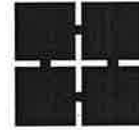


# The Holt Group, Inc.

Engineering Department



■ Municipal Design ■ Infrastructure Engineering ■ Construction Management ■

September 19, 2025

Ms. Laura Fischer  
City Manager  
City of Westmorland  
355 South Center Street  
PO Box 92281  
Westmorland, CA 92281

Re: City of Westmorland – Update of The Water Treatment Plant Operations Plan

Dear Ms. Fischer,

Per the On-Call Planning Services Agreement dated May 5<sup>th</sup>, 2021, between the City of Westmorland and The Holt Group, Inc., The Holt Group is proposing to update the Water Treatment Plant Operations Plan. as required by the California State Water Resources Control Board – Division of Drinking Water (SWRCB - DDW) as part of recent upgrades to the Water Treatment Plant. The existing Operations Plan was drafted as part of the 1993 Water Treatment Plant improvements and updated as part of the 2002 Water Treatment Plant improvements. The latest Water Treatment Plant improvements that include Filter No. 2 replacement and SCADA system update have triggered California State Water Resources Control Board – Division of Drinking Water (SWRCB - DDW), the regulatory agency, to request an updated Operations Plan. The Operations Plan's scope of work will include the following:

- Update the Identification and Description of the Water Treatment Plant's existing and new facilities. These facilities include the Raw Water Headworks and Ponds, Settled Water Pump Station, identical Filters 1 and 3, Filter 2, Filtered Water Pump Station, and Storage Tanks, Distribution Pump Station, Backwash Water Pump Station, Chemical Dosing, Water Quality Instrumentation, Electrical, and SCADA Control System.
- Provide details of the treatment processes and water quality monitoring requirements, as listed above.
- Update of various sections of the Operations Plan, such as Chemical Dosing information and documentation, Laboratory Information, and Maintenance as requested by DDW.

- Identification and listing of WTP Alarms for the various facilities, to include detailed information for each alarm.
- Coordinate with Water Treatment Plant Operators and Division of Drinking Water in drafting and inclusion of information for the Operations Plan.

#### COMPENSATION OF SERVICES


The Holt Group proposes to conduct the update of the Water Treatment Plant Operations Plan on a Time and Material basis for a Not To Exceed cost of \$15,000.00.

Out of pocket costs for printing, telephone, travel postage and miscellaneous expenses are included in the lump sum fee. Additional work items, approved in advance by the City of Westmorland, shall be performed according to The Holt Group 2021 Hourly Rate Schedule, as attached to the Agreement dated May 5<sup>th</sup>, 2021.

#### SIGNATURE OF TASK ORDER NO. 1

Thank you for considering this Task Order Agreement. If this Task Order Agreement is acceptable to the City of Westmorland please sign and date below:

**The Holt Group, Inc.**

  
\_\_\_\_\_  
James G. "Jack" Holt, PE  
Secretary / CFO

Date: September 19, 2025

**City of Westmorland**

\_\_\_\_\_  
Laura Fischer  
City Manager

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