

# Proposal for Administering the Westside Integrated Regional Water Management Plan

Submitted by

## Weir Technical Services

October 11, 2013



Weir Technical Services  
3026 Ferndale Court  
Pleasanton, CA 94588-3579  
510-410-5923  
925-484-0123 (fax)



October 11, 2013

Mr. Chris Lee  
Principal Water Resources Specialist  
Solano County Water Agency  
810 Vaca Valley Parkway, Suite 203  
Vacaville CA 95688

Sent via email to [clee@scwa2.com](mailto:clee@scwa2.com)

### **Proposal for Administering the Westside Integrated Regional Water Management Plan**

Dear Mr. Lee:

This is to confirm my interest in providing administrative services to the Coordinating Committee of the Westside Integrated Regional Water Management Plan (Westside IRWMP). This is an exciting opportunity to utilize my experience and skills for the mutual benefit of the member agencies of a unique organization. As noted in the Request for Proposals (RFP), I am enclosing a proposal to provide the services described in the RFP.

I have nearly twenty-five years' experience in managing organizations similar to the CC. From 1989 to 2008 I was the General Manager for East Bay Dischargers Authority (EBDA), a Joint Powers Agency. Since 2008 I have served as the Program Manager for North Bay Water Reuse Association, which is a coalition of ten agencies operating under a Memorandum of Understanding.

While I was at EBDA I also served on the Board of Directors for the Bay Area Clean Water Agencies (BACWA). BACWA was responsible for developing the Bay Area IRWMP. I am familiar with many of the CC organizations and know some of the participants.

The proposal includes the following items:

1. Statement of Qualifications, six (6) pages
2. Exhibit A – Scope and Costs, four (4) pages
3. Exhibit B - Sample Scope of Work from North Bay Water Reuse Authority, four (4) pages

Please feel free to contact me should you have any questions or need additional information.

Sincerely,

Handwritten signature of Charles V. Weir

Charles V. Weir  
Weir Technical Services

Enclosure

# **WESTSIDE INTEGRATED REGIONAL WATER MANAGEMENT PLAN STATEMENT OF QUALIFICATIONS**

## **Similar Work Performed**

### ***Program Manager, North Bay Water Reuse Authority, 2008 – Present***

- Coordinate room reservations for Board, Technical Advisory Committee (TAC), Finance Committee, and Workshops
- Prepare all agendas for Board, TAC, and Finance Committee meetings; assist with development of agendas for Board workshops; prepare minutes for all meetings
- Notice all Board meetings pursuant to the Brown Act
- Coordinate meeting speakers; prepare agenda reports, including providing recommended actions for Board and TAC; review all consultant agenda reports and edit or suggest edits as needed
- Prepare agendas for and participate in monthly consultant coordination conference calls
- Act as point of contact with the public and respond to inquiries; give presentations to North Bay Watershed Association and other groups on behalf of NBWRA
- Develop NBWRA fiscal year budget based on TAC and Board direction; monitor expenses on a monthly basis and report to TAC and Board
- Coordinate meetings of Finance Committee, including scheduling meetings and preparing agenda reports and meeting minutes; develop financial procedures for consideration by the TAC and Board
- Track federal and State legislation and funding opportunities by monitoring communication and products produced by other consultants; including American Recovery and Reinvestment Act grants, WaterSMART grants, Propositions 84 and 1E;
- Chair a Task Force to revise the Memorandum of Understanding (MOU) to create Board, revise membership, governance structure, and financial policies; work with agency attorneys to finalize revised MOU; coordinate agency approvals of revised MOU
- Report State lobbying expenditures to California Secretary of State
- Maintain various communication lists
- Prepare and update action item lists resulting from actions taken at Board and TAC meetings
- Lead a Task Force to meet with State Water Resources Control Board Division of Financial Assistance to revise policies and procedures related to approval of loans through the State Revolving Fund
- Draft various letters on behalf of Board and TAC; distribute letters once approved
- Review and comment on documents and reports prepared by consultants, including Environmental Impact Report / Environmental Impact Statement and various Phase 2 reports
- Track proposed changes to State Water Resources Control Board's Recycled Water Policy; track potential changes to Title 22 regulations through proposed legislation sponsored by WateReuse Association (AB2398); contact WateReuse to obtain paper presented at California Association of Sanitation Agencies conference and distribute to Board agenda list
- Track information related to potential State funding through Department of Water Resources Integrated Regional Water Management Plan

### ***General Manager, East Bay Dischargers Authority, 1989 – 2008***

- Responsible for the organization, direction and coordination of the business of a subregional wastewater treatment agency

- Oversee operation and maintenance of joint-use facilities of a joint powers agency
- Report to a five member Authority Commission representing the member agencies, two cities and three sanitary districts
- Prepare for and administer regular Committee and Commission meetings in compliance with the Brown Act; five committees including Financial Management, Operations and Maintenance, Personnel, Regulatory Affairs, and Livermore-Amador Water Management Agency; responsible for all agenda and meeting minute preparation
- All financial activities of the Authority: budgeting cost tracking, auditing, purchasing, project management, accounts payable, and invoicing; responsible for development and maintenance of Financial Policy and Procedures Manual
- Responsible for negotiation of and compliance with NPDES permit and all regulatory issues
- Conduct special studies and prepare reports.
- Represent the Authority with the public and other government agencies, including State and Regional Water Boards
- Negotiate, administer, and control all contracts and activities of mutual benefit to the member agencies
- Responsible for all Information Management System activities
- Represent the Authority on the Board of the Bay Area Clean Water Agencies (BACWA)
- Represent the Authority on the Board of the California Sanitation Risk Management Authority
- Represent the Authority and BACWA on the Boards of San Francisco Estuary Institute and Aquatic Science Center
- Represent the Authority on various committees of the California Association of Sanitation Agencies (CASA)
- Represent the Authority on the Tri-Technical Advisory Committee – jointly sponsored by California Water Environment Association, League of California Cities, and CASA

***Operations Manager, City of Sunnyvale Water Pollution control Plant, 1984 – 1989***

- Plan and administer the operation of the Water Pollution Control Program and facilities
- Supervise and coordinate and evaluate annually the work of a staff of 22 to ensure compliance with state and federal regulations
- Prepare and manage operational budget and capital purchases
- Act as division Safety and Training Coordinator and plant Energy Manager
- Develop Management Achievement Plan and prepare annual reports
- Serve on various task forces and committees including development of curriculum for City's Management Certificate Program
- Prepare various reports including Reports to Council

***Director, Water Quality Control Institute, State Water Resources Control Board, 1979 – 1984***

- Plan, organize and administer a comprehensive statewide training program for water quality control personnel
- Manage a staff of four training coordinators and one office manager
- Public relations and promotion of program with public and private agencies
- Review, edit, and develop curriculum materials and conduct courses
- Develop and administer federal grants for funding of program
- Develop and review operator certification exams

***Training Coordinator, Water Quality Control Institute, State Water Resources Control Board, 1978 – 1979***

- Public relations and promotion of program with public and private agencies
- Review, edit, and develop curriculum materials and conduct courses

- Develop and administer federal grants for funding of program
- Develop and review operator certification exams

***Chemist / Laboratory Director, City of Riverside, Water Quality Control Plant, 1973 - 1978***

- Direct the operation of a certified laboratory for two wastewater treatment plants
- Supervise and train lab and operations personnel in the performance of lab tests
- Prepare reports for process control and regulatory agencies
- Troubleshoot plant processes and conduct special projects to assist in design of plant expansion

**References**

Bill Long  
 Board Member Novato Sanitary District  
 Board Member North Bay Water Reuse Authority  
 Novato Sanitary District  
 500 Davidson Street  
 Novato, CA  
 415-883-0261

Elizabeth Allen, Executive Director  
 California Water Environment Association  
 7677 Oakport St., Suite 600  
 Oakland, CA 94621  
 510.382.7800, ext. 101

Roland Dias  
 Board Member Oro Loma Sanitary District  
 Commissioner East Bay Dischargers Authority  
 510-276-7440

**Qualifications, Personnel, and Subcontractors**

There will be only one person assigned to this project, Charles V. Weir. All of the experience listed above applies directly to his qualifications. A résumé for Mr. Weir is attached. There will be no subcontractors.

## **Résumé: CHARLES V. WEIR**

### **EDUCATION**

University of California, San Diego: Graduate Courses in Education, 1978-79  
California State Polytechnic University, Pomona: Masters Engineering Program, 1977-78  
University of California, Riverside: BS, Chemistry, 1972  
University of California, Riverside: BS, Biochemistry, 1972

### **CERTIFICATES AND CREDENTIALS**

SWRCB Grade V Wastewater Treatment Plant Operator, No. V-00882  
California Community College Instructor Credential

### **PROFESSIONAL HISTORY**

Weir Technical Services, Consultant, 2010-present  
RMC Water and Environment, Independent Contractor, - 2010 - present  
Oakley Water Strategies, Senior Project Manager, 2008-2010  
East Bay Dischargers Authority, General Manager, 1989-2008  
City of Sunnyvale, Operations Manager, 1984-1989  
State Water Resources Control Board, Director WQCI, 1979-84  
State Water Resources Control Board, Training Coordinator WQCI, 1978-79  
City of Riverside, California, Chemist/Laboratory Director, 1973-78  
UC Riverside, Teaching/Research Assistant, 1971-73

### **EXPERIENCE**

Mr. Weir has over 40 years of experience in the management, planning, operation, and maintenance of water, wastewater, and recycled water facilities. Specific experience and responsibilities:

#### Weir Technical Services

Serve as Program Manager for North Bay Water Reuse Authority through an agreement with Sonoma County Water Agency. Provide independent consultant services to Oakley Water / RMC as described below. Energy efficiency study for Town of Windsor. Plant performance comparison study for City of San Leandro. Development of strategic planning services for water and wastewater agencies in California. Provide expert witness services to legal community.

#### Oakley Water / RMC Water and Environment

Program Manager for a recycled water project for Napa, Sonoma, and Marin Counties in the North San Francisco Bay. Various NPDES permit development projects for San Francisco Bay Area agencies. Tracking and development of comments on State Water Board regulations for recycled water, stormwater, and construction projects. Provide technical services for Bay Area Clean Water Agencies.

#### East Bay Dischargers Authority

Responsible for the organization, direction and coordination of the business of a subregional wastewater treatment agency. Oversees operation and maintenance of joint-use facilities of a joint powers agency. Reports to a five member Commission representing the member agencies, two cities and three sanitary districts of the Authority. Prepares for and administers regular Committee and Commission meetings and all financial activities of the Authority. Responsible for negotiation of and compliance with NPDES

permit and all regulatory issues. Responsible for all budget activities. Conducts special studies and prepares reports. Represents the Authority with the public and other government agencies. Negotiates, administers, and controls all contracts and activities of mutual benefit to the member agencies. Responsible for all IMS activities.

#### City of Sunnyvale

Plan and administer the operation of the Water Pollution Control Program and facilities; supervise and coordinate the work of a staff of 22 to ensure compliance with state and federal regulations. Prepare and manage operational budget and capital purchases. Act as division Safety and Training Coordinator and plant Energy Manager. Develop Management Achievement Plan and prepare annual reports. Serve on various task forces and committees including development of curriculum for City's Management Certificate Program. Prepare various reports including Reports to Council.

#### SWRCB Water Quality Control Institute

Plan, organize and administer a comprehensive statewide training program for water quality control personnel. Public relations and promotion of program with public and private agencies. Review, edit and develop curriculum materials and conduct courses. Develop and administer federal grants for funding of program. Develop and review operator certification exams.

#### City of Riverside

Direct the operation of a certified laboratory for two wastewater treatment plants. Supervise and train lab and operations personnel in the performance of lab tests. Prepare reports for process control and regulatory agencies. Troubleshoot plant processes and conduct special projects to assist in design of plant expansion.

#### University of California Riverside

Graduate level nucleic acid research projects; teach undergraduate laboratory classes and grade papers.

### **AFFILIATIONS**

#### **Water Environment Federation:**

Government Affairs, Awards, and Technical Practices Committees

Director 2001-04

Long Range Planning Committee Vice Chair 2001-2003, Chair 2003-2005

Board of Trustees 2003-2005

Treasurer and Board of Trustees Member 2006-2009

#### **California Water Environment Association:**

President 1999-00, President-Elect 1998-99, Vice President 1997-98, Board Member 1989-92

Treasurer 1991-92, Chaired Long Range Planning Task Force 1997-98, various committees and task forces

**California Association of Sanitation Agencies:** Water and Land Sub-Committees

**Tri-Technical Advisory Committee (Tri-TAC):** Appointed by CWEA, member of Water Committee, Vice Chair 2003-2005, Chair 2005-2007

**Bay Area Clean Water Agencies:** Executive Board Member 1989-2008, Chair 1993-95 & 2000-02

**Bay Area Regional Water Recycling Project:** Executive Management Committee

**San Francisco Estuary Institute:** Board Member/Treasurer 2002-2010; Regional Monitoring Program Steering Committee, Chair 1996-1998

**Aquatic Science Center:** Board Member 2007-2009

**Association of Boards of Certification:** Board member representing Water Environment Federation, 2013

## **PUBLICATIONS AND PRESENTATIONS**

Editor, Water Environment Federation Manual of Practice (MOP OM-10), Activated Sludge, 1988

APWA Journal, Article on Energy Management, 1988

California Water Environment Association Bulletin, Regular Column on Training Issues (1978-84);  
Article on Grassroots Political Efforts (1997); Reports from the President (1999-00)

"Real World Ramifications of Adopting the Great Lakes Water Quality Guidance as National Policy: A San Francisco Bay Case Study," Proceedings of the Water Environment Federation 67th Annual Conference & Exposition, October 1994

"Justification for a Fecal Coliform Effluent Limitation for a POTW Discharging to San Francisco Bay", Proceedings of the Water Environment Federation 70th Annual Conference & Exposition, October 1997

Numerous presentations at state, regional, and local conferences as part of leadership responsibilities including: Water Environment Federation (WEF), WEF member associations, California Water Environment Association, California Association of Sanitation Agencies, Tri-TAC, and North Bay Watershed Association



## **Westside Integrated Regional Water Management Plan Scope and Costs**

The scope and costs as described in the RFP are very straightforward, and include the following:

1. Meeting Facilitation/Support (estimated 30---60 hours)
  - a. Facilitation support at meetings (anticipated to be quarterly but may occur more frequently)
  - b. Development of meeting agendas and supporting materials
  - c. Preparation of meeting summaries and distribution for comment
2. Public Outreach (estimated 20---40 hours)
  - a. Maintain stakeholder distribution lists and send Email blast notifications to stakeholder group
  - b. Quarterly newsletters
3. Data Management (estimated 20---40 hours)
  - a. Develop and maintain IRWMP objectives and project tracking spreadsheet. Tool will be developed to link multi---benefit projects to measure objectives progress and be easily updateable to facilitate future projects.
4. Funding Updates (estimated (20---40 hours)
  - a. Provide periodic funding updates at quarterly meetings (handout format)
5. Other Duties as needed to Support the CC in Administering the Westside IRWMP (estimated 20---40 hours)

The only additional task I would add to the scope would be a task to provide an orientation for the consultant. That would include individual meetings with the CC members to inquire about such items as: their expectations, what is working well, what needs improvement, governance and cost sharing, and communication preferences. A summary report would be provided to the CC at the completion of the meetings. I would estimate a total of 40 hours for that task.

The maximum total number of hours, including the additional task would be 260 hours. My hourly rate would be \$165 per hour from the beginning of the contract term through June 30, 2014. The total maximum cost for that effort would be \$42,900, plus expenses, which is well within the stated budget of \$62,000

As an independent contractor, I want to stress the fact that I am completely self-sufficient and would not require any office space, computer services, telephone, direct administrative assistance, or any other items. My hourly rate covers routine overhead expenses for office space, insurance, computers, email and internet services, routine printing, and telephone/fax. The only expenses I would include in monthly invoicing would include mileage, conference call expenses, travel expenses, and non-routine expenses:

- Mileage would be at the current IRS rate
- I maintain a conference call number that I use for conference call meetings. I would include an itemized cost for conference calls with no mark-up or profit.
- Travel expenses would include direct costs with no mark-up for conference registration, airline, parking, mileage, rental car, and meals. All such conference related expenses would be preapproved by the CC.
- Non-routine expenses could include, but not be limited to major printing jobs (i.e. multiple copies as directed by the CC) for reports, brochures, etc. I maintain an account at a local UPS store for such services.

My monthly invoice would include the following: detailed invoice for services including number of hours and hourly rate, expenses with applicable receipts, graph showing total costs by month versus time, and a Progress Report detailing activities for the month. A copy of a sample Progress Report is attached.

### **Summary of Costs**

Maximum of 260 hours at \$165 per hour = \$42,900 plus applicable expenses as described above.

Program Management Services  
Weir Technical Services  
NBWRA Phase 1 and Phase 2  
Sonoma County Water Agency Order Number 7630A5 and Account Number 391029

**Progress Report**

**August 2013**

**Task 2.1 Board of Directors and Technical Advisory Committee (TAC) Meeting Management**

- Scheduled, prepared agenda, and participated in August 7, 2013 consultant conference call.
- Reviewed news articles television reports on Napa Sonoma Marsh and other items sent by outreach consultant.
- Prepared and distributed Board and TAC agenda packets for August 19, 2013 meetings.
- Attended August 19, 2013 Board and TAC meetings in Novato.
- Drafted August 19, 2013 Board and TAC meeting minutes.
- Email correspondence with TAC members and State Legislative consultant regarding 2014 Water Bond. Drafted 2014 Water Bond letter and sent to Board Chair and TAC for review. Revised letter based on comments received from consultant and TAC. Reviewed Water Bond Coalition letter regarding SB42.
- Participated in two Water Bond Coalition conference calls.
- Attended August 30, 2013 Napa Sonoma Marsh Restoration ceremony in Napa.
- Updated distribution lists.

**Task 2.2 Budget Preparation and Reporting**

- Updated consultant cost summary for FY2012/13 and for July 2013.
- Reviewed Agency spreadsheets for FY2012/13.
- Drafted consultant scopes document to assist TAC in review of consultants. Revised based on comments received from consultants and Agency. Distributed to TAC to assist in consultant review.

**Task 2.3 Project Support and Review**

- Reviewed EIR/EIS issues for Napa State Hospital for Napa County.

**Task 2.4 Program Planning**

- Prepared August 2013 Progress Report and invoice.

**Task 2.5 Governance Issues**

- Added signature pages to final approved Memorandum of Understanding and distributed to TAC and consultants.

**Task 2.6 Additional Tasks (Optional)**

- No work was conducted on this task during the period.

**Program Manager Scope of Work  
Fiscal Year 2013/2014  
North Bay Water Reuse Authority  
Professional Services by Weir Technical Services**

**Task 1 – Board of Directors and Technical Advisory Committee (TAC) Meeting**

**Management.** The Program Manager (PM) will coordinate room reservations for regular meetings. The FY2012/13 and FY2013/14 schedules call for five Board meetings and ten TAC meetings. Each Board meeting will be preceded by Program Workshops. No action will be taken at the Board workshops. It is anticipated that the workshops will focus on Phase 2. TAC meetings will be held concurrent with the Board meetings as well as once between Board meetings. The TAC meetings following regular Board meetings will be for the purpose of summarizing the Board meetings and list action items resulting from the Board meetings. The PM will plan the regular meetings, including preparation of individual agendas for the Board workshops and meetings and TAC meetings. The PM will notice Board meetings via email in compliance with the Brown Act. The PM will be responsible for coordinating people who will be speaking, and preparing agenda item reports. Every effort will be made to email the agenda packets to NBWRA participants by 3:00 P.M. two business days prior to the monthly meeting (e.g. 3:00 PM on Thursday for a Monday meeting). To control costs, meeting participants are expected to bring their own copies of the agenda packet; however the PM will bring two extra copies of each Board agenda packet as a backup provision. The agenda packets are expected to be organized as one PDF document for ease in printing and reviewing.

The PM will facilitate the meetings to (1) assist with reaching an understanding of issues by NBWRA Board members as quickly as possible; (2) ensure efficient time spent on each agenda item; and (3) to obtain decisions on various elements of program where necessary and possible. Travel time to regular Board meetings, as well as all other NBWRA meetings attended by the PM as indicated in this scope, is included in the Program Manager budget. The PM will prepare and distribute action item minutes for both Board and TAC meetings for review within three days following meetings. The PM will also prepare and track the progress of short-term action items from Board and TAC meetings and include a report on said items in each TAC Agenda Packet.

The PM may be authorized to develop letters on behalf of the Board on an as needed basis. Letters may be related to state and federal legislation and or funding. An allowance is made for up to four letters per year.

The PM will participate in monthly coordination conference calls with Agency and consultant staff.

The PM will be the point of contact with the public, and will respond to inquiries through phone calls or emails as budget permits. The PM will also respond to inquiries from reporters and government officials as budget permits. A summary of inquiries responded to will be included in the monthly program progress report.

The PM may be authorized to attend meetings, seminars, or conferences to make presentations on behalf of NBWRA. An allowance is made for up to two such meetings per year.

Deliverables and Schedule:

- Meeting agenda and related documents, in one PDF when feasible, prior to regular meeting (5 Board workshops, 5 Board meetings, 10 TAC total for each year).
- Agenda item reports for each Board and TAC meeting (ranges from 5-12 depending on meeting).
- Action item minutes for each Board and TAC meeting (5 Board, 10 TAC total for each year).
- Short-term Action Item list for Board and TAC meetings (combined into one list, 10 total for each year).
- Draft and final letters on behalf of the Board related to legislation and or funding (up to 2 each per year).
- Summary of inquiries (to be included in regular monthly meeting packet).
- Copies of final presentations.

**Task 2 – Financial Management.** At the start of each calendar year, the PM will begin preparing the program budget in two formats: an annual budget (or two-year budget if directed by Agency and the TAC), and a longer range 3-year budget, based on program revenue and cost elements, including consultant costs. Assessments for the participating agencies will be identified. The TAC will recommend a budget for approval by the Board at its February meeting. The budget will cover tasks and costs for Phase 1, Phase 2, and Joint Use. Joint Use costs are those that are identified to be common to both Phase 1 and Phase 2. The PM will also review complete budget status information provided by the Agency on a quarterly basis, and include this information in the meeting packet. The PM will also track consultant costs on a monthly basis, compare costs to budget, and provide a summary to the TAC at each meeting.

The PM will also coordinate meetings of the Finance Committee, including development of agenda material and reports to the TAC. The Committee will develop draft budgets, review financial issues and reports and make recommendations to the TAC. It is anticipated that the Committee will meet as necessary prior to TAC meetings. It is estimated that the Committee will meet six times each year.

The PM will also assist NBWRA with processes related to obtaining state funding through grants or loans. This may include such programs and State grants, State Water Resources Control Board State Revolving Fund Program, or other programs that may become available. An allowance is made for attending up to four meetings per year related to these efforts.

Deliverables and Schedule:

- Draft budget documents up to four times per year.
- Final budget document to be presented in February each year for Board approval. An allowance is made to make minor modifications to the final budget based on Board approval.
- Quarterly Budget status updates (to be included with agenda packet PDF).
- Consultant cost summaries in each TAC Agenda packet.

- Finance Committee agenda packets for up to six committee meetings.
- Reports, including recommendations, from the Finance Committee in up to six TAC Agenda packets.
- Brief summary reports as needed in agenda packets related to obtaining State funding.

**Task 3 – Project Support and Review.** The PM will provide project support and review on various components of the overall North Bay Water Reuse Program. The intent is to review and comment on major tasks on behalf of the NBWRA member agencies. PM support may also include participation in meetings and conference calls on an as needed basis.

Phase 1 tasks include, but are not limited to: American Recovery and Reinvestment Act, WaterSMART grants, Proposition 84 and Integrated Regional Water Management Program. The ARRA Program will end in FY12/13. Phase 2 tasks include, but are not limited to the 18-month Phase 2 Scoping Study.

Deliverables and Schedule:

- Redline/strikeout versions of draft documents prepared by NBWRA consultants related to Phase 1 tasks, with suggested edits, comments, questions, and suggestions. Quantity of deliverables is dependent upon specific tasks authorized by the Board each fiscal year.

**Task 4 – Program Planning.** The PM will provide monthly program progress reports, which will be submitted each month with the agenda packet. Program progress reports will show progress on each element of the budget, and summarize activities during the respective month. The PM will also review reports as they are produced by the various consultants on NBWRA activities, for the purpose of program progress reports and other coordination activities. This scope does not include review of any subconsultant invoices.

An allowance is provided in the budget for project invoicing, as well as program management progress reports and budget status reports to support the program manager invoices.

Deliverables and Schedule:

- Program progress report (to be included in regular monthly meeting packet).
- Consultant progress reports in agenda packets (to be included in regular monthly meeting packet).

**Task 5 – Governance Issues.** The PM will assist NBWRA in informing potential new members regarding initiation fee and budget related costs. The PM will participate in meetings with potential new members regarding initiation fee and budget related issues. The PM will coordinate any efforts to revise the Memorandum of Understanding (MOU) and cost sharing methods therein. If it is determined that a revised MOU is needed, the PM will Chair a Task Force of representatives from the current and future member agencies to draft a revised MOU for review by legal counsel. The PM will also assist member agency legal counsels in resolving issues to develop a final MOU for approval by the Board and all appropriate agencies. This includes PM participation in workshops, development and identification of issues, and Task Force meetings, all subject to Board approval. This task will be conducted by the PM as budget permits. In FY12/13 governance issues will be focused on initiation fee and budget issues. The

MOU may be modified in FY12/13 on an interim basis to allow new members to join NBWRA in order to vote at Board and TAC meetings. Major revisions to the MOU will likely occur after FY13/14.

Deliverables and Schedule:

- Preparation of Task Force agendas and revised versions of the MOU.
- Development of alternative cost sharing methods.

**Task 6 – Contingency for Additional Tasks.** An allowance is included in the cost estimate for the PM to attend additional meetings or perform additional tasks during the year. These meetings, for example, could be for the purpose of discussing NBWRA strategy with project participants, USBR, consultants and others to achieve program goals, attending scoping meetings during the environmental review process, meeting with stakeholders, additional Finance Committee meetings, or for additional coordination/management of consultants. Tasks will only be authorized with the approval of the Board and/or TAC. Deliverables and schedule will be determined by the Board.

### Summary of Costs

<b>Task No.</b>	<b>FY13/14</b>
1. Board of Directors and Technical Advisory Committee (TAC) Meeting Management	\$36,000
2. Financial Management	\$14,500
3. Project Support and Review	\$3,150
4. Program Planning	\$7,650
5. Governance Issues	\$9,200
6. Contingency for Additional Tasks	\$7,500
<b>Total</b>	<b>\$78,000</b>