



Executive Board Special Teleconference Meeting
AGENDA
Monday, January 27, 2020
9:00 am – 9:30 am
Call-in number +1 (646) 749-3122
Access Code: 485-727-469
CCCSD, 5019 Imhoff Place, Martinez, CA
San Jose Santa Clara Regional Wastewater Plant, 700
Los Esteros Road, San Jose, CA
SFPUC, 52 Golden Gate Avenue, San Francisco, CA

<u>Agenda Item</u>	<u>Time</u>	<u>Page</u>
ROLL CALL AND INTRODUCTIONS	9:00 am	
PUBLIC COMMENT	9:05 am	
OPEN SESSION Approval of the interim Contract for Regulatory Program Management Support	9:07 am	2
ADJOURNMENT	9:30 am	



BACWA EXECUTIVE BOARD ACTION REQUEST

AGENDA NO.: 1

FILE NO.: 20-30

MEETING DATE: January 27, 2020

TITLE: Request for BACWA Executive Board Approval for the Agreement with Larry Walker Associates for Interim Regulatory Program Manager Support

RECEIPT

DISCUSSION

RESOLUTION

APPROVAL

RECOMMENDED ACTION

Authorize agreement with Larry Walker Associates to provide Interim Regulatory Program Management Support for a not to exceed amount of \$61,800.

SUMMARY

On February 1, 2020, Lorien Fono will be terminating her contract with BACWA for Regulatory Program Management Support to fill the Executive Director position left vacant by current Executive Director David R. Williams' retirement. It is anticipated that BACWA will begin a recruitment to fill the Regulatory Program Manager position in February 2020, and that a contract with a new Regulatory Program Manager will be approved in April or May 2020. In the interim period, it is important that BACWA retain Regulatory Program Management Support to maintain its level of service to the Executive Board, its members, and its committees. BACWA solicited proposals from six prospective vendors, and four proposals were submitted. Following a review by current BACWA staff, Larry Walker Associates was chosen as the consultant who could best provide the required services. Alina Constantinescu will be the Larry Walker Associates staff primarily responsible for this contract, with other staff available as-needed. Ms. Constantinescu has been involved in many of BACWA's committees for several years and has extensive regulatory experience.

The recommended contract provides a not to exceed amount of \$61,800, which is equivalent to 20 hours per week over 15 weeks, at a billing rate of \$206 per hour. This level of support is intended to continue, if needed, through the May 15, 2020 BACWA Executive Board meeting, at which point it is anticipated that an ongoing contract for Regulatory Program Manager Services will be in place.

FISCAL IMPACT

The funding for this contract is consistent with the Fiscal Year 2020 workplans and budget for BACWA and Special Programs. The contract will be funded through the Regulatory Program Manager line item, which is estimated to contain adequate funds to fulfill this contract, based on Regulatory Program Manager Services invoices received to date.

ALTERNATIVES

Do not approve a contract for Interim Regulatory Program Management Support. This alternative is not recommended, since a lapse in this support until the Regulatory Program Manager recruitment is successfully concluded would cause a significant disruption to the services BACWA is able to provide over a period of several months.

Attachments: FY20 Agreement with Larry Walker Associates, Inc., with Exhibit A – Scope of Work, and Exhibit B – Rates and Reimbursable Expenses

Approved: _____

Date: _____

Lori Schectel, Chair,
BACWA Executive Board

**BAY AREA CLEAN WATER AGENCIES
CONSULTING AGREEMENT**

TO:	Denise Connors Larry Walker Associates 720 Wilshire Blvd, Ste 204 Santa Monica, CA 90401	denisec@lwa.com Phone: 310-394-1036
FROM:	David Williams, Executive Director BACWA PO Box 24055, MS702 Oakland, CA 94623	dwilliams@bacwa.org Phone: 925-765-9616 FAX: (510) 287-1351

RE: BACWA Agreement for FY20 with Larry Walker Associates to provide Interim Regulatory Program Management support to the Executive Director.

This Agreement, effective February 1, 2020, covers professional services to be performed by Larry Walker Associates in order to provide As-Needed Interim Regulatory Program Management Support, as described in the Scope of Work, Attachment A. The work under this contract will be carried out under the supervision of Lorien Fono, BACWA Executive Director. The term of this agreement shall not extend beyond May 31, 2020. The total cost of professional services to be performed by Larry Walker Associates is not to exceed \$61,800. This contract will be funded by the BACWA Budget under the Regulatory Program Manager line item.

This Agreement may be terminated by either party at any time for convenience with 30 days' notice. In the event of termination by BACWA, BACWA shall pay Larry Walker Associates for professional and competent services rendered to the date of termination upon delivery of assigned work products to BACWA.

Larry Walker Associates shall submit invoices to the BACWA Assistant Executive Director via e-mail. Invoices shall include the hours charged by each employee, a brief description of the work performed, and a description of costs for which Consultant seeks reimbursement and which are specified in Exhibit B. Invoices will be paid within thirty (30) days of receipt.

Approved:

By _____	By _____
Lori Schetel Chair, BACWA Executive Board	Denise Connors Larry Walker Associates

Date _____

Date _____

BACWA EIN: 94-3389334

EIN/TIN: 94-2610668

Exhibit A

BACWA INTERIM REGULATORY PROGRAM MANAGER

SCOPE OF WORK

Larry Walker Associates will work under the direction of the BACWA Executive Director to assist with some or all of the following:

- Track, summarize, and communicate water quality regulations and policies affecting BACWA member agencies;
- Monitor regulatory issues and assist in the preparation of comment letters on key regulations;
- Coordinate and participate in meetings with regulatory agencies, including the State Water Resources Control Board, the San Francisco Bay Regional Water Quality Control Board, and the Bay Area Air Quality Management District;
- Coordinate with other professional associations including CASA and NACWA as needed;
- Provide support for designated BACWA committees, workgroups, and projects of special benefit;
- Manage communications with the membership through the monthly BACWA Bulletin;
- Assist the Executive Director with contract and program management, and with other related tasks as requested.

Exhibit B

BACWA INTERIM REGULATORY PROGRAM MANAGER

RATES AND REIMBURSIBLE EXPENSES

Alina Constantinescu: \$206/hour

Danielle Moss: \$185/hour

Elizabeth Yin: \$206/hour

Kristine Corneille: \$206/hour

Mileage: Current IRS Rates

Transportation: Actual Expense