



WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

REGULAR BOARD MEETING  
AGENDA

**AMENDED\***

THURSDAY, NOVEMBER 19, 2020  
CLOSED SESSION - 6:00 PM • OPEN SESSION – 7:00 PM

**BOARD OF DIRECTORS**

Channing Hawkins, President  
Kyle Crowther, Vice President  
Dr. Michael Taylor, Director  
Greg Young, Director  
Dr. Clifford Young, Director

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"In order to comply with legal requirements for posting of agendas, only those items filed with the District Secretary's office by noon, on Wednesday a week prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

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**Teleconference Notice:** In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Board Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 807-977-6383 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8079776383>. Public comment may also be submitted via email to the Public Affairs Manager, Naseem Farooqi at [nfarooqi@wvwd.org](mailto:nfarooqi@wvwd.org). The webinar will also be available for public viewing by visiting [www.wvwd.org](http://www.wvwd.org). If you require additional assistance, please contact [nfarooqi@wvwd.org](mailto:nfarooqi@wvwd.org).

**OPENING CEREMONIES**

Call to Order  
Pledge of Allegiance  
Opening Prayer  
Roll Call of Board Members

## ADOPT AGENDA

### PUBLIC PARTICIPATION

*Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the District Clerk. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.*

***Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.***

### PRESENTATION

- Thanksgiving Holiday Food Drive and Community Outreach.

### CONSENT CALENDAR

*All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.*

#### Consideration of:

1. Receive and File October 2020 - Purchase Order Report. **(Page No. 6)**
2. Receive and File October 2020 - Treasurer Report October. **(Page No. 11)**
3. Receive and File October 2020 - Cash Disbursement Report. **(Page No. 13)**
4. Receive and File October 2020 Revenues & Expenditures Report. **(Page No. 33)**
5. Holiday Closure for 2020. **(Page No. 37)**
6. Authorizing Resolution No. 2020-19 – Roemer Expansion Project. **(Page No. 39)**
7. Notice of Completion Recordation for the Construction of Casmalia Street Water Main Replacement Project. **(Page No. 40)**
8. Award of Contract for Construction of Santa Ana Avenue Transmission Main Project Phase 1 to El-Co Contractors, Inc. **(Page No. 45)**
9. Approve Task Order No. 2 with Michael Baker International for Construction Management and Inspection Services for Santa Ana Avenue Transmission Main Project Phase I. **(Page No. 47)**

10. Approve Professional Services Agreement and Task Order No. 1 with TKE Engineering, Inc. for the Professional Engineering Services for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project. **(Page No. 80)**
11. Approve a Budget Transfer to Fund the Pump Station 7-2 Project for a Radio Survey. **(Page No. 148)**
12. \*Employment Agreement with Van M. Jew for the Position of Assistant General Manager, Operations and Engineering. **(Page 154)**
13. Name Change Amendment and Hourly Rate Reduction to Contract with General Counsel. **(Page No. 163)**
14. Approval of Payment to Tafoya & Garcia LLP, for Professional Services rendered August 2020, Invoice No. 20-1006; \$21,419.70. **(Page No. 164)**
15. Approval of Payment to Tafoya & Garcia LLP, for Professional Services rendered September 2020, Invoice No. 20-1009; \$22,534.08. **(Page No. 165)**

## **BUSINESS MATTERS**

### **Consideration of:**

**REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).**

1. **Board Members**
2. **Legal Counsel**
3. **General Manager**

## **UPCOMING MEETINGS**

1. November 26, 2020 - West Valley Water District will be **CLOSED** in Observance of Thanksgiving.
2. November 27, 2020 - West Valley Water District will be **CLOSED** in Observance of Thanksgiving.
3. December 1, 2020 - San Bernardino Valley Municipal Water District Regular Board Meeting at Meeting at 2:00 p.m., 380 E. Vanderbilt Way, San Bernardino, CA 92408.
4. December 3, 2020 – West Valley Water District Regular Board of Directors Meeting at 7:00 p.m. (6:00 p.m. Closed Session), at District Headquarters.

5. December 8, 2020 – West Valley Water District Safety & Technology Committee Meeting at 6:00 p.m. at District Headquarters.
6. December 9, 2020 - West Valley Water District Finance Committee Meeting at 1:00 p.m., at District Headquarters.
7. December 9, 2020 - West Valley Water District Engineering, Operations & Planning Committee at 6:00 p.m., at District Headquarters.
8. December 10, 2020 - West Valley Water District External Affairs Committee Meeting at 6:00 p.m. at District Headquarters.
9. December 14, 2020 - West Valley Water District Human Resources Committee Meeting at 6:00 p.m., at District Headquarters.
10. December 15, 2020 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:00 p.m., 380 E. Vanderbilt Way, San Bernardino, CA 92408.
11. December 17, 2020 – West Valley Water District Regular Board of Directors Meeting at 7:00 p.m. (6:00 p.m. Closed Session), at District Headquarters
12. December 24 & 25, 2020 - West Valley Water District will be **CLOSED** in Observance of Christmas.

#### **CLOSED SESSION**

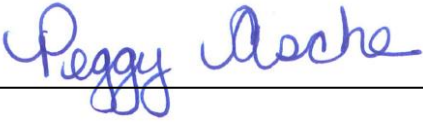
1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Three (3).
2. CONFERENCE WITH LABOR NEGOTIATOR (54957.6) DISTRICT NEGOTIATORS; Shamindra Manbahal, Robert Tafoya, Union Negotiators; re: International Union of Operating Engineers, Local 12.
3. CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government code Section 54957, Title(s): Assistant General Manager, Human Resources Risk Manager.
4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Naisha Davis v. West Valley Water District et al. Case No. 20 STCV0323.
5. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Clifford Young Et Al V. Robert Tafoya Et Al. Case No. 19STCV05677.

#### **ADJOURN**



**DECLARATION OF POSTING:**

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on November 16, 2020.



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Peggy Asche, Board Secretary

**Please Note:**

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at [www.wvwd.org](http://www.wvwd.org) subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to Peggy Asche, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Asche may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** OCTOBER 2020 - PURCHASE ORDER REPORT

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**BACKGROUND:**

The West Valley Water District (“District”) generated forty-eight (48) Purchase Orders (“PO”) in the month of October 2020 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of October 2020 was **\$824,476.40**. A table listing all PO’s for October 2020 is shown in **Exhibit A**.

**FISCAL IMPACT:**

There is no fiscal impact for producing the October 2020 Purchase Order Report.

**STAFF RECOMMENDATION:**

Receive and file the October 2020 Purchase Order Report.

Respectfully Submitted,

*Shamindra Manbahal*

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Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager

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**ATTACHMENT(S):**

1. October 2020 Purchase Order Report

# Exhibit A



West Valley Water District, CA

# Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 10/01/2020 - 10/31/2020

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0154	Computer Parts and Supplies Order 01450 - AMAZON	Outstanding West Valley Water District	10/1/2020 10/15/2020	0.00	3,691.32
21-0155	Replacement Meter Registers 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	10/1/2020 10/15/2020	0.00	3,424.83
21-0156	HASA Blanket PO - Wells With Out Treatment 01641 - HASA INC.	Partially Received West Valley Water District	10/1/2020 10/15/2020	0.00	10,000.00
21-0157	Near Map Agreement 02291 - NEARMAP US INC	Completed West Valley Water District	10/1/2020 10/15/2020	0.00	7,500.00
21-0158	Gasoline Order 10/01/20 01295 - FLYERS ENERGY LLC	Completed West Valley Water District	10/1/2020 10/15/2020	0.00	9,011.10
21-0159	Vehicle Collision Repair Unit 235 02284 - R&F AUTO COLLISION CENTER	Completed West Valley Water District	10/1/2020 10/15/2020	0.00	1,428.27
21-0160	OPR RACKS 01567 - MCMaster-CARR SUPPLY COMPANY	Outstanding West Valley Water District	10/2/2020 10/16/2020	0.00	506.14
21-0161	Stock Order for Inventory 09/30/20 00748 - YO FIRE	Outstanding West Valley Water District	10/6/2020 10/20/2020	0.00	24,376.31
21-0162	Meter Box Lids for Inventory 00055 - WESTERN WATER WORKS SUPPLY CO INC	Outstanding West Valley Water District	10/6/2020 10/20/2020	0.00	24,437.70
21-0163	Professional Services- Monthly Treasurer's Report 01705 - CLIFTON LARSON ALLEN	Partially Received West Valley Water District	10/6/2020 10/20/2020	0.00	30,000.00
21-0164	HASA - Chlorine for OPR 01641 - HASA INC.	Outstanding West Valley Water District	10/6/2020 10/20/2020	0.00	24,000.00
21-0165	Professional Services Contract Lab 02292 - NORMA ROZENSTRATEN	Partially Received West Valley Water District	10/6/2020 10/20/2020	0.00	10,500.00
21-0166	Repair CAT Backhoe 420E lights & Hydraulic Cylinder 01700 - PG MECHANICAL	Completed West Valley Water District	10/6/2020 10/20/2020	0.00	595.00
21-0167	Replace Traffic Advisor & Lighting Truck 208 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	10/6/2020 10/20/2020	0.00	2,861.62
21-0168	Heavy DUTy Quick Assembly Shelving for OPR 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	10/6/2020 10/20/2020	0.00	547.74
21-0169	COPPER FOR MAINT. 00748 - YO FIRE	Completed West Valley Water District	10/7/2020 10/21/2020	0.00	562.46
21-0170	FIRE HYDRANT RESTOCK 00748 - YO FIRE	Completed West Valley Water District	10/7/2020 10/21/2020	0.00	1,562.38
21-0171	16in Pratt Valve with Pnuematic Actuator 00729 - SOUTHWEST VALVE & EQUIPMENT	Outstanding West Valley Water District	10/9/2020 10/23/2020	0.00	23,334.00

## Purchase Order Summary Report

Issued Date Range 10/01/2020 - 10/31/2020

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0172	Meters for Inventory 01722 - HONEYWELL	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	23,274.00
21-0173	Stock Order for Inventory 00748 - YO FIRE	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	24,192.47
21-0174	MXUs for Inventory 00255 - AQUA-METRIC SALES CO	Received West Valley Water District	10/12/2020 10/26/2020	0.00	23,943.13
21-0175	Mailer for Calendar Contese 01311 - MINUTEMAN PRESS OF RANCHO CUCAMONGA	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	6,839.71
21-0176	MAINT. TOOLS CRIMPERS 01657 - CORE & MAIN LP	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	3,004.35
21-0177	ROLL UP DOOR BUILDING C 01619 - R&S OVERHEAD DOORS OF INLAND EMPIRE INC	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	2,275.00
21-0178	PPE Supplies for Contest 01450 - AMAZON	Outstanding West Valley Water District	10/14/2020 10/28/2020	0.00	3,605.83
21-0179	LOWE'S FOR ROEMER 00628 - LOWES	Outstanding West Valley Water District	10/12/2020 10/26/2020	0.00	518.53
21-0180	USA ROEMER CHEMICALS 00360 - USA BLUEBOOK	Completed West Valley Water District	10/12/2020 10/26/2020	0.00	507.07
21-0181	Enterprise Lease Vehicles 10/03/20 00926 - ENTERPRISE FLEET MANAGEMENT INC	Completed West Valley Water District	10/16/2020 10/30/2020	0.00	3,846.29
21-0182	2021 Ford F150 00139 - FAIRVIEW FORD	Outstanding West Valley Water District	10/16/2020 10/30/2020	0.00	24,463.69
21-0183	HACH DR300 CHLORINE 00360 - USA BLUEBOOK	Completed West Valley Water District	10/16/2020 10/30/2020	0.00	519.19
21-0184	FBR IX Discharge to Sewer Project 00023 - EL-CO CONTRACTORS INC	Outstanding West Valley Water District	10/21/2020 11/4/2020	0.00	24,900.00
21-0185	Recruitment Services for HR/Risk Managment 02288 - MANAGEMENT PARTNERS, INCORPORATED	Outstanding West Valley Water District	10/20/2020 11/3/2020	0.00	27,000.00
21-0186	Stihl 150cc 12" Bar Chainsaw 00748 - YO FIRE	Outstanding West Valley Water District	10/20/2020 11/3/2020	0.00	614.12
21-0187	AWWA Water Audit Validator 01671 - WILEY, MARK	Voided West Valley Water District	10/20/2020 11/3/2020	0.00	2,000.00
21-0188	19'-3" Custom Valve Extension 00748 - YO FIRE	Outstanding West Valley Water District	10/20/2020 11/3/2020	0.00	1,400.75
21-0189	TREE REMOVAL @ 9TH ST WELL 01473 - CALIFORNIA LANDSCAPE & DESIGN INC.	Completed West Valley Water District	10/19/2020 11/2/2020	0.00	2,875.00
21-0190	White Mineral Food Grade Oil for Pumps 01783 - SC COMMERCIAL LLC	Outstanding West Valley Water District	10/21/2020 11/4/2020	0.00	4,729.62
21-0191	Meter Boxes and Lids for Inventory 00941 - OLDCASTLE INFRASTRUCTURE INC	Outstanding West Valley Water District	10/21/2020 11/4/2020	0.00	23,808.01

## Purchase Order Summary Report

Issued Date Range 10/01/2020 - 10/31/2020

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0192	RADIO TRANCEIVERS 00097 - TESCO CONTROLS INC	Outstanding West Valley Water District	10/21/2020 11/4/2020	0.00	4,135.00
21-0193	Postage & Printing 01052 - INFOSEND INC	Received West Valley Water District	10/29/2020 11/12/2020	0.00	11,821.94
21-0194	Henry Pratt Pneumatic Valves & Positioners 00729 - SOUTHWEST VALVE & EQUIPMENT	Outstanding West Valley Water District	10/20/2020 11/3/2020	0.00	10,387.10
21-0195	AWWA WATER AUDIT VALIDATOR 01671 - WILEY, MARK	Outstanding West Valley Water District	10/28/2020 11/11/2020	0.00	2,000.00
21-0196	BROON. UTILITY BU118, BOCE 01528 - QUINN COMPANY	Outstanding West Valley Water District	10/26/2020 11/9/2020	0.00	5,845.31
21-0199	Robert D. Niehaus, Inc 02299 - ROBERT D NIEHAUS INC	Outstanding West Valley Water District	10/30/2020 11/13/2020	0.00	29,492.00
21-0200	Bloomington 3C - Waterline 01440 - ALBERT A WEBB ASSOCIATES	Outstanding West Valley Water District	10/30/2020 11/13/2020	0.00	15,884.00
21-0201	Air Conditioner OPR 01567 - MCMASTER-CARR SUPPLY COMPANY	Outstanding West Valley Water District	10/30/2020 11/13/2020	0.00	1,871.42
21-0202	CSDA Professional Development Modules 2-3 00161 - CALIFORNIA SPECIAL DIST ASSOC	Outstanding West Valley Water District	10/30/2020 11/13/2020	0.00	4,500.00
21-0208	Development of Construction WaterMain I10 & Cedar 01561 - MICHAEL BAKER INTERNATIONAL, INC	Outstanding West Valley Water District	10/30/2020 11/13/2020	0.00	355,884.00

Purchase Order Count: (48)

Total Trade Discount: 0.00

Total: 824,476.40



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors

**DISCUSSION:**

West Valley Water District ("District") engaged the Clifton Larson Allen LLP to prepare West Valley Water District's (WVWD) Investment report on a monthly basis. The District's investment policy is in uniformity with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). Report for the Month of October 2020 is presented to the Finance Committee for discussion.

**FISCAL IMPACT:**

None. Monthly Cost of \$2,500 was included in the FY 20-21 annual budget.

**STAFF RECOMMENDATION:**

That the Board of Directors receive and file the Treasurer's Reports for October 2020.

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**ATTACHMENT(S):**

1. Treasurer Report October 2020

West Valley Water District  
Cash, Investment & Reserve Balances - October 31, 2020

Institution/Investment Type	September 2020 Balance	October 2020 Balance	RESERVE ACCOUNT	Minimum Balance	Target Balance	Maximum Balance
<b>Funds Under Control of the District:</b>			<b>RESTRICTED FUNDS</b>			
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	2016A Bond	\$ 0.35	\$ 0.35	\$ 0.35
	<b>\$ 4,300.00</b>	<b>\$ 4,300.00</b>	Customer Deposit Accounts	\$ 3,324,862.56	\$ 3,324,862.56	\$ 3,324,862.56
Checking and Savings:			Capacity Charge Acct Balance	\$ 13,697,046.31	\$ 13,697,046.31	\$ 13,697,046.31
Chase - General Government Checking	\$ 4,086,606.96	\$ 5,086,313.22	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -		<b>\$ 20,021,909.22</b>	<b>\$ 20,021,909.22</b>	<b>\$ 20,021,909.22</b>
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	<b>CAPITAL RESERVE FUNDS</b>			
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50	Capital Project Account - 100% FY 20-21	\$ 9,284,433.00	\$ 9,284,433.00	\$ 9,284,433.00
	<b>\$ 4,140,244.02</b>	<b>\$ 5,139,950.28</b>	Capital Project Account-80% FY 21-22	\$ 10,679,626.00	\$ 10,679,626.00	\$ 10,679,626.00
			Administrative & General Account	\$ 1,269,847.73	\$ 1,269,847.73	\$ 1,269,847.73
				<b>\$ 21,233,906.73</b>	<b>\$ 21,233,906.73</b>	<b>\$ 21,233,906.73</b>
State of California, Local Agency Investment Fund	\$ 17,287,002.84	\$ 17,323,711.91	<b>LIQUIDITY FUNDS</b>			
US Bank - Chandler Asset Mgmt	\$ 14,163,702.64	\$ 14,142,477.42	Rate Stabilization Account	\$ 782,806.31	\$ 2,348,418.93	\$ 3,914,031.55
CalTrust Pooled Investment Fund - Short Term	\$ 15,747,638.48	\$ 15,756,885.56	Operating Reserve Account	\$ 4,232,825.77	\$ 8,465,651.54	\$ 12,698,477.31
CalTrust Pooled Investment Fund - Medium Term	\$ 10,950,100.95	\$ 10,948,478.93	Emergency Account	\$ 1,276,781.76	\$ 2,553,563.51	\$ 3,830,345.27
U. S. Treasury Bills			Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -		<b>\$ 6,417,413.84</b>	<b>\$ 13,992,633.98</b>	<b>\$ 21,692,854.13</b>
			<b>OTHER RESERVES</b>			
Total	<b>\$ 62,292,988.93</b>	<b>\$ 63,315,804.10</b>	Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
Funds Under Control of Fiscal Agents:				<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>
<b>US BANK</b>			<b>OPERATING CASH</b>			
2016A Bond - Principal & Payment Funds	\$ 0.74	\$ 0.28	Balance Available for Daily Operations	\$ 10,642,574.66	\$ 3,067,354.52	\$ (4,632,865.63)
2016A Bond - Interest Fund	\$ 2.22	\$ 0.07		<b>\$ 10,642,574.66</b>	<b>\$ 3,067,354.52</b>	<b>\$ (4,632,865.63)</b>
Total	<b>\$ 2.96</b>	<b>\$ 0.35</b>				
<b>Grand Total</b>	<b>\$ 62,292,991.89</b>	<b>\$ 63,315,804.45</b>	<b>Grand Total</b>	<b>\$ 63,315,804.45</b>	<b>\$ 63,315,804.45</b>	<b>\$ 63,315,804.45</b>
			<b>UNRESTRICTED RESERVES</b>	<b>\$ 43,293,895.23</b>		

I hereby certify that the investment activity for this reporting period conforms with the investment policy adopted by the West Valley Water District Board of Directors and the California Government Code Section 53601

I also certify that there are adequate funds available to meet the District's Budget.

*Shamindra K. Manbahal*  
Acting General Manager/Chief Financial & Administrative Officer





**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors

**BACKGROUND:**

The Board of Directors requested the Monthly Cash Disbursements Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented to the Finance Committee on a monthly basis.

**DISCUSSION:**

Each month, the Accounting Department provides a complete listing of all disbursements for the previous month in an effort to promote fiscal responsibility and accountability over the expenditure of public funds. This process includes providing the Finance Committee, Board of Directors and ratepayers the opportunity to review expenses for supplies, materials, services, and payroll Disbursements. Payroll is processed bi-weekly and accounts payable is processed weekly. Information to justify each payment is available through the Accounting Department. For reference, Customer Refunds are credits due as a result of closing a water account.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

That the Board of Directors receive and file the Monthly Cash Disbursements Reports for October 2020.

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**ATTACHMENT(S):**

1. 2020 October Cash Disbursements Board Report
2. 2020 October Cash Disbursements Payroll Board Report

**WEST VALLEY WATER DISTRICT**CASH DISBURSEMENT REPORT  
OCTOBER 2020

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
4908	AIR & HOSE SOURCE INC	WTP SUPPLIES REP/MAINT	350.19	
4909	ALBERT A WEBB ASSOCIATES	Bloominton Phase 3 Update to Bid Pack for Phase 3B		717.25
4909	ALBERT A WEBB ASSOCIATES	Bloominton Phase 3 Update to Bid Pack for Phase 3B		1,400.00
4910	ARROWHEAD UNITED WAY	Gina Bertoline	4.00	
4910	ARROWHEAD UNITED WAY	Gina Bertoline	4.00	
4911	ENGINEERING RESOURCES INC	Task Order #2 Casmalia Water Line Replacement		2,763.00
4911	ENGINEERING RESOURCES INC	WATERLINE & PUMP STN 4-3 AT LORD RANCH CO#2		15,255.00
4912	HARPER, HEIDI	NATIONAL NOTARY ASSOC MEMBERSHIP	165.00	
4912	HARPER, HEIDI	D2 CERTIFICATION RENEWAL	80.00	
4913	HASA INC.	WELL #54 CHEMICALS	176.12	
4913	HASA INC.	WELL #24 CHEMICALS	126.81	
4913	HASA INC.	WELL #8 CHEMICALS	415.65	
4913	HASA INC.	WELL #7 CHEMICALS	486.10	
4913	HASA INC.	WELL #15 CHEMICALS	267.71	
4913	HASA INC.	WELL #30 CHEMICALS	133.85	
4913	HASA INC.	WELL #42 CHEMICALS	197.26	
4913	HASA INC.	WTP CHEMICALS	3,037.48	
4913	HASA INC.	WELL #42 CHEMICALS	183.17	
4913	HASA INC.	BLF CHEMICALS	1,690.78	
4913	HASA INC.	WELL #15 CHEMICALS	211.35	
4913	HASA INC.	WELL #30 CHEMICALS	140.90	
4913	HASA INC.	WELL #8 CHEMICALS	239.53	
4913	HASA INC.	WELL #1 CHEMICALS	140.90	
4913	HASA INC.	WELL #1 CHEMICALS	1,268.08	
4913	HASA INC.	WTP CHEMICALS	2,915.98	
4913	HASA INC.	BLF CHEMICALS	1,690.78	
4913	HASA INC.	WELL#42 CHEMICALS	324.07	
4913	HASA INC.	WELL#42 CHEMICALS	211.35	
4913	HASA INC.	BLF CHEMICALS	1,408.98	
4914	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES REP/MAINT	35.15	
4914	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES REP/MAINT	85.06	
4914	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES REP/MAINT	438.94	
4914	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES REP/MAINT	437.41	
4915	ROB KATHERMAN CONSULTING	Professional Consulting Services		4,641.00
4915	ROB KATHERMAN CONSULTING	Professional Consulting Services		2,856.00
4916	CDW GOVERNMENT INC	License Renewal for Office 365	1,765.61	
4916	CDW GOVERNMENT INC	License Renewal for Office 365	2,967.00	
4916	CDW GOVERNMENT INC	License Renewal for Office 365	882.77	
4916	CDW GOVERNMENT INC	License Renewal for Office 365	4,945.00	
4916	CDW GOVERNMENT INC	New Computer Purchase	2,949.23	
4917	CED CREDIT OFFICE	Molded Case Circuit Breaker for Well 54	2,160.00	
4918	CHANDLER ASSET MANAGEMENT	SEPTEMBER 2020	1,149.00	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	42.50	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	33.25	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	33.25	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	

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4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	6.75	
4919	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	6.75	
4920	CRB SECURITY SOLUTIONS	Remove Alarm System from Trailer		942.50
4921	ENTERPRISE FLEET MANAGEMENT INC	Enterprise Lease/Maint Vehicles 09/03/20	3,861.58	
4921	ENTERPRISE FLEET MANAGEMENT INC	Enterprise Lease/Maint Vehicles 09/03/20	832.43	
4922	ERS INDUSTRIAL SERVICES INC.	RETENTION PAYMENT	27,378.02	
4923	FASTENAL COMPANY	VENDING RESTOCK-SAFETY SUPPLIES	257.85	
4923	FASTENAL COMPANY	VENDING RESTOCK	276.81	
4924	GARDEN INTERIORS	PLANTS MAINTENANCE-SEPTEMBER 2020	424.00	
4925	HONEYWELL	3/4' METERS		23,010.00
4926	INLAND ROAD SERVICE & TIRE	Trailer Tire Repair	560.26	
4926	INLAND ROAD SERVICE & TIRE	Trailer Tire Repair	210.00	
4927	OFFICE SOLUTIONS BUSINESS PRODUCTS	OFFICE SUPPLIES	499.74	
4928	UNIFIRST CORPORATION	JANITORIAL SERVICES-WTP	103.63	
4928	UNIFIRST CORPORATION	JANITORIAL SERVICES	262.92	
4928	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.44	
4928	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.50	
4928	UNIFIRST CORPORATION	UNIFORMS-FBR	5.73	
4928	UNIFIRST CORPORATION	UNIFORMS-FBR	4.73	
4928	UNIFIRST CORPORATION	UNIFORMS-FBR	5.83	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.25	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.16	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.51	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.40	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.06	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.76	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.63	
4928	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.57	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.81	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.52	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	35.70	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.73	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.61	
4928	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.61	
4928	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	5.67	
4928	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	4.50	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	5.75	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	4.42	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	5.56	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	6.09	
4928	UNIFIRST CORPORATION	UNIFORMS-METERS	5.81	
4928	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	7.79	
4928	UNIFIRST CORPORATION	UNIFORMS-WTP	4.62	
4928	UNIFIRST CORPORATION	UNIFORMS-WTP	5.83	
4928	UNIFIRST CORPORATION	UNIFORMS-WTP	5.73	
4928	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	5.63	
4928	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	4.51	

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4930	YOUNG, CLIFFORD	CALPERS LTC- OCTOBER 2020	527.91	
4931	AIR & HOSE SOURCE INC	PRODUCTION REP/MAINT	452.23	
4932	ALBERT A WEBB ASSOCIATES	Staking Service for Casmalia & Lilac Water Main		2,681.38
4933	ARAIZA, ANTHONY W	MEDICARE PART B REIMBURSEMENT	1,128.00	
4934	ARAIZA, DIANA	MEDICARE PART B REIMBURSEMENT	1,128.00	
4935	ASHWORTH, MARIADA L	MEDICARE PART B REIMBURSEMENT	433.80	
4936	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Services for District	5,760.00	
4936	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Services for District	1,540.00	
4936	CALIFORNIA LANDSCAPE & DESIGN INC.	Trim Resident Trees Hanging on District Property	1,080.00	
4937	CRB SECURITY SOLUTIONS	FBR REP/MAINT ALARM	376.55	
4938	CURTIS, DEVI A	MEDICARE PART B REIMBURSEMENT	433.80	
4939	CURTIS, MITCHELL A	MEDICARE PART B REIMBURSEMENT	433.80	
4940	DIAMOND ENVIRONMENTAL SERVICES LLC	PORTABLE RESTROOM RENTAL	112.71	
4941	GENERAL PUMP COMPANY INC	OPR GAC Booster 3 Pump Service	12,650.15	
4942	GETZ, BETTY	MEDICARE PART B REIMBURSEMENT	433.80	
4943	HANNA, DIANA G	MEDICARE PART B REIMBURSEMENT	433.80	
4944	HANNA, DONALD R	MEDICARE PART B REIMBURSEMENT	433.80	
4945	LANE, JAN	MEDICARE PART B REIMBURSEMENT	433.80	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	49.68	
4946	MCMaster-CARR SUPPLY COMPANY	Heavy DUty Quick Assembly Shelving for OPR	547.74	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	236.33	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	441.88	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	337.43	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	462.26	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES-CREDIT	(1,734.95)	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	342.95	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	84.67	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	392.99	
4946	MCMaster-CARR SUPPLY COMPANY	WTP CHLORINATION EQUIP	361.80	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	463.61	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	481.86	
4946	MCMaster-CARR SUPPLY COMPANY	WTP CHLORINATION EQUIP	477.57	
4946	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	379.15	
4947	POUND, ROGER A	MEDICARE PART B REIMBURSEMENT	433.80	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	500.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	170.48	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	375.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	58.77	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	285.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	106.03	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	125.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	1,070.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	218.58	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	125.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	320.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	61.68	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	250.00	
4948	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	195.00	
4949	ROB KATHERMAN CONSULTING	Professional Consulting Services		2,847.50
4950	SAFETY COMPLIANCE COMPANY	SAFETY MEETING 09/08/20 FIELD	225.00	
4950	SAFETY COMPLIANCE COMPANY	SAFETY MEETING 09/08/20	200.00	
4950	SAFETY COMPLIANCE COMPANY	SAFETY MEETING 09/22/20	225.00	
4951	SALLENDER, PAULETTE	MEDICARE PART B REIMBURSEMENT	433.80	
4952	SAMBA HOLDINGS INC	HR SERVICES	103.93	

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4953	SANDER, THOMAS O	MEDICARE PART B REIMBURSEMENT	433.80	
4954	SB VALLEY MUNICIPAL	BLF TRUE UP COSTS FY 2019-2020	68,423.00	
4955	VULCAN MATERIALS COMPANY	Temporary Asphalt	89.88	
4955	VULCAN MATERIALS COMPANY	Temporary Asphalt	2,145.60	
4956	WESTBROOK, LAURA	MEDICARE PART B REIMBURSEMENT	433.80	
4957	CALIFORNIA LANDSCAPE & DESIGN INC.	TREE REMOVAL @ 9TH ST WELL	2,875.00	
4958	COMPUTERIZED EMBROIDERY COMPANY INC	METERS UNIFORMS	365.16	
4959	ENTERPRISE FLEET MANAGEMENT INC	Enterprise Lease Vehicles 10/03/20	3,846.29	
4959	ENTERPRISE FLEET MANAGEMENT INC	VEHICLES MAINTENANCE CREDIT	(240.60)	
4960	GARDEN INTERIORS	PLANTS MAINT	424.00	
4961	INFOSEND INC	MONTHLY SERVICE FEE-SEPT 2020	400.00	
4962	PRUITT, BARBARA J	MEDICARE PART B REIMB JUL-SEPT 2020	433.80	
4963	SAMBA HOLDINGS INC	HR SERVICES-DRIVER MONITORING	108.20	
4963	SAMBA HOLDINGS INC	HR SERVICES-DRIVER MONITORING	106.95	
4964	SHARP EXTERMINATOR COMPANY	DISTRICT MAINTENANCE	185.00	
4965	SIKORSKI, KENNETH	MEDICARE PART B REIMB JUL-SEPT 2020	433.80	
4966	SPIK, LINDA M	MEDICARE PART B REIMB JUL-SEPT 2020	607.20	
4967	ARROWHEAD UNITED WAY	Gina Bertoline	4.00	
4967	ARROWHEAD UNITED WAY	Gina Bertoline	4.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	851.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	1,335.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	39.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	44.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	44.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	89.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	12.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	48.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	44.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	228.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	62.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	70.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	44.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	39.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	69.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	36.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	36.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	12.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	194.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	51.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	706.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	6.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	31.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	66.75	

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4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	12.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	274.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	497.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	1,047.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	36.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	36.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	720.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	105.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	6.75	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	12.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	141.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	12.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	12.00	
4968	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4971	CRB SECURITY SOLUTIONS	FBR ALARM REPAIR	170.00	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	204.50	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	448.50	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	172.50	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	69.00	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	827.50	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	34.50	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	69.00	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	344.00	
4971	CRB SECURITY SOLUTIONS	District Security Alarms	34.50	
4972	DAVID N M TURCH	Consultant-Lobbyist	12,500.00	
4973	FASTENAL COMPANY	VENDING MACHINE RESTOCK	162.14	
4973	FASTENAL COMPANY	VENDING MACHINE RESTOCK	288.26	
4973	FASTENAL COMPANY	SHOP SUPPLIES	24.41	
4974	HALL, BARBARA A.	MEDICARE PART B REIMB JULY-SEPT 2020	433.80	
4975	HARRINGTON INDUSTRIAL PLASTICS	PRODUCTION SUPPLIES	358.99	
4976	HASA INC.	CHEMICALS WELL #8	105.67	
4976	HASA INC.	CHEMICALS WELL #1	218.39	
4976	HASA INC.	CHEMICALS WELL #15	402.97	
4976	HASA INC.	CHEMICALS WELL #30	309.98	
4976	HASA INC.	CHEMICALS WELL #8	253.62	
4976	HASA INC.	CHEMICALS WELL #24	157.81	
4976	HASA INC.	CHEMICALS WELL #54	160.62	
4976	HASA INC.	PO for Chlorine Wells WithOut Treatment	70.45	

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4976	HASA INC.	CHEMICALS WELL #30	140.90	
4976	HASA INC.	CHEMICALS WELL #1	270.52	
4976	HASA INC.	CHEMICALS WELL #5	70.45	
4976	HASA INC.	CHEMICALS WELL #24	197.26	
4976	HASA INC.	CHEMICALS WELL #54	225.44	
4976	HASA INC.	CHEMICALS WELL #8	281.80	
4976	HASA INC.	CHEMICALS WELL #5	211.35	
4976	HASA INC.	CHEMICALS WELL #1	338.16	
4976	HASA INC.	CHEMICALS WELL #8	91.58	
4976	HASA INC.	CHEMICALS WELL #15	317.02	
4976	HASA INC.	CHEMICALS WELL #30	317.02	
4976	HASA INC.	CHEMICALS WELL#42	281.80	
4976	HASA INC.	CHEMICALS WELL #24	169.08	
4976	HASA INC.	CHEMICALS WTP	2,885.60	
4976	HASA INC.	CHEMICALS WELL #54	162.03	
4976	HASA INC.	CHEMICALS WELL #24	84.54	
4976	HASA INC.	CHEMICALS WELL #5	154.99	
4976	HASA INC.	CHEMICALS WELL #1	218.39	
4976	HASA INC.	CHEMICALS WELL #8	169.08	
4976	HASA INC.	CHEMICALS BLF	1,479.43	
4976	HASA INC.	CHEMICALS WELL #15	91.58	
4976	HASA INC.	CHEMICALS WELL #30	112.72	
4976	HASA INC.	CHEMICALS WELL#42	154.99	
4976	HASA INC.	CHEMICALS WELL#42	176.12	
4976	HASA INC.	CHEMICALS WELL #30	105.67	
4976	HASA INC.	CHEMICALS WELL #15	140.90	
4976	HASA INC.	CHEMICALS WELL #8	162.03	
4976	HASA INC.	CHEMICALS WELL #1	126.81	
4976	HASA INC.	CHEMICALS WELL #24	84.54	
4976	HASA INC.	CHEMICALS WELL #54	112.72	
4976	HASA INC.	CHEMICALS-WTP	3,037.48	
4976	HASA INC.	CHEMICALS BLF	1,127.18	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	109.49	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	215.29	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	425.01	
4978	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	445.34	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	117.83	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	87.04	
4978	MCMaster-CARR SUPPLY COMPANY	PRODUCTION REPAIR/MAINT	76.76	
4978	MCMaster-CARR SUPPLY COMPANY	WTP SUPPLIES	265.41	
4979	NORMA ROZENSTRATEN	Professional Services Contract Lab	3,387.52	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	500.00	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	500.00	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	45.13	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	250.00	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	250.00	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Type 2 Base for Backfill	54.82	
4980	RAMCO RECYCLED AGGREGATE MATERIALS	Disposal of Excavated Materials	250.00	
4981	SAFETY COMPLIANCE COMPANY	SAFETY MEETING 10/13/20	225.00	
4981	SAFETY COMPLIANCE COMPANY	SAFETY MEETING 10/13/20	200.00	
4982	UNIFIRST CORPORATION	WTP JANITORIAL SERVICES	105.23	
4982	UNIFIRST CORPORATION	JANITORIAL SERVICES	269.37	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.44	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.50	

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4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.40	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.63	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.76	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.06	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.16	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.25	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.57	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	303.28	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.52	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	5.67	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	4.50	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.75	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	6.09	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.56	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	7.79	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	4.62	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	5.63	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	4.51	
4982	UNIFIRST CORPORATION	WTP JANITORIAL SERVICES	103.63	
4982	UNIFIRST CORPORATION	JANITORIAL SERVICES	262.92	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.50	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.44	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.63	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.76	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.06	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.57	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.40	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.16	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.25	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.61	



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4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.52	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	4.50	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	5.67	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	6.09	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.56	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.75	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	4.62	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	5.63	
4982	UNIFIRST CORPORATION	JANITORIAL SERVICES	269.37	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.44	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.50	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.57	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.63	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.40	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.76	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.06	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.16	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.25	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.73	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.61	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.52	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.61	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	5.67	
4982	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	4.50	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.56	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.62	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.75	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.81	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	6.09	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.73	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	4.62	

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4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.83	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	5.63	
4982	UNIFIRST CORPORATION	JANITORIAL SVCS	262.92	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.20	
4982	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	4.16	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	4.99	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	5.06	
4982	UNIFIRST CORPORATION	UNIFORMS-FBR	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.44	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.32	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.39	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.39	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.13	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.43	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.48	
4982	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	4.35	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.90	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.22	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.06	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.06	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.05	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.42	
4982	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	4.51	
4982	UNIFIRST CORPORATION	UNIFORMS-WTR TRTMT	4.94	
4982	UNIFIRST CORPORATION	UNIFORMS-WTR TRTMT	4.20	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.00	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.72	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.82	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.05	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.14	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	4.82	
4982	UNIFIRST CORPORATION	UNIFORMS-METERS	5.25	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	4.99	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	5.06	
4982	UNIFIRST CORPORATION	UNIFORMS-WTP	4.29	
4982	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	4.80	
78671	ACWA /JPIA	Cobra Payments	2,974.17	
78671	ACWA /JPIA	DELTACARE DENTAL PPO	431.54	
78671	ACWA /JPIA	HEALTH INSURANCE	7,508.02	
78671	ACWA /JPIA	VISION	86.05	
78671	ACWA /JPIA	DELTACARE DENTAL HMO	851.49	
78671	ACWA /JPIA	DELTACARE DENTAL PPO	5,840.44	
78671	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	192.75	
78671	ACWA /JPIA	HEALTH INSURANCE	115,841.01	
78671	ACWA /JPIA	VISION	1,290.75	
78671	ACWA /JPIA	EE Adjustments	3,474.01	
78671	ACWA /JPIA	Retiree Health Benefits	23,998.83	
78671	ACWA /JPIA	Retiree Health Benefits	1,497.65	
78671	ACWA /JPIA	Retiree Health Benefits	464.67	
78672	AGENCY ETA INC.	CONTRACTS/LICENSES	1,200.00	
78673	ALPINE TECHNICAL SERVICES ,LLC	EarthTec chemical for OPR	19,009.90	
78674	AT&T	CIRCUIT LINES	881.82	

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78674	AT&T	CIRCUIT LINES	879.99	
78674	AT&T	WTP FIRE SVC	123.03	
78674	AT&T	SO SYS OPERATIONS BLDG	657.65	
78675	AT&T LONG DISTANCE	WTP LONG DISTANCE	23.17	
78676	CALTEC CORP.	FOYER RENOVATION PROJECT-RETENTION PMT		2,077.77
78676	CALTEC CORP.	FOYER RENOVATION PROJECT-RETENTION PMT		32,992.03
78677	CITY OF RIALTO-ALARM PROGRAM	ALARM FEES	260.70	
78677	CITY OF RIALTO-ALARM PROGRAM	ALARM FEES	25.90	
78678	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	786.67	
78678	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	287.48	
78678	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	786.56	
78678	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	287.42	
78679	GRAINGER INC	WTP SUPPLIES REP/MAINT	182.41	
78679	GRAINGER INC	WTP SUPPLIES REP/MAINT	24.21	
78679	GRAINGER INC	WTP SUPPLIES REP/MAINT	482.72	
78679	GRAINGER INC	WTP CHLORINATION EQUIP	389.95	
78680	INNOVYZE INC	CONTRACTS/LICENSES	1,730.00	
78681	LEGAL SHIELD	LEGALSHIELD	277.06	
78681	LEGAL SHIELD	LEGALSHIELD	277.04	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	0.70	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	4.80	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	13.95	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	21.27	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	88.79	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	76.80	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	866.46	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	1,775.80	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	2,518.29	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	802.94	
78682	MUTUAL OF OMAHA INSURANCE COMPANY	EE ADJUSTMENTS	194.37	
78683	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA,	HR SVCS-Employment Exams	520.50	
78683	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA,	HR SVCS-Employment Exams	520.50	
78684	RIALTO WATER SERVICES	HQ WATER BILL	119.51	
78684	RIALTO WATER SERVICES	WTP SEWER	67.17	
78685	RYAN HERCO PRODUCTS CORP	WTP CHEMICALS	495.65	
78686	SO CALIFORNIA EDISON	BLF ELECTRIC	115.87	
78686	SO CALIFORNIA EDISON	S END SHOP	100.32	
78686	SO CALIFORNIA EDISON	WELL #6 ELECTRIC	408.45	
78687	SOLID WASTE MANAGEMENT DIVISION	DISPOSAL FEES	42.88	
78687	SOLID WASTE MANAGEMENT DIVISION	DISPOSAL FEES	58.30	
78688	STATE OF CALIFORNIA FRANCHISE TAX	GARNISHMENT	390.79	
78688	STATE OF CALIFORNIA FRANCHISE TAX	GARNISHMENT	390.79	
78689	UNDERGROUND SERVICE ALERT	Underground Service Alert	594.10	
78690	VERIZON WIRELESS PHONES	CELL PHONES/INTERNET	4,212.12	
78690	VERIZON WIRELESS PHONES	CELL PHONES/INTERNET	1,165.12	
78690	VERIZON WIRELESS PHONES	CELL PHONE	51.36	
78725	ACOM SOLUTIONS INC	HARDWARE ANNUAL RENEWAL	524.00	
78726	AKEL ENGINEERING GROUP INC	HIP BLOOMINGTON DEVELOPMENT	3,856.00	
78727	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	350.00	
78727	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	1,283.04	
78727	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	2,797.24	
78728	BADGER DAYLIGHTING CORP	DECANT BACKWASH BASIN SLUDGE REMOVAL	5,643.75	
78729	BROWN, TRACI L	D1 CERTIFICATION	70.00	
78730	BURRTEC WASTE INDUSTRIES INC	HQ DISPOSAL FEES	693.19	

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78731	CINTAS CORPORATION	JANITORIAL SVCS-COVID19	403.33	
78731	CINTAS CORPORATION	JANITORIAL SVCS-COVID19	295.95	
78731	CINTAS CORPORATION	JANITORIAL SVCS-COVID19	295.95	
78731	CINTAS CORPORATION	JANITORIAL SVCS-COVID19	483.33	
78732	CITY OF RIALTO	UTILITY USER TAX-SEPTEMBER 2020	49,412.47	
78732	CITY OF RIALTO	UTILITY USER TAX-SEPTEMBER 2020	(179.81)	
78733	CLA VAL CO	Truck Service	2,904.08	
78734	CLIFTON LARSON ALLEN	Profesional Services- Monthly Treasurer's Report	2,625.00	
78735	FAST SERVICE	CUST SVCS-SEPTEMBER 2020	280.00	
78736	FMB TRUCK OUTFITTERS, INC.	EQUIPMENT MAINTENANCE	430.95	
78737	GARDA CL WEST INC	ARMORED TRANSPORT	380.95	
78738	GOVERNMENT FINANCE OFFICERS ASSOC	MEMBER#300189194-RICKEY MANBAHAL	150.00	
78739	HOME DEPOT	BUILDING C AND HQ REPAIR PARTS	398.91	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	16.13	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	144.31	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	103.34	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	32.29	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	137.22	
78739	HOME DEPOT	SUPPLIES-METERS DEPT	321.10	
78740	INLAND EMPIRE UTILITIES AGENCY	SERVICES 08/01/20-08/31/20	4,460.80	
78741	INLAND VALLEY CONSTRUCTION COMPANY INC	CONTINGENCY/VALVE BOX REFUNDS	240.00	
78741	INLAND VALLEY CONSTRUCTION COMPANY INC	CONTINGENCY/VALVE BOX REFUNDS	7,632.50	
78742	JOHNSON'S HARDWARE INC	PRODUCTION REP/MAINT	12.91	
78742	JOHNSON'S HARDWARE INC	MAINTENANCE DEPT SUPPLIES	130.50	
78742	JOHNSON'S HARDWARE INC	WTP SUPPLIES	31.41	
78743	NORMA ROZENSTRATEN	Professional Services Contract Lab	2,249.53	
78743	NORMA ROZENSTRATEN	Professional Services Contract Lab	4,234.40	
78744	PACK N MAIL	CUST SVCS-SEPTEMBER 2020	273.00	
78745	PG MECHANICAL	Backhoe Repair	800.00	
78746	R&F AUTO COLLISION CENTER	Vehicle Collision Repair Unit 235	1,428.27	
78747	RIALTO WATER SERVICES	WELLHEAD TREATMENT DISCHARGE	35.37	
78748	ROBLES, AL	T2 CERTIFICATION	60.00	
78749	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	20.00	
78749	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	20.00	
78749	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	20.00	
78750	SB COUNTY FIRE PROTECTION DISTRICT	WELL#30 - PERMIT FEES	420.00	
78750	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES WELL# 8A	420.00	
78750	SB COUNTY FIRE PROTECTION DISTRICT	WELL #2 PERMIT FEES	420.00	
78751	SERGIO GRANDA	SAFETY BOOTS REIMB	200.00	
78752	SOUTH COAST AQMD	ANNUAL PERMIT FEES	3,737.51	
78752	SOUTH COAST AQMD	EMISSIONS FEES	136.40	
78753	TIME WARNER CABLE	CABLE/INTERNET	188.29	
78754	ULINE	Cord Bags for Public Affairs Calendar Contest	919.75	
78755	UNDERGROUND SERVICE ALERT	NEW TICKETS-286	481.90	
78755	UNDERGROUND SERVICE ALERT	USA FEES	192.32	
78756	YO FIRE	STOCK ORDER JULY 2020	355.57	
78756	YO FIRE	STOCK ORDER JULY 2020	150.85	
78756	YO FIRE	STOCK ORDER JULY 2020	188.56	
78756	YO FIRE	STOCK ORDER JULY 2020	123.91	
78756	YO FIRE	STOCK ORDER JULY 2020	198.26	
78756	YO FIRE	STOCK ORDER JULY 2020	247.83	
78756	YO FIRE	STOCK ORDER JULY 2020	203.65	
78756	YO FIRE	STOCK ORDER JULY 2020	404.06	
78756	YO FIRE	STOCK ORDER JULY 2020	2,844.60	

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78756	YO FIRE	STOCK ORDER JULY 2020	950.36	
78756	YO FIRE	STOCK ORDER JULY 2020	103.44	
78756	YO FIRE	STOCK ORDER JULY 2020	872.78	
78756	YO FIRE	STOCK ORDER JULY 2020	211.19	
78756	YO FIRE	STOCK ORDER JULY 2020	90.51	
78756	YO FIRE	STOCK ORDER JULY 2020	378.20	
78756	YO FIRE	SHOP SUPPLIES	344.80	
78756	YO FIRE	MAINTENANCE SUPPLIES	60.34	
78761	AIRGAS USA LLC	WELDING SUPPLIES	423.17	
78762	AMAZON	COMPUTER SUPPLIES-RETURNS	(1,205.67)	
78762	AMAZON	SHOP SUPPLIES	41.26	
78762	AMAZON	Computer Supplies August 2020	1,435.23	
78762	AMAZON	Computer Supplies August 2020	3,832.11	
78762	AMAZON	TOOLS FOR MAINT DEPT	66.27	
78762	AMAZON	OFFICE SUPPLIES	366.72	
78762	AMAZON	SHOP SUPPLIES	131.34	
78762	AMAZON	SHOP SUPPLIES	495.73	
78762	AMAZON	COVID19 SUPPLIES	129.00	
78762	AMAZON	CREDIT-WATER TRTMT SUPPLIES	(213.84)	
78762	AMAZON	COVID19 SUPPLIES	121.65	
78762	AMAZON	CREDIT COVID 19 SUPPLIES	(92.95)	
78762	AMAZON	COVID19 SUPPLIES	198.50	
78762	AMAZON	VEHICLE MAINTENANCE	346.18	
78762	AMAZON	OFFICE SUPPLIES	94.72	
78762	AMAZON	COMPUTER SUPPLIES-RETURNS	(1,051.63)	
78762	AMAZON	COMPUTER SUPPLIES	124.74	
78762	AMAZON	COVID19 SUPPLIES	138.96	
78762	AMAZON	COVID19 SUPPLIES	473.80	
78762	AMAZON	COVID19 SUPPLIES	121.65	
78762	AMAZON	OFFICE SUPPLIES	212.67	
78762	AMAZON	SHOP SUPPLIES	529.30	
78762	AMAZON	OFFICE SUPPLIES	34.40	
78762	AMAZON	Computer Supplies August 2020	258.65	
78762	AMAZON	Computer Supplies August 2020	2,238.91	
78762	AMAZON	DISTRICT REP/MAINT	417.16	
78762	AMAZON	OFFICE SUPPLIES	58.06	
78762	AMAZON	COVID19 SUPPLIES	69.52	
78762	AMAZON	METERS SUPPLIES	75.87	
78762	AMAZON	Computer Supplies August 2020	142.23	
78762	AMAZON	COVID19 SUPPLIES	153.72	
78762	AMAZON	COVID19 SUPPLIES	462.20	
78762	AMAZON	COVID19 SUPPLIES	76.24	
78762	AMAZON	VEHICLE MANTENANCE	69.75	
78762	AMAZON	SHOP SUPPLIES	21.86	
78762	AMAZON	SHOP SUPPLIES	385.97	
78762	AMAZON	WTR TRTMT SUPPLIES	84.66	
78762	AMAZON	Computer Supplies August 2020	473.54	
78762	AMAZON	Computer Supplies August 2020	1,099.08	
78762	AMAZON	SHOP SUPPLIES	180.90	
78762	AMAZON	OFFICE SUPPLIES	30.32	
78762	AMAZON	WTR TRTMT SUPPLIES	260.99	
78762	AMAZON	COVID19 SUPPLIES	101.14	
78762	AMAZON	OFFICE SUPPLIES	35.75	
78762	AMAZON	EXT AFFAIRS SUPPLIES	184.99	

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78762	AMAZON	EXT AFFAIRS SUPPLIES	84.00	
78764	AQUA-METRIC SALES CO	METERS SUPPLIES	264.30	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	3,795.61	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	3,448.00	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	3,616.63	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	4,314.31	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	5,632.64	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	1,610.87	
78764	AQUA-METRIC SALES CO	MXU Warranty Repairs	2,507.89	
78765	AT&T	WTP TELEMETRY LINE	82.42	
78765	AT&T	TELEMETRY LINE	67.19	
78766	AT&T MOBILITY	CELL PHONES	23.64	
78767	BAE SYSTEMS APPLIED INTELLIGENCE	EMAIL SVC	2,892.58	
78768	BC RENTALS, INC	MAINTENANCE SUPPLIES	318.93	
78768	BC RENTALS, INC	Traffic Cones	355.36	
78768	BC RENTALS, INC	Traffic Cones	630.12	
78769	BURRTEC WASTE INDUSTRIES INC	WTP DISPOSAL FEES	292.51	
78770	CEMEX INC	Sand for Backfills	240.64	
78771	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW	22,516.94	
78772	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC	352.90	
78773	DYER, ALAN	MEDICARE PART B REIMBURSEMENT	430.80	
78774	DYER, JUNE J	MEDICARE PART B REIMBURSEMENT	433.80	
78775	EVOQUA WATER TECHNOLOGIES LLC	WELL 11 ION EXCHANGE MEDIA REPLACEMENT	1,050.00	
78776	FEDEX	SHIPPING FEES-AMAZON	51.29	
78776	FEDEX	SHIPPING FEES-BAVCO	17.09	
78776	FEDEX	SHIPPING FEES-CALGON	248.54	
78777	FERGUSON, THOMAS E	MEDICARE PART B REIMBURSEMENT	216.90	
78778	FMB TRUCK OUTFITTERS, INC.	Replace Traffic Advisor & Lighting Truck 208	2,866.85	
78779	GRAINGER INC	UV Transfer Pump OPR	1,456.78	
78779	GRAINGER INC	WTP CHLORINATION EQUIPMENT	137.92	
78780	GRANICUS LLC	CONTRACTS/LICENSING	13,867.20	
78781	GUTIERREZ, ROSA	MANAGER/SUPERVISOR VIRTUAL SEMINAR	112.83	
78782	INLAND DESERT SECURITY	ANSWERING SERVICE-RM3424	268.00	
78783	JARRELL, BEN A	SAFETY BOOTS REIMBURSEMENT	225.00	
78784	JOHNSON'S HARDWARE INC	WTP SUPPLIES	66.22	
78785	LOWES	WTP SUPPLIES	477.14	
78785	LOWES	WTP SUPPLIES	420.91	
78785	LOWES	WTP SUPPLIES	464.82	
78785	LOWES	WTP SUPPLIES	397.95	
78785	LOWES	WTP SUPPLIES-RETURNS	(35.78)	
78785	LOWES	WTP SUPPLIES	30.68	
78785	LOWES	MAINTENANCE REPAIR SUPPLIES	211.60	
78786	MINUTEMAN PRESS OF RANCHO CUCAMONGA	PRINTING-PROCLAMATION D GRIGGS POSTERS	55.33	
78787	NED'S OIL SALES INC	PRODUCTION REP/MAINT	56.60	
78787	NED'S OIL SALES INC	PRODUCTION REP/MAINT	13.32	
78788	NICOLE SOLANO NAVARRO	TURF REPLACEMENT REBATE	1,452.00	
78789	ORACLE AMERICA INC	SOFTWARE LICENSE & SUPPORT	529.50	
78790	PG MECHANICAL	UNITS 104,104T,105 &105T MAINTENANCE	420.00	
78790	PG MECHANICAL	UNITS# 520E & 520F MAINTENANCE	370.00	
78790	PG MECHANICAL	Repair CAT Backhoe 420E lights & Hydraulic Cylinder	595.00	
78791	QUINN COMPANY	PARTS FOR CAT420 REPAIR	177.92	
78792	RIALTO WATER SERVICES	WELL #16 WATER	30.42	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	91,624.44	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	40,163.99	

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78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	18,363.91	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	21,577.92	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	157.76	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	2,062.09	
78793	SO CALIFORNIA EDISON	VARIOUS DISTRICT LOCATIONS ELECTRIC BILL	173.40	
78794	STATE WATER RESOURCES CONTROL BOARD	D3 CERTIFICATION-KURT KAZALUNAS	90.00	
78795	THE GAS COMPANY	WTP GAS BILL	16.40	
78796	TYLER TECHNOLOGIES INC	SOFTWARE LICENSE MAINTENANCE		437.50
78796	TYLER TECHNOLOGIES INC	SOFTWARE LICENSE MAINTENANCE		625.00
78796	TYLER TECHNOLOGIES INC	SOFTWARE LICENSE MAINT	37,679.75	
78797	VAUGHN HENDERSON	TURF REPLACEMENT REBATE	996.20	
78798	VERIZON CONNECT NWF INC	CONTRACTS/LICENSES	679.98	
78799	YO FIRE	WTP SUPPLIES-8" GATE VALVE	3,643.50	
78799	YO FIRE	WTP SUPPLIES-8" GATE VALVE	157.92	
78799	YO FIRE	PRODUCTION REP/MAINT	140.08	
78835	ACWA	2021 ANNUAL AGENCY DUES	25,255.00	
78836	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	350.00	
78836	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	1,283.04	
78836	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	2,797.24	
78837	ALVAREZ, GUILDA & ELMER FERNAN	CUSTOMER REFUND	29.92	
78838	AT&T INTERNET	INTERNET SVC	100.20	
78839	BADGER DAYLIGHTING CORP	Emergency Sludge Removal at OPR	2,336.25	
78840	CDRE HOLDINGS 10 LLC	CONTINGENCY/METER BOX/VALVE BOX REFUNDS	2,050.00	
78840	CDRE HOLDINGS 10 LLC	CONTINGENCY/METER BOX/VALVE BOX REFUNDS	840.00	
78840	CDRE HOLDINGS 10 LLC	CONTINGENCY/METER BOX/VALVE BOX REFUNDS	20,474.70	
78840	CDRE HOLDINGS 10 LLC	CONTINGENCY/METER BOX/VALVE BOX REFUNDS	144.00	
78841	CEMEX INC	Sand for Backfills	135.28	
78841	CEMEX INC	Sand for Backfills	266.22	
78842	CHAMBERLAYNEPR	Professional Services Communications Consultant	8,625.00	
78842	CHAMBERLAYNEPR	Professional Services Communications Consultant	12,525.00	
78843	CINTAS CORPORATION	JANIT SVCS-COVID 19	430.00	
78843	CINTAS CORPORATION	JANIT SVCS-COVID 19	295.95	
78843	CINTAS CORPORATION	JANIT SVCS-COVID 19	383.37	
78843	CINTAS CORPORATION	JANIT SVCS	218.13	
78843	CINTAS CORPORATION	JANIT SVCS COVID19	295.95	
78844	CITY OF SAN BERNARDINO	BLF WATER	34.30	
78845	CLIFTON LARSON ALLEN	Profesional Services- August Treasurer's Report	2,625.00	
78846	CORE & MAIN LP	FACILITIES REPAIR	398.38	
78847	DUNN EDWARDS CORPORATION	WTP SUPPLIES	614.52	
78847	DUNN EDWARDS CORPORATION	WTP SUPPLIES	288.78	
78847	DUNN EDWARDS CORPORATION	WTP SUPPLIES	(428.85)	
78848	FEDEX	SHIPPING FEES-HACH	75.63	
78849	FISH WINDOW CLEANING	JANIT SVCS	45.00	
78850	FLYERS ENERGY LLC	Gasoline Order 10/01/20	7,575.98	
78851	GARDA CL WEST INC	ARMORED TRANSPORT	605.15	
78852	GHD INC	Professional Engineering Services Roemer Expansion		40,715.78
78853	GRAINGER INC	WTP SUPPLIES	74.86	
78854	GRAYBAR ELECTRIC COMPANY INC	PRODUCTION REP/MAINT	141.71	
78855	HOME DEPOT	WTP SUPPLIES	494.13	
78855	HOME DEPOT	PRODUCTION SUPPLIES	200.36	
78855	HOME DEPOT	METERS SUPPLIES	331.87	
78856	INLAND DESERT SECURITY	ANSWERING SVC	509.15	
78857	JOHNSON'S HARDWARE INC	DIST REP/MAINT	9.20	
78857	JOHNSON'S HARDWARE INC	METERS SHOP SUPPLIES	12.74	

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78858	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES-JUNE 2020	10,612.50	
78859	MONTELONGO, ERNEST	MEDICARE PART B REIMB JUL-SEPT 2020	144.60	
78860	MONTELONGO, TERESA E	MEDICARE PART B REIMB JUL-SEPT 2020	144.60	
78861	MURPHY, RONALD	MEDICARE PART B REIMB JUL-SEPT 2020	433.80	
78862	NEARMAP US INC	Near Map Agreement		7,500.00
78863	NORM'S REFRIGERATION, LLC	ICE MACHINE REPAIR	262.53	
78864	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA,	HR SERVICES	149.50	
78865	PACE, JOYCE E	MEDICARE PART B REIMB JUL-SEPT 2020	433.80	
78866	QUINN COMPANY	REPAIR PARTS	1.62	
78867	RIALTO WATER SERVICES	WTP SEWER	67.17	
78868	SO CALIFORNIA EDISON	S END SHOP	113.49	
78868	SO CALIFORNIA EDISON	WELL #22 ELECTRIC	12.44	
78868	SO CALIFORNIA EDISON	WELL#17 / 19920 COUNTRY CLUB ELECTRIC	2,442.09	
78868	SO CALIFORNIA EDISON	WELL#17 / 19920 COUNTRY CLUB ELECTRIC	269.87	
78868	SO CALIFORNIA EDISON	WELL 11X ELECTRIC	42.54	
78868	SO CALIFORNIA EDISON	WELL#6 ELECTRIC	388.64	
78868	SO CALIFORNIA EDISON	WTP ELECTRIC	67,794.78	
78869	THE GAS COMPANY	HQ GAS BILL	17.38	
78870	TYLER TECHNOLOGIES INC	MERCHANT SERVICES	31,087.80	
78870	TYLER TECHNOLOGIES INC	PROFESSIONAL SERVICES	275.70	
78871	USA BLUEBOOK	HACH DR300 CHLORINE	519.19	
78871	USA BLUEBOOK	USA ROEMER CHEMICALS	507.07	
78872	YO FIRE	COPPER FOR MAINT.	562.46	
78872	YO FIRE	FIRE HYDRANT RESTOCK	1,562.38	
78872	YO FIRE	EQUIPMENT REP/MAINT	12.93	
78891	ACWA /JPIA	EE ADJUSTMENTS - ACWA/JPIA	(3,662.78)	
78891	ACWA /JPIA	DELTACARE DENTAL PPO	431.54	
78891	ACWA /JPIA	HEALTH INSURANCE	7,508.02	
78891	ACWA /JPIA	VISION	86.05	
78891	ACWA /JPIA	DELTACARE DENTAL HMO	760.77	
78891	ACWA /JPIA	DELTACARE DENTAL PPO	5,875.80	
78891	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	190.18	
78891	ACWA /JPIA	HEALTH INSURANCE	113,591.52	
78891	ACWA /JPIA	VISION	1,273.54	
78891	ACWA /JPIA	COBRA PAYMENTS	2,974.17	
78891	ACWA /JPIA	RETIREE - HEALTH	28,426.68	
78891	ACWA /JPIA	RETIREE - DENTAL	1,752.98	
78891	ACWA /JPIA	RETIREE - VISION	533.51	
78891	ACWA /JPIA	RETIREE - EAP	5.14	
78892	AQUA-METRIC SALES CO	Replacement Meter Registers		3,447.12
78893	AT&T	OFFICE TELEPHONE LINES	667.18	
78893	AT&T	OFFICE TELEPHONE LINES	1,153.69	
78894	BRENNER - FIEDLER & ASSOCIATES	Ram for Filter Waste Gates	1,172.28	
78895	CHAMPION FIRE SYSTEMS, INC.	Fire System Repairs - District Head Quarters	1,395.00	
78896	CLIFTON LARSON ALLEN	Monthly Treasurer's Report-June 2020	2,625.00	
78897	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	786.67	
78897	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	263.77	
78897	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	786.56	
78897	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	263.71	
78898	CONVERGEONE, INC	Cisco Renewal - SmartNet Maintenance 8X5XNBD	13,607.04	
78899	DAN'S LAWNMOVER CENTER	EQUIPMENT REPAIR	53.26	
78900	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	182.63	
78900	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	239.86	
78900	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	5.49	



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78901	EL-CO CONTRACTORS INC	Casmalia Waterline Replacement Project		199,822.00
78901	EL-CO CONTRACTORS INC	RETENTION FOR W17011		(9,991.10)
78902	EVOQUA WATER TECHNOLOGIES LLC	Well 41 ION Exchange Treatment Resin Media Install		1,379.22
78902	EVOQUA WATER TECHNOLOGIES LLC	Well 41 ION Exchange Treatment Resin Media Install		177,743.05
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT	126.95	
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT-CREDIT	(281.34)	
78903	GRAINGER INC	Tools for work at the Treatment Plant	1,506.10	
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT	451.55	
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT	34.51	
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT	80.39	
78903	GRAINGER INC	PRODUCTION REPAIR/MAINT	367.48	
78904	INTERSTATE BATTERY OF	PRODUCTION SUPPLIES	269.05	
78904	INTERSTATE BATTERY OF	PRODUCTION SUPPLIES	423.17	
78904	INTERSTATE BATTERY OF	CORE RETURNS	(7.00)	
78904	INTERSTATE BATTERY OF	RETURNED CORES & UNUSED BATTERIES	(150.69)	
78904	INTERSTATE BATTERY OF	PRODUCTION SUPPLIES	96.81	
78904	INTERSTATE BATTERY OF	PRODUCTION SUPPLIES	190.75	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	38.01	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	20.44	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	16.13	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	15.07	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	34.45	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	46.30	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	77.72	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	89.10	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	15.06	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	134.25	
78905	JOHNSON'S HARDWARE INC	WTP SUPPLIES	36.60	
78905	JOHNSON'S HARDWARE INC	PRODUCTION REPAIR/MAINT	20.54	
78905	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	88.70	
78905	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	36.14	
78905	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	22.16	
78905	JOHNSON'S HARDWARE INC	WTR TRTMT SUPPLIES	22.60	
78906	LEGAL SHIELD	LEGALSHIELD	277.06	
78906	LEGAL SHIELD	LEGALSHIELD	277.04	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	EE - ADJUSTMENTS MUTUAL OF OMAHA	(31.42)	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	0.70	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	4.80	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	13.95	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	21.27	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	87.54	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	74.40	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	810.91	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	1,750.80	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	2,480.37	
78907	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	747.39	
78908	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	79.67	
78909	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	55.67	
78909	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	497.79	
78909	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	142.64	
78909	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	447.88	
78910	SC COMMERCIAL LLC	CLEAR CARB ULS DIESEL	3,220.26	
78910	SC COMMERCIAL LLC	CLEAR CARB ULS DIESEL	6,381.45	
78911	SO CALIFORNIA EDISON	BLF ELECTRIC	107.87	

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78912	SOLID WASTE MANAGEMENT DIVISION	DISPOSAL FEES	84.51	
78912	SOLID WASTE MANAGEMENT DIVISION	DISPOSAL FEES	24.70	
78913	STATE OF CALIFORNIA FRANCHISE TAX	GARNISHMENT	690.79	
78913	STATE OF CALIFORNIA FRANCHISE TAX	GARNISHMENT	690.79	
78914	SULZER ELECTRO-MECHANICAL SERVICES	Emergency Replacement of VFD Drive at Well 54	3,154.85	
78914	SULZER ELECTRO-MECHANICAL SERVICES	Emergency Replacement of VFD Drive at Well 54	1,379.20	
78915	TERRYBERRY	EMPLOYEES RECOGNITION SUPPLIES	1,826.02	
78916	VALVATE ASSOCIATES	PRODUCTION SUPPLIES	161.15	
78917	YO FIRE	NUTS & BOLTS-INVENTORY	81.89	
78917	YO FIRE	FLEX COUPLING FOR SERVICE REPAIR	96.98	
SUBTOTALS			1,291,098.43	513,862.00
<b>GRAND TOTAL</b>			<b>1,804,960.43</b>	

**WEST VALLEY WATER DISTRICT  
PAYROLL GROSS WAGES  
FISCAL YEAR 2020 - 2021**

<b>Report Month</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Gross Wages Paid</b>
July 2020	Pay Period #14	06/13/20	06/26/20	261,597.02
July 2020	Monthly Pay Period #7	06/01/19	06/30/19	7,810.34
July 2020	Manual Check	06/27/20	07/02/19	1,706.34
July 2020	Manual Check	06/27/19	07/06/19	832.04
July 2020	Pay Period #15	06/27/20	07/10/20	272,469.48
July 2020	Pay Period #16	07/11/20	07/24/20	270,538.64
Total for July 2020				814,953.86
August 2020	Monthly Pay Period #8	07/01/20	07/31/20	6,961.39
August 2020	Pay Period #17	07/25/20	08/07/20	271,635.85
August 2020	Manual Check	08/08/20	08/20/20	42,094.20
August 2020	Manual Check	08/08/20	08/20/20	3,081.90
August 2020	Pay Period #18	08/08/20	08/21/20	271,942.01
Total for August 2020				595,715.35
September 2020	Manual Check	08/22/20	09/02/20	585.60
September 2020	Monthly Pay Period #9	08/01/20	08/30/20	6,961.39
September 2020	Pay Period #19	08/22/20	09/04/20	267,659.14
September 2020	Pay Period #20	09/05/20	09/18/20	264,909.70
September 2020	Manual Check	09/19/20	09/24/20	43,096.15
Total for September 2020				583,211.98
October 2020	Monthly Pay Period #10	09/01/20	09/30/20	8,319.71
October 2020	Pay Period #21	09/19/20	10/02/20	305,686.46
October 2020	Manual Check	09/19/20	10/21/20	55,680.19
October 2020	Pay Period #22	10/03/20	10/16/20	256,813.65
Total for October 2020				618,180.30

**WEST VALLEY WATER DISTRICT  
EFT AND PAYROLL ITEMS  
OCTOBER 2020**

Date	Item	Check No. or EFT	Amount
10/01/20	Monthly Pay Period #10	none	
10/08/20	Pay Period #21	8813-8814	6,190.09
10/21/20	Manual Check	8815	35,588.48
10/21/20	Pay Period #22	8816	4,282.31
	<b>Total Checks</b>		<b><u>46,060.88</u></b>
10/01/20	Monthly Pay Period #10 Direct Deposits	EFT	7,222.08
10/01/20	Federal Tax Withheld Social Security & Medicare	EFT	1,678.75
10/01/20	State Tax Withheld and State Disability Insurance	EFT	55.34
10/08/20	Pay Period #21 Direct Deposits	EFT	211,542.59
10/08/20	Federal Tax Withheld Social Security & Medicare	EFT	68,820.53
10/08/20	State Tax Withheld and State Disability Insurance	EFT	14,117.76
10/08/20	Lincoln Deferred Compensation Withheld	EFT	12,027.82
10/08/20	Lincoln - Employer Match Benefit	EFT	3,250.00
10/08/20	Nationwide Deferred Compensation Withheld	EFT	2,468.22
10/08/20	Nationwide - Employer Match Benefit	EFT	650.00
10/08/20	Nationwide - 401a Employer Match Benefit	EFT	200.00
10/08/20	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	22,818.77
10/08/20	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	14,755.11
10/08/20	California State Disbursement	EFT	638.31
10/21/20	Federal Tax Withheld Social Security & Medicare	EFT	20,251.95
10/21/20	State Tax Withheld and State Disability Insurance	EFT	4,102.66
10/21/20	Pay Period #22 Direct Deposits	EFT	174,283.38
10/21/20	Federal Tax Withheld Social Security & Medicare	EFT	60,164.08
10/21/20	State Tax Withheld and State Disability Insurance	EFT	11,614.01
10/21/20	Lincoln Deferred Compensation Withheld	EFT	11,952.81
10/21/20	Lincoln - Employer Match Benefit	EFT	3,175.00
10/21/20	Nationwide Deferred Compensation Withheld	EFT	2,468.22
10/21/20	Nationwide - Employer Match Benefit	EFT	650.00
10/21/20	Nationwide - 401a Employer Match Benefit	EFT	200.00
10/21/20	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	22,830.05
10/21/20	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	14,753.55
10/21/20	California State Disbursement	EFT	638.31
	<b>Total EFT</b>		<b><u>687,329.30</u></b>
	<b>Grand Total Payroll Cash</b>		<b><u>733,390.18</u></b>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors

**BACKGROUND:**

The Board of Directors requested the Monthly Financial Status Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented on a monthly basis.

**DISCUSSION:**

The Monthly Financial Status Reports summarizes the District's revenue categories as well as expenditures for all Departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for the reporting periods. Fiscal activity column represents the year to date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1 through October 31. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure).

**FISCAL IMPACT:**

That the Board of Directors receive and file the Monthly Financial Status Reports for October 2020.

**STAFF RECOMMENDATION:**

That the Board of Directors receive and file the Monthly Financial Status Reports for October 2020.

sm

**ATTACHMENT(S):**

1. 2020 October Revenue & Expenditure Report



West Valley Water District, CA

## Budget Report Group Summary

For Fiscal: 2020-2021 Period Ending: 10/31/2020

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>							
4000 - Water consumption sales	15,656,126.20	15,656,126.20	1,896,900.32	8,220,478.17	0.00	-7,435,648.03	52.51 %
4010 - Water service charges	6,299,071.01	6,299,071.01	578,204.88	2,576,749.81	0.00	-3,722,321.20	40.91 %
4020 - Other operating revenue	3,043,643.97	3,043,643.97	116,787.38	863,075.43	0.00	-2,180,568.54	28.36 %
4030 - Property Taxes	1,773,000.00	1,773,000.00	0.48	0.48	0.00	-1,772,999.52	0.00 %
4040 - Interest & Investment Earnings	337,500.00	337,500.00	23,226.94	33,942.18	0.00	-303,557.82	10.06 %
4050 - Rental Revenue	30,000.00	30,000.00	2,954.62	11,818.48	0.00	-18,181.52	39.39 %
4060 - Grants and Reimbursements	0.00	0.00	1,298.75	12,508.81	0.00	12,508.81	0.00 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	31,000.00	31,000.00	0.00	31,000.00	0.00 %
4080 - Other Non-Operating Revenue	10,820.00	10,820.00	3,047.71	10,131.05	0.00	-688.95	93.63 %
<b>Revenue Total:</b>	<b>27,150,161.18</b>	<b>27,150,161.18</b>	<b>2,653,421.08</b>	<b>11,759,704.41</b>	<b>0.00</b>	<b>-15,390,456.77</b>	<b>43.31 %</b>

## Budget Report

For Fiscal: 2020-2021 Period Ending: 10/31/2020

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>							
5110 - Source Of Supply	1,660,958.00	1,660,958.00	26,977.74	78,965.00	990.52	1,581,002.48	4.81 %
5210 - Production	3,293,040.00	3,293,040.00	283,189.32	1,118,256.35	23,491.02	2,151,292.63	34.67 %
5310 - Water Quality	689,330.00	689,330.00	44,552.40	156,867.65	1,793.55	530,668.80	23.02 %
5320 - Water Treatment - Perchlorate	272,500.00	272,500.00	26,931.43	81,219.50	2,710.38	188,570.12	30.80 %
5350 - Water Treatment - FBR/FXB	2,095,343.32	2,095,343.32	33,932.29	274,782.39	78,486.38	1,742,074.55	16.86 %
5390 - Water Treatment - Roemer/Arsenic	1,798,960.00	1,798,960.00	163,110.94	506,082.47	152,065.45	1,140,812.28	36.58 %
5410 - Maintenance - T & D	2,322,909.00	2,322,909.00	157,490.30	442,349.75	358,613.47	1,521,945.78	34.48 %
5510 - Customer Service	1,156,520.00	1,156,520.00	109,579.93	335,248.26	0.00	821,271.74	28.99 %
5520 - Meter Reading	991,555.00	991,555.00	75,190.96	227,866.45	0.00	763,688.55	22.98 %
5530 - Billing	507,950.00	507,950.00	18,276.81	96,761.67	11,821.94	399,366.39	21.38 %
5610 - Administration	1,980,910.00	1,980,910.00	118,403.32	345,869.91	76,199.80	1,558,840.29	21.31 %
5615 - General Operations	2,217,094.00	2,217,094.00	133,064.42	810,812.42	121,211.81	1,285,069.77	42.04 %
5620 - Accounting	828,088.00	828,088.00	63,680.86	220,369.63	0.00	607,718.37	26.61 %
5630 - Engineering	1,414,710.00	1,414,710.00	82,968.70	334,939.28	34,764.00	1,045,006.72	26.13 %
5640 - Business Systems	1,145,298.00	1,145,298.00	159,986.71	321,983.88	4,978.38	818,335.74	28.55 %
5645 - GIS	227,200.00	227,200.00	9,094.79	63,904.17	0.00	163,295.83	28.13 %
5650 - Board Of Directors	269,900.00	269,900.00	25,425.41	74,282.45	22,125.00	173,492.55	35.72 %
5660 - Human Resources/Risk Management	826,979.00	826,979.00	40,424.50	177,845.72	50,650.90	598,482.38	27.63 %
5680 - Purchasing	629,574.30	629,574.30	38,522.02	237,525.21	0.00	392,049.09	37.73 %
5710 - Public Affairs	1,027,136.00	1,027,136.00	58,073.18	175,457.87	218,283.46	633,394.67	38.33 %
5720 - Grants & Rebates	41,000.00	41,000.00	2,548.20	5,627.80	0.00	35,372.20	13.73 %
6200 - Interest Expense	978,450.00	978,450.00	0.00	199,479.94	0.00	778,970.06	20.39 %
<b>Expense Total:</b>	<b>26,375,404.62</b>	<b>26,375,404.62</b>	<b>1,671,424.23</b>	<b>6,286,497.77</b>	<b>1,158,186.06</b>	<b>18,930,720.79</b>	<b>28.23 %</b>
<b>Report Surplus (Deficit):</b>	<b>774,756.56</b>	<b>774,756.56</b>	<b>981,996.85</b>	<b>5,473,206.64</b>	<b>-1,158,186.06</b>	<b>3,540,264.02</b>	<b>556.95 %</b>

Budget Report

For Fiscal: 2020-2021 Period Ending: 10/31/2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
100 - Water Operations Fund	774,756.56	774,756.56	981,996.85	5,473,206.64	-1,158,186.06	3,540,264.02
Report Surplus (Deficit):	774,756.56	774,756.56	981,996.85	5,473,206.64	-1,158,186.06	3,540,264.02





**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** DISTRICT HOILDAY CLOSURE 2020

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**DISCUSSION:**

Last year, the Board of Directors approved district closure during the week of Christmas and return after the New Year. In recognition of the loyal and dedicated service provided by District employees throughout 2020, management staff proposes that employees again be granted the full week off from Christmas to New Year's holiday (12/23 – 01/01). Essential water treatment, supply and meter reading services will be maintained by the operations staff per the standard operating procedures appropriate for night, weekend and holiday operations. All staff will return to normal work schedules on Monday, January 4, 2020.

**FISCAL IMPACT:**

The FY 20-21 Budget includes salary and benefits for all staff for the entire Fiscal Year, therefore the District will not incur any additional cost for the requested holiday closure.

**STAFF RECOMMENDATION:**

That the Board of Directors approve staff recommendation for the District Closure as discussed above.

Respectfully Submitted,

*Shamindra Manbahal*

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Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager



# AUTHORIZING RESOLUTION

RESOLUTION NO: 2020 - 19

WHEREAS WEST VALLEY WATER DISTRICT DESIRES TO APPLY FOR FUNDING FOR ROEMER EXPANSION PROJECT *(insert appropriate findings)*

RESOLVED BY THE BOARD OF DIRECTORS *(insert name of Governing Board of the Entity)* OF THE WEST VALLEY WATER DISTRICT *(insert Entity name)* (the "Entity"), AS FOLLOWS: The GENERAL MANAGER *(insert Title of Authorized Representative)* (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of ROEMER EXPANSION PROJECT *(insert Project Name)* (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

## CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the WEST VALLEY WATER DISTRICT BOARD OF DIRECTORS *(insert name of Governing Board of the Entity)* held on NOVEMBER 19, 2020 *(Date)*.

*(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)*

**ADOPTED, SIGNED, AND APPROVED THIS 19<sup>TH</sup> DAY OF NOVEMBER, 2020, BY THE FOLLOWING VOTE:**

**AYES: DIRECTORS:**  
**NOES: DIRECTORS:**  
**ABSENT: DIRECTORS:**  
**ABSTAIN: DIRECTORS:**

Channing Hawkins  
President of the Board of Directors  
West Valley Water District

**ATTEST:**

Peggy Asche  
Board Secretary



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** NOTICE OF COMPLETION RECORDATION FOR THE  
 CONSTRUCTION OF THE CASMALIA STREET WATER MAIN  
 REPLACEMENT PROJECT

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**DISCUSSION:**

On April 23, 2020, the District entered into an Agreement with El-Co Contractors, Inc. (“El-Co”) for the Casmalia Street Water Main Replacement project. The project includes replacement of 4-inch steel pipe with the installation of approximately 830 lineal feet of 8-inch ductile iron pipe, 10 lateral services, a new fire hydrant, and connections to existing waterlines within the street right-of-way of Casmalia Street and Lilac Avenue. Since the contract was established, El-Co has successfully conducted the scope of work and provided deliverables as stated in the contract.

The District’s Project Manager on the project, Bertha Perez, P.E., has confirmed the substantial completion of the W17011 Casmalia Water Main Replacement Project. Attached as **Exhibit A** is a copy of the certificate of substantial completion.

**FISCAL IMPACT:**

No fiscal impact. This project was a budgeted item in the Fiscal Year 2020/21 Capital Improvement Budget under the W17011 Casmalia Water Main Replacement Project.

**STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve staff to file the Notice of Completion for the project and authorize the General Manager to execute the necessary documents.

BP:pa

**ATTACHMENT(S):**

1. Exhibit A - Notice of Substantial Completion for the Casmalia Water Main Replacement Project

**MEETING HISTORY:**

11/18/20      Engineering, Operations and Planning Committee      REFERRED TO BOARD

# EXHIBIT A



## CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	West Valley Water District	Project:	Casmalia Street Water Main Replacement
Contractor:	El-Co Contractors, Inc.		
Construction Manager:	Engineering Resources of Southern California –		
Manager:	Joanna Rembis, P.E.		
Inspector:	ERSC – Phil Laos		

**This Certificate of Substantial Completion applies to:**



All Work



The following specified portions of the Work:

December 1, 2020

### Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, Inspector and Construction Manager, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract.

The following documents are attached to and made a part of this Certificate: Punchlist

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY PROJECT MANAGER:

RECEIVED:

RECEIVED:

By: <u><i>Bertha Perez</i></u> (Authorized signature)	By: <u><i>Joanna Rembis</i></u> (Authorized Signature)	By: <u><i>John Wiles</i></u> Contractor (Authorized Signature)
Name: <u>Bertha Perez, P.E.</u>	Name: <u>Joanna Rembis, P.E.</u>	Name: <u>John Wiles</u>
Title: <u>Project Manager</u>	Title: <u>Construction Manager</u>	Title: <u>General Manager</u>
Date: <u>10/19/2020</u>	Date: <u>10-16-2020</u>	Date: <u>10-16-2020</u>

MEMORANDUM

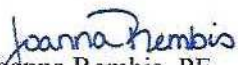
Date: October 14, 2020  
To: John Wiles, El-Co Contractors, Inc.  
From: Joanna Rembis, ERSC  
Subject: Casmalia Street Main Replacement Project

On October 13, 2020 Phil Laos conducted a walk-through of the Casmalia Street Project to verify the work on Casmalia Street Main Replacement Project has been completed per the Contract Documents. The following remaining items need to be completed by the Contractor in accordance with the specifications and plans prior to the project being accepted as complete.

1. Remove storm drain protection and clean-up inlets.
2. Slurry seal the street per the County's limits a minimum of 30 days after placing pavement on the street.
3. Stripe the street a minimum 10 days after the street has been slurry sealed per County's direction.
4. Provide the as-builts for the project to WVWD.

Should you have any questions or comments regarding the above information, do not hesitate to call me at (951) 372-9196.

Sincerely,

  
Joanna Rembis, PE  
Project Engineer

Cc: Bertha Perez, WVWD





**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** AWARD OF CONTRACT FOR CONSTRUCTION OF SANTA ANA  
 AVENUE TRANSMISSION MAIN PROJECT PHASE I TO EL-CO  
 CONTRACTORS, INC.

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**BACKGROUND:**

The West Valley Water District (“District”) water distribution mains, transmission mains, services and valves serving a portion of the community of Bloomington are located within Santa Ana Avenue were constructed in the 1950’s, 60’s and 70’s and lack the required supplies for domestic and fire flow demands in Pressure Zone 2 and Zone 3. The transmission mains are needed to improve water circulation for water quality. Due to these factors, the District has embarked on a project that includes the construction of two (2) transmission mains along Santa Ana Avenue. These new transmission mains will provide improved fire flow for the residences in the area. The new transmission main will replace the existing 4-inch water main serving this area and will be constructed within the street right of way.

To address this issue, the District initiated a project that includes the installation of new 12-inch diameter ductile iron (DI) water main approximately 1,330 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue, new 20-inch diameter DI water main approximately 1,320 linear feet along Santa Ana Avenue between Cedar and Larch Avenue in Zone 2 and installation of new 12-inch diameter DI water main approximately 40 linear feet along Linden Avenue, new 16-inch diameter DI water main approximately 1,230 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue in Zone 3.

**DISCUSSION:**

A Request for Bids (“RFB”) was posted on PlanetBids on October 16, 2020, for the construction of the Santa Ana Avenue Transmission Main Project Phase I. On November 6, 2020, four (4) bids were received. A summary of the bids received are as follows:

<b>Bidder</b>	<b>Total Base Bid Items</b>	<b>Total Alternate Bid Items*</b>	<b>Total Bid Items</b>
El-Co Contractors, Inc.	\$972,635.00	\$74,632.00	\$1,047,267.00
TK Construction	\$1,074,214.00	\$78,560.00	\$1,152,774.00
Paulus Engineering, Inc.	\$1,186,843.40	\$69,918.40	\$1,256,761.80**
Weka, Inc.	\$1,291,464.00	\$39,280.00	\$1,330,744.00**

Note:

\* Grind and Overlay instead of Slurry Seal required by the City Inspector

\*\* Due to minor differences in the sum of the Bid Schedule

Staff has reviewed the bid information and confirmed that El-Co Contractors, Inc. is the lowest responsible and responsive bidder. If awarded by the Board of Directors, work is anticipated to start within 30 days.

### **FISCAL IMPACT:**

The cost of the Construction of the Santa Ana Avenue Transmission Main Project Phase I as proposed by El-Co Contractors, Inc. is \$1,047,267.00. This item is included in the Fiscal Year 2020/2021 Capital Improvement Budget under the W17035 Santa Ana Avenue Transmission Main Project with a budget of \$1,477,146.77. Sufficient funds are available in the project budget. A summary of the requested budget transfer is as follows:

<b>CIP FY 2020-2021 Project Name</b>	<b>Current Budget</b>	<b>Construction Cost</b>	<b>Remaining Budget</b>
<b>W17035 Santa Ana Avenue Transmission Main</b>	\$1,477,146.77	\$1,047,267.00	\$429,879.77

### **STAFF RECOMMENDATION:**

It is recommended that the Board of Directors award of contract for the construction of the W17035 Santa Ana Avenue Transmission Main Project Phase I to El-Co Contractors, Inc. in the amount of \$1,047,267.00 and authorize the General Manager to execute the necessary documents.

BP:pa

### **MEETING HISTORY:**

11/18/20      Engineering, Operations and Planning Committee      REFERRED TO BOARD



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** APPROVE TASK ORDER NO. 2 WITH MICHAEL BAKER  
 INTERNATIONAL FOR CONSTRUCTION MANAGEMENT AND  
 INSPECTION SERVICES FOR SANTA ANA AVENUE TRANSMISSION  
 MAIN PROJECT PHASE I

---

**BACKGROUND:**

The West Valley Water District (“District”) water distribution mains, transmission mains, services and valves serving a portion of the community of Bloomington are located within Santa Ana Avenue were constructed in the 1950’s, 60’s and 70’s and lack the required supplies for domestic and fire flow demands in Pressure Zone 2 and Zone 3. The transmission mains are needed to improve water circulation for water quality. Due to these factors, the District has embarked on a project that includes the construction of two (2) transmission mains along Santa Ana Avenue. These new transmission mains will provide improved fire flow for the residences in the area. The new transmission main will replace the existing 4-inch water main serving this area and will be constructed within the street right of way.

To address this issue, the District initiated a project that includes the installation of new 12-inch diameter ductile iron (DI) water main approximately 1,330 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue, new 20-inch diameter DI water main approximately 1,320 linear feet along Santa Ana Avenue between Cedar and Larch Avenue in Zone 2 and installation of new 12-inch diameter DI water main approximately 40 linear feet along Linden Avenue, new 16-inch diameter DI water main approximately 1,230 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue in Zone 3.

**DISCUSSION:**

A Request for Proposal (“RFP”) was posted on Planet Bids to thirteen (13) Consulting firms for Construction Management and Inspection Services (“CMIS”) for Santa Ana Avenue Transmission Main Project Phase I. On November 3, 2020, the District received proposals in response to the RFP from four (4) consulting firms – TKE Engineering, Inc. (“TKE”), Engineering Resources of Southern California, Inc. (“ERSC”), Michael Baker International (“MBI”), and Albert A. Webb Associates (“Webb”).

The written proposals were reviewed by a committee comprised of District Staff and were evaluated based on the following criteria:

- Past performance and qualifications of the proposal team members on similar projects.
- Familiarity with and capacity to handle all aspects of the work.
- Ability to complete the project within the proposed time frame.
- The proposed project approach, scope, manner, and thoroughness in which it is presented in the proposal.
- Firm's experience, staff availability, and financial responsibility.
- Consultant fees.

The four (4) proposals which were received were similar in qualifications and technical expertise. Each of their proposed costs for engineering design services for the project are shown below:

Consultant	Cost
TKE	\$118,195.00*
ERSC	\$180,640.00
MBI	\$192,860.00
Webb	\$248,320.00

Note: \* Incorrect number of working days.

In order to determine the best value for the District, Staff first ensured that all proposals received met the minimum requirements in the scope of work by conducting a systematic proposal evaluation. Based on technical qualifications, overall evaluation, and costs, Staff concluded that MBI provided the best value for the District's needs for the CMIS for Santa Ana Avenue Transmission Main Project Phase I. The firm's design approach and overall understanding of the project's goals, further aided in the selection process for the RFP. Attached as **Exhibit A** is the Task Order No. 2 with MBI which includes the submitted Proposal.

#### **FISCAL IMPACT:**

The cost to perform the CMIS Santa Ana Avenue Transmission Main Project Phase I as proposed by MBI is \$192,860.00. This item was included in the Fiscal Year 2020/21 Capital Improvement Budget under the W17035 Santa Ana Avenue Transmission Main Project with an available budget of \$429,879.77. Sufficient funds are available in the project budget. A summary of the requested budget transfer is as follows:

CIP FY 2020-2021 Project Name	Current Budget	CMIS Cost	Remaining Budget
<b>W17035 Santa Ana Avenue Transmission Main</b>	\$429,879.77	\$192,860.00	\$237,019.77

#### **STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve Task Order No. 2 with MBI for the W17035 CMIS for Santa Ana Avenue Transmission Main Project Phase I for the amount of \$192,860.00 and have this item considered by the full Board of Directors at a future meeting and authorize the General Manager to execute the necessary documents.

BP:pa

**ATTACHMENT(S):**

1. Exhibit A - Task Order No. 2 with Michael Baker International

**MEETING HISTORY:**

11/18/20      Engineering, Operations and Planning Committee      REFERRED TO BOARD

# EXHIBIT A

## TASK ORDER NO. 2

### Construction Management, and Inspection Services

This Task Order (“Task Order”) is executed this 19<sup>th</sup> day of November, 2020 by and between West Valley Water District, a public agency of the State of California (“District”) and Michael Baker International (“Consultant”).

### RECITALS

- A. On or about November 19<sup>th</sup>, 2020 District and Consultant executed that certain Agreement for Professional Services (“Agreement”).
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

### **NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:**

1. Consultant agrees to perform the services set forth on Exhibit “1” attached hereto and by this reference incorporated herein.
2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit “2” attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit “2,” unless additional compensation is approved in writing by the District.
3. Consultant shall perform the services described in Exhibit “1” in accordance with the schedule set forth in Exhibit “3” attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant’s own risk.
4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**

IN WITNESS WHEREOF, the parties have caused this Task Order to be executed effective as of the day and year first above written.

**DISTRICT:**

**WEST VALLEY WATER DISTRICT,  
a public agency of the State of California**

By \_\_\_\_\_  
Channing Hawkins, President

By \_\_\_\_\_  
Shamindra Manbahal, Acting General Manager

By \_\_\_\_\_  
Peggy Asche, Board Secretary

**APPROVED AS TO FORM:**

**TALOYA LAW GROUP, APC**

By \_\_\_\_\_  
Robert Taloya

**CONSULTANT:**

**MICHAEL BAKER INTERNATIONAL**

By \_\_\_\_\_  
Name \_\_\_\_\_  
Its \_\_\_\_\_



**EXHIBIT "1"**  
**TO**  
**TASK ORDER NO. 2**  
**SCOPE OF SERVICES**

Construction Management, and Inspection Services per the attached proposal dated November 3, 2020.

# Michael Baker

*We Make A Difference*

**I N T E R N A T I O N A L**

November 3, 2020

Ms. Rosa M. Gutierrez, P.E.  
Senior Engineer  
West Valley Water District  
855 West Baseline Road  
Rialto, CA 92376

Subject: Proposal for the Construction Management and Inspection Services  
W17035 Santa Ana Avenue Transmission Main Project Phase 1

Dear Ms. Gutierrez:

Michael Baker International, (Michael Baker) is grateful for the opportunity to submit a Proposal for the Construction Management and Inspection Services W17035 Santa Ana Avenue Transmission Main Project Phase 1. Michael Baker's Construction Management Team is enthusiastic about this opportunity and is ready to begin filling the West Valley Water District's (District's) need right away. Mr. Patrick Hanify, will serve as the Contact Person and Construction Manager/Project Manager. Patrick has 15 years of Engineering and Construction Management experience in the public works and water resources fields.

The Michael Baker Construction Management Team has provided similar Construction Management Services on other WVWD projects such as the Bloomington Area Waterline Replacement Project – Phase 3A and is currently contracted to provide similar services for the Cedar I-10 project. Mr. Patrick Hanify will lead the team as the Project Manager/Construction Manager. He will be supported by Mr. Aaron Singer, as the alternate CM and primary inspector, along with Cooly Smith and Butch Samarzich performing inspection services. Aaron has over 4 years of experience managing complex construction projects, including past projects for WVWD. Cooly Smith and Butch Samarzich have over 40 and 35 years of experience respectively, in the water and wastewater construction and inspection fields.

The construction management effort will be performed from Michael Baker's Ontario Office. Not only is it nearby to the construction site, but Michael Baker (formerly RBF) has had an Ontario office since 2002 and can be ready to provide services immediately, with no mobilization effort. The office contains multiple conference rooms and available workspace for the entire Project team as well as the necessary project meetings that will need to take place throughout the project.

Michael Baker has read the RFP and understands the project and services required. Michael Baker will comply with all terms and conditions. Michael Baker is in compliance with all federal laws relating to affirmative action, drug-free workplace, minimum wage, and lobbying.

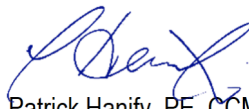
Contact: Patrick Hanify  
Construction/Project Manager  
(909) 974-4971  
[phanify@mbakerintl.com](mailto:phanify@mbakerintl.com)

Once again, thank you for the opportunity to propose on this critical project. Michael Baker has enjoyed its relationships on past projects with WVWD and look forward to continuing to support WVWD. Please feel free to contact our team should you have any questions on the proposal or desire to negotiate any terms shown on the separate fee schedule.

Sincerely,



Tanya Bilezikjian, PE, QSD/P  
Vice President  
[tbilezikjian@mbakerintl.com](mailto:tbilezikjian@mbakerintl.com)  
(Contractual Responsibility)



Patrick Hanify, PE, CCM, T2, D2, QSP/D, CISEC  
Construction Manager  
[phanify@mbakerintl.com](mailto:phanify@mbakerintl.com)



# 1. Background of the Firm

## Firm Background

Michael Baker International (Michael Baker) is a private company headquartered in Pennsylvania, since 1940. Michael Baker offers a professional staff of nearly 600 employees in California and over 3,500 employees globally. With an annual revenue of more than \$1 billion, we have completed projects in over 90 countries, with over 700 local agencies.

Michael Baker is a full-service consulting firm providing planning, engineering, surveying, and related professional services with staff in our Ontario, Temecula, and Palm Desert offices serving both public agencies and private clients in the Inland Empire for over 20 years. We have expertise in construction management and inspection; water and wastewater engineering; survey and mapping; geographic information technology; transportation planning and engineering; traffic planning and design; civil, structural, and electrical engineering; land development; architecture, environmental planning; land use planning, urban design, and landscape architecture. Composing the best team of professionals is priority to Michael Baker to achieve the District's goal of a successful project. The project will be staffed from our Ontario office which have over 67 engineers, surveyors and planners available to staff support specific project assignments.

The Michael Baker team will provide the District with fully qualified and experienced Construction Management and Inspection staff that will act in the best interest of the District. Our Team will: act as the eyes and ears of the District; strive to ensure that the work is completed per plans, specifications, and local standards, and within the project schedule and budget. We will document the work of the contractor via construction reports and accompanied construction photographs and meet regularly with the contractor to discuss their ongoing commitment to the safety of the public and workers.

Company Overview	
<b>YEAR FOUNDED:</b>	1940
<b>FORM OF ORGANIZATION:</b>	Pennsylvania Corporation Parent Company: Michael Baker International Holdco Corporation – 100% Ownership
<b>LEGAL NAME OF FIRM:</b>	Michael Baker International
<b>OFFICES:</b>	Locally: 9 Nationally: 90
<b>EMPLOYEES:</b>	3,582
<b>SOUTHERN CALIFORNIA OFFICE LOCATIONS:</b>	Camarillo Palm Desert Carlsbad San Diego Long Beach Santa Ana Los Angeles Temecula Ontario
<b>CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS:</b>	#PW-LR-10000631983. Registration expires 6/30/2021.





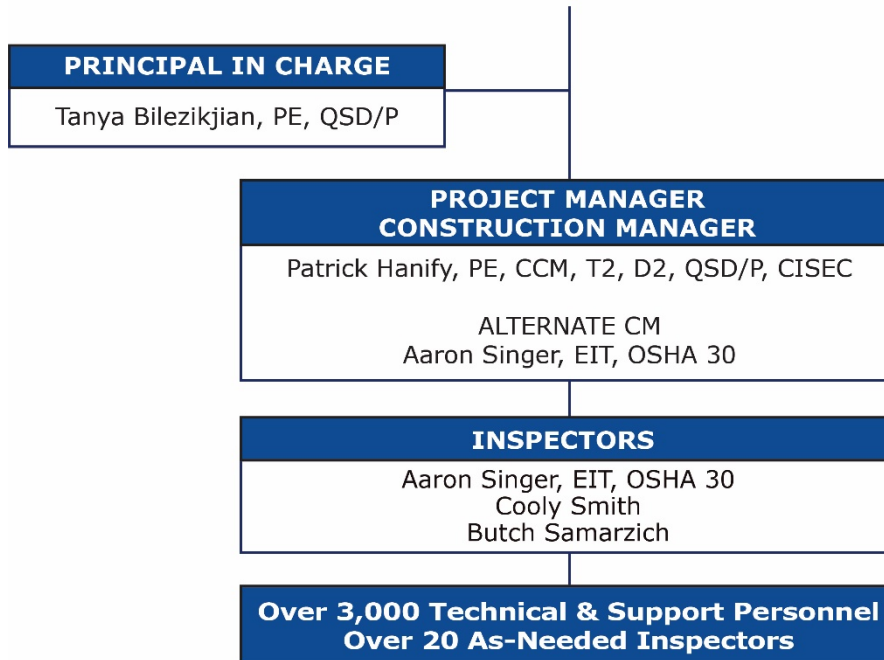
**Construction Management and Inspection Services**  
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**Project Team**

Michael Baker’s proposed team understands the need to be flexible and highly responsive when executing task order requests. Our goal is to serve as an extension of your team and facilitate project success. Following is an Organization Chart prepared to take advantage of the strengths of our expert staff, while keeping the structure streamlined to maintain efficiency, quality, and accountability. The entire team is based out of Michael Baker’s Ontario office and multiple members have provided similar services to the District’s Bloomington Phase 3A Project. All key staff presented on the Michael Baker Team will be available to the extent proposed for the duration of the project. No person designated as “key” to the project will be removed or replaced without the prior concurrence of the District. Should the project inspector be unavailable due to illness, vacation, etc., they will be replaced by the project CM/FE. This is done to the maximum extent possible to avoid gaps in coverage and ensure staff with knowledge of the project performs this critical task.

Mr. Patrick Hanify, PE, CCM, T2, D2, QSP/D, CISEC will serve as the Construction Manager and be the District’s primary point of contact. Patrick has provided similar services on similar pipeline replacement projects for West Valley and for water utilities throughout Southern California.

**Organization Chart**



**LOCAL. AVAILABLE. RESPONSIVE.**

With a local, committed, and qualified construction manager, we have the right chemistry and know-how to get the job done.



## 2. Statement of Understanding and Approach

### Project Understanding

As identified in the 2020 Water Facilities Master Plan, the buildout of the District's service area includes development outside of the extent of the existing domestic water distribution system. New pipelines are recommended to serve future growth as well as increase the hydraulic reliability of the domestic water distribution system. This project includes replacement of distribution mains, transmission mains, services and valves in the community of Bloomington within Santa Ana Avenue. The transmission mains are needed to improve water circulation for water quality and improved fire flow for the residences in the area. This project includes the construction of two (2) transmission mains along primarily the southern side of Santa Ana Avenue. The new transmission main will replace the existing 4-inch water main serving this area and will be constructed within the street right of way. The construction includes the following:

1. Zone 2 - Installation of new 12-inch diameter ductile iron (DI) water main approximately 1,330 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue, new 20-inch diameter DI water main approximately 1,320 linear feet along Santa Ana Avenue between Cedar and Larch Avenue including tie-in connections, reconnecting service laterals and all necessary appurtenances. Existing water main and laterals to be abandoned. Refer to plans.
2. Zone 3 - Installation of new 12-inch diameter DI water main approximately 40 linear feet along Linden Avenue, new 16-inch diameter DI water main approximately 1,230 linear feet along Santa Ana Avenue between Linden Avenue and Cedar Avenue including tie-in connections, reconnecting service laterals and all necessary appurtenances. Existing water main and laterals to be abandoned.

### Project Approach

Michael Baker will perform comprehensive construction management services throughout the entirety of a project and will provide technical and administrative management services for a project. Michael Baker will provide coordination and oversight of all activities related to the construction of the project, maintain close liaison with WVWD's designated staff, and copy the WVWD staff on all correspondence. Michael Baker will provide professional construction management services including but not limited to Pre-Construction, Construction Management, Records, Construction Reports, and Project Administration in accordance with the requirements of the Scope-of-Work.

**S.L.A.M.**  
 STOP | LOOK | ASSESS | MANAGE

Michael Baker  
 INTERNATIONAL | We Make a Difference



Michael Baker will serve as an extension of the District's staff. Our construction management team has extensive experience overseeing the construction of water infrastructure from the perspective of a public utility. We have the right background to understand and represent the District's interests and work diligently to manage the project budget and construction quality.

### Role of the Construction Management Team

The primary role of your CM team is to represent the District by protecting District's investment, managing the project risks associated with change order costs and potential delays, and guiding the Contractor through the startup and commissioning process to deliver the four typical metrics of every successful project:

1. On Time. Manage the schedule so the project is delivered within the planned timeframe, including any verified extensions, from breaking ground to commissioning.



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2. On Budget. Manage the construction process and change orders to deliver the project within the budget, the planned contingency, and without claims.
3. Quality. Implement a quality assurance process to deliver good workmanship, long-lasting value, and a well-constructed plant Operations staff readily accepts.
4. Safely Built. Deliver the project constructed in a safe manner by the Contractor, with no recordable accidents.

### **Managing the Schedule**

Schedule is a key driver with any Project. We will diligently work with the District, Designer, and Contractor to identify potential delays before they arise and look to implement schedule reducing strategies. Our team will make sure that the Contractor provides their Look Ahead Schedules. The Look Ahead Schedule will include activity IDs, activity descriptions, and activity float values that correlate to the baseline schedule. Schedule will be updated prior to every progress meeting and communicated to all involved Subcontractors, inspectors, operation, and management staff. Reviewing the monthly schedule update will reflect the Contractor's schedule performance and forecast dates of key activities and milestones. It will also show the critical activities leading to the achievement date of key milestones. Reviewing the schedule with the Contractor will help facilitate practical solutions to enhance the construction schedule, identify issues that could potentially impact the schedule, and mitigate schedule delays when encountered. Our team's experience working with Contractors gives us a unique perspective into the Contractor's scheduling process and will provide valuable insight and practical knowledge to help facilitate proactive solutions to any schedule-related challenges.

### **CM Safety Approach**

Safety is the priority of our team. The selected Contractors will be responsible for site safety, but our job will be to review and help to oversee the safety procedures developed by the Contractor. Michael Baker's internal SLAM Safety Program will be the centerpoint of our safety approach: Stop, Look, Assess, and Manage risks. Michael Baker's Regional Construction Services Team includes more than 20 Cal-OSHA Certified and safety trained professionals all with an excellent safety record. Safety is our top priority, with the commitment of the Executive Management at Michael Baker, our staff is prepared to monitor construction site safety.

***Safety is Michael Baker's  
#1 Concern***

### **Document Control System**

Michael Baker utilizes password-protected, web-based, project specific Document Tracking System web-site (BOX.com). The BOX system is available to allow the District, and all project team members, to obtain up-to-date construction management and inspection information including: Plans and Specifications, NPDES Permit and SWPPP Compliance Reporting and Documentation, Daily Reports, Submittals, RFI's, Punch Lists, Materials Tickets and Test Reports, Meeting Minutes, and Images seamlessly 24 hours a day. Use of these technologies allows Michael Baker the ability to perform nearly every conceivable construction management task, efficiently and economically.

Ultimately, our team's overarching role is to make sure the District receives the full value of its investment in the construction contract and the CM oversight.

### **Contract Compliance Procedures**

Expediting and processing RFIs, submittal reviews, clarifications, change orders, and contract closeout activities are critical to all projects. The best opportunity to control and protect against change orders is during the processing of these documents and prior to the contractor mobilizing to site. Our approach is to review and respond to as many of the RFIs and submittals as possible in the field, before involving the Design/Reviewing Engineer. Clearly there are RFIs that only the Design Engineer can address, and in such cases we will immediately transmit such RFIs to the Design Engineer for review. In our experience, many RFIs can be addressed by simply pointing the General Contractor to the appropriate section of the Contract Documents. Part of our responsibility is to monitor and vet both the RFIs and responses for clarity,





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time impacts, scope changes, repeated questions, design intent changes, quality changes, cost changes, contract term changes, criticality, constructibility, response times, owner preferences, and solutions.

**Proactive Dispute Avoidance & Resolution Leads to Fewer Claims**

As the District’s Construction Manager, Michael Baker will be the central conduit for communication between the Contractor, the District, and other jurisdictional parties. Our role is integral to managing requests for modifications in the Drawings and Specifications. Regardless of the good work that the consultant who prepared the contract documents has done, there will be differing site conditions, operational complications, equipment compatibility issues, conflicts or problems with the contract documents, and scope changes throughout construction of the project that will necessitate changes. Michael Baker applies a systematic approach to change order management so that contract changes are handled efficiently and fairly.

Experience has taught us that the best way to resolve a conflict is to avoid it in the first place. Michael Baker will take actions to avoid disputes including:

- Help the District to allocate risks clearly and fairly based on the Contract Documents
- Perform contract obligations on-time and maintain complete records
- Define problems quickly and work diligently to contain the condition and minimize impacts
- Cooperate with other team members and remain flexible

If conflicts do arise, Michael Baker will lead efforts to resolve the issues outside of litigation. We will apply our experience and expertise within the framework established in the Contract Documents to work towards an acceptable outcome.

Michael Baker will give the District a clear picture of the substance and implications surrounding a potential change so that the District can make a well-informed decision.

The greatest opportunity to drive a project to success comes in the preconstruction phase. Our value to the client and the team comes from our “lessons learned” and our construction management systems to collect and manage information.

**Experience**

<b>2020</b>	<p><b>Construction Management and Inspection for Zone 2 Waterline and Service Relocation in the Bloomington Area, Phase IIIA</b>                  Bloomington, CA  <i>Agency: West Valley Water District</i>                  Cost: \$58,330 (Fee)</p>	<ul style="list-style-type: none"> <li>• Michael Baker provided construction management, construction monitoring, and contract administration services for this \$1.5 million project involving the installation of new 8” mainline, abandonment of existing services and mainline, and relocation of existing service laterals to serve Zone 2, in the Bloomington Area, as part of Phase IIIA. Work consisted of the installation of 5,601 LF of CML&amp;C waterline, 141 relocated service laterals, 14 new Fire Hydrant assemblies, and repaving operations along 10th Street &amp; 11th Street, between Linden Ave. and Locust Ave., and along Maple Ave.</li> </ul>
<b>2019</b>	<p><b>Reservoir 2-3 Construction Management Inspection Services</b>                  Rialto, CA  <i>Agency: West Valley Water District</i>                  Cost: \$74,115 (Fee)</p>	<ul style="list-style-type: none"> <li>• Construction management and inspection services for site improvements to control erosion and to provide effective site drainage</li> <li>• Improvements included a new access road, storm drain piping, and energy dissipation measures</li> <li>• Contract administration, scheduling, RFI submittals, inspection reports, digital photos, progress payments, traffic control, site safety, community relations, and the final punch list</li> </ul>



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2020	<p><b>Warren 4-R Well Replacement Project</b>  San Bernardino, CA  <i>Agency: City of Riverside Public Utilities</i>  <i>Contract Holder: Hillwood Investment</i>  Cost: \$5,680,000 (Construction)</p>	<ul style="list-style-type: none"> <li>• Engineering design and construction management, which included drilling, equipping, and testing of one ground water extraction well,</li> <li>• Installation of discharge and pump-to-waste pipelines to carry raw water to a nearby water main; CML and CMC bypass line; installation of a pre-lube system; abandonment of 12 wells; demolition of 4 wells; electrical improvements; conduits and wiring; and emergency generator connection</li> </ul>
2017	<p><b>Raub 4-R and Raub 5-R Well Replacement Project</b>  San Bernardino, CA  <i>Agency: City of Riverside Public Utilities</i>  <i>Contract Holder: Hillwood Investment</i>  Cost: \$5,680,000 (Construction)</p>	<ul style="list-style-type: none"> <li>• Installation of discharge and pump-to-waste pipelines to carry raw water to a nearby treatment facility and detention pond</li> <li>• Approximately 4,400 linear feet of 12-inch, 20-inch, and 24-inch DIP pipelines; approximately 1,300 linear feet of 20-inch CML and CMC bypass line; installation of a pre-lube system; abandonment of three wells; demolition of two wells; electrical improvements; conduits and wiring; and emergency generator connections at each well</li> </ul>
2017	<p><b>Illinois Street Pipeline Construction Management</b>  Lake Elsinore, CA  <i>Agency: EVMWD</i>  Cost: \$195,529 (Fee)</p>	<ul style="list-style-type: none"> <li>• Michael Baker provided construction management for the Illinois Street Pipeline Project, which consists of replacing the 4-inch pipeline with a new 8-inch PVC pipeline in Illinois Street along with over 5,000 linear feet of additional sections. The project included a road crossing that was accomplished by jacking and boring a 16-inch steel casing under the road. This work required coordination with Cal Trans.</li> </ul>
2014	<p><b>Construction Management and Inspection for Five Design-Build Pipeline Projects</b>  Los Angeles County, CA  <i>Agency: Golden State Water Company</i>  Cost: \$2,650,000 (Construction)</p>	<ul style="list-style-type: none"> <li>• Construction management and construction inspection services for five design-build pipeline projects in residential and commercial sections of the County</li> <li>• Project consisted of the installation of 10,700 linear feet of eight-inch ductile iron distribution pipeline, fire hydrants, and associated water meters, gate valves, and appurtenances to replace and abandon the existing 40- to 85-year-old cast iron pipeline system</li> </ul>
2013	<p><b>Construction Inspection Services, Omnitrans E Street Corridor sbX Project</b>  San Bernardino, CA  <i>Agency: SBMWD</i>  Cost: \$300k (Fee)</p>	<ul style="list-style-type: none"> <li>• Michael Baker provided on-call construction inspection services for utility relocations associated with the Omnitrans E Street Corridor sbX Bus Rapid Transit Project. The project consists of 15.7 miles of a new public bus route utilizing Hospitality Lane, "E" Street, and Kendal Drive within the City of San Bernardino. Construction includes street widening; 16 stations; sbX stops at major activity centers; and relocation of water facilities, including water services and meter, water mains, underground vaults, fire hydrants, and other related items.</li> </ul>

### 3. Scope of Work Distribution of Responsibilities





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The Michael Baker team listed in this proposal understand and can provide all of the scope of services as outlined in the RFP. However, in the interest of brevity we will not describe all the tasks in detail. We understand the services listed in the RFP and the Michael Baker team assigned to this project understands and accepts all of the Scope of Work outlined in the RFP. Michael Baker's team understands that the fundamentals for successful project delivery are the people, processes, and tools.

Michael Baker also acknowledges the following items:

- Michael Baker may not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
- Michael Baker may not undertake any of the responsibilities of the Contractor, Subcontractors, or Contractor's superintendent.
- Michael Baker may not expedite Work for the Contractor.
- Michael Baker may not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
- Michael Baker may not advise on or issue directions as to safety precautions and programs in connection with the Work.
- Michael Baker may not authorize the Owner to occupy the Project in whole or in part.
- Michael Baker may not participate in specialized field or laboratory tests.

## Task 1 - Construction Management Services

### A. Schedules

- Michael Baker will review the construction progress schedule, schedule of Shop Drawing submissions, and schedule of values prepared by the Contractor. Michael Baker will consult with the District's Engineer concerning their acceptability. Michael Baker shall advise WVWD of problems and provide suggestions for correcting problems. Michael Baker shall assist in advising affected agencies and the public of schedule changes.

### B. Meetings

- **Pre-Construction Conference** - Michael Baker will attend and document one pre-construction conference. Prepare and distribute agendas and meeting minutes to those in attendance. It is assumed that there will be one (1) two (2)-hour meeting attended by Michael Baker Staff.
- **Progress Meetings** - Michael Baker will plan, organize, attend, and document progress meetings, as-needed, with the Contractor in consultation with the District's Engineer. At a minimum, meeting attendees will review the contractor's look ahead schedule, review status of submittals, requests for information or clarification, and potential change orders, progress payments, and address issues affecting performance of the work. The budget is based on fifteen (15) bi-weekly one (1) hour meetings attended by Michael Baker's Construction Manager and Inspector. Michael Baker assumes these meetings will be conducted at the project site near the current location of the work.

### C. Liaison

- Serve as the District's liaison with the Contractor, working principally through the Contractor's superintendent and assisting him in understanding the intent of the Contract Documents.
- Assist in obtaining additional details or information, when required at the job site for proper execution of the Work.
- Alert the Contractor directly and through his superintendent, to the hazards involved in accepting or acting upon instructions from the District or others, except instructions transmitted through the District's Engineer the Contractor itself.
- Consult with the District's Engineer in advance of required inspections, material tests or start of important phases of the Work. (Tie-ins, service change overs, abandonments, paving)



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- Coordinate with District operations staff, as necessary, for shutdowns, tie-ins, water quality testing, and any other activity related to the District's existing system.

**D. Shop Drawings**

- Review and approve Shop Drawings per the Drawings and Specifications and District concurrence.
- Advise the District's Engineer and the Contractor or his superintendent immediately of the commencement of any Work requiring a Shop Drawing submission if the submission has not been approved by the District's Engineer.
- Respond to Request for Information (RFIs).
- The budget is based on tracking and routing thirty (30) combined submittals/RFI's, including some re-submittals. This assumes that the contractor will submit materials separately instead of large submittal packages per group. This number is based upon our experience with similar projects.

**E. Review of Work, Rejection of Defective Work, Inspections and Tests**

- Michael Baker will conduct on-site observations of the Work in progress to assist the District's Engineer in determining that the project is proceeding in accordance with the Contract Documents and that completed Work will conform to the requirements of the Contract Documents. Budget is based on nine (9) weekly site visits conducted by our Construction Manager separate from the scheduled progress meetings. These meetings will not be planned in advance with the contractor and will likely be no longer than one (1) hour in duration.
- Milestone on-site observation services serve to review compliance with the contract documents. These milestone observations do not constitute a complete Quality Control inspection program and will be provided to observe periodic, general compliance with the contract documents only.
- Report to the District's Engineer whenever it is believed that any Work is unsatisfactory, faulty or defective, or does not conform to the requirements of the Contract Documents, or does not meet the requirements of any inspections, tests, or approval required to be made; and advise the District's Engineer when they believe the Work should be corrected, rejected, or should be uncovered for observation, or requires special testing or inspection. Michael Baker will consult with the inspection team for recommendations. The correspondence will likely be conveyed through a construction deficiency notice or a quality discrepancy report.
- Verify that tests, equipment, and systems start-ups and operating and maintenance instructions are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof; observe record and report to the District's Engineer appropriate details relative to the test procedures and start-ups. This will include the compaction tests as required by the Construction Contract.
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the outcome of these inspections and report to the District's Engineer. It is anticipated that no such visits will occur on this project, however we will assume one (1) such visit may occur.

**F. Interpretation of Contract Documents**

- Transmit to the Contractor the District Engineer's clarifications and interpretations of the Contract Documents.

**G. Modifications**

- Receive, consider, and evaluate the Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to the District's Engineer. Perform Change Order Analysis and make recommendations to the District's Engineer.
- Michael Baker shall advise WVWD when changes are needed and assist WVWD with preparation of Change Orders, as needed. We will receive, track, review and provide recommendations regarding all Contractor requests for changes, including whether the changes are warranted.



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- Assumes the review and processing four (4) change order requests.

#### **H. Records**

- Maintain digital orderly files for correspondence, reports of job conferences, shop drawings and samples submissions, and Contract Documents including all addenda, change orders, field orders, additional Drawings issued subsequent to the execution of the Agreement, the District Engineer's clarifications and interpretations of the Contract Documents, progress reports, and other Project- related documents.
- Michael Baker will keep a daily log, recording hours on the job site, weather conditions, data relative to questions of extras or deductions, list of visiting officials, daily activities, decisions, observations in general and specific observations in more detail as in the case of observing test procedures. We will provide copies to the District's Engineer. This will be done for the days on-site only and will request this information be included in the third-party inspection reports.
- Michael Baker will maintain a digital record of names, addresses, and telephone numbers of all the Contractors, Subcontractors, and major Suppliers of equipment and materials to the site.
- Michael Baker utilizes "BOX", a state of the art, password-protected, web-based, project specific Document Tracking System (DTS) web-site. This system provides real-time status and instant access for all project team members, to obtain up-to-date, construction management information including: Plans and Specifications, Submittals, RFI's, Punch Lists, Materials Tickets, Progress Payments, Meeting Minutes, and Photographic Images seamlessly, 24 hours a day.
- Michael Baker will maintain logs to file, track, and process correspondence, submittals, RFIs/RFCs, and other documents. Logs will be in Microsoft Excel format. Project correspondence will be conducted via email whenever possible and project documents will be transmitted and stored in digital format. Upon project completion, Michael Baker will provide an electronic copy of the project file database via thumb drive for the District to download.

#### **I. Reports**

- Furnish periodic reports as required of progress of the Work and the Contractor's compliance with the approved progress schedule and schedule of Shop Drawing submissions. The reports are to be accompanied with photographic documentation of project progress. Report and photographs can be submitted in digital format. Reports are due no later than two (2) days following the review of the work performed and shall be submitted to the District's Engineer.
- Consult with the District's Engineer in advance of scheduled major tests, inspection or start of important phases of the work.
- The budget is based on preparing two (2) summary reports, mid project and at project closeout but this information will be discussed and documented during progress meeting.

#### **J. As-builts**

- Review and verify Contractor's redline as-builts and provide the District Engineer with an original hard and scanned copy.

#### **K. Payment Requisitions**

- Review applications for payment with the Contractor for compliance with the established procedure for their submission and forward them with recommendations to the District's Engineer, noting particularly their relation to the schedule of values. Work completed, and materials and equipment delivered at the site, including final retention, substantially complete and recommended filing of Notice of Completion. Michael Baker will also ensure that payment requests are accompanied with the appropriate releases.
- It is assumed that the CM will be required to review up to six (6) contractor pay applications and that the inspection team will assist with quantities completed to date for each pay application.



**L. Guarantees, Certificates, Maintenance and Operation Manuals**

- During the course of Work, verify that guarantees, certificates, maintenance and operation manuals, and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed; and submit this material to the District's Engineer for his review and forwarding to the Owner prior to final acceptance of the Project.

**M. Completion**

- Before the District issues a Certificate of Substantial Completion, submit to the Contractor a list of observed items requiring correction (punch-list). This will include comparison to preconstruction conditions.
- Conduct a final inspection with the District, District's Engineer, and Contractor. Prepare a final list of items to be corrected.
- Verify that all items on the final list have been corrected to the satisfaction of the District's Engineer.
- Michael Baker will complete all project close-out tasks within 30 days of the filing of the NOC and receipt of the Retention Pay Application.

**Task 2 - Construction Inspection Services**

In addition to working with the Construction Manager and WWVD on the tasks above and noted in the RFP the On-site inspector will also be providing:

- A.** The inspector will be present for the duration of the estimated 150 working day construction contract. The inspector will cover all major aspects of the work which can affect the quality and the long-term performance of the project. The inspector will wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
- B.** The Inspector will have on the project all necessary equipment, tools, and supplies needed to carry out the required duties. The Construction Inspection Services will include comprehensive observation and inspection. Additionally, the inspector will perform the following tasks as part of their construction inspection services, including:
- Review plans and specifications and other construction related documents.
  - Photograph project prior, during and after construction.
  - Interpret plans, specifications and regulations and ensure that contractors are following their contracts. Provide inspection to ensure projects are constructed according to project plans and specifications.
  - Provide continuous inspection of the Work of the Contractor at the site when being performed.
  - Maintain daily logs showing site and weather conditions; traffic control measures taken by the contractors: labor, equipment and materials used; quantity of work performed; and major incidents/safety violations. Daily logs are to be submitted to the Construction Manager upon project completion.
  - Provide accurate measurements of work completed by contractors in accordance with contract documents.
  - Review and evaluate proposed change orders and render recommendations to the Construction Manager.
  - Monitor contractor's compliance with established safety regulations. Observe public safety and convenience. Coordinate with contractor access to adjacent businesses/residents during construction.
  - Review soil compaction and materials testing. Ensure that contractors do not install materials without approved material testing. All failed tests will be noted and corrective measures taken.

Michael Baker Assumes the following:

- The District and/or Contractor will provide construction staking and Survey.
- Labor and Expenses to be billed on a Time and Materials Basis until the project is completed or the budget is expended

- ODC's to be billed at cost +15%
- Contractor to pay for all overtime inspection
- Source Inspection/Witness Testing will be quoted if needed and locations of inspection identified
- Contractor to pay for all processing costs related to submittals beyond the first resubmittal
- Overtime rates will be at the rates x 1.5 and double time x 2.0 provided in Section 7.
- For personnel types not shown, if needed, will be billed at the rates on the standard rate sheet for the year in which the agreement is executed.
- The Estimate does not include Permit Procurement.







## 4. References

Representative Projects	
<p><b>Project Name: Bloomington Area Waterline Replacement Project, Phase 3A</b></p> <p><b>Reference: West Valley Water District</b> 855 West Baseline Road Rialto, CA 92376 <b>Bertha Perez, Associate Engineer</b> 909-875-1804 x 349</p> <p><b>Time Period: 8/19 - 4/20</b></p>	<p><b>Description of Services:</b> Michael Baker provided construction management, construction monitoring, and contract administration services for this \$1.5 million project involving the installation of new 8" mainline, abandonment of existing services and mainline, and relocation of existing service laterals to serve Zone 2, in the Bloomington Area, as part of Phase IIIA. Work consisted of the installation of 5,601 LF of CML&amp;C waterline, 141 relocated service laterals, 14 new Fire Hydrant assemblies, and repaving operations along 10th Street &amp; 11th Street, between Linden Ave. and Locust Ave., and along Maple Ave. Michael Baker was integrally involved in verifying quantities and ensuring quality control; providing community relations and monitoring site safety; coordinating survey; conducting bi-weekly progress meetings and preparing minutes; monitoring project schedules; and preparing and processing control documents.</p>
<p><b>Project Name: Reservoir 2-3 Site Improvements</b></p> <p><b>Reference: West Valley Water District</b> 855 West Baseline Road Rialto, CA 92376 <b>Rosa Gutierrez, Senior Engineer</b> 909-875-1322 x 327</p> <p><b>Time Period: 11/18 – 12/19</b></p>	<p><b>Description of Services:</b> Michael Baker provided Construction Management and Construction Inspection Services to West Valley Water District to reduce site erosion and improve site access. The work consisted removal of an existing hillside spillway and replacement with a new 24" RCP line, Junction box, and dissipator along with a new access road to replace the steep existing dirt access road. The work took place on an exposed rural hillside within a residential area with steep grades and challenging site limitations. Construction management efforts to improve constructability and site inspection efforts allowed for a 17% net credit to the initial contract value and allowed for the District to pursue additional site improvements still under that same initial contract value.</p>
<p><b>Project Name: Warren 4R Well Replacement Project</b></p> <p><b>Reference: Hillwood Properties</b> 901 Via Piemonte, Suite 175 Ontario, CA 91764 <b>Ned Sciotino</b> 909-382-2163</p> <p><b>Time Period: 11/17 – 2/20</b></p>	<p><b>Description of Services:</b> Michael Baker International was retained by Hillwood to provide engineering design and construction management for the Well Replacement Project, which included drilling, equipping, and testing one ground water extraction well, Warren 4R. The project also included installation of discharge and pump-to-waste pipelines for Warren 4R and existing Warren 1, to carry raw water offsite; approximately 2,200 linear feet of 12-inch DIP pipelines; approximately 1,755 linear feet of 24-inch CML and CMC bypass line; installation of a pre-lube system; abandonment of nine wells; demolition of six wells; electrical improvements; conduits and wiring; and an emergency generator connection at the well.</p>
<p><b>Project Name: Eaton Reservoir</b></p> <p><b>Reference: Golden State Water Company</b> 630 East Foothill Boulevard San Dimas, CA 91773 <b>Dennis Ambayec, Capital Program Engineer</b> 818-476-2515</p> <p><b>Time Period: 8/18 – 4/20</b></p>	<p><b>Description of Services:</b> Michael Baker International provided Golden State Water Company construction management, inspection, and contract administration services for a 0.56-million-gallon welded steel water reservoir. The work encompassed erection of the tank and appurtenances as well as chlorination and disinfection, testing and clean-up, and 1,200 linear feet of 16-inch Ductile Iron Pipe, Site Improvements including site grading over 21,000 cubic yards of cut paving and site fencing. Michael Baker also provided contract administration, scheduling, requests for information (RFI) submittals, inspection reports, digital photos, progress payments, site safety, community relations, and the final punch list.</p>



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Representative Projects	
<p><b>Project Name:</b> Rix Wells Retrofit</p> <p><b>Reference:</b> San Bernardino Municipal Water District                      380 East Vanderbilt Way                      San Bernardino, CA 92408  <b>Steve Miller, Director of Water Utility</b>                      909-453-6170</p> <p><b>Time Period:</b> 4/17 – 12/18</p>	<p><b>Description of Services:</b> Michael Baker provided construction management and inspection services for the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Wells Retrofit Project, which constructed one new well; equipped four wells; constructed a DIP pipeline to convey produced well water to the existing RIX site; provided appurtenances, electrical and control systems, power control center and building; installed pre-purchased pumps, motors, and variable frequency drives; installed pre-purchased standby diesel emergency generator; repaired and reconstructed existing improvements affected by the work; and provided incidentals for a complete and usable facility.</p>
<p><b>Project Name:</b> Water Canyon Main Replacement Phase 1</p> <p><b>Reference:</b> City of Banning                      99 E. Ramsey Street                      Banning, CA 92220  <b>Luis Cardenas</b>                      951-922-3143</p> <p><b>Dates of Service:</b> 12/17 – 12/18</p>	<p><b>Description of Services:</b> Michael Baker provided construction management for the Water Canyon Main Replacement Project. Services include cost control, coordinating and tracking multiple contracts and permits, performing inspections, and attending construction meetings. The project's purpose was to replace aged pipelines and includes the installation of more than 7,000 linear feet of ductile iron pipelines, along with installation of valves, fittings, and appurtenances, connections to existing waterlines, and abandonment of the existing waterline in place. Flushing, pressure testing, disinfection, and Bac-T testing of the waterline was required.</p>



## 5. Additional Information

Each project has its own unique set of critical issues. However, our experience with these types of water capital projects. Here are some key issues that projects such as the one described in the RFP that Michael Baker will resolve prior to them becoming bigger issues or will look to elevate prior to construction.

- Safety, Cost and schedule are always of primary concern. The good news is that early planning and identification of construction challenges and opportunities create additional certainty and security for the budget and schedule.
- Jurisdictional Permitting and Requirements – working with the Cities and the County or other public agencies for permitting and construction requirements is key for any project that occurs outside of WVWD property. The contractor should be made aware during bid time and the jurisdictional requirements including paving, other utilities, noise requirements, dust control requirements and working hours.
- Potholing – ensuring that the contractor potholes not only the tie-in locations but also all utility crossings and notify immediately of any conflict with the proposed alignment or design. Particularly the gas service lines and other items not necessarily identified on the plans.
- Tie-ins – The existing main line including the connections for this project include connecting to the existing mainlines. While WVWD has qualified contractors for handling and installing up to this type of material it is something that should be taken into consideration at all time when working near this type of main.
- In review of the plans and while performing a site visit it appears that the valves and existing condition in the Linden and Santa Ana intersection are as shown in the plan. Careful potholing and investigation should be taken into consideration in this area.
- BMP's – Requiring the contractor to work within the state stormwater permitting process and procedures to ensure WVWD is not held responsible for violations as the LRP. This is a very visible and well-traveled road and maintaining appropriate and required protections will be critical.
- Preconstruction Documentation - Requiring the contractor to provide thorough documentation of preconstruction conditions particularly outside of the Public Right-of-way will be imperative for the contractor to restore in-kind the new water service connection. The documents provided with the proposal may not be detailed enough to protect WVWD from claims either from the Contractor for restorations costs or from customers who feel the restoration is not satisfactory. Requiring Post Construction Documentation can also benefit WVWD and the Contractor from claims brought up after construction has concluded.
- Public convenience – This has specific impacts to this job as we have a mix of residential and commercial properties. As a result, requiring the contractor to provide thorough community outreach for the coordination of their work with the community through written announcements is an essential step to ensure project success. Critical communications should include, water and sewer service connections and interruptions, public street closures, private driveway closures, private property damage claims, private property restoration work, public complaints and Safety information. This is critical for this type of project and having clear language in the contract of the expectations and involvement required of the contractor is critical. Ways that this information can be conveyed to the public can be through project signs and door hangers. The documents provided with typical pipeline projects may not be detailed enough to protect WVWD from claims either from the Contractor for this effort or from customers who are impacted due to the lack of project understanding. The contractor should be prepared to document and investigate public complaints and advise the CM and the WVWD team of concerns and findings.







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- Testing and Disinfection - Requiring the contractor to provide a thorough testing and disinfection plan includes testing pressures, sampling locations, disinfection procedures, injection points, discharge methods, discharge locations.
- Storage of Materials – Projects within the Public Right-of-Way storage of equipment and materials can impact project schedule and costs. The contractor should be made aware during bid time the lack of available area or the Local Jurisdiction’s requirements for material and equipment storage within the Right-of-Way.
- Exercising of Existing Valves – as we learned from the Bloomington project it is recommended that WVWD operations staff exercise the valves that will be needed during tie-in and perform that work early in construction so that if other plans or arrangement need to be considered that it will not impact the project schedule or limit customer outages.
- Cedar Ave Intersection – Michael Baker currently is contracted to provide Design and Construction Management Services for a pipeline replacement on Cedar Ave and while this project will not overlap geographically it could impact in construction timing and are close enough that the project could have impact on each other related to traffic control and water supply
- Public Parking – also observed during our site visit was the number of cars utilizing



### CONTRACTING WITH MICHAEL BAKER

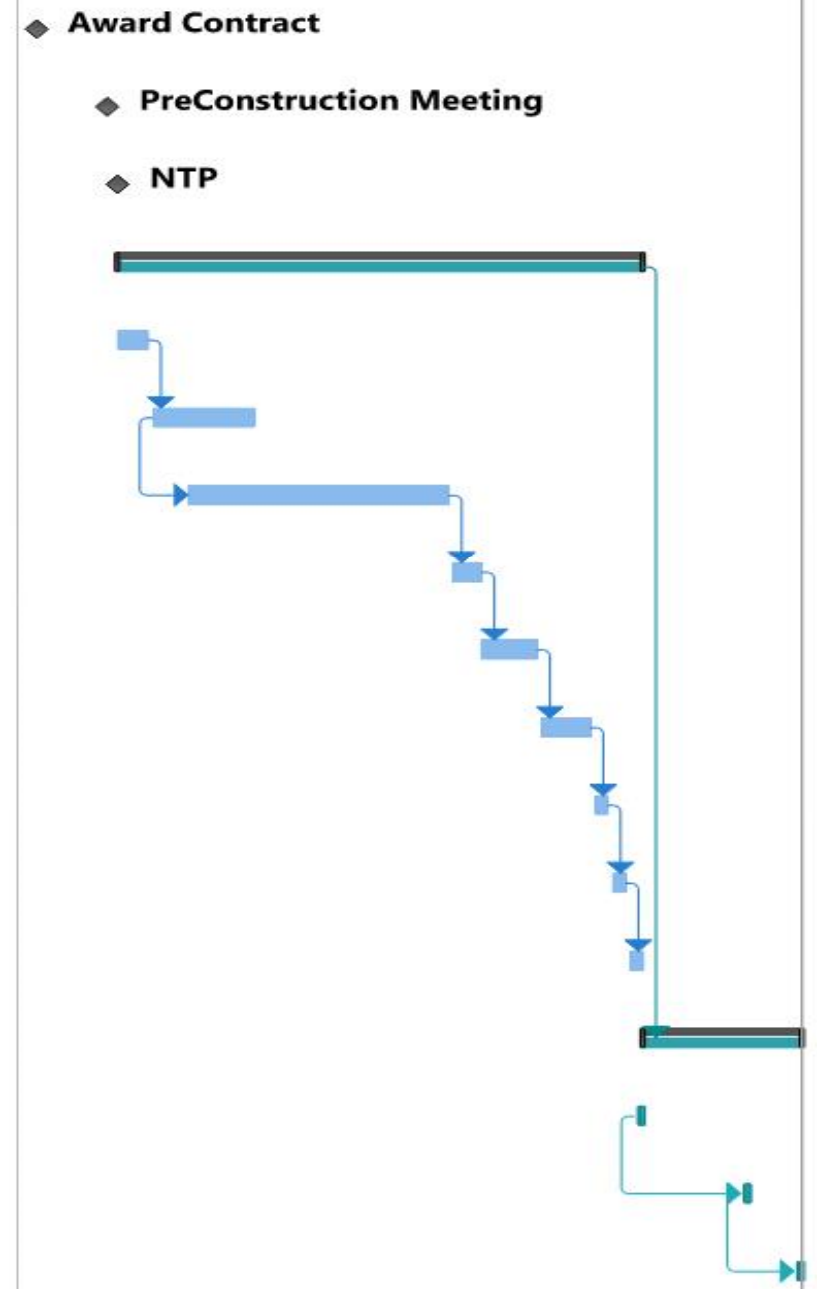
Michael Baker has contracted on thousands of projects over our 80-year history, including on numerous projects with West Valley Water District and is confident in our ability to come to mutually acceptable terms with all of our clientele. We understand it is the desire of the District for the selected bidder to accept the contract as-is. However, we assume that the agreement for this project will be the same as we have previously executed with the District as one was not provided with the RFP, if not, we would respectfully request the opportunity to discuss terms with the District, consistent with our prior master services agreements, purchase orders and single project contracts with West Valley Water District.

### Top 5 Reasons to Select the Michael Baker Team

1. Project Ownership – We are invested in this project and the long-term success of West Valley. This project is in our own backyard, and we want to see it completed successfully.
2. A Plan to Mitigate Risk – We have developed a comprehensive plan to manage risk and have already identified eight key issues, described above.
3. Principal Engagement – Our approach includes regular and meaningful involvement by the team principals to proactively assist in managing staffing levels.
4. A CM Team Builder and Communicator – Patrick Hanify has a history delivering successful projects with West Valley and has managed several pipeline projects designed by Webb and Associates. This continuity with the existing project parties and familiarity with the project allows the Michael Baker team to keep the ball moving with little to no ramp-up time, getting the project off to a good, solid start.
5. As noted above, Michael Baker currently is contracted to provide Design and Construction Management Services for a pipeline replacement on Cedar Ave, the benefit of these project potentially having overlapping construction could allow for efficiencies in inspection and construction management efforts. Meetings can be held on the same day and in back to back fashion and there is potential for the same inspector to inspect both projects due to the proximity of the project locations.

## 6. Project Schedule

ID	Task Name	Duration	Start	Finish	Quarter												
					Nov	Dec	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter	
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1	<b>Santa Ana Avenue Transmission Main Project Phase 1</b>	<b>217 days?</b>	<b>Thu 12/10/20</b>	<b>Fri 10/8/21</b>													
2	Award Contract	0 days	Thu 12/10/20	Thu 12/10/20													
3	PreConstruction Meeting	0 days	Thu 1/7/21	Thu 1/7/21													
4	NTP	0 days	Mon 1/11/21	Mon 1/11/21													
5	<b>Construction</b>	<b>150 days</b>	<b>Mon 1/11/21</b>	<b>Fri 8/6/21</b>													
6	Moblize, Video, Potholing, Critical Submit	10 days	Mon 1/11/21	Fri 1/22/21													
7	Material Procurement and Delivery	30 days	Mon 1/25/21	Fri 3/5/21													
8	Installation	75 days	Mon 2/8/21	Fri 5/21/21													
9	Testing	9 days	Mon 5/24/21	Thu 6/3/21													
10	Base Paving	16 days	Fri 6/4/21	Fri 6/25/21													
11	Water services	15 days	Mon 6/28/21	Fri 7/16/21													
12	Final Asphalt	5 days	Mon 7/19/21	Fri 7/23/21													
13	Striping	5 days	Mon 7/26/21	Fri 7/30/21													
14	Final Clean-up	5 days	Mon 8/2/21	Fri 8/6/21													
15	<b>Project Closeout</b>	<b>45 days?</b>	<b>Fri 8/6/21</b>	<b>Fri 10/8/21</b>													
16	Final Payment	1 day	Fri 8/6/21	Fri 8/6/21													
17	Retention Release	1 day	Fri 9/17/21	Fri 9/17/21													
18	Closeout Package Deliver	1 day	Fri 10/8/21	Fri 10/8/21													



## 7. Cost Estimates of Consulting Fee



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TASKS	Approximate Person Hours					Total Est. Hours	Michael Baker Labor Cost	Direct Cost	Total Estimated Fee
	Resident Engineer	Const. Manager	Civil Inspector	Field Engineer	Admin. Asst.				
Rates	\$ 225.00	\$ 178.00	\$ 118.00	\$ 115.00	\$ 70.00				
<b>Task 1 - Construction Manager</b>									
Construction Management	0	220	0	0	80	300	\$ 44,760	\$ 1,700	\$ 46,460
<b>Subtotal Task 1 Amount:</b>	<b>0</b>	<b>220</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>300</b>	<b>\$ 44,760</b>	<b>\$ 1,700</b>	<b>\$ 46,460</b>
<b>Task 2 - Field Observation</b>									
Construction Inspection			1200			1200	\$ 141,600	4,800	\$ 146,400
<b>Subtotal Task 2 Amount:</b>	<b>0</b>	<b>0</b>	<b>1200</b>	<b>0</b>	<b>0</b>	<b>1200</b>	<b>\$ 141,600</b>	<b>\$ 4,800</b>	<b>\$ 146,400</b>
<b>TOTAL FOR TASKS 1-2</b>	<b>0</b>	<b>220</b>	<b>1200</b>	<b>0</b>	<b>80</b>	<b>1500</b>	<b>\$ 186,360.00</b>	<b>\$ 6,500.00</b>	<b>\$ 192,860.00</b>



## 8. Appendix – Project Team Resumes

### Patrick Hanify, PE, QSD/QSP, CCM, T2, D2, LEED AP | Construction Manager

Mr. Hanify has been managing projects for the Michael Baker Construction Management Department. His responsibilities include the processing and reviewing RFIs, CCOs, RFQs, shop drawings and submittals. He also reviews baseline CPM schedules, progress payments and bid documents; upholds code requirements; conducts progress meetings and organize meeting minutes; coordinates daily operations with Contractors; field inspections and materials testing; documentation of projects utilizing record drawings, digital photography, observation reports and quantities; coordinating with various agencies, utilities and residents, ensuring traffic control and site safety; and maintaining public relations. His degree in Engineering coupled with his design experience in public works, water resources and land development projects, provide him with a solid foundation for Construction Management and Inspection work.

#### Experience

##### **Construction Management and Inspection for Zone 2 Waterline and Service Relocation in the Bloomington Area, Phase IIIA, Bloomington, California.**

*West Valley Water District.* Project Manager / Construction Manager. Michael Baker provided construction management, construction monitoring, and contract administration services for this \$1.5 million project involving the installation of new 8" mainline, abandonment of existing services and mainline, and relocation of existing service laterals to serve Zone 2, in the Bloomington Area, as part of Phase IIIA. Work consisted of the installation of 5,601 LF of CML&C waterline, 141 relocated service laterals, 14 new Fire Hydrant assemblies, and repaving operations along 10th Street & 11th Street, between Linden Ave. and Locust Ave., and along Maple Ave. Michael Baker was integrally involved in verifying quantities and ensuring quality control; providing community relations and monitoring site safety; coordinating survey; conducting bi-weekly progress meetings and preparing minutes; monitoring project schedules; and preparing and processing control documents.

**Reservoir 2-3 Site Improvements, Access Road & Storm Drain, Fontana, California.** *West Valley Water District.* Project Manager / Construction Manager. Michael Baker provided construction management and inspection services for site improvements to control erosion and to provide effective site drainage. Improvements included a new access road, storm drain piping, and energy dissipation measures. Michael Baker also provided contract administration, scheduling, requests for information (RFI) submittals, inspection reports, digital photos, progress payments, traffic control, site safety, community relations, and the final punch list.

##### **Golden State Water Company, Various Design/Build Capital Improvement Pipeline Projects, Los Angeles County, California.**

Provided construction management services for the construction of this \$6.2M project that encompassed nine different design-build water main replacement projects throughout Los Angeles County. The construction of these pipelines included 19,000 lf of 8in Main line, 4000lf of 12in main, 570 water services, 50 fire hydrants, and 80 Valves. Duties include conducting preconstruction meeting, conducting weekly project meetings, assist in monthly progress payments and recommendations, RFI coordination, and evaluate change orders and recommendations to the client. Michael Baker's duties included project and construction management, inspection, coordinating with the Design/Build Contractor who will obtain construction permits from the local agency and comply with the permit conditions, coordination with the Operations department to complete the field check review, shut-downs and final job walks, and coordinating the Design/Build Contractor works with the other GSWC departments including the design review and approval by GSWC and signature by the EDC project manager.

*Years with Michael Baker:* 15

*Years with Other Firms:* 0

#### *Degrees*

B.S., 2007, Civil Engineering, Geospatial Option, California State Polytechnic University, Pomona

#### *Licenses/Certifications*

Grade II Water Distribution Operator (D2), California, 2018, 49529

Grade II Water Treatment Operator (T2), California, 2018, 41009

LEED Accredited Professional, 2009  
Professional Engineer - Civil, California, 2012, 79874

Certified Inspector of Sediment & Erosion Control, California, 2012, 0789

Qualified SWPPP Practitioner (QSP), California, 2011, 20942

Certified Construction Manager, 2018, 8612

Qualified SWPPP Developer (QSD), California, 2019, C79874





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**Illinois Street Pipeline Construction Management, Lake Elsinore, California. Elsinore Valley Municipal Water District.** Project Manager/Construction Manager. Responsible for billing and invoicing, client and subcontractor coordination, conducting project meetings, change order negotiations/recommendations, construction observation and inspection, submittal, construction schedule, and RFI review. Michael Baker provided construction management for the Illinois Street Pipeline Project, which consists of replacing the 4-inch pipeline with a new 8-inch PVC pipeline in Illinois Street along with over 5,000 linear feet of additional sections. The project included a road crossing that was accomplished by jacking and boring a 16-inch steel casing under the road, 25 replacement water services, 4 new Fire Hydrant assemblies, 3 new blow-off assemblies, 6 new air-vac and repaving operations along. This work required coordination with Cal Trans and the City of Lake Elsinore.

**Water Canyon Main Replacement Phase 1 Project, City of Banning.** Michael Baker International was retained by the City of Banning, to provide Construction Management for the Water Canyon Main Replacement Project to replace aged pipelines. The City separately purchased the pipe to be installed during construction. This project included installation of over 7,000lf of Ductile Iron pipelines, along with installation of valves, fittings, and appurtenances, connections to existing waterlines and abandonment of the existing waterline in place. Flushing, pressure testing. Disinfection and Bac-T testing of waterline was required. Mr. Hanify worked as the Construction Manager for the Water Canyon Project that included conducting weekly project meetings, review and processing submittals and RFI's, construction observation, monthly progress payment recommendations, evaluate change orders and submit recommendations to the City, preparation of project records and close-out documents, schedule review, coordinate meeting minutes, process job control documents.

**Hillwood - Raub 4-R & Raub 5-R Well Replacement Project, San Bernardino, California.** Michael Baker provided Construction Management for the Well Replacement project that included the drilling, equipping and testing of the two ground water extraction wells Raub 4-R & 5-R. Work included Installation of discharge and pump-to-waste pipelines for Raub 4-R, Raub 5-R, and existing Raub 7, well pre-lube systems, abandonment of 3 wells and Demo of two 2 wells. Constructed approximately 4,400 linear feet of 12", 20" and 24" DIP pipelines, approximately 1,300 linear feet of 20" CML&CMC bypass line, conduits and equipment which are to handle or carry raw water to a nearby treatment facility. Mr. Hanify worked as the Construction Manager on this project that included conducting Project meetings, review submittals & RFI's, construction observation, monthly progress payment recommendations, evaluate change orders and submit recommendations to Hillwood, preparation of project records and close-out documents, schedule review, prepare, and distribute minutes to designees, process job control documents.

**Mojave Water Agency Regional Recharge and Recovery (R3) Project, Victor Valley, California. Mojave Water Agency.** Construction Manager. Responsible for construction management. Michael Baker provided engineering services to the Mojave Water Agency for the Regional Recharge and Recovery (R3) Project, a high profile water supply project in San Bernardino County. The project will ultimately recharge up to 40,000 acre-feet per year of State Water Project water into the Upper Mojave River flood plain, and will include the construction of up to 22 extraction recovery wells, three reservoirs, a 25,000 gpm pump station, and a fully integrated conveyance system to deliver water to a variety of retail agencies in the High Desert. The Phase I project included construction of six wells to extract up to 15,000 acre-ft per year, over 16 miles of 12-inch to 48-inch diameter pipe, a 2.65 MG welded steel reservoir, a flow control and recharge facility with 40,000 gpm capacity and up to 235 psi pressure drop, a pump station sized for 25,000 gpm with pumps installed to provide 15,000 gpm, and four turnout flow control facilities for delivering the water to member agencies.

**Euclid Avenue Median Irrigation Pump Station Recycled Water Improvements, Ontario, California. Ontario Municipal Utility Company.** Project Manager/Inspector. Michael Baker provided inspection services for the first project City's new backbone recycled water distribution system. The system includes over 4,200 linear feet of 6-inch recycled water PVC pipeline; a new irrigation system booster pump to irrigate the Euclid Avenue center median; a new recycled water booster pump station required to deliver recycled water from Inland Empire Utilities Agency's 1059 zone to the City's new recycled water distribution high zone.



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**Tanya Bilezikjian, PE, QSD/QSP | Principal In Charge**

Ms. Bilezikjian works with a variety of clients to develop and manage Storm Water and NPDES programs throughout Southern California. Her client-focused approach has led to successful project outcomes and long-term client-consultant relationships, earning her the prized role of Trusted Advisor to her clients. She has direct experience managing large programs, negotiating permit language with State and Regional Water Boards, preparing complex individual NPDES permit applications, developing and delivering trainings, authoring program guidance documents, planning and identifying common sense solutions and improvements to both site-specific and program level challenges. Ms. Bilezikjian has focused her career on transportation agencies, utilities, and other government agencies, having managed multi-million dollar contracts for Caltrans, Southern California Edison, CA State Parks, and others. Ms. Bilezikjian has managed large teams in support of these projects, including both Michael Baker team members and multiple subconsultants, on multiple simultaneous task orders.

**Experience**

**MWD As-Needed Environmental Services for Wastewater and Storm Water, Southern California, California.** *Metropolitan Water District.* Project Manager. Responsible for project management. Michael Baker conducted a review of the client's compliance with stormwater and wastewater requirements. Michael Baker audited ten NPDES permits and all the associated sampling and monitoring reports going back five years. Michael Baker also developed a summary report identifying the areas of deficiency regarding permit provisions and sampling and reporting requirements and developed a comprehensive permit reporting deadline and renewal table. Michael Baker performed a site visit and best management practice evaluation for the draining of the Palos Verdes Reservoir and assisted with stormwater compliance during significant construction activities at the Weymouth Treatment plant.

**Santa Margarita Water District (SMWD) Middle Chiquita Canyon Water Facilities, Orange County, California.** *Santa Margarita Water District.* Engineering Technician. Responsible for SWPPP. Michael Baker provided preliminary and final design services for a total of approximately 23,200 linear feet (LF) of domestic and recycled water transmission mains, two 2.0 million gallon (MG) domestic water reservoirs, and one 4.0 MG recycled water reservoir, which serve the Rancho Mission Viejo Company's Sendero and Esencia Developments. The project also included: alternative pipeline alignment analysis for routes through environmentally sensitive areas and agricultural areas; grading phasing analysis; and coordination with the Rancho Mission Viejo Company, California Department of Public Health, San Diego Gas and Electric, and the California Department of Fish and Wildlife.

*Years with Michael Baker:* 14

*Years with Other Firms:* 4

**Degrees**

M.S., 2001, Civil Engineering/Environmental, University of California, Irvine

B.S., 1999, Chemical Engineering, University of California, Irvine

**Licenses/Certifications**

Construction General Permit Trainer of Record, California, 2010

Qualified SWPPP Developer (QSD), California, 2010, 00072

Qualified SWPPP Practitioner (QSP), California, 2010, 00072

Professional Engineer - Civil, California, 2008, 72119

Envision Sustainability Professional, 2019, 29797



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**Aaron Singer, EIT, OSHA 30 | Alternate Construction Manager, Field Engineer, Inspector**

Mr. Singer has been assisting with project management for Michael Baker Construction Management Department. His responsibilities include support with processing and in reviewing RFI's, CCO's, RFQ's, shop drawings and submittals. His work outside of Michael Baker providing design and field support in the commercial construction, transportation, and land development sectors has prepared him with a solid foundation for Construction Management and Inspection work.

### Experience

**Construction Management and Inspection for Zone 2 Waterline and Service Relocation in the Bloomington Area, Phase IIIA, Bloomington, California.** *West Valley Water District.* Assistant Construction Manager/

Field Engineer. Michael Baker provided construction management, construction monitoring, and contract administration services for this \$1.5 million project involving the installation of new 8" mainline, abandonment of existing services and mainline, and relocation of existing service laterals to serve Zone 2, in the Bloomington Area, as part of Phase IIIA. Work consisted of the installation of 5,601 LF of CML&C waterline, 141 relocated service laterals, 14 new Fire Hydrant assemblies, and repaving operations along 10th Street & 11th Street, between Linden Ave. and Locust Ave., and along Maple Ave. Michael Baker was integrally involved in verifying quantities and ensuring quality control; providing community relations and monitoring site safety; coordinating survey; conducting bi-weekly progress meetings and preparing minutes; monitoring project schedules; and preparing and processing control documents.

**Reservoir 2-3 Site Improvements.** *West Valley Water District.* Assistant Construction Manager/ Primary Construction Inspector. Michael Baker provided construction management and inspection services to West Valley Water District to manage site improvements for a reservoir. The work consisted of removal of an existing hillside spillway and replacement with a new 24" RCP line, Junction box, and dissipator, new AC access road, cut-off wall, curb and gutter, and site fencing.

**Warren 4R Well Replacement Project.** *Hillwood Development Group.* Assistant Construction Manager. Responsible for assisting project manager with pre-construction meeting agendas minutes, assisting review and tracking of contractor's submittals, logging RFIs, observing construction, assisting with monthly progress payments and tracking, assisting review of change orders and processing documentation for Golden State Water Company, preparing project records and close-out documents, scheduling review, preparing and distribute minutes to designees, processing job control documents, and construction inspection. Michael Baker provided Construction Management for the Well Replacement project that included the drilling, equipping and testing of a ground water extraction well, well pre-lube systems, pump-to-waste line, utility Tie-in, and site development which included a Rollapart Structure and concrete building pad with concrete pump head, electrical housekeeping pads and cabinetry which included an SCE Transformer, removable bollards, access driveway, and site security fencing.

**On-Call Plan Check and Inspection Services,** San Bernardino, California. *San Bernardino Municipal Water Department.* Construction Inspector/Assistant Construction Manager. Responsible for Construction Inspection and Inspection Scheduling Support. Michael Baker provided On-Call Construction Inspection Services to the City of San Bernardino Municipal Water Department for Gateway South Building 5, a private commercial development, and Arrowhead Grove, another private development. Construction activities included the installation of a 12" DIP water line and commercial water services along with new sewer pipe main line, laterals, and structures.

*Years with Michael Baker: 2*

*Years with Other Firms: 3*

#### *Degrees*

B.S.C.E., 2016, Civil Engineering, California Baptist University

#### *Licenses/Certifications*

Engineer-In-Training, California, 2015, 156752

Passed 8-Hr National PE Exam



**Construction Management and Inspection Services**  
**Santa Ana Avenue Transmission Main**  
**Project Phase 1**  
**W17035**

**Cooly Smith | Inspector**

Mr. Cooly brings 30 years of experience in the construction and inspection of water, recycled water, sewer and public works projects. His career has progressed steadily from an operations and maintenance worker, to, construction observer and construction inspector. His experience covers a wide array of projects.

**Experience**

**Vail Lake Native Vegetation Restoration RCWD, Temecula, California.** Site Inspector for this native vegetation restoration of wetland and non-wetland waters of the United States as a result of installation of 14,000 lineal feet of a 48-inch pipeline to comply with mitigation requirements pursuant to Section 404 of the Federal Clean Water Act and Section 1600 et seq. of the California Fish and Game Code. Duties included inspection, preparing daily reports, coordinate with materials testing consultant, job photos, quality assurance, coordinate with maintenance and operations departments.

**Vail Lake Transmission Main and Pump Station, Rancho California Water District (RCWD), Temecula, California.** Inspection supervisor for this installation of 14,000 lineal feet of 48-inch CML & C pipeline and construction of a booster station capable of pumping 80 cfm of raw water to the District Vail Lake facilities for a cost of approximately \$6 million. Duties included oversight of inspection staff, review daily reports, manage materials testing consultant, review project submittals, RFI's, correspondence, change orders, and monthly progress payments.

**Hillside Trail Sewer Relocation at Bear Creek, Murrieta, CA** – Supervising Construction Inspector responsible for a 300-foot relocation of sewer pipe and construction of two new manholes. Oversight of inspection activities, development of daily reports with photographic record detailing the workers, equipment, activities, and material incorporated. Provided utility coordination, coordination of materials testing, geotechnical, and other specialty inspection consultants. Reclamation Pond No. 5 Project, RCWD, Temecula, California - Supervising Construction Inspector for this \$8 million Recycled Pond project. The project features include 1.5 million cubic yards of grading, construction of new pond number 5 and relining other ponds with new foundation and membrane, drainage structures, connection piping systems and controls, road construction, landscaping and irrigation. Duties include daily reports with photographic records, detailing the workers, equipment, activities and material incorporated into the project each day. Duties also include utility coordination, coordination of materials testing, geotechnical and other specialty inspection consultants.

**District Headquarters and Senga Doherty Pump Station Solar Power Project, RCWD, Temecula, CA.** Inspection Supervisor responsible for installation of 1.0 MW and a 0.5MW Photovoltaic System. Oversight of inspection staff, reviewed daily reports, managed materials testing consultants, reviewed project submittals, RFIs, correspondence, change orders, and monthly progress payments.

**Soboba Casino Storage Reservoir, Soboba Band of Luiseno Indians, San Jacinto, CA** – Senior Construction Inspector during the construction of the Tribes 1MG welded steel reservoir. The tank was designed to provide adequate capacity to serve the additional demand that the newly constructed casino would place on the tribe's water system. Cooly provided inspection during the entire project term including grading, ring pour, sand placement, welding, and performed coating inspections.

*Years' Experience CM and Inspection: 22*  
*Years' Experience with Operations and Maintenance of Water Utilities: 10*

**Training**

Water Distribution D-3,

State of CA DHS

Water Treatment T-1,

State of CA DHS

Certified Backflow Tester, AWWA

Coating Inspector Level 1, NACE

NASSCO Cured in Place

Pipe CIPP 911-0643

Concrete Field Testing Technician

Grade 1, ACI

Recycled Water Site Confined space training





Construction Management and Inspection Services  
**Santa Ana Avenue Transmission Main**  
**Project Phase 1**  
W17035

## Robert “Butch” Samarzich | Inspector - Alternate

Mr. Samarzich has more than 37 years of experience on a wide variety of construction projects in both the public and private sector. He has an exceptional background in project management and field operations and has been responsible for site construction, including ensuring compliance with plans and specifications, coordinating subcontractors, and confirming all materials are in conformance with the project specifications and approved submittals. He has traveled throughout the United States working on numerous construction projects, supervising employees and ensuring successful project delivery. His experience encompasses grading for site development, water and sewer pipelines, coordinating with all public works stakeholders, and timely progress reporting. Mr. Samarzich’s typical duties include performing construction inspection, administering contract documents; upholding code requirements; attending weekly progress meetings; coordinating with agencies, designers, utility companies, material testers, and surveyors; verifying quantities and quality assurance; monitoring the Contractor’s construction schedule, permit compliance, traffic control plan, and safety plan; and maintaining public relations.

*Years with Michael Baker:* 2

*Years with Other Firms:* 35

### *Training*

Safety Training

## Experience

**Gerald Desmond Bridge Replacement Project, S. Pico Avenue 20”, 24”, & 30” Water Transmission Main 300J, Long Beach, California.** Construction Inspector. As part of our on-call services agreement, Michael Baker was selected by the LBWD to provide construction inspection services for this pipeline relocation project necessitated by the construction of the New Gerald Desmond Bridge in Long Beach. The work involved 100 LF of 24”, 282 LF of 20”, and 22 LF of 30” CML&C steel pipeline, butterfly valves, buttstraps, connections, blow-off’s, and night work. Michael Baker’s duties encompassed: providing construction inspection and contract administration; verifying quantities and ensuring quality control; monitoring the Contractor’s safety plan; observing water knife potholing, pressure testing, chlorination, flushing, and Bac-T testing; and preparing daily construction reports, digital photos, and the punch list.

**Eaton Kiowa Waalew Pump Station and Reservoirs.** Construction Inspector. Michael Baker provided construction management and inspection services to the Golden State Water Company.

**Well Automation and Rehabilitation Project No. MC 2101, Costa Mesa, California.** Construction Inspector. Michael Baker provided construction management and inspection services to the Mesa Water District for this \$10,488,500 comprehensive upgrade of all 5 of the District’s clear water wells. The work included well rehabilitation and cleaning; SCADA upgrades, chemical system replacement; Arc Flash & electrical safety survey implementation; ozone treatment system and UV tower abandonment; and electrical, mechanical, structural, maintenance, and security upgrades.

**On-Call Plan Check and Inspection Services, San Bernardino, California.** *San Bernardino Municipal Water Department.* Construction Inspector. Responsible for Construction Inspection. Michael Baker provided On-Call Construction Inspection Services to the City of San Bernardino Municipal Water Department for Gateway South Building 5, a private commercial development, and Arrowhead Grove, another private development. Construction activities included the installation of a 12” DIP water line and commercial water services along with new sewer pipe main line, laterals, and structures.

**EXHIBIT "2"**  
**TO**  
**TASK ORDER NO. 2**  
**COMPENSATION**

The fee estimated for Construction Management, and Inspection Services for the Santa Ana Avenue Transmission Main Phase I is **\$355,884.00**.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>COST</b>
Task 1 – Construction Manager		
	Construction Management	\$46,460.00
Task 2 – Field Observation		
	Construction Inspection	\$ 146,400.00
	<b>Total Cost</b>	<b>\$192,860.00</b>

## EXHIBIT "3"

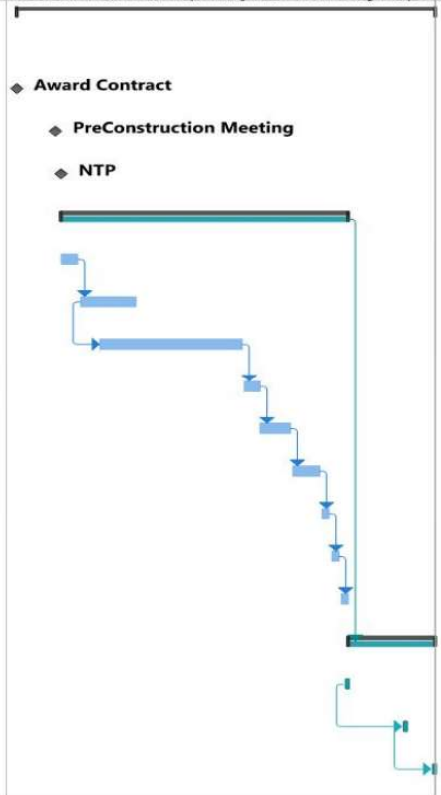
### TO

### TASK ORDER NO. 2

### SCHEDULE

The tentative schedule for the Construction Management and Inspection Services Santa Ana Avenue Transmission Main Project Phase I:

ID	Task Name	Duration	Start	Finish	Quarter	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter	
					Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	<b>Santa Ana Avenue Transmission Main Project Phase 1</b>	<b>217 days?</b>	<b>Thu 12/10/20</b>	<b>Fri 10/8/21</b>												
2	Award Contract	0 days	Thu 12/10/20	Thu 12/10/20												
3	PreConstruction Meeting	0 days	Thu 1/7/21	Thu 1/7/21												
4	NTP	0 days	Mon 1/11/21	Mon 1/11/21												
5	<b>Construction</b>	<b>150 days</b>	<b>Mon 1/11/21</b>	<b>Fri 8/6/21</b>												
6	Moblize, Video, Potholing, Critical Submit	10 days	Mon 1/11/21	Fri 1/22/21												
7	Material Procurement and Delivery	30 days	Mon 1/25/21	Fri 3/5/21												
8	Installation	75 days	Mon 2/8/21	Fri 5/21/21												
9	Testing	9 days	Mon 5/24/21	Thu 6/3/21												
10	Base Paving	16 days	Fri 6/4/21	Fri 6/25/21												
11	Water services	15 days	Mon 6/28/21	Fri 7/16/21												
12	Final Asphalt	5 days	Mon 7/19/21	Fri 7/23/21												
13	Striping	5 days	Mon 7/26/21	Fri 7/30/21												
14	Final Clean-up	5 days	Mon 8/2/21	Fri 8/6/21												
15	<b>Project Closeout</b>	<b>45 days?</b>	<b>Fri 8/6/21</b>	<b>Fri 10/8/21</b>												
16	Final Payment	1 day	Fri 8/6/21	Fri 8/6/21												
17	Retention Release	1 day	Fri 9/17/21	Fri 9/17/21												
18	Closeout Package Deliver	1 day	Fri 10/8/21	Fri 10/8/21												





**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** APPROVE PROFESSIONAL SERVICES AGREEMENT AND TASK  
ORDER NO. 1 WITH TKE ENGINEERING, INC. FOR THE  
PROFESSIONAL ENGINEERING SERVICES FOR DEVELOPMENT OF  
CONSTRUCTION BID DOCUMENTS FOR WELL 54 DISCHARGE TO  
WASTE DRAIN LINE PROJECT

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**BACKGROUND:**

The West Valley Water District (“District”) requested proposals for qualified and experienced engineering firms to provide professional engineering services for the Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project (“Project”). WVWD’s Pressure Zone 6, located within the District’s Northern System, is generally bound by Duncan Canyon Road and Casa Grande Drive to the north and Highland Avenue to the south; Sierra Avenue and Brookside Avenue generally serve as the western boundaries while the Lytle Creek wash serves as the eastern boundary. Well 54 pumps from the Rialto Basin into the Zone 6 reservoirs.

Well 54 is the only source of supply in WVWD’s Northern System serving Pressure Zone 6 and it has a pumping rate of 1,000 gpm that operates continuously 24 hours, 7 days a week (“24/7”). Every month there is a short-term shutdown and at startup, the well is pumped to waste for 15-20 minutes. During well rehabilitation or water quality issues, flushing can occur between two to four weeks 24/7. The site has no storm drain connection and the existing flushout releases water above ground into the gutter on Coyote Canyon Road and travels approximately 3,800 linear feet south of the Well 54 to the nearest storm drain inlet (“catch basin”). In the past, as a preliminary measure, water was discharged to a drain inlet located in Caltrans right-of-way (ROW). Unfortunately, once it crosses under the Ontario Interstate 15 freeway, the water also stays above ground until it reaches an inlet which connects to the City of Fontana’s (“City”) storm drain. The Hawker Crawford Channel (“Channel”) is located approximately 1,100 linear feet North from Well 54 on Coyote Canyon Road. Drainage for the well water discharge will be required through a drain line. The Consultant will design a 4-inch diameter reinforce concrete standpipe at Well 54 and a drain line per the requirements of the City to the catch basin (“Option 1”) or to the Channel (“Option 2”). The Consultant will prepare a Preliminary Design Report (“PDR”) and perform an analysis to determine the best alternative for the drain line/connection per Option 1, Option 2 or any other recommended option taking into consideration cost for construction.

**DISCUSSION:**

District Staff posted the Request for Proposal (“RFP”) on PlanetBids and sent out the RFP to eleven (11) consulting firms. On November 3, 2020, the District received one (1) proposal in response to the RFP from TKE Engineering, Inc. (“TKE”).

The proposal was reviewed by a committee comprised of District Staff to ensure the proposal met the minimum requirements in the scope of work. Based on qualifications, technical experience, and cost, Staff concluded that TKE will provide value for the District’s needs for the Project. The firm’s design approach, overall understanding of the project’s goals, and reasonable cost, further aided in the decision to select TKE for the RFP. Attached as **Exhibit A** is the District Professional Services Agreement and **Exhibit B** is the Task Order No. 1 with TKE which includes the submitted Proposal. A copy of the single source justification is included in **Exhibit C**.

**FISCAL IMPACT:**

The cost to perform the Project as proposed by TKE is \$87,120.00. This item was included in the Fiscal Year 2020/21 Capital Improvement Budget under the W20010 Connect Flush-to-Waste Pipe from Well 54 to Drain Line Project. A summary of the available funds is as follows:

CIP FY 2020-2021 Project Name	Current Budget	Design Cost	Remaining Budget
W20010 Well 54 Discharge to Waste Drain Line	\$100,000.00	\$87,120.00	\$12,880.00

**STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve Professional Services Agreement and Task Order No. 1 with TKE for the W20010 Well 54 Discharge to Waste Drain Line Project as proposed by TKE for the amount of \$87,120.00 and authorize the General Manager to execute the necessary documents.

BP:pa

**ATTACHMENT(S):**

1. Exhibit A - Professional Services Agreement with TKE
2. Exhibit B - Task Order No. 1 with TKE for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line
3. Exhibit C - Single Source Justification

**MEETING HISTORY:**

11/18/20      Engineering, Operations and Planning Committee      REFERRED TO BOARD

# EXHIBIT A



# ***West Valley Water District***

***AGREEMENT FOR PROFESSIONAL SERVICES***

***With***

***TKE Engineering, Inc.***

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## **AGREEMENT FOR PROFESSIONAL SERVICES**

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) effective as of this 19th day of November, 2020 (“Effective Date”) is by and between West Valley Water District (“District”) and TKE Engineering, Inc. (“Consultant”). The District and Consultant may be collectively referred to as the “Parties” and individually as a “Party.”

### **RECITALS**

**A.** The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Consultant shall provide certain services to District.

**NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

#### **Section 1. Term of Agreement.**

(a) Subject to subsection (b) below, the term of this Agreement will be for a period of one (1) year commencing on the Effective Date and terminating one (1) year after the Effective Date.

(b) This Agreement shall renew automatically for continuous one (1) year periods for no more than two (2) additional years, unless either Party, prior to the end of the existing one (1) year period, delivers written notice to the other Party, that the Agreement shall not be extended.

#### **Section 2. Scope and Performance of Services.**

**2.1** (a) District may, from time to time, by written instructions from the general manager or assistant general manager of the District (“Authorized Representative”) issue task orders (“Task Orders”) to the Consultant. The Task Order shall be in such form and content as shall be set forth on Exhibit “A” attached hereto and by this reference incorporated herein. The Task Order shall set forth: (i) the scope of services to be performed by Consultant; (ii) the compensation to be paid to Consultant; and (iii) the time to complete the Task Order. The provisions of this Agreement shall apply to all such Task Orders.

(b) For each Task Order, Consultant shall confer, as requested, with District representatives to review progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

**2.2** Consultant will furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing,

vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the services required of Consultant under this Agreement.

- 2.3** Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are listed in Exhibit "B" attached hereto and by this reference incorporated herein ("Key Personnel").
- 2.4** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Notwithstanding Section 3 below, in the event Consultant utilizes the services of subcontractors or sub-consultants, Consultant assumes sole and complete responsibility for the performance of the subcontractor or sub-consultant to the specifications provided hereunder for Consultant's work, and no adjustment will be made to Consultant's requirements under this Agreement for timely completion of services, complete performance of services, or delivery of products or deliverables in a timely fashion, and no adjustment will be made to performance deadlines, or compensation due to Consultant, due to or arising from issues Consultant may have with any subcontractor or sub-consultant. Consultant will at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described in this Agreement. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

Consultant warrants it will perform its engineering and design under the Task Order, as more particularly described in Exhibit A ("Task Order") in accordance with the current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. Further, Consultant warrants that the engineering and design performed has been performed in accordance with the then current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. If within one (1) year after substantial completion of the engineering and design work it is shown that there is an error in that work as a result of the Consultant's failure to meet those standards and the District has notified the Consultant in writing of any such error within that period, Consultant shall re-perform such engineering and design work within the original scope of such services, as may be necessary to remedy such error. All costs incurred by Consultant in performing such corrective services shall be the sole responsibility of the Consultant and such costs shall not be reimbursable in any way.

**Section 3. Additional Services and Changes in Services**

- 3.1 Consultant will not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in the Task Orders, unless such additional services are authorized in advance and in writing by District.
- 3.2 If Consultant believes that additional services are needed to complete a Task Order, Consultant will provide the Authorized Representative with written notification describing the proposed additional services, the reasons for such services, and a detailed proposal regarding cost.
- 3.3 District may order changes to a Task Order, consisting of additions, deletions, or other revisions, and the compensation to be paid Consultant will be adjusted accordingly. All such changes must be authorized in writing, and executed by Consultant and District. The cost or credit to District resulting from changes in a Task Order will be determined by the written agreement between the Parties.

**Section 4. Familiarity with Services and Site.**

- 4.1 By executing this Agreement, Consultant warrants that Consultant shall, prior to undertaking a Task Order:
  - (a) investigate and consider the services to be performed;
  - (b) carefully consider how and within what time frame the services should be performed;
  - (c) understand the facilities, difficulties, and restrictions attending performance of the services under a Task Order; and
  - (d) possesses all licenses required under local, state or federal law to perform the services contemplated by a Task Order, and maintain all required licenses during the performance of such Task Order.
- 4.2 If services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and will be fully acquainted with the conditions there existing, before commencing its services under a Task Order. Should Consultant discover any latent or unknown conditions that may materially affect the performance of services, Consultant will immediately inform District of such fact and will not proceed except at Consultant's own risk until written instructions are received from the District.

**Section 5. Compensation and Payment.**

- 5.1 Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.
- 5.2 Each month during the existence of a Task Order, Consultant shall furnish District with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in the Task Order. The invoice must detail charges by the following categories: labor (by subcategory), reimbursable costs, subcontractor contracts and miscellaneous expenses. The invoice must list, as applicable, the hours worked and hourly rates for each personnel category, the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, and the total cost of the services.
- 5.3 District will independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. In the event that no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by District, the original invoice will be returned by District to Consultant for correction and resubmission.
- 5.4 Except as to any charges for work performed or expenses incurred by Consultant that are disputed by District, District will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.
- 5.5 No payment or partial payment to Consultant shall constitute acceptance of any work completed by Consultant or waive any claims by the District for any reason whatsoever.

**Section 6. Required Documentation Prior to Performance.**

- 6.1 Consultant will not perform any services under this Agreement until:
  - (a) Consultant furnishes proof of insurance ("Insurance") as required under Exhibit "C" attached hereto and by this reference incorporated herein; and
  - (b) Consultant provides District with a Taxpayer Identification Number.
- 6.2 The District will have no obligation to pay for any services rendered by Consultant in advance of receiving written authorization to proceed for each Task Order, and Consultant acknowledges that any such services are at Consultant's own risk.

**Section 7. Project Documents.**

- 7.1 All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer programs, files and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of District in such Project Documents. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such original Project Documents in its possession; provided, however, that Consultant may retain copies of Project Documents.
- 7.2 Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without District's prior written approval. All press releases, including graphic display information to be published, must be approved and distributed solely by District, unless otherwise agreed to in writing by District.

**Section 8. Consultant's Books and Records.**

- 8.1 Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services under this Agreement. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District under this Agreement. Any and all such documents or records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. Any and all such documents or records must be maintained for three (3) years following the final payment for each Task Order.
- 8.2 Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by District or its designated representatives. Copies of such documents or records must be provided directly to District for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement.

- 8.3** Where District has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, District may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

**Section 9. Status of Consultant.**

- 9.1** Consultant is and will at all times remain a wholly independent contractor and not an officer or employee of District. Consultant has no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.
- 9.2** The personnel performing the services under this Agreement on behalf of Consultant will at all times be under Consultant's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, will have control over the conduct of Consultant or any of Consultant's officers, subcontractors or sub-consultants, employees or agents, except as provided in this Agreement. Consultant warrants that it will not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of District.
- 9.3** Neither Consultant, nor any of Consultant's officers, employees or agents, will obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant expressly waives any claim to any such rights or benefits.

**Section 10. Compliance with Applicable Laws.**

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement.

**Section 11. Conflicts of Interest.**

Consultant covenants that neither Consultant, nor any officer, principal nor employee of its firm, has or will acquire any interest, directly or indirectly, that would conflict in any manner with the interests of District or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that neither Consultant, nor any officer, principal or employee of its firm will make, participate in the making, or in any way attempt to use the position of Consultant to influence any decision of the District in which Consultant knows or has reason to know that Consultant, or any officer, principal or employee of Consultant has a financial interest as defined in Government Code section 87103.

**Section 12. Confidential Information; Release of Information.**

- 12.1** All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential to the full extent permitted by law, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from an Authorized Representative, except as may be required by law.
- 12.2** Consultant, its officers, employees, or agents, shall not, without prior written authorization from an Authorized Representative or unless requested by the District counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.
- 12.3** If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees related to any unauthorized disclosure by consultant or, caused by or incurred as a result of Consultant's conduct.
- 12.4** Consultant shall promptly notify District should, Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by

Consultant. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite such response.

### **Section 13. Indemnification.**

Consultant covenants and agrees that, during the term of this Agreement, any injury suffered as a result of Consultant's services shall be the sole responsibility of Consultant and its successors and assigns and District shall not be liable to Consultant, or any other person or persons whatsoever for any such injury, loss or damage to persons or property unless caused by the negligence or intentional acts of District or its Representatives (as solely defined below). Consultant shall defend, indemnify and hold District, its officers, directors and Representatives ("District Indemnitees") harmless from and against any and all claims, costs, liabilities, debts, demands, suits, actions, causes of action, obligations, proceedings, damages, judgments, liens and expenses of whatever nature, including attorneys' fees and disbursements (collectively, "Claims") which may be made against the District Indemnitees arising out of or in connection with (a) the retention by District of Consultant's services; (b) the performance of or failure to perform, the work covered by this Agreement which is caused or occasioned by any act, action, neglect on the part of Consultant, or its Representatives, in the performance of this Agreement and the work to be done under this Agreement; (c) the death and/or injury to any person or damage to any property (real or personal) and/or economic loss which may be caused or is claimed to have been caused, by the negligence, act or omission of Consultant or its Representatives or its or their property; (d) any violation or alleged violation by Consultant of any law or regulation now or hereafter enacted; and (e) any breach by Consultant of its obligations under this Agreement. The foregoing indemnity shall not apply to the extent any such Claims are ultimately established by a court of competent jurisdiction to have been caused by the negligence or willful misconduct of the District Indemnitees or any of them. District shall make all decisions with respect to its representation in any legal proceeding concerning this section. If Consultant fails to do so, District shall have the right, but not the obligation, to defend the same and charge all of the direct or incidental Claims of such defense, including attorneys' fees and costs, to Consultant and to recover the same from Consultant. The term "Representatives" shall mean employees, representatives, agents, contractors, subcontractors or any other persons directly or indirectly employed by any one of the foregoing or reasonably under the control of any of the foregoing or for whose acts any of the foregoing may be liable.

### **Section 14. Insurance.**

Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the Insurance coverages listed in Exhibit "C." All Insurance policies



shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by an Authorized Representative.

## **Section 15. Assignment.**

- 15.1** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. Consultant may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of District. The District can withhold its approval/consent in its sole and absolute discretion. Any attempted assignment will be null and void, and will constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.
- 15.2** Consultant must obtain District's prior written approval before utilizing any subcontractors to perform any services under this Agreement, which approval may be withheld in District's sole and absolute discretion. This written approval must include the identity of the subcontractor and the terms of compensation. Approval by District does not imply any agreement to or endorsement by the District as to the competency or capability of any proposed subcontractor or sub-consultant, and District reserves any and all rights against both Consultant and such subcontractor or sub-consultant, for any failure to perform or other breach of any of the provisions of this Agreement, or the standards of performance defined herein, and no waiver is intended or to be implied by District's approval of any subcontractor or sub-consultant.

## **Section 16. Termination of Agreement.**

- 16.1** District may terminate this Agreement, with or without cause, at any time by written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.
- 16.2** Upon termination of this Agreement, all property belonging exclusively to District which is in Consultant's possession must be returned to District. Consultant shall promptly deliver to District a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. Compensation for work in progress not based on an hourly rate will be prorated based on the percentage of work completed as of the date of termination.

- 16.3** Consultant acknowledges District's right to terminate this Agreement as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from District's termination of this Agreement.

**Section 17. Notices.**

- 17.1** All written notices required or permitted to be given under this Agreement will be deemed made when received by the other Party at its respective address as follows:

To District: West Valley Water District  
855 West Base Line Road  
P. O. Box 920  
Rialto, CA 92377  
Attention: Clarence C. Mansell, Jr.  
General Manager

(Tel.) 909-875-1804  
(Fax) 909-875-1849

To Consultant: TKE Engineering, Inc  
2305 Chicago Avenue  
Riverside, CA 92507  
Attention: Terry Renner, P.E., Q.S.D

Phone Number: (951) 680-0440  
Email: [trenner@tkeengineering.com](mailto:trenner@tkeengineering.com)

**\*\* Please send all invoices by:**

**Email: [apinvoices@wvwd.org](mailto:apinvoices@wvwd.org)**

*or*

**Mail: West Valley Water District  
Accounts Payable  
P.O. Box 190  
Rialto, CA 92377**

- 17.2** Notice will be deemed effective on the date personally delivered or transmitted by facsimile. If the notice is mailed, notice will be deemed given three (3) days after deposit of the same in the custody of the United States

Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities.

- 17.3** Any Party may change its notice information by giving notice to the other Party in compliance with this section.

**Section 18. General Provisions.**

- 18.1 Authority to Execute.** Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.
- 18.2 Binding Effect.** Subject to Section 15, this Agreement is binding upon the heirs, executors, administrators, successors and assigns of the Parties, including any subcontractors or sub-consultants of Consultant.
- 18.3 Entire Agreement.** This Agreement, including the attached Exhibits "A" through "C," is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed in this Agreement and supersedes all other agreements or understandings, whether oral or written, between Consultant and District prior to the execution of this Agreement.
- 18.4 Modification of Agreement.** No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and approved in writing by the Board of Directors of the District, or in writing by the General Manager, if such power has been delegated to General Manager. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 18.5 Facsimile Signatures.** Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will have the same effect as an original signature.
- 18.6 Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any services by Consultant will not constitute a waiver of any of the provisions of this Agreement.
- 18.7 Interpretation.** This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its

fair meaning, and without resort to rules regarding draftsmanship. It will not be interpreted strictly for or against either Party.

- 18.8 Severability.** If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (a) promptly negotiate a substitute for the provisions which shall to the greatest extent legally permissible, effect the intent of the Parties in the invalid, illegal or unenforceable provision, and (b) negotiate such changes in, substitutions for or additions to the remaining provisions of this Agreement as may be necessary in addition to and in conjunction with subsection (a) above to give effect to the intent of the Parties without the invalid, illegal or unenforceable provision. To the extent the Parties are unable to negotiate such changes, substitutions or additions as set forth in the preceding sentence, and the intent of the Parties with respect to the essential terms of the Agreement may be carried out without the invalid, illegal or unenforceable provisions, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provisions did not exist.
- 18.9 Venue.** The Parties agree any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal court located in Riverside County, California or state court located in San Bernardino County, California and the Parties hereto consent to the exercise of personal jurisdiction over them by such courts for purposes of any such action or proceeding.
- 18.10 Disputes.** If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Consultant shall nevertheless proceed to perform the work as directed by District pending settlement of the dispute.
- 18.11 Cooperation.** Consultant shall cooperate in the performance of work with District and all other agents.
- 18.12 Time of Essence.** Time shall be of the essence as to all dates and times of performance contained in this Agreement.
- 18.13 Counterparts.** This Agreement may be signed and delivered in any number of counter parts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed effective as of the day and year first above written.

**DISTRICT:**

**WEST VALLEY WATER DISTRICT,  
a public agency of the State of California**

By \_\_\_\_\_  
Channing Hawkins, President

By \_\_\_\_\_  
Shamindra Manbahal, Acting General Manager

By \_\_\_\_\_  
Peggy Asche, Board Secretary

**APPROVED AS TO FORM:**

**TAFUYA LAW GROUP, APC**

By \_\_\_\_\_  
Robert Tafuya

**CONSULTANT:**

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT A**  
**TASK ORDER**

**SAMPLE**

**TASK ORDER NO.   1**

This Task Order ("Task Order") is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between West Valley Water District, a public agency of the State of California ("District") and \_\_\_\_\_ ("Consultant").

**RECITALS**

- A. On or about \_\_\_\_\_, 2020 District and Consultant executed that certain Agreement for Professional Services ("Agreement").
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

**NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:**

1. Consultant agrees to perform the services set forth on Exhibit "1" attached hereto and by this reference incorporated herein.
2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit "2" attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit "2," unless additional compensation is approved in writing by the District.
3. Consultant shall perform the services described in Exhibit "1" in accordance with the schedule set forth in Exhibit "3" attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant's own risk.
4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the parties have caused this Task Order to be executed effective as of the day and year first above written.

**DISTRICT:**

**WEST VALLEY WATER DISTRICT,  
a public agency of the State of California**

By \_\_\_\_\_  
Channing Hawkins, President

By \_\_\_\_\_  
Clarence C. Mansell Jr., General Manager

By \_\_\_\_\_  
Peggy Asche, Board Secretary

**APPROVED AS TO FORM:**

**TAFOYA LAW GROUP, APC**

By \_\_\_\_\_ Ro  
bert Tafoya

**CONSULTANT:**

**Vendor Name Here** \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Its \_\_\_\_\_



**EXHIBIT "1"**  
**TO**  
**TASK ORDER NO.   1**  
**SCOPE OF SERVICES**

**SAMPLE**

**EXHIBIT "2"**  
**TO**  
**TASK ORDER NO. 1**  
**COMPENSATION**

**SAMPLE**

**EXHIBIT "3"**  
**TO**  
**TASK ORDER NO. 1**  
**SCHEDULE**

**SAMPLE**

**EXHIBIT B**  
**KEY PERSONNEL**

## KEY PERSONNEL

1. Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are:

Terry Renner, P.E., Q.S.D, Project Manager

2. Consultant shall exercise reasonable efforts to keep such key personnel employed in connection with the project as long as reasonably necessary to fulfill obligations under this Agreement. Consultant shall provide appropriate notice to the District prior to key personnel removal or replacement. Consultant shall submit the resume of the personnel nominated to fill the positions listed in the Request for Proposals ("RFP") to the District for review. Key personnel, included in the RFP, are the following:

Terry Renner, P.E., Q.S.D, Project Manager  
 Steven Ledbetter, P.E., Project Engineer  
 Ron Musser, Director of Survey  
 Michael P. Thornton P.E., P.L.S. – President  
 Robert Doss, P.E. - Project Manager  
 Octavio Parada – Project Manager  
 David Kinzle – Project Manager  
 Kathleen Robles –Project Manager  
 Steve Dukett – Managing Director Development Services  
 Mike Heath, P.E. - Project Engineer  
 Gabor Pakozdi, P.E., Q.S.D. – Senior Engineer  
 Steve Nix, P.E., P.L.S. – Senior Engineer  
 Brian Wolfe, P.E. – Senior Engineer  
 Dennis Donahue, P.E., P.L.S., Q.S.D. – Senior PC Engineer  
 Michelle Arellano, P.E. – Senior Plan Check Engineer  
 Jennifer Cioffi, P.E. - Project Engineer  
 Monae Pugh - Traffic Specialist  
 Mycal Balta – Survey  
 Brett Enscoe – Survey  
 Stephen Biscotti – Senior Public Works Inspector  
 Brad Enscoe - Senior Public Works Inspector  
 Patrick Palafox – Senior Public Works Inspector  
 Marvin Lara, EIT – Associate Engineer  
 Kristine Macalma, EIT – Associate Engineer  
 Jose Martinez – Associate Engineer  
 Yesenia Diaz – Associate Engineer  
 Alex Estepa– Associate Engineer  
 Jose Hernandez – Associate Engineer  
 Chance Renner – Assistant Engineer  
 Nyasha Burnatte – Engineering Technician  
 Jayden Renner – Engineering Technician  
 Michelle Sells – Accounting/Office Manager

Candice Velasco – Marketing Manager  
Cassandra Gutierrez – Clerical  
Diana Rodriguez – Clerical  
Deana Vilches – Clerical  
Tracey McLoughlin – Clerical

**EXHIBIT C**  
**INSURANCE**

### INSURANCE

A. **General Requirements.** Before commencing the performance of services under this Agreement, and at all other times this Agreement is effective, Consultant must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability:	\$1,000,000
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers Compensation	Statutory Requirement

B. **Commercial General Liability Insurance.** The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an “occurrence” not a “claims made” basis.

C. **Business Automobile Insurance.** Automobile coverage must be written on forms subject to the written approval of District.

D. **Professional Liability Insurance.** This coverage must be on an “occurrence” basis, including coverage for contractual liability. The Professional Liability Insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement.

E. **Workers Compensation.** Consultant must have a State of California approved policy form providing the statutory benefits required by law with employer’s liability limits of no less than \$1,000,000 per accident for all covered losses, or Consultant must provide evidence of an approved self-insurance program.

F. **Additional Insureds.** Each Commercial General Liability Insurance policy and Business Auto Insurance policy must provide that the District, its officials, officers, employees, agents and volunteers are “additional insureds” under the terms of the policy, and must provide that an act or omission of one the insureds will not reduce or avoid coverage to the other insureds.

G. **Deductibles and Self-Insured Retention.** Any deductibles or self-insured retentions applicable to the insurance policies required under this Agreement must be declared to and approved by District. In no event may any required insurance policy have a deductible, self-insured retention or other similar policy provision in excess of \$50,000 without prior written approval by District in its sole discretion. At the option of District, either the insurer will reduce or eliminate such deductibles or self-insured retentions with respect to the District’s additional insureds or Consultant will procure a bond guaranteeing payment of any losses, damages, expenses, costs or settlements up to the amount of such deductibles or self-insured retentions.



- H. **Primary Insurance.** Each of the insurance policies maintained by Consultant under this Agreement must state that such insurance will be deemed “primary” so that any insurance that may be carried by District will be deemed excess to that of Consultant. This endorsement must be reflected on forms as determined by District.
- I. **Certificates of Insurance and Endorsements.** Prior to commencing any services under this Agreement, Consultant must file with the District certificates of insurance and endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by District. These certificates of insurance and endorsements must be in a form approved by the Legal Counsel. Consultant must maintain current certificates and endorsements on file with District during the term of this Agreement reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days’ prior written notice to District by certified mail, return receipt requested. The delivery to District of any certificates of insurance or endorsements that do not comply with the requirements of this Agreement will not waive the District’s right to require compliance.
- J. **Insurance Rating.** All insurance required to be maintained by Consultant under this Agreement must be issued by companies licensed by or admitted to conduct insurance business in the State of California by the California Department of Insurance and must have a rating of A or better and Class VII or better by the latest edition of A.M. Best’s Key Rating Guide.
- K. **Aggregate Limits.** The aggregate limits for each insurance policy required under this Agreement must apply separately and solely to the services performed under this Agreement. If the required policies do not have an endorsement providing that the aggregate limit applies separately to the services being performed, or if defense costs are included in the aggregate limit, then the required aggregate limits must be increased to an amount satisfactory to District.
- L. **Waiver of Subrogation Rights.** Consultant and each insurer providing any insurance required by this Agreement must waive all rights of subrogation against District, its officials, officers, employees, agents and volunteers, and each insurer must issue a certificate to the District evidencing this waiver of subrogation rights.
- M. **Failure to Maintain Required Insurance.** If Consultant, for any reason, fails to obtain and maintain the insurance required by this Agreement, District may obtain such coverage at Consultant’s expense and deduct the cost of such insurance from payments due to Consultant under this Agreement or may terminate the Agreement.
- N. **Effect of Coverage.** The existence of the required insurance coverage under this Agreement shall not be deemed to satisfy or limit Consultant’s indemnity obligations under this Agreement. Consultant acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to District

in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to District to compensate it for such losses.

# EXHIBIT B

## TASK ORDER NO. 1

### Development of Construction Bid Documents for W20010 Well 54 Discharge to Waste Drain Line

This Task Order (“Task Order”) is executed this 19th day of November, 2020 by and between West Valley Water District, a public agency of the State of California (“District”) and TKE Engineering, Inc. (“Consultant”).

### RECITALS

- A. On or about November 19th, 2020 District and Consultant executed that certain Agreement for Professional Services (“Agreement”).
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

### **NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:**

1. Consultant agrees to perform the services set forth on Exhibit “1” attached hereto and by this reference incorporated herein.
2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit “2” attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit “2,” unless additional compensation is approved in writing by the District.
3. Consultant shall perform the services described in Exhibit “1” in accordance with the schedule set forth in Exhibit “3” attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant’s own risk.
4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**

IN WITNESS WHEREOF, the parties have caused this Task Order to be executed effective as of the day and year first above written.

**DISTRICT:**

**WEST VALLEY WATER DISTRICT,  
a public agency of the State of California**

By \_\_\_\_\_  
Channing Hawkins, President

By \_\_\_\_\_  
Shamindra Manbahal, Acting General Manager

By \_\_\_\_\_  
Peggy Asche, Board Secretary

**APPROVED AS TO FORM:**

**TAFOYA LAW GROUP, APC**

By \_\_\_\_\_  
Robert Tafoya

**CONSULTANT:**

**TKE ENGINEERING, INC.**

By \_\_\_\_\_

Name \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT "1"****TO****TASK ORDER NO. 1****SCOPE OF SERVICES****Scope:**

- 1. Engineering Design Services for the Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line per the attached proposal dated November 3, 2020.**

# REQUEST FOR PROPOSAL

**Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project No. W20010**



for:

**West Valley Water District**  
855 West Base Line, Building B  
Rialto, CA 92377



**November 03, 2020**

Prepared by:



2305 Chicago Avenue  
Riverside, California 92507  
( 9 5 1 ) 6 8 0 - 0 4 4 0

[WWW.TKEengineering.COM](http://WWW.TKEengineering.COM)

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**Section H: Project Schedule**

**Attachment 'A': Resumes**

## CONTACT INFORMATION

**Prepared for:**



**West Valley Water District**

855 West Base Line, Building B  
Rialto, CA 92377

**Contact:** Al Robles

**Phone:** (909) 875-1804

**Email:** [arobles@wwwd.org](mailto:arobles@wwwd.org)

**Prepared by:**



**TKE Engineering, Inc.**

2305 Chicago Avenue  
Riverside, CA 92507

**Contact:** Terry Renner

**Phone:** (951) 680-0440

**Email:** [trenner@tkeengineering.com](mailto:trenner@tkeengineering.com)





T K E E N G I N E E R I N G , I N C .

November 3, 2020

Mr. Al Robles  
 Purchasing Supervisor  
**WEST VALLEY WATER DISTRICT**  
 855 W. Base Line Road  
 Rialto, CA 92376

**Subject: Request for Proposal for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project No. W20010**

Dear Mr. Robles,

Thank you for the opportunity to present this material outlining TKE Engineering's (TKE) qualifications to provide professional engineering services to the West Valley Water District (WVWD). Enclosed herein are our qualifications to provide for Design Services for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project. TKE is a full service, multi-disciplinary consulting firm located at 2305 Chicago Avenue, Riverside, CA 92507. TKE was established in 2000 and over the past twenty years has developed into one of Southern California's leading consulting engineering firms. TKE is highly qualified to perform the services required for successful project design and management, expedient and cost effective project delivery and we are enthusiastic about the opportunity to assist the WVWD in bettering the infrastructure of our communities and reaching their goals of improving ground water quality programs, throughout the Inland Empire and the WVWD region.

Why should the WVWD choose TKE to provide design engineering services? Please consider the following:

**1. Our Team** - WVWD will benefit greatly by continuing the vision, leadership, and dedication to community exhibited by TKE's project team. Our experience in the Inland Empire region, numerous accomplishments and management skills will help maintain continuity in the delivery of groundwater system improvements. In particular, Terry Renner, has a vast amount of experience with all aspects of water resources within Southern California, and more specifically the Inland Empire. Mr. Renner's experience extends from project planning to design and bidding through construction including several WVWD water and wastewater capital projects. In addition, Steven Ledbetter, our Project Engineer, also has a vast amount of experience with pipeline design for wastewater, water, and recycled water projects, including the management of projects with special funding source and permitting requirements. Mr. Renner is currently working with WVWD on the West Valley Conveyance Line project. His excellent project management skills, experience with wastewater conveyance projects and knowledge of state and grant regulations will provide a great benefit to WVWD, in particular, his experience with "cutting edge" creative engineering techniques focused on cost control, ensuring that projects provide the maximum value for the public's investment. Supporting Mr. Renner and Mr. Ledbetter will be TKE's Director of survey Ron Musser for surveys. More detailed information about each member of our project team is presented in our proposal. We will utilize the services of LOR Geotechnical, Inc. (LOR) for geotechnical and materials testing services, Inland Aerial Survey for aerial mapping, and C Below Subsurface Imaging (C Below) for potholing. After reading our proposal, we are sure you will be pleased with the amount of specialized experience our team brings to this project.

**2. Our Experience and Qualifications** - TKE is a full-service, multi-disciplinary firm capable of managing and delivering the project presented in the RFP. As described in our proposal, TKE has a vast amount of pipeline design experience, having designed 72 miles of pipe over the past 20 years. We specialize in the successful completion of projects with tight budgetary and scheduling constraints. TKE's broad range of successful services includes turnkey program and project management and delivery for a diverse array of pipeline design projects, including large and small diameter DIP, CMLC

West Valley Water District (Continued)

Request for Proposal for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line Project No. W20010

November 3, 2020

Page 2 of 2

and PVC for water projects. TKE vast experience includes every aspect of pipeline design and construction. TKE also has an excellent working relationship with the city of Fontana staff that will enable us to ensure efficient completion of the project. Our proposal details common pitfalls related to pipeline projects and TKE's understanding and approach to overcome these challenges. WVWD benefits from our broad range of experience through our intimate understanding of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

**3. Our Commitment** - TKE is committed to assisting WVWD in achieving its goal of delivering reliable public infrastructure. To deliver public infrastructure WVWD desires to partner with consultants to develop comprehensive projects, prepare cost effective designs, comply with funding resource requirements, and deliver projects within budget and on schedule. TKE is committed to completing all project tasks working closely with WVWD's project manager. to begin to demonstrate this commitment, TKE researched available records prior to proposal preparation. The project that WVWD endeavors to complete will include challenges and requires the consultant with the 'right' experience. TKE has completed similar projects and is highly qualified to provide all of the services that WVWD will require for successful project completion.

Prior to beginning any services, TKE's Project Manager will meet to discuss project requirements and scheduling needs. Our Project Manager will be in contact with WVWD staff and all design subconsultants each week to ensure they are progressing on schedule and are within their allocated budgets. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

Our broad array of services and in-house team provides WVWD a trusted consultant to turn to in any challenge, no matter how simple or complex. We pride ourselves in the management and completion of special, atypical projects and thrive on challenging budgets and deadlines. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationship with our client base and it is these qualities and that make us "the right fit" for WVWD.

**4. Our Value** - TKE's management team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to and provided by TKE will always mean good stewardship of public resources.

Thank you for your consideration. TKE would very much appreciate the opportunity to submit a comprehensive proposal to provide professional design services. If you have any questions, please call me at (951) 680-0440 or e-mail me at [trenner@tkeengineering.com](mailto:trenner@tkeengineering.com). Our fax number for your reference is (951)680-0490.

Sincerely,



Terry Renner, P.E., Q.S.D.

Senior Vice President

**TKE Engineering, Inc.**

## SECTION B: FIRM BACKGROUND

### SECTION B: FIRM BACKGROUND

#### 1. FIRM OVERVIEW

TKE Engineering, Inc. (TKE), a California Corporation, was established in 2000, and in the last twenty years has developed into one of Southern California's premier full-service consulting engineering, surveying and construction management firms. TKE was established with the goal of providing turnkey services for municipal projects in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant. TKE has been providing project and construction management services to municipalities for the past twenty years.

TKE's only office is located in a business owned 7,000 square foot office building at 2305 Chicago Avenue in Riverside located less than 20 minutes from West Valley Water District (WVWD) allowing us to mobilize and respond to the WVWD's needs at a moment's notice.



TKE provides turnkey design engineering services for water and watermaster system improvements to numerous water districts and municipalities throughout San Bernardino, Riverside, and Los Angeles Counties. In addition to design services, TKE also routinely provides the following municipal services: Project Development, CIP Design, Surveying, Traffic Engineering, Project Management, Plan and Map Checking, Program Management, Utility Company Coordination and Management, Public Outreach, Grant Funding, CDBG, HUD and Federally/State Funded Project Management, and Construction Surveying services. Our wide range of services provides our team with an intimate knowledge and experience of the common pitfalls associated with each project variation and our past history of successfully overcoming these challenges. This allows our team to provide quick and efficient decisions to be made related to field changes, which helps to reduce the potential for delays and costly change orders.

TKE is committed to providing high quality, comprehensive services to meet all of WVWD's needs. TKE's Project

Manager will be in contact with WVWD staff biweekly to ensure that the project is progressing on schedule and within the allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel are highly trained and active to keeping the project on schedule within budget using our superior communication and management skills.

Our experience in the Inland Empire and within the WVWD, ability to recommend cost savings features, communication skills, numerous accomplishments, as well as management skills, will help maintain continuity in the delivery of WVWD's pipeline design project. TKE takes a team approach to all projects and emphasizes the importance of constant communication between all members of the team.

TKE's design team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to, and provided by TKE, will always mean good stewardship of public resources.

#### Financial Condition

TKE's organizational structure has steadily grown since our inception 20 years ago, which provides us with a solid foundation and ensures successful completion of the project. In TKE's twenty years of business, not a single TKE project has gone through litigation. TKE has an annual gross revenue of more than \$4 million and there are no financial conditions that may impede TKE's ability to provide services, or complete the project as outlined in the RFP and Professional Services Agreement. No conditions or organizational conflicts of interest exist that will affect the ability of TKE to perform the required duties as described in this proposal.

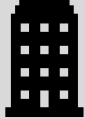
## SECTION B: FIRM BACKGROUND

### TKE ENGINEERING INC. AT A GLANCE



#### **Size of Organization:**

40 Professional Engineers, Designers, Plan Checkers, Project and Construction Managers, Inspectors, Surveyors, & Support Staff



#### **Location of Office**

TKE Engineering, Inc.  
2305 Chicago Avenue  
Riverside, CA 92507



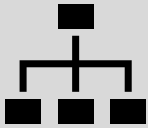
#### **Years in Business**

TKE has conducted business for the past 20 years and has 20 years of experience in providing Water System Design for public clients.



#### **Subsidiary**

TKE is not a subsidiary company



#### **Firm Owners**

Michael Thornton, P.E., P.L.S. – President  
Terry Renner, P.E., Q.S.D. – Senior Vice President  
Steven Ledbetter – Vice President  
2305 Chicago Avenue  
Riverside, CA 92507  
(951) 680-0440



#### **West Valley Water District's Point of Contact**

Terry Renner, P.E., Q.S.D. – Senior Vice President  
2305 Chicago Avenue  
Riverside, CA 92507  
Phone: (951) 680-0440  
Email: trenner@tkeengineering.com

credentials of key personnel proposed to perform the design services for this project, professional resumes for each of our team members are presented in the appendix of this proposal.

We are sure that the successful results of our current and past performance in the delivery of professional design and construction staking services of water system improvement infrastructure projects, along with our firm's proven ability to utilize our experience to ensure that the community is provided with highly competent and experienced staff, will provide a valuable resource to the WVWD.

As shown in the organizational chart below, personnel that will be preliminary working on projects assigned to TKE include:

Mr. Terry Renner, P.E., Q.S.D. – Senior Vice President and Project Manager

Mr. Steven Ledbetter, P.E. – Vice President and Project Engineer

Mr. Ron Musser, P.L.S. – Senior Surveyor

TKE can also pull from any of our 40 members shown within our support staff section on the organizational chart, if the workload requires.

TKE has extensive experience with an excellent reputation in providing project design, and engineering services for numerous municipal agencies. Throughout our history, we have provided design engineering services for municipal agencies, including Water Districts, Cities, and Community Service Districts. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering value to their communities.

#### **Education, Experience and Credentials**

TKE fully recognizes WVWD's concern for high quality, timely performance, and precise communication when utilizing the services of a consultant for design projects are highly sensitive to time and accuracy and demand exclusive attention to all aspects of a project to ensure delays, change orders and scope changes do not cost WVWD time and money. Each project conducted by TKE is managed and staffed by a project team assembled to meet the specific needs of the project.

Below is a summary of education, experience and credentials of key personnel proposed to perform the work in any upcoming projects.

## 2. STAFFING RESOURCES

### **Firm Staffing and Key Personnel**

TKE has assembled an elite team of professionals to partner with the WVWD to provide Design Engineering services for the development of construction bid documents for well 54 discharge to waste drain line. Our management team is 100% accountable and responsible for TKE's work product and actively seeks feedback and suggestions on our services. Below is a summary of education, experience, and



## SECTION B: FIRM BACKGROUND

### **Terry M. Renner, P.E., Q.S.D. – Project Manager**

#### Education:

Bachelor of Science - California State Polytechnic University, Pomona, Civil Engineering 2002

#### Experience:

20 Years

#### Credentials:

California Professional Civil Engineer #69984  
California Qualified SWPPP Developer #24329  
Arizona Professional Civil Engineer #55194  
PM-10 Certified

### **Steven W. Ledbetter, P.E. – Project Engineer**

#### Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering (Environmental)

#### Experience

19 Years

#### Credentials

California Professional Civil Engineer #84044

### **Ronald A. Musser, P.L.S. – Senior Surveyor**

#### Education

Riverside Community College

#### Experience

52 Years

#### Credentials

California Professional Land Surveyor #4230

### **Key Personnel Background**

For this contract, Mr. Terry Renner, P.E., Q.S.D., Senior Vice President of TKE will serve as the Project Manager. He has 20 years of experience in civil engineering design and plan checking of public works infrastructure projects, including water, sewer, and recycled water improvements, transportation improvements, pavement rehabilitation improvements, drainage improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for the numerous Counties, Cities and public utility agencies. As a project manager, Mr. Renner has been responsible for design production of more than 500,000 linear feet of water pipeline including, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide

variety of complex and challenging projects and is dedicated to ensuring that the plans produced and projects managed by TKE continue to exceed industry standards.

Mr. Renner will be assisted by TKE's project team of project engineers, surveyors, and clerical staff to accomplish all of the tasks.

**Mr. Ledbetter** has over 19 years of professional experience in the civil engineering industry and will serve as the Project Engineer. He has designed various critical and challenging water system infrastructure projects from planning through design and implementation; all while ensuring that projects are executed as per specification in the stipulated time with quality. He has a well-rounded background with experience in: preparation and analysis of utility improvement plans and specifications including potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water supply planning including feasibility studies, urban water management plans, water supply assessments and verifications; storm water compliance reporting including water quality management plans and storm water pollution prevention plans, permitting and grant writing for various State and Federal agencies.

**Mr. Musser** has over 53 years of experience in performing field and office surveying services for public projects, including roadway and highway projects. As Director of Surveying at TKE, Mr. Musser is responsible for supervising the survey crews. He is responsible for scheduling, topographic map preparation, pre-staking calculations and quality control of all survey activities. Mr. Musser's responsibilities include map checking compliance, having worked for Riverside County Surveying Department for 14 years, he is uniquely qualified to perform right-of-way engineering and mapping in Riverside County. Mr. Musser is also responsible for crew management, computer downloading of field data and coordination and project management of all daily field work.

### **Sub-Consultants**

TKE's wide variety of services allows us to complete all services in-house, other than geotechnical investigation that will be provided by LOR Geotechnical, Inc. (LOR) and potholing and underground utility verification that will be provided by C Below Subsurface Imaging (C Below).

TKE has worked with LOR over the past twenty years on nearly every type of public works project and has an excellent working relationship with LOR's office and field staff. John Leuer, LOR's President, and contact person for this proposal, works from LOR's

## SECTION B: FIRM BACKGROUND

office located at 6121 Quail Valley Court Riverside, CA 92507, he can be reached by phone at (951) 653-1760 or by email at jleuer@lorgeo.com.

**LOR Geotechnical, Inc.** (LOR) is a multi-disciplinary geotechnical, engineering, and consulting firm providing sound solutions and innovative strategies in the geotechnical, geologic, environmental, and construction inspection fields for their clients since 1988.

LOR's mission is to provide our clients with quality services that meet or exceed their expectations and satisfy their project needs. Our experience includes planned communities, commercial, industrial, and residential development projects, as well as public infrastructure improvements. Our clients include developers, public and private agencies, engineers, financial institutions, contractors, and homeowners. We have developed an excellent rapport with local, state, and federal agencies while providing our services.

LOR has a multi-disciplinary staff of highly qualified and experienced licensed professionals who hold registrations in the State of California. LOR's principals are directly involved in the implementation and completion of its professional services. Their engineers, geologists, environmental, and technical support personnel are committed to the personal, timely, and technically superior service which prompted the founding of the company. LOR provides geotechnical services throughout the Southern California area and offers a full-service Caltrans certified geotechnical laboratory.

TKE has worked with Inland Aerial Survey over the past twenty years on many types of public works projects and has an excellent working relationship with Inland Aerial Survey's office and field staff. Derek Hood, Inland Aerial's President, and contact person for this proposal, works from Inland Aerial's office located at 7117 Arlington Ave, Riverside, CA 92503, he can be reached by phone at (951) 687-4252 or by email at dhood@inlandaerial.com.

**Inland Aerial Survey** (IAS) Since their beginning in 1969, Inland Aerial Surveys, Inc. has been providing photogrammetry, aerial mapping and geo-spatial services to a continually expanding number of clients in both the private and public sector. They offer all photogrammetric services, while specializing in the compilation of aerial topographic digital data. Since their inception, IAS has been located in Riverside, CA. From this location, IAS has completed projects throughout California, Nevada, Arizona, Oregon, New Mexico, Hawaii and Mexico. Projects range from design scale 1"=20' with 1/2 foot contours to small scale mapping at 1"=500' with 10 foot contours.

Through the use of technologically advanced, precision equipment and capabilities, Inland Aerial Surveys has established a prominent reputation in the industry by providing an unequalled level of quality. An excellent reputation has been established by very close quality control of all phases

TKE has an excellent working relationship with C Below Subsurface Imaging (C Below). TKE has utilized C Below for potholing and underground utility verification on numerous projects over the past four years. Nick Loera, C Below's Business Development Manager, and contact person for this proposal, works from C Below's office located at 14280 Euclid Ave, Chino, CA 91710, he can be reached by phone at (888) 902-3569 or by email at NickL@CBelow.com.

**C Below Subsurface Imaging** (*C Below*) uses Ground Penetrating Radar (GPR) for locating reinforcing steel, prestressing strand, conduit and other indications in concrete and masonry structures. They use this method because it is one of the safest, fastest and most accurate methods currently available. With the ability to penetrate up to 18 inches of concrete, their technicians can map all indications directly on the scanning surface prior to coring, cutting or drilling. The survey results can also be saved and printed in 3-Dimensional detail providing a subsurface map for our client.

Underground Mapping C Below provides their clients with electronic and/or printed documentation of our utility investigation when mapping is added to their locating scope of work. Utility locations will be plotted in a client provided site drawing with clear, easy to read detail. Each utility is labeled and color coded in accordance with the indications marked in the field. They prepare CAD drawings to ensure the industry's most accurate drawings. The details of these drawings are based upon client specifications. Some of these options include depth, pipe diameter and materials, connection points, and all unknown utilities.

Potholing is also known as vacuum excavation and is used for the purpose of identifying the axis of an underground utility. When the utility is revealed, the type of material and utility size are documented. The data collected during these excavations are beneficial in all phases of construction. Based upon the soils conditions or scope, C Below will choose to use air or water to create the pothole. Potholes made to expose facilities encased in concrete, will stop at the encasement. The top of the encasement will then be recorded as the top of the facility. After documenting our findings, each pothole will be backfilled, compacted, and a perm-a-patch or hot patch will be provided depending upon client specifications. The top of the encasement will then be recorded as the top of the facility. After documenting our findings, each pothole will be backfilled, compacted, and a perm-a-patch or hot patch will be provided depending upon client specifications.

3.



**Terry Renner, P.E., Q.S.D.**  
*Project Manager*  
*Preliminary Design Report*

**Steven Ledbetter, P.E.**  
*Project Engineer*  
*Utility Coordination*  
*Permitting*

**Ron Musser**  
*Director of Survey*  
*Topographic Survey*  
*Construction Survey*

**TKE Engineering, Inc. Support Staff**

**Michael Thornton, P.E., P.L.S. – Principal-in-Charge**

**Michael P. Thornton P.E., P.L.S. – President**

**Octavio Parada – Project Manager**

**Kathleen Robles – Project Manager**

**Mike Heath, P.E. - Project Engineer**

**Steve Nix, P.E., P.L.S. – Senior Engineer**

**Dennis Donahue, P.E., P.L.S., Q.S.D. – Senior PC Engineer**

**Jennifer Cioffi, P.E. - Project Engineer**

**Mycal Balta – Survey**

**Stephen Biscotti – Senior Public Works Inspector**

**Patrick Palafox – Senior Public Works Inspector**

**Kristine Macalma, EIT – Associate Engineer**

**Yesenia Diaz – Associate Engineer**

**Jose Hernandez – Associate Engineer**

**Nyesha Burnatte – Engineering Technician**

**Michelle Sells – Accounting/Office Manager**

**Cassandra Gutierrez – Clerical**

**Deana Vilches – Clerical**

**Robert Doss, P.E. - Project Manager**

**David Kinzle – Project Manager**

**Steve Dukett – Managing Director Development Services**

**Gabor Pakozdi, P.E., Q.S.D. – Senior Engineer**

**Brian Wolfe, P.E. – Senior Engineer**

**Michelle Arellano, P.E. – Senior Plan Check Engineer**

**Monae Pugh - Traffic Specialist**

**Brett Enscoe – Survey**

**Brad Enscoe - Senior Public Works Inspector**

**Marvin Lara, EIT – Associate Engineer**

**Jose Martinez – Associate Engineer**

**Alex Estepa– Associate Engineer**

**Chance Renner – Assistant Engineer**

**Jayden Renner – Engineering Technician**

**Candice Velasco – Marketing Manager**

**Diana Rodriguez – Clerical**

**Tracey McLoughlin – Clerical**

**Lor Geotechnical**  
*Geotechnical*

**Inland Aerial**  
*Aerial Mapping*

**C Below**  
*Utility Verification/Potholing*

## SECTION C: STATEMENT OF UNDERSTANDING OF APPROACH

### SECTION C: STATEMENT OF UNDERSTANDING AND APPROACH

#### 1. PROJECT UNDERSTANDING

WVWD desires to retain a qualified engineering consultant to provide professional engineering services for the development of construction bid documents and construction staking services for the Well 54 Discharge to Waste Drain Line Project.

TKE has a long 20 year history of designing pipeline projects for numerous of the surrounding communities in which we live and work in on a daily basis. In addition, TKE has worked with the City of Fontana for more than 20 years and will utilize our relationships with City Staff to help expedite this project. From our first project in 2000 to our latest project of this type, TKE has always understood the importance of these projects to the local community. Because of the current budgetary constraints in which local agencies find themselves, we understand the importance of maximizing the amount of improvements that can be built with available funding. TKE accomplishes this through creative engineering techniques and a collaborative effort with agency staff. Our team has helped reduce project costs and demonstrated the ability to build project coalitions time and time again.

We understand how important time and budget are to this type of project. Since funds are limited and time sensitive, it is important to have accurate cost estimates during the entire development of the project, as well as a proactive approach to project completion. This way, alternative design methods can be explored and implemented to keep the project within budget and on schedule. But money isn't the only thing that matters. Once the WVWD Board has given their support, they want to see it happen. WVWD recognizes this and has asked that the project be delivered to final completion within 6 months from the kick-off meeting. With our past history and detailed understanding of the City of Fontana, TKE is the right choice for this project.

#### 2. PROJECT APPROACH AND METHODOLOGY

Successful project delivery is our goal. Our definition of successful project delivery is:

- Project completion that meets all project requirements
- Project completion within budget
- Project completion on schedule

Our goal is not limited to the design of the projects only, but includes the incorporation of value engineering and constructability review. Through the examination of specific design alternatives, we will identify the most cost effective project alternative that meets design requirements and will provide for the greatest opportunity for expedited construction. This allows us to consistently deliver projects

that use public resources in a very wise and responsible manner. We have developed this project approach in order to maintain an expertise in our core business of water improvement projects with tight schedule and budgetary constraints.

Our approach to your project, recognizing that both schedule and budget are of primary concern, dictates that design and permitting decisions must be made quickly but carefully. When this is coupled with the various constraints present with any project, it is critical that WVWD choose a consultant with a proven track record of delivering. With a familiar team of senior level design and construction professionals, TKE is the right choice for this project.

With Pump to Waste Pipeline Projects, our experience tells us that there must be a proactive approach to completing the work. This approach includes early identification of critical design elements, experience with common challenges, preliminary design, permit acquisition and accurate cost estimating throughout the entire process. In preparing this proposal, our team reviewed the project site and the RFP, to establish key issues so we can be prepared to mobilize on a moment's notice to assist you.

We have identified the following key elements:

#### **Identification of Critical Design Elements**

Our approach to this critical issue will be to immediately initiate field review, perform very thorough records research, and document all the critical design elements so they can be presented to WVWD. This will provide a head start on instructing our survey team about what detailed information to collect. These elements include key ground elevation information at locations necessary to ensure appropriate cover, the location of any areas that will require special construction methods, easement acquisition or additional permitting requirements, and potholing critical underground utilities in order to ensure proper clearance and minimize relocations during construction of pipeline improvements.

#### **Experience with Common Challenges**

##### ***Permitting***

TKE's wide range of successful project delivery has enabled us to forge relationships with the various resource agencies necessary for complex environmental and encroachment permitting. We have successfully acquired permits from SBCTA, Cal-OSHA Mining and Tunneling, Caltrans, San Bernardino Counties, US Army Corps of Engineers, US Fish and Wildlife Service, California Department of Water Resources, California State Water Resources Control Board, Union Pacific Railroad, Burlington Northern



## SECTION C: STATEMENT OF UNDERSTANDING OF APPROACH

Santa Fe Railroad, and Santa Ana Regional Water Quality Control Board, as well as local City permits, to name a small sample. Our long-standing relationships and permitting experience allows us to expedite the permitting process and provides WVWD knowledgeable experts to turn to in order to avoid future challenges.

### **Traffic Control**

TKE's wide range of successful project design delivery and construction management has enabled us to understand common mistakes that lead to difficult, more expensive construction. TKE inherently analyzes all design alternatives against such factors as traffic control and tread paths to provide the most cost effective and constructible alternative available.

### **Right-of-Way**

Upon determination of the pipeline alignment, TKE will assess right-of-way and/or easement needs. It appears that pipeline construction can occur within existing right-of-way limits. During alignment selection, TKE will analyze the proposed alignment alternatives and evaluate the requirements for any additional right-of-way or easement acquisition.

### **Appurtenances**

One of the critical issues with pipeline design is related to the sizing and placement of appurtenances. Our experience in pipeline design allows us to avoid the common challenges. For instance, when sizing air vacs, one of the common issues that arises with inexperienced design teams is that the air vac is sized and located for common operation range only, and the filling and emptying operational range is not considered. This seemingly simple design issue can cause damage to the water system during the filling and emptying operation. We know these issues and have proven methods to avoid them.

### **Accurate Cost Estimating**

TKE understands the limits on WVWD funding. Because of the limited budget for projects, it is vital to keep costs controlled. Our approach to controlling costs is to provide frequent and accurate cost estimates by using TKE's detailed cost estimating database. In addition to using this database, TKE utilizes our considerable experience with Construction Management to assist in providing constructability reviews and cost estimating based on current information from our on-going projects. Finally, with the current economic climate, construction costs are widely varying. We will also discuss the project's elements with local contractors to assure that we have the most current construction information available so that WVWD can get the most "bang for their buck".

### **3. PAST EXPERIENCE**

Throughout our history of twenty years serving the Inland Empire region, we have provided multi-disciplinary planning, design and construction support services for large and small

water system improvement projects. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering much needed infrastructure to their communities.

TKE has two unique advantages associated with the experience of TKE's project team. One benefit of TKE's project team is our extremely low internal turnover rate. As a result of our rigorous interview and testing procedures coupled with our extremely high employee satisfaction rates, TKE staff has years of experience working together. The close relationships each of our staff members have with one another provide the WVWD with an extremely well rounded and experienced team. As such, TKE's project team experience directly correlates with TKE's firm experience described below. The second benefit of TKE's project team is our internal training procedures. TKE has strived to develop techniques that reach outside the box and develop well rounded individuals committed to providing high quality, efficient services to meet all of our clients' needs. TKE trains our staff on every facet of design engineering to provide a level of knowledge that can identify problems in every phase. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base. Understanding that early identification of potential issues and strict compliance with the construction developments are important to ensure the WVWD's interests are protected, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration. It is this personal touch and contact that define our 'local service' approach. We consider ourselves community builders and take ownership of services requested from TKE, ensuring that our personnel have a background in the design and construction field provides the WVWD with a team which will maximize the potential to complete all services on schedule and within specified budget. TKE is committed to responding to our clients' needs as they arise.

### **Similar Services**

TKE continues to provide numerous municipalities and agencies with Engineering and project support consulting design services and staffing for every facet of engineering and public works projects. In addition, we have worked on a wide variety of projects, ranging from multi-million dollar regional mega projects to minor replacement projects for a variety of government agencies. TKE recognizes the importance of staffing based on a client's need and workload. Our flexible support and qualified staff

## SECTION C: STATEMENT OF UNDERSTANDING OF APPROACH

enables our clients to serve their constituents in a cost effective and efficient manner.

A few examples of similar services provided by TKE are the West Valley Water District, Rubidoux Community Services District, Mission Springs Water District, and San Bernardino Municipal Water District, and City of Fontana. Each are discussed below:

**West Valley Water District** – TKE is currently serving West Valley Water District with pipeline design permitting coordination and sewer feasibility studies.

**Rubidoux Community Services District** – TKE is currently providing on-call design and construction management services to the Rubidoux Community Services District (RCSD) for various water and wastewater infrastructure projects. The projects include distribution and transmission water pipelines, gravity and force main sewers and lift stations.

**Mission Springs Water District** – TKE is currently serving Mission Springs Water District (MSWD) as its District Engineer. In addition, TKE is providing on-call engineering services on various capital improvements projects. Including Well 27 and 31 pump to Waste Line Dry Wells, Well 42 Reconstruction, and Desert Willows Waterline Replacement.

**San Bernardino Municipal Water Department** – TKE is currently serving as the San Bernardino Municipal Water Department's (SBMWD) on-call plan check and inspection engineering consultant. TKE is responsible for all plan checking and inspection services on numerous developer improvement projects to ensure the plans are developed and constructed to SBMWD, City of San Bernardino, Health Department and all other regulatory agency standards. TKE is currently and has been providing plan check and inspection services to SBMWD since 2005 for more than 46 pipeline projects totaling more than 100,000 linear feet of pipeline installation.

**City of Fontana** – TKE has provided design services to the City of Fontana for more than 20 years and has formed an excellent working relationship with the City.

#### 4. RESPONSIBILITIES

TKE will be in constant communication with District Staff to ensure all decisions made have been properly vetted and approved by the District. TKE will review all issues and approach the District for any required information and direction. District Staff will be responsible for providing direction and approvals associated with any and all project questions, issues or directives.

## SECTION D: SCOPE OF WORK

### SECTION D: SCOPE OF WORK

#### 1. SCOPE OF WORK

##### **Proposed Scope of Services**

TKE is familiar with construction bid documents and construction staking services for all types of public works improvement project types and has specific experience with management of pump to waste water system consolidation projects.

Our design scope of services is presented in the following paragraphs:

#### **Task 1. Development of Construction Documents**

##### **Task 1.1. WVWD Coordination**

TKE will coordinate with WVWD staff to research all existing water system information including locations of water facilities, water mains, gate valves, connection points to storm drain channels or catch basins in the project areas. We will research all requirements associated with easements, encroachment permits, and required easements.

##### **Task 1.2. Professional Surveying**

Due to the size of the project, we propose to use conventional survey along with aerial photogrammetry to prepare the base construction drawings. Our field survey crew will locate existing street centerline monuments utilizing survey control data and set necessary aerial targets. The crew will measure the horizontal angle, horizontal distance, and vertical elevation difference between each survey monument. We will complete a traverse for each survey to ensure closure. Utilizing GPS survey methods, two first order horizontal monuments will be established for each pipeline project associating the survey to the NAD 83, California State Plane Coordinate System, Zone 5, Epoch 2011.0. The monuments will be adjusted to the California High-Precision Geodetic Network and its densification stations. Elevations will be tied to existing City benchmarks based on the NGVD 29 Datum. In addition, we will measure sewer and storm drain inverts. We will collect appropriate detail within the project limits and a minimum of one hundred (100) feet beyond the project site as required including slopes, bridges, railroad, trees, walkways, sidewalks, driveways, curbs, gutters, cross gutters, fire hydrants, water valves, manholes, water meters, signs, street lights, power poles, and all other visible features that may impact the construction of the proposed water system.

##### **Task 1.3. Utility Research/Coordination**

We will thoroughly research existing utility records and acquire copies of all available records. The purpose of the records research is to assemble survey records to establish locations of street centerlines and rights-of-way and

determine locations of all existing utilities and improvements.

The research will consist of assembling copies of assessors' maps, tract maps, parcel maps, monument ties, benchmark data, corner records, street improvement plans, and utility drawings. We will notify Underground Service Alert to acquire a complete list of underground utility purveyors. The utility drawings will include existing drawings from WVWD, and drawings and/or atlas maps from all private utility companies, and/or agencies. We will send letters to utility companies and agencies requesting their data. We will maintain copies of the letters for future reference.

##### **Task 1.4. Geotechnical Services**

LOR Geotechnical will provide geotechnical services. They will collect soil samples as required to provide soil characteristics data for thrust restraint design, foundation design, slopes, landslides, embankments, liquefaction and trench shoring requirements development by contractors. In addition, they will prepare a report that will include excavation characteristics, soil bearing capacities, soil coefficient of friction, soil in-place density, and potential Geotechnical issue that may affect construction. They will complete a test boring in the project limits to determine the existing roadway section and identify any underlying roadway. In addition, they will prepare a summary table that will be included on the plans.

##### **Task 1.5. Potholing**

C Below will provide potholing excavation services for the project. They will submit a request to Underground Service Alert (USA) to notify USA members to attend a field meeting to review locations to be excavated. TKE will mark critical utility locations as defined by TKE and approved by WVWD staff, in the field. We propose to only excavate those facilities that would have a significant impact on pipeline profile design.

We will conduct a field meeting to request that utility representatives mark their facilities within specified locations. We will document meeting attendees for future reference. C Below will arrange for excavation of the interferences and measure all utilities that are excavated to record their horizontal and vertical alignments. We would then identify all facilities that require relocation, if any. In addition to the utility data, we will note the condition of existing pavement for design of replacement pavement sections.

For design purposes we have assumed a total of five potholes for the project.

##### **Task 1.6. Permit Acquisition**

**West Valley Water District  
RFP for Development Of Construction Bid Documents for Well 54 Discharge to Waste Drain  
Line Project No. W20010**

## SECTION D: SCOPE OF WORK

After the 60% design review meeting, TKE will begin application preparation for required permits. Applicable permits include:

- San Bernardino County Flood Control District - Encroachment permit from the San Bernardino Flood Control District may be required for connection to flood control channel.
- City of Fontana – Storm Drain Permits for Connection of pump to waste pipeline to existing city storm drain.
- City of Fontana Encroachment Permit-Encroachment permit from the City of Fontana will be required.

### **Task 1.7. Preliminary Design Report**

#### **Task 1.7.1. Preliminary Cost Estimate**

We will prepare a preliminary cost estimate for each option using an Excel spreadsheet and include descriptions of each item to be constructed, including any special construction methods, units, unit costs, total cost, soft costs for engineering, administration, any required right-of-way or easement acquisition, and permit fees.

#### **Task 1.7.2. Hydraulic Flow Analysis**

Once the drain line alignment has been determined, we will develop an estimated flow rate per the requirements of the City. In addition, we will estimate the drain line slopes and analyze the required pipe size and associated capacities to convey the required flow rate. A report shall be prepared that summarizes the proposed design, assumptions, and criteria of the analysis presented above. Upon draft completion, the letter report will go through a single review with WVWD Staff for completeness and consistency of conclusions. Thereafter, a final letter report will be prepared and delivered to WVWD.

### **Task 1.8. Contract Documents**

TKE will attend a project kickoff meeting, progress meetings, coordination meeting and prepare plans and specifications as described below:

#### **Task 1.8.1. Base Construction Drawings**

We will prepare the base construction drawings on 24" by 36" sheets with the WVWD's standard title block using AutoCAD 2020 software at a drawing scale of 1"=40'. The base construction drawings will include a plan view based on the survey data collected. We will add the sheet north arrow, graphic scale, existing improvements and utilities (based on both assembled records and field data), property lines, public and private right-of-way, street centerline, street names, and survey data to the plan view portion of the drawings. Once the base drawings are complete, we will perform a careful field review to ensure all underground facilities are shown correctly.

Upon completion of the base construction drawings we will identify utility crossings deemed critical for potholing

purposes. We will review the list of utilities with WVWD staff for acceptance and begin underground verification work.

#### **Task 1.8.2. 60% Design**

The title sheet shall include the title of the job, a vicinity map showing the City in relationship to surrounding communities, a location map showing the project limits, sheet index map, benchmark data, and construction notes.

The construction notes will include requirements for notifications, existing utility protection and relocation, pipeline materials, excavation, improvement restoration, and existing waterline abandonment requirements, if any.

The plan/profile sheets will include the plan view showing digital topographic data, existing improvements and utilities, centerline control, proposed pipeline, and pipeline appurtenances (*connections, air valves, main line valves, fire hydrants and blow offs*). The profile (at a drawing scale of 1"=40' horizontal and 1"=4' vertical) will show existing ground surface over the proposed pipeline, pipeline flow line, top of pipe, utility crossings, slopes, length of pipe, pipeline appurtenances, joint restraint requirements, and special bedding requirements all in accordance with WVWD standards.

The construction detail sheets will include WVWD standard details, connections, appurtenance details, and abandonment details, all at appropriate drawing scales.

The specifications shall be prepared in accordance with WVWD standards and will be prepared in Microsoft Word format.

After 60% design is complete, we will forward 2 copies of the drawings and one copy of the specifications along with a disc containing PDF copies of the plans and specifications to WVWD for review.

#### **Task 1.8.3. Coordination with Agencies/Utilities**

After incorporating WVWD comments, we will submit drawings to all agencies/utilities having underground facilities in the project area that may be affected by construction and request that they verify their facilities are shown correctly and that they furnish any construction requirements they desire. We will request that they respond within two weeks and we will follow up with telephone calls to confirm all agency requirements have been incorporated. We will document all conferences with utilities and agencies.

## SECTION D: SCOPE OF WORK

### **Task 1.8.4. 90% Design**

We will incorporate WVWD's 60% comments and provide WVWD revised drawings and specifications. After 90% design is complete, we will forward 2 copies of the drawings and one copy of the specifications along with a disc containing PDF copies of the plans and specifications to WVWD for review.

### **Task 1.8.5. Final Drawings**

After receiving final approval on the drawings, TKE will provide WVWD with digital (AutoCAD and PDF) copies of the drawings, specifications (Word and PDF) copies, and PDF copies of the construction schedule and engineer's estimate for final approval.

### **Task 1.9. Construction Schedule and Cost Estimate**

At each submittal phase (60%, 90% and Final) TKE will prepare and update a detailed itemized construction schedule and engineer's estimate of probable cost. TKE schedule will be prepared using Microsoft project and will include detailed task items with key dates. The estimate will be prepared using an excel spreadsheet and will include descriptions of work, unit prices and quantities.

### **Task 1.10. Meetings**

TKE will attend 4 (four) progress meetings with WVWD. One (1) internally with WVWD at kick-off, one (1) to review the PRD, one (1) at 60% design review, and one (1) at 90% design review to coordinate responses to all review comments. We will Prepare an agenda, record all meeting minutes, and submit a copy of minutes to WVWD within three (3) working days after each meeting.

### **Task 1.11. Bid Support Services**

We will attend the pre-bid meeting, respond to five (5) Request for Information ("RFIs"), and prepare an addendum.

### **Task 2. Construction Staking Services**

We will provide construction survey and staking for horizontal and vertical survey control points set at 50-foot intervals offset from and graded to finish surface for the storm drain line. Construction staking for storm drain line appurtenances including but not limited to proposed standpipe and manhole(s) shall be staked for actual location with a second stake for offset and grade. We will prepare grade sheets including field notes.



## SECTION E: REFERENCES

### SECTION E: REFERENCES

#### 1. REFERENCES

Please see below for a small, but representative list of agencies who have and continue to request TKE assist them in delivering valuable projects to their communities. We respectfully request that you verify our qualifications with the listed references.

AGENCY	CONTACT NAME	PHONE NUMBER AND EMAIL ADDRESS	DATES SERVICES PROVIDED
<b>WEST VALLEY WATER DISTRICT</b> 855 WEST BASE LINE, BUILDING B RIALTO, CA 9237	MS. ROSA GUTIERREZ SENIOR ENGINEER	PHONE: (909) 875-1322 EXT. 327 RGUTIERREZ@WVWD.ORG	2018 – PRESENT
<b>CITY OF FONTANA ENGINEERING DEPARTMENT</b> 16489 ORANGE WAY FONTANA, CA 92335	MR. JEFFREY KIM SENIOR CIVIL ENGINEER	PHONE: (909) 350-6724 JKIM@FONTANA.ORG	2000 – PRESENT
<b>MISSION SPRINGS WATER DISTRICT</b> 66575 2ND STREET DESERT HOT SPRINGS, CA 92240	MR. ARDEN WALLUM GENERAL MANAGER	PHONE: (760) 329-5169 FAX: (760) 660-4403 AWALLUM@MSWD.ORG	2001 – PRESENT
<b>SAN BERNARDINO MUNICIPAL WATER DISTRICT</b> 1350 S E STREET SAN BERNARDINO, CA 92408	MR. TED BRUNSON WATER UTILITY DIRECTOR	PHONE: (909) 684-7580 TED.BRUNSON@SBMWD.ORG	2003 – PRESENT
<b>RUBIDOUX COMMUNITY SERVICES DISTRICT</b> 3590 RUBIDOUX BLVD., RUBIDOUX, CA 92509	MR. JEFF SIMS ASSISTANT GENERAL MANAGER	PHONE: (951) 684-7580 JSIMS@RCSD.ORG	2001 – PRESENT
<b>SAN ANTONIO WATER COMPANY</b> 139 N EUCLID AVENUE UPLAND, CA 91786	MR. BRIAN LEE GENERAL MANAGER	PHONE: (909) 982-4107 BLEE@SAWATERCO.COM	2006 – PRESENT

## SECTION E: REFERENCES

### 1. TKE's EXPERIENCE AND REFERENCES

The following projects performed by our team serve as a small sample of the success we have had with public agencies with projects similar to yours. We encourage you to confer with our references.



### Pacific Avenue 16" and 12" Pipeline Replacement

*City of Jurupa Valley, CA*

**Client Contact**

Mr. Ronald Young  
Rubidoux Community Services  
District  
(951) 684-7580

**Project Cost**  
\$1.0 Million

**Completion Date**  
March 2016

**Project Team**

Michael Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Steven Ledbetter, P.E.  
Ron Musser, L.S.  
Stephen Biscotti

**Description:** The Pacific Avenue 16" and 12" Water Pipeline Improvements Project extends from Limonite Avenue To Mission Boulevard and is located in the City of Jurupa Valley. This project consisted of the construction of 5,525 linear feet of 16" and 12" ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24" steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.

**Services:** Services include design, permitting, surveying, construction administration, construction inspection, coordination with agencies and consultants, and construction staking.



### Well 42 Update and Construction

*Mission Springs Water District*

**Client Contact**

Mr. Arden Wallum  
Mission Springs Water District  
760.329.5169  
awallum@mswd.org

**Project Cost**  
\$3.5 Million

**Completion Date**  
August 2020

**Project Team**

Steven Ledbetter, P.E.  
Zuzanna Rand, P.E.  
Ron Musser, L.S.  
Brad Enscoe

**Description:** TKE prepared updates to plans, specifications, and estimates, and provided construction management and inspection services for the construction of a new potable water production well capable of flowrates up to 2,000 gpm in the City of Desert Hot Springs. The new production well will replace an existing production well that was placed on standby due to uranium contamination. The project will save the District on costs related to on-going rental and periodic use, during peak flow events, of a package uranium treatment plant. The project includes well drilling and development, equipping the well, well building, and drainage and site improvements. The project is funded, in part, by a Proposition 84 Integrated Regional Water Management grant.

**Services:** Services include grant administration, records research, coordination with agencies and consultants, cost estimating, environmental coordination, permitting, bidding, construction management, construction staking, and inspection.

## SECTION E: REFERENCES



## Well 27 and 31 Drywells

*Mission Springs Water District*

**Client Contact**

Mr. Arden Wallum  
Mission Springs Water District  
760.329.5169  
awallum@mswd.org

**Project Cost**

\$200,000

**Completion Date**

June 2020

**Project Team**

Steven Ledbetter, P.E.  
Zuzanna Rand, P.E.  
Ron Musser, L.S

**Description:** TKE prepared plans, specifications, and estimates for the construction of pump to waste line to install a series of drywells to capture and recharge well discharges that occur during start-ups and shut-downs. The drywells are required to reduce operations and maintenance costs related to a typical detention basin. The project includes removal and replacement of all well discharge drain lines and construction of a series of drywells that are sized to accommodate peak monthly flows.

**Services:** Services include records research, topographic survey, design, cost estimating, preparation of specifications, bidding, construction management, construction staking, and inspection.



## SECTION F: ADDITIONAL INFORMATION

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### **1. ACCEPTANCE OF INSURANCE AND INDEMNITY REQUIREMENTS**

TKE Engineering, Inc. accepts all insurance and indemnity requirements as listed in the Request for Proposal.

### **2. COMPLIANCE WITH LAWS AND REGULATIONS**

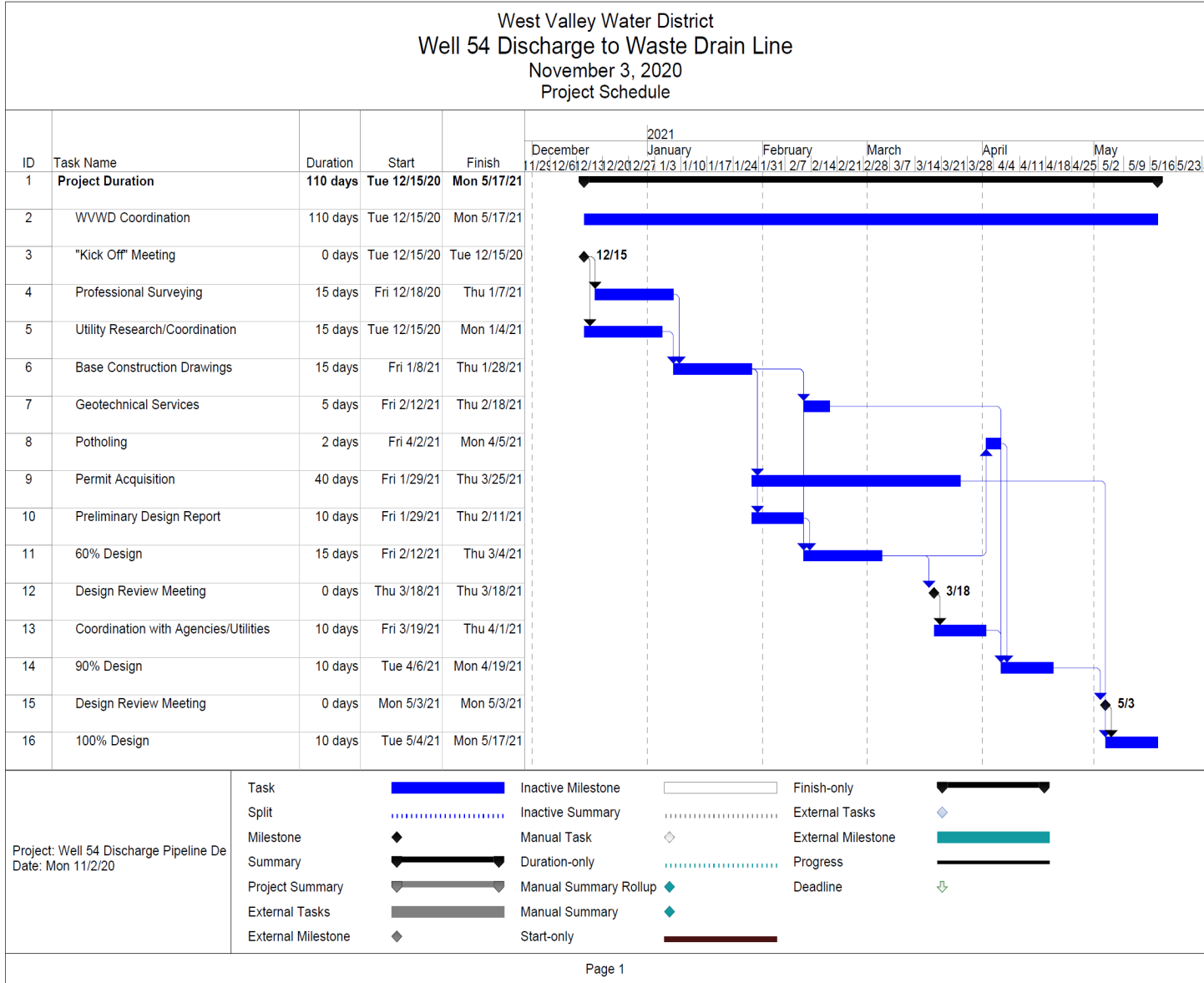
TKE Engineering, Inc. is compliant with all federal laws relating to affirmative action, drug free work place, minimum wage, and lobbying.

### **3. EXCEPTIONS**

TKE Engineering, Inc. takes no exceptions to the requirements set forth in the subject RFP.

# SECTION H: PROJECT SCHEDULE

## SECTION H: PROJECT SCHEDULE



## APPENDIX A: RESUMES



## Mr. Terry Renner, P.E., Q.S.D.

### **Project Role** Project Manager

### **Education**

BS, Civil Engineering,  
California State  
Polytechnic University,  
Pomona

### **Continuing Education**

Caltrans SWPPP Certified  
QSP/QSD Training

### **Registration**

Registered Civil  
Engineer,  
PE# 69984 (CA)  
  
Professional Civil  
Engineer #55194 (AZ)  
  
Qualified SWPPP  
Developer and  
Practitioner #24329

### **Affiliations**

Riverside-San Bernardino  
Counties Branch,  
American Society of Civil  
Engineers  
  
American Public Works  
Association  
  
American Council of  
Engineering Companies  
of California

Mr. Renner is the Senior Vice President of TKE and has 20 years of experience in civil engineering infrastructure projects, including water and sewer improvements, drainage improvements, transportation improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for East Valley Water District, the City of San Bernardino Municipal Water Department, Elsinore Valley Municipal Water District, Eastern Municipal Water District, Mission Springs Water District, Rubidoux Community Services District, Maywood Mutual Water Company No. 1, and the cities of Fontana, Upland, Riverside, Redlands, Rialto, Calimesa, El Monte and Corona. As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

### **Related Experience**

- *Baseline Gardens Consolidation Project, East Valley Water District, San Bernardino, CA* – Mr. Renner provided project and construction management services for the Baseline Gardens Consolidation Project which is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.
- *2017-18 Annual Water Replacement Program, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of replacement of 42,600 linear feet of 4” aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Pacific Avenue 16” and 12” Water Pipeline Improvements Project, City of Jurupa Valley, CA* – Mr. Renner was the Project and Construction Manager for this project which consists of 5,525 linear feet of 16” and 12” ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24” steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.

## APPENDIX A: RESUMES

- *“I” Street Pipeline – City of San Bernardino, CA* – Mr. Renner is Project Manager of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe. The project included hanging the pipe beneath a flood control bridge crossing of the Devil's Creek and BNSF permitting for bore and jack crossing of railroad at Rialto Street, along with coordination with other agencies.
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.
- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* - Mr. Renner was Project Manager for this project which consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site.
- *Bellevue and Vine Streets Alley Main Replacement Project, City of San Bernardino, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which provided construction of 2,400 linear feet of 8-inch ductile iron pipeline and appurtenances and 132 water services along Vine Street and Bellevue Street. The project included removal of all water meters from the rear side of the properties and construction of new meters on the street frontage.
- *College Pipeline - City of San Bernardino, CA* - Mr. Renner was Project Manager for this project. This project consisted of the construction of 2,500' of 24" and 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, coordination with San Bernardino County Flood Control and BNSF Railroad for a railroad crossing encroachment permit, and coordination with other agencies for tie-ins to the proposed booster station.
- *In-Line Well Booster Pump and Chlorination Injection Replacement Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manager for this project, which TKE prepared plans, specifications, and estimates for the construction of in-line booster pumps for the installation of a manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The redundant booster pumps are required to boost the water from well pump #4 through the filtration system and into the 70-foot tall welded steel reservoirs. The project included replacement of all well head piping and pump to waste discharge lines as well as the replacement of the existing chlorine chemical feed pumps with a vacuum chemical feed system to prevent chemical injectors from routine maintenance problems.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *Manganese Treatment Facility and 0.5 MG Reservoir Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manager for this project, which

## APPENDIX A: RESUMES

TKE prepared plans, specifications, and estimates for the construction of a grant funded 70-foot tall welded steel reservoir replacement project and a fully redundant manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The project included the removal of a structurally deficient steel reservoir and construction of the proposed welded steel reservoir including a ring footing with 45-foot deep 3-foot diameter caissons to combat liquefaction issues. The reservoir removal and replacement is located within fifteen feet of an existing 70-foot tall 2 million gallon steel reservoir to be protected during construction

- *Ogden Reservoir Pipeline - City of San Bernardino, CA* – Mr. Renner was Project Manager for this project. This project consisted of the construction of 7,385' of 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, transit analysis, coordination with Caltrans to tie into a proposed waterline and Department of Water Resources for encroachment permits, and coordination with other agencies for tie-ins to the proposed booster station and reservoir site.
- *Holly Drive Reservoirs - San Antonio Water Company* – Mr. Renner served as Project Manager for this project to construct two new 120,000-gallon welded steel water storage reservoirs at the Holly Drive Tank Site. This project includes extensive earthwork and retaining walls of up to 20' in height to accommodate the proposed reservoirs and the demolition of an existing 60,000-gallon reservoir. Additionally, TKE is managing all CEQA and permit compliance efforts for the project.
- *Holt Boulevard Sewer Improvements, City of Ontario, CA* – Mr. Renner served as Project Manager for this project evaluating existing conditions of Holt Boulevard Trunk Sewer and developed recommendations to repair the partially constructed sewer system. The trunk sewer contains numerous construction deficiencies including sags of as much as 10-inches, slipped joints, unsuitable bedding, failed trenches, and failed compaction. TKE designed removal and replacement sections along with Cured In Place Pipe (CIPP) slip lined sections within the 25-foot deep sewer system. The system includes both 24" and 30" diameter VCP sewer pipe and is very flat with slopes of 0.0012 feet per foot. Services included records research, coordination with agencies, preliminary analysis report, hydraulic calculations, cost estimating, topographic survey, design, forensic engineering, permitting, and bidding and construction support services.

## APPENDIX A: RESUMES



## Mr. Steven W. Ledbetter, P.E.

### *Project Role*

Project Engineer

### *Education*

BS, Civil Engineering  
(Environmental),  
California State  
Polytechnic  
University, Pomona

### *Registration*

Registered Civil  
Engineer,  
PE# 84044 (CA),

### *Affiliations*

Riverside-San  
Bernardino Counties  
Branch, American  
Society of Civil  
Engineers

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various critical and challenging projects from planning through design and implementation; all while ensuring that projects are executed as per specification in the stipulated time with quality. He has a well-rounded background with experience in: preparation and analysis of street and utility improvement plans and specifications including potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water resource planning and management including feasibility studies, urban water management planning, water supply assessments and verifications, integrated regional water management planning, and groundwater management planning; storm water compliance reporting including water quality management plans and storm water pollution prevention plans and; and grant writing and administration for various State and Federal agency programs.

### *Related Project Experience*

- *Mission Springs Water District, Desert Hot Springs, CA* - Mr. Ledbetter is currently serving Mission Springs Water District as its District Engineer. He is working with staff to manage more than \$30 million in water and wastewater improvement projects. In addition, Mr. Ledbetter supports the District in several regional water resource planning elements, including Integrated Regional Water Management and Sustainable Groundwater Management. Services include budget development and management, technical analysis, capital project planning and delivery, management of other consultants, and presentations to their board of directors.
- *West Valley Water Reclamation Program, Mission Springs Water District, CA* – Mr. Ledbetter is providing program management services for the development and construction of the District’s West Valley Water Reclamation Program (WVWRP). The WVWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Ledbetter is managing the completion of the WVWRP, including: participation and management of funding acquisition; staff, board, consultant, funding agencies, and public coordination and communications; assessment district formation; State Revolving Fund (SRF) and grant application processing; State invoicing and reporting; environmental compliance processing; preliminary engineering preparation; plans, specifications, and cost estimates (PS&E) preparation; bidding and construction; and all related services to successfully complete the WVWRP.
- *Chino Basin Watermaster, Rancho Cucamonga, CA* – Mr. Ledbetter serves as the City of Upland’s representative on administrative and water resource matters at Chino Basin Watermaster. Mr. Ledbetter represents the City at pool and committee meetings and technical workshops ensuring the City’s interests are protected. Mr. Ledbetter is currently overseeing the development of a Storage Management Plan, Optimum Basin Management Plan, and Safe Yield Recalculation, amongst other items. Mr. Ledbetter routinely meets with the City to discuss current issues, provide input, and receive direction on all Watermaster items.
- *Canyon Creek Resort Water Supply Assessment, Norco, CA* - The proposed Canyon Creek Resort development includes 551 dwelling units of low and medium density residential, hotel lodging, and 213 acres of open space within the eastern portion of the City of Norco. The development has an estimated water demand of 448 acre-feet per year. As project manager, Mr. Ledbetter is



## APPENDIX A: RESUMES

providing an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years.

- *Well 42 Design and Construction, Desert Hot Springs, CA* - Mr. Ledbetter is providing project and construction management services for the design and construction of Well 42. The project includes the preparation of plans, specifications, and estimates, and provided construction management and inspection services for the construction of a new potable water production well capable of flowrates up to 2,000 gpm in the City of Desert Hot Springs. The new production well will replace an existing production well that was placed on standby due to uranium contamination. The project includes well drilling and development, equipping the well, well building, and drainage and site improvements. The project is funded, in part, by a Proposition 84 Integrated Regional Water Management grant. Services include grant administration, records research, coordination with agencies and consultants, cost estimating, environmental coordination, permitting, bidding, construction management, construction staking, and inspection.
- *Vista Del Agua Water Supply Assessment, City of Coachella, CA* – The proposed Vista Del Agua development includes 1,640 single family and multi-family residential units on 275 acres of vacant land within the northern sections of the City of Coachella with an estimated water demand of 1,317 acre-feet per year. In accordance with SB 610, TKE provided an assessment of water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. Mr. Ledbetter was the project manager, providing the following services: records research, Project specific water demand analysis, City wide water supply and demand analysis, report preparation, and community meetings.
- *DHS 109 Industrial Park Water Supply Assessment and Water Supply Verification, Desert Hot Springs, CA* – The proposed DHS 109 Industrial Park development includes a total of 1,284,180 square feet of industrial floor area on 110 acres in the City of Desert Hot Springs with an estimated water demand of 910 acre-feet per year. As project manager, Mr. Ledbetter provided an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. In addition, Mr. Ledbetter provided verification that adequate water supplies exist to serve the project.
- *Groundwater Quality Protection Program Areas H and I Sewer Project, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of bidding documents for two areas in MSWD’s Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8” vitrified clay pipe sewer improvements, including 676 4” service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Coachella Valley Regional Water Management Group (CVRWMG)* – Beginning in 2016 and continuing through today, Mr. Ledbetter represent Mission Springs Water District (District) at technical coordination and public outreach meetings related to the Integrated Regional Water Resource Management Program in the Coachella Valley. His responsibilities included representing the District at the meetings, review of technical memorandums and other project deliverables, assistance with grant funding applications, grant administration, and presentations to the District’s board of directors and public. While representing the District at these meetings, Mr. Ledbetter was responsible for review of the 2018 Coachella Valley Integrated Regional Water Management and Storm Water Resource Plan update.
- *Horton Wastewater Treatment Plant Odor Control, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of plans, specifications, and estimates for the construction of an odor control system for the District’s existing Horton Wastewater Treatment Plant. The

## APPENDIX A: RESUMES

proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants. Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.

- *Well 33 Solar Project, Mission Springs Water District, CA* – Mr. Ledbetter is providing project and construction management services for the development and construction of a 1.0 megawatt solar photovoltaic system in the City of Desert Hot Springs. When complete, the project will offset approximately 25-percent of the District’s energy consumption. In addition, Mr. Ledbetter assisted with the preparation of a grant application for the District through AQMD, a regional governmental agency responsible for meeting air quality health standards. The District was successful in achieving \$3.3 million in funding for the renewable energy project. TKE provided the following services: grant preparation and administration, funding and consultant agreement preparation, preparation of bid documents, design-build contractor procurement, design review, SCE interconnection coordination, construction administration, and coordination with District staff and Board, consultants, funding agencies, and public.
- *“I” Street Water Main, San Bernardino Municipal Water Department, CA* – Mr. Ledbetter provided design engineering services for the project that included 7,200 linear feet of 16” and 20” pipe and related appurtenances; permitting with both San Bernardino County Flood Control District and Burlington Northern Santa Fe; crossing an existing bridge over a flood control channel by hanging pipe between existing girders; crossing a railway using jack and bore; and connections newly constructed transmission main and stub-outs for future expansions.
- *Calimesa Creek Storm Drain and Basin Improvements, City of Calimesa, CA* – Mr. Ledbetter is serving as the Project Manager for the Calimesa Creek Storm Drainage Improvements Project, located in the City of Calimesa along County Line Road between the Interstate 10 Freeway and 5th Street. The proposed project is planned to provide 100-Year flood protection to the City’s Downtown Business District. In addition, the project will provide groundwater recharge of storm water, environmental restoration and enhancement, and increased protection to existing developments. The project will include environmental assessment and processing, preliminary engineering and project scoping, design, right-of-way acquisition, EPA funding coordination and management, and additional drainage system improvements.
- *Vulcan Basin, City of Fontana, CA* – Mr. Ledbetter provided preliminary civil design services for a flood control and aquifer recharge basin project. The project consisted of a 2,000 acre-foot retention and detention basin utilizing an abandoned formerly mined pit including 900,000 cubic-yards of earthwork, inlet, outlet, and spillway facilities, 7,100 linear feet of 24” recycled waterline and appurtenances, 21,800 linear feet of 144” to 48” reinforced concrete pipe storm drain. On behalf of the City, TKE successfully prepared a grant application for Proposition 1E funding. The project included hydrology and hydraulic analyses, preliminary basin sizing and grading plans, cost estimates, environmental compliance, land and right-of-way acquisition, aerial mapping, and related civil engineering services.



## APPENDIX A: RESUMES



**Mr. Ron Musser, P.L.S.**

***Project Role***

Director of Survey

***Registration***

Professional Land  
Surveyor, LS# 4230  
(CA),

***Affiliations***

American Council of  
Engineering  
Companies of  
California

Mr. Musser has over 50 years of experience in performing field and office surveying services for public and private projects including roadway and highway projects. Prior to joining TKE Engineering, Inc., Mr. Musser worked as a Partner in an engineering and surveying firm and supervised the mapping department providing mapping and calculations support for the firm's projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects over the past 8 years. In addition, he has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys.

***Related Experience***

- *Groundwater Quality Protection Program Areas H & I Sewer Project, Desert Hot Springs, CA* – Mr. Musser served as the Project Surveyor for this project. The project consisted of preparation of bidding documents for two areas in MSWD's Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8" vitrified clay pipe sewer improvements, including 676 4" service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Regional Conveyance Trunk Sewer Mission Springs Water District, CA* Mr. Musser was the Project Surveyor for this project. The project consisted of conducting a preliminary engineering analysis that evaluated potential service areas, trunk sewer alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Trunk Sewer and potential flow diversions to the West Valley Water Reclamation Facility (WVWRF). TKE is also responsible for final design and contract documents for the preferred Regional Conveyance Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the WVWRF. The project includes coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.
- *"I" Street Pipeline – City of San Bernardino, CA* – Mr. Musser is Project Surveyor of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, San Bernardino County Flood Control District permitting for pipeline hanging under "I" Street bridge crossing of the Lytle Creek Channel, and SANBAG permitting for bore and jack crossing of railroad at Rialto Avenue. Proposed water system improvements provide a transmission main from the newly constructed pipelines in 2<sup>nd</sup> Street, Mill Street and Inland Center Drive for adequate water system conveyance
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Musser served as the Project Surveyor for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential

## APPENDIX A: RESUMES

users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.

- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* – Mr. Musser served as Project Surveyor for this project. This project consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site. Proposed water system improvements provided a transmission main from the Palm Avenue Reservoir to the newly constructed Ogden Reservoir for adequate water system conveyance.
- *Fontana City Wide Water/Wastewater Engineering, City of Fontana, CA* – Mr. Musser served as Project Surveyor on this project to improve water supply reliability and increase wastewater service area for the residents of the City of Fontana. The components include, recycle water direct reuse and recharge, enhanced storm water capture and recharge, imported water development, exchange water agreements and sewer analysis. TKE has performed extensive research, preliminary design and coordination with agencies to assist in the elimination of high maintenance basins and sewer lift stations, development of storm water and recharge basins, sewer service and recycled water service to residents, businesses and City facilities throughout the City of Fontana.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Musser was the Project Surveyor for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *San Bernardino Avenue Trunk Sewer, City of Fontana, CA* - This project consisted of approximately 19,500 linear feet of 48-inch and smaller vitrified clay and reinforced concrete pipe sewer, two siphons, including bore and jacked pipe and casings, and numerous diversion gates for flow diversion. The trunk sewer was constructed on San Bernardino Avenue between Cypress Avenue and Mulberry Avenue. The facility was constructed to convey 25 million gallons of wastewater to a proposed lift station, which will convey the water to IEUA's regional plant number 4. TKE provided project and construction management and inspection services. In addition, TKE provided construction staking and topographic surveying throughout the completion of the project.
- *San Bernardino Avenue/Etiwanda Avenue Force Main, Inland Empire Utilities Agency, City of Fontana, CA* – Mr. Musser served as Project Surveyor for this project, which provided 8,360 linear feet of 24-inch and 30-inch parallel DIP force mains and PVC electrical and fiber optic conduits.
- *Upland Basin, City of Upland, CA*- Mr. Musser provided topographic design survey, aerial target placement, ALTA survey, Parcel Map preparation and construction staking for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, and related work. The project included preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.



*Prepared by:*



**TKE Engineering, Inc.**  
2305 Chicago Ave.  
Riverside, CA, 92507

**EXHIBIT "2"**  
**TO**  
**TASK ORDER NO. 1**  
**COMPENSATION**

The fee estimated for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line is **\$87,120.00**.

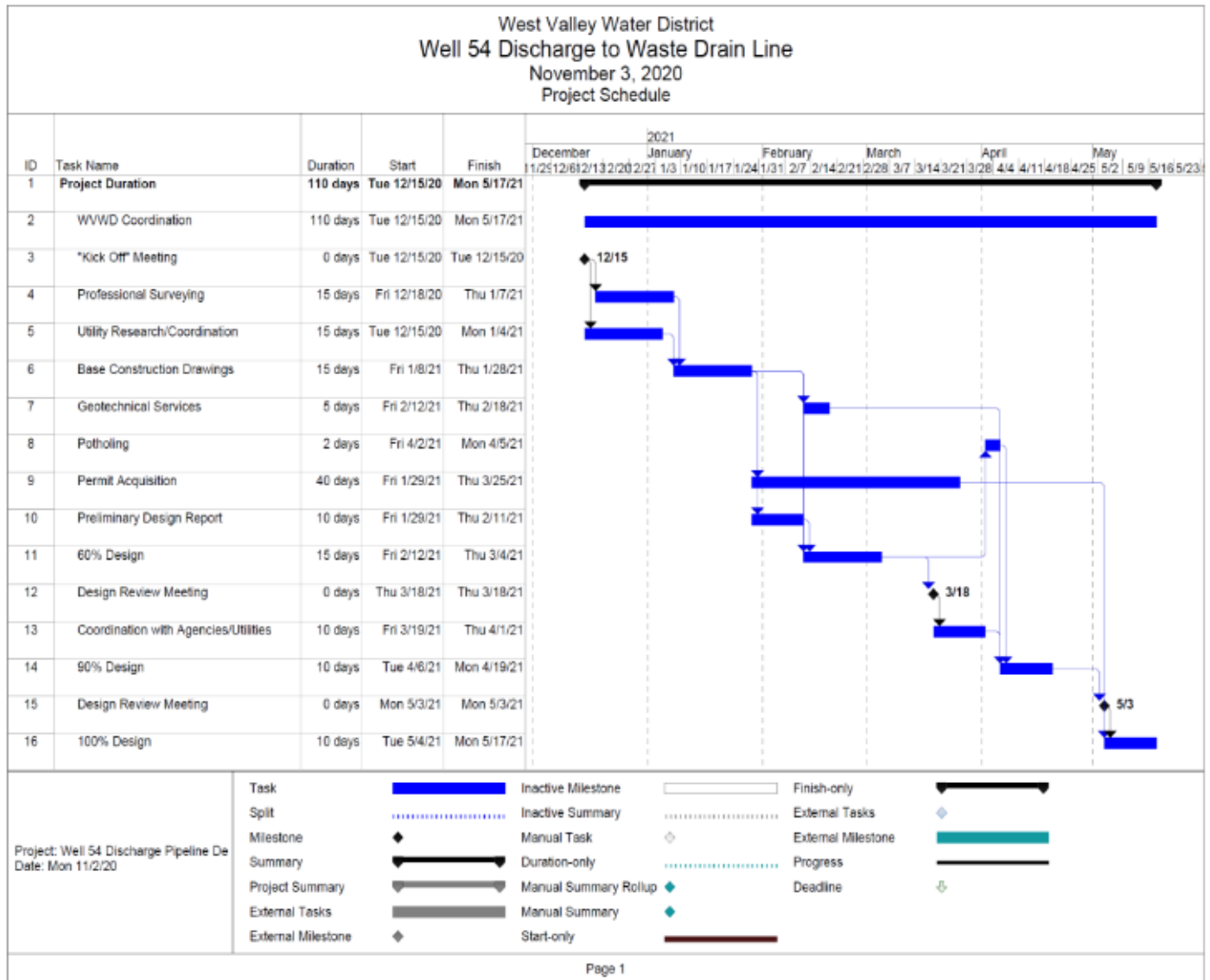
<b>TASK</b>	<b>DESCRIPTION</b>	<b>COST</b>
Task 1 - Development of Construction Bid Documents		
	WVWD Coordination	\$1,840.00
	Professional Surveying	\$10,570.00
	Records Research	\$2,530.00
	Geotechnical Services	\$15,298.00
	Potholing	\$8,080.00
	Permit Acquisition	\$6,500.00
	Preliminary Design Report	\$9,280.00
	Contract Documents	\$21,080.00
	Construction Schedule and Cost Estimate	\$1,920.00
	Meetings	\$2,720.00
	Bid Support Services	\$1,840.00
Task 2 - Construction Management		\$ 4,600.00
	Reimbursables	\$ 863.00
	<b>Total Cost</b>	<b>\$87,120.00</b>

# EXHIBIT "3"

## TO TASK ORDER NO. 1

### SCHEDULE

The tentative design schedule for Development of Construction Bid Documents for Well 54 Discharge to Waste Drain Line:



# EXHIBIT C

# Single Source Justification

## W20010 Well 54 Discharge to Waste Drain Line

**1. Why do we need to acquire the services?**

As part of the Capital Improvement Plan Fiscal Year 2020/2021 Well 54 Discharge to Waste Drain Line project, we will need professional engineering services for the Development of Construction Bid Documents for this Project. The design services are necessary to safely and efficiently discharge the waste from Well 54 through a waste drain line.

**2. Why are the services the only ones that can meet your needs?**

TKE Engineering, Inc. has provided professional engineering services in the past and the District has been satisfied with the quality of work they provided. Based on qualifications, and technical experience, TKE Engineering, Inc. will provide value for the District's needs for the Project.

**3. Were alternative services evaluated? If yes, why are those unacceptable?**

No. Eleven (11) pre-approved Consulting firms were asked to provide a proposal via PlanetBids. Five (5) of these Consulting firms downloaded the RFP. One (1) proposal was received by TKE Engineering, Inc. Some of these Consulting firms provided feedback and specified they did not have available resources at the time to prepare a proposal by the due date or were not able to pursue due to lack of project knowledge.

**4. What efforts were made to get the best price?**

District staff posted the RFP on PlanetBids. A reasonable attempt has been made to obtain competitive proposals from our pre-approved Consulting firms.

**5. Why is price fair and reasonable?**

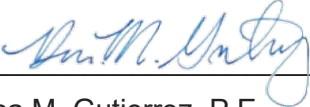
The quote received was reasonable in cost and included in Fiscal Year 2020/21 Capital Improvement Budget. Cost to perform the project met the requirements in the scope of work and is within the project budget.

**6. What impact is there if the single source is not used?**

The design of the Well 54 Discharge to Waste Drain Line will be delayed and the District will need to find alternative measures to drain the discharge waste performed monthly. Well 54 is the only source of supply in the District's Northern System serving Pressure Zone 6 and operated continuously 24 hours, 7 days a week.

**Recommendation:**

It is recommended to use TKE Engineering, Inc. for completing the Development of Construction Bid Documents, approve Professional Services Agreement, and Task Order No. 1.

Signature: 

Date: 11/10/2020

Name: Rosa M. Gutierrez, P.E.

Title: Senior Engineer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Shamindra Manbahal

Title: Acting Manager



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 19, 2020  
**TO:** Board of Directors  
**FROM:** Shamindra Manbahal, Acting General Manager  
 on behalf of Clarence C. Mansell Jr, General Manager  
**SUBJECT:** APPROVE A BUDGET TRANSFER TO FUND THE PUMP STATION 7-2  
 PROJECT FOR A RADIO SURVEY

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**BACKGROUND:**

Pressure Zone 7 is north of Pressure Zone 6 in West Valley Water District's ("District") North System. Storage is provided by R7-1, R7-2, R7-3, and R7-4 Reservoirs on Lytle Creek Road. There is no source of supply within Pressure Zone 7. Water is boosted from the Lower Pressure Zones 4, 5, and 6.

Currently there is one existing pump station, Pump Station 7-1, boosting water supplies to the upper pressure zone. Pump Station 7-2 ("PS7-2") is needed to supply future demands and provide redundancy in the event the other pump station is out of service for maintenance or repair.

On January 18, 2018, the Board of Directors directed the General Manager to enter into an agreement with Michael Baker International, Inc. ("MBI") to prepare the design for PS7-2 for the increased development that is projected to occur in Pressure Zone 7. On April 22, 2019, the District approved Amendment No. 1 for the design on an emergency generator which resulted in Change Order No. 1. On June 18, 2020, the District approved Changer Order No. 2 for the electrical design. Since their contract was established, MBI has successfully conducted the scope of work and provided deliverables as stated in the contract.

**DISCUSSION:**

On September 29, 2020, MBI recommended to install a new antenna for the new PLC at PS7-2. It was determined a radio survey would be required between the new Booster PS7-2 and the District office. The study would assess and determine the antenna height requirement and the proposed location for the radio path. The professional services will include project management and coordination, on-site radio survey, summary of recommended antenna height, radio transceiver, and recommended alternate signal path in needed. The District uses Tesco Controls, Inc. ("Tesco") for products, and services, and staff requested a proposal for the radio survey attached as **Exhibit A**.

Most of the District electrical panels are by Tesco. The Tesco panels are reliable and used for the District facilities for over 35 years. A copy of the single source justification is included in **Exhibit B**.



**FISCAL IMPACT:**

This project was a budgeted item in the Fiscal Year 2020/21 Capital Improvement Budget under the W18021 Pump Station 7-2 project. This project has a balance of \$88,050.62 for encumbrance work for the design of PS7-2 and available funds of \$696.62. The project needs funds to cover the cost of the radio survey in the amount of \$4,985.00. The District's W17012 Bloomington Alley Way Main Replacement budget has funds available to transfer in the amount of \$4,288.38. A summary of the requested budget transfer is as follows:

CIP FY 2020-2021 Project Name	Current Budget	Radio Survey Cost	Transfer From/To	Remaining Budget
W17012 Bloomington Alley Way Main Replacement	\$28,209.00	\$0.00	(\$4,288.38)	\$23,920.62
W18021 Pump Station 7-2	\$696.62	\$4,985.00	\$4,288.38	\$0.00

**STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve the transfer of \$4,288.38 from the W17012 Bloomington Alley Way Main Replacement budget to the W18021 Pump Station 7-2 Project to fund the project and authorize the General Manager to execute the necessary documents.

BP:pa

**ATTACHMENT(S):**

1. Exhibit A - Tesco Controls, Inc. Proposal
2. Exhibit B - Single Source Justification

**MEETING HISTORY:**

11/18/20      Engineering, Operations and Planning Committee      REFERRED TO BOARD

# EXHIBIT A



## Corporate Office

8440 Florin Road, Sacramento, CA 95828  
 P.O. Box 299007, Sacramento, CA 95829  
 PH: 916.395.8800 FX: 916.429.2817

**To:** West Valley Water District

**Quote Date:** October 22, 2020

**Attn:** John Martin

**Quote No.:** 20J174Q01

**Re:** Radio Survey for Booster Station 7-2

Thank you for your interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. The scope includes on site radio survey between the new 7-2 Booster Station Site and the District Office. The purpose of this study is to assess and determine antenna height requirements at the new site and/or possible alternate radio paths if needed.

The site study will involve initial evaluation and equipment setup at Booster 7-2. Our Field Engineers will establish RF communications in the 900MHz range for the purpose of testing relative receive signal strength indication (RSSI) measurements as well as various other RF-related measurements at multiple elevations.

Item	Qty	Description
1	Lot	<b>Professional Services to Include:</b> <ul style="list-style-type: none"> <li>▪ Project Management and Coordination</li> <li>▪ Network &amp; Telemetry – on site radio survey, summary of recommended antenna height(s), radio transceiver, and recommended alternate signal path if needed</li> </ul>
<b>TOTAL FOR ITEM 1:</b>		<b>\$4,985.00</b>

## Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Price does include applicable sales tax, use tax, and applicable fees.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

**Richard Martinez**  
 Technical Sales  
 TESCO Controls, Inc.  
 (916) 395-8800

# EXHIBIT B

# Single Source Justification

## W18021 Pump Station 7-2

**1. Why do we need to acquire the goods and services?**

As part of the Capital Improvement Plan Fiscal Year 2020/2021 PS 7-2, the District will need a new Programmable Logical Controller (PLC) to communicate with the complex Supervisor Control and Data Acquisition (SCADA) system and will required a new antenna for design of this Project. The sensitive professional services provided by Tesco Controls, Inc. are necessary and will include a radio survey between the new PS 7-2 and the District office.

**2. Why are the goods or services the only ones that can meet your needs?**

Most of the Districts electrical panels and programming are by Tesco Controls, Inc. A different manufacturer's equipment and services would be impractical for the specific needs of the District.

**3. Were alternative goods/services evaluated? If yes, why are those unacceptable?**

No. In the past other companies have been used but due to the quality of the panels it gets replaced within a year by Tesco Controls, Inc.

**4. What efforts were made to get the best price?**

None. This is a supplier of preference used by the District due to its quality products.

**5. Why is price fair and reasonable?**

The quote received met the requirements in the scope of work and was determined to be reasonable in cost.

**6. What impact is there if the single source is not used?**

The design of PS 7-2 will be delayed and is needed for the increased development that is projected to occur in Pressure Zone 7. PS 7-2 is needed to supply future demands and provide redundancy in the event the existing PS 7-1 is out of service. Existing PS 7-1 is the only pump station boosting water supplies to the upper pressure zones.

**Recommendation:**

It is recommended to use Tesco Controls, Inc. for completing the radio survey.

Signature:  Date: 11/10/2020

Name: Rosa M. Gutierrez, P.E.

Title: Senior Engineer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Shamindra Manbahal

Title: Acting General Manager

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into this \_\_\_\_ day of November, 2020 ("Effective Date") by and between WEST VALLEY WATER DISTRICT, a public agency of the State of California ("District"), acting by and through its Board of Directors, and VAN M. JEW ("JEW"). The District and Jew may be collectively referred to as the "Parties" and individually as a "Party."

### RECITALS

A. District is a county water district organized and operating pursuant to law found in *Water Code Sections 30000, et seq.*

B. District desires to engage the services of Jew as the Assistant General Manager Operations & Engineering ("Assistant General Manager Operations & Engineering") and Jew desires to perform the services of the Assistant General Manager Operations & Engineering.

C. Jew represents and warrants that he has the skill and ability to serve as Assistant General Manager Operations & Engineering and wishes to accept such employment.

D. The Parties now desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Jew shall render certain services to District as Assistant General Manager Operations & Engineering.

### **NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:**

1. This Agreement has no specific term because JEW is an "AT WILL" employee which means that JEW works at the will of the District and can be terminated at any time for any reason or no reason at all per the terms set forth in this Agreement.

2. (a) The District employs JEW beginning December 7, 2020, subject to a six-month probationary period from the date of appointment, and JEW accepts the new position offered by the District, to serve as its Assistant General Manager Operations & Engineering. It is expressly understood that JEW, in his capacity as Assistant General Manager Operations & Engineering, is a contracted "AT WILL" employee serving at the pleasure of the Board of Directors of the District ("Board"), subject to the provisions set forth herein. JEW agrees to observe and comply with the rules and regulations of the District as adopted by the Board respecting performance of his duties and to carry out and perform orders, directives and policies of the District as they may be, from time to time, stated to him either orally or in writing by a majority of the Board.

(b) JEW shall be the Assistant General Manager Operations & Engineering of the District and shall perform such duties and services as shall be necessary and advisable to manage and conduct the business of the District, subject at all times to all applicable law(s) and Board decisions, as well as the consent, approval and direction of the Board.

(c) JEW will devote his full time and attention to the performance of his duties and to District business affairs. JEW shall report to the General Manager and District's offices for work under the District's work schedules and at such other times as may be necessary to discharge his duties, except when away on District business, or as otherwise excused such as vacations and holidays. Notwithstanding the foregoing, JEW agrees that he will report to work when necessary to District's operations, regardless of regularly scheduled hours to the extent such attendance is reasonably possible.

(d) JEW may devote a reasonable amount of time to professional water industry and community related activities, so long as the time devoted to these other activities does not interfere with the performance of his duties to the District. Participation at those professional and other organizational activities will be subject to review and approval by the Board.

(e) This Agreement shall in no way be interpreted as prohibiting JEW from making passive personal investments and/or attending to such other personal business affairs, provided that such personal investments and/or private business affairs in no way interferes and/or conflicts with his duties and responsibilities as Assistant General Manager Operations & Engineering and/or the needs and best interests of the District.

3. (a) District shall compensate JEW for the services performed pursuant to this Agreement in the annual sum of One Hundred Ninety-Nine Thousand Eight Hundred Forty-Six Dollars (\$199,846), payable in installments at the same time as other employees of the District are paid. This salary reflects Range 130, Step 12. District shall have the right to deduct or withhold from compensation due JEW hereunder any and all sums required for federal income and social security taxes, if any, and all state or local taxes now applicable or that may be enacted and become applicable in the future. JEW will receive all benefits contained in Exhibit "1" titled "West Valley Water District Summary of Benefits."

(b) In or about November of each year, or as soon as practicable, the Board shall evaluate the performance of JEW and other relevant factors and shall consider making adjustments in the annual salary of JEW, as the Board may deem appropriate, in its sole and absolute discretion, in accordance with such evaluation. The Board shall meet and confer with JEW in regard to such evaluation and the conclusions to be reached therefrom. However, it is understood that the District makes no commitment to increase or decrease JEW's salary at any particular time on any regular basis.

(c) As an exempt managerial employee, under no circumstances will JEW be entitled to any overtime pay, regardless of the number of hours she may work in any work week.

(d) District will provide JEW with a District cellular telephone, laptop computer, iPad, and such other technical equipment ("Technical Equipment") as may be necessary for the performance of his duties, at District cost and expense. The District will provide JEW with Technical Equipment as part of his employment as the Assistant General Manager Operations & Engineering. It is understood that the District is not providing JEW with new Technical Equipment on the execution of this Agreement. However, in the course of JEW's employment,

District shall refresh and replace said Technical Equipment periodically in accordance with District policy. In addition, District shall budget and pay JEW's professional dues and subscriptions necessary for continued full participation in approved national, regional, state, and local associations and organizations necessary and desirable for continued professional growth and advancement for the good of the District.

(e) JEW will be entitled to a District vehicle for District business. All reasonable, documented expenses concerning such vehicle will be the responsibility of the District, including, but not limited to, the fueling and maintenance thereof. The District, at District's sole cost and expense, shall provide bodily injury and property damage insurance for such vehicle at the amounts carried for District vehicles. JEW may take a \$600.00 per month vehicle allowance in place of a District vehicle at his sole discretion.

(f) JEW will be entitled to receive the same paid holidays as provided the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(g) The District has established a 457 and 401(a) Plan pursuant to the Internal Revenue Code and the regulations promulgated thereunder. JEW may participate in such 457 and/or 401(a) Plans with his own funds, as he may determine from time to time. The District will contribute \$1 for every \$1 that JEW contributes up to a total of \$5,000 per fiscal year. Employee is also eligible for all other matching contributions the District offers as outlined in the "Personnel Policies and Practices."

(h) JEW and his dependents (including his spouse) will be entitled to the same life insurance, accidental death and dismemberment insurance and long-term disability benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(i) JEW and his dependents (including his spouse) shall be entitled to the same medical insurance benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(j) JEW and his dependents (including his spouse) will be entitled to the same vision care and dental insurance benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(k) JEW will be entitled to the same PERS retirement programs and education assistance programs as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(l) JEW will be entitled to the same leaves of absence (e.g., vacation, sick) as provided to the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES". JEW may be allowed to cash out 50% of his vacation time but must use 50%. If JEW is not able to use 50% of his vacation



within the allotted time, he may apply to the General Manager for a three-month extension, which should not be unreasonably denied.

(m) In addition to vacation time, JEW shall be allowed one hundred and twenty hours (120) of paid administrative leave per fiscal year. This leave is non-cumulative.

(n) JEW will be entitled to the same social security benefits and any other like or kind benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(o) Consistent with Article 1204 of the District's "PERSONNEL POLICIES AND PRACTICES" a retired employee and dependent spouse (See Article 2), or spouse of a deceased employee or retiree, may continue his/her medical, dental and vision insurance at District's expense on the basis of the following: employee is a minimum of fifty-five (55) years of age with a minimum of five to twenty (20) years of continuous service. (See Article 1204 of the District's "Personnel Policies and Practices.")

(p) Tuition and Fees Reimbursement. West Valley Water District will reimburse the Assistant General Manager Operations & Engineering for educational tuition and fees solely for the Assistant General Manager Operations & Engineering' education. One hundred percent of fees will be eligible for reimbursement each fiscal year, not to exceed \$5,000.00. The Assistant General Manager Operations & Engineering shall successfully complete the course(s) with a "C" or equivalent passing grade. Failure to successfully complete the course(s) will result in no reimbursement. Items subject to reimbursement shall include fees actually paid by the employee such as registration fees, tuition (educational fees), books, parking, and laboratory fees. Proof of payment will be required in order to reimburse the Assistant General Manager Operations & Engineering for these items.

The West Valley Water District will also pay for water industry workshops, seminars, and conferences if approved in writing by the General Manager.

The West Valley Water District shall also pay JEW'S water distribution operator and water treatment plant operator certification renewal fees and JEW'S professional engineer license renewal fees.

4. (a) JEW serves at the will and pleasure of the Board. District may terminate this Agreement, in whole or in part, upon a vote of at least three (3) of the five (5) members of the Board (i) with cause or (ii) without cause. Notwithstanding the foregoing, this Agreement shall terminate on the death, retirement, or permanent disability of JEW.

(b) In the event the District terminates JEW's employment without cause, and if JEW executes a full release of all claims against the District including, but not limited to a Civil Code section 1542 release, then and only then JEW shall be entitled to a severance pay equal to only six (6) months of his yearly salary at the rate in effect at the time of termination. No benefits are included in any severance calculation.

(c) In exchange for the severance pay set forth in subsection (b) above, JEW hereby expressly waives any right he may have under any applicable law, District policy or otherwise to challenge or appeal his termination.

(d) In the event JEW's employment is terminated by the District for cause, he will not be entitled to severance pay. The term "cause" shall mean any of the following as determined by the Board: (i) willful damage to District property; (ii) a material breach by JEW of the terms of his employment; (iii) willful violation of conflict of interest; (iv) acts of dishonesty, (v) intentional insubordination, (vi) misappropriation, embezzlement, intentional fraud and any similar misconduct by JEW. Upon termination for cause, JEW shall be entitled to receive all compensation earned but unpaid, for actual work performed as of the date of termination for cause and for accrued vacation time plus all compensation required under the law.

5. (a) JEW is an "AT WILL" employee of the District and shall serve at the pleasure of the District and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the District to terminate the services of JEW for any reason, or no reason at all, with or without cause, at any time, subject only to California law and the provisions set forth in this Agreement.

(b) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of JEW to resign at any time from his position with the District.

(c) In the event the District terminates JEW's employment pursuant to this Agreement, and if JEW is not otherwise in breach of the terms of this Agreement, and if JEW executes a written waiver of any and all claims JEW may have against the District, including but not limited to a Civil Code Section 1542 waiver, then the District shall pay a severance equal to a lump sum payment equal to six months' base salary as indicated in paragraph 4(b). The District shall be relieved of any obligation to pay severance pay if JEW fails to execute a waiver as described above or if JEW is terminated for cause as defined in paragraph 4(d) in carrying out the duties obligated under this Agreement or if JEW is convicted of any illegal act involving moral turpitude or personal gain.

6. JEW may resign at any time. In the event of resignation, death, illness, or incapacity (as discussed in subsection 4(a) above), JEW shall not be entitled to any severance pay. District shall have the option, in its discretion to terminate JEW at any time prior to the end of such notice period provided that District pays JEW all compensation due and owing through the last day actually worked, plus an amount equal to the base salary JEW would have earned through the remainder of the notice period.

7. JEW will be reimbursed for reasonable and appropriate District related business and/or travel expenses in connection with the performance of his duties under this Agreement and in accordance with the District's general policies on business expenses.

8. (a) If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (i) promptly negotiate a substitute for the provision which shall, to the greatest extent legally permissible, effect the intent of the parties in the invalid, illegal or

unenforceable provision, and (ii) negotiate such changes in, substitutions for or additions to the remaining provisions of this Agreement as may be necessary in addition to and in conjunction with subsection (i) above to give effect to the intent of the Parties without the invalid, illegal or unenforceable provision. To the extent the Parties are unable to negotiate such changes, substitutions or additions as set forth in the preceding sentence, and the intent of the Parties with respect to the essential terms of the Agreement may be carried out without the invalid, illegal or unenforceable provision, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provision did not exist.

(b) This Agreement may be signed and delivered in any number of counterparts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

(c) This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and any agreement or representation with respect to the same or the obligations of either Party with respect to the same which is not expressly provided in this Agreement or in a written document which is signed by the Party to be charged, shall be null and void.

(d) This Agreement may not be amended except by a subsequent writing which is signed by the Parties.

(e) The Recitals set forth herein are incorporated herein and are an operative part of this Agreement.

(f) This Agreement shall be governed by and construed in accordance with the laws of the State of California.

(g) If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, each Party shall pay its own attorneys' fees.

(h) No official or employee of the District shall be personally liable to JEW in the event of any default or breach by District or for any amount which may become due to JEW or for any breach of the terms of this Agreement.

(i) No director, officer or employee of the District shall have any financial interest, direct or indirect, in this Agreement nor shall any such director, officer or employee participate in any decision relating to this Agreement which affects his/her financial interest or the financial interest of any corporation, partnership, entity or association in which he/she is directly or indirectly interested, in violation of any state or federal statute or regulation. JEW warrants that he has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

(j) JEW recognizes the relations of trust and confidence that are established by this Agreement, and covenants with the District to furnish his best skill and judgment, and to

actively cooperate and assist in furthering the best interests of the District in all matters pertaining to the services provided herein.

(k) Each Party represents and warrants to the other Party that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.

(1) JEW may not assign this Agreement in whole or in part. Any attempted assignment shall be null and void.

(m) JEW acknowledges that (1) he has had the opportunity to consult counsel in regard to this Agreement, (2) he has read and understands this Agreement, (3) he is fully aware of its legal effects, and (4) he has entered into it freely and voluntarily and based on his own judgment and not on any representations of promises other than those contained in this Agreement.

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the first day date above written.

WEST VALLEY WATER DISTRICT,  
A Public Agency of the State of California

Dated: November \_\_\_\_, 2020

By: \_\_\_\_\_  
Channing Hawkins, President

Dated: November \_\_\_\_, 2020

By: \_\_\_\_\_  
General Manager

Dated: November \_\_\_\_, 2020


By: \_\_\_\_\_  
Peggy Asche, Secretary to the Board

Dated: November \_\_\_\_, 2020  
11/16/2020

DocuSigned by:  
*Van Jew*  
625ED132BA6044F...  
Van M. Jew, Assistant General  
Manager Operations & Engineering

APPROVED AS TO FORM

Dated: November \_\_\_\_, 2020

By:  \_\_\_\_\_  
Robert Tafoya, General Counsel

# EXHIBIT “1”

West Valley Water District  
Summary of Benefits

1. Health Insurance - Becomes effective the first of the following month after date of hire for self and family.
2. Dental Insurance - Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
3. Vision Service Plan - Becomes effective the first of the following month after date of hire for self and family.
4. Long-Term Disability Plan - Becomes effective the first of the following month after sixty (60) days of employment.
5. Life Insurance Plan - Becomes effective the first of the following month after sixty (60) days of employment. Two (2) times your salary up to \$125,000.
6. Employee Assistance Program (EAP) - Becomes effective the first of the following month after sixty (60) days of employment.
7. \$5,000 Dependent Life benefit.
8. Tuition Loan Program - Up to \$5,000 annual tuition per fiscal year.
9. Sick Leave - 96 hours of sick leave per year
10. 14 Annual Paid Holidays
11. Annual Vacation Allowance: 120 hours for Executive Management
12. 120 hours of Administrative Leave

***(District pays the total cost of the above benefits)***

13. Public Employees' Retirement System (PERS) - effective first day of work. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, new members will be provided the 2% at 62 retirement formula with an employee contribution of 6.25% of the annual salary. However, if confirmed as a Classic Employee with PERS, your formula will be 2% at 55 and District will pay both the Employer and Employee portion of this benefit.
14. Social Security and Medicare - employees contribute their portion of this benefit. In addition, a 457 and a 401(a) retirement plan, supplemental insurance and credit union services are offered for voluntary participation.

**AMENDMENT TO CONTRACT WITH GENERAL COUNSEL**

The West Valley Water District Contract with Tafoya & Garcia, LLP is amended as follows:

1. The West Valley Water District Contract with Tafoya & Garcia, LLP is amended to change the name of the firm to Tafoya Law Group, APC; and
2. The West Valley Water District Contract with Tafoya Law Group, APC is further amended to reduce the hourly rate of pay for General Counsel services by \$50 per hour.

The only amendments to the Contract are numbers 1 and 2 above. No other amendments are permitted or approved.

IN WITNESS WHEREOF, the parties hereto executed this Agreement as of the date of execution by the District.

Dated: November \_\_\_\_, 2020

WEST VALLEY WATER DISTRICT

By: \_\_\_\_\_  
Channing Hawkins, President

Dated: November \_\_\_\_, 2020

By: \_\_\_\_\_  
General Manager

Dated: November \_\_\_\_, 2020

By: \_\_\_\_\_  
Peggy Asche, Board Secretary

Dated: November \_\_\_\_, 2020

TAFOYA LAW GROUP, APC

By: \_\_\_\_\_  
Robert Nacionales Tafoya, President



# Tafoya & Garcia LLP

316 W. 2nd St. • Suite 1000  
 Los Angeles, CA 90012  
 Office 213.617.0600 • Fax 213.617.2226

**Statement No.:** 20-1006

**Date:** July 2020

**Billing Period:** August 1, 2020-August 31, 2020

*Bill to:* West Valley Water District  
 855 West Base Line Road  
 Rialto, California 92376

## *PROFESSIONAL SERVICES*

<b>Total Fees for August 2020:</b>	\$ 21,319.50
<b>Total Costs for August 2020:</b>	<u>\$ 100.20</u>
<b>Total for August 2020:</b>	\$ 21,419.70





316 W. 2nd St. • Suite 1000  
 Los Angeles, CA 90012  
 Office 213.617.0600 • Fax 213.617.2226

**Statement No.:** 20-1009

**Date:** September 2020

**Billing Period:** September 1, 2020-September 30, 2020

*Bill to:* West Valley Water District  
 855 West Base Line Road  
 Rialto, California 92376

***PROFESSIONAL SERVICES***

<b>Total Fees for September 2020:</b>	\$ 22,436.00
<b>Total Costs for September 2020:</b>	<u>\$ 98.08</u>
<b>Total for September 2020:</b>	\$ 22,534.08