

WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road • Walnut, CA 91789-3002
(909) 595-7554 • Fax: (909) 444-5521
walnutvalleywater.gov



AGENDA

SPECIAL BOARD MEETING THURSDAY, AUGUST 24, 2023 4:00 P.M.

Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.

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, CA.

1. Flag Salute
2. Roll Call: Mr. Hilden____ Ms. Kwong____ Ms. Lee____ Mr. Tang____ Mr. Woo ____

3. Public Comment President Hilden

The Presiding Officer of the Board of Directors 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. [Establish PARS 115 Pension Trust- Resolution No. 08-23-726](#)
(1) Discussion (2) Action Taken
5. [Approval of Amendment to the Professional Engineering Services Agreement with Civiltec Engineering, Inc. for the Headquarters Site Improvements Project](#)
(1) Discussion (2) Action Taken
6. Other

Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201. Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>

Date Posted: August 23, 2023

Lucie Cazares, CMC, Executive Secretary

WVWD – Staff Report



TO: Board of Directors
FROM: Director of Finance
DATE: August 24, 2023
SUBJECT: Establish PARS 115 Pension Trust– Resolution No. 08-23-726

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

That the Board of Directors:

1. Approve Resolution No. 08-23-726 Approving the Adoption of the Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS).
2. Authorize the General Manager to execute an Agreement for Administrative Services with PARS.

Background Information

The District is facing a growing pension liability. To reduce this liability, the District is considering making additional payments to CalPERS as well as prefunding its pension costs. Prefunding means setting aside money now to pay for future pension payments. The PARS 115 pension trust is a low-cost, turnkey solution that can help the District prefund its pension costs.

The PARS 115 Pension Trust allows the District to contribute funds that can be invested at a greater rate than is currently allowed through the District's Investment Policy. The funds held in the trust are irrevocably committed to funding pension costs. This means that the funds can only be used to pay for pension-related expenses, such as reimbursing the District for annual CalPERS pension expenses or making additional one-time payments directly to CalPERS.

The PARS 115 Pension Trust is managed by PARS, a leading provider of pension trust services to public agencies. PARS has over 39 years of experience in the pension trust industry and has helped over 500 public agencies set up 115 trusts, with \$7.0 billion in assets under administration. The District has been using PARS for the OPEB 115 trust since 2013 and is familiar with the high quality service that PARS provides.

Attachment:
08-23-726 PARS Resolution

RESOLUTION NO. 08-23-726

RESOLUTION OF THE GOVERNING BOARD OF THE WALNUT VALLEY WATER DISTRICT APPROVING THE ADOPTION OF THE PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)

WHEREAS, the Walnut Valley Water District (the “District”) is currently participating in the Public Agencies Post-Retirement Health Care Plan Trust for the prefunding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

WHEREAS, the District desires to set aside funds for the purpose of pre-funding its CalPERS pension obligation, with such funds to be held in trust for the exclusive purpose of making future contributions of the District’s required pension contributions and, at the District’s discretion, any employer contributions in excess of such required contributions; and

WHEREAS, PARS has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the District’s plans, policies and/or applicable collective bargaining agreements; and

WHEREAS, the District is eligible to participate in the Program, which is a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued thereunder, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS, the District can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

WHEREAS, the District’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

WHEREAS, the terms and conditions of post-employment benefit entitlements, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS, the District’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS, the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Governing Board of the District hereby adopts the Public Agencies Post-Employment Benefits Trust, effective _____, 2023; and
2. The Governing Board of the District hereby appoints the General Manager, or his/her successor or his/her designee as the District’s Plan Administrator for the Program; and
3. The District’s Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the Program and to maintain compliance with any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District’s Program; and
4. The Governing Board of the District, in accordance with Section 3.3 of the Public Agencies Post-Retirement Health Care Plan Trust adopted effective December 17, 2012, hereby authorizes the withdrawal of the District from said trust and directs the transfer of assets held in said trust on the District’s behalf to the OPEB Account established in the name of the District under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE WALNUT VALLEY WATER DISTRICT held on August 24, 2023, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Edwin Hilden
President, Board of Directors

ATTEST:

Erik Hitchman
Secretary, Board of Directors

WVWD – Staff Report



TO: Board of Directors
FROM: General Manager
DATE: August 24, 2023
SUBJECT: Approval of Amendment to the Professional Engineering Services Agreement with Civiltec Engineering, Inc. for the Headquarters Site Improvements Project

Action/Discussion Fiscal Impact Resolution Information Only

Recommendation

Authorize the General Manager to Execute an Amendment to the Professional Engineering Services Agreement with Civiltec Engineering, Inc. for District Headquarters Site Improvement Project in the amount of \$69,900.

Background

On September 21, 2020, the District entered into an agreement with Civiltec Engineering, Inc. (Civiltec) to provide engineering services for the District's Headquarters Site Improvements Project. This project consists of the improvements to the two parcels at the District current Headquarters facility and pipe yard, as well as preliminary layout of the public parking for the proposed new Administrative Headquarters to be constructed within the 235 Brea Canyon Road and 21220 Commerce Point Drive buildings.

Over the last couple of years, Civiltec has been working on the site plan approval for the existing headquarters facility improvements and on the parking and site improvements related to the layout for the new buildings and associated public parking improvements for the new administrative facility. Civiltec has submitted the Site Plan and Grading Plan to the City of Industry for approval, the Site Plan was approved by the City of Industry on March 21, 2021 and the Grading Plan is currently being reviewed. Following approval, it will be necessary to develop detailed plans and specification for the Construction of the improvements on the existing headquarters site.

Staff requested Civiltec provide the District with proposals to develop detailed plans and specifications for the phases necessary to be bid as appropriate to allow construction of the improvements in orderly manner while maintaining the operation capability of the facility. Civiltec provided the District with proposals for Addendums 1 and 2, for the additional work to be performed. Copies of the proposals are attached for reference. Staff has reviewed the proposals and finds that the level of effort is reasonable based on the work to be performed. The proposals are for \$41,320 and \$28,580 for Addendum 1 and 2 respectively.

Therefore, staff is recommending the Board of Directors authorize the General Manager to execute an Amendment to the Professional Engineering Services Agreement with Civiltec for District Headquarters Improvements Project for an amount of \$69,900. Funding for this agreement will be provide by the remaining balance of the District's existing revenue bond funds.

Attachment
Civiltec Proposals



Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona

August 6, 2023

Walnut Valley Water District
271 South Brea Canyon Road
Walnut, CA 91789

Sent Via Email: sshaw@walnutvalleywater.gov

ATTN: Sheryl Shaw, PE, Director of Engineering

**RE: Walnut Valley Water District Headquarters Site Improvements Project
District Operations and Maintenance Building Site Improvements-Phase 1
Addendum No. 1**

Dear Ms. Shaw,

Civiltec engineering, inc. (Civiltec) appreciates the opportunity to provide professional civil engineering services to Walnut Valley Water District (WVWD) for the District Headquarters Site Improvements Project. During the process of preparing on-site civil engineering plans associated with the District Operations and Maintenance Building Site Improvements, additional services have been requested by WVWD that are not included in *Civiltec's* original scope for providing civil engineering services. In order to expedite construction of site improvements related to the District Operations and Maintenance Building, WVWD requested that the site Improvement plans be modified to incorporate multiple phases.

ADDENDUM SCOPE OF SERVICES

Based on our project understanding and professional experience, we have identified the following additional scope of services and associated additional budget. A breakdown of hours and budgets is included as Attachment A.

Phase 009. Construction Document Modifications/Additions-Phase 1

Task 001. Coordination Meetings with WVWD **\$3,960.00**

Civiltec will attend weekly coordination/update meetings with WVWD Staff. The meetings will be an opportunity to update WVWD Staff on the progress of the construction document modifications and address any issues or questions that Staff may have.

Task 002. Coordination with City of Industry and WVWD **\$ 810.00**

Civiltec will coordinate with the City of Industry Planning Department and WVWD to obtain approval of the modifications to the current site plan.

Task 003. Site Plan Modifications **\$7,090.00**

Civiltec will modify the existing site plan to create separate site plans representing the requested phasing.



Task 004. Site Improvement Plan Modifications

\$ 9,020.00

Civiltec will modify the previously prepared site improvement plans to accommodate the requested phasing. The site improvement plans that will require modification include the demolition plan, horizontal control plan, and the precise grading plan.

Task 005. Electrical Design for Modular Building and Gates

\$13,760.00

Civiltec will prepare electrical plans to provide power to the proposed modular building and new gates. A site visit will be necessary along with assessing the breaker panels for the design of the new system.

Task 006. Incorporate Modular Building Manufacturer's Plans into Bid Set

\$ 3,340.00

Civiltec will coordinate with the manufacturer of the proposed modular building to provide a set of plans that are appropriate for bid purposes.

Task 007. Incorporate Fencing/Gate Plans into Bid Set

\$ 3,340.00

Civiltec will coordinate with WVWD to provide a set of fencing/gate plans that are appropriate for bid purposes.

Total Additional Budget

\$41,320.00

If this proposed addendum is acceptable, please return a signed copy to our office. Again, thank you for the opportunity to submit this revised scope and budget. We look forward to working with you on this project. Please contact the undersigned directly with any comments or questions.

Very truly yours,

Civiltec engineering, inc.

A handwritten signature in blue ink that reads 'Octavio A. Solorza'.

Octavio A. Solorza,
Principal, Senior Project Manager
(osolorza@civiltec.com)

Attachment A: Breakdown of Hours and Budgets

Ms. Sherry Shaw | Walnut Valley Water District
Walnut Valley Water District Headquarters Site Improvements Project
District Operations and Maintenance Building Site Improvements-Phase 1
Addendum No. 1
August 6, 2023
Page 3 of 4



Addendum Acceptance: Addendum No. 1

The Terms and Conditions of this proposal are:

Accepted this _____ day of _____ 2023.

By Authorized Client Representative:

Name and Title

Date



Attachment A

Breakdown of Hours and Fees

Walnut Valley Water District
 District HQ Site Improvements
 Budget Estimate-ADD1

Date: August 6, 2022

Scope of Work	HOURS BY PIC	HOURS BY SrPM	HOURS BY PM	HOURS BY SE	HOURS BY PrEE	HOURS BY CADT	HOURS BY PT	REIMB. EXPENSES	TOTAL COST
Phase 009 - Construction Document Modifications/Additions-Phase 1	\$ 250.00	\$ 220.00	\$ 200.00	\$ 150.00	\$ 205.00	\$ 105.00	\$ 110.00		\$ 41,320.00
Task 001 - Coordination Meetings with WVWD	4	8		8					\$ 3,960.00
Task 002 - Coordination with City of Industry and WVWD				4		2			\$ 810.00
Task 003 - Site Plan Modifications		4		40		2			\$ 7,090.00
Task 004 - Site Improvement Plan Modifications		8		40		12			\$ 9,020.00
Task 005 - Electrical Design for Modular Building and Gates			40		24	8			\$ 13,760.00
Task 006 - Incorporate Modular Building Manufacturer's Plans into Bid Set		4		8		12			\$ 3,340.00
Task 007 - Incorporate Fencing/Gate Plans into Bid Set		4		8		12			\$ 3,340.00
									\$ -
HOURS	4	28	40	108	24	48	0		252
BUDGET	\$ 1,000.00	\$ 6,160.00	\$ 8,000.00	\$ 16,200.00	\$ 4,920.00	\$ 5,040.00	\$ -	\$ -	\$ 41,320.00

SR, PIC = Sr. Principal Engineer PIC = Principal Engineer SE = Senior Engineer
 SrPM = Sr. Project Manager PrEE = Principal Electrical Engineer PM = Project Manager
 SPE = Sr. Project Engineer PE = Project Engineer S/D = Sr. Designer
 SE = Staff Engineer D = Designer D/D = Designer/Drafter
 CADT = CAD Technician JE = Junior Engineer PT = Planning Technician
 Admin = Administrative Assistant/Clerical CO = Resident Eng./Const. Observer 2MS = Two Person Survey Crew
 SM = Survey Manager SLS = Staff Land Surveyor



Civil, Water, Wastewater, Drainage, Transportation and
Electrical/Controls Engineering • Construction Management • Surveying
California • Arizona

August 10, 2023

Walnut Valley Water District
271 South Brea Canyon Road
Walnut, CA 91789

Sent Via Email: sshaw@walnutvalleywater.gov

ATTN: Sheryl Shaw, PE, Director of Engineering

**RE: Walnut Valley Water District Headquarters Site Improvements Project
District Headquarters Remodel Project
Addendum No. 2**

Dear Ms. Shaw,

Civiltec engineering, inc. (Civiltec) appreciates the opportunity to provide professional civil engineering services to Walnut Valley Water District (WVWD) for the District Headquarters Site Improvements Project. During the process of preparing on-site civil engineering plans associated with the District Headquarters Remodel Project, additional services have been requested by WVWD that are not included in *Civiltec's* original scope for providing civil engineering services.

La Canada Design Group (LCDG) was contracted by WVWD to prepare Tenant Improvement Plans for the District Headquarters Remodel Project. LCDG prepared a new site plan, different from the previously prepared site plan, resulting in modifications to the site improvement plans that had been prepared for the project.

ADDENDUM SCOPE OF SERVICES

Based on our project understanding and professional experience, we have identified the following additional scope of services and associated additional budget. A breakdown of hours and budgets is included as Attachment A.

Phase 010. Construction Document Modifications/Entitlements

Task 001. Coordination Meetings with WVWD and LCDG **\$3,960.00**

Civiltec will attend weekly coordination/update meetings with WVWD and LCDG Staff. The meetings will be an opportunity to update WVWD and LCDG Staff on the progress of the construction document modifications and required entitlements and address any issues or questions that Staff may have.

Task 002. Site Plan Modifications **\$3,280.00**

Civiltec will replace the existing site plan utilized as the base drawing for the site improvement plans with the new site plan prepared by LCDG.



Task 003. Site Improvement Plan Modifications

\$10,780.00

Civiltec will modify the previously prepared site improvement plans to accommodate the new site plan.

Task 004. Technical Specifications

\$ 2,680.00

Civiltec will prepare/format Technical Specifications at the request of LCDG for civil engineering components. The Technical Specifications will be incorporated into the LCDG Project Manual.

Task 005. Parking Permit Application

\$ 5,680.00

Based on the square footage of the existing buildings and a required parking ratio of 1 space per 400 square feet of office space, the project requires 52 parking spaces. The site plan prepared for the project provides 12 parking spaces. The County of Los Angeles requires the processing of a Parking Permit Application to allow reduced parking on the site. *Civiltec* will assist in preparation and processing of the Parking Permit Application through the County of Los Angeles Department of Regional Planning.

Task 006. Covenant and Agreement for Lot Tie

\$ 2,200.00

Approval of the proposed Tenant Improvements by the County of Los Angeles will require the recordation of a lot tie affidavit. *Civiltec* will assist in the preparation and processing of a Covenant and Agreement that will essentially hold both existing parcels owned by WVWD as one parcel.

Total Additional Budget

\$28,580.00

If this proposed addendum is acceptable, please return a signed copy to our office. Again, thank you for the opportunity to submit this revised scope and budget. We look forward to working with you on this project. Please contact the undersigned directly with any comments or questions.

Very truly yours,

Civiltec engineering, inc.

A handwritten signature in blue ink that reads 'Octavio A. Solorza'.

Octavio A. Solorza,
Principal, Senior Project Manager
(osolorza@civiltec.com)

Attachment A: Breakdown of Hours and Budgets

Ms. Sherry Shaw | Walnut Valley Water District
Walnut Valley Water District Headquarters Site Improvements Project
District Headquarters Remodel Project
Addendum No. 2
August 10, 2023
Page 3 of 4



Addendum Acceptance: Addendum No. 2

The Terms and Conditions of this proposal are:

Accepted this _____ day of _____ 2023.

By Authorized Client Representative:

Name and Title

Date



Attachment A

Breakdown of Hours and Fees

Walnut Valley Water District
 District HQ Site Improvements
 Budget Estimate-ADD2

Date: August 10, 2022

Scope of Work	HOURS BY PIC \$ 250.00	HOURS BY SrPM \$ 220.00	HOURS BY PM \$ 200.00	HOURS BY SE \$ 150.00	HOURS BY PrEE \$ 205.00	HOURS BY CADT \$ 105.00	HOURS BY PT \$ 110.00	HOURS BY SM \$ 180.00	REIMB. EXPENSES	TOTAL COST
Phase 010 - Construction Document Modifications/Entitlements										\$ 28,580.00
Task 001 - Coordination with WVWD and LCDG	4	8		8						\$ 3,960.00
Task 002 - Site Plan Modifications		4		16						\$ 3,280.00
Task 003 - Site Improvement Plan Modifications		16		40		12				\$ 10,780.00
Task 004 - Technical Specifications		4		12						\$ 2,680.00
Task 005 - Parking Permit Application		4		32						\$ 5,680.00
Task 006 - Covenant and Agreement for Lot Tie		4		4				4		\$ 2,200.00
										\$ -
										\$ -
HOURS	4	40	0	112	0	12	0	4		172
BUDGET	\$ 1,000.00	\$ 8,800.00	\$ -	\$ 16,800.00	\$ -	\$ 1,260.00	\$ -	\$ 720.00	\$ -	\$ 28,580.00

Sr. PIC = Sr. Principal Engineer
 SrPM = Sr. Project Manager
 SrPE = Sr. Project Engineer
 SE = Staff Engineer
 CADT = CAD Technician
 Admin = Administrative Assistant/Clerical
 SM = Survey Manager
 PIC = Principal Engineer
 PrEE = Principal Electrical Engineer
 PE = Project Engineer
 D = Designer
 JIE = Junior Engineer
 CO = Resident Eng./Const. Observer
 SLS = Staff Land Surveyor
 SE = Senior Engineer
 PM = Project Manager
 SrD = Sr. Designer
 DD = Designer/Drafter
 PT = Planning Technician
 2MS = Two Person Survey Crew