



STAFF REPORT

SUBJECT:

DISCUSSION AND APPROVAL OF ANTICIPATED EXPENSES FOR THE WASTEWATER TREATMENT PLANT, WELL SITE #3 AND WELL SITE #4, AND REGULATORY REPORTS

RECOMMENDATION:

That the Board of Directors:

1. State which anticipated maintenance and regulatory expenses for the Wastewater Treatment Plant (WWTP), Well Site #3, and Well Site #4 are approved to proceed with.
2. Direct staff to collaborate with MVES to create an annual or quarterly list of anticipated maintenance and compliance services with estimated costs;
3. Authorize the General Manager to approve individual expenses from the approved list up to a specified threshold
4. Require Board approval for any expenses not included in the approved list or exceeding the established threshold.
5. Adopting a clear written process for handling these anticipated services.

BACKGROUND:

The District regularly encounters maintenance and regulatory compliance needs at the WWTP and well sites that are not covered under the existing MVES service agreement. These needs include scheduled upkeep, urgent repairs, and regulatory mandates.

Recent examples include:

- Flowmeter replacement at Well #4 (\$2,400);
- Hydro jetting and vacuuming of the Lift Station (\$1,730);
- A required Cross-Connection Control Plan due by July 1, 2025 (awaiting quote);
- A leak at Well #3 that cannot be quoted in advance by MVES.

DISCUSSION:

Staff proposes that MVES submit a list of anticipated maintenance and regulatory tasks with estimated costs, to be reviewed and approved by the Board. For items on the approved list, staff suggests the General Manager authority to approve expenses up to a pre-set amount. Any work not included or exceeding this threshold would require prior Board authorization unless deemed an emergency.

This process would support proactive planning, minimize delays, and improve budget management.

FISCAL IMPACT:

Actual costs will vary depending on the projects undertaken. However, adopting this process will allow the District to better plan for and control maintenance and compliance spending.

PREPARED BY:

Marisol Camacho, Interim General Manager

Attachments:

1. Lift Station Estimate
2. Flowmeter Estimate



Video Inspection Specialists, Inc.



Company Info Biola CSD

N/A

Biola CSD

Scope of Work

VIS (Video Inspection Specialists, Inc.) proposes to complete a Hydro/Vac Cleaning of Qty (1) lift station located in the district of Biola. Goal is to remove all materials from the flowline and sides of the station. Incoming flows can effect the outcome of the cleaning. Discharge will take place at the site. If the materials have to be transferred for discharge that VIS will provide there will be a \$395.00 fee. We are estimating the completion the work to take 3 to 4 hours to complete. Any additional time spent to complete the project will be invoiced at the listed rate. VIS will have a 4-hour minimum in place per day. Environmental, site and lift station conditions can affect the estimated time for completion.

Customer will need to supply the following:

- All access points made accessible prior to our arrival.
- Access to an approved water source or supplied water meter for cleaning.
- Discharge location for any material removed from the system

Estimate/Cost Proposal				
Item	Quantity	Unit	Rate	Total
Lift Station - Hydro Jetting & Vacuum	4	\$HR	395	\$1580.00
VAC Tuck Mobilization	1	\$EA	150	\$150.00
Total Estimate				\$1730



**ADVANCED
FLOW
MEASUREMENT**

QUOTE

ATTN: OFFICE MANAGER

PH: 559-843-2657

E-MAIL: office@blolacsd.org

FX:

BILL TO:

SHIP TO:

**BIOLA CSD
P.O. BOX 57
BIOLA, CA 93606**

ON-SITE SERVICES

DATE	P.O. #	TERMS	DOCUMENT #
3/15/2025			

ITEM	QTY	PART #	DESCRIPTION	UNIT PRICE	EXTENDED
1	1	MRP-MLI1-10	SERVICE, REPAIR & TEST WELL # 4 FLOWMETER S/N 20041996 MRP ON 10" MODEL ML-I1 W/ TR-16 PLUS TAX	\$2400.00	\$2400.00

REMIT PAYMENTS TO: ADVANCED FLOW MEASUREMENT 	SUBTOTAL	\$2400.00
	SALESTAXRATE	SALESTAX
	FREIGHT	
	MILEAGE	\$275.00
	TOTAL	\$2675.00