



**DATA SHEET**  
**Agenda Item No. 16.E.**

Meeting Date: October 5, 2017

**Agenda Item:**

Authorize the Executive Director to enter into purchase agreements:

- E. With Palomar Modular Buildings, LLC. in the amount of \$66,644.00 for purchase of a manufactured building to provide needed office space at the Harpool Water Treatment Plant.

<b>Placement:</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Individual Consideration	<input type="checkbox"/> Executive Session
<b>Vote:</b>	<input type="checkbox"/> Non-Weighted	<input checked="" type="checkbox"/> Weighted Capital	
<b>Recommending Department: Operations</b>			

**Background:**

The current administration building at the Harpool Plant was constructed with a single office for the plant Superintendent. At the time, there were only two operators along with the Superintendent. Maintenance was entirely staffed and mobilized from the Lewisville facility. Since then, in step with the growth in the service area, staff numbers have grown. Along with the additional operators and supervisors, there is now a full-time maintenance staff for the northeast area stationed at the Harpool Plant. The Harpool Plant now serves as the hub for overall water and wastewater management for the northeast area.

There is a need for additional office space to accommodate the larger staff. Rather than accelerating the planned future expansion of the administration building to address this need, Staff has determined that a modular building can provide six offices at a cost saving. This building can be used until the future expansion of the administration building that is planned during the multi-year plant expansion. When timely, the modular building can be re-located and used for construction offices.

**Financial:**

Funding is included in the FY 2018 Operating Budget

**Recommendation:**

That the Executive Director enter into an agreement with Palomar Modular Buildings, LLC. in the amount of \$66,644.00 for purchase of a manufactured building to provide needed office space at the Harpool Water Treatment Plant.

Submitted By:

  
Jody Zabolio, Director of Operations

Date: September 29, 2017