

AGENDA
ENGINEERING and OPERATIONS COMMITTEE MEETING

Thursday, April 3, 2025, at 9:30 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

OPEN SESSION - ROLL CALL

1. Public Comment
Information Item

The public may comment on any matter not on the agenda within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

2. Approval of Minutes
Motion

Approve the March 6, 2025, Engineering and Operations Committee meeting minutes.

3. April 9, 2025, Board Meeting Motion Agenda Items

Review, discuss, and make a recommendation on the following agenda items for approval at the April 9, 2025, Board meeting:

3.1 Engineering Projects Administration Policy Updates (Adrian Quiroz)

The Engineering and Operations Committee will consider recommending that the Board of Directors (BOD) adopt Resolution approving the proposed changes to the Engineering Projects Administration Policy.

3.2 Professional Consulting Services Agreement with GEI (Robert Richardson)

The Engineering and Operations Committee will consider recommending that the Board of Directors authorize the General Manager to sign a Professional Consulting Services Agreement with GEI Consultants, Inc. (GEI) for design consulting services in connection with the Freeman Diversion Expansion Project (CIP 8001).

4. Monthly Department Updates
Information Item

Receive and review the monthly reports from the Engineering, Environmental Services, Operations and Maintenance, and Recreation Departments as well as receive a verbal presentation of its highlights.

4.1 Engineering Department Update (Robert Richardson)

4.2 Environmental Services Department Update

4.3 Operations and Maintenance Department Update (JD Smallwood)

4.4 Recreation Department Update

5. Future Agenda Items

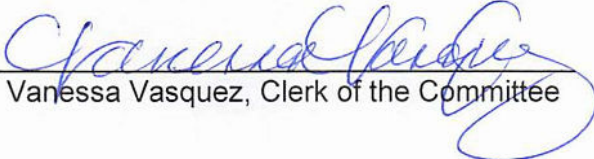
ADJOURNMENT

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District's offices at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved:  for MEG
Mauricio Guardado, General Manager


Dr. Maryam Bral, Assistant General Manager

This agenda was posted Friday, March 28, 2025, at 12:00 p.m. at the United Water Conservation District Headquarters, Oxnard, CA and www.unitedwater.org.


Vanessa Vasquez, Clerk of the Committee



Board of Directors
Lynn E. Maulhardt, President
Catherine P. Keeling, Vice President
Gordon Kimball, Secretary/Treasurer
Keith Ford
Mohammed A. Hasan
Steve Huber
Rachel Jones

General Manager
Mauricio Guardado

Legal Counsel
David D. Boyer

**MINUTES
ENGINEERING AND OPERATIONS COMMITTEE MEETING**

**Thursday, March 6, 2025, at 9:30 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030**

OPEN SESSION

The meeting was called to order at 9:30 a.m.

Committee Members Roll Call

Present: Directors Ford, Keeling (Chair), and Kimball

Absent: None.

1. Public Comments: None.

**2. Approval of Minutes
Motion**

Action: M/S/C (Kimball, Ford) to approve the January 2, 2025, minutes.

Vote: Ayes: Kimball, Keeling, Ford; Noes: None; Absent: None.

3. January 8, 2025, UWCD Board of Directors Meeting Agenda Items

3.1 Resolution Authorizing the United Water Conservation District's General Manager as the District's Authorized Agent for purposes of obtaining federal assistance provided by the Federal Department of Homeland Security and sub-granted through the California Governor's Office of Emergency Services (CalOES) Fiscal Years 2022/2023 State & Local Cybersecurity Grant Program (SLCGP)

Motion

Action: M/S/C (Kimball, Ford) recommending to the full Board of Directors approval of the Resolution designating the authorization of United Water Conservation District's General Manager as the District's authorized agent for purposes of obtaining federal assistance provided by the Federal Department of Homeland Security and sub-granted through the California Governor's Office of Emergency Services (CalOES) Fiscal Years 2022/2023 State & Local Cybersecurity Grant Program (SLCGP), Grant Subaward Number 2023-9999

Vote: Ayes: Ford, Kimball, and Keeling; Noes: None; Absent: None.



Director Keeling recommended agendaizing this Motion under Consent Calendar for the Board with the option of pulling the item for discussion.

Monthly Department Updates
Information Items

4.1 Engineering Department Update
Information Item

Received and filed; presentation attached.

4.2 Environmental Services Department Update
Information Item

Received verbal updates on the Environmental Services Department monthly update (no presentation).

Dr. Bral provided an update on the design development of SFD SIP. Director Keeling suggested a tour for permitting agencies to provide a better perspective on the design model. Director Kimball added, the Board is committed to the District's stakeholders and, if there is a delay in construction, we are held responsible for the safety of the dam along with residents downstream and would like the approach and effort to focus on the engineering. Dr. Bral reiterated that staff have done their due diligence to follow FERC guidelines and improve the facility accordingly. In addition, Staff is mindful of balancing facility improvements with environmental impacts.

4.3 Operations and Maintenance Department Update
Information Item

Received and filed; presentation attached.

4.4 Recreation Department Update
Information Item

Received verbal updates and filed.

The Directors welcomed the Recreation Department as part of the Engineering and Operations Committee.

4. Future Agenda Items

No future agenda items were offered by the Committee.

ADJOURNMENT

The meeting was adjourned at 10:16 a.m.

I certify that the above is a true and correct copy of the minutes of the UWCD Engineering and Operations Committee Meeting of March 6, 2025.

ATTEST: _____
Catherine Keeling, Chair

Cybersecurity Improvements

Motion Item 3.1

Designate the General Manager as an authorized agent acting on behalf of the United Water Conservation District in all matters pertaining to the California Governor's Office of Emergency Services (Cal OES) Fiscal Years 2022/2023 State and Local Cybersecurity Grant Program (SLCGP)

Status:

- Applied to Grant
- Grant Awarded (\$247,500 Dollars)
- Grant Performance Period: 2 Years

Benefits:

- Improved District Cybersecurity Posture
- Improved District Cybersecurity Awareness and Visibility
- Improved District Infrastructure and Security
- Compliance with NIST and FERC requirements



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES





ENGINEERING DEPARTMENT Monthly Update March 6, 2025

1

 C. REGULATORY AND ENVIRONMENTAL COMPLIANCE  B. SYSTEM RELIABILITY

Santa Felicia Dam Spillway Maintenance Program

Spillway Waterproofing Project (COMPLETE)



Dec 6, 2024

Dec 6, 2024

Dec 6, 2024

Dec 6, 2024



2



C. REGULATORY AND ENVIRONMENTAL
COMPLIANCE

Santa Felicia Dam Safety Improvement Project

New Release Channel Drilling Program (COMPLETE)

Nov 13, 2024



Jan 13, 2025



Jan 15, 2025









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C. REGULATORY AND ENVIRONMENTAL
COMPLIANCE



B. SYSTEM RELIABILITY

Santa Felicia Dam Safety Improvement Project


SFD Outlet Works Project – Roadmap to Construction

Activity	2025												2026												2027							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Permitting																																
Section 7																																
Complete NEPA																																
Board Certifies CEQA Addendum																																
Design																																
Final Design																																
BOC No. 10																																
Bid Document Preparation																																
Construction																																
TENTATIVE																																

✦ Environmental Permitting Milestone

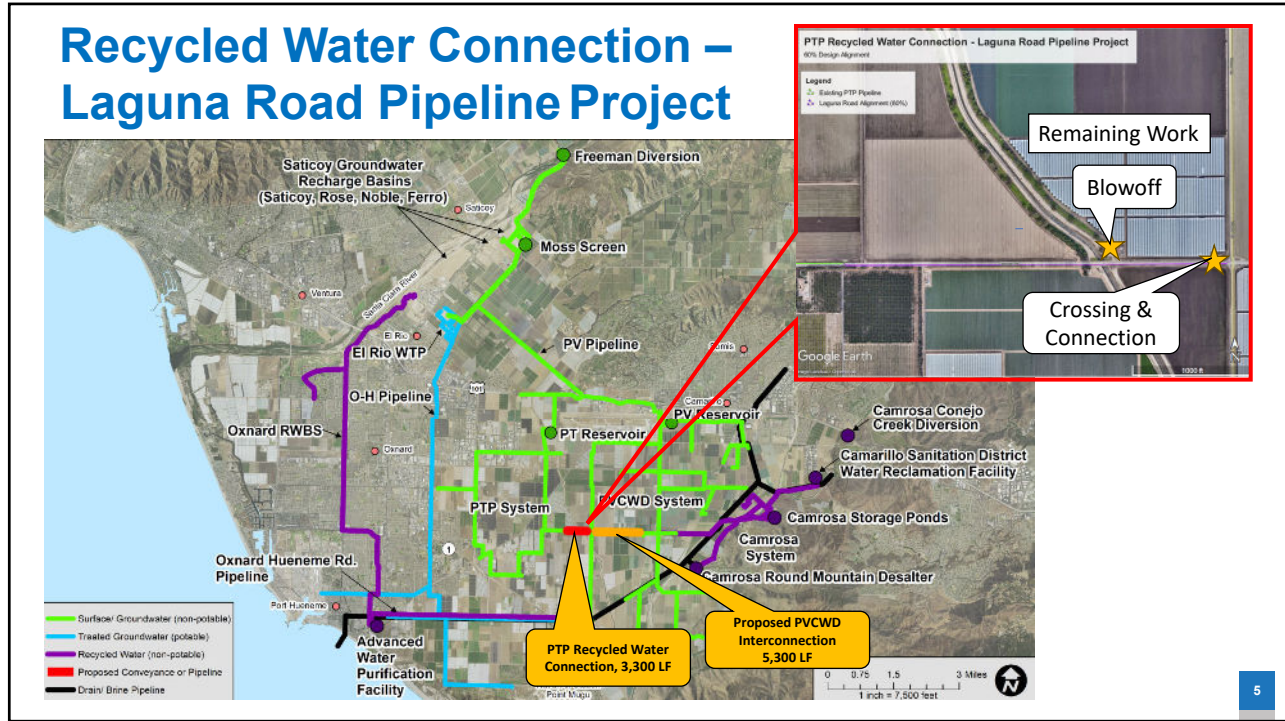
✦ Design Phase Milestone

✦ Construction Phase Milestone



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 A. WATER SUPPLY  B. SYSTEM RELIABILITY

Recycled Water Connection – Laguna Road Pipeline Project



Feb 4, 2025 Feb 19, 2025 Feb 24, 2025



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Rice Avenue Overpass

Groundbreaking Ceremony

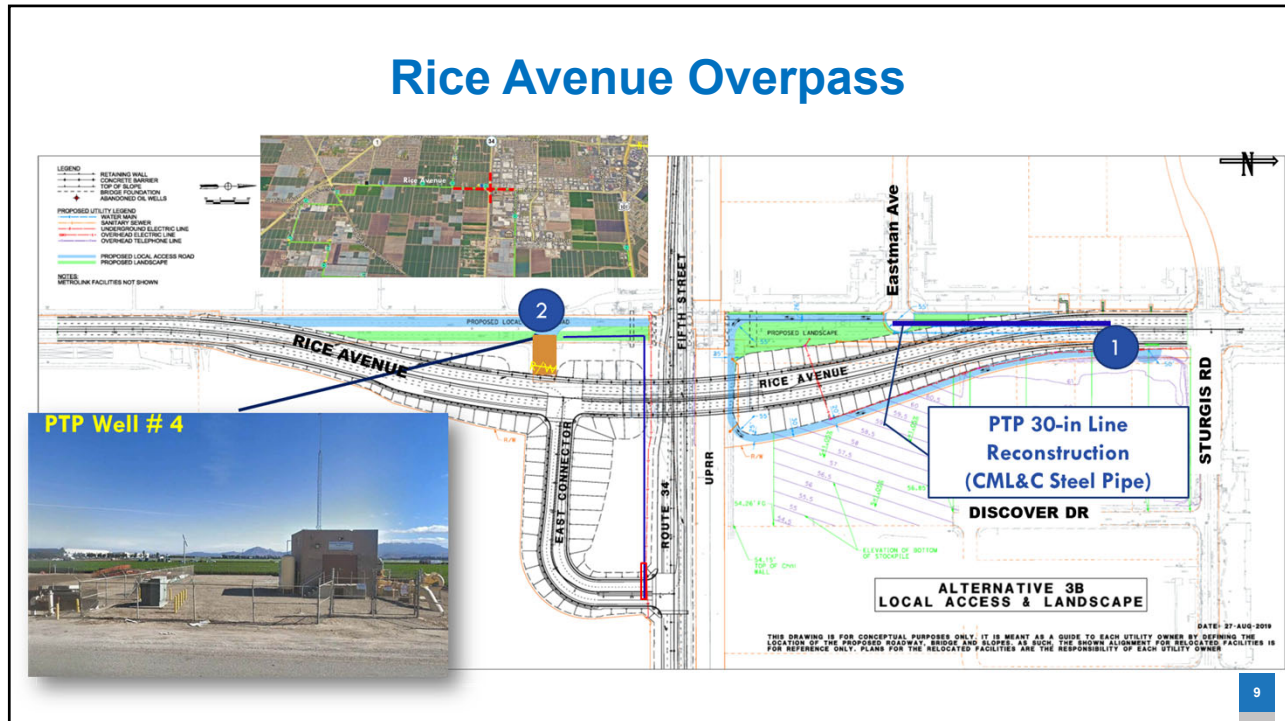
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Feb 21, 2025

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 F. COMMUNICATIONS AND COMMUNITY OUTREACH

Public Outreach



Feb 5, 2025



Feb 5, 2025



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 F. COMMUNICATIONS AND COMMUNITY OUTREACH

Other Events and Public Outreach

- **January 22:** Leadership Meeting No. 5 at NBVC Point Mugu with CAPT Brown (Commanding Officer), CAPT Kranz (Chief Staff Officer), CDR Warren (Public Works Officer) and others.
- **February 6:** Maryam Bral attended the RDP General Meeting.
- **February 13:** Director Huber presented at the Navy League Channel Islands Council general meeting on the EBB Water Treatment Project.
- **February 18:** Staff visited the Active Membranes Pilot Plant (right).
- **February 27:** Maryam Bral attended the West Ventura County Business Alliance Statement Lunch Series: City Managers.



Feb 18, 2025

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OPERATIONS AND MAINTENANCE DEPARTMENT UPDATE





March 6, 2025

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Lake Piru



2/24/25



2

Juan Fernandez Swim Beach



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Condor Point Store



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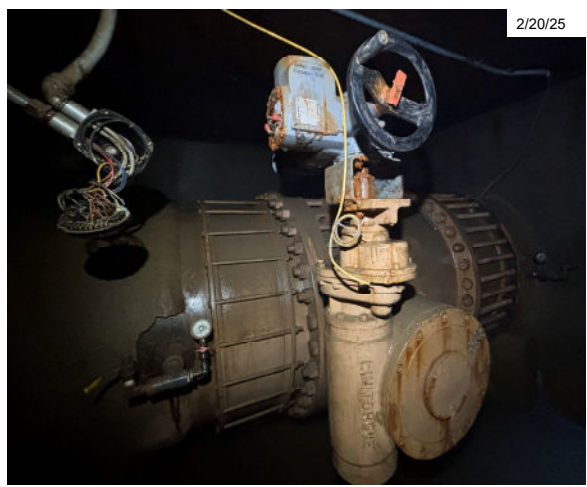
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Meter Replacement



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PV Isolation Vault



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PV Isolation Vault Continued



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Staff Training



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STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager

From: Robert Richardson, Engineering Manager
Adrian Quiroz, Engineer

Date: March 26, 2025 (April 3, 2025, meeting)

Agenda Item: 3.1 Resolution – Request the United Water Conservation District Board of Directors to Approve the Proposed Change to the Engineering Projects Administration Policy
Motion

Staff Recommendation:

The Engineering and Operations Committee will consider recommending that the Board of Directors (BOD) adopt Resolution approving the proposed changes to the Engineering Projects Administration Policy.

Background:

Historically, and consistent with the current UWCD financial policies, UWCD has awarded construction contracts to the lowest responsible and responsive bidder and delivered public works projects utilizing the design-bid-build delivery method. In recent years, the state of practice has shifted towards public agencies increasingly utilizing best value selection methods for selecting contractors and alternative project delivery methods for delivering public works projects, particularly in the water sector. For additional context, best value selection and alternative project delivery methods, are defined below:

Best Value Selection: In contrast to awarding a construction contract to the lowest responsible and responsive bidder, which focuses solely on the lowest price, best value selection considers multiple factors such as contractor experience, technical capability, past performance, and overall project approach. This method aims to identify the contractor who offers the best combination of price and qualitative factors, ensuring higher quality and more reliable project delivery.

Alternative Project Delivery Methods: Alternative Project Delivery Methods, sometimes referred to as Collaborative Delivery, are delivery methods such as Design-Build (DB), Progressive Design-Build (PDB), Construction Manager at Risk (CMAR) or Construction Manager/General Contractor (CMGC), etc. In contrast to the Design-Bid-Build delivery method, where a contractor is engaged after completion of the design, alternative delivery project delivery methods integrate the design and construction phases through early contractor involvement. The primary benefits of adopting alternative project delivery

Agenda Item: 3.1 Resolution – Request the United Water Conservation District Board of Directors to Approve the Proposed Change to the Engineering Projects Administration Policy
Motion

methods are: 1) ensuring designs can be constructed in an efficient manner 2) reducing the construction duration and cost 3) shifting cost and schedule risk from the owner to the contractor.

As laid out in the adopted Fiscal Year 2024-25 Budget, UWCD has approximately \$800 million in capital improvement projects to deliver in the next 7-10 years. Among these projects are various multi-year and multi-million-dollar construction projects that will face complex challenges associated with regulatory oversight, environmental permit requirements, grant funding requirements and deadlines, start-up operations, temporary works, interagency coordination, technical requirements, unknown site conditions, etc. By implementing Best Value Selection and Alternative Project Delivery Methods, UWCD would enhance its ability to select the best project team, increase the probability of effectively navigating complex challenges, and mitigate financial risks on projects.

Discussion:

Attached herein for your review is the redlined version of the proposed updated Engineering Projects Administration Policy. As discussed above, the proposed updates include added language that would allow UWCD to conduct Best Value Procurement and implement Alternative Project Delivery Methods. In addition, Staff have also made minor updates to the policy on items that are no longer standard practice (e.g., advertising for bids in local newspaper in lieu of utilizing online bid solicitation platforms such as BidNet Direct). The proposed updates to the policy have been reviewed by legal counsel.

Mission Goal:

Goal D – Fiscal Responsibility
Goal G – Organizational Effectiveness

Fiscal Impact:

There is no fiscal impact associated with the updated policies.

Attachments:

Attachment A – Resolution
Attachment B – Draft Proposed Engineering Projects Administration Policy
(Redlined Version)
Attachment C – Draft Proposed Engineering Projects Administration Policy
(Clean Version)

ATTACHMENT A

RESOLUTION

A RESOLUTION OF THE BOARD OF DIRECTORS OF UNITED WATER CONSERVATION DISTRICT ADOPTING THE UPDATED ENGINEERING PROJECTS ADMINISTRATION POLICY

WHEREAS, the Board of Directors of United Water Conservation District has the authority to establish and revise the District's policies; and

WHEREAS, United Water Conservation District staff recommends the adoption of updated policies to remain consistent with District management and practices.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT the Board of Directors of United Water Conservation District hereby approves the following proposed changes to the financial policies listed below as set forth in the attached redlines to this Resolution:

- Engineering Projects Administration Policy

BE IT RESOLVED that the proposed changes shall take effect immediately upon the adoption of this resolution.

The foregoing Resolution was adopted by the Board of Directors of United Water Conservation District on April, 9, 2025, by the following vote:

Ayes:

Noes:

Absent:

ATTEST: _____
Lynn Maulhardt, President

ATTEST: _____
Gordon Kimball, Secretary/Treasurer

ATTACHMENT B

ENGINEERING PROJECTS ADMINISTRATION POLICY

Effective ~~December 13, 2023~~ April 9, 2025

POLICY GOALS

To the extent possible:

- A. Obtain the long-term best value for the public's resources.
- B. Adhere to an objective decision-making process utilizing documented procedures.
- C. Provide fair competition for District work.

DESIGN

A. In designing improvements, attempt to achieve the following objectives:

The features designed should:

- 1) Be safe to construct and operate;
- 2) Achieve the highest economy;
- 3) Provide maximum operational simplicity and flexibility;
- 4) Utilize redundancy where appropriate;
- 5) Utilize industry standards where appropriate; and
- 6) Incorporate those components for which service and parts may be expected to remain readily available in the future.

B. The engineering staff holds primary Design responsibility for design work. rests with engineering staff. ~~Depending on the size and complexity of the project, d~~ Design should all be performed in-house to the fullest extent possible when practical and applicable. ~~Utilize external professional services and design~~ Outside consultants are to be utilized when project the schedule, scale, or scope of a project exceeds the available in-house capabilities. The use of outside consultants is encouraged for the design or peer-review of specialty components of a particular project, such as electrical, geotechnical, or complex structural, mechanical and hydraulic items (e.g., electrical, geotechnical, structural, or mechanical disciplines).

C. Engineering Drawings should be plotted on either "11x17" or "~~22x34~~24x36" sheets as appropriate for the specific project. ~~Final Record Drawings and Project Specifications are logged in the drawing log and filed in the central drawing Engineering Department files (both electronic and hard copies).~~ Digital copies of supporting Backup documentation, including reports, calculations, specs, permits, survey data, approved submittals, etc., should be is organized and maintained, placed in appropriately labeled folders, and filed in the project drawers filed in the Engineering Department. ~~One copy of the specifications should also be filed sequentially on the spec shelf.~~

CONSULTANT SELECTION

A. On-Call Services

An on-call services agreement may be used for projects that are

- ~~Up to~~ \$100,000 for a single task **AND**
- Less than 6 months in duration **AND**

- Time critical

The Engineering department accepts proposals from qualified firms to be included in the District's list of on-call services firms every 5 years. Priorities shall be given to qualified firms with local presence (within radius of approximately 250 miles from the District Headquarters) and Eligible firms shall have responsive and experienced staff. that lives and works within a radius not more than 250 miles from the District's Headquarters. The proposals ~~shall be~~ evaluated based on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Upon inclusion in the list, the District ~~will execute~~ signs a contract with the firm which specifies rates and other terms and conditions of engagement. At the time on-call services are to be utilized, District staff selects a firm from this list and initiates a work task order for the needed work. The department must document the reason that on-call services are needed. A firm may be used more than once per fiscal year for on-call services, but the total amount of work ordered under on-call services must be limited to \$250,000 cumulative per firm per fiscal year.

B. Qualification Based Selections

Qualification Based Selections will be used for projects that are

- Over \$100,000 **OR**
- Greater than 6 months in duration **OR**
- Construction management projects

For larger one-time capital projects (with Engineering Fees expected to be greater than \$100,000), specialized studies and similar matters, consultants should ~~go be~~ through a process known as Qualification Based Selection (QBS).

The QBS process is accomplished through the following steps:

1. Prepare a detailed "Request for Proposals" and transmit to a list of firms with relevant qualifications or use a digital purchasing platform to advertise the RFP. The RFP may request the proposers include their fee schedules, proposed total hours, and the fee for the proposed services in their proposals.
2. Establish a selection panel consisting of representatives from various District departments as appropriate and relevant to the scope of the project. ~~Other District representatives (e.g., operations or financial consultants) may be invited to serve on the selection panel.~~ Additionally, external parties (e.g., consultants, other agencies) may be invited to participate in the selection process as panelists if needed. These individuals should have no financial interest in the outcome of the selection and should be willing to sign a non-collusion affidavit.
3. Create a rating table prior to the receipt of proposals in which specific responses are to be graded with appropriate weighting factors. All rating tables shall be maintained in appropriately labeled files and filed in the Engineering Department. **DO NOT SHARE THE FINAL TABLE WITH ANYONE OUTSIDE THE SELECTION PANEL.** Each selection panel member rates each proposal's merits on the rating table. The weighting factors are multiplied and the products summed to yield ranking values, which are then compared.
4. Consider using the following criteria for selecting the qualified proposers: Specialized experience and technical competence of the proposer, the proposer's familiarity with types of problems applicable to the project or project understanding, past performance on District projects, or other governmental agencies, including the project completion within

budget and on schedule, the proposer's project team's expertise and qualifications to perform the work, the proposer's financial responsibility, level of efforts and fee proposal for the proposed services, the proposer's litigation history against public entities or agencies, the proposer's history with terminations for cause and without cause, and other key factors as appropriate for the type of service.

5. The rankings provided by the selection panel will be used to determine the top 2 to 4 proposers qualified to perform the work. If deemed necessary by the panel, the selected top 2 to 4 firms are interviewed by the panel. A second table ~~is~~ will be used for rating and ranking ~~the~~ interview responses and all interview rating tables shall be maintained in appropriately labeled folders by the Engineering Department.

6. Begin negotiation for a professional services agreement with the highest ranked firm. If agreement is not reached, begin negotiations with the second highest ranked firm and so on.

~~6.7.~~ Proposals received from interested consultants are subject to disclosure pursuant to the California Public Records Act (CPRA), unless specifically exempt under applicable law. Proposal documents received from consultants not selected by the District shall not be subject to the California Public Records Act until after a professional services agreement has been established with the selected consulting firm.

PROFESSIONAL SERVICES AGREEMENT

A standardized legal counsel-reviewed agreement shall be agreement is utilized. – There are three templates available for use, including: one for time and materials, one for a fixed prices, amount, and a third for on-call services.

The standard agreements are were created in-house and reviewed and approved by the District's Legal Counsel. Once updated or finalized by the Counsel, and should not be modified without additional legal review of the proposed change(s). This standard is used for all professional services, including not just for engineering design services, engineering. The use of a consistent format for administering services greatly simplifies the administration of multiple contracts. ~~It is recommended that staff copy the template into their project folders and begin modifications there to avoid writing over the template.~~

Each specific agreement requires modification to the firm's name, address and type of business, the District's contact person, the not-to-exceed cap as well as to the four attached exhibits. These exhibits generally detail the scope of services (Exhibit A), the fee schedule(s) to be used (Exhibit B), the time of delivery schedule(s) (Exhibit C), and insurance requirements (Exhibit D). However, the District may add or modify the exhibits of any agreement based on the circumstances and services being procured as applicable.

Legal Counsel has confirmed that the language in the templates conforms to California law. Changes to the templates may be approved by the General Manager and, when necessary, reviewed by legal counsel.

Administration of professional service agreements includes checking that each billing shows the actual hours worked by each class of consultant as well as division of incidental costs in compliance with Exhibit B. A description of work performed shall be provided for each billing to match with the actual hours worked. United's project administrator should also track overall time and costs relative to the schedule provided in Exhibit C.

Consultants shall not exceed the not-to-exceed amount in a contract without the District's prior written approval. In the event a Consultant anticipates that it will exceed Consultants shall forecast potential exceedances of the not-to-exceed amount in a contract, and such consultant shall be required to provide notice-in-advance written notice to the District as soon as is practical and applicable. Consultants who ~~have exceeded~~ anticipate exceeding the not-to-exceed amount in the contract must inform the project administrator and submit written requests for extra compensation. —Clear justification for the expense should be included. The District has full discretion to approve/disapprove such requests. Approval authority will be determined by the total contract value including amendments.

EQUIPMENT SUPPLY CONTRACTS

When purchasing major equipment, proposals rather than bids are solicited from potential suppliers. The proposals are then ranked according to predetermined criteria. Typical ranking criteria include cost, operability, durability, efficiency, schedule of delivery, ease of installation, availability of parts and location of fabrication / assembly.

The District has a form for Request for Quotations for the purchase of equipment over \$40,000. This form will be used to the extent possible.

CONSTRUCTION CONTRACTS

The District's standard construction contract for the appropriate project delivery method shall be used for jobs exceeding \$100,000.

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of any audit requirement.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

CONSTRUCTION ADMINISTRATION

A. The District goals in Construction Management (CM) are as follows:

1. Complete a safe, accident-free project.
2. Acquire the quality required by the design.
3. Eliminate cost increases.
4. Complete work in a timely manner.

Water conservation districts, such as United, are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. ~~At its discretion, t~~The District reserves the right to determine whether to seek competitive bids for public works projects.

Additionally or, in its discretion, the District may decide to utilize— alternative project delivery methods in accordance with this policy if such delivery methods ~~benefit~~ in the

best interest of the District. Alternative project delivery methods considered by the District include but are not limited to:

- Fixed-Price Design-Build
- Progressive Design-Build
- Construction Manager at Risk or Construction Manager/General Contractor

B. The general sequence of construction project administration ~~should be as is follows:~~ listed below. For awarding to lowest responsible and responsive bidder see item No.2 below, if awarding using best value selection and/or implementing alternative project delivery methods see items No.4 and No.5:

1. Prequalification: The District, in its discretion, may pre-qualify contractors that wish to bid on specific public works projects subject to all applicable rules and regulations.
2. Bidding (Public Bidding is recommended for Projects not involving critical infrastructure (security information) and estimated over \$100,000). If Awarding to Lowest Responsible and Responsive Bidder:
 - a. Advertise: ~~Draft:~~ Draft Notice for publication in the Ventura County Star & give to Clerk of the UWCD Board on the District website at www.unitedwater.org. The District may also choose to advertise for bids and proposals on third-party bid solicitation platforms such as Bidnet Direct.
 - b. Bid Package Distribution: ~~Each plan set is numbered and accounted for. Determine a fair price for each set. Finance Division sells the packages and tracks the plan holders. The bid or proposal package is available for download on the District website or third-party bid solicitation platform at no cost.~~
 - c. Addenda Issuance: Make sure each set of planholders receives ~~an~~ all addenda. ~~Fax addenda are acceptable. Follow up faxed copies with a telephone call. The bidders are to acknowledge any addenda in their bid.~~ Addenda shall be issued electronically, and confirmation of receipt will be requested and required.
 - d. Public Bid Opening: ~~The preferred schedule is 2:00 PM on Tue., Wed., or Thur.~~ Bids will be opened at the date and time specified in the bid documents at the District Headquarters. Bids may be submitted electronically or at the District headquarters. The bid documents will specify whether bids are to be submitted online using a third-party bid solicitation platform or at the District Headquarters. The front desk will accept sealed bids until the scheduled time. The sealed bids are taken together to the meeting area. The District reserves the right to reject any and all bids received ~~after the bids due dates~~ and to waive any irregularities in any bid and the bid process ~~deadline to receive bids.~~
 - i. Engineer's Estimate: ~~Provide this information prior to opening bids.~~ If the lowest bids are more than 15% above or below estimate,

ascertain the reasons for the discrepancy and include in the staff recommendation for the Board's decision.

- ii. Bid reading: Open each envelope bid, scan for completeness, state and log the bidder's names and the appropriate bid amount(s).
- iii. Bid Bonds: ~~Must: Must~~ be attached. Declare the presence of the bond during the opening.
- iv. Bid Information / Subcontractor listing: ~~This: This~~ can be verbally shared with the other bidders after opening all bids. Copies of bid documents, not including sensitive information information that is protected or otherwise precluded from disclosure, are provided should they be requested in writing.
- v. Apparent Low Bid: ~~Always: Always~~ refers to the bidder with the lowest dollar amount by this term. There may be inconsistencies with the bid package that are not apparent until a detailed review is performed. The lowest responsive and responsible contractor will be determined once the detailed review is complete.
- vi. Waiver of Irregularities: ~~This: This~~ is complicated and can have specific timing and wording requirements. Refer to Acret Calif. Construction Law Manual and d Discuss with Legal Counsel.

3. Projects involving critical infrastructure (especially certain features of Santa Felicia Dam) should also include a modified section 1) Notice which references an additional document named, "Confidential and Proprietary Information Protection Agreement-" and/or "Electronic Document Transfer Agreement." –A template is available for this purpose. This agreement is to be signed by any prospective bidder prior to receiving bid documents containing information of a secure nature. In order to limit the number of copies of secure bid documents, staff may limit the number of bidders on critical infrastructure projects to invited firms.

4. Best Value Procurement: On a case-by-case basis, –the District may select construction contractors, design-build entities, or construction managers at-risk, construction manager/general contractor entities, etc. based on a "best value" selection determination that includes specifically stated criteria including but not limited to price, qualifications, life-cycle costs (when applicable), function and past performance. In these cases, the District shall issue RFPs or Notice Inviting Bids, which clearly set forth all the requirements, and state the qualitative factors or criteria, in addition to price, which will also be used to evaluate and rank the proposals/bids as well as the methodology and rating or weighting system that will be used by the District in evaluating bids which shall include the relative importance or weight assigned to each factor/criteria for evaluating the qualifications of bidders. An award, if made, will be to the proposer/bidder providing the best value to the District who receives receiving the highest consensus ranking based on the evaluation criteria set forth in the RFP or Notice Inviting Bid and subject to successful negotiations with the District, as may be applicable. This District, in its discretion, may utilize Best Value Procurement for any project delivery method including alternative project delivery methods and the traditional design-bid-build delivery method. The District let any contract pursuant to this provision to the bidder that represents the best value or else reject all bids.

5.2. Award / Rejection: Prepare a staff report recommending the Board to authorize the General Manager to execute the construction contract for the amounts specified, or reject all bids/proposals and direct staff to reconsider project specifics.

6.3.—Contract Execution: Receive, review and check dollar amounts and AM Best ratings of all insurance and bond documents. These shall include Payment Bond, Performance Bond, Liability Insurance and Worker's Compensation Insurance as specified in the bid documents. Have the contractor sign the agreement documents and submit for the execution by the General Manager's signature. If implementing alternative project delivery methods, contract execution will follow the District's standard construction agreement for the appropriate project delivery method.

74. Contract Administration

- a. Pre-construction Meeting: Create an agenda to include schedule, testing, etc. Take and publish minutes for all parties.
- b. Notice to Proceed: There may be one or more Notice to Proceeds (e.g. Administrative, Construction, etc.). This document~~This document~~The Construction Notice to Proceed must be issued prior to mobilization onto District right of way. The notice's date starts the time clock for the construction performance period.
- c. Preliminary Notices: Subcontractors will submit these to maintain their lien rights for work performed on the property. Legally, contractors cannot lien public property, however subs can file claim against the District and are entitled to fair payment. Accordingly, all preliminary notices should be logged in for later use. (see "release of retention" below)
- d. Construction Observation: The Department representative assures that a daily construction progress log is kept that includes activities, key conversations and the weather conditions. Inspections should be scheduled promptly. It is often best to spend extra observation / testing effort at the start of any specific activity. The Contractor's work force then understands what quality is acceptable.
- e. Pay Requests: On a monthly basis the Department representative should estimate the degree of completion (or units) that is expected to be complete by the 1st of the next month. The bill is then submitted to the Finance Division for each pay cycle. The Department will assure that each bill accurately depicts the status of the construction under contract, showing all change orders, liquidated damages, retainages, etc. The District will retain 5% of the construction cost for each invoice until the project is completed.
- f. Submittals: These should be reviewed and returned promptly. Log and track submittals on an appropriate form. Always have the appropriate O&M staff member review the specific items of mechanical, ~~or~~ electrical, and SCADA equipment that will be operated or periodically maintained by O&M staff.
- g. Record Drawings / Technical Specifciations/O&M Manuals: The Contractor is to keep an active set of drawings with as-built changes marked thereon.

These and ~~three sets of binders containing~~ all approved submittals should be provided during start-up and prior to issuing the Notice of Completion.

- h. The General Manager is authorized to approve change orders in accordance with the District's Procurement Policy.
- h. Notice of Completion: ~~Department A District~~ representative shall complete ~~our the~~ standard form and file a copy with the County Recorder's Office. The date of recordation starts a 35 -calendar-day period for release of undisputed retention. It also starts a minimum 1-year period in which the performance bond remains in effect to secure the contractor's warranties.
- i. Release of Retention: The contractor shall be required to submit Unconditional Waivers from each subcontractor that filed a preliminary notice. If there are any missing or if conditional waivers are submitted, contact the subs, ascertain the amount owed and request written authorization to release retention from the Payment Bond Surety.

ATTACHMENT C

ENGINEERING PROJECTS ADMINISTRATION POLICY

Effective April 9, 2025

POLICY GOALS

To the extent possible:

- A. Obtain the long-term best value for the public's resources.
- B. Adhere to an objective decision-making process utilizing documented procedures.
- C. Provide fair competition for District work.

DESIGN

A. In designing improvements, attempt to achieve the following objectives:

The features designed should:

- 1) Be safe to construct and operate;
- 2) Achieve the highest economy;
- 3) Provide maximum operational simplicity and flexibility;
- 4) Utilize redundancy where appropriate;
- 5) Utilize industry standards where appropriate; and
- 6) Incorporate those components for which service and parts may be expected to remain readily available in the future.

B. The engineering staff holds primary responsibility for design work. Depending on the size and complexity of the project, design should be performed in-house when practical and applicable. Utilize external professional services and design consultants when project schedule, scale, or scope exceeds in-house capabilities. The use of outside consultants is encouraged for the design or peer-review of specialty components (e.g., electrical, geotechnical, structural, or mechanical disciplines).

C. Engineering Drawings should be plotted on either "11x17" or "24x36" sheets as appropriate for the specific project. Final Record Drawings and Project Specifications are logged and filed in the central Engineering Department files (both electronic and hard copies). Digital copies of supporting documentation, including reports, calculations, specs, permits, survey data, approved submittals, etc., should be organized and maintained, in appropriately labeled folders, and filed in the Engineering Department.

CONSULTANT SELECTION

A. On-Call Services

An on-call services agreement may be used for projects that are

- Up to \$100,000 for a single task **AND**
- Less than 6 months in duration **AND**
- Time critical

The Engineering department accepts proposals from qualified firms to be included in the District's list of on-call services firms every 5 years. Priorities shall be given to qualified firms with local presence (within radius of approximately 250 miles from the District Headquarters) and

responsive and experienced staff. The proposals shall be evaluated based on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Upon inclusion in the list, the District will execute a contract with the firm which specifies rates and other terms and conditions of engagement. At the time on-call services are to be utilized, District staff selects a firm from this list and initiates a task order for the needed work. The department must document the reason that on-call services are needed. A firm may be used more than once per fiscal year for on-call services, but the total amount of work ordered under on-call services must be limited to \$250,000 cumulative per firm per fiscal year.

B. Qualification Based Selections

Qualification Based Selections will be used for projects that are

- Over \$100,000 **OR**
- Greater than 6 months in duration **OR**
- Construction management projects

For larger one-time capital projects (with Engineering Fees expected to be greater than \$100,000), specialized studies and similar matters, consultants should go through a process known as Qualification Based Selection (QBS).

The QBS process is accomplished through the following steps:

1. Prepare a detailed "Request for Proposals" and transmit to a list of firms with relevant qualifications or use a digital purchasing platform to advertise the RFP. The RFP may request the proposers include their fee schedules, proposed total hours, and the fee for the proposed services in their proposals.
2. Establish a selection panel consisting of representatives from various District departments as appropriate and relevant to the scope of the project. Additionally, external parties (e.g., consultants, other agencies) may be invited to participate in the selection process as panelists if needed. These individuals should have no financial interest in the outcome of the selection and should be willing to sign a non-collusion affidavit.
3. Create a rating table prior to the receipt of proposals in which specific responses are to be graded with appropriate weighting factors. All rating tables shall be maintained in appropriately labeled files and filed in the Engineering Department. **DO NOT SHARE THE FINAL TABLE WITH ANYONE OUTSIDE THE SELECTION PANEL.** Each selection panel member rates each proposal's merits on the rating table. The weighting factors are multiplied and the products summed to yield ranking values, which are then compared.
4. Consider using the following criteria for selecting the qualified proposers: Specialized experience and technical competence of the proposer, the proposer's familiarity with types of problems applicable to the project or project understanding, past performance on District projects, or other governmental agencies, including the project completion within budget and on schedule, the proposer's project team's expertise and qualifications to perform the work, the proposer's financial responsibility, level of efforts and fee proposal for the proposed services, the proposer's litigation history against public entities or agencies, the proposer's history with terminations for cause and without cause, and other key factors as appropriate for the type of service.
5. The rankings provided by the selection panel will be used to determine the top 2 to 4 proposers qualified to perform the work. If deemed necessary by the panel, the selected

top 2 to 4 firms are interviewed by the panel. A second table will be used for rating and ranking interview responses and all interview rating tables shall be maintained in appropriately labeled folders by the Engineering Department.

6. Begin negotiation for a professional services agreement with the highest ranked firm. If agreement is not reached, begin negotiations with the second highest ranked firm and so on.
7. Proposals received from interested consultants are subject to disclosure pursuant to the California Public Records Act (CPRA), unless specifically exempt under applicable law.

PROFESSIONAL SERVICES AGREEMENT

A standardized legal counsel-reviewed agreement shall be utilized. There are three templates available for use, including time and materials, fixed prices, , and on-call services.

The standard agreements are created in-house and reviewed and approved by the District's Legal Counsel. Once updated or finalized by the Counsel, should not be modified without additional legal review of the proposed change(s). This standard is used for all professional services, including engineering design services. The use of a consistent format for administering services greatly simplifies the administration of multiple contracts.

Each specific agreement requires modification to the firm's name, address and type of business, the District's contact person, the not-to-exceed cap as well as to the four attached exhibits. These exhibits generally detail the scope of services (Exhibit A), the fee schedule(s) to be used (Exhibit B), the time of delivery schedule(s) (Exhibit C), and insurance requirements (Exhibit D). However, the District may add or modify the exhibits of any agreement based on the circumstances and services being procured as applicable.

Legal Counsel has confirmed that the language in the templates conforms to California law. Changes to the templates may be approved by the General Manager and, when necessary, reviewed by legal counsel.

Administration of professional service agreements includes checking that each billing shows the actual hours worked by each class of consultant as well as division of incidental costs in compliance with Exhibit B. A description of work performed shall be provided for each billing to match with the actual hours worked. United's project administrator should also track overall time and costs relative to the schedule provided in Exhibit C.

Consultants shall not exceed the not-to-exceed amount in a contract without the District's prior written approval. In the event a Consultant anticipates that it will exceed the not-to-exceed amount in a contract, such consultant shall be required to provide advance written notice to the District as soon as is practical and applicable. Consultants who anticipate exceeding the not-to-exceed amount in the contract must inform the project administrator and submit written requests for extra compensation. Clear justification for the expense should be included. The District has full discretion to approve/disapprove such requests. Approval authority will be determined by the total contract value including amendments.

EQUIPMENT SUPPLY CONTRACTS

When purchasing major equipment, proposals rather than bids are solicited from potential suppliers. The proposals are then ranked according to predetermined criteria. Typical ranking criteria include cost, operability, durability, efficiency, schedule of delivery, ease of installation, availability of parts and location of fabrication / assembly.

The District has a form for Request for Quotations for the purchase of equipment over \$40,000. This form will be used to the extent possible.

CONSTRUCTION CONTRACTS

The District's standard construction contract for the appropriate project delivery method shall be used for jobs exceeding \$100,000.

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of any audit requirement.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

CONSTRUCTION ADMINISTRATION

A. The District goals in Construction Management (CM) are as follows:

1. Complete a safe, accident-free project.
2. Acquire the quality required by the design.
3. Eliminate cost increases.
4. Complete work in a timely manner.

Water conservation districts, such as United, are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. The District reserves the right to determine whether to seek competitive bids for public works projects or, in its discretion, the District may decide to utilize alternative project delivery methods in accordance with this policy if such delivery methods are in the best interest of the District. Alternative project delivery methods considered by the District include but are not limited to:

- Fixed-Price Design-Build
- Progressive Design-Build
- Construction Manager at Risk or Construction Manager/General Contractor

B. The general sequence of construction project administration is listed below. For awarding to lowest responsible and responsive bidder see item No.2 below, if awarding using best value selection and/or implementing alternative project delivery methods see items No.4 and No.5:

1. Prequalification: The District, in its discretion, may pre-qualify contractors that wish to bid on specific public works projects subject to all applicable rules and regulations.
2. If Awarding to Lowest Responsible and Responsive Bidder:

- a. Advertise: Draft Notice for publication on the District website at www.unitedwater.org. The District may also choose to advertise for bids and proposals on third-party bid solicitation platforms such as Bidnet Direct.
- b. Bid Package Distribution: The bid or proposal package is available for download on the District website or third-party bid solicitation platform at no cost.
- c. Addenda Issuance: Make sure each set of planholders receives all addenda. Addenda shall be issued electronically, and confirmation of receipt will be requested and required.
- d. Public Bid Opening: Bids will be opened at the date and time specified in the bid documents at the District Headquarters. The bid documents will specify whether bids are to be submitted online using a third-party bid solicitation platform or at the District Headquarters. The District reserves the right to reject any and all bids received and to waive any irregularities in any bid and the bid process.
 - i. Engineer's Estimate: If the lowest bids are more than 15% above or below estimate, ascertain the reasons for the discrepancy and include in the staff recommendation for the Board's decision.
 - ii. Bid reading: Open each bid, scan for completeness, state and log the bidder's names and the appropriate bid amount(s).
 - iii. Bid Bonds: Must be attached. Declare the presence of the bond during the opening.
 - iv. Bid Information / Subcontractor listing: This can be verbally shared with the other bidders after opening all bids. Copies of bid documents, not including information that is protected or otherwise precluded from disclosure, are provided should they be requested in writing.
 - v. Apparent Low Bid: Always refers to the bidder with the lowest dollar amount by this term. There may be inconsistencies with the bid package that are not apparent until a detailed review is performed. The lowest responsive and responsible contractor will be determined once the detailed review is complete.
 - vi. Waiver of Irregularities: This is complicated and can have specific timing and wording requirements. Discuss with Legal Counsel.

3. Projects involving critical infrastructure (especially certain features of Santa Felicia Dam) should also include a modified section 1) Notice which references an additional document named, "Confidential and Proprietary Information Protection Agreement" and/or "Electronic Document Transfer Agreement." A template is available for this purpose. This agreement is to be signed by any prospective bidder prior to receiving bid documents containing information of a secure nature. In order to limit the number of copies of secure bid documents, staff may limit the number of bidders on critical infrastructure projects to invited firms.

4. Best Value Procurement: On a case-by-case basis, the District may select construction contractors, design-build entities, or construction managers at-risk, construction manager/general contractor entities, etc. based on a "best value" selection determination that includes specifically stated criteria including but not limited to price, qualifications, life-cycle costs (when applicable), function and past performance. In these cases, the District shall issue RFPs or Notice Inviting Bids, which clearly set forth all the requirements, and state the qualitative factors or criteria, in addition to price, which will also be used to evaluate and rank the proposals/bids as well as the methodology and rating or weighting system that will be used by the District in evaluating bids which shall include the relative importance or weight assigned to each factor/criteria for evaluating the qualifications of bidders. An award, if made, will be to the proposer/bidder providing the best value to the District who receives the highest consensus ranking based on the evaluation criteria set forth in the RFP or Notice Inviting Bid and subject to successful negotiations with the District, as may be applicable. The District, in its discretion, may utilize Best Value Procurement for any project delivery method including alternative project delivery methods and the traditional design-bid-build delivery method. The District let any contract pursuant to this provision to the bidder that represents the best value or else reject all bids.

5. Award / Rejection: Prepare a staff report recommending the Board to authorize the General Manager to execute the construction contract for the amounts specified, or reject all bids/proposals and direct staff to reconsider project specifics.

6. Contract Execution: Receive, review and check dollar amounts and AM Best ratings of all insurance and bond documents. These shall include Payment Bond, Performance Bond, Liability Insurance and Worker's Compensation Insurance as specified in the bid documents. Have the contractor sign the agreement documents and submit for the execution by the General Manager's signature. If implementing alternative project delivery methods, contract execution will follow the District's standard construction agreement for the appropriate project delivery method.

7. Contract Administration

a. Pre-construction Meeting: Create an agenda to include schedule, testing, etc. Take and publish minutes for all parties.

b. Notice to Proceed: There may be one or more Notice to Proceeds (e.g. Administrative, Construction, etc.). The Construction Notice to Proceed must be issued prior to mobilization onto District right of way. The notice's date starts the time clock for the construction performance period.

c. Preliminary Notices: Subcontractors will submit these to maintain their lien rights for work performed on the property. Legally, contractors cannot lien public property, however subs can file claim against the District and are entitled to fair payment. Accordingly, all preliminary notices should be logged in for later use. (see "release of retention" below)

d. Construction Observation: The Department representative assures that a daily construction progress log is kept that includes activities, key conversations and the weather conditions. Inspections should be scheduled promptly. It is often best to spend extra observation / testing effort at the start of any specific activity. The Contractor's work force then understands what quality is acceptable.

- e. Pay Requests: On a monthly basis the Department representative should estimate the degree of completion (or units) that is expected to be complete by the 1st of the next month. The bill is then submitted to the Finance Division for each pay cycle. The Department will assure that each bill accurately depicts the status of the construction under contract, showing all change orders, liquidated damages, retainages, etc. The District will retain 5% of the construction cost for each invoice until the project is completed.
- f. Submittals: These should be reviewed and returned promptly. Log and track submittals on an appropriate form. Always have the appropriate O&M staff member review the specific items of mechanical, electrical, and SCADA equipment that will be operated or periodically maintained by O&M staff.
- g. Record Drawings / Technical Specifications/O&M Manuals: The Contractor is to keep an active set of drawings with as-built changes marked thereon. These and all approved submittals should be provided during start-up and prior to issuing the Notice of Completion.
- h. The General Manager is authorized to approve change orders in accordance with the District's Procurement Policy.
- h. Notice of Completion: A District representative shall complete the standard form and file a copy with the County Recorder's Office. The date of recordation starts a 35 -calendar-day period for release of undisputed retention. It also starts a minimum 1-year period in which the performance bond remains in effect to secure the contractor's warranties.
- i. Release of Retention: The contractor shall be required to submit Unconditional Waivers from each subcontractor that filed a preliminary notice. If there are any missing or if conditional waivers are submitted, contact the subs, ascertain the amount owed and request written authorization to release retention from the Payment Bond Surety.



STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager

From: Craig Morgan, Chief Operations Officer
Nathan Summerville, Senior Engineer

Date: March 26, 2025 (April 3, 2025, meeting)

Agenda Item: 3.2 Authorize the General Manager to sign a Professional Consulting Services Agreement with GEI Consultants, Inc. for Design Consulting Services in Connection with the Freeman Diversion Expansion Project.
Motion

Staff Recommendation:

The Engineering and Operations Committee will consider recommending that the Board of Directors authorize the General Manager to sign a Professional Consulting Services Agreement with GEI Consultants, Inc. (GEI) for design consulting services in connection with the Freeman Diversion Expansion Project (CIP 8001).

Discussion:

The Freeman Fish Passage and Diversion Improvement Project has been identified as a feasible alternative for the Freeman Diversion that would provide environmental and operational benefits in a shorter timeframe and at a reduced cost compared to other alternatives. In November 2024, GEI was contracted to investigate technical feasibility, provide conceptual design, and develop a construction cost estimate for a new alternative that consists of improving and expanding the current fish passage and diversion facility. Northwest Hydraulic Consultants (NHC) was re-tasked under separate contracts to provide conceptual hydraulic analysis and design.

The Freeman Fish Passage and Diversion Improvement Project has five primary goals: 1) improve fish passage compared to the current facility, 2) increase diversion capabilities, 3) reduce construction impacts to fish passage and riparian habitat, 4) reduce construction interruption of water diversions, and 5) reduce construction costs.

The proposed Professional Consulting Services Agreement with GEI would advance the conceptual design to a 30% design level. The scope includes preliminary analysis, design, and drawings; a memorandum documenting design decisions; and development of construction cost, scheduling, and constructability. NHC is included as a subconsultant to GEI and would continue to provide hydraulic design.

Agenda Item: 3.2 Agreement with GEI Consultants, Inc. for Design Consulting Services in Connection with the Freeman Diversion Expansion Project.
Motion

Mission Goal:

This contract meets mission-related Goal A (Water Supply) and Goal C (Regulatory & Environmental Compliance)

Fiscal Impact:

The contract fee is \$966,700 and is included in the Fiscal Year 2024-25 budget for CIP 8001 (421-400-81020-8001-8015).

Attachments:

Attachment A – Proposal from GEI for 30% Design of the Freeman Fish Passage and Diversion Improvement Project.

ATTACHMENT A



March 12, 2025

Consulting
Engineers and
Scientists

Mr. Craig Morgan, P.E.
Chief Operations Officer
United Water Conservation District
1701 N Lombard St, Suite 200
Oxnard, CA 93030

**Subject: Freeman Fish Passage and Diversion Improvement Project – 30% Design
Freeman Diversion, Ventura County, California**

Dear Mr. Morgan:

GEI Consultants, Inc. (GEI) has prepared this scope of services, cost estimate, and schedule for the Freeman Fish Passage and Diversion Improvement Project - 30% Design as requested by United Water Conservation District (UWCD). Our scope is based on discussions between UWCD, GEI, and Northwest Hydraulics Consultants (NHC).

PURPOSE

The purpose of this proposed contract is to advance the conceptual design drawings developed during the feasibility evaluation stage of the Improvement Project to a 30% Design level.

SCOPE OF SERVICES

We propose to divide the scope of work for the Freeman Fish Passage and Diversion Improvement Project – 30% Design into the following tasks:

- Task 1 – Project Management and Coordination
- Task 2 – 30% Analyses and Design
- Task 3 – 30% Design Drawings
- Task 4 – Technical Specifications Table of Contents
- Task 5 – 30% Design Criteria Memorandum
- Task 6 – 30% Opinion of Probable Construction Cost (OPCC), Preliminary Construction Schedule, and Constructability Assessment
- Task 7 – Comment Response Sheet

The scope of work for each of these tasks is described in the sections below.

Task 1 – Project Management and Coordination

This task includes internal coordination and management of the GEI team, contract administration, project controls, progress reporting, and coordination with UWCD, and other UWCD consultants. GEI's project manager will coordinate with UWCD throughout the duration of the work, with assistance as needed from task leads. The following activities are included in this task:

- Management and supervision of the GEI design team.
- Coordination meetings with UWCD and NHC.
- Management, coordination, and evaluation of subconsultant services.
- Management of the project scope, schedule, and budget.
- Progress report included with submittal of monthly invoices.

Coordination and communications with UWCD include a one-hour weekly progress meeting (virtual) to discuss project issues and progress, and one-hour biweekly meetings with NHC.

Task 2 – 30% Analysis and Design

GEI will perform civil, geotechnical, structural, mechanical, and electrical analyses and evaluations to advance the Improvement Project design and plans to a 30% level of completion. The engineering design criteria will be compiled in an updated design criteria memorandum. The study will focus on the improvements to the existing fish ladder to address issues that have been previously identified. Some of the key improvements include:

- Increase attraction flow to meet Agency criteria.
- Meet Agency criteria for operational range of flows.
- Expand turning pools to reduce turbulence in the entrance pool and turning pools.
- Evaluate the potential for an exit gate and include if necessary.
- Add a notch in the diversion structure on the side of the fishway with an Obermeyer type gate.
- Upgrade fish screens.
- Limit in-river work to reduce impact.
- Phase improvement work to be completed in the dry season to reduce impact and cost.

Hydraulic analyses, evaluations, and related layouts will be provided by NHC as GEI's subconsultant. NHC will provide the appropriate sizing and spatial arrangements of the Improvement Project elements to satisfy the hydraulic flow requirements of UWCD and the Agencies.

Task 3 – 30% Design Drawings

GEI will update the concept level plan drawings developed during the feasibility evaluation phase to bring them to a 30% level of completion. Updates will be based on the results of the design development including civil, geotechnical, structural, mechanical, and electrical design. The deliverable will be the 30% design plan set.

Task 4 – Technical Specifications Table of Contents

A table of contents of anticipated technical specifications for construction of the Freeman Fish Passage and Diversion Improvement Project will be developed. Detailed preparation of the technical specifications will be done at the 60% design level.

Task 5 – 30% Design Criteria

GEI will prepare a Design Criteria Memorandum (DCM) for the 30% design level project. A draft 30% DCM will be submitted to UWCD for review, and a final 30% DCM will be prepared addressing UWCD comments.

Task 6 – 30% OPCC and Constructability Assessment

GEI will prepare an OPCC based on the 30% design information. The cost estimated will be generated in accordance with the guidelines established by AACE as a Class 3 equivalent (-20% to +30%) estimate level. The OPCC will be based on our evaluation of the major construction items appropriate to complete the work, and quantity estimates developed from the 30% design drawings.

GEI will also prepare an anticipated construction schedule (Microsoft Project format) based on a preliminary sequence of construction in addition to developing an approximate Project Impact Area sheet.

A draft 30% OPCC, Construction Schedule, and Project Impact Area Sheet will be submitted to UWCD for review and a final version will be prepared to address and incorporate UWCD comments.

The OPCC, Construction Schedule, and Project Impact Area Sheet effort will be supported by Integrated Engineering and Construction (IEC) as GEI's subconsultant.

Task 7 – Comment Response Sheet

GEI will compile comments on the 30% design plan set provided to them by UWCD after review of the 30% design. GEI will prepare a comment response sheet (CRS) to compile the comments and responses. A Draft CRS will be submitted to UWCD for review and finalized to address UWCD comments on GEI's responses.

Our cost estimate for GEI services is based on receiving one round of comments from UWCD for each deliverable. Any changes resulting from UWCD's or regulatory agency's considerations will be incorporated into the next phases of design, as appropriate.

COST ESTIMATE AND SCHEDULE

We developed our cost estimate based on a planned schedule of 16 weeks starting from April 15, 2025, through August 15, 2025. We developed this cost estimate by establishing a detailed list of estimated design drawings based on our prior experience working on this project, identifying design efficiencies that could be applied for the design from prior phases of the project, and formulating a budget to meet this anticipated level of effort within the agreed upon schedule. Our estimated cost to perform the above scope of work is \$966,700 (includes subconsultants' costs). A breakdown of the cost estimate is provided in Attachment A.

PROPOSED SUBCONSULTANTS

As requested by UWCD, GEI will engage NHC as a subconsultant to support the 30% Design effort to provide hydraulic analyses and evaluations including design support. NHC's proposed cost for this effort is included in GEI's cost estimate and a copy of NHC's proposal is included as Attachment B. In addition, GEI plans to engage Frisch Engineering to provide initial electrical design support and IEC to provide support in preparing the OPCC and constructability assessment. Costs for these subconsultants have been included in GEI's cost estimate.

ASSUMPTIONS

The following assumptions were made in developing the scope of work and cost estimate for the 30% design of the Freeman Fish Passage and Diversion Improvement Project:

1. Hydraulic analyses, evaluations, and related layouts will be provided by NHC for the 30% Design to be completed under a subcontract with GEI. NHC will provide GEI with the appropriate sizing and spatial arrangements of the Improvement Project elements to satisfy the hydraulic requirements and address the issues identified by the Agencies.
2. UWCD will provide all available as-built drawings, technical information, and documents for the existing facility.
3. No additional field subsurface explorations will be required for the 30% design of the facilities.
4. No additional survey and topographic mapping will be required for the 30% design of the facilities.
5. All deliverables will be submitted in electronic format.

CLOSING

GEI is looking forward to continuing to assist UWCD with the Freeman Fish Passage and Diversion Improvement Project – 30% Design. Please contact Rich Sanchez or Iqbal Ahmed if you have any questions or comments. Mr. Sanchez can be reached at 916.631.4579; rsanchez@geiconsultants.com or Dr. Ahmed at 818.552-6400; iahmed@geiconsultants.com.

Sincerely,

GEI Consultants, Inc.



Iqbal Ahmed, Ph.D., P.E., G.E.
Project Manager



Richard Sanchez, P.E.
Principal-in-Charge

Attachment A: Cost Estimate Freeman Diversion
Attachment B: Proposal from NHC for 30% Design

\$966,700

ODCs and Expenses include 15% mark-up

Description												Expenses				Total Cost													
	Grade 8	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3	Grade 2	Grade 1	CAD	Admin	Subtotals		Subs	Travel/ Mileage	ODCs and Other Expenses (hotel + perdiem)		Subtotal												
	\$370 /hr	\$331 /hr	\$278 /hr	\$244 /hr	\$207 /hr	\$184 /hr	\$168 /hr	\$153 /hr	\$184 /hr	\$137 /hr	Hrs	Cost																	
TASK 1 PROJECT MANAGEMENT																													
Coordination and Management	48			60							108	\$32,400				\$0	\$32,400												
Meetings	60		60	64							184	\$54,496				\$0	\$54,496												
Progress reports	4				4						8	\$2,308				\$0	\$2,308												
QA/QC Management	4	20									24	\$8,100				\$0	\$8,100												
Technical Advisor		8									8	\$2,648				\$0	\$2,648												
Administrative Support										24	24	\$3,288				\$0	\$3,288												
	Task Totals											116	28	60	124	4	0	0	0	0	24	356	\$103,200	\$0	\$0	\$0	\$0	\$103,200	
TASK 2 30% ANALYSES AND DESIGN																													
Civil	4		60								64	\$18,160				\$0	\$18,160												
Structural	4	40		80	120						244	\$59,080				\$0	\$59,080												
Geotechnical and geological	4	16		20	60						100	\$24,076				\$0	\$24,076												
Mechanical design	4	80									84	\$27,960				\$0	\$27,960												
Electrical -Tom Frisch Engineers	4										4	\$1,480	\$5,000		\$5,750	\$7,230													
Hydraulic Design-NHC											0	\$0	\$340,000		\$391,000	\$391,000													
	Task Totals											20	136	60	100	180	0	0	0	0	0	496	\$130,800	\$345,000	\$0	\$0	\$0	\$396,750	\$527,500
TASK 3 30% DESIGN DRAWINGS																													
Civil	20		80		40				100		240	\$56,320				\$0	\$56,320												
Structural	20	100		100					200		420	\$101,700				\$0	\$101,700												
Mechanical	20	100							80		200	\$55,220				\$0	\$55,220												
Electrical	4								10		14	\$3,320				\$0	\$3,320												
	Task Totals											64	200	80	100	40	0	0	0	390	0	874	\$216,600	\$0	\$0	\$0	\$0	\$216,600	
TASK 4 TECHNICAL SPECIFICATIONS TABLE OF CONTENTS																													
Table of contents of anticipated technical specifications	4	8			16					4	32	\$7,988				\$0	\$7,988												
	Task Totals											4	8	0	0	16	0	0	0	0	4	32	\$8,000	\$0	\$0	\$0	\$8,000		
TASK 5 30% DESIGN CRITERIA																													
Draft Technical Memorandum	4	20	10	10	40				10	10	104	\$24,810				\$0	\$24,810												
Final Technical Memorandum	4	12	8	8	10				6	6	54	\$13,624				\$0	\$13,624												
	Task Totals											8	32	18	18	50	0	0	0	16	16	158	\$38,400	\$0	\$0	\$0	\$38,400		
TASK 6 30% OPCC AND CONSTRUCTABILITY ASSESMENT																													
Draft OPCC, Construction Schedule, and Project Impact Area Sheet	4	48			52				20		124	\$31,812				\$0	\$31,812												
Final OPCC, Construction Schedule, and Project Impact Area Sheet	4	8			10				10		32	\$8,038				\$0	\$8,038												
Cost Estimate Support-Subconsultant IEC											0	\$0	\$10,000		\$11,500	\$11,500													
	Task Totals											8	56	0	0	62	0	0	0	30	0	156	\$39,900	\$10,000	\$0	\$0	\$11,500	\$51,400	
TASK 7 COMMENT RESPONSE SHEET																													
Comment response sheet	4	20	10	10	40						84	\$21,600				\$0	\$21,600												
	Task Totals											4	20	10	10	40	0	0	0	0	0	84	\$21,600	\$0	\$0	\$0	\$0	\$21,600	
	PROJECT TOTALS											224	480	228	352	392	0	0	0	436	44	2,156	\$558,500	\$355,000	\$0	\$0	\$0	\$408,250	\$966,700



NHC Ref. No. 5008463
12 March 2025

United Water Conservation District

1701 Lombard Street
Oxnard, CA 93030

Attention: **Craig Morgan, P.E.** Chief Operations Officer
Nathan Summerville, P.E. Senior Engineer
Rich Sanchez, P.E. Senior Vice President
Iqbal Ahmed Ph.D, P.E Senior Project Manager

Via email: craigm@unitedwater.org
nathans@unitedwater.org
rsanchez@geiconsultants.com
iahmed@geiconsultants.com

Subject: Freeman Diversion Improvement Design DDR and 30% Design Plans

Northwest Hydraulic Consultants (NHC) has provided support to United Water Conservation District (United) through several phases of work on the Freeman Diversion. This has included work on the Hardened Ramp up through development of the 100% hydraulic designs for the Hardened Ramp concept (February 2023) and hydraulic support for the 90% Design phase being led by GEI. NHC also recently provided a review of the geomorphic processes in the system to support the potential adjustment of the downstream ramp invert elevation (2024). NHC is currently performing the initial hydraulic and fisheries work on the Diversion Optimization Design. This concept, developed by United, updates and optimizes the existing Denil Fish Ladder system while also expanding the intake auxiliary water system (aux water) capacities while allowing to increase diversion flows up to 750 cfs. The initial work has included development of the concept layout to support a feasibility assessment of the design (GEI) while refining the hydraulic details of the design to improve facilities operations and functionality.

This task order will provide additional funding for NHC to advance the hydraulic and fisheries concept to the 30% Design Level. NHC's work will support GEI's larger 30% design plan set and cost submittal.

The services to be provided can be described to some degree at present but will be adapted depending on the needs identified by United and GEI moving forward. The work will be coordinated in regular meetings. A description of work tasks and budgets to support the expected level of effort are provided below.

TASKS

NHC has identified six primary tasks for completion of the work described below.

Task 1: In-River and Sediment Analysis

In this task NHC will provide hydraulic and geomorphic analysis support the development of the full plan set. NHC has developed HEC-RAS 2D models for the larger river system (Hardened Ramp) and the intake (feasibility) that can be updated and utilized for the analysis.

Work on this task may include:

- 2D modeling and analysis of the river and diversion facilities during typical operational flows to determine flow splits, velocities, water levels and head losses through the system for the increased diversion capacity of 750 cfs.
- Analysis of the 100-year flood event to develop design water levels for use by GEI in estimating flood protection features and riprap sizes.
- Review of the design for adaptability to variation in tailwater and changing geomorphic conditions.
- Hydraulic support to GEI in sizing the Diversion Crest Gates, Approach Channel and Training Wall.
- A review of sedimentation issues/areas of concern for the design. Previous work and experience at the site will be leveraged where applicable to understand potential performance.
- Potential impacts on the design due to upstream channel variability will be modeled (2D) and discussed, including any potential recommendations for analysis/in-stream features for future design phases.
- Review of hydraulic impacts to the flushing channel operation and design, the current plan is to keep in place as is.

Assumptions: NHC will utilize the existing 2D models to assess the reach wide and local conditions. No changes will be made to the hydrology and only modifications to structures/channel topography of the models. Tailwater review will utilize previous work done in the Geomorphic Assessment (2024) and data collected over varying conditions in 2023 and 2024. No sediment management features (desander, internal sluicing, etc.) will be analyzed at this stage of the analysis. It is assumed that there will be no physical modeling as part of this phase of work. Support for crest gate and training wall development will be done using a 2D model, assuming up to 3 iterations of crest gates/approach channel and up to 3 flow rates, results will be provided from RAS Mapper.

Task 2: Intake, Aux Water and Operations Designs

A preliminary intake design and aux water layout was developed in collaboration with United and GEI. The preliminary intake design has a diversion capacity of 750 cfs with a bypass flow of up to 5% (38 cfs) and up to 180 cfs attraction flow through the fish ladder and aux water. This task will include analysis and refinements to this concept to bring it to 30% design.

Work on this task may include:

- Description of the proposed trash rack and fish screens, including hydraulic impacts.
- Refined hydraulic modeling of the intake for flows up to the diversion capacity of 750cfs.
- Hydraulic modeling and assessment of sweeping and approach velocity profiles along the aux water fish screens.
- Design and Hydraulic Analysis of the Aux Water System. This will expand upon the concept outlined to include the general sizing of the screens, hydraulics of the water through the energy dissipation structures and into the Denil as well as for the bypass flows.
- Refinement of the bypass pipe hydraulics for the Aux Water.
- A description of potential operation conditions up to 750 cfs diversion flows showing schematics of expected hydraulic profiles for up to five typical conditions from the forebay through to the diversion canal.

Assumptions: A 2D intake model will be developed that includes the Aux Water fish screens and will be run for up to 5 operational conditions (discharge and screen elevation). A new 1D/2D model will be developed for the Aux Water system. The existing 1D modeling will be utilized for the bypass hydraulics. There may be some overlap between the models developed in this task and the next.

Task 3: Fish Passage Designs

The NHC team has developed a concept for an optimized Denil fish ladder on the existing footprint along with a preliminary bypass pipe system and fish evaluation facility. This has been analyzed from a feasibility perspective. In this task the designs will advance to the 30% level. The fish passage designs are based on a maximum river flow rate of 1800 cfs and with an attraction flow rate of 10%, to be split through the Fish Ladder and Aux Water.

Work on this task may include:

- Design and Hydraulic Analysis of the Denil Fish Ladder. A preliminary concept has been outlined, this will be advanced further to include plans and typical sections including additional hydraulic modeling of the concept where necessary.

- Analysis of the fish ladder entrance pool conditions and preliminary design of the openings. This will include hydraulic modeling to replicate the conditions for varying Denil and Aux Water flow rates. Plots of expected velocities, depths and flow patterns will be provided. This modeling will need to include a portion of the river/tailrace conditions.
- Primary Fish Screens Hydraulics, including sweeping and approach velocity profiles will be analyzed using a 2D model.
- Hydraulics of bypass system including to the fish evaluation station. General 1D model with supplementary CFD model where needed (drop box from tilting weir to bypass pipes, junctions and/or bifurcations)
- Review of how the fish passage design meets known NMFS and CDFW criteria.
- Preliminary extents and hydraulics for the fish evaluation station.
- Outline potential concepts for the bypass outfall.

Assumptions: New models/analysis will need to be developed for the intake, fish ladder and entrance pool conditions. The existing 1D model will be refined for the bypass system. This scope does not include coordination with agencies (CDFW/NMFS) or any analysis or modification of the concepts if they review the DDR and 30% Design Plan Submittal. Time is included for one response to comments letter if required. It is assumed that any interfacing with regulating agencies will take place with the submittal of the 30% Drawings.

Task 4: Development Design Report (DDR) and 30% Design Plans

A Development Design Report (DDR) will be prepared to document the hydraulic design and relevant features. Work completed in Tasks 1-3 will be summarized in the DDR. The report will include a description of how the proposed design would work hydraulically through a range of operations for both diversions and fisheries. Performance relative to fish passage criteria will be documented where available. Sedimentation and upstream in-river training works will not be examined in detail at this phase of design.

NHC will provide the concepts for the hydraulic related components for the design to GEI as they are developed. NHC will provide hydraulic related components of the design plans to a 30 percent level. This will include a layout of all proposed features, sizing of all hydraulic elements and cross-sections. Details will be included for key features such as the typical Denil fishway cross-sections, fish screens, evaluation station and gate configurations.

Assumptions: It is assumed that the 30% concept will be a refinement and further development of the work done at the concept level without any major changes. It is assumed that NHC will provide input on up to 8 sheets. This task assumes two draft versions of the DDR. The DDR will use similar structure to previous documentation for United. The first draft of the DDR will be provided to GEI, those comments will be addressed prior to the initial draft to United. NHC will then provide a final version addressing United concepts. NHC will address

one set of comments/questions on the plan features from GEI. NHC will address one set of United comments on the concepts NHC developed that were incorporated into the larger drawing set by GEI.

Task 5: Meetings, Support and Coordination

NHC has allocated time for coordination with the design team on concepts as well as regular interactions and meetings with GEI and United to coordinate on the project. This scope does not include additional time for any hearings or additional related items.

Assumptions: This subtask includes meetings to discuss the design with GEI and United. This scope assumes up to up to 8 meetings with both GEI and United, and weekly up to 15 total with GEI.

Task 6: Legal and As-Directed Support Tasks

The needs for the project may change over time. This item provides NHC a way to address hydraulics items and requests from United or GEI that may come up as part of the project or supporting the legal work that were unforeseen.

Assumptions: Requests will come from GEI or United. NHC will assess if funds are available before completing the work. The use of these funds will be summarized in the monthly progress reports. Depending on the request, additional budget may be required, this will be requested prior to doing the task.

SCHEDULE

It is assumed that work will start after board approval in April and extend through submittal of the draft report and plans in alignment with GEI's schedule. The schedule for other individual tasks and activities within tasks will be coordinated with United and GEI as the work proceeds. The work will conclude with the submittal of the final 30% plans by GEI.

BUDGET

The costs for the tasks outlined above were estimated based on the expected level of effort for design and analysis of potential solutions that are presently anticipated. Depending on initial development and review of potential solutions with GEI and United team, cost allocations may need to be shifted between tasks. The hourly rates will be based on our 2025 Table.

A cost breakdown by task is given below.

#	Task	Budget
1	In-River and Sediment Analysis	\$52K
2	Intake, Aux Water and Operations	\$54K
3	Fish Passage Designs	\$80K
4	Development Design Report (DDR) and 30% Hydraulic Plans	\$86K
5	Meetings, Support and Coordination	\$43K
6	Legal Support and As-Directed	\$25K
	Amount Requested	\$340K

CLOSURE

We hope the approach outlined above and the estimated schedule meets your needs for contracting purposes. Please call or email with any questions or comments.

Sincerely,

Northwest Hydraulic Consultants Inc.



Brady McDaniel, P.E.
Principal



Barry Chilibeck, P Eng
Principal

STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager

From: Robert J. Richardson, Engineering Manager

Date: March 26, 2025 (April 3, 2025, meeting)

Agenda Item: 4.1 Engineering Department Monthly Report
Information item

Staff Recommendation:

Receive this summary report from the Engineering Department regarding its activities for the end of February through mid-March 2025. Please refer to the end of the report for a list of acronyms.

Discussion:

1. Santa Felicia Dam Safety Improvement Project

- FERC General Compliance
 - March 6 – Staff participated in the Annual USFS Consultation Meeting led by ESD.
 - March 19 – Adrian Quiroz and Tony Huynh met with Candy Campbell from the Oxnard Fire Department to review the Santa Felicia Dam Emergency Action Plan (see **Figure 1**).
- Outlet Works Improvement Project
 - February 19 – Staff received a time extension from FERC to submit the New Release Channel Boring Geotechnical Data Report by April 15, 2025.
 - February 25 – Staff conducted a workshop with the UWCD's Control Systems Staff and GEI to discuss the location of the proposed Communications Tower.
 - March 5 – Staff received the draft Geotechnical Investigation Report for the New Release Channel Borings from Stantec.
 - March 12 – FERC accepted the Lake Piru Reservoir Drawdown Contingency Plan, which is an IRRM.
 - March 13 – Staff conducted a Final Design Progress Review Workshop with GEI.
 - March 14 – Staff received final design progress set drawings.

4.1 Engineering Department Monthly Report Information Item

- March 21 – Responses to FERC’s February 19 comments on the Design PFMA Report were e-filed with FERC.
- Spillway Improvement Project
 - 90% design documents are currently being prepared by GEI Consultants, Inc., and are on track to be submitted to FERC, DSOD, and the BOC as part of the BOC Meeting No.10 pre-meeting packet no later than May 5, 2025.
- Grants: See the Grants section as part of this report.

2. Lake Piru Recreation Area FIP

- Lake Piru Asphalt
 - February 27 – Staff conducted a site visit at LPRA to survey distressed asphalt areas, including the Marina Bathroom road, the road South of the Ranger office connecting the Upper Marina and Piru Canyon Road, and the road to the Marina.
- Lake Piru Campground and Recreation Area Renovations
 - February 28-March 6 – Engineering and O&M staff continued to develop the OMMP for Lake Piru WTP. The OMMP is due May 1, 2025.
 - February 28 - Staff held a meeting with the Gordian Group and MDJ for a Demo, Pad Preparation, and Installation proposal for restroom replacements.
 - March 4 – Staff held a meeting with Stantec to discuss the LRPA WTP next steps.
 - March 12 – Staff held a meeting with Romtec to discuss a proposal for restroom replacements.
 - March 14 – Staff held a meeting with Rincon and ESD staff to discuss CEQA documentation for the LPRA Improvement Project.
- Grants: See the Grants section as part of this report.

3. Freeman Diversion Expansion

- March 14 – Staff received a proposal for the 30% design of the Freeman Fish Passage and Diversion Improvement Project Alternative. Please see the Motion Item related to this topic.
- Please see the Monthly Environmental Services Department Report for updates on the Project’s environmental compliance and permitting process.

4. Freeman Conveyance System Upgrade – Freeman to Ferro

- Inverted Siphon Replacement
 - March 3 – NHC completed record drawings, which were transmitted to DWR as required by the Flood Diversion and Recharge Enhancement Agreement.
- Three Barrel Culvert Replacement

4.1 Engineering Department Monthly Report Information Item

- No major updates to report.
 - Vineyard Avenue Crossing
 - March 14 – HDR started the online submittal of the encroachment permit to Caltrans.
 - Please see the Monthly Environmental Services Department Report for updates on the Project's environmental compliance and permitting process.
5. SWP Interconnection Pipeline Project
- No major updates to report.
6. OH Well 14 Energy Efficiency Upgrade
- March 4 – Amendment No. 1 to the agreement with MNS Engineers, Inc. for providing a no-cost time extension to the professional consulting services for design services was executed by the General Manager.
 - March 7 – Staff provided comments on PDR to MNS Engineers, Inc. for the design of the discharge line for Well 14.
7. Iron and Manganese Treatment Facility
- February 26, March 11 – Staff conducted a coordination meeting for the one-year anniversary of the Washwater Recovery Tank with O&M. Staff discussed potential options for the disposal of solids (waste hauler disposal, construction of temporary evaporation ponds, and a connection to the County sewer).
 - March 4 – Staff held a coordination call with Rincon Consultants and Waste Management regarding regulatory requirements for waste disposal associated with solids in the Washwater Recovery Tank
8. OHP Gas Booster Replacement Project
- March 10 – Staff held a meeting with Beacon West Inc. to discuss three proposed alternatives for gas booster replacement.
9. Rice Avenue Grade Separation Project and Impact on PTP
- February 28 – Staff, in coordination with O&M, gathered photo/video documentation of the Well No. 4 site condition pre-construction.
10. PTP Metering Improvement Project
- No major updates to report.
11. PTP Recycled Water Connection – Laguna Road Pipeline Project
- February 24 through March 14 – Worked on eastern section of 24-inch PVC mainline including tees, BFV, 12-inch turnouts, check valve vault, meter vault, gate valve, and blow-offs in VCWPD property and intersection of Wood and Laguna

4.1 **Engineering Department Monthly Report** **Information Item**

Road. Work included excavation in and around a storm drain and 4-inch gas line at the intersection of Wood and Laguna Road (see **Figure 2 and Figure 3**).

- March 4 – West side PVC main line pressure testing completed with passing results.
- March 14 - East side PVC main line pressure testing completed with passing results.
- March 15-18 – West side and east side HDPE/PVC connections made and pressure tested.
- March 17-18 – Dewatering of the PTP 16-inch lateral and the final west (PTP) and east (PVCWD) connections were made.

12. **Recycled Water Planning**

- February 24 – Staff held a meeting with PVCWD to discuss the Recycled Water Delivery agreement. Staff discussed a potential short-term agreement for operational testing that would involve the Oxnard recycled water pass-through rate plus PVCWD's operational cost.
- March 5, 10, 17 – Staff prepared the draft PVCWD-UWCD short-term recycled water delivery agreement. PVCWD and UWCD met to review the draft short-term recycled water delivery agreement, which was sent to both parties' legal counsel for review.
- March 10 – Staff held an informational meeting with SoCal Water Pro to discuss potential Cross Connection Control Plan solutions.
- March 19 – Staff met with City of Oxnard staff to discuss the progress of the Title 22 California Code of Regulations report. At a minimum, the PTP system as a recycled water end-user must be included in the City's Title 22 California Code of Regulations report.

13. **Extraction Barrier and Brackish Water Treatment Project**

- Staff reviewed 30% design plans for the pipeline and discharge facility prepared by the design engineer (K/J).
- March 3 – Staff prepared Phase 1 and 2 cost projections for the March 6, 2025 RDP meeting.
- March 6 – Staff held the monthly United/Navy Monthly Progress Meeting No. 49. Discussions included the succeeding license agreement, public outreach, SWRCB Prop 1 GWGP R3 grant TAC, the OLDCC DCIP letter of support, the outgrant easement legal description and plat, new Navy cadastral requirements, 30% design status, potholing waste management, and the power study RFI.
- March 12 – Change Order No. 3 to the Construction Agreement with ABC Livoin Dilling was executed by the General Manager for a total credit of \$507,262.15.
- March 14 – The Notice of Completion for Phase 1 Monitoring Wells was recorded at the Ventura County Recorder's Office.

4.1 **Engineering Department Monthly Report** **Information Item**

- CEQA/NEPA/Permits: Please see the Monthly Environmental Services Department Report for updates on the Project's environmental compliance and permitting process.
- Grants: See the Grants section as part of this report.

14. Asset Management/ CMMS System

- March 13 – Engineering staff conducted an Asset Management workshop with O&M staff. The morning session introduced industry best practices for Asset Management. The afternoon session included discussions of asset definition, naming conventions, and work scheduling. The outcome of the meeting will be a data management plan and standard that will assist in building the foundation of a Computerized Maintenance Management System and Asset Management Decision Support System that the District is implementing as part of CIP 8041 (see **Figure 4**).

15. Grants:

- February 27 – Staff conducted an SLCGP Implementation Meeting.
- March 4 – UWCD and RDP held a Washington DC trip preparation meeting.
- March 5 – Staff attended a Grant and Legislative Updates meeting.
- March 6 – Staff attended a LWCF Grant funding opportunity meeting.
- March 7 – Staff attended the ACWA State Legislative Committee meeting.
- March 10 – Staff attended an RDP Fly-In planning session with Foley & Lardner.
- March 10 – Staff attended an EBB RDP White Paper meeting.
- March 12 – Staff attended an LWCF meeting with California State Parks.
- March 13 – Staff prepared an SLCGP implementation package submittal.

16. Professional Development (Trainings, Conferences, Tours)

- February 27 – Staff participated in Valley Fever Training at the Monthly Safety Meeting.
- March 13 – Engineering and O&M Staff attended an Asset Management Workshop conducted by HDR.

17. Current and Upcoming Public Outreach Activities

- March 6 – Maryam Bral and Robert Richardson attended the RDP Regular meeting. Captain Angel L. Santiago from Naval Construction Group One presented a "Pacific Naval Construction Force (Seabee) Update."
- March 12 - Maryam Bral and Kaili Taniguchi attended the Women in Ag Mixer organized by CoLAB.

4.1 Engineering Department Monthly Report Information Item

- March 14 – Chris Coppinger gave a presentation using slides prepared for the 2025 CalDesal Annual Conference at the Groundwater Resources Association of California (Central Coast Branch) meeting.
- Adrian Quiroz and Tony Huynh (**Figure 4**) met with Candy Campbell (Oxnard Fire Department Emergency Services Manager) to review the Santa Felicia Dam Emergency Action Plan on March 19, 2025
- March 20 - Chris Coppinger and Robert Richardson attended the Seawater Intrusion Extraction Barrier working group meeting.
- March 28 - Maryam Bral attended the Farm Bureau of Ventura County TGIF BBQ.

4.1 Engineering Department Monthly Report Information Item



Figure 1 - Adrian Quiroz and Tony Huynh met with Candy Campbell (Oxnard Fire Department Emergency Services Manager) to review the Santa Felicia Dam Emergency Plan on March 19, 2025



Figure 2 - Slurry backfill around meter and check valve vaults on March 10, 2025

4.1 Engineering Department Monthly Report Information Item



Figure 3 - 4-inch blow-off installation leading to VCWPD property on March 10, 2025



Figure 4 - Asset Management Workshop hosted by HDR with Engineering and O&M Staff on March 13, 2025

**4.1 Engineering Department Monthly Report
Information Item**

Acronym Index

Acronym	Definition
ACWA	Association of California Water Agencies
BFV	Butterfly Valve
CEQA	California Environmental Quality Act
CoLAB	Ventura County Coalition of Labor, Agriculture, and Business
DCIP	Defense Community Infrastructure Program
EBB	Extraction Barrier and Brackish
ESD	Environmental Services Department
FERC	Federal Regulatory Commission
GEI	GEI Consultants
GWGP	Groundwater Grant Program
HDPE	High-density polyethylene
HDR	HDR Consultants, Inc.
IRRM	Interim Risk Reduction Measure
K/J	Kennedy Jenks Consultants
LPRA	Lake Piru Recreation Area
LWCF	Land and Water Conservation Fund
MNS	MNS Engineers, Inc.
NEPA	National Environmental Policy Act
NHC	Northwest Hydraulic Consultants
O&M	Operations and Maintenance
OLDCC	Office of Local Defense and Community Cooperation
PDR	Preliminary Design Review
PFMA	Potential Failure Mode Analysis
PTP	Pumping Trough Pipeline
PVC	Polyvinyl Chloride
PVCWD	Pleasant Valley County Water District
RDP	Regional Defense Partnership
SLCGP	State and Local Cybersecurity Grant Program
TAC	Technical Advisory Committee
USFS	United States Forest Service
VCWPD	Ventura County Watershed Protection District
WTP	Water Treatment Plant



STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager
Anthony A. Emmert, Assistant General Manager

From: Marissa Caringella, Environmental Services Manager

Date: March 20, 2025 (April 3, 2025, meeting)

Agenda Item: 4.2 Environmental Services Department Monthly Report
Information Item

Staff Recommendation:

Review this staff report from Environmental Services Department staff regarding its activities for the month of March 2025.

Discussion:

1. Santa Felicia Project Operations and Federal Energy Regulatory Commission License Support

Santa Felicia Dam Safety Improvement Project

On March 7, 2025, the Federal Energy Regulatory Commission (FERC) issued a Notice of Availability for a National Environmental Policy Act Environmental Assessment (EA) and a request for formal Endangered Species Act Section 7 consultation with the National Marine Fisheries Service (NMFS) for United Water Conservation District's (United) Santa Felicia Dam Safety Improvement Project. Public comments on the EA are due by April 7, 2025, and United will submit comments.

Water Release Plan and Water Release and Ramping Rate Implementation Plan

Under the Water Release Plan and FERC license for the Santa Felicia Project, United is required to make certain water releases from the Santa Felicia Dam for steelhead habitat and migration when specific triggers are met. Triggers for habitat water releases are based on cumulative rainfall within the water year. United evaluates whether the trigger is met on the first day of each month, between January and June. The table below presents trigger criteria for each month and minimum required releases if triggers are met. Each month the trigger is not met, the minimum required habitat water release is seven cubic feet per second (cfs). The trigger is not expected to be met by April 1, 2025. The minimum required habitat water release for the month of April is expected to be seven cfs.

**4.2 Environmental Services Department Monthly Report
Information Item**

Habitat water release trigger date	Trigger criteria (total cumulative precipitation on trigger date)	Minimum required water release if trigger is met	2025 Measured cumulative precipitation	Actual minimum required habitat water release for month
January 1	4.80 inches	15 cfs	0.18 inches	7 cfs
February 1	8.10 inches	20 cfs	1.60 inches	7 cfs
March 1	12.00 inches	20 cfs	7.68 inches	7 cfs
April 1	14.90 inches	20 cfs	9.84**	7 cfs (expected)
May 1	16.30 inches	10 cfs	TBD	TBD
June 1	17.50 inches	9 cfs*	TBD	TBD

*If triggered, the minimum required water release will remain at nine (9) cfs through October 1, at which time, minimum required water release will be seven (7) cfs through January 1 of next calendar year.

**Provisional total as of when this report was written on March 20, 2025.

Lower Piru Creek Habitat Improvement Plan

On September 4, 2024, United submitted a revised draft Lower Piru Creek Habitat Improvement Plan (HIP) and response to comments to NMFS for review and approval. NMFS’ review and approval are required prior to FERC’s approval of the HIP. On December 5, 2025, and March 12, 2025, United met with NMFS and FERC to discuss NMFS’ comments on the draft HIP. United will complete revisions to the draft HIP to meet the current deadline of October 15, 2025, to file a revised NMFS-approved HIP with FERC.

Santa Felicia Recreation Trail Plan – Santa Felicia Project

In April 2018, United approved an Initial Study-Mitigated Negative Declaration (IS-MND) for the Pothole Trailhead Parking Area Project on the northwest side of Lake Piru. On February 14, 2025, United received an Addendum to the IS-MND from the Los Padres Forest Association (LPFA) for consideration. The purpose of the addendum is to update the California Environmental Quality Act (CEQA) documentation to include a modification to the Pothole Trailhead Parking Area Project that includes moving the trailhead to the parking area to improve public access. On March 12, 2025, the addendum was approved by United’s Board of Directors. The work will be completed by LPFA and supported by grant funding. A start date has not yet been scheduled.

Annual Consultations and Reporting

U.S. Forest Service (USFS) Annual Consultation: On March 6, 2025, Environmental Services (ES) staff met with staff from the Los Padres National Forest for an annual

4.2 Environmental Services Department Monthly Report Information Item

consultation to discuss the USFS 4(e) Conditions, as required by United's FERC license. USFS-approved minutes from the consultation were filed with FERC on March 14, 2025.

Vegetation and Noxious Weed Management Plan: On March 17, 2025, ES staff filed the 2024 Annual Report with FERC.

Dissolved Oxygen Monitoring Plan: On March 31, 2025, ES staff filed the 2024 Annual Report with FERC.

2. Freeman Diversion Operations

During the month of March, ES staff supported Freeman Diversion operations and maintenance activities by coordinating with resource agencies as needed, assisting with fish ladder operations and sediment management activities, conducting surveys of dewatered areas, and providing on-site biological monitoring.

Bypass flow and fish ladder operations were initiated on March 13, 2025, triggered by storm flows. During the late evening/early morning of March 15 and 16, 2025, the fish ladder video surveillance system captured two clips of *Oncorhynchus mykiss* passing upstream through the fish ladder. United continues to monitor flow triggers and implement bypass flows and fish ladder operations according to the court order.

On March 27, 2025, ES staff will accompany California Department of Fish and Wildlife (CDFW) staff as they are scheduled to conduct monthly electrofishing and snorkel surveys upstream and downstream of the Freeman Diversion.

3. Freeman Diversion Multiple Species Habitat Conservation Plan

On March 6 and 7, 2025, United staff attended an evidentiary hearing in the *Wishtoyo et al. v United* case. The evidentiary hearing is scheduled to continue on April 1, 2, and 3, 2025.

4. Quagga Mussel Management

Throughout the month of March, ES staff continued conducting quagga mussel monitoring activities on Lake Piru, lower Piru Creek, and the spillway pool in accordance with the Quagga Mussel Monitoring and Control Plan (QMMCP). ES staff also continued quagga mussel veliger (larva) sampling in United's lower system. United continues to meet and coordinate regularly with Pleasant Valley County Water District.

On March 31, 2025, ES staff submitted the 2024 QMMCP Annual Report to CDFW. An annual consultation meeting with CDFW has been scheduled for April 23, 2025.

5. Capital Improvement Project Permitting and California Environmental Quality Act Support

During the month of March, ES staff continued to support Engineering Department staff with environmental permitting and CEQA compliance. On March 13, 2025, ES staff completed

4.2 Environmental Services Department Monthly Report Information Item

a survey of the Revolon Slough, and completed a nesting bird survey on March 17, 2025, as part of the Laguna Road Pipeline Project CEQA compliance requirements.

6. Grant Efforts

United continues to coordinate with the United States Bureau of Reclamation (USBR) regarding the \$23 million in WaterSMART Program grant funding for the optimized Freeman fish passage facility that United was selected for. USBR staff previously reported that as a result of the President's Executive Order "Unleashing American Energy," both WaterSMART grant programs are paused. However, on March 10, 2025, USBR reached out for additional information to move forward the grant agreement process for the WaterSMART Environmental Water Resources Project funding of \$3 million. United will continue to work with the USBR grant representatives to determine the next steps.

7. Miscellaneous

On March 13, 2025, staff met with Department of Water Resources (DWR) staff to discuss the increased importation of State Water Project water from Pyramid Dam to Lake Piru. United provided draft materials to DWR for review and coordination will be ongoing between United and DWR in pursuit of the necessary approvals from FERC and the State Water Resources Control Board to allow increased State Water imports during the 2025-2026 November through February delivery window.

During the week of March 18, 2025, ES staff assisted researchers from the University of California Davis with collecting partially armored threespine stickleback (*Gasterosteus aculeatus*) from the Santa Clara River near Saticoy and Santa Paula for a thermal tolerance study.

On March 19, 2025, ES staff attended the monthly safety meeting.

On March 20, 2025, United submitted written testimony on the Endangered Species Act (ESA) Amendments Act of 2025 to the House Committee on Natural Resources. General Manager Mauricio Guardado was invited to testify and will appear before the House Subcommittee on Water, Wildlife, and Fisheries during its March 25, 2025, hearing in Washington, D.C.

On March 20, 2025, United submitted a Petition to Revise the Critical Habitat Designation for the Southern California Steelhead (*O. mykiss*) under the ESA to the Secretary of Commerce.

On March 24 and 31, 2025, ES staff will participate in a least Bell's vireo survey protocol training led by the U.S. Fish and Wildlife Service.

ES Field Technician Robyn Gorecki's last day with United was March 13, 2025, and internal candidate Megan Johnson was selected from a robust applicant pool to fill the vacancy. Megan was promoted from her role as Part-Time Field Assistant at United.

STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager

From: Craig Morgan, Chief Operations Officer
Randy Castañeda, Operations Supervisor — Water Treatment
J.D. Smallwood, Operations Supervisor — Water Distribution

Date: March 21, 2025 (April 3, 2025, meeting)

Agenda Item: 4.3 Operations and Maintenance Department Monthly Report
Information Item

Staff Recommendation:

Receive this summary report from the Operations and Maintenance department about its activities for March 2025.

1. Major Facilities Update

- **Santa Felicia Dam**
 - On February 1st, 2025, the lake level was 1012.4' and on February 28th, 2025, the lake level had risen to 1014.8'.
 - Santa Felicia Dam release flows consistently remained at 7+ cubic feet per second (cfs) throughout February due to Habitat Flow requirements and no Migration Releases due to lack of rainfall.
 - United staff performed the Monthly Siren Test on Friday, March 7, 2025, with no issues to report.
 - Various preparations are ongoing and continuing at SFD in anticipation of regulatory inspection season.
 - SFD's monthly inspection is ongoing for the month of March.
 - Staff utilize a rental manlift for housekeeping tasks, such as dusting equipment and cleaning security camera lenses.
 - Various Dam Safety Improvement workshops and meetings taking place regarding the new Outlet Works Project.
 - Herbicide application and weed abatement ongoing near SFD and the Piru Spreading Grounds.

- **Freeman Diversion, Saticoy, and El Rio Recharge Facilities**
 - District staff operated the Freeman Diversion at various flows throughout March, harvesting Santa Clara River flows and storm runoff, maintaining compliance with our environmental regulations, and delivering surface water to El Rio, PTP, and PV pipelines.

**Agenda Item: 4.3 Operations and Maintenance Department Monthly Report
Information Item**

- Various clean-up activities are taking place at and around the Saticoy facility and the Freeman Diversion.
- Herbicide application tasks are ongoing and continuing near the Freeman Diversion, the Saticoy Spreading Grounds, the Noble Basins, and the North Bank.
- Staff completed the scraping of Pond G at the Saticoy Spreading Grounds. Staff have now moved to Pond F, and that process is ongoing.
- BC Rincon performed asphalt overlay and crack sealing on various locations along SP Milling Road.
- Various heavy equipment maintenance is ongoing and continuing at the Saticoy location.
- Various cleanup and maintenance activities are ongoing around the Saticoy Shop and the Freeman Diversion.
- Static water levels (distance of water from the well pad to the water table):

Facility	2025*	2024	2023
Saticoy	40'	26'	62'
El Rio	47'	62'	129'
PTP	54'-97'	56'-89'	97'-115'

** Static groundwater levels are typically recorded in the last week of the month. This table represents data in the month of February.*

- **Oxnard Hueneme (OH) Delivery System**

- El Rio operators performed an annual preventative maintenance (PM) check of Booster Plant 16" check valves and oil changes on motors that drive these pumps.
- El Rio operator obtained quarterly TCP 1,2,3 water quality samples from all OH wells.
- El Rio operators responded and rectified multiple alarms for OH VFD booster pumps.
- El Rio operators isolated PHWA emergency turnout for PM work on their flow control valve.
- El Rio staff met with contractors at multiple sites to discuss upcoming raising of OH pipeline manholes.
- El Rio staff met with consultants to discuss progress on feasibility study to replace natural gas engine booster station with emergency generator power.
- El Rio operators replaced the flow meter that registers water usage for Naval Construction Battalion Center (CBC) Port Hueneme.
- El Rio operators performed testing and adjustments to the Iron and Manganese (Fe/Mn) Plant pressure relief system.

- **Pleasant Valley County Water District (PVCWD)**

- PVCWD received United's surface water supply, and surface water supply from Conejo Creek Project.

Agenda Item: 4.3 Operations and Maintenance Department Monthly Report Information Item

- 12% sodium hypochlorite injection continues at Saticoy's Moss Screen facilities for quagga mussel control.
- **Pumping Trough Pipeline (PTP)**
 - During February, the PTP system demand was met with surface water and PTP wells.
 - UWCD staff conducted drone video footage of the construction work for the Recycle Water pipeline project on Laguna Rd.
 - El Rio operators drained and dewatered PV pipeline to replace Total Irrigation Delivery (TIID) flow meter.
 - El Rio operators performed monthly operational tests of the PTP emergency generators.
 - El Rio operators assisted Groundwater Dept. with water quality data gathering at PTP well 2.
- **Control Systems**
 - Announced to O&M the implementation and planned enforcement of security enhancements for the Industrial Control Systems
 - A Resolution related to the State and Local Cybersecurity Grant Program (SLCGP) was presented to the Engineering and Operations Committee in March and was adopted by the Board on March 12, 2025.
 - New lighting has been installed at the PTP Reservoir.
 - A new speaker system for remote monitoring has been installed at the PTP Reservoir.
 - Floc Building camera has been replaced, and a new camera has been integrated into Genetec.
 - Replaced the main electrical contactors at the Moss Screen.
- **Lake Piru Water System**
 - All the chlorine residuals and turbidity readings for the Lake Piru Water Treatment system were within proper ranges in the month of February.
 - Monthly pH, turbidity, and coliform samples were obtained from Lake Piru, as part of the Long Term 2 Enhanced Surface Water Treatment Rule compliance monitoring. The results were favorable, with another passing grade.
 - Basic maintenance and inspections are ongoing and continuing.

2. Operations and Maintenance Projects Update

- El Rio completed the monthly DDW Drought Tolerance report.
- Staff performed weed abatement at PTP and PV reservoirs.
- El Rio staff continued training the new interim Chief Water Treatment Operator on daily operations for OH, PTP, and PV activities.
- Saticoy and SFD staff assisted the Recreation Team by performing carpentry and landscaping work at the Condor Point Store.

**Agenda Item: 4.3 Operations and Maintenance Department Monthly Report
Information Item**

- El Rio operator completed the State Water Resources Control Board Electronic Annual Report and submitted it to DDW.
- El Rio operators performed monthly testing and calibration of chlorine and ammonia leak detection systems.
- El Rio staff attended OH Emergency Response Plan update and Recycle Water Project meetings.

3. Other Operations and Maintenance Activities

- Monthly bacteria samples were obtained for the PTP system.
- Monthly meter readings were obtained for OH, PTP and PV pipelines.
- Staff completed and electronically transmitted the monthly OH Surface Water Treatment Rule report to the State Water Resources Control Board Division of Drinking Water.
- El Rio staff completed annual NPDES reports and submitted them to Los Angeles Regional Water Quality Control Board.
- Static water levels were obtained for all El Rio, Saticoy, and PTP wells.
- Weed abatement continued throughout the District.
- Saticoy staff assisted the El Rio Team by operating District and rental heavy equipment to spread and compact road base around El Rio's spreading pond's roads.

4. Safety and Training

- Staff attended a safety meeting on equipment safety with focus on the grinder and chop saw on March 20.
- Tailgate safety meetings were conducted at all individual O&M field locations, and the topics included refresher training on equipment used at the various O&M locations; specifically, tailgate safety meetings were conducted prior to every commencement of maintenance activities at the Freeman Diversion.

Attachment: Operations Log for February

OPERATIONS LOG v 10/7/21

DATE	SANTA FELICIA DAM								FREEMAN DIVERSION**					RECHARGE				IRRIGATION					O-H			
	SFD El.	Stor.	Surface	Evap.	Inflow Balance	Outflow USGS	Hydro	Rain 106E	River	Diverted	Fish*** Facility	Bypass Channel	Crest	El Rio	Saticoy Facility	Noble/Rose	Piru	T.I.D.	P.T.P.	PVCWD	L.P.	Saticoy Wells	Total	Cl2		
	Ft.	A/F	Acres	Inches	Av. CFS	Av. CFS	Kw	Inches	Av. CFS	Av. CFS	Av. CFS	Av. CFS	Av. CFS	Av. CFS	Misc CFS†	Weir CFS	Av. CFS	Av. CFS	A/F	A/F	A/F	%	A/F	A/F	Lbs.	
A/F*		37057			6.050	22.317		1.29	33.086	29.072	3.484	524		13,436	10370	4685	0.0	5,268	1,527	2,767		0.0	2	3,608	25,238	
2/1/25	1012.37	36947	846	0.058	-47	7.42	0	0.00	97	90	7.4	0	0	54.5	11	0	0.0	46.7	7.8	38.9	0.22	0.0	0.0	29.8	240	
2/2/25	1012.38	36956	846	0.064	13	7.42	0	0.00	97	89	7.4	0	0	77.73	-3	12.51	7.89	0.0	3.3	3.7	0.0	0.00	0.0	0.0	25.4	188
2/3/25	1012.35	36930	845	0.106	-4	7.41	0	0.00	98	91	7.4	0	0	51.85	-8	36.24	7.59	0.0	20.7	5.2	15.5	0.09	0.0	0.0	28.1	237
2/4/25	1012.40	36973	846	0.062	30	7.41	0	0.00	100	92	7.4	0	0	61.71	3	24.34	0	0.0	6.4	6.8	0.0	0.00	0.0	0.0	24.6	309
2/5/25	1012.49	37049	846	0.029	46	7.42	0	0.67	136	122	7.7	6.5	0	69.74	12	39.72	0	0.0	0.0	0.4	0.0	0.00	0.0	0.0	23.1	187
2/6/25	1012.52	37074	847	0.040	21	7.42	0	0.16	160	152	8.3	0	0	52.84	38	60.85	0	0.0	0.0	0.6	0.0	0.00	0.0	0.0	20.1	158
2/7/25	1012.73	37252	848	0.030	98	7.42	0	1.84	239	230	8.3	0	0	59.74	24	144.8	0	0.0	2.7	3.3	0.0	0.00	0.0	0.0	20.4	153
2/8/25	1012.81	37320	849	0.043	43	7.42	0	0.02	181	173	7.9	0	0	58.45	-8	121.16	0	0.0	2.4	2.9	0.0	0.00	0.0	0.0	19.3	158
2/9/25	1012.83	37337	849	0.050	17	7.43	0	0.00	158	151	7.7	0	0	52.12	5	91.4	0	0.0	3.5	3.8	0.0	0.00	0.0	0.0	18.6	124
2/10/25	1012.85	37354	849	0.144	19	7.42	0	0.00	145	137	7.7	0	0	52.48	4	75.73	0	0.0	10.9	10.7	0.2	0.00	0.0	0.0	21.4	159
2/11/25	1012.86	37363	849	0.059	13	7.42	0	0.00	141	133	7.7	0	0	56.91	5	67.04	0	0.0	7.5	8.0	0.0	0.00	0.0	0.0	31.4	230
2/12/25	1012.89	37388	849	0.118	22	7.43	0	0.00	142	134	7.7	0	0	67.56	6	59.87	0	0.0	0.3	0.8	0.0	0.00	0.0	0.0	39.2	343
2/13/25	1013.02	37499	850	0.042	65	7.71	0	1.16	1298	113	11.1	652.5	521.1	52.8	-26	85.87	17.26	0.0	0.1	0.1	0.0	0.00	0.0	0.0	38.1	354
2/14/25	1013.63	38019	855	0.021	270	7.49	0	2.32	1493	126	66.8	660.7	640.2	49.25	-42	117.7	19.99	0.0	0.1	1.2	0.0	0.00	0.0	0.0	28.8	333
2/15/25	1014.39	38671	860	0.560	347	7.5	0	0.00	367	32	84.8	62.5	188.2	36.07	-42	35.65	12.93	0.0	2.9	3.4	0.0	0.00	0.0	0.0	25.1	230
2/16/25	1014.62	38869	861	0.144	110	7.51	0	0.00	254	16	115.4	0	122.4	16.44	-1	0	0	0.0	0.9	1.7	0.0	0.00	0.0	0.0	23.7	172
2/17/25	1014.66	38904	861	0.102	27	7.51	0	0.00	210	4	112.8	0	93.1	3.28	-1	0	0	0.0	2.3	2.5	0.0	0.00	0.0	0.0	30.6	212
2/18/25	1014.74	38973	862	0.142	45	7.52	0	0.00	180	14	98.4	18.1	49	3.8	-25	35.27	9.03	0.0	1.4	6.8	0.0	0.00	0.0	0.0	21.6	217
2/19/25	1014.80	39025	862	0.014	34	7.52	0	0.00	165	49	103.2	0	13.4	31.1	-18	28.59	0	0.0	13.2	10.6	2.6	0.03	0.0	0.0	26.9	247
2/20/25	1014.45	38723	860	0.086	-143	7.52	0	0.00	159	79	79.8	0	0	57.3	3	12.58	0	0.0	11.0	12.2	0.0	0.00	0.0	0.0	27.8	319
2/21/25	1014.54	38800	861	0.180	50	7.52	0	0.00	150	102	47.8	0	0	69.54	9	17.17	0	0.0	10.9	11.2	0.0	0.00	0.0	0.0	26.3	241
2/22/25	1014.58	38835	861	0.141	28	7.52	0	0.00	146	129	16.8	0	0	74.91	10	38.49	0	0.0	10.4	11.6	0.0	0.00	0.0	0.0	26.1	199
2/23/25	1014.61	38861	861	0.096	22	7.52	0	0.00	141	133	8.5	0	0	71.53	4	56.17	0	0.0	1.6	2.5	0.0	0.00	0.0	0.0	23.2	196
2/24/25	1014.66	38904	861	0.111	31	7.52	0	0.00	138	129	9	0	0	50.89	11	59.14	0	0.0	14.7	16.1	0.0	0.00	0.0	0.0	28.7	241
2/25/25	1014.67	38912	861	0.127	14	7.52	0	0.00	133	124	9	0	0	60.29	7	48.33	0	0.0	16.9	18.6	0.0	0.00	0.0	0.0	25.0	260
2/26/25	1014.64	38887	861	0.182	-2	7.52	0	0.00	128	119	8.8	0	0	64.2	7	39.55	0	0.0	16.9	17.2	0.0	0.00	0.0	0.0	29.8	317
2/27/25	1014.77	38999	862	0.165	67	7.52	0	0.00	119	110	9.1	0	0	65.91	4	32.52	0	0.0	16.2	17.3	0.0	0.00	0.0	0.0	31.3	321
2/28/25	1014.80	39025	862	0.193	24	7.52	0	0.00	120	111	9	0	0	53.12	4	32.41	0	0.0	42.4	16.6	25.8	0.12	0.0		34.2	311
														0												
														0												
														0												
														0												
TOTAL CFS					1260	209		6.17	6893	2982	883	1400	1627	1476	-1	1373	75	0.0								
AVERAGE CFS					45	7			246	107	32	50	58	53	0	49	3	0.0								
TOTAL A/F					2494	415			13648	5905	1748	2773	3222	2923	-3	2719	148	0.0	266	204	83		0	0.0	749	6656
MONTHLY REVENUE TO DATE (approx.)								\$0	K																	
AVERAGE A/F					89	15			487	211	62	99	115	104	0	97	5	0.0	10	7	3	1%	0	0.0	27	238
WATER YEAR TOTALS A/F					8,544	22,732		7.46	46,734	34,976	5,232	3,297	3,222	16,358		13,086	4,833	0.0	5,534	1,730	2,850		0	2	4,357	31,894
* Input total A/F previous month																										
** Daily averages imported from Ranch Systems																										
***Fish facility flows include Denil fishladder, aux pipe and smolt bypass pipe																										
† Includes Ponds A, C, E, and I overflows, temporary storage in the desilting basin and Pond B, JLB diversions, losses between meters. Negatives mean prior storage from pond B or desilting basin is discharging to other metered sources.																										

Set noble to zero, sensor error

Set noble to zero, sensor error

USGS communication error at SFD, true release value ~7.5 cfs

USGS communication error at SFD, true release value ~7.5 cfs

Sat 4 ran to flush



STAFF REPORT

To: Engineering and Operations Committee Members

Through: Mauricio Guardado, General Manager
Anthony Emmert, Assistant General Manager

From: Bernard Riedel Jr., Senior Park Ranger

Date: March 25, 2025 (April 3, 2025, meeting)

Agenda Item: 4.4 Recreation Department Monthly Report
Information item

Staff Recommendation:

Receive this summary report from the Recreation Department regarding its activities for the month of March 2025.

Discussion:

March is the beginning of the busy season and visitation numbers are steadily increasing. Staff continue to work on various projects throughout the park in preparation for the busy summer months.

Tasks and Activity Highlights

- Bear-proofed dumpster lids were installed by EJ Harrison on some of the dumpsters to reduce the mess made by some of the local wildlife on March 7.
- Staff installed new volleyball nets in the campground and day use area on March 18.
- Staff installed new horseshoe pits near the lower restroom in Olive Grove campground on March 21.
- Throughout March, staff restriped parking lots and replaced six plastic or aluminum trashcans with steel bear proof trashcans to reduce the mess made by some of the local wildlife.

Training/Meetings/Events

- On March 3, Park Rangers discovered large graffiti markings on three trash dumpsters and a vandalism report was made to the Ventura County Sheriff's Office. Staff have increased their monitoring for this type of activity to either prevent or ensure it is reported and cleaned up expeditiously.
- Park Ranger Cadets Paul Reynoso and Jerrett Howrey attended Public Safety-First Aid training on March 7 to 9, 2025, which equips personnel with the skills and knowledge to render care until EMS resources arrive.

4.4 Recreation Department Monthly Report Information Item

- On March 11, O&M staff provided herbicide applicator training to LPRA staff. This training will allow staff to safely apply herbicide to the abundant weed growth that appears after the rainy season throughout the park.
- Throughout March, Park Rangers completed training in case law, and law enforcement policies and procedures from District vendor Lexipol as well as completed safety training from District vendor Target Solutions.

Revenue and Visitation Recap

2025 Day Use/Other Revenue Recap and Comparison	
2025 Day Use/Other Revenue (Jan 1 – March 25)	\$50,780
2024 Day Use/Other Revenue (Jan 1 – March 31)	\$53,488
Total Revenue Increase/Decrease from Prior Year	-\$2,708
Annual Increase/Decrease %	-5%
2025 Camping Revenue Recap and Comparison	
2025 Camping Revenue (Jan 1 – March 25)	\$100,485
2024 Camping Revenue (Jan 1 – March 31)	\$99,870
Total Revenue Increase/Decrease from Prior Year	\$615
Annual Increase/Decrease in %	.6%
Total Combined Revenue Current and Previous Year Comparison (2025 vs. 2024)	
2025 All Revenue (Jan 1 – March 25)	\$151,265
2024 All Revenue (Jan 1 – March 31)	\$153,396
Total Revenue Increase from Prior Year	-\$2,131
Annual Increase/Decrease in %	1.4%

* It should be noted that the above figures have not been verified by the District's Finance Department.

2025 Total Visitation Figures				
Month	# People	# Vehicles	# Vessels	# Pets
January	1,952	649	76	3
February	3,203	1,141	189	12
March	3,965	1,413	339	7
Total	9,120	3,203	604	22

4.4 Recreation Department Monthly Report Information Item

Incidents

On March 20, Park Rangers responded to a verbal complaint regarding a man hitting his wife in their campsite. The Ventura County Sheriff's Office was notified, and deputies took the man, who was identified as having an outstanding arrest warrant in Illinois, into custody without further incident.

Citations/Enforcement Summary

Throughout March, no citations were issued for violations of District Ordinance 15 or for violations of the California Penal Code of the California Harbors and Navigation Code. It should be noted that Park Ranger staff issued verbal warnings for violations of District ordinances and state laws.