



## REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WESTMORLAND

WEDNESDAY, MAY 7, 2025

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

Justina Cruz - Mayor Pro- Tem

Ana Beltran- Council Member

Xavier Mendez - 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.

### **Reports from Council Members Non-Action Items:**

### **Staff Reports**

Fire Department- 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 of April 16, 2025
2. Approval of City Warrant List.

**Regular Business:**

- 1) Discussion of upcoming Nuisance Abatement Ordinance, City Council
- 2) Discussion /Action to Award Professional Service Agreement with Lechowicz & Tseng Municipal Consultants to prepare a water and sewer rate study. Laura Fischer, Manager
- 3) Discussion /Action to authorize The Holt Group to prepare an updated Quality Assurance Plan for the City of Westmorland in an amount not to exceed \$2,000. Laura Fischer
- 4) Discussion/Review Draft Fiscal Year 2025-26 budget. Laura Fischer, Manager
- 5) Discussion/ Action Approval to purchase electrical transformer for WTP SCADA PLC for \$5,024.20 from One Source Distributors-Ramiro Barajas, Public Works Director.
- 6) Discussion/Action Authorize staff to submit a reimbursement request to State Water, Board for payments to Cora for \$87,744.85; The Holt Group \$9,990.00; Dudek \$5,268.75 for a total of 103,003.60 and Authorize staff to pay the invoices. - Laura Fischer, Manager.
- 7) Discussion/Action to approve Resolution 2025-09 SB1 FY 25/26 Funding- Ramiro Barajas, Public Works

**Closed Session:**

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

**Adjournment:** Next regular scheduled meeting May 21, 2025.

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



# CITY OF WESTMORLAND

## CITY COUNCIL REPORT

**DATE:** May 7, 2025

**FROM:** Laura Fischer

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

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### **Streets:**

The City will not submit an application this year for CMAQ for RSTP funding through ICTC. There are limited streets or sidewalks in the city that qualify for use of these funds. We currently have a CMAQ sidewalk project that must be completed in 2026.

These two funding sources are federal funds and require all recipients to comply with ADA requirements and Title VI requirements. To ensue compliance the City will need to adopt policies and compliance plans that meet the State’s requirements. The City must comply by the end of 2026.

### **CDBG Block Grant: No update**

I was contacted and told about an open Notice of Funding Availability (NOFA) for the Permanent Local Housing Allocation (PLHA) which is **non-competitive formula funding** available to all local governments in California. The California Department of Housing and Community Development (HCD) is making these funds available to support a wide variety of housing activities and housing supports with a relatively straightforward and streamlined application process.

The City of Westmorland has \$103,320 funding currently available for a wide variety of activities to help implement plans to increase affordable housing stock in your area, as shown below:

	CY 2022 Allocation	CY 2023 Allocation
City of Westmorland	\$59,086	\$44,234

Applications are being accepted on a rolling basis for CY2022 until February 28, 2026, and for CY2024 until February 28, 2027. After these deadlines, **the funding allocations will no longer be available to your jurisdiction**. The City of Westmorland has been receiving notifications, which were submitted to Teri Nava, but the City has never applied for these funds, which are allocated to us each year. I will be submitting an application to secure the funds for 2022 and 2023 in the amount of \$103,320.

### **CDBG Program Income Reporting: No update**

I completed and filed the reporting for FY 17-18, 18-19, 19-20, 20-21, 20-22, 20-23, and 2023-24. The report was filed electronically and I am now working on a report on the status of our customers for the committee, and with our representative from the state to determine our next step options.

**Per Capital Park Improvement Project. Restrooms & Drinking Fountain.** I submitted the reimbursement request for the PER CAPITA project and it was accepted. We should be getting

our first reimbursement within a couple of weeks. The program manager, Ms. Schlussler, will be visiting the valley to check on our project status in May. I'll keep you updated on her visit.

**REAP Grant.** The city was awarded a REAP grant to assist the city to implement housing programs and zone changes to encourage housing development in Westmorland. I am working with SCAG to finalize the scope of work. We will begin to have weekly meetings and SCAG will be soliciting bids for a consultant firm. We have agreed upon a final scope of work and we are waiting on SCAG to submit the final document.

**Expedited Drinking Water Grant (EDWG).** Ramiro is the lead on this project and may have an update. Since Council approved an agreement with The Holt Group for Construction Management and Psomas for Project Engineering services, I am working to get the contracts (Professional Service Agreement) approved by our attorney and signed.

**Congressional Funds through Congressman Ruiz' Office:**

We received word from Congressman Ruiz' office that the funding request for all of the congressman's projects were denied and will be resubmitted next year. I am now working to secure our matching funds for the USDA grant to make sure we can still be eligible to construct the project. Christine helped me get updated letters of recommendation from various community leaders and agencies.

**Open Grants Awarded:**

The City has several grants open including:

Water – **Drought Relief Funding of new filter at Water Plant and pipeline install - \$2.9 M**

Mr. Hamby has awarded the construction contract and CM contract for the pipeline portion. There is an action item on the agenda to submit a reimbursement request and pay three vendors.

Water – **Expedited Drinking Water Grant for Non-Compliance / New Tanks - \$10.5 M**

Ramiro will have an update for Council

Fire/Police – **USDA Disaster Relief Grant for Public Safety Building \$2.7 M**

I continue to work with USDA to provide the necessary documents for environmental review as requested.

PER Capita Grant – near completion of **new restrooms at park - \$176,952.**

REAP Grant – **Planning and Development for Housing - \$176,000.**

CMAQ – The City has a CMAQ project due by the end of 2026, which includes **sidewalk curb and gutter** on various areas in the city. More information will be shared as we move forward.

**Grant Opportunities Not Applied For Yet:**

**IID Tree for All Grant Opportunity.** I have attached a flyer from IID regarding the Tree for All program that offers grant to plant trees in parks and neighborhoods. I will look at the application, which is due May 5, 2025 report once the application is ready to submit. **No update on this grant.**

**AB 617:**

Application will be open soon for new paving project and for residential stand alone air filtration systems. The City will need to come up with a project for paving areas that have high traffic that are not paved. Staff feels that the dirt parking and entrance/exits to city hall would be a great project. Staff will come up with some conceptual plans.

**Finance:**

**Public Safety ½ Cent Sales Tax.** We have received a total of \$58,646 for three years. That is an additional \$29,323 in Fire and the same amount in Police. **I still need to submit prior year request.**

**Frey Software.** We are moving forward with our implementation and our bill pay system is currently working so that our customers can pay their bill online, phone, in person. I have been meeting with our accountant to make sure that all of our accounts are in the new system correctly and that we can pull the reports that will be needed at end of the year and during the 2025 audit.

**Budget Preparation.** I am starting to review our budget to develop a draft for next fiscal year. I will have a third quarter budget review prepared for the second meeting in April. After that we will start to schedule budget workshops for FY budget 2026.

**Citywide FY 2024 Audit.** The draft Citywide FY 2024 audit is still not ready for final review and approval. We are working with Fechner to get the final draft and any pending items submitted.

**CDBG & HCD.** No meeting since last Council meeting.

**State Water Board Drought Relief Grant and Expedited Drinking Water Grant;** These meetings were our monthly project meeting.

**USDA Local Assistance and Institute for Local Government.** These meetings were to prepare and submit documents needed to complete the process to secure grant funds for public safety building.

**Congressional Funding.** Re-submitted the grant application

**Auditors and Accountants.** I met with representatives from our accounting firm and Frey to resolve some concerns about our payroll taxes and trial balance.

**Imperial County Transportation Commission.** Attend monthly meetings to stay informed about street funding and projects.

**Imperial County City County Managers Association.** Attend monthly meetings.

**Hours worked:**

My timecard submitted on May 5, 2025 recorded 50 hours.

Respectfully Submitted,

Laura Fischer

## Paid Invoice Report

A20320

BUC

05/06/2025 10:11 AM

Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
6 Aflac*	131975 Insurance - Invoice 131975 No	05/07/2025 04/30/2025	164.64 3337 C	1 04/2025	03/15/2025	1
6 Aflac*	791014 Health Insurance No	05/07/2025 05/07/2025	164.64 3382 C	1 05/2025	04/25/2025	1
12 Allstar Fire Equipment*	261055 FD- Safety Supplies No	05/07/2025 05/07/2025	9.00 3338 C	1 04/2025	12/23/2024	1
17 Ameritas Life Insurance Corporation	04282025 Insurance No	05/07/2025 05/07/2025	618.32 3339 C	1 04/2025	04/18/2025	1
26 Arc Performance Welding & Fabricati	2163 WTP- Repairs No	05/07/2025 05/07/2025	14067.63 3340 C	1 04/2025	04/16/2025	1
30 AT&T*	04242025 Telephone No	05/07/2025 05/07/2025	457.21 3341 C	1 04/2025	04/07/2025	1
31 AT&T Long Distance*	4242025 Telephone No	05/07/2025 05/07/2025	73.60 3342 C	1 04/2025	04/13/2025	1
37 BJ Engineering & Surveying, Inc.*	05052025 Invoice- 24936,24871,24606 No	05/07/2025 05/07/2025	7442.50 2 C	4 05/2025	05/05/2025 Void	1
37 BJ Engineering & Surveying, Inc.*	24606 LPP -Construction Services No	05/07/2025 05/07/2025	6970.00 1 C	4 04/2025	12/18/2023 Void	1
37 BJ Engineering & Surveying, Inc.*	24871 Measure D FERP- Project No	05/07/2025 05/07/2025	367.50 1 C	4 04/2025	05/17/2024 Void	1
37 BJ Engineering & Surveying, Inc.*	24936 Street Projects No	05/07/2025 05/07/2025	105.00 1 C	4 04/2025	06/10/2024 Void	1
37 BJ Engineering & Surveying, Inc.*	25494 DWR-SCDRP- Piping Replacement No	05/07/2025 05/07/2025	4331.25 3343 C	1 04/2025	04/28/2025 Water Pipe 7th	1
37 BJ Engineering & Surveying, Inc.*	5052025 Invoice - 24606, 24871, 24936 No	05/07/2025 05/05/2025	7442.50 3 C	4 05/2025	05/05/2025	1
40 Brawley Analytical, Inc.*	000968 WWTP- Testing Services No	05/07/2025 05/07/2025	402.50 3344 C	1 04/2025	03/03/2025	1
40 Brawley Analytical, Inc.*	001070 WWTP Testing Services No	05/07/2025 05/07/2025	402.50 3344 C	1 04/2025	04/16/2025	1

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Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number	1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
40	001088	WWTP Testing Services	05/07/2025	402.50	1	04/21/2025	1
Brawley Analytical, Inc.*	No		05/07/2025	3344 C	04/2025		
40	001101	WWTP- Testing Services	05/07/2025	402.50	1	04/29/2025	1
Brawley Analytical, Inc.*	No		05/07/2025	3344 C	04/2025		
40	111065	WTP Testing Services	05/07/2025	769.50	1	04/15/2025	1
Brawley Analytical, Inc.*	No		05/07/2025	3344 C	04/2025		
42	0073763	WTP- Repairs and Maintenance	05/07/2025	51.42	1	04/24/2025	1
Brawley Tractor Parts, Inc.*	No		05/07/2025	3345 C	04/2025		
42	0073764	WWTP- Repairs and Maintenance	05/07/2025	57.40	1	04/24/2025	1
Brawley Tractor Parts, Inc.*	No		05/07/2025	3345 C	04/2025		
43	BPI505684	WTP- Repairs and Maintenance	05/07/2025	3677.74	1	04/24/2025	1
Brenntag Pacific, Inc.*	No		05/07/2025	3346 C	04/2025		
56	4212025	Child Support 200000001822521- Anthony M	04/25/2025	494.76	1	04/25/2025	1
California State Disbursement Unit*	No		04/25/2025	3336 C	04/2025		
57	4/25/2025	Department Supplies	05/07/2025	1079.86	1	04/25/2025	1
Capital One Trade Credit - Brawley	No		05/07/2025	3347 C	04/2025		
63	0113650040625	Youth Hall - Telephone	05/07/2025	200.20	1	04/06/2025	1
Charter Communications. - Spectrum*	No		05/07/2025	3348 C	04/2025		
63	189482601041425	FD- Telephone	05/07/2025	140.00	1	04/14/2025	1
Charter Communications. - Spectrum*	No		05/07/2025	3348 C	04/2025		
63	189482801041425	City Hall - Telephone	05/07/2025	279.97	1	04/14/2025	1
Charter Communications. - Spectrum*	No		05/07/2025	3348 C	04/2025		
63	189483001042125	Pool- Telephone	05/07/2025	40.01	1	05/02/2025	1
Charter Communications. - Spectrum*	No		05/07/2025	3348 C	04/2025		
63	189483101041425	PD- Telephone	05/07/2025	179.99	1	04/14/2025	1
Charter Communications. - Spectrum*	No		05/07/2025	3348 C	04/2025		
77	11559	Website updates	05/07/2025	206.00	1	04/15/2025	1
Conveyor Group*	No		05/07/2025	3349 C	04/2025		
78	W770030	WTP Repairs and Maintenance	05/07/2025	202.92	1	04/11/2025	1
Core & Main*	No		05/07/2025	3350 C	04/2025		

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Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
112 202501977	DWR-SCDRP - Filter	05/07/2025	5268.75	1	03/05/2025	1
Dudek*	No	05/07/2025	3351 C	04/2025	WTP-Filter	
144 505496	FD- Small Supplies and Tools	05/07/2025	7.53	1	04/11/2025	1
Frank R Lyall & Son, Inc.*	No	05/07/2025	3352 C	04/2025		
144 505582	FD-Small Supplies and Tools	05/07/2025	29.61	1	04/17/2025	1
Frank R Lyall & Son, Inc.*	No	05/07/2025	3352 C	04/2025		
144 505669	FD- Small Supplies and Tools	05/07/2025	16.57	1	04/24/2025	1
Frank R Lyall & Son, Inc.*	No	05/07/2025	3352 C	04/2025		
144 505685	FD- Small Supplies and Tools	05/07/2025	2.79	1	03/25/2025	1
Frank R Lyall & Son, Inc.*	No	05/07/2025	3352 C	04/2025		
144 505830	FD- Repairs and Maintenance	05/07/2025	43.84	1	05/01/2025	1
Frank R Lyall & Son, Inc.*	No	05/07/2025	3352 C	04/2025		
152 14597	WTP- Repairs and Maintenance	05/07/2025	672.50	1	03/13/2025	1
Gold Coast Environmental*	No	05/07/2025	3353 C	04/2025		
183 04252025	Utilities	05/07/2025	562.90	1	04/07/2025	1
Imperial Irrigation District*	No	05/07/2025	3354 C	04/2025		
186 12559	WTP- Repairs and Maintenance	05/07/2025	80.81	1	04/07/2025	1
Imperial Steel Co LLC*	No	05/07/2025	3355 C	04/2025		
186 12564	WTP- Repairs and Maintenance	05/07/2025	2489.03	1	04/09/2025	1
Imperial Steel Co LLC*	No	05/07/2025	3355 C	04/2025		
191 432518	WWTP- Advertisement	05/07/2025	95.00	1	01/24/2025	1
Imperial Valley Press*	No	05/07/2025	3356 C	04/2025		
191 433165	WWTP- Help Wanted Advertisement	05/07/2025	95.00	1	01/24/2025	1
Imperial Valley Press*	No	05/07/2025	3356 C	04/2025		
214 51496	WTP- Supplies	05/07/2025	30.45	1	04/15/2025	1
KC Welding and Rentals, Inc.*	No	05/07/2025	3357 C	04/2025		
214 51607	WTP- Repairs and Maintenance	05/07/2025	56.54	1	04/24/2025	1
KC Welding and Rentals, Inc.*	No	05/07/2025	3383 C	05/2025		
214 F89588	WWTP- Small Supplies	05/07/2025	174.00	1	04/28/2025	1
KC Welding and Rentals, Inc.*	No	05/07/2025	3383 C	05/2025		



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Vendor # Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number 1099	Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
217 OM46730	Parks - Repairs and Maintenance	05/07/2025	103.96	1	04/02/2025	1
La Brucherie Irrigation Supply*	No	05/07/2025	3358 C	04/2025		
217 OM46989	Parks - Repairs and Maintenance	05/07/2025	777.89	1	04/15/2025	1
La Brucherie Irrigation Supply*	No	05/07/2025	3358 C	04/2025		
217 OM47041	Parks - Repairs and Maintenance	05/07/2025	140.79	1	04/17/2025	1
La Brucherie Irrigation Supply*	No	05/07/2025	3358 C	04/2025		
220 1976	Imperial County Division Meeting Fees	05/07/2025	135.00	1	03/31/2025	1
League of California Cities*	No	05/07/2025	3359 C	04/2025		
222 INVCOR11248990	PD- Annual Fees	05/07/2025	1604.00	1	03/01/2025	1
Lexipol*	No	05/07/2025	3360 C	04/2025		
238 153221	FD- Safety Equipment	05/07/2025	104.61	1	04/16/2025	1
Med-Tech Resource LLC*	No	05/07/2025	3361 C	04/2025		
238 153249	FD- Small Supplies and Tools	05/07/2025	560.00	1	04/18/2025	1
Med-Tech Resource LLC*	No	05/07/2025	3361 C	04/2025		
238 153286	FD- Tools	05/07/2025	74.13	1	04/21/2025	1
Med-Tech Resource LLC*	No	05/07/2025	3361 C	04/2025		
258 3030088091	PD- Repairs and Maintenance	05/07/2025	344.09	1	05/02/2025	1
Parkhouse Tire, Inc.*	No	05/07/2025	3362 C	04/2025		
262 INV397	Worker's Comp Trust Account Dep Q4 24-25	05/07/2025	2301.00	1	04/25/2025	1
PERMA (Public Entity Risk Managemen	No	05/07/2025	3363 C	04/2025		
267 05062025	Postage	05/07/2025	1092.24	1	05/01/2025	1
Pitney Bowes Bank, Purchase Power I	No	05/07/2025	3384 C	05/2025		
282 43317294	Office Supplies	05/07/2025	107.73	1	03/13/2025	1
Quill LLC*	No	05/07/2025	3364 C	04/2025		
282 43398605	PD- Office Supplies	05/07/2025	79.71	1	02/21/2025	1
Quill LLC*	No	05/07/2025	3364 C	04/2025		
282 43402065	Office Supplies	05/07/2025	86.19	1	03/24/2025	1
Quill LLC*	No	05/07/2025	3364 C	04/2025		
282 43417304	Office Supplies	05/07/2025	40.93	1	03/24/2025	1
Quill LLC*	No	05/07/2025	3364 C	04/2025		

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Vendor # Vendor Name	Invoice #	Description PO Number	1099	Date Due Date Paid	Total Amount Transaction #	Check-Acct Trans-MMY	Inv Date Claim-Number Project-Number	Remit
282 Quill LLC*	43480859	PD- Supplies	No	05/07/2025 05/07/2025	92.64 3364 C	1 04/2025	03/27/2025	1
282 Quill LLC*	43782636	Office Supplies	No	05/07/2025 05/07/2025	36.72 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43782692	WWTP-WTP Supplies	No	05/07/2025 05/07/2025	169.40 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43795300	Office Supplies	No	05/07/2025 05/07/2025	243.82 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43796577	WWTP- Supplies	No	05/07/2025 05/07/2025	20.45 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43811639	Office Supplies	No	05/07/2025 05/07/2025	15.34 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43811982	PD- Supplies	No	05/07/2025 05/07/2025	102.61 3364 C	1 04/2025	04/21/2025	1
282 Quill LLC*	43832164	Offic-Supplies	No	05/07/2025 05/07/2025	12.79 3364 C	1 04/2025	04/17/2025	1
282 Quill LLC*	43852885	Office Supplies	No	05/07/2025 05/07/2025	180.97 3364 C	1 04/2025	04/17/2025	1
288 Rexel*	S142184016.002	WTP- Repairs and Maintenance	No	05/07/2025 05/07/2025	186.44 3365 C	1 04/2025	04/11/2025	1
288 Rexel*	S142205187.001	WTP- Small Supplies- Tools	No	05/07/2025 05/07/2025	54.69 3365 C	1 04/2025	04/11/2025	1
288 Rexel*	S142205297.001	WWTP- Small Supplies and Tools	No	05/07/2025 05/07/2025	647.98 3365 C	1 04/2025	04/11/2025	1
289 Reyes, Eladio*	25-001	PD- Backgrounds Beltran	No	05/07/2025 05/07/2025	525.00 3366 C	1 04/2025	04/15/2025	1
291 Ricoh USA, Inc.*	5071194688	Rental Equipment	No	05/07/2025 05/07/2025	175.23 3367 C	1 04/2025	04/01/2025	1
297 SC Fuels - Cardlock Fuel Systems*	0054606	Fuel	No	05/07/2025 05/07/2025	1222.88 3368 C	1 04/2025	04/15/2025	1

## Paid Invoice Report

A20320

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05/06/2025 10:11 AM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number		Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
333	420250832	WTP- Maintenance	05/07/2025	17.40	1	05/01/2025	1
Underground Service Alert*	No		05/07/2025	3369 C	04/2025		
338	CD-2024-130	Westmorland Successor Agency	05/07/2025	2000.00	6	04/16/2025	1
Urban Futures, Inc.*	No		05/07/2025	1001 C	04/2025		
339	INV00672058	WTP- Maintenace Equip	05/07/2025	320.84	1	04/04/2025	1
USA BlueBook*	No		05/07/2025	3370 C	04/2025		
339	INV00680488	WWTP- Repairs and Maintenance	05/07/2025	2662.47	1	04/14/2025	1
USA BlueBook*	No		05/07/2025	3370 C	04/2025		
349	5220507439	WWTP- Uniforms	05/07/2025	68.57	1	04/10/2025	1
Vestis*	No		05/07/2025	3371 C	04/2025		
349	5220510521	WWTP- Uniforms	05/07/2025	68.57	1	04/17/2025	1
Vestis*	No		05/07/2025	3371 C	04/2025		
349	5220513663	WWTP- Uniforms	05/07/2025	68.57	1	04/24/2025	1
Vestis*	No		05/07/2025	3371 C	04/2025		
349	5220516702	Uniforms	05/01/2025	68.57	1	05/01/2025	1
Vestis*	No		05/07/2025	3371 C	04/2025		
351	82270263	Vision Insurance	05/07/2025	148.71	1	04/19/2025	1
Vision Service Plan*	No		05/07/2025	3372 C	04/2025		
361	109157650	Rents- Printer	05/07/2025	267.08	1	04/30/2025	1
Wells Fargo Vendor Financial Servic	No		05/07/2025	3385 C	05/2025		
365	0012021376	WTP- Maintenance	05/07/2025	90.76	1	04/29/2025	1
WestAir Gases & Equipment*	No		05/07/2025	3373 C	04/2025		
372	045988	PD- Maintenance	05/07/2025	91.44	1	04/28/2025	1
Wright & Knight Service Center Inc.	No		05/07/2025	3374 C	04/2025		
374	882174	WTP- Repairs and Maintenance	05/07/2025	119.74	1	04/28/2025	1
Zendejas Hardware*	No		05/07/2025	3386 C	05/2025		
379	0202504935597	Health Insurance - May 2025	04/28/2025	6569.12	1	04/28/2025	1
Anthem Blue Cross*	No		04/28/2025	5 E	04/2025		
396	25-03-001	DWR-SCDRP-Filter Project	05/07/2025	9990.00	1	04/17/2025	1
The Holt Group*	No		05/07/2025	3375 C	04/2025		
						WTP-Filter	

## Paid Invoice Report

05/06/2025 10:11 AM

Vendor #	Invoice #	Description	Date Due	Total Amount	Check-Acct	Inv Date	Remit
Vendor Name	PO Number		Date Paid	Transaction #	Trans-MMY	Claim-Number	Project-Number
399	4	WTP Water Filter Project	05/07/2025	87744.85	1	03/31/2025	1
Cora Construction Inc.*		No	05/07/2025	3376 C	04/2025	WTP-Filter	
400	67159	Supplies	05/07/2025	1679.65	1	04/11/2025	1
Corporate Warehouse Supply*		No	05/07/2025	3377 C	04/2025		
409	100019-2	WTP- Repairs and Maintenance	05/07/2025	2872.94	1	04/17/2025	1
Framwork Engr, Inc.*		No	05/07/2025	3378 C	04/2025		
415	04242025	DMV Renewal	05/07/2025	10.00	1	04/24/2025	1
Department of Motor Vehicles*		No	05/07/2025	3379 C	04/2025		
416	0117959-IN	WTP- Repairs and Maintenance	05/07/2025	6881.60	1	10/31/2024	1
Precision Electric Company Inc*		No	05/07/2025	3380 C	04/2025		

Total Invoices: 95

Amount: 193,808.99



# MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WESTMORLAND

WEDNESDAY, APRIL 16, 2025

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

Justina Cruz - Mayor Pro- Tem

Ana Beltran- Council Member

Xavier Mendez - Council Member

Ray Gutierrez- Council Member

---

## **Call to Order:**

The meeting was called to order at 6pm by Mayor Rivera.

## **Pledge of Allegiance & Invocation:**

The Pledge of Allegiance was led by Mayor Rivera.

## **Roll Call:**

### **Council Present**

Judith Rivera, Mayor

Justina Cruz, Mayor Pro-Tem

Ray Gutierrez, Member

Xavier Mendez, Member

Anna Beltran, Member- **Present at 6:01pm**

### **Staff Present**

Laura Fischer, Manager

Ramiro Barajas, PW Director

Sergio Cruz, Fire Chief – **Present at 6:11pm**

Anthony Lyn Mara, Police Chief

Christine Pisch- City Clerk

Mitchel Driskill- City Attorney

**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. Alex Cardenas and Gena Docksider, IID Director Division 1- IID Open House Youth Hall April 24, 2025. Mr. Cardenas and Mrs. Docksider came to the council making them aware of the upcoming Open House at the Youth Hall. As well proud to mention that they are amending the 1.2 million grant to loop the city in on a second feed to prevent long power outages in the future. As mentioned, to be participating in the upcoming Cinco de Mayo event with the dunking booth and other fun festivities to come.

### **Staff Reports Non-Action Items:**

Fire Department – Chief Sergio Cruz

- Nothing to report, Present at 6:11pm

Police Department – Chief Lynn Mara

- He introduced to the city council the new officer hired, Officer Rodriguez

City Manager- Laura Fischer

- A written report was presented.

Public Works Director - Ramiro Barajas

Nothing to report.

- City Clerk, Christine Pisch  
Ms. Pisch reported the number of complaints from local resident on S Center Street about the number of chickens, as well mentioning that she will be making a sit down with Mr. Barajas about the issue.

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

1. Approval of Meeting Minutes of April 2, 2025
2. Approval of City Warrant List.

Motion to approve the Consent Agenda Items 1 & 2.

AYES: (1) Beltran, (2) Gutierrez, Mendez, Cruz and Rivera

NOES: 0

ABSENT:

### **Regular Business:**

- 1) Discussion and Action to Adopt Resolution 2025-08 to award the construction contract for the Pipeline Replacement Project on 7<sup>th</sup> Street. – Ramiro Barajas, Public Works Director Motion to approve the Consent Agenda Items 1 & 2.

AYES: (1) Cruz, (2) Mendez, Gutierrez, Beltran and Rivera

NOES: 0

ABSENT:0

- 2) Discussion and Action to award the construction management contract for the EDWG Water Treatment Plant Improvement Project for TTHM compliance to The Holt Group in the amount of \$701,920. Ramiro Barajas, Public works Director Motion to approve the Consent Agenda Items 1 & 2.

AYES: (1) Cruz, (2) Beltran Gutierrez, Mendez, and Rivera

NOES: 0

ABSENT:0

- 3) Discussion and Action to award the project engineering services in an amount not to exceed \$216,000 to Psomas for the EDWG Water Treatment Plant Improvement Project for TTHM compliance. Ramiro Barajas, Public Works Director Motion to approve the Consent Agenda Items 1 & 2.

AYES: (1) Cruz, (2) Gutierrez, Beltran, Mendez and Rivera

NOES: 0

ABSENT:0

- 4) Discussion/Action to authorize the mayor to sign a letter of support for the Salton Sea Green Empowerment Zone. Laura Fischer, Manager Motion to approve the Consent Agenda Items 1 & 2.

AYES: (1) Beltran, (2) Cruz, Gutierrez, Mendez and Rivera

NOES: 0

ABSENT:0

**Closed Session: 6:19 pm**

- 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))

Motion to come out of Closed Session and Adjourn was made.

AYES: (1) Beltran, (2) Gutierrez, Cruz, Mendez and Rivera

NOES: 0

ABSENT:0

No Reportable Action was Taken by Council in Closed Session

The council Adjourned at 6:49pm.

**Adjournment:** Next regular scheduled meeting April 16, 2025.

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



# **CITY OF WESTMORLAND**

## **REPORT TO CITY COUNCIL**

**MEETING DATE:** May 7, 2025

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize the City Treasurer to sign an Agreement with Lechowicz & Tseng to complete a Water and Sewer Rate Study and Capacity Fee Analysis for total amount of \$51,210.

**ISSUE:** Shall the City Council authorize the City Treasurer to sign an Agreement with Lechowicz and Tseng to complete a water and sewer rate study and capacity fee analysis for the total amount of \$51,210?

**General Manager's Recommendation:**

Authorize the City Treasurer to sign an Agreement with Lechowicz and Tseng to complete a water and sewer rate study and capacity fee analysis for the total amount of \$51,210?

**FISCAL IMPACT:**

The Expedited Drinking Water grant includes the Water Treatment Plant Improvement Project for TTHM compliance project, and the Water portion of the rate study is an eligible costs and eligible reimbursable expense. The reimbursable amount is estimated at \$25,605 and the City's share of the cost is not to exceed \$25,605 payable from the Sewer Fund. The city's Reserve Resolution set aside \$40,000 for the rate study and the sewer fund set aside a total of \$20,000 for their portion of the study.

The Sewer fund has \$20,000 set aside for the rate study and can use an additional 5,605 from the sewer fund.

**DISCUSSION:**

The City has been awarded an Expedited Drinking Water Grant to make improvements to the water treatment plant to ensure TTHM compliance. Part of the conditions of approval is to complete a water rate study. The city wanted to include a sewer rate study and a capacity fee analysis as part of the water rate study, thus we prepared the Request For Proposal with the understanding that the water portion of the total cost would be eligible for reimbursement through the EDWG project funds.

I have send the consultant's proposal to the State Water Board for their consideration and approval. They have agreed to pay the water portion of the cost, which is estimated at \$25,605.

The City of Westmorland submitted a Request for Proposals (RFP) for completing a water and sewer rate study and capacity fee analysis, but due to a lack of responses, we reissued the RFP with an extended date and emailed the RFP to recommended firms. We received one response by the extended deadline.



We have contacted their references with good results, and feel that the cost is appropriate and within our estimated cost.

**CONCLUSION:**

It is recommended that the Westmorland City Council Authorize the City Treasurer to sign an Agreement with Lechowicz and Tseng to complete a water and sewer rate study and capacity fee analysis for the total amount of \$51,210.

**ALTERNATIVES:**

- 1) Do not adopt award the consultant agreement for the rate study. This action may cause delays in the project completion date.
- 2) Provide alternative directions to staff.

Respectfully Submitted,

Laura Fischer, Manager

Attachments:        Proposal LT



**April 24, 2025**

**CITY OF WESTMORLAND**

# **Proposal for a Water and Sewer Rate Study and Capacity Fee Analysis**

909 Marina Village Parkway #135 | Alameda, CA 94501 | (510) 545-3182



**LECHOWICZ + TSENG**  
MUNICIPAL CONSULTANTS



April 24, 2025

City of Westmorland  
355 South Center Street  
Westmorland, CA 92281

Dear City of Westmorland,

Lechowicz & Tseng Municipal Consultants (L&T) is pleased to submit a proposal for a Water and Sewer Rate Study and Capacity Fee Analysis for the City of Westmorland (City). L&T is a women-owned firm founded by Alison Lechowicz and Catherine Tseng that focuses on financial planning, rate and fee studies, and management consulting for California public agencies. Alison and Catherine have over 30 years combined experience in municipal consulting and public finance and have completed over 100 studies compliant with Propositions 218 and 26.

We are a small firm that heavily focuses on rate studies for small utility purveyors serving populations of 30,000 or fewer. Recent examples of our work include the City of Loyalton (Sierra County, 800 population), Chistian Valley Park CSD (Placer County, estimated population of 1,300), Summerland Sanitary District (Santa Barbara County, estimated population of 1,500), City of Rio Dell (Humboldt County, 3,400 population), Jamestown Sanitary District (Tuolumne County, 3,500 population), and the City of Gonzales (Monterey County, 8,600 population). L&T will bring our experience from these projects, as well as others, to our work for the City of Westmorland.

We focus on providing a high degree of administrative support to our clients and practical recommendations that are easy to understand and easy to implement. We will provide start-to-finish project management to ensure the City meets Proposition 218 requirements including documenting the cost of service, cost-justifying each component of the rates, drafting the notice of public hearing, translating the notice as needed, and tabulating and certifying the results at the public hearing.

A summary of our proposed deliverables is provided below:

- **Financial Analysis:** L&T analyzes revenue streams to meet immediate cash flow needs as well as plan for future capital projects and deferred maintenance. We will provide the City with a dashboard of financial variables that will clearly illustrate how various considerations such as grant vs. loan funding, high vs. low inflation, and high vs. low capital improvement costs among others will impact utility cash flows. L&T will also conduct detailed reviews of debt obligations and debt capacity. Our final report will provide the City with a financial roadmap that fully documents the cost of service.

- **Utility Rate Design:** L&T will review the City's existing rate structures and provide alternatives. We understand that the City is potentially interested in continuing its unmetered rate structure or transitioning to metered rates. We will review water purchases from the Imperial Irrigation District plus land use characteristics to estimate usage over the next five years. Regarding sewer rates, we will document underlying flow and pollutant loading assumptions based on industry standard practice. Our analysis of the water and sewer utilities will clearly document how the City's rates for each customer class are proportional to how customers take service.
- **Public Outreach:** Rate increases are both politically contentious and litigious. Public outreach and education will be critical in gaining public acceptance. L&T will assist the City with printing and mailing Proposition 218 notices, providing a script for the public hearing, educating Council members, and explaining the need for rate adjustments. Our approach is to understand any "hot button" issues in local service areas and respect political sensitivities. Our final documents will stress the value of the City's infrastructure, explain why costs are increasing, and describe cost saving measures.
- **Capacity Fee Analysis:** Concurrent with the rate study, L&T proposes to review and update the City's capacity (connection) fees. We will review potential future development in the community and the need to expand capacity. L&T will work with City staff and engineers to determine the cost of facilities needed to accommodate new customers. Most often, the value of facilities includes both a buy-in to existing facilities that have available capacity plus an expansion component for facilities that must be upsized to meet the needs of growth. The cost of facilities is divided by the capacity of those facilities to determine the capacity fee. To complete our work, we will provide the City with a comprehensive report and assist with fee adoption.

Our proposal to conduct the utility rate study and capacity fee analysis is attached, and we hope that it provides a suitable basis for our selection. If you have any questions, please contact us.

Sincerely,

Lechowicz & Tseng Municipal Consultants



Alison Lechowicz, Principal and Authorized Representative  
909 Marina Village Parkway #135  
Alameda, CA 94501  
510-545-3182  
alison@LTmuniconsultants.com

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# I. EXECUTIVE SUMMARY

## FIRM BACKGROUND AND EXPERIENCE

Lechowicz & Tseng Municipal Consultants (L&T) is a women-owned utility rate and financial consulting firm. We have five staff members – two principals, two financial analysts, and one office manager. Our principals each have 18 years of consulting experience, worked together at another firm before founding L&T, and have completed over 100 studies. Firm principal Alison Lechowicz has an ongoing engagement as an expert witness and regularly testifies before the CA Public Utilities Commission regarding electric rates. Firm Principal Catherine Tseng worked as a civil servant for the City of Oakland before becoming a consultant.

We enjoy working with smaller agencies and the majority of our clients serve populations of 30,000 or fewer. Recent examples of our work include water and/or sewer rate studies for the Cities of Gonzales, Loyalton, and Rio Dell. L&T understands the administrative challenges of implementing a rate study and can guide you through each step including scheduling, drafting the notice of public hearing, and developing a script for the hearing. We remain flexible to take on additional tasks to meet your needs throughout the study.

## APPROACH

Based on our experience with similar agencies, our scope of work includes the following tasks:

- Data Gathering and Project Management: Provide the project team with a data needs list to understand the City's existing rates, costs, and financial standing. Conduct a virtual meeting with team members to review the data. Provide action items and status reports through the study.
- Financial Plan: Determine the City's cost of water and sewer service by projecting budgeted costs over the next ten years. Evaluate the impacts of debt, capital funding, and accumulation of reserves.
- Rate Design: Provide options for both metered rates and unmetered rates. We will fully document the assumptions used to establish the cost-basis for each customer category.
- Capacity Fees: Determine the cost of facilities needed to accommodate new growth such that ratepayers do not subsidize development within the City.
- Reports: Provide draft and final reports that fully document rate study materials and all assumptions used to calculate rates. We strive to produce reports that are easy to understand.
- Public Approval/Proposition 218: Early in the study, we will work with staff to identify targeted dates for public presentations and the Proposition 218 hearing. We will then schedule intermediate deadlines such as initial submittal of draft calculations, the draft report, City Council acceptance of the report, and printing and mailing of the notice of public hearing (with the hearing itself held at least 45 days later). We commit to a rate implementation date on or before January 1, 2026.

## 2. FIRM INFORMATION PAGE

### BACKGROUND

Lechowicz & Tseng Municipal Consultants is a women-owned firm founded by Alison Lechowicz and Catherine Tseng.

Our objective is to provide financial consulting and management services to local governments. Alison and Catherine have over 30 years combined experience in municipal consulting and public finance. Catherine has a background in urban planning and worked for the City of Oakland before becoming a consultant. Alison has experience working for a civil engineering firm and a background in public administration.

L&T is committed to providing professional services with superior value and responsiveness. By utilizing a small team approach, our clients receive greater one-on-one attention and can be assured that the work is conducted by highly qualified professionals. Our clients are provided direct communication with the principal consultants who guide the project through each step.

**Nature of firm:** Women-owned firm founded in 2017 and organized as an LLC

**Services:** Impact Fee Studies, Utility Rate & Fee Studies, Financial Planning, Utility Appraisal, Expert Witness, Public Approval Process

**Size of firm:** Five staff members consisting of four consultants and one office manager

**Location of office:** Alameda, CA

**Years in business:** 8 years

**Registrations:** Small Business Enterprise, and Women-owned business

**Other languages spoken by staff:** Spanish

### CONTACT INFORMATION

Lechowicz & Tseng Municipal Consultants  
909 Marina Village Parkway #135  
Alameda, CA 94501

Alison Lechowicz, Principal  
(510) 545-3182  
alison@ltmuniconsultants.com



## SERVICES

### Utility Rate & Fee Studies

Utility rate studies deriving both traditional and innovative rate structures that comply with cost of service principles and Proposition 218 requirements. Address policy goals, customer acceptance, and social influences.

### Impact Fee/Capacity Charge Studies

Development impact fees and capacity charge studies that offset the cost of expanding infrastructure to serve new development without placing a burden on existing customers.

### Financial Planning & Modeling

Comprehensive financial plans focused on immediate needs as well as the long-term viability of agencies. Our financial models are flexible and user-friendly to allow for cash flow sensitivity analysis and to illustrate the impacts of policy decisions.

### Public Approval Process

Lead informational workshops to educate the public about municipal finance. We provide start-to-finish assistance in the rate and fee approval process, including presentations to decision makers, publication of reports, and printing and mailing of notices (as applicable).

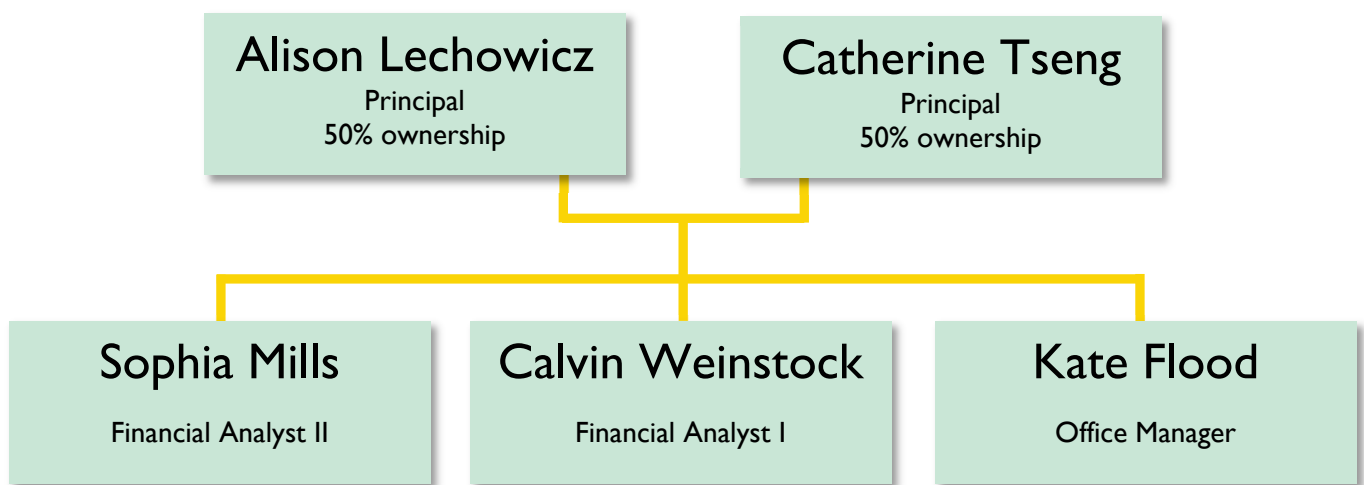
### Utility Appraisal

Develop an inventory of utility assets and determine fair market value. We assist public agencies with negotiating the purchase or sale of utility property.

### Expert Witness

Testify on behalf of public agencies to defend against lawsuits. We also represent public agencies as streetlight customers of California's electric utility providers in rate cases at the CA Public Utilities Commission.

## ORGANIZATIONAL CHART



### 3. KEY PERSONNEL

Alison Lechowicz will serve as the Principal-in-Charge and main contact person. Catherine Tseng will provide peer review and act as a substitute for Ms. Lechowicz if needed. Calvin Weinstock will serve as financial analyst for this project. All work will be conducted out of our office in Alameda, CA. Abbreviated resumes for each project team member are provided on the following pages. Expanded resumes can be provided upon request.

#### Alison Lechowicz

PROJECT MANAGER, LEAD FINANCIAL ANALYST



##### QUALIFICATIONS

- ✓ 18 years consulting experience
- ✓ Master of Public Administration
- ✓ Testified as an expert witness at the CA Public Utilities Commission

##### RESPONSIBILITIES

Financing alternatives and cash flow projection  
Rate recommendations  
Public presentations

#### Catherine Tseng

PEER REVIEW



##### QUALIFICATIONS

- ✓ 18 years consulting experience
- ✓ Master of Urban Planning
- ✓ Bachelor of Architecture

##### RESPONSIBILITIES

Methodological Review  
Review of draft and final reports  
Substitute for Ms. Lechowicz

#### Calvin Weinstock

FINANCIAL ANALYST I



##### QUALIFICATIONS

- ✓ Bachelor of Economics and Accounting
- ✓ Specializes in data analysis

##### RESPONSIBILITIES

Data gathering  
Financial modeling  
Draft and final report

# Alison Lechowicz



alison@LTmuniconsultants.com



(510) 545-3182



909 Marina Village Parkway #135  
Alameda, CA 94501

## EXPERIENCE

- 18 years consulting experience: 8 years Co-founder and Principal at L&T Municipal Consultants, 7 years as Principal and Financial Analyst at Bartle Wells Associates, 3 years as Financial Analyst at Carollo Engineers
- Testified as an expert witness at the CA Public Utilities Commission in electric rate cases of Pacific Gas & Electric, Southern California Edison, and San Diego Gas & Electric

## EDUCATION

- **Columbia University**  
Master of Public Administration
- **University of California, Berkeley**  
Bachelor of Science  
Conservation & Resource Studies

## REPRESENTATIVE ASSIGNMENTS

**Town of Discovery Bay CSD:** Long-serving financial consultant for the Town, having conducted multiple water and sewer rate studies and capacity fee studies. Met with developers at their offices to answer questions and address concerns. Assisted the Town in fee updates to accommodate new regulatory requirements.

**City of Kerman:** Completed a water and sewer rate study for the City. Updated winter water use estimates for single family residential sewer rates. Phased-out discounts for multifamily sewer customers.

**Root Creek Water District (Madera County):** Financial plan for the District's groundwater basin and agricultural water service. Water, sewer, and storm drain rates and development fees for municipal service.

**Stege Sanitary District (Contra Costa County):** Sewer rate and connection fee study. Conducted extensive review of water usage patterns to determine flow rates of customer classes. Proposed a 5-year phase-in for a new multifamily rate.

**Templeton CSD (San Luis Obispo County):** Completed a water and sewer rate study. Conducted an analysis of the District's four water sources, determined the marginal cost of each source, and assigned each source to a water rate tier. Evaluated the transition of the District from regional wastewater treatment to local treatment.

# Catherine Tseng



catherine@  
LTmuniconsultants.com



(510) 858-9228



909 Marina Village Parkway #135  
Alameda, CA 94501

## EXPERIENCE

- 8 years Co-founder and Principal at L&T Municipal Consultants
- 10 years prior consulting experience: Vice President at Bartle Wells Associates
- 2 years civil servant: City of Oakland
- Specializes in utility rates, capacity charge, and financing plans for public works projects, and Proposition 218 compliance

## EDUCATION

- **Columbia University**  
Master of Urban Planning
- **University of California, Berkeley**  
Bachelor of Arts  
Architecture

## REPRESENTATIVE ASSIGNMENTS

**City of Rio Dell:** Conducted a water and sewer rate study to fund mandated capital projects and eliminate operating deficit.

**City of Anderson:** Completed a water rate study to address depleting reserves. Analyzed multiple rate scenarios to minimize impacts to customers.

**City of Davis:** Water financial plan and rate study assessing various conservation-oriented water rate structures and developed drought surcharge. Worked closely with citizens' advisory committee to develop recommendations to City Council.

**City of Chowchilla:** Completed a water, sewer, storm drain, and solid waste rate study. Rates will support the City's recent bond issuances and overcome prior deficit spending for the solid waste enterprise.

**City of San Fernando:** Water and sewer financial plan and rate study and Proposition 218 printing and mailing. Offered rate options to meet affordability criteria including funding of only high priority projects.

**City of Brisbane:** Completed a water and sewer rate study. The City last updated rates in 2013 but had not done a comprehensive cost of service analysis since 2001. The update simplified the water and sewer rate structures to reflect actual costs.

# Calvin Weinstock



calvin@  
LTmuniconsultants.com



(561) 543-8193



909 Marina Village Parkway #135  
Alameda, CA 94501

## EDUCATION

- **University of California, Santa Barbara**  
Bachelor of Arts  
Economics and Accounting

## OTHER SKILLS

- Proficient in R, ArcGIS
- Business Development Background

## REPRESENTATIVE ASSIGNMENTS

**City of Chowchilla:** Currently conducting a garbage rate study to fund capital projects and balance operating budget.

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**City of Kingsburg:** Prepared drafts for a water rate study. City is implementing a new water rate structure.

---

**Graton Community Services District:** Currently conducting a sewer rate and capacity fee study. Analyzing multiple rate scenarios to minimize impacts to customers.

---

**Town of Discovery Bay:** Conducted a sewer rate study. Prepared the models and drafts.

---

**Community of Isla Vista:** Lead a team to investigate and modernize portions of the I.V. Master Plan. Made recommendations to Santa Barbara City Council and IVCSO.

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## 4. QUALIFICATIONS

Provided below is a selection of L&T's recent projects for agencies that are similar in size to the City of Westmorland.

CLIENT	ACCOUNTS OR PARCELS	PROJECT
City of Loyalton	350	Water Rate Study (2024)
Spring Valley Waterworks District	410	Water Rate Study (2024)
Graton CSD	450	Sewer Rate and Capacity Fee Study (ongoing)
Summerland Sanitary District	480	Sewer Rate Study (2023 & 2025)
Terra Bella SMD	500	Sewer Rate Study (2025)
Nipomo CSD (Blacklake)	560	Blacklake Sewer Rate Study (2018) Blacklake Streetlight Rate Study (2022)
Christian Valley Park CSD	630	Water Rate Study (2024)
Quail Lakes Estates (Fresno CSA #47)	710	Water and Sewer Rate Study (2025)
McMullin Area GSA	1,150	Groundwater Fee Study (2018 & 2023)
Kelseyville Waterworks District	1,200	Water and Sewer Rate Study (2024)
Maywood Mutual Water Co.	1,200	Water Rate Study (2022)
South Fork Kings GSA	1,200	Proposition 218 Assessment Balloting (2023)
City of Rio Dell	1,300	Water and Sewer Rate Study (2022)
City of Brisbane	2,000	Water and Sewer Rate Study (2023)
City of Gonzales	2,000	Water and Sewer Rate Study (2023)
Calaveras Public Utility District	2,100	Water Rate Study (2023)
City of Live Oak	2,500	Water Rate Study (ongoing)
City of Waterford	2,600	Sewer Rate Study (2019 & 2024)
Templeton CSD	2,800	Water and Sewer Rate Study (2018) Fire Impact Fee Study (2023)
City of Fort Bragg	2,900	Impact Fee Nexus Study (2024)
City of Kerman	3,900	Water and Sewer Rate Study (2018) Water, Sewer, and Storm Drain Rate Study (2024)
City of Kingsburg	4,000	Solid Waste Rate Study (2022) Water Rate Study (ongoing)
City of Anderson	4,000	Water Rate Study (2021 & 2024) Sewer Rate Study (ongoing)

CSD – Community Services District; GSA – Groundwater Sustainability Agency; SMD – Sewer Maintenance District

## 5. REFERENCES

### City of Gonzales

#### *Water and Sewer Utility Rate Study*

The City of Gonzales is located on Highway 101 in Monterey County and serves a population of about 8,600. Alison Lechowicz served as project manager for the 2023 rate study and Sophia Mills served as Financial Analyst.



The City's existing wastewater treatment plant is at capacity and the City is facing capital funding needs of \$30 million to construct a new industrial treatment plant and make improvements to its domestic treatment stream. L&T worked extensively with City staff, outside engineers, and State Revolving Fund loan officers to determine a financial plan and rate schedule that will meet the City's needs.

#### **Patrick Dobbins**

Director of Public Works  
pdobbins@ci.gonzales.ca.us  
(831) 324-2320

Decades had passed since the City conducted a comprehensive rate study and the City had implemented inflationary increases to keep up with costs. These increases were not sufficient to fund upcoming debt service costs for the new treatment plant. L&T provided options to the City for increasing the cost of service as well as adjusting its rate structure. We reviewed winter water use statistics to determine typical residential sewer flows and analyzed the

metered effluent records of industrial customers. As part of our study, we held two workshops with industrial customers to explain the need for rate adjustments and provide sample bill impacts.

Ms. Lechowicz provided two presentations to City Council to summarize our rate recommendations. Ms. Sophia Mills provided Spanish translations of our materials. Proposition 218 outreach was included in our scope of services. We drafted the notice of public hearing, coordinated with the City Attorney for legal review, and conducted the printing and mailing of the notices.

In 2025, we provided ongoing support to the City. L&T provided updated sewer cash flows to assist the City in securing bridge financing for its wastewater treatment plant expansion. We also provided a sewer industrial permitting fee memorandum.

### City of Loyalton

#### *Water Rate Study*

The City of Loyalton (City) is a small city of about 800 people located in Sierra County. July 2024, L&T finalized a water rate study for the City of Loyalton. Alison Lechowicz served as project manager and lead financial analyst.

Prior to our work, the City's water utility had historically operated at a deficit such that revenues were insufficient to fund the expenses incurred to run the water system. The City draws from other City funds to cover water system costs. The City has appropriations available to fund critical capital improvements including a monitoring well and a production well. However, rate increases were needed to cover operating costs and reverse the water fund's deficit.



**Kathy LeBlanc**

City Clerk  
ofclerk-cityofloyalton@psln.com  
(530) 993-6750

Prior to our work, the City did not have a published rate study and did not have written documentation of how the rates were determined. L&T reviewed customer records and simplified the City's fixed (unmetered) service rates for residential, commercial, and multifamily customers.

## City of Rio Dell

### *Water and Sewer Utility Rate Study*



In 2022, Catherine Tseng served as the project manager for a Water and Sewer Rate Study. Alison Lechowicz had worked on the City's prior sewer rate study. Located in Humboldt County, the City of Rio Dell provides water and sewer services to a population of approximately 3,700. Although sewer rates had increased annually by the change in the Consumer Price Index since 2013, the sewer fund was operating in a deficit and not meeting debt service coverage.

The water rates had not increased since 2015, and the Water Fund was facing nearly \$15 million in capital projects over the next five years to upgrade the distribution system and to seismically retrofit a storage tank. The City has applied for State grants and loans to assist with funding the mandated projects; however, rate increases were needed to retain a positive credit rating and repay debt obligations.

The City asked L&T to evaluate capital financing options, ranging from full grant funding to full loan funding. L&T also assessed the impact to rates if the City were to transition from a 70% fixed/30% variable revenue recovery to a 50% fixed/50% variable revenue recovery for both the water and sewer rates with the objective of lowering the impact on low water users.

**Kyle Knopp**

City Manager  
knoppk@cityofriodell.ca.gov  
(707)764-3532

## Templeton Community Services District

### *Water and Sewer Rate Study and Connection Fee Studies*

The Templeton Community Services District (TCSD) is located in San Luis Obispo County on Highway 101 immediately south of the City of Paso Robles and serves a population of about 8,000. L&T completed water and wastewater rate studies for TCSD in 2018 and a Fire Impact Fee Study in 2023.



A main task of the study was to analyze TCSD's tiered water rates to comply with Proposition 218 and the San Juan Capistrano court case. Prior to Ms. Lechowicz's work, TCSD did not have an administrative record documenting the cost of service. L&T reviewed the capital and operating expenses of the District's four water sources and developed new tier breakpoints. The revised tiers better reflect long-term supply from each source and how the District operates the water system.



**Jeff Briltz**  
General Manager  
jbriltz@templetonscd.org  
(805) 434-4900

The sewer rate study was critical for Templeton CSD to reverse past deficit spending, accumulate emergency reserves, and transition service from regional to local treatment. Another consulting firm conducted TCSD's rate study in 2013 and revenues did not materialize as projected. Ms. Lechowicz presented options to the Board to improve the financial health of the wastewater fund over

ten years. Alternatives included low/moderate rate impact options as well as aggressive funding scenarios.

## **Christian Valley Park Community Services District**

### **Water Rate Study**

Located in Placer County, the Christian Valley Park Community Services District (District) provides water service to approximately 630 residential customers as well as the California Conservation Corps in Auburn, CA. The District purchases raw water from the Placer County Water Agency (PCWA) and receives water from the Bowman canal system which is treated at the District's water treatment plant.



In June 2024, Alison Lechowicz completed a Water Rate Study for the District that recommended rates for five years through 2028/29. Water rates had not been increased in 5 years, and the Water Fund was projected to end the year in an operating deficit, having to draw upon its limited reserves to fund expenses. The study recommended a 23.0% rate adjustment in the first year, followed by annual inflationary increases through 2028/29 to cover the operating deficit and to meet reserve fund targets.

**Don Elias**  
General Manager  
donelias1965@yahoo.com  
(530) 878-8050

To pay for much needed pipeline improvements and system repairs, the District implemented a new capital improvement fee that will generate an additional \$500,000 each year to prevent costly main breaks and service interruptions. The new capital improvement fee is based on the cost to replace steel pipelines and will remain the same from 2025 to 2028.

The District maintained the current rate structure which includes a fixed charge based on meter size and a usage charge in which all customers are charged the same rate per hundred cubic feet (ccf). L&T completed a cost of service analysis using the Base-Extra Capacity method and applied updated meter capacity ratios to develop a cost basis for the current rate structure. The new rates were successfully implemented July 1, 2024.

## 6. UNDERSTANDING, METHODOLOGY, & SCOPE

### PROJECT UNDERSTANDING AND METHODOLOGY

#### Project Management

Our team recognizes the need for a clear quality control plan to ensure compliance with Proposition 218, industry standard ratemaking principles, and all other current federal and state laws and policies related to ratemaking. Each work product (including milestones and deliverables) will be reviewed by an L&T principal, and City staff will have the opportunity to comment on all deliverables in advance of scheduled meetings. City staff can review materials at any time upon request, and we are willing to schedule calls or meetings as needed to address any questions or concerns. L&T strives to be flexible and responsive to our clients.

It is key that our final deliverables are easy for the City to understand and implement. We propose to organize our cash flows based on existing budget categories to allow for the easy import or export of data between documents. L&T also structures our reports with reader-friendly executive summaries to allow the general public to grasp key concepts. Our financial models are designed to provide tables and charts that can be pasted into presentations to give visual representations of our work. L&T will also ensure that the City's billing system can accommodate any proposed rate structure adjustments.

#### Financial Planning

The fundamental objective for this rate study is to provide compliance with legal requirements while ensuring that the water and sewer utilities are self-sufficient. Revenue increases are needed to keep up with operating costs and maintain the systems. L&T will provide a range of scenarios from lower rate adjustments to higher rate adjustments and clearly summarize the advantages and disadvantages of each. Example financial metrics typically include the amount of capital funding, amount of cash reserves, debt service coverage, and rate affordability. Options will be fully vetted with City Council to gain support for the rate adjustment.

#### Rate Design

The City's current rate structure consists of flat rates for both water and sewer service which are based on equivalent dwelling units (EDUs) and multiple different customer categories. To ensure compliance with Proposition 218's proportionality requirements, L&T will review the current customer categories and potentially reduce or modify the number of categories if appropriate. Both water and sewer fees could also be revised to be scaled based on parcel size to promote equity between large and small customers. For water rates, we will update the underlying water usage estimates for each customer class. For sewer rates, we will update the underlying flow and pollutant loading assumptions for each customer class. We will fully document all underlying estimates used in our analysis. Our approach to rate design analysis is to clearly document



how the City's fixed fee for each customer class is proportional to how customers in that class take service.

As an alternative, L&T can provide metered water rates with conservation surcharges. We will evaluate water purchases and make estimates of consumption for individual customers based on land use characteristics. A volume rate component can be phased-in over five years. This will allow customers to get used to the new billing method and provide revenue stability for the City. Drought or conservation surcharges will be cost-based and can be implemented during water shortage emergencies.

## SCOPE

Provided below is our suggested scope of services. L&T will work with the City to finalize a scope tailored to meet your needs.



### I. Project Kickoff and Data Gathering

#### Kickoff Meeting

L&T will conduct a virtual kickoff meeting with City staff to review study goals, milestones, identify project team members, determine roles and responsibilities, and discuss data needs.

#### Data Gathering

Assemble the necessary data to complete the study. Wherever possible, L&T will aggregate available information from the City's website and other public sources. The goal is to understand the City's financial standing, current rate structure, and utility billing information. A data needs list will be provided to the City prior to the kickoff call.

## 2. Water and Sewer Financial Plans

### Annual Revenue Requirements

With staff input, we will estimate future operating and capital expenditures to estimate annual revenue needs. We will factor in projections of growth, repairs and replacements, cost escalation, water use, sewer flows, regulatory compliance, agreements with outside entities, and operational changes to ensure that all future expenses are included. L&T will work with the City to determine appropriate inflationary increases.

### Review Reserve Fund Targets

This subtask involves reviewing the current operating and capital reserve balances for each utility and evaluating reserve targets for emergency reserves, rate stability reserves, long term capital reserves, short term capital reserves, or other categories as appropriate. At minimum, our analysis will review the age and condition of the systems, annual depreciation costs, debt service reserves, and expenses related to emergencies.

### Evaluate Debt Service Coverage

L&T will review budgets, audits, and bond disclosure documents to understand current debt obligations. We will determine current coverage ratios based on net operating revenues compared to annual debt service expenses. We will also evaluate if the utilities have capacity to take on additional debt at the current revenues. Our final rate recommendations will include projections to meet coverage requirements in the years to come.



### Review Capital Improvement Needs

Our cash flow analysis will isolate the impacts of capital funding separate from increases needed to fund other utility expenses. Typically, L&T suggests three capital funding scenarios: 1) bare bones: fund only critical improvements, 2) priority funding: fund critical projects plus high-priority, level of service improvements, and 3) full funding: fund all proposed projects. We will work with the City to determine project affordability and adjust our rate recommendations accordingly. L&T will review various financing options to fund capital

needs, including pay-as-you-go/cash funding and other debt financing alternatives, such as State loans/grants, bank loans, and certificates of participation/bonds.

### Cash Flow Projections

Annual revenue requirements and capital funding needs will be used to develop long-term cash flow projections summarizing the financial position of each utility over the next 10 years. The cash flow projections will estimate rate increases needed to meet annual revenue requirements, debt obligations, and reserve fund targets.

### **Sensitivity Analysis**

Based on input from the project team, L&T will incorporate rate sensitivity analysis to determine affordability. We will determine rate impacts under various scenarios, possibly including cash funding of projects, debt funding of projects, water cutbacks, increased regulatory costs, etc. Sensitivity analysis can often become an iterative process. L&T is flexible to run additional scenarios as needed.

## **3. Cost Allocation**

### **Evaluate Customer Billing Data**

We will evaluate historical and current water consumption, sewer flow, pollutant loading, and other billing data to estimate future water demands and sewer flows. For the water study, a key aspect of this task is to determine the amount of water use and revenue collected from meter charges and volume rates if the City transitions to a metered rate structure. For the sewer rate study, we will update the pollutant loadings and strength characteristics of each customer class to determine whether modifications are warranted.



### **Functionalize Costs**

Functionalization is the allocation of expenses by major operating activities for the utilities, including water supply, peak pumping, treatment, storage, transmission, overhead, and administration. Sewer categories will consist of customer service, flow, BOD, and TSS to provide the City with a mass balanced rate structure.

### **Allocation to Customer Classes**

After costs have been categorized by function, costs are then allocated to each customer class based on water demand and sewer flow and loading characteristics. The result produces revenue requirements for each customer class which can be recovered via fixed charges and usage rates. The allocation to customer classes will be based on industry best practices and

meet the proportionality requirements of Proposition 218.

## **4. Rate Design**

### **Rate Alternatives**

Based on the criteria developed with staff and the cost of service analysis, we will identify alternative rate structures or modifications to the current water and sewer rate structures as appropriate. We understand that the current rate structure consists of flat rates for both water and sewer service based on the assignment of equivalent dwelling units (EDUs) to different customer categories. To comply with Proposition 218's proportionality requirements, L&T recommends that this rate study include a review of the City's current customer categories and impacts on the system. We will fully document all underlying water usage, flow, and pollutant estimates used in our analysis for each customer class.

If modifications to the current rate structure such as a revision of the City's customer classes are needed or desired, we will work with the project team to phase in modifications, clearly explain why the changes are needed, and minimize the impact on ratepayers. We will outline the advantages and disadvantages of each option. Additionally, we will take into consideration staff's time and capabilities to administer any changes and will ensure the City's billing system can accommodate proposed rate structure adjustments. At minimum, our rate design options will include a metered option, unmetered option, and potential drought surcharges.

### **Calculate Bill Impacts and Rate Affordability**

Based on the recommended rates, calculate the bill impacts for a sample of typical customers including both residential and non-residential customer classifications. We will calculate the impacts to ratepayers, and if needed, develop an implementation plan to phase-in adjustments to ease the impact on customers.



### **Miscellaneous Fees**

L&T will conduct a review of the City's existing miscellaneous fees such as private fire lines, irrigation lines, hydrant water, meters, inspections, late fees, etc. We will update existing fees and offer recommendations for potential new fee categories. These fees are subject to Proposition 26 which requires that they be cost-based. If warranted, L&T will interview City staff to determine the staff time and materials associated with each fee or service. We will add City indirect costs and offer a schedule of recommended fees. We can also provide a survey of surrounding agencies to gauge whether miscellaneous fees are in line with other local utilities.

### **Finalize Recommendations**

Our rate recommendations will include multi-year rate increases and possible rate structure modifications based on input from staff. The final plan will show projected rates for each customer class for the next five years.

## **5. Capacity Fees**

Concurrent with the rate study, L&T proposes to review and update the City's capacity (connection) fees. We will review potential future development in the community and the need to expand capacity. L&T will work with City staff and engineers to determine the cost of facilities needed to accommodate new customers. Most often, the value of facilities includes both a buy-in to existing facilities that have available capacity plus an expansion component for facilities that must be upsized to meet the needs of growth. The cost of facilities is divided by the capacity of those facilities to determine the capacity fee. As needed, L&T will scale the fees for various types of development such as multi-family residential, accessory dwelling units, and commercial customers. To complete our work, we will provide the District with a comprehensive report and assist with fee adoption.



## 6. Draft & Final Reports

Submit a draft summary report for each utility for review and feedback. The report will summarize findings and recommendations and discuss key alternatives when applicable. We will then incorporate all staff comments and update recommendations accordingly. The final report will reflect input received. Our reports are intended to serve as the administrative record for the City and will be compliant with Propositions 218 and 26. All study materials including the draft and final reports will be submitted to the City in their native format (Word, PowerPoint, etc.). L&T does not use any specialized software.

## 7. Meetings & Presentations

L&T proposes two (2) in-person meetings plus virtual check-in meetings. Each in-person trip can include multiple functions such as meetings with staff + community outreach + City Council meetings. We remain flexible to adjust the focus of each trip to meet the City's needs. Our proposed in-person meeting schedule includes: one (1) meeting to review draft findings and recommendations with the City Council and one (1) meeting for the Proposition 218 hearing. Virtual meetings will include the project kickoff meeting, progress meetings with staff, and potentially one or two additional presentations (as needed) to City Council.

## DELIVERABLES

- Data request list
- Evaluation of customer characteristics including water use, sewer flow, and number of accounts
- Growth projection and capacity estimate
- Ten-Year cash flows with anticipated funding sources and cost recovery
- Review of prudent reserves and recommended reserve fund levels
- Allocation of capital improvements between existing customers and future growth
- Two rate design alternatives for each utility included metered and unmetered options
- Drought surcharges
- Cost of capacity for the water system (\$/gallons per day) and sewer system (\$/gallon w/pollutant strength adjustment)
- Rate and fee affordability analysis
- Rate survey of local agencies
- Recommendations for cost-based miscellaneous fees such as private fire lines, meter installation fees, fire hydrant fees, and late fees
- Final 5-year recommendation of water and sewer rates
- Final capacity fee recommendations
- Preliminary and final drafts of the rate and fee study (electronic and printed copies will be provided)
- Two (2) in-person meetings/presentations
- Virtual progress meetings with staff; action items distributed to the project team
- Proposition 218 public notice
- Proposition 218 educational and public outreach materials

## WORK SCHEDULE

Provided below is Lechowicz & Tseng's draft schedule for the rate study with new rates and fees going into effect January 1, 2026. We are flexible to adjust the schedule as needed.

PROJECT TASK	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Kickoff & Data Gathering								
2. Financial Plan								
3. Cost Allocation								
4. Rate Design								
5. Capacity Fees								
6. Reports & Model								
7. Meetings & Prop 218								

V – virtual meeting; I & 2 – in-person meeting; D – draft report submitted; F – final report submitted

## Meetings

Provided below is a sample meeting schedule that will be updated with input from the project team. In addition to two (2) in-person meetings, our proposal includes virtual meetings for progress meetings with staff. Additional progress meetings can be scheduled as needed throughout the project.

<b>Meeting #1 (Virtual)</b>	Kickoff meeting with Project Team
<b>Meeting #2 (Virtual)</b>	Review preliminary findings with Project Team
<b>Meeting #3 (Virtual)</b>	Review revised recommendations with Project Team
<b>Meeting #4 (In-Person)</b>	Present recommendations to City Council
<b>Meeting #5 (Virtual)</b>	Review final recommendations with Project Team
<b>Meeting #6 (Virtual)</b>	Present final report to City Council; initiate Proposition 218 process
<b>Meeting #7 (In-Person)</b>	Proposition 218 Public Hearing to adopt rates and capacity fees



## 7. MAXIMUM PRICE & FEE SCHEDULE

### ALL-INCLUSIVE MAXIMUM PRICE

The following table outlines Lechowicz & Tseng Municipal Consultants' proposed budget by task. Our not-to-exceed Fee Estimate includes two (2) in-person meetings. L&T will invoice the City monthly for time and materials. The budget shown below is valid for 90 days.

PROJECT TASKS	HOURS				BUDGET
	Lechowicz Project Mgr \$230/hour	Tseng Peer Review \$230/hour	Weinstock Financial Analyst \$120/hour	Total	
1. Kickoff & Data Gathering	6	0	8	14	\$2,340
2. Financial Plan	24	2	20	46	\$8,380
3. Cost Allocation	12	0	18	30	\$4,920
4. Rate Design	18	0	22	40	\$6,780
5. Capacity Fees	34	2	48	84	\$14,040
6. Reports & Model	12	2	18	32	\$5,380
7. Meetings & Prop 218	28	1	10	39	\$7,870
<b>Subtotal</b>	<b>134</b>	<b>7</b>	<b>144</b>	<b>285</b>	<b>\$49,710</b>
Estimated Expenses [travel for two (2) in person meetings]					<u>\$1,500</u>
<b>TOTAL PROJECT BUDGET</b>					<b>\$51,210</b>

The printing and mailing of the Proposition 218 notices can be included for an additional cost.

### BILLING FEE SCHEDULE 2025/2026

Lechowicz & Tseng's hourly rates are \$230 for principals, \$150 for financial analyst II, and \$120 for financial analyst I. Professional time rates include all overhead and indirect costs. Direct expenses incurred on behalf of the client will be billed at cost. Direct expenses include, but are not limited to:

- Travel, meals, lodging
- Printing and report binding
- Outside computer services or software development
- Automobile mileage (IRS rate)
- Courier services and mailing costs
- Special legal services

## 8. INSURANCE

### INSURANCE

Lechowicz & Tseng Municipal Consultants will maintain for the duration of the contract the insurance requirements as set forth in the City's Request for Proposals.

### NO CONFLICTS OF INTEREST

The firm of Lechowicz & Tseng Municipal Consultants and its employees have no personal or professional financial or other interests which could be a conflict of interest.



THANK YOU

# **City of Westmorland**

## **REPORT TO City Council**

**MEETING DATE:** May 7, 2025

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize The Holt Group to prepare an updated Quality Assurance Program, as required by State for transportation projects, for an amount not to exceed \$2,000.

**ISSUE:**

Shall the City Council Authorize The Holt Group to prepare an updated Quality Assurance Program, as required by State for transportation projects, for an amount not to exceed \$2,000.?

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the City Council Authorize The Holt Group to prepare an updated Quality Assurance Program, as required by State for transportation projects, for an amount not to exceed \$2,000.

**FISCAL IMPACT:**

Funding source will be the Street Fund, which has sufficient funding available for this project.

**DISCUSSION:**

The State of California and our CalTrans Local Assistance Office has notified the City that our Quality Assurance Program is outdated and must be updated by October, which is the end of the Federal Fiscal Year. The city reached out to three consultants to see if they could update our QAP and only The Holt Group was willing and able to complete an update to meet our satisfaction within our timeline. THG has completed updated to other local agencies Quality Assurance Programs such as Imperial, Holtville, and County of Imperial.

The cost is well within the budget and below our estimate.

**CONCLUSION:**

Staff recommend that the Council Authorize The Holt Group to prepare an updated Quality Assurance Program, as required by State for transportation projects, for an amount not to exceed \$2,000.

Respectfully Submitted,

Laura Fischer  
Manager

# City of Westmorland

## REPORT TO City Council

**MEETING DATE:** May 7, 2025

**FROM:** Laura Fischer, Manager

**SUBJECT:** Authorize staff to submit a reimbursement request to State Water Board for payments to Cora for \$87,744.85; The Holt Group \$9,990.00; Dudek \$5,268.75 for a total of 103,003.60 and Authorize staff to pay the invoices.

**ISSUE:**

Shall the City Council Authorize staff to submit a reimbursement request to State Water Board for payments to Cora for \$87,744.85; The Holt Group \$9,990.00; Dudek \$5,268.75 for a total of 103,003.60 and Authorize staff to pay the invoices.

**GENERAL MANAGER'S RECOMMENDATION:**

It is recommended that the City Council Authorize staff to submit a reimbursement request to State Water Board for payments to Cora for \$87,744.85; The Holt Group \$9,990.00; Dudek \$5,268.75 for a total of 103,003.60 and Authorize staff to pay the invoices.

**FISCAL IMPACT:**

Funds will be received through the reimbursement process and paid out of Fund 511.

**DISCUSSION:**

The water filter replacement project submits expenses for reimbursement from the State. The city pays the invoices and funds are replenished into the 511 water filter project account.

**CONCLUSION:**

Staff recommend that the Council Authorize staff to submit a reimbursement request to State Water Board for payments to Cora for \$87,744.85; The Holt Group \$9,990.00; Dudek \$5,268.75 for a total of 103,003.60.

Respectfully Submitted,

Laura Fischer  
Manager

## Monthly Invoice Summary

**Invoice No. 202501977**

**Project Name:** WTP Water Filter Replacement Project

**Consultant Name:** Dudek

**DWR/SCDR Agreement No. 4600015451**

<b>Period:</b>	1/25/2025	to	2/21/2025	<b>Date:</b>	3/5/2025
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### Contract Summary:

Original Contract Amount:	\$289,439.00	NTP Date	9/12/2023	
		Original Contract End Date	11/1/2025	

**Contract Amendments:**

Additive Bid Items:	\$20,569.00				
Amendment No. 1 (SCDR Fund Shift for AWC Design Services):	\$165,000.00				
Subtotal Amendments	\$185,569.00				
<b>Total Contract</b>	<b>\$475,008.00</b>				



Previous Amount Billed:	\$423,000.52
Current Invoice Amount:	\$5,268.75
Total Billed to Date:	\$428,269.27
Total Remaining:	\$46,738.73

## Billing Code (if applicable)

Task No.	Task Name	Hours	Rate	Amount	Totals
5	Engineering Services During Construction Phase				\$ 5,268.75
	Senior Project Manager (B. Lacap)	6	\$ 260.00	\$ 1,560.00	
	Engineer IV (T. Dhanens)	17.25	\$ 215.00	\$ 3,708.75	

### Travel Summary

Date	Description	Miles	Rate	Amount	
				\$	-
				\$	-
TOTAL OF INVOICE AMOUNT				\$	5,268.75

Certification by Owner's Representatives		Certification of Consultant	
Joel Hamby			
Project Manager	4/10/25		4/9/2025
Department Manager	Date	Consultant	Date

OK to pay 4/30/25  
DWR/SCDR grant  
Wat. Restr. 511-00-6001

# DUDEK

605 3rd Street  
Encinitas, CA 92024  
T (760) 942-5147  
F (760) 632-0164

April 2, 2025  
Project No: 15667  
Invoice No: 202501977  
Due Date: May 17, 2025

Christine Pisch  
City of Westmorland  
355 S Center St  
Westmorland, CA 92281

Project Manager Brandon Lacap

Project 15667 Engineering Design of the Westmorland Water Filter Replacement Project

Agreement No. 4600015451

**Professional Services for the Period: January 25, 2025 to February 21, 2025**

Phase 02 Construction Support Services

## Professional Personnel

	Hours	Rate	Amount
Senior Project Manager/Engineering	6.00	260.00	1,560.00
Project Engineer IV/Technician IV	17.25	215.00	3,708.75
Totals	23.25		5,268.75
<b>Total Labor</b>			<b>5,268.75</b>
<b>Phase Total</b>			<b>\$5,268.75</b>
<b>Total Project Invoice Amount</b>			<b>\$5,268.75</b>

## Outstanding Invoices

Number	Date	Balance
202409007	10/30/2024	9,634.46
202410043	11/25/2024	2,195.00
202410915	12/19/2024	8,070.59
202411404	1/14/2025	12,047.68
202500646	2/19/2025	7,299.00
<b>Total</b>		<b>39,246.73</b>

## Billing Summary

	Current	Prior	Total
Labor	5,268.75	203,595.00	208,863.75
Consultant	0.00	217,486.00	217,486.00
Expense	0.00	714.19	714.19

Please remit checks to the following lockbox account including Dudek project number and invoice number:

DUDEK  
P.O. Box 515569  
Los Angeles, CA 90051-4581

If you would like to remit payment via ACH, please contact [Accounting@dudek.com](mailto:Accounting@dudek.com).

Unit	0.00	794.62	794.62
<b>Totals</b>	<b>5,268.75</b>	<b>422,589.81</b>	<b>427,858.56</b>

<b>Contract Maximum:</b>	<b>475,008.00</b>
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<b>Previous Billings Against Maximum:</b>	<b>422,589.81</b>
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<b>Current Billings Against Maximum:</b>	<b>5,268.75</b>
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<b>Balance After This Invoice:</b>	<b>47,149.44</b>
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Please remit checks to the following lockbox account including Dudek project number and invoice number:

Page 2

DUDEK  
P.O. Box 515569  
Los Angeles, CA 90051-4581

If you would like to remit payment via ACH, please contact [Accounting@dudek.com](mailto:Accounting@dudek.com).



The  
Holt  
Group



March 2025 Activities Log  
Invoice No. 25-03-001

DWR/SCDR Agreement No. 4600015451

City of Westmorland  
WTP Filter Replacement Project

Period:		03/03/2025 to 03/31/2025		Date:		4/17/2025	
Contract Summary:							
Total Contract Amount:		\$72,220.00		Original Contract Date:		11/15/2024	
Previous Amount Billed:		\$32,960.00					
Current Invoice Amount:		\$9,990.00					
Total Billed to Date:		\$42,950.00					
Total Remaining:		\$29,270.00					

Task No.	Task Name	Hours	Rate	Amount	Totals
3	Construction Management				\$ 9,990.00
	Resident Engineer (J. Marmolejo)	28.5	\$ 140.00	\$ 3,990.00	
	A. Resident Engineer (C. Carrillo)	50	\$ 120.00	\$ 6,000.00	

TOTAL OF INVOICE AMOUNT \$ 9,990.00	
<div>Certification by Owner's Representatives</div> <div>Joel Hamby  4/17/25</div> <div>Project Manager Date</div>	<div>Certification of Consultant</div> <div> 04/17/2025</div> <div>Consultant Date</div>
Department Manager Date	

OK to pay 4/17/25  
DWR/SCDR grant  
Wat. Cap. 511-00-6001





**Contractor's Application for Payment**

Owner:	City of Westmorland	Owner's Project No.:	4600015451
Engineer:	The Holt Group, Inc.	Engineer's Project No.:	102.114
Contractor:	Cora Constructors, Inc.	Contractor's Project No.:	J440
Project:	WTP Water Filter Replacement Project		
Contract:			

Application No.:	4	Application Date:	4/2/2025
Application Period:	From 3/1/2025	to	3/31/2025

1. Original Contract Price	\$	1,916,900.00
2. Net change by Change Orders	\$	(75,000.00)
3. Current Contract Price (Line 1 + Line 2)	\$	1,841,900.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,605,668.00
5. Retainage		
a. 5% X \$ 1,605,668.00 Work Completed =	\$	80,283.40
b. 5% X \$ - Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	80,283.40
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,525,384.60
7. Less previous payments (Line 6 from prior application)	\$	1,437,639.75
8. Amount due this application	\$	87,744.85
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	316,515.40

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	Cora Constructors Inc.	Emir Kocaballi
Signature:	Emir Kocaballi	Date: 4/3/2025

Recommended by Engineer	Approved by Owner
By: <u>Juny Marmolejo</u>	By: <u>[Signature]</u>
Title: <u>Resident Engineer</u>	Title: <u>INT. DIR. OF DEV. SERV.</u>
Date: <u>04-07-2025</u>	Date: <u>4/14/25</u>
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____



## CITY OF WESTMORLAND

355 South Center Street • Post Office Box 699  
Westmorland, California 92281  
Tel (760) 344-3411 • Fax (760) 344-5307

April 23, 2025

Memorandum

To: Council

From: Tami Castro

### **RE: RESOLUTION 25-09 for SB1 FY 25/26 FUNDING**

Each year, the city must adopt a resolution to receive funding allocated under Senate Bill 1 (SB1)/Road Maintenance Rehabilitation Account (RMRA). The estimated funding for FY 25/26 for Westmorland is \$53,785.

The funding amount is insufficient to cover the cost of a normal-sized project; however, under the legislation, the City used the funds to reimburse a project that has already been completed. For the past three years, those funds have been used to reimburse the Phase 3 project by depositing the funds in the Measure D account since that project was paid for out of Measure D funds.

#### Staff recommendation:

Staff also recommend that the council review/discuss the matter, if a decision is made to use the SB1 funds to reimburse the Measure D account for Phase 3 Street Improvements Project costs, then action should be taken to approve Resolution 25-09 and staff should be directed to submit the resolution to the website and enter any required information as needed.

## **RESOLUTION NO 2025-09**

### **RESOLUTION TO INCORPORATE A LIST OF PROJECTS IN THE 2024-2025 BUDGET FUNDED BY SBI: THE ROAD REPAIR AND ACCOUNTABILITY ACT**

**WHEREAS**, Senate Bill I (SBI), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SBI includes accountability and transparency provisions that will ensure the residents of the City of Westmorland are aware of the projects proposed for funding in our community and which project has been completed each fiscal year; and

**WHEREAS**, the City of Westmorland must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SBI, in the City's budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the city, will receive an estimated \$53,785.00 in RMRA funding in Fiscal Year 2024- 2025 from SB I; and

**WHEREAS**, the funding from SBI will help the city maintain and rehabilitate major streets and roadways throughout the city this year and several similar projects into the future; and

**WHEREAS**, the city has undergone a public process to ensure public input into our community's transmutation priorities; and

**WHEREAS**, the city used a Pavement Management System to develop the SBI project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

**WHEREAS**, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in a very poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will begin to bring our streets and roads into an excellent condition; and

**WHEREAS**, without revenue from SBI, the city, would otherwise have to postpone or cancel projects throughout the community; and

**WHEREAS**, if the Legislature and Governor failed to act, city streets and county roads would continue to deteriorate, having many and varied negative impacts on our community; and

**WHEREAS**, cities and counties own and operate more than 81 percent of streets and roads in California, enabling citizens to drive to work, bike to school, or walk to the bus station, on a safe, reliable local transportation network; and

**WHEREAS**, modernizing the local street and road system provides employment opportunities via construction jobs and boosts local economies; and

**WHEREAS**, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

**WHEREAS**, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls where a few minutes of delay can be a matter of life and death; and

**WHEREAS**, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduced vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

**WHEREAS**, restoring roads before they fail also reduces construction cost-as well as construction time-which results in less air pollution from heavy equipment; and

**WHEREAS**, the SB1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide;

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council

of Westmorland, State of California, as follows:

1. The foregoing recitals are true and correct; and
2. The City's budget for fiscal year 2024- 2025 incorporates the following projects planned to be funded with Road Maintenance and Rehabilitation Account revenues:

Project: Streets Rehabilitation Program Phase 2

Location: C Street from Main Street to 7<sup>th</sup> Street; D Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street; J Street from 7<sup>th</sup> to 8<sup>th</sup> Street.

Description: Grind and install conventional asphalt with an asphaltic rubberized membrane; repair/replace existing cross gutter; install ADA ramps; raise water valve covers and sewer manhole covers; striping and signage.

Estimated Useful Life: 15 years

Year of Construction: 2018

3. The City's budget for fiscal year 2024- 2025 incorporates the following: Appropriation of \$49,935.00 in RMRA funding (subject to availability of funds)

**PASSED AND ADOPTED** at a Regular Meeting of the City Council held on the 7<sup>th</sup> day of May 2025.

AYES:

NOES:

ABSENT:

Signature of Approving Officer: \_\_\_\_\_  
JUDITH RIVERA,  
Mayor of the City of Westmorland

**CERTIFICATE OF THE ATTESTING OFFICER**

The undersigned, CHRISTINE PISCH, City Clerk of the City of Westmorland, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of the Resolution duly adopted at a regular meeting of the City Council of the City of Westmorland held on the 7<sup>th</sup> day of May 2025, which was duly convened and held on the date stated thereon and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

ATTEST:

\_\_\_\_\_  
CHRISTINE PISCH, CITY CLERK

CITY OF WESTMORLAND            )  
COUNTY OF IMPERIAL        )   §  
STATE OF CALIFORNIA            )