

# ALAMEDA COUNTY WATER DISTRICT

## MEMORANDUM

DATE: September 6, 2007  
TO: Board of Directors  
FROM: Paul Piraino  
SUBJECT: STAFF REPORT, ACTION CALENDAR ITEMS FOR September 13, 2007

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### 5.1\* RESOLUTION HONORING WILLIAM R. BRUINS UPON HIS RETIREMENT FROM DISTRICT SERVICE

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BACKGROUND: William (Bill) Bruins will retire effective September 21, 2007 after nearly 20 years of service with the District.

DISCUSSION: Bill started with the District as an Instrument Technician on October 12, 1987, and was subsequently promoted to increasingly more responsible positions as an Electrical/Instrumentation Supervisor, and then Central Maintenance Supervisor in July 1998. This position was reclassified to Facilities Maintenance Supervisor in October 2001. In this role, Bill supervised emergency and preventive maintenance activities in support of the operation of the District's water production and distribution system facilities. Bill was principally responsible for coordinating and directing the installation, repair, and maintenance of various mechanical, electrical, and instrumentation and control equipment including supervisory control and data acquisition and programmable logic control hardware. Over the last several years, Bill has played an instrumental role in providing valuable input into the establishment of the District's Enterprise Asset Management system used for scheduling and tracking work orders as well as managing parts inventory associated with maintenance and repair activities.

Bill will be remembered for his dedication to the District, and for his knowledge and experience which he generously shared with his direct reports and with other District employees. He will be missed by his many friends at the District.

RECOMMENDATION: By motion, adopt a resolution honoring William R. Bruins and expressing appreciation for nearly 20 years of dedicated service to the District.

### 5.2\* AUTHORIZATION OF PURCHASE ORDER AMENDMENT FOR FINAL DESIGN SERVICES FOR MISSION SAN JOSE WATER TREATMENT PLANT ACCESS ROAD EROSION MITIGATION PROJECT

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BACKGROUND: On November 9, 2006, the Board authorized a purchase order, in the amount of \$80,000, to Wilsey-Ham for design services for the Mission San Jose Water Treatment Plant Access Road Erosion Mitigation Project. Wilsey-Ham's scope of work includes the evaluation of alternatives to stabilize and protect the access road embankment, the completion of final design of the selected repair alternative, and the preparation of construction bid documents. The scope also includes a condition assessment of the road pavement.

DISCUSSION: Wilsey-Ham developed and evaluated six soil stabilization alternatives against the

following criteria: project constructability, impacts on MSJWTP chemical deliveries during construction, environmental permitting requirements, construction material/resource availability, management of creek flow during construction, and construction cost. It was concluded that either of two repair alternatives were equally acceptable: 1) construct a steel beam and lagging wall with tie-backs; or 2) construct a reinforced gunite wall with soil nails. To encourage a more competitive bidding environment, staff and the consultant agreed to allow the contractor the option of selecting one of these two acceptable construction alternatives. The estimated construction cost for either alternative is approximately \$225,000.

At the District's request, Wilsey-Ham submitted a proposal to perform additional services to clarify the scope of construction for potential bidders. The additional services include: 1) perform one additional soil boring to better define the subsurface material so the required lengths of the drilled tie back anchors may be determined; and 2) develop two construction alternatives in lieu of one. Wilsey-Ham's cost estimate is \$24,000. Staff has reviewed Wilsey-Ham's proposal and determined it to be fair and reasonable. There is adequate funding in the current budget for this expenditure.

**RECOMMENDATION:** By motion, authorize a purchase order amendment to Wilsey-Ham in the amount of \$24,000 for final design services for Mission San Jose Water Treatment Plant Access Road Erosion Mitigation Project, Job 6322.

5.3\* **AUTHORIZATION OF PURCHASE ORDER FOR CONSULTANT SERVICES FOR THE VALLECITOS CHANNEL EROSION ASSESSMENT PROJECT**

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**BACKGROUND:** The Vallecitos Channel is used to convey water from the South Bay Aqueduct (SBA) to Vallecitos Creek, which ultimately enters the Alameda Creek system en route to ACWD's recharge facilities. This facility is critical to the Groundwater Recharge Program, as it allows for import of water for recharge during summer months and dry periods. After rains and flooding following the El Niño winter season in 1997, extensive repairs were required to return the channel to a condition where imported water would not be lost and employees could access the channel via a service road which runs parallel to the channel. At this time, following several wet winters, years of squirrel activity, and a build-up of in-channel vegetation growth due to limitations on in-stream chemical use, the channel and road are again in need of repairs, some of which may be subject to environmental permitting requirements. An assessment of the condition of the channel and access road is needed to identify the short- and long-term repairs that will be necessary to maintain the channel and road in a safe and serviceable condition. This assessment will provide the information necessary for the District to develop a prioritized program for repairs and maintenance. Funds for this project have been included in the FY 07/08 budget.

**DISCUSSION:** Due to the upcoming rainy season, it is desirable to complete the fieldwork for this project as quickly as possible. Because of Wilsey-Ham's recent experience completing similar work for the District, their expertise in hydraulics, drainage and erosion repairs, and the limited scope of this work, District staff requested a proposal from Wilsey-Ham on a time-and-expense basis for preparing an assessment of the Vallecitos Channel and access road. Wilsey-Ham's estimated cost for completion of the project is \$26,635. The proposal and estimate have been evaluated by staff as appropriate for the work required and the recommended authorization for the project includes a ten percent contingency. There is sufficient funding in the budget for this project.

**RECOMMENDATION:** By motion, (1) authorize the General Manager to execute a consultant services agreement with Wilsey-Ham to provide consulting services for the Vallecitos Channel Condition Assessment project, and (2) authorize a purchase order to Wilsey-Ham in an amount not to exceed \$29,299 to provide these services.

**5.4\* RESOLUTION SETTING AMOUNT TO BE COLLECTED FOR CERTAIN FISCAL YEAR 07/08 PROPERTY TAXES**

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**BACKGROUND:** Beginning in Fiscal Year 1978/79 and each year thereafter, the Board of Directors has levied a tax for payment of the groundwater portion of the District's State Water Contract Costs.

**DISCUSSION:** The amount of funding required this fiscal year to fund the groundwater portion of the State Water Contract cost is \$2,515,893. This amount must be reported to the Alameda County Auditor so that it can be collected on the FY 07/08 property tax rolls. The amount required is based upon cost projections provided by the State of California Department of Water Resources and is less than the \$2,624,500 amount estimated in the FY 07/08 budget due to adjustments for actual tax collections during FY 06/07 and the actual State Water Contract cost payments in FY 06/07.

**RECOMMENDATION:** By motion, adopt a resolution setting the amount of taxes to be collected for FY 07/08 to pay the State Water Contract costs at \$2,515,893.

**5.5\* AUTHORIZATION OF PURCHASE ORDER AMENDMENT FOR DOCUMENT MANAGEMENT SYSTEM CONSULTANT SERVICES**

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**BACKGROUND:** The Board previously authorized a purchase order in the amount of \$213,199 to Open Text Corporation for Document Management System (DMS) software and support services. The DMS software will be used to organize, file, and maintain documents in electronic format. Features of the DMS include full-text search functionality, file indexing flexibility, a comprehensive records management module; and the software is compatible with existing District software applications.

**DISCUSSION:** Configuration of the DMS software is being performed by staff and is nearing completion, with implementation scheduled to begin during March 2008. However, a system audit/review of the DMS software configuration settings, as well as assistance with the Records Management module, is needed to facilitate staff's implementation of the system. At staff's request, Open Text Corporation submitted an estimated cost in the amount of \$47,500 to conduct a software application settings and configuration audit/review, prepare a technical memorandum providing recommendations, conduct meetings, and to provide one workshop for staff, if necessary.

Staff has reviewed Open Text Corporation's proposal and determined it to be fair and reasonable. There is adequate funding in the current budget for this expenditure.

**RECOMMENDATION:** By motion, authorize a purchase order amendment to Open Text Corporation in the amount of \$47,500 for document management consultant services for the Document Management System Project, Job 6258.

**5.6\* AUTHORIZATION OF PURCHASE AMENDMENT FOR DESIGN SERVICES FOR**

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ALAMEDA RESERVOIR WATER QUALITY ENHANCEMENT PROJECT

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**BACKGROUND:** On June 8, 2006, the Board authorized a purchase order to Creegan & D'Angelo for design services in the amount of \$53,800 for the Alameda Reservoir Water Quality Enhancement Project. The project includes construction of a 700 square foot utility building to house District purchased chloramination equipment. The design is 90% complete.

**DISCUSSION:** At the District's request, Creegan & D'Angelo submitted a proposal in the amount of \$27,930 for the following additional work items: 1) develop design alternatives to address on-site utility conflicts; 2) include a fire sprinkler system for the building as suggested by the City of Fremont; 3) include the installation of underground process piping originally planned to be completed by District forces; and 4) landscaping and irrigation design modifications to reduce maintenance costs.

Staff has evaluated the proposal and has determined that the estimated level of effort and costs for this work is appropriate. There is currently adequate funding in the budget for this expenditure.

**RECOMMENDATION:** By motion, authorize a purchase order amendment for additional design services for Alameda Reservoir Water Quality Enhancement Project to Creegan and D'Angelo in the amount of \$27,930, Job 6297.

Attachments

cc: Executive Staff