



**REGULAR WATER RESOURCES & OPERATIONS COMMITTEE MEETING
WEDNESDAY, NOVEMBER 13, 2019, AT 10:30 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes – October 9, 2019
7. CAPITAL IMPROVEMENT AND REPLACEMENT PROGRAM – FISCAL YEAR 20/21 WATERMAIN REPLACEMENT DESIGN – Recommend that the Water Resources & Operations Committee consider supporting the inclusion of a proposal from West Coast Civil within the regular meeting of the Board of Directors agenda for the November 20, 2019 regular meeting.
8. BOARDROOM TECHNOLOGY UPGRADE – Recommend that the Water Resources & Operations Committee consider supporting the inclusion of a proposal from Southwest Networks with the regular meeting of the Board of Directors agenda for the November 20, 2019 regular meeting.
9. GENERAL MANAGER REPORT – GM Ban
10. ADJOURNMENT -

INFORMATION

During "Public Comment," please use the podium microphone. State your name, have your information prepared, and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation. Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE WATER RESOURCES AND OPERATIONS COMMITTEE
Wednesday, October 9, 2019

CALL TO ORDER – 10:30 a.m.

PLEDGE OF ALLEGIANCE

DETERMINATION OF A QUORUM – Director Hund and Director Floen

STAFF PRESENT - Mark Ban, General Manager

GUESTS - None

APPROVAL OF AGENDA –

MSC'/Hund/Reynolds 2/0 approved the Agenda for October 9, 2019, Regular Meeting of the Water Resources and Operations Committee.

PUBLIC COMMENT - None

APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING -

MSC' (Hund/Reynolds 2/0) approved the draft minutes of September 11, 2019, with one change the correct spelling of Terra Verde.

4-LOG TREATMENT UPDATE WITH DIAGRAM – GM Ban gave an overview to the Committee members on what they could expect with the 4-Log Treatment at Well 14. A brief Q&A period followed.

SADDLEBACK UPDATE – GM Ban gave the Committee a quick report on the current status of Saddleback mainline replacement.

OPERATIONS UPDATE – GM Ban gave a brief report on the updated security cameras and equipment for the shop. This was followed by a Q&A from the Committee.

ADJOURNMENT – Meeting was adjourned at 11:53 a.m.

Respectfully Submitted

Mark Ban, Interim General Manager

**JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT**

Meeting of the Finance Committee

November 13, 2019

Report to: Finance Committee

Prepared by: Mark Ban, General Manager

**TOPIC: CAPITAL IMPROVEMENT AND REPLACEMENT PROGRAM - FISCAL YEAR 20/21
WATERMAIN REPLACEMENT DESIGN**

RECOMMENDATION:

Finance Committee to consider supporting the inclusion of a proposal from West Coast Civil within the Regular Meeting of the Board of Directors agenda for the November 20, 2019 regular meeting.

ANALYSIS:

In order to continue our Capital Improvement and Replacement Program's (CIRP) annual watermain replacement progress, the District must begin the design of a project the year prior to its execution. Our fiscal year 2019-20 project is currently underway via the "Saddleback" project and now the District is looking ahead to prepare for our 2020-21 project which is currently identified as the "Tilford Watermain Replacement Project". The "Tilford" project will consist of approximately 25,000 linear feet of watermain replacement with new service lines and properly spaced valves and fire hydrants.

The total cost of the design is \$105,860.00 (see attached proposal) and has been included within this years budget.

ATTACHMENT: West Coast Civil Proposal

REVISED

November 7, 2019

Joshua Basin Water District
ATTN: Mark Ban
61750 Chollita Road
Joshua Tree, CA 92252

Subject: Proposal for Tilford Waterline Replacement Project

Mr. Ban,

In response to your request, West Coast Civil, Inc. (WCC) is pleased to submit this proposal to provide engineering services for the Joshua Basin Water District's (District) Tilford Waterline Replacement Project. We are excited about the opportunity to assist the District with the improvement of the District's water distribution system.

WCC will provide construction documents and construction support services for approximately 31,200 LF of waterline replacement. Based on our understanding, it is anticipated that the project will consist of one design package. The technical support services are described below by task.

I. SCOPE OF SERVICES

A. Project Management and Meetings

WCC will perform project management services and attend project status meetings for the duration of the contract. Project management duties will consist of general coordination, preparing project status reports, and development of monthly invoices. It is anticipated that the design portion of the contract will last no longer than one year and the project will require regular meetings at typical submittal intervals. Up to 3 meetings at the District's office will be required for the Project. Conference calls and/or video conferences may also be required throughout the project duration.

B. Topographic Survey

WCC will retain Michael Baker International to perform the surveying services for the Project. It is anticipated that the surveying will consist of aerial photography supplemented with field survey shots of road centerline at intervals of 100 feet, existing fire hydrants and Survey Monuments.

C. Tilford Design Package

WCC will prepare design plan sets for the replacement of water mains identified for replacement within the public Right-of-Way maintained by Joshua Basin Water District. The plans will be designed at a minimum of 1-inch equal to 40-feet and will stack plan views for all 6" to 8" waterline replacement (18 sheets) and plan and profile for all 16" waterline improvements (5 sheets). The design package will encompass work to be performed in unpaved streets and is estimated to have 25 sheets. It is assumed that the package will have interim submittals at the design development (50%) and pre-final design (90%) stages for District review and comment. Design review submittal meetings have been included in Task 1. Quantities will be developed for each design package.

D. Construction Support

WCC will provide miscellaneous support services to answer any questions and/or requests for clarification. This task includes reviewing construction documents/submittals for conformance to plans and aiding the District if minor adjustments are required to support construction activities. WCC will prepare final record drawings from as-built mark-ups provided by the District. This task assumes that the as-built mark-ups are complete and thorough, and therefore, does not include field verification by WCC.

E. Expenses

As a result of the project location and required activities there will be reimbursable expenses incurred. An expense budget of \$1,000 has been allocated for reprographics, mileage and GSA standard per diem costs.

II. ADDITIONAL SERVICES

If requested by the District, WCC will provide the following additional services, beyond the services included in Section I, Scope of Services, on a time and material basis at WCC Standard Rates.

A. Attendance at additional meetings beyond those specifically identified in Section I, Scope of Services.

B. Geotechnical Investigation

At the District's request WCC will retain Converse Consultants to perform the geotechnical engineering services for the Project. It is anticipated that the investigation will consist of three borings with locations spread across the Project. The budget for this additional service is \$16,000.

C. Scour Analysis

At the District's request WCC will perform a scour analysis for the Project. The budget for this additional service is estimated to be \$13,000.

D. Plats and Legals

At the District's request WCC will retain Alyson Corp. to perform any necessary easement acquisition for the properties along La Crescenta Drive for the Project. The budget for this additional service is estimated to be \$20,000.

III. DISTRICT FURNISHED SERVICES

The District will provide the following services or information:

- A. GIS Utility Information
- B. Assign one person to serve as the District's project manager who has the authority to represent the District and will serve as the point of interface for all project issues and communications.

IV. FEES AND CONDITIONS

The services described in Section I, Scope of Services will be provided on a lump sum basis, with the estimated total cost amounting to **\$105,860** in accordance with our fee schedule.

Task	Principal \$170	Project Mngr. \$150	Design Engr. \$125	CAD Tech. \$90	Total Hours	FEE
1. Project Management	8	20			28	\$4,360
2. Surveying						\$31,300
3. Tilford Design Package (25 Sheets)	20	80	240	180	520	\$61,600
4. Construction Support	4	8	40	8	60	\$7,600
5. Expenses						\$1,000
TOTALS	32	108	280	188	608	\$105,860

Additional Services:

1. Additional Meetings - Varies
2. Geotechnical Investigation - \$16,000
3. Scour Analysis - \$13,000
4. Plats and Legals - \$20,000

The fees for the services described in Section II, Additional Services, will be provided on an hourly rate basis in accordance with the WCC Standard Rate Schedule in effect at the time the services are being performed.

We appreciate the opportunity to offer this proposal. If you have any questions, please contact myself or our President, Anthony Gonzalez.

Sincerely,



Sean McCarty, P.E., PMP, QSD
Project Manager, West Coast Civil, Inc.
(619) 929 -1866 | sean@westcoastcivil.com



Anthony Gonzalez, P.E.
President, West Coast Civil, Inc.
(858) 869 -1332 | anthony@westcoastcivil.com

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

November 13, 2019

Report to: Finance Committee

Prepared by: Mark Ban, General Manager

TOPIC: BOARDROOM TECHNOLOGY UPGRADE

RECOMMENDATION:

Finance Committee to consider supporting the inclusion of a proposal from Southwest Networks within the Regular Meeting of the Board of Directors agenda for the November 20, 2019 regular meeting.

ANALYSIS:

Currently, the Board of Directors does not have ideal access to visual media during Board Meetings. In addition, the Board is also unable to access electronic forms of the agenda packet during meetings which would not only make reviewing information easier at times, but would also decrease staff time in preparing supplemental information and potentially agenda packets for meetings.

Using the technology outlined within the proposal provided by Southwest Networks, each Board member would have a monitor installed in front of their station on the dias where media such as PowerPoints and videos can be displayed. In addition, the proposal allows for "thin clients" (small computer) to be installed as part of a new terminal server that would allow staff to electronically move Board Agenda material to each individual station by clicking and dragging the information to a folder on the network from a desktop. Board Members would then be able to open and navigate through documents such as agenda packets and supplemental information via the use of a typical mouse and keyboard.

These changes would improve Board Members' experience during meetings but also, if there is a possibility of moving toward a fully electronic distribution of agenda items to the Board, the technology would exist to allow the District to move closer to a paperless environment during meetings.

There are other options available, that include: 1) a partial installation using monitors at each station without "thin clients" that would be controlled by a member of staff from a single computer; or 2) the installation of another television monitor located along the east wall of the Board Room without any monitor solution at each station. These options would reduce initial costs for equipment and labor, however limit the flexibility each Board member has to control what they are reviewing and do nothing to impact staff time in agenda packet preparation.

The total cost of the upgrades with all possible equipment including the monitors, thin clients, terminal server and miscellaneous connectors, splitters, chords, etc. is \$4827.88. Southwest's proposal has been provided as an attachment to this report.

ATTACHMENT: Southwest Networks Proposal



SOUTHWEST NETWORKS

Quote

Salesperson:

Matt Disher

Date:

10/9/2019

Terms:

Net 20

Valid For:

10 days

Issued To:

Beverly

Joshua Basin Water District

61750 Chollita Road

Joshua Tree, CA 92252

P: 760-366-2042

Qty	Description	Price	Extended Price
5	nComputing Thin Client	\$210.00	\$1,050.00
5	Windows 2019 RDP Device CAL	\$109.00	\$545.00
5	Viewsonic 24" LED Monitor - VGA, DVI, HDMI	\$145.00	\$725.00
5	USB Keyboard and Mouse Combo	\$20.00	\$100.00
5	Tilt Monitor Mount	\$50.00	\$250.00
1	HDMI Splitter - 1 x Input and 8 x Output	\$300.00	\$300.00
6	HDMI Cable	\$29.00	\$174.00
Labor Estimate = 12 to 16 hours			

Dear Beverly,

Here is the quote you requested.

Please call me with any questions.

Sincerely,

Matt Disher

Subtotal	\$3,144.00
Tax rate	7.75%
Sales tax	\$243.60
Bench labor	TB
Onsite Labor	TB
Total	\$3,387.60