



Tony Firenzi, Chair

Brett Ewart, Vice Chair

Sean Bigley, Director

Audie Foster, Director

William Roberts, Director

Ron Greenwood, Director

Bruce Kamilos, Director

Caryl Sheehan, Director

Michael Saunders, Director

## **REGIONAL WATER AUTHORITY EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 19, 2023  
at 1:30 p.m.**

**2295 Gateway Oaks, Suite 100  
Sacramento, CA 95833  
(916) 967-7692**

### **IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

The Regional Water Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Committee on any item of interest before or during the Committee's consideration of that item. Public comment on items within the jurisdiction of the Committee is welcomed, subject to reasonable time limitations for each speaker.

### **Join Zoom Meeting**

**<https://us06web.zoom.us/j/89913925933?pwd=ZgZ9obs682SrFJZQbeTazgQVLs00GO.1>**

**Meeting ID: 899 1392 5933 Passcode: 952211**

### **Dial by your location**

**+1 669 900 6833 US (San Jose) Meeting ID: 899 1392 5933 Passcode: 952211**

**If we experience technical difficulties and the Zoom link drops and you are no longer able to connect to the Board meeting, please dial 877-654-0338 – Guest Code 198**

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the

meeting. The Board of Directors may consider any agenda item at any time during the meeting.

## **AGENDA**

### **1. CALL TO ORDER AND ROLL CALL**

### **2. PUBLIC COMMENT:**

Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

### **3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Committee members may request an item be removed for separate consideration.

**3.1** Appoint Josette Reina-Luken as acting Board Secretary

**3.2** Approve draft meeting minutes of the October 30, 2023 Executive Committee Special Meeting.

**3.3** Authorize the Executive Director to execute a change order in the amount of \$10,000 to Richardson & Co., LLP.

**Recommended Action: Approve Consent Calendar**

### **4. FISCAL YEAR 2022/2023 AUDIT REPORT**

Presenter: Ingrid Shepline, Richardson & Company, LLP

**Action: Recommend Acceptance of Fiscal Year 2022/2023 RWA Financial Audit Report to the Board of Directors**

### **5. ARTESIAN SUPPORT AGREEMENT**

Presenter: Michelle Banonis, Manager of Strategic Affairs

**Discussion/Action: Recommend Approval for the Executive Director to enter into an agreement with West Yost for services to support the ARTESIAN Program Agreement to the Board of Directors**

### **6. LEGISLATIVE UPDATE**

Presenter: Ryan Ojakian, Manager of Government Relations

### **7. RWA BOARD AGENDA**

Presenter: Jim Peifer, Executive Director

**Discussion/Action: Approve RWA Board Agenda for January 18, 2024 Board Meeting**

### **8. EXECUTIVE DIRECTOR'S REPORT**

### **9. DIRECTORS' COMMENTS**

## **ADJOURNMENT**

### **Upcoming meetings:**

#### **Next RWA Board of Director's Meeting:**

RWA Board Meeting, January 18, 2024, at 9:00 a.m. at the City of Roseville - Corporation Yard, 2005 Hilltop Circle, Roseville, CA 95747

#### **Next RWA Executive Committee Meeting:**

RWA Executive Committee Meeting, January 23, 2024, 1:30 p.m. at the RWA/SGA Office, 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833.

Notification will be emailed when the RWA electronic packet is complete and posted on the RWA website at: <https://www.rwah2o.org/meetings/board-meetings/>.

Posted on: December 13, 2023

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James Peifer, Executive Director

Topic: Public Comment  
Type: New Business  
Item For: Information/Discussion  
Purpose: [Policy 200.1, Rule 11](#)

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SUBMITTED BY: Ashley Flores, CMC  
Secretary

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the Regional Water Authority Executive Committee to recognize or hear from visitors that may be attending the meeting or to allow members of the public to address the Executive Committee on matters that are not on the agenda.

As noted on the agenda, members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

Public agencies are required by law to provide an opportunity for the public to address the RWA Executive Committee matters that are not on the agenda.

Topic: Meeting Minutes  
Type: Consent Calendar  
Item For: Action; Motion to Approve  
Purpose: [Policy 200.1, Rule 14](#)

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SUBMITTED BY: Ashley Flores, CMC  
Secretary

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an action item for the Regional Water Authority Executive Committee to review and consider approving the draft minutes of the Special Regional Water Authority Executive Committee Meeting of October 30, 2023.

### STAFF RECOMMENDED ACTION

A motion to approve the Minutes, as presented or amended.

### BACKGROUND

The draft minutes of the above referenced meetings are included with this Agenda. The minutes reflect Policy 200.1 to document specific details on items discussed at the meetings.

The Executive Director may list on the agenda a "consent calendar", which will consist of routine matters on which there is generally no opposition or need for discussion. Examples of consent calendar items might include approval of minutes, financial reports and routine resolutions. Any matter may be removed from the consent calendar and placed on the regular calendar at the request of any member of the Board. The entire consent calendar may be approved by a single motion made, seconded and approved by the Board.

### FINDING/CONCLUSION

Staff believes the draft of the presented minutes correctly reflect the information shared and actions taken by the Executive Committee.

### ATTACHMENTS

Attachment 1- Draft meeting minutes of the Regional Water Authority Executive Committee Special Meeting of October 30, 2023



## 1. CALL TO ORDER

Chair Firenzi called the special meeting of the Executive Committee to order on October 30, 2023 at 1:31 p.m. at the RWA Board Room located at 2295 Gateway Oaks, Suite 100, Sacramento, CA 95833. Eight of the Executive Committee Members were present at roll call; a quorum was established. Individuals in attendance are listed below:

### **Executive Committee Members**

Tony Firenzi, Placer County Water Agency  
Audie Foster, California American Water  
Ron Greenwood, Carmichael Water District  
Sean Bigley, City of Roseville  
Brett Ewart, City of Sacramento  
Willam Roberts, City of West Sacramento  
Bruce Kamilos, Elk Grove Water District  
Michael Saunders, Georgetown Divide Public Utility District

### **Staff Members**

Jim Peifer, Ryan Ojakian, Josette Reina-Luken, Raiyna Villasenor, Ashley Flores, and Andrew Ramos, legal counsel.

### **Others in Attendance:**

Jessica Law, Dan Kelly, Dan York, Greg Zlotnick, Paul Helliker, Craig Locke, Cathy Lee, and Rich Plecker

## 2. PUBLIC COMMENT

None

**Director Greenwood requested Consent Item 3.2 be pulled from the Consent Calendar. Director Kamilos also requested Consent Item 3.3 and 3.5 be pulled from the Consent Calendar.**

## 3. CONSENT CALENDAR

3.1 Approve draft meeting minutes of the July 25, 2023, Executive Committee Meeting.

- 3.4 Recommendation to RWA Board to authorize the Executive Director to enter into a Professional Services Agreement for the Water Efficiency Program Sacramento Regional Indoor Direct Install Project – Phase 2.

**A motion was made to approve the consent calendar.**

Motion/Second/Carried Director Ewart moved, with a second by Director Bigley

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.2 Recommend approval or changes to Policy 100.6 (RWA Affiliates) and no changes to Policy 100.3 (RWA Associate Members) to the Board of Directors.**

**A motion was made to recommend approval or changes to Policy 100.6 (RWA Affiliates) and no changes to Policy 100.3 (RWA Associate Members) to the Board of Directors as presented.**

Motion/Second/Carried Director Greenwood moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.3 Recommend approval of Conflict of Interest Code RWA Policy 200.4.**

**A motion was made to recommend approval of Conflict of Interest Code RWA Policy 200.4 as presented.**

Motion/Second/Carried Director Roberts moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**3.5 Recommend approval of Change Order No. 11 to the Master Consulting Services Agreement for Professional Services provided by Stantec Consulting Services Inc. to the Regional Water Authority.**

**A motion was made to recommend approval of Change Order No. 11 to the Master Consulting Services Agreement for Professional Services provided by Stantec Consulting Services Inc. to the Regional Water Authority as presented.**

Motion/Second/Carried Director Kamilos moved, with a second by Director Ewart

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**4. ANNUAL REVIEW OF INVESTMENT POLICY 500.2 AND CALIFORNIA EMPLOYEE RETIREMENT BENEFITS TRUST (CERBT)**

Josette Reina-Luken, Finance & Administrative Services Manager presented this action item for the Executive Committee to review RWA Policy 500.2 – Investment Policy which includes its California Employee Retirement Benefits Trust (CERBT) investment portfolio allocations which funds Other Post Employment Benefits (OPEB) also known as retiree health benefits. This item is necessary to be in compliance with audit requirements.

**A motion was made to recommend no changes to RWA's Investment Policy 500.2 and CERBT investment portfolio to the Board of Directors via consent calendar.**



Motion/Second/Carried Director Foster moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**5. REVISIONS TO POLICY 400.1 (PERSONNEL RULES) APPENDIX G TO SET THE MEDICAL FSA EXPENSE LIMIT**

Josette Reina-Luken, Finance & Administrative Services Manager presented this action item for the Executive Committee to review and approve the maximum amount that RWA will allow for staff's medical FSA reimbursements given the associated risk of how a medical FSA operates under federal law and determine if the employee will be allowed a rollover and grace period.

**A motion was made to approve approval of the changes to Personnel Rules Appendix G and set the medical FSA expense limit to the maximum amount as allowable under IRS code with full account balance rollover with a 3-month grace period.**

Motion/Second/Carried Director Foster moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**6. REVISIONS TO POLICY 400.1 (PERSONNEL RULES)**

Executive Director Peifer presented this action item for the Executive Committee to consider and recommend proposed changes to Policy 400.1 (Personnel Rules).

Proposed changes include the addition of a whistleblower policy and updates to Rule 2, Section 212 (Professional Appearance).

**A motion was made to recommend approval of proposed changes to RWA Policy 400.1 (Personnel Rules) to the Board of Directors.**

Motion/Second/Carried Director Kamilos moved, with a second by Director Greenwood

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

**7. WATERSHED RESILIENCE PLANNING**

Executive Director Peifer presented this information item providing an update on the State Department of Water Resources' (DWR) efforts to improve watershed resilience planning and a potential partnership between DWR and the RWA.

**No action was taken.**

**8. REPRESENTATION ON REGIONAL MATTERS**

This was an information item at the Chair's request for the Executive Committee to discuss a matter of regional representation. Statements were made by Chair Firenzi, Director Bigley, and Executive Director Peifer. The Committee recommended that the item be brought to the Board of Directors in November; no action was taken.

**9. STRATEGIC PLAN SURVEY**

Executive Director Peifer presented this action item for the Executive Committee to consider and approve the Annual Survey for FY 2024/2025 Strategic Plan priorities.

**A motion was made to approve the Strategic Plan Survey and include data comparisons from previous survey with final report in January.**

Motion/Second/Carried Director Roberts moved, with a second by Director Bigley

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

#### **10. RWA AND SGA STAFFING UPDATE**

Executive Director Peifer presented this information item for the Executive Committee to brief them on SGA and RWA staffing.

#### **11. RWA BOARD AGENDA**

Executive Director Peifer presented this action item for the Executive Committee to review and consider approving the draft Agenda of the Regular Regional Water Authority (RWA) Board of Directors Special Meeting of November 9, 2023.

*The Board Secretary requested Item 5 be removed from the agenda because it was approved at the Executive Committee meeting. The Executive Director requested that Item 6 be moved to the Consent Calendar.*

#### **A motion to approve RWA Board of Directors Agenda for November 9, 2023 Board Meeting, as amended.**

Motion/Second/Carried Director Greenwood moved, with a second by Director Kamilos

Tony Firenzi, Placer County Water Agency; Audie Foster, California American Water; Ron Greenwood, Carmichael Water District; Sean Bigley, City of Roseville; Brett Ewart, City of Sacramento; Willam Roberts, City of West Sacramento; Bruce Kamilos, Elk Grove Water District; Michael Saunders, Georgetown Divide Public Utility District; voted yes. The motion passed.

Ayes- 8  
Noes- 0  
Abstained- 0  
Absent- 1

#### **12. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Peifer reported about the upcoming Holiday Social and the RWA Member Reception at the ACWA Conference in Palm Desert. He also gave kudos to Amy on her response letter to the Water Boards on Water Loss and Conservation Regulations.

#### **13. DIRECTORS' COMMENTS**

Director Saunders reported on September 8, 2023, there is a webinar for Water Use Efficiency.

Director Foster thanked Chair Firenzi for bringing to the Committee important topics that will help the organization be more efficient and how we address and communicate moving forward.

Director Greenwood reported that Carmichael Water District is continuing to conduct 2x2 meetings with Sacramento Suburban Water District. The last joint Board meeting discussed a consolidation of the two agencies. Rate alignment and debits are being reviewed.

Director Bigley reported that the City of Roseville will be holding a ribbon cutting event celebrating two new Roseville ASR wells December 5, 2023, at Solaire Well located at John L Sullivan Park - 4000 Solaire Drive, Roseville CA 95747. Two other ASR wells Mistywood and Campus Oaks just completed drilling and show promising results. The City of Roseville appreciate the partnership and funding with the ARTESAN agreement to help with the wells.

Director Roberts reported that the City of West Sacramento is still working with City of Sacramento for alternative water supplies for fire suppression and other emergencies.

Director Kamilos reported that Trevor Joseph will be presenting to the Elk Grove Water District Board on December 12.

Director Saunders reported that Mountain Counties - French Meadows Restoration meeting, legislative round. They need to get more people aware of the headwaters.

Director Ewart reported that City of Sacramento Council approved the updated Development Impact Fees. RiverArc is getting ready to kick off the environment portion of the project, a grant was received by Wildlife Conservation of about 5 million dollars.

## **ADJOURNMENT**

With no further business to come before the Board, Chair Firenzi adjourned the meeting at 4:04 p.m.

Approved by:

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Anthony Firenzi, Chair

Attested by:

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, Acting Secretary

Topic: Change Order for Professional Services Agreement with Richardson & Co, LLP  
 Type: New Business  
 Item For: Consent Calendar  
 Purpose: Policy 300.2 (Professional Services Policy)

|               |   |            |   |
|---------------|---|------------|---|
| SUBMITTED BY: | Josette Reina-Luken<br>Finance & Administrative<br>Services Manager | PRESENTER: | Josette Reina-Luken<br>Finance & Administrative<br>Services Manager |
|---------------|---|------------|---|

### EXECUTIVE SUMMARY

This is an action item for the Executive Committee to authorize the Executive Director to execute a change order in the amount of \$10,000 with Richardson & Co., LLP. This amount will increase the maximum contract compensation from \$50,000 to \$60,000 to cover additional costs associated with the Fiscal Year 2022-2023 audit accounting support.

### STAFF RECOMMENDED ACTION:

Authorize the Executive Director to execute a change order in the amount of \$10,000 to Richardson & Co., LLP.

### BACKGROUND

On June 28, 2023, the Executive Director executed a contract with Richardson & Co. to provide accounting support assistance with the upcoming Fiscal Year 2022-2023 audit in the maximum amount of \$50,000 which is the Executive Director's signing authority as stated in Policy 300.2 (Professional Services Policy). RWA has historically used an outside CPA to assist with the preparation of financial statements that are GASB compliant. For many years, RWA contracted with Ms. Nicole Krotoski and has for the past four years contracted with Richardson and Co., specifically Mr. Tom Hoffart, one of their CPA/auditors, to provide these services.

This audit year, RWA selected Richardson & Co. through an RFP process to conduct the audit engagement in addition to the subsequent 4 years in accordance with the Policy 500.4 (Auditor Rotation Policy). Additional safeguards have been put in place to ensure that there is independence between Richardson providing accounting support on one team and a separate team conducting the audit. With a first-year audit, additional time and work is expected to explain, document, and create schedules for the current work programs and grants. This additional work has incurred an overage of \$5,725 in billable time for Mr. Hoffart's accounting support.

During this time, RWA conducted a recruitment for a replacement to the current Finance and Administrative Services Manager. Mr. Hoffart was selected as the Financial and Administrative

### Agenda Item 3.3

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Services Manager through the recruitment process. This created a potential independence issue that Richardson had to research and document. The billable for this additional work (not covered under the scope of the current contract) is approximately \$3,400.

These two amounts comprise the additional \$10,000 needed. RWA has approved a budget that includes an amount for audit/budget support in the amount of \$69,600 so no additional funds are needed. This item is solely to authorize the Executive Director to sign the change order to amend the current contract.

#### ATTACHMENTS

Attachment 1- Change Order 23-1

Attachment 2- Richardson Engagement Letter 2023

## CHANGE ORDER

This Change Order, number 23-1 executed on December 19, 2023, between the Regional Water Authority and Richardson & Company, LLP ("CONSULTANT") modifies the original contract signed June 28, 2023 as follows:

1. **Change in Services:**

No change in Accounting Support Services.

2. **Change in time of Performance:**

No change in time of performance.

3. **Change in CONSULTANT's Compensation:**

Increase the maximum contract amount to \$60,000 to cover additional accounting consulting work for 1<sup>st</sup> year audit and independence research issue.

All other terms and conditions of the Services Agreement between RWA and Consultant dated June 28, 2023 remain unchanged.

**Regional Water Authority (RWA)**

**Richardson & Company, LLP**

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James Peifer, Executive Director

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Brian N. Nash, CPA, Partner

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Date

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Date



550 Howe Avenue, Suite 210  
Sacramento, California 95825  
Telephone: (916) 564-8727  
FAX: (916) 564-8728

June 22, 2023

Regional Water Authority  
5620 Birdcage Street, Suite 180  
Citrus Heights, California 95610

We are pleased to confirm our understanding of the nature and limitations of the nonattest services we are to provide for the Regional Water Authority (RWA) and the Sacramento Groundwater Authority (SGA) for the year ended June 30, 2023.

#### **Engagement Objective**

The objective of this nonattest engagement is to assist RWA and SGA in preparing financial statements in conformity with U.S. generally accepted accounting principles from RWA and SGA's general ledger and supporting footnote tables for the year ended June 30, 2023 using the accrual basis of accounting based on information provided by you.

#### **Services to be Performed**

In connection with the engagement objective, we will perform the following services:

- Obtain schedules supporting footnote tables from RWA and SGA's staff and type numbers into the financial statement footnote tables. We will compare schedules to detail records provided by RWA and SGA's staff for consistency prior to typing the amounts into footnote tables.
- Type changes to financial statement footnotes as directed by RWA and SGA's staff.
- If we become aware of any accounts or disclosures that do not agree to supporting records provided by RWA and SGA's staff, we will notify RWA and SGA's staff which accounts or disclosures do not balance to supporting records so RWA and SGA's staff may evaluate whether correcting entries or modifications to disclosures are necessary. We will post entries in our trial balance program or modify disclosures only upon approval by RWA and SGA's staff. RWA and SGA staff will be responsible for making the appropriate entries to RWA and SGA's general ledger.

However, we will not perform the following services:

- Authorize, execute, consummate or approve transactions, or otherwise exercise authority on behalf of RWA and SGA or have the authority to do so.



- Prepare source documents, in electronic or other form, which evidence the occurrence of a transaction. Source documents are the documents upon which evidence of an accounting transaction are initially recorded. Source documents are often followed by the creation of many additional records and reports, which do not, however, qualify as initial recordings. Examples of source documents are purchase orders, payroll timecards and customer orders. However, we will use existing source documents to identify possible adjustments to RWA and SGA's trial balance.
- Make changes to source documents without RWA and SGA approval.
- Have custody of RWA and SGA assets.
- Supervise RWA and SGA employees in the performance of their normal recurring activities.
- Report to the board of directors on behalf of management.

#### **Independence Requirements for Performing Nonattest Services for an Audit Client**

We may provide the nonattest services described herein and also remain independent in connection with our audit of RWA and SGA in accordance with U.S. generally accepted auditing standards with the understanding that Richardson & Company, LLP may not and, therefore, will not perform management functions or make management decisions for RWA and SGA. However, we may provide advice, research materials and recommendations to assist management in performing its functions and making decisions. Therefore, our duties must be necessarily limited, and RWA and SGA must agree to perform the following functions in connection with this engagement to perform nonattest services:

- Make all management decisions and perform all management functions;
- Establish and maintain internal controls including monitoring ongoing activities;
- Evaluate the adequacy and results of the services performed;
- Accept responsibility for the results of the services performed; and
- Designate an individual within senior management with suitable skill, knowledge, and/or experience to oversee our services;

The services will be performed by a Senior Manager and will be reviewed by a Partner not on the audit engagement team. It is our understanding that Josette Reina-Luken, Finance and Administrative Services Manager, has been designated to oversee the services we provide to RWA and SGA. Your signature on page 4 indicates RWA and SGA's acknowledgement and acceptance of RWA and SGA's responsibilities described herein.

#### **Administration and Other**

Errors and Irregularities: Our engagement cannot be relied upon to disclose errors and irregularities, including fraud or defalcations, that may exist. However, we will inform the appropriate level of management of any material errors, and any irregularities or illegal acts, that come to our attention.

Subpoena or Other Legal Process: In the event we are requested or authorized by you or required by government regulation, subpoena, or other legal process to produce our workpapers or our personnel to respond to inquiries or serve as witnesses with respect to this or any engagement for you, you will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such a request. If such a request is made, and unless we are obligated by law or legal process to the contrary, we will inform you prior to providing such access.

### **Professional Fees**

#### **Financial statement preparation:**

Yearly financial statement preparation - assign new accounts; verify linked accounts in the financial statements; prepare cash flows statement; update the information in each footnote; prepare the management's discussion and analysis, and general typing and review  
– amount not to exceed \$ 50,000

Our fees for these nonattest services will be billed based on the following hourly rate schedule and will not exceed the fees quoted above:

| <u>Classification</u>     | <u>Rate per Hour</u> |
|---------------------------|----------------------|
| Principal/Directors       | \$ 205               |
| Tax Director              | 240                  |
| Senior Managers           | 185                  |
| Managers                  | 166                  |
| Supervisors               | 145                  |
| Seniors                   | 123                  |
| Semi-seniors              | 113                  |
| Staff                     | 105                  |
| Administrative Assistants | 65                   |

You will also be billed for out-of-pocket travel and other costs such as typing, postage, etc., if any. While the fees in the high column above are intended to be not to exceed amounts, if unforeseen issues result in us incurring significant additional unforeseen time to prepare the financial statements, we will discuss the situation with you and will arrive at a new fee arrangement.

\* \* \* \* \*

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

RICHARDSON & COMPANY, LLP



Brian N. Nash, CPA  
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Regional Water Authority and Sacramento Groundwater Authority and is signed by the officer authorized by the Board of Directors to enter into this agreement on RWA and SGA's behalf.

By:  \_\_\_\_\_

Title: Executive Director

Date: 6/28/2023

## Agenda Item 4

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Topic: Fiscal Year 2022/2023 Audit Report  
Type: New Business  
Item For: Action/Discussion  
Purpose: Government Accounting Standards Board (GASB) Compliance

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|---------------|---|------------|---|
| SUBMITTED BY: | Josette Reina-Luken<br>Finance & Administrative<br>Services Manager | PRESENTER: | Josette Reina-Luken<br>Finance & Administrative<br>Services Manager |
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### EXECUTIVE SUMMARY

In accordance with generally accepted and Government Auditing Standards, Richardson and Company, LLP was retained to conduct RWA's annual financial audit and provide an Independent Auditor's Report to the Board of Directors.

### STAFF RECOMMENDATION:

Recommend acceptance of the RWA Fiscal Year 2022/2023 Audit Report to the Board of Directors.

### BACKGROUND

Presentation of the draft Fiscal Year 2022/2023 Audit Report to be made by Ingrid Shepline of Richardson & Company, LLP.

### ATTACHMENTS

Attachment 1- Draft Fiscal Year 2022/2023 Audit Report **to be distributed separately.**

## Agenda Item 5

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Topic: ARTESIAN Grant Support Services Contract  
Type: New Business  
Item For: Action/Discussion  
Purpose: Policy 300.2 (Professional Services Selection and Contracting Policy)

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| SUBMITTED BY: | Michelle Banonis<br>Manager of Strategic Affairs | PRESENTER: | Michelle Banonis<br>Manager of Strategic Affairs |
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### EXECUTIVE SUMMARY

This item is for the acquisition of services to assist the RWA in administering the grants under the ARTESIAN agreement.

### STAFF RECOMMENDATION:

Motion to recommend to the Board of Directors that the Executive Director is authorized enter into an agreement with West Yost for grant administration services.

### BACKGROUND

RWA executed an agreement with the California Department of Water Resources on January 21, 2023 (State Agreement). This agreement provided \$55 million in funding to the region for groundwater infrastructure projects. In order to govern administration of state funds provided to RWA, RWA and anticipated funding recipients developed a program agreement, the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN), which was approved by the Executive Committee on September 14, 2023. Agencies receiving funding have been approving the ARTESIAN agreement with support from their respective boards.

Understanding limitations on RWA staff support given significant workload, as part of both the cost estimates provided in the State Agreement and in the ARTESIAN, a line item was included called “Consultant Support for Grant Administration” in the total amount of \$380,000<sup>1</sup>. A Request for Proposal (RFP) was posted publicly and provided to all RWA affiliates on October 20, 2023. It was subsequently amended and redistributed on November 8, 2023 with a submittal deadline of November 17, 2023.

A proposal from West Yost was received (see attachment). A group consisting of Sean Bigley, Dan York, and Michelle Banonis conferred on the submittal and found it to be technically acceptable. Additionally, legal counsel has reviewed the proposed contract language revisions received by West Yost and has indicated no concerns.

## Agenda Item 5

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### Footnotes:

<sup>1</sup> Estimated \$100,000 for FY 2023/2024; \$130,000 for FY 2024/2025; and \$150,000 for FY 2025, 2026. These amounts vary due to inflation estimates as well as estimating workload over time increasing as more funding recipients sign the ARTESIAN and submit invoices, as well as costs associated with agreement close-out requirements and final reporting.

### ATTACHMENTS

Attachment 1- West Yost Proposal and Consultant Services Agreement with West Yost



REGIONAL WATER AUTHORITY

# Grant Management Services

November 17, 2023

**PRIMARY CONTACT:**

Sheri Lasick, Project Manager

530.924.0230 office  
[slasick@westyost.com](mailto:slasick@westyost.com)



2020 Research Park Drive, Suite 100  
Davis, CA 95618  
530.756.5905 phone  
530.756.5991 fax  
[westyost.com](http://westyost.com)



November 17, 2023

**Michelle Banonis**

Manager of Strategic Affairs, Regional Water Authority  
2295 Gateway Oaks Drive, Suite 100  
Sacramento, California 95833

Delivered via email to: [mbanonis@rwah2o.org](mailto:mbanonis@rwah2o.org)

## Required Information

|                        |   |
|------------------------|---|
| <b>Subject</b>         | RWA Grant Management  |
| <b>Firm</b>            | West Yost Associates  |
| <b>Local Address</b>   | 2020 Research Park Drive<br>Suite 100<br>Davis, CA 95618  |
| <b>Primary Contact</b> | <b>Sheri Lasick</b><br>Project Manager<br><br>530.924.0230 office<br>530.756.5991 fax<br><a href="mailto:slasick@westyost.com">slasick@westyost.com</a> |

## RE: Response to Request for Qualifications for RWA Grant Management Services

Dear Michelle:

The Regional Water Authority (RWA) is seeking a highly qualified firm to aid with grant management in support of the agreement between RWA and the nine water providers receiving State funding called the American River Terms for Ecosystem Support and Infrastructure Assistance Needs (ARTESIAN). West Yost has a proven team with experience and demonstrated success to provide these services. West Yost has a clear understanding of the scope of work and offers a full services approach to funding projects. We routinely assist clients in managing funds obtained through state, federal and local grant and loan programs. Our success is based on maintaining excellent working relationships with funding agency staff, solid technical and writing skills, close coordination with our clients, and attention to detail.

Our team is led by Project Manager and Senior Grant Funding Specialist **Sheri Lasick** who has more than 20 years of experience strategizing, securing, and managing funds awarded for various types of federal and state grant programs. Our other senior Funding Team members assigned to this project, **Monique Day, PE**, and **Hawkeye Sheene**, have demonstrated success in providing grant management support, grant strategy services, and funding application support for over 30 municipal and water agency clients in California. Our team is cohesive, with Monique and Sheri having worked together on management pursuits, funding strategies, and applications for the past ten years, first with Sheri as a West Yost subconsultant and now working at West Yost. Our team leaders are supported by a staff of four dedicated grant funding specialists. **Alfred Garrett** has more than 20 years of experience, excels in researching, developing grant tracking procedures, and previously was part of a grant administration team managing \$1 billion in federal and state Disaster Recovery and Resiliency grants at the Shelby County Government, Tennessee. **Julia Chambers** has secured over \$20 million in grants for municipalities and supported the administration of grant funds. **Katie Jones** is an integral member of the funding team and is currently providing grant management for the City of Modesto Grayson Water Infrastructure project. **Raven Lasick** has five years of grant administration and labor compliance experience for various public works projects. Principal-in-Charge **Kelye McKinney, PE**, who will provide project oversight and support, was previously the Assistant Director of the Environmental Utilities Department for the City of Roseville.

Our Funding Team is well known for our energy, responsiveness, dedication, and collaborative approach to problem solving. We have the skills, experience, and systems ready to seamlessly manage the complex tasks of grant reporting and compliance. We are confident that RWA will be completely satisfied with the quality of our work and our commitment to providing the highest possible level of client support. West Yost will provide:

- **A commitment to working collaboratively.** West Yost is committed to working with RWA staff to administer the funding reporting requirements.



Michelle Banonis

November 17, 2023

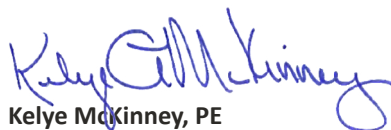
RE: Response to Request for Qualifications for RWA Grant Management Services

- **Leadership that delivers.** With over 20 years of experience from each of our senior team members, you can count on us to lead your grant management needs.
- **A team with diverse experience.** West Yost's Funding Team is experienced with grant administration for a variety of federal, state, and local projects.
- **Efficiency and consistency.** We customize form templates for each project and create a secure Microsoft OneDrive to provide a central repository for project information and an easy way to access important files and information.

Thank you for providing West Yost the opportunity to be of service to the RWA. West Yost has reviewed the terms of the Professional Services Agreement and has included requested edits in **Appendix B**. As Principal-in-Charge and Project Manager, we are committed to allocating the resources and support needed to deliver a successfully administered grant project.

Sincerely,

**WEST YOST**



**Kelye McKinney, PE**

Principal-in-Charge

530.792.3209 office

[kmckinney@westyost.com](mailto:kmckinney@westyost.com)



**Sheri Lasick**

Project Manager/Senior Grant Funding Specialist

530.924.0230 office

[slasick@westyost.com](mailto:slasick@westyost.com)

# 02 TABLE OF CONTENTS

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## 03 // PROFILE OF FIRM



**We are grant funding and strategic planning experts.**



### Firm Overview

West Yost is a local, West Coast-based consulting engineering firm founded in 1990. We focus exclusively on water, wastewater, recycled water, groundwater, and stormwater. We have broad experience providing planning, design, construction management, and program management services in these areas.

West Yost is headquartered in Davis, California, and has 230 staff members in ten offices. Our staff includes certified or registered professionals in chemical, civil, control systems, electrical, environmental, and mechanical engineering; wastewater treatment and regulatory compliance; geology, engineering geology, and hydrogeology; architecture; GIS; control systems, cybersecurity, and risk management; asset management and condition assessment; **grant funding and management**; project management; and construction management and inspection services.

### A Robust and Skilled Team

West Yost's Funding Team has a deep bench of highly skilled and dedicated staff, with diverse backgrounds and proficiency in grant writing and administration. Support for this contract will be provided by both remote and local staff.

**More than half of our Funding Team is located in the Sacramento and Davis offices and will be available for meetings and on-site information gathering as-needed.**

### OFFICES

#### OREGON

Lake Oswego

#### CALIFORNIA

Concord

Davis (Corporate)

Lake Forest

Oceanside

Pleasanton

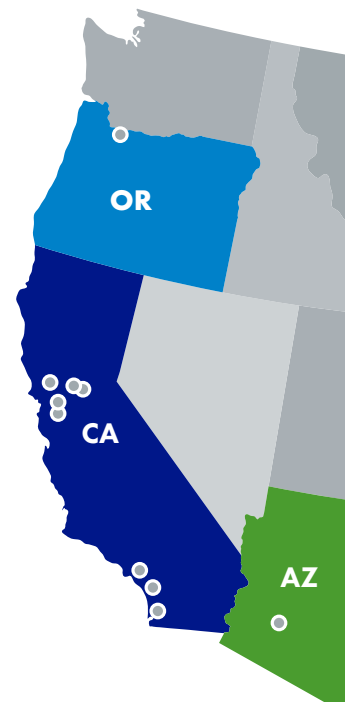
Sacramento

San Diego

Santa Rosa

#### ARIZONA

Phoenix



### FAST FACTS

**35+**

LOCAL SUPPORT  
STAFF

**150+**

PROJECTS IN  
THE GREATER  
SACRAMENTO AREA

**80+**

GRANT FUNDING  
PROJECTS

**West Yost was always prepared, met every deadline, excellent quality of work, and overall great service. I highly recommend them."**

— Kevin Hunt, PE,  
General Manager, Central Basin  
Municipal Water District

**It was a pleasure to work with all of you... Thank you and your team for being so accommodating and always pursuing a better understanding of our system."**

— Ryan Kirchner,  
Sonoma County Water Agency

## Dedication to Client Service and Quality

West Yost provides exceptional client service and high-quality work products. Our success at meeting ongoing client needs is exemplified by our long-term relationships and repeat work. Our experience will allow us to serve as a valuable extension of your staff. West Yost will manage projects proactively and provide responsive service and timely work products.

Our Funding Team members selected to support the RWA includes senior Funding Team members, Sheri Lasick, Monique Day, and Hawkeye Sheene. Supporting staff include Grant Funding Specialists Raven Lasick, Katie Jones, Al Garrett, and Julia Chambers. The Funding Team has provided grant strategy services, funding application support, and grant management support for over 30 municipal and water agency clients in California over the past 20 years.

Each team member was selected to support the RWA based on their experience and skill sets. All the senior Funding Team members are highly experienced with all phases of grant services, including strategic planning, funding research, application development, and grant administration. At varying times, the availability of each senior staff member fluctuates; therefore, assigning overlapping roles for all three senior Funding Team members will allow West Yost to provide the support that the RWA needs, and will allow the Funding Team to coordinate with other West Yost staff to increase support when needed. Team members listed in the proposal are committed for the duration of the work and any team member substitutions or changes will be brought to the attention of, and approved by, the RWA.



**West Yost has assisted clients in securing more than a billion dollars in loans and grants for water-related projects. Our success is based on maintaining excellent working relationships with funding agency staff, solid technical and writing skills, and attention to detail.**

## Grant Administration Approach

Grant administration is a critical process that plays a pivotal role in ensuring the effective allocation and management of financial resources for various initiatives. Effective grant administration demands meticulous attention to detail, a thorough understanding of grant guidelines, and the ability to maintain transparent and accurate financial records. Furthermore, it requires clear communication and collaboration between grantors and grantees to ensure that the objectives and outcomes align with the intended impact. Successful grant administration is essential for promoting accountability, transparency, and the achievement of the intended goals of grants, ultimately making it a cornerstone of many nonprofit organizations, government agencies, and research institutions.

Under the supervision and approval of RWA, West Yost's Funding Team will assemble invoices, compile information, review and assess documents, and prepare reports and invoices in a timely manner. We will also meet regularly with the RWA to assess and discuss the progress of ARTESIAN grant administration support.

West Yost uses form templates and Microsoft OneDrive file hosting to stay organized. Form templates streamline data collection and provide consistency in the information gathered. OneDrive offers a secure and accessible cloud storage solution that creates a central document storage and sharing location. By combining these tools, we create and store forms and other project documents in a centralized location, making it easier to manage and access information from anywhere. This integration boosts productivity and keeps data neatly organized.

## PROJECT MANAGEMENT AND MEETINGS

- Project management includes those general management activities that are not specific to any one task, including budget and schedule management; coordination of activities and communication with RWA, individual funding recipients, and West Yost's Funding Team; and preparation of monthly invoices.
- The West Yost Project Manager will interact with the RWA project manager by email and/or phone to coordinate on project information for the duration of project.
- West Yost will coordinate and facilitate a Kick-off Meeting with key staff to review project objectives, scope, and schedule for the project.
- West Yost will meet with RWA, funding recipients, and the State Department of Water Resources (DWR) as-needed.
- West Yost will create a OneDrive folder system for each project and for overall grant administration.

## QUARTERLY REPORTING

- Quarterly Progress Reports will be prepared for each project sponsor using the DWR template that will be provided by the DWR Grant Manager. Quarterly reports prepared by each project sponsor will be reviewed by West Yost who will coordinate with funding recipients as needed for clarification or revisions.
- West Yost will compile the individual project reports into a single quarterly report and submit to DWR via the State's GGrants site or other method as required by the DWR Grant Manager.
- In accordance with the grant agreement, West Yost will submit Quarterly Progress Reports to DWR by the due dates as listed in the grant agreement and the RWA RFQ.

## QUARTERLY GRANT DISBURSEMENT REQUESTS

- Quarterly Grant Disbursement Requests will be prepared for each project sponsor using the DWR template that will be provided by the DWR Grant Manager.
- West Yost will use the Grant Disbursement Request data provided by each project sponsor to compile a single Grant Disbursement Request and submit it to DWR via the State's GGrants site or other method as required by the DWR Grant Manager.

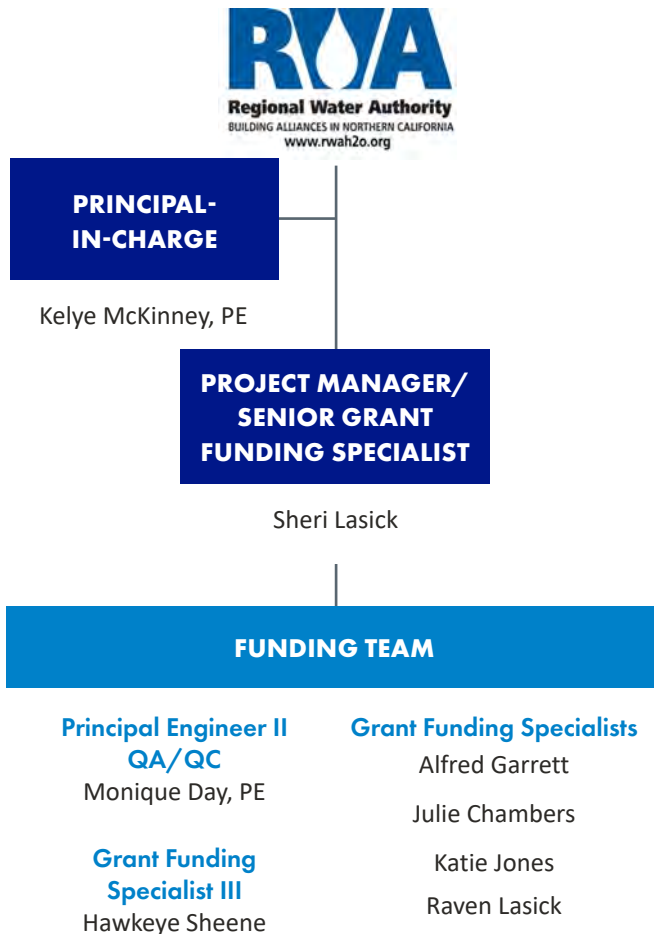
## COMPLETION REPORTS

- West Yost will obtain the project component completion report from each respective project sponsor. West Yost will review each report for compliance with grant requirements and will provide comments to the project sponsor.
- West Yost will submit each project component completion report to DWR.



# 04 // SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

## Organizational Chart: Key Personnel



## SHERI LASICK

PROJECT MANAGER/SENIOR GRANT FUNDING SPECIALIST



**Role:** Lead Grant Administrator, Project Manager

**Availability:** 35%

As Project Manager, she will be the primary point of contact and will be available to meet and coordinate with RWA and its members as needed

throughout the duration of the contract. With more than 23 years of funding experience identifying, securing, and managing grants, Sheri was selected to lead the Funding Team for this project.

Sheri has extensive and diverse experience providing grant writing, funding research, and funding management services to public and non-profit entities, as well as program analyses, policy development and industry research for a wide range of projects for water, wastewater, water conservation, recycled water, transportation, parks, public safety, energy efficiency, clean energy, and microgrids. She worked for federal, state, and local governments as well as private firms prior to serving clients for 22 years under her own grant consulting firm.

Sheri has a keen understanding of the issues and challenges faced by public employees and assists local public agencies in meeting the needs of the communities they serve by locating alternative funding sources and by providing analytical services. Sheri has assisted cities, special districts, and municipalities in receiving over \$130 million in grants and \$200 million in low interest loans to date for water and wastewater infrastructure projects, developing and upgrading parks, transportation improvement projects, and public safety activities as an independent consultant, and subconsultant to West Yost. She has managed grant reporting requirements for projects ranging from \$26,000 to over \$60 million-dollar projects with multiple funding sources and agencies. Sheri will be the project manager and lead grant administrator.

**// ...this is a huge success for our Grants Team and our overall funding strategy. A big thanks to your team for the support to get this grant!"**

— Leonard Ash,  
Water Resources Planning,  
Alameda County Water District

## KELYE MCKINNEY, PE

PRINCIPAL-IN-CHARGE/ENGINEERING  
MANAGER I



**Role:** Project Oversight, Document Review, Technical Advisor

**Availability:** 10%

Kelye is a civil engineer with a focus in the environmental engineering and utilities industry. She is an experienced manager who specializes in operation

and resource planning, project management, budgeting, personnel, rate setting, and capacity fee development. She has experience making presentations to government bodies, the general public, and at professional conferences. She previously worked for the City of Roseville in the Environmental Utilities Department, where she was most recently the Assistant Director. In her capacity, she led the technical services team for the water, wastewater, recycled water and solid waste utilities including master planning, capital plan implementation, asset management, utility safety, and land development activities from entitlement through acceptance. She also led the City's Phase 2 Stormwater Quality Program.

## MONIQUE DAY, PE

QA/QC/PRINCIPAL ENGINEER II



**Role:** Grant Administration, Quality Assurance/Quality Control

**Availability:** 10%

Monique has more than 20 years of experience in civil and environmental engineering and has provided similar funding services to many clients

throughout her career. Most of her project work has involved multi-stakeholder planning and implementation processes and funding pursuits. She is the lead engineer and strategist for providing grant strategy services for the Alameda County Water District, Moulton Niguel Water District, Stanislaus Regional Water Authority, Placer County Water Agency, Sacramento Area Sewer District, City of Sunnyvale, Las Gallinas Valley Sanitary District, City of Modesto, and California Water Services Company. She works closely with Sheri Lasick on these projects to inform clients of relevant upcoming grant opportunities, to pursue funding opportunities, and to manage awarded opportunities.

Monique will serve as QA/QC for the project. Monique leads West Yost's Funding Practice and has extensive experience in both water resources planning projects and strategizing and securing funding for water agencies in California.

## HAWKEYE SHEENE

GRANT FUNDING SPECIALIST III



**Role:** Grant Administration Support, Project Management Support

**Availability:** as much as 60% to support time-sensitive tasks

Hawkeye will be the secondary point of contact if Sheri Lasick, Project Manager, is not available. She has experience

in water resources, specifically watershed funding and management. She has been working on NPDES compliance projects since 2002 and has developed and implemented city and region-wide compliance, monitoring, reporting, and outreach activities; guided the development of stormwater and urban runoff mitigation projects for municipalities, universities, and private developments; developed grant projects that were awarded over \$14 million; and managed large-scale grant projects to successful completion.

Hawkeye works closely with water resources agencies to identify funding priorities and opportunities, develop funding strategies for program and project development, align these efforts with the priorities of the funding agencies, and engage with regional partners and key stakeholders to increase competitiveness for successful funding and implementation. Hawkeye's commitment to collaboration extends from participation in statewide organizations, regional engagement, inter-agency coordination, to mentoring strategic funding approaches.

**“I appreciate how organized you are: uploading to GRanTs AND emailing me the invoice with the list of deliverables uploaded. Furthermore, you label the files correctly and you're very organized in your reports. I really appreciate the extra attention”**

— Monia Holleman, MPPA,  
Environmental Scientist/Grant  
Manager, California Department  
of Water Resources (regarding  
Hawkeye Sheene's invoicing for the City  
of Cloverdale UMBDR Grant Submittal 4)

## ALFRED GARRETT

### GRANT FUNDING SPECIALIST II



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Alfred has more than 20 years of experience in the management of grant funded programs for corporations, local government, public university, and

non-profit organizations. Most notably, he worked on the National Disaster Resilience Competition Grant where the U.S Dept. of Housing and Urban Development (HUD) made \$1 billion available in CDBG-DR funding to state and local governments impacted by disasters in 2011-2013 for the purpose of promoting innovative resilience projects to better prepare communities for future storms and other events.

## JULIA CHAMBERS

### GRANT FUNDING SPECIALIST II



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Julia has a proven track record of successfully cultivating funding partnerships to develop resilient communities. She has secured funding

for a wide range of public works projects, including those related to water infrastructure, transportation, housing, hazard mitigation, disaster recovery, and environmental initiatives. Notable achievements include the establishment and leadership of a grant assistance service at Harris & Associates, resulting in the successful acquisition of over \$20 million in grant funds for cities and counties from federal, state, and private sources. Additionally, Julia has secured a \$9 million Economic Development Administration grant for stormwater infrastructure.

## KATIE JONES

### GRANT FUNDING SPECIALIST I



**Role:** Grant Administration Support  
**Availability:** as much as 80% to support time-sensitive tasks

Katie is part of the funding team providing grant writing and grant management. Katie's projects have included providing support for the

City of Cloverdale, USBR WaterSMART Recycled Water Planning grant application, the City of Modesto Grayson Water Infrastructure project grant management, and grant strategy and application support for the senior Funding Team members for a variety of clients. Before coming to West Yost, she also worked with municipal utilities for over three years developing standard operating procedures for wastewater facilities. She provides grant reporting, grant management, grant budget review, expense tracking, invoicing, as well as supports funding strategy plans.

## RAVEN LASICK

### GRANT FUNDING ANALYST



**Role:** Grant Administration Support  
**Availability:** as much as 70% to support time-sensitive tasks

With five years of experience in the field, Raven Lasick specializes in grant management, administration, and labor compliance. Her expertise includes

reviewing invoices for eligible expenses based on grant agreements, categorizing expenses, and preparing draft grant progress reports. Some of her projects include the Feather River Parkway Grant, Las Virgenes MWD Advance Meter Infrastructure, Las Virgenes MWD Pure Water Source Demonstration Project, and Eastern San Joaquin Groundwater Authority SGMA Grant. Her responsibilities extend to organizing and verifying grant-eligible costs, submitting requests for funding disbursement, and labor compliance monitoring for public works projects, particularly in water and wastewater sectors. She is proficient in all Microsoft Software, DIR (Department of Industrial Relations), and grants research websites.



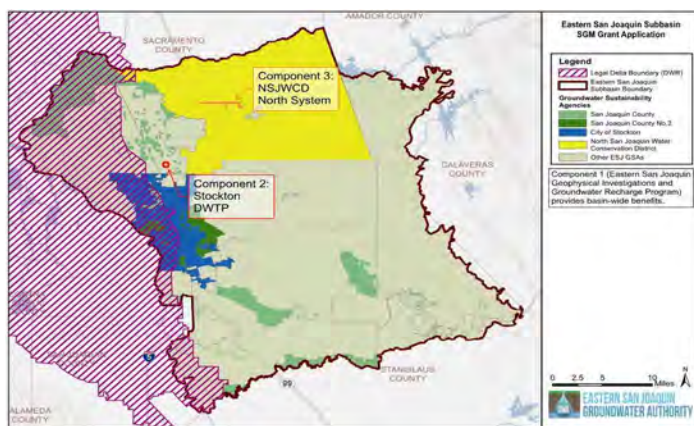
## 05 // SIMILAR ENGAGEMENTS AND REFERENCES

### Project Team Grant Experience

The West Yost Funding Team has extensive experience with securing and managing state and federal funding. The following are summaries of specialized grant support services provided to other clients representing the level of support West Yost can provide the RWA.

### Sustainable Groundwater Management Grant Round 1 Grant Administration

#### EASTERN SAN JOAQUIN GROUNDWATER AUTHORITY



**Scope:** The \$8.7 million grant funded scope of work includes both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District. Sheri Lasick serves as the Grant Administrator for the Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Round 1 Grant with support from Raven Lasick who compiles the invoices into a single submittal. West Yost is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices and deliverables on behalf of the County of San Joaquin. Sheri serves as the primary contact between the funding agency (DWR) and the County of San Joaquin.

**Dates:** November 2022 – June 30, 2025

**Engagement Partners:** Sheri Lasick (Grant Administrator), Raven Lasick (Grant Administration Support)

**Total Hours:** 213.75 (to date)

**Client Contact:** Jose Coronado, Management Analyst II,  
209.468.3073

# Surface Water Supply Project Funding Services

## STANISLAUS REGIONAL WATER AUTHORITY



**Dates:** April 2016-current

**Engagement Partners:** Monique Day (Program Management, Funding Task Manager, Grant Writer, and Grant Manager), Sheri Lasick (Funding Strategist, Grant Writer, Grant Manager), Hawkeye Sheene (Grant Manager), and Katie Jones (Loan/Grant Administration)

**Total Hours:** 3,944.25 (to date)

**Client Contact:** Bob Granberg, past General Manager (from 2018 through 2023), 209.401.0439

**Scope:** Since 2016, West Yost has been providing program management services for Stanislaus Regional Water Authority's (SRWA) regional surface water supply project which is a multi-agency project creating a new water supply benefiting the Cities of Turlock, Ceres, and the Turlock Irrigation District. The project consists of funding strategy and pursuits, infrastructure planning, design-build contractor procurement, owner's advisory services, and design. West Yost's funding work includes evaluating grant and loan opportunities, meeting with funding agencies, and drafting applications, including a Drinking Water SRF application, two USBR WaterSMART Drought Resiliency grant applications, a Riverine Stewardship grant application, an IRWM implementation grant application, a Proposition 50 Chapter 6c grant, an Urban and Multi-Benefit Drought Relief grant application, and a Water Storage Improvement Program screening form application.

**These efforts have resulted in \$40.0 million grants secured and \$184.92 million in SRF loan funding secured. West Yost is also supporting SRWA with grant management services such as disbursement requests and progress reporting for the SRF loan, IRWM grant, and Prop. 50 Chapter 6c grant (2023).**

# Grant Funding Research, Application Development, Administration, and Labor Compliance Monitoring

## LAS VIRGENES MUNICIPAL WATER DISTRICT



**Dates:** October 2022-June 2023

**Engagement Partners:** Sheri Lasick (Project Manager/Grant Strategist, Grant Writer, Grant Administration, Labor Compliance Monitoring), Monique Day (QA/QC), and Raven Lasick (Grant Administration, Labor Compliance Monitoring)

**Total Hours:** 192.25

**Client Contact:** Craig Jones, Resource Conservation Manager, Engineering and External Affairs, 818.251.2131

**Scope:** The Funding Team has provided Las Virgenes Municipal Water District (LVMWD) with grant administration services for multiple sources of funding, including a USBR Water and Energy Efficiency Grant and California Prop. 1 IRWM grant for a residential AMI implementation project secured by Sheri Lasick. Grant administration services include preparation of progress reports, development of grant disbursement requests, serving as LVMWD staff liaison, and providing labor compliance monitoring services to verify contractor compliance with California prevailing wage laws for public works. The West Yost team also provided grant administration services for a Prop. 1 grant the District was awarded for its Pure Water Demonstration project. These services included completion of quarterly progress reports, verifying eligible costs for grant reimbursement, preparation of draft, final technical knowledge transfer report, grant project final technical report, and project closeout report.

**West Yost was recently selected by Las Virgenes Municipal Water District through a competitive solicitation to provide additional grant administration and grant writing services.**

# 06 /// FEE SCHEDULE

| TABLE 1. ESTIMATED RATES BY POSITION      |                          |            |            |
|---|--------------------------|------------|------------|
| STAFF TITLE                               | BILLING TITLE            | RATES 2023 | RATES 2024 |
| PRINCIPAL-IN-CHARGE/ENGINEERING MANAGER I | ENGINEERING MANAGER I    | \$319/hr   | \$335/hr   |
| QA/QC/ PRINCIPAL ENGINEER II              | PRINCIPAL ENGINEER II    | \$307/hr   | \$322/hr   |
| SENIOR GRANT FUNDING SPECIALIST           | TECHNICAL SPECIALIST IV  | \$254/hr   | \$267/hr   |
| GRANT FUNDING SPECIALIST III              | TECHNICAL SPECIALIST III | \$228/hr   | \$239/hr   |
| GRANT FUNDING SPECIALIST II               | TECHNICAL SPECIALIST II  | \$203/hr   | \$213/hr   |
| GRANT FUNDING SPECIALIST I                | TECHNICAL SPECIALIST I   | \$178/hr   | \$187/hr   |
| GRANT FUNDING ANALYST                     | TECHNICAL ANALYST I      | \$128/hr   | \$134/hr   |

Notes:

- Billing rates are fully loaded rates inclusive of direct and indirect expenses.
- West Yost assumes that all submittals will be electronic and that West Yost staff will not need to travel as part of this contract. We further assume that all meetings will be virtual.
- Beginning with the 2025 calendar year, billing rates will be updated annually based on market conditions and will not exceed 4.5%.
- Full staff billing rates for 2024 are attached for reference should additional staff be required under a future agreement.

## 2024 Billing Rate Schedule

(Effective January 1, 2024, through December 31, 2024)\*

| POSITIONS   | LABOR CHARGES (DOLLARS PER HOUR) |
|---|----------------------------------|
| <b>ENGINEERING</b>  |                                  |
| Principal/Vice President                                  | \$355                            |
| Engineer/Scientist/Geologist Manager I / II               | \$335 / \$351                    |
| Principal Engineer/Scientist/Geologist I / II             | \$302 / \$322                    |
| Senior Engineer/Scientist/Geologist I / II                | \$272 / \$286                    |
| Associate Engineer/Scientist/Geologist I / II             | \$226 / \$243                    |
| Engineer/Scientist/Geologist I / II                       | \$176 / \$205                    |
| Engineering Aide  | \$106                            |
| Field Monitoring Services                                 | \$131                            |
| Administrative I / II / III / IV                          | \$97 / \$121 / \$145 / \$160     |
| <b>ENGINEERING TECHNOLOGY</b>                             |                                  |
| Engineering Tech Manager I / II                           | \$349 / \$351                    |
| Principal Tech Specialist I / II                          | \$320 / \$331                    |
| Senior Tech Specialist I / II                             | \$293 / \$306                    |
| Senior GIS Analyst  | \$265                            |
| GIS Analyst   | \$251                            |
| Technical Specialist I / II / III / IV                    | \$187 / \$213 / \$239 / \$267    |
| Technical Analyst I / II                                  | \$134 / \$160                    |
| Technical Analyst Intern                                  | \$108                            |
| Cross-Connection Control Specialist I / II / III / IV     | \$140 / \$151 / \$170 / \$189    |
| CAD Manager   | \$211                            |
| CAD Designer I / II                                       | \$164 / \$185                    |
| <b>CONSTRUCTION MANAGEMENT</b>                            |                                  |
| Senior Construction Manager                               | \$338                            |
| Construction Manager I / II / III / IV                    | \$201 / \$215 / \$228 / \$289    |
| Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1) | \$181 / \$201 / \$224 / \$232    |
| Apprentice Inspector                                      | \$164                            |
| CM Administrative I / II                                  | \$87 / \$118                     |
| Field Services  | \$232                            |

- Hourly rates include charges for technology and communication, such as general and CAD computer software, telephone calls, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- A finance charge of 1.5% per month (an annual rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually





## Sheri Lasick

### Project Manager/Senior Grant Funding Specialist/ Technical Specialist IV

Sheri Lasick provides grant writing, funding research, and funding management services to public and non-profit entities, as well as program analyses, policy development, and industry research. Having worked for federal, state, and local governments as well as private firms prior to starting her own business, Sheri has a keen understanding of the issues and challenges faced by public employees and assists local public agencies in meeting the needs of the communities they serve by locating alternative funding sources and providing analytical services.

Sheri has assisted cities, special districts, and municipalities in receiving over \$130 million in grants and \$200 million in low-interest loans for water and wastewater infrastructure projects, park and transportation improvement projects, and public safety activities. She has managed grant reporting requirements for projects ranging from \$26,000 to \$60 million dollar projects with multiple funding sources. For this project, Sheri will provide grant management. One of Sheri's specialties is providing labor compliance services as a post-grant award service.

## EXPERIENCE

### GRANT ADMINISTRATION

#### **Sustainable Groundwater Management Grant, Round 1, Eastern San Joaquin**

**Groundwater Authority:** Sheri Lasick serves as the grant administrator and primary contact between the California Department of Water Resources and the grantee and local project sponsors for the Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Round 1 grant agreement. She is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices, and project deliverables on behalf of the County of San Joaquin (grantee) for this \$8.7M grant to complete both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District.

#### **Johnny Carson Park Streambed Restoration and Park Revitalization (Grant**

**Amount: \$1,780,000), Burbank, CA:** Sheri identified this grant as a potential source of funding for the Johnny Carson Park Revitalization and Stream Restoration project. She led the team and was responsible for organizing, writing, and submission of the grant application documents and providing all of the necessary follow-up information requested by the State of California staff. The funding received from the California River Parkways Grant was used in conjunction with other federal grant funding sources to complete a park revitalization and stream restoration project. The funding was used to restore the existing 885 linear-foot stormwater concrete/gunite channel located within the Johnny Carson Park to a natural creek and create a multi-story habitat with an ADA accessible trail. The improvements promote groundwater infiltration, reduce urban runoff to the Los Angeles River, increase recreational opportunities, and reconnect the community with nature and educate the public about these important

**STAFF TITLE:** Technical Specialist IV

**YEARS OF EXPERIENCE:** 23

#### **EDUCATION:**

- MA, Anthropology/Archaeology Graduate Work
- BA, Anthropology, California State University, Sacramento
- Project Management, University of Phoenix



water issues for the region. Sheri was responsible for providing QA/QC review of progress reports, prepared scope change requests, agreement extensions, and preparation of the draft and final reports for each grant program. Sheri also provided labor compliance monitoring services for the construction of this project.

**Johnny Carson Park Irrigation Retrofit (Grant Amount Requested, \$100,000 – Awarded), Burbank, CA:** Sheri identified this grant as a potential source of funding for the Johnny Carson Park Revitalization and Stream Restoration project. Sheri led the team and was responsible for organizing, writing, and submission of the grant application documents. The funding from the U.S. Bureau of Reclamation Water Conservation Field Services Program was used in conjunction with other grant funding sources to complete a park revitalization and stream restoration project. The funding from this grant was used to completely retrofit the existing park's potable irrigation system to 100 percent recycled water for all of its irrigation needs and to recharge the underlying aquifer and utilize the newer technology to manage the irrigation system resulting in a potable water savings of approximately 30 acre-feet annually.

**Las Virgenes Municipal Water District, Calabasas, CA:** Sheri has provided grant administration services for multiple sources of funding, including a US Bureau of Reclamation Water and Energy Efficiency Grant and California Prop. 1 IRWM grant for a residential AMI implementation project secured by Sheri Lasick prior to joining West Yost. Grant administration services include preparation of progress reports, development of grant disbursement requests, serving as LVMWD staff liaison, and providing labor compliance monitoring services to verify contractor compliance with California prevailing wage laws for public works. Sheri also led a West Yost team providing grant administration services for a Prop. 1 grant the District was awarded for its Pure Water Demonstration project. This included completion of quarterly progress reports, verifying eligible costs, for grant reimbursement, preparation of draft and final technical knowledge transfer reports, grant project final technical report, and project closeout report.

**Grant Management and Applications, Ventura Water, California:** Sheri prepared the following successful grant applications and subsequently managed these grant agreements for Ventura Water:

- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of a water conservation rebate program
- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$229,631 for System Optimization

- Prop. 84 Integrated Regional Water Management Program: \$1,875,000 for a regional water conservation program that includes Casitas Municipal Water District and the City of Santa Paula.
- U.S. Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of Phase II of a multi-phase AMI conversion project
- US Bureau of Reclamation Water and Energy Efficiency Grant: \$300,000 for implementation of Phase III, final phase of a multi-phase AMI conversion project.

Sheri provided grant administration services for all of the above grant agreements including semi-annual reports, financial progress reports, preparation and tracking of project expenditures and preparing draft and final project reports. Sheri assisted the City with navigating difficult project impacts to schedule and scope from presidentially declared natural disasters (fire and COVID) and assisted the City with establishing project goals and scope changes.

**Grant Strategy Services, Alameda County Water District, Fremont, CA:** Funding Specialist and trusted advisor for grant strategy services since 2016. Services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, and conducting a funding strategy workshop. Deliverables included a projects summary matrix, grant opportunities matrix and strategic funding plan. Ongoing services include grant opportunity research, monthly matrix updates and check-in conference calls, and grant program compliance advisor and QA/QC of staff prepared documents.

**Funding Strategy, Stanislaus Regional Water-Authority, Stanislaus County, CA:** Funding Specialist for funding strategy component of program management services. Sheri worked as subconsultant to evaluate grant and loan opportunities, meeting with funding agencies, and drafting applications, including two WaterSMART Drought Resiliency grant applications, and later as an employee, a Proposition 50 Chapter 6c grant. Sheri's efforts have resulted in \$7.5 million grants awarded, of the total \$40M in total grants secured by West Yost. Sheri is currently leading the grant administration for the Proposition 50 Chapter 6c grant including review and submission of disbursement requests and progress reports prepared by West Yost staff.

## ADDITIONAL FUNDING SERVICES

Creating customized lists summarizing the grants and loans including analyzing potential grant programs for which the Agency's project(s) would be most competitive. Sheri also identifies potential partnerships to leverage resources and grant funds throughout the community. This may include locating multiple sources for funding from state, federal,



nonprofit foundations, volunteers, local businesses, etc. This service has been provided to the following agencies:

- Alameda County Water District
- Anaheim Public Utilities
- Borrego Springs Water District
- Burbank Water and Power
- California American Water
- California Water Services Company
- City of Colton
- City of Galt
- City of Huntington Beach
- City of Irwindale
- City of Rialto
- Hi-Desert Water District
- Lake Berryessa Resort Improvement District
- Moulton Niguel Water District
- Newhall County Water District
- Paradise Irrigation District
- Rio Alto Water District
- Sonoma County Water Agency
- Sunrise Recreation and Park District
- Town of Windsor
- Toulumne Utilities District
- Ventura Water
- West Kern Water District
- Western Municipal Water District
- West Valley Water District

**Grant Application Development:** Since 2001, Sheri has assisted public agencies with the data research, grant writing and organization of various types of projects for various types of grant programs, including: the FEMA Hazard Mitigation Grant; the FEMA Pre-disaster Mitigation Grant; FEMA Firefighters' Assistance Grant; California Dept. of Water Resources Water Conservation Grant; U.S. Bureau of Reclamation Drought Assistance Grant; U.S. Bureau of Reclamation WaterSMART Grants, FEMA Building Resilient Infrastructure and Communities (BRIC) grant; Conservation Field Services Grant; State Coastal Conservancy Proposition 1 Grant; Integrated Regional Water Management Implementation Grant; California Resources Agency Urban Rivers Grant; Wildlife Conservancy Board Streamflow Enhancement Grant; U.S. EPA Brownsfield Grant; Community Development Block Grant; SWRCB Facilities Planning Grant; SWRCB Water Recycling Construction Grant; Clean Water Act

State Revolving Loan Program; and many other types of grant programs for energy, public safety, parks and recreation, and transportation projects.

## LABOR COMPLIANCE

**Pure Water Demonstration Project, Las Virgenes Municipal Water District, Calabasas, CA:** Provided labor compliance assistance for a district-wide advanced meter infrastructure project.

**Feather River Parkway Phase II Project, City of Yuba City, CA:** Provided labor compliance assistance for this project created an 84-acre riverfront parkway and woodland preserve.

**River Trunk Realignment – Shackleford Pump Station, City of Modesto, CA:** Providing labor compliance assistance for this \$10 million construction management and inspection project including a 7-MGD sewage pump station, new pressure and gravity pipelines, and associated structures.

**River Trunk Realignment – Gravity System, City of Modesto, CA:** Providing labor compliance assistance for oversight of a \$22 million construction project that includes installation of approximately 1.7 miles of new pipelines.

**Owner's Representative Services, Well 80, Sacramento Suburban Water District, CA:** Provided labor compliance assistance for this project that includes new monitoring and groundwater wells and associated pumping and treatment facilities.



## Kelye McKinney, PE

### Principal-in-Charge/Engineering Manager I

Kelye McKinney is a civil engineer with a focus in the environmental engineering and utilities industry. She is an experienced manager who specializes in operation and resource planning, project management, budgeting, personnel, rate setting, and capacity fee development. She has experience making presentations to government bodies, the general public, and at professional conferences. She previously worked for the City of Roseville in the Environmental Utilities Department, where she was most recently the Assistant Director. In her capacity, she led the technical services team for the water, wastewater, recycled water and solid waste utilities including master planning, capital plan implementation, asset management, utility safety, and land development activities from entitlement through acceptance.

## EXPERIENCE

**24th Street and K Street Combined Sewer System Storage Project, City of Sacramento, CA:** Principal-in-Charge for the design of approximately 2,900 feet of 120-inch-diameter pipe in midtown Sacramento on 24th Street between N Street and H Street. The project is part of the City's Long Term Control Plan to reduce flooding of its combined sewer system (CSS). The project was designed to capture high flows using an underground weir structure and store up to approximately 1.6 million gallons of water until the CSS flows have receded enough to allow the system to empty. Due to the elevations of the CSS in the vicinity of the project, much of the storage volume needs to be pumped out; therefore, the project included the design of a submersible pump station. The project required the relocation of existing utilities, including a PG&E-owned gas main and several City storm laterals, within the project extents. The project included the development of a preliminary design report, constructability reviews, CEQA services, utility locating/potholing, and public outreach.

**Groundwater Support Services, City of Lincoln, CA:** Principal-in-Charge for technical and advisory support for groundwater projects including the regional water bank, groundwater supply planning, evaluation of groundwater recharge opportunities, and assistance with stakeholder communications.

**Phase 1 and 2 - Developer Standards Updates, Citrus Heights Water District, CA:** Principal-in-Charge for update to the Citrus Heights Water District's improvement standards, submittal requirements, drafting standards, procedures, and policies as they pertain to proposed developments and improvements within its service area.

**Third Party Review & Modeling Services, Sacramento County Water Agency, CA:** Principal-in-Charge for on-call services to perform review of drainage studies for compliance with the Sacramento County Drainage Study Requirements, the Sacramento County Hydrology Manual, Volume 2, FEMA floodplain standards, Sacramento Region Stormwater Quality Design Manual, and the County of Sacramento Improvement Standards. West Yost is also reviewing hydrologic and hydraulic models prepared by others for support of drainage studies and preparation of improvement plans.

**STAFF TITLE:** Engineering Manager I

**YEARS OF EXPERIENCE:** 33

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 49414

#### EDUCATION

- BS, Civil Engineering, University of Nevada, Reno

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association

**Natomas Area Water Supply Study, Sacramento County Water Agency, CA:** Principal-in-Charge for the Natomas Basin Water Supply Study. This project included the review of surface water supplies, and surface water rights/contracts and associated places of use for three urbanization areas of interest. West Yost also investigated existing and future water supply facilities that might be available to serve the three urbanization areas including water diversion, treatment and distribution infrastructure owned or operated by the Sacramento County Water Agency and by other water agencies.

**Title 22 Update, City of Ione, CA:** Principal-in-Charge to update the City's Title 22 Engineering Report as required by the California State Water Resources Control Board for the Castle Oaks Recycled Water Facility (COWRF). This work included completing a disinfection system tracer study.

**AMI Implementation, Environmental Utilities Department, City of Roseville, CA:** As Assistant Director, Kelye was responsible for the Technical Services Division, including land development engineering, capital improvement program implementation, asset management and department safety. She supervised 24 employees and managed an annual budget of over \$2.7 million.

**Project Management and 2022 Plan Review Staff Services, Various Projects, Sacramento Suburban Water District, CA:** Project Manager. Kelye serves as the Project Manager for the Sacramento Suburban Water District (SSWD) for project management services associated with several SSWD capital improvement projects. West Yost is providing three staff members to support SSWD in managing a variety of SSWD capital improvement projects. Work includes solicitation and review of proposals from consulting firms, review and comment consultant studies, plans and specifications, and overall general project management activities on behalf of the SSWD. Kelye also managed the 2022 Plan Review services project. West Yost provided staff to assist SSWD with review of development related submittals and County initiated projects requiring input from SSWD.

**Owner's Representative Services, Well 80, Wells 81 A, B, C, and Well 82, Sacramento Suburban Water District, CA:** Project Manager. Kelye serves as the Project Manager for the Sacramento Suburban Water District (SSWD) for the construction of three new monitoring wells and four new groundwater wells and associated pumping and treatment facilities. The projects will be constructed under a progressive design-build project delivery process. Kelye serves as the West Yost Project Manager for Owner's Representative Services. As the Owner's Representative, West Yost is representing the district in the contracting and management of the progressive design-build team. West Yost is also lead in the development of CEQA documents for several of the

project sites, is preparing the preliminary site plan for one of the three facilities, assisting with contracting and contract management, and will also be providing Construction Management and Inspection services as part of the Owner's Representative role.

**Water Portfolio Planning Tool, Sacramento County Water Agency, CA:** Project Manager. Kelye serves as the Project Manager for SCWAs Water Portfolio Planning Tool Project. West Yost is teamed with MBK for this work, which entails developing a planning tool for SCWA's Zone 40. The planning tool allows users to analyze SCWA water supplies' availability under user-defined scenarios. The scenarios enable the user to define demands; surface water and groundwater production; order of SCWA contract use and hydrologic condition, including above average, normal, average, below average, dry, and critically dry years. Output from the tool is a series of graphics that allow the user to understand SCWA supplies and potential supply shortfalls that could occur monthly. The tool will add decision-making, analyzing, and visualization features. Users will be able to see how the impact of future surface water supply limitations and changing supply patterns can be mitigated to increase reliability and meet the needs of SCWA water customers.

**Wastewater and Drainage Sump Station Facilities Conditions Assessments, City of Sacramento, CA:** Principal-in-Charge (PIC). Kelye served as the PIC for the assessment of ten City of Sacramento wastewater and stormwater sump stations. The project developed condition assessment criteria in collaboration with City staff used to evaluate structural, mechanical, and electrical pumping station and outfall pipeline infrastructure. Condition assessment data was uploaded into the City's Computer Maintenance Management Systems, Maintenance Connection. As PIC, Kelye verified the project team had the necessary resources to deliver a successful project to the City on time and on budget.

**Asset Management Program Audit San Francisco Public Utilities Commission Operation and Maintenance Programs, Bay Area Water Supply & Conservation Agency, CA:** QA/QC. Kelye provided QA/QC for West Yost work related to audit of the processes, systems, and tools used to support asset management efforts at the San Francisco Public Utilities Commission (SFPUC) for two of its divisions. The divisions are the Hetch Hetchy Water and Power (HHWP) Division, responsible for operating the Hetch Hetchy system; and the Water Supply and Treatment (WST) Division, responsible for operating the Regional Water System. The audit report documented West Yost's audit criteria, assessment scoring methodology, data reviewed, staff interviews, and evaluation performed to form an opinion regarding the current state of the SFPUC asset management program.

## Monique Day, PE

### QA/QC/Principal Engineer II

Monique Day is a water resources planning engineer with a master's degree in environmental engineering with a focus in water quality and water resources management. Monique's experience includes water reuse planning, water transfers, conservation, water quality, surface and groundwater storage, conjunctive use, permitting, water rights, and integrated regional water management and urban water management planning. Much of Monique's project work has involved multi-stakeholder planning and implementation processes, project management, and funding strategy and pursuits.

### EXPERIENCE

**Drinking Water State Revolving Fund (SRF) Construction Loan Application, Stanislaus Regional Water Authority, Stanislaus County, CA:** Project Manager and Reviewer of Drinking Water SRF General Information (submitted December 2016), Environmental (submitted October 2018), and Technical (submitted February 2019) application packages. Coordinated with Division of Financial Assistance (DFA) project manager and other DFA staff regularly since early 2017 to coordinate the application process and ensure project compliance with SRF requirements. Total requested funding is about \$200 million, which includes over \$27 million in grant funds through Prop. 68. Funding agreement was received in September 2021. Following the receipt of the funding agreement, work has included preparing and submitting disbursement requests and quarterly reports. This project is set to be completed in early 2024.

**Drinking Water SRF Planning Grant Application, City of Modesto, Stanislaus County, CA:** Project Manager and lead application writer for successful Drinking Water SRF application submitted for planning funds for the small, disadvantaged town of Grayson's water infrastructure replacements and upgrades. Prepared and submitted General Information application package; coordinated, reviewed, and submitted Environmental and Financial application packages; coordinated, reviewed, and submitted Technical application package. Coordinated with Department of Food and Agriculture project manager to verify steps in the application process and ensure project compliance with SRF requirements. Total awarded funding is \$653,200 in grant funds. Since the grant award, Monique has led the preparation of quarterly progress reports and disbursement requests on behalf of the City.

**USBR WaterSMART Water Energy And Efficiency Grant Management, Moulton Niguel Water District, CA:** Project Manager and QA/QC reviewer of the final report required as part of the District's WaterSMART Water Energy and Efficiency Grant for its AMI Implementation Program Phase I Project. This \$299,000 grant contributed to MNWD's \$866,000 project which installed AMI for all 1,368 potable irrigation connections and 1,301 recycled water connections and expanded the District's efforts to promote water use efficiency by establishing a remote reading and communications network and implementing a meter data management system to complement the



**STAFF TITLE:** Principal Engineer II

**YEARS OF EXPERIENCE:** 20

### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 69793

### EDUCATION

- MS, Environmental Engineering, University of California, Berkeley
- BA, Environmental Studies, University of California, Santa Cruz
- BS, Civil and Environmental Engineering, University of California, Berkeley

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers Environmental Water Resources Institute
- Association of California Water Agencies
- California Water Environment Association – Annual Conference Transportation Chair (2006, 2008)
- Northern California Water Association
- WaterReuse – Central Valley/ Sierra Foothills Chapter Secretary (2019 –2021) and Vice President (2022 –Present)
- Water For People – Sacramento Committee Chair (2006 – 2008)

AMI. The AMI Implementation Program assisted the District in identifying and addressing service leaks preemptively instead of having to wait until the line breaks and leaks are visibly noticeable and reported by a customer or other passerby.

**Drinking Water SRF Construction Grant Application and Reports for Planning Grant, Markleeville Water Company, Markleeville, CA:** Project Engineer for reviewing construction loan application and for preparing quarterly reports and monthly reimbursement requests for the planning grant.

**Funding Strategy, Application Preparation, and Grant Management, Stanislaus Regional Water Authority:** Project Manager for the funding component of program management services. Evaluated grant and loan opportunities for the surface water supply project. Prepared funding strategy technical memorandum, met with funding agencies, worked with a lobbyist, and conducted workshops with the technical advisory committee to both establish and implement the funding strategy. Prepared and submitted a successful Drinking Water SRF application, IRWM application, two successful WaterSMART Drought Response Program grant applications, a successful Water Storage Investment Program concept proposal, and a successful Proposition 50 Chapter 6c application for Drinking Water Disinfection Projects using UV Technology and Ozone Treatment. Monique is currently providing QA/QC for the grant administration of the IRWM and Prop. 50 grants. She is also providing QA/QC on the quarterly SRF progress reports and monthly SRF disbursement requests.

**Clean Water SRF Construction Loan Applications, Sacramento Area Sewer District, Sacramento County, CA:** Project Manager and Reviewer of Clean Water SRF applications submitted for construction funds for the communities of Hood, Franklin, Linda Manor, Old Florintown, and Orange Park Cove to convert from septic to sewer systems. Submitted General Information application packages for each community, coordinated Environmental application packages with District and Sacramento County Planning and Environmental Review, and prepared Technical application packages for four communities (one submitted in Fall 2021; three to be submitted in early 2022). Coordinated with DFA project managers to verify steps in the application process and inquire about availability and applicability of funds from the Small Community Wastewater Program and the Prop. 1 Groundwater Grant Program. Total requested funding is about \$29,749,000 in grant funds for these disadvantaged communities.

**Grant Strategy Services, Alameda County Water District, CA:** Project Manager and Project Engineer for grant strategy services 2016-current. Services included reviewing the District's top priority CIP projects, evaluating potentially

applicable grant and loan opportunities, providing QA/QC on grant applications prepared by the District, and preparing portions of various grant applications for the District. Deliverables included a projects summary matrix, grant opportunities, and strategic plan. Services included grant opportunity research, periodic matrix updates, and check-in conference calls. Since implementing the strategic funding plan, ACWD has been awarded over \$38 million through a combination of six different funding programs.

**Grant Strategy Services, Moulton Niguel Water District, Laguna Niguel, CA:** Project Engineer for grant strategy services from 2017 through current. Services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, providing QA/QC on grant applications prepared by the District, and preparing portions of various grant applications for the District. Services included grant opportunity research, regular matrix updates, and check-in conference calls. Through working with West Yost, the District has been awarded over \$18 million through a combination of six different funding programs.

**Prop 84 IRWM Round 3 Implementation Grant Application, Cosumnes, American, Bear and Yuba IRWM Group, Placer County Water Agency, CA:** Prepared a successful Prop 84 implementation grant application for the Placer County Water Agency (PCWA), as part of the Cosumnes, American, Bear and Yuba IRWM Group's regional application, for the installation of tank mixers and ventilation systems at seven water storage tanks to reduce disinfection byproduct levels and reduce system water loss in domestic water supply. The application included a work plan, budget, schedule, and project justification, including project physical benefits, technical analysis, direct water-related benefits to disadvantaged communities, project performance monitoring plan, and cost effectiveness analysis. PCWA received about \$445,000 in grant funding.

**Prop 84 IRWM Drought Relief Grant Application, Northern Sacramento Valley IRWM Group, City of Live Oak, CA:** Prepared a successful Prop 84 grant application for the City of Live Oak, as part of the Northern Sacramento Valley IRWM Group's regional application, for the design and construction of a water supply reliability well. The application included a work plan, budget, schedule, and project justification, including project physical benefits, technical analysis, and cost effectiveness analysis. The City of Live Oak received over \$2 million in grant funding.



## Hawkeye Sheene

### Grant Funding Specialist III/Technical Specialist III

Hawkeye Sheene has experience in water resources, specifically watershed funding and management. She has been working with NPDES compliance since 2002 and has developed and implemented city and region-wide compliance, monitoring, reporting, and outreach activities; guided the development of multi-benefit stormwater, groundwater, water supply, habitat and community improvement projects for municipalities, agencies, and universities; developed grant applications awarded over \$35 million; and managed large-scale federal and state-funded grant projects to successful completion.

Hawkeye works closely with clients to identify funding priorities and opportunities, develop funding strategies for program and project development, align these efforts with the priorities of the funding agencies, and engage with regional partners and key stakeholders to increase competitiveness for successful funding. Hawkeye's commitment continues beyond grant award to supporting grant project implementation in compliance with federal and state funding agency requirements to ensure successful project and grant award implementation.

### FUNDING EXPERIENCE

**PureWaterSF, San Francisco Public Utilities Commission (SFPUC), CA:** As Grant Task Manager, worked with SFPUC staff, City departments and consultants to support the installation, operation, and grant management of PureWaterSF (co-funded by the SFPUC with grants from US Bureau of Reclamation (USBR) and the Water Research Foundation). Hawkeye provided federal grant management, grant budget and schedule management, matching costs tracking, preparation of federal grant deliverables including report preparation, invoicing, and online grant funds drawdowns, final project reporting, and communication with funding agency staff. Hawkeye also worked extensively with SFPUC to assist in the development of a branding strategy to both gauge and expand support of purified water as a potential water source. The PureWaterSF research project explored how advanced water purification and monitoring technologies can reliably convert building-sourced wastewaters into a high-quality supply to meet diverse end uses in San Francisco.

**City-Wide Drought Relief Water System Upgrades, City of Cloverdale, CA:** As Grant Manager, Hawkeye coordinates with City staff, contractors and consultants and provides grant administration, budget and schedule management, preparation of grant deliverables, quarterly invoicing and reporting, and communication with funding agency staff in compliance with the Department of Water Resources (DWR) Urban and Multi-Benefit Drought Relief Grant Program. The City-Wide Drought Relief Water System Upgrades (DWR funded for \$3.1 million) implements Advanced Metering Infrastructure with upgrades to over 3,000 water meters, SCADA system upgrades, and water supply well rehabilitation and replacement. In addition to grant management, Hawkeye has collaborated with City staff to develop funding strategies for other



**STAFF TITLE:** Technical Specialist III

**YEARS OF EXPERIENCE:** 18

#### EDUCATION

- BS, Geological/Earth Systems Sciences, University of California, Santa Barbara
- Post Graduate Studies, Department of Integrative Biology, University of California, Berkeley

#### PROFESSIONAL AFFILIATIONS

- California Stormwater Quality Association, Legislation Subcommittee Co-chair

identified projects, prepared federal, state, and local grant applications, and is in process of managing recent draft awards of over \$1.5 million in funding for a USBR Recycled Water Planning Grant, a SWRCB Recycled Water Planning Grant, and a Community Development Block Grant for the City.

**Stanislaus Regional Water Authority Water Treatment Plant Element, Stanislaus Regional Water Authority (SRWA), CA:** As Grant Funding Specialist, provides grant administration, budget and schedule management, preparation of grant deliverables, quarterly invoicing and reporting, and communication with funding agency staff in compliance with the DWR IRWM Grant Program. The SRWA Water Treatment Plan Element (DWR IRWM grant funded for \$5.8 million) constructs the finished water pump station with the construction of a water treatment plant, a key process element of the SRWA Regional Surface Water Supply Project.

**RiverArc Project, Placer County Water Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to prepare the Wildlife Conservation Board (WCB) Streamflow Enhancement Grant application. Led by Placer County Water Agency on behalf of RiverArc Partners, which includes Placer County Water Agency, the City of Sacramento, Sacramento County Water Agency, and the California American Water Company, the RiverArc Project (WCB grant funded for \$5.1 million) will enhance streamflow in the Lower American River, a designated Wild & Scenic River, by strategically shifting water supply diversions to the much larger Sacramento River.

**La Jolla Shores ASBS Dry Weather Flow and Pollution Control Program, University of California, San Diego, CA:** As Grant Task Manager, worked with UC San Diego, City of San Diego, consultants, and Coastkeeper to develop the project concept, prepare the grant application and later manage the grant project. Led by UC San Diego, the La Jolla Shores ASBS Dry Weather Flow and Pollution Control Program (SWRCB Prop.50 Consolidated Grant/American Recovery and Reinvestment Act funded for \$3,750,000) was a long-term program to implement Best Management Practices throughout the La Jolla Shores coastal watershed to control non-stormwater discharges and reduce or eliminate pollutant sources that drain into both the San Diego-La Jolla Ecological Reserve and the San Diego Marine Life Refuge.

**Petaluma Valley Groundwater Sustainability Implementation Program (G-SIP), Petaluma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare DWR Sustainable Groundwater Management Grant application. The Petaluma Valley G-SIP (DWR grant funded for \$6.7 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, water conservation and

recycled water projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**Santa Rosa Plain Groundwater Sustainability Implementation Program (G-SIP), Sonoma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare the DWR Sustainable Groundwater Management Grant application. The Santa Rosa Plain G-SIP (DWR grant funded for \$5.3 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, water conservation and recycled water projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**Sonoma Valley Groundwater Sustainability Implementation Program (G-SIP), Sonoma Valley Groundwater Sustainability Agency, CA:** As Grant Funding Lead, worked with agency partners and consultants to develop project concepts and prepare the DWR Sustainable Groundwater Management Grant application. The Sonoma Valley G-SIP (DWR grant funded for \$3.1 million) will implement a suite of stormwater capture, groundwater recharge, monitoring, modeling, and water conservation projects necessary to attain and maintain groundwater sustainability in the Subbasin.

**North Richmond Watershed Connections Project, Contra Costa County Watershed Program, CA:** As Grant Task Manager, worked with County staff, non-profits, and consultants to develop the project concept and prepare a project application. The North Richmond Watershed Connections Project, 2017 (Prop 1 Coastal Conservancy Grant funded for \$884,000) on behalf of the Contra Costa County Watershed Program, which implements a suite of multiple-benefit urban greening projects in the unincorporated community of North Richmond; to improve water quality and enhance the health of San Pablo and Wildcat Creeks and their watersheds while expanding the urban forest, reducing heat islands, and improving this disadvantaged community's awareness of and safe access to their local natural resources with a 1.75-mile long "Walkable Watersheds" urban trail.

**Preliminary Evaluation of Green Stormwater Infrastructure Funding Approaches, City of Palo Alto, CA:** As Stormwater Funding Task Manager, collaborated with City of Palo Alto staff to research and evaluate potential funding options identified in the City's GSI Plan to implement long-term infrastructure funding programs. The analysis included literature reviews and interviews with professionals implementing programs across the United States, with the goal of assessing the funding potential and challenges of establishing each of these options as a long-term City program.



## Alfred Garrett

### Grant Funding Specialist II/Technical Specialist II

Alfred Garrett received a Bachelor of Science in Human Development & Learning from the University of Memphis and has more than 20 years of experience in researching, developing, and preparing grant proposals for corporations, local government, and nonprofit organizations. Most notably, he worked on the National Disaster Resilience Competition Grant where the U.S Dept. of Housing and Urban Development (HUD) made \$1 billion available in CDBG-DR funding to state and local governments impacted by disasters in 2011-2013 for the purpose of promoting innovative resilience projects to better prepare communities for future storms and other events. At St. Jude Children's Research Hospital, he assisted investigators in their endeavors to obtain extramural funding for research and training from the National Institutes of Health (NIH) and other funding sources. He has also worked with the Boys and Girls Club of Greater Memphis, where he managed all aspects of grant administration from concept and proposal to acknowledgement and finalization.

**STAFF TITLE:** Technical Specialist II

**YEARS OF EXPERIENCE:** 20

#### EDUCATION

- BS, Human Development and Learning, University of Memphis, TN

## EXPERIENCE

#### **PFAS Treatment Project Grant Applications, California Water Services Company,**

**CA:** Prepared draft General Application Packages for submission to the State Water Resources Control Board (State Board) for six PFAS treatment projects in Cal Water service areas. Application package included location maps, detailed project descriptions, and several required forms and attachments. Coordinated with client and uploaded completed applications to the State Board's FAAST application submittal site.

**Budget Analyst, University of California, Davis, CA:** Provided administration and analysis for contract and grant pre-and-post awards. Worked in an independent capacity with complex proposals and funding sources. Served as compliance officer and resource advisor to the faculty for proposal submissions. Al was responsible for the pre-award management of grants and contracts. He provided effort reporting and analytical financial reports for large, complex academic departments with a variety of state, private, and federal projects. Gathered, managed, and analyzed financial data from a variety of revenue streams, including state and federal grants, private grants, gifts, and other funding sources. Responsible for budget preparation, review, analysis, effort reporting, compliance, and forecasting of extramural budgets.

**Pre-Award Coordinator, University of Memphis, Memphis, TN:** Identified and tracked new funding sources for projects, including researching funding agencies and their characteristics via online sources; documented communications with funders to develop a better understanding of funding priorities and to support effective compliance processes; provided recommendations regarding project and funder matches to improve competitiveness of applications. Worked with principal investigators/project directors (PI/PD) to develop funding proposals on behalf of clients in diverse medical fields and community programs. Served as liaison between



the PI/PD and the funding agency during the application process; and coordinated communications with the PI/PD and post-awards staff as needed following an award. Served as Project Manager for submissions of proposals and reports through activities, including: technical assistance to the applicant PI/PD to assure compliance with funder guidelines and federal regulations; created project work plan/task lists; technical assistance to model project budget; drafted budget and budget narrative in concert with the project team; managed completion of all required forms in appropriate formats (e.g. Cayuse, SF424, grants.gov RFA applications, foundation applications, and paper/email applications as needed); and proofread all submission materials. Developed proposal budgets and budget revisions in Microsoft Excel, in line with program needs, funder requirements, applicable laws, and internal policies.

**Grant Development Manager, Mid-South Food Bank, Memphis, TN:** Managed and supported the grants requirement and implementation for the organization. Identified and developed strategies to optimize the grants administration process. Performed relevant research to identify available grant opportunities and evaluate the results. Directly involve in grant writing by coordinating with grant writers or coordinators. Researched for effective and authentic funding opportunities having a lawful registration and proven track record. Oversaw that the grants were implemented according to the operational and financial needs of the organization.

**Disaster Recovery/Resiliency Grants Coordinator, Shelby County Government, TN:** Developed control systems to prevent or deal with violations of legal guidelines and internal policies. Evaluated the efficiency of controls and improve them continuously. Revised procedures, reports etc. periodically to identify hidden risks or non-conformity issues. Drafted, modified, and implemented company policies. Reviewed the work of colleagues when necessary to identify compliance issues and provide advice or training. Kept abreast of regulatory developments within or outside of the company as well as evolving best practices in compliance control. Prepared reports for senior management and external regulatory bodies as appropriate.

**Grant and Contract Administrator, St Jude Children's Research Hospital, Memphis, TN:** Administered a sponsored projects fund portfolio more than \$33 million. Performed expenditure review and analysis to ensure compliance. Guided grants accountants, specialists, principal investigators, and faculty on proper procedures and protocols. Conferred with sponsors and contract officers in resolving budgeting and compliance issues. Performed departmental grant, contractual files, and financial transactions audits.

**Grants Coordinator, Boys and Girls Clubs of Greater Memphis, TN:** Identified likely funding sources for Club programs and operations through research and analysis of grant-making agencies, private foundations, and governmental entities. Wrote and managed all aspects of grant administration from concept, proposal, acknowledgement, and final report. Established and communicated grant-driven program goals, action items and logistics with staff. Provided editorial assistance as needed for organizational documents and publications. Tracked vital organizational statistics and provided written materials necessary for the promotion of Club successes and opportunities.

**Director of Adult Learning Programs, Literacy Mid-South, Memphis, TN:** Managed and oversaw the administrative and daily operations of an adult learning program, ensuring compliance with state, and federal policies and regulations. Oversaw the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluated performance and made recommendations for personnel actions; motivated employees to achieve peak productivity and performance. Designed and developed or assisted with design and development of program(s) or project(s). Managed contract, grant, and/or state funding; approved and monitors budget expenditures; prepared budget revisions; provided interim status reports on all accounts; oversaw, coordinated, and/or assisted with proposal writing to develop additional funding. Participated in the development of annual operating budgets and provided fiscal direction to the unit. Developed and implemented systems and processes to establish and maintain records for the operating unit. Oversaw and/or coordinated the collection, compilation, and analysis of program activity data; developed, wrote, and presented comprehensive statistical and narrative program reports. Assisted in producing, developing, advertising, and marketing project(s) and/or product(s) in various media such as print and video. Collaborated with area libraries, programs, projects, local and state school systems, and/or community organizations to consolidate resources and enhance programs. Developed or assisted with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient operation of the program/project. Served as spokesperson for programs, media, public and agency partners. Represented the agency at relevant community level committees, task forces, and any board connections.



## Julia Chambers

### Grant Funding Specialist II/Technical Specialist II

Julia Chambers is a grant manager and urban planner that is highly successful at cultivating funding partnerships to plan and build resilient communities. She has secured funding for public works projects, including water, transportation, housing, hazard mitigation/disaster recovery, and the environment. She has twelve years of experience managing the grant lifecycle.

Julia created and led the grant assistance service offering at a previous firm that secured about \$20M+ in grant funds for cities and counties from federal, state, and private sources. She wrote, managed, and secured a \$9M Economic Development Administration grant for stormwater infrastructure. Julia also has experience providing planning services, including safety elements of general plans, hazard mitigation plans, green infrastructure plans, climate action plans, and specific plan analysis.

**STAFF TITLE:** Technical Specialist II

**YEARS OF EXPERIENCE:** 12

#### EDUCATION

- BA, Public and Urban Affairs - Urbanization: Planning and Policy, Virginia Polytechnic Institute & State University

## EXPERIENCE

#### **Economic Development Administration (EDA) 2018 Disaster Grant Application:**

Successfully secured \$9M grant for design and construction of 13 storm drain and 5 pump station sites. Facilitated communication between EDA and the client, collaborated with engineering team to ensure project and documentation were compliant with EDA requirements, and led the development of the grant application, including completion all federally required forms.

**Caltrans Clean California Local Grant Program, Caltrans, CA:** Secured \$2.1M grant for the greening and beautification of a commercial corridor in a disadvantaged community. Led the application strategy, identified eligible project elements, prepared application, facilitated communication between client and the state, and oversaw compliance.

**The Water Quality, Supply, and Infrastructure Improvement Act (Prop 1), Round 4 Grant Application, CA:** Successfully lead the strategy to receive over \$1M+ in grants from multiple funders to improve and restore an urban creek. Facilitated communication between multiple funders and client, outlined requirements from each grant, created scopes of work, budgets, and timelines, and drafted the application forms and exhibits.

**Various On-Call Grant Services, Various Regional Water Management Authority and Individual Water Agencies, CA:** Developed comprehensive and collaborative client-specific funding strategies to position priority and CIP projects for funding from multiple sources, such as the Bureau of Reclamation and State Water Resources Control Board.

**Grant Application Development, CA:** Julia has assisted public agencies with the data research, grant writing and organization of various types of projects for various types of grant programs, including:

- FEMA Hazard Mitigation Grant Program (**also provided grant administration for this project**)
- Economic Development Administration
- California Department of Housing and Community Development
- Caltrans
- Bay Area Council/California Resilience Challenge
- National Fish and Wildlife Foundation

**Grant Writing, River LA, CA:** As a grant writer for River LA, Julia created and implemented fundraising plans targeting 120+ institutional grantmakers giving \$10,000 - \$1,000,000+. Executed the research, conceptualization, writing, and post-award management of grant contracts to fulfill \$2M - \$8M+ operating and capital campaign budgets. Stewarded relationships with Santa Monica Mountains Conservancy, Rivers and Mountains Conservancy, LA County, City of Long Beach, and private foundations through outreach, presentations, briefings, and engagement activities. She analyzed RFPs and FOAs in order to craft compelling and compliant applications that fulfill eligibility and scoring criteria.

## Katie Jones

### Grant Funding Specialist I/Technical Specialist I

Katie Jones is part of the funding team providing grant writing and grant administration support. Her grant administration projects include the Borrego Springs Watermaster SGMA Grant, Stanislaus Regional Water Authority IRWM and Prop. 50, and the City of Modesto Grayson Water Infrastructure Project planning grant management. She has worked with municipal utilities for over three years developing standard operating procedures for wastewater facilities. She provides grant reporting, grant management, grant budget review, expense tracking, invoicing, as well as supporting funding strategy plans.

### EXPERIENCE

#### **Funding Strategy, Stanislaus Regional Water Authority, Stanislaus County, CA:**

Funding Specialist for grant management component of program management services. Katie provides grant administration for the two state grants (IRWM and Prop 50), reviewing invoices to identify eligible grant costs, and preparing grant reimbursement forms.

**Grayson Water Infrastructure Project, City of Modesto, CA:** Grant Administrator for the Grayson Water Infrastructure Project to evaluate available groundwater treatment options, select a preferred alternative and design new treatment, storage, and pumping facilities to provide the community of Grayson with a safe and reliable drinking water supply. Katie is preparing quarterly reports and disbursement requests for the Drinking Water SRF Grant. As an alternative to on-site treatment, the feasibility of constructing a pipeline to connect to the City's South Modesto service area is also being evaluated, along with alternatives for treating and disposing of the waste stream from the groundwater treatment process.

**Grant Administration Services, Borrego Springs Watermaster, CA:** Sustainable Groundwater Management Grant, Round 1 grant administration support for two grant funded projects (\$2,738,590), Biological Restoration of Fallowed Lands and GDE Identification, Assessment, and Monitoring. Katie reviews project invoices from multiple contractors/consultants validating grant eligible costs on contract invoices and organizing project invoices for two projects. She consolidates the project invoices and reimbursement request into one quarterly grant invoice for review by senior staff. Prepares draft quarterly progress reports for review by senior staff.

**Grant Strategy Services, Alameda County Water District, Fremont, CA:** Funding Specialist for grant strategy services. West Yost's services included reviewing the District's top priority CIP projects, evaluating potentially applicable grant and loan opportunities, and conducting a funding strategy workshop. Deliverables included a projects summary matrix, grant opportunities matrix, and strategic funding plan. Ongoing services include grant opportunity research, monthly matrix updates, and check-in conference calls. Katie provided grant monitoring, application, and FEMA Public Assistance application development, including reviewing, organizing and completing FEMA Public Assistance Grant Forms for the 2023 Severe Storms disaster to recover costs for damages due to the disaster.



**STAFF TITLE:** Technical Specialist I

**YEARS OF EXPERIENCE:** 7

#### **EDUCATION**

- BA, Sociology, Sacramento State University, Sacramento

**Grant Strategy Services, Moulton Niguel Water District, Laguna Niguel, CA:** Funding Specialist for grant strategy services. West Yost's services included reviewing the District's top priority CIP projects and evaluating potentially applicable grant and loan opportunities. Services included grant opportunity research monthly matrix updates and check-in conference calls. Katie provided grant monitoring and application support for this project.

**Grant Strategy Services, City of Modesto, CA:** Funding Specialist for funding strategy services. West Yost's services included reviewing the City's top priority CIP projects, conducting a funding strategy workshop, and evaluating potentially applicable grant and loan opportunities. Deliverables included a projects summary matrix, grant opportunities matrix and strategic funding plan. Katie is providing reporting support services for this project.

**City-Wide Drought Relief Water System Upgrades, City of Cloverdale, CA:** Funding Specialist. West Yost provided grant application support to the DWR Urban and Multi-benefit Drought Relief Grant Program and helped the City strategize and package its priority projects to meet the criteria of this grant program. The projects that will receive funding as a result of this successful application include four water supply and distribution system projects (which include 1) Meter Radio Read Upgrades for 1,700 existing water meters; 2) SCADA expansion; 3) Replacement of City supply Well 7, and 4) Rehabilitation of City supply Well 8. Katie provided administrative, research, and grant reporting support services for this project.



## Raven Lasick

### Grant Funding Analyst/Technical Analyst I

Raven Lasick specializes in Grant management and Labor Compliance. Some of the grant administration projects she has worked on are the Feather River Parkway Grant, Las Virgenes MWD Advance Meter Infrastructure, Las Virgenes MWD Pure Water Source Demonstration Project, and the Eastern San Joaquin Groundwater Authority SGMA Grant. In her grant administration support role for each of these projects, she reviews invoices for eligible expenses based on the grant agreement, including eligible dates and expense types and categorize according to the grant agreement. She also provides support preparing draft grant progress reports. She is knowledgeable in labor compliance requirements and navigating state websites used for managing grants and labor compliance monitoring.

## EXPERIENCE

**Eastern San Joaquin Groundwater Authority, Sustainable Groundwater Management Grant, Round 1, San Joaquin County, CA:** The \$8.7 million grant funded scope of work includes both planning and construction activities for the County of San Joaquin, City of Stockton, and the North San Joaquin Community Services District. West Yost is responsible for coordinating with the three project sponsors to compile and submit quarterly reports and invoices and deliverables on behalf of the County of San Joaquin (grantee). Raven provides grant administration support reviewing project invoices validating grant eligible costs on contract invoices and personnel labor rates and organizing project invoices. She consolidates the project invoices and reimbursement request into one quarterly grant invoice for review by senior staff.

**Advanced Meter Infrastructure (AMI), Las Virgenes Municipal Water District, Calabasas, CA:** Project Assistant/ Coordinator for this project provides potable water, recycled water, and sanitation services to the cities of Agoura Hills, Calabasas, Westlake Village, Hidden Hills, and unincorporated areas of Los Angeles County including the Santa Monica Mountains and Chatsworth. The project included replacing approximately 22,000 manually read water utility meters and network infrastructure within the Las Virgenes Municipal Water District service area with Advanced Metering Infrastructure (AMI) or "Smart Meters" that will automatically relay meter data wirelessly on a continuous basis. Meter Data Management Software (MOMS) and Customer Engagement Platform Software will also be installed and integrated. This project is expected to reduce water use by an estimated 1,500 acre-feet per year and be less reliant on imported water. Proposition 1 authorized \$715,000 in IRWM grant funds & \$500,000 in waterSMART grant funds. Raven was responsible for grant reporting and managing a complex, multi-part budget to request grant funds for the reimbursement of eligible expenses. Key grant administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage

**STAFF TITLE:** Technical Analyst I

**YEARS OF EXPERIENCE:** 5

#### EDUCATION

- AS, Business Administration, Sierra College
- AS, Management, Sierra College
- AS, Social and Behavioral Sciences, Sierra College
- BS (In Progress) Business Administration - emphasis in General Management, California State University, Sacramento



rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Pure Water Demonstration, Las Virgenes Municipal Water District, Calabasas, CA:** Raven was a Project Assistant for this project. The Demo goes far beyond conventional purification, incorporating an outside drought tolerant garden, stormwater capture facilities, and educational facilities about water. Funding provided by the Bureau of Reclamation for \$300,000, which was matched and exceeded by the JPA's contribution of ~\$2.2 million for the design, construction, and startup of the Demo. Raven was responsible for administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Feather River Parkway, Phase II, City of Yuba City, CA:** Project Assistant/Coordinator. This multi-benefit project included bank stabilization, construction of anti-stranding return channels, and removal of old piping infrastructure to protect water quality and habitat, and clearing of invasive species vegetation to reduce flooding, improve the riverine habitat, and improve public access by creating new trails, restroom facilities, and park benches. Proposition 84 grant funds of \$1,743,000 were awarded to this project. Raven was responsible for grant reporting and managing a complex, multi-part budget to request grant funds for the reimbursement of eligible expenses. Key grant administration tasks included reviewing invoices and city staff timecards for eligibility, organizing invoices and completing detailed budget/expense tracking forms for quarterly reimbursements. Raven also performed labor compliance monitoring tasks consisting of identify prevailing wage rates for the project, reviewing certified payroll records and supporting information for compliance with CA prevailing wage laws and preparation of the project final reports.

**Labor Compliance Services, River Trunk Realignment – Gravity System, Modesto, CA:** Labor Compliance. West Yost is overseeing a \$22M construction project that includes trenching, conduit and pipe placement; backfill and compaction for approximately two miles of large diameter piping. This includes construction of concrete junction structures and requires a large public outreach effort and coordination with multiple stakeholders. West Yost is providing pre-, during, and post-construction management services. The project consists of installation of approximately 1.7 miles of new 42-inch to 60-inch diameter pipeline, small

diameter sewer collection pipelines, and smaller diameter potable water distribution pipelines, and construction of associated reinforced concrete junction structure and appurtenances at depths over 30-feet below existing ground surface. Other components of the project include replacement of slide gates and installation of a biogas filter at the City's existing cannery segregation junction structure. Key challenges include extensive public outreach and traffic control, deep excavation monitoring requiring engineered shoring and strict safety protocol adherence, vibration monitoring services, permit tracking, and coordination with multiple stakeholders such as the MID and private utility companies impacted by the project.

**Labor Compliance Services, River Trunk Realignment – Shackleford Pump Station, City of Modesto, CA:** Labor Compliance. West Yost is providing construction management and inspection for the \$10 million construction of a 7-MGD sewage pump station, new pressure and gravity pipelines up to 36-inch diameter, and associated structures located in the City of Modesto and unincorporated Stanislaus County, CA. New facilities will include a sewage pump station and associated pump station valves and flow meters; a pump station electrical building, outdoor generator, monorail crane, force main pipelines, a pump station, and sanitary sewer pipelines within the public right-of-way and Dryden Park Golf Course. It also includes asphalt pavement replacement, reinforced concrete junction structures and manholes along the new sanitary sewer pipeline alignments, a paved pump station site with retaining wall and fencing, a grinder pump station, and sod restoration for all disturbed areas.

**Labor Compliance Services, Owner's Representative Services, Well 80, Sacramento Suburban Water District, CA:** Labor Compliance services for this project to provide construction management and inspection services as part of our Owner Representative's role for new construction of a groundwater well facility.





## Regional Water Authority Services Agreement

This Agreement is entered into as of the date last signed and dated below by and between Regional Water Authority, a local government agency ("RWA"), and \_\_\_\_\_, a \_\_\_\_\_ *[Insert type and jurisdiction of entity]* ("Consultant"), who agree as follows:

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### 1 Scope of Work

Consultant shall perform the work and render the services described in the attached Exhibit A (the "Work"). Consultant shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Consultant shall determine the method, details and means of doing the Work.

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### 2 Payment

2.1 RWA shall pay to Consultant a fee based on *[check one]*:

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— Consultant's time and expenses necessarily and actually expended or incurred on the Work in accordance with Consultant's fee schedule on the attached Exhibit A.

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— The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$\_\_\_\_\_. *[delete this sentence if not applicable]*. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by RWA. Consultant's fee includes all of Consultant's costs and expenses related to the Work.

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2.2 At the end of each month, Consultant shall submit to RWA an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, RWA shall pay the invoice within 30 days of its receipt.

### 3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the critical importance in this Agreement. If Exhibit A includes a Work schedule or deadline, then Consultant must complete the Work in accordance with the specified schedule or deadline, which may be extended by RWA for good cause shown by Consultant. If Exhibit A does not include a Work schedule or deadline, then Consultant must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

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3.2 This Agreement may be terminated at any time by RWA upon 10 days advance written notice to Consultant. In the event of such termination, Consultant shall be fairly

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compensated for all work performed to the date of termination as calculated by RWA based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant's claimed benefit of the bargain.

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#### 4 Professional Ability of Consultant

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4.1 Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. RWA has relied upon Consultant's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Consultant shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

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**[The paragraphs in section 4.2 can be replaced with "Intentionally omitted" if the RWA is not requiring the Contractor to designate key personnel.]**

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: **[Describe Contractor's key personnel by name or by reference, e.g. the individuals whose resumes are included in Exhibit A.]** Consultant agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

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4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Consultant shall immediately notify RWA and shall, subject to RWA's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

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4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by RWA to evaluate the proposed substitution. RWA shall evaluate Consultant's request and RWA shall promptly notify Consultant of its decision in writing.

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#### 5 Conflict of Interest

Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and RWA's conflict of interest code because Consultant will perform the Work independent of the control and direction of the RWA or of any RWA official, other than normal contract

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monitoring, and Consultant possesses no authority with respect to any RWA decision beyond the rendition of information, advice, recommendation or counsel.

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## 6 Consultant Records

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6.1 Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. RWA may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

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6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## 7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Consultant under this Agreement and provided to RWA, excluding any standard designs, details, specifications and other intellectual property to which the Consultant held the copyright prior to performing services under this Agreement. ("Work Product") shall be the property of RWA, provided that RWA substantially performs its obligations under this Agreement including payment of all sums due and owing to Consultant and RWA shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, RWA reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If RWA reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then RWA shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to RWA in paper format, upon request by RWA at any time (including, but not limited to, at expiration or termination of this Agreement), Consultant agrees to provide the Work Product to RWA in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

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Deleted: provided, however, that Contractor shall not provide any Work Product to any third party without RWA's prior written approval, unless compelled to do so by legal process.

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## 8 Confidentiality of Information

*[The paragraphs in this section can be replaced with the phrase "Intentionally omitted" if the District will not provide any confidential information to the Contractor.]*

8.1 Consultant shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the RWA or created by Consultant in connection with the performance of the Work under this Agreement (the "Confidential Material"). Consultant shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by RWA. Consultant also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by RWA. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

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8.2 Consultant, and its officers, employees, agents, and subconsultants, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Consultant, or its officers, employees, agents, or subconsultants in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the RWA or by order of a court or regulatory entity with jurisdiction over the matter. Consultant, and its officers, employees, agents, and subconsultants shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, RWA policies and directives, and best industry security practices and standards.

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8.3 If any person or entity, other than RWA or Consultant, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

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8.4 Unless otherwise directed in writing by the RWA, upon contract completion or termination, Consultant must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the RWA that such materials have been destroyed.

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## 9 Compliance with Laws

9.1 General. Consultant shall in a manner consistent with the applicable Standard of Care, perform the Work in compliance with all applicable federal, state and local laws and regulations. Consultant shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Consultant

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shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work (as required by California Code of Regulations title 13, section 2022.1). Consultant shall be responsible for the safety of its workers and Consultant shall comply with applicable federal and state worker safety-related laws and regulations.

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## 9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any RWA facility, plant, building, structure, utility system or other property (“RWA Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any RWA Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on RWA machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Consultant shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Consultant also shall comply with Labor Code sections 1775 and 1813, including provisions that require Consultant to (a) forfeit as a penalty to RWA up to \$200 for each calendar day or portion thereof for each worker (whether employed by Consultant or any subconsultant) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to RWA the sum of \$25 for each worker (whether employed by Consultant or any subconsultant) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

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9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$25,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

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Consultant's Public Works Consultant Registration Number: \_\_\_\_\_

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9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Consultant under section 2 of this Agreement exceeds \$15,000, Consultant must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

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Consultant's Public Works Consultant Registration Number: \_\_\_\_\_

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d. *[This paragraph may be replaced with "Intentionally omitted" if the Work is not subject to a grant or loan agreement]* Consultant may perform some of the Work pursuant to funding provided to the RWA by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on RWA and its sub-recipients (the "Funding Conditions"). For any such Work, if RWA informs Consultant about the Funding Conditions, then Consultant agrees to determine, comply with and be subject to the Funding Conditions that apply to RWA's Consultants and Consultants performing the Work, including, but not limited to, provisions concerning record keeping, retention and inspection, audits, state or federal government's right to inspect Consultant's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws.

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## 10 Indemnification.

10.1 Consultant shall indemnify, and hold harmless RWA, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Consultant fees, and litigation costs) (collectively a "Claim") to the extent caused by the negligence, recklessness, or willful misconduct of Consultant or its employees, agents or subconsultants. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole or active negligence or willful misconduct of RWA or its employees or agents. Consultant's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

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10.2 This section 10.2 applies if the Consultant is a "design professional" as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Consultant's total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

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## 11 Insurance

Types & Limits. Consultant at its sole cost and expense shall procure and maintain

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for the duration of this Agreement the following types and limits of insurance: *[The general liability and automobile coverage limits may be reasonably adjusted depending on the Services overall risks, cost and complexity.]*

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| Type                         | Limits   | Scope  |
|------------------------------|--|--|
| Commercial general liability | \$2,000,000 per occurrence & \$4,000,000 aggregate | at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury |
| Automobile liability         | \$1,000,000 per accident                           | at least as broad as ISO Business Auto Coverage (Form CA 00 01)  |
| Workers' compensation        | Statutory limits                                   |  |
| Employers' liability         | \$1,000,000 per accident                           |  |
| Professional liability*      | \$1,000,000 per claim <u>and aggregate</u>         |  |

\*Required only if Consultant is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

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11.1 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name RWA, its officers, employees, volunteers and authorized agents as additional insureds regarding liability arising out of the Services. Consultant's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. RWA's insurance or self-insurance, if any, shall be excess and shall not contribute with Consultant's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to RWA. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to RWA. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Consultant agrees to waive subrogation that any insurer may acquire from Consultant by virtue of the payment of any loss relating to the Work. Consultant agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of RWA for the Work performed by Consultant.

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11.2 Proof of Insurance. Upon request, Consultant shall provide to RWA the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance signed by a person authorized to bind coverage on behalf of the insurer(s), certifying the additional

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insured coverage; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), and.

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**Deleted:** certifying the additional insured coverage

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Consultant.** Consultant's relationship to RWA is that of an independent Consultant. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees and agents are not RWA employees, and they are not entitled to RWA employment salary, wages or benefits. Consultant shall pay, and RWA shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify RWA, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Consultant's independent Consultant status or employment-related liability.

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12.3 **Subconsultants.** No subcontract shall be awarded nor any subconsultant engaged by Consultant without RWA's prior written approval. Consultant shall be responsible for requiring and confirming that each approved subconsultant meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subconsultant shall obtain the required insurance coverages and provide proof of same to RWA in the manner provided in section 11 of this Agreement.

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12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by RWA to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

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12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.



12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where RWA's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

RWA:

Regional Water Authority

Attn: \_\_\_\_\_

Regional Water Authority, 5620 Birdcage St # 180, Citrus Heights, CA 95610

E-mail: \_\_\_\_\_

Consultant:

\_\_\_\_\_  
Attn: \_\_\_\_\_

\_\_\_\_\_  
E-mail: \_\_\_\_\_

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Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

\_\_\_\_\_  
Regional Water Authority:

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**[Name]**

**[Title]**

|    **[Name of Consultant]:**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
      **[Name/Title]**

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**WE SUPPORT OUR COMMUNITIES**  
**WE ARE WATER FOCUSED**  
**WE TAKE PRIDE IN WHAT WE DO**  
**WE STRIVE TO BECOME OUR BEST**  
**WE DO WHAT'S RIGHT**  
**WE BELIEVE IN QUALITY**  
**WE LISTEN**  
**WE SOLVE CHALLENGING PROBLEMS**  
**WE SEE THE BIGGER PICTURE**  
**WE TAKE OWNERSHIP**  
**WE COLLABORATE**  
**WE HAVE FUN**  
**WE ARE WEST YOST**



Topic: Legislative and Regulatory Update  
Type: New Business  
Item For: Information/Discussion  
Purpose: Policy 100.5 and Strategic Plan Priority- Advocacy Objective A

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|               |  |            |  |
|---------------|--|------------|--|
| SUBMITTED BY: | Ryan Ojakian<br>Manager of Government<br>Relations | PRESENTER: | Ryan Ojakian<br>Manager of Government<br>Relations |
|---------------|--|------------|--|

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### EXECUTIVE SUMMARY

This is an information/discussion item for the Executive Committee to review and discuss various State legislative actions. Ryan Ojakian, Manager of Government Relations, will provide an oral report on legislative actions for the Executive Committee to consider.

### STAFF PRESENTATION SUMMARY

#### BACKGROUND

RWA was successful in advancing sponsored legislation last year. One of the top issues coming this year will be the setting of water efficiency requirements with implementation beginning in 2025. There is likely to be little flexibility in the compliance with the water efficiency standards, irrespective of the costs for compliance. Existing, statute does not allow the Water Board to consider other water reliability measures as an alternative to the water efficiency requirements and if those measures may be achieved at a lower cost. The Executive Committee should discuss the possibility of advancing legislation to allow flexibility in enforcement.

Two-year bills that are in their original house (i.e. Assembly bills in the Assembly and Senate bills in the Senate) must be moved through their respective house before the end of January. RWA has a position on most bills that are expected to move. However, AB 828 (Connelly D- San Rafael), which RWA does not have a position on was recently set for hearing on January 9<sup>th</sup>. It is a challenge to take a position on this bill at this time as amendments to the bill will not be public until the after the Legislature reconvenes on January 2<sup>nd</sup>. With that said the Executive Committee should be aware that the bill in print would limit GSA authority to restrict pumping and or impose fees on pumping by disadvantage communities or managed wetlands. It also would require GSP updates to ensure the advancement of the human right to water.

#### FINDING/CONCLUSION

This information/discussion is consistent with Policy Principles adopted as part of RWA policy 100.5 and Strategic Plan Priority- Advocacy Objective A

## Agenda Item 7



Topic: RWA Board of Directors Agenda  
Type: New Business  
Item For: Action; Motion to Approve  
Purpose: [Policy 200.2](#)

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an action item for the Executive Committee to review and consider approving the draft Agenda of the Regular Regional Water Authority (RWA) Board of Directors Meeting of January 18, 2024.

### STAFF RECOMMENDED ACTION

A motion to approve RWA Board of Directors Agenda for January 18, 2024, Board Meeting.

### BACKGROUND

Per RWA Policy 200.0, the Executive Committee will be authorized to prepare and approve agendas for meetings of the RWA Board of Directors.

Please be aware that the regularly scheduled Board meeting for January 18, 2024 will be held at the City of Roseville.

### FINDING/CONCLUSION

The Executive Director has prepared the draft Agenda for the RWA Board of Directors Meeting January 18, 2024 for the RWA's Executive Committee's review and approval.

### ATTACHMENTS:

Attachment 1- Draft RWA Board of Directors Agenda for January 18, 2024 Board Meeting



**REGIONAL WATER AUTHORITY  
MEETING OF THE BOARD OF DIRECTORS**

**Thursday, January 18, 2024 at 9:00 a.m.**

**City of Roseville Environmental Utilities  
2005 Hilltop Circle  
Roseville, CA 95747  
(916) 967-7692**

**IMPORTANT NOTICE REGARDING VIRTUAL PUBLIC PARTICIPATION:**

The Regional Water Authority currently provides in person as well as virtual public participation via the Zoom link below until further notice. The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker.

**Join the meeting from your computer, tablet or smartphone**

Join Zoom Meeting

<https://us06web.zoom.us/j/85038064583?pwd=tb7CgNMtRKKMCB48U3aGT1m1akzNdPm.1>

Meeting ID: 850 3806 4583

Passcode: 423518

**If we experience technical difficulties and the Zoom link drops and you are no longer able to connect to the Board meeting, please dial 877-654-0338 – Guest Code 198**

Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above.

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 967-7692. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Board of Directors may consider any agenda item at any time during the meeting.

**AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT:** Members of the public who wish to address the Board may do so at this time. Please keep your comments to less than three minutes.

**3. CONSENT CALENDAR:** All items listed under the Consent Calendar are considered and acted upon by one motion. Board Members may request an item be removed for separate consideration.

**3.1** Approve the draft meeting minutes of November 9, 2023, RWA Board Meeting.

**3.2** Appoint Tom Hoffart as acting Board Secretary of the Regional Water Authority

**3.3** Appoint Tom Hoffart as the Treasurer of the Regional Water Authority

**3.4** Accept Fiscal Year 2022/2023 RWA Financial Audit Report

**3.5** Approve the 2024 Policy Principles

**3.6** Approve the 2024 Federal Affairs Platform

**3.7** Authorize the Executive Director to enter into an agreement with West Yost Associates for services to support the ARTESIAN Agreement

**3.8** Approve Staff Cost of Living Adjustments in accordance with Policy 400.2

**Action: Approve Consent Calendar items as presented**

**4. 2024 RWA BOARD ELECTIONS OFFICERS AND EXECUTIVE COMMITTEE**

Presenter: Brett Ewart, RWA Chair

**Action: Approve 2024 RWA Vice Chair and Executive Committee election results**

**5. INFORMATION: VOLUNTARY AGREEMENT UPDATE**

Presenter: Michelle Banonis, Manager of Strategic Affairs

**6. INFORMATION: WATER USE EFFICIENCY PROGRAM**

Presenter: Amy Talbot, Water Use Efficiency Program Manager

**7. CLOSED SESSION**

**6.1** Closed session regarding labor negotiations (Gov. Code, § 54957.6)

Agency Representative: RWA Chair and Vice Chair

Unrepresented employee: Executive Director

**8. RETURN TO OPEN SESSION – ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION**

**9. EXECUTIVE DIRECTOR’S REPORT**



## 10. DIRECTORS' COMMENTS

### ADJOURNMENT

**Next RWA Board of Director's Meeting:**

March 14, 2024, 9:00 a.m. at to be determined. The location is subject to change.

**Next RWA Executive Committee Meeting:**

January 23, 2024, 1:30 p.m. at the RWA Office, 2295 Gateway Oaks, Suite 100  
Sacramento, CA 95833.

Notification will be emailed when the RWA electronic packet is complete and posted on the RWA website at: <https://www.rwah2o.org/meetings/board-meetings/>.

Posted on January 11, 2023

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James Peifer, Executive Director

Topic: Executive Directors' Report  
Type: New Business  
Item For: Information  
Purpose: General

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Jim Peifer  
Executive Director

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### EXECUTIVE SUMMARY

This is an information item for the Executive Director to provide a briefing on important activities, reports, communications, advocacy, and other updates.

### STAFF RECOMMENDED ACTION

None. This item is for information/discussion only.

### BACKGROUND

This agenda item is a standing item to provide an opportunity for the Executive Director to report to the Executive Committee on important activities, reports, communications, advocacy, and other updates.

The Executive Director will be making an oral report.

**Watershed Resilience Program  
Ad Hoc Committee and  
Organizational Structure**

Chair Tony Firenzi has created a Watershed Resilience Program Ad Hoc Committee to create an organizational structure and steering committee for cooperative program with the Department of Water Resources for watershed planning.

Steering Committee

Desired outcome: To assemble a steering committee of representatives from the Yuba River, Bear River, American River and Cosumnes River Supershed that can make policy decisions while channeling the needs of the broader water user region.

Ten-member steering committee (including two environmental NGO reps):

- Headwaters: Rebecca Guo (EDWA)
- American River Watershed: Tony Firenzi (PCWA)
- Yuba & Bear River Watersheds: Greg Jones (NID)
- Cosumnes River Watershed: Austin Miller (Sac. Co. Water Agency)
- Fisheries: Mike Tognolini, or designee (East Bay Municipal Utilities District)
- Env. NGO Representative (two): Clyde MacDonald (SARA) and Ted Rauh (ECOS)
- Groundwater: Brett Ewart (City of Sacramento)
- Flood Control: Gary Bardini (SAFCA)
- Water Quality: Sean Bigley (City of Roseville)

Committee staff:

Trevor Joseph (lead)  
Jim Peifer  
Ryan Ojakian  
Michelle Banonis

Water Forum Liaison: Jessica Law, or designee

## Agenda Item 9



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Topic: Board Directors' Comments  
Type: New Business  
Item For: Information  
Purpose: Routine

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SUBMITTED BY: Jim Peifer  
Executive Director

PRESENTER: Tony Firenzi  
Chair

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### EXECUTIVE SUMMARY

This is an information item to provide an opportunity for the RWA Executive Committee to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.

### STAFF RECOMMENDED ACTION

None. This item is for information only.

### BACKGROUND

This agenda item is a standing item to provide an opportunity to report on any updates from their agency, comments, request future agenda items, recommendations, and questions.