



March 4, 2011

Mr. Lewis Bair
Reclamation District 108
975 Wilson Bend Road
P.O. Box 50
Grimes CA 95950

SUBJECT: Proposal to Provide Engineering Consulting Services—Northern Sacramento Valley Regional Water Management Group

Dear Lewis:

West Yost Associates (West Yost) is pleased to present this proposal to assist the Northern Sacramento Valley (NSV) Regional Water Management Group (RWMG) in furthering efforts towards developing an Integrated Regional Water Management Plan. This proposed effort is in response to the NSV ad hoc Steering Committee's request for services related to the recently authorized USBR "Sacramento Valley IRWMP Revision and Implementation" grant. This proposal outlines our proposed scope of services and includes our estimated costs and schedule for completion of these services.

We understand that the intent of this project is to assist the NSV RWMG with moving the NSV RWMG governance structure forward and completing preliminary key steps towards beginning the IRWMP process. These steps include: convening and providing facilitation services to the NSV Governing Board; assisting in the appointment and convening the Technical Advisory Committee (TAC) after it has been appointed (providing support as may be needed in the appointments process, and any needed technical support), and preparing a draft funding plan. Additional details are provided in the discussion that follows.

PROPOSED SCOPE OF WORK

The proposed project will develop a NSV IRWMP governance structure, funding plan, and governance section to be inserted into the subsequent IRWMP. West Yost's efforts will build on work completed to-date on developing governance structure options and the subsequent formal adoption by the six counties of a governance structure for the NSV RWMG. The proposed project will also build on and begin to implement the IRWMP Work Plan developed as part of the Proposition 84 Planning Grant application submitted in September 2010.

West Yost proposes to perform the following scope of work:

- Task 1 – Governance Structure: Facilitate Governing Board (Board) Meetings, Formation of TAC, and Provide Facilitation and Technical Support for TAC Meetings
- Task 2 – Prepare IRWMP Funding Plan
- Task 3 – Prepare Governance Memorandum

These tasks are described in detail below.

Task 1 – Governance Structure: Facilitate Governing Board (Board) Meetings, Formation of TAC, and Provide Facilitation and Technical Support for TAC Meetings

The NSV RWMG is currently governed by a Memorandum of Understanding (MOU) signed by Butte, Colusa, Glenn, Shasta, Sutter, and Tehama counties. All six counties' respective Boards of Supervisors have adopted a governance structure that consists of three Board of Supervisor-appointed representatives from each county. The 18-member Governing Board held its inaugural meeting on January 19, 2011. West Yost assisted the ad hoc Steering Committee in preparing the agenda, agenda packet, and PowerPoint presentation for the January Board meeting. West Yost will also prepare meeting materials for the next three Board meetings (anticipated for March, May, and July 2011). The ad hoc Steering Committee (and once formed, the TAC) shall advise West Yost of what items they would like in the Board meeting agendas and shall also provide West Yost with agenda packet materials wherever materials are specific to any NSV county or water agency represented on the TAC. West Yost's role will be to coordinate and assemble the draft agendas, agenda packets, and/or PowerPoint presentations to the extent the budget allows. West Yost will also continue to act as staff to the Board and facilitate the Board meetings as requested by the TAC with support from the Board.

The Work Plan prepared for the Proposition 84 Planning Grant application (submitted September 2010) suggests that a Board-appointed TAC replace the existing ad hoc Steering Committee with the intent to serve as a staff-level advisory committee to the Board. At the March or May Board meeting it is anticipated that the Board will appoint members to the TAC.

West Yost will assist the Board, the ad hoc Steering Committee, and future TAC through this process as appropriate and as this task budget allows. West Yost will perform this task as requested by the ad hoc Steering Committee (or once formed, the TAC). If West Yost's assistance is not needed for some meetings, the budget savings can be reallocated to provide the ad hoc Steering Committee (or once formed, the TAC) additional technical support. Under this task, West Yost will help organize and facilitate the inaugural TAC meeting in 2011. West Yost will also attend, participate in, and prepare agendas and agenda packets for monthly TAC meetings through the end of 2011.

This task does not include attendance at, or meeting material preparation for, any meetings that are in addition to those Board and TAC meetings listed above. However, as the budget allows, the ad hoc Steering Committee (or once formed, the TAC) may choose to substitute a different meeting for West Yost to attend, and for which to produce meeting materials, instead of one of the planned Board or TAC meetings mentioned above.

Work Product: Meeting materials, including meeting summary notes, for up to four (4) Board meetings and eight (8) TAC meetings.

Task 2 – Prepare IRWMP Funding Plan

Developing, maintaining, and implementing an IRWMP is a significant effort and will require smart financial planning. A funding plan will be developed to develop the IRWMP and ensure long-term IRWM coordination and sustainability. The funding plan will evaluate cost estimates for completing an IRWMP, expenses incurred to-date, and document planned and actual costs and in-kind contributions. The funding plan will also account for the amount of technical and facilitation services the NSV RWMG can expect to receive from DWR, which has committed to providing this type of assistance to new and emerging regions such as the NSV RWMG. An estimate of remaining costs for the completion of an IRWMP will then be determined.

Based on this estimate, the funding plan will consider state and federal grant funding, eligible in-kind contributions, and cost-share needs to be contributed by participating water agencies and counties. Grant sources include the state Proposition 84 IRWM grant program and the U.S. Bureau of Reclamation “Sacramento Valley Integrated Regional Water Management Plan Revision and Implementation” grant program. Many of the NSV RWMG participants will have in-kind contributions associated with participation in ongoing NSV RWMG TAC meetings and from staff preparing IRWM-related items for their water agency Board meetings or County Supervisor Board meetings. A cost-share template spreadsheet will be developed and distributed to the TAC. West Yost will coordinate with the TAC to ensure that the cost-share template spreadsheet is filled-out by each of the relevant RWMG participants. Based on information provided on the cost-share spreadsheet, the funding plan will establish both total dollar and percentage contributions expected from each participant for the portion of the cost that will be funded directly by the local agencies. The TAC will determine the recommended percentage contributions. The Board must approve these percentages before the funding plan is finalized.

In addition to IRWMP-related expenses, ongoing IRWM coordination expenses will be determined. Ongoing expenses will likely include monthly meetings and other efforts to sustain regional efforts, cooperation, communication and maintain cohesion of the NSV RWMG after the two-year IRWMP is completed. Regular meetings will be critical to ensuring that the IRWMP is implemented and updated on a regular basis as warranted. It will be important to develop an annual dues structure to ensure commitment from participants and maintain the integrity and utility of the NSV RWMG into the future. Annual dues are intended to ensure ongoing project management, website maintenance, future state and federal funding tracking, and Board and TAC meeting facilitation. West Yost will review dues structures and anticipated long-term activities of other RWMGs in the state to develop recommendations for the NSV RWMG dues structure.

The funding plan will be discussed at three NSV RWMG Governing Board meetings (May, July, and September 2011) in addition to multiple county supervisor meetings at the request of the Board. At the May Board meeting West Yost will present recommended funding plan principles. Agreement on cost-share allocations among local agency participants will likely take time and involve a wide range of issues. We recognize the importance of getting this ongoing funding contribution decided early in the IRWMP process.

Work Product: One draft and one final funding plan, including a list of the IRWMP work plan activities and summary of anticipated, ongoing NSV RWMG activities.

Task 3 – Prepare Governance Memorandum

The California Department of Water Resources IRWM Guidelines state that the governance requirement is intended to “...ensure that an IRWMP has the structures and procedures that maximize functionality, participation in the plan, and plan longevity.” The guidelines also state that governance should be effective in updating and implementing the IRWMP, while safeguarding and supporting collaboration among stakeholders. In discussions with the NSV ad hoc Steering Committee and the individual county-level groups, it was clear that a governance structure for developing an IRWMP could be less formal with a less restrictive structure and make-up than a governance structure for implementing projects. A planning governance structure needs to consider the following elements:

1. Institutions – it needs to be fully supported by its members.
2. Stakeholders – the planning process needs to adequately represent the key interests in the region.
3. Decision-making – the structure needs to be set up to make decisions. This will include the conduct of the planning process, selection of necessary consultants, and the ability to rank project proposals.
4. Communications – information on the planning process, decisions and other planning details need to be communicated to the public and interested stakeholders.
5. Funding and contracting – an essential authority is to accept and disburse funds.
6. Implementation – in the context of developing the IRWMP, implementation involves the adoption of the final Plan and developing an overall implementation plan for the future.

Elements 1 and 2 relate to the governance structure and makeup itself, while Elements 3 through 6 link that structure to the IRWMP planning process. Every interest will need to be part of the planning process, but decisions will always need to be made by a smaller, generally representative, group.

After the first two Board meetings and first TAC meeting (i.e. around May 2011), West Yost will begin to update the NSV governance structure description from what is currently in the Work Plan developed as part of the Proposition 84 Planning Grant application. West Yost will continue to update the governance description throughout the year to document the decisions made by the Board in this regard. The description will be formatted into a memorandum that the NSV RWMG can later insert into the NSV IRWMP governance section.

It is anticipated that the governance memorandum will document facts such as the Board’s establishment, organization and advisory committees (such as the TAC), fee (dues) structure, and commitment for in-kind services/cost sharing. The memorandum should also document that the NSV Board will ensure the IRWMP will provide for, and be responsible for, the following:

- Public outreach and involvement processes
- Effective decision-making
- Balanced access and opportunity for participation in the IRWMP process

- Effective communication – both internal and external to the IRWMP region
- Long-term implementation of the IRWMP
- Coordination with neighboring IRWMP efforts and State and federal agencies
- The collaborative process(es) used to establish plan objectives
- How interim changes and formal changes to the IRWMP will be performed
- Link water planning to land use planning
- Updating or amending the IRWMP

Work Product: One draft and one final governance memorandum.

SCHEDULE

Assuming authorization to proceed is received by March 7, 2011, the project tasks will be performed according to the dates shown in the proposed project schedule, Table 1.

Table 1. Proposed Schedule	
Description	Timeframe
Task 1 – Governance Structure: Facilitate Board Meetings, Formation of TAC, and Provide Facilitation and Technical Support for TAC Meetings	January – December 2011
Task 2 – Prepare IRWMP Funding Plan	March – September 2011
Task 3 – Prepare Governance Memorandum	May – December 2011

PROJECT COST INFORMATION

We propose to perform these services on a time and materials basis in accordance with our standard company billing rate schedule, included as Attachment A. Our estimated budget for the scope of work is summarized in Table 2 and shown in detail, by staff-type and anticipated hours, in Attachment B. We will not exceed \$100,000 without prior written authorization.

Table 2. Proposed Budget	
Description	Cost, dollars
Task 1 – Governance Structure: Facilitate Governing Board Meetings, Formation of TAC, and Provide Facilitation and Technical Support for TAC Meetings	30,300
Task 2 – Prepare IRWMP Funding Plan	49,800
Task 3 – Prepare Governance Memorandum	19,900
Total	\$100,000

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Again, this proposed effort is in response to the NSV ad hoc Steering Committee's request for services related to the USBR "Sacramento Valley Integrated Regional Water Management Plan Revision and Implementation" grant. Please note that the USBR grant application includes \$150,000 worth of consultant costs. However, \$50,000 of this amount has already been expended via the 2009 contract with Butte County for developing governance options and initial work plan support.

Please call me at (530) 792-3224 to discuss this proposal. We look forward to supporting you in this work.

Sincerely,

WEST YOST ASSOCIATES

A handwritten signature in black ink, appearing to read "S Macaulay". The signature is fluid and cursive, with a large initial "S" and a long horizontal stroke extending to the right.

Steven C. Macaulay

Vice President

SCM:nmp

attachments



WEST YOST ASSOCIATES, INC. 2011 Billing Rate Schedule

(Effective January 1, 2011 through December 31, 2011)*

Position	Labor Charges (dollars per hr)
Principal/Vice President	206
Engineering Manager	196
Principal Engineer/Scientist	179
Senior Engineer/Scientist/GIS Analyst	161
Associate Engineer/Scientist	144
GIS Analyst	144
Engineer II/Scientist II	127
Engineer I/Scientist I	110
Construction Manager III	156
Construction Manager II	144
Construction Manager I	133
Resident Inspector III	121
Resident Inspector II	112
Resident Inspector I	98
Sr. Designer/Sr. CAD Operator	104
Designer/CAD Operator	92
Technical Specialist II	90
Technical Specialist I	78
Engineering Aide	65
Administrative IV	92
Administrative III	81
Administrative II	69
Administrative I	58

Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, Travel, etc. will be billed at actual cost plus 15%.

Direct Costs including general computers, system charges, telephone, fax, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 5% of West Yost labor charges.

Mileage will be billed at the current Federal Rate.

Subconsultants will be billed at actual cost plus 10%.

Computers are billed at \$25 per hour for specialty models and AutoCAD.

Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.

A Finance Charge of 1.5 percent per month (an Annual Rate of 18 percent) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Billing rates apply to all computers and equipment, whether owned or rented by West Yost, and to all employment categories including regular full-time, part-time, limited term and contract personnel as defined in West Yost's Employee Handbook.

*This schedule will be updated annually

WEST YOST ASSOCIATES, INC.

2011 Billing Rate Schedule

(Cont'd.)

(Effective January 1, 2011 through December 31, 2011)*

SURVEYING AND EQUIPMENT CHARGES

Position	Labor Charges (dollars per hr)
GPS, 3-Person	317
GPS, 2-Person	271
GPS, 1-Person	213
Survey Crew, 2-Person	230
Survey Crew, 1-Person	173

EQUIPMENT CHARGES

Equipment	Billing Rate (dollars per day)	Billing Rate (dollars per week)
DO Meter	16	77
pH Meter	5	24
Automatic Sampler	120	658
Transducer/Data Logger	38	190
Hydrant Pressure Gage	11	47
Hydrant Pressure Recorder (HPR)	—	190
Hydrant Wrench	5	30
Pitot Diffuser	27	124
Well Sounder	27	124
Ultrasonic Flow Meter	—	249
Vehicle	82	412
Velocity Meter	11	60
Water Quality Multimeter	163	891
Thickness Gage	—	66

*This schedule will be updated annually

PROPOSED BUDGET for RD 108

PROJECT: NSV REGIONAL WATER MANAGEMENT GROUP GOVERNANCE AND FUNDING PLAN

3/4/2011

Estimated Staff Hours and Budget West Yost Associates							Labor		Drafting		Modeling		Costs		
		P/V/P \$206 Macaulay	P/V/P \$206 Nakano	SE/SS \$161 de Barruel	ESI \$110 LaVallee	ADMIII \$81	Hours	Fee	Hours	Fee \$ 25	Hours	Fee \$ 25	Routine ODC 5%	Sub. w/ markup 10%	Other Direct
PROJECT: NSV Regional Water Management Group Governai															
Task 1.0 Governance Structure: Facilitate Governing Board Meetings, Formation of TSC, and TSC Mtgs															
1.01	Meeting Attendance	24	4	36			64	\$ 11,564	0	\$ -	0	\$ -	\$ 578	\$ -	\$ 12,142
1.02	Meeting Material Preparation	20	8	40	40	8	116	\$ 17,256	0	\$ -	0	\$ -	\$ 863	\$ -	\$ 18,119
Subtotal, Task 1 (hours)		44	12	76	40	8	180		0		0				
Subtotal, Task 1 (\$)		\$ 9,064	\$ 2,472	\$ 12,236	\$ 4,400	\$ 648		\$ 28,820		\$ -		\$ -	\$ 1,441	\$ -	\$ 30,261
Task 2.0 Prepare IRWMP Funding Plan															
2.01	Prepare Funding Plan	40	20	132	120	8	320	\$ 47,460				\$ 2,373	\$ -	\$ 49,833	
Subtotal, Task 2 (hours)		40	20	132	120	8	320		0		0				
Subtotal, Task 2 (\$)		\$ 8,240	\$ 4,120	\$ 21,252	\$ 13,200	\$ 648		\$ 47,460		\$ -		\$ -	\$ 2,373	\$ -	\$ 49,833
Task 3.0 Prepare Governance Memorandum															
3.01	Prepare Governance Memorandum	20	28	54		4	106	\$ 18,906				\$ 945	\$ -	\$ 19,851	
Subtotal, Task 3 (hours)		20	28	54	0	4	106		0		0				
Subtotal, Task 3 (\$)		\$ 4,120	\$ 5,768	\$ 8,694	\$ -	\$ 324		\$ 18,906		\$ -		\$ -	\$ 945	\$ -	\$ 19,851
TOTAL (hours)		104	60	262	160	20	606		0		0				
TOTAL (\$)		\$21,424	\$12,360	\$42,182	\$17,600	\$1,620		\$ 95,186		\$ -		\$ -	\$ 4,759	\$ -	\$ 99,945