



REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF WESTMORLAND

WEDNESDAY, JANUARY 8, 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:

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 Non-Action Items:

Fire Department – Chief Sergio Cruz

Police Department – Chief Lynn Mara

City Manager- Laura Fischer

Public Works Director - Ramiro Barajas

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

1. Approval of Meeting Minutes from December 18, 2024
2. Approval of City Warrant List.

Regular Business:

1. Discussion and Action to Adopt the Memorandum of Understanding for Technical Assistance, Education, and Training between the City of Westmorland and the Institute for Local Government- Laura Fischer, Manager
2. Discussion and Action to Adopt the Agreement for Redistribution of American Rescue Plan Act funds from Public Health to the City of Westmoland in the amount of \$6,185.45- Laura Fischer, Manager
3. Discussion and Action to Adopt the Water Master Plan via Resolution Number 2025-01- Laura Fischer, Manager
4. Discussion and Action to Adopt the Sewer Master Plan via Resolution Number 2025-02- Laura Fischer, Manager
5. Discussion and Action to Approve project Change Order #1 in the amount of negative \$75.000, which reduces the total project cost – Laura Fischer, Manager
6. Discussion and Action to Authorize the submittal of Reimbursement Request #1 in the amount of \$712,835.35 – Laura Fischer, Manager
7. Update on the EDWG Water Plant Project- Ramiro Barajas
8. Discussion and Action to Approve the City of Westmorland Holidays and City Sponsored Events Calendar- Christine Pisch, City Clerk

Closed Session:

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

Adjournment: Next regular scheduled meeting January 22, 2025.

Council meetings are Open to the Public
If you need further assistance, please email the City Clerk
cityclerk@cityofwestmorland.net



CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: January 8, 2025

FROM: Laura Fischer

SUBJECT: Staff Report – Part-Time Manager

Water Projects:

EDWG Water Plant Upgrade Project. Written report on the agenda. Of note is the quote for the water/sewer rate study. The grant will pay for the water portion, but the sewer portion would need to be paid by the City. The amount from the recommended consultant would be \$29K for the sewer rate study. I requested that the State search for a quote from another consultant so that the cost is lower and so that it is not a time and materials contract. If they are not able to secure a more reasonable cost, we will go out to bid to see if we can get a better result. I will prepare this information in an action item once we have determined if this is the best result or if we have any other options.

Drought Grant Water Filter Project. There are two items on the agenda for this project. A change Order #1 for a negative \$75,000, which was discussed with Council at a previous meeting, and the reimbursement request to the State.

Parks:

Per Capital Park Improvement Project. Restrooms & Drinking Fountain. I met with the contractor representative, A&N Quality Builders, they have made good progress on the restrooms and they are ready for a plumbing inspection this week. Staff requested a stucco finish to match the existing restrooms and we discussed the sidewalk construction, roof on the old restroom facilities, and the floor drain in the new restrooms. I haven't received an invoice from A&N, but as soon as I do, I'll prepare the reimbursement request for the PER Capita grant.

Administration:

Housing Element: I received the documents and task schedule from Placeworks regarding the items needed to comply with the Housing Element. They asked that we post the notice of a Public Hearing when the CEQA Exemption and zoning text amendments will be considered. This has been posted and the Public Hearing is scheduled for January 22, 2025.

The funding for the Housing Element was through the LEAP program. We just received the final payment for the LEAP grant. I have submitted the close our report and this grant is closed. We just need to make the necessary changes to our zoning text and CEQA Exemptions.

Loves's Sales Tax: I am reviewing the many invoices received from Loves to determine what expenses are eligible for reimbursement.

Finance:

Public Safety ½ Cent Sales Tax: I got an email from the County. They requested wet signatures on the MOU Forms submitted to secure the ½ cent sales tax funding. They were delivered on Monday the 6th. The County Auditor Controller's office assures me that as soon as they get the documents with wet signatures they will process our payments.

Frey Software. Staff is still working on the Frey Software transition. After the end of the calendar year, we are getting our account balances and posting them in Frey. This is a time consuming task as we have all of our customer balances to input for water, sewer and trash; all of our special projects such as building and planning, business licenses, backflow inspections, etc.; all of our Fund and account balances both revenue and expenditures to post; and payroll records with employee leave balances and earning records. We are using a service called Invoice Cloud to link with our customers and bank, our IT contractor has been working to get this process connected and after several attempts, we believe this system will be fully integrated with our software and website by next week.

At our next meeting, we would like to show you how our customers can pay their bills online and provide an example of the billing and checks.

Hours worked. My timecard for this pay-period is for a total of 17.5 hours.

Water plant projects – Filter – Monthly meetings –
Park Project – PER Capita
Frey Software data input

Respectfully Submitted,
Laura Fischer



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

WEDNESDAY, DECEMBER 18, 2024

6:00 PM

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

Mayor's Message

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

Brown Act AB 361:

Location: Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

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:

Was lead by Mayor Rivera

Roll Call:

Present at the Council Meeting:

Mayor, Judith Rivera

Mayor Pro-Tem, Justina Cruz

Member, Xavier Mendez

Member, Ray Gutierrez

Member, Ana Beltran

Staff Present:

City Clerk, Christine Pisch

Fire Chief, Sergio Cruz

PW Director, Ramiro Barajas

Police Chief, Lyn Mara

Manager, Laura Fischer

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.

- Ana Beltran, Council member announced Christmas in the Park Event on December 20th.
- Sergio Cruz, Fire Chief announced the Fire Department was doing the Santa and City Route at 11am.
- Judith Rivera, Mayor made her statement about all reimbursements will no longer be cut but to be brought to council to be approved.

Staff Reports Non-Action Items:

Fire Department – Chief Sergio Cruz, reported one of the trucks is down and need new tires.

Police Department – Chief Lynn Mara, reported two potential new officers are in background in final steps for Psych and Physical.

City Manager- Laura Fischer, Provided a written report.

Public Works Director - Ramiro Barajas, reposted in the process of starting the Sanitary Sewer Report coming up at the Wastewater Plant.

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

1. Approval of Meeting Minutes from December 4, 2024
2. Approval of City Warrant List.
AYES: (1) Beltran, (2) Cruz, Gutierrez, Rivera, Mendez
NOES: 0
ABSENT: 0
3. Ratify the Employment Agreement with Laura Fischer
AYES: (1) Beltran, (2) Cruz, Gutierrez, Rivera, Mendez
NOES: 0
ABSENT: 0

Regular Business:

1. Discussion and action to approve Resolution 2024-21 RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTMORLAND RELATING TO ACCEPTING FUNDS FROM THE 2022-2023 COPS FUNDS GRANT (AB 1584)- Chief Lynn Mara, Police Chief

AYES: (1) Beltran, (2) Cruz, Gutierrez, Rivera, Mendez
NOES: 0
ABSENT: 0
2. Discussion ~~and action~~ to acknowledge the city’s commitment to implementing the final deliverables for a REAP Grant for Planning Grant and acknowledge that staff time will not be reimbursed to the city-
Laura Fischer, Manager
3. Action on rescheduling January 2025 Meeting Dates- Christine Pisch

AYES: (1) Beltran, (2) Mendez, Gutierrez, Rivera, Cruz
NOES: 0
ABSENT: 0

4. Discussion and review on City of Westmorland Holidays and city events- Christine Pisch, City Clerk

Closed Session: 6:20pm

- 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))

After reconvening to open session Mayor Rivera reported that nothing to be reported

Adjournment: 7:24pm

Next regular scheduled meeting December 4, 2024.

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

NOES: 0

ABSENT: 0

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CITY OF WESTMORLAND

CITY COUNCIL REPORT

DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Approve the Memorandum of Understanding Between the City of Westmorland and the Institute for Local Government.

ISSUES: Shall the City Council Approve the Memorandum of Understanding Between the City of Westmorland Institute for Local Government as Presented?

MANAGEMENT RECOMMENDATION:

It is recommended that the Council approve the MOU between the city and the Institute for Local Government (ILG) as presented. There is no cost for the services that ILG provides. City staff has been working with ILG staff to prepare the USDA grant application for the Public Safety Building and their help was very valuable and instrumental in completing the process.

CONCLUSION:

As this Agreement with ILG will provide the following activities at no cost to the city, staff recommends approval.

SCOPE OF ACTIVITIES

- Identify funding opportunities and provide grant writing support with a specific focus on infrastructure, planning, and public safety.
- Provide technical assistance to support the Public Agency in updating the General Plan.
- Identify resources to provide GIS mapping support for the development and updating of the city's sewer and water maps.
- Provide training to enhance skills in public engagement, meeting facilitation, leadership, parliamentary procedure, the Brown Act, grant writing and management, and other areas to help build capacity.
- Assist the Public Agency in conducting an inventory of existing policies and development of a policy manual/governance handbook to ensure compliance with various state and federal requirements for city functions, including auditing, planning, etc. and improve the effectiveness of city operations.
- Support the Public Agency with the implementation of the Community Development Block Grant Program to ensure compliance with grant requirements.

ALTERNATIVES:

1. Do not approve the MOU with ILG, which will reduce the hours available for technical support for grant applications.
2. Direct staff to make edits to the Scope of Work prior to approval.
3. Provide alternative direction to staff.

Respectfully Submitted, Laura Fischer



MEMORANDUM OF UNDERSTANDING

For

TECHNICAL ASSISTANCE, EDUCATION, and TRAINING

Between

CITY OF WESTMORLAND

And

INSTITUTE FOR LOCAL GOVERNMENT

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the day and year of the last signature indicated below.

By: _____

Laura Fischer
City Manager
City of Westmorland

Date: _____

By: _____

Erica Manuel
CEO & Executive Director
Institute for Local Government

Date: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Institute for Local Government (ILG) and the City of Westmorland (Local Agency) (hereinafter collectively referred to as the “Parties”).

1. PURPOSE

The purpose of this MOU is to establish the framework through which the parties will collaborate and to articulate the specific objectives of the partnership, as well as the roles and responsibilities of each party to accomplish those objectives.

2. BACKGROUND

WHEREAS, ILG has developed real-world expertise to help local governments navigate complex issues, increase their capacity, and build trust in their communities.

WHEREAS, ILG is partnering with the California Strategic Growth Council to administer the BOOST Program in the Imperial Valley Region; and the Local Agency has been selected to participate in the BOOST Program.

WHEREAS, the BOOST Program was designed to help local agencies:

- a. Build awareness of funding opportunities available to address variety of city needs including but not limited to economic development, transportation, climate, infrastructure, workforce development, etc.
- b. Organize projects to be best positioned to meet goals.
- c. Optimize existing resources and build more capacity.
- d. Strengthen relationships with key stakeholders and identify new opportunities for regional engagement and collaboration.
- e. Facilitate the compliance process arounds required planning documents including but not limited to housing element, local hazard mitigation plan and environmental justice.

WHEREAS, ILG is committed to helping local governments in the region access state and federal funding to address local infrastructure needs, enhance internal capacity, and support a variety of other local priorities by providing right-sized assistance so they can better navigate through complex issues and create healthier, more prosperous communities.

NOW, THEREFORE, the undersigned Parties agree as follows:

3. OBJECTIVES

The objectives of this MOU are as follows:

- a. To allow the Parties to engage in discussion, collaborate and identify activities of mutual interest.
- b. Where appropriate and as mutually agreed upon, to jointly seek sources of external support to fund these planned collaborative efforts.
- c. To make available to other jurisdictions best practices that are discovered through their collaboration, and to share information that will expand the knowledge base and improve outcomes for all California communities.

4. EXPECTATIONS OF BOTH PARTIES

a. ILG Responsibilities. ILG and its partner team will conduct the following activities:

- i. Support & Planning: ILG will offer the Public Agency one-on-one coaching that includes staff trainings, stakeholder engagement, and development of a realistic and sustainable implementation plan.
- ii. Consultation: ILG and its partner team will support the Public Agency in identifying local projects, partners, and work closely with the Local Agency to identify funding sources through grants and other creative funding mechanisms.
- iii. Training & Technical Assistance: ILG and its partner team will assess the specific training, education, and technical assistance needs of the Local Agencies within the Imperial Valley Region and offer trainings to help address those needs and build ongoing capacity.

b. Joint Responsibilities. Each party agrees to the following joint responsibilities:

- i. Key Contacts: Each party will appoint a key contact person for the BOOST Program partnership.
- ii. Regular & Timely Communication: These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
- iii. Established Timelines & Deadlines: These key contacts will work together to determine appropriate timelines for project updates and status reports throughout the program period. Agreed upon activities, projects and outcomes related to this partnership will be specified in “Appendix A” of this document.
- iv. Communication: Each Party will collaborate on all communication and messaging associated with this program and its activities.

5. ASSURANCES

- a. Each party hereby assures and represents that it:
 - i. Has all requisite power and authority to execute this MOU.
 - ii. Is committed to working collaboratively to meet the responsibilities specified in this MOU to improve likelihood BOOST Program success.
 - iii. Will comply with all the terms of the BOOST Program and all applicable Federal and State laws and regulations.

6. REPORTING

Upon completion of the BOOST Program, ILG will provide a closing report, which outlines key activities and outcomes for the Local Agency.

7. FUNDING

This MOU does not necessarily anticipate any present exchange of monies between parties or guarantee specific funding.

8. RELATIONSHIP

It is understood and agreed that this MOU is not a contract of employment and does not create an employer-employee relationship between ILG and the Public Agency. Neither Party is authorized to bind the other to any contracts or other obligations without the express written consent of both Parties.

9. INDEMNIFICATION

To the fullest extent permitted by law, ILG shall indemnify, defend (with counsel acceptable to the Public Agency), and hold harmless the Public Agency and its elected and appointed officers, officials, employees, agents, contractors and consultants (collectively, the “Public Agency Indemnitees”) from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, reasonable attorneys’ fees and costs of litigation) (collectively, “Liability”) arising out of or in connection with ILG’s performance under this MOU, except such Liability caused by the gross negligence or willful misconduct of the Public Agency Indemnitees.

10. EFFECTIVE DATE/DURATION/TERMINATION

This MOU is at-will and may be modified by mutual consent of authorized officials from either party. This MOU shall become effective upon signature by the authorized officials from each organization and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end upon the expiration of the BOOST Project period, on or around June 1, 2026.

APPENDIX A.

Based on discussions between ILG and the Public Agency, the following are priorities for this partnership and potential activities that may achieve the desired outcomes.

SCOPE OF ACTIVITIES

1. Identify funding opportunities and provide grant writing support with a specific focus on infrastructure, planning, and public safety.
2. Provide technical assistance to support the Public Agency in updating the General Plan.
3. Identify resources to provide GIS mapping support for the development and updating of the city's sewer and water maps.
4. Provide training to enhance skills in public engagement, meeting facilitation, leadership, parliamentary procedure, the Brown Act, grant writing and management, and other areas to help build capacity.
5. Assist the Public Agency in conducting an inventory of existing policies and development of a policy manual/governance handbook to ensure compliance with various state and federal requirements for city functions, including auditing, planning, etc. and improve the effectiveness of city operations.
6. Support the Public Agency with the implementation of the Community Development Block Grant Program to ensure compliance with grant requirements.

City of Westmorland
REPORT TO City Council

MEETING DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Adopt the Agreement for Redistribution of American Rescue Plan Act funds from County Public Health to City of Westmorland in the amount of \$6,185.45.

ISSUE:

Shall the City Council adopt the Agreement for Redistribution of American Rescue Plan Act funds from County Public Health to City of Westmorland in the amount of \$6,185.45?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the City Council Adopt the Agreement for Redistribution of American Rescue Plan Act funds from County Public Health to City of Westmorland in the amount of \$6,185.45.

FISCAL IMPACT: Increase of funds for City's Fire Department in the amount of \$6,185.45.

DISCUSSION:

The City received the Agreement from Public Health stating that the American Rescue Plan Act funds would be redistributed to each city in the County of Imperial. The City of Westmorland's portion, based on population and area served, is \$6,185.45.

Once approved by Council and the funds are received by the City, they will increase eligible expenditures for our Fire Department.

CONCLUSION:

Staff recommends that the Council adopt the Agreement for Redistribution of American Rescue Plan Act funds from County Public Health to City of Westmorland in the amount of \$6,185.45.

Respectfully Submitted,

Laura Fischer,
Manager

Attachment: Redistribution Agreement

City of Westmorland
REPORT TO City Council

MEETING DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Adopt the City of Westmorland Water Master Plan via Resolution Number 2025-01

ISSUE:

Shall the City Council adopt the City's Water Master Plan via Resolution Number 2025-01.

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the City Council adopt Resolution Number 2025-01 adopting the City's Water Master Plan

FISCAL IMPACT:

NONE. The water and sewer master plan were funded through the Love's Development Agreement. The total cost for the Water and Sewer Master plan was not to exceed \$25,428. We expect a final invoice for \$8,764 to be submitted by ProTera to the City after the Master Plans are approved and adopted.

DISCUSSION:

The purpose of a Water & Sewer Master Plan is three-fold: 1) to assess a City's water and sanitary sewer infrastructure's ability to adequately serve the current demands of the City, 2) to provide a systematic plan to expand a City's water and sanitary sewer infrastructure to address any identified deficiencies, and 3) to provide a systematic plan to expand a City's water & sanitary sewer infrastructure to meet future needs of areas planned to be served by the City.

The Water and Sewer Master Plans are an important tool for staff and future development projects as they consider Westmorland as a location.

CONCLUSION:

Staff recommends that the Council adopt the Water Master Plan via Resolution 2025-01.

Respectfully Submitted,

Laura Fischer,
Manager

Attachment: Resolution 2025-01

RESOLUTION NO. 2025-01

**A RESOLUTION OF THE CITY OF WESTMORLAND ADOPTING
THE 2024 WATER MASTER PLAN FOR THE CITY OF
WESTMORLAND.**

Whereas, The purpose of a water master plan is to assess Westmorland’s water infrastructure’s ability to adequately serve the current demands of the city; and

Whereas, To provide a systematic plan to expand Westmorland’s water infrastructure to address any identified deficiencies; and

Whereas, To provide a systematic plan to expand Westmorland water infrastructure to meet future needs of areas planned to be served by the City.

Now Therefore, Be It Resolved by the City Council of the City of Westmorland as follows:

1. To adopt the Water Master Plan prepared by Protera and presented to Council on January 8, 2025;
2. To make the Water Master Plan available to the public on our website and in the office of the City Clerk and Public Works Director.

Passed, Approved, and Adopted at a regular meeting of the City Council the of the City of Westmorland held on the 8th day of January, 2025 by the following vote.

Judith Rivera, Mayor
City of Westmorland

ATTEST:

Christine Pisch, City Clerk
City of Westmorland

AYES:

NOES:

ABSENT:

ABSTAIN:

City of Westmorland
REPORT TO City Council

MEETING DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Adopt the City of Westmorland Sewer Master Plan via Resolution Number 2025-02.

ISSUE:

Shall the City Council adopt the City's Sewer Master Plan via Resolution Number 2025-02?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the City Council adopt Resolution Number 2025-02 adopting the City's Sewer Master Plan

FISCAL IMPACT:

NONE. The water and sewer master plan were funded through the Love's Development Agreement. The total cost for the Water and Sewer Master plan was not to exceed \$25,428. We expect a final invoice for \$8,764 to be submitted by ProTera to the City after the Master Plans are approved and adopted.

DISCUSSION:

The purpose of a Water & Sewer Master Plan is three-fold: 1) to assess a City's water and sanitary sewer infrastructure's ability to adequately serve the current demands of the City, 2) to provide a systematic plan to expand a City's water and sanitary sewer infrastructure to address any identified deficiencies, and 3) to provide a systematic plan to expand a City's water & sanitary sewer infrastructure to meet future needs of areas planned to be served by the City.

The Water and Sewer Master Plans are an important tool for staff and future development projects as they consider Westmorland as a location.

CONCLUSION:

Staff recommends that the Council adopt the Sewer Master Plan via Resolution 2025-02.

Respectfully Submitted,

Laura Fischer,
Manager

Attachment: Resolution 2025-02

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE CITY OF WESTMORLAND ADOPTING
THE 2024 SEWER MASTER PLAN FOR THE CITY OF
WESTMORLAND.**

Whereas, The purpose of a sewer master plan is to assess Westmorland’s sanitary sewer infrastructure’s ability to adequately serve the current demands of the city; and

Whereas, To provide a systematic plan to expand Westmorland’s sewer infrastructure to address any identified deficiencies; and

Whereas, To provide a systematic plan to expand Westmorland sewer infrastructure to meet future needs of areas planned to be served by the City.

Now Therefore, Be It Resolved by the City Council of the City of Westmorland as follows:

1. To adopt the Sewer Master Plan prepared by Protera and presented to Council on January 8, 2025;
2. To make the Sewer Master Plan available to the public on our website and in the office of the City Clerk and Public Works Director.

Passed, Approved, and Adopted at a regular meeting of the City Council the of the City of Westmorland held on the 8th day of January, 2025 by the following vote.

Judith Rivera, Mayor
City of Westmorland

ATTEST:

Christine Pisch, City Clerk
City of Westmorland

AYES:

NOES:

ABSENT:

ABSTAIN:



December 16, 2024

Mr. Joel Hamby
Interim Director of Development Services
City of Westmorland
PO Box 699
Westmorland, CA 92281

RE: City of Westmorland – WTP Water Filter Replacement Project
City No 4600015451
THG Project No. 102.114
Change Order No. 01 – Filter Submittal

Dear Mr. Hamby,

I am writing this letter regarding a review of a potential change order for the City of Westmorland WTP Water Filter Replacement Project (Project).

The furnishing and submittal of the new filter unit's shop drawings for review/approval had previously taken place during the design phase of the Project. This was completed under Dudek's design contract. The cost associated with the Contractor furnishing and submitting shop drawings for the new filter unit for review/approval is to be deducted from the project.

A meeting was held on November 25, 2024, to discuss the changes in the submittal review process. Present at the meeting were City of Westmorland, Cora Constructors, Dudek, and The Holt Group. During the meeting, it was agreed that the previously completed shop drawing review process was worth \$75,000.00. The \$75,000.00 amount was to be credited to the City via a change order. It was also agreed that there would be no change in contract days for the Project.

The Holt Group, as construction management, agrees with the proposed change order terms. It is recommended that the City consider the approval of the change order to the Project.

Please feel free to contact me with any questions or coordination for the subject Project.

Respectfully,

Juny Marmolejo, P.E.
Resident Engineer

Cc: Laura Fischer, City Manager, City of Westmorland
Brandon Lacap, Dudek,
James G. "Jack" Holt, P.E., Principal Engineer, The Holt Group, Inc.

CHANGE ORDER NO.: 1

Owner:	City of Westmorland	Owner's Project No.:	4600015451
Engineer:	The Holt Group, Inc	Engineer's Project No.:	Dudek: 15667
Contractor:	Cora Constructors, Inc.	Contractor's Project No.:	J440
Project:	City of Westmorland WTP Water Filter Replacement Project		
Contract Name:			
Date Issued:	December 8, 2024	Effective Date of Change Order:	December 8, 2024

The Contract is modified as follows upon execution of this Change Order:

Description: The furnishing and submittal of the new filter unit's shop drawings for review/approval had previously taken place during the design phase of the Project. This was completed under Dudek's design contract. The cost associated with the Contractor furnishing and submitting shop drawings for the new filter unit for review/approval is to be deducted from the project.

Attachments:

- Review and Recommendation Letter by The Holt Group, dated 12-16-2024

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,916,900.00</u>	Original Contract Times: Substantial Completion: <u>285 Calendar Days</u> Ready for final payment: _____
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: Not Applicable \$ <u>0.00 (Not Applicable)</u>	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0: Substantial Completion: <u>Not Applicable</u> Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>1,916,900.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>285 Calendar Days</u> Ready for final payment: _____
Decrease this Change Order: \$ <u>75,000.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>285 Calendar Days</u> Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>1,841,900.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>285 Calendar Days</u> Ready for final payment: _____

Recommended by Engineer (if required)	Authorized by Contractor
By: _____	_____
Title: <u>Resident Engineer</u>	<u>General Manager</u>
Date: _____	_____
Authorized by Owner	Approved by Funding Agency (if applicable)
By: _____	_____
Title: <u>Mayor</u>	_____
Date: _____	_____

City of Westmorland
REPORT TO City Council

MEETING DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Authorize the submittal of Water Filter Replacement Project Reimbursement Request #1 in the amount of \$712,835.35.

ISSUE:

Shall the City Council Authorize the submittal of Water Filter Replacement Project Reimbursement Request #1 in the amount of \$712,835.35?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the City Council Authorize the submittal of Water Filter Replacement Project Reimbursement Request #1 in the amount of \$712,835.35.

FISCAL IMPACT: The City has a grant from the State Water Board for this project. The City awarded a contract with Cora Construction in the amount of XXXX. This is the first invoice received from Cora and it pays a large portion of the cost of the new filter.

The City needs to submit our reimbursement requests to the state in a timely manner so that we can get the grant funds in and pay this invoice.

DISCUSSION:

The reimbursement request and invoices from Cora are attached to this report for your consideration. This reimbursement request does not reflect the change order #1 discussed in the prior agenda item. This change order will be included in the next reimbursement request assuming Council approves.

CONCLUSION:

Staff recommends that the Authorize the submittal of Water Filter Replacement Project Reimbursement Request #1 in the amount of \$712,835.35.

Respectfully Submitted,

Laura Fischer,
Manager

Attachment: Reimbursement Request

Contractor's Application for Payment

Owner: <u>City of Westmorland</u>	Owner's Project No.: <u>4600015451</u>
Engineer: <u>The Holt Group, Inc.</u>	Engineer's Project No.: <u>102.114</u>
Contractor: <u>Cora Constructors, Inc.</u>	Contractor's Project No.: <u>J440</u>
Project: <u>WTP Water Filter Replacement Project</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>12/20/2024</u>
Application Period: From <u>11/4/2024</u> to <u>12/18/2024</u>	

1. Original Contract Price	\$	1,916,900.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,916,900.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	750,353.00
5. Retainage		
a. <u>5%</u> X <u>\$ 198,698.00</u> Work Completed =	\$	9,934.90
b. <u>5%</u> X <u>\$ 551,655.00</u> Stored Materials =	\$	27,582.75
c. Total Retainage (Line 5.a + Line 5.b)	\$	37,517.65
6. Amount eligible to date (Line 4 - Line 5.c)	\$	712,835.35
7. Less previous payments (Line 6 from prior application)	\$	-
8. Amount due this application	\$	712,835.35
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	1,204,064.65

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.

Signature: *Quiricaballe* **Date:** 12/27/24

Recommended by Engineer	Approved by Owner
By: <u><i>J.M.</i></u>	By: _____
Title: <u>Resident Engineer</u>	Title: _____
Date: <u>12/30/24</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Owner: City of Westmorland
 Engineer: The Holt Group, Inc.
 Contractor: Cora Constructors, Inc.
 Project: WTP Water Filter Replacement Project
 Contract:

Contractor's Application for Payment

Owner's Project No.: 4600015451
 Engineer's Project No.: 102.114
 Contractor's Project No.: 1440

Application No.:		1		Application Period: From		11/04/24		to		12/18/24		Application Date:		12/20/24			
Bid Item No.	Description	C	D	Contract Information		F	G	H	I	J	K	L	M	N	O		
				Item Quantity	Units											E	Unit Price (\$)
1	Mobilization.	1.00	Lump Sum	45,000.00		45,000.00			1.00	45,000.00		45,000.00	100%		2,250.00		
2	Demobilization	1.00	Lump Sum	15,000.00		15,000.00							0%	15,000.00			
3	Water Pollution Control	1.00	Lump Sum	1,000.00		1,000.00							0%	1,000.00			
4	Verification of Utility Locations, Field Dimensions	1.00	Lump Sum	10,000.00		10,000.00			1.00	10,000.00		10,000.00	100%		500.00		
5	Insurance and Bonds	1.00	Lump Sum	38,338.00		38,338.00			1.00	38,338.00		38,338.00	100%		1,916.90		
6	Demo Existing Filter	1.00	Lump Sum	105,360.00		105,360.00			1.00	105,360.00		105,360.00	100%		5,268.00		
7	Concrete Pad	1.00	Lump Sum	35,800.00		35,800.00							0%	35,800.00			
8	Remove Roof and Reinstall Roof	1.00	Lump Sum	25,000.00		25,000.00							0%	25,000.00			
9	Purchase Filter, Media, Msc Materials, and Msc Steel Parts (\$1,132,764.00)																
9.1	Deposit Filter Receipt of Purchase Order (Supplier) + 15% OH (Cora)	1.00	Lump Sum	84,870.00		84,870.00					84,870.00	84,870.00	100%		4,243.50		
9.2	Deposit Purchase of Major Equip and/or Material Order (Supplier) + 15% OH (Cora)	1.00	Lump Sum	466,785.00		466,785.00					466,785.00	466,785.00	100%		23,339.25		
9.3	Deposit Completion of FAT (Supplier) + 15% OH (Cora)	1.00	Lump Sum	169,740.00		169,740.00							0%	169,740.00			
9.4	Filter Delivery to Site (Supplier) + 15% OH (Cora)	1.00	Lump Sum	390,448.00		390,448.00							0%	390,448.00			
9.5	Unload of Filter (Cora)	1.00	Lump Sum	20,921.00		20,921.00							0%	20,921.00			
10	Install Filter	1.00	Lump Sum	123,600.00		123,600.00							0%	123,600.00			
11	Install Piping and Supports	1.00	Lump Sum	135,000.00		135,000.00							0%	135,000.00			
12	Electrical	1.00	Lump Sum	77,500.00		77,500.00							0%	77,500.00			
13	Instrumentation	1.00	Lump Sum	110,000.00		110,000.00							0%	110,000.00			
14	Painting	1.00	Lump Sum	11,638.00		11,638.00							0%	11,638.00			
15	O&M Manuals	1.00	Lump Sum	1,500.00		1,500.00							0%	1,500.00			
16	Start Up and Training, including Filter	1.00	Lump Sum	49,400.00		49,400.00							0%	49,400.00			
												\$ 1,916,900.00	\$ 551,655.00	\$ 750,353.00	39%	\$ 1,166,547.00	\$ 37,517.65
Original Contract and Change Orders												\$	\$	\$	39%	\$	\$

Project Totals												\$ 1,916,900.00	\$ 551,655.00	\$ 750,353.00	39%	\$ 1,166,547.00	\$ 37,517.65
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CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: Cora Constructors Inc

Name of Customer: City of Westmorland

Job Location: WTP Water Filter Replacement

Owner: City of Westmorland

Through Date: 12/30/2024

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: City of Westmorland

Amount of Check: \$ 712,835.35


Check Payable to: Cora Constructors Inc

Exceptions

This document does not affect any of the following:

- (1) Retentions.
 - (2) Extras for which the claimant has not received payment.
 - (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 - Date(s) of waiver and release: _____
 - Amount(s) of unpaid progress payment(s): \$ _____
 - (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.
-

Signature

Claimant's Signature: 

Claimant's Title: Office Manager

Date of Signature: 12/27/2024



Cora Constructors Inc
 75140 St. Charles Place, Ste A
 Palm Desert CA 92211
 760-674-3201

Progress Billing

Application: 1
 Period: 12/23/2024

License: 766304

440

Owner: Westmorland, City of
 355 South Center Street
 Westmorland CA 92281

Job Location: Water Filter Replacement and Pipe Replacement
 355 South Center Street
 Westmorland CA 92281

Application For Payment On Contract

Original Contract.....	1,916,900.00
Net Change by Change Orders.....	0.00
Contract Sum to Date.....	1,916,900.00
Total Complete to Date.....	750,353.00
Total Retained.....	37,517.65
Total Earned Less Retained.....	712,835.35
Less Previous Billings.....	0.00
Current Payment Due.....	712,835.35
Balance on Contract.....	1,204,064.65

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: *Spence Copeland* Date: *12/27/24*

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 18.00 % per annum. Please make checks payable to: Cora Constructors Inc

Thank you for your prompt payment.

Cora Constructors Inc

Water Filter Replacement and Pipe Replacement
 355 South Center Street
 Westmorland CA 92281

Application: 1
 Period: 12/23/2024

PROGRESS BILLING

Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Mobilization	45,000.00		45,000.00		45,000.00		45,000.00	100.00	15,000.00	2,250.00
Demobilization	15,000.00		15,000.00						1,000.00	
Water Pollution Conytr	1,000.00		1,000.00							500.00
Verification of Utilit	10,000.00		10,000.00		10,000.00		10,000.00	100.00		1,916.90
Insurance and Bonds	38,338.00		38,338.00		38,338.00		38,338.00	100.00		5,268.00
Demo Existing Filter	105,360.00		105,360.00		105,360.00		105,360.00	100.00		
Concrete Pad	35,800.00		35,800.00						35,800.00	
Remove Roof and Reinst	25,000.00		25,000.00						25,000.00	
Purchase Filter and Me										
Deposit Filter Receipt	84,870.00		84,870.00		84,870.00		84,870.00	100.00		4,243.50
Deposit Purchase of Ma	466,785.00		466,785.00		466,785.00		466,785.00	100.00		23,339.25
Deposit Completion of	169,740.00		169,740.00						169,740.00	
Remaining Cost at De:i	390,448.00		390,448.00						390,448.00	
Commission, Start-Up a										
Unload of filter(Cora)	20,921.00		20,921.00						20,921.00	
Install Filter	123,600.00		123,600.00						123,600.00	
Install Piping and Sup	135,000.00		135,000.00						135,000.00	
Electrical	77,500.00		77,500.00						77,500.00	
Instrumentation	110,000.00		110,000.00						110,000.00	
Painting	11,638.00		11,638.00						11,638.00	
O&M Manuals	1,500.00		1,500.00						1,500.00	
Start-Up - includes st	49,400.00		49,400.00						49,400.00	
Totals:	1,916,900.00		1,916,900.00		750,353.00		750,353.00	39.14	1,166,547.00	37,517.65



BANC OF CALIFORNIA

Current Date: December 27, 2024

Account Number: 1001339884
Capture Date: December 20, 2024
Item Number: 5250138946023
Posted Date: December 20, 2024
Posted Item Number: 52546023
Amount: 390,900.00
Record Type: Debit
Serial Number: 53235

CORA CONSTRUCTORS INC
75140 ST CHARLES PL SUITE A
PALM DESERT CA 92211

Cora Constructors Inc.		Bank of California		90-3820	53235
75140 St Charles Place Suite A Palm Desert, CA 92211 (760) 674-3201		Rancho Cucamonga, CA 91730 (909) 476-3764		1222	
		DATE	AMOUNT		
		12/17/2024	*390,900.00		
PAY:	EXACTLY THREE HUNDRED NINETY THOUSAND NINE HUNDRED DOLLARS				
TO THE ORDER OF:	AWC Solutions 9087A 198th Street Langley, British Columbia CA V1M 3B1				
			<i>Suzanne Cayent</i>		

⑈053235⑈ ⑆122238200⑆ 1001339884⑈

DSPACC: 4002168
DSPTR: 04065-003
ITMSEQ: 1
LOC: Location001

ENDORSE CHECK HERE:

CHECK HERE IF MOBILE DEPOSIT

DO NOT SIGN/WRITE/STAMP BELOW THIS LINE - FOR FINANCIAL INSTITUTION USE ONLY

53235



CHECK PAID
796,122024355,800

\$390,900.00

Cora Constructors Inc. • Palm Desert, CA 92211

53235

Check#: 53235

Date: 12/17/2024

Amount: 390,900.00

Vendor: 3058 AWC Solutions

Check#	Description	Amount	Balance
CM361	440 Water Filter Replacement and	-88,000.00	-88,000.00
CM362	440 Water Filter Replacement and	-800.00	-88,800.00
363	440 Water Filter Replacement and	73,800.00	-15,000.00
365	440 Water Filter Replacement and	405,900.00	290,900.00

Cora Constructors Inc. • Palm Desert, CA 92211

Check#: 53055

Date: 10/16/2024

Amount: 88,000.00

Vendor: 3058 AWC Solutions

346

440 Water Filter Replacement and

88,000.00

88,000.00

53058

Cora Constructors Inc. • Palm Desert, CA 92211

Check#: 53058

Date: 10/18/2024

Amount: 800.00

Vendor: 3058 AWC Solutions

348

440 Water Filter Replacement and

800.00

800.00

Cora Constructors Inc. 7510 St Charles Place Suite A Palm Desert, CA 92211 (760) 814-3201		Bank of California Account Number: 0117170 001418 0001	53055
		DATE	AMOUNT
		10/18/2024	*88,000.00
PAY: EXACTLY EIGHTY-EIGHT THOUSAND DOLLARS			
TO THE ORDER OF:	AWC Solutions 9087A 106th Street Langley, British Columbia CA V1M 3B1		
			<i>Sanjiv Patel</i>
⑆053055⑆ ⑆122238200⑆ 1001339884⑆			

10/18/2024 53055 \$88,000.00

Cora Constructors Inc. 7510 St Charles Place Suite A Palm Desert, CA 92211 (760) 814-3201		Bank of California Account Number: 0117170 001418 0001	53058
		DATE	AMOUNT
		10/18/2024	*800.00
PAY: EXACTLY EIGHT HUNDRED DOLLARS			
TO THE ORDER OF:	AWC Solutions 9087A 106th Street Langley, British Columbia CA V1M 3B1		
			<i>Sanjiv Patel</i>
⑆053058⑆ ⑆122238200⑆ 1001339884⑆			

10/25/2024 53058 \$800.00

Corra Constructors Inc.
75140 St Charles Place Suite A
Palo Alto, CA 94321
(650) 574-3201

Bank of California
Account No. 1234
1234

53055

PAY: EXACTLY EIGHTY-EIGHT THOUSAND DOLLARS

DATE: 10/18/2024
AMOUNT: *88,000.00

TO THE ORDER OF:
AWC Solutions
9087A 108th Street
Langley, British Columbia CA V1M 3B1

Shelley Campbell

⑆053055⑆ ⑆122238200⑆ 1001339881⑆

10/18/2024 53055 \$88,000.00

Corra Constructors Inc.
75140 St Charles Place Suite A
Palo Alto, CA 94321
(650) 574-3201

Bank of California
Account No. 1234
1234

53058

PAY: EXACTLY EIGHT HUNDRED DOLLARS

DATE: 10/18/2024
AMOUNT: *800.00

TO THE ORDER OF:
AWC Solutions
9087A 108th Street
Langley, British Columbia CA V1M 3B1

Shelley Campbell

⑆053058⑆ ⑆122238200⑆ 1001339881⑆

10/25/2024 53058 \$800.00

CITY OF WESTMORLAND

REPORT TO CITY COUNCIL

MEETING DATE: January 8, 2025

FROM: Laura Fischer, Manager

SUBJECT: Information Regarding Expedited Water Grant Project.

INFORMATION ONLY:

Expedited Drinking Water Grant Program –Pete Stamas, DFA, previously noted that Westmorland will be included in Round 4 of the Expedited Drinking Water Grant (EDWG) program. This will expedite by about 6 months getting construction funding in place. On 11/18/24, Pete provided the EDWG Preliminary Funding Award Notification Letter. Pete has additionally provided guidance to Mr. Hamby and Ramiro related to the EDWG program. Our team further discussed the cost estimates and other items needed to complete the financial package. Marc noted that the \$400K estimate for construction management may be low. Marc noted that while this support is not in the current budget, the Environmental Task budget was completed about \$22K under budget, thus could be applied for support. A request a transfer of this \$22K in the Work Plan to provide EDWG support was made.

Task 1 – Needs Assessment and Work Plan – Pete Stamas is the DFA Construction Project Manager and thus will be the lead DFA contact for reviewing the updated Packages. On 11/25/24, Work Plan Amendment AR 6386-C was executed. This amendment adds budget for Fechter & Associates to complete the auditing tasks.

Task 2 – Revise General Package – Task complete. The FFAST PIN was provided for both the previous project and future deliverables under this Work Plan. On 11/20/24, Anthony provided the final General Package, which can be found at <https://projectweb.psomas.com/public/share/LDtSOVVcX11GX0xbXVpbJzwK>

Task 3 – Revise Technical Package – Task complete. On 11/20/24, Anthony provided the final Technical Package, which can be found at <https://projectweb.psomas.com/public/share/LDtSOVVcX11GX0xbXVpbJzwK>

Chris Thomas, DDW, noted that he would complete his review of the 100% Plans in about a week.

Task 4 – Revise Environmental Package - Task complete. All documents have been uploaded to FFAST.

Task 5 – Revise Financial Package – On 8/26/24, Sandy provided the final audited financial statements for the years ended June 30, 2020, 2021, 2022, and 2023, for the City of Westmorland. Joel and Sandy noted that Westmorland has contracted directly with Fechter to provide an additional year of auditing, through 6/30/24. Joel and Dakota Keene have been coordinating on the other Financial Package items, which are nearly complete.

1. **Funding for the 2023-2024 audited financials.** Fechter is already under contract to the City for this effort, and the City has paid a \$5,000 deposit to Fechter. Jason will look into the best way for DFA to fund this effort, including potentially reimbursing the City for the deposit, either through the current Work Plan or the EDWG Program. At our 12/11/24 call, DFA determined that the EDWG would be the appropriate place to fund this effort, thus the Sac State Work Plan will not need to be amended to add this effort.
2. **A rate study and support for city council meetings related to the Prop 218 process** – On 11/27/25, Marc provided a cost proposal (attached) from HF&H for a water study, a sewer study, and capacity fees analysis. Jason noted on the 12/11/24 call that he would discuss with Pete whether the rate study could be funded under EDWG. A rate study is required prior to going to construction. Jason directed me to prepare a Work Plan Amendment to add in the HF&H scope of work, however, removing the wastewater component, as wastewater is not included in our SAFER Agreement scope. I will ask Marc to have HF&H to revise their proposal to delete the wastewater effort, after which I will prepare the requested Work Plan amendment.
3. **Support for the Scope of Work and Self-Certification form for the EDWG process.** Psomas will perform this task through a transfer of funds (\$22K) from the Environmental task.

Respectfully submitted,
Laura Fischer – Ramiro Barajas

City of Westmorland Calendar of Events

January 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

March 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2025

1-Jan	New Year's Day - Office Closed
8-Jan	RESCHEDULED - Council Meeting
22-Jan	RESCHEDULED - Council Meeting
20-Jan	Martin Luther King Day - Office Closed

February 2025

5-Feb	Council Meeting
17-Feb	President's Day - Office Closed
19-Feb	Council Meeting

March 2025

5-Mar	Council Meeting
15-Mar	CR&R Cleanup Day
19-Mar	Council Meeting

April 2025

2-Apr	Council Meeting
16-Apr	Council Meeting
	Easter Egg Hunt
	Cinco De Mayo

City of Westmorland Calendar of Events

May 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7-May	City Council Meeting
10-May	First Day of Swimming
21-May	City Council Meeting
26-May	Memorial Day - Office Closed

June 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2025	
4-Jun	Council Meeting
7-Jun	Pool Grand Opening Event(freeSwimming)
18-Jun	City Council Meeting

July 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2025	
2-Jul	City Council Meeting
4-Jul	4th of July - Holiday
12-Jul	CR&R Cleanup Day
16-Jul	City Council Meeting

August 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2025	
1-Aug	Black Out Month
16-Aug	End of Swimming Season

September 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2025	
3-Sep	City Council Meeting
8-Sep	Labor Day Office Closed
17-Sep	City Council Meeting

City of Westmorland Calendar of Events

October 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

October 2025	
1-Oct	City Council Meeting
15-Oct	City Council Meeting
	Fall Festival 2025

November 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2025	
5-Nov	City Council Meeting
8-Nov	CR&R Cleanup Day
12-Nov	Veteran's Day
19-Nov	City Council Meeting
Nov 27-28	Thanksgiving Holiday OFFICE CLOSED
	Honey Festival

December 2025						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2025	
3-Dec	City Council Meeting
17-Dec	City Council Meeting
24-Dec	Christmas EVE - 1/2 DAY OFF
25-Dec	Christmas Day OFFICE CLOSED
	Christmas in the Park

Holiday Schedule 2025

Wed- January 1, 2025	New Years Day
Mon- January 20, 2025	Martin Luther King Day
Mon- February 17, 2025	Presidents Day
Mon- May 26, 2025	Memorial Day
Fri- July 4, 2025	4 th of July
Mon- September 8, 2025	Labor Day
Wed- November 12, 2025	Veterans Day
Thurs- Fri November 27 th - 28 th , 2025	Thanksgiving Day
Wed- December 24, 2025	Christmas Eve ½ Day 12pm CLOSED
Thurs- December 25, 2025	Christmas Day

CR&R/ IVRMA Clean-up Day 2025

Sat- March 15, 2025	Clean-up Day
Sat- July 12, 2025	Clean-up Day
Sat- November 8, 2025	Clean-up Day

City Community Events 2025 (PENDING DATES)

	Easter in the Park
	Cinco De Mayo First Annual
	Pool Grand Opening Event
	Fall Festival 2025
	Christmas in the Park 2025
	5 Movie Nights for the year

City Council Meetings 2025

January (APPROVED DEC 18 TH MEETING)	July
January 8, 2025	July 2, 2025
January 22, 2025	July 16, 2025
February	August (BLACK OUT)
February 5, 2025	September
February 19, 2025	September 3, 2025
March	September 17, 2025
March 5, 2025	October
March 19, 2025	October 1, 2025
April	October 15, 2025
April 2, 2025	November
April 16, 2025	November 5, 2025
May	November 19, 2025
May 7, 2025	December
May 21, 2025	December 3, 2025
June	December 17, 2025
June 4, 2025	
June 18, 2025	