

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING(S)
MEETING DATE(S): DECEMBER 11 & 15, 2025
FROM: DANNY FRIEND – DIRECTOR OF OPERATIONS
FOR: ACTION X DIRECTION _____ INFORMATION _____

APPROVE CHANGE ORDER NO. 1 WITH SOUTH WEST PUMP AND DRILLING, INC., FOR THE ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES CONTRACT AND CONTRACT AMENDMENT NO. 1 FOR KYLE GROUNDWATER, INC.

STAFF RECOMMENDATION

Authorize the General Manager to approve Change Order No. 1 with South West Pump & Drilling, Inc. (SWPD) for the On-Call Well and Booster Maintenance and Repair Services contract to complete the Well 28 Rehabilitation Project. This change order increases the contract amount by \$799,045.16 (including a 10% contingency), revising the total from \$150,000 to \$949,045.16, and amending the contract with Kyle Groundwater, Inc. (KGI) to provide hydrogeological support services for the Well 28 Rehabilitation Project. This amendment adds \$71,800.30 (including a 10% contingency), revising the total from \$21,387 to \$93,187.30.

SUMMARY

Staff budgeted for the rehabilitation of Well 28 this year after it was taken offline due to mechanical failure. However, the unexpected removal of Well 24 from service has made this project an emergency to maintain adequate supply in the 1400 pressure zone. With other wells currently offline, immediate action is required to ensure reliable water delivery ahead of the warm weather season and increased water demand. To expedite completion, staff will use existing on-call well and booster maintenance contracts. SWPD has submitted a proposal to rehabilitate Well 28, including installation of new column pipe, line shafting, pump/bowl assembly, rebuilding the motor, and repairing the motor control center. These critical improvements will exceed the current contract amount. Additionally, staff obtained a quote from KGI for hydrogeologic oversight, as they developed the rehabilitation work plan and are already providing similar services for the Well 35 project.

ANALYSIS

Immediate rehabilitation of Well 28 is critical to prevent water service disruptions and maintain supply in the 1400 pressure zone. Given the emergency nature of this project and the need for expedited completion, utilizing existing on-call contracts is the most practical and efficient approach. Approving Change Order No. 1 with SWPD and Amendment No. 1 with KGI will provide the necessary resources for well rehabilitation, hydrogeologic oversight, and construction management. These actions ensure timely restoration of Well 28 and support system reliability ahead of peak seasonal demand.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost for work authorized under these contracts will be covered by the approved capital Job # 11884. Staff will be requesting additional funds to cover all project costs at the mid-year budget review. This action aligns with Strategic Plan Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

ATTACHMENTS

SWPD: Original Contract Agreement and Change Order No. 1
 KGI: Original Contract Agreement and Contract Amendment No. 1

FINANCIAL DATA		
Cost Associated with this action:	\$870,845.46	
Current FY cost:	\$870,845.46	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Budget adjustment needed:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, year needed:	FY2026	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Capital 201 Fund	
BID/Job#	11884	
Current BID/Job balance	\$773,509	
Balance remaining if approved:	\$0	