WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD, RIALTO, CA 92376
PH: (909) 875-1804
WWW.WVWD.ORG

REGULAR BOARD MEETING
AGENDA

Thursday, September 4, 2025, 6:00 PM

BOARD OF DIRECTORS

Gregory Young, President
Daniel Jenkins, Vice President
Estevan Bennett, Director
Angela Garcia, Director
Kelvin Moore, Director

"In order to comply with legal requirements for posting of agendas, only those items filed with the Board Secretary's office by noon, on Wednesday a week prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: https://us02web.zoom.us/j/8402937790. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

CALL TO ORDER

ROLL CALL OF BOARD MEMBERS

APPROVAL OF ANY BOARD MEMBERS REQUESTS FOR REMOTE PARTICIPATION

PLEDGE OF ALLEGIANCE

OPENING PRAYER

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Government Code Section 54956.9
Name of case: Naseem Farooqi v. West Valley Water District et al.

ADOPT AGENDA

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

PRESENTATIONS

1. West Valley Water District and Rialto Unified School District Partnership

CONSENT CALENDAR

1. July 31, 2025, August 7, 2025, and August 21, 2025 Meeting Minutes **PG. 4**

BUSINESS MATTERS

Consideration Of:

1. Headquarters Facilities Master Plan **PG. 15**
2. Fontana Chamber of Commerce Sponsorship **PG. 87**

REPORTS

1. Board Committee Reports
2. Board Members
3. General Manager
4. Legal Counsel

5. Public Outreach Government Affairs

6. Board Secretary

UPCOMING MEETINGS

- Sept 8, 2025 – Finance Committee Meeting at 5:00 p.m.
- Sept 10, 2025 – Human Resources Committee Meeting at 6:00 pm
- Sept 11, 2025 – Policy Committee Meeting at 5:00 pm
- Sept 18, 2025 - Regular Board Meeting at 6:00 p.m.
- Sept 22, 2025 – External Affairs Committee Meeting at 12:00 p.m.
- Sept 25, 2025 – Engineering, Operations and Planning Committee Meeting at 6:00 p.m.

UPCOMING COMMUNITY EVENTS

- September 10th – City of Rialto's Annual Senior Health and Wellness Expo
- September 20th – Rialto's Pet-a-Palooza
- October 1st – Eisenhower Career Fair
- October 4th – PAWS in the Park
- October 25th – Bloomington Trunk or Treat

UPCOMING EDUCATIONAL & TRAINING OPPORTUNITIES

- December 2 - 4 - ACWA Fall Conference and Expo

ADJOURN

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Paola Lara, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Lara may be contacted by telephone at (909) 875-1804 ext. 702, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on
August 28, 2025.

Paola Lara

Paola Lara, Acting Board Secretary

Date Posted: August 28, 2025

SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
July 31, 2025

OPENING CEREMONIES

Call to Order – 6:00 p.m.
Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Angela Garcia	☑	☐	6:02 p.m.
Estevan Bennett	☑	☐	
Kelvin Moore	☑	☐	
Daniel Jenkins	☑	☐	
Gregory Young	☑	☐	
General Counsel			
Jeff Ferre	☑	☐	
Staff			
John Thiel	☑	☐	
Jose Velasquez	☑	☐	
Linda Jadeski	☑	☐	
Haydee Sainz	☐	☑	
Joanne Chan	☑	☐	
Elvia Dominguez	☐	☑	
Socorro Pantaleon	☑	☐	
Rocky Welborn	☑	☐	
Gustavo Gutierrez	☑	☐	
Albert Clinger	☑	☐	

Approval of Any Board Member Requests for Remote Participation - None.
Pledge of Allegiance – not conducted.

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. No requests were received to speak, therefore President Young closed the public comment period.

BUSINESS MATTERS

1. Conduct Rate Study Workshop and Provide Direction

General Manager Thiel introduced the item. Raftelis consultants John Wright and Ellyse Ritchie presented a PowerPoint on the Rate Study process, Proposed Financial Plan Scenarios, and Proposed 2026 Rates.

The three scenarios presented were:
Scenario 1 – Baseline CIP, includes annual rate revenue adjustments, total CIP $179.5 million, includes repairs and upgrades to the existing Operations and Administration building, and no proposed debt issuances.
Scenario 2 – New Operations Building, total CIP $192.5 million, includes annual rate revenue adjustments, includes new Operations building, and no proposed debt issuances.
Scenario 3 – New Headquarter Building, total CIP $242.5 million, includes annual rate revenue adjustments, includes new Operations and Administration Building, includes $50 million proposed debt in Fiscal Year 2029.

The recommended tier structure changes for consumption thresholds presented were:

% Usage	Existing	Recommended
Tier 1	0 – 10 HCF: 31.2%	0 – 10 HCF: 30.4%
Tier 2	11 – 50 HCF: 37.5%	11 – 30 HCF: 35.4%
Tier 3	> 50 HCF: 31.3%	> 30 CCF: 34.2%

The Board, consultants, and staff discussed the scenarios and recommendations made. Vice President Jenkins, Director Garcia, and Director Bennett spoke in favor of providing direction to select scenario 3 for the rate study. There was no objection.

There was no objection to the recommended change in tier structure changes for consumption thresholds.

Manager of Public Outreach and Government Affairs Pantaleon presented the proposed outreach schedule which includes a Value of Water Campaign and Rate Study Workshops for the public. Director Bennett stressed the importance of informing the public that we have not raised rates in over 10 years.

ADJOURN

President Young adjourned the meeting at 6:25 p.m.

ATTEST:

_____

Paola Lara, Acting Board Secretary

REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
August 07, 2025

OPENING CEREMONIES

Call to Order – 6:00 p.m.
Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Angela Garcia	☑	☐	
Estevan Bennett	☑	☐	
Kelvin Moore	☑	☐	
Daniel Jenkins	☑	☐	
Gregory Young	☑	☐	
General Counsel			
Jeff Ferre	☑	☐	
Staff			
John Thiel	☑	☐	
Jose Velasquez	☑	☐	
Linda Jadeski	☑	☐	
Haydee Sainz	☑	☐	
Joanne Chan	☐	☑	
Elvia Dominguez	☐	☑	
Socorro Pantaleon	☑	☐	
Rocky Welborn	☐	☑	
Albert Clinger	☑	☐	

Approval of Any Board Member Requests for Remote Participation - None.
Pledge of Allegiance – The Pledge of Allegiance was led by Director Bennett.
Opening Prayer –Pastor Marlon Jackson.

ADOPT AGENDA

President Young announced a request from staff to pull Business Item #2, Baseline Feeder North Well Rehabilitation, from the agenda.

Motion to adopt the agenda as amended to pull Business Item #2, Baseline Feeder North Well Rehabilitation from the agenda.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Kelvin Moore
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

CLOSED SESSION

Public Participation on closed session matters.

President Young inquired if anyone from the public would like to speak on closed session items. No requests were received to speak; therefore President Young closed the public comment period.

The Board entered into closed session at 6:03 p.m.

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Name of case: Naseem Farooqi v. West Valley Water District et al.

The Board adjourned the closed session at 6:49 p.m. to conduct the business portion of the meeting which commenced at 6:50 p.m. with all Board members present.

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. No requests were received to speak, therefore President Young closed the public comment period.

PRESENTATION

1. Strategic Plan – Work Plan Goals Update

General Manager Thiel presented a PowerPoint on a mid-year update on the Strategic Plan Work Plan Goals. Discussion included how the assessment and status rating on the work plan goals are determined, possibly developing a built-in scoring mechanism, the risk management resources we have available, and information about our DEI program.

The Board thanked staff for their hard work on the work plan goals progress.

CONSENT CALENDAR

Motion to approve Consent Calendar item #1 - #7.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Kelvin Moore
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

1. Approve New Task Order Amendment for the Lord Ranch Facilities Project
2. Amend Schedule of Charges for the Hourly Labor and Vehicle/Equipment Hourly Rates for Water Service Regulations
3. Monthly Revenue and Expenditures Report - June 2025
4. Monthly Cash Disbursements Report - June 2025
5. Treasurer's Report - May 2025
6. Purchase Order Report - June 2025
7. Approve a Three (3) Year Office 365 Licensing Agreement with Microsoft

BUSINESS MATTERS

1. Sponsorship Policy

Manager of Public Outreach and Government Affairs Pantaleon presented the item and a PowerPoint. Discussion included the eligibility criteria for sponsorship and the not-to-exceed amount for any single entity per fiscal year.

Motion to approve the sponsorship policy.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Angela Garcia
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

2. Baseline Feeder North Well Rehabilitation

The item was pulled from the agenda.

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

1. Board Committee Reports

Vice President Jenkins presented a Safety and Technology Committee meeting update.

Director Bennett presented an Engineering, Operations and Planning Committee meeting.

Director Garcia presented an External Affairs Committee meeting update.

2. Board Members

Vice President Jenkins reported on his attendance at the cities of Fontana, Rialto, and Bloomington National Night Out.

Director Garcia reported on her attendance at Fontana's National Night Out.

Director Moore reported on his attendance at Rialto's National Night Out.

Director Bennett reported on his attendance at Rialto's National Night Out and WELL's Untapped Summer Session.

3. General Manager

General Manager Thiel provided an update on staffing and recruitments.

4. Legal Counsel

None.

5. Government & Legislative Affairs

Manager of Public Outreach and Government Affairs Pantaleon provided an update on recent and upcoming community events, education program update, and announced the District received two nominations for the CAPIO SCAN STAR awards for two video campaigns created by the Public Affairs team.

6. Board Secretary

Acting Board Secretary Lara provided an update on upcoming Board meetings and events.

ADJOURN

President Young adjourned the meeting at 7:55 p.m.

ATTEST:

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Paola Lara, Acting Board Secretary

REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
August 21, 2025

OPENING CEREMONIES

Call to Order – 6:03 p.m.
Roll Call of Board Members

Attendee Name	Present	Absent	Arrived
Directors			
Angela Garcia	☑	☐	
Estevan Bennett	☑	☐	
Kelvin Moore	☑	☐	
Daniel Jenkins	☑	☐	
Gregory Young	☑	☐	
General Counsel			
Jeff Ferre	☑	☐	
Staff			
John Thiel	☑	☐	
Jose Velasquez	☑	☐	
Linda Jadeski	☑	☐	
Haydee Sainz	☑	☐	
Joanne Chan	☐	☑	
Elvia Dominguez	☐	☑	
Socorro Pantaleon	☑	☐	
Rocky Welborn	☐	☑	
Albert Clinger	☑	☐	

Approval of Any Board Member Requests for Remote Participation - None.
Pledge of Allegiance – The Pledge of Allegiance was led by Director Moore.
Opening Prayer –Pastor Marlon Jackson.

CLOSED SESSION

Public Participation on closed session matters.

President Young inquired if anyone from the public would like to speak on closed session items. No requests were received to speak; therefore President Young closed the public comment period.

The Board entered into closed session at 6:06 p.m.

1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Name of case: Naseem Farooqi v. West Valley Water District et al.

2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
   Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
   One potential case

The Board adjourned the closed session at 6:47 p.m. to conduct the business portion of the meeting which commenced at 6:49 p.m. with all Board members present.

Report out of Closed Session

General Counsel Ferre reported that the Board discussed the closed session items, and no reportable action was taken.

ADOPT AGENDA

Motion to adopt the agenda.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Angela Garcia
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

PUBLIC PARTICIPATION

President Young inquired if anyone from the public would like to speak. No requests were received to speak, therefore President Young closed the public comment period.

PRESENTATION

1. Rialto Groundwater Basin Presentation

Assistant General Manager Jadeski presented a PowerPoint on the Rialto Groundwater Basin. The Board thanked Ms. Jadeski for her presentation.

CONSENT CALENDAR

Motion to approve Consent Calendar items #1 - #6.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Kelvin Moore
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

1. July 17, 2025 Regular Meeting Minutes
2. Monthly Revenue and Expenditures Report - July 2025
3. Monthly Cash Disbursements Report - July 2025
4. Treasurer's Report - June 2025
5. Purchase Order Report - July 2025
6. Preliminary Financial Report Fiscal Year 2024-25

BUSINESS MATTERS

1. Sponsorship Policy

Chief Financial Officer Velasquez presented the item.

Motion to approve the Resolution approving the updated investment policy.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Daniel Jenkins
SECONDER:	Kelvin Moore
AYES:	Estevan Bennett, Angela Garcia, Kelvin Moore, Daniel Jenkins, Greg Young

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

1. Board Committee Reports

Director Garica reported on the Finance Committee meeting.

Vice President Jenkins reported on the Policy, Review and Oversight Committee meeting.

Director Moore reported on the Human Resources Committee meeting.

2. Board Members

Director Garcia reported on her attendance at the BIA Water Conference and Tour with Assemblymember Robert Garcia.

Director Moore reported on his attendance at the Rialto City Council meeting, BIA Water Conference, and San Bernardino Valley Municipal Water District's Board meeting.

Director Bennett reported on his attendance at the Fontana Chamber of Commerce luncheon.

President Young thanked staff for arranging the Tour with Assemblymember Garcia.

3. General Manager

Assistant General Manager Jadeski provided a recruitment update and reported that when capacity charges were approved last year, they included annual index adjustments. The data has been received and shows a 4.3% increase, so we will be adjusting our capacity fees accordingly effective September 1, 2025.

Director of Operations Chan provided an update on her participation on WELL's Fellowship Program.

4. Legal Counsel

Legal Counsel Ferre provided an update on the accountability action plan that DWR has created in for the Delta Conveyance Project.

5. Government & Legislative Affairs

Manager of Public Outreach and Government Affairs Pantaleon provided an update on the upcoming Value of Water Workshops and Water Quality month.

6. Board Secretary

Acting Board Secretary Lara provided an update on upcoming Board meetings and events.

ADJOURN

President Young adjourned the meeting at 7:24 p.m.

ATTEST:

_____

Paola Lara, Acting Board Secretary

STAFF REPORT

DATE: September 4, 2025

TO: Board of Directors

FROM: Rocky Welborn, Director of Engineering

SUBJECT: Headquarters Facilities Master Plan

STRATEGIC GOAL:

Strategic Goal 1 - Manage and Deliver a Safe, Reliable, and Sustainable Water Supply

A. Increase System Capacity for Anticipated Growth
B. Assess, Repair, Replace, Upgrade Aging Infrastructure

Strategic Goal 2 - Be an Exemplary Employer

E. Cultivate an Empowering and Supportive Culture

Strategic Goal 5 – Apply Sound Planning, Innovation, and Best Practices

A. Increase Operational Efficiency, Resiliency, and Reliability
B. Explore Innovative Solutions and Implement When Feasible and Cost-Effective

Strategic Goal 6 – Demonstrate Effective Financial Stewardship

D. Maintain a Data Driven Approach and Financial-Based Decision-Making

MEETING HISTORY:

Finance Committee - August 11, 2025

BACKGROUND:

The District's existing headquarters facilities, with original construction dating back to the early 1950s, is reaching the end of its useful life. Work groups are disconnected, many work areas are deficient and/or inefficient, overall space is lacking, departments are disconnected, and support facilities, like kitchens and bathrooms, are inadequate. Together, the existing building deficiencies make it challenging for staff to complete required work assignments efficiently and effectively. An assessment of the state of the existing buildings and past modifications was required to determine compliance with current codes, requirements, and overall functionality and efficiency.

In addition, in January 2024, the District adopted a Strategic Plan which included goals and strategies to - repair and replace aging infrastructure; upgrade and modernize facilities; identify long-term infrastructure needs; expand public outreach, education, and community workforce development; and be an exemplary employer. The efficiency and effectiveness of the headquarters facilities is an essential component towards meeting these goals and strategies.

The District solicited and entered into a Professional Services Agreement with PBK to perform an assessment of the existing headquarters, evaluate existing and future needs, and to provide alternatives for headquarters facilities improvements, expansion, and/or replacement. The assessment evaluated the needs of a highly functional headquarters that upholds core values and supports and empowers a high-performance workforce towards achievement of the District's vision, mission and strategic goals.

DISCUSSION:

The Consultant (PBK) and staff will present a summary of their analysis and final deliverable of the Facilities Master Plan. Attached to this staff report is the final version of the Facilities Master Plan for reference. Some of the preliminary findings have been discussed at committee meetings and Board Workshops. Based on Board comments and staff's review of the report findings, Option 3 - a New Headquarters Facility at Linden Site - is being recommended for implementation. As the District approaches it's 75th anniversary, this new headquarters facility will propel the District into the next 75 years of high-performance public service.

Staff has discussed various project delivery approaches with PBK with consideration to design, schedule, cost, and overall satisfaction with the final product. Staff recommends a Design-Bid-Build approach as the best alternative for delivering on the District's goals and expectations for this project. This is a well-known approach that provides a high level of control of the project, especially quality, cost, schedule. It also allows the District to better align financing requirements with expected project expenditures.

FISCAL IMPACT:

This project (W22006) is included in the Fiscal Year 2025/26 Capital Improvement Plan (CIP) Budget and the District's five-year funding schedule. This action alone does not have a financial impact on the project. Subsequent actions will, however. These will include costs for design services, for example, which will encumber capital funds from project W22006.

REQUESTED ACTION:

Select Option 3 as the Board's recommended option for implementation; and authorize the General Manager to prepare and solicit a Request for Proposals for design and other related professional services.

Attachments

Facilities Master Plan without attachments.pdf

WEST VALLEY WATER DISTRICT
FACILITIES MASTER PLAN

PBK

AUGUST 20, 2025


West Valley
Water District

PREFACE

The West Valley Water District (WVWD) has experienced significant changes in service demands, infrastructure needs, and regulatory requirements over the past two decades. This Facility Master Plan is a response to those changes—designed to help the District proactively plan for its headquarters while continuing to provide safe, reliable, and sustainable water service to the communities it serves.

The documentation and recommendations included in this Plan reflect the current state of WVWD's headquarters and anticipate how those needs may evolve in the coming years. The Plan offers a roadmap for facility investment that aligns with the District's Strategic Plan and long-term operational goals.

A meaningful and forward-thinking plan is only possible through the engagement of those who know the system best. The insight and collaboration provided by WVWD's Board of Directors, General Manager, Executive Team, Department Leaders, and dedicated staff forms the foundation of this Plan.

It has been our team's privilege to support WVWD in this important endeavour. We hope this document serves not only as a planning tool but as a reflection of the District's unwavering commitment to operational excellence and community service.

ACKNOWLEDGEMENTS

BOARD OF TRUSTEES

Angela Garcia
Director, Division 1

Dan Jenkins
Vice President, Division 2

Kelvin Moore
Director, Division 3

Estevan Bennett
Director, Division 4

Greg Young
President, Division 5

STEERING COMMITTEE

John Thiel
General Manager

Linda Jadeski
Assistant General Manager

Jose Velasquez
Chief Financial Officer

Rocky Welborn
Director

Rene Gabaldon
Assistant Engineer

PBK ARCHITECTS

Joseph Monfreda
Associate Principal

Josh Jackson
Director of Planning/ Associate Principal

Christi Anders
Master Planning Manager

Serena de la Cruz
Master Planning Coordinator

Loren Smith
Senior Associate/ Senior Project Manager

CONSULTANT TEAM

Deepak Solanki
JMDiaz, Inc.

Juan M. Diaz, MBA, PE
JMDiaz, Inc.

Luis E. Flores
A&F Engineering Group, Inc.

Andrew Gossman
Pocock Design Team

Tom Pocock
Pocock Design Team

Esperanza Martinez
Pocock Design Team

Ted Lim
Pocock Design Team

Raymundo Lozano
T&B Engineering, Inc.

Mark Ballou
T&B Engineering, Inc.

John Gilchrist
BEAM

Hilario Reyes
BEAM

John Moreno
Sierra West Cost Estimators

FOCUS GROUP PARTICIPANTS

ADMINISTRATION

John Thiel
General Manager

Linda Jadeski
Assistant General Manager

Elvia Dominguez
Board Secretary

Paola Lara
Executive Assistant

BUSINESS SYSTEMS / IT

Jon Stephenson
Director

Albert Clinger
Business Systems Manager

Nathan Cao
Info Tech Administrator

Roberto Ramirez
Info Tech Support

CUSTOMER SERVICE / PUBLIC AFFAIRS

William Fox
Chief Financial Officer

Gustavo Gutierrez
Finance Manager

Jessica Camacho
Customer Service Lead

Socorro Pantaleon
Manager

Mary Jo Hartley
Sr Public Outreach & Gov't Affairs Rep

ENGINEERING

Linda Jadeski
Assistant General Manager

Rocky Welborn
Director

Rosa Gutierrez
Senior Engineer

Bruce Miller
Angela Navarro
Development Coordinator I

Lizett Santoro
Engineering Specialist II

FINANCE / HR / RISK MANAGEMENT

William Fox
Chief Financial Officer

Gustavo Guttierrez
Finance Manager

Heidi Harper
Accounting Specialist Lead

Emmanuel Salazar
District Accountant

Al Robles
Supervisor

Haydee Sainz
Human Resources & Risk Manager

Mariano Alvarado
Human Resources Analyst

OPERATIONS

Joanne Chan
Director

Sergio Granda
Chief Water Systems Operator

Joe Schaack
Chief Water Systems Operator

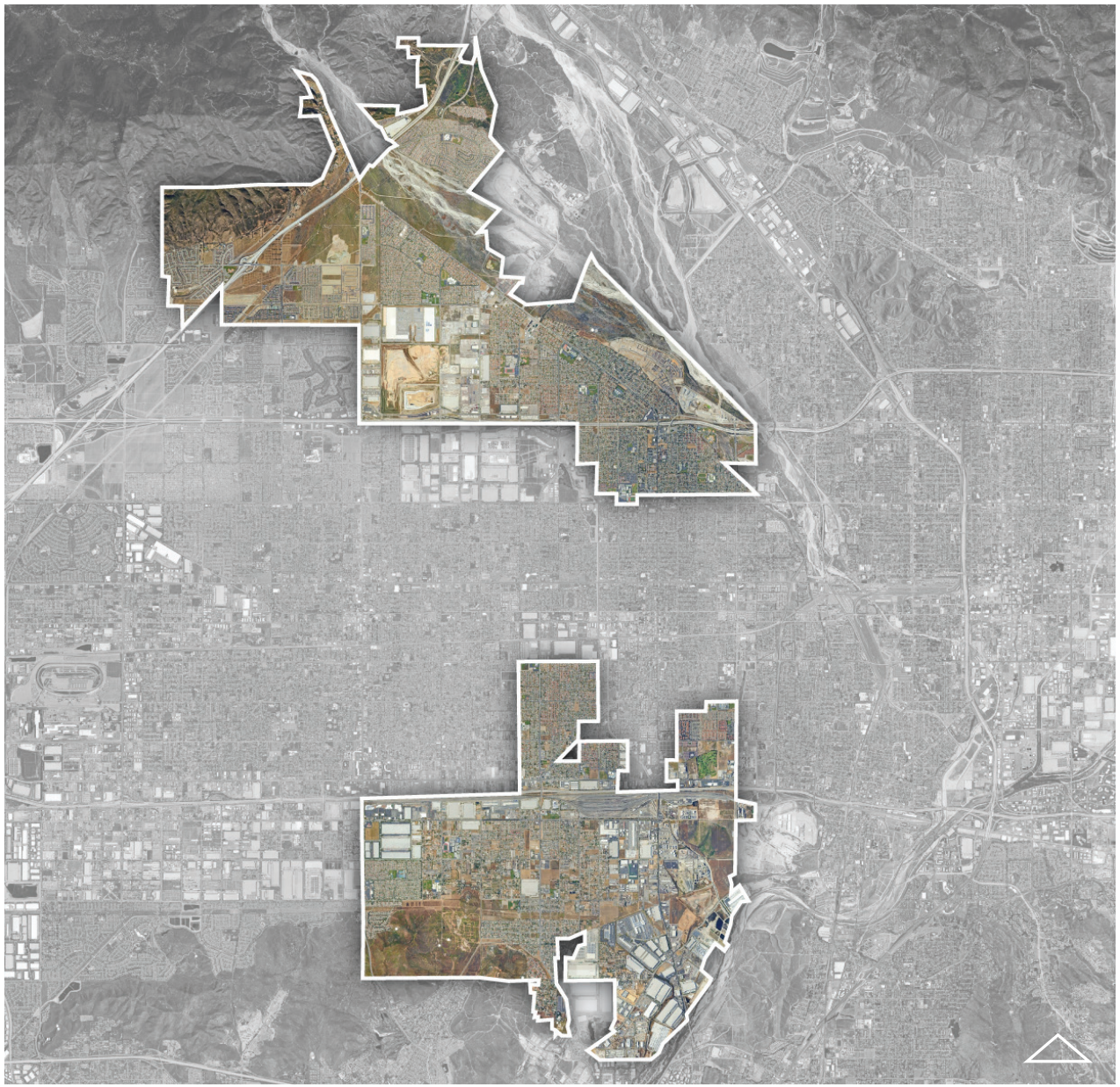
Rudy Olguin
Chief Water Systems Operator

Janet Harmon
Supervising Water Systems Operator

Traci Brown
Field Operations Specialist II

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY



MAP:
WVWD Service Area

INTRODUCTION

The purpose of a Facility Master Plan (FMP) is to provide a long-range roadmap for the efficient use and future development of physical assets in support of an organization's mission. For the West Valley Water District (WVWD), this planning effort is being guided by the District's recently adopted Strategic Plan, approved by the Board on January 18, 2024.

Developed in collaboration with the District's executive team, the Strategic Plan articulates a clear vision, mission, and core values to focus the District's efforts and align future investments. It is intended to serve as the foundation for departmental Work Plans and broader capital planning initiatives—including this FMP.

PBK, in partnership with WVWD, has prepared this Facility Master Plan to help align future infrastructure decisions with the District's strategic priorities. This document provides a framework to ensure that physical facilities support WVWD's long-term goals, optimize service delivery, and remain responsive to evolving community needs.

GUIDING PRINCIPLES

STRATEGIC GOALS & INITIATIVES

Manage and Deliver a Safe, Reliable, and Sustainable Water Supply

- Increase system capacity for anticipated growth.
- Repair and replace aging infrastructure.
- Provide effective source water treatment.
- Fortify a resilient water supply.
- Ensure operational continuity through comprehensive physical and cyber security.

Be an Exemplary Employer

- Attract and retain high-performing employees.
- Prioritize staff development, career opportunities, and succession planning.
- Advance community workforce development.
- Foster a one-district team collaboration.
- Cultivate an empowering and supportive culture.
- Upgrade and modernize facilities.
- Promote a professional environment of diversity, equity, and inclusion.

Develop and Grow Effective Communication and Advocacy Practices

- Advance effective internal and external communication processes.
- Present the District as a proactive community partner. Grow conservation education and marketing.
- Expand educational outreach programs.
- Promote public awareness of the value of WVWD.
- Increase efficacy of advocacy efforts at the local, state, and national level.
- Seek new partnerships to address existing and future opportunities and changes.

Strengthen Partnerships with Outside Agencies

- Engage in regional projects, advocacy, and grant pursuits.
- Be recognized as a leader and effective regional collaborator.
- Establish and maintain relationships with community-based organizations.
- Develop and maintain strong relationships with local, state, and federal agencies.

Sound Planning, Innovation, and Best Practices

- Increase operational efficiency, resiliency, and reliability.
- Explore innovative solutions and implement when feasible and cost-effective.
- Identify long-term water supply, infrastructure, and facility needs.
- Study feasibility of sustainable energy alternatives.
- Define, develop, and implement best practices.

Effective Financial Stewardship

- Develop an effective ongoing grants program.
- Continuously explore and implement cost-saving initiatives.
- Prioritize long-term financial stability.
- Maintain a data-driven approach and financial-based decision-making.

Health, Safety, and Regulatory Compliance

- Prepare for and comply with evolving water regulations.
- Establish compliance programs for staff.
- Effectively manage employee risk and environmental health.
- Meet water use efficiency objectives.
- Develop and implement a robust emergency preparedness plan.

Superior Customer Service

- Define and measure internal and external customer service.
- Empower employees to provide caring, individualized, outstanding customer service.
- Provide easy and transparent access to public records and information.
- Communicate effectively with customers.

SOURCE:
wvwd.org

GUIDING PRINCIPLES

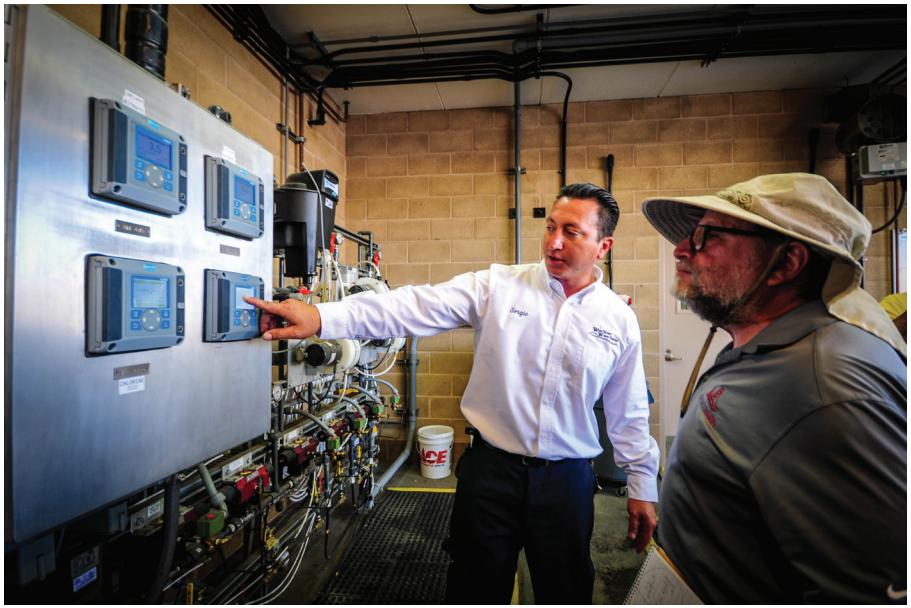


PHOTO:
WVWD Community Engagement

VISION
WVWD's vision is to be a model for innovation and sustainability, with a commitment to the growing communities it serves and the employees who make its mission possible.

MISSION
WVWD's mission is to provide high-quality and reliable water service in a cost-effective and sustainable manner.

CORE VALUES

INNOVATION
Encourage creative problem-solving and continuous improvement.

REGIONAL PARTNERSHIP
Collaborate with agencies and stakeholders to enhance water resources and service.

PREFERRED WORKPLACE
Promote a culture of diversity, equity, inclusion, and professional growth.

PUBLIC TRUST & INTEGRITY
Operate with transparency, accountability, and responsiveness.

SUSTAINABILITY
Embrace forward-thinking practices to ensure long-term organizational success.

PROCESS

OVERVIEW

The development of the Facility Master Plan for West Valley Water District was the result of a collaborative, multi-month effort between PBK and the District's leadership team. Through a structured and inclusive process, PBK worked closely with department heads and key staff to ensure the plan accurately reflects current operational needs and supports the District's long-term strategic vision.

Regular coordination meetings and targeted stakeholder engagements, including interviews and workshops, provided critical insight into the day-to-day challenges and aspirations of WVWD personnel. Concurrently, architects and engineers conducted comprehensive site visits and facilities condition assessments, referencing available documentation and evaluating each site's layout, infrastructure, systems, and growth capacity.

This integrated process ensured that the final plan is both grounded in present realities and forward-looking, with clearly prioritized recommendations that support WVWD's mission of delivering reliable, efficient, and sustainable water services to its growing communities.

STAKEHOLDER FOCUS GROUPS

As part of the stakeholder engagement process, focus groups were formed to ensure the needs of each department were thoroughly understood and considered. Groups included:

- Business Systems/IT
- Administration
- Finance/HR/Risk Management
- Operations
- Customer Service/Public Affairs
- Engineering

Each group participated in structured interviews, where they were asked detailed questions regarding their current and future office needs, storage requirements, equipment usage, desired adjacencies, staff amenities, parking needs, system conditions, deferred maintenance concerns, customer experience, and security considerations.

The input collected from these sessions was carefully compiled and analyzed, providing valuable insight into day-to-day operations and long-term aspirations. This feedback served as a critical foundation for shaping space planning, prioritizing improvements, and aligning future facilities with the expectations and functionality required by the end users.

WORKPLACE SURVEY

Additionally, a workplace survey was distributed to all WVWD employees, yielding 36 responses. Feedback highlighted the need for more dedicated, secure departmental storage; interior upgrades such as improved HVAC and natural light access; and enhanced staff amenities, particularly the breakroom, restrooms, and outdoor shade areas.

DIAGRAM:
Facility Planning Process

STAKEHOLDER FEEDBACK
CROSS-CUTTING THEMES

EQUITY IN COMFORT & AMENITIES
Staff requested improvements to HVAC consistency, restroom updates, ergonomic workstations, and equitable access to breakrooms and fitness areas.

DIGITAL TRANSITION
There is strong interest in digitizing records and creating more agile, tech-integrated work environments that support flexible workflows.

COMMUNITY-FACING DESIGN
There is a shared desire for a more welcoming, informative, and functional lobby and garden that better reflects the District's identity and mission.

SPACE RECONFIGURATION
Departments emphasized the need to modernize, consolidate, and reallocate space—streamlining scattered storage and work areas. A balance between private offices (e.g., for HR or sensitive meetings) and collaborative workspaces was frequently noted.

COLLABORATION & INTEGRATION
Teams such as Public Affairs, Customer Service, Engineering, GIS, and Operations expressed a need for closer physical proximity to certain other departments and resources to improve communication and operational synergy.

SECURITY & ACCESS CONTROL
Stakeholders highlighted the importance of improved building access protocols and enhanced internal security to protect staff and sensitive information.

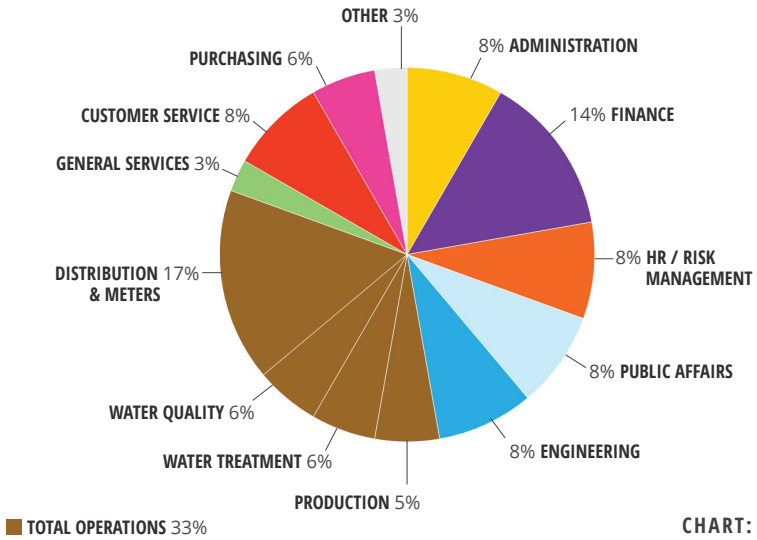


CHART:
Departmental Response Representaion

Responses were collected from all departments to capture the full spectrum of user experiences and needs across the West Valley Water District. Combined, the four Operations subgroups accounted for one-third (33%) of total responses, while the remaining two-thirds came from departments across the organization—ensuring broad representation from staff with direct insight into the District's systems, services, and infrastructure.

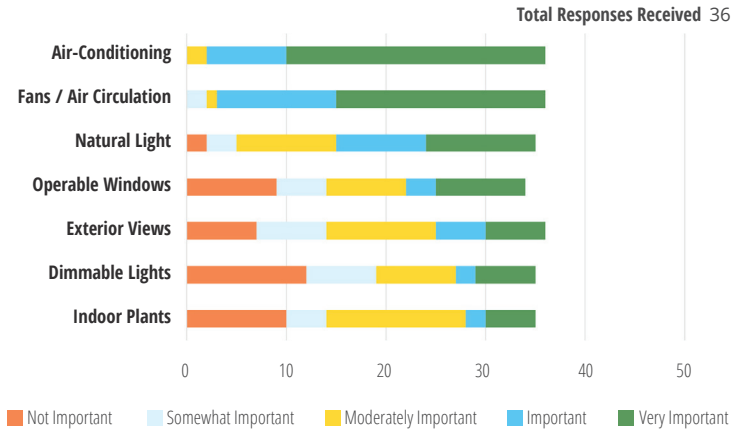


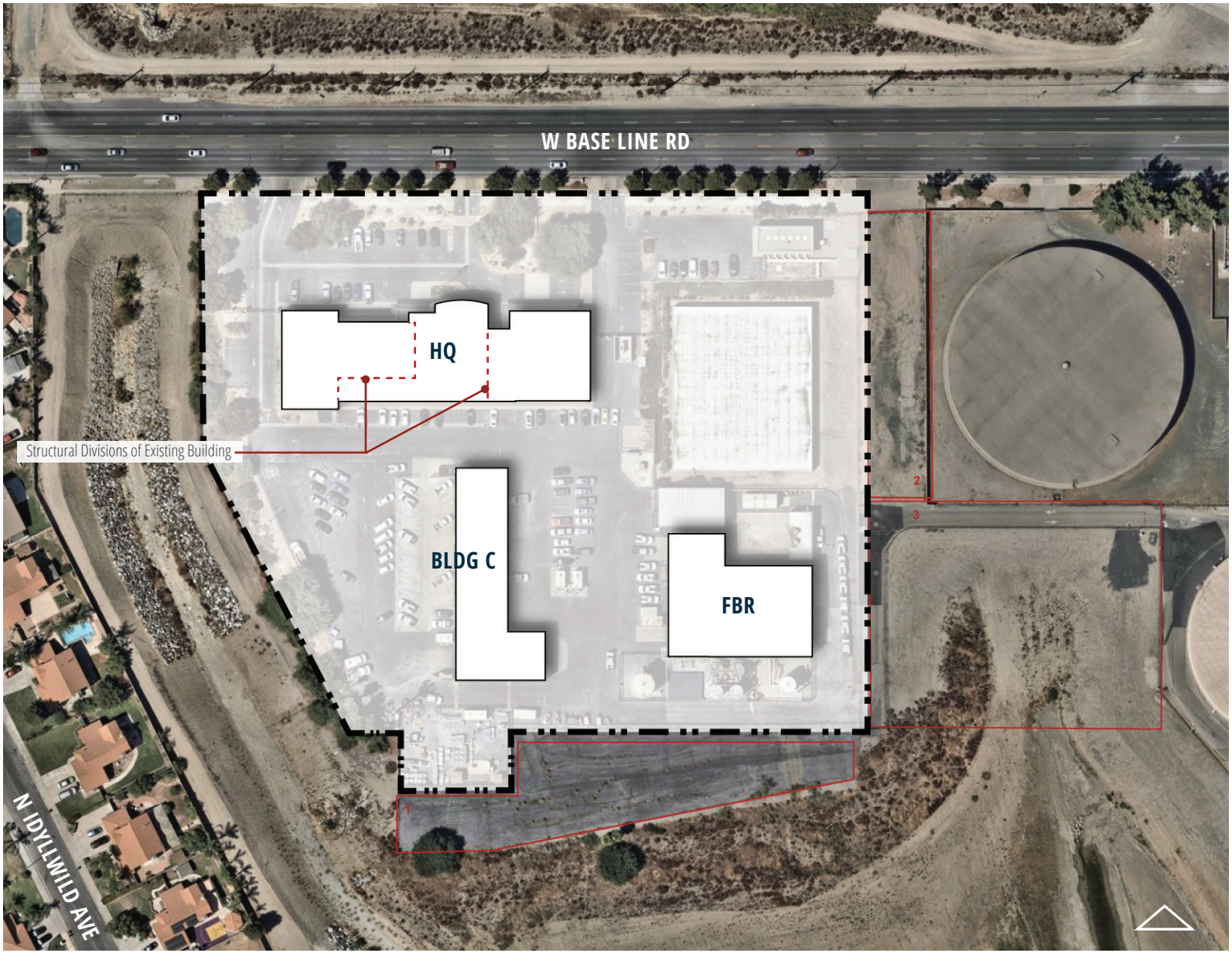
CHART:
Ranking Workplace Environment Priorities

Air conditioning ranked as a top workplace priority, with 72% of WVWD staff identifying it as a "very important" need. Fans/air circulation and natural light followed at 58% and 31%, respectively. Open-ended comments added to these findings, highlighting the need for larger cubicles, expanded office and equipment storage space, and the positive impact of natural light and biophilic elements on staff well-being.

PROCESS

EXISTING SITE PLAN

HQ = 22,000 sf
Bldg C = 9,440 sf
FBR = 11,800 sf
Parking Count = 175



MAP:
Existing Site Plan

PROCESS

PHOTO:
Existing WVWD Headquarters

FACILITY ASSESSMENTS

The Facility Conditions Assessment offers a clear, high-level view of the current state of West Valley Water District's operational facilities, identifying opportunities to improve reliability, efficiency, and safety across the system. Conducted by a team of engineers and building systems experts, the assessment included in-depth evaluations of the Headquarters, Operations Building (Building C), and Fluidized Bed Reactor (FBR). Findings were synthesized to prioritize recommendations that align with the District's long-term strategic goals and infrastructure demands.

Recommendations are organized by key project types—such as modernization, reconfiguration, and site improvements—and are prioritized based on urgency, functionality, and alignment with future growth. These recommendations support staff productivity, operational continuity, and WVWD's commitment to providing reliable service for years to come.

REPORT SUMMARIES

Key findings are summarized by discipline below. Please reference the appendix of this document for the full reports.

CIVIL

- Evaluation of the civil-related outdoor items in need of improvement found issues regarding ADA compliance, such as missing and non-compliant ADA ramps, non-compliant ADA handrails, need for re-striping of ADA parking spaces, addition of compliant ADA signage, and addition of a STOP sign.
- In addition to recommendations to repair outdoor pavement cracking, a new curb and gutter is recommended to mitigate deterioration of pavement due to rain runoff.
- Fire Hydrants require the addition of reflectors (4 quantity).

PHOTO:
ADA Access Ramp

BUILDING ENVELOPE

Main Headquarters Facility

- The single-ply roofing membrane of the main headquarters facility is at the end of its life on one portion and nearing the end of life on another. A complete tear-off and re-roof with Duro-Last is recommended.
- *Given the differing ages of different sections of the roof of the main headquarters facility (one portion is 25 years old and the other is 17 years old), individual roof repairs are highly not recommended.

Building C

- The only roofing issues are found in the original portion of the Building C building, which shows a significant amount of rust on the roof panels and signs of fiber blooming. The roof will need a coating to prevent rust compromising the panels.
- Building C roof and side wall penetrations need replacement of the coping and metal wall flashing with new.

FBR Building

- The FBR had no significant issues. The only issues noted were on the blower building.
- At the blower building, add new walk pad and re-adhere the walk pad with failing adhesion. Also apply new sealant for the louver where it is failing.

PROCESS

PHOTO:
Outdoor Shade Structure & Break Area

ARCHITECTURAL / ADA

Exterior

- There is currently no public right of way with compliant P.O.T. (Path of Travel) at front entrance and the ramp from the Administration to Customer Services department is non-compliant.
- ADA Parking stalls need re-striping facility-wide and accessible signage is missing and/or outdated in some locations.
- The outdoor wooden trellis structure does not have any Path of Travel to access it. This structure should be checked for permit status.

Main Headquarters Facility

- All restrooms are not ADA compliant except (2) two all gender restrooms.
- Door hardware throughout the building is not ADA compliant.
- The interior ramp on the east side of the building is not ADA compliant.

Building C

- There is no path of travel to or accessible parking attached to Building C.
- The restroom and locker room area at Building C are not ADA compliant.

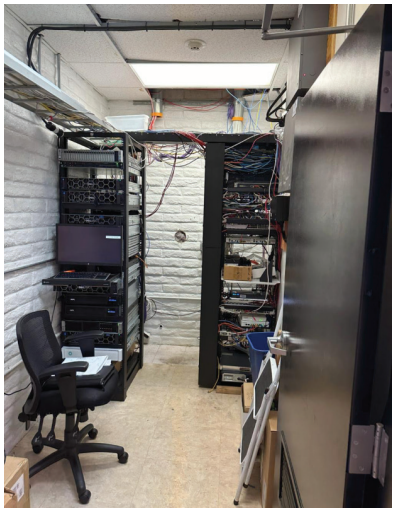
FBR Building

- Ensure there is a properly marked accessible path of travel to parking or restrooms.

ELECTRICAL

- Replace remaining fluorescent interior lighting fixtures with LED and standardize fixture appearance and color temperature (kelvin) site-wide.
- Install lighting control system within the facility and equip each space within with the appropriate combination of required dimmer switches, occupancy sensors and daylight sensors. All lighting control devices to be installed to meet the ADA mounting height requirements.
- The existing 1,200A 120/208V. 3PH., 4W main service switchgear at the facility is in relatively good condition and has adequate spare capacity to feed a building renovation or expansion.
- The original 600A 120/208V. 3PH., 4W switchgear located inside the building should be replaced with a new floor standing distribution board to avoid maintenance problems and parts availability in the future.
- Replace existing 100kW diesel generator on site with a new 350kW diesel generator in order to provide 100% back up of the facility.
- It is recommended to replace the residential style closet that houses branch circuit panels “E” and “F” and the fire alarm control panel “FACP” with a dedicated and labelled electrical room.
- Replace all branch circuit panels which have reached end of life with new branch circuit panels.
- At all electrical rooms, it is recommended to separate the electrical and low voltage equipment systems into two different rooms. In addition, it is recommended to remove any low voltage systems and cabling installed that are not actively in use from the room.
- Recommend upgrading the existing phone system to voice over internet protocol (VOIP) type system. Replace installed CCTV cameras with new POE CCTV cameras.
- Install Ethernet / data jacks and require Cat 6 cabling within the facility for internet and voice over internet protocol (VOIP) telephone system.

PHOTO:
Server Room



PROCESS

PHOTO:
Mechanical Roof Unit

MECHANICAL

- Evaporative coolers and many packaged A/C units installed on the roofs are aged have reached their expected life expectancy.
- It is recommended the existing mechanical systems and evaporative cooling units on the roof be replaced with new and connected to the existing ductwork.
- Issues with air balancing and zone controls could be remedied by installing alternate systems such as:
  - Variable refrigerant flow (VRF) split system which would provide much more flexibility and improved occupant comfort but would be at a higher cost than the existing packaged a/c systems.
  - Add zone dampers to the existing system that are controlled by room thermostats. These dampers would only adjust airflow quantity and not temperature so they do not provide complete temperature control in the space but would be an improvement over the existing.
- Recommend replacing existing standalone electronic thermostats that do not have programmable functions for energy savings with new commercial, programmable thermostats that include title 24 requirements such as scheduling and night setback. An alternate option is to provide a new energy management system (EMS) which would be used to control all equipment.
- Existing ceiling mounted exhaust fans are aged and have outlived their useful life expectancy and recommend replacing with new.
- Existing suspended gas unit heaters are aged and have outlived their useful life expectancy. It is not clear if units are still functional.
- It is recommended the existing gas unit heater controls be replaced with new electronic, programmable controls that include scheduling and automatic off controls.
- Recommend replacing existing insulation of split systems with new and providing new aluminium jacketing to further protect piping from damage.
- Gas piping at all existing packaged A/C units is aged and rusted. Replace existing gas piping with galvanized or at a minimum clean existing rusted pipes and paint with new rust preventative paints. Replace only sections that are deteriorated beyond repair.
- Replace all plumbing fixtures in the building with new that meet current code requirements.
- Provide new seismic strapping, expansion tank, and insulation on existing hot water piping to meet current code requirements.
- Extend Water Heater TP valve discharge to a code acceptable termination point in cases where “band aid” fixes are non-compliant facility-wide.
- Bring all pipes, valves, vents, and discharge points into compliance with relevant state codes pertaining to building ventilation and energy.
- The existing automatic fire sprinkler system appears to be adequate and compliant. The system shall be modified as required due to any architectural changes that may result from the tenant improvement project.

PHOTO:
Packaged A/C Unit

PROCESS

PHOTO:
Non-Permitted, Wood Office Structure

STRUCTURAL

Main Headquarters Facility

- The structural integrity of the Headquarters Facility, generally, is excellent.
- Minor plaster cracking was observed around the exterior of the building, which is typical due to the exposure of exterior finishes to weather.
- The masonry blocks throughout the building appear to be in excellent condition, with cracking observed only at the transitions between additions and retrofit locations.
- The only concern that needs to be addressed is the out-of-plane ties of the masonry walls to the roof framing in the original easternmost section of the building.

Building C

- The 'Maintenance' Building, also known as 'Building C' is a steel frame building with X-brace rods provided in the long direction of the building. The roof and wall sheathing consists of corrugated metal decking.
- At the North end of the metal building there is an exterior masonry wall.
- The existing wood office building/mezzanine is undocumented. This presents several concerns, including unknown structural integrity, potential fire and life safety risks, and non-compliance with accessibility, egress, and seismic standards. It is recommended that it be removed.
- The overall integrity of the structure is in good condition. The steel members and connections look to be in good condition.
- In addition to the non-permitted office building, the exterior masonry wall is missing several out-of-plane ties that will need to be replaced to satisfy current code requirements and eliminate the risk of catastrophic failure.

FBR Building

- The 'Fluidized Bed Reactor' Building, also know as 'FBR' for short is a steel frame building housing several tanks and machines used for water treatment.
- The roof and wall sheathing consists of corrugated metal deck spanning between cold-formed metal purlins.
- The building also consists of a stand-alone masonry structure within the metal building that houses the chem lab, office area, and electrical room.
- The structural integrity of the 'FBR' building, generally, is excellent and does not require any upgrades or retrofits.

PROCESS

PHOTO:
CVWD Steve Robbins Admin. Building

HEADQUARTERS BEST PRACTICES

As WVWD plans for the future of its headquarters, best practices in wellness, sustainability, and operational resilience provide a strong foundation for thoughtful investment. Integrating principles from the WELL Building Standard—which emphasizes wellness in the built environment—and LEED (Leadership in Energy and Environmental Design)—which focuses on sustainability and performance—supports a modern workforce. By prioritizing indoor environmental quality, flexible workspaces, secure and welcoming public areas, and robust digital infrastructure, these frameworks help create facilities that are efficient, healthy, and adaptable to evolving organizational needs.

Prioritizing staff well-being and community accessibility, Recommended design strategies prioritize staff well-being and community accessibility. Examples include break spaces, universal restrooms, hoteling stations, and secure entry points—ensuring the building is functional, inclusive, and adaptable to changing workplace dynamics.

Additionally, the FMP outlines the long-term efficiency and cost benefits of new construction when compared to maintaining aging infrastructure. Improved energy performance, lower maintenance costs, and increased staff productivity can translate into significant value over time.

The case study of Coachella Valley Water District's Steve Robbins Administration Building offers a benchmark for resilient, sustainable design that supports operational excellence, public engagement, and educational outreach—all relevant aspirations for WVWD's next-generation headquarters.

PROGRAM ANALYSIS

To establish a clear path forward for WVWD, the planning process began with a detailed analysis of where the District is today. The existing facilities—including the Headquarters building, Building C, and the FBR site—were closely examined. The planning team mapped each department's location on the overall site and within the buildings, along with the square footage allocated to each department.

WVWD Program	Existing SF	Proposed SF	NET Δ
ADMINISTRATION	1776	1985	209
BOARD ROOM	2220	3550	1330
CUSTOMER SERVICE	727	1320	593
ENGINEERING	2883	3665	782
FINANCE	2384	3115	731
GENERAL SERVICES	668	1255	587
HR / RISK MANAGEMENT	604	890	286
OPERATIONS & PROD.	5031	14436	9405
PUBLIC AFFAIRS	475	970	495
PURCHASING	4027	4120	93
WATER QUALITY	705	870	165
COMMUNAL STAFF SPACES	1341	2370	1029
BUILDING SERVICES	895	1805	910
CIRCULATION	1936	2852	916
TOTAL	**25,672**	**43,200**	**17,531**

TABLE:
Existing & Proposed Program Summary

This comprehensive assessment established a clear baseline that helped the Steering Committee evaluate current space utilization and operational layout. It also allowed for meaningful comparisons to peer facilities in the region. These insights were instrumental in framing discussions about future possibilities, identifying gaps and inefficiencies, and informing strategic decisions about how best to evolve WVWD's facilities to support its mission and operations.

PROCESS

SITE ANALYSIS & TEST FITS

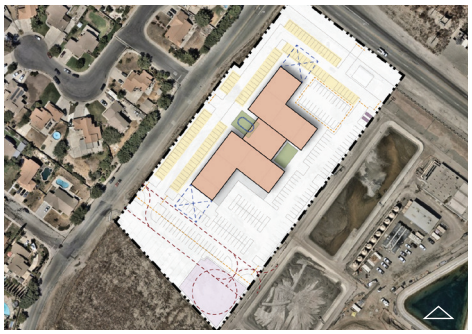
The Site Analysis and Test Fits process involved multiple design iterations shaped by ongoing collaboration and feedback from the WVWD Steering Committee.

The planning team explored three primary scenarios: modernizing the existing headquarters building, replacing the current facility on the same site, and constructing a new facility on the District-owned Linden property. Each concept was refined through a series of working sessions, where committee input helped guide the evolution of the designs toward practical, responsive solutions.

COST ESTIMATE

These planning-level estimates account for hard and soft costs, contingencies, and escalation. Final costs will be refined during design and implementation as scope and conditions become clearer.

All project costs are presented in 2025 dollars, based on PBK's cost database and third-party input. Estimates reflect current industry pricing and include projected escalation for inflation and market changes.



DIAGRAMS:
Test Fit Options

» **OPTION 1**

Replace Bldg C Only -- No HQ Modernization

Estimated ROM Cost $18M

- No modernizations to main HQ Building
- No reuse of FBR Building
- No improvements to support quality of office workspaces
- No creation of effective emergency operations center
- Creating new warehouse independent from other improvements limits future planning options

» **OPTION 2**

Modernize HQ; Adapt FBR for Operations

Estimated ROM Cost $71M

- Modernize main HQ Building
- Construct new 1-story building
- Reconfigure FBR for Operations
- Improved staff wellness, leading to improved productivity, attendance, and employee retention

» **OPTION 3**

New HQ at Linden Site

Estimated ROM Cost $74M

- Improved staff wellness, leading to improved productivity, attendance, and employee retention
- Strengthened public presence and improved customer service
- Emergency preparedness and operational resilience
- Strategic adjacency to the Roemer site
- Potential revenue from leasing existing buildings/property

IMPLEMENTATION PLAN

PREFERRED PLAN

Option 3—New Construction at the Linden Site—was identified as the preferred solution due to its ability to provide a cohesive, purpose-built layout that accommodates all departmental functions, supports a positive public interface, and fosters a productive and collaborative work environment.

As shown on page 61, although Option 3 has a higher up-front cost, the efficiencies gained through more effficient operations, reduced maintenance, and improved producitivty are projected to provided WVWD with the
highest value over a 30-year planning timeframe

NEXT STEPS

The recommendations in this Facility Master Plan align with WVWD's mission to deliver dependable, high-quality water service through strategic infrastructure investment. By replacing aging systems, enhancing operational efficiency, and supporting workforce needs, the plan reinforces WVWD's ability to meet current demands and prepare for future growth.

Implementation will be responsive to funding, regulatory priorities, and stakeholder input. Ongoing collaboration with internal teams, partners, and the Board of Directors will be key to prioritizing high-impact projects. As a living document, the plan will adapt over time, guiding WVWD in building resilient, efficient facilities that support long-term sustainability and continued service excellence.

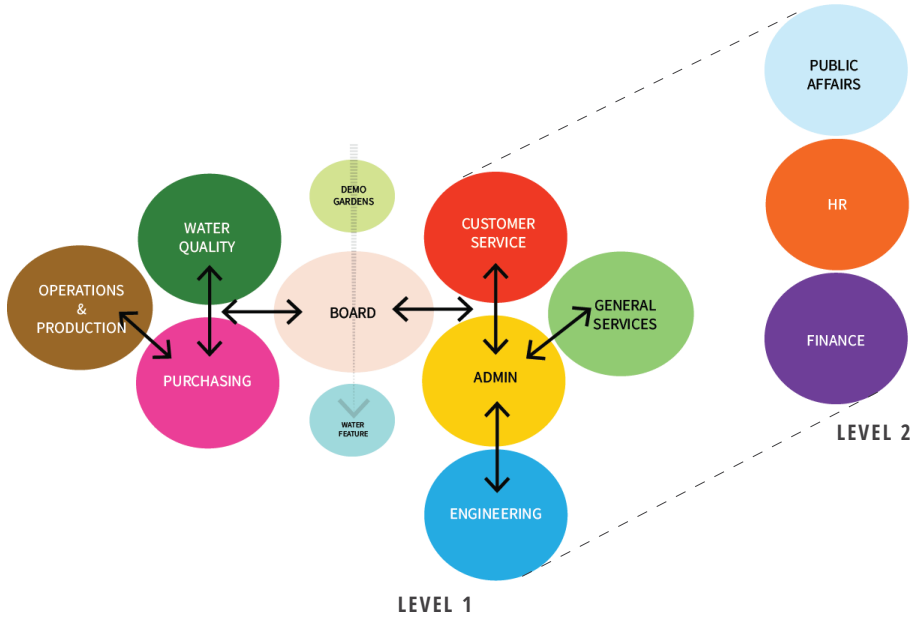


DIAGRAM:
Program Adjacencies

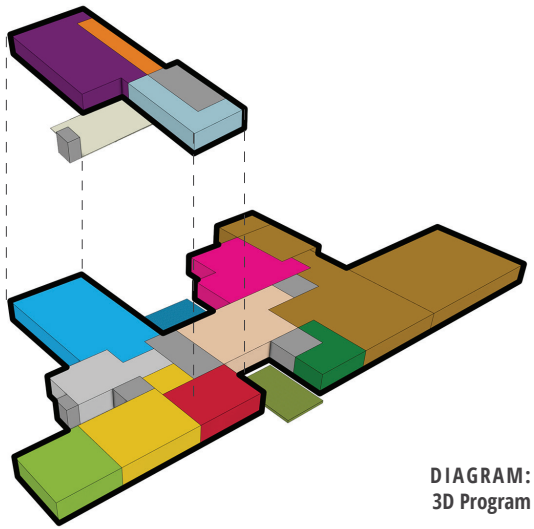


DIAGRAM:
3D Program

II. HQ BEST PRACTICES

WELLNESS, FLEXIBILITY & RESILIENCY

OVERVIEW

To support a high-performing, future-ready headquarters, the project team drew on best practices from LEED, WELL, and benchmarking of peer water district facilities. This section shows how model headquarters function not only as administrative centers but also as operational and demonstration hubs, promoting sustainability, public education, and transparency.

It also outlines evidence supporting wellness-focused design, with benefits such as increased productivity, energy efficiency, reduced environmental impact, lower operating costs, and extended building life spans. These insights informed recommendations—detailed later—for workspace allocation, layout, and key staff amenities.

PHOTO:
Courtyard, VCWD New HQ, PBK 2023

WELL BUILDING STANDARD

The WELL Building Standard complements LEED by prioritizing human health and well-being. Its core principles include:

- **Air**: Optimized indoor air quality.
- **Water:** Safe and accessible drinking water.
- **Nourishment:** Healthy food options for employees.
- **Light:** Circadian-friendly lighting to improve productivity and well-being.
- **Movement:** Encouraging movement through workplace design.
- **Thermal Comfort:** Thermal and acoustic control.
- **Sound:** Address the concerns of acoustical comfort
- **Materials:** Reduce exposure to hazardous building material ingredients.
- **Mind:** Design elements that support mental health and relaxation.
- **Community:** Promote workplace health, parental support, and healthcare access while fostering an inclusive, engaged, and equitably designed community.

EMPLOYEE WELLNESS AMENITIES

Enhancing workplace wellness through:

- **Indoor and Outdoor Break Spaces:** Comfortable areas that encourage relaxation and social interaction.
- **Physical Fitness Facilities:** On-site gyms, walking paths, or access to fitness programs.

CREATING WELCOMING ENVIRONMENTS

Public agencies must ensure their spaces are accessible, inclusive, and welcoming to all employees and visitors. Best practices include:

- **Welcoming Foyers:** Thoughtful entryways with clear navigation, comfortable seating, and visual cues reflecting the organization's identity.
- **Recharge Spaces:** Quiet rooms for relaxation and focus.
- **Nursing Stations:** Private, comfortable areas for lactating employees and visitors.
- **Universal ADA Accessibility:** Ensuring compliance with accessibility standards in all areas.
- **Adequate and Inclusive Restrooms:** Gender-neutral and accessible facilities to accommodate diverse needs.
- **Flexible Work Solutions:** With evolving workplace dynamics, public agencies must accommodate remote and hybrid work models by integrating:
  - **Advanced Conferencing Systems:** Technology-enabled meeting spaces with seamless virtual connectivity.
  - **Hoteling Stations:** Flexible workstations for employees who alternate between home and office work.
  - **Digital Infrastructure:** Cloud-based document management and secure remote access tools.

WELLNESS, FLEXIBILITY & RESILIENCY

PHOTO:
EOC, Contra Costa County, 2021

- **Post-COVID Design Considerations:**
  - Antimicrobial lighting and materials.
  - Touchless doors and fixtures.
  - Flexible workstations and adaptable partitions.
  - Outdoor seating areas with fresh air access.

WORKPLACE SECURITY & SAFETY MEASURES

To create a secure work environment, design strategies should include:

- **Crime Prevention Through Environmental Design (CPTED):** Strategies such as clear sight lines, well-lit exteriors, and controlled access points.
- **Physical Barriers and Deterrents:** Fencing, security checkpoints, and reinforced entry points where necessary.
- **Lighting and Visibility:** Outdoor and indoor lighting to enhance security and deter potential threats.
- **Transparency in Design:** Open layouts and glass partitions to improve visibility while maintaining privacy.

DESIGN FOR RESILIENCY

Designing for resilience means proactively mitigating risk and vulnerability by anticipating the changes and hazards throughout a building's life. These hazards can range from environmental events, such as earthquakes, flooding, pandemics, and extreme heat, to social and economic events, like civil unrest, utility disruption, aged infrastructure, and cyber-attacks. (AIA)

Emergency Operations Centers

Emergency Operations Centers (EOC) serve as a central hub for coordinating emergency response efforts, providing a platform for communication, information sharing, and decision-making during emergencies.

They include features such as:

- **Back-up energy sources**
- **Back-up building and IT systems**
- **Fire-protected design**
- **Strategic location and siting**

Fire-Protected Design

Designing for resiliency also includes designing buildings with the environment in mind. In fire-prone areas, the International Wildland-Urban Interface Code is a useful tool which:

- Regulates ignition-resistant construction techniques and defensible space as well as fire department access and available water supplies for fire suppression.
- Focuses on preventing ignition of buildings and vegetative fuels from direct exposure to wildfire and fire exposure from adjacent structures.
- Helps prevent structure fires in the Wildland-Urban Interface (WUI) from spreading to wildland fuels, even in the absence of fire department intervention.

Seismic Safety

For information regarding seismic hazard zones in California, consult the following resource:

- https://www.conservation.ca.gov/cgs/sh/seismic-hazard-zones
- Focuses on preventing ignition of buildings and vegetative fuels from direct exposure to wildfire and fire exposure from adjacent structures.

Comprehensive Risk Index

The following geographic risk indexes provide more detailed information regarding hazards in your area:

- https://hazards.fema.gov/nri/map
- https://myhazards.caloes.ca.gov

SUSTAINABLE DESIGN

SUSTAINABLE DESIGN

LEED Guidelines and Environmental Responsibility
LEED (Leadership in Energy and Environmental Design) provides a framework for environmentally responsible building practices. LEED is one of the most widely used certification systems for green buildings, providing ratings and tools for building industry professionals to decrease "both the environmental impact and cost of building design, construction, operations, and performance."

Sustainable design is integral to modern workplace planning. Key focus areas include:

- **Sustainable Sites:** Incorporating green roofs, permeable pavement, and native landscaping to reduce environmental impact and support local ecosystems.
- **Energy & Atmosphere Efficiency:** Reducing consumption through smart lighting and HVAC systems, utilizing energy-efficient appliances, and integrating renewable energy sources such as solar panels.
- **Water Efficiency:** Implementing low-flow fixtures, rainwater collection systems, and water-efficient landscaping to reduce water consumption and promote responsible usage.
- **Materials & Resources:** Utilizing eco-friendly building materials, minimizing waste, and ensuring responsible supply chain practices by sourcing sustainable materials such as recycled content and low-VOC (volatile organic compound) finishes.
- **Indoor Environmental Quality:** Enhancing ventilation systems, using air-purifying plants, and selecting materials that minimize indoor pollutants to create a healthier work environment.
- **Innovation in Operations & Regional Priority:** Use novel features and procedures to improve building sustainability.
- **Location & Transportation:** Energy-efficient transportation such as green vehicles, access to land, and public transportation.

DESIGNING FOR WATER EXCELLENCE

Key Considerations for Sustainable Water Design
Efficient and responsible water management is critical for water district facilities. To ensure sustainability and resilience, design strategies should address:

- **Water Efficiency and Consumption:** Implementing measures to use water wisely, aligning quality with appropriate use, and minimizing waste.
- **Resilience in Water Systems:** Designing infrastructure that maintains functionality during emergencies or disruptions, ensuring uninterrupted service.
- **Stormwater and Rainfall Management:** Integrating sustainable drainage solutions, permeable surfaces, and on-site water retention to handle precipitation responsibly.
- **Contribution to Regional Watersheds:** Supporting local ecosystems and water quality through sustainable design and conservation practices.

WATER DISTRICT DESIGN TRENDS

Space Planning for Operational Efficiency
Water district facilities must balance administrative, operational, and community engagement needs. Essential spaces include:

- **Operations Facilities:** Areas for heavy equipment, storage, and communication systems.
- **Engineering Offices:** Workspaces, storage, and GIS systems.
- **Administrative Offices:** Enclosed offices, storage, and workstations.
- **Public Engagement Spaces:**
  - Service Counters: Customer service areas with appropriate privacy and accessibility.
  - Community Outreach Areas: Hosting workshops and educational events.
  - Board Rooms: Flexible meeting spaces with advanced AV and storage solutions.
- **Emergency Operations Centers:**
  - Secure location and fire-resistant design.
  - Backup energy and IT systems for resilience.

EFFICIENCY FACTORS

AGING FACILITY:
CONSIDERATIONS

While the initial cost of new construction is significant, the long-term value often outweighs continued operations in an aging, inefficient facility. Key efficiency gains—spanning energy use, maintenance, staff productivity, and regulatory compliance—can lead to meaningful operational and financial benefits over time.

1. **Operating Costs**
   - » HVAC, lighting, envelope are inefficient.
   - » Utility costs can be 30–70% higher than a modern building.[1]
2. **Code Compliance & Risk**
   - » ADA, seismic, fire/life safety can be non-compliant.
   - » OSHA requirements such falling objects, storage of chemicals, storage of oils and grease, and hazardous material handling.
   - » Insurance premiums may be higher.[2]
3. **Capital Upgrades Needed**
   - » Roofs, boilers, elevators, wiring, asbestos abatement, etc.
   - » Renovation costs for a full modernization can run $250–$350+/sf, often approaching or exceeding new build costs.[3]
4. **Staff Productivity**
   - » Outdated facilities can negatively impact staff morale and efficiency.[4]
5. **Environmental Impact**
   - » Older buildings may not meet current environmental standards, leading to higher emissions and potential regulatory issues.

NEW CONSTRUCTION:
POTENTIAL EFFICIENCY GAINS

When comparing new construction versus continuing operations in an aging, outdated facility (like a 50,000 sf municipal building), the efficiency gains—both operational and financial—can be significant. Here's a breakdown of the key factors and some typical numbers to help guide your thinking:

1. **Energy Efficiency**
   - » California's Building Energy Efficiency Standards (Title 24) mandate that new buildings incorporate advanced energy-saving measures.
   - » Energy savings: New constructions can achieve 20–50% lower utility costs compared to older buildings.[5]
   - » Example: If an outdated building incurs $3.50/sf/year in energy costs ($175,000/year), a new building might reduce this to $2.00/sf/year ($100,000/year), saving ~$75,000 annually.
2. **Maintenance & Repairs**
   - » New buildings often cut maintenance costs enough to offset nearly half the commissioning investment, making it cost-neutral or even profitable by ensuring systems work efficiently, last longer, and avoid costly failures.[6][7]
   - » Example: Potential annual savings of $1.50–$2.50/sf/year would translate to $75,000–$125,000/year.
3. **Staff Productivity**
   - » Modern designs with improved lighting,[8] HVAC systems,[9] IAQ,[10] and acoustics[11] can enhance staff productivity by 5–15%.
   - » Example: If 100 staff members earn an average of $60,000/year, a 5% productivity boost equates to $300,000/year in value.
4. **Environmental Impact**
   - » New constructions adhering to California's CALGreen standards can significantly reduce greenhouse gas emissions.
   - » Example: Implementing energy-efficient designs can lead to a 37% reduction in projected energy use by 2030.[12]
5. **Technology Integration**
   - » New builds can fully integrate smart systems for lighting, HVAC, security, etc.
   - » Hard or expensive to retrofit in older structures.
6. **Windows, Ventilation & Views**
   - » Designs that prioritize ventilation, operable windows, and views support employee health, reduce absenteeism by up to 35%, and boost productivity by 7–25%.[13][14][15]
7. **Biophilia**
   - » Biophilic design can reduce stress,[16] boost mood and cognitive function, and improve workplace satisfaction, productivity, well-being,[17] and psychological health.[18]

EFFICIENCY FACTORS

COST COMPARISON EXAMPLE

Let us consider a 50,000 sf municipal building in California with 100 employees making an average of $60K/yr.

Item	Aging Facility	New Facility	Result
Energy Cost (annual)	$175,000 $3.50/sf (50,000 sf)	$100,000 $2.00/sf (50,000 sf)	$75,000 savings 43% reduction
Maintenance (annual)	$275,000 $5.50 (50,000 sf)	$150,000 $3.00 (50,000 sf)	$125,000 savings 45% reduction
Productivity Impact (est.)	Baseline	$300,000/yr 100 ($60K) (5%)	5% boost
CapEx / Renovation Costs	$23M $456/sf (50,000 sf)	N/A	-
New Construction Cost	N/A	$29M $589/sf (50,000 sf)	-

Note: Construction costs vary based on design, materials, and local labor rates.

TAKEAWAYS FROM THIS EXAMPLE

Over a 20-year period, investing in a new headquarters building could result in:

- $4.5M in reduced energy and maintenance costs.
- $6M in increased staff productivity.
- Enhanced compliance with environmental regulations.
- A facility designed for modern operational needs.
- Lower risk and insurance costs
- Greater flexibility and life expectancy (new building = 50–75+ years)

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CASE STUDY

CVWD HEADQUARTERS

STEVE ROBBINS ADMINISTRATION BUILDING

The Steve Robbins Administration Building serves as the headquarters for the Coachella Valley Water District (CVWD) in Palm Desert, embodying both operational efficiency and public outreach.

PHOTOS:
CVWD Steve Robbins Administration Building

- **Operational + Demonstration Hub**
  The building functions as more than administrative HQ—it's a real-world classroom. Visitors see replenishment technology in action, the canal system, and landscaping initiatives—all on-site.
- **Public Engagement & Transparency**
  The boardroom and adjoining areas are equipped for high-tech communication—ideal for meetings, training, and coordination with local and state agencies.
- **Sustainable Design & Education**
  The landscaping isn't just aesthetic—it illustrates real conservation techniques: native plants, efficient irrigation, and use of non-potable recycled water across broader CVWD projects.

These elements reflect a commitment to sustainability, public education, and long-term resource management—making it a regional leader in water conservation and a living example of responsible infrastructure.

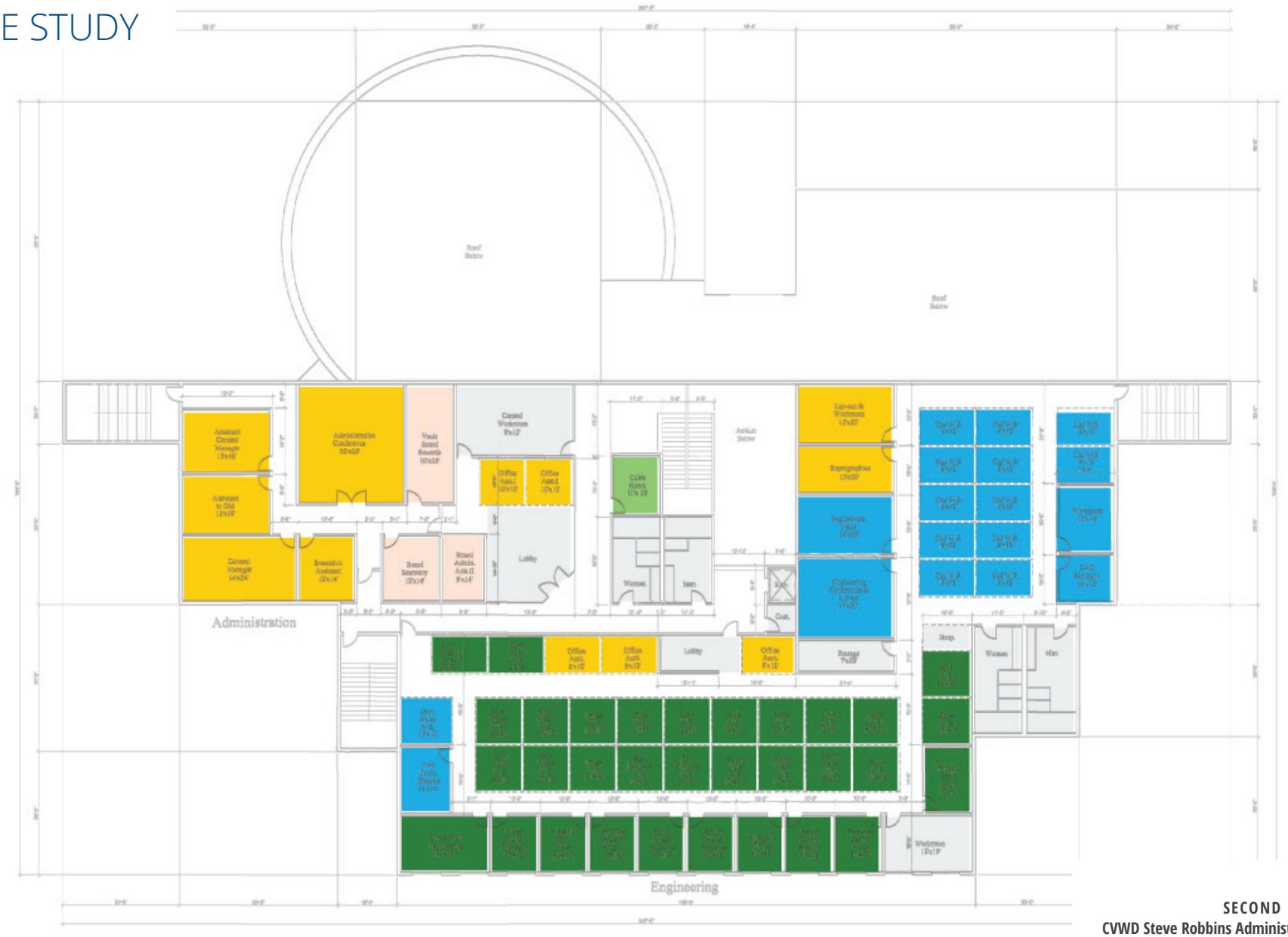
Existing Program	CVWD SF
ADMINISTRATION	2696
BOARD ROOM	2970
CUSTOMER SERVICE	-
ENGINEERING	8393
FINANCE	4084
GENERAL SERVICES	-
HR / RISK MANAGEMENT	1871
OPERATIONS & PROD.	-
PUBLIC AFFAIRS	2381
PURCHASING	-
WATER QUALITY	-
COMMUNAL STAFF SPACES	4536
BUILDING SERVICES	2624
CIRCULATION	7190
TOTAL	**36745**

TABLE:
CVWD Program Analysis

CASE STUDY

FIRST FLOOR PLAN:
CVWD Steve Robbins Administration Building

CASE STUDY



SECOND FLOOR PLAN:
CVWD Steve Robbins Administration Building

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III. PROGRAM ANALYSIS

PHOTO:
WVWD Existing Headquarters

OVERVIEW

This analysis examines how space is currently utilized by staff departments within West Valley Water District, with the goal of identifying patterns, inefficiencies, and opportunities for optimization. The goal of this program analysis is to ensure that departmental and operational needs are fully understood and reflected in the planning process—so that the physical work environment supports organizational goals, enhances employee productivity, and aligns with long-term strategic priorities.

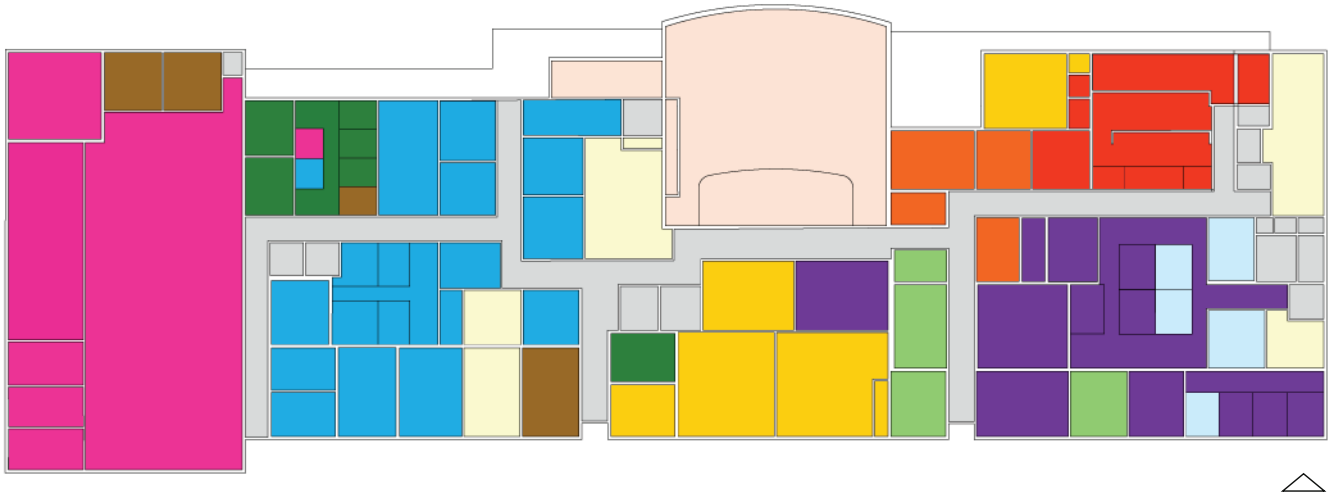
Quantitative data was gathered from site plans and facility assessments, and further validated through stakeholder input. Qualitative insights—outlined in the departmental needs sections of this analysis—were collected through staff surveys and focus group discussions with departmental representatives.

Key objectives of this study include:

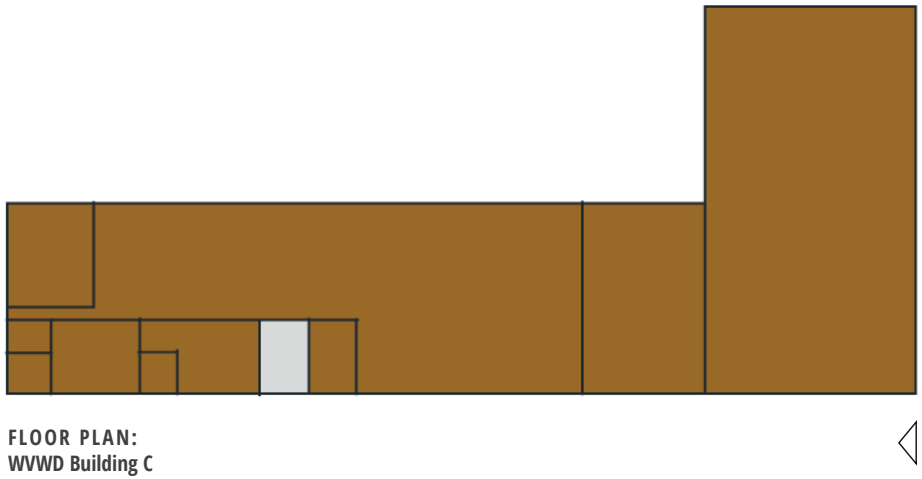
- Evaluating whether current space allocation supports staff functions effectively
- Identifying underutilized or overcrowded zones
- Exploring opportunities for better use of space- such as reconfiguration, shared use, modernization, and planning for future growth

The findings of this analysis will support data-driven decision-making for facilities planning, capital improvement, prioritization, and the creation of environments that foster productivity, well-being, and strategic alignment.

EXISTING FLOOR PLANS



FLOOR PLAN:
WVWD Headquarters



FLOOR PLAN:
WVWD Building C

Note: See page 35 for color code labels.

PROGRAM SUMMARY

WVWD Program	Existing SF	Proposed SF	NET Δ	% Δ
ADMINISTRATION	1776	1985	209	12%
BOARD ROOM	2220	3550	1330	60%
CUSTOMER SERVICE	727	1320	593	82%
ENGINEERING	2883	3665	782	27%
FINANCE	2384	3115	731	30%
GENERAL SERVICES	668	1255	587	88%
HR / RISK MANAGEMENT	604	890	286	47%
OPERATIONS & PROD.	5031	14436	9405	187%
PUBLIC AFFAIRS	475	970	495	104%
PURCHASING	4027	4120	93	2%
WATER QUALITY	705	870	165	23%
COMMUNAL STAFF SPACES	1341	2370	1029	77%
BUILDING SERVICES	895	1805	910	102%
CIRCULATION	1936	2852	916	47%
TOTAL	**25,672**	**43,200**	**17,531**	**69%**
STAFF COUNT	91	97		

TABLE:
Existing & Proposed Program Summary

This table outlines the current and proposed space use across West Valley Water District, broken down by staff department and space type. The analysis shows a total net increase of 18,714 square feet between existing and proposed space allocations. This gap highlights that West Valley Water District's current facilities do not adequately meet the spatial needs of its staff and operations.

In particular, the proposed space program shows significant deficits in the space allocated for Operations & Production, Public Affairs, and General Services in the existing program, reflecting the need for updated facilities to support their functions.

Key Opportunities for Improvement

- Departments are scattered, lacking co-location and unity
- Operations are siloed in a separate building from the main HQ
- HQ consists of disjointed additions over time, creating HVAC inefficiencies and awkward layouts
- Overall lack of spatial and organizational cohesion
- Limited natural light and outside views
- Public experience is hindered by a hard-to-identify main entrance
- The existing boardroom is outdated and not equipped to host community-facing events
- Interior layout is inefficient and does not support modern workflows
- Restroom facilities are insufficient in number and poorly located
- Inadequate acoustic separation contributes to burnout and reduced productivity
- Departmental storage needs are unmet
- Lack of a front access gate leaves the site vulnerable to unauthorized disruptions
- No outdoor message board for public communication
- Staff lounge/breakroom is undersized and unable to comfortably accommodate all personnel

DETAILED PROGRAM

Administration

Staff Count: 4

Key Adjacency Needs

» Admin needs to be near public outreach and government affairs.
» Admin may benefit from being adjacent to HR.
» Make operations, engineering, and IT adjacent to each other.

Storage Needs

» Address storage and inventory warehouse.
» Need one central admin storage area.
» Ideally need one centralized record storage vault for all departments with the exception of HR.

Conference Room Needs

» Board room expansion/reconfiguration with modular furniture.
» Consider options for audience furniture.
» Need an admin conference room for refreshments, food, and closed session board meetings.

Additional Needs

» Demonstration garden and civic presence (bike trails, welcoming front entry).
» Design details that nod to sustainability.
» Space for a high school internship program.
» Move functional groups together.
» Retrofit or demolish Operations Building C.
» Prioritize natural light.
» Need more restrooms with better ventilation and placement.
» Provide staff wellness amenities such as gym.
» Secured fitness trail with equipped outdoor workout stations.
» Need controlled AC and heat with upgraded HVAC system.
» Facility-wide security is critical (access control and gate that allows for bulletin board).
» Site vegetation with water element.
» Acoustic isolation in office areas.
» Make sure to improve the south work site and meter staff drop off area.

EXISTING PROGRAM

Space / Function	Qty	SF	Total
General Manager	1	540	540
Assistant General Manager	1	462	462
Board Secretary	1	309	309
Executive Assistant	1	288	288
Vault (Admin & Legal)	1	146	146
General Manager Storage	1	32	32
		TOTAL	**1,776 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
General Manager	1	540	540
Assistant General Manager	1	420	420
Board Secretary	1	300	300
Lobby (Executive Assistant)	1	300	300
Storage - Large	1	240	240
Workroom	1	185	185
Conference - Executive *(see Board Room)*	0	0	0
		TOTAL	**1,985 SF**
		NET Δ	**209 SF**

DEPARTMENT DETAILS

Board Room

Staff Count: n/a

Key Adjacency Needs

» Administration department.

Storage Needs

» Attached storage room designed for the storage needs of the board, public affairs, and emergency operations center functions.

Conference Room Needs

» Attached kitchenette adjacent to the Board Room (dual-use space with Administration department/ GM office).

Additional Needs

» Current board room furniture is reaching end of life, interest in replacing with high quality flexible furniture solution.

PHOTO:
Existing Board Room

» The boardroom requires configurable furniture to enable rapid transformation into an Emergency Operations Center, supporting critical functions, technology integration, and extended use during crises. This dual-purpose design maximizes space efficiency and ensures organizational readiness. Board members prioritize dais with elevation.

» Desire board room furniture that allows for different configurations to accommodate board meetings, as well as community events, staff meetings, and emergency operation responses.

» Desire dedicated AV room attached to the board room.

» Desire dedicate AV storage room attached to the board room.

» Desire dedicated Board Room furniture storage room attached to the Board Room.

» Desire space to display WVWD awards or public messaging.

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Board Room	1	2,016	2,016
Board Storage	1	21	21
Lobby (Board Room)	1	183	183
		TOTAL	**2,220 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Board Room	1	2,000	2,000
AV Control	1	80	80
Storage - Large	1	400	400
Storage - Medium	1	140	140
Conference - Executive	1	500	500
Kitchenette	1	150	150
		TOTAL	**3,550 SF**
		NET Δ	**1,330 SF**

DETAILED PROGRAM

Customer Service

Staff Count: 9

Key Adjacency Needs

» Customer service and public affairs should be adjacent.

Office Space Needs

» Counter window for public interface for development customers.
» Remodel/ reconfigure hoteling customer service cubicles.
» Customer service counter needs to be reconfigured to an ergonomic height for employees.
» Offices with acoustic isolation and sufficient space for a standing desk.
» Consider adding more of a waiting room to customer service payment entrance.

PHOTO:
Existing Customer Service Window

Conference Room Needs

» Mid-sized conference room with updated tech.

Additional Needs

» Consider a private office adjacent to customer service payment window for confidential conversations, but this is of lower priority.
» Revitalize demonstration water-conservation garden.
» Reconfigure front-entrance with updated signage and welcoming foyer.
» Improve curb appeal.
» Front conservation garden is a priority.
» Desired amenities:
  » Gym
  » Basketball area outdoor, pickleball
  » Reconfigure breakrooms into a single, central break room

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Customer Service Supervisor	1	158	158
Lead Customer Service Rep.	1	23	23
Customer Service Representative	1	15	60
Customer Service Representative	1	33	99
Customer Service Lobby	1	371	371
Vault (Customer Service)	1	16	16
		TOTAL	**727 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Customer Service Supervisor	1	180	180
Lead Customer Service Rep.	1	120	120
Customer Service Representative	1	40	40
Customer Service Representative	3	120	360
Lobby	1	380	380
Conference - Small	1	180	180
Storage - Small	1	60	60
		TOTAL	**1,320 SF**
		NET Δ	**593 SF**

DETAILED PROGRAM

Engineering

Staff Count: 14

Key Adjacency Needs

- Engineering needs to be close to operations and include workspaces for field staff.
- Within the engineering department, GIS needs to be close to operations and purchasing.

Office Space Needs

- Engineering offices and workspaces need acoustic isolation and sufficient space for standing desks.
- Engineering needs open hoteling workspaces for field-based inspectors.
- Engineering admin staff need general office spaces.
- GIS needs a collaborative office space for 3+ people near operations with enclosed office spaces that support technology.
- Offices with acoustic isolation and sufficient space for a standing desk.
- GIS needs a workspace that invites collaboration.
- GIS is a growing department and will need more office space in the future.
- Development needs a service counter separate from the existing customer service counter for public interface with development customers

Storage Needs

- Locators need secure storage and metal shelves for inspector equipment.
- GIS needs secure storage for drone, paper cutter, plotter, and tools.
- Engineering needs one central storage area for all documents and office supplies. In the future the department hopes to transition into digitizing legacy documents and moving the remainder off-site.

Conference Room Needs

- Engineering needs a mid-sized conference room with updated technology.
- Development needs a private conference space for client meetings.

Additional Needs

- Storage vaults needs to be organized and purged.
- Cubicle panels need to be reconfigured such that they strike balance between visibility and privacy.
- Doors added to cubicles are wanted.
- Expanded outdoor parking space with reserved spots for Operations vehicles.
- Expanded storage to mitigate equipment storage in vehicles parked outdoors.
- Increased secure storage is needed.
- Comfortable workspaces suitable for 10-hour shifts.
- Ability to flexibly configure computers and standing desks within cubicles/ workspaces.
- Natural light.
- Improved air flow.
- Improved AC with individual controls.
- Open walkways in indoor hallways (relocate obstacles such as printers, etc.).
- A collaborative workspace Engineering (and GIS), Field Groups, and Operations are all included.
- Site access control integrated with the security system (badge readers).
- Mud room to contain tracking dirt inside Headquarters after field work.
- Desired amenities:
  - Gym
  - Outdoor staff walking path with controlled access gate, security camera, and outdoor workout equipment stations. Possibly connect this trail to a pre-existing bike path.
  - Add a front-entrance access gate for staff.
  - Larger central break room with attached shaded patio area.
  - Move ashtrays to more private space at Headquarters.
  - Water bottle filling stations.
  - Carpet is preferred over tile offices.
  - Larger hospitality/ coffee counter in breakrooms (modular furniture solution).
  - Ice machine inside of Headquarters break room (as opposed to retrieving from the Operations Building C warehouse).
  - A large kitchen/ break room hub with attached patio.
  - Site lighting in the parking lot.

DETAILED PROGRAM

Engineering

Staff Count: 14

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Director of Engineering	1	263	263
GIS Administrator	1	141	141
Senior Engineer I	1	171	171
Senior Engineer II	1	157	157
Engineering Office	1	125	125
Associate Engineer with PE	1	144	144
Vacant Water Conservation Analyst	1	144	144
Development Coordinator	2	133	266
Assistant Engineer	1	91	91
Engineering Specialist	1	62	62
Engineering Technician 1	1	73	73
Engineering Technician 2	1	62	62
GIS Intern	1	52	52
Engineering Vault I	1	183	183
Engineering Vault II	1	246	246
Engineering Conference Room	1	313	313
Engineering Circulation	1	172	172
Storage (Engineering)	1	59	59
Lobby (Engineering)	1	159	159
		TOTAL	2,883 SF

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Director of Engineering	1	240	240
GIS Administrator	1	180	180
Senior Engineer I	1	180	180
Senior Engineer II	1	180	180
Engineering Office	1	140	140
Associate Engineer with PE	1	140	140
Water Conservation Analyst	1	140	140
Development Coordinator	2	180	360
Assistant Engineer	1	120	120
Engineering Specialist	1	120	120
Engineering Technician 1	1	120	120
Engineering Technician 2	1	120	120
GIS Intern	1	100	100
Engineering Conference Room	1	350	350
Circulation	1	200	200
Storage - Large	1	400	400
Storage - Medium	1	140	140
Workroom - Departmental	1	235	235
Lobby	1	200	200
		TOTAL	3,665 SF
		NET Δ	782 SF

DETAILED PROGRAM

Finance

Staff Count: 9

Key Adjacency Needs

» Finance and public affairs should be adjacent.

Office Space Needs

» Walls are thin and do not provide acoustic isolation.
» Needs dedicated intern office near accounting offices (not to be used as overflow storage space).

Storage Needs

» Accounting has sufficient storage for payment documents.
» Accounts Payable has storage concerns, very crammed and needs to be expanded.
» Safety concerns with storage of personnel records in storage containers.
» Need a larger vault for secure file storage.

Conference Room Needs

» Shortage of conference rooms, finance needs access to a multi-use conference room with updated technology.

Additional Needs

» Restrooms are well-below guidelines and are too close to offices.
» Air conditioning is very inconsistent and spotty.
» Safe, well lit site lighting.

Desired Amenity

» Paved walking path next to the vehicle/ service path to the reservoir.

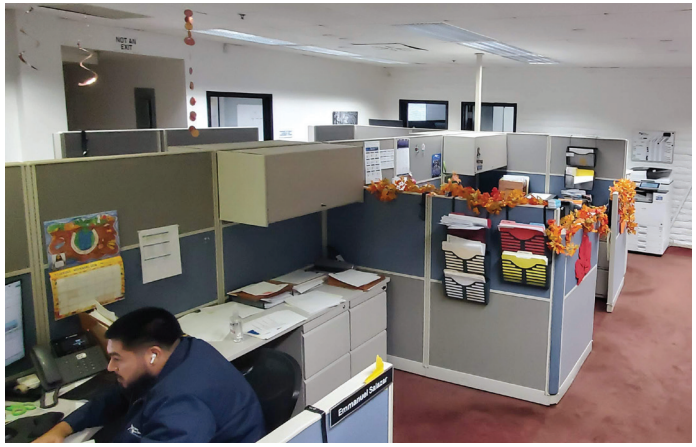


PHOTO:
Existing Finance Workstations

DETAILED PROGRAM

Finance

Staff Count: 9

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Chief Financial Officer	1	301	301
Finance Manager	1	171	171
Accounting Specialist 1	1	149	149
Accounting Specialist 2	1	53	53
Accounting Specialist 3	1	68	68
Accounting Specialist 4	1	71	71
Accountant Cubicles	2	58	116
Lead Accounting Specialist	1	119	119
Storage (Finance)	1	328	328
Finance Vault	1	275	275
Payroll Vault	1	79	79
Finance / Public Affairs Circulation	1	655	655
		TOTAL	2,384 SF

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Chief Financial Officer	1	300	300
Finance Manager	1	215	215
Accounting Specialist 1	1	140	140
Accounting Specialist 2	1	140	140
Accounting Specialist 3	1	120	120
Accounting Specialist 4	1	120	120
Accountant Cubicles	2	120	24
Lead Accounting Specialist	1	120	120
Finance Conference Room - Small	1	250	250
Workroom - Departmental	1	230	230
Storage - Large	2	240	480
Storage - Small	1	60	60
Circulation	1	500	500
Lobby	1	200	200
		TOTAL	3,115 SF
		NET Δ	731 SF

DETAILED PROGRAM

General Services

Staff Count: 4

Key Adjacency Needs

» Location is not an important logistical consideration for IT.

Office Space Needs

» No additional office space is needed because staff is not projected to grow.

Storage Needs

» Storage is IT's most important priority.
» Need dedicated IT secured storage.

Conference Room Needs

» Need a dedicated IT control room/ station to the side of the Board Room.
» Need upgrade to board room video conferencing system.
» Board Room Dais needs an upgrade because it is starting to show wear and tear.

Additional Needs

» Security camera and system integration.
» Larger power source because the current facility is maxed out.
» Possibly fiber installation will be needed between Headquarters and Operations Building C.
» Air conditioning system needs to be efficient, controlled, and effective.
» Desired amenities:
  » Gym
  » Better parking
  » Shower facilities
  » Wind block
  » Charging stations for EV
  » One central break room
  » Mid-size event room
  » More conference rooms
  » Air conditioning system needs to be efficient, controlled, and effective.

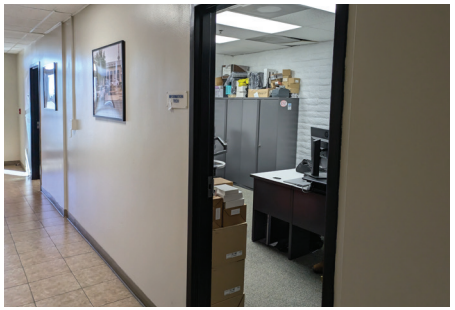


PHOTO:
Existing General Services Corridor

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Director of General Services	1	177	177
Business Systems Manager	1	176	176
I.T. Admin & I.T. Support Specialist	1	207	207
Servers	1	83	83
Electrical Room	1	25	25
		TOTAL	**668 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Director of General Services	1	240	240
Business Systems Manager	1	180	180
I.T. Admin & I.T. Support Specialist	1	300	300
Servers	1	300	300
Workroom with Bench	1	235	235
Electrical Room	1	130	130
		TOTAL	1,255 SF
		NET Δ	587 SF

DETAILED PROGRAM

HR / Risk Management

Staff Count: 4

Key Adjacency Needs

- HR and Risk management need to be adjacent.
- HR should be strategically located near Admin (the GM).
- HR should not be centrally located for privacy reasons.
- HR needs to be located in a private suite.

Office Space Needs

- Records Management project (underway) needed to address lack of storage.
- More office space is needed (at least 2 more offices).

Storage Needs

- Accounts Payable needs more storage, it is currently very crammed and needs to be expanded.
- Safety concerns due to storage of personnel records in storage containers.
- Need a larger vault for secure file storage.

Conference Room Needs

- Need a dedicated onboarding and training conference room for monthly HR & Risk Management trainings with a capacity of 25 people.
- Conference room to include wall partitions to allow for smaller space configurations.

Additional Needs

- Need a more welcoming front entrance/ lobby/ waiting area for interviews.
- Need to reconfigure front entrance to Headquarters because it is currently awkwardly placed next to the customer service paying area.
- Need a gate around Headquarters to address safety concerns (transitory people).
- Need gate and badged access control instead of keys.
- Need private key access to HR offices.
- Desired amenities:
  - Gym
  - Large central breakroom with outdoor patio
  - EV charging stations
  - Quiet room
  - Lactation room
  - Safety is a top priority
  - More staff parking
  - More restrooms

EXISTING PROGRAM

Space / Function	Qty	SF	Total
HR/ Risk Manager	1	236	236
HR Specialist	1	148	148
HR Analyst	1	130	130
HR Storage	1	90	90
		TOTAL	604 SF

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Office - Director	1	240	240
HR Specialist	1	140	140
HR Analyst	1	140	140
HR Conference/Onboarding- Small	1	230	230
Storage - Medium	1	140	140
		TOTAL	890 SF
		NET Δ	286 SF

DETAILED PROGRAM

Operations

Operations Staff Count: 25
Production Staff Count: 6

Key Adjacency Needs

- Production and Operations need to be close to each other.
- Water quality needs a unified space (currently scattered).
- Operations is interested in moving to the Lord Ranch property.
- Meter department and customer service collaborate often, but communications can also be emailed.
- Recommended that Operations, Engineering, and possibly IT be adjacent to each other.

Office Space Needs

- Operations Building C is not adequate (ventilation, HVAC, office space, locker space, storage space, etc.). Major existing issue in Building C with vehicle exhaust from vehicle storage polluting office space.
- Need proper offices for Operations admin and field staff.
- Need expanded locker rooms and appropriate space for paperwork and computers.
- Need a proper wet lab for Water Quality.
- Need an entirely new building for Operations.

Storage Needs

- Vehicle and special equipment storage.
- Space for copier and office supply storage.
- Dedicated wet lab storage.
- Expanded storage by Well 33 for Operations inventory.
- Need expanded parking space with EV spots.
- Need washer and dryer storage.
- Extensive storage needed for Operations Building C (see full list)
- Need storage space for 1 generator.

Conference Room Needs

- Space for bi-weekly all hands-meeting is needed (currently use the board room and fill it to max capacity).

Additional Needs

- Car wash station.
- Larger break room (could be centralized) with shaded/ misted outdoor tables to accommodate field staff.
- More restrooms.
- Work gym (move operations to a new building and possibly repurpose Building C as a gym).
- Walking path with badge access/ secure gate.

PHOTO:
Existing Operations in Bldg C

DETAILED PROGRAM

Operations

Operations Staff Count: 25
Production Staff Count: 6

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Director of Operations	1	240	240
Chief Water Systems Operator (WSO)	1	152	152
Meters Department Office Space	1	314	314
Break Room	1	65	65
Distribution Department Office Space	1	286	286
IT & Distribution Department Storage	1	66	66
Meter Department Storage	1	49	49
Storage	1	382	382
Laundry Area	1	43	43
Vehicle Storage & Foyer	1	2,040	2,040
Vehicle Stor/Emergency Gen. Stor.	1	1,024	1,024
Production - Elec./Instr. Spec. & Tech.	1	161	161
Production - AWSO/Water Sys. Ops.	1	159	159
Field Operations Specialist	1	49	49
		TOTAL	**5,031 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Director of Operations	1	240	240
Chief Water Systems Operator	1	180	180
Water Production Supervisor	1	180	180
Vehicle & Heavy Equipment Storage	1	7,400	7,400
Foyer & Operations Vehicle Storage	1	2,040	2,040
Operations Equipment Stor.-Large	1	400	400
Laundry Room with Utility Sink	1	98	98
Locker Room *(including 2 private changing rooms, 40sf each)*	1	180	180
Unisex Restroom - Standard	2	46	92
Unisex Restroom - Large	1	59	59
Shower	1	46	46
Breakroom	1	136	136
Briefing Room/Lounge	1	350	350
Elec. Dept. Workspace w/ Workbench	1	170	170
IT Office	1	65	65
IT Storage Room- Small	1	60	60
Meters Department Workspace	1	400	400
Storage Room - Small	1	60	60
Production - Elec./Instr. Spec. & Tech.	1	350	350
Production - AWSO/Water Sys. Ops.	1	300	300
Field Operations Specialist	1	120	120
Distribution Department Workspace	1	280	280
Workshop for General Fabrication	1	230	230
Vehicle Servicing Garage	1	1,000	1,000
		TOTAL	**14,436 SF**
		NET Δ	**9,405 SF**

DETAILED PROGRAM

Public Affairs

Staff Count: 5

Key Adjacency Needs

» Customer Service and Finance should be near Public Outreach.
» Public Outreach needs to be centralized because they work with all departments.

Office Space Needs

» Staffing is projected to grow, and more space is needed.
» The team is scattered and the intern is far from the public affairs offices.
» Offices have no windows, need windows to allow for visual contact with the team while the door is closed.
» Walls are thin, acoustic isolation while maintaining site lines needed.

Storage Needs

» Specialized storage needed for public affairs.
» Special equipment that is currently stored in storage bin that is not temperature-controlled.
» Need a bottled water storage area that is not in the warehouse.

Conference Room Needs

» On workshop days the engineering conference room is used.
» Need a space for community events other than the boardroom, or a flexible boardroom solution.

Additional Needs

» Lobby reconfiguration to allow for display of water resource information, rewards, and increase welcoming atmosphere and curb appeal.
» Addition of a private meeting room adjacent to lobby to discuss water bill desired.
» Front conservation garden is a priority.

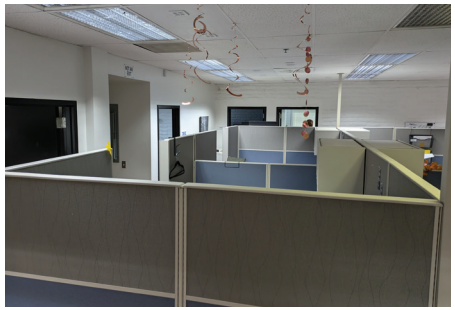


PHOTO:
Existing Public Affairs

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Public Outreach & Gov't Affairs Mgr.	1	153	153
Sr. Public Outr. & Gov't Affairs Rep.	1	138	138
Public Outreach & Gov't Affairs Rep.	2	58	115
Outreach & Gov't Affairs Intern	1	69	69
		TOTAL	**475 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Public Outreach & Gov't Affairs Mgr.	1	240	240
Sr. Public Outr. & Gov't Affairs Rep.	1	140	140
Public Outreach & Gov't Affairs Rep.	2	120	240
Outreach & Gov't Affairs Intern	1	100	100
Clean Storage/Workroom	1	250	250
		TOTAL	**970 SF**
		NET Δ	**495 SF**

DETAILED PROGRAM

Purchasing

Staff Count: 7

Key Adjacency Needs

» Purchasing department should be unified (not scattered).
» Purchasing needs to be housed near the warehouse.

Storage Needs

» Purchasing needs a larger warehouse to address the current situation where some inventory is stored outside in fenced area (Well 33).
» Specialized purchasing tool and supply storage with tool chest needed.
» More parking space is needed for the vehicle fleet to allow for clearance of delivery vehicles.

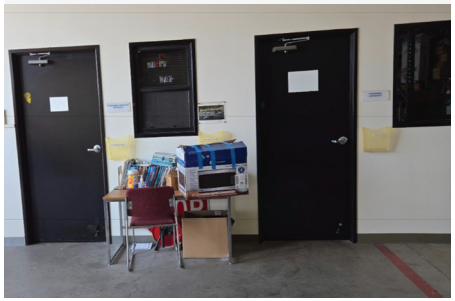


PHOTO:
Existing Purchasing Offices

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Purchasing Supervisor	1	175	175
Purchasing Analyst	1	175	175
Purchasing & Inventory Specialist	1	168	168
Stock Room	1	598	598
Warehouse & Garage	1	2,480	2,480
Facilities Maintenance Technician	1	50	50
Vault (Storage)	1	381	381
		TOTAL	**4,027 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Purchasing Supervisor	1	180	180
Purchasing Analyst	1	300	300
Purchasing & Inventory Specialist	1	300	300
Stock Room	1	600	600
Warehouse & Garage	1	2,500	2,500
Facilities Maintenance Technician	1	120	120
Public Affairs Stockroom	1	120	120
		TOTAL	4,120 SF
		NET Δ	93 SF

DETAILED PROGRAM

Water Quality

Staff Count: 4

Key Adjacency Needs

» Water Quality department should be unified (currently scattered).
» Meter department and customer service collaborate often, but communications can also be emailed.

Storage Needs

» Need dedicated wet lab storage space.

Office Needs

» Need a proper wet lab for Water Quality.
» Need office spaces for Water Quality department.
» Need workstations for field staff.

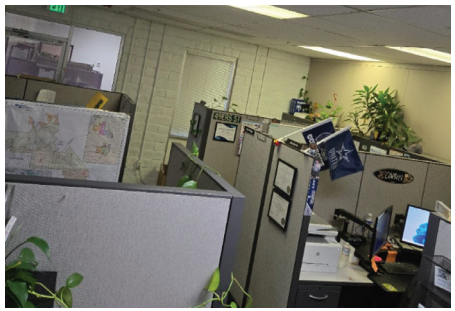


PHOTO:
Existing Water Quality Offices

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Water Quality Supervisor	1	130	130
Vacant Engineering Office	1	130	130
Water Systems Operator 1	1	53	53
Water Systems Operator 2	1	48	48
Water Systems Specialist	1	47	47
Clean Room (Water Quality)	1	154	154
Water Quality Circulation	1	144	144
		TOTAL	**705 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Water Quality Supervisor	1	180	180
Water Systems Cubicles / Workstation	3	120	360
Clean Room (Water Quality)	1	230	230
Circulation	1	100	100
		TOTAL	870 SF
		NET Δ	165 SF

DETAILED PROGRAM

Communal Staff Spaces

Staff Count: n/a

Key Adjacency Needs

» The break room should be centrally located, with sufficient space to accommodate all staff, with both indoor and outdoor seating areas.

Storage Needs

» The storage room attached the central conference room should accommodate materials needed for departmental meetings, as well as specific storage needs of the Administration department.

Conference Room Needs

» The central conference room should be expanded to accommodate departmental meetings across the organization.

Additional Needs

» The staff gym should be located in an area easily accessible to all staff members, with the aims of promoting staff wellness.

» The quiet/ lactation room should be in an area of the district headquarters removed from high-traffic walkways and restrooms, with the purpose of providing space and privacy for staff.

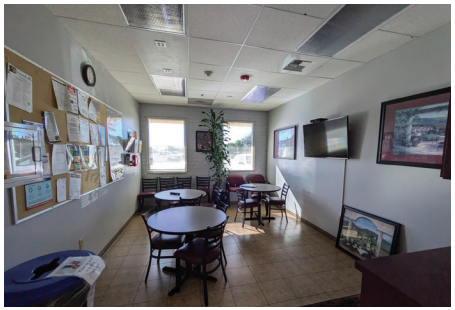


PHOTO:
Existing Staff Break Rooms

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Admin Conference Room	1	436	436
Admin Conference Room Storage	1	22	22
Break Room and Kitchen	1	357	357
Small Break Room	1	236	236
Small Kitchen	1	146	146
Quiet / Lactation Room	1	143	143
		TOTAL	1,341 SF

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Central Conference Room - Central	1	380	380
Admin Conference Room Storage	1	120	120
Break Room	1	500	500
Kitchen	1	230	230
Quiet / Lactation Room	1	140	140
Staff Gym	1	1,000	1,000
		TOTAL	2,370 SF
		NET Δ	1,029 SF

DETAILED PROGRAM

Building Services

Staff Count: n/a

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Men's Restroom	1	102	102
Men's Restroom	1	166	166
Unisex Restroom	1	62	62
Unisex Restroom 1	1	54	54
Unisex Restroom 2	1	54	54
Unisex Restroom 3	1	69	69
Unisex Restroom 4	1	80	80
Unisex Restroom 5	1	86	86
Women's Restroom	1	86	86
Electrical and Storage Room	1	42	42
Electrical and Utility Room	1	39	39
Janitorial Closet	1	17	17
Utility Room	1	39	39
		TOTAL	**895 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Restroom (fixture count)	20	80	1,565
Support*	4	60	240
		TOTAL	**1,805 SF**
		NET Δ	**910 SF**

**Additional support spaces for electrical and IT associated with General Services can be found on page 43.*

PHOTO:
Existing Storage Room

Circulation

Staff Count: n/a

EXISTING PROGRAM

Space / Function	Qty	SF	Total
Central Circulation	1	1,936	1,936
		TOTAL	**1,936 SF**

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Circulation (estimated at 7%)	1	2,852	2,852
		TOTAL	**2,852 SF**
		NET Δ	**916 SF**

New Community Amenities

Staff Count: n/a

PROPOSED PROGRAM

Space / Function	Qty	SF	Total
Patio	1	430	430
Demonstration Garden	1	12,500	12,500
Wellness Trail	1	42,700	42,700
		TOTAL	**55,630 SF**
		NET Δ	**55,630 SF**

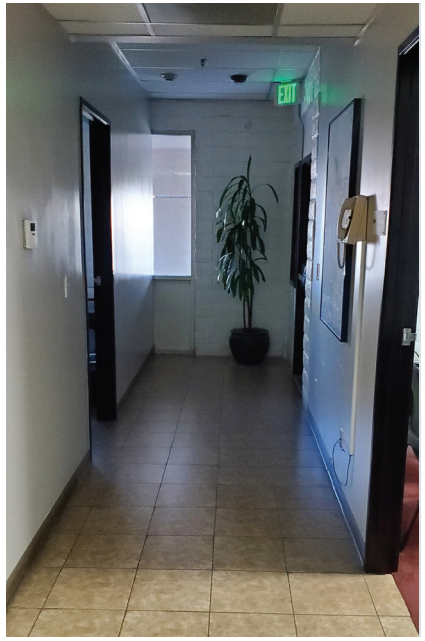


PHOTO:
Existing Circulation Corridor

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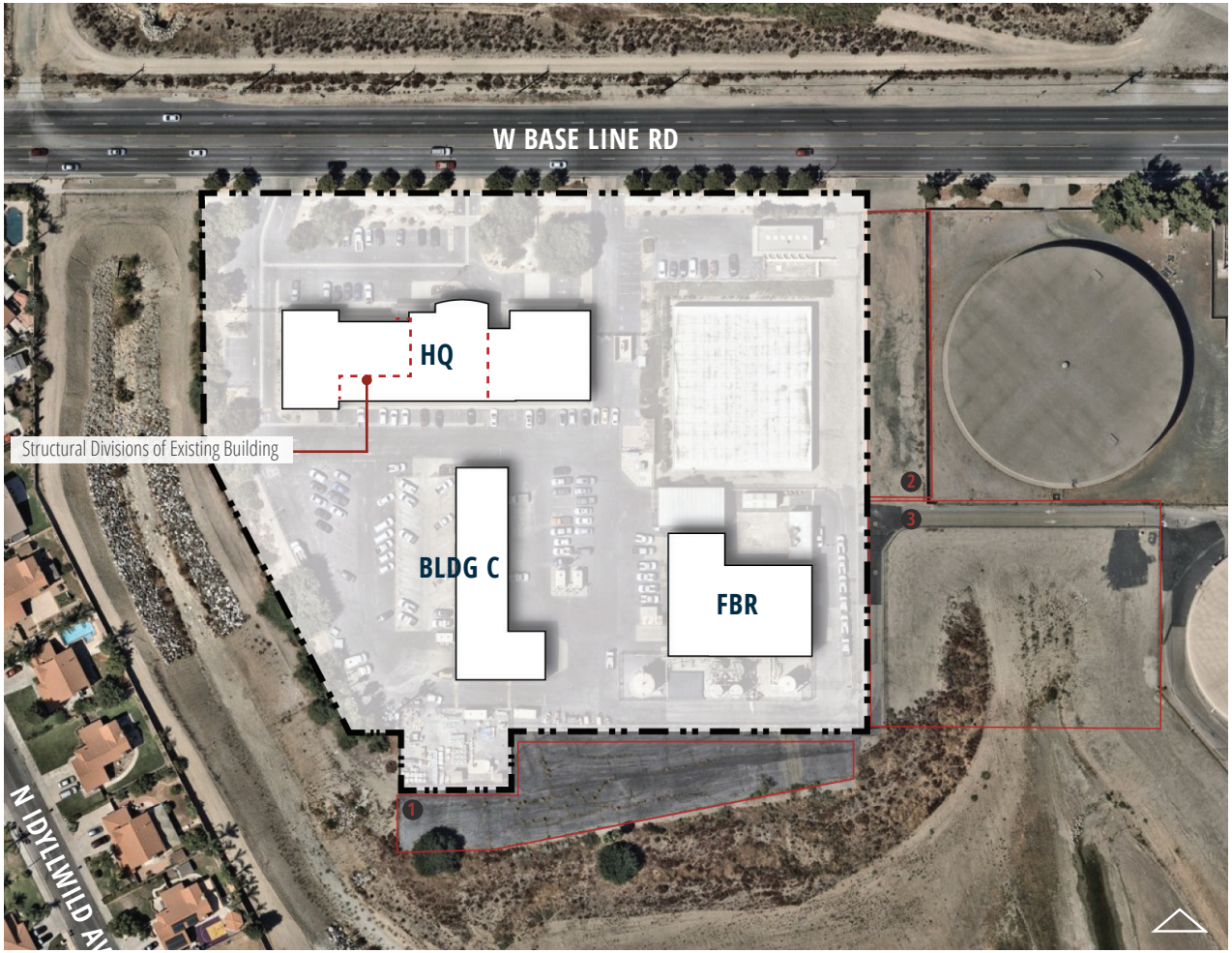
IV. SITE ANALYSIS & TEST FITS

SITE ANALYSIS



DRAWING:
Existing Site Plan

The West Valley Water District Headquarters is located on a 6.13-acre site in Rialto, CA, and includes three primary structures: the Headquarters Building, Building C, and the FBR Building.

The Headquarters Building serves as the administrative and public-facing hub, housing departments such as Administration, Finance, HR, Purchasing, Water Quality, Customer Service, and the Board Room. Over time, it has been expanded incrementally to meet growing needs, resulting in layout and system inefficiencies.

Behind it, Building C—originally a warehouse—has been adapted to support Operations staff, but it lacks adequate space for vehicle storage, lockers, workstations, and break areas. The FBR Building, located at the southeast corner of the site, contains decommissioning equipment and may become available for future use.

The District also operates the Oliver P. Roemer Water Treatment Facility, located three miles away near the undeveloped Linden Site. This site was evaluated as a potential location for a new, consolidated headquarters, offering proximity to water operations and greater site flexibility.

Three development scenarios were considered: two on the current site and one at the Linden Site. Each was assessed using performance metrics and ROM cost estimates to inform the District's long-term facility planning.

TEST FITS

OVERVIEW OF OPTIONS

DIAGRAMS:
Test Fit Options

OPTION 1

Replace Bldg C Only; No HQ Modernization

Estimated Cost = $18M

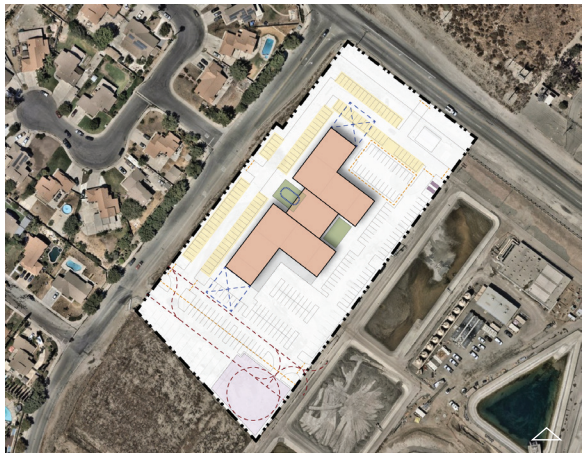
- No modernizations to main HQ Building.
- No reuse of FBR Building.
- No improvements to support quality of office workspaces.
- No creation of effective emergency operations center.
- Creating new warehouse independent from other improvements limits future planning options.
- Will eventually require a full project (operations and admin building). These future costs are not quantified here.

OPTION 2

Modernize HQ; Adapt FBR for Operations

Estimated Cost = $71.2M

- Modernize main HQ Building.
- Construct new 1-story building.
- Reconfigure FBR for Operations.
- Improved staff wellness, leading to improved productivity, attendance, and employee retention.
- Will eventually require a new admin building. These future costs are not quantified here.



OPTION 3

New HQ at Linden Site

Estimated Cost = $74M

- Improved staff wellness, leading to improved productivity, attendance, and employee retention.
- Strengthened public presence and improved customer service.
- Emergency preparedness and operational resilience.
- Strategic adjacency to the Roemer site.
- Potential revenue from leasing existing buildings/property.

OPTION 1 - Replace Bldg C Only; No HQ Modernization

FEATURES

Modernization = 0 sf
New Construction =14,400 sf
Parking Count = 202
Oversized Vehicle Parking = 0

1. Demonstration Garden
2. Vehicular Gate
3. Fuel Tanks
4. Secured Vehicle Parking
5. Materials Storage*
6. Work Zone
7. Oversized Vehicle Parking*
8. Truck Access*

PROGRAM KEY

- A Administration
- B Board Room
- E Engineering
- O Operations

PHASING SEQUENCE

1. Configure new parking lots in adjacent parcels.
2. Construct New 1-Story building
3. Demolish Bldg C
4. Finalize gas storage, paving, and landscape.

*Right of way agreements with adjacent land owners could be explored to increase parking count and address heavy vehicle circulation and parking needs.

0 25 50 100

OPTION 2 - Modernize HQ; Adapt FBR for Operations

FEATURES

Modernization = 33,800 sf
New Construction = 9,400 sf
Parking Count = 240
Oversized Vehicle Parking = 0

1. Demonstration Garden
2. Staff Amenity
3. Vehicular Gate
4. Fuel Tanks
5. Secured Vehicle Parking
6. Materials Storage*
7. Connecting Breezeway
8. Solar
9. Planned Expansion (3,600 sf)
10. Work Zone*
11. Oversized Vehicle Parking*
12. Truck Access*

PROGRAM KEY

- A Administration
- B Board Room
- E Engineering
- O Operations

PHASING SEQUENCE

1. Configure new parking lots in adjacent parcels.
2. Construct New 1-Story buildings
   a. Engineering moves to new 1-Story building (could also utilize temporary buildings)
3. Modernize Western part of existing HQ for new Admin/Finance/etc.
4. Admin/Finance/etc relocate to Modernized part of HQ
5. Modernize Board Room and Eastern part of HQ
6. Relocate staff and board to Eastern part of modernized HQ building
7. Modernize and reconfigure FBR for Operations
8. Demolish Bldg C
9. Finalize gas storage, paving, landscape, and solar

*Right of way agreements with adjacent land owners could be explored to increase parking count and address heavy vehicle circulation and parking needs.

0 25 50 100

OPTION 3 - New HQ at Linden Site

FEATURES

New Construction = 43,200 sf
Parking Count = 240
Oversized Vehicle Parking = 22

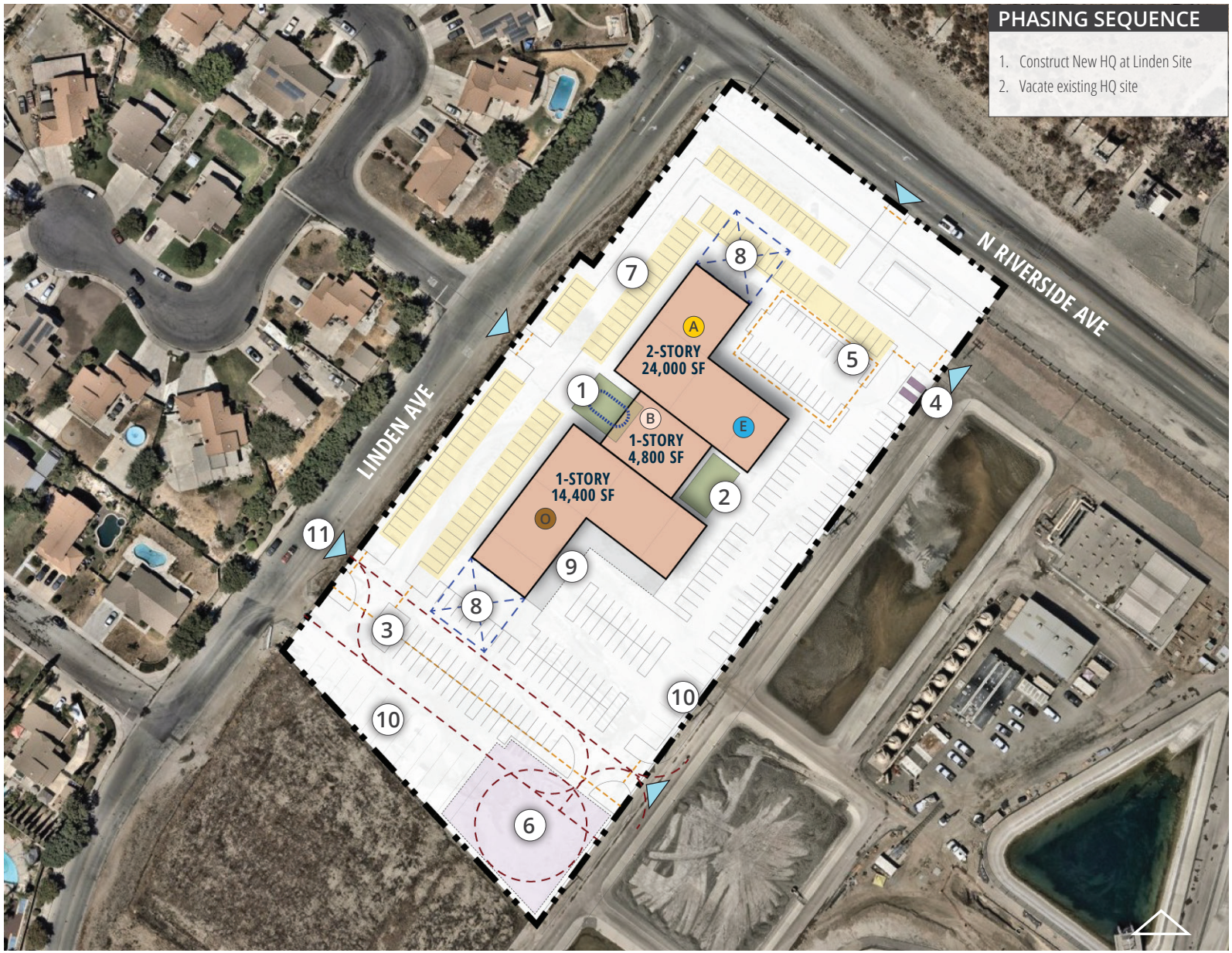
1. Demonstration Garden
2. Staff Amenity
3. Vehicular Gate
4. Fuel Tanks
5. Secured Vehicle Parking
6. Materials Storage
7. Solar
8. Planned Expansion (3,600 sf)
9. Work Zone
10. Oversized Vehicle Parking
11. Truck Access

PROGRAM KEY

- A Administration
- B Board Room
- E Engineering
- O Operations

PHASING SEQUENCE

1. Construct New HQ at Linden Site
2. Vacate existing HQ site



ROM COST ESTIMATES

A Rough Order of Magnitude (ROM) cost estimate provides a high-level projection of project costs based on conceptual planning. It is intended to inform early decision-making and facilitate comparison of alternatives but is not suitable for final budgeting or procurement. *A separate, more detailed cost estimate for the preferred plan was developed and can be found on page 66.*

Option 1 includes site preparation, demolition of Building C, construction of a new one-story Operations Building, a reconfigured 60-space parking area, and new landscaping.

Option 2 includes demolition of Building C and construction of a new one-story Operations Building, reconfiguration of the FBR Building, and phased modernization of the existing Headquarters (East and West wings). This option also accounts for temporary staff relocation during construction, a new 252-space parking lot, gas storage, paving, landscaping, and solar installation.

Option 3 reflects the cost to construct a new, Headquarters facility, with Administrative and Operations wings, at the Linden site. It also includes costs for staff relocation, a 246-space parking lot, gas storage, landscaping, and considers potential cost offsets from the sale of the existing Headquarters property.

		Rough Order of Magnitude Unit Cost	Construc-tion Costs	Contractor Mark Up +30%	Subtotal w/ Soft Costs +55%	Subtotal w/ Contin-gency +7%	Estimated Year of Construc-tion	Escalation +8%/yr	Low End Cost Estimate	High End Cost Estimate
Option 1 - Replace Bldg C -- No HQ Modernization										
Site preparation	91,000	$3	273,000	354,900	550,095	588,602	1	637,455	500,000	800,000
Construct new 1-story operations building	14,436	$326	4,701,516	6,111,971	9,473,556	10,136,705	1	10,978,046	8,800,000	13,200,000
Demolish Bldg C	9,440	$10	94,400	122,720	190,216	203,531	2	238,719	200,000	300,000
Configure new parking	60	$15,000	900,000	1,170,000	1,813,500	1,940,445	2	2,275,925	1,800,000	2,700,000
Finalize landscape	32,900	$8	263,200	342,160	530,348	567,472	2	665,581	500,000	800,000
TOTAL							**Option 1**	**14,795,727**	**12,000,000**	**18,000,000**
Option 2 - Modernize HQ; Adapt FBR for Operations										
Configure new parking lots in adjacent parcels.	252	$15,000	3,780,000	4,914,000	7,616,700	8,149,869	1	8,826,304	7,100,000	10,600,000
Construct New 1-Story building	9400	$326	3,061,392	3,979,810	6,168,705	6,600,514	1	7,148,354	5,700,000	8,600,000
Engineering moves to new 1-Story building	9400	$50	470,000	611,000	947,050	1,013,344	1	1,097,451	900,000	1,300,000
Modernize Western existing HQ for new Admin/Finance/etc...	7620	$556	4,239,539	5,511,401	8,542,672	9,140,659	2	10,720,969	8,600,000	12,900,000
Admin/Finance/etc relocate to Modernized part of HQ	7620	$10	76,200	99,060	153,543	164,291	2	192,695	200,000	200,000
Modernize Board Room and Eastern part of HQ	14380	$556	8,000,601	10,400,781	16,121,210	17,249,695	3	21,911,202	17,500,000	26,300,000
Relocate staff and board to Eastern modernized HQ building	14380	$10	143,800	186,940	289,757	310,040	3	393,824	300,000	500,000
Reconfigure FBR for Operations	11800	$250	2,950,000	3,835,000	5,944,250	6,360,348	4	8,749,714	7,000,000	10,500,000
Demolish Bldg C	9440	$10	94,400	122,720	190,216	203,531	4	279,991	200,000	300,000
TOTAL							**Option 2**	**59,320,503**	**47,500,000**	**71,200,000**
Option 3 - New HQ at Linden Site										
Construct new HQ at Linden site (Admin space)	28,764	$589	16,948,036	22,032,447	34,150,293	36,540,814	1	39,573,684	31,700,000	47,500,000
Construct new HQ at Linden site (Operations space)	14,436	$326	4,701,516	6,111,971	9,473,556	10,136,705	1	10,978,046	8,800,000	13,200,000
Relocation costs	43,200	$10	432,000	561,600	870,480	931,414	2	1,092,444	900,000	1,300,000
Configure parking	246	$15,000	3,690,000	4,797,000	7,435,350	7,955,825	1	8,616,154	6,900,000	10,300,000
Finalize gas storage	1	$250,000	250,000	325,000	503,750	539,013	2	632,201	500,000	800,000
Finalize landscape	53,100	$8	424,800	552,240	855,972	915,890	2	1,074,236	900,000	1,300,000
Revenue from sale of Rialto site*		$-	-	-	-	-	2	-	-	-
TOTAL							**Option 3**	**61,966,765**	**50,000,000**	**74,000,000**

TABLE:
ROM Cost Estimates Summary

EFFICIENCY FACTORS

Key Takeaways

- Option 1 will eventually require a full project (operations and admin building) and Option 2 will eventually require a new admin building. These future costs are not quantified here. Given projected construction escalation (estimated at 8% compounding), constructing an operations and/or admin building in 10 years would be expected to have a cost approximate 200% higher.
- Option 1 presents the lowest upfront costs; however, it does not address the full scope of project needs, does not improve productivity or operational efficiency, and will require significant future capital improvements that are not reflected in the cost comparison above.
- Option 3 offers the best long-term value relative to performance, attracting and retaining employees, balancing improved productivity, lower energy/maintenance, and long-term operational savings.
- Option 2 presents the least favorable return, with significant investment but only modest performance gains.

Item	OPTION 1 Replace Bldg C Only; No HQ Modernization	OPTION 2 Modernize HQ; Adapt FBR for Operations	OPTION 3 New HQ at Linden Site
Construction Cost	$14.8M	$59.3M	$62.0M
Energy Cost	$3.2M	$2.6M	$2.6M
Maintenance Cost	$4.9M	$3.9M	$3.9M
Productivity Impact	-$9.8M	-$15.1M	$-24.8M
Total 30 Year Cost	**$13.1M**	**$50.7M**	**$43.7M**

Note: All costs are estimated and for comparison purposes only.

TABLE:
30 Year Cost Comparison Efficiency Factor Summary

EFFICIENCY FACTORS

30 YEAR COST COMPARISON

To evaluate the long-term financial impacts of operating a new, modernized, or existing aging facility, PBK developed a model using benchmark data (identified on page 16) to estimate potential 30-year savings in three key categories: energy use, maintenance, and staff productivity.

The model uses several assumptions including:

- The existing WVWD HQ building's inefficiencies lead to penalties in energy costs, maintenance costs, and worker productivity.
- Renovated facilities lead to improvements in energy and maintenance costs, as well as modest improvements in worker productivity due to improved wellness and attendance.
- New facilities are expected to provide equivalent improvements in energy and maintenance to a renovated facility, but more a more significant impact productivity is projected.

Productivity Impact Assumptions

Research and industry benchmarks indicate that high-performing facilities—through better lighting, ventilation, acoustics, and layouts—can yield measurable gains in staff productivity. For this study, the following assumptions are made:

- Based on research associated with the WELL Building Standards, a new facility is expected to improve staff productivity by 5-15%. Conservatively assuming that a renovated buildings will yield a 2.5% productivity boost and a new buildings will yield a 5% boost, the calculated proportion of new and renovated area is applied as a reduction to estimated costs based on $16.5M in annual staffing costs.
- For Option one, there is an estimated $325,000 annual productivity boost from the new operations building. For Option 2, there is a $500,000 annual productivity boost estimated from the proposed new and renovated buildings. And Option 3 yields the highest boost, with an estimated $825,000 annual benefit.
- The existing aging facility is modelled to provide a 5% annual productivity penalty over time.
- Productivity is expressed as an inverse metric in this analysis—lower values indicate greater efficiency, as they represent cost savings required to achieve the same level of output.
- Options 2 and 3 will improve the district's ability to attract and retain employee talent and all the costs associated with turnover – these benefits are acknowledged but not quantified here.

Energy & Maintenance Impact Assumptions

Benchmark data also support expected reductions incorporating costs for higher-performing buildings: 43% reduction in energy costs 45% reduction in maintenance costs These are applied to each option accordingly, with the existing aging facility serving as the baseline.

COMPARATIVE ANALYSIS

A comparative analysis evaluates multiple options using consistent criteria to identify relative strengths and weaknesses. For the WVWD Headquarters scenarios, all three options were scored across five key categories: Optimized Facility, Cost/Budget, Construction Complexity, Public Experience, and Efficiency. These metrics considered layout functionality, departmental adjacencies, phasing requirements, staff relocation, visitor experience, and long-term operational performance.

Option 3 emerged as the preferred solution, performing strongly in all categories except upfront construction cost. Option 1 ranked second, with favorable cost and manageable construction complexity but limited benefits in other areas. Option 2 received the lowest overall score due to its high cost and consistently lower performance across all evaluation criteria.

Relative Scale for Comparison

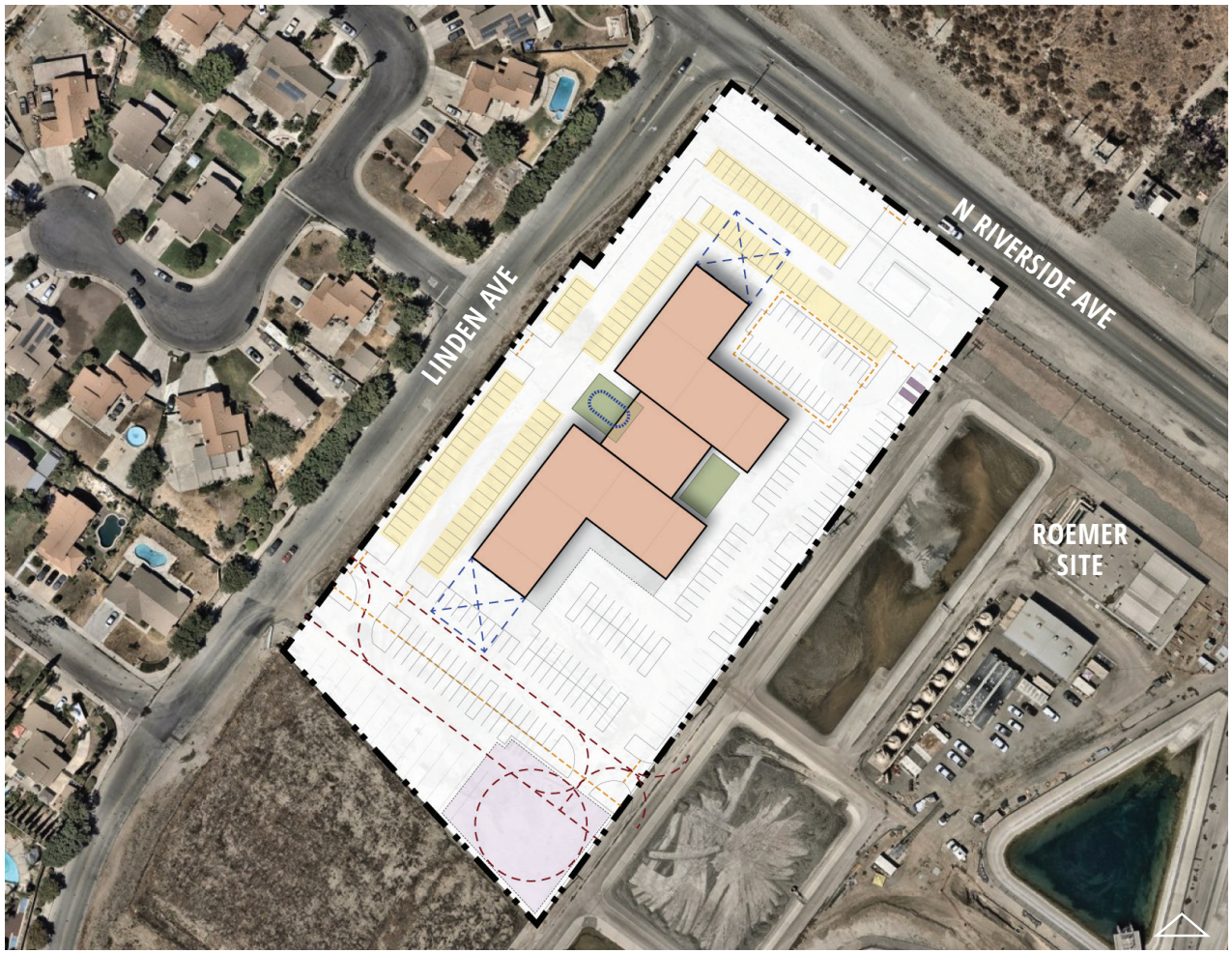
- Positive
- Neutral
- Negative

OPTION 1 **Replace Bldg C Only; No HQ Modernization**	OPTION 2 **Modernize HQ; Adapt FBR for Operations**	OPTION 3 **New HQ at Linden Site**
Optimized Facility	Optimized Facility	Optimized Facility
Construction Cost / Budget	Construction Cost / Budget	Construction Cost / Budget
Construction Complexity	Construction Complexity	Construction Complexity
Public Experience	Public Experience	Public Experience
Workplace Efficiency	Workplace Efficiency	Workplace Efficiency
Moderate	**Least Desirable**	**Preferred Option**

TABLE:
Test Fit Options Comparative Analysis

V. PREFERRED PLAN

PREFERRED PLAN



DRAWING:
Linden Site Test Fit

Construction of a new headquarters at the Linden Site (Option 3) was selected as the preferred site plan for its ability to deliver a unified, comprehensive layout that meets all departmental needs while enhancing the public experience and promoting a productive, collaborative workplace.

Though the current site concept is highly preliminary and not a substitute for a fully developed plan, it offers a starting point for continued design and evaluation. A more detailed cost estimate for the preferred plan—expanding upon the earlier comparative analysis—places the total estimated construction cost at $79.2 million and is provided at the end of this section.

PRELIMINARY DESIGN CONCEPTS

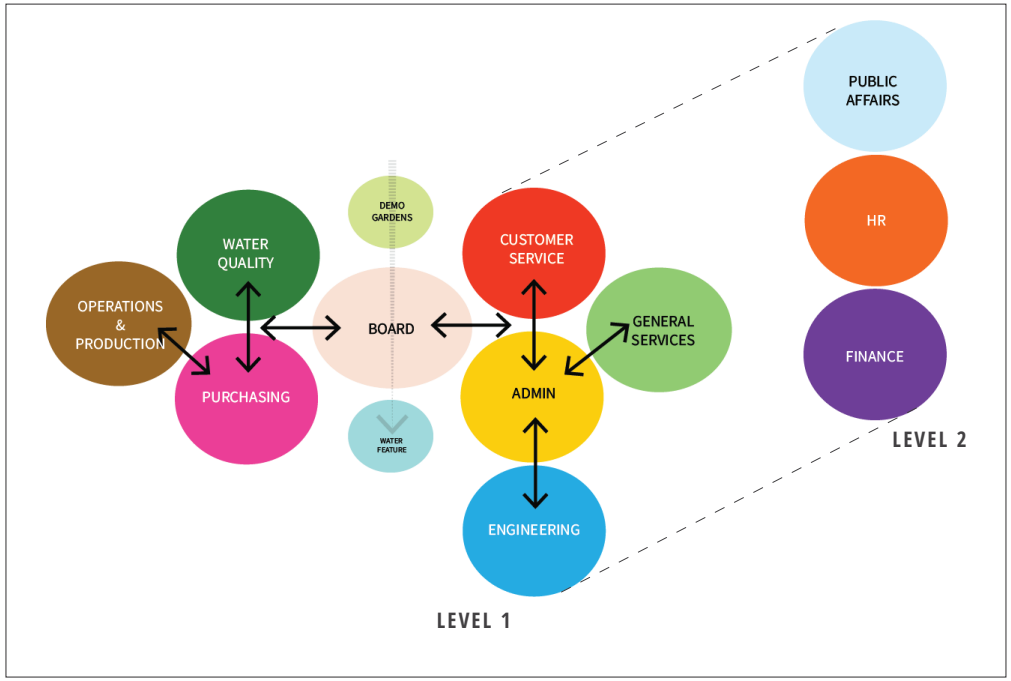
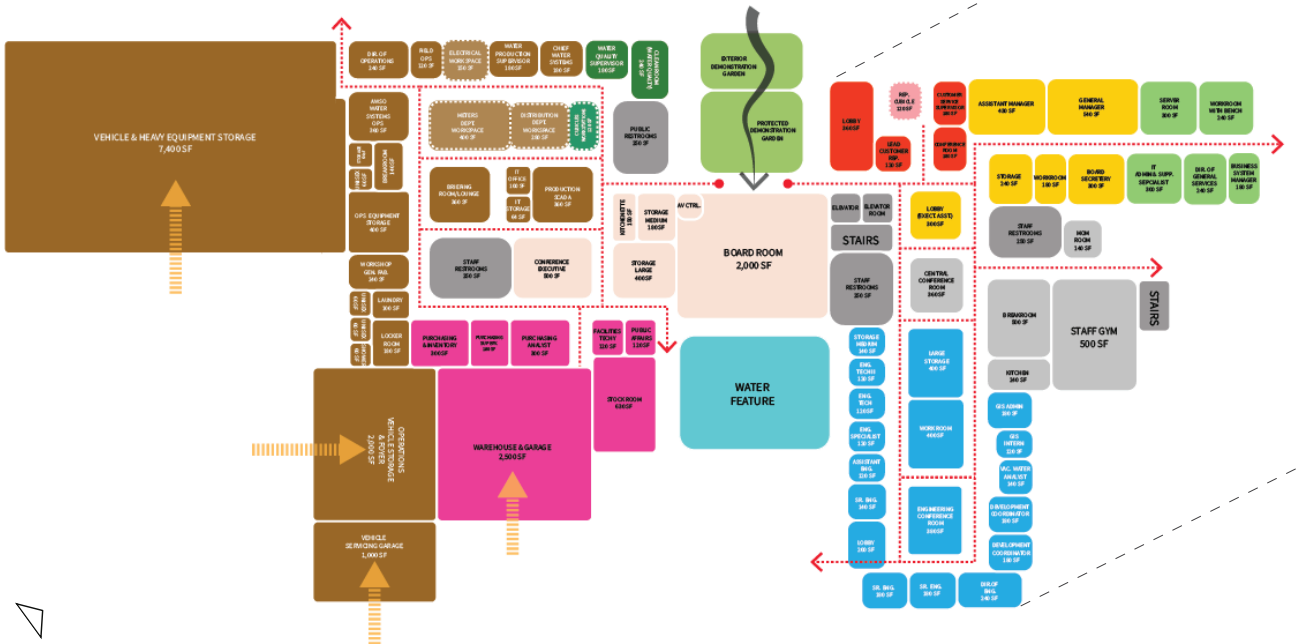


DIAGRAM:
Program Adjacencies

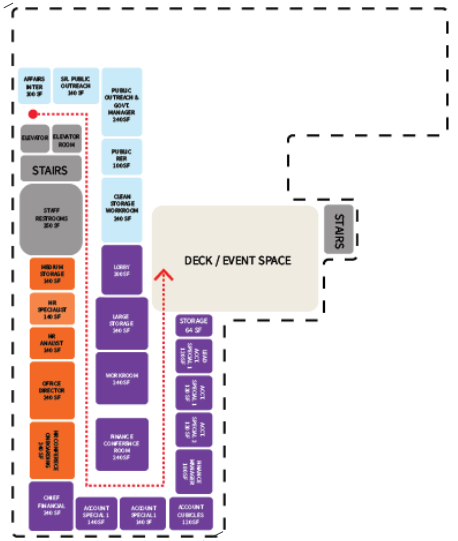
	WVWD Program	Proposed SF
	ADMINISTRATION	1985
	BOARD ROOM	3550
	CUSTOMER SERVICE	1320
	ENGINEERING	3665
	FINANCE	3115
	GENERAL SERVICES	1255
	HR / RISK MANAGEMENT	890
	OPERATIONS & PROD.	14436
	PUBLIC AFFAIRS	970
	PURCHASING	4120
	WATER QUALITY	870
	COMMUNAL STAFF SPACES	2370
	BUILDING SERVICES	1805
	CIRCULATION	2,852
	TOTAL	**43,200**

TABLE:
Program Summary

PRELIMINARY DESIGN CONCEPTS



FIRST FLOOR PLAN:
New WVWD Headquarters



SECOND FLOOR PLAN:
New WVWD Headquarters

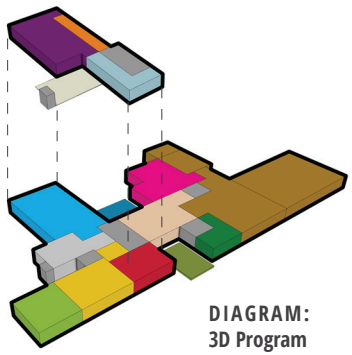


DIAGRAM:
3D Program

COST ESTIMATE

	Qty	Cost	$/GSF
New Construction			
Administration	24,000	$28,796,965	$1,199.87
Board Room	4800	$6,053,231	$1,261.09
Operations / Electrical / Water Departments	14,400	$14,243,024	$932.68
Subtotal		**$49,093,220**	**$1,136.42**
Site Work			
Site Work		$30,117,382	$697.16
Subtotal		**$30,117,382**	**$697.16**
Total Facility Master Plan – Construction Cost Escalated			
TOTAL		**$79,210,602**	**$1,833.58**

TABLE:
Cost Estimates Summary

After Option 3 was selected as the preferred plan, a more detailed construction cost estimate was developed to support planning, budgeting, and implementation strategies moving forward.

This estimate builds upon the high-level ROM comparison by incorporating a more advanced understanding of the site conditions, building program, and scope of work. It reflects quantities and costs based on preliminary design elements and includes appropriate markups for contingency, general conditions, and escalation. While still conceptual in nature, this estimate provides a more reliable basis for capital planning than the earlier ROM estimate.

The total projected construction cost is $79.2 million, which includes both vertical construction and site work, as well as a 25% escalation factor to reflect anticipated market conditions at the time of construction (targeted for 2030). This total also includes soft costs, a design and estimating contingency (15%), and allowances for general requirements and overhead/profit (18%). These assumptions were applied to ensure the estimate reflects a realistic and comprehensive picture of anticipated project costs. A full breakdown of the estimate is provided in the Appendix.

NEXT STEPS

As the District moves toward implementation, the next step is to identify the project delivery method that offers the greatest value in terms of cost, schedule, and control. Common approaches include Design-Bid-Build, Design-Build, and Lease-Leaseback.

Once a delivery method is selected and the plan is approved, the project could proceed into final design. Based on the current scope, the District should anticipate up to 6 months of design development, followed by a 3-year window for permitting and entitlement. This timeline aligns with WVWD's long-range capital improvement and borrowing strategies, including potential funding needs tied to the 2027–2032 planning window.

PHOTO:
Existing Headquarters

STAFF REPORT

DATE: September 4, 2025

TO: Board of Directors

FROM: Socorro Pantaleon, Public Outreach & Government Affairs Manager

SUBJECT: Fontana Chamber of Commerce Sponsorship

STRATEGIC GOAL:

Strategic Goal 3 - Develop and Grow Effective Communication and Advocacy Practices

B. Present the District as a Proactive Community Partner

MEETING HISTORY:

N/A

BACKGROUND:

The Fontana Chamber of Commerce will host its annual Gala on September 27 at Manheim Southern California. This event brings together local elected officials, community leaders, business partners, and organizations for the Annual Board of Directors Installation and Recognition Ceremony.

Sponsorship would provide the District with:

- Increased visibility in the community
- Networking opportunities with regional leaders and partner agencies

The cost of sponsorship varies by level (Exhibit A). Staff has reviewed the budget and confirmed funding is available under Sponsorship. Participation would also allow designated Board Members and staff to represent the District at the event.

DISCUSSION:

The Board is asked to provide direction to staff regarding potential sponsorship of the Fontana Chamber of Commerce Annual Gala, including whether to participate and, if so, at which sponsorship level, in accordance with the District's Sponsorship Policy.

FISCAL IMPACT:

Sponsorship opportunities include:

- Bronze Sponsorship – $3,000: Name on event signage and 4 tickets
- Silver Sponsorship – $5,000: Logo on website, name/logo on all event signage, and 6 tickets

REQUESTED ACTION:

Provide direction to staff.

Attachments

Fontana Sponsorship Levels (Exhibit A)

FONTANA CHAMBER OF COMMERCE

PRESENTS

A Night in PARIS

2025 Board Installation Gala

September 27, 2025

5:00 pm

MANHEIM SOUTHERN CALIFORNIA
10700 Beech Ave. Fontana, California 92337

Sponsorship Opportunities

PLATINUM SPONSOR
$10,000

Title Sponsor
Top billing- Name/logo on all marketing
(Invitations, website, email blasts, social media)
2 Reserved Tables (16 tickets)

GOLD SPONSOR
$7,500

Name/ logo on all digital marketing
(website, email blasts, and social media)
Name/logo on all event signage
Reserved Table (8 tickets)

SILVER SPONSOR
$5,000

Logo on website
Name/logo on all event signage
6 Tickets to Event

BRONZE SPONSOR
$3,000

Name on event signage
4 Tickets to Event

INDIVIDUAL TICKETS
Chamber Members $100
Non-Members $150

FONTANA
CHAMBER OF COMMERCE

www.fontanachamber.org