

DIRECTORS

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PLEASANT VALLEY COUNTY WATER DISTRICT

PIONEER IN FOX CANYON AQUIFER CONSERVATION
SERVING AGRICULTURE SINCE 1956

154 S. LAS POSAS ROAD, CAMARILLO, CA 93010-8570

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STAFF

Jared L. Bouchard
General Manager

General Counsel
Arnold, Bleuel, LaRochelle,
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**PLEASANT VALLEY COUNTY WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Pleasant Valley County Water District Board of Directors will hold a SPECIAL MEETING Wednesday September 18th, 2024, @ 10:00 a.m. at the District Office located at 154 S. Las Posas Road, Camarillo, CA 93010-8570.

The following provides information to the public and consultants on how to observe and/or participate in the meeting remotely. Meeting Zoom Link for Live Public and Consultant Participation and Real Time Public and Consultant Comments:

Join Zoom Meeting

<https://us06web.zoom.us/j/81245545228>

Meeting ID: 812 4554 5228

- +1 669 900 6833 US (San Jose)
- +1 408 638 0968 US (San Jose)

Public comments may be submitted in person, virtually via Zoom, or written. In-person and virtual comments should be no longer than 3 minutes. In-Person: Complete a speaker request form located at the entrance of the Council Chamber and give it to the Agency Clerk. Your name will be called when it is your turn to speak. Virtually via Zoom: Access the meeting Zoom link to provide real-time (virtual) comments at appropriate public comment times throughout the meeting by using the raise hand feature. Written: All written public comments should be no more than 500 words and are subject to the Public Records Request Act. Written comments should be submitted to the Agency Clerk by 9:00 a.m. on the day of the Water Agency meeting by email or directly to the Agency Clerk's Office. Email nancy@pvcwater.com and enter "Public Comment" in the Subject line (and agenda item number if applicable). Mail or drop off written comments to the Agency Clerk's Office located at 154 S. Las Posas Rd. Please clearly mark envelope with "PVCWD Public Comment and meeting date."

AGENDA

The agenda is posted at least 72 hours preceding the Board meeting and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b).

An opportunity for members of the public to briefly address the Board on items not on the agenda is provided at the beginning and end of each meeting. Persons wishing to comment on agenda items should complete a speaker card and submit it (preferably before the meeting) to the Clerk. The Chairman will then recognize them at the appropriate time. Once recognized, persons should step to the podium, clearly state their name, and address for the record, and address the item being considered in as brief, clear, and concise a manner as possible.

OPEN SESSION AND CALL TO ORDER:

- 1) Pledge of allegiance.
- 2) Roll call.
- 3) Determination of quorum.
- 4) Approval of agenda.
- 5) Open Forum.

This is an opportunity for the public to address the Board on matters not appearing on the agenda. No action may be taken by the Board at this time, but items can be considered for placing on the agenda for a subsequent meeting.

6) Action Items

- A. **Consider Task Order Number 8** - Grant Completion Report for the Recycled Water Pipeline Project

Recommendation: Authorize the General Manager to execute task order Number 8 in an amount not to exceed \$111,149

- 7) **GENERAL MANAGER COMMENTS**
- 8) **OTHER BUSINESS.**

- 9) **CLOSED SESSION** It is the intention of the Pleasant Valley County Water District Board of Directors to be in closed session to consider the following items: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Authority: California Government Code § 54956.9(d)(1) Pursuant to Government Code § 54956.9(d)(1), the Board of Directors will meet in closed session to discuss, confer with, and receive advice from legal counsel regarding existing litigation to which the District is a named party, specifically OPV Coalition, et. al. v. Fox Canyon Groundwater Management Agency, et. al., Santa Barbara County Superior Court Case No. VENCI00555357

10) ADJOURNMENT.


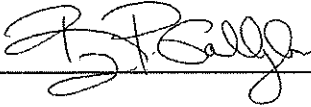
In compliance with the Americans with Disabilities Act, all possible accommodations will be made for individuals with disabilities so they may attend and participate in meetings. If special assistance is needed, please call the Agency staff at (805) 482-2119 at least 24 hours prior to the meeting so proper arrangements may be assured. If requested, and as possible, agendas will be provided in alternative formats.

Agenda Posting Certification: This agenda was posted not less than 72 hours prior to the scheduled meeting date and time at 154 S. Las Posas Road Camarillo CA, 93010 in a location that is accessible 24 hours a day to the General Public and is posted on the Pleasant Valley County Water District website <https://www.pleasantvalleycountywaterdistrict.com/board-meetings>



Jared Bouchard
General Manager

TASK ORDER AUTHORIZATION

Consultant: MKN & Associates	
Agreement: GSP Program On-Call	
Task Order No.: 8	Date: 8-5-24
Pursuant to the Terms and Conditions of the Agreement referenced above, Consultant hereby agrees to perform the Professional Services described below. The Consultant shall furnish all necessary facilities, materials, and professional technical and supporting personnel required by this Task Order Authorization. Professional Services rendered under this Task Order Authorization shall be performed in accordance with Section – Scope of Work of the referenced Agreement.	
Part A	Scope of Services
Professional Services rendered under this Task Order shall be provided in accordance with Agreement. The Scope of Services shall be as set forth in Exhibit A of the Agreement and as set forth below and as more fully described in the attached Scope of Services.	
Part B	Task Order Compensation
The total compensation for this Task Order Authorization shall not exceed <u>\$111,149</u> for the Professional Services as described in Part A above and as set forth in the referenced Agreement for Consulting Services. Task Order Compensation shall be in accordance with the Fee Schedule (Attachment "B") in the referenced Agreement and the approved cost estimate attached to this Task Order.	
Part C	Personnel Commitment
Personnel to be assigned for performance of the Services under this Task Order shall be in the number and classifications so identified in Attachment "B" of the Agreement.	
Part D	Time Sequence
All Professional Services to be performed under this Task Order Authorization shall be in accordance with the approved schedule attached to this Task Order.	
Pleasant Valley County Water District	Consultant
Approved by:	I hereby acknowledge receipt and acceptance of this Task Order For:
Signature: 	Signature: 
Name: Jared Bouchard	Name: Ryan Gallagher
Title: GM	Title: Principal
Date: 8-6-24	Date: 8-5-24



Grant Component	Budget	Task Order No.								Remaining Budget ¹
		1	2	3	4	5	6	7	8	
Comp. 3 – Pilot Program	\$550,000									\$211,167
(a) Administration	\$35,000			\$8,795		\$16,176			\$42,588	(\$32,559)
(b) Design	\$235,000			\$107,350			\$126,052			\$1,598
(c) Construction	\$240,000									\$240,000
(d) Monitoring	\$25,000					\$24,831				\$169
(e) Outreach	\$15,000			\$13,041						\$1,959
Total		\$18,756	\$214,588	\$129,186	\$228,803	\$55,335	\$150,697	\$4.6M	\$111,149	\$375,747

Notes:

(1) Grant amendment to be processed to reallocate remaining Grant Budget amounts.

The proposed Task Order includes four (4) Task Groups. Task Group 1 is related to Component 1- Grant Administration. Task Group 2 is related to Component 2(a) – Contract Administration for the recycled water pipeline. Task Group 3 is related to Component 3(a) – Contract Administration for the Reservoir Program. Task Group 4 is related to Component 2(b) – Planning/ Design/ Environmental.

Scope of Work

Task Group 1 – Program Management

Task 1.1 Program Management and QA/QC

Overall project management, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, and coordination with the Agency and Consultant's project team will be conducted by the Consultant Project Manager. Consultant will provide senior review and implement our quality assurance and quality control (QA/QC) measures throughout the project.

Task 1.2 Grant Administration

MKN will continue to provide grant administration services as part of this TO. These services include following:

- Bi-weekly meetings with the District
- Monthly work summaries
- Final invoice coordination



- Cash flow analysis
- Grant deliverables
- Amendment negotiations

Deliverables: Final Invoice Submission

Task 1.3 Grant Completion Report

MKN will develop a Completion Report that provides the necessary information to summarize the grant requirements satisfied for the SGMA Implementation Grant Program. MKN will submit the Completion Report to the DWR Grant Manager for review and comments. The Completion Report will be developed in accordance with grant agreement requirements, which includes the following sections:

- Section 1: Executive Summary
- Section 2: Proposed Work
- Section 3: Work Completed
- Section 4: Project Amendments
- Section 5: Continued Performance Monitoring
- Section 6: Reports/Products
- Section 7: Costs & Disposition of Funds
- Section 8: Additional Information
- Section 9: Appendices
 - Certificate of Completion

Deliverables: Draft & Final Grant Completion Report

Task Group 2 – Component 2 Completion Report (Pipeline)

Task 2.1 Project Management and QA/QC

Overall project management, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, and coordination with the Agency and MKN's project team will be conducted by the MKN Project Manager. The Project Manager will review the status of budget, schedule, and relevant project issues with the Agency's Project Manager on a bi-weekly basis via email or telephone. MKN will provide senior technical review and implement our quality assurance and quality control (QA/QC) measures throughout the project.

Task 2.2 Meeting

MKN has included (2) meetings as part of this scope of services. The following meetings are included:



1. Kickoff Meeting (PM, PE)
2. Draft Review Meeting (PM, PE)

Deliverables: Meeting Agendas/Meeting Minutes (2 total).

Task 2.3 Completion Report

MKN will develop a Completion Report that provides the necessary information to summarize the grant requirements satisfied for the Recycled Water Pipeline. MKN will submit the Completion Report to the DWR Grant Manager for review and comments. The Completion Report will be developed in accordance with grant agreement requirements, which includes the following sections:

- Section 1: Executive Summary
- Section 2: Proposed Work
- Section 3: Work Completed
- Section 4: Project Amendments
- Section 5: Continued Performance Monitoring
- Section 6: Reports/Products
- Section 7: Costs & Disposition of Funds
- Section 8: Additional Information
- Section 9: Appendices
 - Certificate of Completion
 - As-Built Drawings

Deliverables: Draft and Final (PDF)

Task Group 3 – Component 3 Completion Report (Reservoir)

Task 3.1 Project Management and QA/QC

Overall project management, which includes supervision of in-house staff, planning and monitoring of contract budget and schedule, and coordination with the Agency and MKN's project team will be conducted by the MKN Project Manager. The Project Manager will review the status of budget, schedule, and relevant project issues with the Agency's Project Manager on a bi-weekly basis via email or telephone. MKN will provide senior technical review and implement our quality assurance and quality control (QA/QC) measures throughout the project.

Task 3.2 Meeting

MKN has included (2) meetings as part of this scope of services. The following meetings are included:



1. Kickoff Meeting (PM, PE)
2. Draft Review Meeting (PM, PE)

Deliverables: Meeting Agendas/Meeting Minutes (2 total).

Task 3.3 Completion Report

MKN will develop a Completion Report that provides the necessary information to summarize the grant requirements satisfied for the Reservoir Program. MKN will submit the Completion Report to the DWR Grant Manager for review and comments. The Completion Report will be developed in accordance with grant agreement requirements, which includes the following sections:

- Section 1: Executive Summary
- Section 2: Proposed Work
- Section 3: Work Completed
- Section 4: Project Amendments
- Section 5: Continued Performance Monitoring
- Section 6: Reports/Products
- Section 7: Costs & Disposition of Funds
- Section 8: Additional Information
- Section 9: Appendices
 - Certificate of Completion
 - Customer Meter Installation Photographs

Deliverables: Draft and Final (PDF)

Task Group 4 – Mapping and Shut-Down Technical Support

Task 4.1 Shut-Down Plan

Due to the lack of information related to system wide appurtenances, the District needs additional support to facilitate the tie-in of the new recycled water pipeline. Clearly identifying isolation valves and blow offs will minimize the duration of shutdowns related to tie-ins. In order to prepare the shut-down plan, the following efforts will be provided:

- **Pre-mapping.** MKN staff will conduct a site with District staff and record appurtenance locations throughout the system.
- **Shut-down Plan.** MKN staff will develop a technical memorandum (TM) outlining the plan for the recycled water pipeline tie-in. The plan will include exhibits specifying valve locations and delineate coordination required with necessary parties.



Deliverables: Shut-Down Plan TM

Task 4.2 Atlas Map Update

Based on the field findings and measurements, MKN staff will update the District's atlas maps to include recorded appurtenances with annotated dimensions. Assumed 20-25 total sheets.

Deliverables: Atlas Map Sheets, GIS Files

Fee Estimate

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$111,149, based on the 2024 MKN rate schedule, included as **Exhibit A**. The estimated level of effort is provided as **Exhibit B**.

Schedule

MKN proposes to complete services based on the following schedule based on actual notice to Proceed (NTP) date:

1. Kickoff Meeting – 1 week from NTP
2. Field Survey – 2 weeks from Kickoff Meeting
3. Draft Shut-Down Plan – 2 weeks from Field Survey
4. Final Shut-Down Plan Review Meeting – 1 weeks from Draft Shut-Down Plan Review Meeting
5. Component 3 Post-Pilot Notice of Completion – Due 12/20/2024)
6. Draft Component 2 & 3 Completion Report; Draft Grant Completion Report – Due 1/30/2025
7. Final Component 2 & 3 Completion Report; Final Grant Completion Report – Due 3/30/2025

We would like to express our thanks to the District for the opportunity to work on this important project. Should you have any questions or wish to discuss any of the information presented herein, please do not hesitate to contact me at your convenience. My phone number is (714) 213-9758 and email is rgallagher@mknassociates.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Gallagher'.

Ryan Gallagher, PE
Principal



Enclosures:

- Exhibit A – Rate Schedule
- Exhibit B – Level of Effort



EXHIBIT A

2024 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
Communications and Administrative	Administrative Assistant	\$110
	Strategic Communications Coordinator	\$120
	Strategic Communications Specialist	\$160
Designers and Technicians	CAD Technician I	\$145
	CAD Design Technician II	\$165
	Senior Designer	\$179
Planning	GIS Specialist	\$175
	Planner I	\$191
	Planner II	\$217
	Senior Planner	\$234
Engineers	Engineering Technician	\$119
	Assistant Engineer I	\$159
	Assistant Engineer II	\$178
	Project Engineer I	\$193
	Project Engineer II	\$208
	Senior Engineer I	\$227
	Senior Engineer II	\$239
	Senior Engineer III	\$254
	Principal Engineer	\$276
Project Management	Project Manager	\$244
	Senior Project Manager	\$254
	Project Director	\$297
	Senior Project Director	\$315
Construction Management Services	Scheduler	\$170
	Construction Inspector	\$190
	Assistant Resident Engineer	\$190
	Resident Engineer	\$202
	Construction Manager	\$220
	Principal Construction Manager	\$259

The foregoing Billing Rate Schedule is effective through December 31, 2024 and will be adjusted each year after at a rate of 2 to 5%.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

PLEASANT VALLEY COUNTY WATER DISTRICT



Task Order No. 8 - Grant Execution and Shut-Down Plan

EXHIBIT B

	Hourly Rates							Total Hours (MKN)	Labor (MKN)	Total Fee
	Principal Engineer - Gallagher	Principal Engineer QA/QC - Phinney	Project Engineer I - Esparza	Assistant Eng. I - Little	Senior Planner - Lepore	Engineering Technician - Perez				
Task Group 1: Program Management										
Task 1.1 PM and QA/QC (6 months)	12	8	6					26	\$6,678	\$ 6,678
Task 1.2 Grant Administration	6		12	48		6		72	\$12,318	\$ 12,318
Task 1.3 Grant Completion Report (Draft/Final)	6	6	24	36				72	\$13,668	\$ 13,668
Subtotal	24	14	42	84	0	6	6	170	\$32,664	\$ 32,664
Task Group 2: Component 2 Completion Report (Pipeline)										
Task 2.1 PM and QA/QC (3 months)	12	8	6					26	\$6,678	\$ 6,678
Task 2.2 Meetings (2 total)	6		6	6				18	\$3,768	\$ 3,768
Task 2.3 Completion Report (Draft/Final)	6	6	24	36		18		90	\$15,810	\$ 15,810
Subtotal	24	14	36	42	0	18	18	134	\$26,256	\$ 26,256
Task Group 3: Component 3 Completion Report (Reservoir)										
Task 3.1 PM and QA/QC (3 months)	12	8	6					26	\$6,678	\$ 6,678
Task 3.2 Meetings (2 total)	6		6	6				18	\$3,768	\$ 3,768
Task 3.3 Completion Report (Draft/Final)	6	6	24	36		18		90	\$15,810	\$ 15,810
Subtotal	24	14	36	42	0	18	18	134	\$26,256	\$ 26,256
Task Group 4: Mapping and Shut-Down Technical Support										
Task 4.1 Shut-Down Plan	8	6	17	40	5	32		108	\$18,483	\$ 18,483
Task 4.2 Atlas Update	4		6	24	4	4		42	\$7,490	\$ 7,490
Subtotal	12	6	23	64	9	36	36	150	\$25,973	\$ 25,973
TOTAL BUDGET	60	34	101	190	9	60	60	\$454	\$84,893	\$111,149