



Date: January 13, 2022
To: Board of Directors
From: Rick Benson, Interim General Manager
Subject: Letter of Engagement, DMG Engineering

Recommendation:

Approve contracting with DMG Engineering to conduct a survey of District owned property in an amount not to exceed \$19,000 and authorize Interim Manager to sign a letter of engagement.

Rationale for Recommendation:

In order to prepare a Record of Survey, it is necessary to enlist the services of a professional surveyor. The proposal submitted by DMG Engineering is somewhat lower than the appropriated amount.

Background:

The property owned by the District encompassing the park, tennis courts and community center was acquired decades ago. Some of the land was deeded from the School District, while other portions go back to when the KPPCSD was founded. Unfortunately, records regarding the exact boundaries of the District's property are incomplete. The remedy is to obtain a survey with a legal description and have it recorded.

Discussion

Your Board was made aware of the lack of a proper description of the District's property prior to the beginning of this fiscal year. As result, an appropriation of \$20,000 for a Record of Survey was approved in the 2021-2022 fiscal year budget.

Several qualified surveyors were invited to submit a proposal to provide their services to the District. DMG Engineering was the only responsive professional with a proposal. The services include: prepare a survey drawing, prepare legal descriptions, set physical survey markers along all of the property lines/corners, and file the required Record of Survey with the County Surveyor.

Fiscal Impact:

The cost of the project is \$17,800 and is budgeted.