

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 2-6-2023 MEETING AGENDA

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
P. O. BOX 1029
MENDOCINO, CA 95460
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

AGENDA

REGULAR MEETING

Monday, February 6, 2023

5:00 PM

Wastewater Treatment Plant, 10500 Kelly Street, Mendocino

Per California Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, and AB 361 the meeting will be held via teleconference. MCCSD meetings are open to the public, and the District encourages public participation either in the office or on Zoom. To participate by ZOOM call 1 (669)-900-6833, Meeting ID: 931 3833 6051, Passcode: 750084 or log in online URL:

<https://us06web.zoom.us/j/93138336051?pwd=ZDVkRndkZmc0ZWsyYTJTTFFacmxtQT09>

Meeting ID: 931 3833 6051

Passcode: 4Bezsr

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: non agenda items
4. COMMUNICATIONS
5. FINANCIAL REPORT
 - a. Quarterly Financial Report
 - b. Discussion and Possible Action to Approve District Disbursements/Expenditures.
6. CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.

 - a. APPROVAL OF MINUTES from 12-12-22
 - b. APPROVAL OF RES 2023-307: RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO CONTINUE THE AUTHORITY TO HOLD VIRTUAL MEETINGS PURSUANT TO AB 361
7. DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
8. GROUNDWATER MANAGEMENT

Monthly Groundwater Management Report
9. NEW BUSINESS
 - a. Discussion and Possible action to engage with ESS, Engineering Solution Services
 - b. Discussion and Possible Action to approve RESOLUTION NO. 2023-308: RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO RESCIND RESOLUTION 2022-301 AND DECLARE A STAGE 1 WATER SHORTAGE CONDITION
 - c. Discussion and Possible Action to approve RESOLUTION NO. 2023-309: RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO ADOPT A STEP COMPENSATION PLAN FOR THE HOURLY EMPLOYEES AND AMEND SECTION 5.5 OF THE MCCSD PERSONNEL MANUAL
 - d. Discussion and Possible Action to approve RESOLUTION NO. 2023-310: RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT AUTHROIZING A FIXED ASSETS CAPITALIZATION POLICY AND PROCEDURES

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 2-6-2023 MEETING AGENDA

10. OLD BUSINESS
 - a) Discussion and Possible Action to record BOD meetings
 - b) Discussion and Possible Action with regards to community engagement towards water resiliency
11. DISTRICT SECRETARY'S REPORT
Monthly Report
12. DISTRICT SUPERINTENDENT'S REPORT
Monthly Report.
13. COMMITTEE UPDATES
14. MATTERS FROM BOARD MEMBERS
15. ADJOURNMENT

STANDING COMMITTEES: For 2023

Finance:----- Dennak Murphy and Ishvi Aum
Personnel:----- Dennak Murphy and Matthew Miksak
Plant Operations:----- Dennak Murphy and Jim Sullivan
Safety:----- Jim Sullivan
Street Lighting:----- Jim Sullivan and Donna Feiner
Groundwater Management:----- Jim Sullivan and Donna Feiner

Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting. If you need special assistance to participate in this meeting, please contact the business office at 707- 937-5790.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

Post Office Box 1029
Mendocino, CA 95460
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mccsd@mcn.org

Per California Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, the meeting is being held via teleconference.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – December 12, 2022

**BEFORE THE BOARD OF DIRECTORS
FAIR STATEMENT OF PROCEEDINGS
(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW
Government Code §61000)**

AGENDA ITEM NO. 1 – CALL TO ORDER – 5:03 p.m.

Present: Directors Donna Feiner (arrived late), Ishvi Aum, Matthew Miksak, Vice President Jim Sullivan, and presiding was President Dennak Murphy

Staff Present: Mr. Ryan Rhoades, District Superintendent, Katie Bates, Board Secretary.

Legal Counsel Present: None

Public Present: Michelle Blackwell, Dan Potash, Andrea Shepard, Dyan

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by Director Aum seconded by VP Sullivan. IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1

AGENDA ITEM NO. 3 –PUBLIC COMMENT

None

AGENDA ITEM NO. 4 – COMMUNICATIONS

AGENDA ITEM NO. 5- FINANCIAL REPORT

Presenter: Katie Bates

Board Comment: Director Aum, VP Sullivan, President Murphy

Staff Comment: Ryan Rhoades

Public Comment: Andrea Shepard, Michele Blackwell

Board Action: Upon motion by VP Sullivan, seconded by President Murphy. IT IS ORDERED to approve the consent agenda. The Motion carried by the following vote:

AYE: 5

NO: 0

AGENDA ITEM NO. 6: CONSENT AGENDA

a. APPROVAL OF MINUTES

a1) 11-28-22

a2) 12-5-22

b) APPROVAL OF RES 2022-306: RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO CONTINUE THE AUTHORITY TO HOLD VIRTUAL MEETINGS PURSUANT TO AB 361

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan. IT IS ORDERED to approve the consent agenda. The Motion carried by the following vote:

AYE: 5

NO: 0

AGENDA ITEM NO. 7: DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION

None

AGENDA ITEM NO. 8- GROUNDWATER MANAGEMENT

Presenter: Ryan Rhoades

Board Comment: Director Miksak and President Murphy

Public Comment: Michelle Blackwell

AGENDA ITEM NO. 9 – NEW BUSINESS

- a) Discussion and Possible Action to adopt Ordinance 2022-1: Ordinance of Mendocino City Community Services District Monthly Sewer Service Charges

Board Action: Upon motion by Director Feiner, seconded by Director Aum. IT IS ORDERED to waive the reading of Ordinance 2022-1. The Motion carried by the following vote:

AYE: 5

NO: 0

Public Comment: Andrea Shepard

Staff Comment: Ryan Rhoades

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan. IT IS ORDERED to adopt Ordinance 2022-1: Ordinance of Mendocino City Community Services District Monthly Sewer Service Charges. The Motion carried by the following vote:

AYE: 5

NO: 0

b) Discussion and Possible Action to adopt Ordinance 2022-2: Ordinance of Mendocino City Community Services District Monthly Groundwater Management Charges

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan. IT IS ORDERED to waive the reading of Ordinance 2022-2. The Motion carried by the following vote:

AYE: 5

NO: 0

Staff Comment: Ryan Rhoades

Board Comment: Director Aum, VP Sullivan, President Murphy

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan. IT IS ORDERED to adopt Ordinance 2022-2: Ordinance of Mendocino City Community Services District Monthly Groundwater Management Charges. The Motion carried by the following vote:

AYE: 4

NO: 1 (Ishvi Aum)

c) Discussion and Possible Action on Board member roles and responsibilities

Board Comment: Director Miksak, VP Sullivan, President Murphy

Staff Comment: Ryan Rhoades

Public Comment: Michelle Blackwell

d) Discussion and Possible Action to appoint Officers and Committee Assignments

Staff Comment: Ryan Rhoades

Board Comment: Directors Feiner, Aum, Miksak, VP Sullivan, President Murphy

Public Comment: Michelle Blackwell

Appointments were made and are reflected in the Standing Committees list at the end of these action minutes.

AGENDA ITEM NO. 10- OLD BUSINESS

8a) Discussion and Possible Action related to reviewing and updating the Personnel Manual

Presenter: Ryan Rhoades

Board Comment: President Murphy

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan. IT IS ORDERED to begin work to resume review of the Personnel Manual. The Motion carried by the following vote:

AYE: 5

NO: 0

AGENDA ITEM No. 11 – SUPERINTENDENT’S REPORT

a) Monthly Superintendent’s Report

Presenter: Ryan Rhoades

Board Comment: Director Aum and VP Sullivan

Public Comment: Michelle Blackwell

AGENDA ITEM NO. 12: COMMITTEE UPDATES

None

AGENDA ITEM NO. 13: MATTER FROM BOARD MEMBERS

Discussion about initiating an advisory committee to meet and go over the possible development of a community water system. Goals, structure, charter need to be defined. All directors participated in the discussion.

AGENDA ITEM NO. 18: ADJOURNMENT

IT IS ORDERED to approve adjourning the meeting at 6:55 p.m.

NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS

- *Effective May 11, 2020, the Board of Directors' minutes will be produced in "action only" format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District's website to obtain additional resource information for the Board of Directors: www.mccsd.com.*

Thank you for your interest in the proceedings of the Mendocino City Community Services District

Board of Directors

STANDING COMMITTEES:

- Finance:----- Dennak Murphy and Ishvi Aum
- Personnel:----- Dennak Murphy and Matthew Miksak
- Plant Operations:----- Dennak Murphy and Jim Sullivan
- Safety: ----- Jim Sullivan
- Street Lighting:----- Donna Feiner and Jim Sullivan
- Groundwater Management:----- Donna Feiner and Jim Sullivan

Respectfully submitted,

Ryan Rhoades and Katie Bates

RESOLUTION NO. 2023-307

**RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO CONTINUE THE AUTHORITY TO HOLD VIRTUAL MEETINGS**

PURSUANT TO AB 361

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, Governor Gavin Newsom declared a Statewide emergency arising from the Coronavirus (COVID-19); and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361 as urgency legislation, effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, Government Codes 54954 (E)(3) authorizes the Board of Directors to continue to conduct remote, virtual meetings provided that it has timely make the findings specified therein;

THEREFORE, IT IS RESOLVED, by the Board of Directors of the MCCSD as follows:

1. This Board of Directors declares that it has considered the circumstances of the state of emergency declared by the Governor and at least one of the following is true:
 - a. the state of emergency continues to directly impact the ability of the members of this Board to meet safely in person; and/or
 - b. state or local officials continue to impose or recommend measures to promote social distancing.
2. The Mendocino City Community Services District will continue to hold virtual meetings pursuant to AB 361

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at a Regular Meeting on February 6, 2023 by the following vote:

ROLL CALL VOTE: AYES:
NOES:
ABSENT:

ATTEST:

Katie Bates, Board Secretary

Dennak Murphy, Board President

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: February 1, 2023
Re: Groundwater Management Report

The 2022-23 Rain Year

October 1, 2022 was the beginning of the 2022-23 rain year. Average annual precipitation in Mendocino is 39.72 inches, and average rainfall in January is 7.09 inches. 9.70 inches of rainfall has been measured in the District for the month, as of January 31, 2023 (Figure 1, Table 1).

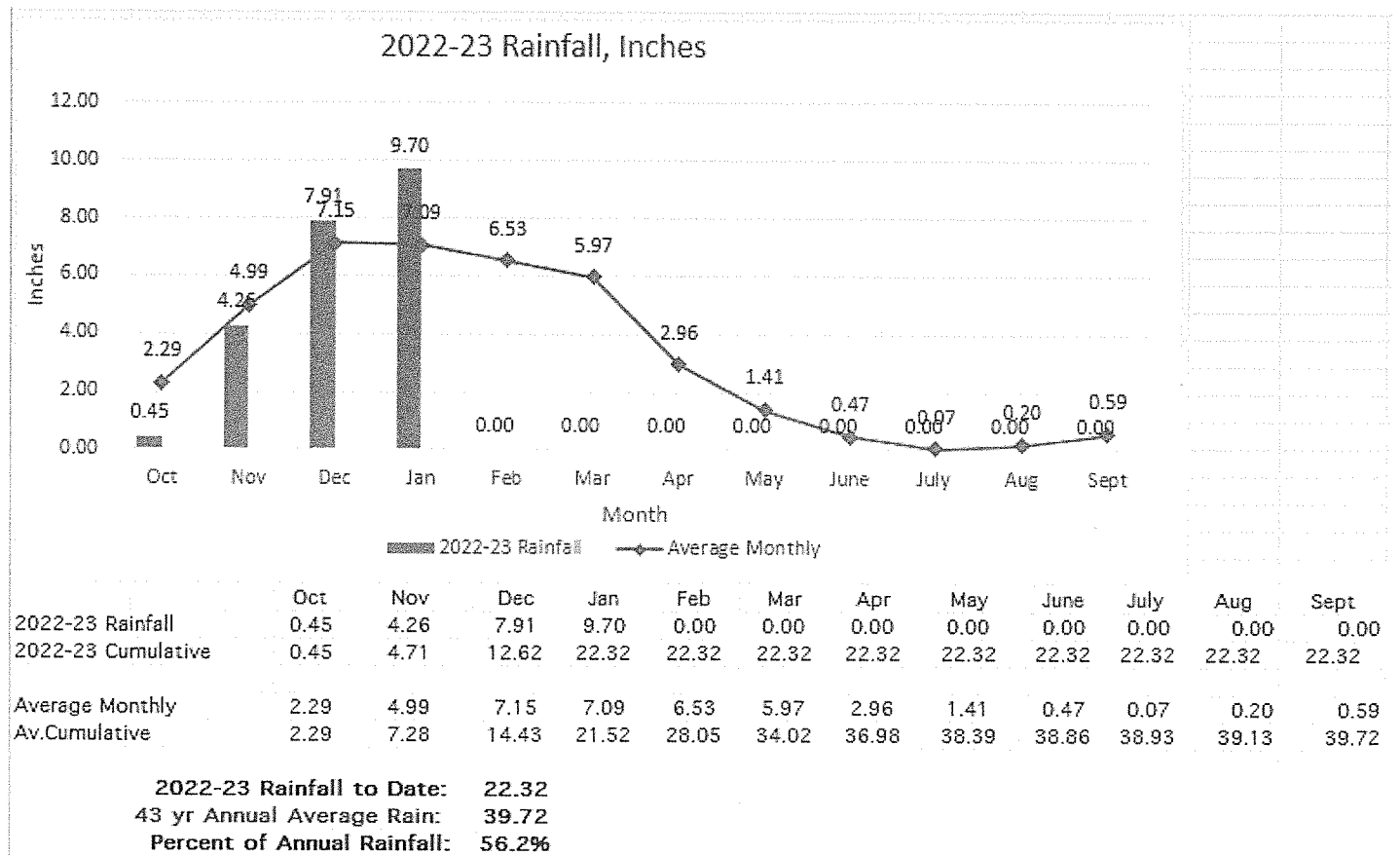


Figure 1, Table 1

Total Rainfall for Rain Year 2021-22 was 33.82” inches. Mendocino received 85% of normal annual rainfall during the last water year. By January 31, 2023, total rainfall since October 1, 2022 was 22.32” inches, 56% of average annual rainfall, and 104% of average rainfall to date.

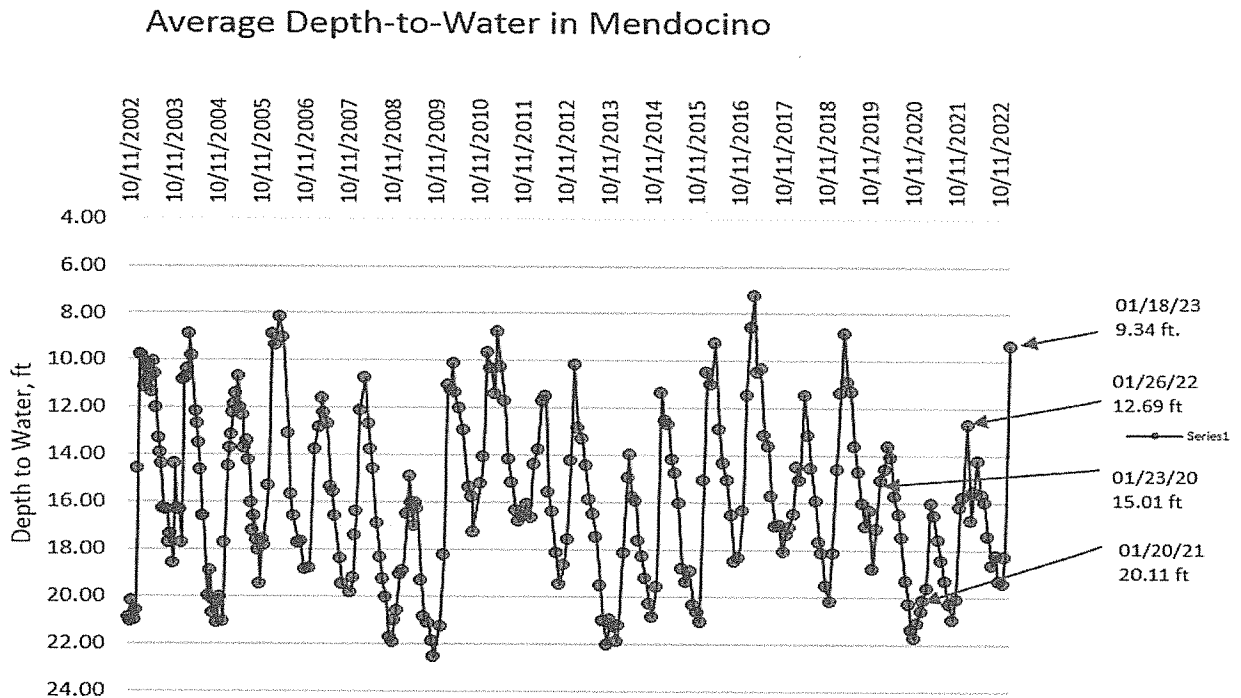
DAILY TOTAL RAINFALL												
2022-23											Elevation 72 Feet	
Data From: Community Service District											Latitude 39.306°	
							10AM					Longitude -123.800°
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1		0.05	0.03	0.04								
2				0.32								
3		0.02	0.19	0.32								
4	0.02	0.68	0.30	1.54								
5	0.01	0.07	0.31	0.24								
6	0.01	0.53	0.10	1.04								
7		0.83	0.02	1.90								
8		0.13	0.19	0.45								
9			1.49	0.38								
10	0.03	0.01	0.71	0.14								
11	0.02	0.11	0.24	0.71								
12	0.02	0.03	0.02	1.28								
13	0.02	0.04	0.02	0.66								
14			0.01	0.17								
15		0.02	0.01	0.02								
16	0.01											
17	0.01											
18	0.02		0.03	0.47								
19			0.01	0.01								
20			0.01									
21	0.05		0.24									
22			0.09									
23			0.02									
24	0.02											
25												
26			1.53	0.01								
27		0.04	0.15									
28			0.16									
29			1.73									
30		1.70	0.30									
31	0.21											
Sum	0.45	4.26	7.91	9.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Count	13	14	25	18	0	0	0	0	0	0	0	0
Max	0.21	1.70	1.73	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rainy Days		70					Water year Total Rainfall					22.32
Maximum Daily Rainfall				1.90								

Table 1 2022-23 Rainfall Record

January 2023 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on January 18, 2022 was 9.34 ft., about 9ft ft. better than December of 2022, about 3.3 ft. better than January of 2022, and about 10.8 ft. better than January of 2021. Compared to a good rain year like 2019, which received 45.64" inches, the average depth to water is currently about 5.2 ft. better than average for the month.

Figure 2 January 2023, Depth-To-Water Chart



The average depth-to-water reported from the five drought monitoring wells on December 31, was recorded at 19.8 ft. on January 31, is was 13.06

The MCCSD Board declared that a Stage 2 water shortage existed within its boundaries on September 26, 2022, based the Water Shortage Contingency Plan and average depth to water recorded in the five drought monitoring wells as of August 31, 2022.

January 31, 2022 represents the most recent Water Shortage evaluation date. At that time depth to water measurements in the five drought monitoring wells recorded an average of 13.06 ft. and rainfall totals were 22.32" inches.

Based on the January 31, 2023 rainfall totals, and depth to water measurements the WSCP indicates that no water shortage currently exists within the District boundaries. However the plan also advises that if there is a pre-existing stage 2 or 3 water shortage then modify the condition criteria for the next most severe water shortage condition. It is still early in the rain year and unknown if current weather patterns will continue. Following the WSCP the Superintendent recommends moving to a Stage 1 Water Shortage at this time, and continue to evaluate through the winter and spring.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT



Proposal to Provide

On-Call Grant Writing and Research Services

December 31, 2022

Submitted by

Engineering
Solutions
Services

Engineering Solutions Services, Inc.
23232 Peralta Drive, Suite 112
Laguna Hills, CA 92653
(949) 797-6055



A. COVER LETTER

Mr. Ryan Rhodes
District Superintendent
Mendocino City Community Services District
10500 Kelly Street
Mendocino, CA 95460

December 31, 2022

Re: Proposal to Provide On-Call Grant Writing and Research Services

Dear Ryan,

Engineering Solutions Services (ESS) welcomes the opportunity to submit this proposal to provide on-call grant writing and research services for the Mendocino City Community Services District (MCCSD). Our goal is to bring in the maximum available grant funding for the District in order to be able to deliver innovative projects that enhance water supplies, reliability, conservation, and safety. Having secured more than \$575 million in the past ten years in a variety of projects, we bring an unmatched level of experience to identify and assist your District with developing a strategic plan and prepare winning applications to ensure an expedited and successful funding award.

What sets ESS apart is that we are not just a funding company but former municipal managers with technical and funding expertise that has earned deep-rooted relationships with funding agencies. As such, we are aware of upcoming funding opportunities and have been achieving highest awards of projects by preparing credible reports and strategizing timely submittal of applications on behalf of our clients.

Our technical team members have years of experience in project management of water resources systems, facility management, master plan development, groundwater management, permitting, and meeting regulatory requirements. Our established relationship with the funding agencies is an added value that will be utilized to benefit the District projects.

As it is demonstrated in our proposal, we have a proven track record in successful award of grants for the multiple types of projects the District may be interested in, and we would like to use our expertise to obtain maximum grant funding for the District. In addition, we have provided successful grant compliance for several projects funded by federal and State agencies.

Here is what sets ESS apart

- *We begin with developing a strategy that will gain the District the maximum funding from federal and state resources and use them as matching funds*
- *ESS utilizes highly qualified technical team in multi-disciplines to provide the grant application writing sections that allow us to represent our clients with credible reports gaining compliments from funding agencies.*
- *Our established relationships with the funding agencies and participation in development of grant guidelines, allow us to learn about upcoming grants and prepare our clients with additional information early in the game.*
- *ESS is very cognizant of District's resources and ranks the projects for award early on so that the District can make informed decisions about pursuing a grant funding.*



- ***Our time-tested process for grant administration has been a key factor in meeting audit requirements for projects up to \$280 million with multiple grant funding.***

We will use our expertise to conduct a needs assessment and leverage our relationships with the funding agencies to identify grants, and work with the District staff and consultants to secure and manage those grants. Effective, full-circle strategies like these are key to obtaining the most possible grant award funding for the District Projects.

I will serve as the program manager for this contract, and I can be reached at (949)637-1405 or via email at Sudi@engineeringsolutionservices.net. My project team and I look forward to working with you to develop a work plan that identifies grants that meet the short- and long-term needs for funding projects and answering any questions you may have about our proposal.

Sincerely,

Sudi Shoja, PE,
Principal



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Partial list of Clients

Serving as Prime or Sub-Consultant

County of Mendocino

City of Fort Bragg

City of Petaluma

City of Sacramento

City of Richmond

City of Belvedere

City of Redwood City

Turlock Irrigation District

City of Santa Ana

County of Orange

Orange County Transportation Authority

San Bernardino County Transportation Authority

Port of Long Beach

City of Long Beach

San Diego County Association of Governments

City of Redondo Beach

City of Carlsbad

City of Seal Beach

City of Villa Park

Orchard Dale Water District

Santa Clarita Valley Water Agency

SBMWD

Desert Water Agency

Hi-Desert Water District

Valley Sanitary District

Elsinore Valley MWD

City of Banning

City of Wildomar

B. FIRM BACKGROUND

Experience Working with Similar Agencies

ESS has been providing as-needed grant research and writing services for municipal utility agencies in southern and northern California since 2012. ESS grant writing staff consist of former agency personnel with extensive technical background in design and construction of many project that the District has identified. As a result, we excel at strategic planning for clients to maximize the potential for securing grants, successful management of grant requirements. We are very proud to note that we have worked with over 60 agencies in the last ten years and over 70% of our work has been by referral. Included below are a few examples:

- ESS applications received over 30% of the awarded funds from Bureau of Reclamation for its clients in March 2022
- ESS applications received 20% of the awarded funds from Department of Water Resources for its clients in December 2021
- Received approval from WIFIA for over \$50 million for two projects from EPA.
- Prepared successful cogeneration project application for \$8 million in funding.
- The SRF application package for \$103 million to SWRCB was approved in record time and with no comments.
- Restructured a grant application for energy efficiency that resulted in more than \$5.1 million of grant funding & \$32 million in SRF funding for the City of Palm Springs.
- Developed a funding plan for the City of Santa Ana that identified more than \$25 million in grant funding in water, recycled water, and sewer projects.
- Successful management of various federal, state and local grant requirements up to \$45 million including DBE, AIS, labor compliance, reimbursements and reporting.
- Successfully awarded Proposition 84 grants in two cycles
- Successfully awarded \$39.2 million in GHG reduction funding.
- ESS arranged for a funding fair attended by SWRCB, FEMA & County representatives.



Proposal to Provide On-Call Grant Services

Agency	Projects	Funding Sources	Value(milli)
City of Belvedere	Sea Level Rise, Erosion Control	Dept of Parks, FEMA/BRIC	\$ 26.00
City of Carlsbad	Parks, SCADA, Street Improv,	CPF, ATP, HSIP, SWRCB	\$ 17.80
Central Basin Municipal Water District	Multiple RW Projects	various funds	\$ 19.90
Chino Basin Muni Conservation District	Channel Diversion	BOR, MWD	\$ 1.00
City of Colton	Reservoir	FEMA/CalOES	\$ 6.00
City of Commerce	Traffic Signal Coordination	HSIP	\$ 1.00
Coachella Valley Water District	AMI, Stormwater	WIFIA, FEMA, BOR	\$ 58.50
City of Downey	Water Quality	SWRCB	\$ 8.00
Desert Water Agency	Water/Energy Efficiency	BOR	\$ 0.50
City of Fort Bragg	Water Supply Pipeline & Reservoir	DWR/SWRCB	\$ 19.50
City of Hemet	Multiple Projects	Flood, LPP, HBP, Prop 68	\$ 28.00
City of Indian Wells	Stormwater	DWR	\$ 0.60
City of Irvine	Multiple Projects	ATP, HSIP	\$ 2.00
City of Long Beach	Complete Street Project	LPP	\$ 2.88
Long Beach Water Department	Parks, AMI, Wells, RW	BOR, SWRCB,	\$ 12.00
Mission Springs Water District	Water/Energy Efficiency	BOR	\$ 0.30
City of Newport Beach	Emergency Management	FEMA/Cal EMA	\$ 9.00
Olivenhain Water District	AMI	BOR	\$ 0.50
Orchard Dale Water District	Seismic Retrofit	FEMA/CalOES	\$ 4.00
City of Palm Springs	WWTP, Cogen Project	SWRCB SRF/GPR	\$ 37.00
City of Petaluma	AMI, RW	DWR	\$ 11.65
City of Redwood City	RW & AMI	SWRCB	\$ 7.00
San Bernardino Associated Governments	Multiple Projects/GHG Reduction	TIRCP/DOT	\$ 39.20
San Bernardino Municipal	RW, Water & Sewer	FEMA, SWRCB, BOR,	\$ 21.00
City of Sacramento	Parks, Water & Sewer, SW	Parks, BOR, SWRCB	\$ 13.10
City of Santa Ana	RW, Energy, Water, Sewer	Various	\$ 27.19
Santa Clarita Valley Water Agency	AMI, Wells, PFAS	BOR, Title XVI	\$ 9.00
City of Seal Beach	San Replenishment	Community Projects	\$ 15.50
South Coast Water District	Water & Sewer	SRF, BOR	\$ 103.00
Turlock Irrigation District	Parks, water/energy, Dams	Parks Dept, FEMA, BOR	\$ 3.70
City of Tustin	Multiple Projects	ATP, HSIP	\$ 3.00
Valley Sanitary District	Recycled Water Expansion	Prop13 & 68	\$ 0.50
City of Vista	Trails, Sewer, Streets	Prop 84, EPA, HSIP,	\$ 64.00
City of Wildomar	SW, Bike Trails, Streets	FEMA/CalOES, ATP, HSIP	\$ 2.70
			\$ 575.02



THIS IS WHAT OUR CLIENTS SAY ABOUT US:

ESS really wants to help our City. Very organized and follow up is incredible. If you work with Sudi you will see that she makes every effort to be a huge support and not a burden. She takes care of her clients, and you can tell she is passionate about what she does. ESS works to collect the information themselves instead of asking you for it and are very responsive when we have questions. ESS would be an asset to you.

Kris Jensen, Public Works Director, City of Hemet

You couldn't pick anyone better to help you get and find grant funding. A great resource that won't leave you hanging once the grant comes in and would guide you through the process and be happy to answer any of your questions after the fact.

Doug Erdman, Principal Civil Engineer, City of Lake Forest

She has been very responsive and has tried to keep all staff on track by checking in and urging us to keep the ball and direct contact with the project managers with the Green Project Reserve. They are really on top moving. From a customer service prospective ESS has been great, and their services are pretty affordable. ESS has a good relationship of the timeline and has been helping to keep us all motivated.

Erik Brown, Novato Sanitary District

Sudi with ESS is an expert and is extremely knowledgeable on what pieces of the process will need to be put where, and in what order. Carefully orchestrated.

Betty Burnett, General Manager, SOCWA

If you want to get grant funding, ESS is the expert and involved in the "grant community" and has been extremely successful.

Larry Pierce, Public Works Director (former), City of Vista

We had a wish list of the things we wanted to accomplish, and ESS found the funding which matched our goals most. ESS made it clear what we could actually apply for. ESS knows all of the ins and outs of the application process. The rules change all of the time, and ESS is quite knowledgeable. ESS is also very thorough in their follow through. Finding ESS has been a big plus for the City. ESS was highly recommended to us.

Rick Moreno, Facility Manager, City of San Bernardino



METHODOLOGY & APPROACH

The ESS team believes in a full-circle approach to obtaining grant funding. This approach and the methodology behind it will encompass all the areas of the grant writing and management services. We realize that the District desires in providing minimum or no matching funds when pursuing grant funding. We will begin by developing a strategy to take advantage of various federal and state funding sources such that the grant funds from one source can work as matching funds to another fund.

The main components of this process are outlined and discussed further below:

1. Develop Funding Strategy:

- Review the District's documents, upcoming and unfunded project list, discuss project status and priorities.
- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundations that fund municipalities for opportunities that match a specific District project or program, District's strategic goals, legislative platform, or policy objectives. Also, provide a list of documents that will be required to qualify for various grants for District's consideration.
- Research any grant opportunities that may be identified by the District.
- Provide the District with a summary of potential funding opportunities relevant to its needs on monthly basis.

2. Technical Grant Writing Assistance:

- Develop timelines and checklists to ensure timely grant completion and submission.
- Compose grant proposals on behalf of the District as directed, including all technical sections, preparation of budget and schedule, preparation of exhibits such as graphs and schematics, drafting support letters and compiling demographic data and other necessary items for grant applications.
- Grant submission on behalf of the District.

3. Grant Compliance Management:

- Review the draft award agreements to identify all the general and specific requirements.
- Assist the District with the preparation and submittal of post-award reports and reimbursements that are required under the terms of the grant.
- Track Disadvantage Business Enterprise (DBE) Requirements, perform American Iron and Steel (AIS) certification process, monitor Davis Bacon Labor compliance requirements.
- Participation in regulatory audit sessions.

4. Program Management:

- Monthly reports to maintain an organized system to capture the grant activity for awarded and pending applications.
- Project Controls will follow our established procedures by all our team members.
- Accountability to take ownership of the process and the final product.



5. As Needed on Call Services:

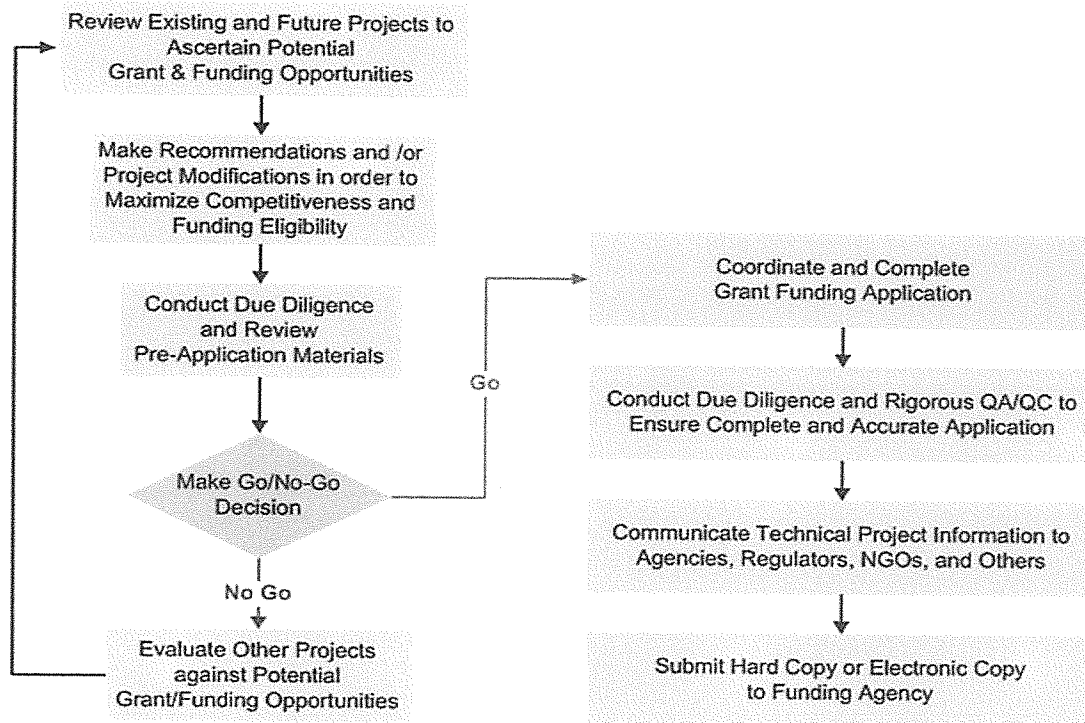
- Provide design review and prepare specification sections to meet the terms of grant agreement and guidelines.
- Prepare technical documents to support the grant applications and/or RFPs for technical services as needed.
- Prepare resolutions and staff reports on an as-needed basis while following the District's preferred approach and deliverables, practices, style, guidelines, standards, practices, tradition, norms, culture, templates, and brochures.

Our goal is to bring in the highest possible amount of funding for the District. To achieve this goal, ESS brings its extensive experience and a highly qualified team to work closely with the District's Project Manager to mold the District's project components, to maximize eligibility and ranking under various funding programs.

We have the unique ability to distill and convey complex project information into funding agencies' specific formats for grant applications. Our experience in coordinating, managing, and writing different types of applications has led to successful procurement of funding for many clients. Similarly, our experience with grant administration has enabled us to see another side of grant acquisition, wherein we can capitalize on this knowledge.

1. Develop Funding Strategy:

The complex and elaborate process of obtaining funding can delay the District's ability to act. Our comprehensive knowledge of the funding process helps us conceptualize and develop an appropriate action plan, thereby maximizing success. We will identify eligibility requirements, likely availability of funding, terms, conditions, and other key parameters. Our step-by-step process to a successful application is shown in the following flow chart:



Grant/Funding Opportunity Identification

ESS team members keep up to date with the available Federal and State and local level funding alternatives for many types of grants, including water and sewer projects, as well as facility improvement and parks projects and energy savings for municipal facility updates. We attend various funding fairs, participate in providing input to guidelines for funding opportunities, and are subscribed to receive notices on available funding. ESS subscribes to foundation grant resources and will use this service to identify funding opportunities.

Established Relationships with Funding Agencies:

We understand that truly successful grant funding process consists of two-thirds planning and one-third writing. With that in mind, we pride ourselves in our close relationships with funding agencies. Those relationships, plus appropriate and meticulous planning, allow us to obtain key information about the successful awarding of grant funds. One of the tactics used to ensure this strategy's success is to identify opportunities for in-person meetings with the funding agency when we are initiating a pursuit. We know this approach provides results from experience.

- ESS was aware of the additional grant funding available to the State Water Resources Board and as such aligned the submittal of its applications such that they were well ahead of the competition and received the due attention.



Proposal to Provide On-Call Grant Services


- When applying for stormwater grants for Coachella Valley Water, ESS arranged a conference call with EPA staff to discuss the two top-priority projects for the District and receive key input from grant funding project managers.

We have established relationships with the following agencies:

- US Bureau of Reclamation
- FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning
- Ocean Protection Council (Prop 68)
- State Water Resources Control Board
- US Department of Commerce – Economic Development Administration
- California Department of Water Resources
- CA Public Utilities Commission
- Metropolitan Water District of Southern CA
- EPA
- US Environmental Protection Agency
- US Energy Commission
- AQMD

We will then use our extensive experience to match the District’s projects with the available funding options and develop a matrix of all potential funding alternatives specifically to match the District’s projects that will serve as a tool for the project team and District staff to use.

ESS is now providing the available grants services for water and sewer projects to WateReuse members on regular basis and will continue to provide this information for this contract as well. Information could look like the following table, based on projects:

 Local, State, and Federal Funding Opportunities							
PROGRAM	Total Allocation	Funds Offered this Round	Purpose	Eligible Projects	Status	Anticipated Timeline	Notes
SWRCB Stormwater Implementation Grants/ Prop 1	\$200M	\$80M	Multi-benefit SW projects that respond to climate change, & are included in an adopted SW Resource Plan or IRWMP facilities	Implementation projects including but not limited to: Green infrastructure; SW capture; SW treatment	Round 1 OPEN	TBD 2018: Round 2 solicitations for implementation grants	Planning grant solicitation closed in March (\$20M) additional round of \$100 M for implementation grants anticipated
DWR Water Use Efficiency: CA Revolving Fund/ Prop 1	\$10M	\$10M	Sustainable funding source for urban water use efficiency projects.	Dish/clothes washer upgrades; Water-saving plumbing fixtures; Hot-water	Solicitation opening soon	Summer 2017: Loan applications due	\$5M for loans to local agencies for water efficiency upgrades; \$5M for



Proposal to Provide On-Call Grant Services

				recirculating pumps; Leak detection, irrigation upgrades;			loans to customers for onsite projects or leak repairs
DWR IRWM: Implementation Grants/ Prop 1	\$418M state-wide \$98M for LA Region	TBD	Projects and programs that support IRWM.	Surface storage/GW recharge; Water conveyance; Watershed restoration/protection	In development	TBD: Round 1 solicitation for implementation grants	Public comment period ended April 8, 2016

We will evaluate the projects, review eligibility and potential project ranking, and provide recommendations to District’s Project Manager, so that all relevant information is easily available to choose which grants to pursue.

- Our analysis of the unfunded plans of a project for the City of Palm Springs allowed us to recommend alternative grant opportunities that resulted in submittal of two additional successful grant applications, with \$5.1 million awarded.
- Review of City of Downey CIP program and unfunded list of projects resulted in identification of two grant programs for the City for up to \$6.5 million in funding.

Deliverable(s):

- Funding Matrix identifying all available funding for the District’s Projects
- Updated Funding Matrix on monthly basis

Needs Assessment for the District Projects

Once a Notice to proceed has been identified, Sudi Shoja will arrange a kick-off meeting with the District Project Manager and appropriate ESS staff to review and discuss the District’s project priorities.

We believe that one of our most important tasks is to work with the District to position the projects for maximum ranking for various grant opportunities. ESS is well qualified to achieve this goal as our staff not only been responsible for similar activities in their former positions, but they also have developed strong relationships with the funding agencies that allow us to learn about funding goals for future cycles and present them to our clients.

Working with the District’s Project Manager, we will review and discuss current status of projects, available funding, established priorities, project planning and design status, management preferences and regulatory requirements. With our thorough knowledge of available and historical funding opportunities and our technical expertise in managing similar programs, we will be able to recommend a strategy and ranking of projects for funding pursuits. Based on our experience, we will also be able to offer cost-saving measures such as multi-year grants on a program level in lieu of individual projects that will reduce the regulatory burden of managing various funding agreements and the cost of preparation of applications and compliance monitoring.



Proposal to Provide On-Call Grant Services

ESS believes the District will be best served by working together to create a strategy that enables us to write winning applications that will maximize funding for the Department while minimizing the administrative burden on the District staff.

- ESS has received an award for all of the grant applications submitted to date from Bureau of Reclamation.
- Developed a funding plan for the City of Santa Ana that identified more than \$25 million in grant funding in water, recycled water, and sewer projects. ESS has delivered over \$33 million of funding to date and has several other applications pending funding.
- Review of City of Hemet's bond options and developing a funding strategy resulted in savings of more than \$6 million for the City. In addition, analysis of the City's CIP program and the unfunded list of projects resulted in identification of more than \$15 million in funding.
- Working with the County of Orange, we recommended a strategy that resulted in submittal of an additional successful grant application for the same project, almost doubling the amount of funding County was expecting to receive.

Deliverable(s):

- Recommendation for Project Priority List with financial breakdown and timeline with pertinent information for funding pursuits.

2. Technical Grant Writing Assistance:

Once a funding source and a pursuit have been identified, ESS will arrange for a meeting and will come prepared with a Work Plan Structure (WPS), which is a matrix of the fund parameters. ESS prepares a WPS for all funding pursuits based on the detailed analysis of the Notice of Funding Opportunity (NOFO). The WPS identifies detailed grant fund requirements and populating it will help identify the necessary documents and resources and areas of responsibilities between team members and internal deadlines.

ESS will assist the City in planning to set up the projects to meet goals of the funding sources and aim for the highest ranking possible

The WPS will also serve as a tool for both the District staff and ESS team members to track the project progress and alignment with the funding. When developing the WPS, ESS will also note the implementation constraints that may have an impact on selection of the project elements. For example, most funding sources require that a grant agreement be in place prior to the start of construction. ESS will work with the District Project Manager to identify solutions and/or assist with reprioritization of the grant applications to meet the requirements.

Topics commonly found in the WPS include:

- Eligibility criteria
- Budget needs
- Project programming requirements
- Submittal requirements
- Resolutions and approval letters required from the Board of Directors
- Technical reports: Benefit Cost Analysis, Environmental Reports, Life Cycle Analysis
- Project readiness: CEQA status, Feasibility studies, Project design reports
- Support documentations: certifications, forms, project reports
- Matching funds
- Maps and pictures
- District's prior grant management record
- Evaluation criteria



Deliverable(s):

- Work Plan Structure for the identified grant pursuit, such as the example below:

ItemA2:H3		Requirements	BY	Schedule
1.0 Introduction				
3.0 General Reporting				
3.2	Project Description Template	Project sponsors must provide descriptive information on the proposed Small Starts project and the regional public transportation system. FTA uses the information in the Project Description Template to understand the project and to establish a database of project characteristics and local contact information. All Small Starts project sponsors must submit	ESS	Week 1
3.3.1	Project Identification	2-3 sentences on the essential characteristics of the proposed project (location, length, termini, number of stations, hours of service and frequency by time period)		Week 1
3.3.5	Purpose of the Project	Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.		Week 1
3.3.6	Merits of the Project	Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives		week 1 -2
3.4	Project Maps	Electronic maps must be submitted for inclusion in Annual Report on Funding Recommendations and/or posting on FTA website. Maps should be 8.5x11 and be able to be copied in grey scale. Typical orientation for N/S is portrait and E/W is landscape.		Week 1
3.4.3	Map Details: Stations	Stations included in the project, marked in a distinguishable manner from existing transit stations and labeled. Stations with park & ride facilities should be further distinguished from others, either via markings or labels.	ESS	Week 1
3.4.9	Map Details: Legend	A legend, scale and compass.	ESS	Week 1
3.6	Operations and Maintenance Costs	Must submit to FTA documentation summarizing how operating and maintenance costs were developed. Additionally, the following considerations apply: • System-wide and route level operating cost data (and factors) are typically available as part of ongoing operations planning.		
3.7	Capital Costs		ESS	Week 2
4.3	Cost Effectiveness	Need to put in Trip information; Horizon Year; the project's annualized federal share. See Page 16-17: FY18 Reporting Instructions for the Section 5309 Small Starts Criteria.	ESS/City	Week 2

Targeted Approach for Maximum Scoring on Evaluation Criteria

The first step for our targeted approach is to develop a full understanding of the project elements, project milestones, and available project reports. We will also study the previously awarded projects from the funding agencies and learn about the key points that may be overlooked for their simplicity. In developing the WPS, we will identify the primary and secondary evaluation criteria to help highlight the project strengths. We will work closely with the District’s Project Manager to identify the potential gaps, analyze alternatives, and recommend resolutions to minimize their impact. With this approach, ESS has added value for our clients:

- ESS recommended re-strategizing of funding pursuits for four projects for the City of Santa Ana resulted in identification of additional \$10 million in grants.
- Review of City of Commerce projects resulted in changing the scope of work and a successful award of more than \$1 million.
- Detailed evaluation of the grants has enabled us to advise the agencies if the project is not competitive and therefore resulted in cost savings by not preparing grant applications.

WRITING-TO-WIN Approach

What sets us apart is that our grant writers are licensed technical experts in this industry and therefore have the ability to convey complex project information into the specific format of a grant application. Using a targeted approach to analyze objectives and match goals to opportunities provides us with the details we need for our writing-to-win approach. Once a funding strategy is in place, the next challenge is



to create a winning application. ESS brings its proven track record in creating an application package that will stand out among dozens, highlighting the project's merit in full compliance with the instructions and limitations.

This approach uses a high degree of expertise and creativity. ESS understands that impactful illustrations transform well-researched information into powerful persuasion. ESS has used the clarity of graphics and schematic drawings to show grant evaluators the client agency's expertise and vision:

- For a Department of Water Resources grant, ESS provided pictorial highlights of the project's energy-efficiency benefits — the goals of the grant.
- For a cap-and-trade grant to reduce GHG emissions, ESS replaced the executive summary with graphics highlighting projects matching the grant focus, resulting in award of more than \$9 million.
- For another project, ESS used an AQMD pollution map as a base and plotted all of the appropriate, completed energy-efficiency projects.
- ESS application was ranked as one of the best and posted on FHWA website. FHWA asked Sudi Shoja for input and used the table format created by ESS in a grant application as a requirement for future cycles.

Quantitative Analysis and Technical Reports

Depending on the grant requirements, ESS will work with the District's Project Manager to receive the available technical studies, environmental documents and plans and specifications. We will then use our highly experienced team members to complete the technical write-up sections of the grants. As needed, and upon the District's direction, we will be prepared to perform additional technical research and analysis to supplement the effort.

The ESS engineering team has been directly responsible for implementation of various CIP programs for water and sewer projects and facility management and will bring their expertise to articulate the technical information of the grants.

Our expert grant writers will review the project documents to highlight the project's strengths matching the grant goals to achieve maximum ranking of the application.

- The SRF application package for \$103 million to SWRCB was approved in record time and with no comments.
- ESS prepared a successful and highly technical grant application package for San Bernardino County Transportation Authority, providing detailed GHG reduction calculations, trip generation interpretations, and available technologies for alternative fuel that resulted in a \$30 million award.

Budget Analysis and Construction Planning

The ESS team will assist the District in identifying qualifying information to meet grant requirements for budgeting and construction planning. Budgets demonstrate project flexibility and budget scalability to make the grant applications more attractive and create opportunities to apply again even after a successful application's award. Some areas of focus will include:

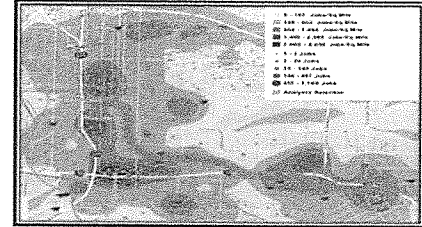
- Qualifying matching funds
- Budget scalability



- Scheduling details
- Implementation requirements for allocation purposes

Disadvantaged Communities (DAC)

Many funding opportunities allocate a certain percentage of the funding to projects benefiting disadvantaged communities and therefore, it is imperative that the need and applicability is effectively demonstrated. For example, WaterSMART grants funded by Bureau of Reclamation have historically allocated about 75% of the funding to benefit the disadvantaged communities. Claiming benefits to disadvantaged communities requires documentation and substantiation of meaningful benefits, as well as explanation of the methodology used for assuring accomplishment of those benefits. This identification must be based on geographic, socioeconomic, public health, and environmental hazard criteria (Health and Safety Code Section 37911). CalEPA has identified disadvantaged communities for investment based on a tool called CalEnviroScreen 2.0.



Demonstration of low-earning jobs in cities of San Bernardino and Redlands for a successful award of more than \$9.2 million

ESS is acutely familiar with researching geographic equity and the degree to which the District's disadvantaged communities would benefit from a project. A successful application for TIRCP demonstrated 41 DACs in the area. ESS will work with the District staff to identify projects in these communities and highlight the benefits in order to win the award of funding.

Support Letters

Often, this aspect of a grant application is given only cursory attention and proves to be invaluable. At ESS, these potentially undervalued areas are key endorsements that ESS crafts in close cooperation with clients. ESS will recommend stakeholders to contact and will draft focus points that align with key ideas in the narrative and grant criteria so that support letters send strong, targeted messages.

Grant Application Review and Approval Process

For every project, ESS will assign a QA/QC manager, which is an important factor of a successful grant application. We will use our internal grant checklist to ensure the application package is ready for submittal. This process will follow the WPS and an internal guide for editorial quality. In our experience, we will need two reviews from the District Project Managers.

To ensure grant applications are completed efficiently, ESS will arrange a meeting with the District Project Manager to review an early draft of the grant application package, to answer questions, finalize budget, and schedule concerns and to further align the project with the grant goals and objectives. All final grant application packages will be submitted to the District for review and approval prior to submittal to the granting agency.

Deliverable(s):

- Draft grant application package for review



- Final grant application package for submittal
- Status report on grant applications submitted

Technology

Many funding agencies have online grant submittal and management tools, including the DWR Bond Management System (BMS), California DWR’s Grants Review and Tracking System (GranTS), the State Water Resources Control Board’s Financial Assistance Application Submittal Tool (FAAST), and the federal government’s www.grants.gov website and the online submittal platforms for HSIP, ATP and some parks grants.

ATP	BMS	FAAST	HSIP	GranTS	Grants.gov
✓	✓	✓	✓	✓	✓

Furthermore, our team routinely performs grant management and administration services for funding by various agencies. Specific activities associated with this type of work includes quarterly progress reporting and invoicing, coordination with diverse project proponents and projects, management of grant deliverables and submittals, as well as coordination with project proponents and the funding agency.

Deliverable(s):

- Successful grant application packages for the District records
- Submittal confirmations for the District records

3. Grant Compliance Management:

ESS is extensively knowledgeable in monitoring and compliance with federal, state and local funding agency requirements including reporting, reimbursement applications, the American Iron and Steel provision, as well as labor compliance and EPA-originated grant requirements, such as those managed by the California State Water Resources Board, for a successful audit process.

- ESS successfully completed compliance monitoring and reimbursement services for the City of Palm Springs’ \$29 million SRF loan for the wastewater treatment projects. In the final audit by the State Water Resources Board, ESS was complimented by the auditors and received full approval of its processes.
- ESS is currently providing SRF grant compliance services for its \$45 million wastewater treatment plant upgrade project.
- ESS has been providing successful grant compliance on a \$280 million San Bernardino County Transportation Authority project that consists of more than 11 different funding sources.
- ESS is the selected consultant for monitoring compliance in several government agencies for Trail and sidewalk improvement projects that include ATP and HSIP funding.



4. Program Management:

Monthly Reports

ESS will come prepared to our first meeting with the District with a draft format for the monthly report and will revise it based on the input received from staff. The monthly report in general will identify the following:

- Status of grant applications under development
- Submitted grant application details such as amounts, submittal dates and expected notices of funding
- Action items and timelines for tasks needing completion
- Upcoming grant funding opportunities relevant to each project
- Updates on any legislative items or funding opportunity guidelines affecting the District's funding strategy plan
- Contract control information, responsible party and items needed from the District.

Deliverable(s):

- Comprehensive Monthly Report for a status of grant writing services at a glance

Project Controls: Adherence to Schedule and Budget

With a team that has been responsible for budgeting, scheduling, and implementation of annual funds and projects for programs in municipal agencies, you can be sure that ESS will leverage that expertise in every area to ensure solid strategies, clear communication, and creativity that results in not just the most possible funding awarded, but also an enjoyable working relationship. We value the opportunity to serve as your consultant and **our commitment to exhibit an exceptional level of transparency, ethics, and customer service** is reflected above. Also included in this commitment is our pledge to solicit feedback regularly from the District's staff.

1. As it is described in above sections, ESS uses a proactive method to develop a Work Plan Structure (WPS) to outline all the funding requirements, identify the necessary documents and resources, areas of responsibilities between team members and internal deadlines. The WPS will also serve as a tool to track the project progress and alignment with the funding by both District and ESS staff members.
2. Progress meetings and issuance of meeting minutes: ESS expects that the District will make staff roles clear during the meetings and inform ESS of any preferences in how staff are contacted.
3. Established process for review and final approval of grants with ample time for District Staff.
4. Status report for the activities in the month that will include updates on grant applications submitted, grant opportunities that are on the near horizon, and those in process of preparation.
5. ESS staff are trained to track their time spent on every project accurately and in 15 minutes durations. As a matter of course, ESS includes in all on-call contracts a monthly report that itemizes areas our client would like to see summarized, along with invoices indicating actual times spent.
6. ESS conducts a post-submittal review of the process District staff to receive input on the completed process and to modify approach to gain maximum efficiency and client satisfaction. ESS also performs annual surveys from its clients to find out on how to better serve them. Some of the comments received are shared above.



Proposal to Provide On-Call Grant Services

We have experience building relationships as we build infrastructure, and we bring that expertise to every client. We are laser-focused on the strategies and tactics to make the process as efficient and effective as possible. We look forward to being a partner with the District in pursuing grants.

5. As Needed on Call Services:

ESS staff are fully capable of bringing their extensive experience in design and construction of water utilities to provide additional services as needed. As former agency personnel, ESS team members are fully prepared to support the District Project Manager with all required analysis, reports, design review and specification sections, cost estimating, preparation of staff reports, and resolutions as needed.

ESS is also available to review the project documents prior to advertisement to make sure that specifications meet all the grant requirements such as those needed for Federally funded projects or EPA labor compliance requirements.

- **SWRCB announced project readiness as a criterion for higher ranking 30 days prior to grant deadline. ESS staff used their technical expertise to prepare specifications on behalf of four agencies that all received the highest ranking and the requested funding.**
- **In a rushed grant application for the City of Santa Ana, ESS was tasked with preparation of all the grant requirement documents including CEQA, cost estimates and direct coordination with SCE and City's consultants to finalize the technical reports for a successful award from Bureau of Reclamation on a hydropower improvement project.**



C. PERSONNEL

ESS is committed to being accountable and sharing ownership of the product and service. We believe that successful projects are a result of a well-managed and motivated team. Our team members possess a proven ability to establish and implement best practices, maintain continuity and flexibility, and deliver timely responses. We offer accessibility to a network of experts to address unique needs.

We believe in doing the job right the first time. Our commitment to providing excellent customer service has gained us repeated clients and contracts where about 70% of our work is by reference from our clients or funding agencies. We understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with California cities, including Public Works Directors, City Engineers, Capital Project Managers, and Construction Managers. This background and experience are important because document preparation will require a high level of interaction with the state project managers.

ESS is the right team to provide the consulting services for identifying, securing and managing grants. We work as your partner, incorporating grant funding conversations in the process of each project as early as possible in order to maximize the potential for planning grant funding as well as implementation grant funding. Proprietary tools, such as our Work Plan Structure (WPS), in conjunction with our team's extensive experience and relationships with funding agencies, make this process easy.

We strive to exceed expectations, not just meet them.

Sudi will serve as a Project Manager and point of contact for this contract. She will assign a team with expert grant writers and support personnel as needed (if multiple pursuits are followed at the same time) to best meet the project deadlines.

Engineering Solutions Services fully understands the inner workings of the regional and municipal government process. Our team is comprised of former government engineering and traffic managers. We have faced and are practiced in handling many of the same design, budget, schedule and project-delivery challenges that any potential clients are likely encounter.

As it is demonstrated in the detailed resumes of proposed staff, our key members including Mir Fattahi, and Debbie Murphy bring their extensive experience in design, construction and project management to augment their knowledge in grant writing keen interest in obtaining maximum funding for the District. They are assisted by our project engineers who have been working with on similar assignments and many successful awards of grants. me of these contracts include Long Beach Water Authority, City of Santa Ana, Pasadena Water and Power, Chino Basin Conservation Water District, City of Banning and others.

1. In addition, our team is unique to have Gary Sturdivan and Tamim Atayee with their extensive experience in preparation of FEMA and CalOES grant applications. Gary Sturdivan is an expert in preparation of FEMA/CalOES reimbursements and is currently involved with several agencies on preparation of reimbursements for Covid-19. Tamim is highly regarded by CalOES and their consultants for his professional and technical expertise in preparing Benefit Cost Analysis required for FEMA grants. Sudi Shoja serves as a trainer for Safety Assessment Program (SAP) for CalOES and is the point of contact for CalOES to coordinate response after a disaster occurs. Together,

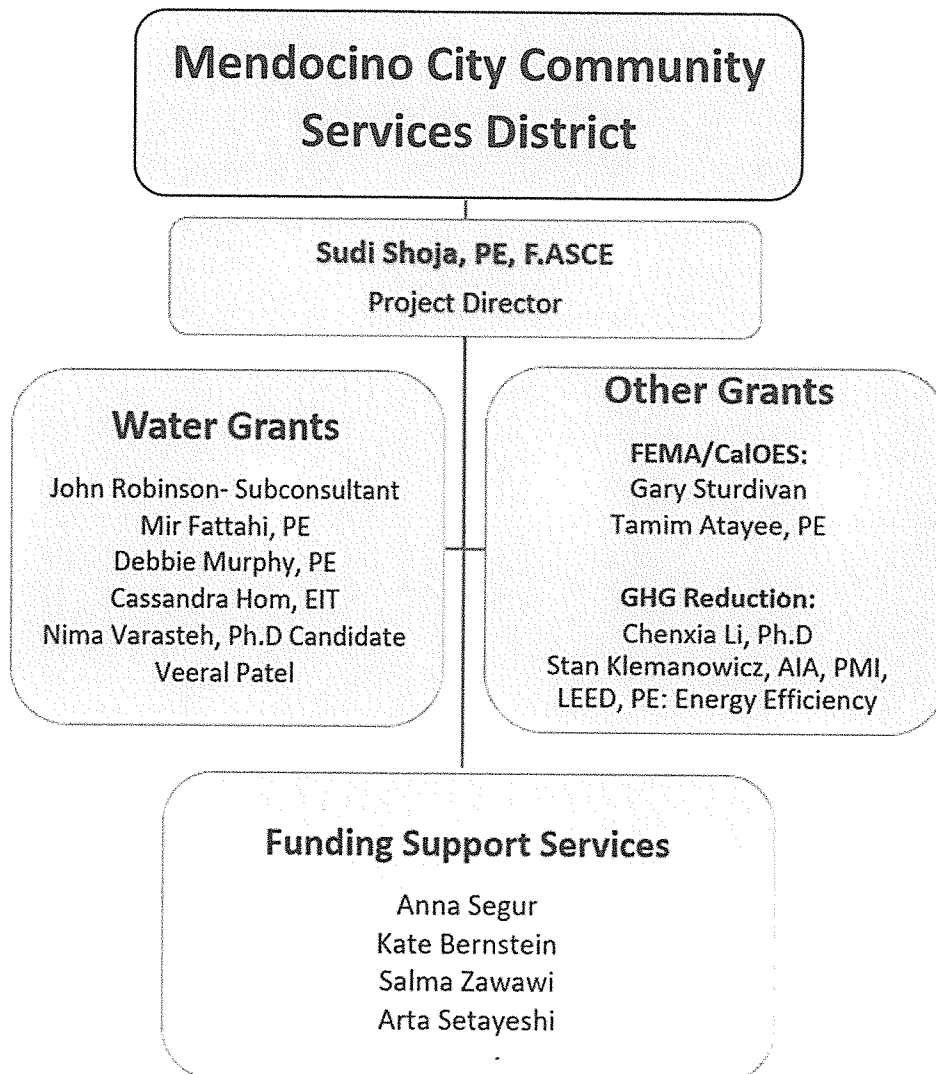


Proposal to Provide On-Call Grant Services

they bring their extensive experience in FEMA related funding matters and deep-rooted relationship to benefit the District.

2. Chenxia Li and Stan Klemanowicz, AIA, PMI, LEED, PE are proficient in providing all the grant requirements for various Green House Gas Reduction related projects, GHG calculations and energy efficiency documentations.
3. Key individuals identified in the organization chart will be performing the work from our office in Laguna Hills and will not be substituted with other personnel or reassigned to another project without the District's prior approval.

Our organization structure is shown on the next page.





Staffing to Manage Multiple Clients and Grants

ESS has the flexibility to assign experienced project managers when multiple grant projects are pursued simultaneously. As a small business, our key staff focus their efforts on existing projects and clientele and are not subject to the distractions of a larger firm. We work with our clients to plan and start projects as early as possible, however, we have been accommodating many last-minute requests successfully. We will work with the District to receive all the relevant information and Sudi will assign a team of an expert grant writer and a support member to finalize the grants in a timely manner and submit to the District for review.

Our staff stay connected with the funding agencies and as such we are prepared to notify our clients of upcoming projects to prepare for timely and successful grant application submissions. Our staff are fully familiar with various registration requirements for grant submittals and compliance will be able to assist the District staff to stay current with all requirements.

In addition, we have established processes that have been refined through our continuous experience. We have tested processes, developed templates, check lists, built-in reporting formats and many other essentials that allow us to perform the work in the most efficient manner.

- **ESS submitted two Title XVI grants on behalf of a client that were initiated within one week from grant deadline.**
- **ESS was finalizing eight FEMA/CALOES grant applications when a client asked our help to complete their package within 3 days from the grant guideline. ESS was able to accommodate this request.**



Resumes of Key Personnel

Sudi Shoja, PE, F. ASCE, Project Manager

Sudi brings more than 30 years of municipal engineering, grant and fund management experience. She has an **extensive experience in securing and managing various federal, state and local funds**, gaining successful audits in all cases. She has been responsible for budgeting, scheduling and implementation of annual funds of over \$100 million for various agencies. Moreover, she has also held **numerous leadership positions** and served on committees with regional and local government, professional associations and philanthropic organizations to advance regional planning, transportation, policy issues and local interests.

Some of the grants she has successfully secured are: Bureau of Reclamation, FEMA and CalOES grants, State Water Resources Control Board, Proposition 1, 13, 68 & 84, Ground Water Grant Program, EPA Green Project Reserve, State Revolving Funds (SRF), Water Infrastructure Finance and Innovation Act (WIFIA), Local tax measures, and funding for climate change, environmental and numerous other grants from regional agencies. She is also very familiar with reimbursement procedures.

Education: MS, Civil Engineering, Purdue, 1983

Registration: Professional Engineer CA, 42958, 1986

Affiliations:

- American Public Works Association (APWA);
- American Society of Civil Engineers (ASCE).
- Woman in Transportation International (WTS).
- Construction Management Association of America (CMAA);
- California Emergency Services Association (CESA)

The following are a sample of Sudi's success stories since 2012:

- Successful award of over \$575 million in grant funding for various agencies
- Successful award on 90% of application submitted to Bureau of Reclamation grants
- \$50 million in WIFIA funding for two projects
- The \$103 million application package was **approved in record time** and received **no revisions**.
- Award of more than **\$39 million** in GHG reduction

Selected Project Experience

Grant Writing Services, Multiple Projects, City of Fort Bragg, CA

ESS assisted the City to develop a funding strategy that resulted in successful award of over \$19.5 million. Responsible for preparation of grant application packages for water treatment, storage and delivery and efficiency projects grants from Department of Water Resources and State Water Resources Control Board.

Water and Sewer Projects, City of Sacramento, CA

Responsible for identification & application for multiple water & sewer, conservation, and stormwater projects resulting in successful award of \$13.1 million.

Water and Sewer Projects, County of Mendocino, CA

ESS reviewed the various projects for the County and cities/agencies within the County and developed a funding strategy. ESS was then tasked to work with the City of Fort Bragg for various projects. This also resulted in a direct contract with the City to prepare additional funding.



Sustainability Projects, City of Belvedere, CA

Responsible for identification & application to multiple agencies for climate change related projects including FEMA/CalOES and State Department of Parks Boating and Waterways.

Water and Sewer Projects, City of Redwood City, CA

Responsible for identification & application to multiple agencies for water and sewer related projects that resulted in over \$7 million in funding.

As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA

Responsible for identification of grant funding opportunities, preparation of a funding strategy that identified over \$33 million in grant funding. Responsible for successful grant applications and compliance-management services for grants from for BOR, SWRCB, SAWPA.

As-Needed Grant Writing Services, Long Beach Water Department, Long Beach, CA

Responsible for identification of grant funding opportunities, preparation of a funding strategy and preparation successful grant applications for Bureau of Reclamation Drought Resiliency and Water Energy Efficiency Grant Programs, and Title 16 and compliance-management services for the Department. ESS has identified and applied for grants over 3.5 million since 2018.

Grant Writing Assistance & Administration, Wastewater Treatment Plant and Cogeneration Projects, City of Palm Springs, CA

Responsible for coordination with state project managers to obtain approval for securing over \$32 million of funding, \$5.1 million in grants for SCADA, VFD, lighting, site development and cogeneration projects in just two applications on behalf of the City. Reimbursement for previously expended design and equipment purchases have been added to the project application. ESS has also been responsible for filing for all reporting, reimbursements and monitoring Buy America, DBE and prevailing wage requirements per EPA regulations for two successful audits by SWRCB.

As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA

Responsible for preparation of successful applications to WIFIA for funding over \$50 million for two projects. Also, prepared two successful applications for FEMA funding that were approved by CalOES to FEMA for funding, preparation of a successful application for AMI demonstration project from Bureau of Reclamation Funding

Grant Application Assistance Services, Pasadena Water and Power Department, Chino Basin Water Conservation District, County of Orange, Cities of Lake Forest, Villa Park, Laguna Woods, Commerce, Irvine, Newport Beach, Perris, Carlsbad, CA

Responsible for various fund- and program-management services to process the documents for various federal, state and local funding measures and prepare grant application packages for HSIP, ATP, RAC and MPAH and FEMA. Worked closely with the program managers to evaluate complex projects for the best match with FHWA regulations and prepared grant application packages for HSIP. Since 2012 this effort has resulted in a 100% award. She developed a grant eligibility matrix as a tool to automatically identify all applicable grants for each of the CIP projects.



Mir T. Fattahi, MSCE, PE, Water/Sewer Grant Writer

Mir brings extensive experience in securing and managing grants of more than \$20 million from the Bureau of Reclamation, CA State Water Resources Board. He is highly knowledgeable on water and sewer related funding pursuits and has successfully secured and managed funding and project implementation on behalf of various agencies.

He is experienced in directing projects and staff in fast-paced, results-oriented environments. He is an articulate communicator able to elicit outstanding performance from a diverse array of professionals. Highly successful in developing synergistic relationships to bring projects to completion on time and under budget, strong leadership, organization, and communication skills.

Education: MS, Civil Engineering, CA State University Long Beach, CA, 1992

Registration:

- Registered Professional Engineer in CA 59465; Certified Cross Connection Control Specialist – USC;
- General Engineering Contractor License “A” (#969080);
- Principals of Supervision
- Supervisor’s Academy Cross Connection Control – Certified by USC Foundation;
- Traffic Control, Trenching and Excavation

Mr. Fattahi has more than 35 years of extensive experience in all facets of water and sewer engineering, planning, design and project management; budgeting, scheduling, contract administration, change order management, claim analyses and mitigation; biddability/ constructability review, development and implementation of QA/QC procedures. He has led and managed major CIP infrastructure projects in water/wastewater including recycled water for various agencies in Southern California.

Selected Project Experience

Grant Writing Services, Multiple Projects, City of Fort Bragg, CA

ESS assisted the City to develop a funding strategy that resulted in successful award of over \$19.5 million. Responsible for preparation of grant application packages for water treatment, storage and delivery and efficiency projects grants from Department of Water Resources and State Water Resources Control Board.

Water and Sewer Projects, City of Sacramento, CA

Responsible for identification & application for multiple water & sewer, conservation, and stormwater projects resulting in successful award of \$13.1 million.

Water and Sewer Projects, County of Mendocino, CA

ESS reviewed the various projects for the County and cities/agencies within the County and developed a funding strategy. ESS was then tasked to work with the City of Fort Bragg for various projects. This also resulted in a direct contract with the City to prepare additional funding.

As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA

Participation in identification of grant funding opportunities, preparation of successful grant applications for Bureau of Reclamation, State Water Resources Control Board, Santa Ana Watershed Authority and many more. Also, assisted with compliance-management services for the City.

As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA



Proposal to Provide On-Call Grant Services

Involved in preparation of successful applications to WIFIA for funding over \$50 million for two projects and a successful application for AMI demonstration project from Bureau of Reclamation Funding.

Grant Writing Services, Multiple Projects, City of Hemet Water Department, Hemet, CA

Preparation of grant application packages for more than \$10 million in grant and \$18 million in SRF loan for Automated Water Metering, master plans, water distribution system upgrades and sewer collection system on behalf of the City.

Storm Water & Recycling Grants, City of Downey, CA

Identification & application of successful \$8 million for stormwater quality project that ranked one of the highest for funding and a submittal of a grant application for a recycling project.

Three Application Packages for Sewer Improvement Projects, City of Laguna Beach, CA

Preparation of applications and coordination with State project managers to obtain approval for securing \$10 million funding on behalf of the City. Projects involve upgrade of sludge export force main; treatment facility upgrades and sewer line rehabilitation throughout the City.

Water and Sewer Design, Principal-in-Charge Pomona, CA

Principal-in-Charge of designing 3,000 feet of water and sewer line planning and design for the City of Pomona.

Recycled Water Program, Project Manager/Engineer, Simi Valley, CA

Project Manager/Engineer in charge of preparation of plans and specifications for recycled water connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Ventura County Waterworks District No. 8, City of Simi Valley.

Recycled Water Program, Project Manager/Engineer Fontana, CA

Project Manager/Engineer in charge of preparation of plans and specifications for local lateral connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Fontana Water Company.

Water and Reclaimed Water Systems, Project Manager Aliso Viejo, CA

Project Manager responsible for design and preparation of construction plans, specifications, and cost estimates for Oak Grove water and reclaimed water systems. The project consists of approximately 10,000 lf of water and reclaimed water pipelines designed for the Moulton Niguel Water District to be constructed in the community of Aliso Viejo. PVC and Ductile Iron Pipes were specified for this project.

Water, Sewer and Reclaimed Water Transmission Pipeline Design, Project Manager, Laguna Hills, CA

Project Manager in charge of the design, contract document preparation and construction management of the Wood Canyon water, sewer, and reclaimed water facilities for the Moulton Niguel Water District. The project consisted of 3 miles of water transmission pipeline, 2 miles of reclaimed water transmission pipeline, and 3 miles of gravity and force main sewers. Several pipe materials, including CML&C steel pipe, DIP and PVC pipe were specified based upon design requirements.

Various Agencies, Program/Fund Manager, CA State Water Resources Control Board (CSWRCB), CA

Responsible for successful award, management of various SRF loan and other grant projects from CSWRCB for multiple agencies.



Debbie Murphy, PE, Water/Sewer Grant Writer

Debbie has been responsible for successful grants from various agencies such as Bureau of Reclamation (BOR), State Water Resources Control Board and Santa Ana Watershed Project Authority for various water related projects and State Water Resources Control Board grant applications. **ALL the grants written by Debbie for BOR have been awarded for funding in the past three cycles.**

<p>Education: BS, Civil Engineering, University of the Pacific Registration Registered Professional Engineer in CA 43607</p>
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She is also deeply knowledgeable in grants from Propositions 1, 13, 68 & 84. She has been actively involved in identifying funding opportunities and matching projects for maximum funding.

Debbie has been responsible for successful grants with multiple Bureau of Reclamation for various water related projects and State Water Resources Control Board grant applications. She has more than 30 years of professional engineering design and construction experience in the private and public sectors for public works projects related to water and sewer projects, and all aspects of water systems, including pipelines, wells, booster stations and reservoirs. She has immense mechanical and administrative expertise in all phases of plan review, constructability review, QA/QC of technical reports, and environmental process. She is also highly skilled in identifying appropriate measures, policies, and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

Selected Project Experience

Grant Writing Services, Wastewater Treatment Plant Upgrades, City of Arvin, CA

Responsible for preparation of grant applications for the City of Arvin's Tertiary Treatment Upgrades Project requesting \$30.8 million.

Grant Compliance Services, Wastewater Treatment Facility Upgrade, City of Richmond, CA

ESS is currently providing SRF grant compliance monitoring services for the \$45,000,000 project to meet all the requirements of the EPA and CA State Water Resources Control Board. ESS provided the specification sections that need to be included in the bid package as required by the grant documents.

Grant Assistance & Monitoring – City of Santa Ana, Long Beach Water Department, Mission Springs Water District, San Bernardino Municipal Water Department, CA

Responsible for successful grant applications and compliance reviews for several State Revolving fund, Santa Ana Watershed Authority and Bureau of Reclamation funding including Title XVI, Drought Resiliency Grant Program, and Water and Energy Efficiency Grant Program. Debbie has been providing guidelines reviews for various funding compliance and grant requirements on multiple types of federal and state, and local funding opportunities including Proposition 1, 13, 68, and 84.

Project Engineer, Multiple Cities, Department of Public Works

Project Engineer in Water Division and Public Works responsible for planning, coordinating and managing technical, and field staff responsible for all aspects of the planning, design, award and construction of water projects including pipelines, reservoirs, wells and booster pump stations. Developed and administered budgets, prepared and processed RFPs and awarded/managed professional services and construction contracts. As Development Services Manager and Principal Engineer, responsibilities



Proposal to Provide On-Call Grant Services

included environmental and entitlement review; developing and enforcing Conditions of Approval; technical plan review/approvals; developing department programs, policies and procedures; serving as liaison with the general public and the development community; researching, preparing and/or delivering reports and presentations to Commissions and City Council.

City of Cypress, Department of Public Works

Assistant Civil Engineer responsible for prepared of plans, specifications, cost estimates and contract documents for public works projects including street improvements, parks, and public buildings. Provided technical support and project management expertise, prepared staff reports and presentations to City Council and assisted in budget preparation of annual operating and multi-year CIP budgets. Prepared and administered grant applications for federally funded paving projects.

Albert C. Martin & Associate, Los Angeles, CA

Civil Engineer responsible for preparation of technical plans and specifications for public and private development projects, including grading and utility plans; hydrology and hydraulic calculations; design and coordination. Project management responsibilities included budget, schedule, and quality control.

City of Hermosa Beach, Department of Public Works

Assistant Engineer responsible for administration of all aspects of the planning, design, construction and management of maintenance, engineering and capital improvement projects in the City, including projects related to streets, storm drains, sanitary sewers, parks and public buildings.

Mobil Oil Corporation, Los Angeles, CA

Project Engineer responsible for the delivery of construction projects, including removal and replacement of underground fuel storage tank facilities and construction of new service stations. Performed field investigation, developed cost estimate, prepared and issued bid package and cost analyses, evaluated and awarded bids, managed and supervised construction, and project budget.



Gary Sturdivan, FEMA and CalOES Planning and Funding Expert

Mr. Sturdivan has a vast knowledge in Emergency Management, Emergency Preparedness, Hazard Mitigation Planning, Vulnerability Assessment Planning and updates, as well as Federal Emergency Management Agency (FEMA) documentation, FEMA reimbursement and has an extensive background with State Revolving funding, FEMA, and DHS Funding Programs.

In the last 10 years, Mr. Sturdivan has been responsible for successful write up and completion of 62 Hazard Mitigation Plans that received California Office of Emergency Services (CalOES) and FEMA approval. He has also written 12 Emergency Response Plans in the last 7 years. Gary has an established relationship with CalOES & FEMA review team members. Mr. Sturdivan is currently assisting five water districts with Covid-19 response and preparation for reimbursement.

Mr. Sturdivan was a member of the USGS planning team for Golden Guardian 2008 and is one of the signers of the document and California, Shake Out. Mr. Sturdivan has served as the Region 6 Chair of CalWARN and was the Vice-Chair of the CalWARN State Steering Committee for 6 years. Mr. Sturdivan was also the editor of the American Water Works Association G-440 Emergency Planning Standard that was adopted by the National Institute of Standards and Technology and was the first Editor of the AWWA M-19 rewrite committee, which was released in 2016. Mr. Sturdivan was a Beta Tester for the AWWA J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP), On-line training Module and Manual. The J-100 RAMCAP was later adopted by the U.S.E.P.A and FEMA as the tool for Risk Analysis and Management for critical Asset Protection. Mr. Sturdivan has participated in the Southern Operation Center on various occasions and in the State Operations Center on two occasions. Mr. Sturdivan used the FEMA HSEEP tools to organize the water/wastewater agencies in Riverside and San Bernardino Counties during the Statewide Golden Guardian exercise's starting in 2008. Mr. Sturdivan is a speaker at various conferences throughout the nation on emergency issues, including speaking in front of the Department of Interior, with Secretary Kenneth Salazar and department heads at USGS headquarters in Washington D.C.

Education: B.S., Business Management and Business Administration, University of Phoenix – 2001

Certifications:

- FEMA ICS 100, 200, 700 and 800, Trainer
- FEMA ICS 300 and 400 Certified Trainer
- FEMA EOC Position Specific Certified Trainer
- California, Water Treatment Operator T-1
- California Water Distribution Operator D-1
- California Certified Trainer in G-611, "Water Desk Training"
- AWWA J-100 RAMCAP Certified
- ANSI/AWWA Standard G-440

Years of Experience: 24

Selected Project Experience

Director of Safety/Regulatory Affairs/Emergency Management and Grants, East Valley Water District, Highland, CA

- Secured 42 FEMA Hazard Mitigation Grants totaling \$38,000,000 in FEMA grant funding's, over an 8-year period.
- Expertise in managing all aspects of the grant requirements for full compliance with all FEMA and CalOES requirements.
- Managed and directed CalOSHA Safety Programs to ensure District's compliance with all Federal, State, local laws and regulations.



Grant Writing, Hazard Mitigation Plan, Orchard Dale Water District, Whittier, CA

- Gary is assisting the District in preparing for Covid-19 response and reimbursements.
- He is also responsible for preparation of a FEMA HMGP application and a Local Hazard Mitigation Plan for the District.

Grant Writing, Local Hazard Mitigation Plan and Training, Bighorn Desert View Water Agency, CA

- Responsible for successful preparation of a Hazard Mitigation Grants that received an award of \$ 2.5 Million to capture flood water run-off to re-charge the underground aquifer.
- Responsible for award of funding to Mitigate freezing and flooding to water wells and booster stations in the amount of \$100,000.
- Secured Hazard Mitigation Grant that allowed the Agency to write and obtain an approved Hazard Mitigation Plan.

Grant Writing, Hazard Mitigation Plan and Training, Yucaipa, CA

- Hazard Mitigation Plans. American Water Infrastructure Act (AWIA)
- Hazard Mitigation and PDM grants
- FEMA Training ICS- 100, 700, 300, 400, 200, 800. Emergency Response Planning

Local Hazard Mitigation Plans, Cities of Colton, Twenty-Nine Palms, CA

- Responsible for successful preparation of Hazard Mitigation Plans that received CalOES and FEMA approval within the scheduled time and budget.

Local Hazard Mitigation Plans/Grant/Training, Hi-Desert Water District, Yucca Valley, CA

- Secured Hazard Mitigation Grant for Hi-Desert Water that allowed the Agency to write and obtain an approved Hazard Mitigation Plan
- Prepared the Hazard Mitigation Plan for District
- Completed Emergency Response Plan for agency that received the Board of Directors approval

Local Hazard Mitigation Plans/Grant/Training, Multiple Agencies, Twentynine Palms Water District, Contra Costa Water District, Cucamonga Valley Water District, Yucca Valley, CA,

- Successful preparation of Hazard Mitigation Plan that received CalOES and FEMA approval
- Prepared Emergency Response Plan(ERP) that received Board of Directors approval
- Trained District staff on the use of the ERP. Conducted FEMA 100, 700, 300 and 400 certification training and conducted an Emergency Response Table-Top exercise.
- Conducted FEMA Training classes and conducted a Table-Top Emergency Response Exercise



Tamim Atayee, PE, F.ASCE, FEMA-Related Technical Expert

Tamim is a registered professional engineer with 28 years of experience. He works as a technical expert for grant applications that involve expertise in stormwater, water resource engineering, flood hazard mitigation, scour, sediment transport, hydrology and hydraulics. He is a skilled designer and a capable manager and has written many technical papers.

Tamim is experienced in both numerical and physical modeling of hydraulic problems and has, amongst other things, developed hydrology and hydraulics software used as standards in the industry. As a subcontractor to the Western US Technical Evaluation Contractor to FEMA, he reviewed several map revision processes, such as Letters of Map Revisions, for projects that impacted flood hazard areas.

Tamim's expertise and knowledge assist ESS in preparation of high-quality technical reports for grant applications that result in minimal comments and expedited review of applications. The following are Tamim's experiences and skills:

- Thorough knowledge of FEMA Benefit Cost Analysis software and methodology that has resulted in highest scoring for projects and recommendation for funding.
- Technical expertise that lends to writing highly qualified and credible reports for grant applications.
- Extensive experience in preparation of stormwater grants for FEMA and EPA applications.

Education: MS Civil Engineering – Water Resources, The George Washington University, BS Civil Engineering- Old Dominion University
Registration: Professional Engineer – No 62925 in California, Colorado, Virginia
Affiliations:

- Instructor of Excellence (2009, 2010, 2011, 2012),
- National Highway Institute Fellow (F.ASCE), American Society of Civil Engineers (ASCE) Distinguished Engineering Educator,
- Lifelong Learning Award, American Society of Civil Engineers,
- Orange County Branch, Outstanding Engineering Merit Award

Selected Project Experience

Climate Change & Sustainability Grant, Port of Long Beach, CA

Responsible for preparation of FEMA grant applications for climate change impacts and sustainability plans for the Pier S-Shoreline for the Port of Long Beach. Preparation of grant narratives and delineation of project strengths to highlight the grant requirements.

Storm Water Grants, Coachella Valley Water District, Coachella Valley, CA

Technical expert in development of successful intent letters and grant applications on two top priority projects for the district. Review of District documents and recommendations and preparation of grant sections to meet the funding goals.

Drainage Improvements, Bundy Canyon, City of Wildomar, CA

Tamim serves as the technical expert in response to all CalOES & FEMA requirements and has been responsible for the preparation of Benefit Cost Analysis that was approved by CalOES and recommended to FEMA for funding.



Stanley Klemanowicz AIA, PMI, LEED, Energy Efficiency Funding Expert

Stan brings over 23 years of hands-on experience in energy management and sustainability projects including assessment of existing systems, architectural design and project delivery within time and budget on many public and private projects. As a LEED Professional, he has directed sustainability and led project teams in exceeding desired green building accreditation levels.

He has been responsible for full assessment for energy efficiency, working directly with energy supplying companies on funding and implementation, completion and approvals of assessment of ongoing design and value-engineering, preparation of construction documents, permitting, submittal reviews, requests for information, change orders, field observation, and project closeout.

Selected Project Experience

Statewide Utility Companies Energy Efficiency Program

Savings by Design on behalf of Southern California Gas Company and Los Angeles Department of Water & Power, and Integrated Demand Side Management with Southern California Edison.

Funding Resources Consultation Applications

Federal and State funding, IRS EPA Act 2005 Tax Credit, Utility company rebate and incentives.

Sustainability Program Management, Los Angeles City Unified School District & San Bernardino City Unified School District

Achievement areas include: Sustainability and energy efficiency; renewable energy; water conservation; environmentally preferable building materials, specifications and best practices; waste reduction and conversion of waste to energy; reduction of toxic materials; indoor environmental quality; smart growth and sustainable development; perform preliminary energy assessments for potential energy conservation measures at various types of districts facilities, study cost - benefit analyses, & Master Planning Project.

California Task Force on Court Facilities, Los Angeles County

Directed on-site surveys and evaluations of thirty courthouses in Los Angeles County for physical condition, life-safety, code compliance, functionality, security, accessibility, and space requirements as prerequisite for development of capital construction budget for master planning and new construction.

Master Planning, Soka University, Aliso Viejo, CA

Senior Project Manager/Architect and Technical Director for master planning, program development, and technical architect for new private liberal arts college.

Modernization Project - Los Angeles Unified School District (LAUSD)

Responsible for design development and validation of project scopes and budgets, design and construction documents, DSA submittals, and project delivery methodology. Directed pre-construction

Education: BS, Architecture, They City University of New York

Registration Licensed Architect CA, NY, NJ

Professional Affiliations

- American Institute of Architects (AIA)
- National Council of Architectural Boards (NCAB)
- National Institute of Building Sciences (NIBS)
- United States Green Building Council (USGBC)
- Commissioner: City of Redondo Beach, Uniform Codes Commission (UCC)
- Project Management Institute (PMI)



Proposal to Provide On-Call Grant Services

efforts for 300 Measure K and BB Bond modernization projects of existing facilities with an aggregate value of projects exceeding \$50 million. Developed project delivery system for JOCS (Job Order Contract System), where over 100 projects were initiated in less than a year. managed architect/engineer teams.

Los Angeles Community College, Los Angeles, CA

Responsible for design and management of architect/engineer teams for three significant new LEED Platinum and gold facilities for Los Angeles Community College (LACCD) campuses with a total value off over \$130million.

Port of Los Angeles – Pier 400, Los Angeles, CA

On-Site Project Manager, responsible for oversight of the design-build process for the design and construction of 18 office and gate facilities at the largest proprietary marine cargo terminal in America. Facilities included corporate offices, operations, and maintenance buildings. Cost of facilities exceeded \$60 million. Total cost of project - \$900 million.

Construction Administration – LEED Silver Project Hollywood, CA

Senior Construction Administrator for the Hollywood W Hotel & Residences, the largest LEED Silver project in Los Angeles County, a luxury hotel and residential development valued over \$360,000,000. Managed and directed the architectural design team of over fifteen consultants. Responsible for completion and approvals of ongoing design and value-engineering, preparation of construction documents, permitting, submittal reviews, requests for information, change orders, field observation, and project closeout.

Capital Improvement Program, City of Santa Monica, California

Project Manager responsible for design and delivery of multiple capital improvement and major maintenance projects embracing State and City sustainability guidelines including:
Police/Fire headquarters, City Hall, renovations, Civic Auditorium City pool, Senior housing, Parks facilities and Animal Shelter

Business Technology Center, County of Los Angeles Community Development Corporation, Altadena, CA

Project Manager for programming, planning, and preparation of bridging documents for 70,000 square foot design/build technology incubator.



D. LIST OF REPRESENTATIVE PROJECTS

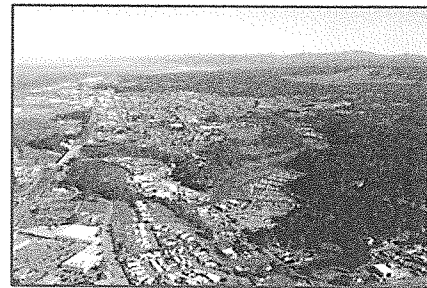
Grant Strategy Development and Funding Opportunity Identification Services, Mendocino County, CA



ESS was responsible for developing a county-wide funding strategy based on its Capital Improvement Projects and project priorities of its cities. The County then put ESS in contact with the City of Fort Bragg to prepare various applications.

Grant Writing Services, Water Treatment Plant Upgrades, City of Fort Bragg, CA

ESS qualified the City to receive funding for small communities. ESS developed a funding strategy for City's priority projects and identified funding opportunities. ESS was then responsible for preparation of applications for multiple agencies that resulted in over \$19.5 million in funding for City's Water Treatment Plant Upgrades, reservoir and delivery system.



Grant Writing Services, City of Petaluma, CA

ESS has been responsible for preparation of multiple grant application packages resulting over \$12 million for recycled water expansion, automated water metering, and master plan preparation projects on behalf of the City.

Grant Compliance Services, Wastewater Treatment Facility Upgrade, City of Richmond, CA

ESS is currently providing SRF grant compliance monitoring services for the \$45,000,000 project to meet all the requirements of the EPA and CA State Water Resources Control Board. ESS provided the specification sections that need to be included in the bid package as required by the grant documents.



Grant Writing Services, Multiple Projects, City of Sacramento, CA

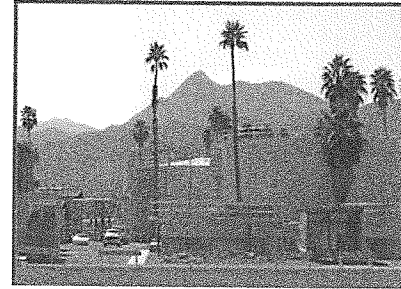


ESS has been working with the City of Sacramento's Department of Utilities (DOU) since 2019. ESS has prepared several applications for various projects for the DOU from parks projects, irrigation improvements to groundwater well projects. ESS has prepared applications for funding opportunities including but not limited to: Clean CA, DWR Emergency Flood Response Grant, FEMA Hazard Mitigation Grants Program, Prop 68, SRF, BOR Drought Resiliency, and most recently BOR's FY 2023 Water and Energy Efficiency Grant Program. ESS is currently preparing three applications for the EPA Community Grants Program.



Grant Writing and Compliance Services, Wastewater Treatment Facility Upgrade, City of Palm Springs, Palm Springs, CA

Responsibilities for the City of Palm Springs began with preparation of SRF loan applications for the **\$29 million** Wastewater Treatment Plant Upgrade & **\$8 million** for a cogeneration project. We arranged for a meeting with the SRF management in Sacramento and provided a presentation that assured adding this project to the priority list. During the complex process for this project, we were able to provide continuous coordination with three state SRF project managers and obtain approvals for every phase. This project was completed in March 2017.



In the process, ESS identified project elements that qualified for additional grants, resulting in successful award of more than **\$5.1 million** in grants the City did not expect. We prepared Green Project Reserve (GPR) grant funding application and exhibits for the following:

- Variable Frequency Drive
- High Efficiency Motors
- SCADA System Upgrade
- LED lighting
- Combined Heat and Power Cogeneration Project
- Site Improvement

ESS is now preparing the project reporting, and processing reimbursements on behalf of the City.

After the successful award of SRF and GPR funding, ESS was selected to provide grant compliance monitoring services to meet all the requirements of the EPA and CA State Water Resources Control Board. ESS provides SRF & GPR compliance to meet all the requirements and process all the reimbursements on behalf of the City.

As-Needed Grant Writing Support Services, City of Santa Ana Utility Department, Santa Ana CA

ESS was selected in to provide needs assessment, grant identification, grant writing and compliance services for the Water and Sewer services Departments. ESS started by reviewing the City's CIP and unfunded projects and developed a funding plan by identifying grants.



To date, ESS then prepared successful applications for Bureau of Reclamation, Proposition 1, Ground Water Grant, Santa Ana Watershed Project Authority, Green Project Reserve and State Revolving Funds for the following projects:

- Construction of multiple new wells & Rehabilitation of existing wells
- Water pipeline upgrade Projects
- Nitrate treatment
- Automated Metering Infrastructure
- Hydropower Intertie project

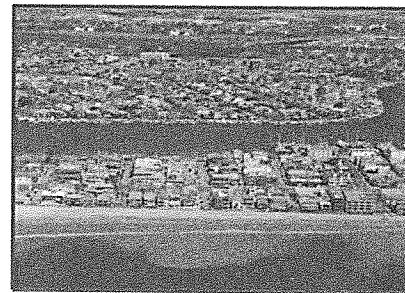


- Lift station rehabilitation
- Water Recycling Master Plan
- Turf replacement project
- Generator project
- Multi-Phase Sewer Collection System Improvements
- Multi-Phase Water Distribution System Improvements,
- Septic-to-Sewer project
- Irrigation Improvement Grants

Grant Writing Services, Long Beach Water Department, Long Beach, CA

ESS has been providing grant assistance services that started with a need's assessment and review of the agency's CIP projects and unfunded projects. ESS presented a funding strategy for available opportunities matching the projects that was approved by the Department. ESS has prepared the following successful projects for the agency that resulted in over \$12 million for:

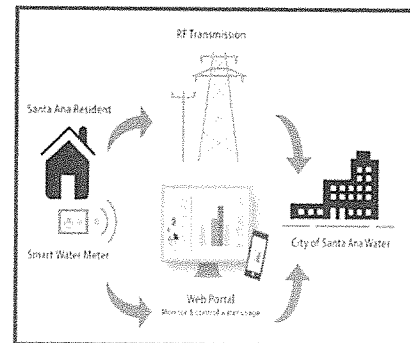
- Construction of multiple new wells
- AMI from BOR
- Efficiency Projects
- Recycled water expansion projects
- Planning Projects
- Water efficiency Project



As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA

ESS has been providing funding strategy and grant writing services for various types of projects. In the past year, ESS has been able to provide the District with the following successful grant application packages:

- Successful submittal of two FEMA applications for over \$13 million that were recommended by CalOES to FEMA for funding
- Successful submittal of AMI demonstration project to Bureau of Reclamation
- Successful submittal of Letters of Interest for WIFIA funding for over \$50 million for two Projects

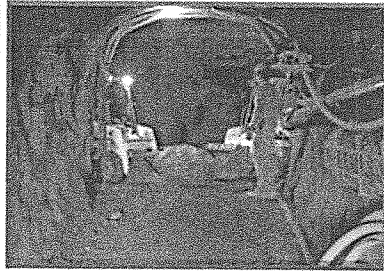


ESS has been working with CVWD since January 2018 and has been responsible for 100% of the work noted here.



Multiple Projects, South Coast Water District, Orange County, CA

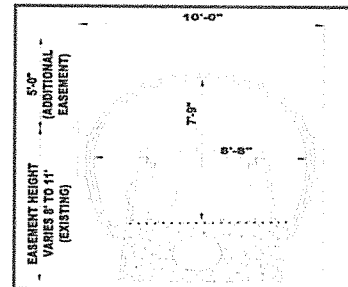
Tunnel Stabilization and Pipeline Replacement Project- SRF Loan



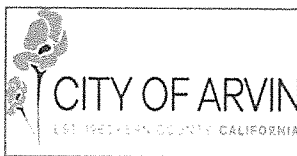
ESS served as Project Manager to develop a funding strategy for the \$103M construction project for the District and update the project documents to meet federally funded grants requirements. This included facilitation of meetings with funding agencies; preparation of presentations; review of existing engineering, environmental and regulatory compliance documents; and preparation of final documents in addition to conferring with various state and federal agencies on behalf of the District.

We facilitated a meeting with the CA State Water Resources Control Board Management. It is noteworthy that there were no comments from the funding agencies on any of the submittals and the project received approval in record time.

- **WaterSMART** – Bureau of Reclamation Grant for Water Recycling project for \$10 million Recycled Water Distribution Bottleneck Upsizing Project
- **Grant Assistance Services** – Research of available grants with applicability to District’s projects.



Grant Writing Services, Wastewater Treatment Plant Upgrades, City of Arvin, CA



ESS is in the process of preparing all portions of a Clean Water SRF application for the City of Arvin’s Tertiary Treatment Upgrades Project. The Project is requesting \$30.8 million.

Grant Writing Support Services, City of Hemet Water and Sewer Departments, Hemet, CA

ESS provided a review of City’s proposed CIP and unfunded list of projects and provided a comprehensive strategy to obtain grant funding for the City serving its disadvantaged community. City’s approval of the recommended strategy resulted in ESS pursuing five grant application packages and pursuit of low interest loan in lieu of bonds that equated to savings of more than \$13.5 million. ESS is currently pursuing grants for water and sewer master plans, automated water metering system, and upgrades for water distribution and sewer collection systems.





E. REFERENCES

Name and Agency	ESS Experience, Contract Dates	Contact Information
John Smith Director of Public Works City of Fort Bragg	Grant Writing Services 2021-2022	<u>707-961-2823 ex.136</u> <u>jsmith@fortbragg.com</u>
Rudy Rosas, PE Principal Engineer, City of Santa Ana, CA	Needs Assessment, Identification, Grant Writing, and Grant Compliance Services 2017-Present	714-647-3379 <u>rrosas@santa-ana.org</u>
Chandrasekar Venkatraman (CV), P.E., PMP, CFE Director of Capital Program Management (West) Municipal & Commercial Business VEOLIA NORTH AMERICA	Grant Writing and Compliance Services: Cities of Richmond, Arvin and Palm Springs	909-341-8246 <u>chandrasekar.venkatraman@veolia.com</u>
Dean Wang Project Manager Long Beach Water Department	Needs Assessment, Identification, Grant Writing, and Grant Compliance Services 2017-Present	562-570-2311 <u>Dean.wang@LBWater.org</u>
Tyler Stratton Capital Finance and Grants Manager City of Sacramento	Grant Writing and Grant Compliance Services 2020-Present	916-808-1284 <u>TStratton@cityofsacramento.org</u>



F. COST PROPOSAL

The following personnel will be utilized on a by-project basis. All ESS staff track hours to 15-minute increments so we can provide fair and accurate cost for the tasks assigned. Their hourly rates can be found in the table below.

Engineering Solutions Services	
Employee	Hourly Rate
Project Manager	\$185
Grant Writer	\$175
Project Engineer/ Grant Analyst	\$160
CADD Operator/Grant Support	\$150
Clerical	\$ 78
Technical Experts	\$205
Reimbursable	Cost
Reproduction	Cost
Courier Service	Cost

Staff efforts required for grant applications varies significantly based on funding program and project type and level of available information, however ESS can provide a not-to-exceed cost for each project after project components have been finalized and a funding opportunity has been identified.

RESOLUTION NO. 2023-308

RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO RESCIND RESOLUTION 2022-301 AND DECLARE A STAGE 1
WATER SHORTAGE CONDITION

WHEREAS, in 1987, the California Legislature passed Water Code Section 10700- 10717. as outlined in Assembly Bill No. 786, which provided the Mendocino City Community Services District (MCCSD) with the authority to establish programs for the management of groundwater resources within the District boundaries: and

WHEREAS, in 1990, the Mendocino City Community Services District assumed responsibility for groundwater management within the District boundaries: and

WHEREAS, on May 11, 2020, the Mendocino City Community Services District adopted a Water Shortage Contingency Plan to protect and conserve the groundwater resources within its boundaries; and

WHEREAS, the MCCSD declared a stage 2 Water Shortage Emergency on September 26, 2022 by Resolution No. 2022-301: and

WHEREAS, according to the MCCSD Water Shortage Contingency Plan, current depth to water measurements indicate a Stage 2 Water Shortage Emergency no longer exists within its boundaries; and

WHEREAS, according to the MCCSD Water Shortage Contingency Plan, under current water shortage conditions, a Stage 1 Water Shortage Condition exists within the area served by MCCSD; and

NOW, THEREFORE, IT IS RESOLVED, that the Board of Directors of the MCCSD rescinds resolution 2022-301 and declares that under the current water shortage conditions, a Stage 1 Water Shortage Emergency Condition exists within the area served by the MCCSD.

BE IT FURTHER RESOLVED, that the Board of Directors of the MCCSD directs the District Superintendent to implement a program of demand management as defined in the MCCSD Water Shortage Contingency Plan under Stage 1.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on February 6, 2023 by the following vote:

ROLL CALL VOTE: AYES:
NOES:
ABSENT:

ATTEST:

Katie Bates, District Secretary

Dennak Murphy, Board President

Memo

To: MCCSD Board
From: District Superintendent
cc: Jim Jackson
Date: January 24, 2022
Re: Salary Schedule Narrative

On January 14, 2023 the MCCSD Personnel Committee met to discuss the MCCSD Personnel Manual, and in particular sections 5.5 and 5.7 pertaining to a salary schedule and annual cost of living adjustments.

The manual was last amended July 30, 2018. Staff and CalPERS have recently requested review of the District Personnel Manual. The manual includes section 5.5 on page 28, Step Compensation Plan. In review of District files we have not been able to locate any record of a District adopted Step Compensation Plan.

Section 5.7 (A) on page 29 discusses Merit and cost-of-living adjustments. Resolution 120 adopted in by the MCCSD Board in 1991 previously addressed pay increases but cannot be located.

It is important that the District follow its own guidelines and regularly update policy. To assist in this the Superintendent drafted a Step Compensation Plan and Resolution for Board review and consideration. We present to you a plan that has been reviewed by District legal counsel and endorsed by the Personnel Committee.

Staff recommends adoption of Resolution 2023-309, to adopt a step compensation plan for hourly employees, and amend the wording of section 5.5 of the MCCSD Personnel Manual to include annual cost-of-living pay increases.

In drafting this Step Compensation plan the Superintendent reviewed step compensation plans for both Special Districts and municipalities within Mendocino County, providing similar services. In addition, staff reviewed salaries for Special District staff around California with a similar number (4) full time employees, and similar job descriptions

The draft plan also took into account the need to pay staff a fair and competitive wage, the need to retain and attract qualified workers, the number of hours offered at MCCSD, and current area costs of living.

Salaries for the following positions were compared:

Administrative Assistant/District Secretary

Wastewater Operator in Training

Wastewater Operator Grade 1

Wastewater Operators Grade 2

Please remember that because a previously adopted Step Schedule could not be located, eligible District employees did not receive any sort of step increase during the past three years.

What we are proposing is competitive with neighboring employers but may still be low on the living wage scale. However, I think the proposal is fair, what the District can afford at this time, and is supported by the Personnel Committee.

Current Personnel Manual Section 5.5 States:

“The District has a five year step Compensation plan. At the end of each year of employment, for the first five years of employment the Board will review an employee’s job performance to determine an automatic step compensation pay raise. At the end of five years employment no additional pay increases are offered. Step compensation increases are given at the start of the fiscal year. The District provides supplementary employee compensation through its Merit Award and Longevity Pay Programs.

District Superintendent compensation is directly negotiated with the Board of Directors.” (p.28 MCCSD Personnel Manual)

The Personnel Manual also states the Board’s function is to represent the people in formulating policy and adopting an annual budget. The Board delegates authority to the Superintendent. The Superintendent serves at the pleasure of the Board; all other employees of the District are hired by, and serve at the pleasure of the Superintendent. Operational and administrative employees report to the Superintendent. With this in mind it does not make sense that step increases are based on annual Board evaluation of District staff, as the Board does not supervise or evaluate District staff. The proposed revisions have step increases going into effect at the annual date of hire anniversary for each individual employee, annual evaluations conducted by the superintendent, and cost-of-living increases applying to the Step Plan at the start of each new fiscal year, if approved by the Board when adopting the annual budget.

Related to Step Compensation is the annual cost of living adjustments for all District employees. The Personnel Committee has recommended that COLA increases be built into the salary step

schedule and section 5.5 of the Personnel Manual as opposed to the current listing under section 5.7 Merit Raise or Merit Bonus Payment Program.

The proposed resolution 2023-309 seeks to adopt a salary schedule (section 5.5. exhibit A) and amend section 5.5 of the District Personnel Policy Manual to read as follows.

Proposed Revisions of Section 5.5:

The District has a five year step Compensation plan (Section 5.5 exhibit A). During each year of employment all hourly employees will receive a job performance evaluation by the Superintendent. At the end of each year of employment, on the anniversary of hire date, for the first five years of employment the Superintendent will determine an automatic step compensation pay raise. At the end of five years employment or once an employee has reached step five, no additional step pay increases are offered. The District provides supplementary employee compensation through it Merit Award and Longevity Pay Programs. (See Personnel Manual for more details)

The Step Compensation Plan will be adjusted annually, at the start of each new fiscal year, July, 1 to include an annual Cost of Living adjustment. The annual cost of living adjustment will be based on the Consumer Price Index Calculator used by the State of California Department of Industrial Relations using data from the US Bureau of Labor and Statistics.

<https://www.dir.ca.gov/oprl/CPI/CPICalculator/CpiCalculator.aspx>

The CPI Calculator will use the following index:

- 1) Select California as the Index
- 2) Select Urban Wage earners and Clerical Workers as the index type
- 3) Beginning in the month of April for the prior year
- 4) Ending in the month of April for the current year

The one year April-April CPI percentage calculated using this formula will then be applied to the District step schedule and all employee salaries, and added into the draft annual budget for Board introduction/review in May and approval in June, to take effect July 1. If CPI is zero or negative for any given year, employee salaries will not decrease, but no annual COLA raise will be given for that year. The annual COLA increase will apply to all District staff including the Superintendent, effective July 1, regardless of the step or number of years of employment. Any other District Superintendent compensation is directly negotiated with the Board of Directors.

Exhibit A, MCCSD Step Compensation Plan

Mendocino City Community Services District
Salary Step Compensation Plan, Section 5.5 Exhibit A

Effective 02-01-2023 and revised every July, 1 to reflect annual COLA/CPI increase

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Treatment Plant Operator in Training					
Hourly	20	21.5	23	24.5	26
Biweekly	1,400	1,505	1,610	1,715	1,820
Monthly	3,033	3,261	3,488.33	3,715.83	3,943.33
Annual	36,400	39,130	41,860	44,590	47,320
Treatment Plant Operator I					
Hourly	25	26.5	28	29.5	31
Biweekly	1,750	1,855	1,960	2,065	2,170
Monthly	3,791.66	4,019.16	4,246.66	4,474.16	4,701.66
Annual	45,500	48,230	50,960	53,699	56,420
Treatment Plant Operator II					
Hourly	28	29.5	31	32.5	34
Biweekly	1,960	2,065	2,170	2,275	2,380
Monthly	4,246.66	4,474.16	4,701.66	4,929.16	5,156.66
Annual	50,960	53,699	56,420	59,150	61,880
Administrative Assistant -District Secretary					
Hourly	26	28	30	32	34
Biweekly	2,080	2,240	2,400	2,560	2,720
Monthly	4,506.66	4,853.33	5,200.00	5,546.66	5,893.33
Annual	54,080	58,240	62,400	66,560	70,720

Seasonal: Maintenance (Temporary, 1,000 max annual hrs, no benefits)

Hourly \$18-22

Annuitant: Chief Plant Operator (Grade III WW \$35-45 hourly)

(Temporary, special projects, 500 max annual hrs, no benefits)

*Admin salary based on a 40 hr (full-time) work week

*Operator salary based on a 35 hr (full-time) work week

(Does not include additional required weekend shifts)

*These numbers reflect minimum base hourly pay rates

*Step increases go into effect annually on date of hire anniversary for all hourly staff

*Hours worked over eight (8) in any one day are paid at a rate of 1.5 x normal base rate.

*There are no step increases beyond five (5) years of employment

*Schedule updated every July 1, based on annual CA April-April CPI per RESO 2023-309

*See MCCSD Personnel Manual for other details

Notes used in development of step compensation plan

Mendocino City Community Services District
Salary Step Compensation Plan, Section 5.5 Exhibit A

		Location:		
Position	Fort Bragg	Willits	Ukiah	
Admin Assistant:	24.62-29.93	21.40-26.01	22.22-27.01	
OIT	20.27-24.63	21.78-26.47	24.35-29.60	
Operator 1	25.16-30.59	22.49-27.34		
Operator 2	26.43-32.13	27.06-32.89	30.44-37.00	
Position	Westport	Cloverdale	Brooktrails	
Admin Assistant:	22-25	27.30-33.18	18.78-24.03	
OIT	22-25			
Operator 1	25-28	29.15-35.41	21.80-27.91	
Operator 2			24.33-30.81	
			Mendo County	
		Admin	23.04-28	
	Average Range			
Admin Assistant:	22.76-27.59			
OIT	22.1-26.42			
Operator 1	24.72-29.85			
Operator 2	27.06-33.2			

*Current proposed wages are most similar to Fort Bragg. However, MCCSD offers fewer hours for operators than FB on average. The MCCSD Admin position has more responsibilities than a similar position in FB might have.

*When comparing job duties and responsibilities the District Administrative Assistant in many way performs more like an office manager, and should be compensated as such

RESOLUTION NO. 2023-309

RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO ADOPT A STEP COMPENSATION PLAN FOR THE HOURLY EMPLOYEES AND AMEND
SECTION 5.5 OF THE MCCSD PERSONNEL MANUAL

WHEREAS, the District is authorized and directed by Section 5.5 of the Mendocino City Community Services District Personnel Manual to prepare, revise, and administer a step plan of compensation, directly correlated with the position classification plan, providing a rate of pay for each class;

WHEREAS, the District is authorized by Section 5.7 A) of the Mendocino City Community Services District Personnel Manual to provide cost-of-living raises to offset inflation;

WHEREAS, the District desires to incorporate annual cost-of-living raises into the Section 5.5 step compensation plan exhibit A, by authorizing the Superintendent to amend exhibit A annually on July 1, of each year, using the California Department of Industrial Relations Consumer Price Index Calculator, with the index of California, Urban Wage and Clerical Workers, from April of the previous year through April of the Current year to determine the annual CPI change, to be incorporated when drafting the annual budget;

WHEREAS, years when CPI is zero or a negative number employee salaries and wages do not decrease, but no COLA increase is provided for that year;

WHEREAS, the District believes annual cost-of-living raise increases apply to all District employees regardless of step, pay rate, position classification, or number of years with the District;

WHEREAS, the District desires to amend the wording of section 5.5 of the Personnel Manual to read as follows: The District has a five year step Compensation plan (Section 5.5 exhibit A). During each year of employment all hourly employees will receive a job performance evaluation by the Superintendent. At the end of each year of employment, on the anniversary of hire date, for the first five years of employment the Superintendent will determine an automatic step compensation pay raise. At the end of five years employment or once an employee has reached step five, no additional step pay increases are offered. The District provides supplementary employee compensation through it Merit Award and Longevity Pay Programs. (See Personnel Manual for more details)

The Step Compensation Plan will be adjusted annually, at the start of each new fiscal year, July, 1 to include an annual Cost of Living adjustment.

The annual cost of living adjustment will be based on the Consumer Price Index Calculator used by the State of California Department of Industrial Relations using data from the US Bureau of Labor and Statistics.

<https://www.dir.ca.gov/oprl/CPI/CPICalculator/CpiCalculator.aspx>

The CPI Calculator will use the following index:

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The one year April-April CPI percentage calculated using this formula will be applied to the District step schedule and all employee salaries, and included into the draft annual budget for Board introduction/review in May and approval in June, to take effect July 1. If CPI is zero or negative for any given year, employee salaries will not decrease, but no annual COLA raise will be given for that year. The annual COLA increase will apply to all District staff including the Superintendent, effective July 1, and every year after, regardless of the step or number of years of employment. Any other District Superintendent compensation is directly negotiated with the Board of Directors.

NOW, THEREFORE, IT IS RESOLVED, that the Board of Directors hereby authorizes and directs the adoption and implementation of the recommendations made by the Personnel Committee to change the language of section 5.5 of the District Personnel Manual as stated above, and put in place certain existing hourly employee compensation rates as set forth in attached MCCSD Step Compensation Plan, Section 5.5 Exhibit A, to be effective for the pay period starting February 1, 2023, and amended annually on July 1.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on February 6, 2023 by the following vote:

ROLL CALL VOTE: AYES:
NOES:
ABSENT:

ATTEST:

Katie Bates, District Secretary

Dennak Murphy, Board President

Mendocino City Community Services District
Salary Step Compensation Plan, Section 5.5 Exhibit A

Effective 02-01-2023 and revised every July, 1 to reflect annual COLA/CPI increase

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Treatment Plant Operator in Training					
Hourly	20	21.5	23	24.5	26
Biweekly	1,400	1,505	1,610	1,715	1,820
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Annuitant: Chief Plant Operator (Grade III WW \$35-45 hourly)

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*Admin salary based on a 40 hr (full-time)work week

*Operater salary based on a 35 hr (full-time) work week
(Does not include additional required weekend shifts)

*These numbers reflect minimum base hourly pay rates

*Step increases go into effect annually on date of hire anniverery for all hourly staff

*Hours worked over eight (8) in any one day are paid at a rate of 1.5 x normal base rate.

*There are no step increases beyond five (5) years of employment

*Schedule updated every July 1, based on annual CA April-April CPI per RESO 2023-309

*See MCCSD Personnel Manual for other details

RESOLUTION NO. 2023-310

RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
AUTHORIZING A FIXED ASSETS CAPITALIZATION POLICY AND PROCEDURES

WHEREAS, in accordance with the Governmental Accounting Standards Board (GASB), which requires all government entities to have in place a fixed asset and capitalization policy; and

WHEREAS, in order to adhere to sound financial management practices, the Mendocino City Community Services District wishes to adopt and maintain a fixed assets capitalization policy and adhere to industry standards; and

WHEREAS, presented here as Attachment A is a Capitalization Policy for MCCSD to follow

NOW, THEREFORE, IT IS RESOLVED, that the Board of Directors hereby authorizes the fixed assets capitalization policy, as Attachment A.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on February 6, 2023 by the following vote:

ROLL CALL VOTE: AYES:

NOES:

ABSENT:

ATTEST:

Katie Bates, District Secretary

Dennak Murphy, Board President

Attachment A

1. Purpose

The accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets to be recorded in the accounting records (books) and financial statements of the business.

2. Capital Asset Definition and Thresholds

A “Capital Asset” is a unit of property with a useful life exceeding one year and a per unit acquisition cost **exceeding \$10,000 for furniture and \$30,000 for buildings, improvements, infrastructure, and the right to use intangible assets and related liabilities (leases)**. Capital assets will be capitalized and depreciated over their useful lives. The full acquisition cost of tangible personal property below these thresholds will be expensed in the year purchased.

3. Capitalization Method and Procedures

All Capital Assets are recorded at the historical cost as of the date acquired.

Tangible assets costing below the aforementioned threshold amounts are recorded as an expense in the accounting records and financial statements of the business. In addition, assets with an economic useful life of 12 months or less must be explained for both book and financial reporting purposes.

4. Documentation

Invoices substantiating the acquisition cost of each unit of property are to be retained for a minimum of 7 (seven) years.

January, 2023 Secretary's Report

This month's violation letters went out Friday, January 20th. The results are listed below:

No Readings Violation #1: 14

No Readings Violation #2: 2

No Readings Violation #3: 0

Overage Violation #1: 0

I have been working with the auditors, the actuary, and Kristine to ensure the annual audit be completed. The prior year audit pension disclosures were not in compliance with professional standards, so for the 2022 audit we needed to hire an actuary to calculate our pension amounts. We hired Govinvest and received a completed report within a week. They were fast, the most reasonably priced, and great to work with.

Kristine and I have also worked together so I can take over bank reconciliations within Quickbooks, which continues to bring the majority of the bookkeeping duties back in house. We have significantly reduced the need for KMC, and appreciate all the support her office has been.

January 2023 Superintendent's Report

Wastewater Treatment Plant:

Operators performed routine repair and maintenance to the WWTP in January of 2023. The early January storms brought not only rain, but a number of power surges and outages which impacted plant equipment and operations. The plant experienced a few days of high flows and over a dozen alarm call outs. Thankfully most equipment continued to operate as designed. A power module on the biosolids dryer burned up and put the dryer out of service for almost 2 weeks. A replacement part was ordered and with the help of Fort Bragg electric the dryer is now back in service. We also experienced a power related issue with the bar screen. It is currently out of service we have ordered a new motor and gear box, but remains out of service. A tree branch fell and broke a section of fence. We have worked with the neighbor and shared the responsibility of cleaning up the branch and repairing the fence. The storms also managed to remove another dozen or so roofing shingles from the office building. Replacement may be needed sooner than expected.

Outfall Update: Alpha Diving conducted a final survey dive in December and submitted a report showing all four diffusers functioning as designed. Alpha is also currently working on an action plan and estimates to make repairs to joint 43 which is the only location with observed seepage.

Recycled Water:

MCCSD did not transfer any recycled water during the month of January. We continue to apply for funding and upgrades to the WWTP to remain compliant with the title-22 discharge requirements. Recycled water remains a high priority.

-Staff successfully submitted the Annual GEO Tracker recycled water volumetric reporting. Last year the District provided 738,807 gallons of recycled water to the Mendocino Unified School District.

Biosolids Trailer and Transport:

MCCSD transported one trailer load of biosolids in January 2023.

Office Update:

Staff met with County Counsel Cristian Curtis as directed, to inquire about future representation. County Counsel cannot represent MCCSD in any situation where there might be a conflict between the County and the District. General Counsel services could be provided for about five hrs. per month, but time for current or future litigation is not likely available.

-Staff participated in Brown Act and Ethics training provided by the County on 1/15/23

-Staff successfully completed 4th quarter self-monitoring report in compliance with our NPDES discharge permit.

Grant and Project Updates:

GHD continues to move forward on the Emergency Water Storage Tank Project. They have been requested of to provide a Board update at the February 27, 2023 meeting. On January 25, 2023 GHD provided MCCSD a draft hydrological report for public comment. Submitted to the MCCSD web site.

-The Federal Bureau of Reclamation made announcements for their SMART Water grant application. MCCSD was not selected. We did participate with GHD in a debrief of the application and we're encouraged to reapply in a future round, maybe this March.

-GHD submitted another grant application on behalf of MCCSD to the Urban Community Drought Relief Program, with two proposed projects; 1) upgrades to the recycled water system; 2) a current feasibility study on a community water system .

-We continue to work with GHD on Ca State Revolving Fund planning grant application to evaluate and assess wastewater infrastructure and other projects.

-The California SAFER program (Safer and Affordable Funding for Equity and Resilience) continues to work with the District on community engagement, water resiliency discussions, and technical assistance. SAFER is in the process of scheduling a March community meeting.

-With only the recycled water upgrades as a near shovel ready project it is great that GHD is helping MCCSD to pursue planning grants.

Safety Meeting and Plant Safety Inspection:

The District is still following County, State, Federal, and CDC guidelines regarding COVID-19 safety precautions. The 30-minute monthly safety meeting was held January 18, 2022. The topic was *Bugs and Critters*.

Sanitary Sewer Collection System:

There were no MCCSD collection system sanitary sewer overflows to report during January 1, 2020 to January 20, 2023.