



Upper Mokelumne River Watershed Authority

UMRWA Regular Governing Board Meeting

Agenda

Friday, April 28, 2017 – **1:30 p.m.**
Pardee Lodge, Pardee Center, Valley Springs, CA 95252

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: When responding to items not listed on the agenda, Board members are limited by state law to providing a brief response, asking clarifying questions, and referring a matter to staff.

AUTHORITY BUSINESS:

Recommended Action

- | | |
|---|----------------------------|
| 1. Regular Meeting Minutes of January 27, 2017 | Approve by Motion |
| 2. CSRC&D Youth Watershed Stewardship Program | Discussion/Possible Action |
| 3. UMRWA Procurement Policy and Procedure | Approve by Motion |
| 4. Pumpkin Hollow Restoration Project | Approve by Motion |
| 5. Legislative Issues Update and SNC Legislative Tour | Approve by Motion |
| 6. Update on Prop 84 Implementation Grants | Approve by Motion |
| 7. Draft Proposed Fiscal Year 2018 UMRWA Budget | Approve by Motion |
| 8. Basic Financial Statement for the Year Ending September 30, 2016 | Accept for Filing |
| 9. Treasurer's Report - Second Quarter FY 2017 | Accept for Filing |
| 10. Executive Officer Grant Funded Quarterly Report | Information/Discussion |

BOARD MEMBER COMMENTS:

11. Board Member Comments

EXECUTIVE OFFICER REPORT:

12. Executive Officer's Oral Report (AB142 study, Mattley Meadow, BLM CFA, Board Planning Retreat)

ADJOURNMENT:

- Next Regular Board Meeting: July 28, 2017 at 1:30 p.m. (McLean Hall, Pardee Center)
- Next Board Advisory Committee Conference Call Meeting: June 13, 2017 - **Cancelled**
- Pardee BBQ: October 6, 2017

Requests for disability-related modification or accommodation, including auxiliary aids or services, may be made to Lisa Stuart at 209.772.8261 or lstuart@ebmud.com no later than 24 hours before the meeting.



Upper Mokelumne River Watershed Authority

Agenda No: **1**

Meeting Date: April 28, 2017

Title:

Regular Meeting Minutes of January 27, 2017

Recommended Action:

Approve the regular meeting minutes of January 27, 2017.

Summary:

The summary minutes of the January 27, 2017 regular Governing Board meeting are attached for Board review and approval.

Summary Minutes

ROLL CALL

Directors John Coleman, Terry Woodrow, Richard Farrington, Frank Axe, Jeff Davidson, Jack Garamendi, and Hank Willy were present. Also present were Executive Officer Rob Alcott, Authority Counsel Gregory Gillott, Authority Secretary Lisa Stuart, and 10 visitors and presenters.

PUBLIC COMMENT – None

AUTHORITY BUSINESS

1. Minutes of October 7, 2016 Regular Meeting Minutes

Motion 01 -17 to approve the minutes of the regular October 7, 2016 Governing Board meeting was made by Director Davidson, seconded by Director Farrington, and carried by voice vote: Yea 7 – Nay 0 – Abstain 0.

2. Sierra Meadow Restoration Projects

Chuck Loffland, District Biologist for the Amador Ranger District, Eldorado National Forest, briefed the Board on the Indian Valley Meadow restoration project that was completed several years ago. Mr. Loffland's presentation covered topics such as how the project was conceived, how the project was designed and implemented, who the key players were, and the initial post-project results (e.g. water quality improvements).

3. Forestry Legislative Issues Update

Marlaigne Dumaine, Manager of Legislative Affairs at East Bay Municipal Utility District, presented an update on legislative affairs regarding forest and watershed issues of potential interest to UMRWA and its members. Topics covered included the federal government's method for allocating funds for wildfire suppression, (fire borrowing issue – funding fires without taking away from forest management), Governor's proposed budget which includes a fire protection component and cap & trade line item that includes healthy forest funding, Little Hoover Commission's hearing on forest management, and the potential co-hosting of a planned Sierra Nevada Conservancy legislative tour of areas within the region that have been affected by wildfire and other critical watershed stressors.

4. CSRC&D Youth Watershed Stewardship Program

This item was postponed due to a scheduling conflict and is rescheduled for the April UMRWA meeting.

5. Procurement Policy & Procedure - Pumpkin Hollow Restoration Project

At the October 6 UMRWA meeting, the Board authorized staff to formulate an UMRWA Procurement Policy and Procedure that follows the municipal utility district form of governance and present a draft of that policy and procedure to the Board at this meeting. The Board will be presented a final Procurement Policy and Procedure for approval at the

April UMRWA meeting. The approved Procurement Policy and Procedure will then be used and applied to Pumpkin Hollow Restoration Project procurement activities.

With the Master Stewardship Agreement (MSA) and Pumpkin Hollow Specific Project Agreement (SPA) in place, and the Sierra Nevada Conservancy grant agreement executed, UMRWA is now positioned to initiate the Pumpkin Hollow restoration work plan. The EO presented the Board with a basic project timeline showing completed and pending tasks.

It was suggested that a dollar-level provision be added to the policy to allow for the EO to execute procurements that have been included in the Board-approved budget but fall under that to be specified dollar amount limit; EO will look at some other agencies' limits and include that provision in a revised document.

6. Proposition 1 IRWM DAC Grant & Coordinating Committee

The Department of Water Resources (DWR) has issued a Request for Proposals for a \$1.3M Proposition 1 grant for the Integrated Regional Water Management (IRWM) Disadvantaged Community (DAC) Involvement Program. The purpose of the program is to support IRWMs in engaging DAC's in facilitated processes to identify water needs in IRWM plan regions.

At the October 2016 Board meeting Director Rich Farrington was appointed to represent UMRWA in ongoing discussions that seek an approach acceptable to involving various Mountain County IRWM interests in advancing DWR's Prop 1 Disadvantaged Communities participation program development. The Board had expressed support for the Mountain Counties Water Resources Association as a potential lead agency in this endeavor; however, since then, the MCWRA has elected to not pursue that role.

Director Farrington reports that representatives of the 10 IRWM's in the Mountain Counties Funding Area have formed a Coordinating Committee to oversee the development of a Mountain Counties Region application for the \$1.3M Proposition 1 DAC grant. The Coordinating Committee has taken the following two actions:

- 1) Published a Request for Qualifications to evaluate potential applicants. Responses to that RFQ are due to be submitted to the Coordinating Committee on January 23. (DWR will only accept one application for the grant, which is due in March.)
- 2) Developed a draft Charter that describes the Committee's role, responsibilities and authorities. (A copy of the Charter was provided to the Board in the agenda packet.)

Motion 02 -17 authorizing Director Farrington to express UMRWA's acceptance of the DAC Coordinating Committee Charter and authorizing payment of up to \$700 to reimburse costs related to the Coordinating Committee's IRWM RFQ effort was made by Director Farrington, seconded by Director Davidson, and carried by voice vote: Yea 7 – Nay 0 – Abstain 0.

7. Update on Fulfillment of Implementation Grants

The EO updated the Board on the status of the Authority's effort to secure Calaveras County's promise to fulfill the terms of its Round 2 Implementation Grant for the Ponderosa Way Project. He also provided brief updates on fulfillment of the two ongoing UMRWA Proposition 84 Implementation Grants awarded by the Department of Water Resources (the 2014 Drought Grant and the Round 2 Implementation Grant). Director Garamendi said he would look into these matters and coordinate with the EO.

8. Database and Web Support Agreement with RMC Water & Environment

Under a 2015 contract with the Authority RMC developed a Data Management Plan and database to facilitate UMRWA's compliance with the terms of the three DWR Prop 84 Implementation Grants it received on behalf of its member agencies. Earlier RMC also developed the UMRWA website. Both of these web-based applications require some limited degree of maintenance and technical support, while the database also requires a host platform (which RMC is providing).

During the development and approval of UMRWA's current year budget the estimated \$9,000 annual cost for these RMC support services was anticipated and included. The proposed agreement with RMC is for a two-year period (calendar years 2017 and 2018) at a not-to-exceed total cost of \$18,000. The two-year agreement period is recommended in part because the total fee reflects ten percent discount for multi-year support agreements.

Motion 03 -17 to approve the agreement with RMC Water & Environment and authorize the Executive Officer to sign was made by Director Davidson, seconded by Director Woodrow, and carried by voice vote: Yea 7 – Nay 0 – Abstain 0.

9. Treasurer's Report - First Quarter FY 2017

The Treasurer's Report for the first quarter of Fiscal Year 2017, which ended December 31, 2016, was presented to the Board.

Motion 04-17 to accept the Treasurer's Report for filing was made by Director Davidson seconded by Director Farrington and carried by voice vote: Yea 7 – Nay 0 – Abstain 0.

10. Executive Officer Grant Funded Quarterly Report

The EO presented the quarterly report.

Board Member Comments: Director Farrington updated the Board on AWA's activities including a recently-awarded byproduct treatment project in Buckhorn, tree issues, a State report about the Delta fish/water releases, as well as commending EBMUD on the successful salmon return.

Executive Officer Comments: The EO reminded the Board that FPPC Form 700's will be due in April and commented on the new online process for submitting those forms. He also advised the Board that he has been working with Bill Haigh of BLM, and expects to present a draft Mokelumne Community Forest agreement at the April 28 Board meeting.

ADJOURNMENT: Director Coleman adjourned the meeting at 3:24 p.m. The next meeting will be July 28, 2017 at 1:30 p.m. at Pardee Center.

SUBMITTED BY:

Lisa Stuart, Authority Secretary

John Coleman, Chair of the Board

APPROVED: April 28, 2017



Upper Mokelumne River Watershed Authority

Agenda No: **2**

Meeting Date: April 28, 2017

Title:

CSRC&D Youth Watershed Stewardship Program

Recommended Action:

For discussion and possible action

Discussion:

UMRWA has provided funding to support the local public schools Youth Watershed Stewardship Program (YWSP) since fiscal year 2006. Through a series of contracts with the Central Sierra Resource Conservation and Development District (CSRC&D), the sponsor of the YWSP, the Authority has provided more that \$200,000 in total funding to support the program's creation and continuation.

When the Board approved the FY2017 agreement with CSRC&D this past October to implement this program for another year the Board questioned whether a forest management component was included in the program's teachings. To address this question staff was asked to invite Maryanne Garamendi or other knowledgeable STE representative to attend an upcoming Board meeting and present and discuss the program's curriculum with the Board.

Maryanne Garamendi has been invited and is scheduled to attend this Board meeting to discuss the YWSP curriculum.



Upper Mokelumne River Watershed Authority

Agenda No: **3**

Meeting Date: April 28, 2017

Title:

UMRWA Procurement Policy and Procedure

Recommended Action:

Approve the UMRWA Procurement Policy and Procedure

Summary:

The Board on October 6, 2016 directed staff to formulate an UMRWA procurement policy and procedure. A draft Procurement Policy and Procedure was reviewed at the January 27 Board meeting following which the Board requested staff to present a final Procurement Policy and Procedure for approval at this April 28 meeting. Upon the Board's approval the adopted Procurement Policy and Procedure will guide procurements associated with the Pumpkin Hollow Restoration work (presented in subsequent agenda items) and other future Authority procurements.

Discussion:

The UMRWA JPA agreement specifies the Authority will exercise powers "as are imposed upon a municipal utility district in the exercise of its powers." Thus the proposed UMRWA Procurement Policy and Procedure, developed with the assistance and advice of EBMUD purchasing staff, is generally consistent with related policies and procedures applicable to municipal utility districts in California, including EBMUD.

The proposed Procurement Policy and Procedure includes changes discussed at the January 27 Board meeting, and several new additions. These are summarized below.

1. Added section defining three types/levels of procurement and authorizing the Executive Office to award bids up to \$25,000 with Board award of all bids above \$25,000.
2. Added provisions for procuring Materials and Supplies, and Sole Source purchases.
3. Delineated five categories of criteria that will generally be applied when evaluating proposals. The five criteria are:
 - Approach and technical criteria – for example: planned approach, key personnel, organizational capacity, production capability, schedule availability
 - Cost – for example: total amount, reasonableness, affordability
 - Relevant experience – for example: knowledge of local conditions from prior work within region, extensiveness of provider's experience, degree of direct experience of assigned individuals

- Community benefit – for example: workers residing in region, utilization of regional suppliers for goods and services, training opportunities, physical presence within region
- References – for example: demonstrated competence, quality of work, effective communication, budget adherence, degree of cooperativeness

4. Added section that identifies prohibited actions (such as special, or favorable treatment).

Upon the Board's approval the attached Procurement Policy and Procedure will be immediately applied to procurements associated with the Pumpkin Hollow Restoration work.

Upper Mokelumne River Watershed Authority

<p style="text-align: center;">PROCUREMENT POLICY and PROCEDURE</p> <p style="text-align: center;">General Services, Professional Services and Materials and Supplies</p>	<p style="text-align: center;">Policy No. 3</p> <p style="text-align: center;">Adopted: 28 April 2017</p>
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IT IS THE POLICY OF THE UPPER MOKELUMNE RIVER WATERSHED AUTHORITY TO:

- Secure general and professional services for the Authority's use so as to receive high value for each dollar expended consistent with ultimate need, service quality, and provider performance. In doing so:
 - Provide a fair and impartial competitive environment.
 - Provide equal opportunity in its procurement of general and professional services, and materials and supplies.
 - Seek a reasonable rate of participation by local businesses in the Authority's procurement activities.
- Provide uniform methods and procedures for receiving and opening proposals for general and professional services, and materials and supplies.
- Place the authority and responsibility with the Executive Officer, or designee, to administer and coordinate all of the above.

PROCEDURE:

PURPOSE and SCOPE

The purpose of this procedure is to provide guidance, define responsibility and assign authority for the procurement of general services, professional services, and materials and supplies. This procedure applies to the procurement and administration of all Authority procurements. On any occasion this procedure does not effectively address a procurement question or issue encountered, staff will seek further direction from the Board of Directors.

DEFINITIONS

General Services: General services are recognized as physical tasks that often require the provision and use of special tools, equipment, and/or the technical ability and experience to use such items. Examples of general services include logging operations, truck drivers, heavy equipment operators, and well drilling services. General services normally result in specific physical tasks being accomplished. General services often fall within the legal definition of a public work and as such are subject to public work requirements including DIR registration, submission of form PWC 100 to DIR, payment of prevailing wages and use of apprentices.

Professional Services: Professional services are services requiring specialized knowledge or expertise provided by independent contractors in such areas as legal, programming, planning, economics, finance, environmental, construction management, and engineering. Broadly speaking, professional services normally result in a report, drawing, plan or document as the final product or contract deliverable.

Materials and Supplies: Materials and supplies are tangible items such as office equipment, business supplies, building materials and tools.

RESPONSIBILITY FOR PROCUREMENT OF SERVICES

1. The Executive Officer, or designee, is responsible for administering all Authority procurements. Accordingly, the Executive Officer is authorized to carry out Board authorized (including those identified in a Board approved UMRWA annual budget) bid and/or proposal solicitations for general and professional services procurements in conformance with this Policy and Procedure.

2. When and as necessary to fulfill Authority purposes, the EO will recommend to the Board potential general or professional services procurements. When and as authorized by the Board the EO will:
 - Take necessary actions consistent with this Policy and Procedure to complete the bid and/or proposal process.
 - Generally use the *Request for Proposal (RFP) Guideline and Template* as the basis for soliciting and evaluating proposals.

3. Board authorized purchases of materials and supplies, including those identified in a Board approved UMRWA annual budget, may be procured by the EO, or designee, in conformance with this Policy and Procedure.

PROCUREMENT TYPES, LIMITS, METHODS AND AWARDS

Type	Limit	Method	Award
Informal Quote	Up to \$5,000	Obtain up to 3 price quotes by telephone or email whenever feasible.	EO
Formal Quote	Up to \$25,000	Obtain up to 3 written price quotes by email or letter whenever feasible.	EO
Request for Proposal	Above \$25,000	Issue Requests for Proposals (generally conforming to the accompanying <i>RFP Guideline and Template</i>) to seek proposals from at least 3 qualified proposers.	Board

SELECTION AND AWARD

Professional and General Services: Professional and general services selection decisions are generally qualifications based decisions. Accordingly, assuming a reasonable price for the service can be negotiated, the Authority may consider multiple potential service providers and award a contract to the provider it determines is best qualified to perform the work. Regardless of the value of the resulting contract, this selection decision must be documented.

Generally, the following factors will be considered in determining the best-qualified professional and/or general services provider. Additional criteria may be applied when deemed appropriate given the type and nature of the desired services.

- Approach and technical criteria – for example: planned approach, key personnel, organizational capacity, production capability, schedule availability
- Cost – for example: total amount, reasonableness, affordability

- Relevant experience – for example: knowledge of local conditions from prior work within region, extensiveness of provider’s experience, degree of direct experience of assigned individuals
- Community benefit – for example: workers residing in region, utilization of regional suppliers for goods and services, training opportunities, physical presence within region
- References – for example: demonstrated competence, quality of work, effective communication, budget adherence, degree of cooperativeness

Materials and Supplies: Material and supply procurements generally will be awarded to the lowest responsive and qualified bidder. A responsive bidder is one that is in substantial conformance with the requirements of the bid solicitation. A qualified bidder is one that has the demonstrated ability, capability and skill to satisfactorily fulfill the requirements of the bid solicitation within the time required.

Sole Source Purchases: Services, materials and supplies that can be obtained from only one provider are exempt from the competitive procurement process. Sole source procurements may include proprietary items sold directly from the manufacturer or one authorized provider; items that could normally be obtained competitively but due to an emergency situation must be obtained from a specific provider; or a certain good or service that has been proven to be available from only one acceptable provider. The Executive Officer shall provide written justification to the Board of Directors of any sole source procurement.

CONTRACT EXECUTION and ADMINISTRATION

1. Professional and general services contracts above \$25,000 must be approved by the Board of Directors.
2. The EO, or designee, is responsible for administering agreements between the Authority and consultants and contractors. These responsibilities include: verifying compliance with contractual provisions; ensuring that contract tasks are completed on schedule and within budget; verifying the accuracy of invoices; recommending payment; and ensuring that expenditures do not exceed the contract amount.

PROTESTS AND REJECTION OF BIDS

1. Bid protests will be considered by the Authority provided a written protest on company letterhead is received by the Authority Secretary within seven working days after notification of selection/non- selection.

2. Protests will be accepted from bidders or potential bidders only. Bid protests shall contain a detailed and complete written statement describing the reason(s) for protest. The protest must include the RFP title and/or number, the name of the firm protesting, and the name, telephone number, email address and physical address of the protestor.
3. If the Authority does not receive the bid protest within the seven working day protest period, the protesting party bears the burden of proof to submit evidence (e.g., certified mail receipt) that the protest was sent in a timely manner for it to be received by the Authority within the bid protest period.
4. Upon receipt of a written protest, the Authority Secretary will confirm receipt to the sender and inform the EO. The EO will consult with Authority Counsel and conduct an investigation into the protest.
5. If the EO determines that the protest is valid, one of the following actions may be taken:
 - All bids may be rejected and a re-bid conducted.
 - All bids may be rejected and no re-bid conducted.
 - An award may be made to the best remaining responsive qualified bidder.
6. Affected bidders will be notified by certified mail of the action taken. If the protest is denied, the EO shall provide the determination to the affected bidders by email and certified mail, and the award will be made to the best responsive qualified bidder in accordance with the applicable bid solicitation documents.
7. The bid protester can appeal the determination to the Authority Board of Directors. The appeal must be submitted to the Authority Secretary no later than five working days from the date of receipt of the EO's determination on the initial protest.
8. Such an appeal must be made in writing on company letterhead and must include all grounds for the appeal and copies of the original protest and the Authority's response (email accepted with a signed letter attached and formatted as a PDF).
9. The appeal will be scheduled for the next Board of Director's meeting and the Authority Secretary shall advise the protestor of the date, time, and location of the Board of Directors meeting at which staff will make a recommendation regarding the appeal and award and inform protestor it may request to address the Board of Directors at that meeting.

CHANGE ORDERS

1. The EO is authorized to approve change orders to a Board-approved professional and general service contract in a cumulative sum amount not to exceed 10 percent of the original contract amount provided sufficient remaining budget is available.
2. Change orders that exceed the EO's cumulative 10 percent limit and change orders for which there is insufficient available budget must be approved by the Board of Directors.

PROHIBITED ACTIONS

No one participating in a procurement process on the Authority's behalf shall:

1. Accept any gift, fee, compensation or payment of expenses that results in private gain in return for preferential treatment; nor
2. Grant any special consideration, treatment, or advantage to any person or company beyond that which is available to every other person or company in similar circumstance.



Upper Mokelumne River Watershed Authority

Agenda No: **4**

Meeting Date: April 28, 2017

Title:

Pumpkin Hollow Restoration Project

Recommended Action:

Authorize the release of Requests for Proposals for the general services work described and authorized in the Pumpkin Hollow Restoration Project SPA (Specific Project Agreement) and the Sierra Nevada Conservancy Prop 1 grant agreement.

Discussion:

Over the past twelve months the Authority has systematically completed a series of prerequisite tasks that now allow it to solicit proposals from qualified contractors to complete the Pumpkin Hollow Restoration Project. With the Master Stewardship Agreement (MSA) and Pumpkin Hollow Specific Project Agreement (SPA) between the US Forest Service and UMRWA in place, the Sierra Nevada Conservancy Prop 1 grant agreement executed, and CEQA obligations essentially fulfilled (a Notice of Exemption associated with 9.25 miles of road maintenance work within Pumpkin Hollow remains to be filed), UMRWA is now positioned to initiate the Pumpkin Hollow restoration work plan.

As explained below the Pumpkin Hollow work plan anticipates project tasks will be completed over a two-year period. In 2017 the work is organized into four units, one to be completed by the California Conservation Corps (CCC) and three to be completed by contractors selected following a Requests for Proposals (RFPs) process as described in the UMRWA Procurement Policy and Procedure.

Pumpkin Hollow Restoration Project Work Plan:

The Pumpkin Hollow Restoration Project work plan (summarized in Table 1 below) was developed in consultation with USFS staff and in adherence with the SNC Prop 1 grant agreement (Exhibit A, Deliverables). The work will be performed over two years, with about 705.5 acres to be treated in 2017, and the remaining 269.5 acres treated in 2018.

The 2017 work is organized into four units. One unit (to be completed by the CCC) involves hand cutting of conifer trees within a 45.5-acre scenic corridor. The other three units will be performed by contractors hired by UMRWA following completion of the Authority's Requests for Proposals (RFPs) process. These units coincide with the type of work and the equipment and skill sets of contractors who would likely propose to perform the work. The general services agreements for this work will be presented to the Board for approval at the July 28, 2017 meeting.

Table 1 - Pumpkin Hollow Restoration Project Work Plan					
SNC Agreement Task No. and Title	SNC Agreement Acres	Work Unit – RFP No.	Acres Planned for 2017	Acres Planned for 2018	Total Acres
Task 4.1: Wildlife Treatments	321	No. 17-03: Hand Treatment (Wildlife Hand Treatment)	344	0	344
Task 5.1: Meadow/Aspen Restoration	78	Planned for 2018	0	86	86
Task 5.2: Forest Restoration	81	Planned for 2018	0	70.5	70.5
Task 5.3: Fuelbreak	261	CCC Agreement: Scenic Corridor	45.5	0	45.5
		No. 17-03: Hand Treatment (Scenic Corridor)	49	0	49
		No. 17-02: Road Maintenance and Roadside Fuelbreak	21	0	21
		WUI Fuelbreak: Planned for 2018	0	113	113
		Sub-Total Fuelbreak	115.5	113	228.5
Task 5.4: Plantation Thinning	230	No. 17-01: Plantation Mastication	246	0	246
Total	971		705.5	269.5	975

California Conservation Corps (Scenic Corridor Hand Treatments)

A provision contained in Proposition 1, and thus a term in the \$500,000 SNC Prop 1 grant agreement, encourages grant recipients to, where feasible, utilize the CCC to perform work it is qualified and available to perform. The Pumpkin Hollow work that has been identified for the CC to perform involves hand cutting of conifer trees within a 45.5-acre scenic corridor.

RFP 17-01 (Plantation Thinning and Mastication)

This work involves mastication of about 246 acres of existing USFS plantations. Trees less than 10” diameter and brush shall be masticated to retain healthy trees at approximately 20x20 foot spacing, on average. Mastication shall be conducted using machinery capable of masticating, shredding, or grinding small trees and brush.

RFP 17-02 (Road Maintenance and Roadside Fuelbreak)

This work will be performed by a contractor specializing in road maintenance work (grading, culvert cleaning, rock placement) as well as the roadside clearing and mastication of brush and small trees using a masticator. A total of 9.25 miles of road will be maintained, and 21 acres of roadside clearing and mastication. A Notice of Exemption will be filed with Calaveras County by the EO as the 9.25 miles of road maintenance work is categorically exempt.

RFP 17-03 (Hand Thinning/Wildlife Habitat Treatments)

The work addressed in the RFP consists of hand thinning of small conifer trees, plus lop and scatter of all limbs and stems in a 344-acre area; and hand thinning of small conifer trees plus hand piling in a 49-acre scenic corridor.

NOTE: For the Board’s reference a copy of RFP No. 17-01 (Pumpkin Hollow Plantation Thinning and Mastication) is included in the separate Supplemental Agenda Materials document that accompanies this agenda packet. This RFP No. 17-01 is identical to the other two RFPs except for the type and extent of the work covered.

Pumpkin Hollow Project Timeline:

Table 2 below displays the basic timeline for accomplishing the various tasks required for UMRWA to complete the Pumpkin Hollow Restoration Project. Completed tasks are shown in *italics* and future tasks in block print.

Table 2 - Pumpkin Hollow Restoration Project Timeline	
Schedule	Task/Activity
<i>April 22, 2016</i>	<i>Approve MSA (Completed)</i> <i>Approve CEQA Negative Declaration (Completed)</i>
<i>July 22, 2016</i>	<i>Approve Pumpkin Hollow Restoration Project SPA (Completed)</i> <i>Review draft UMRWA organization and work plan (Completed)</i> <i>Review UMRWA Procurement Policy options (Completed)</i>
<i>September 1, 2016</i>	<i>Complete and submit second SNC Prop 1 grant application (Completed)</i>
<i>October 7, 2016</i>	<i>Accept SNC Prop 1 grant award (Completed)</i> <i>Review UMRWA organization and work plan (Completed)</i>
<i>January 27, 2017</i>	<i>Review draft UMRWA Procurement Policy and Procedure (Completed)</i> <i>Review preliminary Pumpkin Hollow RFP groupings (Completed)</i>
TODAY - April 28, 2017	Approve UMRWA Procurement Policy Authorize release of RFPs to qualified contractors
June 28, 2017	Approve updated Pumpkin Hollow SPA agreement Award Pumpkin Hollow general services agreements (3) Approve agreement with California Conservation Corps
Summer/Fall 2017	Pumpkin Hollow Restoration Project work performed
Summer/Fall 2018	Pumpkin Hollow Restoration Project work performed
2019	Project wrap-up, SNC grant final reports, etc.



Upper Mokelumne River Watershed Authority

Agenda No: **5**

Meeting Date: April 28, 2017

Title:

Legislative Issues Update and SNC Legislative Tour

Recommended Action:

- (1) For discussion and possible action – legislative matters discussed by the Board
- (2) Authorize payment of up to \$2,000 toward the costs of the Sierra Nevada Conservancy 2017 Sierra Legislative Tour that will focus on Upper Mokelumne region issues.

Legislation:

No pending legislation was identified at the time this agenda packet was being prepared that is squarely within UMRWA's field of interest. Thus, no legislation has been reviewed and summarized for inclusion in this agenda item. Board directors, however, may have particular legislation of interest and this agenda item is intended to also facilitate discussion of it.

Sierra Nevada Conservancy Legislative Tour

As requested by the Board the EO has been in communication with SNC staff regarding the planned legislative tour that will focus on the rural – urban connection and relevant resource management actions in the Sierras. Following a March 14 discussion with the UMRWA Board Advisory Committee UMRWA staff has proposed to SNC that UMRWA would consider co-supporting the legislative tour equally sharing the costs with SNC up to a maximum \$2,000 UMRWA share. The current year UMRWA budget can accommodate this unanticipated expense.

The SNC has solicited UMRWA's tour suggestions and after discussing potential ideas with several member agencies the following topics were submitted for SNC's consideration: Butte Fire sites (wildland-urban interface); Blue Lakes Subdivision (powder beetle impacts); CHIPS (Calaveras Healthy Impact Product Solutions); new grant-funded West Point WTP and transmission facilities; and lunch stop briefing by the Amador Calaveras Consensus Group (ACCG).

Per the Board's prior request SNC agreed the tour would not be held until after the May ACWA conference. Presently the dates of July 26 and 27 are being considered.



Upper Mokelumne River Watershed Authority

Agenda No: **6**

Meeting Date: April 28, 2017

Title:

Update on Prop 84 Implementation Grants

Recommended Action:

Authorize the Executive Officer to sign an amendment to the Round 2 grant agreement to modify the grant budget to reallocate \$74,490 in surplus unspent Ponderosa Way Restoration Project funds to the Camanche Area Regional Water Supply Project.

Summary:

This agenda item presents the status of Calaveras County's efforts to fulfill the terms of its Round 2 Implementation Grant for the Ponderosa Way Project. Also presented are brief updates on fulfillment of the two ongoing UMRWA Proposition 84 Implementation Grants awarded by the Department of Water Resources; the 2014 Drought Grant and the Round 2 Implementation Grant.

Calaveras County – Ponderosa Way Restoration Project:

Following the Board's January 27 meeting, and with Director Garamendi's support, the EO has been in communication with Calaveras County Public Works staff to review its Ponderosa Way Project monitoring and reporting responsibilities and other project close-out tasks (all as required by the Prop 84 grant agreement with DWR).

Calaveras County Public Works (CCPW), which received \$154,582 in grant funding to make restoration improvements to Ponderosa Way (which provides access to the Upper Mokelumne River watershed) has completed the project and has filed the required Project Completion Report. The project's final cost, as invoiced by CCPW, was \$80,092. The unspent balance from this project (\$74,490) may, with DWR's approval, be allocated to another project funded under this Round 2 grant agreement. An informal amendment to modify the grant budget to reallocate this \$74,490 to the CARWSP project (the one unfinished and thus eligible project) is under review by DWR.

2014 Drought Grant:

The Drought Grant agreement with DWR was approved by the UMRWA Board on January 23, 2015 and executed by DWR on April 23, 2015. The term of this agreement expired January 15, 2017. At the October meeting the Board authorized the EO to execute an amendment to the 2014 Drought Grant agreement to extend the term beyond the expiration date. That amendment is in process.

As noted previously one of AWA's two drought projects has been determined to be unfeasible and a replacement project is being investigated. AWA, UMRWA and DWR staff

have discussed an amendment to the grant agreement that will facilitate the substitution of another AWA conservation project for the deleted project. DWR is presently considering these options.

The status of the two Amador Water Agency projects receiving funding under this agreement (Ione Water Treatment Plant Backwash and Amador Raw Water Pipeline) is provided below.

Table 1 – 2014 Drought Grant Projects Status

AWA Projects	Grant Funding	Project Status
Amador Raw Water Pipeline	\$5,126,560	<i>AWA has determined implementation of this project is not viable and is working with DWR to evaluate a possible replacement project. An amendment to the DWR grant agreement is anticipated.</i>
Ione WTP Backwash	\$628,944	Construction completed.
Total	\$5,755,504	

Round 2 Implementation Grant:

Two of the three projects receiving a share of UMRWA’s \$2,174,587 Round 2 Proposition 84 Implementation Grant award have been completed, as has the Vintage Home Retrofit Project component of CARWSP. EBMUD is completing several additional treatment plant operational enhancements that will be finished in next few months. The implementation status of the projects is summarized in Table 2 below.

Table 2 - Round 2 Prop 84 Implementation Projects Status

Project (Sponsor)	Grant Funding	Project Status
Lake Camanche Lateral Replacements (AWA)	\$562,175	Completed.
Camanche Regional Water Supply Project – Phase 1 (EBMUD)	\$1,387,830	Approximately 95% complete.
Vintage Home Retrofit - part of CARWSP (UMRWA)	Included in CARWSP	Completed this element of the CARWSP project: 270 toilets & 235 showerheads replaced.
Ponderosa Way Restoration	\$154,582	Completed (total grant cost \$80,092)
Total	\$2,104,587	



Upper Mokelumne River Watershed Authority

Agenda No: **7**

Meeting Date: April 28, 2017

Title:

Draft Proposed Fiscal Year 2018 UMRWA Budget

Recommended Action:

Endorse the draft FY 2018 UMRWA budget and authorize staff to transmit the draft budget to Member Agencies for review and comment.

Summary:

The UMRWA Budget Policy and Procedure, adopted in 2011, sets out a budget development process and schedule as shown below.

Month	Activity
March	EO presents draft budget to Board Advisory Committee for input
April	Governing Board reviews draft budget
May	Member Agencies review budget and Member funding contributions and respond with comments to EO
June	Board Advisory Committee agrees on recommended budget
July	Governing Board adopts budget (effective October 1)

A draft FY 2018 budget is presented in Table 1 (next page). The member-funded portion of the proposed budget is \$154,500 less than the prior year (\$147,000 versus \$301,500). Presented in Table 2 is a general estimate of the Member Agency funding allocations, including estimates of in-kind services provided this fiscal year. Estimates of the resulting Member Agency funding allocations and the associated assessment amounts are shown in Table 3.

The draft budget is organized to distinguish between the Authority’s two primary revenue sources, Member funding and non-Member funding (formerly referred to as grant funding, but now also including USFS receipts). Accordingly, the Authority’s work activities planned for FY 2018 are similarly organized as shown below.

For the Member-funded portion of the draft FY2018 budget the following funding levels are assumed:

- 1) Maintain (unchanged) the Authority Board and Authority administration budget (including data and website technical support) for a total \$70,500.
- 2) Maintain (unchanged) the annual funding support for the local school watershed education program at \$16,500.
- 3) Reduce to \$50,000 (from \$100,000) the funding level for costs associated with developing new grant applications.

- 4) Include \$10,000 for start-up of a Mokelumne Community Forest program.
- 5) Remove the UMRWA \$125,000 half-share toward the costs for the AB 142 Wild and Scenic study.

Overall, the proposed Member funded portion of the proposed FY 2018 budget is \$154,500 less than the FY 2017 budget amount.

For the non-Member funded portions of the budget, the funding associated with Prop 84, Sierra Nevada Conservancy and USFS sources for FY 2018 will be determined in September, the final month of UMRWA's fiscal year. Awarded but uncollected funds will be carried forward to FY 2018. Those amounts will be determined based on the end of fiscal year Treasurer's Report as of September 30, 2017. As is the case each fiscal year no Member Agency funding is budgeted to support these non-Member funded activities in FY 2018.

Table 1 – PROPOSED FY 2018 BUDGET

Programs	Categories	Member Funds	Other Funds (Prop 84, USFS, SNC)	Total
Board and Authority Admin	Executive Officer	40,000		70,500
	Contract Associate	20,000		
	Data and Web technical support	10,500		
Watershed Management	School Watershed Program (STE)	16,500		16,500
Forestry Program	Pumpkin Hollow Project		Carry forward	
	Mokelumne Community Forest	10,000		10,000
Planning & Grants	Grant applications	50,000		50,000
	Drought Grant pass thru to project sponsor AWA		Carry forward	
	Drought Grant administration		Carry forward	
TOTAL BUDGET		\$147,000	Carry forward - Tbd	\$147,000

Tbd = To be determined; will be based on amount of other funds received vs. pending as of Sept. 30, 2017

Table 2 – FY 2018 MEMBER AGENCY FUNDING BASIS

Member Funds/assessments	As provided above in Proposed FY2018 Budget	\$147,000
Off budget <i>In-kind</i> contributions*	Authority Legal Counsel \$6,000 (Amador County) Accounting/audit and Authority Secretary \$22,500 (EBMUD)	\$28,500* In-kind
TOTAL		\$175,500

* = Dollar amounts are updated estimates based on prior year Member agency actual costs.

Table 3 – FY 2018 MEMBER FUNDING ALLOCATIONS & ASSESSMENTS

Formula % Share	Member Agency %	Proposed FY18 Allocation (\$)	In-Kind Credit (\$)	Proposed Assessment Due (\$)	Prior FY17 Allocation (\$)
Amador Entities 20%	Amador County – 9.2%	16,146	(6,000)	10,146	30,912
	Amador Water Agency – 9.2%	16,146	0	16,146	30,912
	Jackson Valley ID – 1.6%	2,808	0	2,808	5,376
Calaveras Entities 20%	Calaveras County – 6.0%	10,530	0	10,530	20,160
	Calaveras County WD – 9.6%	16,848	0	16,848	32,256
	Calaveras PUD – 4.4%	7,722	0	7,722	14,784
EBMUD 60%	EBMUD – 60%	105,300	(22,500)	82,800	201,600
TOTAL		175,500	\$28,500	\$147,000	336,000



Upper Mokelumne River Watershed Authority

Agenda No: **8**

Meeting Date: April 28, 2017

Title:

Basic Financial Statements for the Year Ending September 30, 2016

Recommended Action:

Accept for filing

Discussion:

East Bay MUD, whose Finance Director serves as the Authority's Treasurer, maintains the Authority's financial records. The Authority's financial records for the year ending September 30, 2016 have been audited by the independent accounting firm Maze and Associates. This year's audit is presented in the document entitled *Upper Mokelumne River Watershed Authority Basic Financial Statements for the Years Ending September 30, 2016 and September 30, 2015*.

In addition to the Basic Financial Statements, Maze and Associates has prepared a companion document titled *Memorandum on Internal Controls and Required Communications*.

These documents present a general overview of the Authority's finances, demonstrate the Authority's accountability of the monies it manages, and provide general information related to the preparation of the audit for the Authority's Governing Board and management. The audit reports neither find nor describe any financial problems or irregularities.

[Note: The *Basic Financial Statements* report contains 18 pages. The *Memorandum on Internal Controls and Required Communications* document is 10 pages. PDF copies of both have been included in the separate Supplemental Agenda Materials document that accompanies this agenda packet. A number of bound copies of the reports will be available at the Board meeting.



Upper Mokelumne River Watershed Authority

Agenda No: **9**

Meeting Date: April 28, 2017

Title:

Treasurer's Report - Second Quarter FY 2017

Recommended Action:

Accept for filing

Summary:

The Treasurer's Report for the Second Quarter of fiscal year 2017, which ended March 31, 2017, is attached and will be reviewed at the Board meeting.

**UPPER MOKELUMNE RIVER WATERSHED AUTHORITY
TREASURER'S REPORT
STATEMENT FOR THE QUARTER ENDING 3/31/17**

Year 2016-2017	General Assessment & Grants	Budget FY 2017	Actual		
			Current Quarter	YTD	YTD %
<u>General Assessments</u>					
Amador Agencies	63,200	63,200	-	63,200	100%
Calaveras Agencies	67,200	67,200	-	47,040	70%
EBMUD Funding	179,100	179,100	-	163,799	91%
Prior Year Carry Forward *	120,270	120,270	-	-	0%
Interest/Misc Income	5	5	110	111	0%
Total Assessment & Misc Funding	429,775	429,775	110	274,150	64%
<u>Prop 84 Grants</u>					
Implementation Grant Rnd 2 (carry fwd)	303,237	303,237	10,248	27,427	9%
Drought Grant (carry fwd)	4,232,524	4,232,524	4,731	6,126	0%
<u>Forestry/Watershed Funding</u>					
US Forest Service (Power Fire EIS)	50,000	50,000	5,810	18,073	36%
US Forest Service (Pumpkin Hollow)	244,665	244,665	11,150	18,242	7%
Sierra Nevada Conservancy Grant 1 (Pumpkin Hollow)	500,000	500,000	-	-	0%
Total Grants and Other Funding	5,330,426	5,330,426	31,938	69,869	1%
TOTAL REVENUES & FUNDING	5,760,201	5,760,201	32,048	344,019	6%
<u>ASSESSMENT EXPENDITURES</u>					
General Assessment (Administration)					
Executive Officer		40,000	13,611	23,566	59%
Contract Associate		20,000	-	-	0%
General Assessment (Operations)					
CSRC&D - School Watershed STE Program		16,500	3,264	3,264	20%
AB142 Wild & Scenic Study		125,000	-	-	0%
MAC Data Plan & Website Support (incl. \$2,510 carry fwd)		10,510	-	-	0%
FY 2017 Grant Applications/Project Development		100,000	700	5,283	5%
Assessment - Operational Reserve (carry fwd)		63,600	-	-	0%
TOTAL ASSESSMENT EXPENDITURES		375,610	17,575	32,113	9%
<u>GRANT and FORESTRY/WATERSHED FUNDING EXPENDITURES</u>					
Implementation Grant - Round 2 - Pass Thru to Sponsors:					
AWA - Lake Camanche Laterals Phase 2		30,774	-	-	0%
EBMUD - Camache Area Regional Water Supply		99,832	-	-	0%
Calaveras County - Ponderosa Way Restoration		84,805	-	4,323	5%
Echo Tech - VHR Water Conservation Program *		110,080	9,542	25,335	23%
UMRWA - VHR Water Conservation Program *		2,216	-	-	0%
Implementation Grant - Round 2 - Administration:					
RMC		17,750	2,796	4,603	26%
WRA		11,940	2,520	5,418	45%
Implementation Grant - Drought Grant 2014 - Pass Thru to Sponsors:					
AWA - Amador Raw Water Pipeline		48,652	-	-	0%
AWA - Tanner WTP Backwash		4,097,984	-	-	0%
AWA - Ione WTP Backwash		30,734	-	-	0%
Implementation Grant - Drought Grant 2014 - Administration:					
RMC		27,239	3,599	3,599	13%
WRA		13,915	2,527	2,527	18%
Contingency		14,000	-	-	0%
Power Fire EIS					
Landmark Environmental Inc.		50,000	6,421	10,320	21%
Pumpkin Hollow Restoration Project					
Landmark Environmental Inc.		230,320	13,898	20,740	9%
WRA		18,625	2,875	2,875	15%
Contractors (TBD)		495,725	-	-	0%
TOTAL GRANT EXPENDITURES		5,384,591	44,178	79,739	1%
Total Project Expenses		5,760,201	61,753	111,853	2%

* previously rec'd but unallocated CARWSP grant fund balance of \$54,160 reserved for VHR



Upper Mokelumne River Watershed Authority

Agenda No: 10

Meeting Date: April 28, 2017

Title:

Executive Officer Grant Funded Quarterly Report

Recommended Action:

For information and discussion

Discussion:

The Executive Officer’s work agreement with UMRWA segregates the work into two categories; tasks related to UMRWA business that are funded by Member Agency contributions, and grant-funded or other work paid by non-Member Agency contributions. The work agreement specifies the EO is to report to the Board this non-Member Agency funded work on a quarterly basis. This quarterly report reflects invoices submitted the past quarter for the grant-funded projects as displayed in the table below.

Grant Project	Period	Work Performed	Fee
Round 2 Implementation Grant & VHR Program administration	Jan. 1 – Feb. 28	Manage accounting and invoicing; coordinate with DWR, RMC, and Project Sponsors; manage the Vintage Home Retrofit program; finalize Performance Monitoring Plans.	\$2,310
Drought Grant administration	Dec. 1 – Mar. 31	Manage accounting and invoicing; coordinate with DWR, RMC, and Project Sponsor AWA.	\$2,870
Pumpkin Hollow – USFS and SNC	Dec. 1 – Mar. 31	Develop RFPs, process USFS and Landmark invoices, coordinate with Authority Counsel, Accounting, Landmark, USFS and SNC staff, and develop contract terms and draft agreements	\$4,625