

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING(S)
MEETING DATE(S): FEBRUARY 15 & 20, 2024
FROM: ERIC WECK, ENGINEERING MANAGER
FOR: ACTION **X** DIRECTION INFORMATION



APPROVAL OF THE UPDATE OF THE DEVELOPER/CONTRACTOR HANDBOOK & GUIDELINES FOR DESIGN AND CONSTRUCTION OF WATER AND SEWER FACILITIES

STAFF RECOMMENDATION

Staff recommends that the Board approve the updated Mission Springs Water District Developer/Contractor Handbook & Guidelines for Design and Construction of Water and Sewer Facilities (February 2024 Edition).

SUMMARY

The Developer/Contractor Handbook & Guidelines for Design and Construction of Water and Sewer Facilities (Development Handbook) that was last updated and approved in September 2012 by the Board of Directors.

Since that time, several water and sewer application processes, guidelines, construction standards and specifications for development and construction have been updated to reflect current industry development and construction standards.

Updates to the Development Handbook include creating separate sections for the various forms and checklists for developers and contractors to refer to and complete. Secondly, staff updated the approved materials listing that specifies the materials and improvements that the District will accept and incorporate into the District’s water and wastewater system. Another significant change was revising the standard drawings to reflect updated materials available for use and acceptable to the District. These, among other updates were necessary to allow contractors and developers to reference and construct improvements that meet the District’s needs for future residential, multifamily, and commercial developments.

The Standard Drawings and the Approved Materials List were updated as well and will now be separated from the Development Handbook, to allow staff to update and revise them accordingly to reflect changing construction methods, and technologies. This will avoid the need for recurring board action and allow the General Manager to review, update and approve as necessary.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact from this action.

ATTACHMENTS

- Draft February 2024 Developers and Contractors Handbook
- Materials List
- MSWD Standard Drawings

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