Recommendation

It is recommended that the Commission approve the following:

1. Updated PRO110 – Procurement Policy and Purchasing Authority;
2. Updated General Services Agreement for Services by:
   a) Independent Consultant
   b) Contractor;
3. Updated Attachment A – Terms and Conditions (Work Orders);
4. PRO110 – Federally Funded Procurement Policy; and
5. G&A103 – Travel and Expense Policy.
Lagerlof Senecal Gosney & Kruse (LSGK) reviewed SAWPA’s procurement policy, our procurement process, and our procurement documents, including:

- General Services Agreement (GSA)
- Task Orders
- Work Orders and Attachment A - Terms and Conditions.

LSGK found that our procurement process was good but we needed to make changes to the policy and documents.
Changes to the Procurement Policy & Purchasing Authority

- Updated the Standard Authorization Table (Section 2.4)

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Approval Amount</th>
<th>Updated Approval Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>$0 – 2,500</td>
<td>≤ $4,000</td>
</tr>
<tr>
<td>Department Manager</td>
<td>$2,501 – 10,000</td>
<td>≤ $15,000</td>
</tr>
<tr>
<td>General Manager</td>
<td>$10,001 – 50,000</td>
<td>≤ $100,000 *</td>
</tr>
<tr>
<td>Commission</td>
<td>$50,001 +</td>
<td>&gt; $100,000</td>
</tr>
</tbody>
</table>

*Updated amount based on:
- Inflation rate (has been $50,000 since at least 2001)
- In line with Member Agencies GM approval amount
Changes to the Procurement Policy & Purchasing Authority

• Updated the Quotes Guideline Table

<table>
<thead>
<tr>
<th>Current Quote Limits</th>
<th>Updated Quotes Limit</th>
<th>Quotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 – 2,500</td>
<td>$500 – 4,000</td>
<td>At least one quote</td>
</tr>
<tr>
<td>$2,501 – 10,000</td>
<td>$4,001 – 15,000</td>
<td>At least two quotes</td>
</tr>
<tr>
<td>$10,001 – 34,999</td>
<td>$15,001 – 34,999</td>
<td>At least three quotes</td>
</tr>
<tr>
<td>$35,000 +</td>
<td>$35,000 +</td>
<td>At least three quotes unless it is a public works contract *</td>
</tr>
</tbody>
</table>

* Section 3.4 Public Works includes Competitive Bidding Requirements
Changes to the Procurement Policy & Purchasing Authority

• Updated and expanded Section 3.4 Public Works
• Updated and expanded Section 3.5 Exceptions to Competitive Bidding Requirements
• Added the following sections:
  – 3.6 General Services Agreement Provision
  – 3.7 Federal Procurement Policy (reference)
  – 3.8 Travel and Expense Policy (reference)
• Removed Section 7.0 Disposition of Surplus Property
  – We have a separate policy for this
Updated General Services Agreement

• General Services Agreements (GSA) are required when contracting with a consultant or contractor.
• The GSA is used to set forth the terms and conditions for contracted services.
• After review, LSGK updated the GSA to include ACWA JPIA recommended insurance requirements and indemnification clauses.
• LSGK created two GSA’s, one for consulting services and one for contractor services.
Attachment A was updated to include all changes made to the GSAs, specifically the indemnification and insurance requirements.
SAWPA has received Federal Funds as part of the State Revolving Funds (SRF) loan program.

Audit firm recommended SAWPA adopt a Federally Funded Procurement Policy

Policy is based on the procurement guidelines of the Uniform Guidance (UA), formally 2 C.F.R. 200 Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

LSGK has reviewed this policy
The current policy was last updated in June 2004. The major changes made include:
- Authorization for travel outside the continental US must be approved by Commission action.
- Rates have been set for meals and incidentals by category.

Added sections:
- Section 7.0 Non-Reimbursable Travel Expenses
- Section 8.0 Compensation for Travel Time

Re-organized and clarification throughout the document.
Reviewed by LSGK.
Recommendation

It is recommended that the Commission approve the following:

1. Updated PRO110 – Procurement Policy and Purchasing Authority;
2. Updated General Services Agreement for Services by:
   a) Independent Consultant
   b) Contractor;
3. Updated Attachment A – Terms and Conditions (Work Orders);
4. PRO110 – Federally Funded Procurement Policy; and
5. G&A103 – Travel and Expense Policy.
Questions?
Proposition 84
Round 2
Projects Status Update

February 18, 2020
Commission Meeting
Item No. 5.C

Marie Jauregui
Project Manager
### Proposition 84 Project Status

<table>
<thead>
<tr>
<th>Round</th>
<th>No. of Projects</th>
<th>Projects Complete*</th>
<th>Grant Amount</th>
<th>Grant Invoiced</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 2 (Feb 2014 – Dec 2020)</td>
<td>18</td>
<td>11</td>
<td>$14.5M</td>
<td>$9.5M</td>
<td>$126M</td>
</tr>
<tr>
<td>Drought Round (Jan 2014 – Dec 2020)</td>
<td>2</td>
<td>1</td>
<td>$12.0M</td>
<td>$11.4M</td>
<td>$23M</td>
</tr>
<tr>
<td>2015 Implementation Round (Feb 2014 – Dec 2020)</td>
<td>3</td>
<td>0</td>
<td>$61.0M</td>
<td>$21.0M</td>
<td>$305M</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>25</td>
<td>$99.5M</td>
<td>$53.9M</td>
<td>$714M</td>
</tr>
</tbody>
</table>

*Includes projects that are substantially complete
Projected Watershed-Wide Benefits of All Four Rounds of OWOW Prop 84 IRWM Projects

- Reduces water demand by 18,000 AFY representing 36,000 households
- Recharges 180,000 AF of additional imported water
- Produces 18,000 AFY of desalted groundwater
- Removes 29,000 tons of salt from groundwater per year
- Creates 11,000 AFY of additional recycled water
- Captures 44,000 AFY of stormwater for beneficial use
- Restores 3,800 acres of environmental habitat
- Reduces nonpoint source pollution by 29,000 pounds per year
- Reduces flood risk damage by $91 million
- Creates about 11,000 construction related jobs
Round 1 Projects

(August 2011 – June 2019)
A: GWRS Flow Equalization (OCWD)
B: Sludge, Dewatering, Odor Control & Primary Sludge Thickening (OCSD)
E: Santa Ana Watershed Vireo Monitoring (SAWA)
F: Mill Creek Wetlands (C. Ontario)
G: Cactus Basin (SBCFCD)
H: Inland Empire Brine Line Rehabilitation / Enhancement (SAWPA)
I: Arlington Desalter Interconnection Project (C. Corona)
J: Perris II Desalination Facility (EMWD)
K: Perchlorate Wellhead Treatment System Pipelines (WVWD)
L: Chino Creek Wellfield Development Project (WMWD)
M: Impaired Groundwater Recovery (IRWD)
N: Alamitos Barrier Improvement Project (OCWD)
O: Arlington Basin Water Quality Improvement Project (WMWD)
Round 2 Projects
(February 2014 – December 2020)
2: Perris Desalination Program - Brackish Water Well 94 (EMWD)
3: Quail Valley Subarea 9 Phase 1 Sewer System Project (EMWD)
4: Forest First - Increase Stormwater Capture and Decrease Sediment Loading through Forest Ecological Restoration (US Forest Service)
5: Winewile Regional Recycled Water Pipeline and Groundwater Recharge System Upgrades (IEUA)
6: Plunge Creek Water Recharge and Habitat Improvement (SBWVCD)
7: Prado Basin Sediment Management Demonstration Project (OCWD)
8: San Sevaine Ground Water Recharge Basin (IEUA)
9: Corona/Home Gardens Multi-Jurisdictional Water Transmission Line Project (C. Corona)
10: Enhanced Stormwater Capture and Recharge along the Santa Ana River (SBVMWD)
11: Regional Residential Landscape Retrofit Program (IEUA)
12: Canyon Lake Hybrid Treatment Process (LESJWA)
14: Customer Handbook to Using Water Efficiently in the Landscape (WMWD)
15: Lower Day Basin (IEUA)
16: Commercial/Industrial/ Institutional Performance-Based Water Use Efficiency Program (MWDOC)
17: Peters Canyon Channel Water Capture and Reuse Pipeline (C. Irvine)
18: Soboba Band of Luiseño Indians Wastewater Project (Soboba)
19: Recycled Water Project Phase I (Jackson-Central Avenue Pipeline) (Riverside Public Utilities) (IEUA)
20: Wilson III Basins Project and Wilson Basins/Spreading Grounds (C. Yucaipa)
Prop 84 Round 2 Project Status Update

- 7 Projects are in Construction with 3 of those 7 starting construction in the next quarter.
- 11 Projects are Complete with 5 of those 11 pending the Project Completion Report.
# Proposition 84 Round 2 Project Status Update

## Under Construction

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Agency</th>
<th>Grant Amount</th>
<th>Required Funding Match</th>
<th>Add'l Cost Share</th>
<th>Total Project Cost</th>
<th>% Grant Billed</th>
<th>% Constr. Complete</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest First</td>
<td>USFS</td>
<td>$ 1,000,000</td>
<td>$ 2,055,039</td>
<td>$ 2,499,121</td>
<td>$ 5,554,160</td>
<td>38%</td>
<td>65%</td>
<td>65%</td>
</tr>
<tr>
<td>Plunge Creek Water Recharge and Habitat Improvement*</td>
<td>SBVWCD</td>
<td>$ 500,000</td>
<td>$ 184,731</td>
<td>$ 25,769</td>
<td>$ 710,500</td>
<td>29%</td>
<td>0%</td>
<td>51%</td>
</tr>
<tr>
<td>Prado Basin Sediment Mgmt Demonstration Project</td>
<td>OCWD</td>
<td>$ 750,000</td>
<td>$ 1,444,000</td>
<td>$ 1,704,000</td>
<td>$ 3,898,000</td>
<td>0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Lower Day Basin*</td>
<td>IEUA</td>
<td>$ 750,000</td>
<td>$ 1,531,171</td>
<td>$ 1,857,130</td>
<td>$ 4,138,301</td>
<td>0%</td>
<td>18%</td>
<td>78%</td>
</tr>
</tbody>
</table>

* Construction will begin next quarter

Green – Project on schedule or ahead of schedule  
Yellow/Green – Delay experienced but will finish prior to Grant Completion Date  
Yellow – Delay experienced, not on schedule, unsure if project will complete on time  
Orange/Red – Project behind schedule, unsure if project will complete on time, or requires additional information
# Proposition 84 Round 2 Project Status Update

## Under Construction*

<table>
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<tr>
<th>Project Name</th>
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<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CII Performance Based WUE Program</td>
<td>MWDOC</td>
<td>$ 500,000</td>
<td>$ 898,179</td>
<td>37.00%</td>
<td>$ 1,029,333</td>
<td>100%</td>
<td>N/A</td>
<td>88%</td>
</tr>
<tr>
<td>Recycled Water Project Phase I</td>
<td>Riverside</td>
<td>$ 1,000,000</td>
<td>$ 4,283,000</td>
<td>35.88%</td>
<td>$ 6,655,000</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Wilson III Basins Project and Wilson Basins/Spreading Grounds*</td>
<td>Yucaipa</td>
<td>$ 750,000</td>
<td>$ 5,176,131</td>
<td>39.51%</td>
<td>$ 7,173,869</td>
<td>28%</td>
<td>0%</td>
<td>58%</td>
</tr>
</tbody>
</table>

* Construction will begin next quarter

---

Green – Project on schedule or ahead of schedule
Yellow/Green – Delay experienced but will finish prior to Grant Completion Date
Yellow – Delay experienced, not on schedule, unsure if project will complete on time
Orange/Red – Project behind schedule, unsure if project will complete on time, or requires additional information
## Proposition 84 Round 2
### Project Status Update

<table>
<thead>
<tr>
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<th>% Constr. Complete</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perris Desalination Program Well 94</td>
<td>EMWD</td>
<td>$1,000,000</td>
<td>$ 0 0.00%</td>
<td>$ 9,238,280</td>
<td>$10,238,280</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Quail Valley Subarea 9 Phase I Sewer System</td>
<td>EMWD</td>
<td>$1,930,000</td>
<td>$2,960,000 37.00%</td>
<td>$3,110,000</td>
<td>$8,000,000</td>
<td>25%</td>
<td>100%</td>
<td>99%</td>
</tr>
<tr>
<td>Enhanced SW Capture/Recharge Along the SAR¹</td>
<td>SBVMWD</td>
<td>$1,000,000</td>
<td>$11,581,000 87.88%</td>
<td>$597,200</td>
<td>$13,178,200</td>
<td>100%</td>
<td>100%</td>
<td>95%</td>
</tr>
<tr>
<td>San Sevaine GW Recharge Basin</td>
<td>IEUA</td>
<td>$750,000</td>
<td>$925,001 32.34%</td>
<td>$1,184,999</td>
<td>$2,860,000</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Regional Residential Landscape Retrofit</td>
<td>IEUA</td>
<td>$500,000</td>
<td>$370,000 37.00%</td>
<td>$130,000</td>
<td>$1,000,000</td>
<td>100%</td>
<td>N/A</td>
<td>100%</td>
</tr>
</tbody>
</table>

¹ Phase 1A is complete; awaiting Amendment

**Construction Complete – Final Report Pending**

- **Green** – Project on schedule or ahead of schedule
- **Yellow/Green** – Delay experienced but will finish prior to Grant Completion Date
- **Yellow** – Delay experienced, not on schedule, unsure if project will complete on time
- **Orange/Red** – Project behind schedule, unsure if project will complete on time, or requires additional information
## Proposition 84 Round 2
### Project Status Update

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Agency</th>
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<th>% Constr. Complete</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wineville Regional Recycled Water Pipeline/GW Recharge System Upgrades</td>
<td>IEUA</td>
<td>$1,000,000</td>
<td>$0 0.00%</td>
<td>$29,500,000²</td>
<td>$30,500,000</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Corona/Home Gardens Multi-Jurisdictional Wtr Transmission Line</td>
<td>Corona</td>
<td>$1,300,000</td>
<td>$2,327,494 37.00%</td>
<td>$2,663,031</td>
<td>$6,290,525</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Canyon Lake Hybrid Treatment Process</td>
<td>LESJWA</td>
<td>$500,000</td>
<td>$327,635 37.00%</td>
<td>$57,865</td>
<td>$885,500</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Customer Handbook to Using Water Efficiently</td>
<td>WMWD</td>
<td>$120,000</td>
<td>$42,000 25.93%</td>
<td>$0</td>
<td>$162,000</td>
<td>100%</td>
<td>N/A</td>
<td>100%</td>
</tr>
</tbody>
</table>

² $29,500,000 in Other State Funds

### Construction Complete – Retention Released

Green – Project on schedule or ahead of schedule
Yellow/Green – Delay experienced but will finish prior to Grant Completion Date
Yellow – Delay experienced, not on schedule, unsure if project will complete on time
Orange/Red – Project behind schedule, unsure if project will complete on time, or requires additional information

2 $29,500,000 in Other State Funds
## Proposition 84 Round 2 Project Status Update

Construction Complete – Retention Released

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Agency</th>
<th>Grant Amount</th>
<th>Required Funding Match</th>
<th>Add’l Cost Share</th>
<th>Total Project Cost</th>
<th>% Grant Billed</th>
<th>% Constr. Complete</th>
<th>% Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peters Canyon Channel Water Capture and Reuse Pipeline</td>
<td>Irvine</td>
<td>$1,000,000</td>
<td>$3,211,086 37.00%</td>
<td>$4,467,523</td>
<td>$8,678,609</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Soboba Band of Luiseno Indians Wastewater Project</td>
<td>Soboba</td>
<td>$147,905</td>
<td>$53,000 26.38%</td>
<td>$0</td>
<td>$200,905</td>
<td>100%</td>
<td>N/A</td>
<td>100%</td>
</tr>
</tbody>
</table>

Green – Project on schedule or ahead of schedule
Yellow/Green – Delay experienced but will finish prior to Grant Completion Date
Yellow – Delay experienced, not on schedule, unsure if project will complete on time
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Prop 84 Round 2 Project Status Update

- Plunge Creek Water Recharge and Habitat Improvement (SBVWCD)
- Recycled Water Project Phase I (Riverside Public Utilities)
- Wilson III Basins Project and Wilson Basins/Spreading Grounds (City of Yucaipa)

Legend:
- Complete
- On Schedule
- Not On Schedule
Questions?