



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	August 10, 2011
SUBMITTED BY:	Daniel Kay <i>DK</i> Associate Engineer	PROJECT/ SUBPROJECTS:	P2009- DIV. 5 001103 NO.
	Ron Ripperger <i>[Signature]</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>[Signature]</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>[Signature]</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Increase the Fiscal Year 2012 Budget for the Jamacha Pipeline Project		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) authorize an increase in the Fiscal Year (FY) 2012 Budget from \$20,300,000 to \$20,800,000 for the Jamacha Pipeline Project (see Exhibit A for Project location).

**COMMITTEE ACTION:** \_\_\_\_\_

Please see Attachment A.

**PURPOSE:**

To obtain Board approval to increase the FY 2012 Budget for the Jamacha Pipeline Project by \$500,000.

**ANALYSIS:**

The District is currently in litigation with the original designer, Infrastructure Engineering Corporation (IEC), for issues related to the design of the Jamacha Pipeline Project. This litigation process is taking longer than anticipated.

The Project design was ultimately completed by Lee & Ro Inc. and the construction was completed and accepted in December 2010.

When the Project budget was being prepared during the FY 2012 CIP budget process, staff anticipated that a legal budget of \$300,000 would be adequate in FY 2012 to cover all remaining legal costs associated with the IEC litigation. However, due to the duration of the discovery process and the numerous depositions to date, future expenses, including expert witnesses, depositions, attorney fees, and other miscellaneous costs are expected to exceed the \$300,000 allocated for FY 2012. It is estimated that using the last six months expenditures as a guide, an additional \$500,000 will be needed to provide adequate funding within the Project budget.

**FISCAL IMPACT:** 

The total budget for CIP P2009, as approved in the FY 2012 Budget, is \$20,300,000. Total expenditures, plus outstanding commitments and forecast to date, are \$20,740,089 (see Attachment B for budget details).

The Project Manager has determined that with a budget increase of \$500,000, the Project will be completed within the new budget amount of \$20,800,000.

Finance has determined that 40% of the funding is available from the Expansion Fund and 60% of the funding is available from the Betterment Fund.

**STRATEGIC GOAL:**

This Project supports the District's Mission statement, "To provide the best quality of water and wastewater service to the customers of the Otay Water District in a professional, effective, and efficient manner," as well as the General Manager's vision, "...prepared for the future..." by guaranteeing the District will always be able to meet future water supply obligations and plan, design, and construct new facilities.

**LEGAL IMPACT:** \_\_\_\_\_

None.

  
\_\_\_\_\_  
**General Manager**

P:\WORKING\CIP P2009 36-inch PL - FCP 14 to Reg Site\Staff Reports\RD 08-10-11 Staff Report  
Increase Total Project Budgets (P2009). (DK-RR).docx

DK/RR/RP:jf

Attachments: Attachment A - Committee Action  
Attachment B - Budget Detail for P2009  
Exhibit A - Location Map



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b> P2009-001103	Increase the Fiscal Year 2012 Budget for the Jamacha Pipeline Project
---	---

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on July 12, 2011 and the following comment was made:

Due to pending litigations associated with this item, the Committee recommended that the item move forward to a Closed Session at the August 10, 2011 Regular Board meeting. The Committee also recommended this item to the full Board as an Action item pending the outcome of the Closed Session.



## ATTACHMENT B

Otay Water District  
P2009 - 36-inch Pipeline from SDCWA Otay FCF No. 14 to the Regulatory Site

Date Updated: June 21, 2011

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
20,800,000					
<b>Planning</b>					
Labor	306,728	306,728		306,728	
Printing	993	993	-	993	OCB REPROGRAPHICS
	596	596	-	596	MAIL MANAGEMENT GROUP INC
Business Meetings	110	110	-	110	PETTY CASH CUSTODIAN
	84	84	-	84	US BANK CORPORATE PAYMENT
Postage	341	341	-	341	US POSTMASTER
Professional Legal Fees	5,595	5,595	-	5,595	BURKE WILLIAMS & SORENSEN LLP
	187,474	187,474	-	187,474	GARCIA CALDERON & RUIZ LLP
Other Legal Expenses	4,948	4,948	-	4,948	GARCIA CALDERON & RUIZ LLP
	(10,290)	(10,290)	-	(10,290)	WOODRUFF, SPRADLIN & SMART
Regulatory Agency Fees	1,927	1,927	-	1,927	COUNTY OF SAN DIEGO
	100	100	-	100	US FISH & WILDLIFE SERVICE
	491	491	-	491	STATE WATER RESOURCES
Consultant Contracts	1,080,288	1,080,288	-	1,080,288	INFRASTRUCTURE ENGINEERING
	26,884	26,884	-	26,884	JONES & STOKES ASSOCIATES INC
	1,100	1,100	-	1,100	SOUTHWESTERN COLLEGE
	16,081	16,081	-	16,081	TRANSFER FROM P2451
Service Contracts	398	398	-	398	UNION TRIBUNE PUBLISHING CO
	957	957	-	957	SAN DIEGO DAILY TRANSCRIPT
	350	350	-	350	RYAN BETHKE
	705	705	-	705	OLLI BROS.
<b>Total Planning</b>	1,625,860	1,625,860	-	1,625,860	
<b>Design</b>					
Labor	792,000	716,011	75,989	792,000	
In House Labor (future)				-	
Mileage Reimbursement	89	89	-	89	PETTY CASH CUSTODIAN
Meals and Incidentals	63	63	-	63	PETTY CASH CUSTODIAN
Business Meetings	46	46	-	46	PETTY CASH CUSTODIAN
	215	215	-	215	US BANK CORPORATE PAYMENT
Professional Legal Fees	11,645	11,645	-	11,645	R W BECK INC
	92,923	92,923	-	92,923	GARCIA CALDERON & RUIZ LLP
	713,000	286,450	426,551	713,000	STEPHEN V MCCUE
	80	80	-	80	STUTZ ARTIANO SHINOFF
Other Legal Expenses	6,003	6,003	-	6,003	GARCIA CALDERON & RUIZ LLP
	17,071	17,071	-	17,071	R W BECK INC
	15,900	15,900	-	15,900	LEE & RO INC
	7,303	7,303	-	7,303	SWINERTON MANAGEMENT
	2,270	2,270	-	2,270	DARNELL & ASSOCIATES INC
	9,242	9,242	-	9,242	SHELburne SHERR COURT
	2,841	2,841	-	2,841	TRI TECH REPROGRAPHICS
	381	381	-	381	STEPHEN V MCCUE
Regulatory Agency Fees	271	271	-	271	COUNTY OF SAN DIEGO - DPW
Other Agency Fees	12,830	12,830	-	12,830	CITY OF EL CAJON
Consultant Contracts	99	99	-	99	PETTY CASH CUSTODIAN
	1,050	1,050	-	1,050	SOUTHLAND TITLE
	1,640	1,640	-	1,640	CALTRANS
	586,809	586,809	-	586,809	LEE & RO INC
	13,440	13,440	-	13,440	SWINERTON MANAGEMENT
	4,744	4,744	-	4,744	WRA & ASSOCIATES INC
	41,513	41,513	-	41,513	SOUTHERN CALIFORNIA SOIL
	36,750	36,750	-	36,750	MWH CONSTRUCTORS INC
	8,310	8,310	-	8,310	CPM PARTNERS INC
	4,900	4,900	-	4,900	KEN DAROIS

## ATTACHMENT B (cont.)

Construction Contracts	87	87	-	87	SAN DIEGO DAILY TRANSCRIPT
	93,000	93,000	-	93,000	SAN DIEGO COUNTY WATER
	101,801	101,801	-	101,801	HARRIS & ASSOCIATES INC
	28	28	-	28	SAN DIEGO COUNTY
	5,700	5,700	-	5,700	BELLA TERRA HOA
	700	700	-	700	SUZETTE C SWANGER
	3,000	3,000	-	3,000	RAYMOND KEITH HANNA
	229,800	229,800	-	229,800	GROSSMONT-CUYAMACA COMMUNITY
Service Contracts	7,500	7,500	-	7,500	KEAGY REAL ESTATE
	91	91	-	91	SAN DIEGO DAILY TRANSCRIPT
	244	244	-	244	UNION TRIBUNE PUBLISHING CO
	349	349	-	349	MCGRAW-HILL COMPANIES
	6,912	6,912	-	6,912	REPROHAUS CORP
Special Projects	48	48	-	48	SEDONA STAFFING SERVICES
<b>Total Design</b>	<b>2,832,665</b>	<b>2,330,125</b>	<b>502,540</b>	<b>2,832,665</b>	
<b>Construction</b>					
Labor	342,202	342,202	-	342,202	
Mileage Reimbursement	126	126	-	126	PETTY CASH CUSTODIAN
Meals and Incidentals	152	152	-	152	PETTY CASH CUSTODIAN
Business Meetings	206	206	-	206	US BANK CORPORATE PAYMENT
Postage	2,390	2,390	-	2,390	US POSTMASTER
Printing	2,484	2,484	-	2,484	MAIL MANAGEMENT GROUP INC
	161	161	-	161	US BANK CORPORATE PAYMENT
Regulatory Agency Fees	17,375	17,375	-	17,375	SAN DIEGO COUNTY WATER
	99,220	99,220	-	99,220	CALTRANS REIMBURSEMENT
	11,641	11,641	-	11,641	CITY OF EL CAJON
	88,279	88,279	-	88,279	HELIX WATER DISTRICT
	1,755	1,755	-	1,755	STATE WATER RESOURCES
Other Agency Fees	1,172	1,172	-	1,172	HELIX WATER DISTRICT
	9,625	9,625	-	9,625	CITY OF EL CAJON
Consultant Contracts	1,240,489	1,240,489	-	1,240,489	RBF CONSULTING
	13,128	13,128	-	13,128	SOUTHERN CALIFORNIA SOIL
	31,456	31,456	-	31,456	MARSTON+MARSTON INC
	57,918	57,918	-	57,918	LEE & RO INC
	15,353	15,353	-	15,353	CPM PARTNERS INC
	252	252	-	252	SAN DIEGO NEIGHBORHOOD
	5,914	5,914	-	5,914	SCHIFF ASSOCIATES
Construction Contracts	527,000	527,000	-	527,000	SAN DIEGO COUNTY WATER
	12,869	12,869	-	12,869	SOUTHERN CALIFORNIA SOIL
	27,850	27,850	-	27,850	HELIX WATER DISTRICT
	12,108,923	12,108,923	-	12,108,923	CCL CONTRACTING
	1,491,851	1,491,851	-	1,491,851	CALIFORNIA BANK & TRUST
	51,141	51,141	-	51,141	COUNTY OF SAN DIEGO - DPW
	8,684	8,684	-	8,684	CLARKSON LAB & SUPPLY INC
	1,329	1,329	-	1,329	REMINGTON HOA
Professional Legal Fees	83	83	-	83	GARCIA CALDERON & RUIZ LLP
	500	500	-	500	STUTZ ARTIANO SHINOFF
Service Contracts	1,311	1,311	-	1,311	UNION TRIBUNE PUBLISHING CO
	266	266	-	266	MCGRAW-HILL COMPANIES
	450	450	-	450	REEL 'EM IN INC
	252	252	-	252	SAN DIEGO NEIGHBORHOOD
	1,769	1,769	-	1,769	MAIL MANAGEMENT GROUP INC
	121	121	-	121	SD DAILY TRANSCRIPT
	957	957	-	957	MAYER REPROGRAPHICS INC
Infrastructure Equipment & Mat	68,725	68,725	-	68,725	HELIX WATER DISTRICT
	18,624	18,624	-	18,624	MESA LABORATORIES INC
	1,952	1,952	-	1,952	FERGUSON WATERWORKS
Backfill	14,000	14,000	-	14,000	TC CONSTRUCTION INC
Inventory	1,609	1,609	-	1,609	FERGUSON WATERWORKS
<b>Total Construction</b>	<b>16,281,565</b>	<b>16,281,565</b>	<b>-</b>	<b>16,281,565</b>	
<b>Grand Total</b>	<b>20,740,089</b>	<b>20,237,560</b>	<b>502,540</b>	<b>20,740,089</b>	



# Quality Assurance Approval Sheet

Subject: Increase the Fiscal Year 2012 Budget for the  
Jamacha Pipeline Project

Project No.: P2009-001103

Document Description: Staff Report for August 10, 2011 Board Meeting.

Author:

  
\_\_\_\_\_  
Signature

7/6/11  
\_\_\_\_\_  
Date

Daniel Kay  
\_\_\_\_\_  
Printed Name

QA Reviewer:

  
\_\_\_\_\_  
Signature

7/6/11  
\_\_\_\_\_  
Date

Bob Kennedy  
\_\_\_\_\_  
Printed Name

Manager:

  
\_\_\_\_\_  
Signature

7/6/11  
\_\_\_\_\_  
Date

Ron Ripperger  
\_\_\_\_\_  
Printed Name

The above signatures attest that the attached document has been reviewed and to the best of their ability the signers verify that it meets the District quality standard by clearly and concisely conveying the intended information; being grammatically correct and free of formatting and typographical errors; accurately presenting calculated values and numerical references; and being internally consistent, legible and uniform in its presentation style.



## STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	August 10, 2011
SUBMITTED BY:	Daniel Kay <i>DK</i> Associate Engineer	PROJECT/ SUBPROJECT:	R2096-001103 DIV.NO. 5
	Ron Ripperger <i>u</i> Engineering Manager		
APPROVED BY: (Chief)	Rod Posada <i>R. Posada</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>m magaña</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of a Construction Management and Inspection Services Contract to SAIC for the Ralph W. Chapman Water Reclamation Facility Upgrades Project		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) awards a professional services contract to SAIC, for providing professional Construction Management and Inspection Services (CMIS) for the Ralph W. Chapman Water Reclamation Facility (RWCWRF) Upgrades Project in an amount not to exceed \$359,013.32 (see Exhibit A for Project location).

**COMMITTEE ACTION:** \_\_\_\_\_

Please see Attachment A.

**PURPOSE:**

To obtain Board authorization for the General Manager to enter into a professional services agreement with SAIC. The contract amount is not to exceed \$359,013.32 for providing CMIS for the RWCWRF Upgrades Project.

**ANALYSIS:**

At the July 15, 2011 Board Meeting the Board awarded a construction contract to NEWest Construction for the RWCWRF Upgrades Project. The

RWCWRF Upgrades Project consists of several main components. The first is the modification of the treatment process at the facility to improve the reduction of total nitrogen in the treatment plant effluent. The second component is the upgrade of the facility's blowers and aeration piping. The third component is the enhancement of the level of automation at the facility. The fourth and final component of the Project is the replacement of the damaged filter backwash storage reservoir floating cover at the facility.

This rehabilitation Project is a critical project and will require continuous monitoring of NEWest to ensure that several key task milestone dates are met. Specifically, this Project will require a shutdown of the Treatment Plant during the winter months in order to replace the aeration diffusers and perform other work. The new diffusers will have to be installed and back on-line in at least one of the three aeration basins in order for the plant to be able to start up operations again. SAIC's role will be to monitor all work planned by NEWest and to track each task continuously to ensure the Project construction schedule is being met. When the plant is off-line, sewage flows are diverted to the County of San Diego and Metropolitan Wastewater.

In accordance with District Policy 21, staff solicited professional CMIS from engineering consulting firms by placing an advertisement on the District's website and with various publications including the Union Tribune and San Diego Daily Transcript.

The Pre-Proposal Meeting for the Project was held on May 24, 2011. Nineteen (19) people from various consulting groups attended the meeting. Nineteen (19) firms submitted a Letter of Interest and a Statement of Qualifications. The Request for Proposal (RFP) was sent to all nineteen (19) construction management and engineering firms resulting in the following eight (8) proposals received on June 3, 2011:

- Summit Project Management
- SAIC
- Arcadis/Malcolm Pirnie
- NCS Engineers
- Harris & Associates
- RBF
- Swinerton
- URS

The remaining eleven (11) firms that chose not to propose are Vanir, MTGL, Lee & Ro, Butier, Dudek, Nolte, Whiston CM, Tetra Tech, EPC, Blue Coast California, and Salaber & Associates.

A review panel evaluated the written proposals and selected the following firms for a formal interview:

<u>CONSULTING FIRMS</u>	<u>PROPOSED FEE</u>
URS	\$301,290
RBF	\$319,740
Arcadis/Malcolm Pirnie	\$379,369
SAIC	\$394,019

The Engineer's estimate is \$380,000.

The interview selection panel was comprised of five (5) staff members. The oral interviews were conducted on June 28, 2011. After conducting the interviews, the panel completed the consultant ranking process and concluded that SAIC was the most qualified consultant and provided the best overall value. A summary of the complete evaluation is shown in Attachment C.

The range in the proposed fees was due primarily to the difference in man-hours proposed to do the work and rates of the proposed team members.

SAICs proposal and interview demonstrated that they are qualified and will provide the proper resources needed to complete each task in the scope of work. Fee negotiations with SAIC resulted in a reduction of management and direct costs which reduced their overall fee from \$394,019 to \$359,013.32.

District staff has not worked with SAIC in the past, however, references were checked and verified that SAIC is a highly rated consultant.

**FISCAL IMPACT:**



The total budget for CIP R2096, as approved at the July 15<sup>th</sup>, 2011 Board Meeting, is \$4,950,000. Total expenditures, plus outstanding commitments and forecast, is \$4,943,852. See Attachment B for budget detail.

Based on a review of the financial budgets, the Project Manager has determined that the budget is sufficient to support the Project.

Finance has determined that 100% of the funding is available from the Replacement Fund.

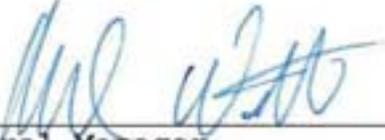
**STRATEGIC GOAL:**

This Project supports the District's Mission statement, "To provide the best quality of water and wastewater service to the customers of

the Otay Water District in a professional, effective, and efficient manner," as well as the General Manager's vision, "...prepared for the future..." by guaranteeing the District will always be able to meet future water supply obligations and plan, design, and construct new facilities.

**LEGAL IMPACT:** \_\_\_\_\_

None.



\_\_\_\_\_  
**General Manager**

P:\WORKING\CIP R2096 - RWCWRF Upgrade Project\Staff Reports\Construction Management Consultant Selection\BD 08-10-11, CMS for the RWCWRF Upgrades, (DK-RR).docx  
DK/RR:jf

Attachments      Attachment A  
                         Attachment B  
                         Attachment C  
                         Exhibit A



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b> R2096-001103	Award of a Construction Management and Inspection Services Contract to SAIC for the Ralph W. Chapman Water Reclamation Facility Upgrades Project
---	--

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on July 12, 2011 and the following comments were made:

- Staff requested that the Board award a professional services contract to SAIC, for providing professional Construction Management and Inspection Services (CMIS) for the Ralph W. Chapman Water Reclamation Facility (RWCWRF) Upgrades Project in an amount not-to-exceed \$359,013.32.
- Staff stated that due to the complexity of the project and the continuous monitoring that is necessary to meet deadlines, and in accordance with District Policy 21, the District solicited for a professional CMIS consultant from engineering firms to monitor the Upgrade Project. The results of the solicitation process are provided on page 2 of the staff report.
- Staff discussed the interview selection and evaluation process and indicated that out of eight (8) proposals submitted to the District, SAIC was the most qualified consultant and provided the best overall value. A summary of the complete evaluation is shown in Attachment C of the staff report.
- It was noted that after SAIC was selected for the CMIS project, fee negotiations were held that resulted in a reduction of management and direct costs of approximately \$35,000 less than the original fee that SAIC proposed.
- The Committee inquired about the Summary of Proposal Ranking sheet that listed four (4) candidates who were "Not Interviewed". Staff indicated that they did not interview candidates who scored less than 80 in the Average Total Written area of the Proposal Rankings and stated that they interviewed the top four candidates which they believed to be sufficient.

Following the discussion, the Committees supported staffs' recommendation and presentation to the full Board as a consent item.



## ATTACHMENT B

Otay Water District  
2006 - RWCWRP - Upgrades and Modifications

Date Updated: June 30, 2011

<i>Budget</i>	<i>Committed</i>	<i>Expenditures</i>	<i>Outstanding Commitment &amp; Forecast</i>	<i>Projected Final Cost</i>	<i>Vendor/Comments</i>
4,950,000					
<b>Planning</b>					
<b>Add subprojects</b>					
Labor	69,191	69,191	-	69,191	
Professional Legal Fees	710	710	-	710	STUTZ ARTIANO SHINOFF
	603	603	-	603	GARCIA CALDERON & RUZ LLP
Consultant Contracts	12,775	12,775	-	12,775	MWH CONSTRUCTORS INC
	325,846	325,846	-	325,846	MWH AMERICAS INC
	678	678	-	678	US BANK CORPORATE PAYMENT
Service Contracts	250	250	-	250	UNION TRIBUNE PUBLISHING CO
	68	68	-	68	SAN DIEGO DAILY TRANSCRIPT
	10,860	10,860	-	10,860	E S BABCOCK & SONS INC
<b>Total Planning</b>	420,981	420,981	-	420,981	
<b>Design</b>					
Labor	92,364	92,364	-	92,364	
Consultant Contracts	3,500	3,500	-	3,500	MWH CONSTRUCTORS INC
	245,661	198,691	46,970	245,661	MWH AMERICAS INC
	580	580	-	580	VALLEY CONSTRUCTION MANAGEMENT
	8,470	8,470	-	8,470	MTGL INC
	499	499	-	499	SCHIFF ASSOCIATES
	4,209	4,209	-	4,209	WRA & ASSOCIATES INC
Service Contracts	2,400	2,400	-	2,400	PHOTO GEODETIC CORPORATION
	227	227	-	227	SAN DIEGO DAILY TRANSCRIPT
	4,395	4,395	-	4,395	MAYER REPROGRAPHICS INC
	708	708	-	708	SAN DIEGO UNION-TRIBUNE LLC
<b>Total Design</b>	363,012	316,042	46,970	363,012	
<b>Construction</b>					
Labor	160,000	68,448	91,552	160,000	
Rents and Leases	5,557	5,557	-	5,557	EQUIPCO SALES & SERVICE
Consultant Contracts	4,060	4,060	-	4,060	VALLEY CONSTRUCTION MANAGEMENT
	-	-	-	-	COUNTY OF SAN DIEGO - DPW
Service Contracts	13,039	13,039	-	13,039	MWH AMERICAS, PENHALL, SOUTHERN CAL TELECOM
	4,272	4,272	-	4,272	BARRETT ENGINEERED PUMPS
	229	180	49	229	RW LITTLE CO INC
Infrastructure Equip. & Mats.	75,000	48,967	26,033	75,000	
Inventory	4,096	4,096	-	4,096	MISCELLANEOUS ITEMS
Contracted Services	604	555	49	604	RW LITTLE CO INC
Construction Management	359,013	-	359,013	359,013	SAIC
Construction Contracts	3,499,000	-	3,499,000	3,499,000	NEWest Construction
1% Contingency	34,990	-	34,990	34,990	
<b>Total Construction</b>	4,159,859	149,174	4,010,685	4,159,859	
<b>Grand Total</b>	4,943,852	886,197	4,057,655	4,943,852	

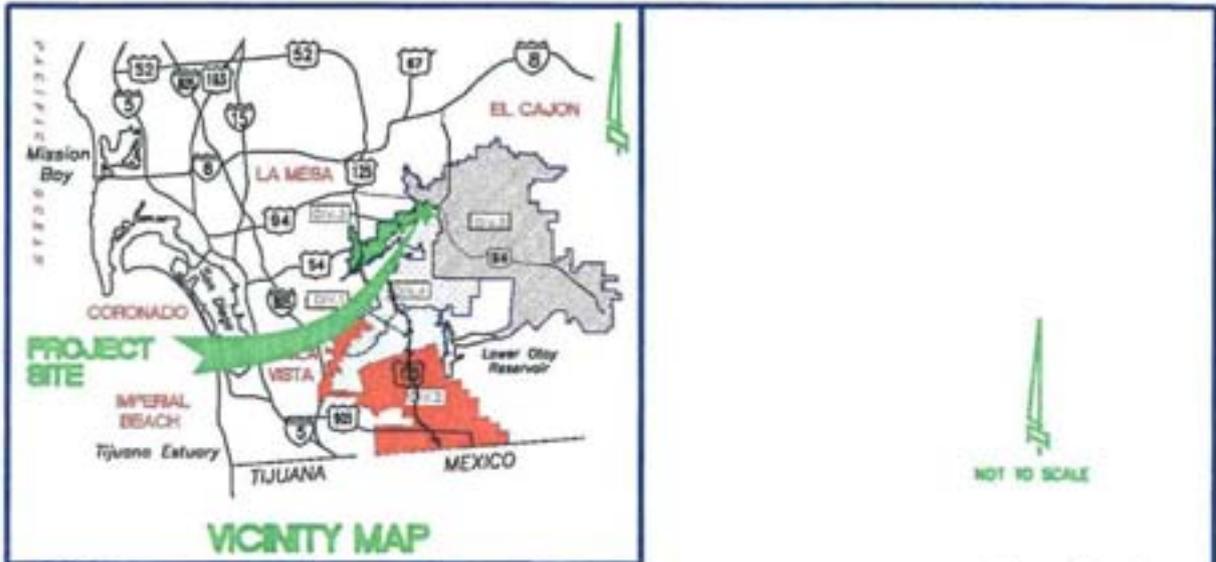
**ATTACHMENT C**  
**SUMMARY OF PROPOSAL RANKINGS**  
**CMIS for RWCWRF Upgrade Project**

	WRITER								ORAL						TOTAL SCORE	REFERENCES
	Qualification of Team	Relevant/Recent Experience	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITER	AVERAGE SUBTOTAL - WRITER	Proposed Fee*	Consultant's Commitment to CMIS	AVERAGE TOTAL WRITER	Additional Qualifications and Staff	Strength of Project Manager	Preparation, Communication Skills	Quality of Responses to Questions	INDIVIDUAL TOTAL - ORAL	AVERAGE TOTAL ORAL		
<b>MAXIMUM POINTS</b>	30	20	30	30	30	15	10	100	15	15	10	10	30	30	100	Excellent
<b>Summit Project Management</b>	Bill Kennedy	20	17	21	26											
	Ken Rappaport	22	15	15	22											
	Brendan O'Flaherty**	20	20	24	24	60	1	Y	63	NOT INTERVIEWED					63	
	David Charney	22	14	17	24											
	Rob Acosta	27	20	25	25											
<b>SAC</b>	Bill Kennedy	25	27	29	34				12	12	7	7	36			
	Ken Rappaport	24	25	27	34				15	12	8	8	41			
	Brendan O'Flaherty**	27	24	30	35	77	9	Y	86	14	15	8	37	43	129	Excellent
	David Charney	25	21	24	31				12	10	4	4	30			
	Rob Acosta	24	25	30	30				12	10	8	8	38			
<b>Acadia/Melrose Pointe</b>	Bill Kennedy	24	27	29	32				13	12	8	8	41			
	Ken Rappaport	25	24	25	32				15	10	8	8	41			
	Brendan O'Flaherty**	25	25	29	32	73	10	Y	83	14	14	10	38	44	127	
	David Charney	23	23	25	34				12	10	8	7	41			
	Rob Acosta	25	22	30	30				14	10	10	9	43			
<b>NCS</b>	Bill Kennedy	21	22	18	20											
	Ken Rappaport	24	19	20	26											
	Brendan O'Flaherty**	24	22	25	29	62	15	Y	77	NOT INTERVIEWED					77	
	David Charney	21	18	24	24											
	Rob Acosta	25	22	25	33											
<b>Harris &amp; Associates</b>	Bill Kennedy	22	21	27	31											
	Ken Rappaport	22	18	20	27											
	Brendan O'Flaherty**	25	22	26	33	68	8	Y	77	NOT INTERVIEWED					77	
	David Charney	24	21	24	30											
	Rob Acosta	27	24	27	36											
<b>MBF</b>	Bill Kennedy	23	18	23	30				11	12	7	7	38			
	Ken Rappaport	25	22	24	34				11	14	8	8	41			
	Brendan O'Flaherty**	26	24	26	32	74	13	Y	87	12	12	8	32	40	127	
	David Charney	24	20	24	31				12	10	4	4	30			
	Rob Acosta	27	23	27	36				12	12	8	7	39			
<b>Delmarva</b>	Bill Kennedy	21	17	21	26											
	Ken Rappaport	21	16	20	26											
	Brendan O'Flaherty**	21	21	24	30	68	5	Y	73	NOT INTERVIEWED					73	
	David Charney	20	14	24	25											
	Rob Acosta	22	20	24	27											
<b>LRS</b>	Bill Kennedy	21	19	21	30				11	10	7	7	35			
	Ken Rappaport	21	16	20	30				11	10	8	7	36			
	Brendan O'Flaherty**	24	14	20	30	69	15	Y	84	12	10	8	30	38	122	
	David Charney	20	22	25	32				12	12	8	8	40			
	Rob Acosta	27	24	26	31				12	12	7	7	39			

\*These Fee/Score ratios are to be considered for when awarding other categories. Fee is awarded to the FIRM which is the lowest Fee/Score ratio.

\*\*Brendan O'Flaherty was not interviewed for this selection. \*\*David Charney took his bid for the interview portion of the bid.

Consultant	Proposed Fee	Position	Score
NCS	\$275,000	Open	72
LRS	\$234,200	Open	75
MBF	\$210,750	Open	73
Acadia	\$270,000	Open	74
Harris & Associates	\$288,000	Open	77
SAC	\$288,000	Open	79
Delmarva	\$240,000	Open	73
Summit PM	\$225,000	Open	71



P:\work\2096\CIP R2096\Graphics\Figures\Figures\Figures\Upgrade Exhibit A



**OTAY WATER DISTRICT**  
 RWCWRF UPGRADE PROJECT  
 11901 SINGER LANE, SPRING VALLEY, CA

CIP R2096

**EXHIBIT A**

# Assurance Approval Sheet

Subject: Award of a Construction Management and Inspection Services Contract to SAIC for the Ralph W. Chapman Water Reclamation Facility Upgrades Project

Project No.: R2096-001103

Document Description: Staff Report for August 10, 2011 Board Meeting.

Author:  7/6/11  
Signature Date

Daniel Kay  
Printed Name

QA Reviewer:  7/6/11  
Signature Date

Bob Kennedy  
Printed Name

Manager:  7/6/11  
Signature Date

Ron Ripperger  
Printed Name

The above signatures attest that the attached document has been reviewed and to the best of their ability the signers verify that it meets the District quality standard by clearly and concisely conveying the intended information; being grammatically correct and free of formatting and typographical errors; accurately presenting calculated values and numerical references; and being internally consistent, legible and uniform in its presentation style.



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	August 10, 2011
SUBMITTED BY:	Michael O'Donnell <i>MO</i> Supervising Land Surveyor	PROJECT/ SUBPROJECT:	N/A DIV. NO. ALL
	David Charles <i>DC</i> Public Services Manager		
APPROVED BY: (Chief)	Rod Posada <i>R. Posada</i> Chief, Engineering		
APPROVED BY: (Asst. GM):	Manny Magaña <i>M. Magaña</i> Assistant General Manager, Engineering and Operations		
SUBJECT:	Award of As-Needed Land Surveying Services Contract to Alta Land Surveying, Inc. for Fiscal Years 2012 and 2013		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Otay Water District (District) Board of Directors (Board) authorizes the General Manager to enter into an Agreement for Professional As-Needed Land Surveying Services with Alta Land Surveying, Inc. (Alta) in an amount not-to-exceed \$175,000 for Fiscal Years 2012 and 2013.

**COMMITTEE ACTION:**

Please see Attachment A.

**PURPOSE:**

To obtain Board authorization for the General Manager to enter into a Professional As-Needed Land Surveying Services Agreement with Alta in an amount not-to-exceed \$175,000 for Fiscal Years 2012 and 2013 (ending June 30, 2013).

**ANALYSIS:**

The District will require professional land surveying (LS) services from a surveying consultant on an as-needed basis to support the following:

- District's Capital Improvement Program (CIP)
- USA Mark-out Program
- Geographic Information System Program
- Right-of-Way Management Program

The District will issue task orders to Alta for specific projects during the contract period. The Consultant will then prepare a detailed scope of work, schedule, and cost estimate for each task order assigned under the agreement. Upon written task order authorization from the District, the Consultant shall then proceed with the project.

The District solicited professional as-needed LS services from land surveying consultant firms by placing an advertisement on the District's website on May 11, 2011 and with various other publications including the San Diego Union Tribune and San Diego Daily Transcript.

Nineteen (19) firms submitted a Letter of Interest and a Statement of Qualifications. The Request for Proposal for As-Needed LS services was sent to all nineteen (19) firms resulting in nine (9) proposals received on June 7, 2011. They are as follows:

- Guida Surveying, Inc.
- Excel Engineering
- Alta Land Surveying, Inc.
- Hunsaker and Associates San Diego, Inc.
- AirX Utility Surveyors, Inc.
- Martin & Ziemniak
- Burkett & Wong Engineers
- Progressive Mapping Consultants, Inc.
- Alyson Consulting

The ten (10) firms that chose not to propose are Rick Engineering, Towill, Inc., Snipes-Dye and Associates, Psomas, Algert Engineering, Inc., San Dieguito Engineers, Inc., Nasland Engineering, Aguirre & Associates, Project Design Consultants, and Stuart Engineering.

In accordance with the District's Policy 21, staff evaluated and scored all written proposals. Alta received the highest score for their services based on their experience, understanding of the scope, and their proposed method to accomplish the work. Alta was the most qualified consultant with the best overall proposal. A summary of the complete evaluation is shown in Attachment B.

The District has worked with Alta on a previous As-Needed LS Services contract. Alta provided excellent service to the District.

**FISCAL IMPACT:**



The funds for this contract will be expended from the Fiscal Years 2012 and 2013 budgets for various CIP projects. This agreement is for professional services based on the District's need and schedule, and expenditures will not be made until a task order is approved by the District for the consultant's professional services.

Based on a review of the financial budget, the Project Manager has determined that the Fiscal Years 2012 and 2013 budgets will be sufficient to support the various CIP projects.

**STRATEGIC GOAL:**

This project supports the District's Mission statement, "To provide the best quality of water and wastewater services to the customers of Otay Water District in a professional, effective, and efficient manner," as well as the General Manager's vision, "...prepared for the future..." by guaranteeing that the District will always be able to meet future water supply obligations and plan, design, and construct new facilities.

**LEGAL IMPACT:**

\_\_\_\_\_

None.



\_\_\_\_\_  
**General Manager**

P:\WORKING\As Needed Services\Land Surveying\Staff Report\MO 08-10-11, Staff Report, As-Needed Land Surveying, (MO-DC).doc  
MO/DC:jf

Attachments: Attachment A - Committee Action  
Attachment B - Summary of Proposal Rankings



## ATTACHMENT A

SUBJECT/PROJECT:  N/A	Award of a Professional As-Needed Land Surveying Services Contract to Alta Land Surveying, Inc. for Fiscal Years 2012 and 2013
-----------------------------	--

### COMMITTEE ACTION:

The Engineering, Operations, and Water Resources Committee reviewed this item at a meeting held on July 12, 2011 and the following comments were made:

- Staff requested that the Board authorize the General Manager to enter into an Agreement for Professional As-Needed Land Surveying Services with Alta Land Surveying, Inc. (Alta) in an amount not-to-exceed \$175,000 for Fiscal Years 2012 and 2013.
- It was indicated that District Supervising Land Surveyor Michael O'Donnell will be the project manager who will oversee the As-Needed Land Surveying Services Contract for Alta.
- Staff stated that in accordance with District Policy 21, the District solicited for a professional as-needed Land Surveying (LS) services from land surveying consultant firms. The results of the solicitation process are provided on page 2 of the staff report.
- Staff discussed the interview selection and evaluation process and indicated that out of nine (9) proposals submitted to the District, Alta was the most qualified consultant and provided the best overall value. A summary of the complete evaluation of candidates is shown in Attachment B of the staff report.
- In response to a question by the Committee, staff indicated that bids were not required for the As-Needed Land Surveying Services Contract because task orders for specific projects during the contract period will be issued. It is noted that

Alta will prepare cost estimates for each task order assigned under the agreement and that upon authorization by the District, the Consultant shall then proceed with the project.

Following the discussion, the Committees supported staffs' recommendation and presentation to the full Board as a consent item.

**ATTACHMENT B  
SUMMARY OF PROPOSAL RANKINGS  
AS-NEEDED LAND SURVEYING SERVICES**

		WRITTEN							REFERENCES	
MAXIMUM POINTS		Qualifications of Team	Responsiveness, Project Understanding	Technical and Management Approach	INDIVIDUAL SUBTOTAL - WRITTEN	AVERAGE SUBTOTAL - WRITTEN	Proposed Rates	Consultant's Commitment to O&M		TOTAL SCORE
AirX Utility Surveyors	Bob Kennedy	20	18	20	58	64	15	Y	79	Fair/Good Equivalent
	Daniel Kay	22	18	21	61					
	Frank Anderson	23	19	22	65					
	Brandon Opieira	27	21	23	71					
	David Charles	25	22	24	71					
Alycon Consulting	Bob Kennedy	21	18	21	58	63	14	Y	77	
	Daniel Kay	17	17	18	52					
	Frank Anderson	24	21	20	65					
	Brandon Opieira	23	21	24	68					
	David Charles	25	23	24	72					
Progressive Mapping Consultants, Inc.	Bob Kennedy	22	18	22	62	67	14	Y	81	
	Daniel Kay	29	17	20	67					
	Frank Anderson	23	21	21	65					
	Brandon Opieira	27	23	25	75					
	David Charles	28	22	22	72					
Excel Engineering	Bob Kennedy	24	19	24	67	70	14	Y	84	
	Daniel Kay	24	22	25	71					
	Frank Anderson	23	21	22	66					
	Brandon Opieira	25	23	26	74					
	David Charles	26	22	22	70					
Alla Land Surveying, Inc.	Bob Kennedy	27	23	27	77	76	10	Y	86	Excellent
	Daniel Kay	27	24	27	78					
	Frank Anderson	27	22	24	74					
	Brandon Opieira	26	24	26	76					
	David Charles	27	21	26	74					
Martin & Ziemniak	Bob Kennedy	26	21	28	75	71	12	Y	83	
	Daniel Kay	27	23	25	75					
	Frank Anderson	24	21	21	66					
	Brandon Opieira	26	24	23	73					
	David Charles	26	22	24	73					
Burdett & Wong Engineering	Bob Kennedy	27	18	21	66	66	10	Y	76	
	Daniel Kay	24	20	22	66					
	Frank Anderson	22	21	22	65					
	Brandon Opieira	26	22	23	71					
	David Charles	26	21	23	69					
Hunsaker and Associates San Diego, Inc.	Bob Kennedy	26	21	26	73	74	4	Y	78	
	Daniel Kay	26	23	25	74					
	Frank Anderson	26	21	22	71					
	Brandon Opieira	28	24	26	78					
	David Charles	27	23	26	76					
Guida Surveying Inc.	Bob Kennedy	21	18	21	60	62	1	Y	63	
	Daniel Kay	21	18	20	59					
	Frank Anderson	21	20	21	62					
	Brandon Opieira	24	20	21	65					
	David Charles	20	20	22	62					

Consultant	Proposed Rates	Position	Score
AirX Utility Surveyors	\$1,368	lowest	12
Alycon Consulting	\$2,060		14
Progressive Mapping Consultants, Inc.	\$2,121		14
Excel Engineering	\$2,124		14
Martin & Ziemniak	\$2,280		12
Burdett & Wong Engineering	\$2,443		10
Alla Land Surveying, Inc.	\$2,450		10
Hunsaker & Associates San Diego, Inc.	\$3,104		4
Guida Surveying Inc.	\$3,424	highest	1

Review Panel does not see or consider rates when scoring other categories. Rates are owned by the PM, who is not on Review Panel.

# Quality Assurance Approval Sheet

Subject: Award of a Professional As-Needed Land Surveying Services Contract to Alta Land Surveying, Inc. for Fiscal Years 2012 and 2013

Project No.: N/A

Document Description: Staff Report for the August 10, 2011 Board Meeting

Author:	 _____ Signature	<u>6/28/11</u> _____ Date
	Michael O'Donnell _____ Printed Name	
QA Reviewer:	 _____ Signature	<u>6/24/11</u> _____ Date
	Daniel Kay _____ Printed Name	
Manager:	 _____ Signature	<u>6/28/11</u> _____ Date
	David Charles _____ Printed Name	

The above signatures attest that the attached document has been reviewed and to the best of their ability the signers verify that it meets the District quality standard by clearly and concisely conveying the intended information; being grammatically correct and free of formatting and typographical errors; accurately presenting calculated values and numerical references; and being internally consistent, legible and uniform in its presentation style.



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	August 10, 2011
SUBMITTED BY:	Bill Jenkins <i>[Signature]</i> IT Operations Manager	W.O./G.F. NO:	DIV. NO. ALL
APPROVED BY: (Chief)	Geoffrey Stevens <i>[Signature]</i> Chief Information Officer		
APPROVED BY: (Asst. GM):	German Alvarez <i>[Signature]</i> Assistant General Manager, Finance and Administration		
SUBJECT:	IT EQUIPMENT AND SERVICE PURCHASE REQUIRING BOARD APPROVAL		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Board authorize the General Manager to enter into the following agreement:

- 1) Logicalis Integration Solutions, Inc., in the amount of \$69,454 for redundant core network switching gear.

**COMMITTEE ACTION:** \_\_\_\_\_

See "Attachment A."

**PURPOSE:**

To authorize the purchase of equipment and services necessary to support both IT daily operations and enhance District systems to meet emerging business needs as identified in the District Strategic Plan.

Our current Cisco Switch is at end of serviceable life and does not meet the increased demands of our network since implementing VoIP. Adding the new switch will provide added redundancy and disaster recovery capabilities.

**ANALYSIS:**

The IT Department presents to the Board specific technology-related expenses that require Board approval because they exceed the General Manager's authorized approval limit of \$50,000 for a specific contract. These contracts and purchases are required to either operate the District's technology environment and to make planned

technology related infrastructure improvements. All purchasing guidelines have been met for this acquisition. We have attempted, wherever possible, to synchronize our contract renewal dates with the District's fiscal year and budget approval process.

**Explanation of Costs**

Logicalis Integration Solutions - \$69,454. Logicalis was the lowest of 4 competitive bids. Funding comes from CIP P2469 (Data Center Equipment).

**FISCAL IMPACT:**



**Capital Funding:**

The items referenced above are specifically included in the adopted FY 2012 Capital Budget. The approved FY 2012 budget for CIP P2469 (Data Center Equipment) is \$460,000. Expenditures to date are \$0. The remaining balance for FY 2012 is \$460,000, of which \$69,454 will be used for this purchase.

The Project Manager anticipates, based on financial analysis, that the budget will be sufficient to support this project.

Finance has determined that 100% of the funding for this project is available from the Betterment Fund.

**STRATEGIC GOAL:**

These items are in support of the District's Strategic Plan, specifically the strategy of Business Process Efficiency.

**LEGAL IMPACT:**

None.



Mark Watton  
General Manager

**Attachments:**

- A) Committee Action
- B) Logicalis Quote
- C) GHA Technologies, Inc., Quote
- D) CDW-G Quote
- E) 1060 Technolgy, Inc., Quote

## ATTACHMENT A

SUBJECT/PROJECT:	IT EQUIPMENT AND SERVICE PURCHASE REQUIRING BOARD APPROVAL
------------------	--

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee discussed this item at a meeting held on July 19, 2011 and the following comments were made:

- The District has been experiencing systematic outages on the current switch over the last ten (10) months. The switch is approximately six (6) years old, is approaching end-of-life, and is scheduled to be replaced in December 2012.
- It was discussed that switches are the equipment that all District data flows through and are central to the District's IT systems.
- Staff had spent quite a bit of time analyzing/researching the cause for the outages and it has been difficult to determine the actual cause. Because the switch is nearing end-of-life, staff is recommending that it be replaced.
- Staff competitively bid the switch and four (4) bids were received. Staff has selected the lowest responsive bid and recommends that Logicalis be awarded the contract. The bids ranged from \$63,000 to \$82,000.
- It was discussed that at a certain point it is not cost effective to try to upgrade or improve an existing switch because the next level switch is better and generally has much more capacity due to improvements in technology. Staff had tried to analyze and fix the problem, however, consultant costs are expensive. It was determined that the increased capacity and reliability of a new switch outweighed the cost to try to analyze and fix the problem.
- It was also noted that such equipment's lifespan is getting shorter and it is getting less expensive. So it is cheaper to replace the equipment than to spend money to analyze and fix the problems being experienced.

- The new switch will be the primary switch and will provide redundancy for the Voice Over IP system as it will be added on the new switch. The District has a second switch which serves as back-up. Staff does not plan to reuse the old switch. It will be declared surplus.
- The committee inquired if the switch can be donated to a non-profit organization. It was discussed that the District has a number of disposal options available. Following the meeting, staff reviewed the District's policy and if a surplus item is not sold through one of the disposal options, an analysis will be conducted to identify if it has a De Minimus value and if donating the item would benefit the District.
- Staff indicated that the District has in past sent a list to public agencies, but generally does not receive responses. It was noted that the District also destroys the hard drives of PC's and switches for data security reasons and, thus, the equipment would no longer be useful.

Following the discussion, the committee supported staffs' recommendation and presentation to the board on the consent calendar.



Quotation  
OTAY20110609-02

Date: 09-Jun-11

<b>Customer:</b> Bruce Trites Otay Water District 2554 Sweetwater Springs Blvd. Spring Valley, CA 91978  619-890-9288 btrites@otaywater.gov	<b>Cisco C3750X core switches and Supervisor 6-E Module for 4507R Redundancy</b>	<b>From:</b> Ken Ohlson Logicalis 1920 Main St., Suite 770 Irvine, CA 92614 949-456-0210 ph 949-606-9719 fx ken.ohlson@us.logicalis.com
--	--	--

Line	Qty	Product Number	Description	Unit Cost	Extended Cost
			<b>WS-C3750X-48PF-S</b>		
1	4	WS-C3750X-48PF-S	Catalyst 3750X 48 Port Full PoE IP Base	\$7,980.00	\$31,920.00
2	4	S375XVK9T-12258SE	CAT 3750X IOS UNIVERSAL WITH WEB BASE DEV MGR	\$0.00	\$0.00
3	4	C3750X-48-10S-S-E	C3750X-48 IP Base to IP Services factory IOS Upgrade	\$4,560.00	\$18,240.00
4	4	CAB-STACK-50CM	Cisco StackWise 50CM Stacking Cable	\$0.00	\$0.00
5	4	CAB-SPWR-30CM	Catalyst 3750X Stack Power Cable 30 CM	\$0.00	\$0.00
6	4	CAB-3KX-AC	AC Power Cord for Catalyst 3K-X (North America)	\$0.00	\$0.00
7	4	CAB-CONSOLE-RJ45	Console Cable 6ft with RJ45 and DB9F	\$17.10	\$68.40
8	4	C3KX-PWR-1100WAC	Catalyst 3K-X 1100W AC Power Supply	\$0.00	\$0.00
9	4	CON-SNT-3750X4FS	SMARTNET 8X5XNBD Catalyst 3750X 48 Port Full PoE IP Base	\$560.00	\$2,240.00
			<b>WS-X45-SUP6-E</b>		
10	1	WS-X45-SUP6-E=	Catalyst 4500 E-Series Sup 6-E, 2x10GE(X2) w/ Twin Gig	\$11,397.15	\$11,397.15
11	2	CVR-X2-SFP	Cisco TwinGig Converter Module	\$0.00	\$0.00
				<b>Total:</b>	<b>\$63,865.55</b>

Logicalis' terms of sale, found on our website at [www.us.logicalis.com/tcsales.pdf](http://www.us.logicalis.com/tcsales.pdf), are incorporated herein by reference.

#### Quote Notes

Estimated Lead Time: 32  
Quote Expires: 7/9/2011  
Quote version: 1

This offer may be accepted by purchase order or other acknowledgement of acceptance, including, without limitation, by signing this quotation. The information in this proposal is considered proprietary and confidential to Logicalis, Inc. By acceptance of this information, Customer agrees to maintain this confidentiality and use such information for internal purposes only. In the event Customer chooses to lease the Products from a third party leasing company, Customer remains liable for payment to Logicalis for all Products purchased until Logicalis receives payment from such leasing company.

Any variation in quantity, or requested delivery may result in price changes. Prices are valid for 30 days from date of quotation unless otherwise stated.

Prices are subject to change without notice in the event the Product's manufacturer/distributor changes the price to Logicalis.

Shipping and taxes are added at time of invoice. Shipping charges are subject to handling fees for specifying carriers and same day shipments. Logicalis provides standard delivery to Customer's loading dock; inside delivery is available at an additional charge if stated on Customer's purchase order.

**Account Executive:**  
**Technical Consultant:**

By signing below, the undersigned accepts this offer and confirms that he/she is authorized to purchase these items on behalf of Customer.

X \_\_\_\_\_

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

<b>Ship to address:</b>	<b>Bill to address:</b>



Quotation  
OTAY20110609-02

Date: 09-Jun-11

<b>Customer:</b> Bruce Trites Otay Water District 2554 Sweetwater Springs Blvd. Spring Valley, CA 91978  619-890-9288 btrites@otaywater.gov	<b>Cisco C3750X core switches and Supervisor 6-E Module for 4507R Redundancy</b>	<b>From:</b> Ken Ohlson Logicalis 1920 Main St., Suite 770 Irvine, CA 92614 949-456-0210 ph 949-606-9719 fx ken.ohlson@us.logicalis.com
--	--	--

Line	Qty	Product Number	Description	Unit Cost	Extended Cost
------	-----	----------------	-------------	-----------	---------------

I \_\_\_\_\_ am/are authorizing Logicalis to submit a partial order shipment invoice.  
(we)/(company name)

Customer agrees to remit payment per Logicalis terms utilizing the partial order shipment invoice date as invoice recognition date.

Quotation  
OTAY20110609-02

Date: 09-Jun-11

**Prepared For:**Bruce Trites  
Clay Water District  
2554 Sweetwater Springs Blvd.  
Spring Valley, CA 91378  
919-490-9298 ph[bruce@claywater.org](mailto:bruce@claywater.org)

Cisco C3750X core switches and Supervisor 6-E Module for 4507R Redundancy

**From:**Ken Olson  
Logicalis  
1920 Main St., Suite 600  
Irvine, CA 92614  
949-455-0210 ph  
949-606-9719 fx  
[ken.olson@us.logicalis.com](mailto:ken.olson@us.logicalis.com)**See the Quote  
tab below for  
details**

Hardware \$61,625.55

Support \$2,240.00

**Total: \$63,865.55**

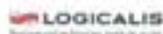
Don't forget to ask your Logicalis representative about these solutions:



Logicalis is one of the world's leading Cisco integrators with more than 30 locations in the United States, as well as operations in 15 countries and more than 1,900 employees worldwide. Logicalis provides support for all aspects of the network life cycle and is a specialist in unified communications, data centers, wireless LANs, network security and network infrastructure. Plus, Logicalis provides data center, managed services and cloud solutions, and communication and collaboration services that help you get the most from every IT investment you make. Learn more today at [www.us.logicalis.com/cisco](http://www.us.logicalis.com/cisco).



VMware is the global leader in virtual infrastructure software for industry-standard systems. As a VIP Enterprise Partner, Logicalis uses VMware solutions to simplify our customers' IT infrastructure, fully leverage their existing computing investments and respond faster to changing business demands. VMware software can help consolidate servers, optimize software development and provide affordable business continuity. Plus, Logicalis provides data center, managed services and cloud solutions, and communication and collaboration services that help you get the most from every IT investment you make.



Cloud computing provides a number of attractive attributes which can offer your organization more flexibility and cost savings in its IT operations. Logicalis can help you determine the best cloud computing strategy for utilizing cloud computing in your organization and our professional services can develop and execute a plan to meet your goals. Our approach involves a strategic look at your needs. Logicalis Cloud Offerings are backed by our award-winning Logicalis managed services. Learn more today at [www.us.logicalis.com/cloud](http://www.us.logicalis.com/cloud).

**Logicalis offers the most competitive lease rates in the industry - as low as 1% for 36 months**


**GHA  
Technologies,  
Inc.**

Dept. #2090 PO  
Box 29661  
Phoenix, Arizona  
85038-9661  
United States  
<http://www.gha-associates.com>

**Quotation**
**Date**

Jun 10, 2011 2:23 PM CDT

**Doc #**

402828 - rev 1 of 1

**Description**

Cisco

**SalesRep**

Prete, Ron (P) 708-923-0985 (F) 708-416-1325

**Customer Contact**

Nieves, Ricardo  
(P) (619) 670-2278  
[RicardoN@otaywater.gov](mailto:RicardoN@otaywater.gov)

**Customer**

Otay Water District (OW0114)  
2554 Sweetwater Springs Blvd  
Accounts Payable  
Spring Valley, California 91978

**Bill To**

Otay Water District  
Payable, Accounts  
2554 Sweetwater Springs Blvd  
Spring Valley, California 91978

**Ship To**

Otay Water District  
Nieves, Ricardo  
2553 Sweetwater Springs Blvd  
Spring Valley, California 91978

<b>Customer PO:</b> None	<b>Terms:</b> Net 30 Days	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item Description	Part #	Qty	Tax	Unit Price	Total
<u>Cisco Catalyst 3750X-48PF-S</u>					
1 Switch - L3 - managed - 48 x 10/100/1000 - rack-mountable - PoE	WS-C3750X-48PF-S	4	Yes	\$8,624.00	\$34,496.00
<u>Cisco IOS IP Services</u>					
2 Product upgrade license - upgrade from Cisco IOS IP Base - delivered via electronic distribution	L-C3750X-48-S-E	4	Yes	\$4,950.00	\$19,800.00
<u>Cisco SMARTnet</u>					
3 Extended service agreement - replacement - 8x5 - NBD	CON-SNT-3750X4FS	4	Yes	\$645.00	\$2,580.00
<u>Cisco</u>					
4 Serial cable - RJ-45 (M) - DB-9 (F) - 6 ft	CAB-CONSOLE-RJ45=	4	Yes	\$24.00	\$96.00
<u>Cisco Supervisor Engine 6-E</u>					
5 Control processor - 0 / 2 - 2 ports - 10 Gigabit Ethernet - plug-in module	WS-X45-SUP6-E=	1	Yes	\$12,875.00	\$12,875.00

Subtotal: \$69,847.00  
Tax (8.750%): \$6,111.61  
Shipping: \$0.00  
**Total: \$75,958.61**

**Lease Options**

Fair Market Value Rates	\$2,856.04 / mo. for 24 mos. \$2,043.29 / mo. for 36 mos. \$1,803.26 / mo. for 48 mos. \$1,603.49 / mo. for 60 mos.
-------------------------	--

Sales tax calculation is estimated and subject to change

E-mail

GHA is an authorized and leading supplier for Microsoft, HP, Apple, and Cisco. GHA does not source any of these products from the gray market. If you have a pending quotation from a competitor that is significantly less in price, that may be a strong indication of gray market involvement. Please immediately bring this to the attention of your sales professional who can verify with the manufacturer for your benefit and protection. Your sales representative can also talk to you about the risks associated with doing business with a gray market supplier.

The prices quoted may change due to market conditions beyond our control. GHA cannot be responsible for manufacturer availability or delays. No verbal quotations or promises can be honored unless set forth herein.

Returns Policy: Custom computers are non-cancellable and non-returnable. No return will be accepted after 30 days from the invoice date. Goods accepted for credit upon return will be subject to handling/restocking charge, which shall be not less than 15% of the price of Goods. Custom-made Goods are not subject to return under any circumstances. In no case are Goods to be returned without first obtaining Seller's written permission. Goods must be securely packed in the original packaging and delivered to Seller in an undamaged condition with Buyer being solely responsible for paying all return freight expenses and keeping the GHA invoice current within 30 days from the date of shipment regardless of the reason for a return. All returns must be accompanied by an authorized RMA number, which is valid for 15 days after date of issuance. GHA Technologies makes NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE with respect to the goods described hereon. This document shall be governed by the laws of the State of Arizona.

CORPORATE OFFICE:  
(REMIT PAYMENTS TO THE PO BOX LISTED ABOVE;  
NO PAYMENTS SHOULD BE MAILED TO THE CORPORATE OFFICE)  
GHA Technologies, Inc.  
8998 E. Raintree Drive  
Scottsdale, AZ 85260



CDWG.com | 800.594.4239

OE400SP5

## SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CDWR223	6588115	6/15/2011

**BILL TO:**  
OTAY WATER DISTRICT  
2554 SWEETWATER SPRINGS  
BLVD

**SHIP TO:**  
OTAY WATER DISTRICT  
2554 SWEETWATER SPRINGS BLVD

Accounts Payable  
SPRING VALLEY, CA 91978-2096

SPRING VALLEY, CA 91978-2096  
Contact: FRANCISCO  
PEDRIN 619.670.2727

Customer Phone #619.670.2222

Customer P.O. # CDWR223

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JOEY HALEY 877.865.9766		FedEx Ground	NET 30-VERBAL	
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
4	2089047	CISCO CATALYST 3750X 48PORT FULL POE Mfg#: CIS-WS-C3750X-48PF-S Contract: California Cisco WSCA Contract AR-233 7-08-70-13	9,100.00	36,400.00
4	2094136	CISCO C3750X-48 IP BASE TO IP-SVC FA Mfg#: CIS-C3750X-48-IOS-S-E Contract: California Cisco WSCA Contract AR-233 7-08-70-13	5,200.00	20,800.00
4	498368	CISCO STACKWISE 50CM-STACKING CAB Mfg#: CIS-CAB-STACK-50CM= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	65.00	260.00
4	2086488	CISCO CATALYST 3750X STACK PWR CABLE Mfg#: CIS-CAB-SPWR-30CM= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	61.75	247.00
4	2128529	CISCO AC PWR CORD FOR CAT3K-X-NORTH Mfg#: CIS-CAB-3KX-AC= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	32.50	130.00
4	1563925	CISCO CONSOLE CABLE 6FT WRJ45 Mfg#: CIS-CAB-CONSOLE-RJ45= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	19.50	78.00
4	2090036	CISCO CATALYST 3K-X 1100W AC PWR SUP Mfg#: CIS-C3KX-PWR-1100WAC= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	975.00	3,900.00
4	2109876	CISCO SMARTNET 8X5XNBD Mfg#: CD1-CON-SNT-3750X4FS Contract: California Cisco WSCA Contract AR-233 7-08-70-13	0.00	0.00
1	1347550	Electronic distribution - NO MEDIA CISCO CAT 4500 SUPERV 6E 10G ENET X2 Mfg#: CIS-WS-X45-SUP6-E= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	12,996.75	12,996.75
1	1177519	CISCO TWINGIG CONVERTER Mfg#: CIS-CVR-X2-SFP= Contract: California Cisco WSCA Contract AR-233 7-08-70-13	126.75	126.75
SUBTOTAL				74,938.50
FREIGHT				0.00
TAX				6,557.13
US Currency				81,495.63

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
Phone: 847.371.5000

Fax: 847-371-2137

---

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



**1060 Technology Inc.**  
 3712 N. Broadway #409  
 Chicago, Illinois 60613  
 United States  
<http://www.1060tech.com>

## Quotation

**Date**  
 Jun 12, 2011 12:17 PM CDT

**Doc #**  
 2050 - rev 1 of 1

**Description**  
 Cisco

**SalesRep**  
 Gibson, Harry (P) 800-589-3636 (F)  
 866-323-8835

**Customer Contact**  
 Pedrin, Francisco

FPedrin@otaywater.gov

**Customer**  
 Otay Water District (DW0012)  
 2554 Sweetwater Springs Blvd  
 Spring Valley, California 91978

**Bill To**  
 Otay Water District  
 Payable, Accouts  
 2554 Sweetwater Springs Blvd  
 Spring Valley, California 91978

**Ship To**

<b>Customer PO:</b> None	<b>Terms:</b> Net 30 Days	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None		<b>Carrier Account #:</b> None

Item	Description	Part #	Qty	Tax	Unit Price	Total
1	Cisco Catalyst 3750X-48PF-S Switch - L3 - managed - 48 x 10/100/1000 - rack-mountable - PoE	WS-C3750X-48PF-S	4	Yes	\$8,423.00	\$33,692.00
2	Cisco IOS IP Services Product upgrade license - upgrade from Cisco IOS IP Base	C3750X-48-IOS-S-E	4	Yes	\$4,813.00	\$19,252.00
3	Cisco StackWise Stacking cable - 1.6 ft	CAB-STACK-50CM=	4	Yes	\$60.00	\$240.00
4	Cisco Power cable - 1 ft	CAB-SPWR-30CM=	4	Yes	\$57.00	\$228.00
5	Cisco Power cable	CAB-3KX-AC=	4	Yes	\$30.00	\$120.00
6	Cisco Serial cable - RJ-45 (M) - DB-9 (F) - 6 ft	CAB-CONSOLE-RJ45=	4	Yes	\$17.00	\$68.00
7	Cisco Power supply - redundant ( plug-in module ) - AC 115-240 V - 1.1 kW	C3KX-PWR-1100WAC=	4	Yes	\$902.00	\$3,608.00
8	Cisco SMARTnet Extended service agreement - replacement - 8x5 - NBD	CON-SNT-3750X4FS	4	Yes	\$591.00	\$2,364.00
9	Cisco Supervisor Engine 6-E Control processor - 0 / 2 - 2 ports - 10 Gigabit Ethernet - plug-in module	WS-X45-SUP6-E=	1	Yes	\$12,240.01	\$12,240.01
10	Cisco TwinGig Converter Module X2 transceiver module - 2 ports - 1000Base-X - plug-in module	CVR-X2-SFP=	2	Yes	\$117.00	\$234.00
					Subtotal:	\$72,046.01
					Tax (8.750%):	\$6,304.03
					Shipping:	\$0.00
					<b>Total:</b>	<b>\$78,350.04</b>

Thank you for allowing 1060 Technology the opportunity to work on this quote.

Please Contact us with any questions.

Have a wonderful day!

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.



STAFF REPORT

TYPE MEETING:	Regular Board	MEETING DATE:	August 10, 2011
SUBMITTED BY:	Kelli Williamson <i>kw</i> Human Resources Manager	W.O./G.F. NO:	DIV. NO. All
APPROVED BY: (Chief)	Rom Sarno <i>RS</i> Chief, Administrative Services		
APPROVED BY: (Asst. GM):	German Alvarez Assistant General Manager, Finance and Administration		
SUBJECT:	ADOPT RESOLUTION #4181 TO REVISE AND UPDATE VARIOUS DISTRICT BOARD POLICIES		

**GENERAL MANAGER'S RECOMMENDATION:**

That the Board adopt Resolution #4181 to revise and update various District Board policies.

**COMMITTEE ACTION:** \_\_\_\_\_

Please see "Attachment A".

**PURPOSE:**

To request that the Board approve revisions and updates to various District Policies.

**ANALYSIS:**

All departments are responsible for the periodic review of their respective policies and procedures. This review is necessary to ensure departments adhere to their policies and procedures, and to streamline business processes within the department.

All required District Board Policies have been reviewed. However, after consultation with General Counsel, District staff is recommending revisions to the attached policies.

Based on the above, it is requested that the Board of Directors adopt Resolution #4181 (Attachment B) in support of the proposed

revisions and/or deletions of various District Board Policies and Procedures.

Revisions deemed appropriate at this time are shown in the attached strike-through versions of the policies (Attachments B1 through B11). A brief summary of the proposed changes are listed below:

Detachment of Land from Improvement Districts Policy #03  
(Attachment B1)

Revised to provide avenues for property owners to detach from improvement districts when providing service to certain parcels is impossible, impractical, or economically unfeasible due to the condition or location of the property.

Quotations for Fees or Charges Policy #04 (Attachment B2)

Revised to indicate a change in procedure. As the District will be exercising its prerogative to make the fees and charges subject to change at any time, customers will now be responsible for contacting the District to obtain quotations on current fees and charges.

District Capital Improvement Program Policy #06 (Attachment B3)

Revised to indicate that annual Capital Improvement Program (CIP) projects shall be based on planning documents on the most recent Water Resources Master Plan (WRMP), Integrated Water Resources Plan (IRP), Strategic Plan, and market condition information.

Land Acquisition Policy #09 (Attachment B4)

Refined language; no changes in procedures or requirements.

Requirement of Approval for a Spaghetti Line Policy #10  
(Attachment B5)

Revised to specify that review of requirements will be an administrative process, rather than a Board process.

Private or Public Water and Sewer Systems on Private Property Policy #18 (Attachment B6)

Revised to indicate that no exceptions will be allowed in the criteria established when determining whether water and/or sewer

systems on private property should be private systems or become part of the District public systems.

Joint Use of Land Adjacent To and Above Reservoirs Policy #28  
(Attachment B7)

Deleted costs for including joint use for buried concrete reservoirs; revised to indicate that costs for these facilities will be based on market conditions and will be calculated by a professional engineer.

Encouraging Disadvantaged Business Enterprise Firms Policy #31  
(Attachment B8)

Refined language and revised to include Disabled Veteran Business Enterprises (DVBE) and other historically underrepresented business enterprises (collectively known as DBE firms).

Review of Procedures Policy #44 (Attachment B9)

Revised to indicate title change from "Sunset Review" to "Review of Procedures Policy"; removed requirement of three-year cycle review; and revised to clarify the responsibilities for performing the tasks involved in reviewing District policies, codes, ordinances, and resolutions.

In addition, staff is proposing to delete the following policies for the reasons set forth below:

District Safety Programs Policy #20 (Attachment B10)

This policy is no longer needed as it is addressed in the District's Injury and Illness Prevention Program (IIPP) and other Safety policies and procedures.

Recreational Vehicle Storage on Otay Water District Property Policy #43 (Attachment B11)

The District has discontinued this practice to eliminate potential liability and to decrease exposure related to Safety and Security.

**FISCAL IMPACT:**

LAB

None.

**STRATEGIC GOAL:**

Optimize the District's Operating Efficiency.

**LEGAL IMPACT:** \_\_\_\_\_

None.



\_\_\_\_\_  
**Mark Watton**  
**General Manager**

- Attachment A - Committee Action Report
- Attachment B - Resolution #4181
- Attachment B1 - Revisions to Policy 03
- Attachment B2 - Revisions to Policy 04
- Attachment B3 - Revisions to Policy 06
- Attachment B4 - Revisions to Policy 09
- Attachment B5 - Revisions to Policy 10
- Attachment B6 - Revisions to Policy 18
- Attachment B7 - Revisions to Policy 28
- Attachment B8 - Revisions to Policy 31
- Attachment B9 - Revisions to Policy 44
- Attachment B10 - Deletion of Policy 20
- Attachment B11 - Deletion of Policy 43



## ATTACHMENT A

<b>SUBJECT/PROJECT:</b>	ADOPT RESOLUTION #4181 TO REVISE AND UPDATE VARIOUS DISTRICT BOARD POLICIES
-------------------------	---

### COMMITTEE ACTION:

The Finance, Administration and Communications Committee discussed this item at a meeting held on July 19, 2011 and the following comments were made:

- Periodically, staff reviews District Board policies to determine if they require updating. Staff is recommending minor updates to several policies (please reference Attachments B1 to B11 of the staff report), many of which are related to the Engineering Department.
- Additionally, staff is recommending that two policies be deleted as they are no longer necessary:
  - Safety Programs Policy which was implemented many years ago, and since that time, the District added the Injury and Illness Prevention Program and other safety related policies.
  - Recreational Vehicle Storage on Otay Water District Property Policy which allowed employees to store recreational vehicles on District property. This practice has been eliminated.
- It was also noted that the policy titled, "Sunset Review Policy," has been renamed "Review of Procedures Policy" which provides for future systematic review of all District policies.
- Staff is requesting that the Board adopt Resolution No. 4181 to revise and delete the policies as proposed.

Following the discussion, the committee supported staffs' recommendation and presentation to the board on the consent calendar.

RESOLUTION NO. 4181

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE OTAY WATER DISTRICT  
TO REVISE AND UPDATE VARIOUS DISTRICT BOARD POLICIES

**WHEREAS**, the Board of Directors of Otay Water District have established policies, procedures, ordinances, and resolutions for the efficient operation of the District; and

**WHEREAS**, it is the policy of the District to establish procedures to review policies, procedures, ordinances, and resolutions periodically to ensure they are current and relevant; and

**WHEREAS**, District staff has identified policy numbers 03, 04, 06, 09, 10, 18, 28, 31, and 44, as requiring revisions as per the attached strike-through copies. In addition, policy numbers 20 and 43 have been deleted. All other required Board policies do not require updates and are current at this time;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Otay Water District amends policy numbers 03, 04, 06, 09, 10, 18, 28, 31, and 44, and deletes policy numbers 20 and 43, in the form presented to the Board at this meeting.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Otay Water District at a regular meeting held this 10<sup>th</sup> of August, 2011.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DETACHMENT OF LAND FROM IMPROVEMENT DISTRICTS	03	10/15/84	

Purpose.

To provide procedures and conditions for detachment of property from improvement districts under certain circumstances.

Background.

Property owners have participated in the formation and development of improvement districts in anticipation that some day water or sewer service would be available. However, due to the condition or location of the property, providing service to certain parcels may be impossible, impractical, or economically unfeasible, ~~impractical or impossible conditions or economic difficulties under which the District would have to serve, some properties could not receive the anticipated service,~~ thus eliminating removing any benefit to the parcel from remaining in the improvement district.

Policy.

If a property owner can demonstrate that the property no longer benefits from remaining in an improvement district, the owner may petition the District to request detachment the property from the improvement district ~~without payment of any District fee or charge~~ if either of the following conditions exists:

- (a) The owner furnishes proof that due to governmental regulations the property cannot be developed, i.e., "Flood Control Channel," moratorium, etc., which would preclude any development.
- (b) It is physically impossible or impractical for the property to receive the particular service furnished by the improvement district.
- (c) The cost of facility construction required to serve the property is financially unfeasible.

There shall be no refund of property taxes previously paid on the property being detached.

If, after such detachment the owner desires to re-annex the property to an improvement district, the owner must pay all associated administrative fees ~~will an annexation fee, be~~ determined in

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DETACHMENT OF LAND FROM IMPROVEMENT DISTRICTS	03	10/15/84	

accordance with District requirements as then in effect for annexation, ~~must be paid.~~

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
QUOTATIONS FOR FEES OR CHARGES	04	10/15/84	9/6/06 1/7/10

Purpose:

—To provide that quotations given for fees and charges (including annexation fees) shall be firm for a fixed period of time following the date of issuance.

Background:

—The District frequently receives requests for information regarding fees or charges for (i) annexation of land to the District or to an Improvement District, or (ii) connection to District facilities. On occasion, after giving a quotation, the fees or charges have been increased before the property owner or developer could complete arrangements for financing. This created an unforeseen hardship.

Policy:

—Responses to requests for information concerning fees or charges will be furnished by the District in writing.

—The amount of such fees, or charges, shall be determined in accordance with District Ordinances and District Policies.

~~—Written quotations furnished by the District for fees or charges shall remain in effect for the lesser of (i) a period of 30-calendar days from the date of the written quote, or (ii) until the end of the calendar quarter within which the quote is issued by the District. Written quotations shall advise the customer of any potential increase in the fees or charges quoted which are expected to occur within the 30-day period. Verbal quotations shall immediately be confirmed in writing by Staff.~~

The fees and charges are subject to change. At the time of annexation or connection, customers will be responsible to contact Otay Water District for current fees and charges.

OTAY WATER DISTRICT BOARD OF DIRECTORS POLICY			
Subject	Policy Number	Date Adopted	Date Revised
<del>DISTRICT</del> ANNUAL CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT	06	10/15/84	<del>5/23/05</del>

### PURPOSE

To define the policy on the preparation and approval of the annual Capital Improvement Program. ~~Capital Improvement Program (CIP)~~.

### BACKGROUND

District ~~s~~staff develops and maintains a Water Resources Master Plan (WRMP), ~~an Integrated Water Resources Plan (IRP), and Strategic Plan that collectively are is~~ used to prepare the annual Capital Improvement Program (CIP) and to identify the ~~Capital Improvement Program~~ CIP projects required for ultimate ~~development,~~ build out. The WRMP is revised every five years and adopted by the Board. Annually, ~~s~~Staff prepares a six-year moving window CIP ~~Capital Improvement Program~~ that provides information on budget assumptions, source of funds, allocation of funds, project costs, project location, description, justification, scheduling, ~~resource estimates,~~ etc. The ~~Capital Improvement Program~~ six-year CIP is submitted and presented to the Board of Directors to obtain approval for staff to proceed with implmentation to plan, design, and construct facilities and programs necessary to meet the needs of the District.

### POLICY

The General Manager, or his designee, shall prepare a proposed six-year ~~Capital Improvement Program~~ CIP for submission to the Board of Directors for their review prior to and approval by June 30 of each fiscal year. ~~approval by June 30 each year.~~

The ~~Capital Improvement Program~~ CIP projects shall be reviewed and updated annually to consider appropriate revisions based on the most recent ~~Water Resources Master Plan WRMP, IRP, Strategic Plan, and market condition information.~~ ~~which shall be reviewed and updated annually to consider appropriate revisions.~~ The timing of projects shall be based on necessity and availability of financing. The intent is that ~~the new CIP~~ Capital Improvement Program projects will be installed as development requires the facilities. With regard to all CIP projects, it is acknowledged that compliance with the California Environmental Quality Act ~~(CEQA)~~ adds a measure of unpredictability with regard to the timing of CIP projects.

The ~~Water Resources Master Plan WRMP, IRP, and the Capital Improvement Program~~ CIP projects shall be divided into two phases: Phase I - one to six years; and Phase II - seven to ultimate buildout. ~~Capital Improvement Program~~ CIP project sheets for projects in Phase I ~~the one to six year phase~~ shall

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
<del>DISTRICT</del> ANNUAL CAPITAL IMPROVEMENT PROGRAM DEVELOPMENT	06	10/15/84	5/23/05

be prepared and identify estimated total cost, cash expenditure timing, location, description, justification, ~~staffing~~, funding allocation, and schedule. ~~Projects scheduled in Phase I will have detailed schedules and cash flows developed.~~ For the Phase II CIP projects, ~~the seven to ultimate year's projects, the Capital Improvement Program~~ the CIP shall identify the need for the projects, along with their estimated total cost and funding allocation.

Upon ~~adoption~~ approval by the Board of Directors of the annual six-year ~~Capital Improvement Program~~ CIP, staff is authorized to proceed ~~for the fiscal year~~ with planning, design, construction, etc. of those projects that have budgets within the current fiscal year. The General Manager is authorized to redistribute funds between approved CIP projects as long as the total fiscal year budget is not exceeded and the total budget for a specific CIP project is not exceeded.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
LAND ACQUISITION	09	10/15/84	

PURPOSE

To establish criteria for acquisition of land for District facilities.

BACKGROUND

From time to time the District has needed to acquire land for construction, maintenance, and operation of District facilities.

~~There have been~~ Occasionally, ~~s when it was necessary for the~~ District needs to acquire ~~to go back later and obtain additional~~ land for expansion of an existing facility or to obtain land in an area which has been ~~built-up or otherwise~~ developed. Acquiring land after development within the area ~~This~~ has proven costly to the District because of increased cost or lack of availability of land at the desired site.

POLICY

To eliminate the necessity of ~~going~~ acquiring back for additional land ~~purchases~~ at a later date or of acquiring land after an area has been developed, the following procedures shall be followed:

1. Prior to acquisition of any land for District facilities an engineering study shall be performed to determine all future needs of the District at any site or in any area which is being planned for development.
2. Land to be acquired shall be of a size to fulfill the Engineering Department's recommendation of anticipated needs.
3. At the time tentative maps are filed with the District for large subdivision developments, a determination shall be made by the District ~~as to whether the District may desire to establish a future branch office in the area or~~ to acquire any land that may be needed for other future District facilities. If it is determined that the District will need land, arrangements shall be made with the developer to have a parcel or parcels of land set aside for future use by the District.

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
REQUIREMENT OF APPROVAL FOR A SPAGHETTI LINE	10	10/15/84	

Purpose

To provide conditions for waiver of District ordinances that will authorize use of a "spaghetti line" for water service.

Background

The District often receives requests from owners of property for permission to use a spaghetti line instead of extending a District main. If it has been determined that it is not practical or feasible to extend a main, the District will consider approval of the use of a spaghetti line.

Policy

When an application is made for water service together with a request for permission to use a spaghetti line, District Engineers will make an evaluation to determine 1) whether District facilities can or should be extended or 2) whether a spaghetti line should be used.

The General Manager, or his designee, is hereby authorized to make the determination whether the existing District line shall be extended in accordance with District Ordinances or whether use of a spaghetti line will be permitted.

If it is determined that it is not practical to extend District facilities and a spaghetti line should be permitted, District Engineers shall recommend the size of line to be connected to the District system to assure adequate water service to the property. The construction of a spaghetti line and its costs will be the responsibility of the property owner. Easements or rights-of-way required for the spaghetti line shall also be the responsibility of the property owner.

~~A property owner may request the Board of Directors to review any determination made under this Policy.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
PRIVATE OR PUBLIC WATER AND SEWER SYSTEMS ON PRIVATE PROPERTY	18	8/17/87	<u>1/7/09</u>

PURPOSE

To establish policy for determining whether water and/or sewer systems on private property should be private systems or become part of the District public systems.

BACKGROUND

Private residential and commercial developers with on-site water and/or sewer systems have requested the District to accept these systems as public systems to be operated and maintained by the District. In order to properly operate and maintain the systems on private property, it is necessary that such systems be constructed of the same materials and to the same District Standards and Specifications as required in public streets.

POLICY

Water and/or sewer systems constructed on private property to solely serve the private property shall be considered private systems, not subject to District operation and maintenance, unless the systems are constructed in accordance with this policy and accepted by the District. Water and sewer systems constructed on private property, which are to be accepted by the Otay Water District as part of its public systems, shall be constructed of the same materials and to the same District Standards and Specifications as required in public streets. In addition, the installation of such systems must fulfill the following criteria:

1. Water and/or sewer mains installed in commercial, industrial, apartment, or condominium complexes must be constructed in a traveled way with a minimum width of 24 feet, exclusive of parking and/or structural encroachments. In private residential developments (PRD), where parking is prohibited on private streets and graded roadway width is at least 24 feet, the paved utility easement may be reduced to 20 feet as consistent with the County private street standard or private street standards of the City of Chula Vista. Where access to the private street system is limited by a security gate, the District shall be provided a means of access.
2. Water and/or sewer mains shall be constructed within five feet of the centerline of the traveled way and shall have a minimum of six feet horizontal clearance and three feet vertical clearance between the water and sewer mains.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
PRIVATE OR PUBLIC WATER AND SEWER SYSTEMS ON PRIVATE PROPERTY	18	8/17/87	<u>1/7/09</u>

3. Water meters, fire hydrants, and any other water or sewer appurtenances shall be provided appropriate easements acceptable to the District Engineer.
4. Utility easements shall be included in the full width of the traveled way in which the utility is installed as consistent with criteria No. 1.
5. Water systems shall be loop connected to water mains in public streets, as determined by the District Engineer.
6. Water meters shall be located outside of parking spaces to allow access to District personnel.
7. Valves shall be located in the traveled way so that access is always available to District personnel.
8. Fire hydrant locations and access for fire fighting equipment shall require review and approval by local fire department officials.
9. Intersections and curves in the traveled way carrying water and/or sewer mains shall be of sufficient width to accommodate construction/maintenance equipment.
10. Sewer manholes shall be located so as to allow access at any time to District personnel and equipment.

The District Engineer will utilize the above criteria in evaluating a request for a public system on private residential/commercial developments. ~~Exceptions to the above criteria may be made at the discretion of the District Engineer, where it can be established that acceptance as a public system will benefit the District.~~ No exceptions allowed.

Water and/or sewer systems which do not satisfy the criteria set forth in this policy shall be designated private systems and must be in compliance with applicable sections of the District Code of Ordinances for connection of private systems to the District public systems.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
JOINT USE OF LAND ADJACENT TO AND ABOVE RESERVOIRS	28	6/21/95	

PURPOSE

—To establish a policy allowing for joint use of land adjacent to reservoirs and above buried concrete reservoir roofs, and to establish the costs for said joint use.

BACKGROUND

—The District may be asked by outside parties to allow joint use of land adjacent to reservoirs or above buried concrete reservoir roofs. The District has determined that some types of joint uses will require that the reservoir be designed and constructed to a higher standard which will increase the cost of the reservoir. It is the intent of the District to require the party requesting the joint use to pay the increased costs as partial compensation for the District permitting the joint use. However, the District Board may elect to "up front" the cost of design and construction of the reservoir to a higher standard with the anticipation of receiving a future reimbursement from an uncommitted or unidentified user. This will be considered on a project-by-project basis.

—The joint use allowed by other agencies and to be considered by Otay Water District fall into one of the following categories:

1. Court-type recreational uses, such as tennis, basketball, handball and roller hockey. These facilities may be constructed directly on top of unburied concrete reservoir surfaces. Vehicles will not be allowed on top of the reservoir.
2. Park-type uses, such as picnic areas, sodded sports fields for baseball and soccer, and landscaped areas for public enjoyment. These uses can be accommodated and built on the soil that the District included as part of the reservoir project. In some cases no traffic loading will be allowed and in other cases light maintenance-type vehicles will be allowed.
3. Same as Item No. 2 above, except the joint use will require the reservoir to be covered with additional soil.
4. Uses for parking and vehicle access, such as parking lots, equipment storage and residential streets.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
JOINT USE OF LAND ADJACENT TO AND ABOVE RESERVOIRS	28	6/21/95	

~~The approximate costs (per million gallons of reservoir capacity) for including joint use for buried concrete reservoirs are as follows:~~ The types of use for buried concrete reservoirs are as follows:

<u>TYPE OF USE</u>	<u>TOTAL COST/MG</u>
1. Park-type use, court facilities with grandstands, directly on roof, no vehicle loading.	\$18,125.00
2. Park-type use, landscaping of soil to District design, no vehicle loading.	<del>0.00</del>
3. Park-type use, landscaping, 18-inches additional soil to District design, no vehicle loading.	\$35,250.00
4. Park-type use, landscaping of soil to District design with light vehicle loading.	\$18,125.00
5. Park-type use, landscaping 18-inches additional soil to District design, with light vehicle loading.	\$53,375.00
6. Light highway, traffic loading, parking, driveways or roadways.	\$72,375.00

~~The total costs in the table to be used for estimating purposes have been established as of January, 1995, and shall be adjusted annually in the month of January using the Engineering News-Record Construction Costs Index for Los Angeles, California. This index on January, 1995, equaled 6,522.61.~~

The total additional costs for these facilities shall be calculated by a professional engineer and approved by District staff.

POLICY

—It is the District's policy that, where possible, the District will consider designing and constructing reservoirs and buried concrete reservoirs in a manner to allow joint use of the land adjacent to, and above the concrete reservoir roof. The user requesting the joint use will be required to pay the additional design and construction costs to

OTAY WATER DISTRICT  
**BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
JOINT USE OF LAND ADJACENT TO AND ABOVE RESERVOIRS	28	6/21/95	

accommodate the joint use. Actual costs will be determined on a case-by-case basis as well as consideration of off-sets, such as land.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ENCOURAGING DISADVANTAGED BUSINESS ENTERPRISE FIRMS	31	12/17/97	

**PURPOSE**

To encourage Disadvantaged Business Enterprise (DBE) firms to ~~competitively participate~~ for ~~obtaining~~ District professional services and construction contracts.

**BACKGROUND**

At ~~its~~~~their~~ meeting on November 16, 1994, the Board of Directors considered ways in which the District could enhance its program of encouraging DBE firm participation on District professional services and construction contracts. The Board approved ~~several~~~~eight~~ Action Items to assist in this effort. The Action Items were reconsidered at the Board of Directors meeting on the date indicated above and the seven Action Items set forth below were re-adopted. ~~Policy No. 21 also encourages participation by small business firms and DBE firms for furnishing professional consulting services.~~

**POLICY**

It is the Policy of the Otay Water District to encourage participation of Disadvantaged Business Enterprises (DBE), Emerging Business Enterprises (EBE), Minority Business Enterprises (MBE), Small Business Enterprises (SBE), ~~and~~ Women Business Enterprises (WBE), Disabled Veteran Business Enterprises (DVBE) and other historically underrepresented business enterprises (collectively known for the purpose of this Policy as DBE firms), on District professional services and construction contracts.

Board-approved Action Items are as follows:

1. Customize Performance Bond requirements for each project.
2. Customize Liability Insurance requirements for each project.
- ~~3. Purchase database lists of DBE firms.~~
- ~~4.~~3. Place project notifications in DBE plan rooms and publications.
- ~~5.~~4. Attend conferences on encouraging DBE participation.
5. Encourage Prime (General) Contractor use of DBE firms.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
ENCOURAGING DISADVANTAGED BUSINESS ENTERPRISE FIRMS	31	12/17/97	

6.

~~7.~~ 6 Train DBE firms on submitting bid documents.

~~8.~~ 7. Break large projects into smaller projects when practicable.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
REVIEW OF PROCEDURES <del>SUNSET REVIEW</del> POLICY	44	4/-4/-01	<del>-----09</del>

### Purpose

To establish a ~~Sunset Review Policy~~ for review of policies, codes, ordinances, and resolutions related to District Programs.

### Background

On April 4, 2001, the Board of Directors approved the application of a ~~Sunset Review Policy~~ to routinely and systematically evaluate and reconsider District Policies and Procedures. ~~(1) Board Policies; (2) Code of Ordinances; (3) Human Resources Policies and Procedures; (4) Uncodified ordinances or resolutions.~~

### Policy

It is the policy of the Board of Directors that:

1. The ~~Sunset Review~~ shall be a cyclical ongoing process applied to all ~~District Policies and Procedures, codes, ordinances and resolutions adopted by the Board of Directors.~~
2. Exceptions include:
  - a. One-time Actions. Resolutions honoring a person or event, or awarding a contract or a grant, or an ordinance consolidating elections on a specific date, shall not require ~~Sunset Review~~.
  - b. Actions to Delete. Formal action to delete a policy, code, ordinance or resolution.
  - c. Actions Requiring Extraordinary Processes. Certain ordinances, if re-enacted, would require extraordinary processes, such as Environmental Impact Reports or Meet and Confer processes. These would be unnecessarily costly if the Board wished simply to continue an existing ordinance, rather than delete or revise it. Accordingly, ~~the Sunset Review~~ shall not be applied to land use (general plan, zoning and subdivision ordinances, etc.) or personnel related ordinances.

OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
<u>REVIEW OF PROCEDURES</u> <del>SUNSET-REVIEW</del> POLICY	44	4/-4/-01	<del>-----09</del>

d. Waivers. The Board of Directors may make exceptions to this policy and by Board action waive application of ~~Sunset Review~~ to specific policies, codes, ordinances and resolutions as deemed appropriate.

3. The ~~Sunset-Review~~ of all District policies, codes, ordinances and resolutions shall be submitted to the Board of Directors for review and approval ~~periodically on a three-year cycle~~. The General Manager, or Designee, shall establish and maintain the procedures and scheduling to ensure compliance with this policy.

4. The responsibilities for performing the tasks involved in ~~the Sunset-Review~~ include the following:

a. General Manager (GM) or Designee. Develops and maintains a ~~Sunset-Review~~ Schedule and assigns coordination of the review to appropriate Management Groups for completion by their assigned departments.

b. Chief of Administrative Services~~Sunset-Review-Committee~~. Facilitates the review of policies, codes, ordinance and resolutions between departments. Schedules meetings when necessary. ~~Members of the committee include Department Chiefs, General Counsel, and Special Assistant to the General Manager, who shall act as facilitator for the committee.~~

c. Departments. Reviews policies, codes, ordinances and resolutions as scheduled and recommends to Chief of Administrative Services~~and Finance or Chief of Engineering and Water Operations~~ continuance, deletion or revision, and seeks citizen committee input when appropriate.

~~d. Citizen Committees. Provides comments to departments on staff recommendations as appropriate.~~

~~e. d.~~ Board of Directors. Determines to continue, delete or revise each policy, code, ordinance or resolution.

Sunset-Date

~~This policy will be reviewed for continuance by 4-30-04.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
<del>DISTRICT SAFETY PROGRAMS</del>	20	12/20/89	7/17/91

PURPOSE

~~Establish an Otay Water District ("District") policy for a safe working environment for employees.~~

BACKGROUND

~~The District is committed to and takes responsibility for establishing, implementing and maintaining an effective Safety Injury and Illness Prevention Program. In addition, the District shall insure that it complies with all applicable federal and state laws.~~

POLICY

- ~~1. It is the District's policy to provide employees with a safe and healthy working environment. Safety will take precedence over expediency or short-cuts. Every attempt will be made to reduce the potential of accidents, illness and injuries. A Safety and Health Program will be adopted, implemented and maintained to comply with safety laws, ordinances and accepted standards of safe practice. Safety policies and safe operating procedures shall be developed and maintained in the District Safety Manual.~~
- ~~2. The authority and responsibility for implementing the District's Safety and Health Program will rest with the General Manager. The General Manager will assign the coordination of the District's Safety and Health Program under the direction of the District Safety Officer.~~
- ~~3. The General Manager is hereby authorized to issue rules and regulations to insure that the District Safety Programs will comply with safety laws. The General Manager shall provide a copy of rules and regulations to the Board of Directors upon their issuance or promulgation.~~
- ~~4. The District Safety Officer is responsible for providing technical guidance, directing and administering the Safety and Health Program at a staff level, including:
 
  - ~~A. Evaluating the needs of the Safety and Health Program; insuring compliance with applicable federal, state and local regulations;~~
  - ~~B. Developing and implementing safety training;~~
  - ~~C. Coordinating risk control techniques and accident analysis;~~
  - ~~D. Acting as a resource to supervisors on safety issues;~~
  - ~~E. Conducting inspections;~~~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
<del>DISTRICT SAFETY PROGRAMS</del>	20	12/20/89	7/17/91

~~F. Participating with supervisors in the enforcement of safety regulations, practices and procedures;~~

~~G. Reviewing and following up on safety inspections and accident investigations;~~

~~H. Providing for occupational health and industrial hygiene sampling as required; and~~

~~I. Coordinating the efforts of the Safety Committee.~~

~~5. All employees shall be required, as a condition of their employment, to follow all safety policies, practices, guidelines and programs that have been established for their protection as well as their fellow employees and the public.~~

~~6. Supervisors are responsible for the safety and health of all persons who report or are assigned to them. Each supervisor, with assistance from the Safety Officer, shall be responsible for identifying and correcting any hazardous condition under his or her jurisdiction.~~

~~A. All District Supervisors have a key responsibility for safety. The supervisor sets the standards of work and is in direct control of employee work habits. Supervisors shall set the example by their positive safety attitude and working habits.~~

~~B. Each Supervisor shall become familiar with and enforce safety regulations, as well as instruct and counsel employees regarding safe work practices and evaluate each employee's work for compliance with safety regulations. Supervisors must assure that every employee is fully informed regarding all hazards to which they may be exposed, and instruct them in the safe method to perform the task.~~

~~C. Whenever possible, Supervisors must insure that no unsafe conditions exist in their areas of responsibility and insure that corrective measures have been taken to eliminate or reduce the hazard.~~

~~D. Supervisors shall insure that employees attend training and have completed instruction in the use of safety devices and appropriate personal protective equipment and shall direct employees to use those devices and equipment under appropriate conditions.~~

~~E. Supervisors must assure that all injured or ill employees receive prompt medical care, and that all occupational accidents and illness are reported immediately. All lost-time accidents will be jointly investigated by the Supervisor, a Safety Committee Member and Safety Officer.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
<del>DISTRICT SAFETY PROGRAMS</del>	20	12/20/89	7/17/91

~~F. Supervisors shall conduct "tailgate" safety meetings at least once every 10 working days. Discussion items shall include safety, recent accidents, "near misses," new equipment, safety procedures, etc.~~

~~7. Each employee is required to perform their work in a safe manner, with regard to their own safety, fellow employees and the public. Each employee shall work in conformance with established safety regulations (i.e., Cal/OSHA, Otay Water District safety rules, etc.).~~

~~A. Employees must learn to recognize the hazards of the job, and how to avoid those hazards. Employees are required to use protective devices and personal protective equipment furnished by the District whenever required or where a hazard may exist.~~

~~B. Employees should take an active role in safety and report unsafe conditions or practices to their supervisor.~~

~~C. All employees shall participate in scheduled safety training programs applicable to their job.~~

~~D. Horseplay or other acts that may cause an accident or injury are prohibited.~~

~~E. All accidents shall be reported immediately to the appropriate supervisor. Injuries other than first aid must be treated by either the occupational physician or employee's personal physician. The employee's personal physician may be used only if the District has been previously informed of this choice.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
<del>RECREATIONAL VEHICLE STORAGE ON OTAY WATER DISTRICT PROPERTY</del>	43	04/02/03	

Purpose

~~To provide guidelines and requirements for the storage of employee owned recreational vehicles and equipment on District property.~~

Background

~~The use of District property by Otay Water District employees for the purpose of storing personal recreational vehicles and equipment is discretionary, offered at the option of the General Manager and is revocable with 48-hour notice. The General Manager shall have final authority in all matters relating to this policy. For purposes of this policy, recreational vehicles and equipment is defined to include, but not limited to, motor homes, camping trailers, and other similar personal recreational property as determined under this policy by the General Manager or his/her designee.~~

Policy

~~Contingent upon approval by the General Manager or his/her designee, the storage of personal recreational vehicles and equipment on District property shall be subject to the following:~~

~~Location of Storage: The General Manager shall designate District property to be used for purposes of this policy. Only those sites designated by the General Manager may be use for purpose of this policy.~~

~~District Approval for Storage: The General Manager or his/her designee shall have authority to approve employee requests to store recreational vehicles and equipment on District property and to limit the number and type of vehicle and equipment approved for storage. The District reserves the right to refuse, for any reason, a request to store a vehicle or equipment on District property.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

<b>Subject</b> <del>RECREATIONAL VEHICLE STORAGE ON OTAY WATER DISTRICT PROPERTY</del>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Date Revised</b>
	43	04/02/03	

~~Condition of Employee's Recreational Vehicles and Equipment: Only recreational vehicles and equipment deemed by the General Manager or his/her designee to be in good operating and physical condition will be approved for storage.~~

~~Insurance: Prior to storing recreational vehicles and equipment on District property, proof of current automobile and equipment insurance, including liability and comprehensive coverage, must be submitted to the District. Said insurance must be renewed annually and annual certification must be submitted to the District.~~

~~Revocation of Storage Approval: The General Manager or his/her designee shall have authority to revoke approval to use District property, as defined in this policy. Should revocation of approval occur, employees are required to remove their recreational vehicles and equipment within 48 hours of receipt of notice. The District shall attempt to provide written notice but, in the event of necessity, as determined by the General Manager, notice may be verbal or electronic.~~

~~Time of Emergency: In time of emergency, as declared by the General Manager or his/her designee, the District shall have the right to remove stored recreational vehicles and equipment as necessary. Employees will provide keys to the District for any vehicle and/or equipment stored on District property.~~

~~Indemnification of District and Authorization to Search: Employees approved to store recreational vehicles and equipment shall be required to sign a statement of indemnification and hold the District harmless for any personal illness or death, including the illness or death of a family member or friend of the employees, and any property damage resulting from the use of District property as applied to this policy.~~

~~Additionally, employees will be required to sign a statement authorizing the General Manager or his/her designee the right to search employees' personal property stored on District property pursuant to this policy.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

<b>Subject</b> <del>RECREATIONAL VEHICLE STORAGE ON OTAY WATER DISTRICT PROPERTY</del>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Date Revised</b>
	43	04/02/03	

~~**Administrative Fee for Storage:** The General Manager or his/her designee shall determine an annual rate to cover administrative costs related to this policy. The rate shall not be considered a storage fee or rent.~~

~~**Administrative and Renewal Calendar:** For purposes of this policy, the renewal date is July 1<sup>st</sup>.~~

~~**Initial Payment and Annual Renewal:** Employees granted permission, as defined in this procedure, to store recreational vehicles and equipment on District property shall pay all Administrative Fees prior to storing equipment.~~

~~**Renewal of Permission to Store:** Renewal fees for all authorized employees, regardless of the date of their initial payment, shall be required to pay 100% of the required administration fee on or before July 1. Fees will not be prorated.~~

~~**Return of Administration Fee:** In the event revocation of storage permission is imposed, and said revocation is within 6 months of payment of initial or renewal fees, 50% of fees will be returned to the employee. In the event revocation occurs after 6 months of payment of fees, no monies will be returned to the employee. In the event of a declared emergency, employee property is removed, or is required to be removed, no monies will be returned.~~

~~**Other Use of Property:** The approval to store recreational vehicles and equipment shall in no way imply approval to store other personal property or imply approval of other use of District property by District employees. The use of District property for major repair, changing oil or other fluids, restoration, and washing of recreational vehicles and equipment or loitering and camping is strictly prohibited.~~

~~**Access to District Property:** For the purposes of this policy, employees may only enter District property Monday through Friday between the hours of 7:00 am and 5:00 pm. Family and friends of those employees approved to store recreational vehicles and equipment, must be accompanied by the employee when entering District property.~~

**OTAY WATER DISTRICT  
BOARD OF DIRECTORS POLICY**

<b>Subject</b> <del>RECREATIONAL VEHICLE STORAGE ON OTAY WATER DISTRICT PROPERTY</del>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Date Revised</b>
	43	04/02/03	

~~Responsibility for Loss and Damage: The District is not responsible for damage or loss to employee's personal property resulting from, but not limited to fire, water/rain, theft, vandalism, graffiti, and acts of God.~~

~~Alcohol Beverages, Controlled Substances and Firearms: The transport of, storage and use of alcoholic beverages, controlled substances, firearms, and any material defined by the State of California to be hazardous on District property is strictly prohibited.~~

**OTAY WATER DISTRICT  
RECREATIONAL VEHICLE STORAGE AUTHORIZATION  
(Policy 43)**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Term of Authorization: \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_

Annual Administration Fees \$ \_\_\_\_\_

**RV/Equipment Description** \_\_\_\_\_ **Identification No.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Insurance Information:**

Carrier Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

By my signature below, I agree to be bound to the conditions of Otay Water District Policy 43, Recreational Vehicle Storage, and to assume all risk associated with storing my recreational vehicle and equipment on Otay Water District, hereinafter known as "District", property. I further agree to indemnify and hold harmless the District, its officers, employees, and agents from any claims, damages, losses, and expenses including attorney's fees resulting from the use of District property, and to be held to the terms and conditions of the District's Policy 43. By my signature below, I also authorize the District's General Manager or his/her designee the right to search my personal property stored on the District property pursuant to District Policy 43.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Administration Fee Paid \$ \_\_\_\_\_ on \_\_\_\_\_ and Received by  
(Amount) (Date)

\_\_\_\_\_  
(Name of Person Receiving Fee) (Approval Signature)