



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-10
5 Pages

OLYMPIC VALLEY MUTUAL WATER COMPANY CONSOLIDATION CAPITAL IMPROVEMENT PLAN ANALYSIS PROFESSIONAL SERVICES AGREEMENT - HYDROS ENGINEERING

DATE: April 29, 2025

TO: District Board Members

FROM: Dave Hunt, District Engineer

SUBJECT: Request for Board Approval to Execute a Professional Services Agreement with Hydros Engineering for a Water System Consolidation Capital Improvement Plan Analysis

BACKGROUND: On February 14, 2025, the Board authorized the General Manager to initiate formal negotiations with the Olympic Valley Mutual Water Company (Mutual) regarding the potential consolidation of the two water systems. This action followed a request from the Mutual's Board and decades of prior, informal efforts toward consolidation.

DISCUSSION: To support meaningful negotiations and provide both Boards and the community with objective technical data, Staff identified the need for a detailed analysis of a capital improvement plan (CIP) to support the rate analysis being prepared by HDR. Hydros Engineering has proposed a scope of work to conduct an analysis of capital improvements that would include summarizing the Mutual's previously constructed improvements and scheduled future improvements. In identifying these improvements, Hydros will leverage the District's Operations Department experience with the Mutual water system to identify operational challenges and opportunities for combined operational success should the consolidation proceed. Ultimately, Hydros Engineering will develop a CIP project list and planning level costs, as well as a proposed implementation timeline.

The Scope includes:

- Task 1 – Review Existing Information and Prepare Initial Improvement Summary
- Task 2 – Meetings with OVMWC and OVPSD
- Task 3 – Develop Draft CIP
- Task 4 – Finalize CIP

- Task 5 - Project Management and Administration

ALTERNATIVES: 1. Approve the proposal from Hydros Engineering to provide engineering consulting services to support the water system consolidation negotiations.
2. Do not approve the proposal from Hydros Engineering

FISCAL/RESOURCE IMPACTS: The total cost of the proposed scope is \$16,235, including labor and expenses, and will be funded from the Water Operations budget.

RECOMMENDATION: Staff recommends approval of the proposal from Hydros Engineering to provide engineering consulting services to support the water system consolidation negotiations and authorization for the General Manager to execute a Professional Services Agreement in an amount not to exceed \$16,235.

ATTACHMENTS:

- Hydros Engineering Scope of Work and Fee Estimate dated April 22, 2025

DATE PREPARED: April 22, 2025

Scope of Work

Our scope of work for the development of a Capital Improvement Plan (CIP) for the Olympic Valley Mutual Water Company (OVMWC) water system is included below. Attachment A includes a task breakdown with associated fee.

Task 1 - Review Existing Information and Prepare Initial Improvement Summary

Gather and review available OVMWC system information from 2010 to the present, including as-built drawings, previous master plans, improvement records, capital improvement plans, and asset inventories. The objective is to develop a clear understanding of the existing system status and recent improvements. We have assumed the electronic CADD files of the system are available and background reports will be provided in electronic PDF format.

Deliverables:

- *System map of the SVMWC system with previous projects identified for use at review meetings in Task 2.*
- *Table of recent improvements/upgrades to SVMWC system.*

Task 2 - Meetings with OVMWC and OVMWC

A site meeting with the OVMWC staff/board of directors will be scheduled to review and confirm the system improvements and verify the system maps are accurate reflecting previous improvements.

A second meeting will be scheduled the same day with Olympic Valley PSD engineering and operations staff to for input regarding known deficiencies in the OVMWC system and desired improvements. Operational factors related to combining the system will be discussed to ascertain potential improvements that may be necessary for the consolidation or will be implemented at some point after the consolidation.

OVPD staff will coordinate and develop recommended water supply groundwater well improvements from local hydrogeologist Dwight Smith and provide information to Hydros Engineering for incorporation into the CIP.

We have assumed that meetings will be scheduled for the same day.

Deliverables:

- *Meetings with follow up notes/minutes.*

Task 3 – Develop Draft CIP

Develop preliminary capital improvement list and planning level costs. Improvements will be identified and prioritized in order of importance. A table will be developed including planning level costs for each project and a projected implementation timeline related to the priority of the project and anticipated OVPD annual budgets. Improvements will be identified on a system map to show the location and extent of the project. A summary of each project will be prepared in narrative form to accompany the table and drawing.

The draft CIP will be submitted to the OVPSD for review and a project review meeting to receive input and direction. CIP draft review meeting(s) will be via online meeting platform.

- *Draft CIP including table of improvements, figure and summary narrative of projects submitted in PDF format.*
- *Review meeting(s) via ZOOM or TEAMS platform.*

Task 4 – Finalize CIP

Following input from OVPSD the draft CIP will be refined into a final version. This includes incorporating feedback, updating cost estimates, and ensuring all necessary supporting documentation is included. The CIP will be finalized based on input from OVPSD staff.

We have not included a review meeting with OVMWC staff and assumed that OVPSD staff will coordinate any comments that should be included in the final CIP document.

Deliverables:

- *Final CIP including table of improvements, figure and summary narrative of projects submitted in PDF format.*

Task 5 - Project Management and Administration

Project management activities include scheduling, budget tracking, communication with the client, internal team coordination, and quality assurance/quality control.

4/22/2025

FEE ESTIMATE
Hydros Engineering Job#: OVPS25-001P
Olympic Valley PSD
CIP Development for OVMWC

		Princ Eng	Eng Tech	Admin			
		\$ 210	\$ 130	\$ 75			
DESCRIPTION	NOTES	HRS			DIRECT EXP (c)		TOTAL PROJECT
					HYDROS FEE		
1	Review Existing Information and Prepare Initial Improvement Summary 2010 - Present	12	12	1	\$ 4,155		\$ 4,155
2	Meetings with OVMWC and OVMWC and preparation of meeting minutes (b)	8			\$ 1,680	\$ 50	\$ 1,730
3	Develop Draft CIP	24	16	2	\$ 7,270		\$ 7,270
4	Finalize CIP List and Summary Report w Supporting CIP Improvement Information	8	6		\$ 2,460	\$ 50	\$ 2,510
5	Project Management and Administration	2		2	\$ 570		\$ 570
Subtotal		54	34	5	\$ 16,135	\$ 100	\$ 16,235

Notes:

- (a) Task budgets are estimated; line item budgets may be adjusted but overall project budget not to be exceed without prior written authorization.
- (b) Assumed both meetings on the same day.
- (c) Reproduction full size color sheets of system maps - no photo background.