DATE: **January 21, 2016**

TO: **Watershed Conservation Authority Governing Board**

FROM: **Debbie Enos, Deputy Executive Officer**

THROUGH: **Mark Stanley, Executive Officer**

SUBJECT: **Item 21: Consideration of a resolution accept a contract amendment from the San Gabriel River Discovery Center Authority for management services.**

RECOMMENDATION: That the Watershed Conservation Authority's (WCA) Governing Board accept a contract amendment from the San Gabriel River Discovery Center Authority (SGRDCA) for management services increasing the contract value by $92,650 for a new not to exceed total amount of $136,850 and extending the contract for a 2-year term through June 30, 2017.

PROJECT DESCRIPTION: The SGRDCA, seeks to maximize development of the Discovery Center concept and efficiently utilize its available resources to forward the project including the implementation of the following components:

1) Enhance education and interpretive programming
2) Stage One - construction of water quality components, site development, landscaping and an outdoor classroom
3) Stage Two - construction of the main Interpretive Center Building and associated area development

BACKGROUND: The SGRDCA has utilized its partners (Rivers and Mountains Conservancy, LA County Parks, Upper District and Central Basin) for in-kind services from their staff to perform many of the tasks for the Authority. For the last several years, the SGRDCA has engaged in a contract with the WCA to provide both project and program support. The WCA staff provides a level of continuity for the SGRDCA and WCA staff possess the experience and educational background to carry out the activities required to support the SGRDCA as it moves towards the continuation of the construction of the San Gabriel Discovery Center.

The SGRDCA desires to continue to utilize the WCA for management services by issuing an amendment to the existing management services contract entered into on July 1, 2014 by extending the performance period through 6/30/17 and increasing the contract value by $92,650.

The contract amount would cover labor, travel expenses and typical reimbursable expenses for WCA staff assigned to complete functions addressed in the contract's scope of work. The primary WCA staff assigned to this contract's scope of work consists of, but is not limited to, the WCA's administrative clerk and fiscal manager, who would assist in filling the role of the SGRDCA board's secretary and fiscal management. As these WCA positions are mainly administrative, this contract would support the Authority's goal of locating chargeable work for its administrative staff and helping to offset some of the indirect costs associated with these positions.

Management services to be provided include, but may not be limited to:

- Coordination and assistance in SGRDCA Board Meetings including completion of board reports, attendance, and board meeting preparation, and board secretarial duties
- Assistance in financial management including oversight and management of grants, and agreements; financial tracking & reconciliation; audit; accounts payable
- Assistance in administrative tasks including filing, mail logging, organization, meeting scheduling, etc.
- Assistance in contract management including contract tracking, writing, and development
- Ad hoc map preparation and spatial analysis using GIS
- Social media and public engagement activities
- Programming support for EcoVoices and like programs conducted in support of the SGRDCA mission and goals.

A draft contract amendment is attached as Exhibit A. Revenue for services provided is expected to be received through FY2016/2017. Any other future amendments will be brought to the Board for approval.

FISCAL INFORMATION: This action would accept a contract amendment to provide Management Services to the SGRDCA through June 30, 2017, for an addition to contract value of $92,650 to be billed at Consultant rate in effect during the 2-year contract extension period. The WCA FY 2015/16 budgeted revenue will be adjusted accordingly once the contract amendment is executed.

EXHIBIT A

ADDENDUM FOR CONSULTING SERVICES
AMENDMENT ONE

(Consultant Services – **Watershed Conservation Authority** – San Gabriel River Discovery Center Authority)

THIS FIRST ADDENDUM TO AGREEMENT FOR CONSULTING SERVICES (the "Addendum") is made and entered into on this 21st day of January, 2016, by and between the SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY ("AUTHORITY") and Watershed Conservation Authority. (hereinafter referred to as "CONSULTANT"). For purposes of this Addendum the AUTHORITY and CONSULTANT may also be referred to collectively by the capitalized term "PARTIES." The capitalized term "PARTY" may refer to either AUTHORITY or CONSULTANT interchangeably. The capitalized term "PROJECT," refers to the San Gabriel River Discovery Center and all activities related to the Project.

The parties hereto do mutually agree to amend the agreement with respect to Section 1.3 and 1.4, as follows:

ARTICLE I: SERVICES AND COMPENSATION

1.3 TERM: This Amendment One to the original Agreement, dated July 1, 2014, shall have a new term ("Term") extending the performance period through June 30, 2017.

1.4 COMPENSATION: This Amendment shall increase the contract by $92,650 for a total not to exceed contract value of $136,850.

All other terms remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first written above.

WATERSHED CONSERVATION AUTHORITY:

By:_____

Name: Brian Mejia_____

Title: WCA Chair _____

SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY:

By:_____

Name: Bob Apodaca_____

Title: President_____

DRAFT

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RESOLUTION 2016-15

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO ACCEPT A CONTRACT AMENDMENT FROM THE SAN GABRIEL RIVER DISCOVERY CENTER AUTHORITY FOR MANAGEMENT SERVICES.

WHEREAS, the Watershed Conservation Authority (WCA) has been established to facilitate joint projects between the Rivers and Mountains Conservancy and Los Angeles County Flood Control District; and

WHEREAS, The Watershed Conservation Authority has been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, this action accepts a contract amendment from the San Gabriel River Discovery Center Authority for management services; and

WHEREAS, this action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).

Therefore be it resolved that the WCA hereby:

1. **FIND**S that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act.
3. **ADOPTS** the staff report dated January 21, 2016.
4. **ACCEPTS** a 2-year contract extension amendment from the San Gabriel River Discovery Center Authority for management services for an additional $92,650 totally a new not to exceed contact value of $136,850.

~ End of Resolution ~

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Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2016-15

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On January 21, 2016

_____
Brian Mejia, Chair

ATTEST:_____
Terry Fujimoto
Deputy Attorney General