

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): MAY 16 & 20, 2024

FROM: ERIC WECK P.E., ENGINEERING MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



EXECUTION OF LOT LINE ADJUSTMENT APPLICATION FOR THE CRITICAL SERVICES CENTER

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to execute the Lot Line Adjustment Application with the City of Desert Hot Springs for the Critical Services Center and submit it to the City of Desert Hot Springs for processing.

SUMMARY

As part of the entitlement process with the City of Desert Hot Springs, MSWD staff met with and discussed the proposed layout and footprint of the proposed Mission Springs Water District's Critical Services Center with the City. The proposed building footprint orientation necessitates adjusting the current property lines on MSWD property at the Corporate Yard. This process is a minor administrative issue that is typically done for projects with adjoining neighboring properties that are owned by the same property owner.

ANALYSIS

Mission Springs Water District reached out to MSA Consulting, Inc., one of the District's on-call engineering consultants, to facilitate and prepare the Lot Line Adjustment analysis. The scope of work includes preparing the lot line adjustment application, preparing the legal exhibits and descriptions, preliminary title reports, utility research, base mapping of easements, and a site plan. MSA Consulting prepared the required documents to be submitted to the City of Desert Hot Springs, and it is recommended that the Board of Directors direct the General Manager to sign and submit the Lot Line Adjustment Application to the City of Desert Hot Springs for processing.

FINANCIAL DATA		
Cost Associated with this action:	\$1,305.00	
Current FY cost:	\$1,305.00	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Capital	
BID/Job#	11621	
Current BID/Job balance	\$31,712,351.00	
Balance remaining if approved:	\$31,711,046.00	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost for submitting the Lot Line Adjustment to the City of Desert Hot Springs is \$1,305 and is included in the budget for the development and design of the Critical Services Center. This action is consistent with Strategic Plan Smart Goal 4.1: By September 2026, complete the construction of a Critical Services Center, which will foster increased collaboration, communication, and teamwork among employees at one central location.

ATTACHMENTS

Site Plan
Lot Line Adjustment Application
Legal Exhibits and Descriptions