

RECOMMENDED ACTION WORDING

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The Recommended Action section of a docket must accurately reflect the action requested of the Board without non-essential wording. Several examples are listed below.

CONSENT AND ACTION CALENDARS

1. Agreements/Contracts

The Recommended Action should reflect basic information:

- a) Who is the agreement with?
- b) What service/product will the District obtain as a result of executing the agreement?
- c) How much will the service/product cost?
- d) How much is included for contingency, if any?
- e) What is the total not to exceed amount the Board is being asked to authorize?

There is no need to authorize the General Manager to execute agreements. The General Manager, or his delegated representative, is understood to have the authority to sign unless otherwise indicated, i.e. by the Board President.

It is not necessary to specify, “in a form authorized by legal counsel” in the recommended action for execution of agreements or contracts.

Agreement for services

RECOMMENDED ACTION: Authorize the execution of an agreement with Joe’s Tree Services for tree removal and trimming services, for an amount not to exceed \$30,000.

Specifying fiscal year term

RECOMMENDED ACTION: Authorize the execution of an agreement with Joe’s Tree Services for tree removal and trimming services during fiscal years FY09 and FY10, for annual amounts not to exceed \$30,000.

or:

RECOMMENDED ACTION: Authorize the execution of an agreement with Joe’s Tree Services for tree removal and trimming services, in an amount not to exceed \$30,000 in FY09 and \$20,000 in FY10.

With option to extend

RECOMMENDED ACTION: Authorize the execution of an agreement with Joe's Tree Services for tree removal and trimming services during fiscal years FY09 and FY10, for annual amounts not to exceed \$30,000, with an option to extend for two additional one-year periods in annual amounts not to exceed the FY09-10 budget as adopted.

Agreement for services with two firms

RECOMMENDED ACTION:

Los Vaqueros Pipeline Right-of-Way – Surveying & Inspection:

- a. Authorize execution of an agreement with HDR Engineering, Inc. for inspection services for the Los Vaqueros Pipeline Right-of-Way in an amount not to exceed \$75,000; and
- b. Authorize execution of an agreement with Montgomery Watson Harza for surveying services for the Los Vaqueros Pipeline Right-of-Way in an amount not to exceed \$115,000.

RECOMMENDED ACTION: Authorize execution of an agreement with Parsons Engineering Science, Inc. for design of the Zone 51 Treated Water Pipeline Project, for a total amount not to exceed \$295,000.

Agreement with City

RECOMMENDED ACTION: Authorize execution of an agreement with the City of Martinez for replacement of the Martinez Reservoir Outlet Pipeline at the City's expense, up to a contract authority limit of \$192,200.

Joint Agreement with other entities

RECOMMENDED ACTION: Authorize execution of a Joint Funding Agreement between Contra Costa Water District, Diablo Water District, East Bay Regional Parks District, and Ironhouse Sanitary District, for Railroad Crossing Improvements adjacent to Pumping Plant No. 1, and authorize the District's share of local funding in the amount of \$100,000, contingent on receipt of federal grant funding.

Multi-year agreement with succeeding years subject to budget approval

RECOMMENDED ACTION: Authorize execution of a three-year agreement with Wellington Management Company for equities management services for the Retirement Plan Trust Fund, for an amount not to exceed \$171,000 in FY08, and for second and third years in amounts not to exceed the FY09 and FY10 budget as adopted.

Amendment to an agreement

RECOMMENDED ACTION: Authorize execution of an amendment, increasing the agreement with Montgomery Watson Harza for professional engineering services for the Multi-Purpose Pipeline Closeout Project by \$120,000, to a revised amount not to exceed \$380,000.

2. Award of Bids/Construction Contracts

With Change Order Authority

RECOMMENDED ACTION: Authorize execution of a construction contract with Northbay Construction Company for the Multi-Purpose Pipeline project in the amount of \$5,000,000, with a 10% change order authority of \$500,000, for a total amount not to exceed \$5,500,000.

Construction requiring budget transfer and authorization in change order authority

RECOMMENDED ACTION:

- a) Authorize a budget transfer in the amount of \$70,000 from the Contra Loma Water Quality Improvements project to the DSOD Compliance Project budget; and
- b) Authorize an increase of \$120,000 in change order authority for the construction contract with Siteworks Construction, Inc., for erosion control repairs at Contra Loma Reservoir, for a revised total authorization not to exceed \$449,983.

Rejection of Bid

RECOMMENDED ACTION: Reject all bids for the purchase of air release valves for the Bay Point Pipeline Project.

3. Bids or Purchases

RECOMMENDED ACTION: Authorize the purchase of desktop software from Egghead Software, Inc., in the amount of \$52,177, plus tax and freight.

4. Legislative Affairs/Authorizing Position

RECOMMENDED ACTION: Review update on legislative issues and adopt District positions for the following: State Legislation SB 1908 (Canciamilla) – Water Corporations (Change from *Oppose unless Amended* to *Watch*), AB 2528 (Lowenthal) – Public Water Systems (Change from *Oppose unless Amended* to *Favor if Amended*), and SB 1155 (Machado) – Sacramento-San Joaquin Delta – (Change from *Support, while continuing to work on improvements* to *Oppose Unless Amended*).

RECOMMENDED ACTION: Authorize a vote in support of proposed revisions to the Urban Water Conservation Memorandum of Understanding.

5. Human Resources Matters

RECOMMENDED ACTION: Approve proposed salary adjustment for the (Title of Position) from \$5,451 - \$6,626 to \$5,873 - \$7,138 per month.

6. **Property and Land Matters**

Accepting Grant

RECOMMENDED ACTION: Adopt Resolution No. 08-__ authorizing acceptance of a grant for \$126,500 from the California Department of Parks and Recreation for enhancement of Lower Kellogg Creek and authorizing the General Manager to execute related documents.

Easement issued by USBR

RECOMMENDED ACTION: Conceptually approve an easement to be issued by the United States Bureau of Reclamation (USBR) to CPN Pipeline Company (Calpine), for a natural gas pipeline across the Contra Costa Canal at Los Medanos Wasteway in Pittsburg, and authorize the execution of related documents.

7. **Resolutions**

The District Secretary assigns resolution numbers.

Authorizing acceptance of Quitclaim Deed of Easement

RECOMMENDED ACTION: Adopt Resolution No. 08-__ authorizing acceptance of a Quitclaim Deed of Easement from Western Area Power Administration (WAPA) relinquishing an easement right no longer required by WAPA.

Retirement Plan Amendments

RECOMMENDED ACTION: Adopt Resolution No. 07-__ authorizing execution of Amendment No. 4 to the Retirement Plan Trust Agreement, providing a 1.3% cost of living increase for retirees, effective January 2008.

B. DISCUSSION & INFORMATION MATTERS

RECOMMENDED ACTION: Receive update on the Central Valley Project Improvements Act, HR 429.

RECOMMENDED ACTION: Receive presentation on the Draft Ten-Year Capital Improvement Program and Financial Plan for Fiscal Years 2009-2018.