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**SPECIAL MEETING  
BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 28, 2024 - 6:00 PM  
1075 OLD COUNTY ROAD, SUITE A, BELMONT, CALIFORNIA**

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**AGENDA**

**1. OPENING**

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance

**2. PUBLIC COMMENT**

*If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.*

**3. AGENDA REVIEW: ADDITIONS/DELETIONS**

**4. REGULAR BUSINESS AGENDA**

- A. Receive Presentation on Alternatives to Dairy Lane Operations Center Rehabilitation Project Evaluated by Staff
- B. Receive Presentation from Noll & Tam on Proposed Dairy Lane Headquarters Upgrade and Folger Drive Emergency Operations Center Projects
- C. Board Discussion and Direction on Next Steps for Proposed Dairy Lane and Folger Drive Rehabilitation Projects
- D. Other Topics for the Good of the Order

**5. COMMUNICATIONS**

**6. ADJOURNMENT**

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, in Belmont, California, and on its website at [www.midpeninsulawater.org](http://www.midpeninsulawater.org).

**ACCESSIBLE PUBLIC MEETINGS**

*Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to*

*the Administrative Services Manager at (650) 591-8941 or [moniquem@midpeninsulawater.org](mailto:moniquem@midpeninsulawater.org). Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.*



**AGENDA ITEM NO. 4.A.**

DATE: February 28, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: RECEIVE PRESENTATION ON ALTERNATIVES TO DAIRY LANE OPERATIONS CENTER REHABILITATION PROJECT EVALUATED BY STAFF**

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**RECOMMENDATION**

Receive presentation and provide initial feedback.

**FISCAL IMPACT**

None at this time. Information only.

**BACKGROUND**

In January 2023, the District's Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District's Capital Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

**DISCUSSION**

Staff will provide a presentation on the various alternatives to rehabilitating the Dairy Lane Operations Center assessed by staff. This will provide background on the recommendation to move ahead with the Dairy Lane Rehabilitation as well as the

conceptual plan for remodeling Folger Drive as a fully functional Emergency Operations Center, as well as additional design considerations, which will be presented by Noll & Tam.

The presentation is not attached, but will be provided during the Special Board meeting.

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BOARD ACTION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ POSTPONED: \_\_\_\_\_ STAFF DIRECTION: \_\_\_\_\_

UNANIMOUS \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDAN \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_ VELLA \_\_\_\_\_



**AGENDA ITEM NO. 4.B.**

DATE: February 28, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: RECEIVE PRESENTATION FROM NOLL & TAM ARCHITECTS ON PROPOSED DAIRY LANE HEADQUARTERS UPGRADE AND FOLGER DRIVE EMERGENCY OPERATIONS CENTER PROJECTS**

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**RECOMMENDATION**

Receive report and provide initial feedback on conceptual designs and costs of combining and phasing projects for both the Dairy Lane and Folger Drive properties.

**FISCAL IMPACT**

None at this time. Information only.

**BACKGROUND**

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On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

**DISCUSSION**

Noll & Tam will present revised conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. They will also present conceptual level design and

cost estimates to remodel the District's Folger Drive property into an Emergency Operations Center to support continuity of operations through potential future issues at Dairy Lane. The plan for Folger Drive incorporates additional non-emergency

### **Folger Drive Emergency Operations Center**

Our Folger Drive Property (1510 Folger Drive) was previously used for District operations, but became disused due to its small size and because it is located in a residential neighborhood. It is in an ideal location, however, to serve as an emergency operations center. It can also support the District in non-emergency times by (1) include bunk space to support on-call operators who live outside of a 30-minute window and (2) serving as a satellite corporation yard with storage of redundant key inventory and tools. Additionally, in the event of a large emergency, it could be opened up to other agencies, such as the City of Belmont. Key project features include:

- Include bunk space to be made available for on-call operators that are mandated to be located within a 30-minute call-back radius, enhancing the District's workforce resiliency and response.
- Add storage for key redundant pipe and fitting inventory, tools, and other equipment, which will allow multiple crews to respond during a major emergency (e.g., multiple water main breaks from an earthquake) and if the main Dairy Lane Operations Center is inaccessible.
- Implement seismic retrofit and stormwater management upgrades to support continued operation during and following major seismic and storm events.
- Upgrade electrical infrastructure, with consideration for sufficient capacity and backup power to charge future electric fleet (CARB) to support emergency response and through major power-loss conditions.
- Upgrade and expand office space, to support emergency operations for District staff, and in partnership with the City of Belmont, as needed.
- Serve as the permanent location for the two office trailers purchased by the District in 2023.

### **Dairy Lane Operations Center**

The original building included 4,364 square feet of administrative office space and 11,200 square feet of shop space. In addition, we utilized two office trailers for an additional 300 square feet of office space.

Key project features include:

- Mitigate future flood events and climate change, including rising shallow groundwater, through inclusion of intrinsically safe design details and engineering barriers (e.g., raising the cement slab 6 inches, installing retractable interlocking storm doors, and elevating future car charging stations).

- Enhance District facilities to modernize the workspace including key employee-focused design features such as a modern training room, lactation room, and appropriate locker rooms, break room, and a fully modernized Board room.
- Install solar (photovoltaic) panels and vehicle charging for future fleet electrification, including elevated vehicle charging stations that would function in the event of future flood inundation.
- Implement seismic retrofit and stormwater management upgrades to support continued operation during and following major seismic and storm events.

Three conceptual site plan “schemes” were developed. Staff strongly recommends the District pursue the Scheme 1 option. Since the October Special meeting, the plan was revised to eliminate the bunk space at Dairy Lane, and move it to Folger Drive. This resulted in a reduction in the cost estimate for the Dairy Lane project. Briefly, the three schemes are:

- Scheme 1 – Encompasses all of the needs identified to support the District into the future, as well as some employee “nice to haves.” It includes demolition of the existing office portion of the building, and construction of a two-story office building, as well as repurposing a portion of the existing shop space. The footprint of the office portion of the building is expanded by approximately 400 square feet. The net increase in office space compared to the pre-flood configuration is 3,300 square feet.
  - 7,980 square feet of administrative building space
  - 1,900 square feet of repurposed warehouse space (locker rooms, exercise room, storage)
  - 9,300 square feet of shop space
- Scheme 2 – A scaled back version that includes rebuilding the office portion of the building as a one story building, and repurposing a large portion of the existing shop space. The footprint of the office building is expanded by approximately 400 square feet. This scheme has significant compromises compared to Scheme 1, including omission of a training room, deck space, several office spaces and storage, and we lose more of the existing shop space. The net increase in office space compared to the pre-flood configuration is 430 square feet.
  - 5,100 square feet of administration building space
  - 1,900 square feet of repurposed warehouse space (locker rooms, exercise room, storage)
  - 6,900 square feet of shop space
- Scheme 3 – An alternative scaled back version that includes expanding the footprint of the existing office building by approximately 400 square feet, and repurposing a large portion of the existing shop space. This scheme has significant compromises compared to Scheme 1, including omission of a training room, deck space, several office spaces and storage, and we lose more of the existing shop space. The net increase in office space compared to the pre-flood configuration is 430 square feet.

- 5,175 square feet of administration building space
- 1,900 square feet of repurposed warehouse space (locker rooms, exercise room, storage)
- 6,900 square feet of shop space

Attachments: PowerPoint presentation by Noll & Tam Architects, Project Update February 2024

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BOARD ACTION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ POSTPONED: \_\_\_\_\_ STAFF DIRECTION: \_\_\_\_\_

UNANIMOUS \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDAN \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_ VELLA \_\_\_\_\_



# Mid-Peninsula Water District

Dairy Lane Headquarters Upgrade  
and Folger Drive Emergency  
Operations Center

Project Update  
February 2024



MID-PENINSULA  
WATER DISTRICT

**NOLL  
& TAM**  
ARCHITECTS

## PROJECT GOALS

- Renovate and Expand District Headquarters to support staff and services for the next 75+ years.
- Renovate Folger Drive Property as Emergency Operations Center and Satellite Corp. Yard
- Mitigate future flood events and climate change impacts to Dairy Lane site and buildings
- Mitigate seismic deficiencies of existing buildings
- Incorporate bunk space to support emergency operations and for on-call water system operators (i.e., emergency responders)
- Upgrade electrical infrastructure for all-electric building and future fleet supported by CARB start in January 2024
- Provide universally accessible and gender inclusive design

# FOLGER DRIVE AERIAL VIEW Existing Conditions

Site Area 27,000 sf

Building: 3,300 sf



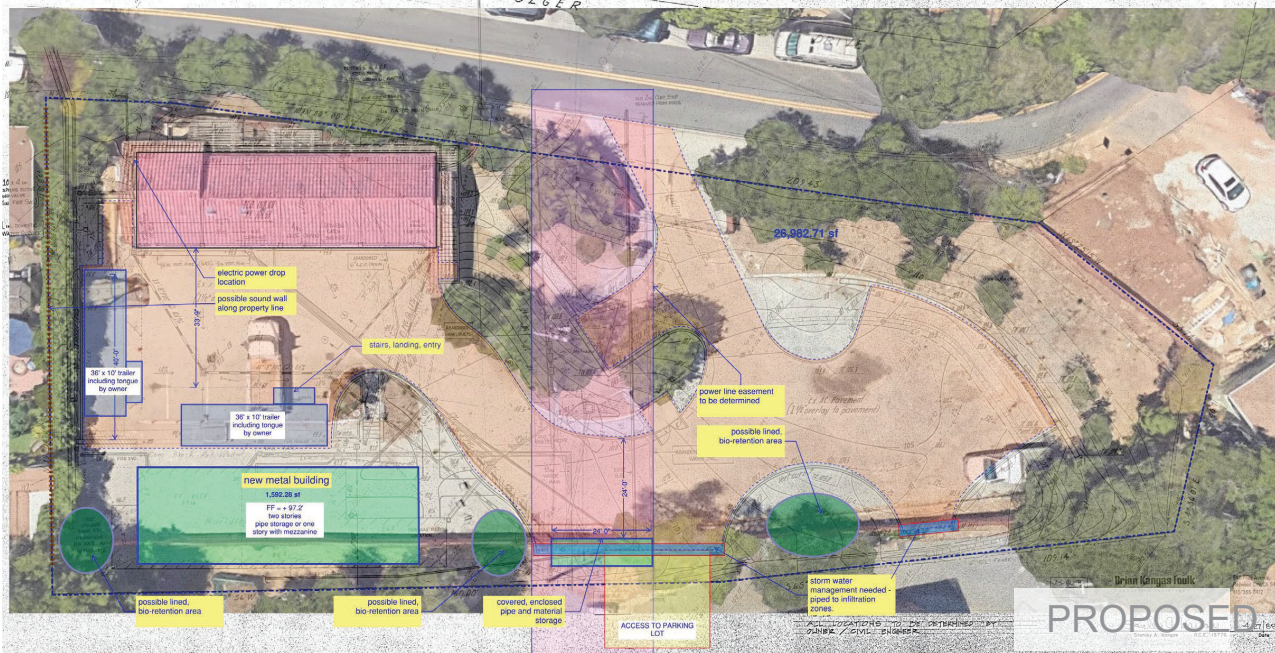
## FOLGER DRIVE CURRENT CONDITIONS

- Building constructed in 1988
- Former District Headquarters (along with property across the street – no longer owned by the District)
- Currently used only for storage, and the yard is occasionally leased as a staging area for nearby projects.
- Current Configuration:
  - Top Floor: two offices, one larger bull-pen room.
  - Bottom Floor: garage storage space, accessed by 4 large rollup doors
- In need of seismic retrofit
- We were not able to use it as an EOC during the flood because it had no internet access, (it took months to establish internet service), inadequate office space for all staff, and the bathroom wasn't functional.
- Challenges serving as a primary operations center because of location in a residential neighborhood.

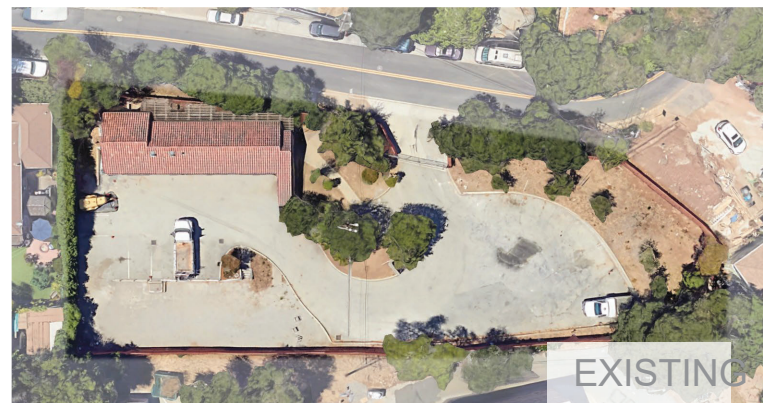
## FOLGER DRIVE E.O.C. AND SATELLITE CORPORATION YARD

- Seismic retrofit and stormwater management improvements
- Add additional office space – convert existing storage space in building, and relocate our office trailers
- Add a pre-fab metal building for satellite shop space, store key tools and inventory (redundant to Dairy Lane)
- Add generator and electric vehicle charging stations
- Add bunk space, kitchen, and shower facility to support operations during a critical emergency
- Provide bunk space as an option to on-call operators
- Office Space configured as flexible, open desk space
- Ability to open our EOC up to other agencies (e.g., City of Belmont) as needed during an emergency.

# FOLGER DRIVE SITE PLAN

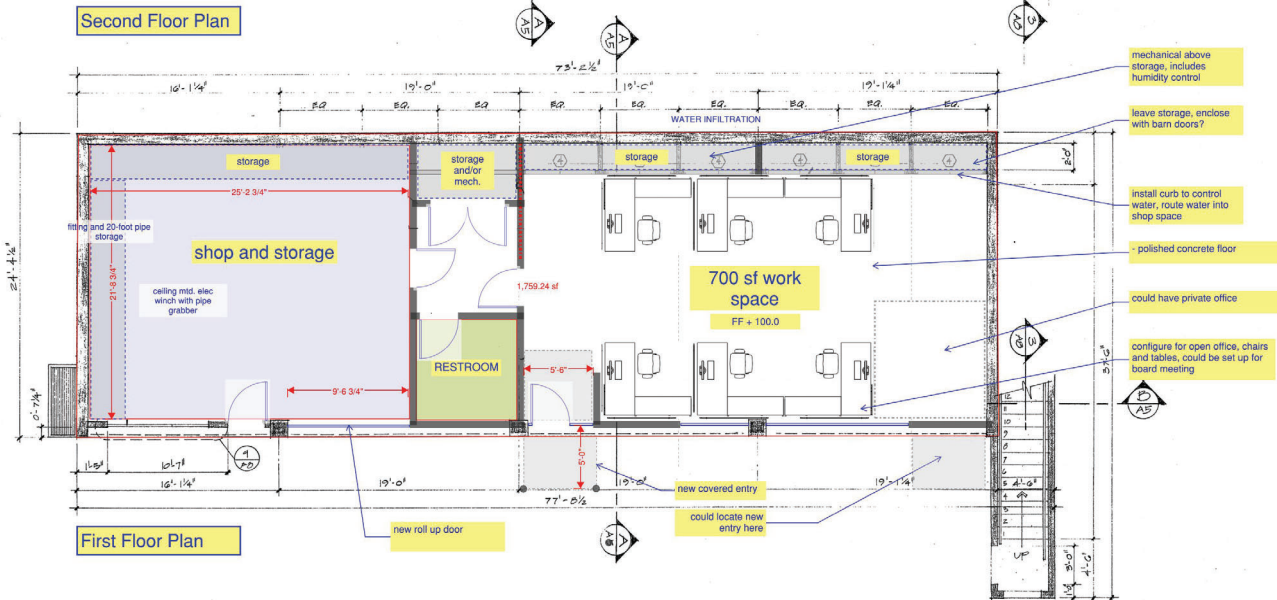
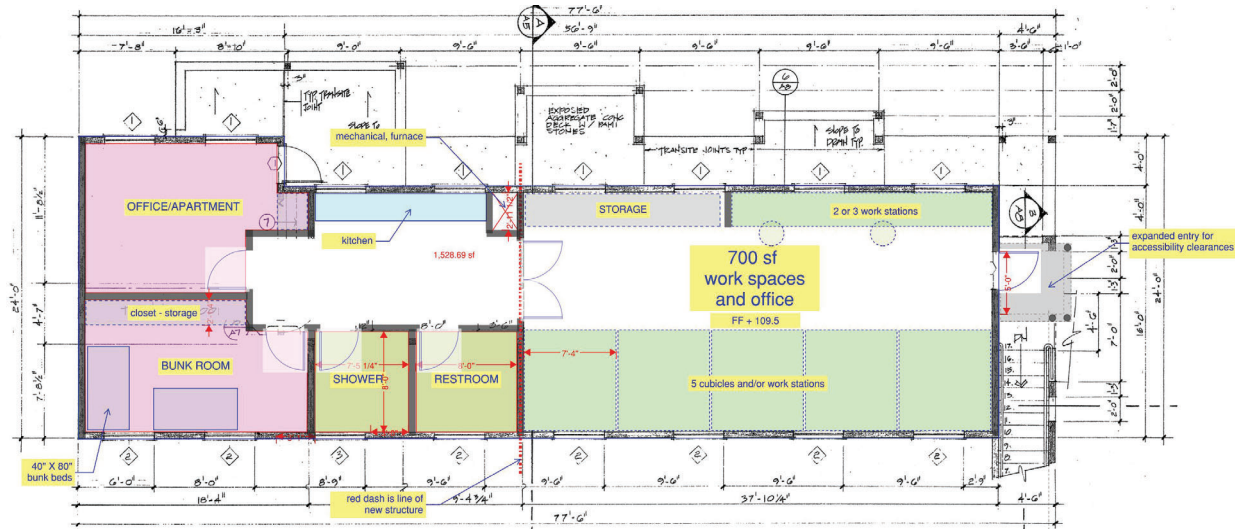


- Site Area 27,000 sf
- Building: 3,300 sf
- (2) Portables
- New Metal Building; 600 sf
- Power Line Easement
- Site Drainage Control
- New Generator



# FOLGER DRIVE PLAN ELEMENTS

## Two Levels



Total Existing SB: 300 sf

Work and Office: 400 sf







Shop and Storage: 600 sf

Residential: 360 sf

Support: 500 sf

# EXISTING CONDITIONS



-  Administration 4,364 sf
-  Warehouse 11,200 sf
-  Modular Office 300 sf ea.
-  Material Storage
-  Site Area Total 44,918 sf
-  Transformer Location to Remain

## Dairy Lane Flood Mitigation

One Shoreline, Future flood management of the Belmont Slough

- Caltrans 101 and Oneill avenue stormwater catch basins

Caltrans soundwall and 101 drainage at Northeast property line

Southeast property line at adjacent unincorporated San Mateo County

Elevate Administration First floor +6", 30"-high concrete stem walls at perimeter, no low-sill windows, floor control barriers at all door openings

Provide stormwater control at site perimeter





## SCHEME ONE 2-STORY ADMIN BUILDING Staff Recommended Alternative

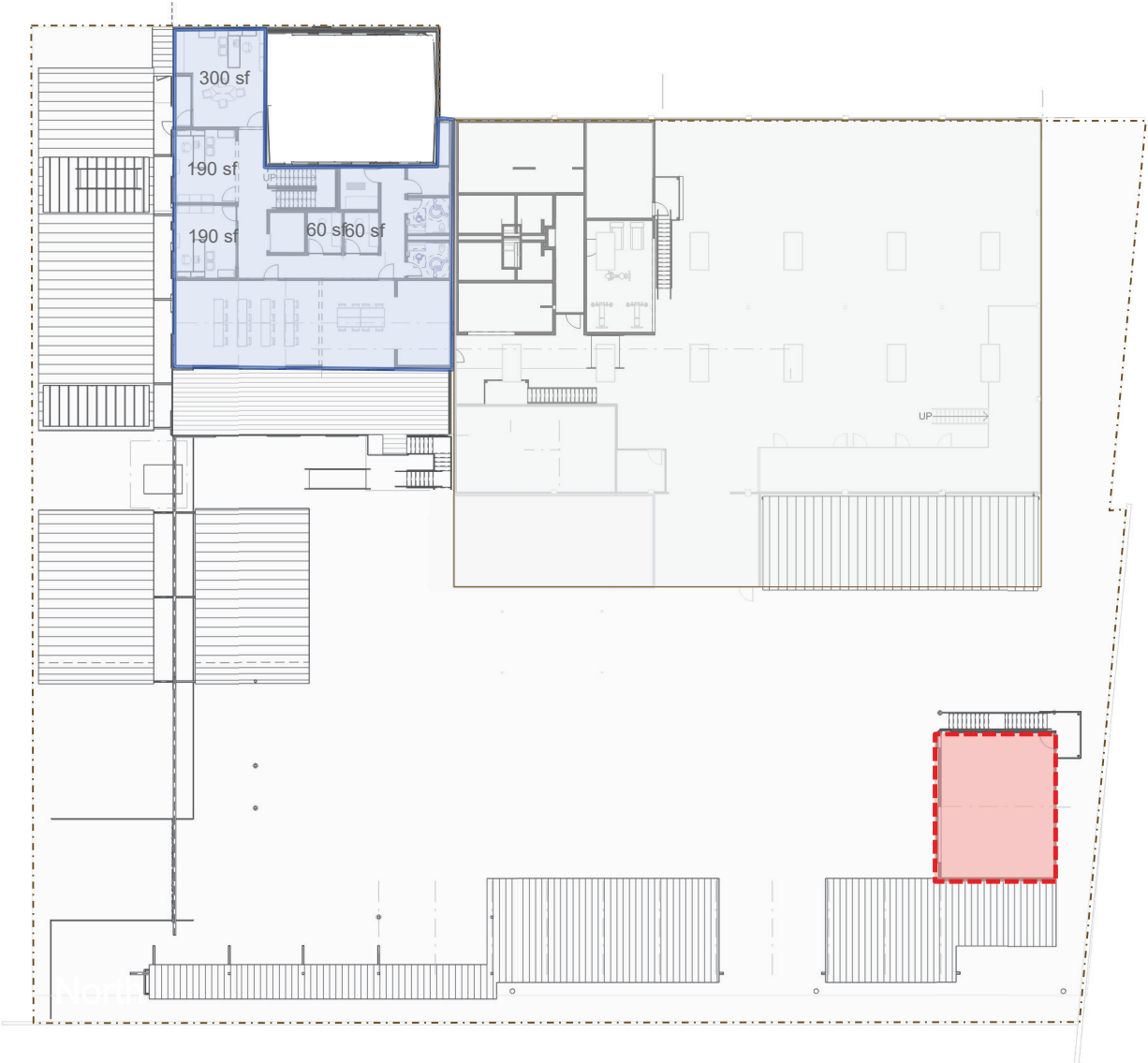
- Administration 7,980 sf  
 Enclosed, 2 levels,  
 reconfigured with additional  
 office space, breakroom,  
 kitchen, training room,  
 SCADA room, deck
  
- Warehouse Locker Rooms,  
 Exercise, Storage, and Seismic  
 Improvements
  
- Parking Areas and Material  
 Storage
  
- Future Expansion 654 sf  
 Enclosed, requires Planning  
 Commission Approval

# SCHEME ONE PLAN ELEMENTS First Level



- Board Room 1,000 sf, reconfigured
- Administration 3,800 sf, Slab raised 10 inches
- Warehouse Additions 1,900 sf, Locker Rooms/Exercise/Storage. Slab raised 10 inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers

# SCHEME ONE PLAN ELEMENTS Second Level



Administration 3,180 sf  
with kitchen, breakroom,  
training room, and deck



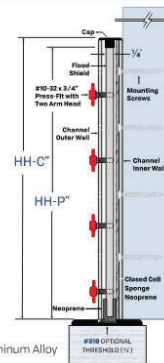
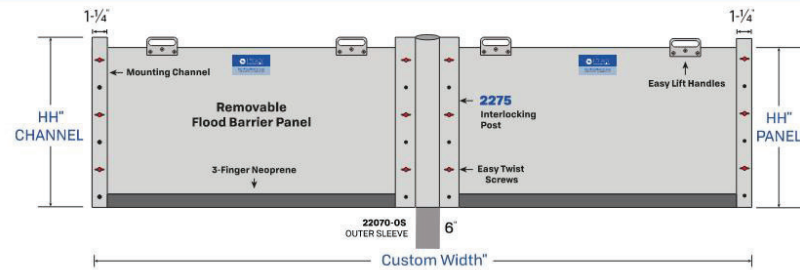
Future Office Expansion  
Option: 854 sf



Website: DoorFloodBarrier.com  
 General Inquiries: contact@legacyllc.com  
 Orders: orders@legacyllc.com  
 Main Office: 415 Concord Avenue Bronx, NY 10455  
 Phone: (718) 292-5333  
 Fax: (888) 383-3330

## Interlocking Flood Shield for Oversized Openings #5029

# ALL SCHEMES FLOOD BARRIERS For all groundlevel Dairy Lane openings



### Product Specifications

**PANEL:** 5052 type Marine-grade Aluminum Alloy

**INSIDE MOUNTED FRAMES:** 1-1/4" x 29/32" x 1/8" aluminum extrusion 6062 alloy T5-T6, with 10-32 stainless steel allen head tightening. Black anodized channels are also available if specified.

**OUTSIDE MOUNTED FRAMES:** 1-1/4" x 29/32" x 1/8" aluminum extrusion 6062 alloy T5-T6, with 10-32 stainless steel allen head tightening. Black anodized channels are also available if specified.

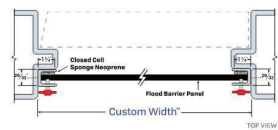
**FLOOR SURFACE:** Threshold aluminum Part #319. Optional

**SEALS:** Neoprene lines the bottom of the shield. Sponge Rubber lines the channels. Our seals are composed of high-density rubber extrusions for increased strength with a low hardness that provides superior compression.

**HARDWARE:** #10 x 1-1/4" FHPP with plastic expansion tube anchors. Snap covers for safety provided for the top of the channels and for the mounting holes.

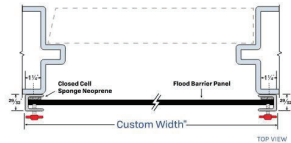
### Single Flood Barrier for Standard Openings (Up to 48")

#### #5027 MOUNTED TO INSIDE OF FRAME



#5027MA mounted to the inside of the door frame.

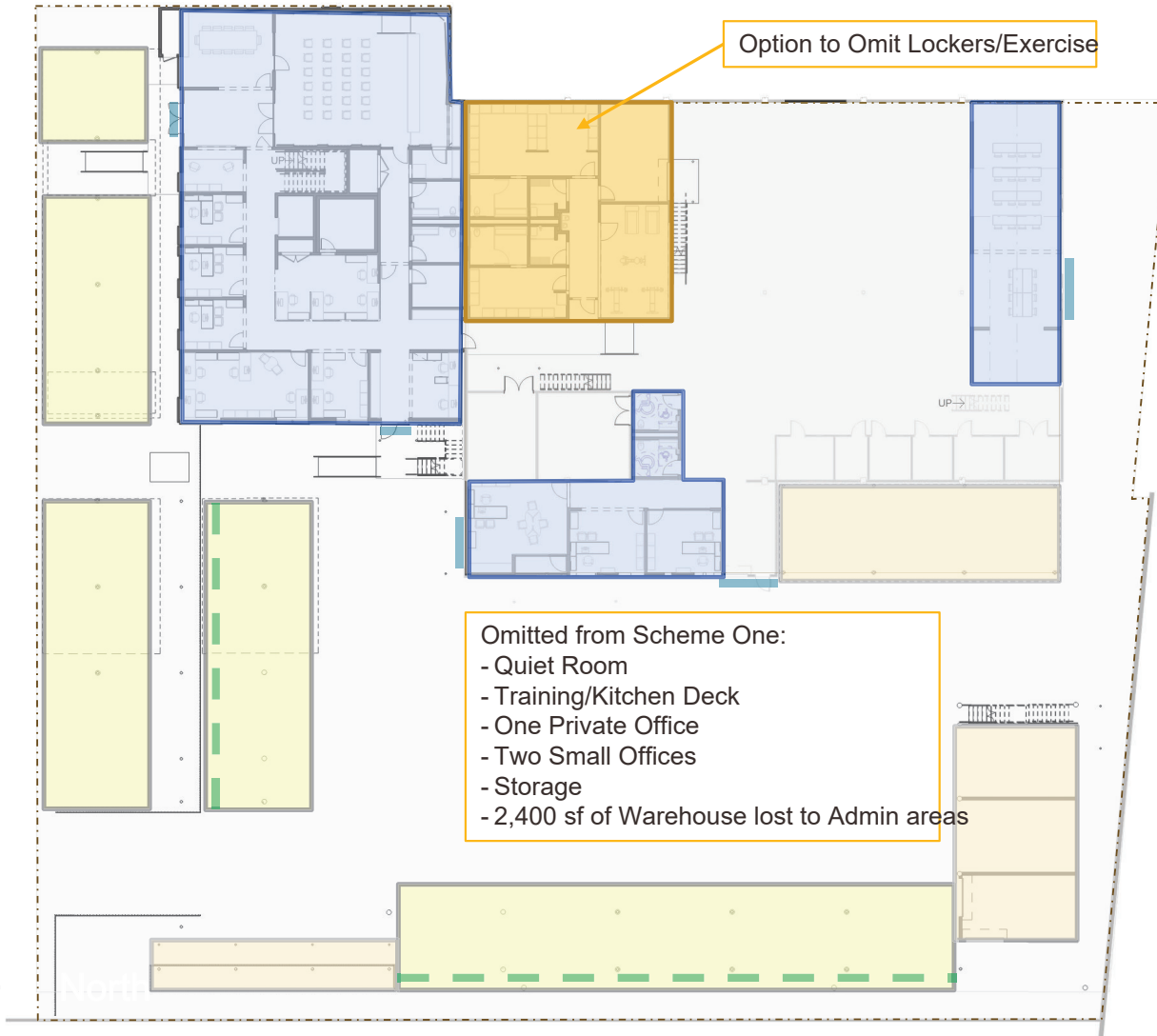
#### #5127 MOUNTED TO OUTSIDE OF FRAME



#5127MA mounted to the outside of the door frame.

# SCHEME TWO PLAN ELEMENTS

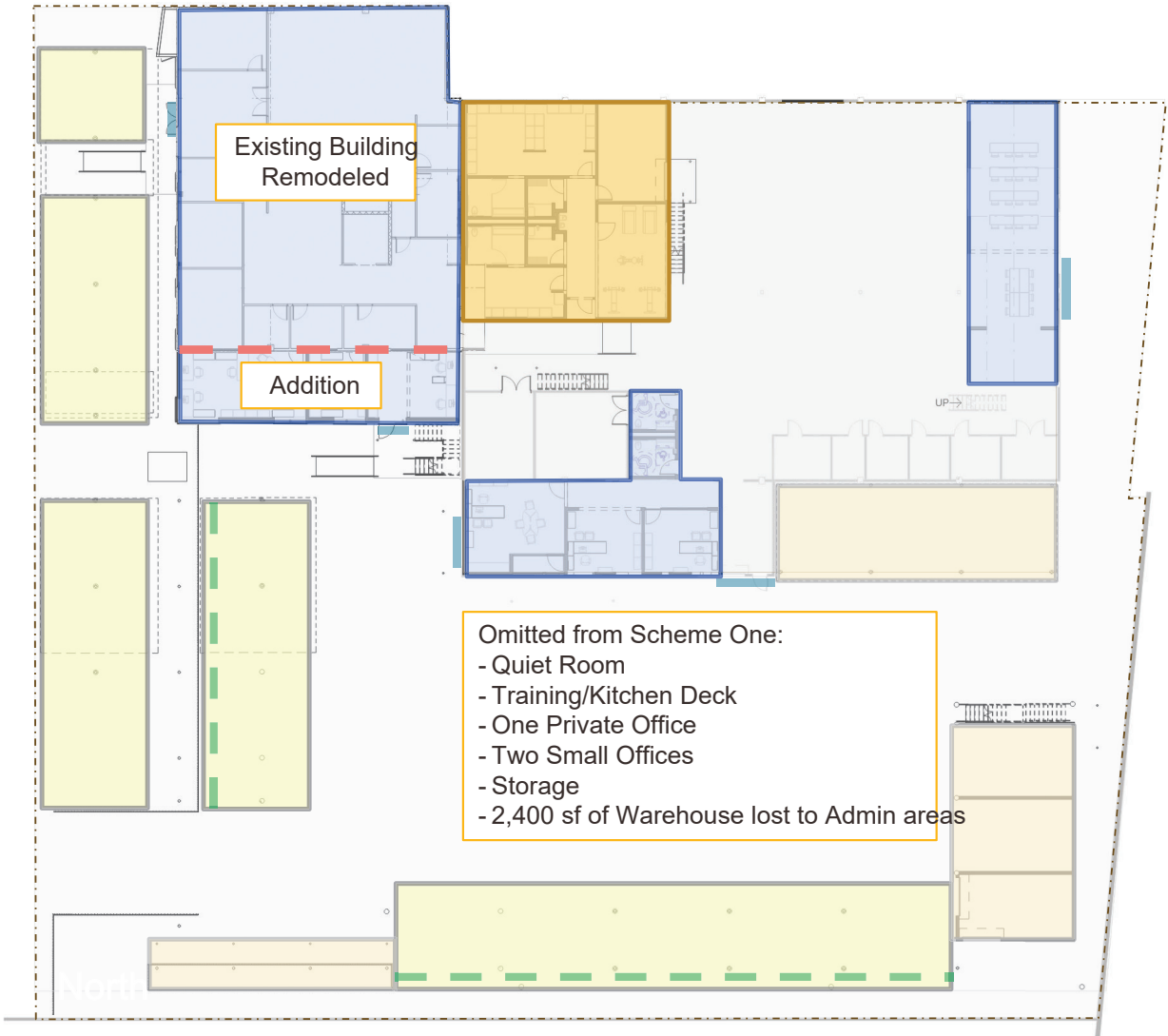
## New One-story Admin Building



- Administration New Building = 5,100 sf  
Remodeled in Warehouse = 2,400 sf
- Warehouse Additions, 1,900 sf, Locker Rooms/Exercise/Storage. Slab raised 10 inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers

# SCHEME THREE PLAN ELEMENTS

## Remodel + Additions



**Administration Remodeled**  
 = 4,364 sf Addition + 875 sf Remodeled in Warehouse = 2,400 sf

**Warehouse Additions**  
 1,900 sf, Locker Rooms/Exercise/Storage. Slab raised 10 inches

**Parking Areas**

**Material Storage**

**EV Charging**

**Flood Water Barriers**

Omitted from Scheme One:  
 - Quiet Room  
 - Training/Kitchen Deck  
 - One Private Office  
 - Two Small Offices  
 - Storage  
 - 2,400 sf of Warehouse lost to Admin areas

Project Schemes	Total Areas	Construction Estimate	Project "Soft" Costs	Total Project Budget
Scheme 1 New Two-Story Administration Building Staff Recommended Alternative	7,980 sf			
Corporation Yard Renovations & Utilities	-			
Locker room & Fitness Spaces	1,900 sf	\$14.5 mil	\$4.8 mil	\$19.3 mil
Warehouse & Shops renovations	9,300 sf			
Scheme 2 New Single Story Administrative Addition	5,100 sf			
Corporation Yard Renovations & Utilities	-			
Locker room & Fitness Spaces	1,900 sf	\$12.5 mil	\$4.1 mil	\$16.6 mil
Administrative Program Spaces	2,400 sf			
Warehouse & Shops renovations	6,900 sf			
3 Renovation of existing Administration Building	4,300 sf			
Small administration addition	+875 sf			
Corporation Yard Renovations & Utilities	-			
Locker room & Fitness Spaces	1,900 sf	\$10.8 mil	\$3.6 mil	\$14.4 mil
Administrative Program Spaces	2,400 sf			
Warehouse & Shops renovations	6,900 sf			

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Schemes & Estimated Total Project Costs

Project Schemes	Total Areas	Construction Estimate	Project "Soft" Costs	Total Project Budget
Folger Drive Renovated Two-Story Building Corporation Yard Renovations & Utilities Portable Buildings Metal Building	3,300 sf 27,000 sf 720 sf 1,600 sf	\$4.1 mil	\$1.3 mil	\$5.4 mil

Folger Cost estimate is a rough order-of-magnitude exercise extrapolated from other recent projects including the Dair Lane, October 2023 pricing analysis prepared by TBD Consultants. It is not a detailed cost breakdown prepared by a construction cost estimator.

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Schemes & Estimated Total Project Costs

## Resiliency and Electrified Fleet Planning

- Develop fleet baseline assessment and electrification transition plan
- Evaluate charging needs and power requirements, coordinate with PG&E
- Reserve space for vehicles and for mobile and/or fixed back-up power generation
- Dairy Lane: elevated charging areas + new or reinforced tarmac for added vehicle weight (tarmac upgrades phased in over time, not a part of initial project)
- Folger: storage space for mobile generator, charging stations
- Evaluate, coordinate, and plan for level-of-service goal given CARB fleet rule: maintain operations in an emergency scenario (under discussion)

## Project Entitlement & Approvals Process

- District acts as Lead Agency for Categorical Exemption
- Belmont Planning Department provides an Administrative Project Review (No Planning Commission Hearing)
- Belmont Fire Protection District Review
- Belmont Building Department Review and
- Courtesy Meetings: One Shoreline – updates and schedule for Belmont Slough work

Questions?



# Mid-Peninsula Water District

Dairy Lane Headquarters Upgrade  
and Folger Drive Emergency  
Operations Center

Project Update  
February 2024



MID-PENINSULA  
WATER DISTRICT

**NOLL  
& TAM**  
ARCHITECTS