

AGENDA
IRVINE RANCH WATER DISTRICT
FINANCE AND PERSONNEL COMMITTEE MEETING
TUESDAY, DECEMBER 10, 2019

CALL TO ORDER 11:30 a.m., Committee Room, Second Floor, District Office
15600 Sand Canyon Avenue, Irvine, California

ATTENDANCE Member: Steve LaMar _____ Alternate Member: Doug Reinhart _____

<u>ALSO PRESENT</u>	Paul Cook	_____	Cheryl Clary	_____
	Rob Jacobson	_____	Kevin Burton	_____
	Paul Weghorst	_____	Wendy Chambers	_____
	Tony Mossbarger	_____	Jenny Roney	_____
	Christopher Smithson	_____	Tanja Fournier	_____
	Eileen Lin	_____	Allen Shinbashi	_____
	Jennifer Davis	_____	_____	_____
	_____	_____	_____	_____

COMMUNICATIONS

1. Notes: Clary
2. Public Comments
3. Determine the need to discuss and/or take action on item(s) introduced, which came to the attention of the District subsequent to the agenda being posted.
4. Determine which items may be approved without discussion.

INFORMATION

5. INFORMATION SERVICES PROJECT STATUS REPORT – MOSSBARGER / CLARY

Recommendation: Receive and file.

6. EMPLOYEE POPULATION AND TURNOVER STATUS REPORT – SRADER / RONEY

Recommendation: Receive and file.

7. MONTHLY INVESTMENT AND DEBT REVIEW – DAVIS / FOURNIER / JACOBSON / CLARY

Recommendation: Receive and file.

ACTION

8. SAND CANYON PROFESSIONAL CENTER PHASE II CONTRACT
CHANGE ORDER NO. 8 – JACOBSON / CLARY

Recommendation: That the Board authorize the General Manager to execute Contract Change Order No. 8 in the amount of \$209,900.97 with KPRS Construction Services for the Sand Canyon Professional Center Phase II, Project 06210.

9. POLICY REVISIONS AND ADDITIONS RELATED TO DISTRICT
APPROVALS, AUTHORIZATIONS AND PROCEDURES – AGUILAR /
JACOBSON / CLARY

Recommendation: That the Board adopt a resolution rescinding Resolution Nos. 2014-40, 2014-41, 2014-42 and 2014-43 and adopt a resolution by title approving policy revisions and additions related to IRWD approvals, authorizations and procedures.

OTHER BUSINESS

10. Directors' Comments

11. Adjournment

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the above-named Committee in connection with a matter subject to discussion or consideration at an open meeting of the Committee are available for public inspection in the District's office, 15600 Sand Canyon Avenue, Irvine, California ("District Office"). If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available from the District Secretary of the District Office at the same time as they are distributed to Committee Members, except that if such writings are distributed one hour prior to, or during, the meeting, they will be available at the entrance of the meeting room at the District Office. The Irvine Ranch Water District Committee Room is wheelchair accessible. If you require any special disability-related accommodations (e.g., access to an amplified sound system, etc.), please contact the District Secretary at (949) 453-5300 during business hours at least seventy-two (72) hours prior to the scheduled meeting. This agenda can be obtained in an alternative format upon written request to the District Secretary at least seventy-two (72) hours prior to the scheduled meeting.

December 10, 2019
Prepared by: T. Mossbarger
Submitted by: C. Clary
Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

INFORMATION SERVICES PROJECT STATUS REPORT

SUMMARY:

The Information Services Department has provided a list of projects on which staff is currently working, which is provided for the Committee's review.

BACKGROUND:

Information Services submits a project status report for the Committee's review three times a year. Provided as Exhibit "A" is the current project status report.

FISCAL IMPACTS:

The fiscal impacts, which vary depending on the project, are incorporated in Exhibit "A".

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act (CEQA), Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

Exhibit "A" – Information Services Project Status Report

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Exhibit "A"

Information Services Project Status Report Four-Month Update as of December 2019

Project Name	Project Summary	Schedule		Project Budget	Status
Cyber Security Risk Assessment and Response Plan	Conduct a Cyber Security Risk Assessment to identify areas of risk and develop an incident response plan.	Start Completion	3/19 3/20	\$235,500	Tevora has completed the assessment of IRWD's Information Security Risk Management. Development of Information Security Practices and Standards and Cybersecurity Incident Response Practices and procedures are in process. The findings and recommendations will be presented to the Board in December 2019.
Business Intelligence (BI) Disaster Recovery (DR) in the Cloud	Implement the District's Oracle BI DR environment in the Oracle Cloud and develop Additional Reports.	Start Completion	10/17 1/20	\$757,240	The board approved a variance to the contract with Dilytics for \$426,000 to develop the dashboards and additional reports. Dilytics has delivered 95% of the additional reporting and 5% is in process. The BI DR environment is 100 % complete. Dashboards are being developed and 33% have been delivered.
E-Mail Migration to the Cloud	Migrate the District's GroupWise e-mail system to Microsoft Office 365 in the Cloud.	Start Completion	2/19 1/20	\$304,000	A Professional Services Agreement with Novacoast was approved by the board in July 2019. Novacoast has successfully completed the configuration of the migration servers and the Office 365 cloud environment. Migrations will begin in mid-December and include the migration of mail, calendar, and contacts from GroupWise to Office 365 in the Cloud.

Exhibit “A”

Information Services Project Status Report Four-Month Update as of December 2019

Project Name	Project Summary	Schedule		Project Budget	Status
Replace Customer eBill and Payment Web Access Portal	Replace the current legacy customer eBill and Payment Web Access portal with a cloud based solution.	Start Completion	10/19 7/20	TBD	Request for Qualifications (RFQ) sent to four Electronic Bill Presentment and Payment (EBPP) solution providers. RFQ responses are due in mid-December 2019.
Oracle Customer Care and Billing (CC&B) Software Upgrade	Perform a technical upgrade of the District’s Oracle CC&B software to the most current version.	Start Completion	6/19 5/21	\$2,849,000	RFP for implementation services has been developed. Target for issuing RFP is February 2020.
IRWD Enterprise – Hardware and Software Upgrades	Replace hardware based on replacement policy. Upgrade software as hardware is replaced.	Start Completion	7/19 6/20	\$721,500	Hardware and software replacements are 50% completed.

December 10, 2019
Prepared by: L. Srader
Submitted by: J. Roney
Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

EMPLOYEE POPULATION AND TURNOVER STATUS REPORT

SUMMARY:

Staff has prepared various population and turnover reports for Committee review.

FISCAL IMPACTS:

None.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDATION:

Receive and file.

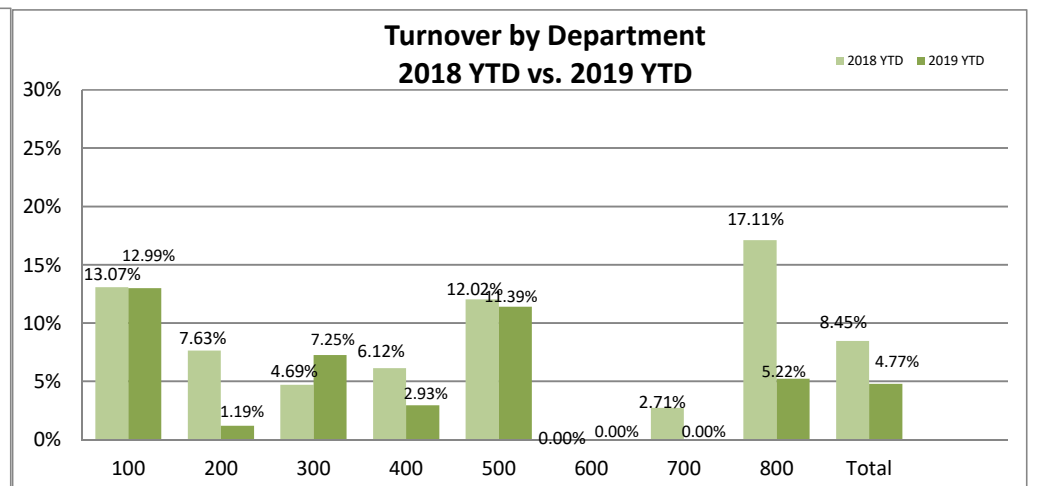
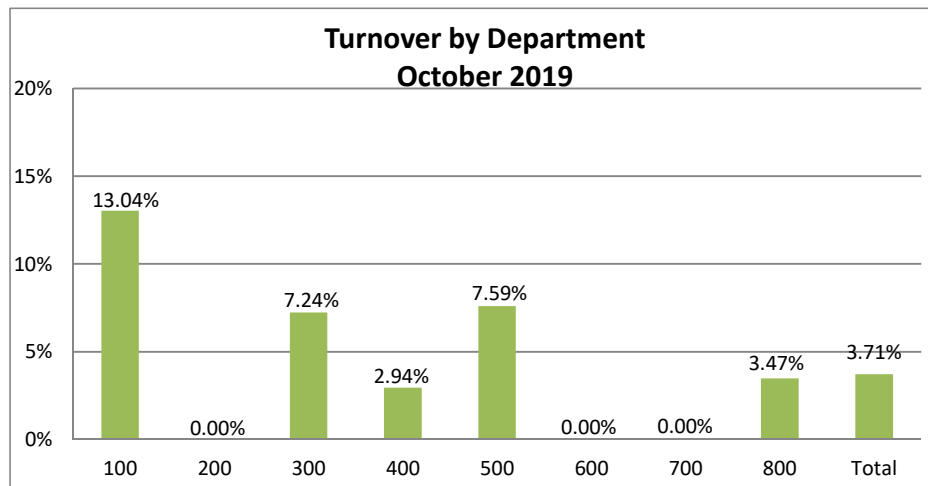
LIST OF EXHIBITS:

Exhibit "A" – Employee Population/Turnover Status Report

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EXHIBIT A
IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
October 2019

	@10/01/19	Current Month Activity							@10/30/19		FY 19/20	Avg FYTD	Avg FYTD	Avg FYTD	Internal Turnover		External Turnover	
Dept	Positions Filled	New Hires	Terms		Promo Trnsfr		Lateral Trnsfr		Positions Filled	Positions Unfilled	Budgeted Positions*	Filled Budget Positions	Temp Emp FTE	Total Filled Positions	Current Period	2019 YTD	Current Period	2019 YTD
			Vol	Invol	In	Out	In	Out										
100	16.0								16.0	0	16.0	15.3	0.4	15.7	0.00%	0.00%	0.00%	12.99%
200	86.0		1						85.0	2	88.0	80.7	0.0	80.7	0.00%	0.00%	1.16%	1.19%
300	41.0								41.0	3	44.0	41.9	5.6	47.5	0.00%	0.00%	0.00%	7.25%
400	70.0								70.0	2	72.0	66.8	3.0	69.8	0.00%	0.00%	0.00%	2.93%
500	53.0		2						51.0	8	59.0	51.4	0.9	52.3	0.00%	0.00%	3.77%	11.39%
600	29.0								29.0	0	29.0	23.3	0.8	24.2	0.00%	0.00%	0.00%	0.00%
700	34.0								34.0	1	35.0	37.3	3.0	40.3	0.00%	0.00%	0.00%	0.00%
800	57.0		1						56.0	5	61.0	55.4	0.2	55.6	0.00%	0.00%	1.75%	5.22%
Totals	386	0	4	0	0	0	0	0	382.0	21	404.0	372.3	13.8	386.1	0.00%	0.00%	1.04%	4.77%
10/18	365	11	4	0	0	0	0	0	372	28	393.00	362.50	44.04	406.5	0.00%	0.28%	1.10%	8.45%

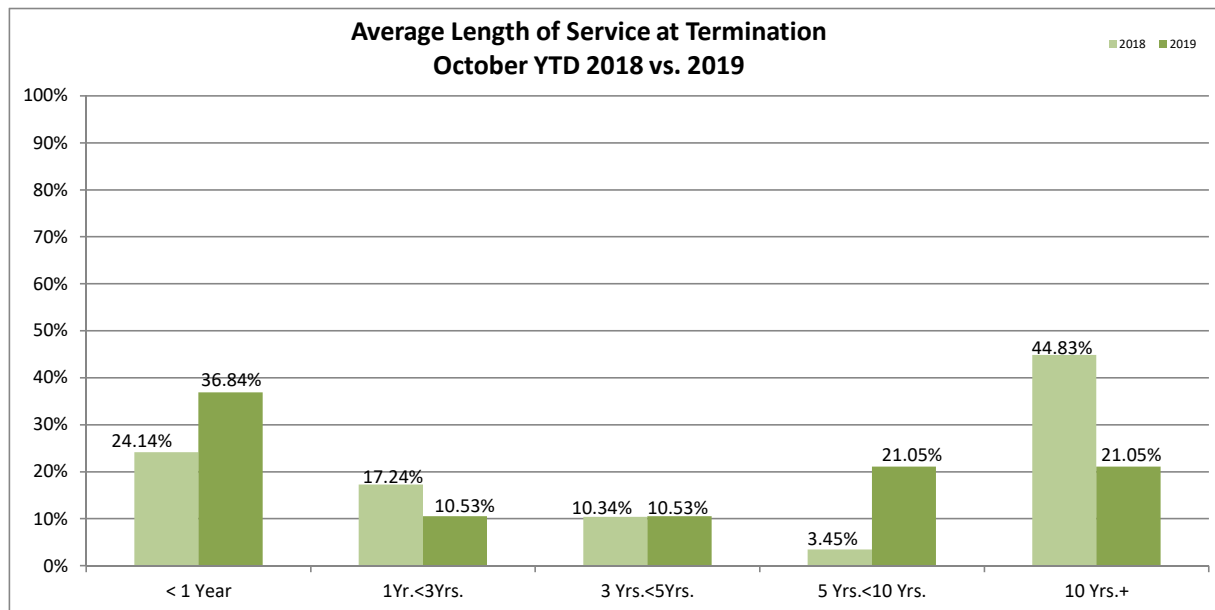


100-GM, HR, Safety; 200-Fin., Cust. Serv., IS, Purch.; 300-Eng.; 400-Water Ops; 500-Recycling; 600-WQ&RC; 700-Water Res., Recyc. Water and Public Affairs; 800-Adm. & Maintenance Ops

**IRVINE RANCH WATER DISTRICT
TURNOVER LONGEVITY RATIO
October 2019**

Dept.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD Turnover Longevity Ratio				
														< 1 Year	1Yr.<3Yrs.	3 Yrs.<5Yrs.	5 Yrs.<10 Yrs.	10 Yrs.+
100		2											2	1			1	
200										1			1					1
300		1					1	1					2		1			2
400	1		1		1								2	2		2	1	
500	1	1					2			2			6	4				
600													0					
700													0					
800				1	1	1				1			4		1		2	1
2019 Total	2	4	1	1	2	1	3	1	0	4	0	0	19	7	2	2	4	4
2018 Data	1	2	0	2	3	4	4	1	4	2	2	3	28					
Percentage of Total Turnover														36.84%	10.53%	10.53%	21.05%	21.05%

2019 Average YTD Length of Service at Termination	7.02 Years
2018 Average YTD Length of Service at Termination	13.85 Years
2017 Average YTD Length of Service at Termination	14.35 Years
2016 Average YTD Length of Service at Termination	12.43 Years
2015 Average YTD Length of Service at Termination	12.27 Years



**IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
October 2019**

NEW HIRES				
Hire	Dept	Employee Name	Position	Comments

TERMINATIONS					
Termination Date	Dept	Employee Name	Position	Reason	Comments
10/3/19	200			Vol	Moved Out of State
10/5/19	500			Vol	Other Employment
10/9/19	500			Vol	Other Employment
10/11/19	800			Vol	Other Employment

RETIREMENTS					
Effective Date	Departing Dept	Employee Name	Position	Reason	Comments

PROMOTIONS					
Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position
10/19/19	200	Shane Martin	Material Control Clerk II	200	Risk Assistant
10/19/19	300	Jason Pilgrim	Senior Construction Inspector	300	Construction Inspection Supervisor

TRANSFERS					
Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position

CROSS TRAINING					
Effective Date	Departing Dept	Employee Name	Departing Position	New Dept	New Position

**IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
October 2019**

UNFILLED POSITIONS			
Dept	Position	Salary Grade	Comments
200	Buyer	24.N	Recruiting
200	Material Control Clerk I	11.N	Offer Pending
300	Engineer	U17.E	
300	GIS Technician I	20.N	Recruiting
300	Engineer	U17.E	
400	Metering Systems Technician I	22.N	1/1/2020
400	Water Maintenance Technician II	22.N	1/1/2020
500	Process Specialist	32.N	
500	Collection Systems CCTV Technician	21.N	
500	Operator III	29.N	
500	Operator III	29.N	
500	Operator III	29.N	
500	Sr. SCADA	U15.E	Position Reposted
500	Operator III	29.N	
500	Operator II	29.N	
700	Cross Connection Specialist	24.N	Recruiting
800	Asset Systems Manager	U17.E	Recruiting
800	Sr. Maintenance Mechanic	27.N	
800	Electrical Technician	28.N	
800	Sr. Electrical Technician	30.N	
800	Asset Maintenance Coordinator	32.N	Recruiting

**IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT
October 2019**

LEAVE OF ABSENCE					
Type of Leave	Pay Status	Date Leave Began	Anticipated Return Date	Current Length	Comments
FMLA/CFRA	SDI	10/7/2019	2/10/2020	1 month	
FMLA/CFRA	SDI	7/2/2019	11/29/2019	4 months	Retiring 11/29/19
FMLA/CFRA	SDI	7/9/2019	12/1/2019	4 months	
FMLA/CFRA	SDI	9/2/2019	2/17/2020	2 months	
FMLA/CFRA	SDI	9/30/2019	12/1/2019	2 months	
FMLA/CFRA	SDI	9/9/2019	10/28/2019	2 months	
FMLA/CFRA	SDI	3/30/2019	10/28/2019	7 months	
WC/FMLA/CFRA	SDI	9/9/2019	12/17/2019	2 months	
FMLA/CFRA	SDI	9/3/2019	10/28/2019	2 months	
FMLA/CFRA	PFL	9/23/2019	11/4/2019	2 months	

Leave	Original Status	Date Leave Began	Return Date	Length	Return Date	Comments
FMLA/CFRA	PFL	4/8/2018	4/9/2018	1 Week	04/09/18	Returned
FMLA/CFRA	PFL	2/27/2018	4/11/2018	7 Weeks	04/11/18	Returned
FMLA/CFRA	SDI	3/23/2018	4/6/2018	1 Week	04/09/18	Returned
FMLA/CFRA	PFL	3/16/2018	5/7/2018	1.5 Months	05/07/18	Returned
FMA/CFRA	PFL	4/3/2018	5/16/2018	1 Month	05/16/18	Returned
FMA/CFRA	SDI	4/26/2018	5/7/2018	1 week	05/07/18	Returned
FMA/CFRA	PFL	4/17/2018	5/15/2018	1 month	05/15/18	Returned
FMLA/CFRA	PFL	5/11/2018	5/21/2018	2 weeks	05/21/18	Returned
FMLA/CFRA	PFL	5/14/2018	5/24/2018	10 days	05/24/18	Returned
FMLA/CFRA	SDI	4/10/2018	5/17/2018	2 Months	05/28/18	Returned
CFRA	PFL	5/29/2018	6/11/2018	8 days	06/11/18	Returned
FMLA/CFRA	PFL	5/25/2018	6/11/2018	1 Week	06/11/18	Returned
WC/FMLA/CFRA	WC	4/12/2017	6/28/2018	13 months	06/28/18	Retired
FMLA/CFRA	SDI	2/12/2018	7/4/2018	4 months	07/03/18	Returned
FMLA/CFRA	PFL	6/5/2018	6/26/2017	4 weeks	06/19/18	Returned

**IRVINE RANCH WATER DISTRICT
EMPLOYEE POPULATION STATUS REPORT**

Month	Length of Employment	Termination		Comments
		Vol	Invol	
January	6 months	X		Other employment - more money
	6 months		X	Probation rejection
February	12 months	X		Other employment
	11 months	X		Other employment - closer to home; more money
	6 years 2 months	X		Other employment - promotional; PERS
	17 years 6 months	X		Other employment - promotional
March	5 years 5 months	X		Other Employment
April	6years 3 months	X		Moved out of state
May	6 years 5 months	X		Other employment - West Basin
June	17 years 9 months	X		Retirement
July	11 months		X	Probation rejection
	11 months	X		Other employment
	2 years 9 months	X		Other employment - OC Water District; more money/promotion
August	40 years 6 months	X		Retirement
September				
October	15 years 1 month	X		Moved out of state
	4 years 10 months	X		Other employment - City of Corona
	4 years 4 months	X		Other employment - City of Corona
	1 year 11 months	X		Other employment - close to home
November				
December				

IRVINE RANCH WATER DISTRICT
SUMMARY
AGENCY & DISTRICT TEMPORARY EMPLOYEES
October 2019*

ACTIVE

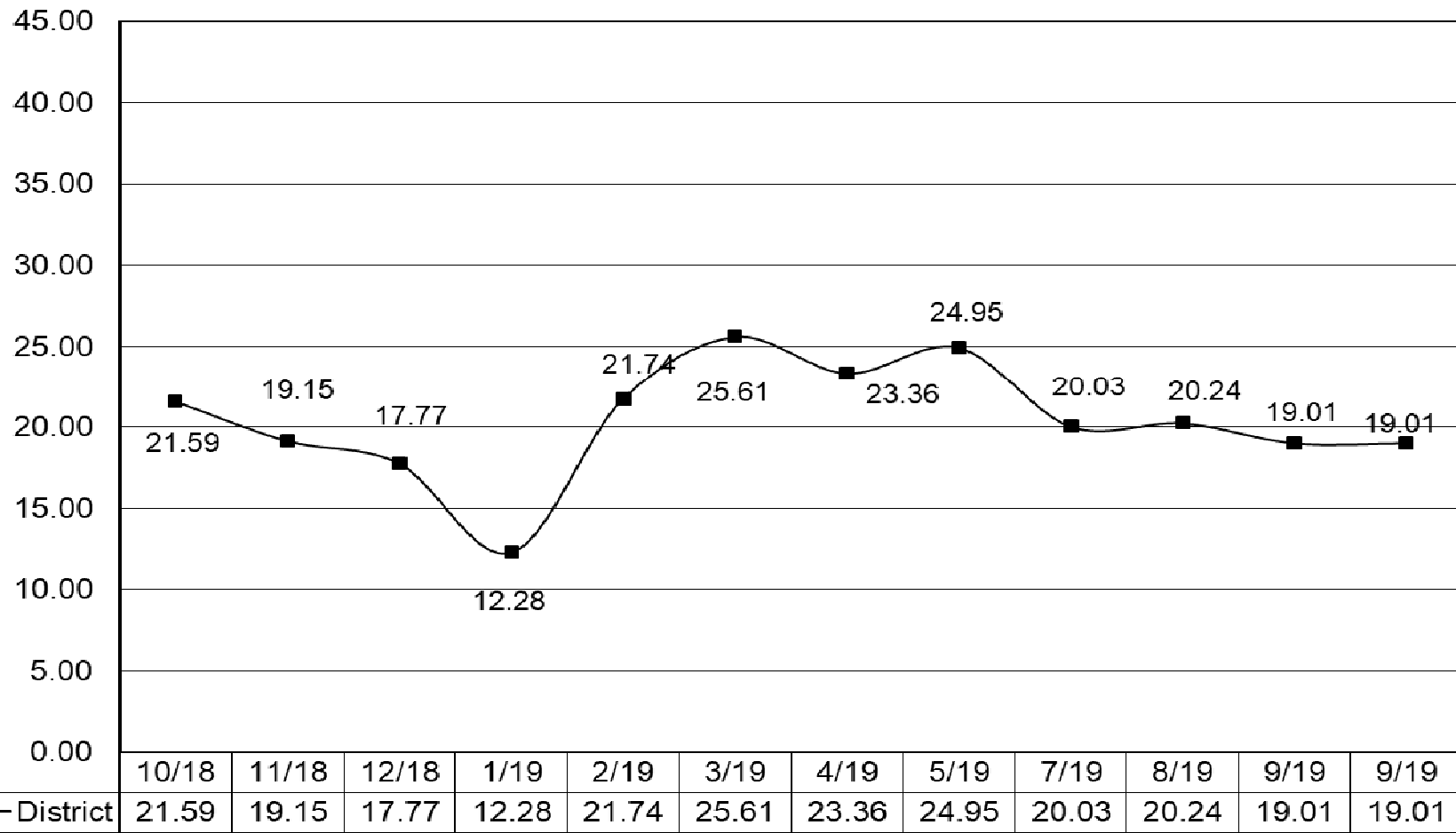
Current Month	FYTD Ave Hours Worked	PERS Enroll-ment	Agency		Hourly Rate	Est Hours per Month	Est Cost Per Month	Expected Duration (Months)	Actual Worked (Months)	Projected Cost FY' YTD	Actual Cost FY 'YTD
0.46	0.11	No	X	140	37.15	168	6,241.20	3	1	6,241.20	2,953.43
0.46	0.11			100							
1.00	1.00	Yes		200	22.99	168	3,862.32	12	3	11,586.96	18,231.07
0.02	0.01	Yes		200	56.55	84	4,750.20	12	3	14,250.60	424.13
1.00	1.00	Yes		200	23.50	84	1,974.00	12	3	5,922.00	16,309.00
1.00	0.93	No	X	200	31.00	168	5,208.00	12	3	15,624.00	20,010.50
1.00	0.91	No	X	200	30.29	168	5,088.72	12	3	15,266.16	19,192.50
1.00	0.95	No	X	200	27.87	168	4,682.16	12	3	14,046.48	18,371.90
1.00	1.00	No	X	200	29.05	168	4,880.40	3	3	14,641.20	23,857.31
1.00	0.92	No	X	200	29.36	168	4,932.48	3	3	14,797.44	18,715.24
7.02	6.72			200							
1.00	0.92	yes	X	300	27.50	168	4,620.00	12	3	13,860.00	17,586.25
1.00	0.87	Yes		300	37.44	84	3,144.96	12	3	9,434.88	22,538.88
0.27	0.65	EXC		300	18.00	84	1,512.00	12	3	4,536.00	8,154.00
0.34	0.49	Yes		300	72.97	84	6,129.48	6	3	18,388.44	24,955.74
0.67	0.51	EXC		300	17.00	84	1,428.00	12	3	4,284.00	6,043.50
0.26	0.51	EXC		300	17.00	84	1,428.00	12	3	4,284.00	6,026.50
0.29	0.54	EXC		300	17.00	84	1,428.00	12	3	4,284.00	6,307.00
0.36	0.09	EXC		300	15.00	84	1,260.00	9	1	1,260.00	937.50
1.00	0.97	EXC		300	37.44	84	3,144.96	12	3	9,434.88	25,084.80
5.18	5.55			300							
1.00	1.00	Yes		400	22.99	168	3,862.32	12	3	11,586.96	16,024.03
1.00	0.98	Yes		400	22.99	168	3,862.32	12	3	11,586.96	15,587.22
1.00	0.95	Yes		400	22.23	168	3,734.64	6	3	11,203.92	14,827.41
0.31	0.07	No	X	400	31.51	168	5,293.68	9	1	5,293.68	1,575.50
3.31	3.00			400							
0.95	0.89	Yes		500	29.03	84	2,438.52	12	3	7,315.56	18,013.12
1.00	0.29	No		500	31.84	168	5,349.12	9	1	5,349.12	6,559.04
0.95	0.89			500							
0.65	0.85	Yes		600	30.28	168	5,087.04	12	3	15,261.12	17,819.78
0.45	0.47	EXC		600	15.00	84	1,260.00	6	3	3,780.00	4,897.50
0.31	0.33	EXC		600	15.00	84	1,260.00	12	3	3,780.00	3,420.00
0.30	0.58	EXC		600	15.00	84	1,260.00	12	3	3,780.00	6,075.00
1.00	1.00	Yes		600	31.49	168	5,290.32	12	3	15,870.96	23,507.29
0.00	0.00	No	X	600	52.00	168	8,736.00	5	1	8,736.00	0.00
0.28	0.53	EXC		600	15.00	84	1,260.00	12	3	3,780.00	5,508.75
2.98	3.76			600							
1.00	0.96	Yes		700	29.73	84	2,497.32	12	3	7,491.96	19,710.99
1.00	1.00	No	X	700	31.00	168	5,208.00	12	3	15,624.00	23,381.75
0.98	1.00	No	X	700	31.00	168	5,208.00	12	3	5,208.00	22,041.00
2.98	2.96			700							
0.90	0.23	No	X	800	40.82	168	6,857.76			5,208.00	6,490.38
0.90	0.23			800							
23.78	23.22										

IRVINE RANCH WATER DISTRICT
SUMMARY
AGENCY & DISTRICT TEMPORARY EMPLOYEES
October 2019*
TERMINATED

Current Month FTE	Avg FYTD Temp Emp FTE	Active PERS Y/N *	Agency	Dept	Hourly Rate	Est Hours per Month	Est Cost Per Month	Expected Duration (Months)	Actual Worked (Months)	Projected Cost FYTD	Actual Cost FYTD
0.63	0.25	No	X		27.87	168	4,682.16	3	1		
0.00	0.00			100							
0.18	0.39	EXC		200	15.00	84	1,260.00	12	1	1,260.00	2,010.00
0.18	0.39			200							
0.00	0.00			300							
0.00	0.00			400							
0.00	0.00			500							
0.00	0.00			600							
0.00	0.00			700							
0.00	0.00			800							
0.18	0.39									324,258.48	463,148.00

EXC = Exclude from PERS enrollment
Yes= Temporary employee enrolled in PERS Membership
No=Temporary Agency employee
*Data reported 30 days in arrears

Temporary Employees
Full Time Equivalency
District Totals as of October 31, 2019



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December 10, 2019
Prepared by: J. Davis / T. Fournier
Submitted by: R. Jacobson / C. Clary
Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

MONTHLY INVESTMENT AND DEBT REVIEW

SUMMARY:

The following items are submitted for the Committee's review and consideration:

- The Investment Portfolio Summary Report as of November 30, 2019, as outlined in Exhibit "A";
- The U.S. Treasury Yield Curve as of November 30, 2019, as outlined in Exhibit "B";
- The Summary of Fixed and Variable Debt as of November 30, 2019, as outlined in Exhibit "C"; and
- The Summary of Variable Rate Debt Rates as of November 30, 2019, as outlined in Exhibit "D".

BACKGROUND:

Investment Portfolio:

For November 2019, the rate of return for the fixed income investment portfolio was 2.18%, a 0.01% increase from October's rate of 2.17%. Including real estate investments, the weighted average rate of return for the District's investment portfolio for November 2019 was 4.39%, a 0.03% increase from October's rate of 4.36%.

Debt Portfolio:

As of November 30, 2019, the District's weighted average all-in variable rate was 1.14%, a 0.28% decrease from October's rate of 1.42% due to lower interest rates on the District's variable rate debt portfolio. Including the District's weighted average fixed rate bond issues of 3.69% and the previous month's negative cash accruals from fixed payer interest rate swaps, which hedge a portion of the District's variable rate debt, the total average debt rate was 3.03%, a 0.02% increase from October's rate of 3.01%. The increase was due to the change in the negative cash accrual from \$121,266 to \$191,822 for the District's fixed payer swaps.

FISCAL IMPACTS:

Fiscal impacts are outlined above and included in the attached exhibits.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

Receive and file.

LIST OF EXHIBITS:

Exhibit "A" – Investment Portfolio Summary as of November 30, 2019

Exhibit "B" – Yield Curve as of November 30, 2019

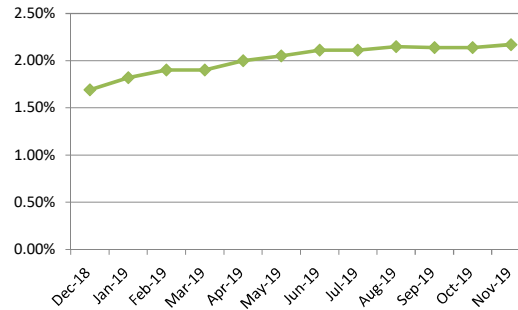
Exhibit "C" – Summary of Fixed and Variable Debt as of November 30, 2019

Exhibit "D" – Summary of Variable Rate Debt Rates as of November 30, 2019

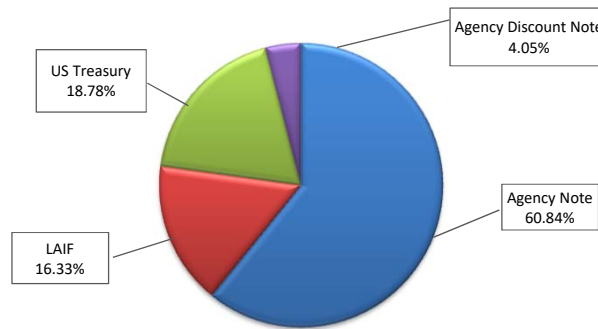
Exhibit "A"

Irvine Ranch Water District Investment Portfolio Summary November 2019

Monthly Fixed Income Yield



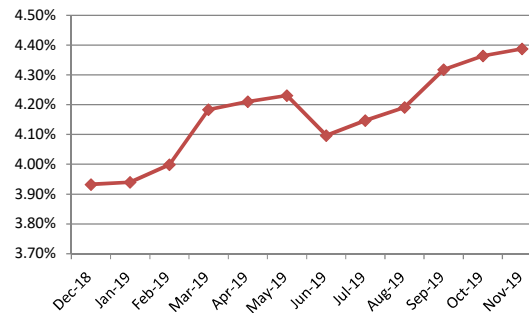
Portfolio Distribution



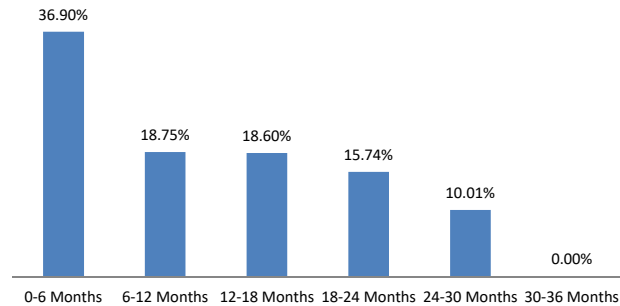
Investment Summary

Type	PAR	Book Value	Market Value
Agency Note	195,550,000	195,411,914	196,268,831
US Treasury	80,000,000	79,821,955	80,502,380
LAIF	64,000,000	64,000,000	64,105,140
Agency Discount Note	10,000,000	9,998,908	9,992,488
Grand Total	349,550,000	349,232,777	350,868,839

Weighted Average Return
Including Real Estate Portfolio



Maturity Distribution



Top Issuers

Issuer	PAR	% Portfolio
US Treasury	80,000,000	22.89%
Fed Farm Credit Bank	70,000,000	20.03%
State of California Treasury - LAIF	64,000,000	18.31%
Fed Home Loan Mortgage Corp	55,000,000	15.73%
Fed Natl Mortgage Assoc	46,550,000	13.31%
Fed Home Loan Bank	34,000,000	9.73%
Grand Total	349,550,000	100.00%

IRVINE RANCH WATER DISTRICT
INVESTMENT SUMMARY REPORT

11/30/19

SETTLMT	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE ⁽¹⁾ 11/30/2019	UNREALIZED ⁽²⁾ GAIN/(LOSS)
08/23/17			12/01/19		LAIF	State of California Tsy.	\$64,000,000		2.250%	\$64,000,000.00	\$64,000,000.00	64,105,140.29	105,140.29
11/27/19	NA	NA	12/02/19	NR	FNMA - Discount Note	Fed Natl Mortgage Assoc	6,000,000	1.430%	1.450%	5,998,808.34	5,999,761.67	5,998,808.34	(953.33)
09/18/19	NA	NA	12/05/19	NR	FHLB - Discount Note	Fed Home Loan Bank	4,000,000	1.920%	1.955%	3,983,360.00	3,999,146.67	3,993,680.00	(5,466.67)
12/12/16	NA	NA	12/12/19	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.450%	1.440%	5,001,450.00	5,000,013.25	4,999,100.00	(913.25)
12/21/16	NA	NA	12/19/19	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.500%	1.621%	4,982,350.00	4,999,709.33	4,998,650.00	(1,059.33)
12/20/17	NA	NA	01/17/20	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.500%	1.932%	4,956,250.00	4,991,400.07	4,998,400.00	6,999.93
10/16/17	NA	NA	02/28/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.500%	1.612%	4,987,025.00	4,998,665.00	4,998,350.00	(315.00)
12/19/18	NA	NA	02/29/20	Aaa/NR/AAA	Treasury - Note	US Treasury	10,000,000	1.250%	2.672%	9,833,593.76	9,960,778.39	9,987,500.00	26,721.61
12/20/17	NA	NA	03/13/20	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	4.125%	1.940%	5,237,200.00	5,059,737.10	5,045,950.00	(13,787.10)
12/20/18	NA	NA	03/31/20	Aaa/NR/AAA	Treasury - Note	US Treasury	10,000,000	2.250%	2.665%	9,948,000.00	9,985,190.58	10,026,200.00	41,009.42
10/03/17	NA	NA	04/20/20	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.375%	1.630%	4,968,350.00	4,995,201.45	4,994,450.00	(751.45)
06/29/18	NA	NA	04/23/20	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.500%	2.544%	4,996,000.00	4,999,229.81	5,021,350.00	22,120.19
06/29/18	NA	NA	05/15/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.500%	2.566%	4,998,450.00	4,999,624.93	5,025,400.00	25,775.07
11/21/17	Continuous after	02/20/18	05/20/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.830%	1.930%	4,987,500.00	4,992,795.81	5,000,100.00	7,304.19
06/11/18	NA	NA	06/11/20	Aaa/NR/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.550%	2.570%	4,997,100.00	4,999,234.34	5,024,650.00	25,415.66
11/10/17	NA	NA	06/22/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.500%	1.750%	4,968,000.00	4,997,804.61	4,995,850.00	(1,954.61)
04/19/18	NA	NA	07/30/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.500%	2.535%	4,886,000.00	4,966,881.15	4,995,400.00	28,518.85
06/08/18	NA	NA	07/30/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.500%	2.559%	4,890,100.00	4,966,033.46	4,995,400.00	29,366.54
12/20/17	Quarterly	11/10/16	08/10/20	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	1.450%	2.052%	4,923,000.00	4,971,644.19	4,993,150.00	21,505.81
09/14/18	NA	NA	08/24/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.680%	2.789%	4,989,700.00	4,996,126.62	5,044,100.00	47,973.38
05/21/18	Continuous after	12/01/17	09/01/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.680%	2.735%	4,884,250.00	4,961,833.03	5,000,050.00	38,216.97
09/14/18	NA	NA	09/04/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.690%	2.794%	4,990,050.00	4,996,163.52	5,046,100.00	49,936.48
12/12/17	One Time	09/28/18	09/28/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	2.000%	2.000%	5,000,000.00	5,000,000.00	5,011,400.00	11,400.00
10/31/17	One Time	10/30/18	10/30/20	Aaa/NR/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,550,000	1.850%	1.850%	5,550,000.00	5,550,000.00	5,552,830.50	2,830.50
09/28/18	NA	NA	10/31/20	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.750%	2.847%	4,889,453.13	4,827,379.04	5,006,850.00	179,470.96
12/13/17	Continuous after	08/23/17	11/23/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.770%	2.060%	4,958,750.00	4,982,096.89	4,988,950.00	6,853.11
11/30/17	NA	NA	11/24/20	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.850%	1.964%	4,983,550.00	4,994,582.06	5,001,600.00	7,017.94
12/20/17	NA	NA	12/28/20	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.875%	2.023%	4,978,400.00	4,990,315.22	5,014,250.00	23,934.78
11/09/18	NA	NA	12/31/20	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.375%	2.958%	4,939,843.75	4,969,576.15	5,042,950.00	73,373.85
10/12/18	NA	NA	01/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	10,000,000	1.375%	2.890%	9,664,843.76	9,830,033.59	9,973,400.00	143,366.41
12/14/18	NA	NA	02/16/21	Aaa/AA+/AAA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.375%	2.806%	4,954,750.00	4,973,760.69	5,051,450.00	77,689.31
12/14/18	NA	NA	02/28/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.000%	2.755%	4,919,515.95	4,952,826.57	5,027,150.00	74,323.43
02/12/19	NA	NA	03/12/21	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	10,000,000	2.500%	2.516%	9,996,500.00	9,997,846.51	10,115,200.00	117,353.49
02/25/19	NA	NA	03/12/21	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	2.375%	2.549%	4,982,700.00	4,989,170.11	5,052,250.00	63,079.89
06/17/19	NA	NA	03/17/21	Aaa/AA+/NR	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.950%	1.938%	5,001,050.00	5,000,775.59	5,018,500.00	17,724.41
06/14/19	NA	NA	04/30/21	Aaa/AA+/AAA	FNMA - Note	Fed Natl Mortgage Assoc	5,000,000	1.750%	1.913%	4,985,000.00	4,988,717.20	5,013,300.00	24,582.80
09/13/19	NA	NA	05/15/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.625%	1.757%	5,071,093.75	5,061,886.53	5,078,150.00	16,263.47

IRVINE RANCH WATER DISTRICT
INVESTMENT SUMMARY REPORT

11/30/19

SETTLMT	Call Schedule	Initial Call	Maturity Date	Rating	INVESTMENT TYPE	INSTITUTION / ISSUER	PAR Amount	COUPON DISCOUNT	YIELD	ORIGINAL COST	CARRY VALUE	MARKET VALUE ⁽¹⁾ 11/30/2019	UNREALIZED ⁽²⁾ GAIN/(LOSS)
09/18/19	NA	NA	06/11/21	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	2.250%	1.786%	5,039,300.00	5,034,698.42	5,049,400.00	14,701.58
07/26/19	NA	NA	07/19/21	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.875%	1.927%	4,995,000.00	4,995,883.98	5,021,600.00	25,716.02
08/01/19	NA	NA	08/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	1.125%	1.816%	4,929,687.50	4,940,959.67	4,959,950.00	18,990.33
09/27/19	Quarterly	03/27/20	09/27/21	NA	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.000%	2.000%	5,000,000.00	5,000,000.00	5,000,500.00	500.00
10/02/19	Quarterly	12/30/19	09/30/21	Aaa/NA/NR	FHLMC - Note	Fed Home Loan Mortgage Corp	10,000,000	2.000%	2.000%	10,000,000.00	10,000,000.00	9,985,700.00	(14,300.00)
10/11/19	NA	NA	10/15/21	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	2.875%	1.540%	5,131,640.63	5,122,506.38	5,125,800.00	3,293.62
10/15/19	Quarterly	01/15/19	10/15/21	Aaa/NA/NR	FHLMC - Note	Fed Home Loan Mortgage Corp	10,000,000	2.000%	2.000%	10,000,000.00	10,000,000.00	10,000,500.00	500.00
10/22/19	NA	NA	10/15/21	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	1.400%	1.642%	4,976,500.00	4,977,798.34	4,981,900.00	4,101.66
11/05/19	NA	NA	11/15/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.875%	1.610%	5,125,585.94	5,121,179.42	5,125,585.94	4,406.52
11/08/19	NA	NA	11/30/21	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	1.750%	1.680%	5,007,031.25	5,006,816.48	5,007,031.25	214.77
11/25/19			12/31/21	Aaa/NR/AAA	Treasury - Note	US Treasury	5,000,000	2.000%	1.619%	5,039,062.50	5,038,756.93	5,039,062.50	305.57
11/25/19	NA	NA	01/13/22	Aaa/NA/NR	FHLMC - Note	Fed Home Loan Mortgage Corp	5,000,000	2.375%	1.635%	5,077,250.00	5,076,655.77	5,077,250.00	594.23
03/08/19	NA	NA	01/15/22	Aaa/AA+/NR	Treasury - Note	US Treasury	5,000,000	2.500%	2.460%	5,005,468.75	5,004,064.89	5,102,750.00	98,685.11
03/21/19	NA	NA	02/03/22	Aaa/AA+/AAA	FFCB - Note	Fed Farm Credit Bank	5,000,000	2.030%	2.361%	4,954,350.00	4,965,436.43	5,049,250.00	83,813.57
03/08/19	NA	NA	03/11/22	Aaa/AA+/NR	FHLB - Note	Fed Home Loan Bank	5,000,000	2.500%	2.549%	5,002,750.00	5,002,079.39	5,106,550.00	104,470.61

TOTAL INVESTMENTS

\$349,550,000

\$348,565,614.01

\$349,232,777.24

\$350,868,838.82

\$1,636,061.58

Petty Cash
Ck Balance

Bank of America

3,400.00

273,413.00

\$348,842,427.01

⁽¹⁾ LAIF market value is as of the most recent quarter-end as reported by LAIF.

Security market values are determined using Bank of New York ("Trading Prices"), Bloomberg and/or broker dealer pricing.

⁽²⁾ Gain (loss) calculated against carry value using the trading value provided by Bank of New York/or Brokers

⁽³⁾ Real estate rate of return is based on most recent quarter end return

Outstanding Variable Rate Debt

\$262,300,000

Net Outstanding Variable Rate Debt (Less \$60 million fixed-payer swaps)

\$202,300,000

Investment Balance:

\$348,842,427

Investment to Variable Rate Debt Ratio:

172%

Portfolio - Average Number of Days To Maturity

321

This Investment Summary Report is in conformity with the 2019 Investment Policy and provides sufficient liquidity to meet the next six months estimated expenditures.

*S - Step up

	Investment Portfolio	Real Estate ⁽³⁾ Portfolio	Weighted Avg. Return
November	2.18%	9.15%	4.39%
October	2.17%	9.15%	4.36%
Change	0.01%		0.03%

IRVINE RANCH WATER DISTRICT
SUMMARY OF MATURITIES

11/30/19

DATE	TOTAL	%	LAIF	Agency Notes	Agency Discount Notes	Collateral Deposit	US Treasury
11/19	\$64,000,000	18.31%	\$64,000,000				
12/19	20,000,000	5.72%		10,000,000	10,000,000		
01/20	5,000,000	1.43%		5,000,000			
02/20	15,000,000	4.29%		5,000,000			10,000,000
03/20	15,000,000	4.29%		5,000,000			10,000,000
04/20	10,000,000	2.86%		10,000,000			
05/20	10,000,000	2.86%		10,000,000			
06/20	10,000,000	2.86%		10,000,000			
07/20	10,000,000	2.86%		10,000,000			
08/20	10,000,000	2.86%		10,000,000			
09/20	15,000,000	4.29%		15,000,000			
10/20	10,550,000	3.02%		5,550,000			5,000,000
SUB-TOTAL	\$194,550,000	55.66%	\$64,000,000	\$95,550,000	\$10,000,000		\$25,000,000
13 Months - 3 YEARS							
11/01/2020 - 1/31/2021	30,000,000	8.58%		15,000,000			15,000,000
2/01/2021 -04/30/2021	35,000,000	10.01%		30,000,000			5,000,000
05/01/2021 -7/31/2021	15,000,000	4.29%		10,000,000			5,000,000
08/01/2021 - 10/31/2021	40,000,000	11.44%		30,000,000			10,000,000
11/01/2021 - 1/31/2022	25,000,000	7.15%		5,000,000			20,000,000
2/01/2022 -4/30/2022	10,000,000	2.86%		10,000,000			
	-						
	-						
	-						
TOTALS	\$349,550,000	100.00%	\$64,000,000	\$195,550,000	\$10,000,000		\$80,000,000

% OF PORTFOLIO	18.31%	55.94%	2.86%	22.89%
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Irvine Ranch Water District
Summary of Real Estate - Income Producing Investments
9/30/2019

	ACQUISITION DATE	PROPERTY TYPE	OWNERSHIP INTEREST	ORIGINAL COST	MARKET VALUE 9/30/2019	ANNUALIZED RATE OF RETURN QUARTER ENDED 9/30/2019
Sycamore Canyon	Dec-92	Apartments	Fee Simple	\$ 43,550,810	\$ 148,625,000	20.15%
Wood Canyon Villas	Jun-91	Apartments	Limited Partner	\$ 6,000,000	\$ 28,710,327	8.50%
ITC (230 Commerce)	Jul-03	Office Building	Fee Simple	\$ 5,739,845	\$ 11,730,000	9.29%
Waterworks Business Pk.	Nov-08	Research & Dev.	Fee Simple	\$ 8,630,577	\$ 9,180,000	6.64%
Sand Canyon Professional Center	Jul-12	Medical Office	Fee Simple	\$ 8,648,594	\$ 11,220,000	9.08%
Total - Income Properties				\$ 72,569,826	\$ 209,465,327	15.40%
OTHER REAL ESTATE DESCRIPTION						
Serrano Summit - Promissory Note	Sep-17	NA	NA	\$ 88,128,000	\$ 88,128,000	4.00%
Total - Income Producing Real Estate Investments				\$ 160,697,826	\$ 297,593,327	9.15%

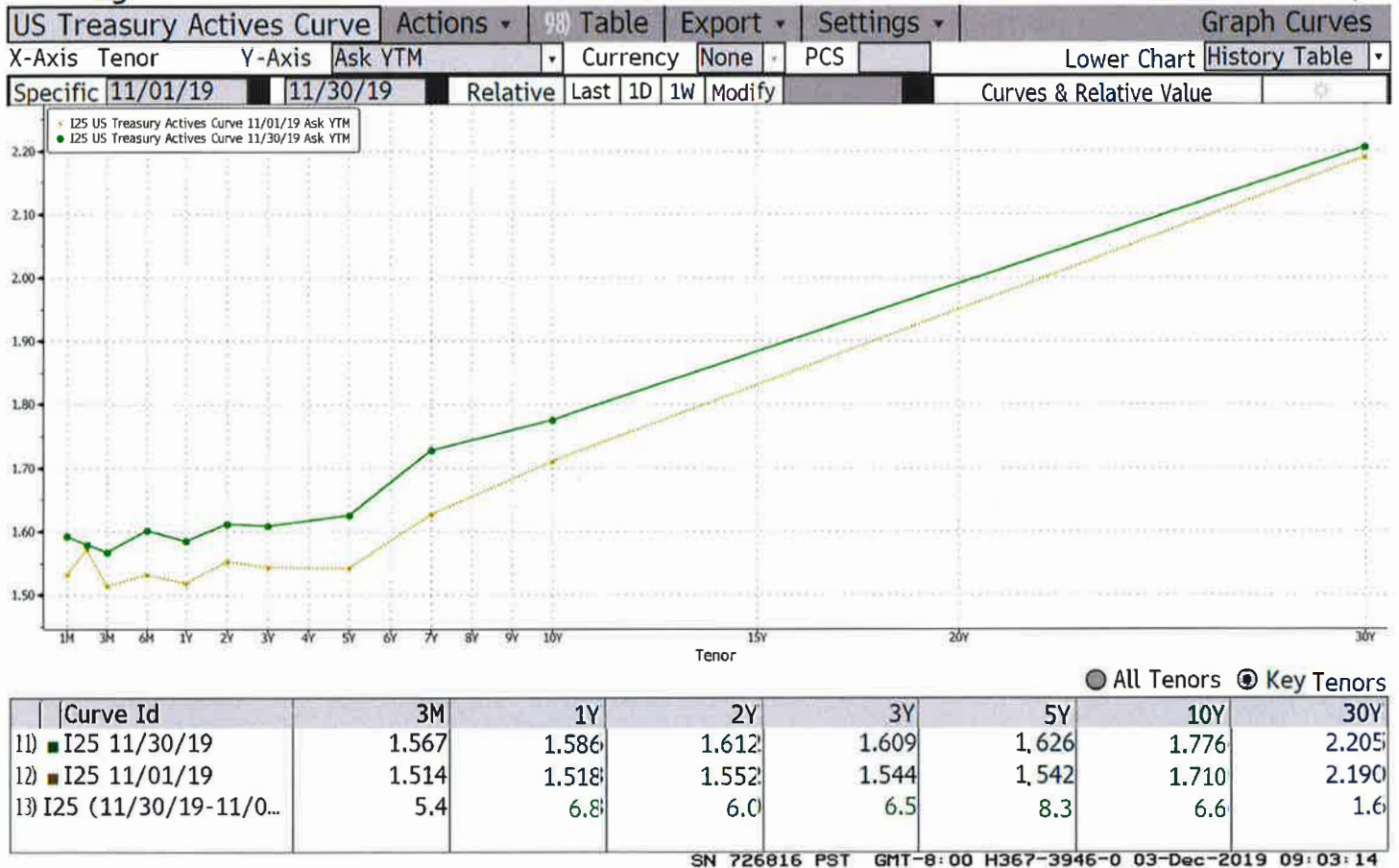
Nov-19

PURCHASES

A - 6

Exhibit "B"

Running as C15. Run GC for more features.

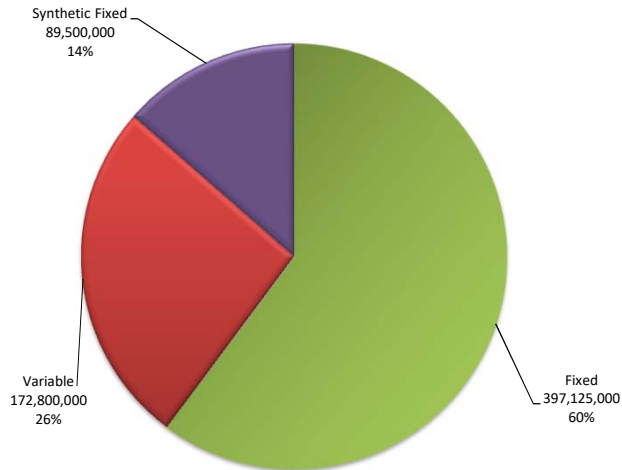


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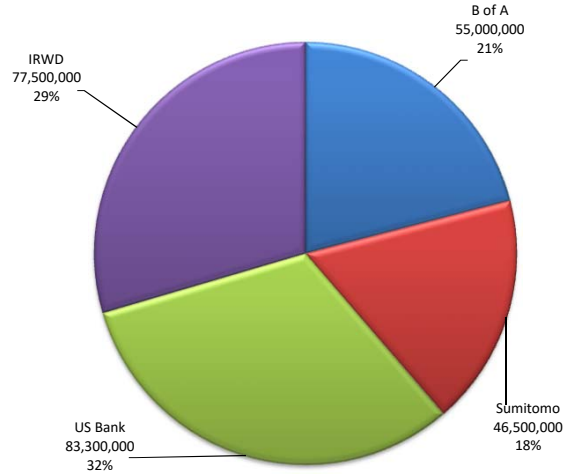
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Exhibit "C"
Irvine Ranch Water District
Summary of Fixed and Variable Rate Debt
November 2019

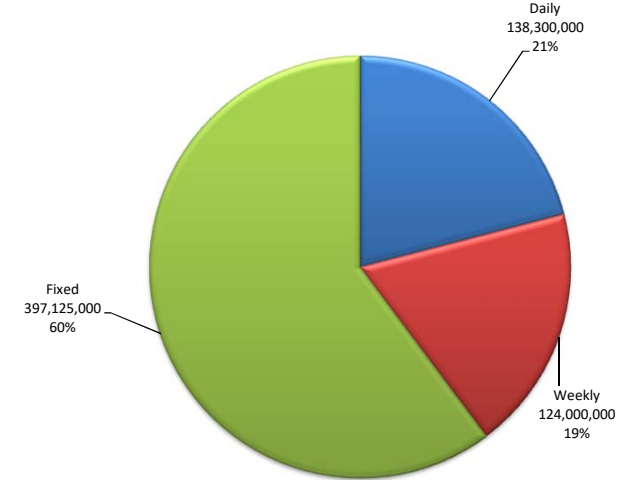
Current Debt Mix By Type



Letters of Credit / Support



Current Debt Rate Reset



Outstanding Par by Series

Series	Issue Date	Maturity Date	Remaining Principal	Percent	Letter of Credit/Support	Rmkt Agent	Mode	Reset
Series 1993	05/19/93	04/01/33	\$28,300,000	4.29%	US Bank	BAML	Variable	Daily
Series 2008-A Refunding	04/24/08	07/01/35	\$46,500,000	7.05%	Sumitomo	BAML	Variable	Weekly
Series 2011-A-1 Refunding	04/15/11	10/01/37	\$46,500,000	7.05%	IRWD	Goldman	Variable	Weekly
Series 2011-A-2 Refunding	04/15/11	10/01/37	\$31,000,000	4.70%	IRWD	Goldman	Variable	Weekly
Series 2009 - A	06/04/09	10/01/41	\$55,000,000	8.34%	US Bank	US Bank	Variable	Daily
Series 2009 - B	06/04/09	10/01/41	\$55,000,000	8.34%	B of A	Goldman	Variable	Daily
2010 Refunding COPS	02/23/10	03/01/20	\$1,980,000	0.30%	N/A	N/A	Fixed	Fixed
2016 COPS	09/01/16	03/01/46	\$116,745,000	17.70%	N/A	N/A	Fixed	Fixed
2010 Build America Taxable Bond	12/16/10	05/01/40	\$175,000,000	26.54%	N/A	N/A	Fixed	Fixed
Series 2016	10/12/16	02/01/46	\$103,400,000	15.68%	N/A	N/A	Fixed	Fixed
Total			\$659,425,000	100.00%				

November-19

LOC Banks		Breakdown Between Variable & Fixed Rate Mode	
		Daily Issues	138,300,000 21%
SUMITOMO	46,500,000	Weekly Issues	46,500,000 7%
BANK OF AMERICA	55,000,000	ITN Issues	77,500,000 12%
US BANK	83,300,000	Sub-Total	<u>262,300,000</u>
	<u>184,800,000</u>		
		Fixed Rate Issues	\$397,125,000 60%
		Sub-Total - Fixed	<u>397,125,000</u>
		TOTAL DEBT	
		FIXED & VAR.	<u>659,425,000</u> 100%

Exhibit "D"
IRVINE RANCH WATER DISTRICT
SUMMARY OF DEBT RATES
Nov-19

Rmkt Agent Mode	GOLDMAN DAILY	GOLDMAN WEEKLY	GOLDMAN WEEKLY	MERRILL LYNCH DAILY	MERRILL LYNCH WEEKLY	US BANK DAILY
Bond Issue	2009 - B	2011 A-1	2011 A-2	1993	2008-A	2009-A
Par Amount	55,000,000	46,500,000	31,000,000	28,300,000	46,500,000	55,000,000
Bank	BOFA	(SIFMA -1)	(SIFMA -1)	US BANK	Sumitomo	US BANK
Reset		Wednesday	Wednesday	Wednesday		
11/1/2019	0.82%	1.11%	1.11%	0.88%	0.87%	0.85%
11/2/2019	0.82%	1.11%	1.11%	0.88%	0.87%	0.85%
11/3/2019	0.82%	1.11%	1.11%	0.88%	0.87%	0.85%
11/4/2019	0.78%	1.11%	1.11%	0.75%	0.87%	0.84%
11/5/2019	0.70%	1.11%	1.11%	0.74%	0.87%	0.74%
11/6/2019	0.68%	1.11%	1.11%	0.71%	0.87%	0.73%
11/7/2019	0.67%	1.08%	1.08%	0.69%	0.83%	0.70%
11/8/2019	0.67%	1.08%	1.08%	0.73%	0.83%	0.69%
11/9/2019	0.67%	1.08%	1.08%	0.73%	0.83%	0.69%
11/10/2019	0.67%	1.08%	1.08%	0.73%	0.83%	0.69%
11/11/2019	0.67%	1.08%	1.08%	0.73%	0.83%	0.69%
11/12/2019	0.67%	1.08%	1.08%	0.75%	0.83%	0.72%
11/13/2019	0.67%	1.08%	1.08%	0.73%	0.83%	0.69%
11/14/2019	0.68%	1.11%	1.11%	0.73%	0.83%	0.70%
11/15/2019	0.70%	1.11%	1.11%	0.73%	0.83%	0.68%
11/16/2019	0.70%	1.11%	1.11%	0.73%	0.83%	0.68%
11/17/2019	0.70%	1.11%	1.11%	0.73%	0.83%	0.68%
11/18/2019	0.55%	1.11%	1.11%	0.64%	0.83%	0.66%
11/19/2019	0.50%	1.11%	1.11%	0.59%	0.83%	0.58%
11/20/2019	0.50%	1.11%	1.11%	0.57%	0.83%	0.54%
11/21/2019	0.55%	1.06%	1.06%	0.63%	0.75%	0.60%
11/22/2019	0.60%	1.06%	1.06%	0.63%	0.75%	0.60%
11/23/2019	0.60%	1.06%	1.06%	0.63%	0.75%	0.60%
11/24/2019	0.60%	1.06%	1.06%	0.63%	0.75%	0.60%
11/25/2019	0.63%	1.06%	1.06%	0.66%	0.75%	0.65%
11/26/2019	0.63%	1.06%	1.06%	0.65%	0.75%	0.65%
11/27/2019	0.63%	1.06%	1.06%	0.66%	0.75%	0.63%
11/28/2019	0.63%	1.09%	1.09%	0.66%	0.77%	0.63%
11/29/2019	0.63%	1.09%	1.09%	0.65%	0.77%	0.63%
11/30/2019	0.63%	1.09%	1.09%	0.65%	0.77%	0.63%
Avg Interest Rates	0.66%	1.09%	1.09%	0.70%	0.81%	0.68%
Rmkt Fee	0.10%	0.13%	0.13%	0.10%	0.07%	0.07%
LOC Fee	0.30%			0.33%	0.32%	0.33%
All-In Rate	1.06%	1.21%	1.21%	1.13%	1.20%	1.08%
Par Amount	101,500,000		31,000,000	74,800,000		55,000,000

Interest Rate Mode	Percent of Total Variable Rate Debt	Par Outstanding	Weighted All-In Average Rate	Base Rate Average
Daily	52.73%	138,300,000	1.08%	0.68%
Weekly	47.27%	124,000,000	1.21%	0.99%
	100.00%	\$ 262,300,000	1.14%	0.82%
Fixed				
COPS 2010	0.50%	1,980,000	3.82%	
COPS 2016	29.40%	116,745,000	2.90%	
BABS 2010	44.07%	175,000,000	4.44%	(1)
SERIES 2016	26.04%	103,400,000	3.32%	
	100.00%	\$ 397,125,000	3.69%	
All-In Debt Rate Including \$60 Million Notional Amount of Swaps				3.03%

(1) Rate adjusted up from 4.35% as a result of sequestration reducing BAB's subsidy by 5.9%

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December 10, 2019
Prepared by: R. Jacobson
Submitted by: C. Clary
Approved by: Paul A. Cook



FINANCE AND PERSONNEL COMMITTEE

SAND CANYON PROFESSIONAL CENTER PHASE II CONTRACT CHANGE ORDER NO. 8

SUMMARY:

The Sand Canyon Professional Center Phase II project includes construction of a 70,000 square-foot for-lease office building and a central outdoor area on land owned by IRWD. Staff recommends the Board authorize the General Manager to execute Contract Change Order No. 8 in the net amount of \$209,900.97 with the project general contractor KPRS Construction Services for Project 06210.

BACKGROUND:

Phase II of the Sand Canyon Professional Center includes construction of an approximately 70,000 square-foot professional office building, a central outdoor area, and related site work on land adjacent to IRWD's Sand Canyon building. The medical and professional office combination on the site was recommended in a land use study, and the resulting tenant diversification has been further supported by other local real estate professionals based on zoning, trip allocation constraints and market data for the area.

On October 22, 2018, the Board authorized the General Manager to award a construction contract to KPRS Construction Services in the amount of \$17,992,969 for the project. Construction of the building shell and related site work are expected to be completed in March 2020.

Contract Change Order No. 8:

The general contractor for the project has provided a contract change order, which includes additional work and costs, credits and a change to the project completion date based on delays due to weather and required project design modifications and related work. Additional costs and credits required to complete the project include the following:

- An increase in the cost for the contractor's General Conditions for delays related to weather (25 net weather days after deducting the contracted 10-day weather allowance), and delays due to required design modifications and related work (65 days total) since the project's inception in December 2018. Design modifications for critical path items included added roofing joists, beams, required structural support for building HVAC units, changes to the existing onsite water main line, and added / modified gas lines to the building. A detailed listing of critical path impacts is included in Change Order No. 8, which is provided as Exhibit "A". The amount of the increase is \$291,476.13 based on a cost of \$3,170 per day for 90 days;

- A decrease in the cost for removal of a planned living wall in the building lobby including related plumbing and irrigation. The amount of the credit for removing the living wall is \$38,793.85;
- A decrease in the cost due to a change in floor tile type for the building's eight restrooms to a 12" x 24" tile, replacing the original full-size tile pieces required to be shop cut the same size. The amount of the credit is \$23,622.54;
- A net decrease in the cost related to a reduction in the number of pathway bollard light fixtures, which is partially offset by an additional cost for concrete bollard footings not included in the landscape plans. The net amount of the decrease is \$14,305.63; and
- Miscellaneous credits related to a change in the attachment method for exterior stone (\$1,317.95) and a reimbursement of the contractor's fee included in the original bid for the listed amounts credited (\$3,535.19). The total of miscellaneous credits is \$4,853.14.

Staff and the District's construction manager Newport Real Estate Services have reviewed the costs and credits for the change order items and find them to be fair and reasonable. The complete Change Order No. 8 is in the net amount of \$209,900.97.

FISCAL IMPACTS:

Project 06210 is included in the FY 2018-19 Capital Budget with a total budget of \$20,355,630, which includes design, construction, permits / fees and other related costs. Based on the project budget contingency amount, the recommended change order does not require a budget increase. The project is funded by IRWD's Replacement Fund.

ENVIRONMENTAL COMPLIANCE:

A Final Environmental Impact Report has been prepared, certified and the project approved by the County of Orange Environmental Management Agency in compliance with the California Environmental Quality Act (CEQA) of 1970 (as amended), codified at California Public Resources Code Sections 21000 et. seq., and the State CEQA Guidelines in the Code of Regulations, Title 14, Division 6, Chapter 3.

RECOMMENDATION:

That the Board authorize the General Manager to execute Contract Change Order No. 8 in the amount of \$209,900.97 with KPRS Construction Services for the Sand Canyon Professional Center Phase II, Project 06210.

LIST OF EXHIBITS:

Exhibit "A" – Contract Change Order No. 8

CONTRACT CHANGE ORDER



Irvine Ranch Water District

15600 Sand Canyon Avenue
P.O. Box 57000
Irvine, CA 92619-7000
(949) 453-5300

C.O. No. 6 (PCCO8)

Final

Project No. 6210

Sand Canyon Phase II - Professional Office Building

Date: 12/5/2019

THE FOLLOWING CHANGE TO CONTRACT, DRAWINGS AND SPECIFICATIONS IS PROPOSED.	\$ ADDITIONS	\$ DELETIONS	DAYS \pm
Please see attached PCCO #8	\$ 209,900.97	\$ -	90
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
TOTAL	\$ 209,900.97	\$ -	90

DAYS \pm

1. NET AMOUNT THIS CHANGE ORDER	=	\$	209,900.97	90
2. ORIGINAL CONTRACT AMOUNT	=	\$	17,992,969.00	0
3. TOTAL PREVIOUS CHANGE ORDER(S)	=	\$	394,345.92	0
4. TOTAL BEFORE THIS CHANGE ORDER (2+ 3)	=	\$	18,387,314.92	0
5. PROPOSED REVISED CONTRACT AMOUNT TO DATE (1+4)	=	\$	18,597,215.89	90

We hereby agree to make the above change subject to the terms of this change order for the sum of:

Two Hundred Nine Thousand Nine Hundred and 97/100

- - - - - Dollars

12/4/2019

KPRS

Date _____

Contractor

By: _____

SIGNATURE		DATE	APPROVAL LEVEL REQUIRED
IRWD Engineer or Consulting Engineer		Date	Department Director Approval Required Executive Director Approval Required General Manager Approval Required Board Approval Required
Engineering Manager		Date	
Executive Director of Technical Services		Date	
General Manager		Date	
			610514
			Purchase Order No.

NOTE: The documents supporting this Change Order, including any drawings and estimates of cost, if required are attached hereto and made a part hereof. This Change Order shall not be considered as such until it has been signed by the Owner and the Contractor. Upon final approval, distribution of copies will be made as required. The parties mutually agree the pricing set forth in this Change Order are complete and fair compensation for the entirety of the work authorized under this Change Order and that no additional compensation is warranted nor shall it be allowed.

CHANGES: All workmanship and materials called for by this Change Order shall be fully in accord with the original Contract Documents insofar as the same may be applied without conflict to the conditions set forth by this Change Order. The time for completing the contract will not be extended unless expressly provided for in this Change Order.



PCCO #008

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Change Order #008: PCCO #008 = PCO 34R3-35-37-39-41-46

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine, California 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California 92821
DATE CREATED:	12/ 04 /2019	CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	90 days New Completion Date 3-30-2020	EXECUTED:	No
CONTRACT FOR:	218073:Prime Contract	TOTAL AMOUNT:	\$ 209,900.97

DESCRIPTION:

This change order is for PCO #34R3-35-37-39-41-46 to provide the additional scope of work and or credits as directed by Owner. Please see each individual PCO for specific cost breakdown, inclusions, exclusions and notes as to cost impact and or schedule impact. This specifically changes the schedule completion date from 11-19-2019 to 3-30-2020 and provides additional general conditions coverage for KPRS staff. KPRS agreed to remove the additional security cost.

ATTACHMENTS:

[PCO #035 Credit PFT-1a - Use Bedrosians Chateau Bathroom Floors.pdf](#) [PCO #039 Bulletin #002 Delete Living Wall Landscape & Plumbing Costs Only.pdf](#) [PCO #041 RFI 92-139 & Bulletin 3 Add Footing Reduce Fixture Qty.pdf](#) [PCO #046 Fee Credit 4% PCO 33-35-37-39-41.pdf](#) [PCO #037 Bulletin #2 Exterior Stone Revised Attachment Method.pdf](#) [PCO #034-R3 Schedule Delay Impact - GC & Security Costs PCO 6-10-14-18-24-25-27-31-32-WD #31.pdf](#)

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
034	CE #043 - Schedule Delay Impact - General Conditions & Security Cost - PCO 6-10-14-18-24-25-27-31-32-WD #31	90 days	291,476.13
035	CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chateau 12 x 24		(23,622.54)
037	CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only		(1,317.95)
039	CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only		(38,793.85)
041	CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty		(14,305.63)
046	CE #065 - Fee Credit 4% PCO 33-35-37-39-41		(3,535.19)
TOTAL:			\$ 209,900.97



PCCO #008

The original (Contract Sum)	\$ 17,992,969.17
Net change by previously authorized Change Orders	\$ 394,345.92
The contract sum prior to this Change Order was	\$ 18,387,315.09
The contract sum would be changed by this Change Order in the amount of	\$ 209,900.97
The new contract sum including this Change Order will be	\$ 18,597,216.06
The contract time will be increased by this Change Order by 90 days	

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services

Sean Wisner

12-4-2019

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #034: CE #043 - Schedule Delay Impact - General Conditions & Security Cost - PCO 6-10-14-18-24-25-27-31-32-WD #31

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	034 / 3	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Pending - In Review	CREATED DATE:	8/4 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	90 days	PAID IN FULL:	No
		TOTAL AMOUNT:	\$291,476.13

POTENTIAL CHANGE ORDER TITLE: CE #043 - Schedule Delay Impact - General Conditions & Security Cost - PCO 6-10-14-18-24-25-27-31-32-WD #31

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #043 - Schedule Delay Impact - General Conditions and Security Cost - PCO 6-10-14-18-24-25-27-31-32-WD #31

This additional cost impact is for KPRS General Conditions and security costs only, and are due to contract schedule delay impact caused by PCO 6-10-14-18-24-25-27-31-32 and through WD #31. These schedule delay impacts are due to added scope of work that have impacted the critical path schedule and final completion date. The original contract completion date was 11-19-2019, and the new completion date is shown as 3-31-2020, see attached updated contract schedule. This is a 90 day schedule impact. KPRS is submitting the cost for the 90 as shown on attached updated schedule and cost breakdown as follows:

1. General Conditions cost as previously detailed in PCO #014-R are \$3,170/day x 90 = \$285,300.
2. Security System cost impact, \$369.52/day x 90 = \$33,247.80. Note, Per Project Team Meeting on 11-11-2019, KPRS as part of Global Cost Settlement will Zero Security Cost.

Please note - KPRS excludes any potential cost impact from subcontractors for any delay claims they may submit related to material, labor, staff, management cost impacts or cost increases or associated costs due to delay, and reserves the right to submit them if subcontractors make a claim. Also, KPRS has reduced the total 31 days of rain by the 10 rain days included in contract for a total of 21 days.

ATTACHMENTS:

[Contract Schedule Rev PCO 6-10-14-18-24-25-27-31-32-WD31 Delay 3-30-2020.pdf](#)

#	Cost Code	Description	Type	Amount
1	00-7200 - General Conditions	Schedule Delay Impact - General Conditions Cost - PCO 6-10-14-18-24-25-27-31-32- WD31 Delay 90 x \$3,170/day = \$285,300	Other	\$ 285,300.00
2	01-5920 - Security Service	Schedule Delay Impact - Security System Cost - PCO 6-10-14-18-24-25-27-31-32-WD31. Delay 90 days x \$369.42 = \$33,247.80. Per Project Team Meeting on 11-11-2019, KPRS agreed to remove the Security Cost to settle Overall Additional GC Cost Impact. This is a Global Settlement for PCO #034 and GC Cost Above Will Remain as Submitted.	Other	\$ 0.00
Subtotal:				\$285,300.00

KPRS P&P Bond: 1.00% Applies to all line item types.	\$ 2,853.00
KPRS Builders Risk: 0.50% Applies to all line item types.	\$ 1,440.77
KPRS GL Insurance: 0.55% Applies to all line item types.	\$ 1,882.36
Grand Total:	\$291,476.13

Newport Real Estate Services, Inc.
Glen Allen

Irvine Ranch Water District
Paul Cook

KPRS Construction Services
Sean Wisner

SIGNATURE DATE

SIGNATURE DATE

 12-4-2019

SIGNATURE DATE



PCO #034-R3 Critical Path Schedule Impact

PROJECT TITLE: IRWD Sand Canyon Office Building

PROJECT NO: 218073

SUBJECT: Critical Path Schedule Impact

Critical Path Delay PCO Numbers Included with PCO #034-R3 Schedule Impact:

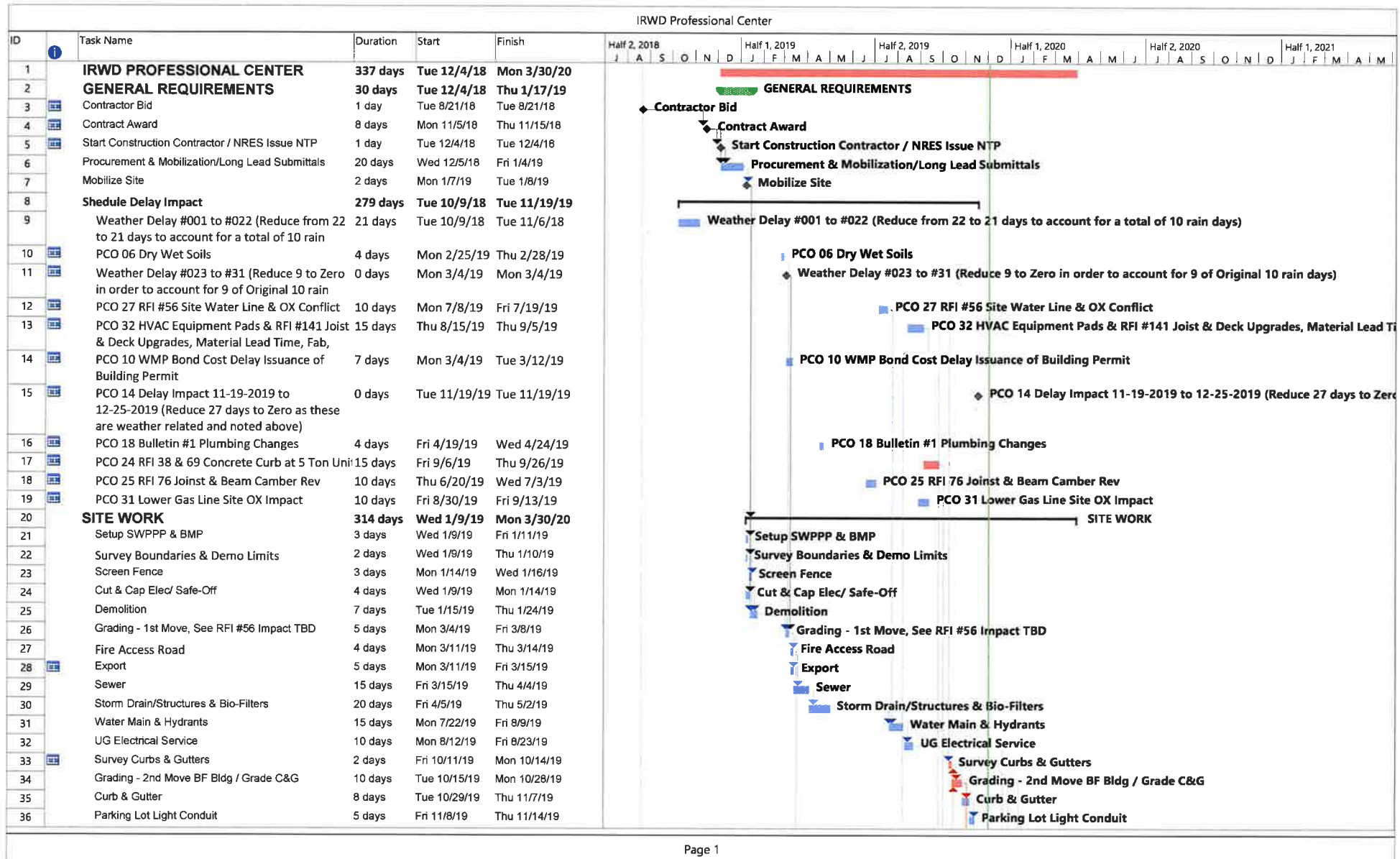
1. PCO #006 = 4 Days, see schedule update line item #10 dry wet soils.
2. PCO #010 = 7 Days, see schedule update line item #14 WMP bond cost delay for building permit.
3. PCO #014 = 0 Days, KPRS reduced to zero, as this was tracking previous weather delay days that are now accounted for as noted on updated schedule.
4. PCO #018 = 4 Days, see schedule update line item #16 Bulletin #1 plumbing changes.
5. PCO #024 = 15 Days, see schedule update line item #17 added HVAC unit curbs on roof.
6. PCO #025 = 10 Days, see schedule update line item #18 RFI #76 revised roof joist and beam camber.
7. PCO #027 = 10 Days, see schedule update line item #12 on site water main lowering impacted site OX and grading.
8. PCO #031 = 10 Days, see schedule update line item #19 added new gas line to building and lowered existing gas line as it was too shallow and needed to be lowered to allow completion of OX and grading.
9. PCO #032 = 15 Days, see schedule update line item #13 RFI #141 added joist, beams, decking and upgraded material sizing, and joist added supports.
10. Weather Delays #001 Through #031 = 31 Days. KPRS removed the 10 days included in original contract schedule for total of 21 days.

PCO #034-R3 includes total of 90 days for schedule impact for general conditions, based on schedule update. KPRS agreed to drop the cost impact for additional 90 days of security costs in order to resolve overall cost.

Original completion date 11-19-2019

Revised completion date 3-30-2020 per latest critical path schedule update = 90 working days

Note: The total number of delay days is 96, based on item #1 through 10 as listed above. However, the schedule update shows 90 working days of delay, therefore, KPRS will only claim the 90 days based on schedule update.



IRWD Professional Center										
ID	Task Name	Duration	Start	Finish	Half 2, 2018 J A S O N D	Half 1, 2019 J F M A M J	Half 2, 2019 J A S O N D	Half 1, 2020 J F M A M J	Half 2, 2020 J A S O N D	Half 1, 2021 J F M A M J
78	Pour Panels Bldg	1 day	Fri 5/24/19	Fri 5/24/19			▼ Pour Panels Bldg			
79	Strip/Cure Panels Bldg	2 days	Tue 5/28/19	Wed 5/29/19			▼ Strip/Cure Panels Bldg			
80	Lift Panels Bldg	1 day?	Thu 5/30/19	Thu 5/30/19			▼ Lift Panels Bldg			
81	Align & Weld Panels Bldg	7 days	Fri 5/31/19	Mon 6/10/19			▼ Align & Weld Panels Bldg			
82	Breakout Diamonds Bldg	2 days	Fri 5/31/19	Mon 6/3/19			▼ Breakout Diamonds Bldg			
83	Structural Steel Bldg	10 days	Thu 8/22/19	Thu 9/5/19			▼ Structural Steel Bldg			
84	Caulk Panels Bldg	3 days	Fri 9/6/19	Tue 9/10/19			▼ Caulk Panels Bldg			
85	Roof Structure Bldg	10 days	Fri 9/27/19	Thu 10/10/19			▼ Roof Structure Bldg			
86	Fire Sprinklers Bldg	10 days	Fri 10/4/19	Thu 10/17/19			▼ Fire Sprinklers Bldg			
87	2nd Floor Structure	15 days	Tue 10/8/19	Mon 10/28/19			▼ 2nd Floor Structure			
88	Stairs 1st to 2nd	5 days	Tue 10/22/19	Mon 10/28/19			▼ Stairs 1st to 2nd			
89	Stairs 2nd to Roof	5 days	Tue 10/29/19	Mon 11/4/19			▼ Stairs 2nd to Roof			
90	Mtl Stud/Dens/Roof Penthouse/Elevator & Stair	25 days	Fri 10/11/19	Thu 11/14/19			▼ Mtl Stud/Dens/Roof Penthouse/Elevator & Stair			
91	HVAC/Equipment Screen	12 days	Fri 10/11/19	Mon 10/28/19			▼ HVAC/Equipment Screen			
92	Mtl-Std Roof Stc Ctn Wall/Glazing Support	7 days	Fri 10/11/19	Mon 10/21/19			▼ Mtl-Std Roof Stc Ctn Wall/Glazing Support			
93	Install HVAC Equip Curbs	3 days	Fri 10/11/19	Tue 10/15/19			▼ Install HVAC Equip Curbs			
94	Install Galvanized Rail System	5 days	Fri 10/11/19	Thu 10/17/19			▼ Install Galvanized Rail System			
95	Paint Exterior Bldg	12 days	Fri 11/15/19	Mon 12/2/19			▼ Paint Exterior Bldg			
96	Roof Drains Bldg	4 days	Fri 10/11/19	Wed 10/16/19			▼ Roof Drains Bldg			
97	Single Ply Roofing & Insulation Bldg	12 days	Fri 11/15/19	Mon 12/2/19			▼ Single Ply Roofing & Insulation Bldg			
98	Set HVAC Units Bldg	4 days	Tue 12/3/19	Fri 12/6/19			▼ Set HVAC Units Bldg			
99	IPE Wood Deck Roof	20 days	Mon 12/9/19	Fri 1/3/20			▼ IPE Wood Deck Roof			
100	Roof Deck Planters	7 days	Mon 1/6/20	Tue 1/14/20			▼ Roof Deck Planters			
101	Prep/Pour Strips/Diamonds Bldg	5 days	Fri 10/11/19	Thu 10/17/19			▼ Prep/Pour Strips/Diamonds Bldg			
102	Storefronts/Window Framing Bldg	10 days	Fri 10/18/19	Thu 10/31/19			▼ Storefronts/Window Framing Bldg			
103	Form/Rebar/Pour Elect Equip	4 days	Tue 10/29/19	Fri 11/1/19			▼ Form/Rebar/Pour Elect Equip			
104	Install Electrical MS/UGPS/Dist	10 days	Mon 11/4/19	Fri 11/15/19			▼ Install Electrical MS/UGPS/Dist			
105	Install Panel Feeders Bldg	10 days	Mon 11/18/19	Fri 11/29/19			▼ Install Panel Feeders Bldg			
106	Install Fire Alarm System	10 days	Mon 12/2/19	Fri 12/13/19			▼ Install Fire Alarm System			
107	Field Measure Glass/Fabricate	10 days	Mon 12/16/19	Fri 12/27/19			▼ Field Measure Glass/Fabricate			
108	Install Panels Bldg	7 days	Mon 12/30/19	Tue 1/7/20			▼ Install Panels Bldg			
109	Install Glass & Caulk Bldg	20 days	Wed 1/8/20	Tue 2/4/20			▼ Install Glass & Caulk Bldg			
110	Cond/Wire/Term HVAC Units	6 days	Mon 12/9/19	Mon 12/16/19			▼ Cond/Wire/Term HVAC Units			
111	Cond/Wire/Term Canopy/Sconces	4 days	Tue 12/17/19	Fri 12/20/19			▼ Cond/Wire/Term Canopy/Sconces			
112	Pull Wire/Terminate Electrical	10 days	Mon 12/23/19	Fri 1/3/20			▼ Pull Wire/Terminate Electrical			
113	Paint Electrical Rm	3 days	Mon 1/6/20	Wed 1/8/20			▼ Paint Electrical Rm			
114	Install Glass Doors Bldg	7 days	Mon 12/30/19	Tue 1/7/20			▼ Install Glass Doors Bldg			
115	Weather Delay Days	0 days	Tue 1/14/20	Tue 1/14/20			▼ Weather Delay Days			
116	Building Structure Complete	20 days	Wed 1/15/20	Tue 2/11/20			▼ Building Structure Complete			
117	Special Equipment / Elevator	183 days	Mon 7/15/19	Thu 3/26/20						
118	Ex/Rebar/Pour Elevator Pit	5 days	Mon 7/15/19	Fri 7/19/19			▼ Ex/Rebar/Pour Elevator Pit			

IRWD Professional Center

ID	Task Name	Duration	Start	Finish	Half 2, 2018 J A S O N D	Half 1, 2019 J F M A M J	Half 2, 2019 J A S O N D	Half 1, 2020 J F M A M J	Half 2, 2020 J A S O N D	Half 1, 2021 J F M A M J
119	Cure Elevator Pit	3 days	Mon 7/22/19	Wed 7/24/19						
120	Waterproof Elevator Pit	2 days	Thu 7/25/19	Fri 7/26/19						
121	Erect Elev Shaft Steel	5 days	Fri 9/6/19	Thu 9/12/19						
122	Install Elev Equip	20 days	Mon 1/6/20	Fri 1/31/20						
123	Install Elevator Trim	5 days	Mon 2/3/20	Fri 2/7/20						
124	State Elevator Final - 2 week lead time	10 days	Mon 2/10/20	Fri 2/21/20						
125	CORE & SHELL - Tenant Improvement	120 days	Fri 10/11/19	Thu 3/26/20						
126	Overhead Ro Fire Sprinklers	10 days	Fri 10/11/19	Thu 10/24/19						
127	Overhead Ro HVAC	10 days	Fri 10/11/19	Thu 10/24/19						
128	Overhead Ro Electrical	5 days	Fri 10/11/19	Thu 10/17/19						
129	Metal Studs 2nd Floor	15 days	Wed 10/16/19	Tue 11/5/19						
130	One Side Drywall	8 days	Tue 12/3/19	Thu 12/12/19						
131	Ro Electrical Walls	7 days	Wed 10/30/19	Thu 11/7/19						
132	Ro Plumbing Walls	5 days	Wed 10/30/19	Tue 11/5/19						
133	Insulate Walls	3 days	Tue 12/3/19	Thu 12/5/19						
134	Install Backing & Countertop Brackets	2 days	Thu 10/31/19	Fri 11/1/19						
135	Drywall 2nd Side	8 days	Fri 12/13/19	Tue 12/24/19						
136	DWL RstRM/Lobby;Stairwell & H-Way Hardlid	8 days	Wed 12/25/19	Fri 1/3/20						
137	Tape & Finish Walls	20 days	Wed 12/25/19	Tue 1/21/20						
138	Install Countertops & Millwork	2 days	Wed 1/22/20	Thu 1/23/20						
139	Paint Walls	7 days	Fri 1/24/20	Mon 2/3/20						
140	Install Lights	7 days	Tue 2/4/20	Wed 2/12/20						
141	Ceramic Tile	7 days	Thu 2/13/20	Fri 2/21/20						
142	Install Doors, Frames, Hardware	3 days	Mon 2/24/20	Wed 2/26/20						
143	Set Plumbing Fixtures	3 days	Thu 2/27/20	Mon 3/2/20						
144	Restroom Partitions &	3 days	Tue 3/3/20	Thu 3/5/20						
145	Set Electrical Trim	5 days	Fri 3/6/20	Thu 3/12/20						
146	Set HVAC Trim	5 days	Fri 3/6/20	Thu 3/12/20						
147	Install Sheet Vinyl/Base & Stair Tile	5 days	Thu 2/13/20	Wed 2/19/20						
148	Overhead Ro Fire Sprinklers	10 days	Tue 10/29/19	Mon 11/11/19						
149	Overhead Ro Plumbing	5 days	Tue 10/29/19	Mon 11/4/19						
150	Overhead Ro HVAC	10 days	Tue 10/29/19	Mon 11/11/19						
151	Overhead Ro Electrical	10 days	Tue 10/29/19	Mon 11/11/19						
152	Metal Studs 1st Floor	15 days	Mon 11/4/19	Fri 11/22/19						
153	One Side Drywall	8 days	Tue 12/3/19	Thu 12/12/19						
154	Ro Electrical Walls	7 days	Mon 11/25/19	Tue 12/3/19						
155	Ro Plumbing Walls	6 days	Mon 11/25/19	Mon 12/2/19						
156	Insulate Walls	3 days	Tue 12/3/19	Thu 12/5/19						
157	Install Backing & Countertop Brackets	2 days	Mon 11/25/19	Tue 11/26/19						
158	Drywall 2nd Side	8 days	Fri 12/6/19	Tue 12/17/19						
159	DWL RstRM/Lobby;Stairwell & H-Way Hardlid	10 days	Wed 12/18/19	Tue 12/31/19						

IRWD Professional Center											
ID	Task Name	Duration	Start	Finish	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	
160	Tape & Finish Walls	20 days	Wed 12/18/19	Tue 1/14/20	J	A	S	O	N	D	Tape & Finish Walls
161	Install Countertops & Millwork	3 days	Wed 1/15/20	Fri 1/17/20							Install Countertops & Millwork
162	Paint Walls	10 days	Wed 1/15/20	Tue 1/28/20							Paint Walls
163	Install Lights	10 days	Wed 1/15/20	Tue 1/28/20							Install Lights
164	Ceramic Tile Lobby	10 days	Wed 1/15/20	Tue 1/28/20							Ceramic Tile Lobby
165	Install Doors, Frames, Hardware	5 days	Wed 1/15/20	Tue 1/21/20							Install Doors, Frames, Hardware
166	Set Plumbing Fixtures	3 days	Wed 1/15/20	Fri 1/17/20							Set Plumbing Fixtures
167	Restroom Partitions &	5 days	Wed 1/15/20	Tue 1/21/20							Restroom Partitions &
168	Set Electrical Trim	10 days	Wed 1/15/20	Tue 1/28/20							Set Electrical Trim
169	Set HVAC Trim	10 days	Wed 1/15/20	Tue 1/28/20							Set HVAC Trim
170	Install Sheet Vinyl/Base & Stair Tile	10 days	Wed 1/15/20	Tue 1/28/20							Install Sheet Vinyl/Base & Stair Tile
171	Install Green Wall	4 days	Wed 1/29/20	Mon 2/3/20							Install Green Wall
172	TI Punch	15 days	Tue 2/4/20	Mon 2/24/20							TI Punch
173	Final Clean-Up	7 days	Tue 2/25/20	Wed 3/4/20							Final Clean-Up
174	City of Irvine Final Inspections/Fire/B&S/Grading	11 days	Thu 3/5/20	Thu 3/19/20							City of Irvine Final Inspections/Fire/B&S/Grading
175	Project Core & Shell & TI Final	5 days	Fri 3/20/20	Thu 3/26/20							Project Core & Shell & TI Final
176	Exterior Skin	99 days	Tue 10/22/19	Fri 3/6/20							Exterior Skin
177	Exterior Skin Summary	98 days	Wed 10/23/19	Fri 3/6/20							Exterior Skin Summary
178	Paint Panels Exterior	14 days	Mon 11/18/19	Thu 12/5/19							Paint Panels Exterior
179	Canopy Columns	5 days	Tue 10/29/19	Mon 11/4/19							Canopy Columns
180	Canopy Framing	8 days	Tue 11/5/19	Thu 11/14/19							Canopy Framing
181	Glass Canopy Framing	9 days	Tue 11/5/19	Fri 11/15/19							Glass Canopy Framing
182	Metal Frame & Screen Panels	15 days	Mon 12/30/19	Fri 1/17/20							Metal Frame & Screen Panels
183	Perforated Metal Panels	10 days	Mon 12/30/19	Fri 1/10/20							Perforated Metal Panels
184	Veneer Framing	5 days	Mon 1/13/20	Fri 1/17/20							Veneer Framing
185	Densglass	5 days	Mon 1/20/20	Fri 1/24/20							Densglass
186	Waterproofing	5 days	Mon 1/27/20	Fri 1/31/20							Waterproofing
187	Lath & Mortar	5 days	Mon 2/3/20	Fri 2/7/20							Lath & Mortar
188	Cure Lath & Mortar	5 days	Mon 2/10/20	Fri 2/14/20							Cure Lath & Mortar
189	Exterior Stone Veneer	15 days	Mon 2/17/20	Fri 3/6/20							Exterior Stone Veneer
190	Exterior Wall Framing Curtain Walls.	10 days	Tue 10/22/19	Mon 11/4/19							Exterior Wall Framing Curtain Walls.
191	EIFS / Lath Plaster	10 days	Tue 12/3/19	Mon 12/16/19							EIFS / Lath Plaster
192	Painted & Perforated Screen Metal Panels	12 days	Tue 12/3/19	Wed 12/18/19							Painted & Perforated Screen Metal Panels
193	Curtain Wall Mullions	10 days	Tue 11/5/19	Mon 11/18/19							Curtain Wall Mullions
194	Curtain Wall Measure Glass	5 days	Tue 11/19/19	Mon 11/25/19							Curtain Wall Measure Glass
195	Curtain Wall Lead Time Glass	10 days	Tue 11/26/19	Mon 12/9/19							Curtain Wall Lead Time Glass
196	Curtain Wall Install Glass	7 days	Tue 12/10/19	Wed 12/18/19							Curtain Wall Install Glass
197	Curtain Wall Caulk	7 days	Thu 12/19/19	Fri 12/27/19							Curtain Wall Caulk



PCO #035

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #035: CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chatequ 12 x 24

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	035 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/23 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$23,622.54)

POTENTIAL CHANGE ORDER TITLE: CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chatequ 12 x 24

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chatequ 12 x 24

This CREDIT change order request is due to Ware Malcomb approval of submittal #09-3013-1 and #09-3012-1.1, to utilize Bedrosians Chateau "Canvas" 12" x 24" in lieu of the original PFT-1a full size pieces that would have been required to be shop cut from full size tile down to 12 x 24. The credit is for the savings on materials only, at bathroom floor tile locations only.
Credit 2,200 sf x \$10.51/sf = (\$23,122).

ATTACHMENTS:

[Snd Cnyn 09-3013-1.1 Ceramic Tile - Samples.pdf](#) [KPRS Submittal_09-3013-1 Ceramic Tile - Samples_\(WM-Response\)2019-07-30.pdf](#)

#	Cost Code	Description	Type	Amount
1	09-3000 - Tiling	Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chatequ 12 x 24: 2,200 sf x \$10.51 = (\$23,122)	Other	(\$23,122.00)
Subtotal:				(\$23,122.00)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$231.22)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$116.77)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$152.55)
Grand Total:				(\$23,622.54)

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner

08/23/2019 2:54:57 PM

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Radan COR #001: Per approved ceramic tile submittal 09-3013-1 and 09-3013-1.1, the original PFT-1a is being replaced with Bedrosians Chateau "Canvas 12 x 24 inch". This results in a material only credit to the Owner as detail led below.

CHANGE ORDER REQUEST

PROJECT NAME: IRWD Sand Canyon
ADDRESS: 15550 Sand Canyon Ave
 Irvine , CA 92618

PROJECT NUMBER: 218073

DATE: 8/23/2019

CHANGE ORDER NUMBER:

DESCRIPTION OF WORK: Radan COR #001

**Material Credit only Bedrosians
 Chateau in lieu of PFT-1a**

LABOR: (Use separate lines for Reg & OT hours)

REF	LABOR	HOURS			RATE	Labor	
NUM	CLASSIFICATION	x1.0					
1	Install				\$ -	\$ -	
2					\$ -	\$ -	
3					\$ -	\$ -	
4					\$ -	\$ -	
5					\$ -	\$ -	
6					\$ -	\$ -	
7					\$ -	\$ -	
8					\$ -	\$ -	
9					\$ -	\$ -	
10					\$ -	\$ -	
						TOTAL LABOR:	\$ -

MATERIALS: (Materials over \$500 must have an invoice)

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	Unit credit Bedrosians in lieu of Cateau	SqFt	2200	\$ (10.51)	\$ (23,122.00)
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
					TOTAL MATERIAL:
					\$ (23,122.00)
					(% of Line 2) SALES TAX:
					\$ -

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1				\$ -	\$ -
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
					TOTAL OTHER COSTS:
					\$ -
				(Sum of Lines 1, 2, 3, and 4)	SUBTOTAL:
				(15% of Line 5)	\$ (23,122.00)
				(Sum of Lines 5 and 6)	MARK-UP:
					\$ -
					SUBTOTAL:
					\$ (23,122.00)

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1		\$ -
2		\$ -
3		\$ -
4		\$ -
		SUBCONTRACT COSTS:
		\$ - Line 8
		(5% Of Line 8) MARK-UP:
		\$ - Line 9
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS:
		\$ -
		(Total of Lines 7 and 10) GRAND TOTAL:
		\$ (23,122.00)

SUBMITTED BY:

TOTAL CHANGE REQUESTED: \$ (23,122.00)



Submittal #093013-1.0 093013 - CERAMIC TILING

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone (714) 672-0800
Fax (714) 672-0871

Project 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Ceramic Tile - Samples

SPEC SECTION	093013 - CERAMIC TILING	SUBMITTAL MANAGER	Nickolas Espinoza (KPRS Construction Services, Inc)
STATUS	Open	DATE CREATED	07/24/2019
ISSUE DATE	07/24/2019	REVISION	0
RESPONSIBLE CONTRACTOR		RECEIVED FROM	
RECEIVED DATE		SUBMIT BY	
FINAL DUE DATE	08/8/2019	LOCATION	
SUB JOB		COST CODE	
APPROVERS	Keith Bryant (Ware Malcomb Architects, Inc.), Kimberly Huffman (Ware Malcomb Architects, Inc.), Angelique Lestienne (Ware Malcomb Architects, Inc.)		

BALL IN COURT
Nickolas Espinoza (KPRS Construction Services, Inc)

DISTRIBUTION
Sean Wisner (KPRS Construction Services, Inc) , Anthony Vaccaro (Newport Real Estate Services, Inc.) , John Brock (KPRS Construction Services, Inc)

DESCRIPTION

Ceramic Tile - Samples
-PFT1 - Laminam by Crossville-Fokos-Sale 1M x 3M
-PFT1A - Laminam by Crossville-Fokos-Sale 12" x 24"
-PFT2 - Laminam by Crossville-Fokos-Roccia 1M x 3M
-CWT1 - Daltile-Modern Dimensions-Arctic White 4" x 12"
-CTB1 - Daltile-Arctic White to match CWT1

Crossville tile - To be the 5.6mm thickness at all floor locations per manufacturers recommendations, Copy of manufacturers literature attached. The Bedrosian alternate is acceptable at the bathrooms provided the slip resistance requirements for wet locations are met.

Daltile - Use the 4 1/4"x12 3/4" tile at both wall and base, At outside corners use bullnose or 1/4 round. No schluters are to be used

Samples were giving to Keith @ onsite meeting on 7/25

ATTACHMENTS

SUBMITTAL WORKFLOW

NAME	SUBMITTER/ APPROVER	SENT DATE	DUE DATE	RETURNED DATE	RESPONSE	ATTACHMENTS	COMMENTS
Nickolas Espinoza	Submitter		7/25/2019		Pending		
Keith Bryant	Approver		8/8/2019		Pending		
Kimberly Huffman	Approver		8/8/2019		Pending		
Angelique Lestienne	Approver		8/8/2019		Pending		

KPRS CONSTRUCTION SERVICES, INC.
SUBMITTAL REVIEW

☒ REVIEWED ☐ RESUBMIT

SUBMITTAL NO:

REVIEWED FOR GENERAL COMPLIANCE WITH REFERENCE TO PLANS AND SPECIFICATION ONLY. THIS REVIEW DOES NOT RELIEVE THE SUBCONTRACTOR OF THE RESPONSIBILITY FOR MAKING THE WORK CONFORM TO THE REQUIREMENTS OF THE CONTRACT. THE SUBCONTRACTOR IS RESPONSIBLE FOR ALL FIELD CONDITIONS, DIMENSIONS, CURRENT FABRICATION, COORDINATION AND ACCURATE FIT WITH WORK OF OTHER TRADES.

BY KEITH BRYANT DATE 7/25/19

WARE MALCOMB
SAND CANYON OFFICE BUILDING

PROJECT NO: IRV14 0175 02

☐ NO EXCEPTIONS TAKEN ☒ MAKE CORRECTIONS NOTED
☐ FOR REVIEW ONLY ☐ REVISE AND RESUBMIT
☐ REJECTED ☐ SIGNATURE REQUIRED ITEM

Review is only for general compliance with the design of the project and general coordination with the construction given in the contract documents. As such, it does not include the responsibility for the design and construction. Construction is responsible for dimensions and shall be confirmed and approved on the job site. Revisions are to be made and approved on the job site. Coordination shall be made with the owner, architect, and the project manager prior to construction.

DATE 7/30/2019 KEITH BRYANT

COPIES TO



2850 Saturn Street
Brea, CA 92821
(714) 672-0800
(714) 672-0871

Transmittal

Date: 7/25/2019

TO	Ware Malcomb Attn: Keith Bryant 10 Edelman Irvine, CA 92618	KPRS No: 218073 Project: IRWD Sand Canyon Office Address: 15550 Sand Canyon Ave. City, State Zip: Irvine, CA 92618
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We are transmitting the following documents:

via: Hand delivered @ Job-site Meeting


Date	Quantity Description
------	----------------------

7/25/2019	Ceramic Tile - Samples - Submittal #093013-1 -(1) FFT1 - Laminam by Crossville-Fokos-Sale 1M x 3M -(1) FFT1A - Laminam by Crossville-Fokos-Sale 12" x 24" -(1) FFT2 - Laminam by Crossville-Fokos-Roccia 1M x 3M -(1) CWT1 - Daltile-Modern Dimensions-Arctic White 4" x 12" -(1) CTB1 - Daltile-Arctic White to match CWT1
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*** Submittal #093013-1 Ceramic Tile - Samples***

Action Requested: For Your Review

Comments:

Transmitted By: 
Nick Espinoza
Project Engineer

Copies:



PCO #037

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone (714) 672-0800
Fax (714) 672-0871

Project 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #037 CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

TO	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION	037 / 0	CONTRACT	218073 - Prime Contract
REQUEST RECEIVED FROM		CREATED BY	Sean Wisner (KPRS Construction Services, Inc)
STATUS	Approved	CREATED DATE	8/24 /2019
REFERENCE		PRIME CONTRACT CHANGE ORDER	None
FIELD CHANGE	No		
LOCATION		ACCOUNTING METHOD	Amount Based
SCHEDULE IMPACT		PAID IN FULL	No
		TOTAL AMOUNT	(\$1,317.95)

POTENTIAL CHANGE ORDER TITLE CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

CHANGE REASON No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION *(The Contract Is Changed As Follows)*

CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

This change order is in regards to Bulletin #2, revised exterior stone attachment method at the two West elevations only. Other Bulletin #2 changes will be addressed under separate cover. Attachment will be achieved via Poly Mortar, in lieu of lath and scratch coat.

The exterior stone attachment method was revised to ensure structural integrity of attachment method, and has been accepted via approved Bulletin #2 issuance and approval by City of Irvine.

ATTACHMENTS

[PCO #37 Back-up.pdf](#)

#	Cost Code	Description	Type	Amount
1	04-2000 - Unit Masonry	Majestic Masonry COR #001 - Bulletin #2 - Exterior Stone Revised Attachment Method Only	Other	\$ 27,085.09
2	09-2200 - Supports for Plaster and Gypsum Board	NU-Enterprise COR #001 Bulletin #2 - Exterior Stone Revised Attachment Method Only	Other	(\$28,375.12)
Subtotal				(\$1,290.03)
KPRS P P Bond 1.00 Applies to all line item types.				(\$12.90)
KPRS Builders Risk 0.50 Applies to all line item types.				(\$6.51)
KPRS GL Insurance 0.05 Applies to all line item types.				(\$8.51)
Grand Total				(\$1,317.95)



PCO #037

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

KPRS Construction Services Inc.

page 2 of 2

Printed On 8/24/2019 11:28 AM

Majestic Masonry COR #1: Bulletin #2 changes Extra cost for poly mortar & Concrete panel prep in lieu of type s spec mix over lath & scratch.

CHANGE ORDER REQUEST

DATE: **8/19/2019**

PROJECT NAME: IRWD Sand Canyon

PROJECT NUMBER: 218073

CHANGE ORDER NUMBER:

ADDRESS: 15550 Sand Canyon Ave

DESCRIPTION OF WORK:

Irvine, CA 92618

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	x1.0 HOURS			RATE	Labor	
1	Foreman	8			\$ 75.00	\$ 600.00	
2	Mason	56			\$ 71.00	\$ 3,976.00	
3	Tender	56			\$ 65.00	\$ 3,640.00	
4	Truck	8			\$ 95.00	\$ 760.00	
5					\$ -	\$ -	
6					\$ -	\$ -	
7					\$ -	\$ -	
8					\$ -	\$ -	
9					\$ -	\$ -	
10					\$ -	\$ -	
						TOTAL LABOR:	\$ 8,976.00

MATERIALS: (Materials over \$500 must have an invoice)

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST	
1	Poly Mortar	Bags	254	\$ 59.75	\$ 15,176.50	
2	Tilt Up Panels to Receive Prep for Stone	Buckets	4	\$ 145.00	\$ 580.00	
3				\$ -	\$ -	
4	Type S Spec Mix	Bags	-355	\$ 7.55	\$ (2,680.25)	
5				\$ -	\$ -	
6				\$ -	\$ -	
7				\$ -	\$ -	
8				\$ -	\$ -	
					TOTAL MATERIAL:	\$ 13,076.25
					(% of Line 2) SALES TAX:	\$ -

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST	
1	Reach Lift/Delivery/Rental	Ea	1	\$ 1,500.00	\$ 1,500.00	
2				\$ -	\$ -	
3				\$ -	\$ -	
4				\$ -	\$ -	
5				\$ -	\$ -	
6				\$ -	\$ -	
					TOTAL OTHER COSTS:	\$ 1,500.00
					(Sum of Lines 1, 2, 3, and 4) SUBTOTAL:	\$ 23,552.25
					(15% of Line 5) MARK-UP:	\$ 3,532.84
					(Sum of Lines 5 and 6) SUBTOTAL:	\$ 27,085.09

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST	
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
		SUBCONTRACT COSTS:	\$ - Line 8
		(5% Of Line 8) MARK-UP:	\$ - Line 9
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS:	\$ -
		(Total of Lines 7 and 10) GRAND TOTAL:	\$ 27,085.09
		TOTAL CHANGE REQUESTED:	\$ 27,085.09

SUBMITTED BY:

Nu Enterprise COR #1: Credit for labor and material to delete lath and sc ratch for stone per bulletin #2

CHANGE ORDER REQUEST

DATE: 8/19/2019

PROJECT NAME: IRWD Sand Canyon PROJECT NUMBER: 218073 CHANGE ORDER NUMBER: _____
 ADDRESS: 15550 Sand Canyon Ave DESCRIPTION OF WORK: _____
Irvine, CA 92618

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	x1.0 HOURS			RATE	Labor
1	Lather	-60			\$ 74.47	\$ (4,468.20)
2	Plasterer	-124			\$ 80.83	\$ (10,022.92)
3					\$ -	\$ -
4					\$ -	\$ -
5					\$ -	\$ -
6					\$ -	\$ -
7					\$ -	\$ -
8					\$ -	\$ -
9					\$ -	\$ -
10					\$ -	\$ -
						TOTAL LABOR: \$ (14,491.12)

MATERIALS: (Materials over \$500 must have an invoice)

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	Lath and Trims	EA	-1	\$ 4,034.98	\$ (4,034.98)
2	Riverside Cement	Bag	-150	\$ 12.90	\$ (1,935.00)
3	Plaster Sand	Ton	-45	\$ 65.00	\$ (2,925.00)
4	Misc. Materials	EA	-1	\$ 533.70	\$ (533.70)
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
					TOTAL MATERIAL: \$ (9,428.68)
					(% of Line 2) SALES TAX: 8.00%
					\$ (754.29)

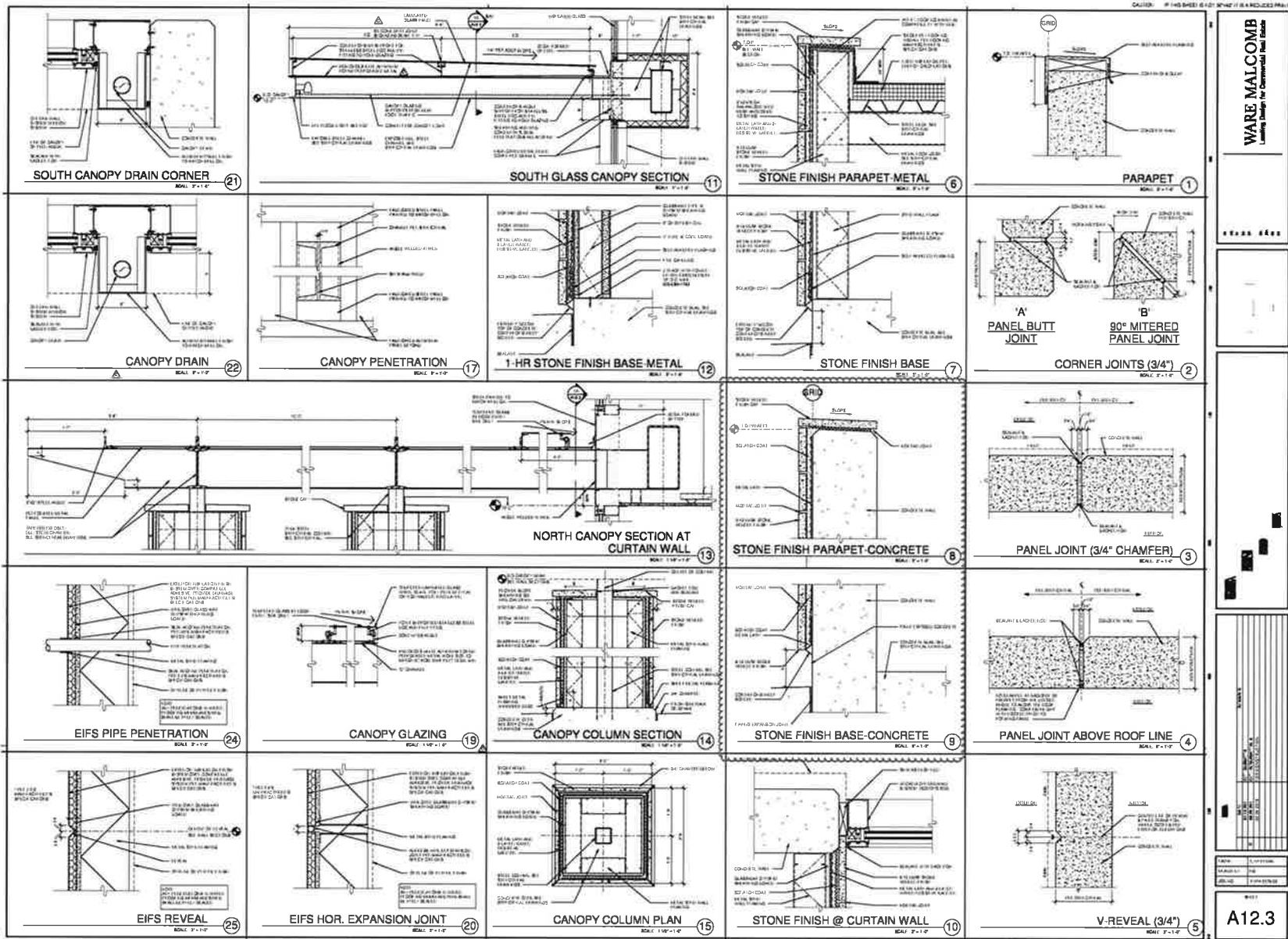
EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

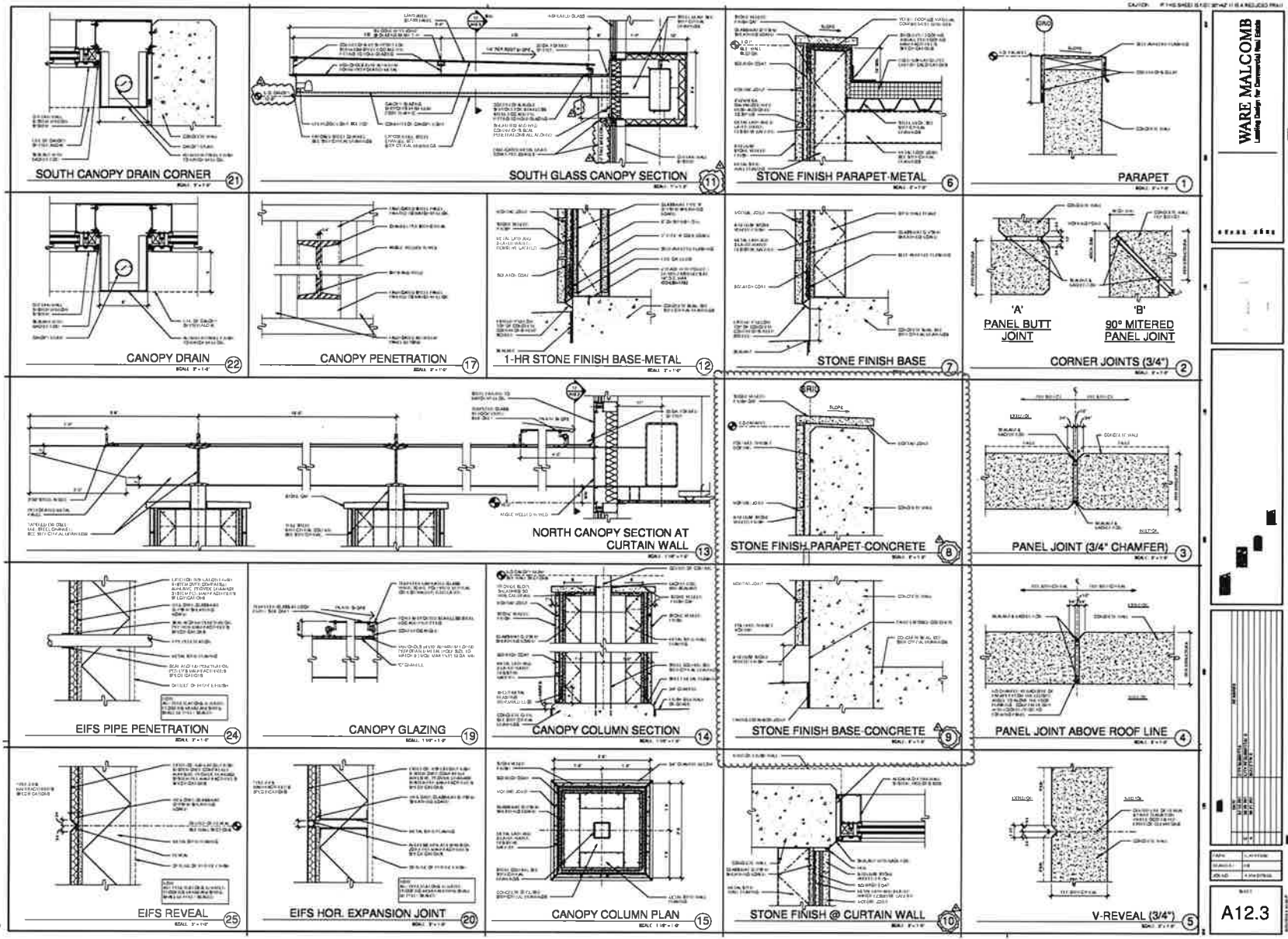
REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1				\$ -	\$ -
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
					TOTAL OTHER COSTS: \$ -
					(Sum of Lines 1, 2, 3, and 4) SUBTOTAL: \$ (24,674.01)
					(15% of Line 5) MARK-UP: \$ (3,701.10)
					(Sum of Lines 5 and 6) SUBTOTAL: \$ (28,375.12)

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1		\$ -
2		\$ -
3		\$ -
4		\$ -
		SUBCONTRACT COSTS: \$ -
		(5% Of Line 8) MARK-UP: \$ -
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS: \$ -
		(Total of Lines 7 and 10) GRAND TOTAL: \$ (28,375.12)
		TOTAL CHANGE REQUESTED: \$ (28,375.12)

SUBMITTED BY: _____





WARE MALCOMB
Leading Design for Commercial Real Estate

A12.3



PCO #039

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #039: CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	039 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/26 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$38,793.85)

POTENTIAL CHANGE ORDER TITLE: CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

This change order request is due to Bulletin #2 for deletion of the living wall only, as noted on landscape, plumbing and architectural plans. Other Bulletin #2 related costs will be submitted under separate cover for trade specific costs.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	32-8000 - Landscape and Irrigation	Calpak COR #002 Bulletin #2 - Delete Living Wall Landscape Costs Only	Other	(\$35,817.90)
2	22-0001 - Plumbing	PV&C Plumbing Bulletin #2 - Delete Living Wall Plumbing Costs Only	Other	(\$2,153.94)
Subtotal:				(\$37,971.84)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$379.72)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$191.76)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$250.53)
Grand Total:				(\$38,793.85)

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner

08/26/2019 3:12:37 PM

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Calpak Landscape COR #2: Bulletin #2 delete living wall only, see details L- 2, L-5, L-17, Setalls 1, 2 &3/A2.1, A2.1a and A10.1. No other costs or credits are included with this change order request, and it is only for credit of living wall. The credit is based on Square Foot Unit Cost and includes all labor, material, equipment, taxes and delivery.

CHANGE ORDER REQUEST

PROJECT NAME: IRWD Sand Canyon
ADDRESS: 15550 Sand Canyon Ave
Irvine, CA 92618

PROJECT NUMBER: 218073

DATE: 8/26/2019

CHANGE ORDER NUMBER: #002

DESCRIPTION OF WORK: Calpak: Delete Living Wall

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	HOURS x1.0	RATE	Labor
1			\$ -	\$ -
2			\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -
				TOTAL LABOR: \$ -

MATERIALS: (Materials over \$500 must have an invoice)

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	Credit Unit Cost Living Wall	SF	358	\$ (87.00)	\$ (31,146.00)
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
					TOTAL MATERIAL: \$ (31,146.00)
					(% of Line 2) SALES TAX: \$ -

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1				\$ -	\$ -
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
					TOTAL OTHER COSTS: \$ -
				(Sum of Lines 1, 2, 3, and 4)	SUBTOTAL: \$ (31,146.00)
				(15% of Line 5)	MARK-UP: \$ (4,671.90)
				(Sum of Lines 5 and 6)	SUBTOTAL: \$ (35,817.90)

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1		\$ -
2		\$ -
3		\$ -
4		\$ -
		SUBCONTRACT COSTS: \$ -
		(5% Of Line 8) MARK-UP: \$ -
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS: \$ -
		(Total of Lines 7 and 10) GRAND TOTAL: \$ (35,817.90)
		TOTAL CHANGE REQUESTED: \$ (35,817.90)

SUBMITTED BY: _____

PV&C Plumbing COR #6: Bulletin #2 delete living wall only, see plumbing sheet P-3.0 highlighted to show deleted items. No other adds or credits are included for Bulletin #2 and this is only for credit of living wall. Any subsequent Bulletin #2 plumbing changes will be noted on separate change order submittal for plumbing.

CHANGE ORDER REQUEST

PROJECT NAME: IRWD Sand Canyon
ADDRESS: 15550 Sand Canyon Ave
Irvine, CA 92618

PROJECT NUMBER: 218073

DATE: 8/26/2019

CHANGE ORDER NUMBER: #006

DESCRIPTION OF WORK: PV&C: Delete Living Wall

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	HOURS	RATE	Labor
1	Plumber JM	-6	\$ 92.51	\$ (555.06)
2			\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -
				TOTAL LABOR: \$ (555.06)

MATERIALS: (Materials over \$500 must have an invoice)

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	3" ABS Pipe and fittings	Flat	-1	\$ 97.80	\$ (97.80)
2	2" ABS pipe and fittings	Flat	-1	\$ 23.75	\$ (23.75)
3	3" Floor clean out	Flat	-1	\$ 155.41	\$ (155.41)
4	1 ft copper pipe and fittings	Flat	-1	\$ 173.30	\$ (173.30)
5	2" pipe hangers	Ea	-7	\$ 1.77	\$ (12.39)
6	1" felt ring hangers	Ea	-5	\$ 2.45	\$ (12.25)
7	2" roof flashing	Flat	-1	\$ 44.53	\$ (44.53)
8	2" cast iron pipe and fittings (vent)	Flat	-1	\$ 143.50	\$ (143.50)
					TOTAL MATERIAL: \$ (662.93)
					(% of Line 2) SALES TAX: \$ -

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1	Backhoe	Hours	-3	\$ 135.00	\$ (405.00)
2	25 ft man lift	Day	-1	\$ 250.00	\$ (250.00)
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
					TOTAL OTHER COSTS: \$ (655.00)
					(Sum of Lines 1, 2, 3, and 4) SUBTOTAL: \$ (1,872.99)
					(15% of Line 5) MARK-UP: \$ (280.95)
					(Sum of Lines 5 and 6) SUBTOTAL: \$ (2,153.94)

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1		\$ -
2		\$ -
3		\$ -
4		\$ -
		SUBCONTRACT COSTS: \$ -
		(5% Of Line 8) MARK-UP: \$ -
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS: \$ -
		(Total of Lines 7 and 10) GRAND TOTAL: \$ (2,153.94)
		TOTAL CHANGE REQUESTED: \$ (2,153.94)

SUBMITTED BY: _____

**PCO #041**

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #041: CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	041 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	9/7 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	5 days	PAID IN FULL:	No
		TOTAL AMOUNT:	(\$14,305.63)

POTENTIAL CHANGE ORDER TITLE: CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

This change order request is due to RFI #92, #139 and Bulletin #3 to provided added scope of work to install footing at Fixture Type E light bollard, and to credit the reduced quantity of fixture Type E as noted on RFI #139 and Bulletin #3.

The attached add/credit cost breakdown provides additional information as to overall credit.

Note, KPRS is excluding the cost for additional soils export for added bollard footings, as this cost will be tracked under separate cover for the overall export, that has been noted in Owner meeting, will exceed engineers estimate.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	26-0001 - Electrical	Haveco Electric COR #008 Credit Deleted Fixture Type E	Other	(\$38,597.06)
2	03-0001 - Concrete	H&H COR #007 Added 54 Fixture Type E Bollard Footings Per RFI #92	Other	\$ 21,714.56
3	01-7123 - Field Engineering	TCG COR RFI #92 Added Bollard Footing Engineering 12 Hours for Office Calculations & Field Engineering x \$240/hr =	Other	\$ 2,880.00
Subtotal:				(\$14,002.50)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$140.03)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$70.71)
KPRS GL Insurance: 0.66% Applies to all line item types.				(\$92.39)
Grand Total:				(\$14,305.63)



PCO #041

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services

Sean Wisner

A handwritten signature in blue ink, appearing to read "Sean Wisner", written over a horizontal line.

09/07/2019 10:00:55 AM

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Haveco COR #8: RFI #139 credit for voiding 28 fixture type E per the bulletin 3 plans

CHANGE ORDER REQUEST

PROJECT NAME: IRWD Sand Canyon
ADDRESS: 15550 Sand Canyon Ave
Irvine, CA 92618

PROJECT NUMBER: 218073

DATE: 8/27/2019

CHANGE ORDER NUMBER: #008

DESCRIPTION OF WORK: Credit Deleted Bollard

Fixture Type E

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	x1.0 HOURS	RATE	Labor
1	Journeyman	-48	\$ 95.00	\$ (4,560.00)
2			\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -

TOTAL LABOR: \$ (4,560.00)

MATERIALS:

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	Type E Fixtures	EA	-28	\$ 925.00	\$ (25,900.00)
2	Underground Branch Raceway		-1	\$ 413.45	\$ (413.45)
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -

TOTAL MATERIAL: \$ (26,313.45)

(% of Line 2) SALES TAX: 7.75%

\$ (2,039.29)

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1	Trencher	Day	-1	\$ 650.00	\$ (650.00)
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -

TOTAL OTHER COSTS: \$ (650.00)

(Sum of Lines 1, 2, 3, and 4) SUBTOTAL: \$ (33,562.66)

(15% of Line 5) MARK-UP: \$ (5,034.40)

(Sum of Lines 5 and 6) SUBTOTAL: \$ (38,597.06)

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1		\$ -
2		\$ -
3		\$ -
4		\$ -

SUBCONTRACT COSTS: \$ - Line 8

(5% of Line 8) MARK-UP: \$ - Line 9

(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS: \$ -

(Total of Lines 7 and 10) GRAND TOTAL: \$ (38,597.06)

SUBMITTED BY:

TOTAL CHANGE REQUESTED: \$ (38,597.06)

H&H CRX #7: Provide labor and materials to ogger 54 holes for light fixture E. Set rebar cages, set bolt templates and pour concrete.

CHANGE ORDER REQUEST

PROJECT NAME: IRWD Sand Canyon
ADDRESS: 15550 Sand Canyon Ave
Irvine, CA 92618

PROJECT NUMBER: 218073

DATE: 8/27/2019

CHANGE ORDER NUMBER: #007

DESCRIPTION OF WORK: RFI #92 Added 54 Concrete

Light Bollard Footings

LABOR: (Use separate lines for Reg & OT hours)

REF NUM	LABOR CLASSIFICATION	x1.0 HOURS	RATE	Labor
1	Foreman	16	\$ 105.32	\$ 1,685.12
2	Carpenter	88	\$ 79.08	\$ 6,959.04
3	Laborer	48	\$ 73.45	\$ 3,525.60
4			\$ -	\$ -
5			\$ -	\$ -
6			\$ -	\$ -
7			\$ -	\$ -
8			\$ -	\$ -
9			\$ -	\$ -
10			\$ -	\$ -
				TOTAL LABOR: \$ 12,169.76

MATERIALS:

REF	MATERIAL DESCRIPTION	UNITS	QTY	UNIT COST	MATERIAL COST
1	Concrete	YD	10	\$ 113.25	\$ 1,132.50
2	2x4, Nails, etc		1	\$ 360.00	\$ 360.00
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
					TOTAL MATERIAL: \$ 1,492.50
					(% of Line 2) SALES TAX: 7.75%
					\$ 115.67

EQUIPMENT/OTHER COSTS: (Invoice is needed for all equipment costs)

REF	DESCRIPTION	UNITS	QTY	UNIT COST	OTHER COST
1	Bobcat with ogger rental	Days	2	\$ 247.00	\$ 494.00
2	Concrete Pump	Ea	1	\$ 2,145.00	\$ 2,145.00
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
					TOTAL OTHER COSTS: \$ 2,639.00
					(Sum of Lines 1, 2, 3, and 4) SUBTOTAL: \$ 16,417.01
					(15% of Line 5) MARK-UP: \$ 2,462.55
					(Sum of Lines 5 and 6) SUBTOTAL: \$ 18,879.56

SUBCONTRACTS: (Attach Subcontractor's proposal W/Breakdown)

REF	SUBCONTRACTOR NAME / DESCRIPTION	SUBCONTRACT COST
1	Rebar Cages	\$ 2,700.00
2		\$ -
3		\$ -
4		\$ -
		SUBCONTRACT COSTS: \$ 2,700.00 Line 8
		(5% of Line 8) MARK-UP: \$ 135.00 Line 9
		(Total of Lines 8 and 9) TOTAL SUBCONTRACT COSTS: \$ 2,835.00
		(Total of Lines 7 and 10) GRAND TOTAL: \$ 21,714.56
		TOTAL CHANGE REQUESTED: \$ 21,714.56

SUBMITTED BY:



RFI #92

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 872-0800
Fax: (714) 872-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Light Fixture E Concrete Base

TO:	Keith Bryant (Ware Malcomb Architects, Inc.) Kimberly Huffman (Ware Malcomb Architects, Inc.) Angellique Lestienne (Ware Malcomb Architects, Inc.)	FROM:	Nickolas Espinoza (KPRS Construction Services, Inc) 2850 Saturn St Brea, California 92821
DATE INITIATED:	04/25/2019	STATUS:	Open
LOCATION:		DUE DATE:	05/13/2019
PROJECT STAGE:		COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	
COST IMPACT:		SPEC SECTION:	
DRAWING NUMBER:	E1.0	REFERENCE:	
LINKED DRAWINGS:			
RECEIVED FROM:			
COPIES TO:			
John Brock (KPRS Construction Services, Inc), Anthony Vaccaro (Newport Real Estate Services, Inc.), Sean Wisner (KPRS Construction Services, Inc)			

Question from Nickolas Espinoza (KPRS Construction Services, Inc) at 03:12 PM on 04/25/2019

There is no concrete base detail for fixture E (Bollard LED Light). We do not believe these should be set directly into the dirt & should sit separate above the dirt.

- Please provide a concrete base detail for light fixture E

Attachments:

[E-1.0 ELECTRICAL SYMBOLS LIST, DETAILS AND NOTES Rev.0.1 \(2\).pdf](#)

Awaiting an Official Response

All Replies:

Response from Nickolas Espinoza (KPRS Construction Services, Inc) at 02:39 PM on 05/06/2019

The hatched item on the marked up sheet appears to be concrete. Please advise the following questions

- How far into the ground is it embedded and is there rebar required? Please provide a Structural detail to install.

Attachments:

[RFI092_Light Fixture E Concrete Base_RPM RESPONSE_2019-05-06.pdf](#)

Response from Angellique Lestienne (Ware Malcomb Architects, Inc.) at 02:07 PM on 05/06/2019

See response in RFI 092_Light Fixture E Concrete Base_RPM RESPONSE_2019-05-06.pdf

Attachments:

[RFI092_Light Fixture E Concrete Base_RPM RESPONSE_2019-05-06.pdf](#)

BY

DATE

COPIES TO

KPRS Construction Services Inc.

Page 1 of 1

Printed On: 05/06/2019 03:33 PM



PCO #046

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

**Prime Contract Potential Change Order #046: CE #065 - Fee Credit 4% PCO
33-35-37-39-41**

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	046 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	10/23 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$3,535.19)

POTENTIAL CHANGE ORDER TITLE: CE #065 - Fee Credit 4% PCO 33-35-37-39-41

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #065 - Fee Credit 4% PCO 33-35-37-39-41

This Credit change order request is to resolve fee credit at 4% (Original Bid Fee) for credit PCO 33-35-37-39-41. This resolves all fee credit request based on all change order through date of this change order request.

ATTACHMENTS:


[Back-Up.pdf](#)

#	Cost Code	Description	Type	Amount
1	00-7400 - Contractor Fee	Fee Credit 4% PCO 33-35-37-39-41 / See Attached Backup	Other	(\$3,535.19)
Subtotal:				(\$3,535.19)
Grand Total:				(\$3,535.19)

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner


10/23/2019 8:50:03 AM

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #033

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #033: CE #042 - RFI #138 HVAC Screen Backside Remove Berridge S-Deck

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	033 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/2 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$11,993.60)

POTENTIAL CHANGE ORDER TITLE: CE #042 - RFI #138 HVAC Screen Backside Remove Berridge S-Deck

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #042 - RFI #138 HVAC Screen Backside Remove Berridge S-Deck

This change order request is due to RFI #138 response to remove HVAC screen Berridge S-Deck from backside of screen only. This is being noted on returned submittal #07-5000-8, and was also shown on construction set of drawings but not clouded to identify project team of proposed change.

ATTACHMENTS:

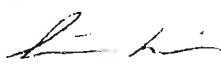
#	Cost Code	Description	Type	Amount
1	07-6000 - Flashing and Sheet Metal	A&A COR #004 - RFI #138 HVAC Screen Backside Remove Berridge S-Deck	Other	(\$11,993.60)
Subtotal:				(\$11,993.60)
Grand Total:				(\$11,993.60)

→ ST: \$11,993.60 × 4% = \$479.74

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner


08/02/2019 3:09:14 PM

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #035

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #035: CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chateau 12 x 24

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	035 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/23 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$23,622.54)

POTENTIAL CHANGE ORDER TITLE: CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chateau 12 x 24

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #046 - Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chateau 12 x 24

This CREDIT change order request is due to Ware Malcomb approval of submittal #09-3013-1 and #09-3012-1.1, to utilize Bedrosians Chateau "Canvas" 12" x 24" in lieu of the original PFT-1a full size pieces that would have been required to be shop cut from full size tile down to 12 x 24. The credit is for the savings on materials only, at bathroom floor tile locations only.
Credit 2,200 sf x \$10.51/sf = (\$23,122).

ATTACHMENTS:

[Snd Cnyn 09-3013-1.1 Ceramic Tile - Samples.pdf](#) [KPRS Submittal_09-3013-1 Ceramic Tile - Samples \(WM-Response\)2019-07-30.pdf](#)

#	Cost Code	Description	Type	Amount
1	09-3000 - Tiling	Bathroom Floor Tile PFT-1a - Replaced by Bedrosians Chateau 12 x 24: 2,200 sf x \$10.51 = (\$23,122)	Other	(\$23,122.00)
Subtotal:				(\$23,122.00)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$231.22)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$116.77)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$152.55)
Grand Total:				(\$23,622.54)

→ ST: 23,122.00 x 4% = 924.88

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner

08/23/2019 2:54:57 PM

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #037

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #037: CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	037 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/24 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$1,317.95)

POTENTIAL CHANGE ORDER TITLE: CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #048 - Bulletin #2 - Exterior Stone Revised Attachment Method Only

This change order is in regards to Bulletin #2, revised exterior stone attachment method at the two West elevations only. Other Bulletin #2 changes will be addressed under separate cover. Attachment will be achieved via Poly Mortar, in lieu of lath and scratch coat. The exterior stone attachment method was revised to ensure structural integrity of attachment method, and has been accepted via approved Bulletin #2 issuance and approval by City of Irvine.

ATTACHMENTS:

[PCO #37 Back-up.pdf](#)

#	Cost Code	Description	Type	Amount
1	04-2000 - Unit Masonry	Majestic Masonry COR #001 - Bulletin #2 - Exterior Stone Revised Attachment Method Only	Other	\$ 27,085.09
2	09-2200 - Supports for Plaster and Gypsum Board	NU-Enterprise COR #001 Bulletin #2 - Exterior Stone Revised Attachment Method Only	Other	(\$28,375.12)
Subtotal:				(\$1,290.03)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$12.90)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$6.51)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$8.51)
Grand Total:				(\$1,317.95)

ST: \$1,290.03 x 4% = \$51.60



PCO #039

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #039: CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	039 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	8/26 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	(\$38,793.85)

POTENTIAL CHANGE ORDER TITLE: CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #050 - Bulletin #2 - Delete Living Wall Landscape & Plumbing Costs Only

This change order request is due to Bulletin #2 for deletion of the living wall only, as noted on landscape, plumbing and architectural plans. Other Bulletin #2 related costs will be submitted under separate cover for trade specific costs.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	32-8000 - Landscape and Irrigation	Calpak COR #002 Bulletin #2 - Delete Living Wall Landscape Costs Only	Other	(\$35,817.90)
2	22-0001 - Plumbing	PV&C Plumbing Bulletin #2 - Delete Living Wall Plumbing Costs Only	Other	(\$2,153.94)
Subtotal:				(\$37,971.84)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$379.72)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$191.76)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$250.53)
Grand Total:				(\$38,793.85)

→ ST: $37,971.84 \times 4\% = (\$1,518.87)$

Newport Real Estate Services, Inc.

Irvine Ranch Water District

KPRS Construction Services
Sean Wisner

08/26/2019 3:12:37 PM

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #041

KPRS Construction Services Inc.
2850 Saturn Street
Brea, California 92821
Phone: (714) 672-0800
Fax: (714) 672-0871

Project: 218073 - Sand Canyon Office Building
15550 Sand Canyon Avenue
Irvine, California 92618

Prime Contract Potential Change Order #041: CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

TO:	Irvine Ranch Water District 15600 Sand Canyon Avenue Irvine California, 92618	FROM:	KPRS Construction Services, Inc 2850 Saturn St Brea California, 92821
PCO NUMBER/REVISION:	041 / 0	CONTRACT:	218073 - Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Sean Wisner (KPRS Construction Services, Inc)
STATUS:	Approved	CREATED DATE:	9/7 /2019
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	5 days	PAID IN FULL:	No
		TOTAL AMOUNT:	(\$14,305.63)

POTENTIAL CHANGE ORDER TITLE: CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #055 - RFI 92 & 139 & Delta 6 Bulletin 3 Fixture Type E Added Bollard Footing & Deleted Qty

This change order request is due to RFI #92, #139 and Bulletin #3 to provided added scope of work to install footing at Fixture Type E light bollard, and to credit the reduced quantity of fixture Type E as noted on RFI #139 and Bulletin #3.


The attached add/credit cost breakdown provides additional information as to overall credit.

Note, KPRS is excluding the cost for additional soils export for added bollard footings, as this cost will be tracked under separate cover for the overall export, that has been noted in Owner meeting, will exceed engineers estimate.

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	26-0001 - Electrical	Haveco Electric COR #008 Credit Deleted Fixture Type E	Other	(\$38,597.06)
2	03-0001 - Concrete	H&H COR #007 Added 54 Fixture Type E Bollard Footings Per RFI #92	Other	\$ 21,714.56
3	01-7123 - Field Engineering	TCG COR RFI #92 Added Bollard Footing Engineering 12 Hours for Office Calculations & Field Engineering x \$240/hr =	Other	\$ 2,880.00
Subtotal:				(\$14,002.50)
KPRS P&P Bond: 1.00% Applies to all line item types.				(\$140.03)
KPRS Builders Risk: 0.50% Applies to all line item types.				(\$70.71)
KPRS GL Insurance: 0.65% Applies to all line item types.				(\$92.39)
Grand Total:				(\$14,305.63)

ST: 8/17, 002.50 x 4% = < 560.10 >

December 10, 2019
Prepared by: A. Aguilar
Submitted by: R. Jacobson / C. Clary
Approved by: Paul A. Cook 

FINANCE AND PERSONNEL COMMITTEE:

**POLICY REVISIONS AND ADDITIONS RELATED TO
DISTRICT APPROVALS, AUTHORIZATIONS AND PROCEDURES**

SUMMARY:

In September 2014, the Board approved revisions to IRWD's policies related to delegations of authority for purchasing and procurement, acquisitions of real property interests, dispositions of real and personal property and settlement of administrative claims. Resolution 2014-42 requires that the policies be reviewed and updated at least every five years. Staff recommends the Board approve updates and revisions to the policies intended to comply with current law and maximize administrative efficiencies while preserving appropriate authority levels, accountability and Board governance, and adopt a resolution by title approving the revisions.

BACKGROUND:

In September 2014, the Board adopted Resolutions Nos. 2014-40, 2014-41, 2014-42, and 2014-43 which modified policies related to District delegations of authority for purchasing and procurement, accepting and consenting to deeds and dedications, disposal of District property, the settlement of administrative claims, and the acquisition of land and easements. After reviewing the current policies, staff recommends updates and revisions intended to comply with changes in the law and improve operational efficiencies while still maintaining appropriate internal controls and governance by the Board.

Recommended revisions to IRWD's purchasing and procurement policies are based on an analysis of the District's transactional data and are supported by benchmarking the proposals with similar agencies. Note that IRWD's policies apply to its affiliate organizations, such as Bardeen Partners. Staff is recommending Board approval of revisions to the following policies:

- Policy for Authorization of Expenditures, attached as Exhibit "A";
- Policy for Competitive Bidding, attached as Exhibit "B";
- Policy for Procurement of Professional Services, attached as Exhibit "C";
- Policy for Approval / Authorization of Change Orders and Variances to Existing Contracts, attached as Exhibit "D";
- Policy for Personal Property Disposal, attached as Exhibit "E";
- Policy for Handling Claims and Lawsuits, Legal Counsel Waivers and Related Agreements, attached as Exhibit "F"; and
- Policy for Real Property (currently the Policy for Acquisition of Lands and Easements), attached as Exhibit "G".

IRWD's legal counsel has also reviewed and provided input on the proposed policy changes. Each of the referenced policies is discussed in more detail below.

Authorization of Expenditures:

This policy details expenditure authority levels for contracts for Goods, Professional and Non-Professional services. Proposed revisions to the Policy include modifications to existing approval levels. The proposed revisions continue to align the approval levels for both professional and non-professional services and goods. Based on Fiscal Year (FY) information from the prior three fiscal years (FY 2016-17, FY 2017-18 and FY 2018-19), the proposal would provide that, on average, 74% of the total dollar value of IRWD purchase orders covering Goods and Professional and Non-Professional services will be approved by the Board. The recommended authorization levels were also benchmarked with similar public agencies.

Current and proposed authorization levels for District expenditures are outlined in Exhibit “A” (Policy Section 9 – Award and Execution of Contracts) and summarized in the table below:

Authorized Approver	Current District Approval Levels	Proposed District Approval Levels
Department Director	\$50,000 or less	\$75,000 or less
Executive Director	\$75,000 or less	\$150,000 or less
General Manager	\$100,000 or less	\$250,000 or less
Board of Directors	Greater than \$100,000	Greater than \$250,000

Another proposed change permits Capital Project expenditures less than or equal to \$100,000 of the approved budget to not require additional Board approval. This will improve operating efficiency and permits a capital project generally in the final stages of completion to be closed without additional Board approval. Any anticipated expenditures for a Capital Project exceeding \$100,000 of the approved budget requires Board approval.

Minor modifications referencing the District’s two-year operating and capital budgets are included in the updated policy. There is no change to the previously approved policy for urgent necessity contracts which permit the General Manager or designee to execute a contract provided that the Board be informed at its next regular meeting of the action taken.

Competitive Bidding:

The primary revision recommended in the proposed Policy for Competitive Bidding is an increase in the maximum contract amount to \$35,000, as an exception to the District’s competitive bidding requirements. The current exception level for contracts requiring competitive bidding is \$10,000 and was established in 1987. The recommended increase to \$35,000 reflects the increase in inflation / contract amounts since that time and is intended to maximize administrative efficiencies while preserving staff accountability. There are other exceptions permitted to the competitive bidding process consistent with the previously-approved policy. No other significant changes to the current policy are being recommended.

Procurement of Professional Services:

The primary proposed modifications to the Policy for Procurement of Professional Services relates to a proposed increase in approval levels. The number of proposals required depends upon whether the consultants are selected from the approved standing list of pre-qualified firms. If the proposed consultants are from the approved pre-qualified list of firms, the required number of bids and amounts are as follows:

Number of Bids required from Pre-Qualified Firms	Current Professional Services Contracts	Proposed Professional Services Contracts
One Bid	\$50,000 or less	\$75,000 or less
Two Bids	\$75,000 or less	\$150,000 or less
Three or more Bids	\$100,000 or less	Greater than \$150,000

If the proposed consultants are not on the approved standing list of pre-qualified firms, then a minimum of three proposals are required. Exceptions to the normal bidding and selection process are provided and there is no change from the current Board-approved policy.

Change Orders and Variances to District Contracts:

Proposed revisions to the Policy for Approval / Authorization of Change Orders to Existing Contracts mostly relate to modifications of approval levels for professional and non-professional service contract change orders and variances. The recommended approval levels are consistent with the above-discussed proposed policy revisions and are detailed in the table below:

Authorization	Current Change Order and Variance Approval Levels*	Proposed Change Order and Variance Approval Levels*
Department Director	\$50,000 or less (individual or cumulative per month)	\$75,000 or less (individual or cumulative per month)
Executive Director	Less than \$75,000 (individual or cumulative per month)	Less than \$150,000 (individual or cumulative per month)
General Manager	Less than \$100,000 (individual or cumulative per month)	Less than \$250,000 (individual or cumulative per month)
Board of Directors	Greater than \$100,000	Greater than \$250,000

* Whether or not the amount of a Change Order falls within an individual amount or cumulative dollar level stated, if the individual or cumulative total of such change orders in a calendar month together with any change orders previously approved exceeds the higher of 30% of the original contract or \$250,000, approval by the Board shall be required prior to execution by the General Manager. For Professional Service contract variances, any single or cumulative variance request resulting in a total increase of \$250,000 from the original contract amount will require Board approval. Once the Board has approved a variance, the delegation levels reset to the cumulative variance requirement prior to requiring additional Board approval. These amounts shall not be further delegated.

Disposal of Personal Property:

The proposed Policy for Personal Property Disposal provides parameters for the disposal of District assets, typically due to obsolescence or end of useful life. By the definition in this policy, Personal Property includes vehicles, equipment, materials, supplies and similar items. Modifications to the Policy relate primarily to the removal of the disposition of real property interests, including water, water rights, and works (facilities) which are now included in the proposed policy for Real Property. Approval of the Board for disposal of personal property estimated to be valued over \$100,000 remains unchanged from the current Board-approved policy.

Settlement of Claims and Lawsuits and Legal Representation Approvals:

The proposed Policy for Handling Claims and Lawsuits, Legal Counsel Waivers and Related Agreements modifies the previous policy to include approval levels for the General Manager and Board to settle lawsuits, in addition to the current Board-approved policy for settling administrative claims. Based on California Government Code 935.4, all claims and lawsuits over \$50,000 require Board approval.

The Policy also includes new authorization for the General Manager to approve attorney or law firm conflict waivers, joint defense or prosecution agreements, common interest agreements and similar agreements necessary to efficiently retain legal representation for the District or collaborate with similarly-situated parties engaged in legal matters.

Acquisition, Use and Disposition of Real Property:

The proposed Policy for Real Property consolidates several policies and related authorities and delegations for Real Property into a single policy. These include:

1. Acquisition of Lands and Easements and related Delegations of Authority (Resolution No. 2014-42);
2. Authorization to Accept and Consent to Deeds, Grants and Dedications (Resolution No. 2014-40); and
3. Rules and Regulations for the Disposition of Property of the District (Resolution No. 2014-43).

The Policy addresses methods of conveyance, use restrictions and general procedures for acquisitions of the property and easements required for construction, operation and maintenance of District facilities. Consistent with other proposed policies, the Policy would provide for General Manager approval for any negotiated transaction of \$250,000 or less, with Board approval required for negotiated transactions in excess of \$250,000.

The Policy includes new provisions for negotiating and approval of leases on District operating properties (e.g., agricultural, cell site and other uses). The Policy provides for the General Manager to approve lease agreements with gross annual revenue of \$250,000 or less. Lease agreements with gross annual revenues in excess of \$250,000 will require Board approval.

For the District's real estate investment properties, the Policy authorizes the General Manager to negotiate proposed lease terms with prospective commercial property tenants. Consistent with District operating properties, the Policy provides for the General Manager to approve lease agreements with gross annual revenue of \$250,000 or less, while lease agreements with gross annual revenue in excess of \$250,000 require Board approval. The Policy does not apply to IRWD's acquisition or sale of real estate for investment purposes, which is governed under a separate policy.

Additionally, the Policy provides new authorizations to execute entry permits, licenses, rights of way, joint use agreements and other forms for permitted uses of District real property, with approval levels for the General Manager and Board consistent with those stated above.

FISCAL IMPACTS:

Proposed policy revisions and new policies will increase operational efficiencies. No measurable fiscal impacts are anticipated.

ENVIRONMENTAL COMPLIANCE:

This item is not a project as defined in the California Environmental Quality Act (CEQA), Code of Regulations, Title 14, Chapter 3, Section 15378.

RECOMMENDATION:

That the Board adopt a resolution rescinding Resolution Nos. 2014-40, 2014-41, 2014-42 and 2014-43 and adopt a resolution by title approving policy revisions and additions related to IRWD approvals, authorizations and procedures.

LIST OF EXHIBITS:

- Exhibit "A" – Policy for Authorization of Expenditures
- Exhibit "B" – Policy for Competitive Bidding
- Exhibit "C" – Policy for Procurement of Professional Services
- Exhibit "D" – Policy for Approval/Authorization of Change Orders and Variances
- Exhibit "E" – Policy for Personal Property Disposal
- Exhibit "F" – Policy for Handling Claims and Lawsuits, Legal Counsel Waivers and Related Agreements
- Exhibit "G" – Policy for Real Property

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Exhibit “A”

IRVINE RANCH WATER DISTRICT

POLICY FOR AUTHORIZATION OF EXPENDITURES

SECTION 1 - General

All purchases made by the District shall be made in accordance with this Policy established by the Board of Directors of Irvine Ranch Water District.

In addition to this Policy for Authorization of Expenditures, the following policies are also applicable to expenditures and are incorporated herein and by reference made part hereof:

Policy for Authorization of Expenditures

Policy for Competitive Bidding

Policy for Procurement of Professional Services

Policy for Approval/Authorization of Change Orders and
Variances to Existing Contracts

The Manager shall establish specific procedures for implementing this Policy and it is intended that this policy is to be liberally construed to effectuate the Board’s intent behind the delegations of authority included in this policy.

SECTION 2 - Definitions

As used in this Policy and in each of the Policies incorporated in Section 1 hereof by reference, the following terms shall have the meanings indicated:

- a. Board -
shall mean the Board of Directors of the District.
- b. Capital Expenditures -
shall mean direct costs included in the capital projects budget approved by the Board, including, but not limited to, costs of lands and easements for capital facilities. Capital Expenditures shall not include G&A Costs or any expenditure related to the issuance or payment of debt service on any bonded indebtedness, which will be shown for information use only.

- c. Change Order -
shall mean an amendment modifying the terms of an existing Contract other than a Contract for Professional Services.
- d. Committee -
shall mean a standing or ad hoc committee of the Board.
- e. Construction -
shall include erection, demolition, alteration, installation, repair and relocation, and, if such work constitutes a public work, maintenance, landscape maintenance, hauling of refuse from a construction site, and warranty work on any of the foregoing.
- f. Consultant -
shall mean an individual, firm or entity who provides or offers to provide Professional Services.
- g. Contract -
shall mean a written agreement for Goods, Utility Services, Professional or Non-Professional Services, and Purchase Orders.
- h. District -
shall mean the Irvine Ranch Water District
- i. Divided Contract -
shall mean a Contract divided into separate Contracts for Construction and purchase of material, performance of a service or multiple services, or otherwise divided between components or portions of the work.
- j. Expenditure Authorization -
shall mean an authorization form supporting a specific Capital Expenditure and the intended source of funding, obtained after budget approval but prior to any actual commitment of funds.
- k. G&A Costs -
shall mean General and Administrative project costs consisting of indirect costs (e.g. building electrical and heating costs, office supplies), indirect labor costs (e.g. supervisory and administrative salaries), and employee benefits.
- l. Goods -
shall mean supplies, materials, equipment, or any other product that is not considered to be a Professional, Non-Professional, or Utility Service.

- m. Manager -
shall mean the General Manager of the District or a person appointed by the Board to act in the capacity of General Manager, or a person authorized by the General Manager to administer this Policy or any portion thereof on their behalf.
- n. Non-Professional Services -
shall mean services other than Professional Services, and will include construction, repair, and maintenance services.
- o. Notice Inviting Bids -
shall mean a notice inviting proposals or bids for entering into a Contract based on the terms of all Contract documents incorporated into said notice by reference.
- p. Operational Expenditures -
shall mean those items included in the Operating Budget approved by the Board, including, but not limited to, any enterprise expenditure and any other expenditure that is not a Capital Expenditure.
- q. Professional Services -
shall mean (1) services involving the provision of a report, study, plan, design, specification, document, program, advice, recommendation, analysis, review, opinion, inspection, investigation, audit, brokering or representation of the District before or in dealings with another party, or (2) any other services which require a special skill or expertise of a professional, scientific or technical nature. For purposes of this Policy, design-build Contracts shall not be considered to include Professional Services.
- r. Purchase Order -
shall mean an authorization, of standard form, under which the party designated therein as “supplier” is to provide Goods and/or services for which the District agrees to pay.
- s. Request for Proposal(s) -
shall mean a written request for the submission of a proposal(s) in accordance with specifications, conditions and other requirements included in the request.
- t. Solicitation -
shall mean an oral request for the submission of a proposal in accordance with verbal conditions and other requirements included in the request.

u. Utility Service -

shall mean natural gas, electricity, telephone, water, sewage collection, trash collection, cable television, postage, or other products or services provided by a governmental agency or its franchise contractor, or an established company governed by the Public Utilities Commission. Utility service includes the purchase of water imported by The Metropolitan Water District of Southern California and normally sold to its member agencies on a utility basis for resale, but excludes water purchased or acquired by the District through other water transactions.

v. Variance -

shall mean an amendment modifying the terms of an existing Contract for Professional Services.

SECTION 3 - Proposed Budgets

Every two years the Manager shall submit to the Board proposed budgets for the ensuing two fiscal years. The proposed budgets shall include all of the then-known proposed Operations Expenditures and Capital Expenditures that may be reasonably expected for the ensuing two fiscal years.

SECTION 4 - Adoption of the Budgets

In its review of the proposed budgets, it shall be the policy of the Board to ensure adequate opportunity for public involvement, which will include a public workshop relative to the operating budget including presentation and discussion of the operating and capital budgets. The Board may establish informal procedures from time to time for this purpose. After reviewing the proposed budgets and making such revisions as it may deem advisable, the Board shall, on or before April 30th, adopt by resolution, the District's operating budget for the ensuing two fiscal years, and on or before June 30th, adopt by resolution, the District's capital budget for the ensuing two fiscal years. The April 30th adoption date of the operating budget is intended to correspond with the timing of the Board's establishment of proposed maximum rates that are deemed property-related fees or charges in accordance with Article XIID of the California Constitution, and the ensuing notice and hearing process for setting the rates.

SECTION 5 - Authorization for Capital Expenditures (Except Professional Services)

The adoption of the capital projects budget by the Board shall constitute an approval of, and the authorization to make, the Capital Expenditures as set forth within the budget, subject to: (i) additional review as may be specified by the Board with respect to Capital Expenditures "flagged" by the Board, provided, the flagging shall be deemed removed upon Board approval of the first expenditure

related to such Capital Expenditure unless otherwise specified by the Board in granting the approval; (ii) compliance with requirements respecting the award of Contracts set forth in Section 9; (iii) compliance with all applicable legal requirements, including but not limited to the California Environmental Quality Act of 1970 (CEQA) and the Guidelines for implementation thereof promulgated by the Secretary for Natural Resources of the State of California; and (iv) satisfaction of all provisions of the “Policy for Competitive Bidding.” The “approval” accomplished by this section shall not constitute a decision by the District within the meaning of CEQA which commits it to a definite course of action with regard to any particular project or projects included in such capital projects budget.

SECTION 6 - Authorization for Operational Expenditures (Except Professional Services)

The adoption of the operating budget by the Board shall constitute an approval of the acquisition and expenditures as noted in Section 3 above, contained within the budget, and the authorization to make the Operational Expenditures as set forth within the budget, subject to (i) compliance with procedures comparable to those set for Capital Expenditures in Section 5(iv), if and to the extent an Operational Expenditure is subject to the California Environmental Quality Act of 1970 (CEQA); (ii) compliance with requirements respecting the award of Contracts set forth in Section 9; and (iii) satisfaction of all provisions of the “Policy for Competitive Bidding.”

SECTION 7 - Authorization for Professional Services

The adoption of the budgets by the Board shall constitute an approval of fees for Professional Services included within any Capital Expenditures and Operational Expenditures and the authorization to contract for such Professional Services as set forth within the budgets, subject to (i) compliance with requirements respecting the award of Contracts set forth in Section 9; and (ii) satisfaction of all provisions of the “Policy for Procurement of Professional Services.”

SECTION 8 - Authorization for Change Orders and Variances

The adoption of the budgets by the Board shall constitute an approval of Change Orders and Variances to existing Contracts within the amounts budgeted for the applicable Capital Expenditure or Operating Expenditure, subject to the satisfaction of all provisions of the “Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts.”

SECTION 9 - Award and Execution of Contracts

All procurement expenditures, except those for travel, personal expense, and those made using petty cash, require a Purchase Order.

Contracts for all expenditures, including Professional and Non-Professional Services, Goods (whether or not specifically identified in the operating budget) but excluding Utility Services, shall be approved based upon the following levels:

APPROVAL LEVEL	AUTHORIZED APPROVER
Up to \$75,000	- Department Director
Up to \$150,000	- Executive Director
Up to \$250,000	- Manager
More than \$250,000	- the Board

Except as to Professional Services contracts, the authority provided to the Executive and Department Directors may be further delegated, subject to the discretion of, and in accordance with procedures established by the Manager. The foregoing notwithstanding, any appointment of an acting Director, Executive Director or Manager for a vacation or other leave may, subject to the Manager's discretion, include the full above-authorized authority amount for the respective position.

Contracts or other arrangements for Utility Services, including utility-basis imported water purchases for resale, require approval by the Manager.

On an annual basis, the Manager shall submit for Board approval, any contracts or contract renewals greater than \$250,000 resulting in recurring or continuing expenditures over a period of one year or greater.

Provision shall be made, either through the specifications or as otherwise prescribed in procedures established by the Manager, prior to contract award, references and financial condition of the proposed vendor shall be verified, except for Contracts with government agencies, utility companies, associations, or providers of expendables.

SECTION 10 - Urgent Necessity Contracts

When a Contract is determined by the Manager to be of urgent necessity for the public health, safety or welfare, or for the protection of District property, or as a result of a present, immediate and existing emergency which could not have been reasonably foreseen, the Manager may execute a Contract therefor, provided that the Board shall be informed at its next regular meeting of the action taken and the necessity therefor, if (a) the cost of the Contract necessitates Board approval under Section 9, or (b) sufficient funds for the Contract are not budgeted pursuant to Section 4 or are not available. If the contract is for Professional Services,

formal requests for proposals are not required; however, the Manager shall make best efforts to use vendors from the pre-approved standing list.

During a Proclaimed Emergency or Disaster when the District's Emergency Operations Center (EOC) is activated, the acting EOC Director will assume authority to execute necessary contracts. For FEMA or other reimbursements, after stabilization of urgent work, all further work must follow the bid process outlined in the Policy for Competitive Bidding.

SECTION 11 - Departmental Appropriation

From the effective date of the operating budget, the amounts proposed for Operational Expenditures shall become appropriated to the expense codes specified within each department. However, an Executive Director/Department Director may transfer funds from one expense code to another within the department. The Manager may transfer funds from one department to another. Any increase in the total expenditures in the consolidated operating budget must be approved by the Board.

Where referred to herein, "Executive Director/Department Director" shall indicate that the Department Director may take the referenced action for a department assigned to them, and if the department is not assigned to a Department Director, the Executive Director may take the referenced action.

SECTION 12 - Authorized Changes by Manager

The Manager may, at their discretion, reduce, eliminate or postpone any proposed expenditure authorized in the budgets, unless otherwise directed by the Board.

SECTION 13 - Expenditure Authorization

An Expenditure Authorization shall be required for Capital Expenditures. The authority to approve Expenditure Authorizations on behalf of the District, including any increases, decreases or other amendments thereto, and, where applicable, the adoption of official intention to reimburse authorized expenditures from the proceeds of bonds to be sold, is hereby delegated to the General Manager. The General Manager shall execute Expenditure Authorizations on a standard form(s) to be specified in the Manager's procedures for implementation of this Policy.

SECTION 14 - Termination of Appropriation

All Operational Expenditure appropriations shall lapse at the end of the fiscal year to the extent that they shall not have been expended or lawfully encumbered. Capital Expenditure appropriations shall continue in effect until depleted or until modified by a subsequent capital projects budget.

SECTION 15 - Amended Budgets and Conditioned Approval

The Board may, at any time it deems advisable, amend or supplement the budgets or may condition any previously approved proposed expenditure.

SECTION 16 - Availability of Funds

Availability of funds for Contracts are established with the two-year annual budget approved by the Board. For Capital Project expenditures exceeding \$100,000 of the approved budget amount, approval by the Board shall be required prior to expenditure by the Manager. Change Orders and Variances to contracts can be made following the approval process outlined in Section 3 of the Policy for Approval/Authorization of Change Orders and Variances to existing Contracts, or approved by the Manager as provided for in Section 10 above.

SECTION 17 - Controls

The Manager shall establish procedures to implement a system of internal controls, which segregate responsibilities in the processing of expenditures. The procedures shall include defined responsibilities and shall include segregation of duties between the responsibility for inspecting or reviewing Goods, work or services and the responsibility for authorizing the related payment.

SECTION 18 - Exceptions

The Manager shall establish procedures for the following expenditures:

- a. Credit card expenditures, except to the extent covered by the Board's adopted policies on allowance of expenses;
- b. Expenditures for work performed under a reimbursement agreement; and
- c. Petty cash expenditures.

Exhibit “B”

IRVINE RANCH WATER DISTRICT

POLICY FOR COMPETITIVE BIDDING

SECTION 1- General

All Contracts entered into by the District shall be made in accordance with this Policy established by the Board of Directors of Irvine Ranch Water District.

All Contracts shall be made upon competitive bidding except as provided in Section 3 – Competitive Bids – Exceptions, below.

In addition to this Policy for Competitive Bidding, the following policies are applicable to Contracts and are incorporated herein and by reference made part hereof:

Policy for Authorization of Expenditures

Policy for Procurement of Professional Services

Policy for Approval/Authorization of Change Orders and
Variances to Existing Contracts

The Manager shall establish specific procedures for implementing this Policy and it is intended that this policy is to be liberally construed to effectuate the Board’s intent behind the delegations of authority included in this policy.

SECTION 2 - Definitions

The “Policy for Authorization of Expenditures” incorporates the definitions set forth therein into this Policy.

SECTION 3 - Competitive Bids – Exceptions

- a. Contracts with an estimated amount of less than \$35,000.
- b. Contracts deemed to be of urgent necessity, approved as provided in Section 10 of the “Policy for Authorization of Expenditures.”
- c. Contracts for articles which are patented, copyrighted or otherwise unique and not for sale by dealers generally, but are available only at a fixed and uniform price from the manufacturer or their agents or assigns, or for unique or specialized services for banking, depository, lobbying, legal, insurance coverage and benefits.

- d. Contracts wherein competitive bidding could not produce an advantage or where it is impracticable to comply with the competitive bidding provisions because of the unique, exploratory, or experimental nature of the work, or where a competitive process is conducted by another contracting party and is passed through a cooperative purchasing agreement to the District.
- e. Contracts where, within twelve months previous to the date of execution, advertising for identical articles or articles of the same general character has failed to secure responsive proposals and, in the opinion of the Manager, further advertising will not alter this result.
- f. Contracts with any governmental agency or association, including memberships and sponsorships, or Contracts for Utility Service.
- g. Contracts for the acquisition and disposition of lands, easements, and permits, or agreements with a property owner for reimbursement of the cost to construct District facilities.
- h. Contracts for water transactions.
- i. Change Orders and Variances. (See "Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts.")
- j. Contracts for Professional Services for suppliers on the standing list. (See "Procurement Procedures")
- k. Contracts to purchase standard specification items for inventory.
- l. Sole Source Justification Form exceeding \$35,000.

The use of any of the exceptions in sub-paragraphs a through e above shall require approval by an Executive Director/Department Director. The Manager shall establish procedures for the exceptions noted above.

SECTION 4 - Divided Contracts

Divided Contracts shall not be utilized for the purpose of bringing the cost of one or more of the component Contracts below any specified sum to avoid a requirement in any of the Sections of this Policy or of any Policy incorporated herein. Contracts may be divided only to meet unique scheduling or other needs of a project such as purchase of an item of equipment with a long lead time or spacing of phases of work to accommodate necessary time windows.

SECTION 5 - Contract Documents

The Contract documents shall consist of standard form documents approved by the Board, where applicable, and otherwise as the Manager may deem desirable, in addition to those provisions required by law.

SECTION 6 - Specifications and Drawings

Specifications, including drawings, if any, shall be sufficient to clearly describe the work required to be done or services required to be performed, the quality and properties of materials, supplies and equipment to be furnished, the results and performance required, and the method of payment.

SECTION 7 - Notice Inviting Bids

The Notice Inviting Bids shall provide the District's right to reject any and all proposals.

SECTION 8 - Advertising and Posting

No Notice Inviting Bids for any Contract required to be let upon competitive bidding shall be given or posted or advertised unless there is first prepared a complete set of Contract documents detailing the terms of the agreement, the work or services to be performed and the materials, supplies and equipment to be furnished.

a. Non-Professional Services Contracts for Construction:

Competitive bids shall be requested from pre-qualified bidders identified in the manner prescribed in procedures established by the Manager.

b. Non-Professional Services Contracts for Repair, Maintenance or Services, Other Than Construction Services, Estimated To Cost More Than \$35,000, and all Goods Contracts:

Competitive bids shall be requested from three (3) or more firms in the manner prescribed in procedures established by the Manager. If fewer than three (3) qualified firms submit bids, the Manager may, at their discretion, seek additional bids or proceed with evaluation of the bid(s) submitted if he determines that further inquiries would not be fruitful.

SECTION 9 - Evaluation

a. Capital Expenditures for Construction:

Unless otherwise directed by the Board, the Manager shall compare all bids received, pursuant to any Notice Inviting Bids or Solicitation, for compliance with the terms set forth therein and shall determine the lowest responsible bid of all those received. When award of Contract is to be made by the Board pursuant to Section 9 of the "Policy For Authorization of Expenditures," the Manager shall make their recommendation as to such award in writing to the Board.

b. Other Contracts Subject to this Policy:

The following criteria shall be used to evaluate bids; provided, that except for those criteria bearing upon responsibility of the bid, the following criteria shall not apply to Contracts, including Contracts described in Section 9 (a), which stipulate that the evaluation and award shall be based solely on the determination of the lowest responsive bid:

1. Specialized experience and technical competence of the bidder and its personnel considering the type of services required and the complexity of the project.
2. Suitability of the bidder's proposed Goods and/or services to meet the District's needs.
3. The bidder's familiarity with types of issues applicable to the project.
4. Past record of performance on Contracts with the District, other government agencies or public bodies, and with private industry, including such responsibility factors as control of costs, quality of work, and ability to meet schedules.
5. The bidder's capacity to perform the work (including any specialized services) within the time limitations and with proposed staff, considering the bidder's current and planned workload.
6. The bidder's financial condition, as indicated by review of the bidder's financial statements.

7. The bidder's documentation of the absence of personal or organizational conflicts of interest prohibited under State or local law.
8. Types of insurance and guarantees or warranties offered by the bidder.
9. Levels of effort and prices.

SECTION 10 - Award

Award of any Contract made upon competitive bidding or made pursuant to an exception described in Section 3 shall be made as prescribed in Section 9 of the "Policy for Authorization of Expenditures."

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Exhibit "C"

IRVINE RANCH WATER DISTRICT

POLICY FOR PROCUREMENT OF PROFESSIONAL SERVICES

SECTION 1 - General

All Contracts for Professional Services entered into by the District shall be made in accordance with this Policy established by the Board of Directors of Irvine Ranch Water District.

In addition to this Policy for Procurement of Professional Services, the following policies are applicable to Contracts for Professional Services and are incorporated herein and by reference made part hereof:

Policy for Authorization of Expenditures

Policy for Competitive Bidding

Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts

The Manager shall establish specific procedures for implementing this Policy and it is intended that this policy is to be liberally construed to effectuate the Board's intent behind the delegations of authority included in this policy.

The procedures shall (i) specifically prohibit District employees from participating in the selection process when those employees have a relationship with a person or business entity seeking a Contract under this section which would subject those employees to Government Code Section 87100's restrictions on making, participating in, or in any way attempting to use the employee's official position to influence a District decision in which the employee knows or has reason to know they have a financial interest, as set forth in the Political Reform Act, unless an express exception applies, and (ii) specifically prohibit the making of a Government Code Section 1090-prohibited Contract resulting from the District's contracting with a person or business entity with which an employee has a relationship or financial interest.

SECTION 2 - Definitions

The "Policy for Authorization of Expenditures" incorporates the definitions set forth therein into this Policy.

SECTION 3 - Authorization of Professional Fees and Services

Authorization for commitment of funds for Professional Services shall be in accordance with Section 9 of the "Policy for Authorization of Expenditures."

SECTION 4 - Consideration Guidelines

The following criteria may be used to consider Consultants as candidates to provide Professional Services:

- a. Specialized experience and technical competence of the Consultant and its personnel considering the type of services required and the complexity of the project.
- b. The Consultant's familiarity with types of potential issues applicable to the project.
- c. Past record of performance on Contracts with the District, other government agencies or public bodies, and with private industry, including such factors as control of costs, quality of work, and ability to meet schedules.
- d. The Consultant's capacity to perform the work (including any specialized services) within the time limitations and with proposed staff, considering the Consultant's current and planned workload.
- e. The Consultant's financial condition, as indicated by review of Consultant's financial statements.
- f. The Consultant's documentation of the absence of personal or organizational conflicts of interest prohibited under State or local law.
- g. Amount and types of insurance and guarantees or warranties offered by the Consultant while meeting the minimum criteria.
- h. Estimate of the range of proposed levels of effort and costs.

The District maintains a Standing List of pre-qualified Consultants for certain services. Specific criteria for adding and removing Consultant to/from the Standing List is included in the District's Procurement Procedures.

SECTION 5 - Selection of Consultants

Selection shall be carried out in the following sequence:

a. Project Definition:

A description of the proposed project, its purpose, location, and other pertinent facts as required shall be prepared and provided to interested Consultants. The Consultants may be requested to reply with a statement of qualifications.

b. Request for Proposals (RFP):

A list of qualified Consultants shall be prepared, based on statements of qualifications.

A Request for Proposal shall be submitted to the selected Consultants. The Request for Proposals may request more detailed information as outlined in the criteria set forth in Section 4 above. Specific information shall request, but not be limited to, the Consultant's actual and projected workload for the duration of the District's project, the Consultant's project team, the Consultant's proposed use of subcontractors, the Consultant's proposed scope of work, level of effort and estimated cost. The Request for Proposals shall also include the District's standard form agreement for Professional Services.

Upon approval of the Executive Director/Department Director, a Solicitation may be used in lieu of a Request for Proposal; however, the Consultant's Solicitation must contain all the terms and conditions customarily included in a written Proposal.

Proposed Use of Consultants from the Standing List:

(1) For Professional Services estimated to cost \$75,000 or less, the Manager may request a proposal from one (1) qualified Consultant selected from a standing list of pre-qualified Consultants on file with the District. (See Procurement Procedures - Standing List).

(2) For Professional Services estimated to cost more than \$75,000 and up to \$150,000, the Manager shall request proposals from not fewer than two (2) qualified Consultants selected from a standing list of pre-qualified Consultants on file with the District

(3) For Professional Services estimated to cost more than \$150,000, the Manager shall request proposals from not fewer than three (3) qualified Consultants selected from a standing list of pre-qualified Consultants on file with the District. If fewer than three (3) qualified Consultants respond with a statement of qualifications, or express interest in the event a statement of

qualifications is not requested, the Manager may, at their discretion, seek additional interested Consultants or proceed with negotiation with the remaining Consultants who responded with interest if they determine that further inquiries would not be fruitful. The selection process set forth in subparagraphs c, d and e of this Section will then be followed, as applicable.

Proposed Use of Consultants Not on the Standing List:

- (1) A list of qualified Consultants shall be prepared, based on statements of qualifications if requested.

The number of Consultants to request bid proposals based on the Competitive Bid Policy, (not fewer than three (3)) determined to be qualified for the project shall be selected using the criteria set forth in Section 4 above. If fewer than three (3) qualified Consultants respond with a statement of qualifications, or express interest in the event a statement of qualifications is not requested, and f(1) or f(2) below is not applicable, the Manager may, at his discretion, seek additional interested Consultants or proceed with selection among those that responded with interest if he determines that further inquiries would not be fruitful.

c. Interviews:

Interviews may be conducted with each candidate Consultant's proposed project team to assure a mutual understanding and to obtain additional details related to the Consultant's capabilities. The Manager may visit one or more projects completed by each Consultant considered and contact recent clients to each.

d. Ranking:

After evaluating the written proposals and considering the results of the interviews, recently completed project visits and recent client contacts (if conducted) with respect to the prospective Consultants, the Manager shall rank them in order of preference, taking into account all of the information obtained. In the case of Contracts for architectural, landscape architectural, professional engineering, environmental, land surveying and Construction project management services, services shall be engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices as required by applicable law.

e. Negotiations:

The Manager may attempt to negotiate a Contract with the best qualified Consultant using the proposal as a basis for the Formal Contract. Should the Manager be unable to negotiate a satisfactory Contract with the Consultant ranked as the most qualified, at a price determined to be fair and reasonable, negotiations with that Consultant shall be formally terminated. The Manager shall then undertake negotiations with the remaining qualified Consultants as needed in order of their ranking established under sub-paragraph d above, until the Manager is able to negotiate a satisfactory Contract.

If the Manager is unable to negotiate a satisfactory Contract with any of the Consultants thus far selected, the Manager shall select additional Consultants in order of their competency and qualification and shall continue negotiations in accordance with this Policy until a satisfactory Contract is reached or until the Board directs that all negotiations shall terminate.

f. Exceptions:

The following are exceptions to the normal bidding and selection process (See Policy for Competitive Bidding).

(1) Major capital projects where the design is scheduled in phases. Professional Services falling within this exception may be negotiated with the Consultant who performed work for a prior phase with the approval of the Manager, if:

(a) The Consultant performed satisfactory work on the prior phase(s) in terms of quality, schedule and estimated costs; and

(b) A satisfactory Contract can be negotiated.

(2) Professional Services deemed to be of urgent necessity, as provided in Section 10 of "Policy for Authorization of Expenditures."

(3) Professional Services where it is impracticable to comply with the selection provisions because of the unique, exploratory, or experimental nature of the Professional Services.

(4) Variances. (See "Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts.")

The Manager shall establish procedures for contracting the exceptions noted above.

SECTION 6 - Contract Documents

The Contract documents shall consist of such documents as the Manager may deem desirable in addition to those required by law. The District's standard form agreement for Professional Services and approved by the Board shall be used.

SECTION 7 - Divided Contracts

Divided Contracts shall not be utilized for the purpose of bringing the cost of one or more of the component Contracts below any specified sum to avoid a requirement in any of the Sections of this Policy or of any Policy incorporated herein. Contracts may be divided only to meet unique scheduling or other needs of a project such as purchase of an item of equipment with a long lead-time or spacing of phases of work to accommodate necessary time windows.

SECTION 8 - Award

Award of any Contract made pursuant to the selection process described in Section 5 shall be made based on authority levels as prescribed in Section 9 of the "Policy for Authorization of Expenditures."

SECTION 9 - Confidentiality

To the extent permitted by law, the Manager shall maintain a confidential file of written evaluations made in the Consultant selection process and evaluation of subsequent performance. Except to the extent required by law, such files shall be available only to District employees whose official duties involve development of Contracts for Professional Services.

Exhibit “D”

IRVINE RANCH WATER DISTRICT

POLICY FOR APPROVAL/AUTHORIZATION OF CHANGE ORDERS AND
VARIANCES TO EXISTING CONTRACTS

SECTION 1 - General

All Change Orders and Variances to existing Contracts entered into by the District, except those for Utility Services, shall be made in accordance with this Policy established by the Board of Directors of Irvine Ranch Water District.

In addition to this Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts, the following policies are applicable to Change Orders and Variances and are incorporated herein and by reference made part hereof:

Policy for Authorization of Expenditures

Policy for Competitive Bidding

Policy for Procurement of Professional Services

The Manager shall establish specific procedures for implementing this Policy and it is intended that this policy is to be liberally construed to effectuate the Board’s intent behind the delegations of authority included in this policy.

SECTION 2 - Definitions

The “Policy for Authorization of Expenditures” incorporates the definitions set forth therein into this Policy.

SECTION 3 - Approval of Change Orders and Variances

For the purposes of this Policy, the value of any Change Order or Variance is the sum total of the absolute value of all line items, including additions and deductions, on the Change Order or Variance.

a. Contracts Other Than Professional Services:

- (1) A Department Director shall be authorized to approve a Change Order which does not exceed \$75,000 individually or a cumulative total of \$75,000 in any one calendar month.
- (2) An Executive Director shall be authorized to approve any Change Order which does not exceed \$150,000 individually or a cumulative total of \$150,000 in any one calendar month.

- (3) The Manager shall be authorized to approve any Change Order which does not exceed \$250,000 individually or a cumulative total of \$250,000 in any one calendar month.
- (4) In the event the cost or estimated cost of any single Change Order exceeds \$250,000, or exceeds a cumulative total of \$250,000 in any one calendar month, approval by the Board shall be required prior to execution by the Manager.
- (5) Whether or not the amount of a Change Order to be approved falls within an individual amount or cumulative dollar level stated in paragraph (1), (2) or (3), above, if the individual or cumulative total of such Change Orders in a calendar month together with any Change Orders previously approved exceeds 30% of the original Contract and the cumulative total of such Change Orders exceeds \$250,000, approval by the Board shall be required prior to execution by the Manager

b. Contracts for Procurement of Professional Services:

- (1) A Department Director shall be authorized to approve any Variance which does not exceed a cumulative total of \$75,000.
- (2) An Executive Director shall be authorized to approve any Variance which does not exceed \$150,000 individually or a cumulative total of \$150,000.
- (3) The Manager shall be authorized to approve any Variance which does not exceed \$250,000 individually or a cumulative total of \$250,000.
- (4) In the event the cost or estimated cost of any single Variance exceeds \$250,000 individually or exceeds a cumulative total of \$250,000, approval by the Board shall be required prior to the execution by the Manager.

Once the Board has approved a Variance, the Delegation levels reset to the cumulative Variance requirement prior to requiring additional Board approval.

c. Delegation of Authority:

The authority provided in subparagraphs a and b above shall not be further delegated. The foregoing notwithstanding, any appointment of an acting Director, Executive Director or Manager for a vacation or other leave may, subject to the Manager's discretion, include the full above-authorized authority amounts for the respective position provided in subparagraphs a and b above.

Exhibit “E”

Irvine Ranch Water District Personal Property Disposal Policy

Section 1. General

1.1. Background. The Irvine Ranch Water District (“**District**”) periodically disposes of personal property due to obsolescence, end of useful life, changing facility requirements or other reasons. This Personal Property Disposal Policy (“**Policy**”) sets forth the rules and regulations applicable to disposal of personal property, and all dispositions of the District’s personal property must be made pursuant to this Policy.

1.2. Applicability. This Policy applies to “**Personal Property**,” which means all materials, supplies, equipment, furnishings, intellectual property, and other personal property of the District. Personal Property does not include real property or related rights in land, including water, water rights, works, easements or rights of way.

1.3. Limitation. This Policy does not apply to the disposal of real property interests, which are governed by other policies of the District.

1.4. Administration. This Policy will be administered by the General Manager of the District or his designee (“**Manager**”) and it is intended that this policy is to be liberally construed to effectuate the Board’s intent behind the delegations of authority included in this policy.

Section 2. Determination of Surplus and Delegation.

2.1. Designation of Surplus Personal Property. From time to time, the Manager may determine that certain Personal Property of the District is no longer needed to carry out the powers and purposes of the District to meet present or future needs (“**surplus**”).

2.2. Delegation to Manager. The Manager is hereby delegated the authority to dispose of any individual item of surplus Personal Property valued at \$100,000 or less, pursuant to the procedures set forth in Section 4 below.

2.3. Board Action Required. For any individual item of surplus Personal Property valued at over \$100,000, the Manager shall present the disposal of that item to the Board of Directors (“**Board**”) for approval.

Section 3. Valuation.

The value of the Personal Property for the purpose of Section 2 will be deemed to be the larger of the following:

3.1. The estimated salvage value as determined by the Manager; or

- 3.2. The depreciated value as indicated by the District's financial records.

Section 4. Disposition by Manager.

For disposal of surplus Personal Property by the Manager as authorized under Section 2.2, the Manager shall proceed as follows:

4.1. Bids shall be solicited by invitations given to known prospective purchasers and/or by posting of a notice inviting bids on a governmental surplus auction website accessible from a link on the District's website. Other publication of notice will not be required.

4.2. All invitations for bids must: include a description of the Personal Property, specify the date and time when the bids will be considered, and the date and time when an award will be made or all quotations rejected.

4.3. Bids shall be considered on the date and time specified and the details of each bid recorded.

- (i) The Manager shall evaluate all bids and determine if the disposition of the Personal Property at the highest price quoted is in the best interest of the District.
- (ii) If the Manager so determines, they may dispose of the subject Personal Property and if a bill of sale is required, then the necessary officers of the District are hereby authorized to execute the appropriate documentation.

Section 5. Board-Approved Disposition.

If the Board determines that it is in the best interest of the District to dispose of certain Personal Property in accordance with Section 2.3, then the Manager will obtain bids as follows:

5.1. Bids shall be solicited by invitations given to known prospective purchasers and by posting of a notice inviting bids on a governmental surplus auction website accessible from a link on the District's website.

5.2. Publication of notice shall not be necessary unless specifically required by the Board.

5.3. All invitations to bid shall include detailed specifications of the Property (or indicate where they can be obtained); shall specify the date and time when the bids will be received, and the date and time when an award will be made or all bids rejected.

5.4. Bids shall be opened on the date and time specified and the full detail of each bid shall be recorded.

5.5. The Manager shall evaluate all bids and make an award or reject all bids and if a bill of sale is required, then the necessary officers of the District are hereby authorized to execute the appropriate documentation.

Section 6. Application of Sums Received

All sums received from the disposal of Personal Property of the District must be applied to the proper account of the fund of the District in which the subject asset was previously carried.

Section 7. Effective Date

This Policy is effective upon adoption and copies may be available for public information.

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Exhibit “F”
Irvine Ranch Water District
Policy for Handling Claims and Lawsuits,
Legal Counsel Waivers and Related Agreements

Section 1. Claims and Lawsuits.

1.1. Claims Handling. The Board of Directors hereby authorizes the General Manager or his designee (“**Manager**”) to perform the following functions of the Board with respect to handling administrative claims presented to the District: ascertaining sufficiency of claims with respect to the required contents of a claim, notifying claimants of insufficiency, notifying claimants of failure to present claims within the time allowed by law, allowing or denying applications for leave to file late claims, rejecting claims, and allowing claims in whole or in part or compromising and settling claims and lawsuits to the extent provided in Section 1.2.

1.2. Settling Claims and Lawsuits. The Manager may allow, compromise, or settle any administrative claim or lawsuit against the District up to \$50,000. For any administrative claim or lawsuit against the District in which the amount demanded exceeds \$50,000, the Manager may negotiate for resolution with the claimant or litigant, but if any proposed settlement of the claim or litigation exceeds \$50,000, then that proposed settlement must be presented to the Board of Directors for approval, rejection, or direction to negotiate further.

Section 2. Workers Compensation Matters. The Manager may perform the functions of the Board of Directors with respect to workers’ compensation claims presented to the District. Those functions include those set forth in Labor Code Sections 5000 *et seq.* for compromise and settlement of the claims. Workers’ compensation claims may be settled as follows:

2.1. The Director of Human Resources (or designee) may allow, compromise or settle any worker’s compensation claim against the District if the amount to be paid by the District pursuant to the allowance, compromise or settlement does not exceed \$25,000.

2.2. The Manager may allow, compromise or settle any worker’s compensation claim against the District if the amount to be paid by the District pursuant to the allowance, compromise, or settlement does not exceed \$50,000.

2.3. For any worker’s compensation claim against the District that exceeds \$50,000, the Manager may negotiate for resolution with the claimant, but if any proposed settlement of the of the claim exceeds \$50,000, then that proposed settlement must be presented to the Board for approval, rejection, or direction to negotiate further.

Section 3. Payment of Claims or Settlements. Upon the Manager’s written order, the District shall cause a payment to be issued in the amount for which any claim (including a worker’s compensation claim) or lawsuit has been allowed, compromised or settled pursuant to Section 1 or Section 2, in exchange for appropriate releases approved by legal counsel.

Section 4. Conflict Waivers, Common Interest Agreements. In connection with any claims, litigation, transactional, regulatory and other legal matters, the Manager may approve any and all attorney or law firm conflict waivers, joint defense or prosecution agreements, common interest agreements and similar agreements necessary to efficiently retain legal representation for the District or collaborate with similarly-situated parties engaged in legal matters.

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Exhibit “G”

Irvine Ranch Water District Real Property Policy

Section 1. General

1.1. Administration. This Real Property Policy sets out the policy of the Irvine Ranch Water District (“**District**”) with respect to the acquisition, use and disposal of real property and with respect to the District’s interests in real property, including water, water rights, and works (facilities). This Policy will be administered by the General Manager of the District or his designee (“**Manager**”) and is intended to be liberally construed to effectuate the Board’s intent behind the delegations of authority included in this policy.

1.2. Acquisitions. The District will acquire rights in real property for the construction, operation and maintenance of District facilities (“**Operational Property**”) in accordance with Section 2 of this policy. Acquisitions of real property for the purpose of investments (“**Investment Property**”) is governed by the Real Estate Investment Policy, Resolution No. 2019-8, and as it may be amended from time to time.

1.3. Uses. The District may enter into agreements to lease certain real properties, when appropriate. The District may also enter into entry permits, licenses, rights of way, joint use and similar agreements for District purposes and for approved uses of District real properties. The District’s policy with respect to uses of property are described in Section 3.

1.4. Dispositions. The District’s Board of Directors (“**Board**”) shall authorize all dispositions (sales) of real property, pursuant to Section 4.

1.5. California Environmental Quality Act. The District shall at all times comply with the California Environmental Quality Act (“**CEQA**”) in entering into any real property transaction. The District shall require all third party users of the District’s real property to pay all costs relating to CEQA compliance, and to indemnify, defend, and hold the District harmless from any and all claims arising out of or relating to CEQA compliance for that third party’s use or proposed use unless there is a justifiable business reason, in opinion of the Manager, for the District to waive such requirements.

Section 2. Acquisition of Operational Property

2.1. The District may acquire real property and real property rights for Operational Properties through donations by land developers, negotiated purchase agreements, and eminent domain. The form of acquisition of these rights will generally depend on the type of facilities being acquired or constructed, as follows:

(i) Non-Capital Facilities. Applicant-provided or donated facilities and related property rights are known as “**Non-Capital Facilities**” and will be acquired as set forth in Section 2.2.

(ii) Capital Facilities. “**Capital Facilities**” are facilities that are acquired or to be provided by the District to extend services to an applicant’s development or facilities acquired or constructed by the District that serve regional needs. Capital facilities shall also include real property donated to the District for the construction of Capital Facilities. Real property rights for Capital Facilities will be acquired as set forth in Section 2.3.

2.2. Non-Capital Facilities. The District’s Rules and Regulations (at Sections 5.2 and 5.4) and its standard application for service/service agreement require applicants for service to provide the District with Non-Capital Facilities, which consists of all facilities and related easements necessary to connect the applicant’s property with the District’s water or recycled water distribution, sewage collection, or natural treatment system facilities. For all Non-Capital Facilities, a bill of sale and conveyance instrument must be provided to the District at no cost unless there is a justifiable business reason for the District, in the opinion Manager, to waive such requirements.

(i) Conveyance and Bill of Sale. As a condition of connection to the District’s system or the District’s acceptance of a Non-Capital Facility, the District will require the applicant to provide:

(A) An easement, or conveyance of a higher property right as may be required by the Manager, for construction, installation, maintenance of and access to applicant’s non-capital facilities, in a form (separate instrument or final map dedication), condition of title, and location mutually acceptable to District and applicant, together with

(B) A bill of sale for any associated facilities such as pipelines, vaults, or pump stations.

(ii) Review and Approval. Upon the Manager’s review and approval of the conveyance and bill of sale, the Secretary shall certify acceptance of those instruments as set forth below.

(iii) Form of Conveyance

(A) Dedication By Final Map. Final map easement dedications must include in the ownership certificate on the title sheet of the map:

(1) The District’s standard dedication statement in a form substantially similar to Exhibit 1, signed by a properly licensed engineer or surveyor; and

(2) A certificate of acceptance to be signed by the District Secretary in a form substantially similar to Exhibit 1.

(B) Easement Conveyed by Deed or Agreement

(1) In general, easements conveyed by separate grant or quitclaim instrument or agreement must use the District’s standard forms. The applicant must furnish a legal description and any depiction, each signed by a licensed land surveyor, which will

be attached as exhibits. The District shall prepare and attach a certificate of acceptance signed by the District Secretary in a form substantially similar to Exhibit 2.

(2) From time to time, the District's standard form easement may not be the suitable conveyance instrument for transferring Non-Capital Facility related easements to the District (e.g. acquisition of an easement or right of way from a railroad or electric utility). The Manager may, as he deems appropriate, accept another form or type of conveyance.

(C) Deed. A fee simple interest in the property conveyed using the District's uniform form of grant deed. The applicant must furnish a legal description and any depiction, which shall be attached as exhibit. Quitclaim deeds may also be accepted at the District's discretion.

2.3. District Acquisition of Capital Facilities and Real Property; Manager's Authority. This section governs acquisition of real property and property rights for all District Capital Facilities and other operational uses. The Manager is hereby authorized to acquire real property or real property rights for a negotiated price or other consideration to be provided by the District valued at \$250,000 or less. Any acquisition of real property or real property right that will result in the District providing consideration in excess of \$250,000, or that is made under threat of eminent domain where the property owner has not requested that the property be acquired under such as threat, will require Board approval.

(i) Property Interest. The District shall acquire the highest property interest normally acquired or appropriate for the type of District use or Capital Facility intended to be placed on the property unless there is a justifiable business reason, in the opinion of the Manager, for the District to acquire a different property interest. The type of property interest acquired should be guided by the following:

(A) Fee Simple Preferred. The District shall acquire a fee simple interest in property if the District requires the full use of the surface of the land or the control of access (generally, reservoirs, pumping or lift stations, treatment facilities, wells).

(B) Exclusive Easement Alternative. The District may acquire an exclusive easement in lieu of a fee simple interest at the District's discretion on a case by case basis, based on the anticipated surface and subsurface uses by the District and the property owner and/or other considerations.

(C) Non-Exclusive Easement. A non-exclusive easement will be acquired only where compatible surface or subsurface uses can be accommodated or tolerated (generally, pipelines, pressure reducing valves, meters, slope maintenance, drainage, access).

(D) Temporary Easement or Right-of-Way. The District may acquire a temporary easement or right-of-way. Temporary easements will usually be acquired for the construction of Capital Facilities where a work area larger than the project site is needed during construction, or for a temporary facility needed while a permanent Capital Facility is being constructed. Temporary easements acquired by the District shall be for a limited term.

(E) License. The District may acquire a license to use property if acquiring the license is not inconsistent with the District's long-term Operational Uses and Capital Facilities. A license involving the site of a Capital Facility may be acquired if the granting party is a public utility or another public agency.

(ii) Time of Acquisition; Procedure

(A) Capital Facilities

(1) All sites and easements for Capital Facilities, except for natural treatment system sites, must be conveyed to the District prior to commencement of construction of the facilities by the District. If District Capital Facilities are to be constructed by the applicant or other party under a reimbursement agreement with the District, the District shall not pay any reimbursements until conveyance is complete.

(2) Easements or fee interests required by the District for a Capital Facility may be acquired by negotiation between the District and the property owner to establish monetary or other consideration on a case-by-case basis. This may require an appraisal of the value of the site or easement. The negotiation for a site shall take into consideration the requirements of this section.

(B) Natural Treatment Systems. Natural treatment system sites will be acquired at the time determined by the District.

(C) Estimated Boundary Acquisitions. A site or easement that is not fully definable prior to commencement of construction of the facilities because of the stage of surrounding parcel definition will be acquired with an estimated boundary subject to an agreement by the District to quitclaim excess area, or quitclaim the site or easement upon acquisition of a substitute deed with legal description of final site or easement boundary.

(iii) Form of Conveyance

(A) The District shall generally use uniform forms of grant deed and easement grants or agreements, including but not limited to the reference deed used in final map dedications. A formal contract shall be used, except for easements by final map dedication; the service agreement shall serve as the formal contract in the case of a separate instrument for non-capital facilities. Quitclaim deeds may also be accepted at the District's discretion. The District shall prepare the legal description and any depiction, which shall be attached as exhibits. The grant deed shall contain standard reservations of mineral interests and perimeter utility easements. Changes to this Policy shall not affect instruments incorporating reference to a prior version of this Policy.

(B) Easement purposes shall be indicated by general type, e.g., water, sewer, recycled water and/or access, and shall include the right to construct, reconstruct, remove and replace, renew, inspect, maintain, repair, improve, upsize, and otherwise use parallel or any other facilities or appurtenances of the same general type and purpose as or functionally related to the originally installed facilities, and shall include restrictions on the planting of trees.

(C) In unique circumstances, the District's standard forms may not be a suitable conveyance instrument (e.g. when property rights are acquired on lands owned by a public agency or public utility) for the real property conveyance sought by the District. The Manager may, as he deems appropriate, use a modified version of the District's standard forms or use another conveyance instrument provided the instrument adequately convey the property interest being acquired by the District and protects the District's short-term and long-term interests.

Section 3. Use of District's Real Property

3.1. Uses of Operational and Investment Property

(i) Primary Uses of Operational Property. Fee-owned Operational Property will be primarily used for, or reserved for future, District operational facilities and appurtenances including the headquarters and other offices, water and wastewater treatment plants, buffer properties, and other works including transmission pipelines, conduits, vaults and valve structures, telemetry, retaining walls, parking areas, drains, culverts, access roads and driveways, control panels and boxes, operator residences, and facilities functionally related to any of the foregoing, except as provided for in this section.

(ii) Primary Uses of Investment Property. District Investment Property, which includes District-owned real property that is designated as an investment by the Board, will be held by the District for the purposes of investment and used by the District to earn an acceptable annual return on the investment to support the District's replacement fund.

(iii) Interim or Ancillary Uses. The Manager is hereby authorized to allow temporary or ancillary third-party uses of the District's real property, including both Operational Property and Investment Property, if he determines that those uses are compatible with and will not unduly interfere with the District's primary use and/or future uses of the property, and may include but are not limited to the following:

(A) Communications towers, poles, or other telecommunications equipment, subject to a lease or license;

(B) Filming or photography, by permit or license;

(C) Storage, by permit;

(D) Construction staging and laydown, by permit;

(E) Testing, surveying, or appraisals, by permit;

(F) Emergency access or emergency preparedness drills.

3.2. Leases

(i) Lease Agreement Negotiation and Approval – Operational Property. The Manager is hereby authorized to negotiate proposed lease terms with prospective tenant(s) to lease District Operating Property. The Manager is hereby authorized to execute a lease agreement, approved as to form by District’s legal counsel, to lease District Operational Property for agricultural, commercial, residential or other permitted uses, if the gross annual lease revenue is less than, or equal to, \$250,000. Lease agreements with gross annual lease revenue greater than \$250,000 require Board approval.

(ii) Lease Agreement Negotiations and Approval – Investment Property. The Manager is hereby authorized to negotiate proposed lease terms with prospective tenant(s) to lease District Investment Property. The Manager is hereby authorized to execute a lease agreement, approved as to form by District’s legal counsel, to lease District Investment Property for commercial, residential or other permitted uses, if the gross annual lease revenue is less than, or equal to, \$250,000. Lease agreements with gross annual lease revenue greater than \$250,000 require Board approval.

3.3. Granting of Easements and Other Non-Temporary Rights-of-Way Rights. The Manager is hereby delegated the authority to execute an easement or other lesser property right to a third party on an Operational Property or Investment Property if the value of the right being given to the third party is not greater than \$250,000 and if the granting of the easement or other non-temporary right is required for another utility provider to provide a service requested by IRWD to that property.

3.4. Other Permits, Licenses, Temporary Rights of Way, Joint Use and Other Agreements. The Manager is hereby delegated the authority to execute any and all necessary agreements pertaining to the use of the District’s Operating or Investment Property by third parties and not otherwise described above, including, but not limited to, permits, licenses, entry permits, joint use agreements and other forms for permitted uses of District real property if he determines that those additional uses are compatible with and will not interfere with the District’s primary and/or future operational or investment use, and where the total consideration for the term is less than, or equal to, \$250,000. All agreements with a total consideration greater than \$250,000 for the term of the agreement will require Board approval.

Section 4. Dispositions (Sales) of Real Property Interests

4.1. Designation of Land Prior to Disposition (Sale). Except as provided in Section 3.3, prior to any action being taken to dispose (sell) of all or a portion of a parcel of land owned by the District, the Board shall designate the land as either “**Surplus Land**” or “**Exempt Surplus Land**” consistent with the Surplus Land Act.

4.2. Disposition of Real Property. After the Board designates a parcel of land owned by the District in fee simple as either Surplus Land or Exempt Surplus Land, the District may use or dispose of the real property for valuable consideration in accordance with the Surplus Land Act and any other applicable law.

4.3. Easements Replaced Or No Longer Needed. If an easement is no longer necessary for the District’s purposes or is replaced by a substitute easement, then the District will

quitclaim that easement to the owner of record upon request or the District's initiative. The Manager is hereby authorized to execute a quitclaim deed or equivalent instrument to the owner of record for the purposes of this section, including, without limitation, for the purpose of quitclaiming any portion of an easement to reconfigure areas not fully definable at the time of conveyance.

Section 5. Acquisition and Sale of Water Rights. All acquisitions and sales of water rights require Board approval.

Exhibit 1
Final Map Easement Dedications
Form of Dedication Statement and Form of Acceptance

**Subdivision map dedication statement
to be added to ownership certificate:**

(All maps except those for Heritage Fields)

We also grant by dedication to the Irvine Ranch Water District those pipeline easements for [] and access purposes shown on this map, which easements shall be subject to the same terms and conditions as are shown in that certain easement recorded May 15, 2013 as inst. No. 2013000293969 of Official Records of Orange County.

(Heritage Fields Maps Only)

We also grant by dedication to the Irvine Ranch Water District those pipeline easements for [] and access purposes shown on this map, which easements shall be subject to the same terms and conditions as are shown in that certain easement recorded March 25, 2013 as Inst. No. 2013000177032 of Official Records of Orange County.

**Secretary's Certificate of Acceptance,
in a form substantially similar to the following:**

IRVINE RANCH WATER DISTRICT
Certificate of Acceptance

This is to certify that the interests in real property conveyed by dedication and shown on this final map to IRVINE RANCH WATER DISTRICT, a California Water District, are hereby accepted by the undersigned officer on behalf of the Board of Directors pursuant to authority conferred by Resolution No. 2019-__ of the Board of Directors, adopted on December 16, 2019, and the grantee consents to recordation thereof by its duly authorized officer.

Date: _____

By: _____
Secretary

Exhibit 2
Form of Acceptance for Grants, Deeds, and Agreements

IRVINE RANCH WATER DISTRICT
Certificate of Acceptance

This is to certify that the interest in real property conveyed by the deed or grant dated _____ from _____ to IRVINE RANCH WATER DISTRICT, a California Water District, is hereby accepted by the undersigned officer on behalf of the Board of Directors pursuant to authority conferred by Resolution No. 2019- ____ of the Board of Directors, adopted on _____, 2019, and the grantee consents to recordation thereof by its duly authorized officer.

Date: _____

By: _____
Secretary