

Meeting: **Phase 2 Reservoir Project Agreement**

2020 February 21

Subject: **Reservoir Committee Meeting**

9:00 AM – 1:00 PM

Location: Maxwell Project Office
122 Old Highway 99W, Maxwell, CA 95955

Call in: 1-800-201-7439
Code: 644237

Chair: Thad Bettner (Glenn-Colusa Irrigation District)

Vice Chair: Jeff Davis (San Geronio Pass Water Agency)

Treasurer: Jamie Traynham (Davis Water District)

AGENDA

ROLL CALL & CALL TO ORDER:

10 min

- Introductions.
- Pledge of Allegiance.
- Approval of February 21, 2020 Agenda.
- Consider approving the January 17, 2020 Phase 2 Reservoir Committee Meeting Minutes.
- Period for Public Comment. Max: 10 min

SPECIAL PRESENTATION:

30 min

Weghorst

- Irvine Ranch Water District's perspective on the integration of groundwater & surface water.

1. Member's Reports:

1.1 Chairpersons' Report:

15 min

Bettner, Davis

This time is set aside to allow the Chair/Co-Chair an opportunity to disclose/discuss items related to the Sites Project.

1.2 Reservoir Committee Participant Reports:

5 min

Representatives

This time is set aside to allow Representatives or their Alternates an opportunity to disclose/discuss items related to the Sites Project.

2. Consent Agenda:

0 min

Watson

None.

3. Manager's Report:

15 min

Watson

3.1 Discussion and possible direction to staff regarding the Sites Project's monthly status report. **(Attachment 3-1A)**

3.2 Discussion and possible direction to staff regarding Proposition 1, WSIP activities and WIIN Act Funding.

Participation by phone is not counted in quorum or voting.

Status: **Issued for Use**
Purpose: **Informational**
Caveat 1: **Subject to change**
Caveat 2:

Version: **A**
Date: **2020 February 21**
Ref/File #:
Page: **1** of **4**

4. **2019 Ad Hoc Budget & Finance Workgroup:** 30 min Traynham
- 4.1 Consider accepting the Sites Project Authority Treasurer's Report. **(Attachment 4-1 A)**
- 4.2 Consider approval of the Reservoir Committee's portion of the monthly Payment of Claims. **(Attachments 4-2 A & B)**
- 4.3 Discussion and possible direction to staff regarding the forward-looking work plan associated with extending the time of the current Participation Agreement from January 1 through August 31, 2020 as Amendment 1B Work Plan).
- 4.3.1 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to HDR Engineers, Inc.'s (HDR) (Project Integration) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.1 A)**
- 4.3.2 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Brown and Caldwell's (B&C) (Project Controls) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.2 A)**
- 4.3.3 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Katz and Associates, Inc.'s (Katz) (Communications) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.3 A)**
- 4.3.4 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s (ICF) (Environmental Planning and Analysis) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.4 A)**
- 4.3.5 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s (ICF) (Permitting and Agreements) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.5 A)**
- 4.3.6 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to CH2M Hill Engineers, Inc.'s (CH2M) (Operations Simulation Modeling) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.6 A)**
- 4.3.7 Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Fugro USA Land, Inc.'s (Fugro) (Geology and Geotechnical) contract and task order scope of work, budget and period of performance. **(Attachment 4-3.7 A)**
- 4.3.8 Consider approval of a recommendation to the Sites Project Authority to approve contract amendment to increase the budget to the AECOM contract. **(Attachment 4-3.8 A)**

4.4 Discussion and possible direction to staff regarding recent changes to the Service Area G – Real Estate project team and future real estate service area work activities.

5. 2019 Ad Hoc Environmental & Permitting Workgroup: 10 min Bettner

5.1 Consider approval of a recommendation to the Sites Project Authority to re-start efforts on the Environmental Impact Report (EIR) for the Sites Reservoir Project, consider the most appropriate approach for completing the EIR pursuant to the California Environmental Quality Act (CEQA), and to continue working with Reclamation to finalize their EIS pursuant to the National Environmental Policy Act (NEPA); presumably as a joint document.

5.2 Informational Presentations regarding on-going or future activities and projects in the Sacramento River system and the Sacramento-San Joaquin Delta.

6. 2019 Ad Hoc Reservoir Operations Workgroup: 5 min Ruiz/Kunde

Discussion and possible direction to staff regarding the ongoing activities of the Reservoir Operations Workgroup.

7. 2019 Ad Hoc Siting & Water Facilities Workgroup: 20 min Vanderwaal/Azevedo

7.1 Discussion and possible direction to staff regarding value planning efforts to develop an updated project description.

8. September 1, 2020 through December 2021 Work Plan:

8.1 Discussion and possible direction to staff regarding development of the work plan for the period of performance starting September 1, 2020 and ending December 31, 2021 in accordance with a proposed Amendment 2 to the current Participation Agreement.

9. Recap: Watson

9.1 Agenda topics for next meeting?

- Presentation: Statewide water management actions: Reclamation's perspective on the Reinitiation of Consultation on Long-Term Operations.

9.2 Upcoming Reservoir Committee meeting:

Thursday, March 19, 2020 1:00 PM
Tsakopoulos Library Galleria
828 I Street, Sacramento, CA 95814

ADJOURN:

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the jurisdiction of the Reservoir Committee and is not already on today's agenda. The total amount of time allotted for receiving such public

communication shall be limited to a total of 10 minutes per issue and each individual or group will be limited to no more than 3 minutes each within the 10 minutes allocated per issue. **Note:** No action shall be taken on comments made under this comment period.

ADA COMPLIANCE: Upon request, agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the Board Clerk, specifying your disability, the format in which you would like to receive this Agenda and any other accommodation required no later than 24 hours prior to the start of the meeting.

Meeting: **Phase 2 Reservoir Project Agreement**

2020 January 17

Subject: **Reservoir Committee Meeting**

9:00 AM – 12:00 PM

Location: Maxwell Project Office
122 Old Highway 99W, Maxwell, CA 95955

Call in: 1-800-201-7439
Code: 644237

Chair: Thad Bettner (Glenn-Colusa Irrigation District)

Vice Chair: Jeff Davis (San Geronio Pass Water Agency)

Treasurer: Jamie Traynham (Davis Water District)

MINUTES

CALL TO ORDER:

Chairman Bettner called the meeting to order at 9:00 am, followed by the Pledge of Allegiance.

ROLL CALL:

Roll was called (See Attachment A), which resulted in 18 eligible representatives. This equated to 78.7% of the current participation percentage being in attendance, which is greater than the 50% needed to have a quorum of the Reservoir Committee. By 9:50 am 1 additional member was seated bringing the total participation percentage to 94.1%. At 11:00 am, 17 members were seated bring the total participation percentage to 87.6%

INTRODUCTIONS:

The Sites Reservoir Committee members, staff and members of the public introduced themselves.

ATTENDANCE:

See Attachment B.

AGENDA APPROVAL:

Chairman Bettner called for the approval of the January 17, 2020 Reservoir Committee Agenda.

General Manager Watson stated the Attachments under Agenda Item No. 9 were mislabeled and stated they would be corrected.

Action: It was moved by Cheng, seconded by Marks to approve the January 17, 2020 Reservoir Committee Agenda, as corrected. Motion carried unanimously.

MINUTES APPROVAL:

Chairman Bettner called for approval of the December 19, 2019 Phase 2 Reservoir Committee Meeting Minutes.

Participation by phone is not
counted in quorum or voting.

Status: **Issued for Use**
Purpose: **Informational**
Caveat 1: **Subject to change**
Caveat 2:

Version: **A**
Date: **2020 January 17**
Ref/File #:
Page: **1** of **7**

General Manager Watson stated a typo on top of page 3, first paragraph was missing the label 1.1.6 and stated that would be corrected.

Action: It was moved by Davis, seconded by Vanderwaal to approve the December 19, 2019 Phase 2 Reservoir Committee Meeting Minutes, as corrected. Motion carried unanimously.

PERIOD OF PUBLIC COMMENT:

Chairman Bettner called for public comment. Hearing none, he closed the period of public comment.

1. Member's Reports:

1.1 Chairpersons' Report: Bettner, Davis

This time is set aside to allow the Chair/Co-Chair an opportunity to disclose/discuss items related to the Sites Project.

Chairman Bettner expressed his appreciation on being nominated Chair for 2020 and stated Jeff Davis was nominated as the Vice-Chair.

Chairman Bettner provided an update on the following matters:

- Executive Director position.
- Strategic Planning Session.
- Re-structuring of the Work Groups.

Brief discussion followed with no action taken.

General Manager Watson provided an update on the Resiliency Plan/Portfolio

Discussion followed with no action taken.

1.2 Reservoir Committee Participant Reports: Representatives

This time is set aside to allow Representatives or their Alternates an opportunity to disclose/discuss items related to the Sites Project.

None.

2. Consent Agenda: Watson

None.

3. Manager's Report: 15 min Watson

3.1 Discussion and possible direction to staff regarding the Sites Project's monthly status report. **(Attachment 3-1A)**

General Manager Watson provided an overview of project activities performed in the months of December 2019 and January 2020 as follows:

- Announced Mr. Robinette and Ms. Forsythe were selected to be part of the NCWA Sac Valley Leadership Program.
- Announced the 2019 Annual Statements (Form 700s) to the FPPC are due by April 2, 2020 for Committee Members and their Alternates as well as filing of Assuming/Leaving Office forms.
- Continued work to advance the Work Plan through August and potential Work Plan from September 2020 through end of 2021.
- Continued support of Reclamation on completion of their Feasibility Report.
- Continued work on the Value Planning for both engineering and environmental.
- Ms. Forsythe participated as a panel member at the Public Policies Institute of California event related to freshwater ecosystem benefits.
- Announced staff has received 15 out of the 21 Participation Agreements and are at 71% compliance.
- Announced Ms. Forsythe represented Sites at the California Advisory Committee on Salmon and Steelhead Trout.

Discussion followed with no action taken.

3.2 Discussion and possible direction to staff regarding Proposition 1, WSIP activities and WIIN Act Funding.

General Manager Watson provided a review of Proposition 1, WSIP activities and WIIN Act Funding as follows:

- Received two additional checks from CWC and Invoice #4 will be submitted in February.
- Additional Staffing within Reclamation.
- Cooperative Operations without investment in Sites continue to explore that avenue.
- California Water Commission:
 - Met on January 15, 2020 and considered the following:
 - Election of new Officers/Commissioners.
 - Approved an update to the 2012 Strategic Plan.
 - Received an update on SIGMA.
 - Tabled discussion on the Governor's Resiliency Portfolio to February.
 - Update on Prop 1-Water Storage Investment Program.
- USDA:
 - Developing an end of year Status Report for work accomplished in year 2019.

- Federal Appropriations:
 - H.R. 1865, Appropriations Bill included \$6m for Sites.
 - Continued to work with Reclamation on a Financial Assistance Agreement.
 - Continued to work with Reclamation on future WIIN Act funding requests.

Ms. Kennedy provided a brief update on the progress of the Feasibility Report.

Discussion followed with no action taken.

9:50 a.m. Randall Nuedeck, Metropolitan Water District representative is now present and seated.

4. 2019 Ad Hoc Budget & Finance Workgroup: Traynham

4.1 Consider accepting the Sites Project Authority Treasurer's Report. (**Attachment 4-1 A**)

Action: It was moved by Davis, seconded by Tincher to accept the Sites Project Authority Treasurer's Report, as submitted. Motion carried unanimously.

4.2 Consider approval of the Reservoir Committee's portion of the monthly Payment of Claims. (**Attachments 4-2 A & B**)

Action: It was moved by Vanderwaal, seconded by Tincher to approve the Reservoir Committee's portion of the monthly Payment of Claims, as submitted. Motion carried unanimously.

5. 2019 Ad Hoc Agreements & Contracts Workgroup: Davis

None.

6. 2019 Ad Hoc Environmental & Permitting Workgroup: Bettner

No staff report. Discussion and possible direction to staff regarding the ongoing activities of the Environmental & Permitting Workgroup.

Ms. Forsythe provided an update regarding the ongoing activities of the Environmental & Permitting Workgroup on the following:

- Continued the biological and cultural monitoring for the Geotechnical drilling activities that Reclamation is undertaking.
- Continued to support the Value Planning efforts.
- Attended the Public Policies Institute of California's event regarding environmental water benefits.
- Attended the Humboldt County Board of Supervisors meeting regarding revisiting their support of the Sites Project.

- Preparing to look at activities through August 2020 and from September 1, 2020 through end of 2021, i.e., recirculation of the EIR/EIS and restarting environmental activities.
- In February/March, bring in several outside subject matter experts to speak to key projects that could have an effect on the operation of the Sites Project.

7. 2019 Ad Hoc Reservoir Operations Workgroup: Ruiz/Kunde

No staff report. Discussion and possible direction to staff regarding the ongoing activities of the Reservoir Operations Workgroup.

Mr. Kunde stated the last Workgroup meeting was held in November 2019. He stated a meeting was held with Ms. Forsythe on January 16, 2020 and reviewed the Workgroup's priorities.

Brief discussion followed, with no action taken.

8. 2019 Ad Hoc Siting & Water Facilities Workgroups: Vanderwaal/Azevedo

8.1 Discussion and possible direction to staff regarding value planning efforts to develop an updated project description.

Mr. Vanderwaal provided an update regarding the value planning efforts to develop an updated project description, stating a site visit was conducted on January 14, 2020 to inspect potential locations of key project features, as well as a presentation by Mr. Herrin regarding the same.

Mr. Kunde stated a recommendation should be forthcoming either in February or March 2020 regarding 1 or 2 Alternatives for consideration.

Brief discussion followed, with no action taken.

Chairman Bettner declared a recess at 10:10 a.m. and reconvened at 10:25 a.m.

9. Work Plan:

9.1 Discussion and possible direction to staff regarding the proposed process for developing a work plan and overall schedule of work to be completed through December 31, 2021 and under the current Participation Agreement as Amendment 2. (Attachment 9-1 A)

General Manager Watson provided an update regarding the proposed process for developing a work plan for the project to move forward and overall schedule of work to be completed through December 31, 2021 and spoke to the following:

- Purpose.
- Goals by end 2021.
- Key decisions.

- Schedule.
- Priorities.

Lengthy discussion followed regarding the issues below:

- Development of a plan to move forward through 2021.
- Agreement on targets.
- Milestones; including three “Go/No-Go” decision points.
- Financial feasibility of project.
- Project’s operations and size.
- Possible need for additional public review and/or recirculation of the Draft EIR/EIS.
- Funding through December 2021.
- Participation agreements.

Mr. Watson stated the goal is to return in February with an initial set of tasks and critical path schedule, with proposed cost targets and cash calls needed. Then, based on direction provided in February, present a more-detailed work plan at the March meeting for further consideration and direction.

11:00 a.m. Representatives Krause and Johnson from Desert Water Agency vacated their chairs and left the meeting.

9.2 Consider approval of the work plan for the period of January 1, 2020 through August 31, 2020 as part of the no cost time extension to the current participation agreement, **(Attachments 9-2 A & B)** for the following uses:

1. Amending existing consultant contract task orders and developing new task orders as needed, including the engineering service areas HC and HR.
2. Developing a revised Exhibit B to the Phase 2 (2019) Participation Agreement through Aug 31, 2020 aka Amendment 1B). Discussion followed.

Mr. Robinette provided an overview of the work plan for the period January 1, 2020 through August 31, 2020 and spoke to the summary-level of the deliverables, lead staff, and estimated work plan and budgets associated with Amendment 1B to the 2019 Reservoir Project Agreement's Exhibit B. He stated final scopes of work and budgets would be developed in task orders for each consultant and routed for approval to the Authority Board and the Reservoir Committee in February 2020. Discussion followed.

Action: It was moved by Davis, seconded by Kao to approve the Work Plan for the period January 1, 2020 through August 31, 2020, as part of the no cost time extension to the current participation agreement, **(Attachments 9-1 A)** for the following uses:

1. Amending existing consultant contract task orders and developing new task orders as needed, including the engineering service areas HC and HR.

- 2. Developing a revised Exhibit B to the Phase 2 (2019) Participation Agreement that reflects the time extension through August 31, 2020 (aka Amendment 1B).

The motion was approved by all those Committee Members present.

10. Recap: Watson

10.1 Agenda topics for next meeting?

- Irvine Ranch Water District regarding groundwater vs surface water Integration.
- Amendment for time extension, exhibit B and task orders.
- Water Management priorities.
- Value Planning.
- Presentation by Sacramento Valley Settlement Contractors regarding Statewide water management.

10.2 Upcoming Reservoir Committee meeting:

Friday, February 21, 2020 9:00 AM
Maxwell Project Office
122 Old Highway 99W, Maxwell, CA 95955

Chairman Bettner adjourned the meeting at 11:55 a.m.

Chairman
Thad Bettner

General Manager
Jim Watson

Attachment A to Meeting Minutes - Roll Call

Current Voting Committee Participants (21):

<input checked="" type="checkbox"/>	Pct	Participant	<input checked="" type="checkbox"/>	Pct	Participant
<input type="checkbox"/>	3.42	American Canyon, City	<input checked="" type="checkbox"/>	2.64	LaGrande WD (1)
<input type="checkbox"/>	2.51	Antelope Valley-East Kern WA	<input checked="" type="checkbox"/>	15.34	Metropolitan WD
<input checked="" type="checkbox"/>	2.46	Carter MWC (±)	<input checked="" type="checkbox"/>	3.42	Reclamation District 108 (A)
<input checked="" type="checkbox"/>	4.97	Coachella Valley WD	<input checked="" type="checkbox"/>	7.93	San Bernardino Valley MWD
<input checked="" type="checkbox"/>	4.97	Colusa County	<input checked="" type="checkbox"/>	6.01	San Geronio Pass WA
<input checked="" type="checkbox"/>	5.49	Colusa Co. WD (2)	<input checked="" type="checkbox"/>	6.53	Santa Clara Valley WD
P	2.50	Cortina WD (1)	<input checked="" type="checkbox"/>	3.67	Santa Clarita Valley WA (2)
<input checked="" type="checkbox"/>	2.90	Davis WD	<input checked="" type="checkbox"/>	6.27	Westside WD
<input checked="" type="checkbox"/>	0.00	Department of Water Resources (non-voting)	<input checked="" type="checkbox"/>	3.17	Wheeler Ridge-Maricopa WSD
<input checked="" type="checkbox"/>	4.06	Desert WA (±)	<input checked="" type="checkbox"/>	0.00	US Bureau of Reclamation (non-voting)
<input checked="" type="checkbox"/>	3.09	Dunnigan WD	<input checked="" type="checkbox"/>	4.97	Zone 7 WA
<input checked="" type="checkbox"/>	3.68	Glenn-Colusa ID	100.00 Total		

18 Voting members represented at Meeting start (See Note 1)

78.7 % Represented participation percentage

19 Represented by 9:50 am (See Note 1)

94.1. % Represented participation percentage

17 Represented after 11:35 am (See Note 1) (±)

87.6 % Represented participation percentage

Representation has been delegated as follows:

- (1) To Jamie Traynham, Davis WD
- (2) To Bill Vanderwaal, Dunnigan WD

NOTE 1: Participation by phone are not counted in quorum or voting unless delegated.

Attachment B to Meeting Minutes - Attendance

Current Voting Reservoir Committee Participants (21):

<i>Participant</i>	<input checked="" type="checkbox"/> <i>Representative</i>	<input checked="" type="checkbox"/> <i>Alternate</i>	<i>Others</i>
American Canyon, City	<input type="checkbox"/> Felix Hernandez III	<input type="checkbox"/> Jason Holley	
AVEK WA	<input type="checkbox"/> Dwayne Chisam	<input type="checkbox"/> Dan Flory	
Carter MWC	<input checked="" type="checkbox"/> Ben Carter	<input type="checkbox"/> Ann Carter	
Coachella Valley WD	<input checked="" type="checkbox"/> Robert Cheng	<input type="checkbox"/> Ivory Reyburn	
Colusa County.	<input checked="" type="checkbox"/> Mike Azevedo	<input checked="" type="checkbox"/> Gary Evans	
Colusa Co. WD	<input checked="" type="checkbox"/> Shelley Murphy	<input type="checkbox"/> Joe Marsh	
Cortina WD	Jim Peterson	<input type="checkbox"/> Chuck Grimmer	
Davis WD	<input checked="" type="checkbox"/> Jamie Traynham	<input type="checkbox"/> Tom Charter	
Desert WA	<input checked="" type="checkbox"/> Mark Krause	<input checked="" type="checkbox"/> Steve Johnson	
Dunnigan WD	<input checked="" type="checkbox"/> Bill Vanderwaal	<input type="checkbox"/>	
Glenn-Colusa ID	<input checked="" type="checkbox"/> Thad Bettner	<input type="checkbox"/> Don Bransford	
LaGrande WD	<input type="checkbox"/> Zach Dennis	<input type="checkbox"/> Ken LaGrande	
Metropolitan WD	<input checked="" type="checkbox"/> Randall Neudeck	<input type="checkbox"/> Chandra Chilmakuri	
RD 108	<input checked="" type="checkbox"/> Bill Vanderwaal	<input type="checkbox"/> Blair Lewis	
San Bernardino V MWD	<input checked="" type="checkbox"/> Bob Tincher	<input checked="" type="checkbox"/> Heather Dyer	
San Geronio Pass WA	<input checked="" type="checkbox"/> Jeff Davis	<input type="checkbox"/>	
Santa Clara Valley WD	<input checked="" type="checkbox"/> Cindy Kao	<input type="checkbox"/> Eric Leitterman	
Santa Clarita Valley WA	<input checked="" type="checkbox"/> Dirk Marks	<input type="checkbox"/> Steve Cole	
Westside WD	<input checked="" type="checkbox"/> Allan Myers	<input checked="" type="checkbox"/> Dan Ruiz	
Wheeler Ridge-Maricopa WSD	<input checked="" type="checkbox"/> Rob Kunde	<input type="checkbox"/>	
Zone 7 WA	<input type="checkbox"/> Amparo Flores	<input type="checkbox"/> Carol Mahoney <input type="checkbox"/> Jarnail Chahal <input checked="" type="checkbox"/> Wes Mercado <input checked="" type="checkbox"/> Valerie Pryor	

Non-Voting Committee Participants (2):

<i>Participant</i>	<input checked="" type="checkbox"/> <i>Representative/Other</i>	<input checked="" type="checkbox"/> <i>Alternate/Other</i>	
Dept of Water Resources	<input checked="" type="checkbox"/> Rob Cooke	<input type="checkbox"/> David Sandino	<input checked="" type="checkbox"/> Alex Vdovichenko
	<input type="checkbox"/> Ajay Goyal	<input type="checkbox"/> Jim Wieking	<input type="checkbox"/> Dave Arrate
Bureau of Reclamation	<input type="checkbox"/> Richard Welsh	<input type="checkbox"/> Don Bader	<input type="checkbox"/> Chris Duke
	<input type="checkbox"/> Kellye Kennedy	<input type="checkbox"/> Derya Sumer	<input type="checkbox"/> Mike Mosley
	<input type="checkbox"/> Ryan Davis	<input type="checkbox"/> Mike Dietl	<input type="checkbox"/> Shana Kaplan
	<input checked="" type="checkbox"/> Natalie Wolder	<input type="checkbox"/> David Van Rijn	

Pending Reservoir Committee Participants (0):

<i>Participant</i>	<input checked="" type="checkbox"/> <i>Representative</i>	<input checked="" type="checkbox"/> <i>Alternate</i>
--------------------	---	--

Authority, Non-Signatory (6):

<i>Participant</i>	<input checked="" type="checkbox"/> <i>Representative</i>	<input checked="" type="checkbox"/> <i>Alternate</i>
Glenn County	<input type="checkbox"/> John Viegas	<input type="checkbox"/>
PCWA	<input type="checkbox"/> Ed Horton	<input checked="" type="checkbox"/> Ben Barker <input type="checkbox"/> Darin Reintjes
Roseville	<input type="checkbox"/> Sean Bigley	<input type="checkbox"/> Trevor Joseph <input type="checkbox"/> Jason Marks
Sacramento, City of	<input type="checkbox"/> Jeff Harris	<input type="checkbox"/> Anne Sanger
Sacramento County WA	<input type="checkbox"/> Kerry Schmitz	<input type="checkbox"/> Michael Peterson
Tehama-Colusa Canal Authority	<input type="checkbox"/> Jeff Sutton	<input type="checkbox"/>

Staff:

<input checked="" type="checkbox"/> <i>Name</i>	<i>Representing</i>
<input checked="" type="checkbox"/> Forsythe, Ali	Sites Project Authority
<input checked="" type="checkbox"/> Frederiksen, Lee	Sites Project Authority
<input type="checkbox"/> Spesert, Kevin	Sites Project Authority
<input checked="" type="checkbox"/> Trapasso, Joe	Sites Project Authority

<input checked="" type="checkbox"/> <i>Name</i>	<i>Representing</i>
<input checked="" type="checkbox"/> Tirado, Yolanda	Sites Project Authority
<input checked="" type="checkbox"/> Watson, Jim	Sites Project Authority
<input type="checkbox"/>	

Consultants:

<input checked="" type="checkbox"/>	<i>Name</i>	<i>Representing</i>
<input type="checkbox"/>	Alexander, Jeriann	Furgro
<input type="checkbox"/>	Barnes, Joe	AECOM
<input checked="" type="checkbox"/>	Boling, Robert	HDR
<input type="checkbox"/>	Briard, Monique	ICF
<input type="checkbox"/>	Brown, Doug	Stradling
<input type="checkbox"/>	Brown, Scott	LWA
<input type="checkbox"/>	Bruner, Marc	Perkins Coie
<input type="checkbox"/>	Campbell, Jeff	Project Controls Cubed
<input type="checkbox"/>	Durbin, Gary	Brown & Caldwell
<input type="checkbox"/>	Floyd, Kim	Floyd
<input type="checkbox"/>	Herrin, Jeff	AECOM
<input checked="" type="checkbox"/>	Heydinger, Erin	HDR
<input type="checkbox"/>	Johns, Jerry	Johns
<input type="checkbox"/>	Katz, Sara	Katz & Associates

<input checked="" type="checkbox"/>	<i>Name</i>	<i>Representing</i>
<input checked="" type="checkbox"/>	Kivett, Marcia	Sites Project Authority
<input type="checkbox"/>	Kuney, Scott	Young Wooldridge
<input type="checkbox"/>	McDonald, Connor	Bender Rosenthal
<input type="checkbox"/>	Montague, Doug	Montague DeRose Assoc.
<input type="checkbox"/>	Motamed, Farid	Fugro
<input checked="" type="checkbox"/>	Robinette, JP	Brown & Caldwell
<input type="checkbox"/>	Rossetto, Sarah	Katz & Associates
<input type="checkbox"/>	Rude, Peter	Ch2m
<input checked="" type="checkbox"/>	Spranza, John	HDR
<input type="checkbox"/>	Tull, Rob	Ch2m
<input type="checkbox"/>	Van Camp, Marc	MBK
<input type="checkbox"/>	Warner Herson, Laurie	Phenix
<input type="checkbox"/>		
<input type="checkbox"/>		

Other Attendees: *(Check box to have email address added to the distribution list)*

<i>Name</i>	<i>Representing</i>	<i>Contact (Phone & E-mail)</i>
Gary Darling	Darling Consulting	<input type="checkbox"/>
Laura Nicholson	Senator Jim Nielsen's Office	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Topic: **Reservoir Committee Agenda Item 3-1**

2020 February 21

Subject: **Monthly Status Report**

Requested Action:

No action requested. Discussion and possible direction to staff regarding the Sites Project's monthly status report.

Detailed Description/Background:

General Manager and staff to provide an update on project activities performed in January 2020 for; Program Management & Administration, Engagement & Outreach, Proposition 1, Environmental, Feasibility Study and Engineering & Technical Support.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Jim Watson

Attachments:

Attachment A: January 2020 Status Report.

Status: Draft
Purpose: Staff Report
Caveat: Informational
Notes:

Preparer: Spesert
QA/QC: Watson
Authority Agent: Watson

Phase: 2 Version: A
Date: 2020 February 21
Ref/File #: 12.221-210.018
Page: 1 of 1

Topic: **Sites Reservoir Project, Phase 2**

Subject: **Monthly Status Report**

Report Period: **2020 January**

Monthly Status Summary:

The development of the Sites Project continues to make progress in the critical areas associated with the reprioritized Phase 2 (2019) budget and work plan, including the following activities:

- Continued support of Reclamation on completion of their Feasibility Report, including the coordination of biological and cultural monitoring along with land access for the NODOS Feasibility Geotechnical Investigations.
- Continued support of Value Engineering and Affordability Analyses.
- Received the third CWC early funding payment in the amount of \$2.1 million.

The following highlights the status of activities conducted during the month:

Coordination with Reclamation:

- Continued coordination and support for feasibility geotechnical investigation.

Environmental Planning, Permitting, and Operations:

- Continued implementing the environmental commitments including biological, cultural and tribal field monitoring activities for NODOS geotechnical testing and sampling work that will advance the design and cost estimate in Reclamation Feasibility Report. Reclamation is funding and undertaking additional geotechnical investigations while environmental compliance and monitoring activities are being funded by the Authority. Field activities resumed January 23 through January 29 at the Fletcher 1 site. After biological sensitivity training, drilling began at the Fletcher 1 site with the drill reaching a total depth of 35.1 feet below ground surface during the shift. Next drill shift is scheduled from February 5 to 12 and will continue advancing the depth of the Fletcher 1 site.
- Continued refinement of analysis tools for daily operations, bypass criteria, floodplain inundation, Shasta within year exchanges and other operational effects.
- Participated in the Value Planning effort and continued research into possible opportunities and challenges with initial Value Planning concepts.
- Prepared for and attended the California Advisory Committee on Salmon and Steelhead Trout meeting along with the Trinity County Board of Supervisors Meeting to discuss the Sites Project and their concerns regarding potential impacts to the Trinity and Sacramento rivers.

Engineering:

- Continued value planning efforts; which are evaluating options to improve the projects' affordability based on the current level of participation commitments.
- Completed contract negotiations with HC and HR service area providers.

Status:	Issued for Use	Preparer:	JT, KMS ,AF, LF	Phase:	2	Version:	A
Purpose:	Informational	QA/QC:	Watson	Date:	2020 February 21		
Caveat:	Subject to change	Authority Agent:	Watson	Ref/File #:	10211-016000		
Notes:				Page:	1	of	2

- Developing high level scope, schedule and budget for engineering and geotechnical service providers for amendment 2.

Real Estate, Stakeholder Engagement & Public Outreach:

Continued ongoing coordination efforts with landowners, local community members, state and federal elected officials, government agencies and coalitions of regional and statewide organizations including the following activities:

- Responded to landowner requests for project information, facilitated coordination activities with local government agencies and organizations and planned for future landowner, stakeholders and general public outreach activities and events.
- Facilitated a project presentation of the Yuba Sutter Chamber of Commerce Government Affairs Committee.
- Conducted a Washington DC trip including meetings with the Department of Interior and members of the California Congressional delegation.
- Conducted landowner coordination activities in support of the ongoing focused Geotechnical field studies.

Program Management & Administration:

- Submitted Quarterly Status Report #6 to the California Water Commission.
- For the Maxwell Water intertie Project, developing a 2019 status report for the US Department of Agriculture.
- Issued guidance to key consultants regarding contract amendments as part of the Amendment 1B Work Plan (i.e. for work being performed between January 1 through August 31, 2020).
- Refined payment of claims to anticipate payments using funds received from the California Water Commission.



Topic: **Reservoir Committee Agenda Item 3-2** 2020 February 21

Subject: **Status of Funding Activities - State's WSIP and Federal (WIIN Act and USDA)**

Requested Action:

No action requested. Discussion and possible direction to staff regarding activities related to compliance with Water Commission's administration of the Water Storage Investment program (WSIP) and access to federal funding.

Detailed Description/Background:

The following topics will be discussed:

1. WSIP: Early Funding Agreement (EFA): Status of invoices.
2. USDA Conditional Funding.
3. Federal Appropriations: Status.
4. Federal Feasibility Report.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Jim Watson/Joe Trapasso

Attachments:

None.



Topic: **Reservoir Committee Agenda Item 4-1**

2020 February 21

Subject: **Treasurer's Report**

Requested Action:

Review and consider accepting the Sites Project Authority Treasurer's Report as presented in Attachment 4-1A.

Detailed Description/Background:

Attachment 4-1A incorporates financial information through January 31, 2020.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: January 2020 Treasurer's Report.

Status: **Final**
Purpose: **Staff Report**
Caveat: **Informational**
Notes:

Preparer: **Trapasso**
QA/QC:
Authority
Agent: **Trapasso**

Phase: **2** Version: **A**
Date: **2020 February 21**
Ref/File #: **10.700**
Page: **1** of **1**

SITES JOINT POWERS AUTHORITY
TREASURER'S REPORT
January 31, 2020

Savings Account-River City Bank

Beginning Balance	01/01/2020	\$ 2,208,695.31	
Interest Earned		\$ 3,378.94	
River City Bank ICS Savings Account Balance	01/31/2020		\$ 2,212,074.25

Checking Account-River City Bank

Beginning Balance	01/01/2020	\$ 2,364,407.07	
-------------------	------------	-----------------	--

RECEIVED:

Membership Revenue	\$ -		
Reservoir Revenue	\$ 11,100.00		
Interest Earned	\$ 3,582.21		
TOTAL RECEIVED		\$ 14,682.21	

DISBURSED:

Bank Service Charge	\$ (159.45)		
Accounting Fees	\$ (2,599.00)		
Administrative Support	\$ (5,909.40)		
Program Op Manager	\$ (28,537.88)		
Computer Service	\$ (968.38)		
General Manager	\$ (45,441.90)		
Bus/Communications Manager	\$ (21,503.85)		
Office Expenses	\$ (657.76)		
Professional Fees-Cost Development	\$ (1,898.24)		
Professional Fees-Legislative/Regulatory	\$ (8,000.00)		
Professional Fees-Engineering/Tech	\$ (11,686.92)		
Professional Fees-Real Estate	\$ (1,468.94)		
Professional Fees-Communication	\$ (16,442.49)		
Professional Fees-Project Controls	\$ (82,420.73)		
Professional Fees-Operations/Sim Modeling	\$ (64,930.24)		
Professional Fees-Organizational Assessment	\$ (15,215.60)		
Professional Fees-Env Mgr/Permit Manager	\$ (17,151.74)		
Professional Fees-Municipal Advisor	\$ (18,356.25)		
Professional Fees-ROW/Land Management	\$ (3,040.00)		
Professional Fees-Fed Gov't Affairs Support	\$ (10,000.00)		
Professional Fees-Geotechnical/Eng	\$ (4,593.68)		
Professional Fees-Env/Biological/Permitting	\$ (53,408.11)		
Professional Fees-Legal Services	\$ (12,621.12)		
Professional Fees-Bond Counseling	\$ (715.00)		
Professional Fees-EPP Manager	\$ (31,725.07)		
Professional Fees-Integration	\$ (84,214.34)		
TOTAL DISBURSED		\$ (543,666.09)	

River City Bank Checking Account Balance	01/31/2020		\$ 1,835,423.19
---	-------------------	--	------------------------

WSIP Funds Account-River City Bank

Beginning Balance	01/01/2020	\$ 2,769,005.55	
CA Dept of Water-2 payments		\$ 3,354,061.74	
Wire Fees		\$ (30.00)	
River City Bank State Fund Checking	01/31/2020		\$ 6,123,037.29

TOTAL CASH ON HAND	January 31, 2020		\$ 10,170,534.73
---------------------------	-------------------------	--	-------------------------

**Sites Project Joint Powers Authority
Transactions by Account
As of January 31, 2020**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
River City ICS Savings							2,208,695.31
General Journal	01/31/2020	1-3C		rec int fme	3,378.94		2,212,074.25
Total River City ICS Savings					3,378.94	0.00	2,212,074.25
River City Operating Account							2,364,407.07
Bill Pmt -Check	01/13/2020	2071	Adept Solutions Inc			968.38	2,363,438.69
Bill Pmt -Check	01/13/2020	2072	AECOM Technical Services, Inc.			11,686.92	2,351,751.77
Bill Pmt -Check	01/13/2020	2073	Bender Rosenthal Inc			1,468.94	2,350,282.83
Bill Pmt -Check	01/13/2020	2074	Brown and Caldwell			82,420.73	2,267,862.10
Bill Pmt -Check	01/13/2020	2075	CH2M Hill Engineers, Inc			64,930.24	2,202,931.86
Bill Pmt -Check	01/13/2020	2076	Darling H2O Consulting, Inc.			15,215.60	2,187,716.26
Bill Pmt -Check	01/13/2020	2077	Dunn Consulting			8,000.00	2,179,716.26
Bill Pmt -Check	01/13/2020	2078	Forsythe Group LLC			31,725.07	2,147,991.19
Bill Pmt -Check	01/13/2020	2079	Fugro USA Land, Inc			4,593.68	2,143,397.51
Bill Pmt -Check	01/13/2020	2080	HDR Engineering Inc			84,214.34	2,059,183.17
Bill Pmt -Check	01/13/2020	2081	ICF Jones & Stokes Inc			53,408.11	2,005,775.06
Bill Pmt -Check	01/13/2020	2082	J.C. Watson, Inc			45,441.90	1,960,333.16
Bill Pmt -Check	01/13/2020	2083	Katz and Associates, Inc			16,442.49	1,943,890.67
Bill Pmt -Check	01/13/2020	2084	KCoe Isom, LLP			2,599.00	1,941,291.67
Bill Pmt -Check	01/13/2020	2085	Larsen Wurzel & Associates, Inc			1,898.24	1,939,393.43
Bill Pmt -Check	01/13/2020	2086	M.R. Cleaning Services			200.00	1,939,193.43
Bill Pmt -Check	01/13/2020	2087	Maximun Pest Control			65.00	1,939,128.43
Bill Pmt -Check	01/13/2020	2088	Montague DeRose and Associat...			18,356.25	1,920,772.18
Bill Pmt -Check	01/13/2020	2089	Mt Shasta Spring Water			9.65	1,920,762.53
Bill Pmt -Check	01/13/2020	2090	RDJT Associates Inc			17,151.74	1,903,610.79
Bill Pmt -Check	01/13/2020	2091	Recology Butte Colusa Counties			35.95	1,903,574.84
Bill Pmt -Check	01/13/2020	2092	Rush Personnel Services, Inc			5,909.40	1,897,665.44
Bill Pmt -Check	01/13/2020	2093	Spesert Consulting			21,503.85	1,876,161.59
Bill Pmt -Check	01/13/2020	2094	Stradling Yocca Carlson & Rauth			715.00	1,875,446.59
Bill Pmt -Check	01/13/2020	2095	The Ferguson Group			10,000.00	1,865,446.59
Bill Pmt -Check	01/13/2020	2096	Trapasso Consulting Services			28,537.88	1,836,908.71
Bill Pmt -Check	01/13/2020	2097	US Bank			347.16	1,836,561.55
Bill Pmt -Check	01/13/2020	2098	Wiseman Consulting Group, LLC			3,040.00	1,833,521.55
Bill Pmt -Check	01/13/2020	2099	Young Wooldridge LLP			12,621.12	1,820,900.43
General Journal	01/28/2020	1-5C		Bank service fee		159.45	1,820,740.98
Deposit	01/30/2020			LaGrande Water	11,100.00		1,831,840.98
General Journal	01/31/2020	1-6C		rec int fme	3,582.21		1,835,423.19
Total River City Operating Account					14,682.21	543,666.09	1,835,423.19
River City State Fund Checking							2,769,005.55
Deposit	01/02/2020			CA Dept of Water	1,251,334.21		4,020,339.76
General Journal	01/02/2020	1-1C		incoming wire fee - Dept of W...		15.00	4,020,324.76
Deposit	01/13/2020			CA Dept of Water	2,102,727.53		6,123,052.29
General Journal	01/13/2020	1-2C		incoming wire fee - Dept of W...		15.00	6,123,037.29
Total River City State Fund Checking					3,354,061.74	30.00	6,123,037.29
US Bank Checking							0.00
Total US Bank Checking							0.00
TOTAL					3,372,122.89	543,696.09	10,170,534.73

Sites Project Joint Powers Authority

Balance Sheet

As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
River City ICS Savings	2,212,074.25
River City Operating Account	1,835,423.19
River City State Fund Checking	6,123,037.29
Total Checking/Savings	10,170,534.73
Accounts Receivable	
Accounts Rec Members	
Membership - Authority	517,862.77
Membership - Reservoir	11,329.72
Total Accounts Rec Members	529,192.49
Total Accounts Receivable	529,192.49
Total Current Assets	10,699,727.22
TOTAL ASSETS	10,699,727.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	526,278.04
Total Accounts Payable	526,278.04
Total Current Liabilities	526,278.04
Long Term Liabilities	
Participant Reimbursement Polic	6,064,652.67
Total Long Term Liabilities	6,064,652.67
Total Liabilities	6,590,930.71
Equity	
Net Assets	1,929,216.58
Retained Earnings	2,194,599.73
Net Income	-15,019.80
Total Equity	4,108,796.51
TOTAL LIABILITIES & EQUITY	10,699,727.22

Sites Project Joint Powers Authority

A/R Aging Summary

As of January 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Antelope Valley - East Kern Water Agency	0.00	0.00	0.00	0.00	16,317.92	16,317.92
City of American Canyon	0.00	0.00	0.00	0.00	-4,988.20	-4,988.20
City of Roseville	27,500.00	0.00	0.00	0.00	0.00	27,500.00
City of Sacramento Dept. of Utilities	27,500.00	0.00	0.00	0.00	0.00	27,500.00
Colusa County Water District	55,000.00	0.00	0.00	0.00	0.00	55,000.00
County of Colusa	55,000.00	0.00	0.00	0.00	0.00	55,000.00
County of Glenn	55,000.00	0.00	0.00	0.00	0.00	55,000.00
Davis Water District	5,000.00	0.00	0.00	0.00	-137.23	4,862.77
Glenn Colusa Irrigation District	55,000.00	0.00	0.00	0.00	0.00	55,000.00
Placer County Water Agency	27,500.00	0.00	0.00	0.00	0.00	27,500.00
Reclamation District # 108	55,000.00	0.00	0.00	0.00	0.00	55,000.00
Sacramento County Water Agency	27,500.00	0.00	0.00	0.00	0.00	27,500.00
Tehama Colusa Canal Authority	55,000.00	0.00	0.00	0.00	0.00	55,000.00
Western Canal Water District	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Westside Water District	55,000.00	0.00	0.00	0.00	0.00	55,000.00
Yolo County Flood Control	0.00	0.00	0.00	0.00	13,000.00	13,000.00
TOTAL	505,000.00	0.00	0.00	0.00	24,192.49	529,192.49

Sites Project Joint Powers Authority
A/P Aging Summary
As of January 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Adept Solutions Inc	898.39	0.00	0.00	0.00	0.00	898.39
AECOM Technical Services, Inc.	24,381.18	0.00	0.00	0.00	0.00	24,381.18
Bender Rosenthal Inc	761.67	2,012.99	0.00	0.00	0.00	2,774.66
Brown and Caldwell	0.00	74,932.13	0.00	0.00	0.00	74,932.13
CH2M Hill Engineers, Inc	0.00	58,739.76	0.00	0.00	0.00	58,739.76
Darling H2O Consulting, Inc.	8,993.05	0.00	0.00	0.00	0.00	8,993.05
Dunn Consulting	8,000.00	0.00	0.00	0.00	0.00	8,000.00
Forsythe Group LLC	31,049.44	0.00	0.00	0.00	0.00	31,049.44
Fugro USA Land, Inc	4,478.96	0.00	0.00	0.00	0.00	4,478.96
HDR Engineering Inc	137,996.08	0.00	0.00	0.00	0.00	137,996.08
ICF Jones & Stokes Inc	0.00	21,763.95	0.00	0.00	0.00	21,763.95
J.C. Watson, Inc	39,841.00	0.00	0.00	0.00	0.00	39,841.00
Katz and Associates, Inc	0.00	16,977.06	0.00	0.00	0.00	16,977.06
KCoe Isom, LLP	4,614.00	0.00	0.00	0.00	0.00	4,614.00
Larsen Wurzel & Associates, Inc	710.60	0.00	0.00	0.00	0.00	710.60
M.R. Cleaning Services	200.00	0.00	0.00	0.00	0.00	200.00
Maximun Pest Control	65.00	0.00	0.00	0.00	0.00	65.00
Montague DeRose and Associates, LLC	10,525.00	0.00	0.00	0.00	0.00	10,525.00
Mt Shasta Spring Water	49.60	0.00	0.00	0.00	0.00	49.60
Recology Butte Colusa Counties	35.95	0.00	0.00	0.00	0.00	35.95
Rush Personnel Services, Inc	3,880.80	0.00	0.00	0.00	0.00	3,880.80
Spesert Consulting	22,977.99	0.00	0.00	0.00	0.00	22,977.99
The Ferguson Group	0.00	15,000.00	0.00	0.00	0.00	15,000.00
Trapasso Consulting Services	28,953.74	0.00	0.00	0.00	0.00	28,953.74
US Bank	296.71	0.00	0.00	0.00	0.00	296.71
Young Wooldridge LLP	8,142.99	0.00	0.00	0.00	0.00	8,142.99
TOTAL	336,852.15	189,425.89	0.00	0.00	0.00	526,278.04

Sites Project Joint Powers Authority

Profit & Loss

January 2020

	Jan 20
Ordinary Income/Expense	
Income	
Membership Admin/Authority	505,000.00
Total Income	505,000.00
Gross Profit	505,000.00
Expense	
Accounting Expense	4,614.00
Admin Support Gen Manager	3,880.80
Bank Service Fees	189.45
General Manager	
Services	39,841.00
Total General Manager	39,841.00
Insurance - Property	250.00
Insurance Liability	1,604.25
Office Expenses	
Cleaning	200.00
Misc Office & Operating Exp	296.71
Pest Control & Maintenance	65.00
Trash Service	35.95
Water Expense	49.60
Total Office Expenses	647.26
Professional Fees	
Bus/Comm Manager	22,977.99
Communication	16,977.06
Cost Development Model	710.60
Engineering & Technical Service	24,381.18
EPP Manager	31,049.44
Federal Government Affairs Supp	15,000.00
General Legal Counsel	8,142.99
Geotechnical Engineering	4,478.96
Legislative/Reg/Strategic	8,000.00
Municipal Advisor	10,525.00
Operations/Simulation Modeling	58,739.76
Organizational Assessment	8,993.05
Permitting & Agreements	21,763.95
Program Ops Manager	28,953.74
Project Controls	74,932.13
Project Integration	137,996.08
Real Estate	761.67
Total Professional Fees	474,383.60
Website, Data, Computer Support	1,570.59
Total Expense	526,980.95
Net Ordinary Income	-21,980.95
Other Income/Expense	
Other Income	
Interest Income	
Interest Income-River City	6,961.15
Total Interest Income	6,961.15
Total Other Income	6,961.15
Net Other Income	6,961.15
Net Income	-15,019.80

FOR MANAGEMENT PURPOSES ONLY

**Sites Project Joint Powers Authority
Transaction Detail By Account**

January 2020

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Membership Admin/Authority								
Invoice	01/20/2020	SPA-2020-01	City of Roseville	Fiscal Year 2020, Invoice for ...	Authority		27,500.00	27,500.00
Invoice	01/20/2020	SPA-2020-02	City of Sacramento Dept. ...	Fiscal Year 2020, Invoice for ...	Authority		27,500.00	55,000.00
Invoice	01/20/2020	SPA-2020-03	Colusa County Water Distr...	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	110,000.00
Invoice	01/20/2020	SPA-2020-04	County of Colusa	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	165,000.00
Invoice	01/20/2020	SPA-2020-05	County of Glenn	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	220,000.00
Invoice	01/20/2020	SPA-2020-06	Placer County Water Agen...	Fiscal Year 2020, Invoice for ...	Authority		27,500.00	247,500.00
Invoice	01/20/2020	SPA-2020-07	Reclamation District # 108	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	302,500.00
Invoice	01/20/2020	SPA-2020-08	Sacramento County Water...	Fiscal Year 2020, Invoice for ...	Authority		27,500.00	330,000.00
Invoice	01/20/2020	SPA-2020-09	Tehama Colusa Canal Aut...	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	385,000.00
Invoice	01/20/2020	SPA-2020-10	Western Canal Water Dist...	Fiscal Year 2020, Invoice for ...	Authority		5,000.00	390,000.00
Invoice	01/20/2020	SPA-2020-11	Westside Water District	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	445,000.00
Invoice	01/20/2020	SPA-2020-12	Glenn Colusa Irrigation Di...	Fiscal Year 2020, Invoice for ...	Authority		55,000.00	500,000.00
Invoice	01/20/2020	SPA-2020-13	Davis Water District	Fiscal Year 2020, Invoice for ...	Authority		5,000.00	505,000.00
Total Membership Admin/Authority						0.00	505,000.00	505,000.00
Accounting Expense								
Bill	01/31/2020	KC073207	KCoe Isom, LLP	1/20	Authority	922.80		-922.80
Bill	01/31/2020	KC073207	KCoe Isom, LLP	1/20	Reservoir	3,691.20		-4,614.00
Total Accounting Expense						4,614.00	0.00	-4,614.00
Admin Support Gen Manager								
Bill	01/14/2020	IVC0000013...	Rush Personnel Services, ...	1/20	Authority	141.12		-141.12
Bill	01/14/2020	IVC0000013...	Rush Personnel Services, ...	1/20	Reservoir	564.48		-705.60
Bill	01/28/2020	IVC0000001...	Rush Personnel Services, ...	1/20	Authority	352.80		-1,058.40
Bill	01/28/2020	IVC0000001...	Rush Personnel Services, ...	1/20	Reservoir	1,411.20		-2,469.60
Bill	01/28/2020	IVC0000000...	Rush Personnel Services, ...	1/20	Authority	282.24		-2,751.84
Bill	01/28/2020	IVC0000000...	Rush Personnel Services, ...	1/20	Reservoir	1,128.96		-3,880.80
Total Admin Support Gen Manager						3,880.80	0.00	-3,880.80
Bank Service Fees								
General J...	01/02/2020	1-1C		incoming wire fee - Dept of W...	Reservoir	15.00		-15.00
General J...	01/13/2020	1-2C		incoming wire fee - Dept of W...	Reservoir	15.00		-30.00
General J...	01/28/2020	1-5C		Bank service fee	Authority	39.86		-69.86
General J...	01/28/2020	1-5C		Bank service fee	Reservoir	119.59		-189.45
Total Bank Service Fees						189.45	0.00	-189.45
General Manager Services								
Bill	01/31/2020	SPA-054	J.C. Watson, Inc	1/20	Authority	5,866.18		-5,866.18
Bill	01/31/2020	SPA-054	J.C. Watson, Inc	1/20	Reservoir	33,974.82		-39,841.00
Total Services						39,841.00	0.00	-39,841.00
Total General Manager								
						39,841.00	0.00	-39,841.00
Insurance - Property								
General J...	01/01/2020	1-4C		Jan-Jun	Reservoir	50.00		-50.00
General J...	01/01/2020	1-4C		Jan-Jun	Authority	200.00		-250.00
Total Insurance - Property						250.00	0.00	-250.00
Insurance Liability								
General J...	01/01/2020	1-4C		Jan-Sept	Reservoir	1,604.25		-1,604.25
Total Insurance Liability						1,604.25	0.00	-1,604.25
Office Expenses								
Cleaning								
Bill	01/26/2020	3	M.R. Cleaning Services	1/20	Authority	200.00		-200.00
Total Cleaning						200.00	0.00	-200.00
Misc Office & Operating Exp								
Bill	01/31/2020	Online 2/3	US Bank	1/20	Authority	178.31		-178.31
Bill	01/31/2020	Online 2/3	US Bank	1/20	Reservoir	118.40		-296.71
Total Misc Office & Operating Exp						296.71	0.00	-296.71
Pest Control & Maintenance								
Bill	01/21/2020	50241	Maximun Pest Control	1/20	Authority	65.00		-65.00
Total Pest Control & Maintenance						65.00	0.00	-65.00
Trash Service								
Bill	01/31/2020	36874881	Recology Butte Colusa Co...	1/20	Authority	35.95		-35.95
Total Trash Service						35.95	0.00	-35.95
Water Expense								
Bill	01/29/2020	465371	Mt Shasta Spring Water	1/20	Authority	49.60		-49.60
Total Water Expense						49.60	0.00	-49.60
Total Office Expenses						647.26	0.00	-647.26
Professional Fees								
Bus/Comm Manager								
Bill	01/31/2020	2-20	Spesert Consulting	1/20	Reservoir	22,977.99		-22,977.99

**Sites Project Joint Powers Authority
Transaction Detail By Account
January 2020**

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Total Bus/Comm Manager						22,977.99	0.00	-22,977.99
Communication								
Bill	01/15/2020	413539	Katz and Associates, Inc	12/19 (C)	Authority	4,244.26		-4,244.26
Bill	01/15/2020	413539	Katz and Associates, Inc	12/19 (C)	Reservoir	12,732.80		-16,977.06
Total Communication						16,977.06	0.00	-16,977.06
Cost Development Model								
Bill	01/13/2020	1609000-1219	Larsen Wurzel & Associat...	12/19	Reservoir	710.60		-710.60
Total Cost Development Model						710.60	0.00	-710.60
Engineering & Technical Service								
Bill	01/31/2020	2000319027	AECOM Technical Service...	1/20	Reservoir	24,381.18		-24,381.18
Total Engineering & Technical Service						24,381.18	0.00	-24,381.18
EPP Manager								
Bill	01/31/2020	SPA-202001	Forsythe Group LLC	1/20	Reservoir	31,049.44		-31,049.44
Total EPP Manager						31,049.44	0.00	-31,049.44
Federal Government Affairs Supp								
Bill	01/01/2020	0120161	The Ferguson Group	1/20	Authority	7,500.00		-7,500.00
Bill	01/01/2020	0120161	The Ferguson Group	1/20	Reservoir	7,500.00		-15,000.00
Total Federal Government Affairs Supp						15,000.00	0.00	-15,000.00
General Legal Counsel								
Bill	01/31/2020	62869	Young Wooldridge LLP	1/20	Authority	5,111.49		-5,111.49
Bill	01/31/2020	62869	Young Wooldridge LLP	1/20	Reservoir	3,031.50		-8,142.99
Total General Legal Counsel						8,142.99	0.00	-8,142.99
Geotechnical Engineering								
Bill	01/28/2020	04.7219003...	Fugro USA Land, Inc	1/20 (I)	Reservoir	4,478.96		-4,478.96
Total Geotechnical Engineering						4,478.96	0.00	-4,478.96
Legislative/Reg/Strategic								
Bill	01/31/2020	Letter	Dunn Consulting	1/20	Authority	4,000.00		-4,000.00
Bill	01/31/2020	Letter	Dunn Consulting	1/20	Reservoir	4,000.00		-8,000.00
Total Legislative/Reg/Strategic						8,000.00	0.00	-8,000.00
Municipal Advisor								
Bill	01/23/2020	4790SITES	Montague DeRose and As...	12/19	Reservoir	10,525.00		-10,525.00
Total Municipal Advisor						10,525.00	0.00	-10,525.00
Operations/Simulation Modeling								
Bill	01/13/2020	D3205400-009	CH2M Hill Engineers, Inc	12/19 (Operation) (D)	Reservoir	58,739.76		-58,739.76
Total Operations/Simulation Modeling						58,739.76	0.00	-58,739.76
Organizational Assessment								
Bill	01/28/2020	116	Darling H2O Consulting, Inc.	1/20	Authority	8,993.05		-8,993.05
Total Organizational Assessment						8,993.05	0.00	-8,993.05
Permitting & Agreements								
Bill	01/15/2020	0144135	ICF Jones & Stokes Inc	12/19 (Permitting) (F)	Reservoir	21,763.95		-21,763.95
Total Permitting & Agreements						21,763.95	0.00	-21,763.95
Program Ops Manager								
Bill	01/31/2020	SPA 17-28	Trapasso Consulting Servi...	1/20	Reservoir	28,953.74		-28,953.74
Total Program Ops Manager						28,953.74	0.00	-28,953.74
Project Controls								
Bill	01/08/2020	17360564	Brown and Caldwell	12/19 (B)	Reservoir	74,932.13		-74,932.13
Total Project Controls						74,932.13	0.00	-74,932.13
Project Integration								
Bill	01/31/2020	1200244819	HDR Engineering Inc	1/20 (A)	Reservoir	137,996.08		-137,996.08
Total Project Integration						137,996.08	0.00	-137,996.08
Real Estate								
Bill	01/31/2020	19037.02-10	Bender Rosenthal Inc	1/20 (G)	Reservoir	761.67		-761.67
Total Real Estate						761.67	0.00	-761.67
Total Professional Fees						474,383.60	0.00	-474,383.60
Website, Data, Computer Support								
General J...	01/01/2020	1-4C		Jan	Reservoir	537.76		-537.76
General J...	01/01/2020	1-4C		Jan	Authority	134.44		-672.20
Bill	01/22/2020	138543	Adept Solutions Inc	12/19	Authority	45.24		-717.44
Bill	01/22/2020	138543	Adept Solutions Inc	12/19	Reservoir	180.95		-898.39
Bill	01/31/2020	MSP-138367	Adept Solutions Inc	2/20	Authority	134.44		-1,032.83
Bill	01/31/2020	MSP-138367	Adept Solutions Inc	2/20	Reservoir	537.76		-1,570.59

**Sites Project Joint Powers Authority
Transaction Detail By Account
January 2020**

Type	Date	Num	Name	Memo	Class	Debit	Credit	Balance
Total Website, Data, Computer Support						1,570.59	0.00	-1,570.59
Interest Income								
Interest Income-River City								
General J...	01/31/2020	1-3C		rec int fme	Reservoir		3,378.94	3,378.94
General J...	01/31/2020	1-6C		rec int fme	Authority		895.55	4,274.49
General J...	01/31/2020	1-6C		rec int fme	Reservoir		2,686.66	6,961.15
Total Interest Income-River City						0.00	6,961.15	6,961.15
Total Interest Income						0.00	6,961.15	6,961.15
TOTAL						526,980.95	511,961.15	-15,019.80

Sites Project Joint Powers Authority
Balance Sheet by Class
As of January 31, 2020

	Authority	Reservoir	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
River City ICS Savings	0.00	2,212,074.25	2,212,074.25
River City Operating Account	458,529.95	1,376,893.24	1,835,423.19
River City State Fund Checking	0.00	6,123,037.29	6,123,037.29
Total Checking/Savings	458,529.95	9,712,004.78	10,170,534.73
Accounts Receivable			
Accounts Rec Members			
Membership - Authority	517,862.77	0.00	517,862.77
Membership - Reservoir	0.00	11,329.72	11,329.72
Total Accounts Rec Members	517,862.77	11,329.72	529,192.49
Total Accounts Receivable	517,862.77	11,329.72	529,192.49
Total Current Assets	976,392.72	9,723,334.50	10,699,727.22
TOTAL ASSETS	976,392.72	9,723,334.50	10,699,727.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	38,122.48	488,155.56	526,278.04
Total Accounts Payable	38,122.48	488,155.56	526,278.04
Total Current Liabilities	38,122.48	488,155.56	526,278.04
Long Term Liabilities			
Participant Reimbursement Polic	0.00	6,064,652.67	6,064,652.67
Total Long Term Liabilities	0.00	6,064,652.67	6,064,652.67
Total Liabilities	38,122.48	6,552,808.23	6,590,930.71
Equity			
Net Assets	114,674.93	1,814,541.65	1,929,216.58
Retained Earnings	356,196.54	1,838,403.19	2,194,599.73
Net Income	467,398.77	-482,418.57	-15,019.80
Total Equity	938,270.24	3,170,526.27	4,108,796.51
TOTAL LIABILITIES & EQUITY	976,392.72	9,723,334.50	10,699,727.22

Sites Project Joint Powers Authority
Profit & Loss by Class
January 2020

	Authority	Reservoir	TOTAL
Ordinary Income/Expense			
Income			
Membership Admin/Authority	505,000.00	0.00	505,000.00
Total Income	505,000.00	0.00	505,000.00
Gross Profit	505,000.00	0.00	505,000.00
Expense			
Accounting Expense	922.80	3,691.20	4,614.00
Admin Support Gen Manager	776.16	3,104.64	3,880.80
Bank Service Fees	39.86	149.59	189.45
General Manager Services	5,866.18	33,974.82	39,841.00
Total General Manager	5,866.18	33,974.82	39,841.00
Insurance - Property	200.00	50.00	250.00
Insurance Liability	0.00	1,604.25	1,604.25
Office Expenses			
Cleaning	200.00	0.00	200.00
Misc Office & Operating Exp	178.31	118.40	296.71
Pest Control & Maintenance	65.00	0.00	65.00
Trash Service	35.95	0.00	35.95
Water Expense	49.60	0.00	49.60
Total Office Expenses	528.86	118.40	647.26
Professional Fees			
Bus/Comm Manager	0.00	22,977.99	22,977.99
Communication	4,244.26	12,732.80	16,977.06
Cost Development Model	0.00	710.60	710.60
Engineering & Technical Service	0.00	24,381.18	24,381.18
EPP Manager	0.00	31,049.44	31,049.44
Federal Government Affairs Supp	7,500.00	7,500.00	15,000.00
General Legal Counsel	5,111.49	3,031.50	8,142.99
Geotechnical Engineering	0.00	4,478.96	4,478.96
Legislative/Reg/Strategic	4,000.00	4,000.00	8,000.00
Municipal Advisor	0.00	10,525.00	10,525.00
Operations/Simulation Modeling	0.00	58,739.76	58,739.76
Organizational Assessment	8,993.05	0.00	8,993.05
Permitting & Agreements	0.00	21,763.95	21,763.95
Program Ops Manager	0.00	28,953.74	28,953.74
Project Controls	0.00	74,932.13	74,932.13
Project Integration	0.00	137,996.08	137,996.08
Real Estate	0.00	761.67	761.67
Total Professional Fees	29,848.80	444,534.80	474,383.60
Website, Data, Computer Support	314.12	1,256.47	1,570.59
Total Expense	38,496.78	488,484.17	526,980.95
Net Ordinary Income	466,503.22	-488,484.17	-21,980.95
Other Income/Expense			
Other Income			
Interest Income			
Interest Income-River City	895.55	6,065.60	6,961.15
Total Interest Income	895.55	6,065.60	6,961.15
Total Other Income	895.55	6,065.60	6,961.15
Net Other Income	895.55	6,065.60	6,961.15
Net Income	467,398.77	-482,418.57	-15,019.80

FOR MANAGEMENT PURPOSES ONLY



Topic: **Reservoir Committee Agenda Item 4-2**

2020 February 21

Subject: **Payment of Claims**

Requested Action:

Consider approval of the Payment of Claims as presented in Attachment 4-2A with supporting details provided in Attachment 4-2B.

Detailed Description/Background:

Attachment A presents the warrants to be drawn against the invoices received by the Sites Project Authority through February 3, 2020.

Attachment B summarizes details of the invoices received through February 3, 2020 and how the incurred costs are allocated between the Authority and Reservoir Committee.

Prior Action:

None.

Fiscal Impact/Funding Source:

Total Payment of Claims is \$526,278.04 with \$38,122.48 of costs being assigned to the Authority and \$488,155.56 assigned to the Reservoir Committee.

For the Reservoir Committee assigned amount, \$419,283.49 will be paid through the WSIP account and \$68,872.07 through the JPA/Sites account as shown in Attachment B.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: February 2020 Report on warrants to be drawn for Payment of Claims.

Attachment B: February 2020 Monthly Invoice Summary table.

Status: Final
Purpose: Staff Report
Caveat: Action
Notes:

Preparer: Trapasso
QA/QC: Spesert
Authority Agent: Trapasso

Phase: 2 Version: A
Date: 2020 February 21
Ref/File #: 10.700
Page: 1 of 1

**WARRANTS DRAWN AGAINST
Sites Project Authority
February 26, 2020**

2020 February 21 Reservoir Committee
Agenda Item 4-2, Attachment A

Warrant Number	Check Date	Vendor	Invoice Description	Amount Paid
2100	02/12/2020	Adept Solutions	IT & Related Services	898.39
2101	02/12/2020	Darling H2O Consulting, Inc.	Organizational Assessment	8,993.05
2102	02/12/2020	Dunn Consulting	Legislative/Regulatory/Strategic Support	8,000.00
2103	02/12/2020	JC Watson Inc.	GM Services	39,841.00
2104	02/12/2020	Katz and Associates Inc.	Communications	16,977.06
2105	02/12/2020	Kcoe Isom LLP	Accounting	4,614.00
2106	02/12/2020	MR Cleaning Services	Office Cleaning	200.00
2107	02/12/2020	Maximum Pest Control	Pest Control	65.00
2108	02/12/2020	Mt Shasta Spring Water	Office Water	49.60
2109	02/12/2020	Recology Butte Colusa Counties	Office Trash Pickup	35.95
2110	02/12/2020	Rush Personnel Services Inc.	Administrative Services	3,880.80
2111	02/12/2020	The Ferguson Group	Fed Govt Affairs Support	15,000.00
2112	02/12/2020	U.S. Bank	Misc. Expenses	296.71
2113	02/12/2020	Young Wooldridge LLP	Legal Counsel	8,142.99

THE FOREGOING CLAIM, NUMBERED 2100-2113 ARE APPLIED TO THE
GENERAL FUND OF SITES PROJECT AUTHORITY AND ARE WARRANTS AUTHORIZED THERETO.

Total Amount **106,994.55**

County of Colusa

Westside Water District

Colusa County Water District

Placer County Water Agency/City of Roseville

County of Glenn

Sacramento County Water Agency/City of Sacramento

Glenn-Colusa Irrigation District

Reclamation District No. 108

Tehama Colusa Canal Authority

WARRANTS DRAWN AGAINST

Sites Project Authority

February 26, 2020

Warrant Number	Check Date	Vendor	Invoice Description	Amount Paid
1001	02/12/2020	AECOM Inc.	Engineering	24,381.18
1002	02/12/2020	Bender Rosenthal Inc.	Real Estate	2,774.66
1003	02/12/2020	Brown and Caldwell	Project Controls	74,932.13
1004	02/12/2020	CH2M	Operations/SIM Modeling	58,739.76
1005	02/12/2020	Forsythe Group LLC	EPP Manager	31,049.44
1006	02/12/2020	Fugro USA Land, Inc.	Geotechnical Engineering Services	4,478.96
1007	02/12/2020	HDR Engineering Inc.	Project Integration	137,996.08
1008	02/12/2020	ICF Jones & Stokes Inc.	Env/Biological Services & Permitting	21,763.95
1009	02/12/2020	Larsen Wurzel & Associates, Inc.	Cost Development	710.60
1010	02/12/2020	Montegue DeRose and Associates, Inc.	Municipal Advisor	10,525.00
1011	02/12/2020	Spesert Consulting	Bus/Comm Manager	22,977.99
1012	02/12/2020	Trapasso Consulting Services	Program Operations Manager	28,953.74

THE FOREGOING CLAIM, NUMBERED 1001-1012 ARE APPLIED TO THE
 WSIP FUND OF SITES PROJECT AUTHORITY AND ARE WARRANTS AUTHORIZED THERETO.

Total Amount 419,283.49

County of Colusa

Westside Water District

Colusa County Water District

Placer County Water Agency/City of Roseville

County of Glenn

Sacramento County Water Agency/City of Sacramento

Glenn-Colusa Irrigation District

Reclamation District No. 108

Tehama Colusa Canal Authority



February 9, 2020

Topic: Program Operations - Finance

Subject: Consultant/Vendor Invoices Received for February 2020 Board Authority and Reservoir Committee

Purpose: Summarize the review of invoices for preparation of monthly Accountant and Treasurer's reports.
The following consultant and vendor invoices were received and reviewed for inclusion in Payment of Claims for the Authority Board and Reservoir Committee consideration at their February monthly meetings.

Consultant/Vendor	Invoice #		Total	\$ Authority Board	\$ Reservoir Committee	Review by
	Date	Period				
Adept Solutions <i>IT Related Services/Computer Equipment</i>	MSP-138367 2/1/20	02/20	\$672.20	\$134.44	\$537.76	KMS
Adept Solutions <i>IT Related Services/Computer Equipment</i>	138543 1/22/20	12/19	\$226.19	\$45.24	\$180.95	KMS
AECOM Technical Services, Inc. <i>Engineering/Tech</i>	2000319027 1/31/20	1/20	\$24,381.18		\$24,381.18	LEF
Bender Rosenthal, Inc. (G) <i>Real Estate</i>	19037.02-9 12/31/19	12/19	\$2,012.99		\$2,012.99	KMS
Bender Rosenthal, Inc. (G) <i>Real Estate</i>	19037.02-10 1/31/20	1/20	\$761.67		\$761.67	KMS
Brown and Caldwell (B) <i>Project Controls</i>	17360564 1/8/20	12/19	\$74,932.13		\$74,932.13	JAT
Capital Project Strategies, LLC <i>Alternative Project Delivery Advisor</i>	No Invoice					JCW
CH2M Hill Engineers (Operations) (D) <i>Operations / Simulation Modeling</i>	D3205400-009 1/13/20	12/19	\$58,739.76		\$58,739.76	AEF
Darling H2O Consulting, Inc. <i>Organizational Assessment</i>	116 1/28/20	1/20	\$8,993.05	\$8,993.05		FD
Dunn Consulting <i>Legislative/Regulatory/Strategic Support</i>	Letter 2/3/20	1/20	\$8,000.00	\$4,000.00	\$4,000.00	KMS
Forsythe Group, LLC <i>EPP Manager</i>	SPA-202001 2/1/20	1/20	\$31,049.44		\$31,049.44	JCW
Fugro (I) <i>Geotechnical Engineering Services</i>	04.72190035-10 1/28/20	1/20	\$4,478.96		\$4,478.96	LEF
Gerald (Jerry) Johns <i>Project Operations</i>	No Invoice					AEF
HDR (A) <i>Project Integration</i>	1200244819 2/3/20	1/20	\$137,996.08		\$137,996.08	All Agents
ICF Jones & Stokes, Inc. (Environ.) (E) <i>Env/Biological Services</i>	No Invoice					AEF

Topic: Program Operations - Finance

Subject: Consultant/Vendor Invoices Received for February 2020 Board Authority and Reservoir Committee

Purpose: Summarize the review of invoices for preparation of monthly Accountant and Treasurer's reports. The following consultant and vendor invoices were received and reviewed for inclusion in Payment of Claims for the Authority Board and Reservoir Committee consideration at their February monthly meetings.

Consultant/Vendor	Invoice #		Total	\$ Authority Board	\$ Reservoir Committee	Review by
	Date	Period				
ICF Jones & Stokes, Inc. (Permitting) (F) <i>Permitting and Agreements</i>	0144135 1/15/20	12/19	\$21,763.95		\$21,763.95	AEF
J.C. Watson, Inc. <i>General Manager Services</i>	SPA-054 2/1/20	1/20	\$39,841.00	\$5,866.18	\$33,974.82	JRT/GA
Katz & Associates (C) <i>Communications</i>	413539 1/15/20	12/19	\$16,977.06	\$4,244.27	\$12,732.80	KMS
K-Coe Isom, LLP <i>Accounting</i>	KC073207 1/31/20	1/20	\$4,614.00	\$922.80	\$3,691.20	JAT
Larsen Wurzel & Associates, Inc. <i>Cost Development</i>	1609000-1219 1/13/20	12/19	\$710.60		\$710.60	JAT
M.R. Cleaning Service <i>Office Cleaning</i>	3 1/26/20	1/20	\$200.00	\$200.00		KMS
Maximum Pest Control <i>Pest Spraying</i>	50241 1/21/20	1/20	\$65.00	\$65.00		KMS
MBK Engineers <i>Reservoir Operations</i>	No Invoice					AEF
Montague DeRose & Associates, LLC <i>Municipal Advisor</i>	4790SITES 1/23/20	12/19	\$10,525.00		\$10,525.00	JCW
MT Shasta Water <i>Office Water</i>	465371 1/29/20	1/20	\$49.60	\$49.60		KMS
Perkins Coie, LLP <i>Special Legal</i>	No Invoice					AEF
Recology Butte Colusa Counties <i>Office Trash Pickup</i>	36874881 1/31/20	1/20	\$35.95	\$35.95		KMS
Rush Personnel <i>Yolanda Tirado Services</i>	IVC000000134489 1/14/20	1/20	\$705.60	\$141.12	\$564.48	KMS
Rush Personnel <i>Yolanda Tirado Services</i>	IVC000000134794 1/28/20	1/20	\$1,764.00	\$352.80	\$1,411.20	KMS
Rush Personnel <i>Yolanda Tirado Services</i>	IVC000000134795 1/28/20	1/20	\$1,411.20	\$282.24	\$1,128.96	KMS

Topic: Program Operations - Finance

Subject: Consultant/Vendor Invoices Received for February 2020 Board Authority and Reservoir Committee

Purpose: Summarize the review of invoices for preparation of monthly Accountant and Treasurer's reports.
 The following consultant and vendor invoices were received and reviewed for inclusion in Payment of Claims for the Authority Board and Reservoir Committee consideration at their February monthly meetings.

Consultant/Vendor	Invoice #		Total	\$ Authority Board	\$ Reservoir Committee	Review by
	Date	Period				
Spesert Consulting <i>Bus/Communications Manager</i>	2-20 2/3/20	1/20	\$22,977.99		\$22,977.99	JCW
Stradling, Yocca, Carlson & Rauth <i>Bond Counsel</i>	No Invoice					JCW
The Ferguson Group <i>Federal Government Affairs Support</i>	0120161 1/1/20	1/20	\$15,000.00	\$7,500.00	\$7,500.00	JAT
Trapasso Consulting Services <i>Program Operations Manager</i>	SPA 17-28 2/4/20	1/20	\$28,953.74		\$28,953.74	JCW
U.S. Bank - Credit Card <i>Misc. Expenses</i>	Online 2/3 2/3/20	1/20	\$296.71	\$178.31	\$118.40	KMS
Wiseman Consulting Group <i>ROW/Land Management</i>	No Invoice					KMS
Young Wooldridge, Law Offices, LLP <i>Legal Counsel</i>	62869 1/31/20	1/20	\$8,142.99	\$5,111.49	\$3,031.50	JCW

		\$ Total	\$ Authority Board	\$ Reservoir Committee
Monthly Summary	Cash Accounts	526,278.04	38,122.48	488,155.56
	WSIP	419,283.49		419,283.49
	JPA/Sites	106,994.55	38,122.48	68,872.07

Notes: *



Topic: **Reservoir Committee Agenda Item 4-3** **2020 February 21**

Subject: **Forward-Looking Work Plan to Support Amendment 1B**

Requested Action:

Discussion and possible direction to staff regarding the forward-looking work plan associated with extending the time of the current Participation Agreement from January 1 through August 31, 2020 as Amendment 1B Work Plan.

Background:

The Reservoir Committee approved a forward-looking work plan that proposes to allocate unspent funds associated with the current Phase 2 (2019) Participation Agreement to work to be performed starting January 1, 2020 through August 31, 2020, which coincides with the amended end date for the current participation agreement (aka Amendment 1B). This forward-looking work plan was based on preliminary input from key consultants (i.e. "top-down" estimates) and was approved on January 17th, 2020, in part, for the purpose of developing detailed consultant task orders (i.e. "bottoms-up" estimates). This staff report provides an update to the Amendment 1B Work Plan and a summary of the key consultant task orders developed as part of the work plan. Key consultant task orders are being considered for approval under Items 4.3.1 through 4.3.8.

Phase 2 (2019) Participation Agreement Forward-looking Work Plan (aka Amendment 1B)

Based on direction received at the January meeting, staff has worked with service area providers and other key consultants to develop "bottoms-up" cost estimates to support the proposed task order amendments. Additionally, receipt of vendor invoices for work performed and actual financial information through December 31, 2019 has resulted in an increase in the amount of available funds totaling \$9,930,000, which represents an increase of \$583,000 (refer to Table 1). Table 2 shows the updated unallocated funds, \$1,330,000, representing an increase of \$353,000 from the approved work plan.

Management of these funds will continue to utilize the same processes that are in place to ensure a positive cash flow and that funds are assigned to the highest priority work. This includes task order amendments based on partial assignments and making budget adjustments between tasks so long as the task order maximum remains less than or equal to the Reservoir Committee authorized not-to-exceed amount. And, periodic reassessment of how to best utilize the amount of unallocated funds - how much to keep as a reserve vs. either assign to the highest priority work or apply towards the rebalancing process. Currently, a reassessment under this work plan is proposed for late April or early May to

address work to be performed through August 31, 2020, which coincides with the end of the current participation agreement¹.

Table 1: Estimated Available Funds

Reservoir Committee cash on hand as of Dec 31, 2019	\$6,830,000
WSIP payments received in Jan, 2020	\$3,350,000
Estimated Cost of Remaining 2019 services, invoices pending	(\$250,000)
Res Comm budget Available Jan 1 through Aug 31, 2020	\$9,930,000

Table 2: Estimate of Unallocated Funds

Res Comm budget Available Jan 1 through Aug 31, 2020	\$9,930,000
Approved Work Plan from Jan 1 through Aug 31, 2020	(\$8,370,000)
Additional scope items (Key Consultant Task Order Variance, Table 3, below)	(\$230,000)
Estimate of Unallocated funds	\$1,330,000

Key Consultant Task Orders:

Staff has developed task order amendments for key consultants (i.e., service areas). Based on task budgets, the task orders allocate budget to the subject areas as shown in Figure 1.

Figure 1 – Allocation by Subject

¹ NOTE: At the end of the Phase 1 Participation Agreement, unspent funds, as of March 31, 2019, which was the agreements' end date, were proportionately refunded to each Reservoir Committee participant. In addition, the rebalancing process resulted in the creation of contributed credit to those who elected to either reduce their level of participation or to withdraw from the Reservoir Committee. The work plan for the current Phase 2 (2019) Participation Agreement included a budgeted amount that was used to proportionately reduce the amount of contributed credit.

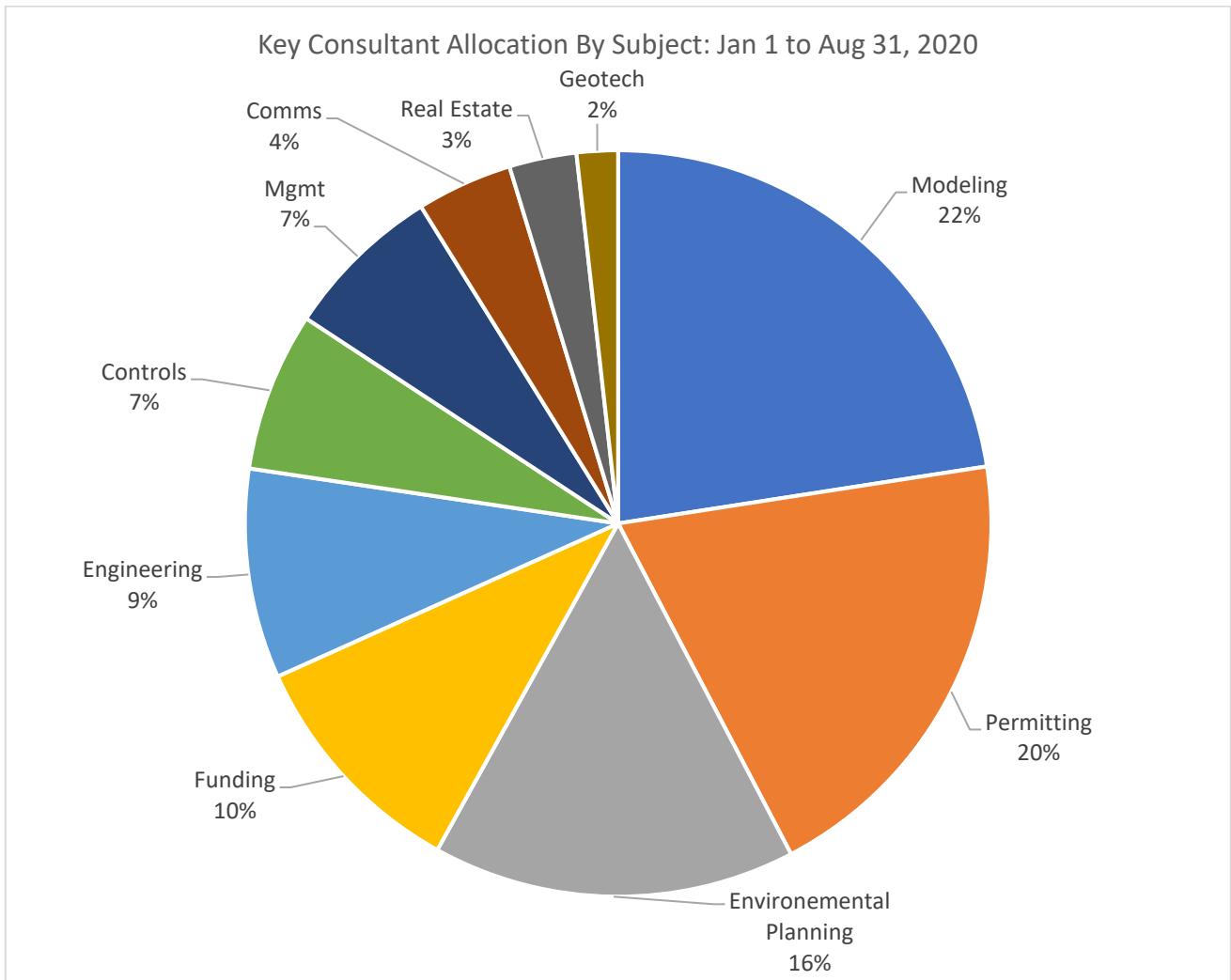


Table 3 provides a comparison of the task order budgets against the approved forward-looking work plan. A justification has been provided where task order budgets exceed the approved work plan resource budget.

Changes may be needed to the below key consultant task order amounts during the Amendment 1B period of performance (January 1, 2020 through August 31, 2020) to address changing Sites Reservoir Project priorities and requirement. These changes will be documented in amended consultant task orders.

Table 3 - Key Consultant Task Orders

Service Area	Work Plan Resource Budget (as approved)	Task Order Budget, Jan 1 to Aug 31	Variance	Justification
A - Project Integration	\$1,226,732	\$1,499,864	+\$273,132	Increased involvement in Operations with operations Integration Lead and coordination with Reclamation. Increased level of effort for environmental permitting and value planning. Additional real

Service Area	Work Plan Resource Budget (as approved)	Task Order Budget, Jan 1 to Aug 31	Variance	Justification
				estate support for value planning, environmental and landowner outreach support
B - Project Controls	\$899,323	\$899,156	-\$167	
C - Comms	\$200,000	\$199,930	-\$70	
D - Operations Simulation Modeling	\$893,107	\$993,000	+\$99,893	Increased level of effort to (a) model ranges of Reclamation participation, (b) changes in participant demand patterns, (c) to support updated environmental and permitting analyses and (d) develop operational criteria and support the development of an updated operations plan.
E - Environmental Planning	\$428,000	\$428,000	\$0	
F - Permitting and Agreements	\$708,300	\$708,300	\$0	
G - Real Estate	\$185,999	\$762	-\$185,237	
I - Geotechnical	\$50,000	\$85,995	+\$35,995	Fugro supported the planning and permitting of the geotechnical exploration for the 2019 federal program to support Reclamation's feasibility study. Based on their experience, it was agreed that additional funding would be required to support the planning and permitting of the geotechnical investigation for the Authority's feasibility study.
Total	\$4,591,461	\$4,815,007	\$223,546	

Prior Actions:

January 17, 2020: The Reservoir Committee approved the Work Plan for the period of January 1, 2020 through August 31, 2019 (aka Amendment 1B) as part of the no cost time extension to the current participation agreement for the following uses:

1. Amending existing key consultant contract task orders and developing new task orders as needed, including the engineering service areas HC and HR.
2. Developing a revised Exhibit B to the Phase 2 (2019) Participation Agreement through Aug 31, 2020 (aka Amendment 1B).

NOTE: The approved work plan did not include any budget to reduce the current amount of contributed credit or should there be any further reductions in participation associated with the planned rebalancing process.

December 19, 2019: The Reservoir Committee reviewed deliverables related primarily to work through April 2020 and provided feedback to staff that also included extending the participation agreement's end date from June 30, 2020 to August 31, 2020 (aka amendment 1B).

November 21, 2019: The Reservoir Committee provided input to staff to aid in development of a work plan through June 30, 2020.

October 18, 2019: The Reservoir Committee directed staff to extend the Phase 2 (2019) work plan by "180 days" with no additional funding provided by the Reservoir Committee. The revised completion date was proposed to be changed from December 31, 2019 to June 30, 2020.

September 20, 2019: The Reservoir Committee approved the extension of the Phase 2 (2019) Participation Agreement by three months at no additional cost to Participants and directed staff to develop a work plan to accommodate this extension.

June 20, 2019: The Reservoir Committee approved their portion of the reduced, revised work plan and Exhibit B for inclusion in the Phase 2 (2019) Participation Agreement.

May 20, 2019: The Reservoir Committee considered approval of a reduced work plan based on revised revenue assumptions for Phase 2 (2019) and deferred approval of the revised plan back to the Budget and Finance Work Group for further evaluation.

November 19, 2018: The Authority Board approved the Final Work Plan and Budget.

November 16, 2018: The Reservoir Committee approved their portion of the work plan and Exhibit B for inclusion in the Participation Agreement.

July 16, 2018: The Authority Board approved the "Workplan and Monthly Cashflow Analysis for Phase 2 for the Sites Reservoir Project" with its release solely for the following uses:

1. Development of the Phase 2 Finance Plan.
2. Developing an Exhibit to include in the Phase 2 Reservoir Project Agreement.
3. Developing an Exhibit to include in the Phase 2 Procurement Request for Qualifications.
4. Developing the FY2019 Budget.

Fiscal Impact/Funding Source:

None. Unallocated funds will continue to serve as a reserve to ensure positive cash flow

Staff Contact:

Joe Trapasso

Attachments:

None



Topic: **Reservoir Committee Agenda Item 4-3.1** **2020 February 21**

Subject: **Contract Amendment for Professional Services (HDR Engineers, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to HDR Engineers, Inc.'s (HDR) (Project Integration) contract and task order scope of work, budget, and period of performance (Attachment A).

Detailed Description/Background:

HDR's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for HDR. The HDR scope of work and budget has increased since the approval of the "Amendment 1B" Work Plan to include the following tasks that are covered in Attachment A.

- Increased involvement in Operations with operations Integration Lead and coordination with Bureau of Reclamation.
- Increased level of effort for environmental permitting and value planning.
- Additional real estate support for value planning, environmental and landowner outreach support.

The proposed budget for these above tasks is estimated at \$273,132. Combined with the approved Amendment 1B Work Plan the total amended budget is \$1,499,864 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

Status:	Final	Preparer:	Trapasso	Phase:	2	Version:	A
Purpose:	Staff Report	QA/QC:	Watson	Date:	2020 February 21		
Caveat:	Approval Action	Authority Agent:	Trapasso	Ref/File #:	12.221-210.018		
Notes:				Page:	1	of	2

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to HDR Engineers, Inc.'s (HDR) (Project Integration) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve the HDR Engineering, Inc. Phase 2 (2019) task order and budget for project integration and management services from April 1, 2019 through December 31, 2019.

January 18, 2019: Delegated responsibility to the Ad Hoc Finance and Economics Work Group to review and consider accepting the terms and conditions and recommending to the Sites Project Authority to approve the agreement negotiated by staff.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of HDR for Service Area A – Project Integration.

August 16, 2018: Approved a recommendation to the Sites Project Authority to the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Project Integration Task Order Amendment

Consultant: HDR Engineering, Inc.

Task Order No. 2.3

Task Order No. 2.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 2.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 2.2) will be conducted through another process. Thus, Task Order 2.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from July 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$1,499,864. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$3,381,179. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$2,231,987
Task Order Actual Spend through December 31, 2019	\$1,881,315
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$1,499,864
Task Order Total Budget	\$3,381,179
Amendment Budget Change (total budget – prior approved)	\$1,149,192

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order A001 – Services for Project Integration

This scope of services involves Project Integration efforts needed to support the Sites Project Authority (Authority) with the completion of work through August 31, 2020. The scope of services replaces the existing scope associated with this contract and summarizes all work that will be completed between January 1, 2020 and August 31, 2020 in association with the Amendment 1B Work Plan. This scope of services consists of the following tasks:

- Task A01 – Communications Integration **(not used in this Task Order amendment)**
- Task A02 – Operations Simulation Modeling Integration
- Task A03 – Environmental Planning Integration
- Task A04 – Permitting & Agreements Integration
- Task A05 – Real Estate Integration
- Task A06 – Engineering Services Integration
- Task A07 – Geology & Geotechnical Engineering Integration **(not used in this Task Order amendment)**
- Task A08 – Project Controls Integration
- Task A09 – General Integration
- Task A10 – Function as Authority's Engineer **(not used in this Task Order amendment)**
- Task A11 – Health, Safety and Loss Prevention **(not used in this Task Order amendment)**
- Task A12 – Quality Management **(not used in this Task Order amendment)**
- Task A13 – Risk Management
- Task A14 – Information Technology
- Task A15 – Geographical Information System (GIS) **(not used in this Task Order amendment)**
- Task A16 – Document and Data Management
- Task A17 – Staff Support
- Task A18 – Satellite Project Office **(not used in this Task Order amendment)**
- Task A19 – Land Conservation Approach **(not used in this Task Order amendment)**
- Task A98 – HDR Project Management
- Task A99 – Expenses

Task A01—Communications Integration

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A02—Operations Integration

The existing operations planning descriptions (in the WSIP Application) are not fully consistent with the Authority's Draft Storage Policy, the facilities being discussed in Value Planning, and with the current understanding of 'permissible' operations. This task will revise the existing Draft Operations Plan Outline consistent with these items to form a revised description of the proposed operations of the Sites Project. The document will address operations related to the cooperative operations with

Reclamation and DWR and no investment by Reclamation for storage in Sites Reservoir. It will include the framework for acceptable annual exchanges of water stored in Sites Reservoir in lieu of deliveries of water stored in Shasta Reservoir and the subsequent release of that exchanged water meeting the water rights requirements of the CVP and SWP that benefits Sites Project participants.

Staff will continue to meet with Reclamation (CVO) and DWR staff to refine the principle operations and exchanges needed to meet some of the goals and objectives of the Sites Project. Informed by these discussions, future operations planning efforts will evaluate the anticipated operations with CVP reservoirs. These evaluations will describe the annual exchanges among the Sites Project and COA participants and perform the operations modeling (including CALSIM II, DSM2, Upper Sacramento River HEC5Q and CE-QUAL-W2 models) to more fully consider the anticipated results of new operations.

The operations modeling service provider will determine the environmental benefits of the revised operations scenarios. The team will conduct iterative modeling using the Calsim model, Daily model, along with Sacramento River HEC-5Q temperature modeling, SALMOD scenarios to verify temperature model scenarios, and DSM2 model scenarios.

This task also includes operations support for the water rights effort, as required.

Deliverable: The work included in this task will be in support of Deliverables of the following as identified in the Amendment 1B Work Plan: Annotated Draft Operations Plan Outline; Draft Operations Plan. It is important to note that the Draft Operations Plan will be as complete as possible with the information and understanding of the project at that time. However, some sections will be developed post April 2020 as more information and understanding of the project is developed / available. In-progress briefings to the Reservoir Committee Operations Workgroup regarding progress on the development of the ‘principles of agreement’ and the anticipated operations of the Sites Project. Staff, advisors and consultants will provide a progress report in February, April and final report in June. In-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, will be provided regarding progress.

Task A03—Environmental Planning Integration

This effort will include a continuation of the development of CEQA/NEPA compliance approach and documentation (through finalization of the current EIR/EIS or recirculation, as appropriate) and maintaining the CEQA administrative record. This effort currently assumes work on the revised EIR/EIS preferred project description, identification of other alternatives to be analyzed, and the identification of data needs and technical analysis needed to complete the CEQA/NEPA documentation for the Sites Project. There will also be ongoing efforts to assist Reclamation in the determination of environmental feasibility and to support the value planning process in screening alternatives for potential environmental effects. This task includes coordination with the environmental planning services provider, legal counsel, and Reclamation staff and integration with the other service areas. Serving as ‘staff’ to the Authority, this task provides ongoing support to the Environmental Planning and Permitting Manager, as appropriate.

Deliverable: The work included in this task will be in support of Deliverables of In-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, regarding progress as identified in the Amendment 1B Work Plan.

Task A04—Permitting & Agreements Integration

Staff will continue efforts to further permitting certainty for the Project. This effort will include a continuation of efforts to develop the major permits that have the potential to result in substantial changes to the Project or increase Project costs substantially. Coordination with the Reservoir Committee Environmental Planning and Permitting Workgroup will be needed to determine the focus of these efforts. This effort currently assumes work on the Federal Endangered Species Act compliance (Biological Assessment), the National Historic Preservation Act compliance (Section 106 Programmatic Agreement), the State Endangered Species Act compliance (State Incidental Take Permit), coordination with the US Army Corps of Engineers on Section 404 and 408 conceptual approaches and the Regional Water Control Board on Clean Water Act 401 conceptual permitting approach and progress toward obtaining a water right for the Project under State water right law. Specific focus of these efforts will be confirmed with the Reservoir Committee Environmental Planning and Permitting Workgroup.

Staff will continue providing support for geotechnical work performed by Reclamation and Value Planning efforts by the JPA.

Deliverable: The work included in this task will be in support of Deliverables of in-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, regarding progress as identified in the Amendment 1B Work Plan.

Task A05—Real Estate Integration

This task involves work associated with integrating Real Estate needs across all on-going project components such as engineering and environmental work. This includes supporting the Value Planning effort, coordinating and participating in landowner outreach, and identifying Real Estate considerations as the project progresses.

Task A06—Engineering Services Integration

This task includes assisting participants in an appraisal-level Value Planning effort. HDR will continue to provide an interim Engineering, Procurement, and Construction Manager and Engineering Lead for Integration. This is expected to include identifying additional cost reduction measures, formulating and evaluating additional alternatives, coordinating with the environmental team regarding the permissibility and mitigation costs for selected alternatives, coordinating with the operations modeling team to verify deliveries and conveyance capacities of the alternatives, and developing level 5 cost estimates. An affordability assessment will be completed for the selected alternatives, along with screening criteria to establish the basis for comparison between alternatives. The comparison will assist participants in identifying the tentatively preferred project. This effort will also include holding workshops and preparing the draft and final value planning report, presenting the study analyses and

results. This effort will provide information regarding the annual indebtedness and dollar per acre-foot cost, for use in the CDFW discussions, and in participant decisions as to how they would like to proceed.

This task also includes work associated with project description engineering. The team will coordinate with the engineering services providers for the development of key project features identified in the value planning effort. This includes developing all information required by the team to support tasks A03 and A04 – Environmental Planning Integration and Permitting and Project Agreement Integration. The engineering team will also work closely with the Operations Integration lead and the Operations Simulation Modeling service provider.

It is anticipated that five to ten borings will be required to verify design assumptions that will be made to complete the feasibility level design of the preferred project. Staff will assist in the geotechnical consultant in getting clearances and drilling plans approved.

Deliverable: The work included in this task will be in support of Deliverables of a draft report presenting the value planning analyses, including identification of the preferred project and associated repayment analyses as identified in the Amendment 1B Work Plan.

Task A07—Geology & Geotechnical Engineering Integration

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B. All effort required for coordinating with the Geotechnical Service Provider (Fugro) is included in Task A06 – Engineering Services Integration.

Task A08—Project Controls Integration

This task involves work associated with developing two Work Plans for the Sites Project: Amendment 1B covering the period between Jan 1, 2020 and Aug 31, 2020; and Amendment 2 covering the period between Sep 1, 2020 and Dec 31, 2021. The HDR team will work closely with the Project Controls service provider to develop a project schedule, resources, and detailed revenue and expense budget for the work period in question for the Reservoir Committee.

Staff will work with Reclamation to develop an application for a Financial Assistance Agreement. This agreement is the mechanism by which WIIN Act funding can be transferred to the JPA. Items needed for this agreement include a detailed scope of work, detailed supporting budget information, and several board-approved policies (e.g. Accounting Policy, Contracting Policy).

Staff will support the development of a strategy memo for the submittal of a Letter of Interest (LOI) for the 2021 application period for a low-interest loan through the WIFIA (or RIFIA) program. The LOI is anticipated to be due to the EPA in June or July of 2021. Support will be needed from the Government Affairs team (Federal), the Communications service area, Bond Counsel, the Municipal Advisor, and General Counsel. In addition to a strategy for the completion and submission of a competitive LOI, the memo will include the plan for development of additional policies and procedures which will be required to be developed to become eligible for WIFIA.

In addition to the critical near-term needs, staff will continue with the ongoing business efforts. This includes contract management, leading and supporting ad hoc Work Groups, Reservoir Committee, and Authority Board meetings, managing accounts payable and accounts receivable, managing participant ledgers, and invoicing the California Water Commission under Proposition 1.

Deliverable: Amendment 1B work plan, Amendment 2 work plan. Application for Financial Assistance submitted to Reclamation. WIFIA Letter of Interest Strategy Memo.

Task A09—General Integration

An Organizational Assessment conducted by Gary Darling was presented to the Authority Board and Reservoir Committee in November 2019. There were several action items identified in the assessment that will implemented in the near- and mid-term. Staff will support implementing specific actions as directed by participants.

Task A10—Function as Authority’s Engineer

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A11—Health, Safety & Loss Prevention

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A12—Quality Management

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A13—Risk Management

HDR will lead an effort to revise the existing Risk Assessment based on new information. The updated risk assessment will update the risk register developed in 2018 and will allow for improved certainty on the cost estimates provided in the Value Planning effort. The Risk Assessment update will be qualitative and will not include a Monte Carlo simulation. It is assumed this level of update will be included in the work supporting the Amendment 2 agreement.

Deliverable: The work included in this task will be in support of risk workshop and outcomes technical memorandum.

Task A14—Information Technology

This task involves work associated with providing IT support and resources to the entire program including maintaining the project Sharepoint site.

Task A15—Geographical Information Systems (GIS)

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A16—Document & Data Management

This task involves work associated with supporting staff in document and data management for the Sites Project.

Task A17—Staff Support

This task involves supporting work across the project on an as needed basis, including graphics and figure creation, and other miscellaneous needs as requested by Authority Agents.

Task A18—Satellite Project Office

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B. The expense associated with office space rental is included in Task A99 – Expenses.

Task A19—Land Conservation Approach

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task B98—Project Management

This task involves work associated with project management and quality control in support of project controls for the Sites Project.

This task includes monitoring project controls task budgets, reviewing labor and expense effort, and coordinating staffing requirements.

Our team will provide internal quality control reviews for each deliverable provided to the Authority. This task includes time for our reviewers to adequately review and document comments on service area deliverables.

Task B99—Expenses

This task involves all expenses related to travel, meals, office expenses, etc.

Attachment 2 Fee Table

Task ID	Task Name	Fee
A02	<i>Operations Modeling Integration</i>	\$181,007.14
A03	<i>Environmental Planning Integration</i>	\$149,356.99
A04	<i>Permitting Integration</i>	\$243,884.02
A05	<i>Real Estate Integration</i>	\$139,718.00
A06	<i>Engineering Integration</i>	\$299,476.01
A08	<i>Controls Integration</i>	\$224,387.01
A09	<i>General Integration</i>	\$98,266.98
A13	<i>Risk Management</i>	\$49,890.00
A14	<i>IT</i>	\$15,830.98
A16	<i>Document Management</i>	\$3,733.98
A17	<i>Staff Support</i>	\$14,004.01
98	<i>Project Management</i>	\$40,309.01
99	<i>Expenses</i>	\$39,999.99
Total Fee		\$1,499,864.12

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020



Topic: **Reservoir Committee Agenda Item 4-3.2** **2020 February 21**

Subject: **Contract Amendment for Professional Services (Brown and Caldwell)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Brown and Caldwell's (B&C) (Project Controls) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

B&C's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for B&C. The B&C scope of work and budget remains the same as in the approved "Amendment 1B" Work Plan.

The proposed budget for this task order amendment is \$899,156 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to Brown and Caldwell's (B&C) (Project Controls) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve the Brown and Caldwell Phase 2 (2019) task order and budget for project controls services from April 1, 2019 through December 31, 2019.

Status:	Final	Preparer:	Trapasso	Phase:	2	Version:	A
Purpose:	Staff Report	QA/QC:	Watson	Date:	2020 February 21		
Caveat:	Approval Action	Authority Agent:	Trapasso	Ref/File #:	12.221-210.018		
Notes:				Page:	1	of	2

January 18, 2019: Delegated responsibility to the Ad Hoc Finance and Economics Work Group to review and consider accepting the terms and conditions and recommending to the Sites Project Authority to approve the agreement negotiated by staff.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of B&C for Service Area B – Project Controls.

August 16, 2018: Approved a recommendation to the Sites Project Authority to the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Project Controls Task Order Amendment

Consultant: Brown and Caldwell

Task Order No. 2.3

Task Order No. 2.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 2.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 2.2) will be conducted through another process. Thus, Task Order 2.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from July 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$899,156. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$1,910,518. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$1,291,875
Task Order Actual Spend through December 31, 2019	\$1,011,362
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$899,156
Task Order Total Budget	\$1,910,518
Amendment Budget Change (total budget – prior approved)	\$618,643

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

ATTACHMENT 1

Scope of Services for Task Order B002 – Initial Services for Project Controls, Amendment 2.3

This scope of services involves Project Controls efforts needed to support the Sites Project Authority (Authority) through the end of the current funding agreement on August 31, 2020. The original B002 Task Order was approved on March 25, 2019. Work occurring from April 1, 2019 through December 31, 2019 has been reconciled through a prior task order amendment process and therefore is not covered in this scope of services. This scope of services describes work to be performed between January 1, 2020 and August 31, 2020. In general, this scope includes project controls activities in support of the program scope outlined in the Reservoir Committee's current work plan as approved by the Reservoir Committee on January 17, 2020. The following provides a summary of the task order amendments:

- **Amendment 2.1:** The Authority adjusted the scope and budget for this task order due to reduced project revenue assumptions for 2019 from Project Participant, Federal, and State funding sources. Amendment 2.1 was approved on May 15, 2019.
- **Amendment 2.2:** A period of performance extension to June 30, 2020 (no budget or scope change) was approved on December 20, 2019 and was executed as Amendment 2.2.
- **Amendment 2.3:** The Authority has approved a work plan describing and budgeting work from January 1, 2020 through August 31, 2020. The task order amendment to support this work plan is included here as Amendment 2.3.

Task B1—Project Controls

This task involves work needed to provide overall project controls for the program including cost accounting, reporting, and business interface database development.

Task B1.1—Controls

Consultant will develop a data framework to support consultant and Capital Improvement Program (CIP) cost tracking including creation of an online database of information for Sites (ODIS), methods to maintain and improve ODIS, and ongoing data entry including data migration of historical records.

Cost Accounting

Consultant will perform the following tasks to support CIP cost accounting activities:

- Perform needs discovery with Authority's Agents and Project Integration staff
- Document and analyze database requirements and assumptions
- Propose data mapping scheme and use of codes to support CIP reporting needs
- Develop and implement processes for handling data input (e.g., invoicing sequence)
- Create and support use of templates for collecting information
- Develop standard operating procedures related to cost accounting

Reporting

Consultant will perform the following steps using the framework developed in cost accounting to develop an ODIS, design processes, and reports to serve internal and external reporting needs.

Activities include:

- Build interim ODIS within Structured Query Language (SQL) server environment to share real-time data
- Develop and distribute reports to the team
- Provide technical support, training, upgrades, and maintenance
- Build and maintain relationships to key documents stored in Project Controls SharePoint site
- Develop standard operating procedures related to reporting

Business Interface

Consultant will provide tools and procedures to assist the Authority's Agents with the collection of information related to budgets, commitments, revenues, forecasts, cashflows, and other business management data. Activities include:

- Create and support use of templates for capturing information
- Create and support a shared library of reports and tools available to team members
- Develop map to show relationship between approved project budgets and Authority general ledger to facilitate actual versus budget reporting using Authority accounting tool (managed by others)
- Develop standard operating procedures related to the project's interface with the business including board level approvals and interface with the project accountant

Assumptions:

- Access to Authority's Agents, Project Integration team, Authority's accountant, and Authority Board Treasurer for discovery of needs and decisions regarding direction
- Team members will directly use the reporting system tools
- Access to current and historical information sources
- Some criteria, such as funding compliance requirements, will not be known until a later time and will have to be incorporated as they become known
- Microsoft SQL and SharePoint instances are maintained and technical support is provided by the Project Integration team
- No exploration of management tools such as project management information system (PMIS) and enterprise resource planning (ERP) will occur during this work period

Deliverables:

- ODIS: A live database for project cost accounting and reporting
- Templates to support defined data management processes
- Reservoir Committee and Authority Board Reports:
 - Consultant/Vendor Invoices Received (attached to payment of claims)
 - Consultant Budget Report

- Project Operations Reports
 - Weekly burn rates
 - Monthly progress (tasks and deliverable status, issues log)
 - Invoice by task
 - Cost share/funding sources
 - Commitment worksheet
- Business Reports
 - Cash on hand/cash account summaries
 - Authority actual cost versus budget report
 - Reservoir Committee actual cost versus budget report
- Four standard operating procedures (SOPs) including process maps using the approved template to identify workflow approval steps for cost accounting, business interface, and reporting functions.

Task B1.2—Project Management Information System (PMIS)

This task originally included identification and development of a program management information system (PMIS). However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B1.3 Business Process Improvement

This task involves work associated with supporting the Authority’s Agents with business process improvements. Consultant will work with the Authority to respond to actions identified in the organizational assessment completed and approved by the Reservoir Committee and Authority Board. Activities include:

- Develop organizational assessment responses related to project controls items (e.g., scheduling, project data, etc.)
- Provide financial and contract management input into organizational assessment actions
- Assist in the development of a strategic plan as requested by Authority’s Agents

Assumptions:

- Organizational assessment response document effort is to be led by Project Integration
- There will be no revisions to the organizational assessment approved by the Authority Board in November 2019

Deliverables:

- Input into organizational assessment response document through participation in workshops

Task B2—Contract Administration and Compliance

This task involves work associated with supporting the Authority’s Agents with contract administration and compliance with governance and funding agreements.

Task B2.1—Contract Administration and Procurement

Consultant will develop, maintain, and implement contract standards and reporting procedures. Consultant will work with the Authority and Project Integration team to develop standard operating procedures to document and report contract compliance to meet overall project goals and objectives. This task includes:

- Support of Authority’s Agents and Project Integration team with the negotiation and management of contracts, agreements, and task orders.
- Manage the process of developing task orders in support of the Reservoir Committee Participation Agreement Amendment 1B work plan (Jan 1, 2020 to Aug 31, 2020).
- Manage the process of developing task orders in support of the Reservoir Committee Participation Agreement Amendment 2 work plan (Aug 31, 2020 to Dec 31, 2021).
- Maintain a record of agreements in SharePoint

Assumptions:

- Access to Authority’s Agents and Project Integration team for access to current and historical information sources

Deliverables:

- Two SOPs including process maps using the approved template to identify workflow approval steps for procurement and contract management.

Task B2.2—Compliance

This task originally included independent project audits and development of a compliance procedures. However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B2.3—Funding

This task involves work associated with supporting the Authority’s Agents in developing procedures, systems, invoices, reports, and exhibits to support both state and federal funding requirements.

Consultant will perform the following tasks:

- Engage with the California Water Commission (CWC)
- Modify the Payment of Claims and the Monthly Invoice Summary to reflect revenue received from the State
- Engage with the Bureau of Reclamation (BOR), U.S. Department of Agriculture (USDA), and U.S. Environmental Protection Agency (USEPA)
- Determine reporting requirements (quarterly, monthly, annually)
- Determine allowable costs
- Aid in agreement development (if required)
- Develop reporting templates
 - Invoices
 - Progress
 - Share of Cost
- Submit required funding agreement progress reports
- Setup internal reporting requirements to meet state funding requirements

- Setup internal reporting requirements to meet federal funding requirements
- Modify ODIS to track federal funding
- Provide quality assurance (QA) of CWC invoices, progress reports, and quarterly reports by reviewing content for completeness and adherence to Early Funding Agreement requirements.

Assumptions:

- Access to California Water Commission
- Three CWC invoices/progress reports will be submitted
- Three CWC Quarterly Status Reports will be submitted
- CWC will not release retention during the task order
- CWC will not issue revised templates for Invoices/Progress Reports or Quarterly Status Reports during the task order
- The Early Funding Agreement will not be amended during the task order
- Access to Bureau of Reclamation, U.S. Department of Agriculture, and USEPA (for Water Infrastructure Finance and Innovation Act [WIFIA] loan)
- Project Integration Team will lead the development of the BOR Financial Assistance Agreement
- Access to other service area providers and advisory consultants for federal funding coordination
- Limited scope of work development for Financial Assistance Agreement (i.e., only includes geotechnical exploration and existing allocated funds)
- No progress report is required for the Financial Assistance Agreement during this work period
- Four meetings with the Financial Assistance Agreement team
- Final quality control (QC) for CWC invoices will be performed by Project Integration

Deliverables:

It is anticipated that the following deliverables will be required related to state funding:

- CWC approved templates for invoices, progress reports, and share of cost
- CWC invoices/progress reports
- CWC-quarterly status reports to meet reporting requirements
- SOPs for funding functions
 - Six existing SOPs will be revised once as requested by the Authority’s Agents
 - Two new SOPs as requested by the Authority’s Agents
- CWC Eligibility Memoranda
 - Three existing memoranda will be revised once: CWC Eligibility, CWC Eligibility Appendix, and Percent Complete Methodology
- Modified Payment of Claims and Monthly Invoice Summary to reflect revenue received from the State

It is anticipated that the following deliverables will be required related to federal funding:

- BOR approved templates for invoices, progress reports, and share of cost
- Input into BOR Financial Assistance Agreement to support WIIN Act funds
- One Financial Assistance Invoice
- WIFIA Loan Application Strategy Memorandum

Task B2.4—Reservoir Committee Participation Agreement Administration

This task involves work associated with supporting the Authority’s Agents in developing procedures, systems, invoices, reports, and exhibits to support the Reservoir Committee Participation Agreement. Project controls information needed to support funding decisions by participants such as project affordability and risk are also included in this task.

Consultant will perform the following tasks:

Accounts Payable and Receivable:

- Perform invoice compliance reviews (monthly)
- Support project accounts payable and accounts receivable, including project records management
- Maintain ODIS accounts payable and accounts receivable databases
- Modify ODIS to manage contributed credit and changes in participation
- Develop cost share reporting for participant, state, and federal funding
- Develop invoice backup for participant invoices (cash call)
- Develop participant ledgers, as requested
- Develop SOPs related to accounts payable and accounts receivable
- Support budget and finance committee meetings
- Collect and input data for weekly key consultant spend

Value Planning and Project Affordability Support:

- Manage the update of the value planning repayment tool to version 2.0
- Perform updates to the project plan of finance
- Provide administrative help for the Value Planning Affordability Study
- Perform compliance reviews of invoices
- Produce updated affordability analysis to match latest value planning alternatives and plan of finance through coordination with engineering, municipal advisor, and operations consultants
- Present updated project affordability tables to work groups, the Reservoir Committee, and the Authority Board

Participation Agreement Amendment and Rebalancing

- Support amendment of the existing participation agreement to change period of performance and budget
- Produce participation exhibit to the participation agreement
- Manage rebalancing including contributed credit updates and changes in participation levels

Qualitative Risk Assessment Support:

- Perform financial risk review of planned qualitative risk assessment
- Participate in risk assessment workshops

Cost of Dry Year Deliveries:

- Support the general manager in an analysis of the cost of dry year deliveries
- Document assumptions and methodology

Assumptions:

- One update of the Value Planning Repayment tool (V2.0) will be developed
- Two full affordability scenarios will be run and inputs will be provided by the value planning process, the Authority's municipal advisor, and the operations modeling consultant
- Engineering contracts for conveyance and reservoir engineering will be on-boarded in March; no other vendors or consultants will be added
- No changes to the credit reimbursement policy or storage policy
- One cash call invoice will be generated for each participant within the work period

Deliverables:

- Monthly invoice reviews and reports
- Input into the draft report presenting the value planning analyses, including identification of the preferred project and associated repayment analyses
- Input into the final report presenting the value planning analyses with identification of the preferred project and associated repayment analysis
- Six presentations to the Reservoir Committee and Authority Board regarding affordability
- Input into the home board presentation financial and affordability sections
- Input into qualitative risk assessment related to finance and affordability
- Draft technical memorandum covering cost of dry year supply
- Four SOPs related to accounts payable and accounts receivable
- One rebalancing report
- One contributed credit report for all participants

Task B2.5—Annual Reporting

The Consultant will develop annual project report for the 2019 calendar year.

Assumptions:

- 2019 Sites Project Annual Status Report will be 12 pages or less
- 2019 Consultant Progress utilizes information from consultant achievements and monthly progress reports and will be 12 pages or less. Key consultants will submit 2019 achievements for inclusion on reports.
- Authority Agents will provide strategic direction and final QC of annual reports
- Three unique graphics will be needed; existing photos and graphics are to be used and will be made available to the team
- Two workshops will be needed for storyboarding and content development

Deliverables:

- 2019 Sites Project Annual Status Report
- 2019 Consultant Progress Report

Task B3—Work Planning and Scheduling

Task B3.1—Program Master Schedule

This task originally included development of a cost and risk-loaded program schedule through project completion. However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B3.2—Participation Agreement Work Plan

This task involves work associated with supporting the development of work plans to be included in the Reservoir Committee Participation Agreement. The work plans will provide a high-level summary document of the scope, a budget by deliverable and by resource, and a schedule for the participation agreement work period.

Consultant will perform the following tasks:

- Develop critical path schedule using Microsoft Project or Primavera P6 covering the work period of January 1, 2020 to December 31, 2021
- Develop the work plan for Participation Agreement Amendment 1B including:
 - Scope
 - Budget
 - Schedule
 - Participation Agreement Exhibit B
- Develop the work plan for Participation Agreement Amendment 2 including:
 - Scope
 - Budget
 - Schedule
 - Participation Agreement Exhibit B
- Develop informational and actionable staff reports
- Present work plan materials at work group, Reservoir Committee, and Authority Board meetings
- Incorporate budget scenario information and approved budget information into ODIS

Assumptions:

- Participation Agreement Amendment 2 covers work through December 31, 2021 and is a cash call amendment (no financing)
- Two total budget scenarios will be developed for Amendment 2 taking into consideration changes in duration, participation, or cash call threshold

Deliverables:

- Participation Agreement Amendment 1B Work Plan
- Participation Agreement Amendment 2 Work Plan

Task B4—Project Administrative Support

This task involves administrative support of the Authority's Agents. Part or all of this work will be performed at the direction of the Authority's Agents.

Task B4.1—Project Administrative Support

Consultant will perform the following tasks:

- Facilitate development of Reservoir Committee and Authority Board and workshop agenda packages
 - Coordinate meeting logistics and take meeting notes
- Assist the Sites Authority General Manager (GM), Sites Authority Executive Director, and other Authority's Agents with calendar coordination and action item follow-up
- Provide as-needed support in the Maxwell and Natomas project offices
- Assist in the maintenance of the Project Controls SharePoint Subpage
- Assist with Vendor Invoicing Process

Assumptions:

- One employee at 30 hours per week to serve as the "Sites Admin" for the duration of task order for support of the Executive Director, General Manager, and Authority's Agents
- Three days per week desk coverage in the Natomas project satellite office, no desk coverage at the Maxwell office

Task B5—Project Management Plan

This task has been replaced by SOP development within other tasks. Project Management Plan (PMP) will be developed at a later date and thus has not been considered in this scope of services.

Task B98—Project Management, Controls, and Quality Control

This task involves work associated with project management, controls, and quality control related to Brown and Caldwell's (BC) and its subconsultants' work in support of project controls for the Sites Project.

Task B98.1— Project Management

This task includes monitoring project controls task budgets, reviewing labor and expense effort, and coordinating staffing requirements. This task also includes management of staff and our subconsultants, as well as financial management and accounting support for the project controls contract. In addition, Consultant will regularly review the scope, schedule, and budget and identify any changes requiring an amendment. Consultant will meet with the Authority's agents on a monthly basis to review task progress and decisions made during that invoicing period.

Specific activities that BC personnel will perform for the scope assigned to BC include:

- Manage the quality development of required deliverables
- Maintain project records
- Manage task level budgets. Reallocating budget between tasks along with justification shall be submitted for email approval to the Authority's Agents.
- Manage staff to assure product generation and responsiveness. To add staff to work on the project, email approval shall be obtained from the Authority.
- Complete weekly effort reports by Wednesday of the week following the reporting week. Weekly effort shall be reported utilizing the work breakdown structure task level provided in this scope of work.

- Prepare a monthly invoice with a written monthly progress report for all tasks. Project invoice and monthly progress report shall utilize the work breakdown structure task level provided in this scope of services.

Assumptions:

- All invoices will be prepared in a format compatible with a standard format available in BC's accounting system

Deliverables:

- Weekly effort reports for all weeks covered by this task order
- Monthly invoices and monthly progress report
- Project controls task order amendment related to participation agreement amendment 1B

Task B98.2— Quality Control

Our team will provide internal quality control reviews for each deliverable provided to the Authority. This task includes time for reviewers to adequately review and document comments on project controls deliverables including:

- Authority Board and Reservoir Committee staff reports generated by the project controls team
- Standard operating procedures

Assumptions:

- QA and QC for other deliverables in this task order will be completed under the tasks containing those deliverables
- Ten total SOPs will be developed

Deliverables:

- None

Task B99—Expenses

This task involves all expenses related to travel, meals, Authority Board/Reservoir Committee Meetings, Joint Workshops, etc.

B99.1 – Travel and Meals

Assumptions:

- Travel costs for project controls PM and Sites admin to attend Reservoir Committee and Authority Board meetings and workshops
- Expenses for the purchase of software or hardware in support of the project are not included in this task order and will be procured by the Authority directly.

Attachment 2 Fee Table

Task ID	Task Name	Fee
B1	Project Controls	\$113,644.75
B2	Contract Administration and Compliance	\$492,414.20
B3	Work Planning and Scheduling	\$100,341.00
B4	Project Administrative Support	\$117,516.00
B5	PMP Sections	\$0.00
98	Project Management	\$73,239.88
99	Expenses	\$2,000.00
Total Fee		\$899,155.83

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020



Topic: **Reservoir Committee Agenda Item 4-3.3** **2020 February 21**

Subject: **Contract Amendment for Professional Services (Katz and Associates, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Katz and Associates, Inc.'s (Katz) (Communications) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

Katz's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for Katz. The Katz scope of work and budget has remained the same as in the approved "Amendment 1B" Work Plan.

The proposed budget for the task order amendment is \$199,930 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to Katz and Associates, Inc.'s (Katz) (Communications) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost

Status:	Final	Preparer:	Trapasso	Phase:	2	Version:	A
Purpose:	Staff Report	QA/QC:	Watson	Date:	2020 February 21		
Caveat:	Approval Action	Authority Agent:	Trapasso	Ref/File #:	12.221-210.018		
Notes:				Page:	1	of	2

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve the Katz and Associates Phase 2 (2019) task order and budget for communications services from April 1, 2019 through December 31, 2019.

January 18, 2019: Approved a recommendation to the Sites Project Authority to approve the consulting agreement with Katz for Service Area C – Communications and to approve an initial task order.

At the November 16, 2018 meeting, approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of Katz for Service Area C – Communications.

At the August 16, 2018 meeting, the Reservoir Committee approved the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Communications Task Order Amendment

Consultant: Katz and Associates, Inc.

Task Order No. 2.3

Task Order No. 2.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 2.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 2.2) will be conducted through another process. Thus, Task Order 2.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from January 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$199,930. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$526,937. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$505,365
Task Order Actual Spend through December 31, 2019	\$327,007
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$199,930
Task Order Total Budget	\$526,937
Amendment Budget Change (total budget – prior approved)	\$21,572

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order C001 – Initial Services for Communications

This scope of services involves initial Communications efforts needed to support the Sites Project Authority (Authority) through the completion of work through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority's Request for Qualifications (RFQ) No. 18-04 and the Statement of Qualifications (SOQ) prepared by Katz & Associates.

Task C1—Stakeholder Engagement/Community Outreach

Task C1.1—Local/Landowner Outreach Efforts

Katz & Associates will perform the following tasks:

- **Landowner Engagement**
Develop and distribute two landowner newsletters, both electronically and in hard copy as needed, and conduct up to two meetings for/with landowners to support ongoing project refinements and compliance with environmental regulations. Newsletters may serve as the invitation to community or scoping meetings. This task will include the development of meeting plans and presentation materials, along with management of all meeting logistics.
- **Local Agency/Organization Outreach**
Attendance at select Board or other organized meetings of Sac Valley water agencies and interested organizations (e.g. Family Water Alliance) as a representative of the Sites Reservoir project team. This task will include the identification of project-related information needs and opportunities and with recommendations for follow up. This task may include select coordination with other local organizations, such as the Sacramento Valley Museum, on Sites-related projects and requests for information.
- **General Stakeholder Engagement/Public Outreach Support**
Provide general public outreach support, on an as needed basis or as directed by the Authority Agent including ; responding to public request for project information, public information materials distribution, and public engagement.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to Local/Landowner Outreach and respective priorities.

Deliverables:

- Database Management: One update in 2020.

- Landowner Engagement: Landowner engagement plan and as-needed materials to support project definition and other regulatory requirements.
- Landowner Engagement: Two (2) landowner newsletters distributed electronically and hard copy distribution to the landowner distribution list.

Task C1.2 Statewide Outreach

Katz & Associates will perform the following tasks:

- **Content Distribution**
Distribute e-news updates, press releases, new infographics, materials and other new information to statewide distribution list on a as need basis.
- **Industry Outreach**
Request and secure opportunities to inform audiences about Sites Reservoir through providing content for industry newsletters and publications – for example, Ag Alert, ENR, ACWA, WEF, Brown & Caldwell and others.
- **Presentations**
Identify and secure select presentation opportunities to educate and engage key organizations throughout California – including both statewide groups, regional associations, at conferences or to current and potential Sites investor entities. Prepare presentation materials and speakers as needed. Coordinate with Sites project staff, board members and government affairs team as appropriate for key presentations and provide staffing for presentations.
- **Event Participation**
Identify select industry opportunities for Sites Leadership to participate in, such as ACWA, CSAC, RCRC, California Farm Bureau Federation, CalChamber and others. May include securing booths/tables at statewide conferences and other opportunities to inform and engage target audiences.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to Statewide Outreach and respective priorities. Key out of pocket expenses/ODC's will be paid for directly by Sites Project.

Deliverables:

- **Content Distribution:** Could include two e-news updates, new graphics and content, ICYMLs.
- **Event Participation:** Event summary reports.

Task C1.3 NGO Outreach

Katz & Associates will perform the following tasks:

- Targeted Informational Materials and Updates

Provide informational materials to support Sites project objectives with NGOs as directed by the Authority Agent

- NGO Engagement Support

Provide engagement support to Sites Project Team members to capitalize on unanticipated opportunities for information sharing and address community concerns and issues.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to NGO Outreach and respective priorities.

Deliverables:

- Targeted Materials/Updates: May include, as directed, special fact sheet(s), letters, PowerPoint slides, maps and other materials.

Task C2 – Strategic Communications and Message Development

Task C2.1 Strategic Communications

Katz & Associates will perform the following tasks:

- Strategic Communications and Messaging
Support Sites Board, Reservoir Committee and staff by supplying message direction, talking points and communications services on an as-needed basis.

Task C2.2 Message Development and Training

Katz & Associates will perform the following tasks:

- Message Platform Refinement & Speaker Training
Update and refine message platform to reflect direction and status of the project. Assumes two (2) updates in 2020. The updated message platform will be used to provide message/speaker training session to identified Sites spokespeople. Speakers training sessions may be scheduled at the direction of the Authority Agency as appropriate.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to Strategic Communications priorities and needs.

Deliverables:

- Strategic Communications and Messaging: Could include drafting of materials, refinement of message platforms, review of documents, copywriting, facilitation and public engagement/affairs counsel.

- Message Platform: Two updated message platforms.

Task C3 – Informational Materials/Distribution

Task C3.1 Information Materials Development

Task C3.2 will include the following tasks:

- Collateral Materials
Update content and design as needed for new collateral materials for Sites Reservoir, which may include infographics, FAQs, fact sheets, graphics, posters, signs and other event materials. Includes writing/messaging and graphic design services. Priorities to be provided by Sites Authority Agent.
- Email Blasts and Electronic Communications
Draft and distribute two email blasts to statewide and local distribution lists (assumes lists provided by Sites Authority Agent or previous service provider). Email blasts may include most recent news and updates, new collateral materials, Sites “In the News,” and other updates for readers.
- Specialized Materials
Year in Review, briefing updates, talking points and other targeted assignments to support government affairs, legislative outreach and industry outreach may be employed. Direction provided by Authority Communications Agent and must fit within approved budgets.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to Information Materials development, priorities and confirmation regarding distribution targets and expenses.

Deliverables:

- Collateral Materials: Final collateral materials could include infographics, FAQs, fact sheets, posters, signs and other materials.
- Email Blasts and Electronic Communications: Two (2) email blasts.
- Specialized Materials: Final materials for example, specialized/targeted talking points and topic-specific fact sheets.

Task C4 – Website Modifications and Management

Task C4.1 Website Modifications and Management

Katz & Associates will complete the following tasks:

- Website
Katz & Associates will continue maintaining the project website, and will continue making updates to meeting materials, news clips, and informational materials, to ensure the website is up-to-date.

Assumptions:

- Assumes Board and Reservoir Committee meeting materials provided by Sites Authority staff.
- Assumes no structural changes or major redesign to website.

Deliverables:

- Regular content updates to website.

Task C5 – Authority/Reservoir Committee Engagement and Public Affairs Support

Task C5.1 Authority/Reservoir Committee Engagement and Public Affairs Support

Task C5.1 will include the following tasks:

- Board/Reservoir Committee Meetings

Assumes travel and participation by one K&A team member to select Board and Reservoir Committee meetings. Priorities for which meetings to attend will be discussed with the Sites Reservoir team. Also allows for a limited level of effort for meetings, calls and general support for various public affairs issues/needs.

- Member Agency Coordination

Conduct select calls with agency staff or PIOs (or staff member in charge of communications) to provide updates on latest news and a forecast of upcoming activities.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to Authority Board and Reservoir Committee participation and follow-on assignments.

Deliverables:

- Agency Coordination: If developed, agendas, summary minutes and meeting materials (if Coordination meetings are conducted) will be provided.

Task C6 – Media Relations

Task C6.1 Media Relations

Task C6.1 will include the following tasks:

- Media List

Refine and maintain the Sites Project Authority media list with reporter and editorial board contacts.

- Press Releases

Draft and finalize up to three press releases to announce project news and milestones. Distribute to media list and stakeholder lists.

- Reporter Briefings

Educate and inform news media about Sites' reservoir, its benefits, progress points and project milestones. Establish communications with press who cover water and environmental issues, and conduct briefings with Sites project staff, board members and reporters as appropriate/needed.

- Editorial Board Outreach and Meetings

Identify opportunities to meet with editorial boards leading up to project milestones. This task includes overall strategy, initial discussions with editorial writers, scheduling, identifying participants and prep for editorial board meetings – briefing packets and prep call with participants – and participation in meetings.

- Letters to the Editor/Rapid Response

Lead rapid response efforts to correct the record as needed. Includes calls to reporters/editors and drafting and placing letters to the editor. Third party stakeholders will also be identified to sign letters to the editor.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions related to media engagement undertaken with local/statewide/industry media, including priorities assignments and confirmation regarding distribution targets.

Deliverables:

- Media list: Media list with as-needed maintenance.
- Press Releases: Up to three press releases and associated coverage.
- Reporter Briefings: Summary of outreach to media.
- Editorial Board Outreach and Meetings: Summary of editorial board outreach.
- Letters to the Editor/Rapid Response: Letters to the editor.

Task C7 – Social Media

Task C7.1 Social Media

This task includes ongoing management – posting, audience building – of Sites' Facebook and Twitter pages.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions as it relates to social media, priorities and confirmation regarding distribution targets and odc expenditures.

Deliverables:

- Summary of Social Media Engagement.

Task C98 - Project Management

This task involves work associated with project management and integration assignments, as well as necessary quality control in support of the Communications and Outreach efforts. K&A will perform the following tasks:

- Monthly (in-person/by phone depending on agenda content) meetings will be conducted with the Program Integration Team following each Board Meeting.
- Conference calls will also be held with the internal/external communications team and the Authority Communications Agent to track progress on deliverables between in-person meetings. Assumes monthly conference calls with two K&A team members participating.
- Internal K&A team meetings to review progress, track deliverables, and identify upcoming issues and overall next steps.
- Contract compliance activities.

Assumptions:

- K&A will have access to Authority Agents for direction and decisions regarding participation in select Integration Team meetings, weekly conference calls, directions regarding tracking of or modifications to deliverables, as well as upcoming issues and overall next steps.

Deliverables:

It is anticipated the following items will be delivered in draft format as part of this task:

- Meeting agendas.
- Meeting summaries (to codify deliverables and discussion).
- Project/deliverable tracking and status updates.
- Staff assignments and updates to Authority Agent.
- Regular reports to project controls.
- Administrative functions and activities to meet Integration requirements.
- Weekly time spend reports.
- Monthly progress reports.
- Monthly invoices.

Task C99 – Expenses

This task includes all expenses related to Other Direct Costs, travel, limited printing, event fees, etc.

This task includes:

- Airfare and accommodations.
- Parking fees where applicable.

- Uber or other mass transit expenses.
- Mileage.
- Car rental expenses including gas replacement fees.
- Meals and other allowable expenses – all at cost.
- Limited printing (where noted in SOW).
- Limited materials production (where noted in the SOW).
- Limited photography (where noted in SOW).
- Limited videography support (where noted in SOW).
- Limited event fees or materials/refreshments (where noted in SOW).

Assumptions:

K&A will have access to Authority Agents for direction and decisions regarding priority expenditures and will receive approval before scope of work expenditures are disbursed (i.e. printing, event fees, other “participation” costs or promotional expenses).

Attachment 2 Fee Table

Task ID	Task Name	Fee
1.1	Local/Landowner Outreach	\$13,770.00
1.2	Statewide Outreach	\$22,760.00
1.3	NGO Outreach	\$12,120.00
2.1	Strategic Communications	\$19,720.00
2.2	Message Development/Training	\$11,340.00
3.1	Informational Materials Distribution	\$38,160.00
4.1	Website Modifications and Management	\$17,940.00
4.2	Video and Photography	
5.1	Authority/Reservoir Committee Public Affairs Support	\$15,360.00
6.1	Media Relations	\$12,830.00
7.1	Social Media	\$5,510.00
98	Project Management	\$30,420.00
99	Expenses	
	Total Fee	\$199,930.00

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020



Topic: **Reservoir Committee Agenda Item 4-3.4** **2020 February 21**

Subject: **Contract Amendment for Professional Services (ICF Jones and Stokes, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s Environmental Planning and Analysis (ICF E) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

ICF E's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for ICF E. The ICF E scope of work and budget remains the same as in the approved "Amendment 1B" Work Plan.

The proposed budget for the task order amendment is \$428,000 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s (ICF) (Environmental Planning and Analysis) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve both the consulting agreement with ICF Jones and Stokes, Inc. (ICF) for

Service Area E – Environmental Planning and Analysis and the Phase 2 (2019) task order and budget for services April 1, 2019 through December 31, 2019.

January 18, 2019: Approved a recommendation to the Sites Project Authority to approve the Ad Hoc evaluation Committee's recommendation to begin negotiations of a consulting agreement with ICR for Service Area E (Environmental Planning and Analysis) and approve an initial task order.

November 16, 2018: Approved a recommendation to the Authority Board to approve the 2019 Phase 2 Work Plan and Budget.

August 16, 2018: Approved a recommendation to the Authority Board to the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Environmental Planning and Analysis Task Order Amendment

Consultant: ICF Jones & Stokes, Inc.

Task Order No. 1.3

Task Order No. 1.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 1.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 1.2) will be conducted through another process. Thus, Task Order 1.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from January 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$428,000. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is decreased to \$1,296,098. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$1,822,848
Task Order Actual Spend through December 31, 2019	\$868,098
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$428,000
Task Order Total Budget	\$1,296,098
Amendment Budget Change (total budget – prior approved)	-\$526,750

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order B001 – Initial Services for Service Area E Environmental

This scope of services involves initial Service Area E efforts needed to support the Sites Project Authority (Authority) through the completion of work through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority's Request for Qualifications (RFQ) No. 18-04 and the Statement of Qualifications (SOQ) prepared by ICF.

Task E07: Develop Environmental Document Work Plan

This task is to ensure a strategic approach to the Recirculated EIR/EIS which builds on the work previously completed for the Draft EIR/EIS and to respond to the comments received on that document.

ICF will perform the following tasks:

- Revisit the comments received on the Draft EIR/EIS and the draft master responses to comments and prepare a list of information needs which would strengthen the prior EIR/EIS analysis.
- Prepare a recommended approach for how the integral thematic issues raised by commenters will be addressed in the recirculated document.
- Based on comments received on the Draft EIR/EIS, provide strategic advice on an outreach and treatment of comments.
- Support Sites Authority staff outreach to responsible or cooperating agencies and other key commenters within the context of addressing their comments in the recirculated document.
- Technical staff to provide support for stakeholder meetings as appropriate between Sites and ICF.
- Review the Draft EIR/EIS for completeness of existing analysis and prepare a work plan regarding what portions of each resource chapter may require updates (e.g., assessment methods, baseline data, etc.).
- Identify preliminary list of technical studies and modeling that may be needed and required timeframes for completion in order to meet the proposed Public Draft release date as part of the Environmental Document Work Plan.
- Provide support for meetings with Sites and Native American tribes specific to tribal cultural resources and AB 52.
- Develop a schedule for the development and delivery of EIR/EIS chapters.

Assumptions:

- Preferred project alternative, including operations scenarios, will be chosen in April 2020 and engineering team will be available to provide details that will be needed to revise the project description by 8/31/2020.
- Modeling support needed to execute the tasks in this SOW will be satisfied through the modeling contract.
- Preliminary modeling results will be shared in an agreed to format so that output can be used by technical staff.
- Impact analysis will not begin until a detailed project description is received by ICF
- Up to 4 meetings with Native American tribes to support this task

Task E07 Deliverables:

- Materials for use in meeting with responsible and cooperating agencies and/or key commenters
- Memo outlining approach for addressing integral issues raised by commenters
- Environmental Document Work Plan (will include timeframes for any necessary technical studies and modeling)
- Recommended strategy on the deliverable and schedule for Sites to meet the CWC requirements for the next phase of WSIP funding
- Materials and meeting minutes will be collected from efforts associated with AB 52 and responsible or cooperating agencies and other key commenters for the administrative record

Task E08: Support Development of EIR/EIS Project Description

This task is to support not only development of the preferred alternative, but also to develop the range of alternatives to be analyzed in the recirculated document.

ICF will perform the following tasks:

- Review previous alternatives as well as those under consideration in the value planning process and propose a group of alternatives for inclusion in the recirculated document.
- Work with the engineering team and operations modeling team to confirm and refine the configuration, construction, and operation for the preferred alternative, and any other alternative chosen for analysis in the recirculated document.

Develop a list of additional data/information needs to conduct impact assessment once a preferred alternative is chosen from the conceptual alternatives developed by the engineering team.

Assumptions:

- Preferred project alternative, including operations scenarios, will be chosen in April 2020
- Sites Authority will develop the preliminary list of proposed alternatives for inclusion in the recirculated document
- The engineering and operations modeling teams will be available to provide all necessary details that will be needed to revise the project description by 8/31/2020

- Reclamation's role in the project and whether the document is a joint EIR/EIS will be decided by the Sites Authority by 8/31/2020 and included in the project description.
- Modeling support needed to execute the tasks and SOW will be satisfied through the modeling contract.
- Preliminary modeling results will be shared in agreed to format so that output can be used by technical staff.
- Based on the information available to the ICF team following completion of Task E07, the ICF team will determine the permitting requirements (e.g., water rights, Section 7, CDFW and USACE) which may be addressed within the recirculated document.

Task E08 Deliverables:

- Review and provide input on list of proposed alternatives for inclusion in the recirculated document
- List of information needs for analysis of the preferred project and alternatives
- Two 2-hour meetings per month with up to 3 ICF staff with the engineering and modeling teams and Sites Authority to refine the project description
- Four 8-hour meetings with the Integration team and Sites for addressing program issues, providing updates on progress on this task, and receiving direction from Sites Authority.
- Meeting materials and support for Ad Hoc Environmental Planning and Permitting Work Group presentations
- Provide updates to up to three Reservoir Committee Ad Hoc Environmental Planning and Permitting and Operations Work Group progress reports
- One combined meeting of the Reservoir Committee Ad Hoc Environmental Planning and Permitting and Operations Work Groups to collaborate on issue resolution and provide status on the EIR/EIS approach
- Relevant administrative record materials will be uploaded to SharePoint.

Task E09: Prepare Annotated Outline

In support of developing the recirculated EIR/EIS, the ICF team will perform the following tasks:

- Develop a draft annotated outline for the recirculated document
- Develop draft introductory language describing purpose of recirculated document and relationship to Draft EIR/EIS, treatment of comments, etc.

Assumptions:

- Drafts will be subject to one initial round of review by the Authority and Reclamation and will be revised based on comments received; integration will coordinate Authority legal counsel review
- Impact analysis will not begin until a detailed project description is received by ICF
- Assume 2 meetings to discuss the document template with: 1) Sites legal counsel, and 2) Reclamation staff

Task E09 Deliverables:

- Draft annotated outline for the recirculated document
- Draft introductory language for the recirculated document

Task E98—Project Management

This task involves work associated with project management and quality control in support of project controls for the Sites Project.

Task E98.1— Project Management

This task covers efforts by ICF in managing its contract with Sites.

- Generate and review invoice, including preparation of cover letter
- Prepare monthly progress report
- Manage subconsultants (contracting, invoice review, etc.)
- Manage staff workload
- Attend meetings as requested by Sites and integration team
- Attend weekly Permitting and Environmental coordination meetings
- Attend monthly program integration meeting
- Participate on monthly program integration call
- Provide ongoing updates to the P6 schedule that will be developed by the integration team

Task E98.2— Quality Control

Our team will provide internal quality control reviews for each deliverable provided to the Authority. This task includes time for our reviewers to adequately review and document comments on service area E deliverables.

Task E98 Deliverables:

- Monthly invoice and cover letter, monthly progress report, weekly cost capture report, audit support, approval submittals for new staff, QC forms, and management of contract requirements

Task E99—Expenses

This task involves all expenses related to travel, meals, and costs for printing materials/documents (mileage, copies, fleet or rental vehicles, etc.).

Attachment 2 Fee Table

Task ID	Task Name	Fee
E03	Prepare Admin Final EIR/EIS	\$15,000.00
E07	Develop Enviromental Work Plan	\$110,000.00
E08	Support Development of Project Description	\$180,000.00
E09	Prepare CEQA/NEPA Template	\$88,000.00
98	<i>Project Management</i>	\$31,500.00
99	<i>Expenses</i>	\$3,500.00
	Total Fee	\$428,000.00

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020



Topic: **Reservoir Committee Agenda Item 4-3.5** **2020 February 21**

Subject: **Contract Amendment for Professional Services (ICF Jones and Stokes, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s Permitting and Agreements (ICF F) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

ICF F's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for ICF F. The ICF F scope of work and budget remains the same as in the approved "Amendment 1B" Work Plan.

The proposed budget for the task order amendment is \$708,300 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to ICF Jones and Stokes, Inc.'s (ICF) (Permitting and Agreements) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve both the consulting agreement with ICF Jones and Stokes, Inc. (ICF) for

Service Area F – Permitting and Agreements and the Phase 2 (2019) task order and budget for services March 26, 2019 through December 31, 2019.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of ICF for Service Area F – Permitting and Agreements.

August 16, 2018: Approved a recommendation to the Sites Project Authority the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Permitting and Agreements Task Order Amendment

Consultant: ICF Jones & Stokes, Inc.

Task Order No. 1.3

Task Order No. 1.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 1.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 1.2) will be conducted through another process. Thus, Task Order 1.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from January 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$708,300. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is decreased to \$1,977,931. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$3,192,705
Task Order Actual Spend through December 31, 2019	\$1,269,631
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$708,300
Task Order Total Budget	\$1,977,931
Amendment Budget Change (total budget – prior approved)	-\$1,214,774

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order B001 – Initial Services for Service Area F Permitting and Agreements

This scope of services involves initial Service Area F efforts needed to support the Sites Project Authority (Authority) through the completion of work through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority’s Request for Qualifications (RFQ) No. 18-04 and the Statement of Qualifications (SOQ) prepared by ICF.

Task F02 Provide Geotechnical Support

F02.1 Geotechnical Monitoring Support for Reclamation Feasibility Study

ICF will provide archeology and biological monitors as required by the USFWS Geotech Biological Opinion and the project environmental commitments for the remaining geotechnical field investigations at Fletcher 1 and 2 (Shifts 7-9). It is assumed that a full-time biologist will need to provide training of drilling personnel; maintain field logs to be submitted to Reclamation; conduct pre-construction surveys, including checking of exclusion fencing; and be present for all work occurring in potential California red-legged frog habitat. An archeologist will provide training of drilling personnel, maintain field logs to be submitted to Reclamation, and provide monitoring until bedrock is hit. In addition, ICF staff will write the summary reports of the field monitoring to be submitted to Reclamation.

For this scope, ICF has assumed biological and archeological monitoring will be needed on all days listed below. If the actual work window required for the geotechnical field work is different than this assumption, the scope and cost will be modified.

Shift 7 - Feb 5-12; no archeological monitoring required

Shift 8 - Feb 18-26; need archeological monitoring on Feb. 19-20

Shift 9 - March 4-11; possibly need archeological monitoring

Shift 10 March 18-25; only if Shift 9 is delayed for downhole geophysics

F02.2 Geotechnical Permitting and Planning

ICF will provide permitting and planning support for an additional five to ten borings to complete the feasibility level design of the preferred project.

ICF will coordinate with Sites, integration team, and engineers to identify the CEQA/NEPA and permitting coverage that will be needed to support the five to ten borings. It is assumed that boring locations, survey methodology, equipment needs, and overall project description details and schedule for the geotechnical investigations will be provided to the ICF team and only minimal effort to finalize the project description will be required for completion.

ICF will perform the following task:

- Consistent with direction from Sites, attend meetings and teleconferences
- Prepare draft and final BA amendment addressing the effects of the geotechnical surveys on ESA-listed species and address agency comments and questions during early consultation period.
- Prepare draft and final Section 106 documents for use by Reclamation in consultation with SHPO under the NHPA to implement the Sites Project geotechnical survey activities, including conducting and analyzing a records search of the project area and assessing archaeological sensitivity of the boring locations.
- Update the previously prepared environmental documents
- Prepare the following draft and final permit and agreement applications and respond to questions from the regulatory agencies during the permitting process.
 - USACE: 404 NWP 6
 - CDFW: LSAA Standard Agreement
 - USFWS: Amend the Biological Assessment (BA)/Opinion

Assumptions:

- The geotechnical engineer will provide the boring locations in GIS geodatabase files format
- The geotechnical engineer will provide descriptions of the methods that will be used will be sufficient for the permit and agreement requirements
- One round of comments will be submitted by Sites and the geotechnical engineer before submittal of the permit to the regulatory agency
- Boring work will not be conducted on the Delevan NWR and no special use permit or coordination would be required.
- No protocol level or reconnaissance surveys for the preparation of the BA will be conducted for federally-listed species due to the time constraint and lack of access for verifying site conditions.
- USACE's Nationwide Permit Program will be suitable for Section 404, and a pre-certified Water Quality Certification can be used for Section 401.
- If an EA/IS is needed, the previously prepared document will require minimal updates for the new boring sites.
- The analysis will be based on species models derived from a mix of existing mapping and photo interpretation of habitat suitability.
 - This assumption will likely result in some overestimation of suitable habitat for species.
- No more than one new species will be added to the BA and minimal comments will be received from Reclamation.
- Geotech locations will avoid state-defined take of potential species and an incidental take permit would not be needed from CDFW.
- Geotechnical survey locations can be moved to avoid direct effects to listed species, previously identified location of high-density cultural resources, and other highly sensitive environmental resources.

- All historic built resources that may be affected by the geotechnical borings have been previously evaluated, including the Sacramento River levee.
- Due to extremely limited access, no archaeological surveys will be conducted.
- Eligible built resources, archaeological sites, and tribal cultural resources are not present in the immediate vicinity of any of the geotechnical survey locations and would not need to be addressed in the impact analysis or agency consultation efforts.
- The cost estimate is commensurate with a Section 106 Finding of Effect of “no adverse effect” conclusion. Additional budget would be required to prepare a Memorandum of Agreement if there are adverse effects.
- One round of comments from Sites Authority on each document version

Task F2 Deliverables:

- Draft and final NEPA/CEQA document
- Draft and final amended Biological Assessment (for Reclamation to send to USFWS)
- Draft and final Section 106 initiation letter (for Reclamation to send to SHPO)
- Draft and final Section 106 Historic Properties Identification and Assessment of Effects Report
- Draft and final CWA Section 404 and 401 permit documentation
- Draft and final Notification of Lake or Streambed Alteration application

Task F07—Early Coordination and Development of Key Permits

This task incorporates work previously conducted under Tasks 1, 3 and 4, and is to increase permitting certainties for the key permits – joint USFWS and NMFS BA, Section 106 Programmatic Agreement, State Incidental Take Permit, Water Rights, and USACE Section 408/404 – with the regulatory agencies and to conduct early coordination work to facilitate achievement of the permitting milestones in the proposed schedule. The ICF team will work closely with the engineer team, Sites, and integration team to develop the project description of the preferred alternative that can be used for the permit applications.

ICF will work with the engineering team and operations modeling team to refine operations scenarios with enough specificity for analysis of effects and will work with the modeling team to assess the effects of up to three operating scenarios on aquatic resources. These effects assessments will rely on definition of capabilities to the Sites Project to exchange water with Reclamation for the purpose of protecting or enhancing cold water pool and flow stability measures to benefit juvenile salmon productions (using Salmod) and to assist in life cycle modeling (using OBAN, IOS, and other available models) to assess the net effect of operations on aquatic resources. ICF will also assist in effects analysis of additions/changes in the footprint of the project that would result out of the Value Planning process.

ICF will work with the engineering team to make sure the project description provides the level of information and clarity needed to assess project effects on listed species. The ICF team will rely on the engineering team to revise and update appropriate sections of the existing BA project description for the construction and inundation area, and to fill design and engineering information gaps identified by the ICF team and wildlife agencies during their review of the existing draft.

ICF will provide assistance with satisfying the National Historic Preservation Act Section 106 (Section 106) requirements by developing a focused action plan that defines specific requirements of each Federal agency that is anticipated to have a Section 106 undertaking associated with the Sites project. Lessons learned during the Section 106 consultation with Reclamation, SHPO, and tribes during earlier Phases will be incorporated into a Section 106 Action Plan that clearly frames Sites' expectations for the Section 106 process for the project that results from the Value Planning process. ICF will prepare a preliminary draft Section 106 Action Plan for review by Sites and the integration team during this task order timeframe for presentation to the Sites Ad Hoc Environment & Permitting Work Group. By coordinating with Reclamation and USACE on the Section 106 Action Plan, Sites will gain greater certainty about the critical path for the Section 106 consultation process, including the range of deliverables, participants in the consultation process, and agency-specific timeframes. The Action Plan will position Sites to support Reclamation and USACE with their initiation of formal consultation under Section 106 immediately following Site's approval for the proposed project in August 2020.

The Section 106 Action Plan will include:

- A description of the objectives for the Section 106 review (i.e. project or program level compliance, or a hybrid)
- An annotated list of Consulting Party candidates (tribal and NGO)
- A general overview of the preliminary identification of historic properties (based on technical studies performed prior to December 2019)
- A discussion of the types of effects associated with each of the major elements of the preferred project
- Key milestones in the consultation process
- Preliminary annotated outlines for required documentation (e.g., SHPO initiation package, preliminary finding of effect, programmatic agreement outline refined from previous work)
- Critical path schedule
- Preliminary budget to implement the action plan (by labor hours and ODC)

ICF will perform the following tasks:

- Consistent with direction from Sites and integration team, attend meetings and teleconferences
- Two 2-hour meetings per month with up to 3 ICF staff with the engineering and modeling teams and Sites Authority to refine the project description
- Coordinate with operations modeling team to provide inputs and review outputs to develop an assessment of the effect of up to three operating scenarios on aquatic resources, utilizing available lifecycle models.
- Begin updating the affects analysis assumptions used for the early draft BA, with the revised operation criteria and any additions to the previously analyzed footprint of the project.
- If modeling output is available, work with the operations modeling team to refine mitigation opportunities and potential adaptive management plans to offset negative effects of the chosen operations scenarios.

- Begin developing the mitigation approach and identifying potentially appropriate mitigation needed for the project.
- Participate in Adhoc Environmental Planning and Permitting and Operations Work Group meetings to collaborate on issue resolution and provide status on the permitting approach
- Coordinate with Sites and ROW team on recommended approach for surveys of up to two key species
- Provide strategic advice on collaboration with the regulatory agencies and permitting strategy
- Coordinate with Sites, integration team, and engineer team to develop the detailed project description that will be used for the permit applications
- Begin updating the draft joint Biological Assessment to include the preferred project description and analysis, agreed upon changes from Reclamation and USFWS comments and revised modeling output analysis and effects of the construction and operation on ESA listed species.
- Coordinate with USACE on Section 404/408 and 404(b)(1) and the wetland delineation requirements and approach as well as facilitating an agreement with Reclamation on LEDPA analysis and federal lead for ESA consultation.
- Continue coordination with CDFW, USFWS and NMFS on permit requirements while developing the project description and operations plan.

Assumptions:

- Preferred project alternative, including operations scenarios, will be chosen in April 2020 and engineering team will be available to provide details, provide revisions to the existing BA project description, and fill in information gaps identified in the existing BA project descriptions by 8/31/2020.
- Engineering team will define the project footprint, including horizontal and vertical extent of each project element, diversion sites and facilities, as well as release locations and facilities.
- Engineering team will define off-road access and work areas that can be restored to pre-project conditions after construction and will define the length of time each of these areas is expected to be used.
- Engineering team will provide the project footprint and design drawings needed for analysis in GIS geodatabase files format, including differentiation between different facility types as needed for the effects analysis, and differentiation between permanent and temporary impact areas.
- Preliminary modeling results will be shared in agreed to format so that output can be used by technical staff.
- Reclamation will lead the consultation on the potential effects of the entire project for the joint Biological Assessment with USFWS and NMFS
- Results of the Value Planning project development will not significantly modify the project area and minimal updates to the habitat models will be needed for the new project footprint.
- If Stony Creek is included in the preferred alternative project area, it could result in a modification to the scope of work and budget necessary to analyze the new species, including critical habitat effects to spring-run Chinook and steelhead.

- QEDA, who is under contract to Jacobs, is available to collaborate in running OBAN
- Drafts will be subject to one initial round of review by the Authority and Reclamation and will be revised based on comments received.
- No field studies will be conducted under this scope. If field studies are needed it could result in the need for revisions to the scope of work and budget for the project.
- No additional work will be performed on development of the Programmatic Agreement document until a preferred alternative has been identified; work on the preliminary documentation of identification of historic properties and findings of effect will occur following finalization of the Section 106 Action Plan.
- Work on formal documentation of identification and effects for use in Section 106 consultation will only begin after selection of a preferred project; such work may occur prior to or in parallel with development of the Programmatic Agreement.
- No additional fieldwork will be required in order to proceed with any Section 106 tasks.
- All deliverables will be in electronic format.

Task F07 Deliverables:

- USACE agreement on approach for the Section 404/8 Permission, wetland delineation, and 404(b)(1). Including meeting agendas, minutes and action items tracking tools.
- Provide updates to up to three Adhoc Environmental Planning and Permitting and Operations Work Group progress reports
- Updated project description in Chapter 2 of the Biological Assessment based on available information from the engineering team
- Preliminary terrestrial impact acreages for new project footprint (temporary and permanent, if available from engineering team)
- Present update on project footprint and operations to Adhoc Environmental Planning and Permitting and Operations Work Group
- Up to six, 2-hour agency meetings with up to four ICF team members
- Up to three, 3-hr Ad Hoc Environmental Planning and Permitting and Operations Work Group meetings with up to three ICF team members
- Up to four, 2-hour topic-driven Section 106 Working Group meetings with up to four ICF team members; these are working meetings to develop consensus with the Sites Integration Team regarding specific action plan topics.
- Up to four 1-hour meetings with Reclamation and/or USACE to solicit input for the *Section 106 Action Plan*; at least one of these meetings will focus on discussing Reclamation's review of the Draft Section 106 Action Plan.
- Preliminary Draft *Section 106 Action Plan*

Task F98—Project Management

This task involves work associated with project management and quality control in support of project controls for the Sites Project.

Task F98.1— Project Management

This task covers efforts by ICF in managing its contract with the Authority.

- Generate and review invoice, including preparation of cover letter
- Prepare monthly progress report
- Manage subconsultants (contracting, invoice review, etc.)
- Manage staff workload
- Attend meetings as requested by the Authority and integration team
- Attend weekly Permitting and Environmental coordination meetings
- Attend monthly program integration meeting
- Participate on monthly program integration call
- Provide ongoing updates to the Microsoft Project schedule that will be developed by the integration team

Task F98.2— Quality Control

ICF will provide internal quality control reviews for each deliverable provided to the Authority. This task includes time for our reviewers to adequately review and document comments on service area F deliverables.

Task F98 Deliverables:

- Monthly invoice and cover letter, monthly progress report, weekly cost capture report, audit support, approval submittals for new staff, and management of contract requirements

Task F99—Expenses

This task involves all expenses related to travel, meals, proposed field work, field work equipment, and costs for printing materials/documents (mileage, copies, fleet or rental vehicles, etc.).

It is estimated that the Geotech boring field survey expenses will be a total of \$5,440

Attachment 2 Fee Table

Task ID	Task Name	Fee
F02	Finalize Geotechnical Permtis and Fieldwork	\$297,127.66
F04	Begin Preperation of Permits and Agreements	\$25,810.12
F07	Early Coordination and Development of Key Permits	\$333,222.67
98	<i>Project Management</i>	\$35,733.41
99	<i>Expenses</i>	\$16,406.00
	Total Fee	\$708,299.86

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020



Topic: **Reservoir Committee Agenda Item 4-3.6** **2020 February 21**

Subject: **Contract Amendment for Professional Services (CH2M Hill Engineers, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to CH2M Hill Engineers, Inc.'s (CH2M) (Operations Simulation Modeling) contract and task order scope of services, budget and period of performance (Attachment A).

Detailed Description/Background:

CH2M's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for CH2M. The CH2M scope of work and budget has increased since the approval of the approved "Amendment 1B" Work Plan to include the following that is covered in Attachment A:

Increased level of effort to:

- a. Model changes in ranges of Reclamation participation.
- b. Changes in participant demand patterns.
- c. Increased level of effort for to support updated environmental and permitting analyses.
- d. Develop operational criteria and support the development of an updated operations plan.

The proposed budget for increased scope of work is estimated at \$99,893. Combined with the Amendment 1B Work Plan the total amended budget is \$993,000 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level

Status: Final	Preparer: Trapasso	Phase: 2	Version: A
Purpose: Staff Report	QA/QC: Watson	Date: 2020 February 21	
Caveat: Approval Action	Authority Agent: Trapasso	Ref/File #: 12.221-210.018	
Notes:		Page: 1	of 2

descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to CH2M Hill Engineers, Inc.'s (CH2M) (Operations Simulation Modeling) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve both the consulting agreement with CH2M Hill Engineers, Inc. (CH2M) for Service Area D – Operations Simulation Modeling and the Phase 2 (2019) task order and budget for services April 1, 2019 through December 31, 2019.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of CH2M for Service Area D – Operations Simulation Modeling.

August 16, 2018: Approved a recommendation to the Sites Project Authority to release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to approved Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Operations Simulation Modeling Task Order Amendment

Consultant: CH2M Hill Engineers, Inc.

Task Order No. 1.3

Task Order No. 1.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 1.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 1.2) will be conducted through another process. Thus, Task Order 1.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from January 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$993,000. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$1,979,209. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$1,231,548
Task Order Actual Spend through December 31, 2019	\$986,209
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$993,000
Task Order Total Budget	\$1,979,209
Amendment Budget Change (total budget – prior approved)	\$747,661

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

CH2M Engineers

Phase 2 Amendment 1B Scope of Services – Operations Simulation Modeling

2/17/20

This scope of services involves operations analyses needed to support the Sites Project Authority (Authority) through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority's Amendment 1B Work Plan.

Task D1 - Permitting and Resource Agency Technical Support

This task involves providing technical support for agency coordination and preparation of information needed for the Biological Assessment and permit applications. Additional technical analysis will be required after Amendment 1B to support the preparation of information for the Biological Assessment and permit applications.

CH2M may assist with the following tasks:

- Conduct analyses of Sites Reservoir proposed alternative to support preparation of the biological assessment. The ROC on LTO Current Conditions study from USBR will be used for without project at current conditions.
- Evaluate the environmental benefits of up to two revised operations scenarios. The team will conduct iterative modeling using the CalSim model, Daily model, along with Sacramento River HEC-5Q temperature modeling, SALMOD scenarios to verify temperature model scenarios, and DSM2 model scenarios.
- Conduct daily sensitivity analysis modeling (up to 10 scenarios) to support discussions with permitting/resource agencies and NGOs
- Evaluate potential physical effects (water stage, flow rate, discharge amount) of Sites Reservoir diversions on Sacramento River ecologically-important riverine habitats and features for two scenarios, including riparian, seasonal wetlands, and floodplain habitats, as well as side-channel and back-channel areas.
- Attend meetings with Authority and permitting/resource agency staff

Assumptions:

- Analysis will utilize analysis tools developed previously.

Task Budget: \$100,000

Deliverables:

- Daily modeling analysis results
- CalSim model and analytical results in format consistent with permit application deliverables
- Results of side-channel habitat analysis and mapping

Task D2 - Environmental Documentation Support

Provide technical support to the Authority and its Participants with preparation of information needs for environmental planning and analysis documentation. Additional technical analysis will be required after Amendment 1B to support the preparation of environmental documents

CH2M will perform the following tasks:

- Conduct modeling analyses of Sites Reservoir for up to two proposed alternatives. Modeling work will be based on the modeling conducted in support of Task D1 using the ROC on LTO Current Conditions study. Computer code changes will be required to incorporate revised Sites Reservoir proposed alternative operations. The key models that will likely need to be updated as part of the analytical framework include:
 - CalSim II
 - USRDOM
 - Sacramento River HEC5Q model
 - American River HEC5Q Model
 - USBR Monthly Temperature Model
 - USBR early life stage mortality models
 - SALMOD,
 - OBAN
 - IOS,
 - DPM,
 - DSM2 HYDRO, DSM2 QUAL, DSM2 PTM,
 - Power models including LTGen, SWP Power and NODOS Power model (deferred to subsequent authorization)
 - Economics Models including LCPSIM/CWEST, SWAP, LCRBQM and OMWEM. (deferred to subsequent authorization)

- Attend meetings with Authority and resource agency staff

Assumptions:

- Use of modeling analytical framework developed previously.

Task Budget: \$356,853.00

Deliverables:

- CalSim model and analytical framework results in format consistent with Draft EIR/S deliverables
- Updated analytical framework models and tools
- Technical memorandum with summary of modeling methodology, assumptions, and results.

Task D3 - Operations Technical Support

This task involves work associated with providing the Authority and its Participants with technical support for a range of technical analyses.

Task D3.1— Reservoir Water Quality Model (deferred to subsequent authorization)

The US Army Corps of Engineers CE-QUAL-W2 computer model will be applied to the proposed Sites Reservoir to simulate temperature and dissolved oxygen in reservoir releases for a range of operational scenarios. Water quality analysis will likely be required after Amendment 1B to support the preparation of permit applications and environmental documents.

- Alternative operational scenarios will be investigated to determine the effects of outflow water quality and temperature. A maximum of 6 scenarios will be investigated and will likely involve variations in the inflow and outflow time series, annual patterns, and outflow location and depths in the reservoir.

Assumptions:

- Inflow water quality in the Sacramento River is available (from the RWQCP or other readily available sources).
- Temperature and dissolved oxygen are the primary variables of concern.
- Limited direct runoff from the local watershed will not be included as an input in the initial modeling effort.

Task Budget: \$30,000 Deferred

Deliverables:

- CE-QUAL-W2 modeling files
- Technical memorandum documenting model development and results

Task D3.2— Operations Rebalancing

Conduct operations evaluation to assess member demand patterns and how that influences operations, facilities capacities, system integration, and application of a storage vs delivery approach to participation.

CH2M will perform the following tasks:

- Refine CalSim model to allow for preliminary tracking and accounting of Sites Delta exports to south-of-Delta project participants.
- Update demand patterns for use of Sites water by project participants
- Evaluate Sites Project operations to provide water deliveries to meet south-of-delta project participant water supply needs. Conduct up to four model simulations of Delta Exporter

participant's delivery operations with the project under existing and California Water Fix proposed Delta conveyance.

- Conduct up to four CalSim model simulations to evaluate diversions, reservoir storage, and deliveries to evaluate alternative operational and regulatory regimes and sizing of facilities under updated demand conditions.
- Attend meetings with Authority members

Assumptions:

- Authority members will provide demand pattern information for use of Sites water.

Task Budget: \$100,000

Deliverables:

- Presentations to Operations Work Group
- Technical memorandum documenting model development and results

Task D3.3— Operations Technical Support

Provide technical analyses to support on-going operations evaluations regarding reservoir diversions, storage, deliveries and system integration.

CH2M may provide assistance with the following tasks:

- Provide technical support to Value Planning effort
- Provide updated storage to release ratio table
- Assist with development of an updated operations plan
- Assist with analysis of Sites operations in conjunction with CVP and SWP to refine criteria for annual exchanges with Shasta Lake in lieu of releases for CVP contractors and other CVP regulatory requirements.
- Use CalSim II model and other analytical tools developed for the Sites Reservoir Project to evaluate alternative operational and regulatory regimes.
- Conduct analyses to support development of the principles of agreement with Reclamation and DWR and associated agreement documents
- Support financial evaluations
- Evaluate integration with Sites Reservoir operations and other projects
- Assist with the refinement of the operations plans

Assumptions:

- Authority to provide direction on specific analyses to be conducted and deliverables.

Task Budget: \$200,000

Deliverables:

- Presentations to Operations Work Group

- Technical memorandum documenting results as needed

Task D4 — Project Management

This task involves work associated with project management and quality control in support of operations analyses conducted for the Sites Project.

Task D4.1— Project Management

This task includes monitoring project controls task budgets, reviewing labor and expense effort, and coordinating staffing requirements. This task may consist of, but not be limited to, the following activities:

- Generate and review invoice, including preparation of progress report
- Manage subconsultants (contracting, invoice review, etc.)
- Manage staff workload (including weekly tracking of burn rate)
- On-board new staff (approval by client, etc.)

Task Budget: \$31,147

Deliverables:

- Monthly invoice to client
- Subconsultant contracts/amendments
- Scope of work for next task order

Task D5—Expenses

This task includes subconsultant costs and all expenses related to travel, meals, etc.

B5.1 – Subconsultants

Subconsultants will include the following:

QEDA Consulting – OBAN model development and salmon life cycle modeling

Cramer Fish Sciences – IOS model development and salmon life cycle modeling

Natural Resources Scientists Inc. – Assistance with formulation of biological criteria and project operations

Task Budget: \$112,000

B5.2 – Travel and Parking

Expenses will cover the following to support the operations tasks.

- 10 round trips from Sacramento to Maxwell

- 10 round trips from Redding to Maxwell
- 10 round trips from Redding to Sacramento
- Reprographics, express deliveries, parking, and miscellaneous

Task Budget: \$5,000

Task D6 - Value Planning Refinements

This task involves technical support for Value Planning effort associated with conveyance facilities.

Task 1 – Meeting Attendance.

- Attend weekly value planning coordination meetings with Sites Authority Consultants
- Attend value planning group meetings, one per month for February, March and April
- Attend one reservoir committee meeting and one board meeting at request of value planning group chairs Rob Kunde or William Vanderwaal

Task 2 – Develop Conveyance Alternatives

Through the Value Planning effort, the project has been reduced from 1.8 MAF to a range of 1.3 to 1.0 MAF. As a result of the December 16, 2019 Value Planning workshop, more refinement of conveyance alternatives is required. This includes alternatives 6A and 6B, plus Dunnigan release from the south end of the TC canal to the Colusa Basin Drain and to the Sacramento River. This assumes a 750 cfs conveyance capacity to CBD or Sacramento River. This is at a pre-feasibility level of design. There are four alternatives to be refined.

- Obtain LiDAR topographical data for the project area south of Sites Reservoir and the Delevan Diversion from Jacobs files and DWR. This information will be used in this task and provided to the overall Sites Team.
- Develop pipeline/canal alignments as generally discussed on the January 14 , 2020 field trip. Develop associated graphics and cost estimates for the four alternatives in conjunction with the methods developed by AECOM and agreed to by the value planning group. This would include a day in the field to identify any major utility crossing.
- The results of this task will be documented in a technical memorandum that will be an appendix in the Value Planning Report.

Task 3 – Provide Refinement of Power/Transmission Costs

- Work with our subconsultant Vanderweil Engineers to refine the construction cost estimates for power/transmission costs since the Project has been downsized. This involves the tie in to WAPA and PGE main transmission lines.

Task Budget: \$88,000

Deliverables:

Engineering Facilities TM

Draft
CH2M Sites Operations Support
Phase 2 Amendment 1B Fee Summary
Subject to Jacobs Internal Review
Draft (Updated) 2/10/20

Task Description	Budget
Task D1 Permitting and Resource Agency Technical Support	\$ 100,000.00
Task D2 Environmental Document Support	\$ 356,853.00
Task D3.1 Water Quality Model (Deferred)	\$ -
Task D3.2 Operations Rebalancing	\$ 100,000.00
Task D3.3 Technical Support	\$ 200,000.00
Task D3 Total Operations Technical Support	\$ 300,000.00
Task D4 Total Project Management	\$ 31,147.00
Task D6 Value Planning	\$ 76,000.00
 Other Direct Costs	
Travel	\$ 3,000.00
Incidentals	\$ 2,000.00
Subconsultants	\$ 124,000.00
Subtotal Other Direct costs	\$ 129,000.00
<hr/> Total Fee	<hr/> \$ 993,000.00

Notes:

- 1) Defer Task D2 econ and power analysis
- 2) Defer task D3.1 water quality model \$30,000



Topic: **Reservoir Committee Agenda Item 4-3.7** **2020 February 21**

Subject: **Contract Amendment for Professional Services (Fugro USA Land, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Fugro USA Land, Inc.'s (Fugro) (Geology and Geotechnical) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

Fugro's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for Fugro. The Fugro scope of work and budget has slightly increased since the approval of the approved "Amendment 1B" Work Plan for Fugro to support the planning and permitting of the geotechnical exploration for the 2019 federal program to support Reclamation's feasibility study.

The proposed budget for the additional scope of work is estimated at \$35,995. Combined with the total amended budget is \$85,995 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to Fugro USA Land, Inc.'s (Fugro) (Geology and Geotechnical) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

Status: Final	Preparer: Trapasso	Phase: 2	Version: A
Purpose: Staff Report	QA/QC: Watson	Date: 2020 February 21	
Caveat: Approval Action	Authority Agent: Trapasso	Ref/File #: 12.221-210.018	
Notes:		Page: 1	of 2

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve both the consulting agreement with Fugro USA Land, Inc. (Fugro) for Service Area I – Geology and Geotechnical Engineering and the Phase 2 (2019) task order and budget for services April 1, 2019 through December 31, 2019.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of Fugro for Service Area I – Environmental Planning and Analysis.

August 16, 2018: Approved a recommendation to the Sites Project Authority to release the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B Work Plan budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Geology and Geotechnical Engineering Task Order Amendment

Consultant: Fugro USA Land, Inc.

Task Order No. 1.3

Task Order No. 1.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 1.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 1.2) will be conducted through another process. Thus, Task Order 1.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from January 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$85,995. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$279,366. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$218,000
Task Order Actual Spend through December 31, 2019	\$193,371
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$85,995
Task Order Total Budget	\$279,366
Amendment Budget Change (total budget – prior approved)	\$61,366

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order I001 – 2020 Initial Geologic and Geotechnical Engineering Services

This scope of services involves initial Geologic and Geotechnical Engineering Services efforts needed to support the Sites Project Authority (Authority) through the completion of work through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority's Request for Qualifications (RFQ) No. 18-04 and the Statement of Qualifications (SOQ) prepared by Fugro USA Land Inc. (Fugro)

Task I05—Assessment of Proposed Field Data Collection Points

It is anticipated that five to ten borings will be required to verify design assumptions to be used to complete the feasibility level design of the preferred project. Fugro will assess the proposed locations by performing the following services:

- Review the suitability, accessibility, and known geologic conditions up to 10 locations where new borings are proposed.
- Provide input into the types of geotechnical field investigation that will be required to evaluate existing conditions at each location.
- Identify types of permits which will be required for completing the borings.
- Provide input to the environmental permitting team for each of the locations.

Assumptions:

- Access to Authority's Agents for direction

Deliverables:

It is anticipated that Fugro will prepare the following as part of this task:

- Site plan showing the location of the proposed borings overlain onto the Historic Existing Boring Map.
- List of likely permits needed to drill the borings.
- Geologic and Geotechnical information needed to complete the borings.
- Tabulation of Geologic and Geotechnical Requirements List for the proposed borings.
- Develop a work plan and cost estimate for the implementation of the field data collection investigation to support the feasibility level design documentation.

Task I98—Project Management

This task involves work associated with project management, cost and quality control, and meeting attendance in support of our services outlined in this Task Order. Fugro will perform the following:

- Provide weekly cost accounting spreadsheets and other required weekly reporting documentation as requested by the Authority Agents.

- Provide monthly cost accounting and reporting documentation as requested by Authority Agents.
- Participate in Integration and Tiger Team, and NODOS and BOR meetings, and other meetings as required by Authority Agents.

Assumptions:

- Access to Authority's Agents for direction.

Deliverables:

It is anticipated that Fugro will prepare the following as part of this task:

- Weekly and monthly reports using templates provided by Authority Agents.

Task I99—Expenses

This task involves all expenses related to preparation of deliverables, and for travel and meals while attending meetings as requested by Authority Agents.



Topic: **Reservoir Committee Agenda Item 4-3.8** **2020 February 21**

Subject: **Contract Amendment for Professional Services (AECOM)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve contract amendment to increase the budget to the AECOM contract (Attachment A).

Detailed Description/Background:

AECOM has been providing support to the Authority's Value Planning task. The Authority has requested additional support to complete the task. The proposed amendment would increase the AECOM contract budget by \$20,000 to \$2,553,454.

Prior Action:

November 21, 2019: Approved a recommendation to the Project Authority to approve a modification to the AECOM contract period of performance by extending the contract from December 31, 2019 through June 30, 2020 with no change in cost.

July 19, 2019: Approved a recommendation to the Authority Board to extend the AECOM contract from July 31, 2019 through December 31, 2019.

February 21, 2019: Approved a recommend to the Authority Board to extend the AECOM contract from March 31, 2019 through July 31, 2019.

October 18, 2018: Approved a recommendation to the Authority Board to postpone or cancel the evaluation of submittals for Service Area H (Engineering Services).

Fiscal Impact/Funding Source:

No change to the approved Amendment 1B total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A – AECOM Contract Amendment 13



**SITES PROJECT AUTHORITY
CONTRACT AMENDMENT**

Consultant: AECOM Technical Services, Inc.

Contract:

Sites Project Authority Consulting Agreement with AECOM dated November 2, 2015

Contract Amendment No. 13:

This contract amendment adds additional scope of work and increases the budget.

Scope of Work:

AECOM has been providing engineering support to the Authority's Value Planning task on the subject contract. The scope of work of this task has been increased requiring additional support from AECOM. The complete revised AECOM Value Planning scope of work is attached.

Budget:

The AECOM contract ceiling is increased by \$20,000 with this amendment to complete the attached Value Planning scope of work. This additional budget increases the contract budget ceiling to a not to exceed amount of \$2,553,454.

AECOM

SITES PROJECT AUTHORITY

Signature

Signature

Printed Name

Printed Name

Date

Date

AECOM Amendment 13 Attachment



Working Draft AECOM Amendment 1B Engineering Value Planning Scope of Work

1.0 Value Planning Refinements

1.1 Evaluate Potential Cost Reduction Measures Identified at December 16, meeting

1.1.1 Develop Conceptual Level Cost for an Alternative Pumping from Funks Reservoir Directly into Sites Reservoir

This measure would involve two diversions: 1) A diversion from the TRR on GCID all the way into Sites Reservoir; and 2) A diversion of water from the T-C Canal at Funks Reservoir all the way into Sites Reservoir. The approach would be to route one-half of each diversion through each of the I/O tunnels. This would be costed as a new alternative (e.g., Alternative 7b). This would be a class 5 cost estimate.

1.1.2 Develop Cost Estimates for Bridges Associated with Different Size Reservoirs

Bridge alternatives will be evaluated that have deck elevations associated with the height required for 1.3 and 1.0 MAF reservoirs. In some cases, this is likely to include accessing the east abutment of the bridge via a tunnel through the ridge to reduce the volume of an open cut required through the ridge for an access road.

1.1.3 Formulate and Evaluate Construction and Permanent Road Connections

Alternative road connections will be formulated and evaluated to identify the preferred road/bridge connections to be included in the preferred project. It will identify the pros and cons associated with bridge versus roads, potential for phasing, public safety, acceptability, maintenance and costs.

1.2 Evaluate Preliminary Alternatives (Excluding Stony Creek)

1.2.1 Formulate and Evaluate Additional Alternative(s)

The preliminary alternatives identified in the 16 December Workshop will be reviewed for completeness. Additional alternatives will be formulated reflecting additional cost reduction measures, as appropriate. The level of evaluation will be consistent with that used in the October 14, 2019 memorandum.

tober 14, 2019 memorandum will be updated to include the additional

1.2.2 Establish Decision Support Framework

Provide input working with the Authority and Participants to establish a decision support framework for differentiating between alternatives and selecting the tentatively preferred project. The framework will follow techniques presented in the document entitled "Trade-Off Analysis Planning and Procedures Guidebook", USACE; IWR 2002. Decision support criteria, metrics and weighting were established reflecting key project attributes and their relative importance to the participants.

1.2.3 Screen Preliminary Alternatives and Select up to three for Refinement

The decision support framework will be applied to the preliminary alternatives. Up to three alternatives will be selected for refinement.

1.2.4 Refine Engineering Evaluation of Selected Alternatives Presented

A refined appraisal level engineering analyses of the additional alternatives will be completed. Aspects of the previous value planning engineering evaluations warrant refinements reflecting better topographic information, risks, costs and contingencies. This effort will include:

- Providing input in establishing participant demand/delivery schedule. This effort is led by Jacobs operations
- Providing input in establishing deliveries and conveyance capacities reflecting coordinated operations and delivery schedules. This effort is led by Jacobs operations
- Identifying preferred location, alignment and facilities for pumping from reregulating reservoirs into Sites Reservoir. These will be in the vicinity of Funks Creek, Willow Creek, and Hunters Creek,
- Providing input in coordinating with Counties regarding proposed alignments of conveyance facilities alignments. This effort will be led by the Authority.
- Refining real estate costs in coordination with the Authority.
- Refining contingencies for new facilities reflecting the standards of AACE.

- Refine cost estimates.

The evaluation will include a description of the proposed facilities, preliminary drawings with facility layouts, a class 5 cost estimate, a brief discussion of constructability, construction scheduling considerations, and a list of potential mitigation concerns.

1.3 Formulate and Evaluate Stony Creek Alternative

1.3.1 Assess Potential Diversion from Stony Creek

The potential for diversions that may be obtained from Stony Creek will be assessed. It will include:

- Assessing timing, magnitude and duration of flood flows, AECOM
- Providing input for assessing timing, magnitude and duration of flows available for diversion from Stony Creek. This effort will be led by Jacobs operations.
- Evaluate timing of TCC and GCC Sacramento River diversions and available canal capacity for Stony Creek diversions, AECOM

1.3.2 Complete Cursory Assessment of Potential location and facilities for Diversion from Stony Creek

A cursory engineering assessment will be made regarding the alternative means of diverting water from Stony Creek will be made. The results will help inform the decision as to whether or not this alternative warrants further study. It will include:

- Assess potential for using an inflatable dam to divert into the TCC
- Assess potential for using a Rainey Collector to divert into the TCC
- Assess potential for using Orland Unit Water User's Association facilities to divert into the TCC
- Identify preferred location and facilities.

1.3.3 Determine if Further Study of Stony Creek is Warranted, Value Planning Group

Review findings of 1.3.1 and 1.3.2 with Value Planning Group and obtain direction on next steps.

1.3.4 If Appropriate, Complete Engineering Evaluation of Stony Creek Diversion

If judged appropriate, an appraisal level engineering evaluation will be completed for this alternative. It will include:

- Establishing deliveries and conveyance capacities reflecting coordinated operations and delivery schedules, Jacobs operations
 - Incorporating the potential mitigation costs into the analyses, environmental team to provide cost
- Complete an appraisal level engineering assessment of the Stony Creek Diversion will be conducted. The evaluation will include a description of the proposed facilities, preliminary drawings with facility layouts, a Class 5 cost estimate, a brief discussion of constructability, construction scheduling considerations, and a list of potential mitigation concerns.

1.4 Coordinate with the Repayment Analyses

Engineering input will be provided to support the repayment analyses for the selected alternative. The repayment analyses will be conducted by others.

1.5 Coordinate with the Environmental/Permitting Assessment

Engineering input will be provided to support the environmental/permitting assessment for the selected alternatives.

1.6 Coordinate with the Risk Assessment

Engineering input will be provided to support the risk assessment for the selected alternatives.

1.7 Complete Screening of Selected Alternatives

Apply the decision support framework and screening criteria. Compare and contrast alternatives to assist the Reservoir Committee and Board in identifying their preferred project.

1.8 Prepare Sites Project Alternatives Appraisal Report

1.8.1 Prepare Staff Final Draft Report

Take the lead in preparing the final staff draft report, with input from the technical leads, presenting methodologies and findings by March 9, 2020. This will be required in order to review with the Value Planning Group around March 10th, the Reservoir Committee on March 19th and the Authority Board on March 25th.

1.8.2 Prepare Final Report

Take the lead in addressing comments and finalizing the appraisal report, with input from the technical leads, by April 6th, for approval by the reservoir Committee on April 17th and the Authority Board on April 22nd.

1.9 Attend Meetings/Workshops

Attend meetings and workshops to present value planning related efforts.

1.10 Assist in Developing Amendment 2 Work Plan

Assist in developing the engineering scope, schedule and level of effort required for the Amendment 2 Work Plan. This will include providing input on strategies and interrelationships between disciplines.



Topic: **Reservoir Committee Agenda Item 4-4**

2020 February 21

Subject: **Service Area G – Real Estate Project Team**

Requested Action:

Discussion and possible direction to staff regarding recent changes to the Service Area G – Real Estate project team and future real estate service area work activities.

Detailed Description/Background:

On January 17, 2020, Bender Rosenthal Inc. (BRI) had a company reorganization which resulted in a reduction in force with personal actions. This resulted in the layoff of the existing lead Right-of-Way Agent, who has served as BRI's project manager in support of the Sites Reservoir Project's real estate program and has served the Authority for past couple years.

On January 24, 2020, BRI officially notified the Authority staff of its actions via email. Authority's staff requested a detailed transition plan be provided. On January 27, 2020, BRI provided a three-line proposed transition plan and the name and resume of a proposed right-of-way agent/project manager.

Since the fall of 2019, the BRI scope of services have been significantly reduced and are limited to responding to requests from Authority's staff on an as-needed basis. This level of effort is expected to continue.

The Authority needs to consider how to proceed with the Service Area G – Real Estate contract.

Prior Action:

December 19, 2019: Approve an amendment to Bender Rosenthal, Inc.'s (BRI) (Real Estate) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved the Bender Rosenthal, Inc. Phase 2 (2019) task order and budget for real estate services from April 1, 2019 through December 31, 2019.

January 18, 2019: Approved the consulting agreement with BRI for Service Area G – Real Estate and to approve an initial task order. This agreement incorporates BRI's Proposal in response to the Authority's RFQ-18-04.

November 16, 2018: Accepted the evaluation panel's selection of BRI for Service Area G – Real Estate.

August 16, 2018: Approved the release of the Project Development Support Services RFQ-18-04.

Fiscal Impact/Funding Source:

No change to existing budget.

Staff Contact:

Joe Trapasso

Attachments:

None.



Topic: **Reservoir Committee Agenda Item 5-1** **2020 February 21**

Subject: **Consider Re-starting Efforts on the Environmental Impact Report for the Sites Reservoir Project**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to re-start efforts on the Environmental Impact Report (EIR) for the Sites Reservoir Project, consider the most appropriate approach for completing the EIR pursuant to the California Environmental Quality Act (CEQA), and to continue working with the Bureau of Reclamation to finalize their EIS pursuant to the National Environmental Policy Act (NEPA); presumably as a joint document.

Detailed Description/Background:

In August 2017, the Authority and the Bureau of Reclamation (Reclamation) jointly issued a Draft Environmental Impact Report/Environmental Impact Statement (EIR/EIS) for the Project pursuant to their respective lead agency obligations under CEQA and NEPA¹. The public comment period on the Draft EIR/EIS was subsequently extended and then closed on January 15, 2018. A total of 141 comments letters were received on the Draft EIR/EIS along with comments received at two public hearings held during the public review period. From approximately March 2019 thru the end of September 2019, the Project team were developing responses to the comments received on the Draft EIR/EIS. On October 1, 2019, this work was put on hold in order to focus on the Value Planning Effort.

As the Value Planning Effort is anticipated to be completed in April 2020, the Project team can re-start its efforts on the joint EIR/EIS. Direction is needed from the Committee and the Authority Board regarding how best to re-start efforts on the EIR and identification of the most appropriate approach for completing the environmental documentation; which will include continuing to work with Reclamation to determine how they want to proceed with finalizing their EIS. The Reservoir Committee should consider the most appropriate approach to completing the document, including possible continuation of the joint EIR/EIS approach, potentially recirculation of a revised Draft EIR to allow for additional public comment and review. Recirculation could be used to address the anticipated changes to the Project from the Value Planning effort and potential revisions to the Project's criteria for diverting water from the Sacramento River. Options for moving forward with the EIR are identified and summarized in Table 1, below. Similarly, Reclamation will need to make a separate decision on how

¹ Release of the draft EIR/EIS for public comment coincided with release of Reclamation's draft Feasibility Report and the Authority's submission of its Proposition 1 (WSIP) application to the California Water Commission.

to proceed with the EIS under NEPA, including possible continuation of the joint EIR/EIS approach followed previously for this Project.

On January 29, 2020 the Ad Hoc Environmental and Permitting Work Group met to discuss the approach for restarting work on the EIR. The Work Group discussed the current status of the Project and the Value Planning effort, the options for completing the environmental review, and the considerations that bear upon whether the environmental document should be recirculated in whole or in part. Based on the anticipated Project changes in terms of footprint, design and operations, the Work Group approved a recommendation that the Reservoir Committee consider recirculation of a revised Draft EIR, including the option of full recirculation. Once the revised draft environmental document is completed, it would be considered for public release at future Reservoir Committee and Authority Board meetings. Depending on the approach of Reclamation, staff may proceed with joint recirculated EIR/EIS.

Table 1 - Range of options to finalize the EIR as a joint document with Reclamation

Option	Applicability	Approach	Additional Work Needed ¹
Continue Preparation of a Final EIR/EIS	<p>This approach may be the most appropriate under the following circumstances:</p> <ol style="list-style-type: none"> 1. Proposed Project does not change the Primary Study Area (i.e. footprint) 2. Changes in project design or operations do not cause new or substantially more severe significant impacts as compared to Draft EIR/EIS analysis 3. Responses to Comments (RTC) demonstrate adequacy of Draft EIR/EIS impact analyses and findings 	<p>Continue with Final EIR:</p> <ul style="list-style-type: none"> • Executive Summary (new) • Vol 1 – EIR/EIS Chapters with reader's guides • Vol 2 – Appendices, including revised modeling • Vol 3 – RTC, including Master Responses 	<ul style="list-style-type: none"> • Complete modeling needed to: <ul style="list-style-type: none"> ○ Define project design and operations ○ Demonstrate there are no new or substantially different impacts as compared to Draft EIR/EIS ○ Demonstrate adequacy of Draft EIR/EIS impact analyses and findings • Complete RTCs using master and individual responses • Coordinate with Reclamation to complete NEPA process • Supplemental EIR required if there are substantial changes after certification of Final EIR

Option	Applicability	Approach	Additional Work Needed ¹
Partial Recirculation of EIR ² /EIS ³	<ul style="list-style-type: none"> • New or substantially more severe impacts on some environmental resources, but not others, resulting from: <ul style="list-style-type: none"> ○ Footprint/design changes ○ Operational changes ○ Changes in Reclamation's involvement ○ New information (including issues raised in comments on Draft EIR/EIS) 	Assumes recirculation of affected sections of Draft EIR/EIS: <ul style="list-style-type: none"> • Executive Summary (new) • Updated project description, including refined operational scenarios • Chapters and appendices (e.g., water resources) updated based on Project changes and new information • RTCs to address comments on non-recirculated sections of Draft EIR/EIS 	<ul style="list-style-type: none"> • Continue finalizing RTCs for non-recirculated sections of Draft EIR/EIS • Prepare introduction with rationale for partial recirculation • Revise recirculated sections of Draft EIR/EIS (including appendices, if necessary) • Notify commenters of intent to recirculate and provide instructions on how to comment on recirculated sections • Recirculate revised Draft EIR/EIS sections; then prepare Final EIR/EIS and RTCs for comments on recirculated sections
Complete Recirculation of EIR ² /EIS ²	<ul style="list-style-type: none"> • Same as for partial recirculation, but may be preferable for strategic reasons; or • New or substantially more severe impacts for most or all resources 	Assumes recirculation of entire Draft EIR/EIS: <ul style="list-style-type: none"> • Updated project description, including more refined operations • Executive Summary and all chapters updated based on project changes and new information • Includes updated modeling, draft 404(b)(1) analysis in appendices • RTCs developed thus far used to revise analyses, but not published as RTCs 	<ul style="list-style-type: none"> • Prepare introduction with rationale for recirculation • Revise all EIR/EIS sections for recirculation, including new/revised appendices • Address prior comments through EIR/EIS revisions • Notify commenters of intent to recirculate and of need to provide new comments • Recirculate entire revised Draft EIR/EIS; then prepare Final EIR/EIS and RTCs for comments on recirculated document

EIR = Environmental Impact Report

EIS = Environmental Impact Statement

RTC = Response to comments

1. All options assume the identification of a Preferred Project, including (a) defining the project footprint and basic design, and (b) completing modeling to define concept-level project operations.

2. EIR: Pursuant to CEQA Guidelines Section 15088.5(a), "A lead agency is required to recirculate an EIR when significant new information is added to the EIR after public notice is given of the availability of the draft EIR for public review under Section 15087 but before certification. As used in this section, the term "information" can include changes in the project or environmental setting as well as additional data or other information. New information added to an EIR is not "significant" unless the EIR is changed in a way that deprives the public of a meaningful opportunity to comment upon a substantial adverse environmental effect of the project or a feasible way to mitigate or avoid such an effect (including a

Option	Applicability	Approach	Additional Work Needed ¹
<p>feasible project alternative) that the project's proponents have declined to implement. "Significant new information" requiring recirculation include, for example, a disclosure showing that:</p> <p>(1) A new significant environmental impact would result from the project or from a new mitigation measure proposed to be implemented.</p> <p>(2) A substantial increase in the severity of an environmental impact would result unless mitigation measures are adopted that reduce the impact to a level of insignificance.</p> <p>(3) A feasible project alternative or mitigation measure considerably different from others previously analyzed would clearly lessen the environmental impacts of the project, but the project's proponents decline to adopt it.</p> <p>(4) The draft EIR was so fundamentally and basically inadequate and conclusory in nature that meaningful public review and comment were precluded."</p>			

Prior Action:

July 20, 2017: The Reservoir Committee approved a recommendation to forward the Draft EIR/EIS to the Authority Board for its consideration to formally receive and adopt the document for inclusion in the Authority's Water Storage Investment Project application.

July 31, 2017: The Authority approved the release of the Draft EIR for public and agency review, in connection with the Authority's application to the California Water Commission by August 14, 2017. The document was published as joint Draft EIR/EIS by the Authority under CEQA and Reclamation under NEPA.

December 19, 2016: The Authority approves release of a revised Notice of Preparation to transfer CEQA lead agency status from the Department of Water Resources to the Sites Project Authority. Public scoping meetings were conducted on February 14 and 15, 2017.

Fiscal Impact/Funding Source:

Costs to begin this effort were included in the Phase 1B Work Plan which was approved by the Sites Project Authority at its January 22, 2010 Board meeting. Amendments to ICF Jones and Stokes, Inc.'s and CH2M Hill Engineers, Inc.'s contracts to begin this effort were included in Agenda Item 4 in this Reservoir Committee meeting.

Costs to complete this effort that will be incurred after August 2020 will be considered in the Amendment 2 Task Orders.

Staff Contact:

Ali Forsythe

Attachments:

None.



Topic: **Reservoir Committee Agenda Item 5-2** **2020 February 21**

Subject: **On-Going or Future Activities and Projects in the Sacramento River System and the Sacramento-San Joaquin Delta**

Requested Action:

No action requested. Informational presentations regarding on-going or future activities and projects in the Sacramento River watershed and the Sacramento-San Joaquin Delta.

Detailed Description/Background:

There are a number of on-going or future activities and projects in the Sacramento River system and the Sacramento-San Joaquin Delta (Delta) that either may affect, positive or negatively, the Sites Project. Informational presentations will be provided by subject matter experts at the February through April Reservoir Committee meetings on the following five key activities / projects:

- February:
 - Voluntary Agreements - Thad Bettner, Glenn-Colusa Irrigation District
- March:
 - Sacramento River Fish Food Project and Fisheries Restoration Actions - Lewis Bair, Reclamation District 108.
 - Reconsultation on the Long-term Operation of the Central Valley Project and State Water Project and Related Facilities - Mario Manzo and David Mooney, Bureau of Reclamation.
- April:
 - Delta Conveyance - Anthony Meyers, California Department of Water Resources.
 - State Water Project Incidental Take Permit Discussions - Michelle Banonis, California Department of Water Resources.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Ali Forsythe

Attachments:

None.



Topic: **Reservoir Committee Agenda Item 7-1**

2020 February 21

Subject: **Value Planning**

Requested Action:

Discussion and possible direction to staff regarding value planning efforts to develop an updated project description.

Detailed Description/Background:

Appraisal level engineering, environmental, permitting, operations and financial assessments are continuing. The results will provide information to support the selection of a preferred project. A draft outline of the Value Planning Report is being developed, Attachment A.

Prior Action:

None.

Fiscal Impact/Funding Source:

None.

Staff Contact:

Lee Frederiksen

Attachments:

Attachment A – Draft Outline

Status: Draft
Purpose: Staff Report
Caveat: Informational
Notes:

Preparer: Frederiksen
QA/QC: Watson
Authority Agent: Watson

Phase: 2 Version: A
Date: 2020 February 21
Ref/File #: 12.221-2
Page: 1 of 1

Working Draft

Sites Project Value Planning Alternatives Appraisal Report

2020 February 21 Reservoir Committee,
Agenda Item 7-1, Attachment A



Executive Summary

1.0 Introduction

2.0 Project Objectives and Participants

3.0 Operational Considerations

4.0 Overview of Key Project Features Being Considered

5.0 Sites Release Capacity to Meet Demands

6.0 Sites Storage Capacity to Meet 2019 Participation Levels

7.0 Value Planning Alternatives and Costs

8.0 Repayment Costs

9.0 Alternative Screening

10.0 Recommended Project



Topic: **Reservoir Committee Agenda Item 8-1** **2020 February 21**

Subject: **September 1, 2020 through December 2021 Work Plan
(Amendment 2)**

Requested Action:

Discussion and possible direction to staff regarding the development of the work plan for the period of performance starting September 1, 2020 and ending December 31, 2021 in accordance with a proposed Amendment 2 to the current Participation Agreement.

Background:

To continue to advance the Sites Project beyond August 31, 2020, an amended participation agreement (Amendment 2) is needed that includes an additional funding commitment (aka cash call). These funds can then be leveraged using a combination of the Prop 1 (WSIP) early funding, which is capped at \$40.8 million, and a portion of the \$6 million WIIN Act appropriation that occurred in December. Based on estimates of local, state, and federal funding available, a work plan needs to be prepared and be based on the current level of local and state conditional investments and the current level of federal interest. The proposed goals of this work plan are:

- a. To improve certainty related to the reservoir's operations and degree of operational integration with the State Water Project and Central Valley Project to produce benefits for both water supply and reliability purposes and water dedicated to environmental purposes;
- b. To improve certainty related to the project's permitability through more-focused early agencies' consultations to then prepare applications for key federal and state permits and the state's water rights;
- c. To complete the environmental analysis and documentation as required under CEQA and NEPA;
- d. To improve certainty related to the project's affordability by advancing the level of engineering and implementing risk management to improve the accuracy of the cost estimates. In addition, pursue low interest financing and potential grants;
- e. To continue to cultivate and strengthen partnerships with local landowners, communities, and key stakeholders that represent environmental, business, labor, and other interests;
- f. To meet the January 1, 2022 Prop 1 (WSIP) milestone to remain eligible to receive the \$775 million in construction funding;
- g. To identify continued participation Go/No-Go decision points with staggered cash calls; and

h. To develop a successor participation agreement, work plan, and funding or finance plan to advance the Sites Project beyond December 31, 2021.

To support the request for additional funding by the current Reservoir Committee participants, the following documents and schedule are proposed:

Proposed Home Board Package of Documents:

- Amended Phase 2 Participation Agreement with updated Exhibit B (summarized work plan).
- Value Planning Report that summarizes the efforts and proposed changes to “rightsize” the project.
- Draft Storage Policy that summarizes how each participant can utilize their share of the reservoirs' storage.
- A printed Prospectus summarizing key accomplishments; current local, state, and federal participation and funding; executive-level summary of the Value Planning results; updated affordability analysis; status of operations and cooperative operations agreement; status of environmental and permitting activities; and proposed next steps.
- A template PowerPoint that can be modified to meet the individual needs of each home board.
- 2019 Annual Report.
- Other items as requested.

Proposed Schedule:

- January 17: Obtain input to overall goals, priorities, and milestones.
- February 21: Obtain input to *strawman* work plan (task list, initial milestones, and range of proposed cash calls) and proposed information package to be provided to each home board.
- March 19: Obtain input to an initial work plan (revised task list, more-defined CPM schedule, and allocation of costs) and proposed information package.
- April 17: Obtain final input and approval of the work plan to create Exhibit B to the amended participation agreement.

NOTE: Authority Board's consideration to approve is scheduled for April 22.

- May 1: Distribute document package for Home Boards' consideration.
- July 9: Response from Home Board for inclusion into agenda package for July 16 Reservoir Committee meeting to:
 1. Consider approving the participation responses.
 2. Authorize preparation of the first invoice due in 30 days (i.e. September 1, 2020). Plan is to distribute invoices to home boards on or before July 31.
 3. If needed authorize the rebalancing process.

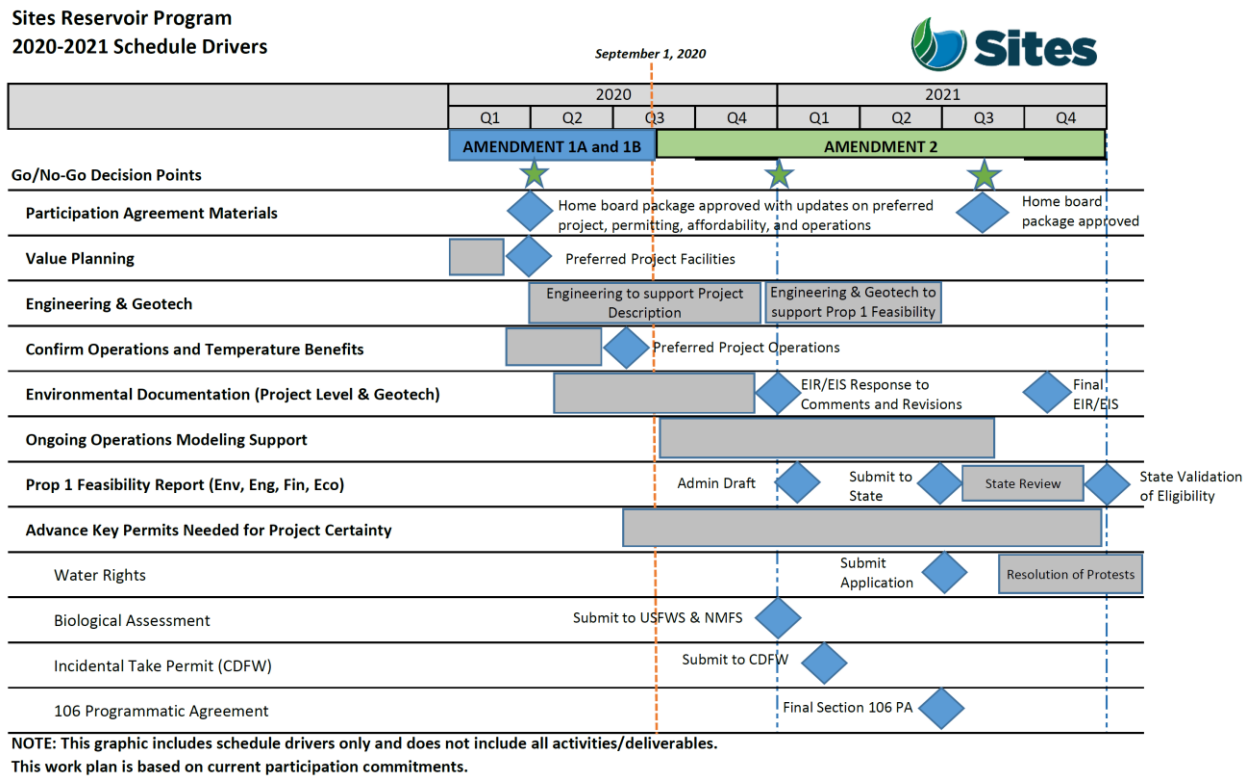
NOTE: Authority Board's consideration to approve is scheduled for July 22.

- August 21: Reservoir Committee approve consultant services contract amendments and initial set of task orders to issue near-term Notices to Proceed on or before September 1.
- September 1: Formal start of amendment 2 to the current participation agreement.

Strawman Work Plan:

Process: Feedback received at the January 17 Reservoir Committee (refer to figure 1), was used by the Environmental, Permitting, Reservoir Operations, Engineering, and Management Teams to separately develop more-detailed task lists (refer to Attachment A) with initial estimates of duration and work flow. These individual plans were then integrated to prepare a strawman CPM schedule and was used as the basis to estimate costs at the Team level to generate three scenarios for the goals summarized above that will be discussed in greater detail at the Reservoir Committee meeting.

Figure 1: Concept-level Priorities and Milestones



The following summarizes the key revenue assumptions that have been used to develop three scenarios:

- a. A combination of cash calls ranging from \$65 to \$100 per acre foot with participation ranging from status quo (i.e. 192.8 TAF/year) to a 10% reduction (172 TAF/year).

- b. The State 's WSIP cost-share from the Early Funding Agreement is assumed to be 30% of total expenses and the total can't exceed the \$40,8 million cap¹.

For the duration of this work plan, there is no further changes in the State's role or increased funding.

- c. The Federal \$6 million WIIN Act appropriations assumes \$4.0 million would be managed by the Sites Project through the execution of a Federal Financial Assistance Agreement and the remainder would be used by Reclamation to fund activities supporting their role in this project; which currently includes being the Lead Agency for NEPA and ESA.

For the duration of this work plan, there is no change in Reclamation's or Interior's role and no additional funding.

- d. All revenue will be assigned to the tasks identified in the work plan as budgets, which will then be allocated to the respective consultant services contract. For each contract, task orders will describe the scope of services and include both an agreed upon not-to-exceed budget and staggered Notices to Proceed (e.g. a task that will not start for 6 months will require a separate Notice to Proceed before that task can start).

NOTE 1: Currently the work plan does not include any budget to be used to further reduce the amount of contributed credit.

NOTE 2: While the work plan does not include a specific line item for contingency, consultant service contracts and task orders will be managed using the same processes as previously used to ensure there is a reserve of unallocated funds to ensure positive cash flow and the ability to assign funds to highest priority activities, which could include an extension of time to the amended participation agreement.

Strawman Scenarios: To facilitate the development of a preferred work plan, staff developed three scenarios with the expectation that feedback at the February 21 Reservoir Committee meeting will "narrow the sideboards" to enable staff to come to the March 19 Reservoir Committee meeting with a revised scenario, work plan, and estimate of cost.

For each of the following scenarios, the tasks listed in Attachment A were adjusted to represent the proposed scope and corresponding budget. Then, each scenario was compared to the proposed goals as summarized above.

Goal	Description	Scenario A	Scenario B	Scenario C
a	Reservoir operations modeling	Base scope of work	Same as A	Less than B
b	State's ITP (operations & construction)	Applications complete in 2021	Same as A	Potential ITP only for operations
b	Permits: 404, 408, 401	Applications complete in 2021 (except 408)	Defer ~ 6 months	Defer to 2022

¹ NOTE: Based on this cost-share, as the amount of funding provided by the members of the Reservoir Committee is reduced, the funds provided by the State will also be reduced.

Goal	Description	Scenario A	Scenario B	Scenario C
b	Reclamation's Biological Assessment	Complete in 2021	Complete in 2021	2022 or later
b	Water Right application	Submit in mid-2022	Defer ~ 6 months	2023 or later
b	Section 106	Programmatic Agreement in 2021	Same as A	Reduced scope
c	Draft EIR/EIS	Additional public review in 2021	Same as A	Same as A
c	Final EIR/EIS	Early to mid-2022	Same as A	Late 2022
d	Geotechnical investigations to support engineering & WSIP-level of technical feasibility studies	Permits acquired & key data collected	No data collected, so no permits needed	No data collected, so no permits needed
d	Level of engineering & technical studies	Support cost estimate	Support cost estimate	Support cost estimate
d	Risk management plan and updated assessment	Focused risk assessment	Reduced scope	Defer to 2022
d	Construction Cost Estimate	AACE Class 4	Some facilities at Class 5	Less than B
d	Low interest finance	Submit WIFIA application by July 2021	Same as A	Defer WIFIA to 2022. USDA loan may be affected
f	WSIP-level Feasibility Determination (technical, environmental, economic, & financial)	Submit Report mid- to late 2021	Same as A	Delayed submission
e	Landowner, community, & real estate	Base scope of work	Same as A	Reduced
g	Interim Go/No-Go decision points	Included	Same as A	Same as A
h	Successor funding plan & agreement (effective Jan 2022)	Included	Same as A	Not included
all	Management and business functions	Base scope of work	Less than A	Less than B with staff reductions
	Estimated Total Revenue [\$ in millions]	\$ 32	\$ 24	\$ 21
	Estimated public water agency level of participation	No reduction	10% reduction	10% reduction

Goal Description	Scenario A	Scenario B	Scenario C
Estimated Cash Call [\$/acre-ft/yr]	\$ 100.	~ \$ 75.	~ \$ 65.

Prior Action:

January 17, 2020: Staff provided information regarding the proposed process for developing a work plan for the period of performance starting September 1, 2020 and ending December 31, 2021. This work plan will focus on improving certainty related to the operations, permitting, and affordability and meet the January 1, 2022 Prop 1 (WSIP) milestone to remain eligible to receive funding.

Fiscal Impact/Funding Source:

Not yet determined

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Schedule Task List for Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Schedule Task List

Activity Name

Local Funding

Execute Participation Agreement 1B *(complete prior to Sept 1)*

- Amend Task Orders
- Final Participation Agreement Amendment 1B
- Engineering Task Orders (HC, HR)
- Amendment 1B Exhibit B
- Executed 1B

Execute Participation Agreement 2

- Draft Participation Agreement Amend 2 for Home Board Review
- Home Board Review - Determine Participation Level
- Rebalance Participation
- Final Participation Agreement Amend 2 with Exhibits
- Execute Amendment 2

Execute Successor Participation Agreement 2

- Execute Successor Agreement

Work Plan Amendment 1B *(complete prior to Sept 1)*

- Incorporate Comments from Dec Res Comm Mtg
- Prepare Final Work Plan
- Budget & Finance Work Group Review
- Work Plan 1B Approved

Work Plan Amend 2

- Develop Draft Schedule thru Dec 31, 2021
- Develop Final Schedule through Dec 2021
- Draft Work Plan Scope Document
- Final Work Plan Scope Document
- Budget Scenarios and Assumptions
- Draft Work Plan Budget
- Final Work Plan Budget
- Final Amendment 2 Work Plan
- Develop Task Orders (Sep 2020 to Dec 2021)
- Work Plan 2 Approved
- Start of Amend 2

Value Planning

Value Planning Analysis

- Refine Value Planning Options
- Screen Value Planning Options
- Qualitative Permit Screening
- Qualitative Env Screening
- Qualitative Ops Screening
- Prepare Costs For Value Planning Options

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

Affordability Analysis
Screen Alternatives
Recommend Preferred Option

Value Planning Report

Value Planning Draft Report
Preferred Project
Value Planning Final Report
Preferred Project
Approve Preferred Project

Project Description

Determine Needs

Environmental Planning Needs
Permitting Needs
Engineering Needs
Operations Needs
Water Rights Needs (Reg Items/Study)

Components

Identify Alternatives for EIR/EIS
Determine Project Construction Sequencing
Identify Project-Level vs Program Components (Planning)
Identify Project-Level vs Program Components (Permitting)

Develop Project Description

Develop Project Description Construction
Project Description Operations Criteria

Project Description Complete

Project Description

Operations

Value Planning Operations

Value Planning Model
Stony Creek Evaluation
Shasta Exchanges Post-Processing and Draft TM
Value Planning TM/Document
Storage to Release Ratios Table
Reclamation Feasibility Complete (Milestone)

Refine Operational Parameters

Notched Fremont Weir
Model Reclamation with No-Storage
Model Shasta Exchange
Model Sutter Bypass
Model Voluntary Agreement Weir Notching
Model Delta Water Quality
Model Lower River Mortality

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

- Determine Baseline
- Model CVP/SWP Integration
- Model Participation Demands Updated
- Model Refinements
- Finalize Operational Criteria

Full Operations Analysis

- CalSim
- DSM2-Hydro
- USRWQM
- SALMOD
- IOS
- DSM2-Qual
- OBAN
- Fish Mortality Models
- Power
- Economics

Coordination

- Documentation for EIR/EIS and BA/ITP
- Ongoing Support to EPP, Engineering, & Financial
- Cumulative and Climate Change
- Bridging Simulation
- Ops Support for Local Feasibility - Water Commission

EIR/EIS

Work Plan & Outline

- Prepare EIR/EIS Work Plan
- Prepare Annotated Outline

Draft EIR/EIS

- Prepare Revised Draft EIR/S (Construction)
- Prepare Revised Draft EIR (Operations)
- Prepare Cumulative and Climate Change Sections
- Authority/Reclamation/Integration Review of Admin Draft EIR
- Revise Draft EIR
- Work Group & Legal Review of Revised Draft EIR
- Resolve Work Group Comments
- Authority Approval of Revised Draft EIR
- Submit Revised Draft EIR
- Public Review
- Public Review Period

Summary Report

- Prepare Summary Report
- Draft EIR Summary Report Submittal to CWC

Response to Comments

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

Approach to Response to Comments
Response to Comments

Permitting

Biological Assessment

Initial Desktop Analysis
Strategize with USFWS and Reclamation on Surveys, Impacts & Mitigation
Mitigation Planning
Adaptive Management Plan
Confirm Federal Scope of Action (ESA)
Permitting Construction Project Description
Permitting Operations Project Description
Prepare Construction Analysis
Prepare Operations Analysis
Finalize Admin Draft BA
Submit Finalize Admin Draft BA
Independent Review Draft BA
Reclamation, Legal, and Work Group Review
Revise Admin Draft BA
Submit Revised Admin Draft BA
Final BOR and Solicitor Office Review
Reclamation Submit BA to USFWS & NMFS

BO Incidental Take Authorization

BO Incidental Take Authorization

ITP- CESA (Sec 2081) Operations

Operations Project Description
Prepare Operations Analysis
Mitigation Planning
Prepare Draft ITP Application
Legal Review of Draft ITP App
Work Group Review of Draft ITP App
Revise Draft ITP Application
Authority Board Approval of ITP App
Submit ITP Application to CDFW

ITP- CESA (Sec 2081) Construction

Initial Desktop Analysis
Prepare Terrestrial Analysis
Mitigation Planning
Prepare Draft ITP Application
Legal Review of Draft ITP App
Work Group Review of Draft ITP App
Revise Draft ITP Application
Authority Board Approval of ITP App
Submit ITP Application to CDFW

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

Section 106

Confirmation of Section 106 Federal Lead Agency
Prepare SHPO Initiation Package
Authority/Reclamation/Integration Reviews
Management/Work Group Reviews
Revisions
Reclamation Submits to SHPO
SHPO Review and comments
Prepare Consultation Information Package
Authority/Reclamation/Integration Reviews
Management/Work Group Reviews
Revisions
Reclamation Distributes to SHPO and Invited Consulting Parties
Parties Accept Invitation for Consulting Party Status
Arrange Meeting Logistics and Prepare Materials
Conduct Meetings
Authority/Reclamation/Integration Reviews
Management/Work Group Reviews
Revisions
Circulate Draft PA to SHPO and Consulting Parties
Deadline for Comments on Draft PA
Prepare Draft Final PA
Authority/Reclamation/Integration Reviews
Management/Work Group Reviews
Revisions
Circulate Draft Final PA to SHPO and Consulting Parties
Deadline for Comments on Draft Final PA
Prepare Final PA
Authority/Reclamation/Integration Reviews
Management/Work Group Reviews
Revisions
Consult with SHPO and Consulting Parties on Final PA
Circulate Final PA to SHPO and Consulting Parties for Signatures
Deadline for Signatures on Final PA

Water Rights

Water Availability Analysis & Planning/Coordination with State/Local
Prepare Water Right Application
QA/QC and Legal Review of Draft Water Right Application
Revise Draft Water Rights Application
Work Group Review of Draft Water Right
Resolve Work Group Comments
Authority Approval of Water Right Appl, Submittal to SWRCB
Submit Water Right Application

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

- SWRCB Review of Water Right Application
- Receive Protests to Application
- Resolve Protests and Schedule Protest Hearing
- Notice Water Rights Hearing
- Conduct In-House Mock Water Right Hearing
- Conduct Water Right Hearing
- Negotiate Permit Terms
- SWRCB Prepare Draft Permit and CEQA Findings
- SWRCB Issue Water Right Permit
- Water Right Permit

Section 404

- Agreement with Reclamation for LEDPA Analysis
- USACE LEDPA & NEPA , 404/408 and WD Approach
- Desktop Wetland Delineation Analysis (includes Waters of the State)
- Submit Delineation to USACE
- Pre-Application Meeting
- Preliminary Wetland Delineation Acceptance
- Compensatory Mitigation Plan
- Prepare Draft 404 Application
- Authority/Integration/Work Group Review of Draft 404
- Prepare Final 404 Application
- Submit 404 Application

Section 408

- Coordinate with CVFPB and USACE
- Assume Start of 50% Design of 408 Jurisdictional Features
- Prepare Draft Encroachment Permit/408 Request w/Engineering Team
- Authority/Integration/Work Group Review of Draft
- Prepare Encroachment Permit/408 Request
- Submit Encroachment Permit/408 Request

Section 401 Water Quality

- Coordinate with RWQCB and SWRCB
- Prepare Draft 401 Application
- Authority/Integration/Work Group Review of Draft 401
- Prepare Final 401 Application
- Submit 401 Application

Engineering

Feasibility-Level Geotech

- Geotechnical Permitting & Planning
- Continued Geotechnical Support for Reclamation
- Geotechnical Permitting & Planning, Right of Access
- Conduct Geotechnical Field Investigation
- Data Evaluation and Prepare Geotechnical Data Reports

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

Data Gap Assessment and Preliminary Planning for Design Level Inv for Preferred Project

Support of Project Description

Engineering Consultants Brought On Board (complete prior to Sept 1)
Coordination of CADD and GIS Standards
Coordination to Identify Alternatives for EIR/EIS & Related Studies
Coordination to Finalize Storage & Conveyance Capacities
Gather Data from Prior Draft EIR/EIS
Prepare Project Base Map
Prepare Basis of Feasibility Design
Conduct Field Reviews (as needed)
Complete Feasibility Level Design
Develop CADD Drawings of Key Features
Provide Information on Key Project Features & Facilities
Convert Drawings to GIS Geodatabase File Format to Support Environmental & Permitting
Support to Environmental and Permitting Team
Engineering Support for Alternative A
Engineering Support for Modified Alternative A

Authority Feasibility Report

Cost Estimate, Feasibility, Constructability

Identify Project Objectives
Feasibility Project Description
Obtain Operations Simulation Results of Preferred Option
Develop Costs Associated with Mitigation Measures
Develop Class 4 Cost Estimate (State's feasibility)
Risk and Uncertainty Assessment
Confirm Project Benefits
Project Benefits Consist with the Ops Plan
Cost Allocation
Technical Feasibility
Obtain the Finding of Env Feasibility with Mitigation
Economic Feasibility
Financial Feasibility
Constructability
Develop DSOD Engagement Plan
Coordinate on a Geotechnical Investigation Plan
Coordinate to Develop Geotechnical Permitting Plan
Develop Program Design/Construction/Permit Implementation Plan
Develop Sites Local Operations Model (LOM)

Feasibility Report

Prepare Draft Feasibility Report
Work Group Review

Work Plan: Sept 1, 2020 through Dec 31, 2021 (Amendment 2)

Activity Name

Prepare Final Feasibility Report
Reservoir Committee and Board Approval

Prop 1

CWC Feasibility Review

CWC Review
CWC Determination
State Determination of Feasibility

Ongoing Management & Business Functions