

Keith Hadick, President (Division 3)
Randy Sharer, Vice President (Division 7)
Casey Conrad, Treasurer (Division 6)
Andrew Adam, Secretary (Division 2)
Gerald Mahoney, Director (Division 4)
Vacant, Director (Division 1)
Vacant, Director (Division 5)



SANTA MARIA VALLEY WATER CONSERVATION DISTRICT

REGULAR MEETING March 21, 2024 – 6:30 p.m.

District Office
2255 S. Broadway, Ste. 8E
Santa Maria, California

AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance

2. PUBLIC COMMENT

*Members of the public may address the Board on any subject within the jurisdiction of the Board and which is **not** on the agenda for Regular Meetings or that **is** on the agenda for Special Meetings. The public is encouraged to work through District staff to place items on the agenda for Board consideration. No action can be taken on matter not listed on the agenda. Comments are limited to five (5) minutes.*

3. ADDITIONS TO THE AGENDA

Items may be added to the agenda in accordance with Section 54954.2(b) of the Government Code, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action come to the attention of the District after the Agenda was posted.

4. APPROVAL OF AGENDA

Recommended Action: Motion to approve Agenda as published.

5. CONSENT CALENDAR

Items on the Consent Calendar are routine items that come before the Board of Directors on a regular basis. Unless a Director or member of the public requests separate discussion/action on an item, all items on the Consent Calendar will be considered for approval on one motion.

a. Approval of Minutes

Regular Meeting of February 15, 2024

b. Approval of Minutes

Special Meeting of February 22, 2024

6. FINANCIAL REPORTS

a. Financial Reports – Carrie Troup, CPA

Financial Reports are prepared and reviewed by the District's CPA.

Recommended Action: Motion to receive and file report(s)

b. Treasurer's Report – Director Conrad (Treasurer/Chair)

Treasurer Conrad may provide an update on the District's monthly expenses not otherwise covered during Financial Reports.

7. APPROVAL OF REQUEST FOR PROPOSALS FOR ON-CALL ENGINEERING SERVICES

Recommended Action: Motion to approve and authorize release of Request for Proposals for On-call Engineering Services

8. DISCUSSION OF POLICY FOR STORAGE ON DISTRICT PROPERTY

Recommended Action: Consider motion to approve policy regarding storage of equipment, vehicles and other items on district property

9. DISCUSSION OF FACILITY ACCESS POLICY

Recommended Action: Motion to approve proposed policy on access to district facilities

10. REPORTS AND INFORMATION

a. Report on Operations at Twitchell Dam --

The Board of Directors will hear a report on dam conditions.

b. Twitchell Operations Committee (TOC) – Director Conrad (Chair)

The Board of Directors will hear an update from the TOC, which oversees all operational aspects of Twitchell Dam.

c. Report from Horne-Director Hadick

The Board of Directors will hear an update from Horne re Cal/OES and FEMA.

Recommended Action: Motion to receive and file report(s)

11. DIRECTOR & STAFF REPORTS

a. Director Reports

Directors will report on any events or items of note concerning their Division/the District during the prior month, if any. Directors may also request placement of items on future agendas for Board consideration.

b. General Manager's Report

The interim General Manager will report on new or pending District matters and activities.

c. District Counsel Report

District Counsel will report on any relevant legal matters that may impact the District.

12. NEXT MEETING: April 18, 2024

13. ADJOURNMENT

Upon request, agendas can be made available in appropriate alternative formats to persons with disabilities, as required by section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to observe and participate in a meeting should direct such a request to the District Office at (805) 925-5212 at least 48 hours before the meeting, if possible.

***POSTED/PUBLISHED:
March 18, 2024***

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**SANTA MARIA VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES – February 15, 2024**

District Office
2255 S. Broadway, Ste. 8E
Santa Maria, California

- 1. CALL TO ORDER:** With a quorum present, the meeting was called to order at 6:32 p.m.
 - a. Roll Call:** Present were Directors Hadick, Conrad, Mahoney, Adam, and Sharer. Also present were Keith Lemieux, Carrie Troup, and Carol Thomas-Keefer (attending remotely).
 - b. Pledge of Allegiance:** President Hadick led the Pledge of Allegiance.
- 2. PUBLIC COMMENT:** None.
- 3. ADDITIONS TO THE AGENDA:** None
- 4. APPROVAL OF AGENDA:** President Hadick indicated that Item 10 would be moved to follow the Closed Session. Attorney Lemieux stated that item 13a. would be deferred to a future meeting. On motion by Director Adam and seconded by Director Sharer, the agenda was approved as amended. Motion carried: 5-0-0-2.
- 5. CONSENT CALENDAR:** On motion by Director Adam and seconded by Director Mahoney, the minutes of the Regular Meeting of January 18, 2024 and the Special Meeting of January 24, 2024, were approved. Motion carried 5-0-0-2.
- 6. FINANCIAL ACTION ITEMS AND REPORTS**
 - a. Financial Reports:** On motion by Director Mahoney and seconded by Director Adam, the Financial Reports for December 2023 were received and filed. Motion carried 5-0-0-2.
 - b. Finance Committee/Treasurer Report:** Director Conrad reported that the Financial Committee directed staff to provide information on district assessments and to look into cash investment options such as Cal CLASS.

7. APPROVAL OF COMPENSATION AGREEMENT WITH CITY OF GUADALUPE:

On motion by Director Sharer, seconded by Director Adam, the Compensation Agreement with the City of Guadalupe was approved. Motion carried 5-0-0-2.

8. CONSIDERATION OF CANDIDATES FOR LAFCO SPECIAL DISTRICT

REPRESENTATIVE: Following discussion, on motion by President Hadick, seconded by Director Adam, the Board directed the President to cast the District's vote for Craig Geyer. Motion carried 5-0-0-2.

9. APPROVAL OF RECOMMENDATION FOR ELECTRONIC MEETING

TECHNOLOGY: Following discussion regarding equipment capabilities, on motion by Director Adam, seconded by Director Conrad, the recommendation to purchase, install and implement electronic meeting equipment was approved with the addition of a second monitor and the requirement that the video feed could be disabled as needed. Motion carried 5-0-0-2.

Item 10 was moved to follow the Closed Session.

11. REPORTS AND INFORMATION

Report on Operations at Twitchell Dam- Dam Tender Frazier reported that, as of today, the elevation was 550.0 feet compared to 606.5 feet same time last year; storage was 8,228 acre-feet.

Twitchell Operations Committee (TOC): Director Conrad reported that the committee discussed a sediment management program, need for a new aerial survey, and engineering recommendations for road improvements.

Report from Horne: The Board received a report from Horne's representative, including a quote from LiDAR America for an aerial survey. Staff was directed to obtain additional information for consideration.

12. DIRECTOR AND STAFF REPORTS

Director Reports: Director Sharer provided a report on the Twitchell Management Authority's activities and noted that TMA has funding available for several special projects at the dam.

General Manager's Report: Ms. Thomas-Keefer reported that she had removed a few discussion items from the previous board agenda so they could be referred back to committee for more specific recommendations.

District Counsel Report: No report.

13. ADJOURN TO CLOSED SESSION

a. Conference with Legal Counsel (Government Code 54956.9): Potential undisclosed litigation – This item was deferred to a future meeting.

b. Public Employee Performance Evaluation (Government Code 54957):
Title: District Counsel

14. REPORT OUT OF CLOSED SESSION: Counsel Lemieux reported that a performance evaluation took place and no reportable action was taken.

10. APPROVAL OF UPDATED AGREEMENT WITH ALESHIRE & WYNDER FOR DISTRICT LEGAL SERVICES: On motion by Director Sharer and seconded by Director Mahoney, the updated agreement with Aleshire & Wynder was approved. Motion carried 5-0-0-2.

15. NEXT MEETING: March 21, 2024

16. ADJOURNMENT: It was moved and seconded by Director Conrad and Director Sharer to adjourn at 9:06 p.m.

Minutes approved on _____

Keith Hadick, President

Submitted by Carol Thomas-Keefer

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**SANTA MARIA VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES – February 22, 2024**

District Office
2255 S. Broadway, Ste. 8E
Santa Maria, California

1. CALL TO ORDER: With a quorum present, the meeting was called to order at 5:02 p.m.

a. ROLL CALL: Present were Directors Hadick, Mahoney, Adam, and Sharer. Also present were District Counsel Keith Lemieux and Interim General Manager Carol Thomas-Keefer (attending remotely).

b. PLEDGE OF ALLEGIANCE: President Hadick led the Pledge of Allegiance.

2. PUBLIC COMMENT: None

3. ADDITIONS TO THE AGENDA: None

4. APPROVAL OF AGENDA: On motion by Director Mahoney, seconded by Director Sharer, the agenda was approved as published. Motion carried: 4-0-0-3.

5. ADJOURN TO CLOSED SESSION: 5:04 p.m.

CONFERENCE WITH LEGAL COUNSEL; (Government Code 54956.9)
Potential undisclosed litigation

6. REPORT OUT OF CLOSED SESSION: District counsel reported that no reportable action was taken in Closed Session.

7. NEXT MEETING: March 21, 2024

8. ADJOURNMENT - It was moved and seconded by Directors Adam and Sharer to adjourn at 6:50 PM.

Minutes approved on _____

Keith Hadick, President

Submitted by Carol Thomas-Keefer

Santa Maria Valley Water Conservation District
Profit & Loss Budget vs. Actual
 July 2023 through February 2024

67% of the year has elapsed

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Charges for Services				
4877 · Other Special Assessment	437,142.86	800,000.00	-362,857.14	54.64%
Total Charges for Services	437,142.86	800,000.00	-362,857.14	54.64%
Intergovernmental Revenue				
4220 · Homeowners Prop Tax-Stat	711.18	1,200.00	-488.82	59.27%
4690 · Homeownrs Prop Tx/pymts in Lieu	0.00	250.00	-250.00	0.0%
Total Intergovernmental Revenue	711.18	1,450.00	-738.82	49.05%
Taxes				
3011 - Property Tax-Unitary	3.12	3,200.00	-3,196.88	0.1%
3015 - PT Prior Yr Escapes Sec	457.00	1,000.00	-543.00	45.7%
3020 - Property Tax-Current Uns	14,412.13	13,100.00	1,312.13	110.02%
3028 - RDA Pass-Through Payment	1,154.53	925.00	229.53	124.81%
3010 · Property Tax-Current Sec	219,496.43	370,000.00	-150,503.57	59.32%
3023 · PT PY Corr/Escapes Unsec	406.91	275.00	131.91	147.97%
3025 · Property Tax-Other Cnty	81,140.03	120,000.00	-38,859.97	67.62%
3029 · RDA RPTTF Distributions	5,134.41	4,600.00	534.41	111.62%
3040 · Property Tax-Prior Secured	-72.07			
3050 · Property Tax- Prior Unsecured	389.41	250.00	139.41	155.76%
3054 · Supplemental Prop Tax	2,284.24	5,000.00	-2,715.76	45.69%
3056 · Supplemental Prop- Prior	64.27			
3057 · PT-506 INT,480 CIOS/CIC	28.92	30.00	-1.08	96.4%
Total Taxes	324,899.33	518,380.00	-193,480.67	62.68%
Use of Money and Property				
3382-Interest Savings Acct	265.18	400.00	-134.82	66.3%
3380 · Interest Income	606.67	220.00	386.67	275.76%
Total Use of Money and Property	871.85	620.00	251.85	140.62%
5909 · Other Miscellaneous Revenue	6,900.34			
Total Income	770,525.56	1,320,450.00	-549,924.44	58.35%
Expense				
1 · Salaries & Employee Benefits				
6100 · Regular Salaries	33,387.59	142,000.00	-108,612.41	23.51%
6500 · FICA Contribution	2,216.69	8,850.00	-6,633.31	25.05%
6550 · FICA/Medicare	518.42	2,100.00	-1,581.58	24.69%
6600 · Health Insurance Contrib	0.00	27,000.00	-27,000.00	0.0%
6700 · Unemployment Ins Contrib	434.00	1,000.00	-566.00	43.4%
6900 · Workers Compensation	2,242.43	8,000.00	-5,757.57	28.03%
Total 1 · Salaries & Employee Benefits	38,799.13	188,950.00	-150,150.87	20.53%
2 · Services and Supplies				

Santa Maria Valley Water Conservation District
Profit & Loss Budget vs. Actual
July 2023 through February 2024

67% of the year has elapsed	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
7050 · Communications	4,887.12	12,000.00	-7,112.88	40.73%
7060 · Food	522.50	6,000.00	-5,477.50	8.71%
7090 · Insurance	21,200.10	22,000.00	-799.90	96.36%
7110 · Directors Fees	12,600.00	40,000.00	-27,400.00	31.5%
7120 · Maintenance-Equipment	7,632.39	22,000.00	-14,367.61	34.69%
7121 · Operating Supplies	2,355.78	26,000.00	-23,644.22	9.06%
7200 · MTC-Struct/Impr & Ground	9,227.24	65,000.00	-55,772.76	14.2%
7324 · Audit Fees	2,000.00	6,300.00	-4,300.00	31.75%
7430 · Memberships	3,651.00	3,300.00	351.00	110.64%
7450 · Office Expense	8,811.68	12,000.00	-3,188.32	73.43%
7460 · Professional & Spec Svcs	206,270.75	325,000.00	-118,729.25	63.47%
7506 · Administration Fees	3,302.00	7,000.00	-3,698.00	47.17%
7507 · ADP Fees	2,158.43	3,400.00	-1,241.57	63.48%
7508 · Legal Fees	120,375.84	146,500.00	-26,124.16	82.17%
7509 · Other Expense - BOE	18,524.20	22,000.00	-3,475.80	84.2%
7510 · Contractual Services	22,118.00	70,000.00	-47,882.00	31.6%
7580 · Rents/Leases-Structure	10,800.00	16,000.00	-5,200.00	67.5%
7710 · Watershed Planning	0.00	19,000.00	-19,000.00	0.0%
7711 · Groundwater Planning	3,850.00	12,000.00	-8,150.00	32.08%
7731 · Gasoline, Oil, Fuel	7,172.61	20,000.00	-12,827.39	35.86%
7732 · Training & Travel	0.00	3,000.00	-3,000.00	0.0%
7760 · Utilities	5,334.22	8,000.00	-2,665.78	66.68%
Total 2 · Services and Supplies	472,793.86	866,500.00	-393,706.14	54.56%
3 · Fixed Assets				
8100 · Structures/Structure Imprvmnts	2,275.75	40,000.00	-37,724.25	5.69%
8200 · Land Improvements (Roads)	0.00	180,000.00	-180,000.00	0.0%
8300 · Equipment	12,098.00	45,000.00	-32,902.00	26.88%
8400 · Sediment Management	375,000.00			
Total 3 · Fixed Assets	389,373.75	265,000.00	124,373.75	146.93%
Total Expense	900,966.74	1,320,450.00	-419,483.26	68.23%
Net Ordinary Income	-130,441.18	0.00	-130,441.18	100.0%
Net Income	-130,441.18	0.00	-130,441.18	100.0%

The financial report omits substantially all disclosures required by accounting principles generally accepted in the United States of America; no assurance is provided on them.

Santa Maria Valley Water Conservation District
Cash Balances Report
As of February 29, 2024

	<u>TOTAL</u>
Checking/Savings	
Community Bank of Santa Maria	781,273.03
Community Bank of SM-Saving	1,052,186.48
Community Bank SM-Agency Fund	<u>100.00</u>
Total Checking/Savings	1,833,559.51

Santa Maria Valley Water Conservation District

Vendors

February 2024

	Type	Date	Num	Memo	Debit
ALESHIRE & WYNDER LLP					
	Check	02/13/2024	6179	BILL# 84162	6,072.00
	Check	02/13/2024	6179	BILL# 84163	855.00
	Check	02/13/2024	6179	BILL# 84165	<u>5,679.08</u>
Total ALESHIRE & WYNDER LLP					12,606.08
AMERICAN INDUSTRIAL					
	Check	02/03/2024	6160	INV 0391518-IN	64.11
	Check	02/13/2024	6177	INV 0391557-IN	<u>463.11</u>
Total AMERICAN INDUSTRIAL					527.22
ANDY ADAM					
	Check	02/03/2024	6153	JAN 2024	<u>300.00</u>
Total ANDY ADAM					300.00
ASSURED PARTNERS OF CALIFORNIA					
	Check	02/03/2024	6155	INV 2326220	<u>100.00</u>
Total ASSURED PARTNERS OF CALIFORNIA					100.00
CARRIE TROUP, CPA					
	Check	02/03/2024	6162	INV # 0124W	<u>2,500.00</u>
Total CARRIE TROUP, CPA					2,500.00
CASEY CONRAD					
	Check	02/03/2024	6151	JAN 2024	<u>200.00</u>
Total CASEY CONRAD					200.00
CDTFA					
	Check	02/03/2024	6169		<u>153.09</u>
Total CDTFA					153.09
COMCAST					
	Check	02/03/2024	6159	ACCT # 815700061223922	<u>3.26</u>
Total COMCAST					3.26

Santa Maria Valley Water Conservation District

Vendors

February 2024

	Type	Date	Num	Memo	Debit
FARM SUPPLY COMPANY					
	Check	02/05/2024	6171	INV 95464	503.65
Total FARM SUPPLY COMPANY					<u>503.65</u>
FRONTIER					
	Check	02/03/2024	6167	805-925-8989-010168-5	171.20
	Check	02/28/2024	6180	805-925-5212-092512-5	271.54
Total FRONTIER					<u>442.74</u>
GERALD MAHONEY					
	Check	02/03/2024	6152	JAN 2024	200.00
Total GERALD MAHONEY					<u>200.00</u>
GTECH					
	Check	02/03/2024	6147	MAINTENANCE DAM GATE AND MONITORING S	2,275.75
	Check	02/05/2024	6172	INV # 1234	442.50
Total GTECH					<u>2,718.25</u>
HORNE LLP					
	Check	02/03/2024	6148	INV 006 2023.12	46,434.00
Total HORNE LLP					<u>46,434.00</u>
JB DEWAR					
	Check	02/03/2024	6164	inv # 292157	375.20
	Check	02/13/2024	6174	inv # 292611	93.90
	Check	02/13/2024	6175	inv # 289407	381.98
Total JB DEWAR					<u>851.08</u>
JUAREZ ADAM & FARLEY LLP					
	Check	02/03/2024	6168	INV # 8592	3,557.50
Total JUAREZ ADAM & FARLEY LLP					<u>3,557.50</u>
KEITH HADICK					

Santa Maria Valley Water Conservation District

Vendors

February 2024

	Type	Date	Num	Memo	Debit
	Check	02/03/2024	6150	JANUARY 2024	300.00
Total KEITH HADICK					<u>300.00</u>
 LINDE GAS & EQUIPMENT INC.					
	Check	02/03/2024	6165	71686889	103.14
	Check	02/28/2024	6181	71686889	5.78
Total LINDE GAS & EQUIPMENT INC.					<u>108.92</u>
 MOSS, LEVY & HARTZHEIM LLP					
	Check	02/13/2024	6178	INV # 1-2130	1,000.00
Total MOSS, LEVY & HARTZHEIM LLP					<u>1,000.00</u>
 NOBLE SAW INC.					
	Check	02/03/2024	6161	CUST# 20127	55.24
Total NOBLE SAW INC.					<u>55.24</u>
 PG&E					
	Check	02/03/2024	6156	ACCT # 5386134685-5	18.31
	Check	02/03/2024	6157	9469185104-5	290.02
	Check	02/03/2024	6158	ACCT # 2084099541-7	568.11
	Check	02/05/2024	6173	INV 0008268565-2	44.43
Total PG&E					<u>920.87</u>
 RANDY SHARER					
	Check	02/03/2024	6154	JAN 2024	200.00
Total RANDY SHARER					<u>200.00</u>
 REGIONAL GOVERNMENT SERVICES					
	Check	02/28/2024	6184	CONTRACT SERVICES FOR JANUARY 2024	4,708.00
Total REGIONAL GOVERNMENT SERVICES					<u>4,708.00</u>
 SAFEGUARD BUSINESS SYSTEMS					
	Check	02/13/2024	EFT		302.42

Santa Maria Valley Water Conservation District

Vendors

February 2024

	Type	Date	Num	Memo	Debit
Total SAFEGUARD BUSINESS SYSTEMS					302.42
 STEVENS WATER MONITORING					
	Check	02/28/2024	6182	INV # 249121	267.50
Total STEVENS WATER MONITORING					267.50
 STREAMLINE					
	Check	02/03/2024	6163	INV #533E046E-0024	126.00
Total STREAMLINE					126.00
 TEIXEIRA FARMS					
	Check	02/01/2024	6170	RENT FEBRUARY 2024	1,200.00
	Check	02/28/2024	6183	RENT MARCH 2024	1,200.00
Total TEIXEIRA FARMS					2,400.00
 THE HARTFORD					
	Check	02/28/2024	6185	KEITH HADICK	260.00
Total THE HARTFORD					260.00
 US BANK					
	Check	02/13/2024	6176	NOTHING BUNDT CAKES	40.00
	Check	02/13/2024	6176	PC MECHANICAL	65.40
	Check	02/13/2024	6176	MSFT	25.00
	Check	02/13/2024	6176	MSFT	54.00
	Check	02/13/2024	6176	ADT	73.54
	Check	02/13/2024	6176	FREE CONFERENCE	3.00
	Check	02/13/2024	6176	ADT	51.99
	Check	02/13/2024	6176	YK MARKET	94.52
	Check	02/13/2024	6176	OFFICE DEPOT	36.95
	Check	02/13/2024	6176	CHEVRON	86.88
	Check	02/13/2024	6176	CHEVRON	80.00
Total US BANK					611.28

Santa Maria Valley Water Conservation District

Vendors

February 2024

	Type	Date	Num	Memo	Debit
VERIZON					
	Check	02/03/2024	6166	INV # 9954949081	51.64
Total VERIZON					<u>51.64</u>
TOTAL					<u><u>82,408.74</u></u>

STAFF REPORT

TO: SMVWCD Board of Directors
FROM: Carol Thomas-Keefer, Interim General Manager
DATE: March 21, 2024
RE: Request for Proposals/Qualifications for On-call Engineering Services

Background:

The District currently has several capital projects planned or under consideration for improvements at Twitchell Dam and is in need of engineering support for a variety of services related to those projects and District needs. Since the District does not employ a District Engineer nor does it currently contract for those services, the District would benefit from a consulting engineer to provide services on an on-call, as-needed basis. Such services would be task-order based with not-to-exceed amounts and could be assigned for specific projects or for general engineering support.

A draft Request for Proposal/Qualifications has been prepared for Board consideration. The issue of the RFQ does not commit the District to any contract or expenditure.

Fiscal Impact:

No impact for the issue of the RFQ.

Recommendation:

Staff recommends that the Board consider approval of the draft RFQ and authorize staff to issue it to a qualified list of engineering consultants and to post it on the website.

Attachments:

- Draft Request for Proposals/Qualifications for On-call Engineering Services

ON CALL CIVIL ENGINEERING, ENVIRONMENTAL, AND SURVEY PROFESSIONAL SERVICES

RFQ responses due by Time, Day Date at The Santa Maria Valley Water Conservation District, ADDRESS.

Email: _____

Phone: _____

Details

The Santa Maria Valley Water Conservation District (District) is an Independent Special District and is responsible for implementing flood control infrastructure projects, such as channel capacity and culvert crossing improvements. Occasionally, the agency needs to supplement its staff with the additional expertise and resources from specialized consultants. To this end, District seeks competitive proposals for professional services by issuing a Request for Qualifications (RFQ).

The District may contract with on-call consultant for civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental, and right of way professional services for various local projects. District expects to contract with a selected, qualified firm for a period of five years.

This solicitation is not for specific projects, but for specific services. The services are to be rendered for the duration of the contract term. This RFQ does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The District does not guarantee a specific number or dollar amount of projects will be contracted with the selected consultant.

I. Need for Professional Services

A. Agency Seeking Services

The Santa Maria Valley Water Conservation District (District) is an Independent Special District and is responsible for implementing flood control infrastructure projects, such as channel capacity and culvert crossing improvements. Occasionally, the agency needs to supplement its staff with the additional expertise and resources from specialized consultant. To this end, District seeks competitive proposals for professional services by issuing a Request for Qualifications (RFQ).

The District may contract with on-call consultant for civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental, and right of way professional services for various local projects. District expects to contract with three prime consulting firms for a period of five years.

This solicitation is not for specific projects, but for specific services. The services are to be rendered for the duration of the contract term. This RFQ does not commit the District to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The District does not guarantee a specific number or dollar amount of projects will be contracted with the selected consultant.

With this RFQ, District seeks a qualified consultant or team of consultants who can provide civil engineering, environmental, and right of way services for various flood control projects. These projects may include but are not limited to:

1. Channel capacity improvements
2. Grading plans and road improvements
3. Floodway Pilot Channel Design
4. Levee modifications/improvements
5. Underground pipe system modifications
6. Creek restoration
7. Major sediment removal
8. Dam/reservoir modifications
9. Reservoir Capacity Surveys and preparation of updated Sediment and Capacity Reports
10. Special Projects
11. FEMA Applications, processing and FEMA funding management
12. Damage Assessment Reports
13. Preparation of updates to the Twitchell Project Manual

The response to this solicitation shall be in the form of a Statement of Qualifications (SOQ).

It is the responsibility of a Consultant to be familiar with all of the specifications, terms and conditions of the RFQ—including those contained in addenda. By the submission of an SOQ, the Consultant certifies, that if awarded a contract, it will make no claim against the District based upon ignorance of conditions or misunderstanding of the requirements.

Any questions regarding this RFQ shall be submitted in writing via email to the contact person listed below by the date & time specified as the Deadline for Questions on the Schedule of Events

Contact: _____

E-mail: _____

Phone: _____

Address: _____

District reserves the right to amend this RFQ or the criteria for consultant selection in any manner, to cancel this RFQ, or to reject any one or all proposals at its discretion, thus not awarding a contract to any firm.

The most current supporting information and addenda for this RFQ can be obtained from the contact above. It shall be the Consultant's responsibility to check this webpage to obtain any addenda that may be issued.

B. General Project Descriptions

District has a Capital Improvement Program (CIP) whereby various flood control projects are identified and planned for implementation. The types of projects are partially represented by the following Project Plan:

Project No.	Project Title	Program Year	Project Budget (Construction)	Funding Sources	Notes
2024					
2024-01	FEMA Dredge Around Upstream Intake Structure	2024		FEMA	FEMA-4308-DR-CA 2017 Storms Multi-year Project
2024-02	*Tunnel Sediment Removal	2024	\$40,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2024-03	*Downstream Sediment Removal -Stilling Basin	2024	\$15,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2024-04	*Downstream Sediment Removal -Keyhole	2024	\$15,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2024-05	*Clear sediment from Toe Drain & Weir	2024	\$1,500	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2024-06	*Access Road Pothole Repair	2024	\$35,000	SMVWCD	
2024-07	*Non Project Specific Engineering Support	2024	\$5,000	SMVWCD	
		TOTAL	\$111,500		
2025					
2025-01	FEMA Dredge Around Upstream Intake Structure	2025		FEMA	FEMA-4308-DR-CA 2017 Storms Multi-year Project
2025-02	*Tunnel Sediment Removal	2025	\$40,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2025-03	*Downstream Sediment Removal -Stilling Basin	2025	\$15,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2025-04	*Downstream Sediment Removal -Keyhole	2025	\$15,000	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2025-05	*Clear sediment from Toe Drain & Weir	2025	\$1,500	SMVWCD	Remove Sediment to comply with SOP Prior to Annual Releases
2025-06	*Access Road Pothole Repair	2025	\$35,000	SMVWCD	
2025-07	*Non Project Specific Engineering Support	2025	\$5,000	SMVWCD	
2025-08	Access Road Overlay Project	2025	\$1,200,000	FEMA	FEMA-4308-DR-CA 2017 Storms Multi-year Project. Overlay Large failed sections. Road was not designed for the heavy equipment that has been brought in for sediment removal.
		TOTAL	\$1,311,500		

* Annual Project
 ** Anticipated every Three-Five years or following significant storm events.
 *** Anticipated every Five years or following significant storm events.
 Note: Project Budget includes Engineering & Planning Support. See detail budgets for each Project.

The CIP is a plan that could change throughout the CIP period and projects listed might not necessarily reflect current needs. The Twitchell Project Manual (Updated 2020) contains a history of projects at the Dam and Reservoir.

With this RFQ, District seeks on-call professional services from consultant or teams of consultants who can provide civil engineering (with emphasis on hydrology and hydraulics, and flood control infrastructures), environmental and survey services in order to deliver flood control capital improvement projects within the District Boundaries as well as Santa Barbara and San Luis Obispo Counties.

C. Services Needed

District expects to contract with one qualified firm on an on-call basis. Task Orders will be issued for specific projects. Prior to the assignment of any project, the District will request the pre-qualified consultant to provide proposal including budget and schedule for the scope of services for that specific project. Selected firm will be expected to perform tasks in stages as outlined below.

Firms responding to this RFQ are encouraged to demonstrate their understanding and capabilities of performing the various tasks as outlined in each stage as part of their response to this RFQ. Qualified firms (or teams) must have demonstrated prior and on-going knowledge and experience working with Federal Emergency Management Agency, U.S. Army Corps of Engineers, and Bureau of Reclamation.

Stage 1: Scope Development with Design Alternatives, Preliminary Design of the Selected Option, Identify Potential for State or Federal Grant Applications, and Appropriate Environmental Determination/Documentation

Stage 2: Final Design/PS&E Preparation and Advertising and Bid Support

Stage 3: Construction Support

It should be noted that selected consultant may only be asked to perform certain tasks within each stage.

Some projects may have certain tasks that have previously been completed, for example, topographic surveys, and will be made available to the selected consultant for design.

Work by consultant will commence following a Notice to Proceed issued by District. Regardless of how the work ultimately proceeds, the SOQ is to include all three stages of work.

1. Stage 1: Detailed Scoping, and Preliminary Design

During this stage, the consultant will provide detailed scoping including alternative design options, identify the preferred design option and perform preliminary design of the preferred alternative. This is expected to include, but not be limited to, project management tasks, performing boundary and topographic surveys, performing assessments, studies, additional hydraulic analysis as needed, obtaining utility information from various utility companies, coordination with other public agencies, and recommending alternative improvements for PS&E development, and performing public outreach.

a. Project Management

The consultant will be responsible for project management activities including: scheduling, reporting, coordination meetings, record keeping and quality assurance.

SCHEDULING: The consultant will be expected to develop and maintain a critical path master project schedule broken down by individual tasks and will incorporate a sub-schedule for each critical project element, such as survey, studies, reports, environmental & right of way assessments, alternatives, etc. Milestones, major deliverables, and percent complete for each task will be included on the schedule. The master schedule will include all known and anticipated logic ties and constraints between project elements. The sub-consultant schedules will be integrated into the master schedule so that they correspond to the work and division of responsibilities. The master project schedule will be submitted to District for review and approval. The approved schedule will then be used to establish deadlines for receiving comments and decision making. The project schedule must be kept up-to-date and submitted to District with the monthly progress report.

REPORTING: The consultant will be expected to prepare monthly progress reports to be delivered with the monthly invoice. The progress report will discuss work items that have been completed during the previous reporting period, relative progress compared to the project budget and schedule, work to be performed during the coming period, and developing issues that may affect scope, schedule, or budget. The consultant must submit the report using an District approved outline.

MEETINGS: The consultant will be expected to organize and conduct meetings among its team members and with District staff when necessary to ensure that progress is mutually understood and that issues are discussed in a timely manner. The Consultant will develop and distribute agenda and meeting minutes. District staff will review and approve meeting minutes prior to distribution.

RECORD KEEPING: The consultant, including sub-consultants, will be expected to maintain Project files in accordance with Caltrans' Uniform Filing System or another filing system approved by District. The consultant shall maintain files that include all correspondence, documentation and data resulting from or related to the Consultant's services, including but not limited to test results, survey files, engineering computations, working drawings, meeting minutes, memos, and transmittals. Consultant shall compile and maintain project files commencing upon the Notice to Proceed incorporating writings, documentation and data as generated, and continuing through completion and acceptance of the services, including required deliverables. The consultant shall make all files available upon request. The consultant shall submit all original files to District by 30 calendar days following a request to do so, or 30 calendar days following consultants' completion of, and District's acceptance of, all services and deliverables required for the project, whichever is earlier.

QUALITY ASSURANCE: The consultant will be expected to develop a QA/QC Manual and Project Management Guide to be approved by the District. It will be used to perform quality assurance/quality control (QA/QC) reviews to assure control of quality during development of the design services. Deliverables may be checked by project staff and receive quality reviews before being released to anyone outside the team. Sub-consultants will perform similar reviews before

submittal of documents to Consultant for further processing to the District. QA/QC will be a scheduled and budgeted task within the development of each deliverable. In addition to normal, ongoing routine checking and review, milestone and final reviews of plans, estimates, and reports will be conducted to assure consistent quality and accuracy. Preparation of design calculations, design criteria, technical studies, reports, and cost estimates will conform to the procedures and guidelines established in the approved QA/QC Manual. Project Engineers will review and initial all Consultant produced originals as a record of routine checking and quality control measures taken in review of design calculations.

The project management tasks described above, as well as any others proposed by the consultant and approved by District, will logically continue into the subsequent project stages, should the subsequent project stages proceed as anticipated.

b. Assessments, Studies, and Recommendations for Improvement

The Consultant is expected to assess existing project site conditions, perform pertinent studies and additional hydraulic analysis as needed, develop detailed scope/design alternatives and make recommendations of the preferred alternative for improvement. The Consultant shall research and review existing data, utility information, reports, plans and other information regarding the project site and its conditions. The consultant will inform the District if additional information, assessments and studies are believed to be necessary. Existing data, from which critical decisions are to be made, should be verified by the consultant. The consultant must rely on its own independent assessments and investigations and not on information provided by District. Proceeding with new assessments and studies must be first approved by District.

ENVIRONMENTAL ASSESSMENT: Consultant will conduct an environmental evaluation to identify potential impacts and issues related to cultural resources, biological resources, hazardous waste, hydrology/floodplains, scenic/visual resources, clean water, construction noise and air quality, and other related impacts as appropriate.

Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as soils testing.

c. Boundary and Topographic Surveys

Using District specified Datum & Coordinate System, the consultants' California Licensed Land Surveyor (Surveyor) shall prepare and submit to the Engineer for review and approval a complete set of "Topographic Plan Drawings" that delineates all existing visible utilities features, roadway, drainage and flood control improvement features as well as any additional features needed to perform final design of the selected improvement to a level of accuracy sufficient to design the project.

The consultant is expected to research and collect data from District and County records for use in establishing and mapping features and boundaries. Easements and other property encumbrances must also be researched and included on the survey map. Supplemental Field topographic surveys will be performed to supplement topographic mapping in areas that are deemed necessary by the consultant. This will entail surveying areas that have incomplete or insufficient data where additional field condition verification is needed to complete relevant design data information

Mapping shall delineate all existing drainage, flood control and roadway improvement features, including but not limited to, existing channel embankment grades and grade breaks, channel flow line elevations, elevations associated with concrete transition structures (including apron, headwall, and warped wingwalls, culvert sizes, manholes and drain inlets, railroad track top rail elevations, all types of signing (provide MUTCD sign designation), striping (provide Caltrans striping designation), monuments, reflectors, markers, delineators, guardrails, and all other types of markings, curb, gutter, sidewalk, ramps, driveways, median strip, edge of pavement, fences along property line, signs, trees (including diameter at breast height (DBH)), shrubs, bushes, guard/wood post rails, traffic signals, traffic loops, utility poles, pavement markings, property and easement lines, and utility structures.

The scaled plan drawings must be stamped and signed by a Land Surveyor licensed in the State of California. The drawings shall be created using most current AutoCAD Civil 3D and District drawing standards, templates, and alpha codes for the insertion of all blocks, layer control, planimetric, features and fault lines. All monuments, monument lines, benchmarks and control points used, are to be shown on the map. Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as field surveyors.

d. Public Outreach

The consultant is expected to develop and implement a project communication/public outreach plan, if required. Conduct public meetings to solicit input on the project and its objectives. The meetings will allow members of the public to provide input on the proposed project throughout the scoping and design stages. The meetings will be facilitated in such a way as to maximize the opportunity for input by attendees. In addition to the residents, the process will also include outreach to businesses, affected agencies, utilities, and other stakeholder groups. Consultant will be responsible for preparing the PowerPoint presentation, exhibits & renderings, handouts, and meeting minutes. Consultant may be requested to develop the meeting notices/mailouts.

e. Preliminary Right of Way Engineering

The consultant is expected to identify all right of way needs for the proposed alternatives and prepare preliminary right of way map and cost estimates.

f. Environmental Clearance

The consultant is expected to take a lead role in securing environmental clearance. Upon selection of the preferred alternative for the next Stage (2), the consultant shall initiate the environmental approval process. Preparation of the CEQA document and any necessary supporting studies and reports for CEQA approval will be the responsibility of the Consultant.

2. Stage 2: Final Design/PS&E

During Stage 2, the Consultants' expected services may include, but are not limited to: project

management, public outreach, environmental documentation and permit acquisition, right-of-way engineering and acquisition, field verified utility mapping, final design, preparation of the project plans, specifications, and estimate (PS&E) and construction bid process support as further described below.

a. Project Management

The consultant is expected to continue the project management tasks initiated in Stage 1

b. Public Outreach

The consultant is expected to continue the public outreach efforts as described in Stage 1.

c. Environmental Permits

The consultant is expected to secure all regulatory permits required for the implementation of the project.

d. Survey and Right-of-way Engineering

The consultant is expected to perform analysis and develop technical reports pertaining to right-of-way (ROW) engineering. The Consultant will research and collect data from County records for use in establishing the existing ROW and/or easements. Tasks may include defining future ROW and easement requirements, performing boundary surveys and developing legal boundary descriptions, assisting with ROW acquisition. This work may include performing appraisals and preparing ROW documents such as permits to enter, encroachment permits, temporary construction easements, permanent easements, property acquisition in fee, ROW plats, maps, and descriptions; notice to owners, and ROW certifications.

e. Utility Coordination and Field Verify Utility Mapping

The consultant is expected to work with the public utilities and the District to coordinate any adjustment, relocation, or repair of existing public utility facilities for the project. Consultant must field verify the horizontal and vertical location of utilities that may potentially be impacted by planned improvements. Utility base maps received from various utility companies and any available pothole information will be made available by District. Consultant shall obtain any missing or outdated utility information from the various utility companies.

Consultant shall provide field verification of utilities, (e.g., manhole inverts, catch basin inverts, etc.) and acquisition of additional utility record drawings and or/utility data from various agencies if deemed necessary. The depth of selected critical utilities shall be field verified if record drawings of the utilities are not available or if there are perceived utility conflicts. The Consultant shall identify the need for pothole work and perform investigative pothole work upon approval from the District. The Consultant will be responsible for acquiring all permits, paying all related fees and traffic control approvals for potholing, if additional potholing is determined to be required.

Note: Pursuant to California Labor Code, California Prevailing Wage Rates are required to be paid for covered classifications, such as pothole work.

f. Final Design

The consultant is responsible for making sure that their design is performed in accordance with current regulations, and the latest editions/updates of applicable standards and guidelines, which may include but are not limited to the following:

- Santa Barbara County Hydrology and Hydraulics Guidelines
- U.S. Army Corps of Engineers Design Manual
- FEMA Engineering Principles and Practices
- Caltrans Standard Plans and Specifications
- Caltrans Highway Design Manual
- California MUTCD
- AASHTO “Green Book” – A Policy on Geometric Design of Highways and Street
- AASHTO – Roadside Design Guide
- Americans with Disabilities Act Accessibility Guidelines
- California Access Compliance Reference Manual

g. Preparation of PS&E – Plans

Contract plans shall be prepared using most current AutoCAD Civil 3D and in accordance with the District’s CADD User’s Manual – Section 13 Agency and Consultant CADD Procedures. The AutoCAD files must be submitted with the 70%, 90% and final contract bid documents. Final plans must be wet signed by the consultant’s California licensed professional in responsible charge.

Unless otherwise required by the task order, project plan sheets will be submitted at three levels of completion (typically 70%, 90% and 100%), in accordance with an approved schedule of deliverables that meets the design completion schedule for the project. Review submittals shall be made electronically, in 22”x34” PDF. Design progress shall continue during review period. Plan for one page turn review meeting (2 hours) with the District for each progress submittal.

h. Preparation of PS&E – Specifications

Project specification sections shall conform to District’s specification format and complement the contents of the special conditions used by District in the contract documents. Specifications will use the latest Caltrans Standard Specifications unless otherwise noted. The technical project specification shall be prepared in MS Word format. The MS Word files will be submitted with each submission round. For the final specification submittal, consultant will provide signature sheets for the special provisions that they wrote.

i. Preparation of PS&E – Estimate

Quantity and construction cost estimates shall be prepared and submitted for all levels (e.g. 70%, 90%, etc.) of review.

Detailed cost estimates shall be prepared using the District format, MS Excel spreadsheet, which includes all bid items described within the specifications. The estimate shall use the same

nomenclature and units of pay as indicated in the specifications. The estimate shall reflect current bid prices based on similar projects and the engineer's own judgment. Copies of previous bid results used for estimating shall be submitted along with the final cost estimate.

j. Control of Quality

The consultant is expected to follow their firm's QA/QC procedure throughout the project delivery stages.

k. Construction Bid Support

The consultant will assist District with preparing necessary information to properly solicit competitive construction bids and to support a recommendation to the Board of Directors to award the projects. The consultant is expected to assist in responding to contractor requests for information and prepare bid addenda as necessary. Any need to clarify or resolve discrepancies, errors, and/or omissions in the PS&E must be done at no additional cost to the District. Responses to RFI must be made in writing within two workdays of receipt.

3. Stage 3: Design Related Construction Support

During this stage, the consultant is expected to provide engineering support during projects' construction phase, including, but not limited to field visits, project meetings (as needed), and the administration of submittals and responding to requests for information (RFIs).

a. Project Meetings & Field Visits

During the construction phase, consultant is expected to attend the pre-construction conference for their design projects as well as attend meetings when requested to quickly resolve design related issues.

b. Submittal and RFI Administration

The consultant will review and provide guidance to the District on the approval of submittals by the contractor. The consultant will also be responsible for responding to a contractor's RFI. Any need to clarify or resolve discrepancies, errors, and/or omissions in the PS&E must be done at no additional cost to the District. Responses to submittals and RFIs must be made within two days of receipt (unless it is of an emergency nature, which may require an immediate response). Project delay costs resulting from not responding to a submittal or a RFI in a timely manner will be borne by the Consultant.

D. Schedule of Services

At the end of this RFQ process, District will select at least one on-call consultant for contract award. Task Orders will be issued for specific projects. Prior to the assignment of any projects, the District will request the pre-qualified on-call consultant to provide proposal including budget and schedule for the scope of services for specific projects. Upon agreement of the scope, budget and schedule, the consultant can begin Stage 1 work following the issuance of Notice to Proceed by the District.

STAFF REPORT

TO: SMVWCD Board of Directors
FROM: Carol Thomas-Keefer, Interim General Manager
DATE: March 21, 2024
RE: Policy for Storage on District Property

Background:

The District maintains two residences as well as a vehicle and several pieces of equipment at the Twitchell Dam property. Historically, the District has allowed personal property to be parked or stored at its facilities for either short-term or undetermined periods; however, with the current staffing transition and the recruitment of a full-time dam tender, a review and inventory of District property is in order, and a policy for storage of personal or non-district owned property equipment should be revisited and/or adopted.

The District does not insure property that is not district-owned and could therefore have some responsibility for issues related to theft or damage associated with non-district property and equipment. Consequently, the District should consider a policy that limits or prohibits storage of non-District property and equipment on District property and at District facilities, and/or establishes timeframes for removal with written notice. District counsel should prepare the policy in accordance with any applicable laws.

Fiscal Impact:

No fiscal impact associated with adoption of a storage policy; some costs may be associated with its implementation, including the cost to catalog property and equipment at the dam, identify owners of non-district property and equipment, and manage clean-up and removal activities as needed. These costs have not yet been determined.

Recommendation:

Staff recommends that the Board authorize staff and legal counsel to prepare a policy for Board consideration that limits or prohibits storage of non-District-owned property, equipment and/or vehicles on District property or at District-owned facilities, and/or establishes timelines and requirements for removal upon notice.