



Board of Directors:

BOB NAST, President
SEAN DEBLEY, Vice President
JARED BOUCHARD, Director
KRISTINA BREWER, Director
MARCIA MARCUS, Director

PETER MARTINEZ
General Manager

353 Santa Monica Drive · Channel Islands Beach, CA · 93035-4473 · (805) 985-6021 · FAX (805) 985-7156
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BOARD OF DIRECTORS REGULAR BOARD MEETING NOTICE & AGENDA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Channel Islands Beach Community Services District will hold a Regular Board Meeting beginning at 6:00 P.M. on Tuesday, October 13, 2020. In accordance with the Governor's Executive Order N-29-20 and the Ventura County Stay Well at Home Order resulting from the novel Coronavirus the Meeting will be held virtually using the Microsoft Teams platform by calling **1- 213-282-9788 and entering Conference ID: 932 935 70#**. The Agenda is as follows:

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

B. PUBLIC COMMENTS:

1. Opportunity for members of the public to address the Board on matters under the purview of the District and which are not on the agenda. (Time limit 3 minutes per speaker)

C. CONSENT CALENDAR:

1. Approve the Agenda Order
2. Financial Reports:
 - a. Cash Disbursal & Receipt Report – September 2020
3. Investment Policy, Investment Earnings Report

- 4. Minutes:
 - a. September 8, 2020 Regular Board Meeting

- 5. Authorize customer request for relief from water charges due to leaks on the property consistent with Resolution 16-06:

	Account Number	Water Relief	Sewer Relief	Total Relief
a.	03270-01	\$20.65	\$77.39	\$98.04
b.	13380-01	\$107.10	\$260.73	\$367.83
c.	13380-01	\$0.00	\$23.18	\$23.18
				\$489.05

D. OPERATIONS AND MAINTENANCE REPORT:

E. CLOSED SESSION:

**Public Employee Performance Evaluation (Gov. Code § 54957)
 Title: General Manager**

F. ACTION CALENDAR:

1. Annual Performance and Salary Review of District General Manager. The Board will review and consider the General Manager’s performance and compensation following closed session performance evaluation.

Recommendation:
 1) Board Discretion

2. Port Hueneme Water Agency Urban Water Management Plan and America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment Proposal from MKN & Associates to be Considered

Recommendation:
 1) Board Discretion

G. INFORMATION CALENDAR:

1. Extension of March 31, 2020 Emergency Declaration and Orders of the Channel Islands Beach Community Services District Board of Directors Related to the 2020 COVID-19 Outbreak
2. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

H. BOARD MEMBER COMMENTS:

I. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

AGENDA POSTING CERTIFICATION

This agenda was posted Thursday, October 8, 2020 by 5:00 PM. The agenda is posted at the District Office and two public notice bulletin boards, which are accessible 24 hours per day. The locations include:

- Hollywood Beach School, 4000 Sunset
- Corner Store, 2425 Roosevelt Blvd.
- District Office, 353 Santa Monica Drive

Agendas are also posted on the District's website at www.cibcsd.com.

Peter Martinez
Peter Martinez
General Manager

REQUESTS FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, IN ORDER TO ATTEND OR PARTICIPATE IN A MEETING, SHOULD BE MADE TO THE SECRETARY OF THE BOARD IN ADVANCE OF THE MEETING TO ENSURE THE AVAILABILITY OF REQUESTED SERVICE OR ACCOMODATION. NOTICES, AGENDAS AND PUBLIC DOCUMENTS RELATED TO THE BOARD MEETINGS CAN BE MADE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST.

Channel Islands Beach 2013

10/7/2020 1:51 PM

Register: 1002 · Checking Pacific Western

From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/01/2020	6448	ZWORLD GIS	2000 - Accounts Payable		1,250.00			1,040,330.99
09/02/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Segovia	163.87			1,040,167.12
09/03/2020	6449	Badger Meter	2000 - Accounts Payable		1,682.99			1,038,484.13
09/03/2020	6450	IVR Technology Gro...	2000 - Accounts Payable		202.47			1,038,281.66
09/03/2020	6451	Sam Hill & Sons, Inc.	2000 - Accounts Payable	3372 Ocean	3,387.73			1,034,893.93
09/04/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/3			5,506.16	1,040,400.09
09/04/2020	ACH	CalPers	-split-	Pr Pd 8/22/20 t...	3,705.69			1,036,694.40
09/04/2020	6453	County of Ventura - ...	2000 - Accounts Payable	3376 Ocean/Su...	1,155.00			1,035,539.40
09/04/2020	6454	Famcon Pipe and Su...	2000 - Accounts Payable	Amnt. owed aft...	178.84			1,035,360.56
09/04/2020	6455	FGL Environmental I...	2000 - Accounts Payable		314.00			1,035,046.56
09/04/2020	6456	Michael K. Nunley ...	2000 - Accounts Payable		41,833.55			993,213.01
09/04/2020	6457	Western Alliance Bank	2000 - Accounts Payable	Water loan pay...	305,822.90			687,390.11
09/04/2020	6458	Jarrold Lawrence	2000 - Accounts Payable		400.00			686,990.11
09/08/2020	6452	Nationwide Retirement	2000 - Accounts Payable	pr pd 8/22/20 t...	1,882.29			685,107.82
09/08/2020		QuickBooks Payroll ...	-split-	Created by Pay...	23,199.47			661,908.35
09/09/2020	DD	Carol J Dillon	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Casey D Johnson	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	E.D. Brock	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Erika F Davis	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Keila E Wilson	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Mark A Espinosa	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Peter A. Martinez	-split-	Direct Deposit		X		661,908.35
09/09/2020	DD	Jesus Navarro	-split-	Direct Deposit		X		661,908.35
09/10/2020	ACH	Frontier	6 - Administrative Exp...	1651 9-1-20	139.04			661,769.31
09/10/2020	ACH	Tampa Hardware 2	1 - Water System Expe...	8-31-20	39.09			661,730.22
09/10/2020	ACH	Pacific Couriers	6 - Administrative Exp...	20-09-2004	235.47			661,494.75
09/10/2020	ACH	Pitney Bowes Inc.	6 - Administrative Exp...	3104155393	496.77			660,997.98
09/10/2020	ACH	Cardmember Service	8000 - Suspense	8-20-20	4,077.58			656,920.40
09/10/2020	ACH	Arco	4 - Maintenance Expen...	9-3-20	1,142.98			655,777.42
09/10/2020	ACH	Aflac	*2020 - Payroll Liabilit...	117909	235.70			655,541.72
09/10/2020	5495	Mission Linen & Uni...	5 - Salaries & Benefits:...	083120 212508	224.60			655,317.12
09/11/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/8			18,399.62	673,716.74
09/11/2020	6459	Soares, Sandall, Bern...	2000 - Accounts Payable		2,800.00			670,916.74
09/11/2020	6460	Underground Service...	2000 - Accounts Payable		14.85			670,901.89
09/11/2020	6461	Miguel Zavalza	2000 - Accounts Payable		225.00			670,676.89
09/11/2020	6462	XIO, Inc.	2000 - Accounts Payable		865.00			669,811.89
09/14/2020	6463	CUSI	2000 - Accounts Payable		101.02			669,710.87
09/14/2020	6464	Trench Plate Rentals ...	2000 - Accounts Payable	3372 Ocean	228.75			669,482.12
09/15/2020	ACH	CalPers	-split-		10,449.74			659,032.38
09/16/2020	6465	A to Z Law, LLP	2000 - Accounts Payable		88.00			658,944.38

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From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/16/2020	6466	ACWA/JPIA Health ...	2000 - Accounts Payable		1,093.07			657,851.31
09/16/2020	6467	AWA	2000 - Accounts Payable	CCWUC annua...	75.00			657,776.31
09/16/2020	6468	FGL Environmental I...	2000 - Accounts Payable		146.00			657,630.31
09/16/2020	6469	Patriot Environmenta...	2000 - Accounts Payable		1,482.62			656,147.69
09/16/2020	6470	PHWA	2000 - Accounts Payable	Includes 5 mon...	100,459.26			555,688.43
09/16/2020	6471	VRSD	2000 - Accounts Payable	Assist 8/20/20 ...	850.50			554,837.93
09/16/2020	6472	CIBCSO-Petty Cash	2000 - Accounts Payable		177.70			554,660.23
09/18/2020	ACH	CalPers	-split-	pr pd 9-5-20 to ...	3,705.69			550,954.54
09/18/2020	6477	Nationwide Retirement	2000 - Accounts Payable	pr pd 9-5-20 to ...	1,886.92			549,067.62
09/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Auto Pay retur...	143.53			548,924.09
09/20/2020	RETCK	QB:Returned Item	1200 - Accounts Recei...	Auto Pay Retur...	492.04			548,432.05
09/22/2020		QuickBooks Payroll ...	-split-	Created by Pay...	23,709.38			524,722.67
09/23/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/17			34,976.86	559,699.53
09/23/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/11			16,656.42	576,355.95
09/23/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/11			20,675.78	597,031.73
09/23/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/14			6,466.84	603,498.57
09/23/2020	6478	Aqua-Tech Services ...	2000 - Accounts Payable		350.00			603,148.57
09/23/2020	6479	CUSI	2000 - Accounts Payable	Annual Maint a...	3,960.00			599,188.57
09/23/2020	6480	EJ Harrison & Sons, ...	2000 - Accounts Payable	pr pd 8/1/20 to ...	48,276.40			550,912.17
09/23/2020	6481	FGL Environmental I...	2000 - Accounts Payable		146.00			550,766.17
09/23/2020	6482	net2phone	2000 - Accounts Payable		330.95			550,435.22
09/23/2020	6473	Kristina N Brewer	-split-		184.70			550,250.52
09/23/2020	6474	Marcia L Marcus	-split-		277.05			549,973.47
09/23/2020	6475	Robert T Nast	-split-		277.05			549,696.42
09/23/2020	6476	Sean Debley	-split-		184.70			549,511.72
09/23/2020	To Print	Carol J Dillon	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Casey D Johnson	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	E.D. Brock	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Erika F Davis	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Jared Bouchard	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Keila E Wilson	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Mark A Espinosa	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Peter A. Martinez	-split-	Direct Deposit		X		549,511.72
09/23/2020	To Print	Jesus Navarro	-split-	Direct Deposit		X		549,511.72
09/25/2020	DEP	QB:DEPOSIT	1 - Water System Expe...	Reimburse for ...			316.80	549,828.52
09/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/21			37,291.04	587,119.56
09/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/24			9,123.18	596,242.74
09/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/18			1,214.57	597,457.31
09/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/21			31,629.74	629,087.05
09/25/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/25			139.18	629,226.23

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From 09/01/2020 through 09/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
09/30/2020	DEP	QB:DEPOSIT	2050 - Customer Depo...	Dep 9/28		300.00	629,526.23
09/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/25		609.30	630,135.53
09/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/25		7,034.78	637,170.31
09/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/30		4,403.78	641,574.09
09/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/29		3,609.75	645,183.84
09/30/2020	DEP	QB:DEPOSIT	1200 - Accounts Recei...	Dep 9/29		3,702.27	648,886.11



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Regular Board Meeting, October 13, 2020

To: Board of Directors
From: CJ Dillon, *Office Manager*
Subject: Review of Investment Report and Policy for fiscal year ending 6/30/2020
Item: Consent Calendar

RECOMMENDATION: Approve the annual investment policy as presented.

FINANCIAL IMPACT: No additional funding requested. Interest earnings are reflected in ending account balances for FY 2019-2020. The estimated interest earnings for FY 2019-2020 was \$38,000. Actual interest earnings were \$148,000.

BACKGROUND:

Account Name	Account Type	Ending Balance 6/30/2020
County of Ventura	Savings (pooled fund)	\$7,377,386
Pacific Western – Checking	Checking	\$865,177
Pacific Western – CD	Certificate of Deposit	\$34148

The District maintains three main investment accounts, as shown in the following table.

County of Ventura – This is the District’s primary savings account which is managed by the County. Agencies throughout the County pool their funds together for ease of expert management, increase yields, and make smaller agencies eligible for a diverse set of investment that otherwise may not be available to them.

Pacific Western Checking – This is the District’s primary checking account which has a 0% yield. All operational functions are handled from this account.

Pacific Western Certificate of Deposit – This is an additional emergency account established by the District, earning .10% per year.

Staff is required to present the Board with an investment report and approve the renewal of the investment policy on an annual basis. Attached is a copy of the District’s investment holdings with different institutions. Special districts are subject to specific guidelines for how to manage investment funds. The attached investment report and policy are in accordance with these guidelines.

ATTACHMENTS:

1. Investment Report for FY 2019-2020 and Investment Policy

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

ANNUAL STATEMENT OF INVESTMENT POLICY

This policy shall direct the investment of the District's temporarily inactive money for all funds accounted for in the District's financial statements, unless specifically exempted. This policy will not direct the investment of bond proceeds which are specifically governed by the individual bond documents and trust indentures.

Operational Funds are used on an ongoing basis to cover the costs of the operating and maintenance budget of the fiscal year. Operating and maintenance costs are funded through the collection of water, sewer and trash service fees and collection of current and prior year secured taxes. Operational funds are authorized to be invested in the Ventura County Investment Pool and money market funds of qualified banks and savings and loans.

Outside Restricted Cash Assets: Cash and investments held and invested by fiscal agents on behalf of the District are pledged for payment of security of certain long-term debt issuances. Fiscal agents are mandated by bond indentures as to the types of investments in which debt proceeds can be invested. Also included in this category are customer deposits, which are authorized to be invested in the Ventura County Investment Pool

Board Restricted Cash: Cash restricted for the cost of the following District projects: Sewer unanticipated repairs and maintenance, water distribution unanticipated repairs and maintenance, a reserve for rate stabilization and a reserve for operations. An amount equivalent to one month's operating expenses is allocated in the Board Restricted Cash Reserve account to guarantee operating expenses. These funds are authorized to be invested in the Ventura County Investment Pool.

From the eligible securities permitted by Government Code **53607**, the District is authorized to invest in only the Ventura County Investment Pool and money market funds of qualified banks and savings and loans as set forth in Government Code **53607.5**.

The Ventura County Treasurer-Tax Collector manages pooled cash under the prudent investor rule which states that: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" The county's portfolio is made up of a selection of investments that ensure diversification and availability of funds when needed. The basic objectives of these investments are safety of principal, maintenance of liquidity to meet cash flow need and to earn a competitive rate of return (i.e. yield) within the confines of the California Government Code.

This annual statement is submitted in compliance with Government Code **5346(a)(2)**. And, as specified in Government Code **53600.5** when investing or managing public funds, the primary objectives are safety, liquidity, and return on investments.

Submitted by:

Date:

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
 Summary of Cash & Investments
 Year Ending June 30, 2020

	QE 09/19		QE 12/19		QE 03/20		QE 06/20	
	Avg %	Balance	Avg %	Balance	Avg %	Balance	Avg %	Balance
County of Ventura	2.47%	6,489,846	2.13%	6,573,001	1.88%	6,611,758	1.50%	7,377,386
First California - Checking	0.00%	869,911	0.00%	733,874	0.00%	1,300,780	0.00%	865,177
First California - CD	0.10%	<u>34,132</u>	0.10%	<u>34,132</u>	0.10%	<u>34,132</u>	0.10%	<u>34,148</u>
		<u>7,393,889</u>		<u>7,341,007</u>		<u>7,946,670</u>		<u>8,276,711</u>

I hereby certify the ability of the District to meet the expenditure requirements for the next six months as per Government Code 53646(b)(3).
 This report is in compliance with CIBCSD's Investment Policy under Government Code 53646(b)(2).

 Peter Martinez, General Manager

 Date

MINUTES OF THE
CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING, September 8, 2020

A. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

President Nast called the virtual meeting to order at 6:00 P.M. In attendance, Vice President Debley, Director Bouchard, Director Marcus, General Manager Peter Martinez, Clerk of the Board, Erika Davis, General Counsel, John Mathews, Office Manager, CJ Dillon and Operations Manager Jesus (Chuy) Navarro.

Director Brewer was absent.

B. PUBLIC COMMENTS:

None.

C. CONSENT CALENDAR:

Director Bouchard made the motion to approve the Consent Calendar and Director Marcus seconded the motion. The motion passed.

Nast, Debley, Bouchard, Marcus 4 - Yes 0 -No

D. OPERATIONS AND MAINTENANCE REPORT:

Operations Manager Navarro used a PowerPoint presentation to display the June through August 2020 Operations and Maintenance Report. This included District projects such as fire hydrant maintenance, pump station maintenance, service leak repair, sewer main repair, asbestos cement pipe sampling, hot spot cleaning, and new water service installation.

E. ACTION CALENDAR:

1. AWARD CONTRACT TO RAFTELIS FINANCIAL CONSULTANTS, INC. FOR A WATER AND WASTEWATER RATE STUDY (MI 404)

General Manager Martinez explained that the Rate Study had already been approved in the FY 2020-21 Capital Improvement Budget, but the amount of the study had been underestimated. Therefore, the Board was being asked to consider a special budget appropriation to be allocated to the FY 2020-21 Capital Improvement Budget for the Water and Wastewater Rate Study in the amount of \$33,394 to meet the total cost of the study in the amount of \$68,394. Board asked questions. The Board discussed concerns regarding the \$68,394 cost of the study since there was already a model in place. Director Bouchard made the motion to approve the General Manager's recommendations and give authority to the General Manager to modify any amount less than the recommended contractual amount. Vice President Debley seconded the motion. There was no public comment. The motion passed.

ROLL CALL VOTE:

Nast: YES, Debley: YES, Bouchard: YES, Marcus: YES 4 - Yes 0 -No

2. NOMINATIONS FOR VENTURA LOCAL AGENCY FORMATION COMMISSION

General Manager Martinez explained that the term of LAFCo special district regular member Mary Anne Rooney will expire on December 31, 2020 and if the District wished to nominate an individual to be a candidate for the regular member on LAFCo they can submit the nominating resolution. Director Marcus made the motion, through the General Manager for the Board to submit the nominating resolution of Director Bouchard to be a candidate for the regular member on LAFCo. Vice President Debley seconded the motion. The motion carried.

ROLL CALL VOTE:

Nast: YES, Debley: YES, Bouchard: YES, Marcus: YES 4 - Yes 0 -No

F. INFORMATION CALENDAR:

1. Receive report regarding the extension of the March 31, 2020 Emergency Declaration and Orders of the Channel Islands Beach Community Services District Board of Directors Related to the 2020 COVID-19 Outbreak. Board received report.
2. Report from Board Members of any meeting or conference where compensation from the District for attendance was received

None.

G. BOARD MEMBER COMMENTS:

President Nast appreciated the information General Manager Martinez shared with him regarding wastewater epidemiology testing results received by the City of Oxnard. President Nast believes it would be of interest to share with the rest of the Board.

Vice President Debley expressed concerns over the abnormally large crowds over the Labor Day weekend and the amounts of trash left in the beach areas.

Vice President Debley also stated concerns with illegal hauling activity at some of the construction sites and its infringement on the current franchise agreement with Harrison Industries. Vice President Debley wanted to confirm the District is enforcing the District Municipal Code allowing only Harrison Industries to provide solid waste collection services.

Director Marcus agreed with Vice President Debley's concerns about the large crowds during the recent holiday weekend and was disheartened to see the condition the beach areas were left in.

Director Marcus stated that she hopes everyone stays safe and healthy.

Director Bouchard stated that in a combined effort it may be a good idea to have a conversation with the Harbor Department on how we can help them respond and come up with solutions to be prepared and address this new increase in crowds in the beach area which subsequently lead to additional trash, law enforcement needs, etc.

H. GENERAL COUNSEL & GENERAL MANAGER COMMENTS:

General Counsel said he also hopes everyone stays safe and healthy.

General Manager Martinez said that at the next PHWA meeting there will be an update on the line break repair, and it is now back in service. Due to this repair the PHWA stopped any action in purchasing new membranes.

General Manager Martinez said he will send the entire Board any information the City of Oxnard shares with him regarding wastewater epidemiology testing results.

The Board Meeting adjourned at 7:23 P.M.

Bob Nast, President



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Regular Board Meeting, October 13, 2020

To: Board of Directors

From: Peter Martinez, *General Manager*

Subject: Port Hueneme Water Agency Urban Water Management Plan and America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment Proposal from MKN & Associates to be Considered

Item No. F-2

RECOMMENDATION:

1. Board discretion

BACKGROUND/DISCUSSION:

In accordance with the Urban Water Management Planning Act of the California Water Code, PHWA is required to prepare an update to their UWMP every five years. The 2020 update is to be submitted to the Department of Water Resources (DWR) by July 1, 2021. Urban Water Management Plans (UWMPs) are prepared by urban water suppliers every five years. These plans support the suppliers' long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs. The requirements for UWMPs are found in two sections of California Water Code, §10610-10656 and §10608. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 urban connections is required to submit an UWMP.

In each UWMP update cycle, PHWA is responsible for reporting how PHWA performed in achieving targets set in 2015 as well as explaining how PHWA is planning to manage demand and supplies into the future. In the 5-year period between 2015 and now, the California State Legislature enacted changes to the California Water Code that include the following:

- Changes in how PHWA assesses demands and supplies,
- Usage targets PHWA will be required to achieve in future years,
- Additional land use planning coordination,
- Inclusion of Sustainable Groundwater Management Act (SGMA) Groundwater Sustainability Plans (GSPs)

- Introduction of an energy evaluation component,
- Introduction of a seismic risk assessment,
- Other minor changes to reporting format and content.

These changes are to be incorporated into the 2020 UWMP update. In preparation for this UWMP update cycle, MKN staff engaged in the DWR UWMP Guidebook Development workshop and performed a detailed review of the code changes that will impact how UWMPs are prepared.

On October 23, 2018, the AWIA was signed into law and Section 2013 requires community drinking water purveyors to develop risk assessments and emergency response plans to identify and address potential threats (malevolent acts and/or natural hazards) to the water system. Starting in 2020, community drinking water systems (including wholesalers) serving more than 3,300 people (accounts for the entire population(s) served of the community or communities to which the wholesaler sells/provides water) are required to comply with AWIA. The law specifies that the RRA and ERP must address and establishes deadlines by which water systems must submit certification of the RRA and ERP to the United States Environmental Protection Agency (EPA). The certification deadlines for compliance are based on population served and are as follows:

1. Risk and Resilience Assessment:
 - Population of 3,301 – 49,999
 - 5-Year Cycle Risk and Resilience Assessment: June 31, 2021
2. Emergency Response Plan:
 - 5-Year Cycle Emergency Response Plan: December 30, 2021

ERP certification statements are due six months after the date of the RRA certification. The dates shown above are based on PHWA submitting an RRA on the final due date but would be revised if PHWA submits the RRA earlier. Following the completion of the RRA and ERP, PHWA could be eligible to pursue grant opportunities under the Drinking Water Infrastructure Risk and Resilience Program. This program is intended for community water systems to fund improvements to increase water system resilience including security improvements, chemical storage and handling, emergency power, improved treatment technologies, and other specified improvements.

FINANCIAL IMPACT:

The proposed budget to complete the Urban Water Management Plan and Risk Resilience Assessment is \$67,703. The District would be responsible for 15% of these costs in the amount of \$10,156.

ATTACHMENTS:

1. Urban Water Management Plan and Risk and Resilience Proposal – Scope of Work
2. Budget Proposal
3. Proposed Schedule
4. MKN Planning Experience

Scope of Work

Task Group 100 – Project Management and Meetings

Task 101 | Project Management

MKN's Project Manager will appropriately assign and manage personnel to accomplish the defined scope tasks within the MKN team. Although the scope has been broken into Task Groups, MKN recognizes that tasks are rarely independent and thus MKN's PM will be tasked with assessing, instigating, and adjusting the sequencing of the tasks as needed. MKN's PM will manage the deliverables and the budget as well as communicate progress to PHWA. MKN's PM will also monitor and update the schedule monthly and submit the schedule (if changes are made) with the invoicing and progress reports.

Task 102 | Meetings

Early and regular communication is essential to successful execution of the work. Working with PHWA, MKN's PM will develop communications protocols. MKN will keep PHWA's team informed regularly by establishing procedures that satisfy PHWA without overloading PHWA staff. It is assumed that project meeting will be held remotely (except for the Public Hearing). MKN anticipates the following meetings:

- Kickoff Meeting (1 total)
- Draft Sections Review Meetings (2 total)
- Stakeholder and PHWA Coordination Meeting (1 total)
- Administrative Draft UWMP Review Meeting (1 total)
- Meeting for Public Hearing (1 total)
- Meeting for Adoption (1 total)

The kickoff meeting will be held with PHWA staff to discuss the project approach, review changes since 2015, discuss communications protocols and public outreach, and review the proposed schedule. At this meeting, any new DWR documents (e.g., the 2020 UWMP Guidebook) that have been released will be discussed so that the scope of services can be adjusted (if needed). MKN will prepare an agenda for each meeting that will be distributed to PHWA's team 3 days in advance to allow for PHWA input. Meeting notes will be prepared within five days of each meeting that document discussions and key decisions.

Deliverables:

- *Monthly invoicing (in either hard copy, electronic PDF format, or both)*
- *Meeting agendas in electronic PDF format*
- *Meeting notes in electronic PDF format*

Assumptions:

- *Meetings will be held by web conference unless otherwise agreed*

Task 103 | Quality Assurance/Quality Control

All project deliverables will be subjected to internal quality control review by personnel who have the appropriate expertise and who were not involved directly in the development of the deliverable. MKN's Quality Control Reviewer is responsible for identifying technical issues as well as scope elements that have not been fully addressed. MKN's Quality Management System will be implemented throughout the life of the project.

Task Group 200 - Data Collection and Review

MKN will prepare a Data Needs List prior to the kickoff meeting so that PHWA can gather identified information in advance. Several changes to the way data is presented (e.g., monthly supply/demand analysis) are anticipated to be required in the 2020 UWMP and thus MKN will format the data request to streamline PHWA gathering this information. It is preferred that the requested information be provided in an electronic format such as Microsoft Word, Excel, etc. Based on the legislation changes to date the Data Needs List for the UWMP is anticipated to include the following:

2020 UWMP Data Needs:

- Monthly production records (for each source) for 2015 through 2020.
- Monthly water billing records for FY2014-2020.
- Monthly summary of users in each usage category (categories include – single-family, multi-family, industrial, commercial, landscape, agricultural irrigation, other). Note – legislative changes require identification of large landscape (non-residential) users as a separate category for 2020.
- PHWA planning documents (if available) such as General Plans, Specific Plans, etc. for PHWA's service area. If PHWA does not prepare them directly, then identification of relevant planning documents that overlap PHWA's service area would be appropriate.
- List of ongoing and/or planned supply projects (i.e., new wells, interconnections, recycled water projects, etc.) along with their anticipated dates of implementation.
- Current water shortage contingency plan for PHWA and any supporting codes, standards, ordinances. Previous Water Shortage Contingency Plans in effect between 2015 and 2020.
- Energy records for each source of supply (e.g., wells, turnouts, etc.), conveyance to treatment (e.g., raw water pumping), treatment plant, and conveyance to users (i.e., treated water boosting). Monthly utility bills by meter number should be sufficient provided PHWA can identify which meter applies to which facility. Listing should identify any facilities that supply or convey water for multiple agencies so that energy usage can be pro-rated appropriately.
- SGMA GSPs (even if in draft form) for basins that overlap PHWA's service area.
- PHWA (or outside entity) developed hazard mitigation plans, particularly those identifying seismic risks.
- List of wholesale suppliers (if applicable) to the PHWA including points of contact. MKN will

coordinate obtaining the wholesale supply related elements that must be tiered off of in PHWA 2020 UWMP update.

- Water contract information - delivery schedule, quantity, etc. Specifically, this needs to highlight any changes in supplies (i.e., ramp up schedules, etc.).
- Copies of annual validated water loss audits (2017 to present).
- Any reports submitted to DWR between 2015 to 2020.

AWIA Risk and Resilience Assessment Data Needs:

- 2004 Vulnerability Assessment
- Emergency Response Plan
- System Schematic

MKN will setup a Sharepoint site that the requested data can be uploaded to and managed. Each data request will be labeled with a data request identification (i.e. A, B, C) and files named accordingly when uploaded (i.e. A – Usage Data). Additional Data Needs Requests will be issued as the need is identified after reviewing DWR’s UWMP Guidebook in the final format and during the development of the plan.

Deliverables:

- *Data Needs List(s) in electronic PDF format*

Assumptions:

- *PHWA will provide data in electronic format (i.e., MS Word documents and MS Excel spreadsheets) so that MKN data manipulation can be kept to a minimum*

Task Group 300 - 2020 UWMP Update

Initial indications from DWR are that the recommended UWMP Table of Contents will be substantially the same as the 2015 UWMP and thus very little reorganization of PHWA’s overall document is anticipated. That being said, the information required to be updated and presented with multiple sections of the UWMP will require significantly different reporting and as usual all sections will require updating to cover the most recent 5-year period and to expand projections in to the future.

Each chapter of PHWA’s UWMP will be updated based on the 2020 UWMP Guidebook. MKN will follow the Guidebook chapter layout and introduce each chapter’s content with the relevant code sections. Changes from 2015 will be introduced with the new code sections and tables will be expanded and updated as needed to present the required information. It should be noted that DWR typically issues the tables in electronic format for ease of uploading into the State’s Water Use Efficiency (WUE) Data Portal. New general items required for 2020 UWMP include the following:

- An expanded layperson’s description of supplies, demand, management approach,

- Inclusion of Groundwater Sustainability Plans (GSPs) if applicable,
- Energy analysis,
- Seismic risk assessment.

The level of effort associated with the general update and the new 2020 elements are defined in the various task groups below:

Task 301 | Demand Analysis

The system description will be updated by MKN using current and projected population, climate, housing density, development, income levels, etc. Demand analysis will include past, current, and projected water demands including residential, commercial, industrial, institutional, landscape/recreation, agricultural, and groundwater recharge as well as the newly defined CII large landscape non-residential uses. Distribution system water loss (from validated water loss audits), water savings from codes and standards, and transient population demands will be included in the calculation.

Water Code changes have introduced a new element for the 2020 UWMP which involves calculating Urban Water Use Objectives. These are estimates of the aggregate efficient water use for the previous year based on PHWA's adopted water use efficiency standards and take into account local service area characteristics. Urban Water Use Objectives will be required to be reported for: indoor residential use, outdoor residential use, CII use, losses, and unique local uses. The objectives must also consider recycled water in establishing irrigation efficiency. Furthermore, the Water Code has established an indoor water use target of 55 gpcd through 2025 and this target will drop in future years. PHWA will need to measure their progress (similar to the SB X7-7 baseline and target analysis) against the Urban Water Use objectives.

Demand projections are also required to coordinate with local land-use authorities in the 2020 update. Thus, MKN will review PHWA-identified planning documents (i.e., General Plans, Specific Plans, etc.) Demand projections will be presented in the form of a brief technical memorandum for PHWA buy-in.

Final formatting for reporting of the Urban Water Use Objectives will be included in the UWMP Guidebook.

Deliverables:

- *Draft and final Demand Analysis TM in electronic PDF format*

Assumptions:

- *PHWA will review and provide comments on Demand Analysis TM within 2 weeks of submittal*

Task 302 | Water Supply Analysis

Each UWMP cycle requires PHWA to address changes in supply including both groundwater and surface water. In the 2020 update, PHWA will be required to evaluate each supply independently (i.e., each groundwater well, each surface supply, etc.) which will require evaluation individually in addition to in aggregate by category. Indications are that the supply and demand analysis will be required to be reported

monthly, which is a change from past UWMP cycles but in practicality should be straightforward as PHWA likely already maintains this information. MKN will work with PHWA to reformat supply summaries into the DWR required intervals. The 2020 update also includes the following:

- Expands the evaluation of supply to include single-dry and multiple-dry year scenarios to include a 5-year drought
- Requires the analysis to consider impacts of climate change on supplies (this was previously optional)
- Requires the analysis to consider GSP impacts (if applicable) and updates to supply projections accordingly.

MKN will prepare a current and future supply summary draft for review and comment by PHWA staff. After PHWA comments are received, MKN will finalize the water supply-related chapters.

Deliverables:

- *Draft and final Water Supply Analysis TM in electronic PDF format*

Assumptions:

- *Existing/future demand and supply estimates will be based on water resource planning information provided by PHWA and/or local land planning agencies*
- *PHWA will review and provide comments on the Water Supply TM within 2 weeks of submittal*

Task 303 | Water Shortage Contingency Plan (WSCP)

Water shortage contingency planning for the 2020 UWMP includes new requirements that PHWA coordinate with the DWR's six (6) predefined shortage levels and PHWA's planned actions in response to each. It is understood that PHWA has an existing plan that can be cross-walked to the DWR-required tiers which range from <10% to >50% reductions in supply. The WSCP must include the following:

- Impacts of groundwater level changes,
- Subsidence impacts,
- Hydrogeological condition impacts,
- Supply augmentation actions,
- Locally appropriate demand reduction strategies,
- Prohibitions,
- Estimates of how each planned action will narrow the gap between supply and demand,
- Communications strategy,
- Monitoring strategy,
- Exemptions,

- Financial impacts associated with implementation, and
- Legal authority.

MKN will work with PHWA to understand each level proposed and MKN will prepare estimates of impacts for each proposed action for consideration and inclusion in the updated Water Shortage Contingency Plan.

Deliverables:

- *Draft and final suggested edits to WSCP in electronic PDF format*

Assumptions:

- *PHWA will review and provide comments on the WSCP within 2 weeks of submittal*

Task 304 | Energy Efficiency Analysis

Water code changes since 2015 will require that PHWA consider and report on energy usage related to the following water delivery tasks:

- Energy used to extract/divert supplies,
- Energy used to convey water supplies to treatment or distribution,
- Energy used to treat supplies,
- Energy used to distribute water,
- Energy used for treated water supplies vs. non-treated supplies,
- Energy used to place water into or withdraw water from storage, and
- Any other relative energy related information.

MKN will provide PHWA with a data request that includes supply energy consumption related elements. MKN will work with PHWA to evaluate typically and readily available energy related data (such as meter readings for wells, etc.) and suggest a reporting approach. The Water Code allows for PHWA to only report on information that is readily available.

Deliverables:

- *None – this information will be incorporated into the relevant UWMP section.*

Assumptions:

- *Energy usage will be provided in electronic format (i.e., MS Excel spreadsheets)*

Task 305 | Seismic Risk Assessment

The 2020 UWMP update cycle must now include a seismic risk assessment and mitigation plan that assesses the vulnerability of PHWA facilities to seismic activities. The assessment must also include mitigation of the identified vulnerabilities. Compliance can be accomplished by submitting a copy of the

most recent adopted local hazard mitigation plan or multi-hazard mitigation plan under Federal Disaster Mitigation Act of 2000 if the plan addresses seismic risk.

It is presumed that PHWA has not prepared an in-house seismic risk assessment and therefore MKN has assumed that PHWA will tier off of the Ventura County Multi-Hazard Mitigation Plan (2015, AECOM) most recent adopted hazard mitigation plan and the multi-hazard mitigation plan. Although these documents are not specific to PHWA, MKN will identify the elements therein that are applicable to PHWA planning and mitigation and provide a summary reference. Relevant sections from the document will be attached as an appendix to the UWMP for easy reference. Should PHWA wish to prepare a detailed seismic risk assessment and mitigation plan, MKN can perform that work under a separate authorization in conjunction with our specialty structural subconsultant.

Deliverables:

- *None – this information will be incorporated into the relevant UWMP section.*

Assumptions:

- *Seismic risk assessment limited to the assessment and mitigation plan included in the County of Kern Hazard Mitigation Plan*

Task 306 | Administrative Draft of UWMP

MKN will prepare updated UWMP chapters from all subtasks in Task Group 300 and compile these chapters into an Administrative Draft UWMP for PHWA review. It is assumed the Microsoft Word and Excel files of the 2015 UWMP can be provided for the 2020 UWMP. MKN recommends using the 2015 UWMP as the baseline report. We will revise sections, tables, and figures as needed to complete the 2020 UWMP update. The DWR-issued UWMP completion checklist will also be completed in order to verify that the UWMP is complete. Both the Administrative Draft UWMP and checklist will be provided for PHWA review. MKN will provide an overview of the draft during a monthly progress meeting to assist PHWA in its review.

Deliverables:

- *Administrative Draft UWMP and DWR forms in electronic PDF format*
- *Agenda and summary action items for progress meeting*

Assumptions:

- *PHWA will provide the 2015 UWMP in electronic format (i.e., MS Word documents and MS Excel spreadsheets) so that MKN data manipulation can be kept to a minimum*
- *PHWA will provide review comments on the Administrative Draft UWMP within 3 weeks of issuance*

Task 307 | Public Draft of UWMP

Following the agencies' 15-day review period, MKN and key PHWA staff will meet in a progress meeting

to discuss comments and settle on a method to modify the Administrative Draft UWMP. MKN will document minutes summarizing the meeting. It is recommended that PHWA notify local cities and counties at the beginning of the UWMP update process to provide ample opportunity for those agencies to participate in the UWMP process. Per the Water Code, a 60-day notice of the public hearing on the plan is required to be sent to local cities and counties.

Deliverables:

- *Five (5) bound hard copies for distribution by PHWA to interested parties*
- *Public Draft UWMP and DWR forms in electronic PDF, MS Word, and MS Excel format*
- *Presentation to PHWA Council on Public Draft UWMP*

Assumptions:

- *PHWA to send notification of UWMP update to local cities and agencies prior to the 60-day notice*
- *PHWA will compile all comments received into a single set of review comments*

Task 308 | Final Draft of UWMP

The Final UWMP will be produced and will incorporate local PHWA/county, public, and DWR review comments received related to the Public Draft UWMP. MKN will prepare a presentation to PHWA Council that will be delivered during public hearing to adopt the UWMP. MKN and PHWA will respond to comments after the DWR review of the Final UWMP. We have allocated eight hours for responding to DWR comments and resubmittal of deliverables (if required).

MKN will submit the Final UWMP to PHWA and DWR by the designated date. in PDF format, MS Word format, and five hard copies to the agencies and DWR by the designated date.

Deliverables:

- *Final UWMP and DWR forms in electronic PDF and MS Word format*
- *UWMP tables in electronic Microsoft Excel format*
- *Final UWMP in hard copy (5 copies)*
- *Confirmation that PHWA's UWMP was uploaded to WUE portal in electronic PDF format*
- *Presentation to PHWA Council on Final UWMP*
- *Responses to DWR comments, as necessary (up to eight hours)*

Task Group 400 – AWIA Risk and Resilience Assessment

Task 401 | Documentation Review

MKN will review existing documentation (Task Group 200) pertaining to existing water system facilities, previous vulnerability assessments (if available), available physical and cybersecurity information, and local emergency planning documents.

Task 402 | Risk and Resilience Assessment

The RRA will evaluate the vulnerabilities, threats, and consequences from potential hazards to PHWA water system. Based on the requirements of the AWIA, the update to the RRA will review and address the following items:

- The risk to the water system from malevolent acts and natural hazards
- The resilience of the following water system components:
 - Physical barriers
 - Source water
 - Pipes and constructed conveyances, water collection and intake
 - Pretreatment and treatment
 - Storage and distribution facilities
- Electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
- Monitoring practices
- Financial infrastructure
- The use, storage, or handling of chemicals
- The operation and maintenance of the utility

The above are the minimum elements to be evaluated as part of the RRA. An evaluation of capital and operational needs for risk and resilience management for the system is recommended, but it not required to be in compliance with AWIA.

AWIA also requires that cybersecurity be assessed in the RRA. MKN does not specialize in cybersecurity assessments and therefore it is suggested that PHWA consult with their IT department and/or a cybersecurity consultant to identify cybersecurity risks and complete this portion of the RRA. Baseline compliance with the cybersecurity portion of the RRA can be accomplished through the completion of American Water Works Association (AWWA) Cybersecurity Guidance and Assessment Tool. MKN will summarize the results of the guidance tool within the RRA report.

After MKN reviews documentation for the water system, MKN will hold RRA Workshop #1 to determine

critical assets and relevant threats. A rough agenda for this meeting includes:

- Identifying potentially critical assets
- Establishing a table of consequence values
- Establishing a consequence rating for each critically potential asset
- Refining the critical asset list based on consequence rating
- Determining reasonable threats and establishing threat-asset pairings

Once the critical threat-asset pairings are established, MKN will visit critical assets with PHWA staff to analyze the physical security at each facility. MKN will then use the Environment Protection Agency (EPA) developed Vulnerability Self-Assessment Tool (VSAT) and the “Baseline Information on Malevolent Acts for Community Water Systems Guidance Document” (Guidance Document) to calculate the risks for all critical threat-asset pairings and complete the RRA.

The VSAT is an online tool for assessing risk and resilience of drinking water and wastewater systems. Additionally, it can be used to determine the risk reduction of potential countermeasures. The output of the VSAT is an RRA that can be used to comply with AWIA Risk and Resilience Assessment.

The Guidance Document includes default threat likelihood values for each of the threat categories listed above. These default values are general, order-of-magnitude estimates that will be used as a starting point for the RRA. MKN will work with PHWA to determine whether these default values are applicable to PHWA’s water system and adjust them accordingly.

MKN will develop and submit a draft RRA report to PHWA using the EPA Guidance Document, VSAT web tool, and information provided by PHWA. MKN will attend RRA Workshop #2 with PHWA to discuss the draft RRA report and comments from the workshop will be incorporated into the final RRA report.

Deliverables:

- *Meeting agendas in electronic PDF format*
- *Meeting notes in electronic PDF format*
- *Draft RRA report in electronic PDF format*
- *Final RRA report in electronic PDF format*

Assumptions:

- *Meetings will be held by web conference unless otherwise agreed*
- *PHWA Staff will review and provide input on the questionnaire included in the Baseline Information on Malevolent Acts for Community Water Systems Guidance Document*
- *PHWA will complete the Cybersecurity portion of AWIA using the AWWA Cybersecurity Guidance and Assessment Tool.*

- *The AWIA Risk and Resilience Assessment will be limited to PHWA operated facilities only and will not include an assessment of City of Port Hueneme, Channel Islands Beach Community Services District, or Naval Base Ventura County facilities.*

Task 403 | AWIA RRA Certification

Once the RRA is complete, PHWA will be required to submit a certification statement identifying the completion of the report via the EPA's secure online portal. This will be the only reporting method where EPA will be able to provide an acknowledgment of receipt of the certification statement.

As noted in the proposal background, PHWA is required to reevaluate the RRA once every five years and submit a certification statement to the EPA. Based on the evaluation, PHWA may need to revise the current ERP and submit an updated certification statement when applicable.

Assumptions

In addition to the specific assumptions for each proposal task, MKN has also made the following assumptions as part of this proposal:

- This proposal includes the preparation of the 2020 UWMP update for PHWA only.
- MKN did not include the preparation of update of the ERP in the scope of work but can prepare one as an additional service following completion of the RRA.
- MKN did not include performance of the cyber security components as those are assumed to be performed by PHWA IT consultant. However, should that be necessary, the work can be performed as an additional service under separate authorization.
- MKN assumes one consolidated set of comments on each draft deliverable will be provided.
- MKN has not include time to assist PHWA with pursuing grant funding opportunities under the Drinking Water Infrastructure Risk and Resilience Program.
- MKN will be entitled to reasonably rely on the accuracy of data and information provided by or through PHWA and will use good professional judgement in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by PHWA or determines that additional data or information is required to perform the services, MKN shall promptly notify PHWA.

Schedule

While initial work (e.g., notifications, information gathering, and potentially seismic resiliency and energy analysis) can proceed upon approval, some work tasks will depend the final UWMP Guidebook (anticipated to be issued by DWR in the Fall of 2020) as well as coordination with outside agencies.

It is also important to note that DWR has not published their Draft or Final Guidebook with appendices and standardized tables at this time. After these documents are available, it will be important to review it for any new requirements and update this scope of services accordingly.

A schedule will be developed once the Draft Guidebook is issued and the schedule will be revisited after

the Final Guidebook is published. The most critical schedule milestone will be to complete the draft for public review and input in time to allow a public meeting for adoption no later than PHWA first board meeting in June 2021.

As noted in the proposal background certification of completion for the AWIA Risk and Resilience Assessment must be completed by June 31, 2021.

Compensation

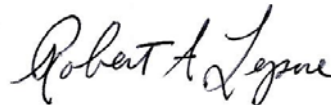
MKN proposes to perform this work for a budget not to exceed \$67,703. A cost breakdown per task is attached. Payment requests will be submitted monthly on a time and materials (T&M) basis. Rates are attached and are subject to annual revisions. Costs for copies, mileage and other direct reimbursables are included as 3% of labor charges.

Thank you for providing MKN and Associates with the opportunity to provide a proposal to develop PHWA's 2020 UWMP update and AWIA Risk and Resilience Assessment. If you have any questions regarding this proposal, please email me at balonge@mknassociates.us or by phone at 805.947.4971.

Sincerely,



Rebecca Alonge, PE
Branch Manager

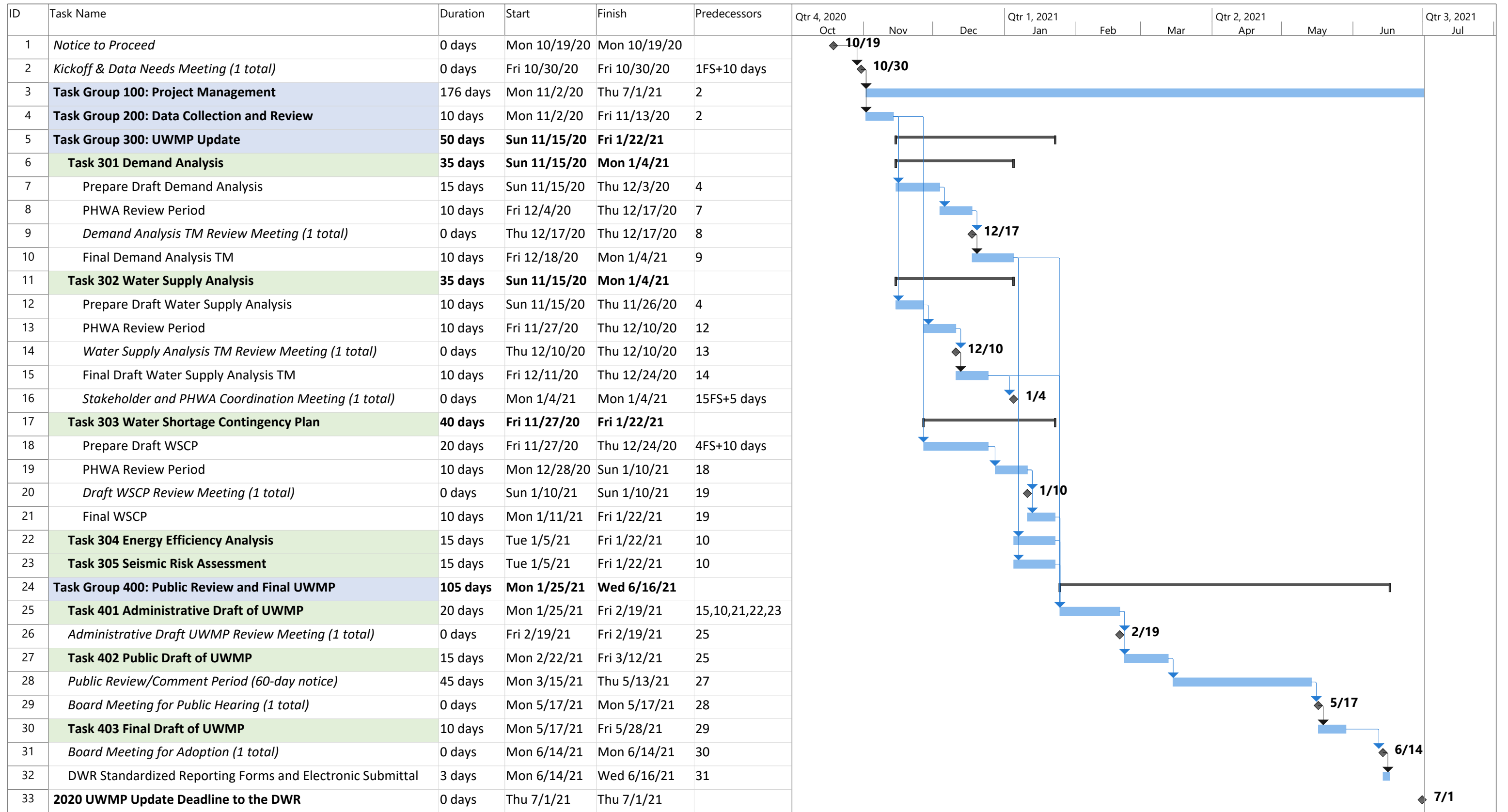


Robert A. Lepore, GISP
Senior Water Resources Planner

Attachments:

Fee Estimate
MKN 2020 Fee Schedule

Port Hueneme Water Agency 2020 Urban Water Management Plan Update and AWIA Risk and Resilience Assessment									
	Principal Engineer	Senior Engineer	Water Resources Planner	Assistant Engineer II	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Total Fee
Hourly Rates	209	196	160	152	100				
Task Group 100: Project Management and Meetings									
Task 101 Project Management		16				16	\$3,136	\$ 94	\$ 3,230
Task 102 Meetings (6 total)						0	\$0	\$ -	\$ -
<i>Kickoff Meeting (1 total)</i>		4	4			8	\$1,424	\$ 43	\$ 1,467
<i>Draft Sections Review Meetings (1 total)</i>		2	2			4	\$712	\$ 21	\$ 733
<i>Stakeholder and Agency Coordination Meeting (1 total)</i>		2	2			4	\$712	\$ 21	\$ 733
<i>Administrative Draft UWMP Review Meeting (1 total)</i>		2	2			4	\$712	\$ 21	\$ 733
<i>Board Meeting for Public Hearing (1 total)</i>	4	4		4		12	\$2,228	\$ 67	\$ 2,295
<i>Board Meeting for Adoption (1 total)</i>		2				2	\$392	\$ 12	\$ 404
Task 103 Quality Assurance/Quality Control	16					16	\$3,344	\$ 100	\$ 3,444
Subtotal	20	32	10	4	0	66	\$ 12,660	\$ 380	\$ 13,040
Task Group 200: Data Collection and Review									
Data Collection and Review		4		16		20	\$3,216	\$ 96	\$ 3,312
Subtotal	0	4	0	16	0	20	\$ 3,216	\$ 96	\$ 3,312
Task Group 300: 2020 UWMP Update									
Task 301 Demand Analysis		6		12		18	\$3,000	\$ 90	\$ 3,090
Task 302 Water Supply Analysis		6		8		14	\$2,392	\$ 72	\$ 2,464
Task 303 Water Conservation and Shortage Contingency Plan		6		12		18	\$3,000	\$ 90	\$ 3,090
Task 304 Energy Efficiency Analysis		6		12		18	\$3,000	\$ 90	\$ 3,090
Task 305 Seismic Risk Assessment		4		8		12	\$2,000	\$ 60	\$ 2,060
Task 306 Administrative Draft of UWMP	4	8		24	2	38	\$6,252	\$ 188	\$ 6,440
Task 307 Public Draft of UWMP		4		16	2	22	\$3,416	\$ 102	\$ 3,518
Task 308 Final Draft of UWMP		4		8	2	14	\$2,200	\$ 166	\$ 2,366
DWR Standardized Reporting Forms and Electronic Submittal				6		6	\$912	\$ 27	\$ 939
Response to DWR Comments			6	4		10	\$1,568	\$ 47	\$ 1,615
Subtotal	4	44	6	110	6	170	\$ 27,740	\$ 932	\$ 28,672
Task Group 400: AWIA Risk and Resilience Assessment									
Task 401 Documentation Review	2		4	8		14	\$2,274	\$ 68	\$ 2,342
Task 402 Risk and Resilience Assessment						0	\$0	\$ -	\$ -
<i>Workshop No. 1</i>	2		2	3		7	\$1,194	\$ 36	\$ 1,230
<i>Field Visit of Major Water Facilities (as needed)</i>		8		8		16	\$2,784	\$ 84	\$ 2,868
<i>Draft RRA Report</i>	8		16	40		64	\$10,312	\$ 309	\$ 10,621
<i>Workshop No. 2</i>	2		2	3		7	\$1,194	\$ 36	\$ 1,230
<i>Final RRA Report</i>	4		6	8		18	\$3,012	\$ 90	\$ 3,102
Task 403 AWIA RRA Certification			4	4		8	\$1,248	\$ 37	\$ 1,285
Subtotal	18	8	34	74	0	134	\$ 22,018	\$ 661	\$ 22,679
TOTAL BUDGET	42	88	50	204	6	390	\$65,634	\$ 2,069	\$ 67,703



Project: UWMP schedule Date: Wed 9/23/20	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

The MKN team delivers extensive experience with both previous UWMP's as well being under contract for multiple 2020 updates. As our experience demonstrates, we deliver experience beyond just UWMP's but encompass the full range of planning services, from water audits to AWIA compliance to full master plans (40+ completed). Partnering with MKN ensures both delivery of a comprehensive and compliant UWMP but a team that can provide insights and technical input on system operation, optimization and improvements.

Project Name	Client
2020 Urban Water Management Plan	Atascadero Mutual Water Co
2020 Urban Water Management Plan	City of Santa Paula
2020 Urban Water Management Plan	East Niles Community Services District
2020 Urban Water Management Plan	City of Delano
2015 Urban Water Management Plan	Nipomo Community Services District
2015 Urban Water Management Plan	Atascadero Mutual Water Co
2015 Urban Water Management Plan Review	City of Delano
2015 Urban Water Management Plan	East Niles Community Services District
2010 Urban Water Management Plan	East Niles Community Services District
2010 Urban Water Management Plan	City of Madera
2010 Urban Water Management Plan	City of Atwater
2010 Urban Water Management Plan	City of Kingsburg
2010 Urban Water Management Plan	City of Coalinga
2010 Urban Water Management Plan	City of Chowchilla
2005 Urban Water Management Plan	East Niles Community Services District
AWWA Water Audit Validation 2017-2018	Atascadero Mutual Water Co
AWWA Water Audit Validation 2017-2018	Nipomo Community Services District
AWWA Water Audit Validation 2017-2018	East Niles Community Services District
AWIA Compliance	City of Delano
AWIA Compliance	Atascadero Mutual Water Co
AWIA Compliance	City of Reedley
AWIA Compliance Peer Review	City of Clovis
Madera County IRWMP	Madera County
Water Infrastructure Report	Channel Islands Beach Community Services District
Water Master Plan	City of Ventura
Water Master Plan	City of Grover Beach
Water Master Plan	City of Guadalupe
Water Master Plan	East Niles Community Services District
Water Master Plan	City of Guadalupe
Water Master Plan & System Evaluation	Valley Children's Hospital
Water Master Plan Supplemental Report	City of Guadalupe
Water Master Plan Update	City of Oxnard
Water Master Plan Update	Atascadero Mutual Water Co
Water Master Plan Update	City of Merced
Water Supply Assessment and Verification	City of Oxnard
Water System Master Plan Update	City of Tehachapi
Water System Master Plan Update	City of Madera