



**REGULAR MEETING OF THE  
PLANNING COMMISSION  
AND CITY COUNCIL OF THE  
CITY OF WESTMORLAND**

**WEDNESDAY, SEPTEMBER 18, 2024**

**6:00 PM**

**City Council Chambers  
355 South Center Street  
Westmorland, CA 92281**

*Mayor's Message*

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

***Brown Act AB 361:***

**Location:** Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

Xavier Mendez- Mayor Pro- Tem

Ana Beltran- Council Member

Justina Cruz- Council Member

Ray Gutierrez- Council Member

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**Call to Order:**

**Pledge of Allegiance & Invocation:**

**Roll Call:**

**Oral Communication-Public Comment:** Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record. Three (3) minute maximum time.

1. Ariana Ramirez- Project Food Box Presentation.

**Planning Commission:**

1. Information Only: Potential Development Project - Travel Center located near the Corner of Baughman Road and Highway 78. – Tom Dubose, Developer

**Staff Reports Non-Action Items:**

Fire Department – Chief Sergio Cruz

Police Department – Chief Lynn Mara

City Manager- Laura Fischer

Public Works Director - Ramiro Barajas

**Consent Agenda:** Approve the Consent Agenda Items 1-2.

1. Approval of Meeting Minutes from September 4, 2024
2. Approval of City Warrant List.

**Regular Business:**

1. Discussion and Action: to adopt Resolution 2024-13 AWARD THE CONSTRUCTION CONTRACT FOR THE WATER TREATMENT PLANT FILTER REPLACEMENT PROJECT TO CORA CONSTRUCTION FOR THE AMOUNT NOT TO EXCEED \$1,916,900 FUNDED BY THE STATE WATER BOARD DROUGHT RELIEF – MR. HAMBY
2. Discussion/ Action: to Approve the 4% Rate Increase for Waste Hauling Services According to Franchise Agreement with CR&R- Laura Fischer, Manager
3. Discussion and Action: to authorize the issuance of a Request for Proposal for a Water and Wastewater Rate Study and Capacity Fee Analysis- Laura Fischer, Manager
4. Discussion and Action: to approval of 5-year street improvement plan FY 24/29- Joel Hamby, Streets Director
5. Discussion and Action: to authorize payment of \$2,362.50 to BJ Engineering to complete application to Imperial Irrigation District for encroachment permit to place a water main over/ under the IID's Irrigation spill pipe near 7<sup>th</sup> and I Street- Joel Hamby, Streets Director
6. Discussion and Action: to authorize three expenses related to the implementation of Accounting Software in the total amount of \$5,056.00. Microsoft 365 upgrade \$1,056; Conveyor Group for website improvements \$1,600; and Invoice Cloud \$2,400 for customer payment integration. – Laura Fischer, Manager
7. Discussion and Action: to authorize the Public Works Director's attendance at the American Water Works Association training in Reno Nevada on October 20 through October 25, 2024, and approve the total expenditure not to exceed \$2,980 from Water Fund travel and training budget. – Ramiro Barajas, PW Director
8. Information Only: Status report on PER CAPITA Grant Funded Pool Shade and Restroom Improvement project. – Laura Fischer, Manager

**Closed Session:**

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1).)
- Conference with legal Counsel Pending Litigation (Gov't. Code §54956.9 (d) (1))

**Adjournment:** Next regular scheduled meeting October 2, 2024.

Council meetings are Open to the Public  
If you need further assistance, please email the City Clerk  
[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)



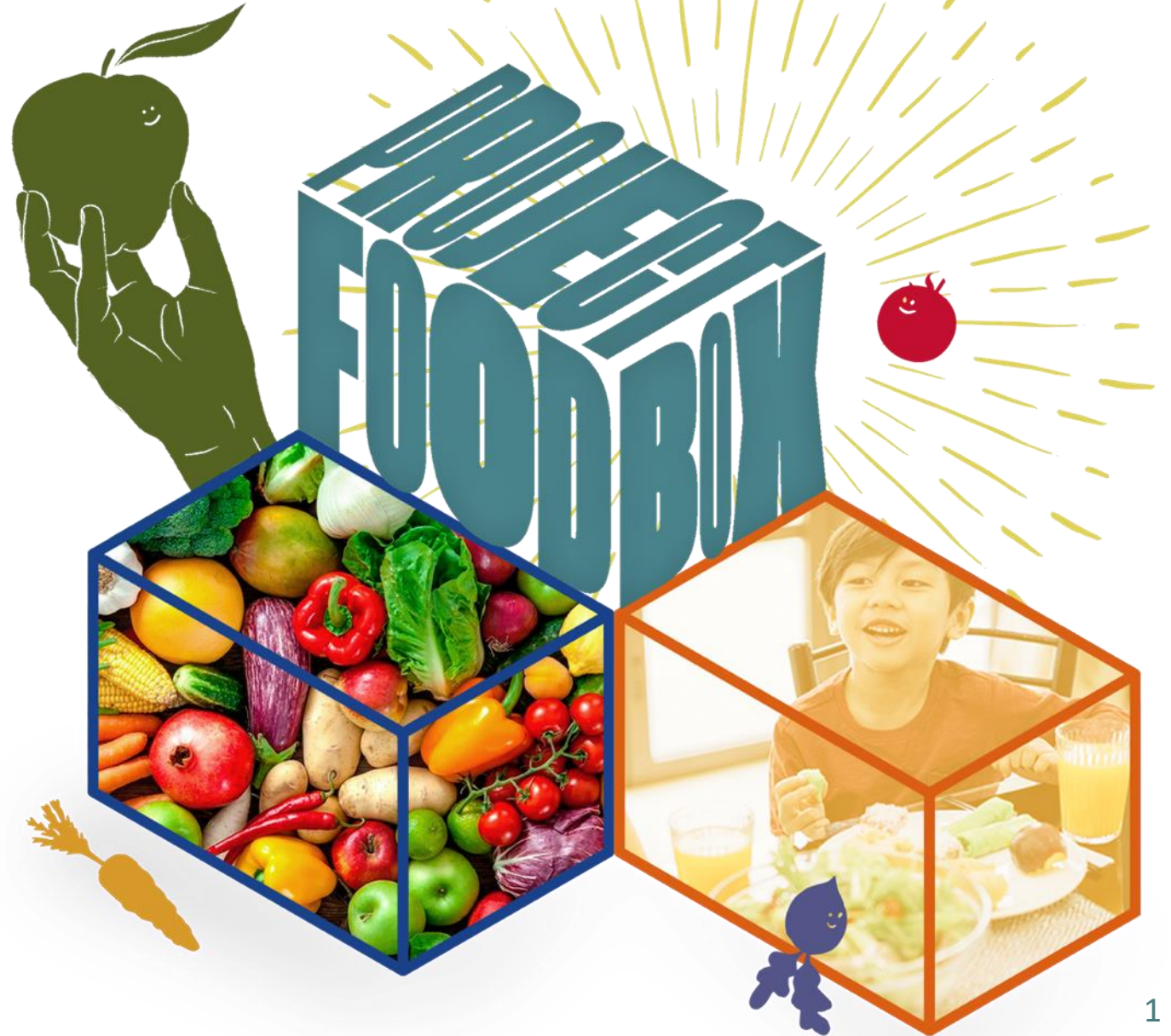
# Project FoodBox



## SunTerra Produce

### Medically Tailored Food Box Program

Adriana Ramirez, BSN RN PHN





# SunTerra Produce Background

- **Grower-Packer-Shipper** of fresh produce since 2000
- Participated in the **USDA Farmers to Families** Food Box program during the COVID-19 Pandemic
- We Partner with **multi-generational family farms** to uniquely source product in an eco-friendly way
- Food safety operations and facilities are **USDA inspected** and required by our retailer customer base



# Program Summary

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- New Medically Tailored Meal benefit program recently launched in 2022 by the CalAIM initiative
- **FREE weekly food box delivery directly to members door**
  - 15-18 lbs. box of fresh fruits and vegetables
  - Renewed every 12 weeks following RDN assessment, 24 total weeks of eligibility
- All Medi-Cal members residing in Imperial County with a qualifying condition are eligible
- Quick onboarding and intake process – newly referred members receive food delivery in a few weeks
- Approximately 65,000 people in Imperial County are eligible for this free benefit program – help us get the word out!



## Medically Tailored Meals

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- The Medically Tailored Meals (MTM) Pilot Program was initially launched in 2018 in eight counties.
- The success of these programs encouraged the Department of Health Care Services (DHCS) to include Medically Tailored Meals in the CalAIM initiative.
- In recent years, managed care plans began to offer MTMs, and evaluation found **evidence of reduced hospital stays and healthcare costs.**

## The Benefits

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- Address **poor health outcomes** associated with food insecurity
- Support complex care needs
- Support specialized dietary requirements
- Manage **chronic conditions**
- Reduce **hospitalizations**



# Eligibility Criteria



- 🧺 Individuals with **chronic conditions**, such as but not limited to diabetes, cardiovascular disorders, congestive heart failure, stroke, chronic lung disorders, human immunodeficiency virus (HIV), cancer, gestational diabetes, **or other high risk perinatal conditions**, and chronic or disabling mental/behavioral health disorders.
- 🧺 Individuals being **discharged** from the hospital **or** a skilled nursing facility or at **high risk of hospitalization** or nursing facility placement; or
- 🧺 Individuals with **extensive care coordination needs**.

# Farm-Fresh Produce Delivered to Your Home

01

**PROVIDERS** refer their clients, or **MEMBERS** self refer to SunTerra Produce for a medically-tailored grocery box benefit



03

The client is virtually assessed by our **REGISTERED DIETITIAN** to determine the most suitable box solution



05

A medically-tailored grocery box uniquely designed for the client is **DELIVERED** to their home



02

The client is onboarded by our **MEMBER SUCCESS TEAM** to gather all delivery and contact information



04

Our experienced **PRODUCE PACKING TEAM** fulfills each unique grocery box with precision and care





# High in Quality & Nutritional Value



**Six box options, designed by RDN:**

-  Diabetes
-  Cardiac
-  Renal
-  Cancer/Immune Support
-  Low Sodium
-  Gluten-Free

# Partner with Us!

Offer this exciting, new, free benefit to your participants to increase their health, happiness and well-being

- Opportunity to refer population into this ground-breaking new benefit

## How you can help raise awareness!

- Let Project FoodBox team setup an informational booth at on-site events
- Email newsletters
- Flyer distribution
- Phone tree
- In person workshop / education session





## Contact Information:

**Adriana Ramirez, BSN RN PHN**  
**Community Outreach Specialist**  
**Imperial County**  
**760-791-3111**

**[Adriana.Ramirez@projectfoodbox.org](mailto:Adriana.Ramirez@projectfoodbox.org)**





# HEALTHY FOOD PROGRAM

Are you a  
Medi-Cal  
Member?

**Features:** FREE fresh grocery box delivered directly to your door every week!

**Benefits:** Our nutrition team will build the perfect box for you!

**Eligibility:** Qualified Medi-Cal members living in Imperial County.



SCAN NOW!



Call today!  
760-462-1046



# PROGRAMA DE COMIDA SALUDABLE

¡Atención  
Miembros de  
Medi-Cal!

**Características:** Entrega semanal gratuita de cajas de comestibles frescos directamente a su puerta.

**Beneficios:** Nuestro equipo de nutrición construirá la caja perfecta para ti.

**Elegibilidad:** Miembros de Medi-Cal en el Condado de Imperial.



¡ESCANEAR  
AHORA!



¡Comienza hoy!  
760-462-1046



# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** September 18, 2024

**FROM:** Laura Fischer

**SUBJECT:** Staff Report – Part-Time Manager

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### **Finance:**

CDBG Program Income Reports. The City is behind in submitting the required Program Income reports to HCD. Staff has contacted Raney & Associates, who said that they do not work on program income reporting. Staff is working to find another agency and/or work on completing them.

Accounting Software Training. Staff has been busy submitting information to Frey so they can upload it into our new system. We still owe them some information and we don't have a training schedule yet.

Public Safety Building Grant Application. Staff heard from Congressman Ruiz' office about the possible grant for the Public Safety Building. I heard that the Congressman continues to support our application and that it is still in the running for funding, however, our funding has been reduced to \$1.2 M. That is a great deal of money and I feel confident we can present a viable project to council soon.

Disaster Relief Funding – Federal – New Applications. Staff was made aware of possible Disaster Relief Funding available for the Federal Emergency declared for Hurricane Hillary. The application was due the same day that we found out about it, and staff quickly submitted a couple of grants in hopes of securing some funds. Grant application #1 was for various equipment including a medical response vehicle for Fire, water meters, projector, telecommunication equipment, furniture and computers for police, iPads for Council and PD. This grant request was for \$690,572 with a possible match requirement of \$172,643. The grant application #2 was for matching funds to assist with the construction of the public safety building. This would be matching the Congressional dollars that we MAY be awarded later this year.

### **Water Projects:**

Water Plant Improvement Project SRF – Tanks and TTHM Removal System. Staff continues to meet and reviewed outstanding tasks. We just completed four years of audits, which were required as part of the project. We need to have our FY 2024 audit completed before the final packet can be accepted for review. The City has contracted with Felchner & Associates to completed the 2024 audit and they will begin the process in December. In addition, we will need



to start working on adopting an updated rate schedule as our last rate adjustment goes into effect this November. This item is on the agenda.

**Meetings Attended:**

I attended a meeting regarding the Lithium Valley which was held for all city managers and lead by the County CEO. I attended a City County Manager meeting where the Chief of Police from many cities attended to discuss the new laws about homeless encampments. The Chiefs will continue to use the CCMA meeting as a forum to discuss a joint effort to discuss this important issue. I attended the ICTC meeting which had many items reported, which can be found on their website. Of interest is the fact that the LTA Authority Board had declined our request to have transportation funds pay for the construction of Martin Street that was needed for the development of Loves. As you know this was a development cost associated with Loves that was part of the agreement for the City to fund. I have a meeting with our accountant to see how this change in strategy will affect our balance sheet. I will report back to you after my meeting on 9/19/24. I met with Ramiro to discuss the strategy to develop a plan to inventory all of the city's water line to determine if any are made of lead and/or copper. A plan must be submitted to the State Water Board by the end of October as to how we will begin to inspect and research maps. Phone meeting with Invoice-Cloud, Frey, Conveyor working toward accounting software implementation.

**Hours worked.** During the past two weeks my total hours worked was 31.

My contract allowed for 64 hours per pay period.

Respectfully Submitted,  
Laura Fischer

# **CITY OF WESTMORLAND**

## **REPORT TO CITY COUNCIL**

**MEETING DATE:** September 18, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Adopt Resolution 2024-13 to Award the Construction Contract for the Water Treatment Plant Filter Replacement Project to Cora Construction for the Amount Not to Exceed \$1,916,900 Funded by the State Water Board Drought Relief.

**ISSUE:** Shall the Council Adopt Resolution 2024-13 to award the construction contract for the Water Treatment Plant Filter Replacement project to Cora Construction?

**General Manager's Recommendation:**

Adopt Resolution 2024-13 to award the construction contract for the Water Treatment Plant Filter Improvement Project to Cora Construction in the amount not to exceed \$1,916,900.

**FISCAL IMPACT:**

The improvement to the water treatment plant filter and the installation of a water line on 7<sup>th</sup> Street received a grant from the State Water Drought Relief Funds in the amount of \$2,928,150. The grant should pay for the entire filter replacement project at the water plant, but the water line replacement project will be only partially funded.

The finance concern with this grant is that the State retains 10% of all funding requests submitted by the City. We are responsible to pay the invoices for the work completed on the project, but the state only pays us 90% of the invoice. Thus, we are will be out of pocket 10% of the total grant amount and won't be eligible to receive our retention money until the project is completed. The 10% retention is approximately \$293,000 which will build up as we spend funds. The City's Reserve policy has set aside \$309,722 for this purpose.

The table below shows the project budget and expenditures to date.

## CITY OF WESTMORLAND

### SCDR/DWR 4600014541 WATER FILTER REPLACEMENT AND PIPE REPLACEMENT PROJECT BUDGET/EXPENDITURES EXHIBIT JULY 26, 2024

#### FILTER PROJECT

BUDGET ITEM	FILTER FUNDS	DUDEK BUDGET	DUDEK COST	CITY/JOEL	TOTAL COST TO DATE	REMAINING
Project Administration	\$0	\$0	\$0	\$20,000 (match)	\$0	\$0
Design Engineering Services and Permitting	\$250,000	\$238,845	\$230,623.08	\$8,095	\$238,718.08	\$11,281.92
Construction Management	\$145,000	\$97,966	\$0	\$0	\$0	\$145,000
Construction	\$2,115,000	\$1,935,000	\$150,000	\$0	\$150,000	\$1,935,000
Totals	\$2,360,000	\$2,271,811	\$380,623.08	\$8,095	\$389,718.08	\$2,151,281.92

#### PIPE PROJECT

BUDGET ITEM	PIPE BUDGET	BJ ENGR. BUDGET	BJ ENGR. COST	CITY/JOEL	TOTAL PIPE COST	REMAINING
Project Administration	\$0	\$0	\$0	\$0	\$0	\$0
Design Engineering Services and Permitting	\$40,000	\$40,000 (est.)	\$18,995	\$5,000	\$23,995	\$16,005
Construction Management	\$55,000	\$25,000 (est.)	\$0	\$0	\$0	\$55,000
Construction	\$473,150	\$0	\$0	\$0	\$0	\$473,150
Totals	\$568,150	\$65,000	\$18,995	\$5,000	\$23,995	\$544,155

#### **DISCUSSION:**

The City of Westmorland held a bid opening for the construction of this project and received four bids. Our project engineer, Mr. Brandon Lecap from Dudek, has prepared a report with recommendations that is attached for your consideration. for the pipeline replacement project is not know yet.

The bid recommendation will include both the base and additive item. The additive item includes tying two systems together through computers.

Our engineer will attend the meeting to answer questions about the project such as scope of work, expected completion date, milestones and significant improvements to operations and water quality.

#### **CONCLUSION:**

It is recommended that the Westmorland City Council adopt Resolution 2024-13 awarding the construction management contract for the water treatment plant filter improvement project to Cora Construction in the amount not to exceed of \$1,916,900.

#### **ALTERNATIVES:**

- 1) Do not adopt Resolution Number 2024-13 and do not award the contract to Cora Construction. This action may cause delay in the project completion date.
- 2) Provide alternative direction to staff.

Respectfully Submitted,  
Laura Fischer, Manager

Attachments: Resolution 2024-13  
Bid Analysis Dudek



## **RESOLUTION 2024-13**

### **A RESOLUTION OF THE CITY OF WESTMORLAND CITY COUNCIL AWARDING THE CONSTRUCTION CONTRACT FOR THE WATER TREATMENT PLANT FILTER IMPROVEMENT PROJECT TO CORA CONSTRUCTION**

**WHEREAS**, the City of Westmorland received two Citations for Non-Compliance from the State Water Board. Citation No. 05-14-17R-001 was issued on July 13, 2017; and Citation No. 06-26-24J-002 was issued in 2024.

**WHEREAS**, the City of Westmorland has identified and wishes to implement a construction project to assist with compliance with the aforementioned Citations involving removal and replacement of the water filter to the Water Treatment Plant, hereafter “Project;” and

**WHEREAS**, the City of Westmorland’s Application for project funding through the Drought Relief Funds for Planning, Design, and Construction of the Water Treatment Plant Filter Improvement Project, and installation of a water line on 7<sup>th</sup> Street, which will be awarded under a separate construction contract, has been approved in the two projects total amount of **\$2,928,150**; and

**WHEREAS**, the City of Westmorland has duly advertised for construction services which have resulted in bid proposals received and reviewed according the legal requirements; and

**WHEREAS**, the City of Westmorland and the project engineers has determined that the lowest bidder was non-responsive; and

**WHEREAS**, the City of Westmorland wishes to award the construction services contract to the lowest responsive bidder, which is Cora Construction in the amount of **\$1,916,900**; and

**NOW, THEREFORE BE IT RESOVLED BY THE CITY COUNCIL OF THE CITY OF WESTMORLAND**, that the above statements are true and correct, and hereby award the Water Treatment Plant Filter Improvement Project construction services to Cora construction in the amount of \$1,916,900.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Westmorland conducted on the 18<sup>th</sup> day of September, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Judith Rivera, Mayor  
City of Westmorland

I, Christine Pisch, City Clerk of the City of Westmorland, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the City of Westmorland City Council at a regular meeting held on the 18<sup>th</sup> day of September, 2024.

ATTEST:

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Christine Pisch, City Clerk  
City of Westmorland

## MEMORANDUM

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<b>To:</b>	Laura Fischer City Manager City of Westmorland	<b>Date:</b>	September 12, 2024
<b>From:</b>	Brandon Lacap, P.E. Project Manager Dudek (Engineering Consultant)		
<b>Subject:</b>	WTP Filter Replacement Project – Engineer’s Recommendation of Award		

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As requested by the City of Westmorland, the following is a recommendation of award to Cora Constructors, Inc. for the construction of the WTP Filter Replacement Project (Project).

### Project Background

To facilitate the approval process, the following is the general description of the project, and bid process. In general, the original project design consists of replacement of one of the existing deteriorated steel contact clarifier/filter units (Filter Unit No. 2) with a new aluminum contact clarifier/filter unit at the Westmorland Water Treatment Plant. The following is a summary of the major work involved in the project construction:

- Temporary removal and reinstallation of existing raised walkways around Filter Unit No. 2 to allow for removal of existing filter unit and installation of new filter unit.
- Coordination with City for performing short duration temporary WTP shutdowns for installation (and subsequent removal) on temporary above grade bypass pipeline (highlines) as necessary to accommodate continued WTP operation during construction of Filter Unit No. 2 replacement.
- Demolition, removal and disposal of the existing Filter Unit No. 2.
- Temporary removal of a portion of the existing filter area roof structure as necessary to accommodate installation of new filter unit.
- Construction of new reinforced concrete housekeeping pad and EPDM pad in location of new Filter Unit No. 2.
- Installation of new Filter Unit No. 2 on top of new housekeeping pad and EPDM pad.
- Installation of new PSV discharge piping and connection to existing drain lines.
- Modification of existing raised walkways to accommodate the new Filter Unit No. 2.

- Modification and connection to existing influent, effluent, and backwash piping, as well as other filter unit appurtenances.
- Installation of new electrical controls and integration with existing electrical and controls system.
- Testing and commissioning of new Filter Unit No. 2.
- Reinstallation of filter area roof structure.

A critical aspect to this project is that the new Filter Unit No. 2 design is based on the contact clarifier/filter (filter unit) design manufactured by AWC Water Solutions, which was pre-approved by the grant funding agency (Department of Water Resources, Small Communities Drought Relief Program). Shop Drawings for this new filter unit were prepared during the design phase by AWC Water Solutions and were included in the Bid Documents. The Work requires the Contractor to furnish the new filter unit based on the AWC filter unit design, characteristics, specifications, and supporting information that were included in Bid Documents.

The project also includes an additive bid item (Additive Bid Item No. 1), which involves furnishing of a new WTP Control Building laptop with new HMI software to control operation of filter units. This additive Work also requires programming of the new HMI software and testing of the system with the new equipment/software.

The bid opening was held at 2:00 P.M. on Monday, August 26, 2024. Four (4) bids were received during the bid opening, and the names of the contractors and their total bids are listed below:

Bidder	Total Base Bid Amount	Additive Bid Item No. 1 Amount	Base Bid + Additive Bid Item No. 1 Total
Cora Constructors, Inc.	\$ 1,806,900.00	\$ 110,000.00	\$ 1,916,900.00
Jennette Company, Inc.	\$ 1,864,650.00	\$ 120,000.00	\$ 1,984,650.00
Metro Builders	\$ 1,992,375.00	\$ 124,845.00	\$ 2,117,220.00
Mountain Cascade, Inc.	\$ 2,208,102.00	\$ 116,000.00	\$ 2,324,102.00

The Engineer's estimate for the project base bid amount was \$1,978,000.00 including insurance and bond. A full item breakdown of the bid results and the Engineer's estimate is provided as an attachment to this memorandum. The apparent low bidder at bid opening was Cora Constructors, Inc. with a base bid of \$1,806,900.00.

## Contractor Bid Package Contents

The contractor submitted the following information as required by the bid documents:

- General information including correct contractor's classification and license number
- Contractor's Experience Statement Form
- Non-collusion Declaration
- An explanation of any claims and suits
- Evidence the Bidder and/or Subcontractors meet the minimum Criteria specified in the project specifications



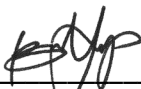
- Resumes of all Key Personnel and alternatives to be assigned to this Project as listed in the specifications
- Bid Bond
- Bidder's Certificate of Insurance Availability
- Names of all Subcontractors/Suppliers
- Signed Bid Form
- Qualification and Financial Disclosure Statement from Bidder
- Signed copy of all addenda (4 addendums total) for acknowledgement of receipt

## Conclusion

Dudek performed a thorough review of the submitted bids, including contacting submitted project references. Dudek was able to communicate with two of the project references provided by Cora Constructors, Inc. (from projects they have completed within the past 5 years) to confirm the work history and experience with the Cora Constructors, Inc. Both references were third-party Construction Managers from the construction management firms that were contracted for each reference project. Both references explained that Cora Constructors, Inc. was responsive, responsible, and completed the project within budget and on schedule. Both references explained that they would recommend Cora Constructors, Inc. as the Prime Contractor on future similar projects. After reviewing and confirming the lowest, responsible, and responsive bidder, Cora Constructors, Inc., submitted a complete bid package, I recommend them for award of this contract.

If you have any questions regarding the information presented in this letter, please feel free to contact me at (760) 479-4106.

Thank you,



9/12/2024

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Brandon Lacap, PE  
Project Manager  
Dudek

Date

**City of Westmorland**

**WTP Filter Replacement Project Bid Opening**

**Bid Opening: Monday, August 26, 2024 @ 2:00p.m.**

<b>Item No.</b>	<b>Cora Constructors, Inc.</b>	<b>Jennette Company, Inc.</b>	<b>Metro Builders</b>	<b>Mountain Cascade, Inc.</b>
BB-1	\$ 1,780,400	\$ 1,837,650	\$ 1,930,275	\$ 2,176,602
BB-2	\$ 1,500	\$ 1,000	\$ 6,750	\$ 5,500
BB-3	\$ 1,000	\$ 5,000	\$ 20,250	\$ 6,000
BB-4	\$ 24,000	\$ 21,000	\$ 35,100	\$ 20,000
Total Base Bid Total	\$ 1,806,900	\$ 1,864,650	\$ 1,992,375	\$ 2,208,102
ABI-1	\$ 110,000	\$ 120,000	\$ 124,845	\$ 116,000
Base Bid+Additive Bid Item No.1 Total	\$ 1,916,900	\$ 1,984,650	\$ 2,117,220	\$ 2,324,102

## WTP Filter Replacement Project Cost Estimate Summary

**Client:** City of Westmorland  
**Project:** WTP Filter Replacement Project  
**Submittal:** Final

**Date:** 7/12/2024  
**Estimator:** TD  
**Checker:** BL

**Cost Index:** \_\_\_\_\_

### Summary of Costs

Specification Division	Total
Division 1 - General Requirements	\$ 250,000
Division 2 - Sitework	\$ 50,000
Division 3 - Concrete	\$ 12,000
Division 4 - Masonry	\$ -
Division 5 - Metals	\$ 10,000
Division 6 - Wood and Plastics	\$ -
Division 7 - Thermal and Moisture Protection	\$ -
Division 8 - Doors, Windows, and Hardware	\$ -
Division 9 - Finishes	\$ -
Division 10 - Specialties	\$ -
Division 11 - Equipment	\$ 1,521,000
Division 12 - Furnishings	\$ -
Division 13 - Special Construction	\$ -
Division 14 - Conveying Systems	\$ -
Division 15 - Mechanical	\$ 40,000
Division 16 - Electrical/Controls	\$ 52,000
Division 17 - Instrumentation	\$ -
<b>Totals</b>	<b>\$ 1,935,000</b>

Project Level Allowance	10%	\$	169,000
Insurance	1.5%	\$	26,000
Bond	1%	\$	17,000
Subtotal		\$	212,000
<b>Total</b>		<b>\$</b>	<b>2,147,000</b>
Additive Bid Item 1: New Laptop, plus HMI Software and Programming		\$	76,000
<b>Class 2 Estimate (20%):</b>	-10%		\$1,933,000
	20%		\$2,577,000

<u>Project</u>	WTP Filter Replacement Project	15667
<u>Client</u>	City of Westmorland	DUDEK
<u>Location</u>	Westmorland, CA	Final
<u>Date:</u>	7/12/2024	

Item	Item Description	Qty	Unit	Materials \$/Unit	Labor \$/Unit	Total Net Cost \$
<b>Division 1 - General Requirements</b>						<b>\$ 250,000</b>
1	Mobilization, Demobilization, & General Requirements	1	LS			\$ 95,760
2	Clean-up and Disposal	1	LS			\$ 58,140
3	Testing	1	LS			\$ 95,760
<b>Division 2 - Sitework</b>						<b>\$ 50,000</b>
1	Removal and Reinstallation Roof Panels and Seismic Bracing	1	LS			\$ 19,380
2	Demolition of Existing Air Piping per Project Drawings	1	LS			\$ 570
3	Removal and Disposal of Existing Filter Unit No.2	1	LS			\$ 11,400
4	Filter Location No. 2 Cleaning and surface prep	1	LS			\$ 3,420
5	Relocation of Existing Influent and Backwash Piping	1	LS			\$ 5,700
6	Modifications to Temporary Raised Walkways/Catwalks	1	LS			\$ 5,700
7	Removal and Reinstallation of Effluent Piping	1	LS			\$ 3,420
<b>Division 3 - Concrete</b>			LS			<b>\$ 12,000</b>
1	Concrete Housekeeping Pad for New AWC Filter Unit #2	1	LS			\$ 11,400
<b>Division 5 - Metals</b>						<b>\$ 10,000</b>
1	Pipe Supports (6)	1	LS			\$ 9,122
<b>Division 11 - Equipment</b>						<b>\$ 1,521,000</b>
1	New AWC Filter Unit (including tax and freight)	1	EA	\$ 800,000	\$ 320,000	\$ 1,475,160
2	Commissioning and Training (Provided by AWC)	1	LS			\$ 42,180
3	1/2" EPDM Pad Under Tank	216	SF	\$ 8	\$ 3	\$ 3,420
<b>Division 15 - Mechanical</b>						<b>\$ 40,000</b>
1	8"x6" Offset Fitting (SST)	1	EA	\$ 7,200	\$ 2,880	\$ 11,520
2	6" DI Spacer Flanges or Short Spools	1	EA	\$ 611	\$ 244	\$ 1,030
3	8" DI Spacer Flanges or Short Spools	1	EA	\$ 901	\$ 361	\$ 1,490
4	12" DI Spacer Flanges or Short Spools	1	EA	\$ 1,536	\$ 614	\$ 2,510
5	14" DI Spacer Flanges or Short Spools	1	EA	\$ 2,247	\$ 899	\$ 3,650
6	20' Stick 4" Welded Steel Sch40 Air Piping	1	EA	\$ 1,440	\$ 864	\$ 2,740
7	4" Welded Steel Sch40 Fittings	1	LS			\$ 1,140
8	PSV Drainage Piping	1	LS			\$ 15,390
<b>Division 16 - Electrical/Controls</b>						<b>\$ 52,000</b>
1	Demolition of Existing Filter 2 Electrical	1	LS			\$ 5,480
2	Installation of AWC Control Panel	1	LS			\$ 1,370
3	600V Class Wiring and Raceway	1	LS			\$ 5,700
4	Communication Wiring and Raceway	1	LS			\$ 1,710
5	Ethernet Communication Module for Westech PLC	1	LS			\$ 4,910
6	Submittal Preparation (6 Submittals, 3 Resubmittals)	1	LS			\$ 2,280
7	Testing	1	LS			\$ 1,370
8	120/240V Panelboard Modifications	1	LS			\$ 570
9	Westech PLC Programming/Integration	1	LS			\$ 22,800
10	Instrumentation Class Wiring	1	LS			\$ 5,700
<b>Total</b>						<b>\$ 1,935,000</b>

# City of Westmorland REPORT TO THE CITY COUNCIL

**MEETING DATE:** September 18, 2024

**FROM:** Laura Fischer, City Manager

**SUBJECT:** Approve a 4% Rate Increase Adjustment for Waste Hauling Services According to Franchise Agreement with CR&R.

**ISSUE:**

Shall the City of Westmorland City Council approve a 4% Rate Increase Adjustment for Waste Hauling Services According to Franchise Agreement with CR&R?

**GENERAL MANAGER RECOMMENDATION:**

Approve rate modifications as presented.

**FISCAL IMPACT:**

Customers will see a 4% rate increase on their bill for trash services starting in October 2024 and reflected in their bill in October 2024. For Standard Residential Services that rate increase will be .92 cents per month. Current rate is \$23.04 (without the JPA Fee of \$1.50) and will increase to \$23.96 per month for residential services.

**DISCUSSION:**

The City of Westmorland received the attached letter from CR&R, and according to the Terms of the Franchise Agreement they have calculated the rate increase for FY 2024-25.

The current Franchise Agreement with CR&R allows for an annual rate increase based on an "Adjustment Formula" which is based on the Consumer Price Index (CPI). The Agreement also allows CR&R to request a rate increase based on increased operating costs due to changes in Federal and State laws, rising cost of fuel, insurance, and other market driven expenses. Based on the approved annual rate increase formula based on CPI, the rate increase should be at 4.1%.

Most importantly, the current Franchise Agreement caps the rate increase at 4% per year starting October.

**CONCLUSION:**

A rate adjustment of 4% was determined to be appropriated and capped according to the Terms and Conditions of the existing Franchise Agreement with CR&R.

Staff recommends approval.

Respectfully Submitted,  
Laura Fischer, Manager

Attachments: Letter from CR&R & Annual Price Adjustment Schedule





August 30, 2024

Ms. Laura Fischer  
City of Westmorland  
355 S. Center Street  
P.O. Box 699  
Westmorland, CA 92281

(email: [lfischer@cityofwestmorland.net](mailto:lfischer@cityofwestmorland.net))

**Re: Annual Rate adjustment for Solid Waste Services - 2024**

Dear Ms. Fischer:

It has been a pleasure serving the City of Westmorland over the last several years. CR&R sincerely values your patronage and looks forward to continuing our partnership. Based on the methodology outlined in Section 6.3 of the Franchise, CR&R respectfully submits the following annual solid waste rate adjustment. The rate exhibit schedule and supporting index are included as attachments.

Summary of adjustment factors:

- CPI – using US City Average and the change is 4.1%
- CPI is capped at 4%

Our goal is to continue to provide the highest quality, environmentally responsible service to the City of Westmorland. If you have any additional questions, please feel free to contact me. With your approval, all rates including ancillary services will be adjusted effective October 1, 2024.

Respectfully submitted,

Matthew Gray

cc: Mitch Driskill  
Francisco Ochoa  
Dean Ruffridge  
Victor Carrillo  
Tami Castro

11292 Western Ave.  
P. O. Box 125  
Stanton, CA 90680

t: 800.826.9677  
t: 714.826.9049  
f: 714.890.6347



Databases, Tables & Calculators by Subject

Change Output Options:

From: 2014

To: 2024

GO

☐

include graphs

☒

include annual averages

More Formatting Options

Data extracted on: February 20, 2024 (2:47:57 PM)

Consumer Price Index for All Urban Consumers (CPI-U)

**Series Id:** CUUR0000SA0  
Not Seasonally Adjusted  
**Series Title:** All items in U.S. city average, all urban consumers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100

Download: [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.736	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	237.017	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.120	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	251.107	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	255.657	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	258.811	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	270.970	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	292.655	288.347	296.963
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691	307.026	307.789	307.671	307.051	306.746	304.702	302.408	306.996
2024	308.417														

**12-Month Percent Change**  
**Series Id:** CUUR0000SA0  
Not Seasonally Adjusted  
**Series Title:** All items in U.S. city average, all urban consumers, not seasonally adjusted  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100

Download: [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.6	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	0.1	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.3	1.1	1.5
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1	2.1	2.2	2.0
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.4	2.5	2.4
2019	1.6	1.5	1.9	2.0	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.8	1.7	1.9
2020	2.5	2.3	1.5	0.3	0.1	0.6	1.0	1.3	1.4	1.2	1.2	1.4	1.2	1.2	1.2
2021	1.4	1.7	2.6	4.2	5.0	5.4	5.4	5.3	5.4	6.2	6.8	7.0	4.7	3.4	6.0
2022	7.5	7.9	8.5	8.3	8.6	9.1	8.5	8.3	8.2	7.7	7.1	6.5	8.0	8.3	7.7
2023	6.4	6.0	5.0	4.9	4.0	3.0	3.2	3.7	3.7	3.2	3.1	3.4	4.1	4.9	3.4
2024	3.1														

**WESTMORLAND  
ANNUAL PRICE ADJUSTMENT**

**RATE YEAR 2024-2025  
EFFECTIVE OCTOBER 1**

CPI				New	Previous	% CPI	% Increase	CPI Cap
US City Average - Annual				304.702	292.655	4.10%	4.00%	4.0%
CUUR0000SA0								
	Previous Rate	Less JPA Fee	Net Previous Rate	CPI Change	Rate Change	New Rate	Net New Rate	Unit Measure
Standard service	\$ 24.54	\$ 1.50	\$ 23.04	4.0%	\$ 0.92	\$ 25.46	\$ 23.96	per month
Additional cart	\$ 16.63	\$ -	\$ 16.63	4.0%	\$ 0.67	\$ 17.30	\$ 17.30	per month
Additional cart pick up	\$ 16.63	\$ -	\$ 16.63	4.0%	\$ 0.67	\$ 17.30	\$ 17.30	per pickup
10 and 40 cubic yard roll-off	\$ 263.06	\$ -	\$ 263.06	4.0%	\$ 10.52	\$ 273.58	\$ 273.58	per pull
Compactor roll-off service	\$ 398.48	\$ -	\$ 398.48	4.0%	\$ 15.94	\$ 414.42	\$ 414.42	per pull
40 cubic yard COD	\$ 588.26	\$ -	\$ 588.26	4.0%	\$ 23.53	\$ 611.79	\$ 611.79	per pull
10 cubic yard COD	\$ 783.40	\$ -	\$ 783.40	4.0%	\$ 31.34	\$ 814.74	\$ 814.74	per pull
3 yard Clean-up Bin	\$ 102.56	\$ -	\$ 102.56	4.0%	\$ 4.10	\$ 106.66	\$ 106.66	per load
4 yard Clean-up Bin	\$ 131.88	\$ -	\$ 131.88	4.0%	\$ 5.28	\$ 137.16	\$ 137.16	per load
<b>Refuse Bin Rates 3-Yard</b>								
1 x week	\$ 114.17	\$ 1.50	\$ 112.67	4.0%	\$ 4.51	\$ 118.68	\$ 117.18	per month
2 x week	\$ 223.62	\$ 3.00	\$ 220.62	4.0%	\$ 8.82	\$ 232.44	\$ 229.44	per month
3 x week	\$ 333.07	\$ 4.50	\$ 328.57	4.0%	\$ 13.14	\$ 346.21	\$ 341.71	per month
Extra Pickup	\$ 34.09	\$ -	\$ 34.09	4.0%	\$ 1.36	\$ 35.45	\$ 35.45	per pickup
<b>Refuse Bin Rates 4-Yard</b>								
1 x week	\$ 152.53	\$ 1.50	\$ 151.03	4.0%	\$ 6.04	\$ 158.57	\$ 157.07	per month
2 x week	\$ 298.77	\$ 3.00	\$ 295.77	4.0%	\$ 11.83	\$ 310.60	\$ 307.60	per month
3 x week	\$ 445.03	\$ 4.50	\$ 440.53	4.0%	\$ 17.62	\$ 462.65	\$ 458.15	per month
Extra Pickup	\$ 46.00	\$ -	\$ 46.00	4.0%	\$ 1.84	\$ 47.84	\$ 47.84	per pickup
<b>Refuse Bin Rates 5-Yard</b>								
1 x week	\$ 190.95	\$ 1.50	\$ 189.45	4.0%	\$ 7.58	\$ 198.53	\$ 197.03	per month
2 x week	\$ 374.15	\$ 3.00	\$ 371.15	4.0%	\$ 14.85	\$ 389.00	\$ 386.00	per month
3 x week	\$ 557.35	\$ 4.50	\$ 552.85	4.0%	\$ 22.11	\$ 579.46	\$ 574.96	per month
Extra Pickup	\$ 57.93	\$ -	\$ 57.93	4.0%	\$ 2.32	\$ 60.25	\$ 60.25	per pickup
<b>Refuse Bin Rates 6-Yard</b>								
1 x week	\$ 222.12	\$ 1.50	\$ 220.62	4.0%	\$ 8.82	\$ 230.94	\$ 229.44	per month
2 x week	\$ 444.23	\$ 3.00	\$ 441.23	4.0%	\$ 17.65	\$ 461.88	\$ 458.88	per month
3 x week	\$ 661.64	\$ 4.50	\$ 657.14	4.0%	\$ 26.29	\$ 687.93	\$ 683.43	per month
Extra Pickup	\$ 68.11	\$ -	\$ 68.11	4.0%	\$ 2.72	\$ 70.83	\$ 70.83	per pickup
<b>Refuse Bin Rates 8-Yard</b>								
1 x week	\$ 303.53	\$ 1.50	\$ 302.03	4.0%	\$ 12.08	\$ 315.61	\$ 314.11	per month
2 x week	\$ 599.66	\$ 3.00	\$ 596.66	4.0%	\$ 23.87	\$ 623.53	\$ 620.53	per month
3 x week	\$ 893.24	\$ 4.50	\$ 888.74	4.0%	\$ 35.55	\$ 928.79	\$ 924.29	per month
Extra Pickup	\$ 92.01	\$ -	\$ 92.01	4.0%	\$ 3.68	\$ 95.69	\$ 95.69	per pickup
<b>Recycle Bins</b>								
3 yard 1x week	\$ 77.04	\$ -	\$ 77.04	4.0%	\$ 3.08	\$ 80.12	\$ 80.12	per month
4 yard 1x week	\$ 98.17	\$ -	\$ 98.17	4.0%	\$ 3.93	\$ 102.10	\$ 102.10	per month
5 yard 1x week	\$ 143.58	\$ -	\$ 143.58	4.0%	\$ 5.74	\$ 149.32	\$ 149.32	per month
6 yard 1x week	\$ 154.05	\$ -	\$ 154.05	4.0%	\$ 6.16	\$ 160.21	\$ 160.21	per month
<b>Organic Cart Rates</b>								
35/65 Gal Food - 1x week	\$ 42.64	\$ -	\$ 42.64	4.0%	\$ 1.71	\$ 44.35	\$ 44.35	per month
35/65 Gal Food - 2x week	\$ 85.29	\$ -	\$ 85.29	4.0%	\$ 3.41	\$ 88.70	\$ 88.70	per month
35/65 Gal Food - 3x week	\$ 127.94	\$ -	\$ 127.94	4.0%	\$ 5.12	\$ 133.06	\$ 133.06	per month
96 Gal Green (Multi-family) - 1x week	\$ 42.64	\$ -	\$ 42.64	4.0%	\$ 1.71	\$ 44.35	\$ 44.35	per month
96 Gal Green (Multi-family) - 2x week	\$ 85.29	\$ -	\$ 85.29	4.0%	\$ 3.41	\$ 88.70	\$ 88.70	per month
96 Gal Green (Multi-family) - 3x week	\$ 127.94	\$ -	\$ 127.94	4.0%	\$ 5.12	\$ 133.06	\$ 133.06	per month
300 Gal Green (Multi-family) - 1x week	\$ 127.94	\$ -	\$ 127.94	4.0%	\$ 5.12	\$ 133.06	\$ 133.06	per month
300 Gal Green (Multi-family) - 2x week	\$ 255.88	\$ -	\$ 255.88	4.0%	\$ 10.24	\$ 266.12	\$ 266.12	per month
300 Gal Green (Multi-family) - 3x week	\$ 383.82	\$ -	\$ 383.82	4.0%	\$ 15.35	\$ 399.17	\$ 399.17	per month
Extra Pickup 35/65 Gal Food	\$ 23.45	\$ -	\$ 23.45	4.0%	\$ 0.94	\$ 24.39	\$ 24.39	per pickup
Extra Pickup 96 Gal Green	\$ 23.45	\$ -	\$ 23.45	4.0%	\$ 0.94	\$ 24.39	\$ 24.39	per pickup
Extra Pickup 300 Gal Green	\$ 70.36	\$ -	\$ 70.36	4.0%	\$ 2.81	\$ 73.17	\$ 73.17	per pickup
Bin Replacement	\$ 174.93	\$ -	\$ 174.93	4.0%	\$ 7.00	\$ 181.93	\$ 181.93	per service
Cart Replacement	\$ 71.28	\$ -	\$ 71.28	4.0%	\$ 2.85	\$ 74.13	\$ 74.13	per service
New Acct Delivery Bins and R/O	\$ 45.35	\$ -	\$ 45.35	4.0%	\$ 1.81	\$ 47.16	\$ 47.16	per service
Install Wheels	\$ 71.28	\$ -	\$ 71.28	4.0%	\$ 2.85	\$ 74.13	\$ 74.13	per service
Bin Locking Charges	\$ 7.79	\$ -	\$ 7.79	4.0%	\$ 0.31	\$ 8.10	\$ 8.10	per pickup
Steam Cleaning Service	\$ 72.57	\$ -	\$ 72.57	4.0%	\$ 2.90	\$ 75.47	\$ 75.47	per service

# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** September 18, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize the issuance of a Request for Proposals to conduct a Water and Wastewater Rate Study and a Water and Wastewater Capacity Fee Analysis.

**RECOMMENDATION:** Authorize the issuance of a Request for Proposal to conduct a Water and Wastewater Rate Study and a Water and Wastewater Capacity Fee Analysis.

**FISCAL IMPACT:**

The advertising for the RFP is estimated at \$500.00. This is included in the current budget and is shared between funds. Once the bids have been received, reviewed and graded, staff will bring the total cost to complete the study to Council for authorization.

**DISCUSSION:**

The city needs to begin the process of selecting a consultant to prepare a new water and sewer rate study and capacity fee analysis. The rate study will need to go through the Prop 218 process and will include an opportunity for our customers to comment on the propped adjustment. The schedule for the rate study is included in the attached draft RFP.

The rate study is a requirement of our potential grant/loan from the State Water Board State Revolving Fund to make much needed improvements to the water treatment plant. The improvements are needed as the city has received a compliance order regarding the TTHM exceedance of the maximum contaminant levels.

**CONCLUSION:**

As the rate study is a requirement of potential funding opportunities and in order for the city to fund future expansion and improvements, staff recommends authorizing the issuance of the Request for Proposal as attached.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer



## City of Westmorland Request for Proposal

### Water and Sanitary Sewer Rate Study and Capacity Fee Services

**Deadline: November 4, 2024**

The City of Westmorland (the “City”) is requesting proposals to conduct a comprehensive water and sewer rate study and a water and sewer capacity fee analysis that will provide the basis for establishing water and sewer rates and capacity fees that adequately and equitably fund the City’s water and sewer operations, future capacity demands, while minimizing rate fluctuations.

Proposers have the option of submitting their proposal electronically, as a PDF file, or in hard copy form (minimum of 3 hard copies). Proposals must be received by the city on or before 4:00 p.m. on November 4, 2024. Proposals and all inquiries relating to this RFP should be addressed to:

#### **Contact Information**

All correspondence, including all questions and final proposals, must be submitted to:

City of Westmorland  
Attn: Christine Pisch, City Clerk  
355 South Center Street  
Westmorland, CA 92281  
[cityclerk@cityofwestmorland.net](mailto:cityclerk@cityofwestmorland.net)  
760-344-3411 - city hall

#### **Proposed Schedule of Events**

- |                            |                       |
|----------------------------|-----------------------|
| • Issue RFP                | September 23, 2024    |
| • Question Deadline        | October 4, 2024       |
| • Response to Questions    | October 14, 2024      |
| • RFP Submittal Deadline   | November 4, 2024      |
| • Interviews (if required) | Week of November 12th |
| • Council Approval of Firm | November 20, 2024     |
| • Execution of Agreement   | December 2, 2024      |
| • Completion of Report     | January 27, 2025      |
| • Rate Presentations       | February 5, 2025      |
| • Public Hearing Process   | February – March 2025 |
| • Rate Implementation      | May 1, 2025           |

#### **Introduction**

The City is soliciting proposals from qualified consulting firms to conduct a comprehensive water and wastewater rate study which shall include evaluating the City’s current water and wastewater rates, developing a rate model to address funding of operations and capital improvements over the next ten years, and formulating new water and wastewater rate structures. More specifically, the selected



consultant shall perform all tasks specified in the Scope of Work section of this RFP and is encouraged to include in its proposal any suggested additions or modifications to the scope that will enhance or clarify the study. If the City deems it necessary, the selected consultant may be contracted to perform additional duties, including but not limited to additional rate studies and the development of new rate categories.

Additionally, the selected consultant shall perform an analysis of the City's water and sewer capacity fee schedule and make recommendations of changes and modifications to these fees.

### **Background**

The City of Westmorland was formed in 1934 and is located in Imperial County, California. The city provides water and sewer services to the community with a population of approximately 2,200 with 530 connections within the City Service Area. The activities of the City are governed by a five (5) member Council, each of whom is elected to office for a four-year term. Day-to-day management of the city is delegated to a part-time Manager, and department heads who is appointed by and report to the Council.

The city purchases all of its untreated water from the Imperial Irrigation District, which is conveyed to Westmorland's facilities via IID's canal system. The potable water distribution system consists of approximately 10 miles of pipeline ranging from 4 inches to 10 inches in diameter. The City has two (2) reservoirs above ground tanks to store, which provide 1.05 million gallons of finished water storage capacity. The water treatment plant capacity is 2.0 MGD, and our peak demand is 1.2 MGD, which is 60% of capacity.

The City's wastewater collection system is approximately 7 miles of various pipe sizes. The treatment plant is about .5 miles to the northwest of the city service area. The sewer treatment facility has a treatment capacity of .05 MGD, and our peak demand is .225 MGD, which is 45% capacity.

The City's total operating budget for fiscal year 2024-2025 is approximately \$2,668,372. A summary of water and sewer operating revenues and expenses for fiscal years 2020 through 2024 is as follows:

### **Water System Operating Expenses (\$)**

	ACTUAL FY 2020	ACTUAL FY 2021	ACTUAL FY 2022	ACTUAL FY 2023	PROJECTED FY 2024	PROPOSED FY 2025
WATER FUND EXPENDITURES						
Total Water Expenses	\$ 373,153.45	\$ 380,640.65	\$ 458,879.18	\$ 448,393.95	\$617,715.23	\$549,964.10

### **Sewer System Operating Expenses (\$)**

	ACTUAL FY 2020	ACTUAL FY 2021	ACTUAL FY 2022	ACTUAL FY 2023	PROJECTED FY 2024	PROPOSED FY 2025
SEWER FUND EXPENDITURES						
TOTAL SEWER EXPENSES	\$ 266,085.92	\$ 232,524.40	\$ 245,370.19	\$ 262,939.05	\$ 304,362.03	\$ 358,099.49

In October 2019 the City adopted a five-year water and sewer rate increase with the new rate to go into effect on November 2019. The rate adjustment was to be increased each year, however due to the pandemic in 2019 and 2020, the City Council did not increase rates until 2022. At that time the rate was increased to the 2022 rates. This rate increase was 37% in water and 20% sewer. The rate increase notice and commercial rate sheet is attached as **Exhibit A**.

The Five-Year Capital Improvement Plan (CIP) was adopted by the Board in June 2024 and is attached as **Exhibit B**. The CIP includes construction of improvements to the drinking water treatment facilities to address the Citation for Noncompliance issued by the State Water Board, for violations of the primary drinking water standard for the Total Trihalomethanes Maximum Contaminant Level.

Additional background information, including a copy of the City's Service Area Plan. The City is in the final stage of adopting a Water and Sewer Master Plan, which should be available upon award of the RFP and can be found on our website at: [www.cityofwestmorland.net](http://www.cityofwestmorland.net).

### **Rate Study Scope of Work**

The consultant is requested to develop a detailed scope of work based on information provided in this RFP as well as the needs of the city as described below. This is not a comprehensive list but includes some of the key items required to be included in the RFP response. The following analysis must be performed for both water and wastewater funds.

- Conduct a cost-of-service analysis
- Prepare a long-Range Financial Forecast spanning ten years
- Compare rates of similar communities
- Assess the equity of the existing and any recommended water and wastewater rates for residential, multi-family, commercial, public, institutional accounts.
- Incorporate future capital and financing requirements into revenue modeling.
- Provide analysis for meeting operating reserve fund policies and potential rate stabilization components.
- Address growth and projected demands for both the water and wastewater systems as it relates to a new rate structure.
- Address availability of water supply and the Imperial Irrigation City Interim Water Supply Policy for Non-Agricultural Projects.
- Develop at least two water rate structure scenarios and two sewer rate structure scenarios. Recommended rate structures shall provide direct identification of revenues appropriated for major funded activities including but not limited to: operations and maintenance expenses, capital improvement expenses, and debt coverage requirements. Any recommended rate structure or model should take into consideration the ease of administration and understanding by the rate payer.
- Review and evaluate the fees and cost associated with installing meters and meter reading system.

- Review and evaluate other fees such as water meter fees, late payment fees, turn on/off fees, private irrigation service lines, and fire hydrant fees etc.
- Conduct a sensitivity analysis of existing and proposed facility fees and user rates under different growth projections and water consumption rates (should address required rates for 10-year forecasting period)
- Prepare a presentation to the public and the City Council of the recommended rate structure.
- Develop and assist City staff with public hearing process and any other Proposition 218 items.
- Meet with the City, community groups, and building industry groups during the study to secure their input (assume a total of 3 meetings).

If the City deems it necessary, the selected consultant may be contracted to perform additional duties. These duties may include, but are not limited to the following:

- Conducting additional rate studies
- Constructing new rate categories
- Developing conservation rates

### **Proposal Preparation**

The city requires prospective consultants to submit a concise proposal clearly addressing all of the requirements outlined in this RFP. Proposal must include, at a minimum, the following:

- Executive Summary - Include a one-page overview of the entire proposal describing the most important elements of the proposal.
- Information Page - Include name of firm submitting the proposal, contact information for the person that will act as project leader including name, title, address, telephone numbers, and email address.
- Description of Study Understanding - Outline of the prospective consultant's understanding of the study and summarizing the basic approach to the rate study and revenue program.
- Methodology - Descriptions which enable the city to assess the prospective consultant's capability to conduct this study in a structured and efficient fashion.
- Scope of Work - Details with specific task descriptions to demonstrate that the prospective consultant has considered all aspects of the study and that the prospective consultant will cover them thoroughly.
- Project Organization and Key Personnel - Describe the proposed project organization, including identification and responsibilities of key personnel. Indicate the role and responsibility of prime consultants and all sub-consultants. Include resumes of key personnel assigned to the study.
- Qualifications - Description of the organization, including experience with water and wastewater rate studies, and capacity fee studies as well as other rate studies and revenue programs.
- Representative study descriptions and client references - Submit descriptions of

three (3) similar assignments which were conducted by the prospective consultant, including other public agency's contact name and telephone number. Projects currently being performed may be submitted for consideration. Please provide two examples of completed reports for communities of similar size or service area.

- Work Schedule – Supply a timeline for developing the rate study and for the work leading up to the presentation of alternatives and the presentation of the preliminary and final reports. The timeline for completion should consider timing for the distribution of the 218 Notice, required public hearings and any other mandatory public contacts and communications so that proposed increases to rates, fees and charges, if any, can become effective May 1, 2025.
- Proposed Fee Schedule - Proposals shall include a cost estimate for providing services, including the firm's billing rate schedule. The cost proposal shall include detailed information regarding the estimated number of hours to be dedicated to the City's engagement, delineated by staffing level and the hourly rate of each.
- Total All-Inclusive Maximum Price – The dollar cost bid should contain all pricing information. ***The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.***
- Insurance Requirements: During the entire term of its engagement, the Firm agrees to indemnify, defend and hold harmless the City and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from the Contractor's acts, errors or omissions and for any costs or expenses incurred by the City on account of any claim therefore, except where such indemnification is prohibited by law. The Firm also shall secure and maintain throughout the Agreement the following types of insurance with limits as shown:
  - Workers' Compensation – A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California.
  - Comprehensive General and Automobile Liability Insurance – This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- Proof of Coverage: The Contractor shall furnish certificates of insurance to the City evidencing the insurance coverage prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) day written notice to the City. The Contractor shall maintain such insurance from the time the Contractor commences performance of services hereunder until the completion of such services.
- All responses and materials submitted become property of the City and are subject to the California Public Records Act.

### **Selection Criteria**

The city intends to engage the most qualified consultant available for this assignment.

It is imperative that the consultant's proposal fully address all aspects of the RFP. Prospective consultants must provide City staff with clearly expressed information conveying the consultant's understanding of the project and the City's specific requirements. The following criteria shall be used to evaluate the consultant's offer of services:

- The professional experience and background of consultant including the experience of principals, project managers, and other key personnel.
- Record of similar work performed by the firm, the project team, and each project team member.
- Demonstrated experience and skill concerning rate studies for water and wastewater services, and experience and skill performing capacity fee studies for water and sewer services.
- Completeness of the proposal and conformance to RFP requirements for content and format, and level of effort in answering the RFP.
- Technical quality of the approach and methodology, the level of effort utilized to identify key elements of the project, and suggested approach to provide a successful project.
- The firm's ability to perform the services at a fair and reasonable price to the city.

### **Special Terms and Conditions**

All materials submitted in response to this RFP shall be considered the property of the City. Respondents will not be compensated for any expenses incurred in the process for responding to the RFP or, if requested, in submitting further information or appearing for an interview.

The City reserves the right to reject any or all proposals, to waive informalities and minor irregularities in the proposals received, to discuss proposal details with respondents, and to accept other than the lowest bid proposal.

### **Selection Procedure**

A selection committee will evaluate each proposal and forward recommendations to the City Council, who will in turn execute a contract with the Consultant to perform the requested services. The selection committee may choose to interview applicants as a part of the selection process.

City staff anticipates the Consultant contract will be awarded on or before November 20, 2025. The contract will be awarded to the proposer whose offer conforms to the solicitation and which will be, in the opinion of the City, the most advantageous to the City.

BJ ENGINEERING & SURVEYING, INC.

341 WEST CROWN COURT, SUITE 100  
IMPERIAL, CA 92251


# Invoice

DATE	INVOICE #
9/6/2024	25104

BILL TO
CITY OF WESTMORLAND 355 SOUTH CENTER WESTMORLAND, CA 92281

JOB DESCRIPTION
DWR - SCDRP WATER DISTRIBUTION PIPING REPLACEMENT

P.O. NO.	TERMS	DESIGNER/FIELD CREW	JOB NUMBER
			23-105

SERVICED	QUANTITY	DESCRIPTION	RATE	Prev. Invoiced	AMOUNT
8/5/2024	7.5	CROSS SECTION OF 7TH ST & TRIFOLIUM LAT 4-A, REDUCING SCALES, FONTS, DETAILS, VICINITY MAP, ETC	105.00		787.50
8/6/2024	7.5	CROSS SECTION OF 7TH ST & TRIFOLIUM LAT 4-A, REDUCING SCALES, FONTS, DETAILS, VICINITY MAP, ETC	105.00		787.50
8/7/2024	7.5	CROSS SECTION OF 7TH ST & TRIFOLIUM LAT 4-A, REDUCING SCALES, FONTS, DETAILS, VICINITY MAP, ETC	105.00		787.50
OK to pay 9/10/24 DWR/SCDR grant 511-00-6001 Water Capital fund 					

THANK YOU FOR YOUR BUSINESS. PLEASE REMIT TO THE ABOVE ADDRESS.

FINANCE CHARGES WILL BE COMPUTED AT A RATE OF 1.5%/MO. & APPLIED  
TO ANY UNPAID BALANCE 30 DAYS AFTER DATE OF INVOICE

Phone: 760-353-3552 Fax: 760-353-3751

E-mail: [bjengineering@sbcglobal.net](mailto:bjengineering@sbcglobal.net)

**Invoice Total** \$2,362.50

**Payments/Credits** \$0.00

**Balance Due** \$2,362.50



# **CITY OF WESTMORLAND**

## **CITY COUNCIL REPORT**

**DATE:** September 18, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize expenses related to the implementation of Accounting Software in the total amount of \$5,056.00 for Microsoft 365 upgrade, Conveyor Group for website improvements, and Invoice Cloud for customer payment integration.

**RECOMMENDATION:** Authorize expenses related to the implementation of Accounting Software in the total amount of \$5,056.00 for Microsoft 365 upgrade, Conveyor Group for website improvements, and Invoice Cloud for customer payment integration.

**FISCAL IMPACT:**

\$5,056.00 Total for annual cost.

\$1,056. Microsoft 365 –  
4 computers software upgrade needed to integrate with accounting software.

\$1,600. Conveyor Group –  
Approximate cost to upgrade website to facilitate online payment integration with Frey and Invoice Cloud.

\$2,400. Invoice Cloud –  
Software to connect our customers, City website, Frey Software so that customers can make payments on-line, over the phone, or in person. All transaction fees for credit/debit cards are passed on to customers.

**\$5,056.00 TOTAL**

**Split equally between four funds. General Fund \$1,264: Water Fund \$1,264: Sewer Fund \$1,264 and Trash Fund \$1,264.**

**DISCUSSION:**

In order to continue with the implementation of the Frey Accounting Software, the City needs to update our Microsoft 365 accounts for the four office computers. We need to have our website hosting service, Conveyor Group, update our website to include the connectivity to the Frey software and to the invoice cloud service, which is what service the customer will seamlessly connect with to pay bills online, by phone or in person. The third component is to pay for one year of service for Invoice-Cloud, which works in partner with Frey Accounting Software to automatically send out invoices via paperless billing and accept payments and post all funds and fees to the correct account.

**CONCLUSION:**

As this amount is included in the FY 2025 budget and the amount will be split evenly between four funds; General Fund, Water, Sewer and Trash, it is recommended by staff to approve the expense as outlined above.

**ALTERNATIVES:**

1. Table this item and request additional information from staff.
2. Deny the request.

Respectfully Submitted,  
Laura Fischer

Ifischer@cityofwestmorland.net

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**From:** Conveyor Group Email <aaron@conveyorgroup.com>  
**Sent:** Monday, September 9, 2024 4:56 PM  
**To:** Ifischer@cityofwestmorland.net  
**Cc:** Steven Thomas; tcastro@cityofwestmorland.net  
**Subject:** Re: City of Westmorland new accounting software

Hi Laura,

The municipal software you've licensed doesn't really have any documentation regarding integrations or an API we can use with another payment gateway. We must assume that if Invoice Cloud already works with that software, it's likely your best option to avoid hurdles with the setup. We can post any links, buttons, embed codes or even set up a subdomain, as mentioned in our meeting, to ensure your residents have seamless access to their portal. Their proposal seems to be in-line with the cost for most similar systems, so I don't know that you'd see savings by going another direction. It may be more of a headache than anything - with no certainty of success.

As with most of these automation efforts, the cost has to ultimately get passed on to the customer (resident) as a fee on their monthly bill. But it should also reduce staff requirements, which is likely your goal. I do suggest you get at least one card reader to use at City Hall for walk-ins. They generally allow you to cancel those at some point if you aren't using them. What I don't see is that they will charge a lower rate for the card being present (using that card reader). Which is an incentive for you to have it. You might ask about that. Normally that shaves off a point or so.

Regarding your meeting posts shifting to the integrated format you prefer, we are estimating 12-16 hours to set up that for you. You'll get basic templates and fields set up for both agendas and minutes as well as a way to post support documents and link to them. Should work very similarly to how your system did at Heber. But on the specific control panel Westmorland has on their site. We can tackle that in the coming days if you are ready to proceed.

Thanks,

--  
Aaron F. Popejoy

--  
Creative Director/Operations Manager,  
Conveyor Group

--  
aaron@conveyorgroup.com

--  
Phone: 760-355-1500


--  
2419 Imperial Business Park Drive  
Imperial, CA 92251

—  
www.conveyorgroup.com

*NOT to Exceed: \$2,400.*

 **Subscription & account details**

 Sign-in details

 Add payment, confirm & complete order

## Set up your subscription

Choose the number of users, subscription length and billing term you prefer.

How many people is this for?

Choose the length of your subscription

☒ 1 year - \$22.00 user/month, \$264.00 user/year

☐ 1 month - \$26.40 user/month

How often do you want to be billed?

### Your order summary

Microsoft 365 Business Premium

1-year subscription, Pay \$1,056.00 a year for 4 users

Payment due today (tax not included)

\$1,056.00

Next

## Microsoft 365 Business Premium

### Product highlights

- ✓ Get started quickly with documents, spreadsheets, presentations, and email
- ✓ Use Microsoft Teams to meet online and collaborate
- ✓ Help keep business data secure on your cloud
- ✓ Get phishing and malware protection to guard against cyberthreats
- ✓ Manage new PCs and devices quickly and easily
- ✓ Back up and share files with a terabyte of OneDrive storage
- ✓ Copilot for Microsoft 365 is available as an add-on



Word



Excel



PowerPoint



Publisher  
(PC Only)



Access  
(PC Only)



Teams  
collaboration hub



SharePoint  
knowledge sharing



Exchange  
professional email



Intune  
manage endpoints

Microsoft software 365 - 1,056<sup>00</sup>  
Conveyer website ± 1,600<sup>00</sup>  
Invoice Cloud 200 mo x 12 = 2,400<sup>00</sup>  

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5,056

# City of Westmorland CA+ InvoiceCloud Proposal



# Goals, Objectives, Current Environment



## Customer Service Calls

What's my balance?

How do I pay? Can you help me pay?

Where is my bill?

Today - no way for customers to view their bills online. Only what they receive in the mail once a month



## Simplification for employees and citizens

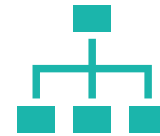
Lots of friction with today's process

- google, website, pay, enter all info

One system for all payments, processing, reconciliation, etc

Elimination of manual entry (integration)

- No more wrong entries



## Reporting/Biller Portal

No back end reporting for you to review

From what there is it's a puzzle for reconciliation (can drill into the payments to see the debits)

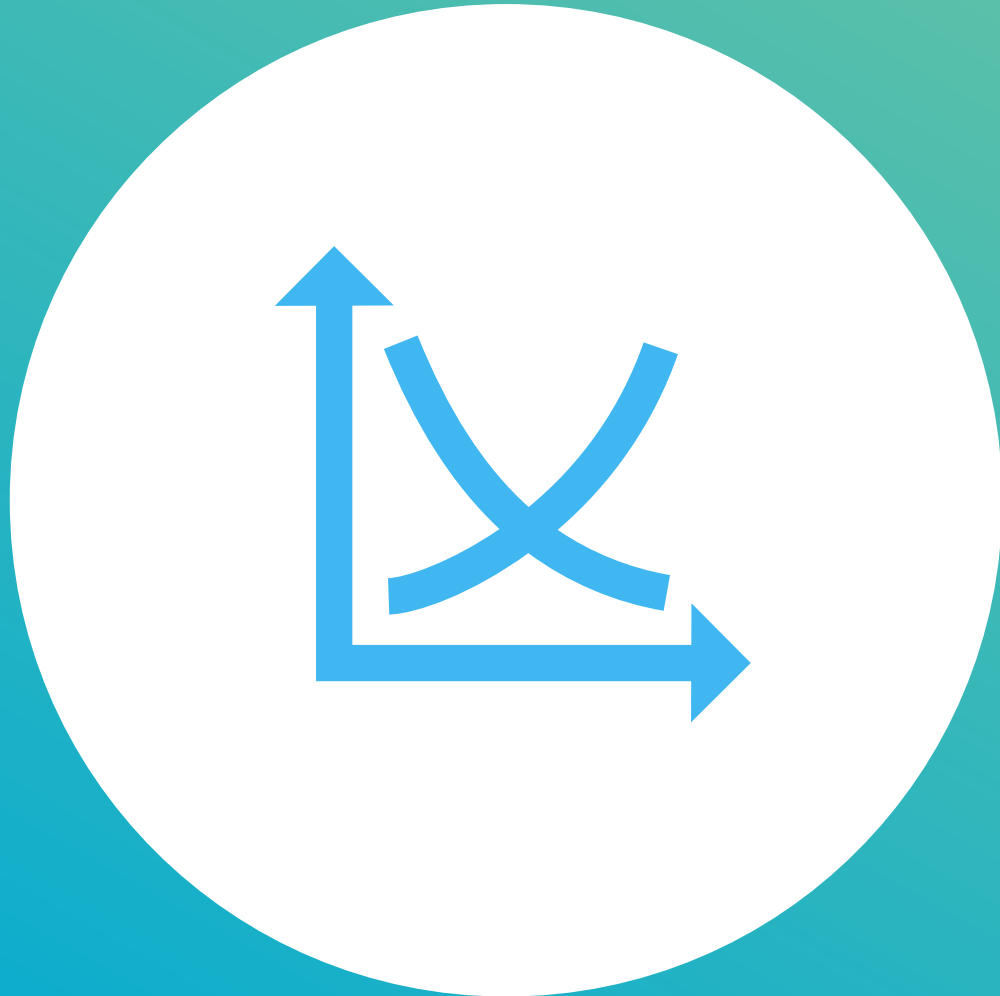


## Integration/Partnership with Frey

Recently purchased Frey Municipal for Customer Information System

If you stick with current solution for online payments CS calls, trouble reporting, low online adoption, bill prep process will continue





**Proposal**

## Proposal (submitter model)

Service Description- Paid by City of Westmorland	Fee
<b>Integration, Deployment and Training</b> NOTE: Includes integration with Truepoint Solutions	<del>\$5000</del> <b>Waived</b>
<b>Account Access</b> – monthly access to branded Customer and Biller Portals – includes unlimited administrative users NOTE: The monthly access fee covers maintenance, support, upgrades, and full access to the Invoice Cloud service for the biller and its customers	\$150
<b>HelpDesk Support and Marketing</b> – access to Invoice Cloud HelpDesk, client services team, and marketing support to help you achieve the industry's highest payment and paperless adoption.	<b>No Charge</b>
<b>Paperless Billing</b> – per paperless bill per cycle NOTE: Only when paper is suppressed, and a paper invoice is not mailed.	\$0.05
<b>Electronic Payment Fees – Paid by customers</b>	
<b>Credit / Debit Cards</b> Visa, MasterCard and Discover, Paypal, Venmo and American Express – Fee per transaction – Paid by customer	3.25% of transaction and \$2.95 minimum
<b>E-Check / ACH</b> – Paid by customer	\$2.95
<b>Miscellaneous Fees- Paid by City of Westmorland</b>	
Credit Card Chargeback	\$10
ACH Reject	\$10
<b>IVR</b>	
<b>Inbound</b> – Surcharge Per Call (Payment Only)	\$0.95
<b>Point-of-Sale Card Readers (Optional)</b>	
<b>Encrypted Card Readers</b> for counter payments	\$40/month

# Paperless Savings

Total Bills Per Month	Example Paperless Adoption	Paperless Bills	Estimated Cost Per Bill	IC Paperless Fee	Projected Net Savings/Month	Projected Net Savings/Year
560	5%	28	\$ 1.05	\$ 0.05	\$ 28.00	\$ 336.00
560	10%	56	\$ 1.05	\$ 0.05	\$ 56.00	\$ 672.00
560	15%	84	\$ 1.05	\$ 0.05	\$ 84.00	\$ 1,008.00
560	20%	112	\$ 1.05	\$ 0.05	\$ 112.00	\$ 1,344.00
560	25%	140	\$ 1.05	\$ 0.05	\$ 140.00	\$ 1,680.00
560	30%	168	\$ 1.05	\$ 0.05	\$ 168.00	\$ 2,016.00
560	35%	196	\$ 1.05	\$ 0.05	\$ 196.00	\$ 2,352.00
560	40%	224	\$ 1.05	\$ 0.05	\$ 224.00	\$ 2,688.00

# CITY OF WESTMORLAND

## REPORT TO CITY COUNCIL

**MEETING DATE:** September 18, 2024

**FROM:** Laura Fischer, Manager

**SUBJECT:** Information regarding Westmorland City Pool and Restroom Improvement Project.

### INFORMATION AND DISCUSSION ONLY:

As you know the City's park improvement project to install a shade over the pool and to make needed improvements to the two restrooms was to be started in May, but the project met with some delays. At the last Council meeting, I was asked to prepare a report on the status of the project. After contacting the consultant in charge of the project, Ms. Nava, I was told that she would bow out of the project. At that time, I contacted the mayor and asked to be placed in charge of the project.

#### *Project Description:*

The project calls for the installation of a shade over the west end of the pool to match the existing shade structures. This item has a longer lead time, and must be ordered soon. The restroom repairs will ensure that the facilities are ADA compliant.

#### *Funding:*

The project is funded through the PER CAPITA grant in the amount of \$176,952. The contractor bid was awarded in the amount of \$166,952 to A&N Quality Builders.

### **Requirements Completed - Nava**

Grant Agreement

Deed Restriction

Project Identification and Development

Project Bid and Awarded to Contractor

### **Completed starting 9/9/24**

Quarterly Report to State -due July – Submitted/Rejected – Sub/mitted and Accepted 9-9-24

Construction Contract submitted to attorney – Rejected – Resubmitted 9-9-24

Construction Meeting with Contractor– Held 9-16-24

The CEQA Compliance Certification and the site plan must be submitted this week.

### **Funding Reimbursement Requests**

No reimbursement requests have been submitted yet. The only expense we have paid to date is to Ms. Nava for the requirements Completed listed above.

Respectfully Submitted,

Laura Fischer, General Manager