

WALNUT VALLEY WATER DISTRICT
271 South Brea Canyon Road
Walnut, California 91789

SPECIAL BOARD MEETING
MONDAY, AUGUST 19, 2013 – 4:00 P.M.
AGENDA

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the General Manager's office at least 4 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

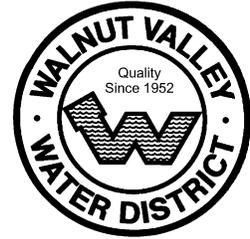
Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at 271 S. Brea Canyon Road, Walnut, California.

1. Flag Salute
2. Roll Call: Ms. Carrera_____ Mr. Ebenkamp_____ Mr. Hilden_____ Ms. Kwong_____ Dr. Wu_____
3. Public Comment_____ Mr. Hilden
The Presiding Officer may impose reasonable limitations on public comments to assure an orderly and timely meeting.
 - A. **Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.
 - B. **Non-Agenda Items** - At this time the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.
4. Review Status and Design of the District's Headquarters Building
 - A. Discussion
 - B. Action Taken
5. Closed Session
 - A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease of Central Basin and Main San Gabriel Basin Water Rights
Negotiators: Michael Holmes and Erik Hitchman
Negotiating Parties: Various Water Rights Holders
Under Negotiations: Price and Payment Terms
 - B. CONFERENCE WITH LEGAL COUNSEL – SECURITY ISSUES (§54957)

Adjournment

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
DATE: August 19, 2013
SUBJECT: District Administrative Facility Project (P.N. 08-3082):
Preliminary Building Design

Recommendation

That the Board authorize proceeding with the design of the District Administrative Facility Project (P.N. 08-3082).

Background

For many years the District has studied the best way to overcome space limitations and aging buildings at the District's headquarters. In developing the District Administrative Facility Project [Project], the Board identified several overarching goals for a new facility that will provide:

- Enhanced Customer Service
- Comfortable/Adequate Environment
- Public Visibility
- Sustainability
- A Conservation Model
- Security and Safety
- Operational Continuity
- An Educational Component

Board Decision History (since 2008)

Date	Action Taken
January 2008	Building Ad Hoc Committee appointed by Board President ¹
June 2008	Architectural proposals received ²
August 2010	<u>Facility Feasibility Study</u> : The Board authorized an architectural / structural engineering review of both buildings, wherein was noted concerns with the age of one building, the lack of meeting seismic standards in another, the lack of space to provide adequate customer service and to transact business. From this discussion a general plan for the entire property was prepared to guide another effort to assimilate the best approach(es).
April 2011	The Board approved an award of a contract in the amount of \$484,560, to the architectural firm of Henry Woo Associates, Inc., for the design and construction support services required for the Administrative Facility project.
April 2013	The Board authorized the use of bond proceeds for the District Administrative Facility Project.

Over the years numerous studies, reviews of various configurations and locations, function planning (i.e., customer service, administration, engineering), and features (i.e., Board room, training room, emergency operations center, conservation garden, public parking, employee parking), and the best configuration for employees have all been undertaken.

¹ Since 2008 a Building Ad Hoc Committee has been (re)appointed each year by the Board President. Current members include Directors Wu (Chair) and Hilden; they have served on this committee since January 2010.

² Due to the uncertainty with respect to the overall site layout, the project was placed on hold pending a site feasibility study.

Evaluations comprised the overall layout, use, and function of the site, including access to designated public areas, District employee and fleet access, and accessibility for deliveries of equipment and materials, as well as overall site access and landscaping modifications/improvements.

These various technical and feasibility reviews took several years (1998 to present) and could be generally summarized as including:

- The feasibility of utilizing other locations, within the District's boundaries, to determine if there is a cost-effective alternative with adequate space, access/parking and visibility;
- Remodeling of the front and /or back building to accommodate all the proposed needs;
- Constructing a new building on the vacant northeast portion of our property; and
- Remodeling the back building and utilizing the front building as a Board meeting area / public area / training room.

Presently, with adequate funding in-place (see above), the District's architect, in conjunction with the Building Ad Hoc Committee and staff, is prepared to present a design concept for Board discussion and review. In addition, a timetable for the project, along with planning level estimated costs, will be discussed.