

DATE: May 25, 2017

TO: Watershed Conservation Authority Governing Board

FROM: Debbie Enos, Deputy Executive Officer

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 13: Consideration of a resolution to ratify a contract amendment to Latino Consultants for professional services for FY16-17 WCA Board Retreat.

RECOMMENDATION: The WCA Governing Board ratify an amendment to the contract with Latino Consultants for professional services not to exceed a total contract value of \$6,741.

PROJECT DESCRIPTION: WCA staff engaged the services of the consultant team Latino Consultants in April 2017 to prepare for and facilitate a Board Retreat held on April 28, 2017. The purpose of the retreat was to both familiarize old and new Board Members with the WCA, our structure, projects, programs and staff, as well as, discuss opportunities, challenges, constraints and engage Board Membership in prioritization of Authority goals and develop action items.

To capture the results of the retreat and summarize next steps for implementation WCA requested Latino Consultants to participate in a retreat debrief with select staff, prepare a summary report, outline action steps and matrix, and present the items to the Board.

BACKGROUND: During the January 2017 Board Meeting, WCA Chairperson Janet Chin requested staff to convene a WCA Board Retreat. Over the subsequent 3 months leading up to the April retreat, WCA staff conducted several internal engagement activities including conducting an internal Strengths, Weakness, Opportunities and Threats (SWOT) survey and assessment, pre-interviews of Board Members on desired outcomes of retreat and the hiring of a facilitator/facilitation team to prepare for and implement a successful retreat.

Four facilitation consultants were considered before entering into a \$5,000 facilitation plus material reimbursable contract with Latino Consultants for the following scope of work:

Pre-Retreat Preparation:

Oversight and Planning Assistance leading up to retreat, work one on one with WCA staff

- Draft Retreat Agenda and goals for the day:
 - Engage Board Members, both new and existing
 - WCA Portfolio Update: WCA background, JPA Structure, Project, Plan and Program overviews
 - WCA Mission/Purpose
 - Define Priority Areas
 - Achieve Ownership and Concurrence
- Assemble Retreat Topic Elements
 - Communicate following on day of retreat

- Challenges and Opportunities
- Resources/Capacity
- Partnerships
- Funding
- Defining Success/Prioritization of Action Items
- Essential takeaways
- Sustainability

Day of Retreat Facilitation

- Implementing Subject Agenda
 - Create Timed Agenda
 - Formulating Pathway Forward
 - Goals
 - Paths to Goals
 - Fiscal Matters
 - Timeline (Deliverables/Actionable Items)
 - Defining success
 - Evaluations
 - Responsible Persons

Contract Amendment 1 Scope as follows:

Post-Retreat Report Out: *Scope of Contract Amendment 1* as follows:

- Prepare and deliver Retreat Summary Report to Board and WCA staff at May meeting
- Develop, with one on one work session with WCA staff, a “Road Map” Timeline and Matrix to forward
 - Board prioritized actionable Items
 - Assignment of responsibilities
 - Create draft timeline

FISCAL INFORMATION: This action is funded by operational revenues as approved in the FY16-17 budget, a budget of \$10,000. The increase in contract value is \$1,741 for post retreat services and \$241 in reimbursable cost, for a new contract value of \$6,741. Any future work related to Strategic Planning Professional Services will be brought before the WCA Governing Board for approval and shall be funded as part of the Fiscal Year budget approval process.

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RESOLUTION 2017-18

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY TO RATIFY A CONTRACT AMENDMENT TO LATINO CONSULTANTS FOR PROFESSIONAL SERVICES FOR FY16-17 WCA BOARD RETREAT.

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the Rivers and Mountains Conservancy and the Los Angeles County Flood Control District; and

WHEREAS, the Watershed Conservation Authority (WCA) has further 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 ratifies a contract amendment to Latino Consultants for professional services for FY16-17 WCA Board Retreat; and

WHEREAS, the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA); NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** 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 CEQA.
3. **ADOPTS** the staff report dated May 25, 2017.
4. **RATIFIES** a contract amendment to Latino Consultants for professional services for FY16-17 WCA Board in the amount of \$1,741, for a new not to exceed contract value of \$6,741.

~ End of Resolution ~

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Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2017-18

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On May 25, 2017

M. Janet Chin, Governing Board Chair

ATTEST: _____
David Edsall
Deputy Attorney General