051.00	Engineering design services for Reservoir 3D Drainage Improvements	
						11/14/2019 BD		CO #1	\$ 8,452.00	\$ 8,452.00	Engineering and construction support service	
										\$ 53,503.00		
	PW19-04				Blois	11/14/2019 BD			\$ 550,100.00	\$ 550,100.00	Provide drainage & slop rehabilitation	
						3/12/2020 GM		CO#1	\$ 4,900.00	\$ 4,900.00	Provide additional stability to the easterly slope	
										\$ 555,000.00		
600-20-02		Conejo Wellfield Treatment	\$ 4,275,000.00	\$ 3,563,671.05								
	2020-86				Provost & Pritchard	6/11/2020 BD			\$ 437,000.00	\$ 375,000.00	GAC Engineering Design	
						9/4/2020 GM		CO#1	\$ 5,000.00	\$ 5,000.00	alternative design evaluation	
						9/29/2020 GM		CO#2	\$ 7,000.00	\$ 7,000.00	second survey for modified footprint and land acquisition	
						2/25/2021 BD		CO#3	\$ 58,200.00	\$ 58,200.00	Environmental compliance	
										\$ 445,200.00		
n/a		Office Remodel Design										
	2020-75				J. E. Armstrong	2/12/2020 GM			\$ 18,900.00	\$ 18,900.00	Architect interior remodel	
						11/5/2020 GM		CO#1	\$ 4,977.50	\$ 4,977.50	ADA Compliance additional electrical engineering work	
										\$ 23,877.50		

FUNDS FY 20-21

UNRESTRICTED FUNDS	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	
LAIF	24,177,921.85	24,264,066.37	23,014,066.37	24,114,066.37	23,304,733.34	23,304,733.34	23,304,733.34	25,741,906.04	1,2,9
UNION BANK DEPOSIT ACCOUNT	151,196.17	733,945.63	121,300.57	202,006.96	649,167.64	1,103,439.44	1,976,672.44	88,388.43	
UNION BANK DISBURSEMENTS ACCOUNT	721,838.04	422,059.77	936,817.98	658,274.06	304,702.71	1,728,862.91	931,853.38	646,676.01	
BANK OF AMERICA-RTL ACCOUNT	532,481.80	298,255.48	631,777.05	724,020.60	450,106.15	417,730.34	139,679.40	386,874.05	
TOTAL	\$ 25,583,437.86	\$ 25,718,327.25	\$ 24,703,961.97	\$ 25,698,367.99	\$ 24,708,709.84	\$ 26,554,766.03	\$ 26,352,938.56	\$ 26,863,844.53	
RESTRICTED FUNDS									
PAYMENT FUND 2016	220,815.63	49.66	96.56	190.17	382.36	382.36	825,815.63	74.72	3,4,5,6
RESERVES 2016	879,528.68	879,528.68	879,528.68	879,528.68	879,528.68	879,561.63	879,563.98	879,563.98	5
WATER ACQUISITION FUND 2016	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,321.53	4,543,333.68	4,543,333.68	6
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)	560,647.81	560,790.66	560,933.55	561,025.76	561,121.06	561,190.24	561,261.73	561,333.23	7,8
TOTAL	\$ 6,204,142.92	\$ 5,983,519.80	\$ 5,983,709.59	\$ 5,983,895.41	\$ 5,984,182.90	\$ 5,984,455.76	\$ 6,809,975.02	\$ 5,984,305.61	
GRAND TOTAL	\$ 31,787,580.78	\$ 31,701,847.05	\$ 30,687,671.56	\$ 31,682,263.40	\$ 30,692,892.74	\$ 32,539,221.79	\$ 33,162,913.58	\$ 32,848,150.14	

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	879,563.98	13.27

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	4,543,333.68	68.66

ANTICIPATED OUTFLOWS

Water Purchases January 2021	472,284.91
Payroll PR 2-1, 2-2 & ME	300,000.00
AP Check Run 02/03, 2/17	500,000.00
Large CIP Project Payments	-
Bond Payments	
\$	1,272,284.91

DATE

**FINANCE MEETING
2/9/2021**

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. LAIF interest for quarter ended December 31, 2020 in the amount of \$37,172.70 was deposited to the account in January
2. Transfers to LAIF totaling \$2,400,000 from operations were added to the account in the month of January
3. The Revenue Fund of the 2016 Bond Issuance was reduced by \$825,815.63. This amount was used to pay principal and interest due to bondholders on January 15th
4. The Revenue Fund received \$3.49 in interest in the month of January
5. The reserve account received \$11.53 in interest. The full amount was transferred to the Revenue Fund
6. The Water Acquisition Fund received \$59.70 in interest. The full amount was transferred to the Revenue Fund
7. The Insured Cash Shelter Account received \$71.50 in interest in the month of January
8. The Insured Cash Shelter Account average monthly rate of return for the period was 0.1500%
9. LAIF's average monthly rate of return for the period was 0.458%

2021 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2021 Observed Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 st - New Year's Day						
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	February 15 th - President's Day						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	May 31 st - Memorial Day						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	July 5 th - Independence Day (Observed)						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	September 6 th - Labor Day						
24	25	26	27	28	29	30	28							28	29	30	31				November 11 th - Veteran's Day						
31																					November 25 th & 26 th - Thanksgiving						
																					December 23 rd & 24 th - Christmas						
																					December 31 st - New Year's Eve						
APRIL							MAY							JUNE							2021 Conferences						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (**Virtual Event**) - Jan. 27 th - 28 th						
				1	2	3							1			1	2	3	4	5	ACWA Spring Conf. (Monterey) - May 4 th - 7 th						
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	CASA 66th Annual Conf. (San Diego) - Aug. 11 th - 13 th						
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	ACWA Fall Conf. (Pasadena) - Nov. 30 th - Dec. 3 rd						
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30										
							30	31																			
JULY							AUGUST							SEPTEMBER							2021 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)						
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	Waterwise Breakfast (See yellow on calendar)						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	AWA Board Meetings (See orange on calendar)						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	August - DARK (No Meetings or Events)						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	September 30 th - Reagan Library Reception						
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			October 21 st - Annual Symposium						
																					December 9 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2021 VCSA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 2 nd - Annual Dinner						
					1	2		1	2	3	4	5	6				1	2	3	4	April 6 th						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	June 1 st						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	August 3 rd						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	October 5 th						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		December 7 th						
31																											
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Board of Directors meetings are highlighted in RED. Board Meetings are held on the 2nd & 4th Thursday of each month at 5pm unless indicated.																				