

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): OCTOBER 17 & 21, 2024

FROM: ERIC WECK, P.E., ENGINEERING MANAGER

FOR: ACTION X DIRECTION _____ INFORMATION _____



DEVELOPER/CONTRACTOR HANDBOOK & GUIDELINES FOR DESIGN AND CONSTRUCTION OF WATER AND SEWER FACILITIES REVISIONS

STAFF RECOMMENDATION

Staff recommends that the Board approve the revisions to the Developer/Contractor Handbook & Guidelines for Design and Construction of Water and Sewer Facilities (Developer Handbook) (October 2024 Edition).

SUMMARY

The updated language to the Development Handbook includes more precise language regarding the requirements which must be fulfilled before obtaining water meters or connects to a sanitary sewer. Specifically, it mandates the Developer must execute a Bill of Sale to formally transfer title of the water and sanitary sewer systems and their appurtenances to the District prior to the installation of any meters or sewer lateral connections. This transfer is crucial for establishing ownership and responsibility for maintenance, and ensuring the District has the legal authority to manage and operate these systems effectively. Overall, these updates are designed to enhance clarity and enforce compliance, safeguarding that the District can adequately oversee utility services and maintain the integrity of the water and sewer systems.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact from this action. This action is consistent with Strategic Plan Goal 4.3, Maintain and renew assets while facilitating strategic Capital Improvements.

ATTACHMENTS

Draft October 2024 Developers and Contractors Handbook

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	