



# CITY OF POMONA COUNCIL REPORT

February 5, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Darron Poulsen, Water Resources Director

Subject: **Approve First Amendment to Extend the Professional Services Contract with RMC for Development of the Water, Sewer and Recycled Water Strategic Plan from October 2017 to October 2018**

## OVERVIEW

**Recommendation** – That the City Council

1. Approve the First Amendment to extend the professional services contract with RMC for development of the Water, Sewer and Recycled Water Strategic Plan from October 2017 to October 2018; and
2. Authorize the City Manager to execute the first amendment with RMC, subject to review and approval by the City Attorney.

**Fiscal Impact** – There is no additional fiscal impact with this action. Funding for the contract was appropriated on October 3, 2016 through adoption of a resolution amending the 2016-17 CIP budget by appropriating \$1,099,950 into four (4) CIP Projects; “Water Master Plan (2016)” Project No. 595-8125-XXXXX-95074, “Six Basins-Groundwater Optimization” Project No. 595-8125-XXXXX-95073, “Study-Sewer Model Update/Exp” Project No. 586-2565-XXXXX-86017 and “Sewer Master Plan (2016)” Project No. 586-2565-XXXXX-86024. Table 1 below outlines the remaining balances in each project:

**Table 1**

| <b>Project</b>  | <b>Original<br/>Contract Amount</b> | <b>Balance Remaining</b> |
|---|-------------------------------------|--------------------------|
| “Water Master Plan (2016)”<br>Project No. 595-8125-XXXXX-95074            | \$774,420                           | \$366,938                |
| “Six Basins-Groundwater Optimization”<br>Project No. 595-8125-XXXXX-95073 | \$24,661                            | \$0                      |
| “Study-Sewer Model Update/Exp”<br>Project No. 586-2565-XXXXX-86017        | \$180,000                           | \$102,142                |
| “Sewer Master Plan (2016)”<br>Project No. 586-2565-XXXXX-86024            | \$120,869                           | \$52,673                 |
| <b>Totals</b>   | <b>\$1,099,950</b>                  | <b>\$521,753</b>         |

**Previous Council Action** - On October 3, 2016 City Council adopted a Resolution amending the 2016-17 Capital Improvement Program (CIP) budget by appropriating \$512,500 of available Water Fund balance to “Water Master Plan (2016)” Project No. 595-8125-XXXXX-95074; and approved an award of contract to RMC for development of a Water, Sewer and Recycled Water Strategic Plan in the amount of \$1,099,950.

## **EXECUTIVE SUMMARY**

The First Amendment to the professional services contract with RMC for the development of a Water, Sewer and Recycled Water Strategic Plan is to extend the term of the contract from October 2017 to October 2018. The time extension is necessary to allow meaningful and comprehensive interdepartmental input and allow for proper City review of the plans. The Contract with RMC is comprised of four (4) subordinate tasks: 1) Water Resources Planning, 2) Engineering Analysis and Development, 3) Potable Water System Master Plan; and 4) Wastewater Collection System Master Plan. The Strategic Plan document is approximately 85% complete, and the four (4) subordinate tasks range from 50% to 75% complete.

## **DISCUSSION**

The professional services contract with RMC was awarded for development of a Water Resources Department (WRD) Strategic Plan. The consultant has facilitated the planning process and production of a final Strategic Plan document. The planning and development process for the Strategic Plan is data-driven with a thorough analysis of the City’s current WRD organizational structure, water resources portfolio and water, recycled water and sewer systems infrastructure. The goal of the Strategic Plan is to focus on management by objective which includes: goals, measurable objectives and proposed activities to meet the needs of the City’s Water, Recycled Water and Sewer customers for the next 20 years.

The Strategic Plan will provide holistic and comprehensive solution options to resource management issues for the next 20 years, with emphasis on maximizing and protecting water rights and access to imported water. Once finalized, the Strategic Plan will provide options for: funding capital improvements while stabilizing water, recycled water and sewer utility operational costs, taking into account: immediately necessary and planned future operation and maintenance activities, capital replacements required due to aging infrastructure, modernization of the City’s water system to enhance conservation and efficiency, projected cost of imported water, Chino Basin’s Safe Yield recalibration and Six Basin’s Strategic Plan.

WRD’s management team, in consultation with RMC, determined that to improve the successful implementation of the WDR Strategic Plan process, the incorporation of interdepartmental input via structured workshops is necessary. Furthermore, the incorporation of input from each level of staff within WRD was included in the process. This increased interdepartmental/intradepartmental involvement, required resolving unanticipated scheduling conflicts which caused the timeline to be expanded. The recommended action will allow for the completion of the plan under the current contract conditions. The Strategic Plan Document is currently schedule to be completed March 2018 and the four (4) subordinate tasks are scheduled to be completed by October 2018. The recommended action will allow for the completion of all tasks under the current financial terms.