



Meeting: **Joint Reservoir Committee & Authority Board December 17, 2021**
Agenda Item 2.4

Subject: **Task Order for Professional Services (The Catalyst Group)**

Requested Action:

Consider approval of The Catalyst Group’s (Catalyst) Amendment 3 Task Order No. 2 scope of work for strategic planning services with a not-to-exceed contract authority of \$100,000 for the period of January 1, 2022 through December 31, 2024.

Detailed Description/Background:

On September 22, 2021, the Reservoir Committee approved a work plan for the Amendment 3 period of performance of January 1, 2022 through December 31, 2024 which included strategic planning activities. The below summary of the scope of services contained in the proposed Catalyst’s Task Order No. 2 was negotiated and is recommended to achieve the required deliverables and milestones for Amendment 3. The Board is reminded that this contract will be managed to the total authority and annual authorized expenditures (by calendar year) reflected in the approved annual budget. An annual Notice to Proceed will be issued to the consultant reflecting these conditions. The proposed agreement task order contains the following subtasks with estimated costs as shown:

- **Strategic Planning Assessment and Action Plan:** Review 2020 strategic plan goals and priorities with the Authority Board and Reservoir Committee members and Authority’s Agents to assess progress and identify strategic priorities for 2022 and 2023. (\$40,000)
- **Plan of Finance Workshops:** Work with the Authority’s Agents to help plan and facilitate workshops among members of the Board and Reservoir Committee to develop, review, and confirm key elements of the Plan of Finance. (\$20,000)
- **Governance Strategies:** Support the Authority Board, Reservoir Committee, and Authority’s agents in exploring the options for strengthening the governance structure while maintaining appropriate authorities and local control. (\$30,000)
- **Project Participant Coordination:** Assist the Authority’s Agents and leadership with planning and coordinating project Participant leadership and governing board outreach and information, including developing and distributing materials as needed. (\$10,000)

Prior Action:

September 22, 2021: Approved the Amendment 3 Project Agreement and Work Plan with a period of performance of January 1, 2022 to December 31, 2024 for the purpose of initiating Participant home board review, deliberation and execution of the agreement.

Fiscal Impact/Funding Source:

Sufficient funds are included in the Amendment 3 Work Plan. Consultant activity will be monitored closely to ensure quality, timely deliverables, and to ensure a positive project cash balance is always maintained. Support consultant contract authority will be approved for a 36-month period, however, task order scope and budgets will be reviewed and authorized on an annual basis.

Staff Contact:

Joe Trapasso/JP Robinette

Primary Service Provider:

The Catalyst Group

Attachments:

None.