



# AGENDA

## Special Meeting of the Little Egbert Joint Powers Agency Board of Directors

**Friday, July 15th, 2022**

**9:00 am**

### NOTICE TO THE PUBLIC

#### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF A DECLARED STATE OF EMERGENCY

In Compliance with Government Code section 54953(e) added by Assembly Bill 361, members of the Board of Trustees and members of the public will participate in this meeting by teleconference. The video conferencing and call-in information for the Board of Directors and the public is as follows:

Meeting Link (via Microsoft Teams):

[Click here to join the meeting](#)

Call in:

1-469-294-4078

Meeting number/access code: 963 996 781#

Any member of the public appearing virtually may speak during Public Comment. The Board of Directors anticipates conducting all meetings in this manner until further notice. During this period of modified Brown Act Requirements, the Little Egbert Joint Powers Agency will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

#### **1. Call to Order**

#### **2. Roll Call and Opening Remarks**

#### **3. Public Comment (New Business)**

This is an opportunity for members of the public to directly address the Board on subject matter not on the agenda within the jurisdiction of the Board.

#### **4. Agenda Approval**

#### **5. Board Items (Action item unless otherwise noted)**

- a. Authorize the Board Chair to sign Amendment No. 2 to the contract with Larsen Wurzel & Associates

Enclosure 1: Agenda Item 5.a – Amendment No. 2 to Agreement for Consulting Services

- b. Approve contract renewal for Edelstein Gilbert Robson & Smith

Enclosure 2: Agenda Item 5.b – Contract Renewal Letter

**6. Financial Management** (Informational/Action Item)

- a. Approve resolution 2022-8 adopting the Fiscal Year 2022/2023 Budget.

Enclosure 3: Agenda Item 6.a – Staff Report on FY22/23 Budget Adoption

**7. Adjourn**

- a. The next meeting of the Board is August 1<sup>st</sup>, 2022.

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- Any documents related to agenda items that are made available to the Board before the meeting will be available for review by the public by contacting [info@lejpa.org](mailto:info@lejpa.org).
  - If you need reasonable accommodation due to a disability, please contact [info@lejpa.org](mailto:info@lejpa.org) at least 12 hours in advance of the meeting. This contact information may also be used for any questions you may have.
  - Public comments are generally limited to three (3) minutes but may be more or less at the discretion of the Board.
  - The Board may consider the agenda items listed above in a different order at the meeting, pursuant to the determination of the Board Chair. All items appearing on this agenda, whether or not listed expressly for action, may be deliberated upon and subject to action at the discretion of the Board.

# **ENCLOSURE 1**

**AGENDA ITEM 5.a**



LARSEN WURZEL  
& Associates, Inc.

2450 Venture Oaks Way, Suite 240 • Sacramento, CA 95833

[www.larsenwurzel.com](http://www.larsenwurzel.com)

June 6, 2022

Little Egbert Joint Powers Agency  
Richard Harris, Chairperson

**Subject: Little Egbert Joint Powers Agency – Proposal for Project Development and Agency Staff Support Services – Amendment No. 2 to Agreement for Consulting Services**

Dear Mr. Harris:

Larsen Wurzel and Associates, Inc. (LWA) is pleased to submit the attached proposed supplemental budget to provide continued assistance to the Little Egbert Joint Powers Agency (LEJPA) with project development and management support services for the Little Egbert Tract Multi-Benefit Project (LEMBP) and staff support for agency administration.

The existing contract is scheduled to expire on June 30, 2022. This amendment proposes to extend the existing services provided by LWA through Fiscal Year 2022/2023 to June 30, 2023. This amendment proposes to increase the existing contract value from \$574,686 to \$1,047,438. Services will be charged on an actual time and materials basis up to the identified not-to-exceed amount. LWA will send requests for payment to [info@lejpa.org](mailto:info@lejpa.org) on a monthly basis upon the services delivered.

The budget increase is summarized in the following table. A detailed supplemental budget is attached to this letter as Enclosure 1 and a current rate sheet for LWA is attached as Enclosure 2.

We appreciate the opportunity to continue to assist LEJPA with its mission to implement a multi-benefit project on the Little Egbert Tract. If you agree with the enclosed proposed supplemental budget, please provide your written authorization to proceed with this service as Amendment No. 2 to Agreement for Consulting Services. Please do not hesitate to contact me directly at (916) 600-9749 with any questions.

Sincerely,

Eric E. Nagy, PE  
Principal  
Larsen Wurzel & Associates, Inc.

***My signature below authorizes LWA to proceed with the work described in this letter.***

\_\_\_\_\_  
By: Mr. Richard Harris  
Chair, Board of Directors  
Little Egbert Joint Powers Agency

\_\_\_\_\_  
Date

## Supplemental Budget

This supplemental budget outlines the estimated cost to provide continued services described in Agreement for Consulting Services executed on March 12, 2021 for the entirety of fiscal year 2022/2023. This proposed contract would extend the termination date of the Consulting Services from June 30, 2022 to June 30, 2023.

LWA's proposed budget for the services outlined in this amendment are presented in the table below. LWA charges for its services on a direct cost of time and materials basis up to a mutually agreed upon budget amount. The current rate sheet is included as Enclosure 2.

<b>Project Delivery Support</b>	<b>Monthly Hours</b>	<b>Rate</b>	<b>Monthly Budget</b>	<b>Subtotal</b>	<b>Total</b>
<b>Task 1 – Little Egbert Multi-Benefit Project Support</b>					
Principal	36	\$245	\$8,820	\$105,840	
Associate Project Manager	46	\$223	\$10,258	\$123,096	
Analyst I	6	\$150	\$900	\$10,800	
Expenses			\$100	\$1,200	
Integrated Communications Strategies, LLC	LS		\$5,000	\$60,000	
LWA Sub Mark-up (5%)				\$3,000	
					<b>\$303,936</b>
<b>Task 2 – Little Egbert Joint Powers Agency Administration</b>					
Principal	6	\$245	\$1,470	\$17,640	
Associate Project Manager	10	\$223	\$2,230	\$26,760	
Senior Analyst	4	\$167	\$668	\$8,016	
Expenses			\$100	\$1,200	
					<b>\$53,616</b>
<b>Task 3 – Little Egbert Joint Powers Agency Financial Management</b>					
Principal	16	\$245	\$3,920	\$47,040	
Senior Analyst	26	\$167	\$4,342	\$52,104	
Associate Project Manager	6	\$223	\$1,338	\$16,056	
					<b>\$115,200</b>
<b>TOTAL</b>			<b>\$39,050</b>		<b>\$472,752</b>

**Larsen Wurzel & Associates, Inc.**  
**Hourly Rate Schedule**

<b>Staff Billing Rates</b>	<b>2022*</b>
Principal	\$245
Senior Consultant	\$256-\$301
Supervising Project Manager	\$245
Senior Project Manager	\$233
Associate Project Manager	\$223
Project Manager	\$212
Supervising Associate	\$232
Senior Associate II	\$221
Senior Associate I	\$211
Associate III	\$200
Associate II	\$189
Associate I	\$178
Senior Analyst	\$167
Analyst II	\$150
Analyst I	\$134
Supervising Engineer	\$240
Senior Engineer II	\$232
Senior Engineer I	\$225
Project Engineer	\$217
Associate Engineer	\$195
Assistant Engineer II	\$184
Assistant Engineer I	\$172
CAD Tech/GIS Specialist	\$150
Junior Engineer	\$140
Senior Project Coordinator	\$150
Project Coordinator	\$134
Project Assistant	\$128
Technical Editor	\$111
Clerical Staff	\$101
Intern	\$78

***\*Rates increase on January 1st of each year.***

Automobile mileage is billed at the IRS federal reimbursement rate.

Professional services provided by others billed through LWA are billed at cost plus a service charge of 5%.

# **ENCLOSURE 2**

**AGENDA ITEM 5.b**





**VIA EMAIL**

May 4, 2022

Mr. Richard Harris  
President  
Little Egbert Joint Powers Agency  
2450 Venture Oaks Way, Suite 240  
Sacramento, California 95814

**RE: State Legislative and Regulatory Advocacy Services**

Dear Mr. Harris:

I am pleased to have the opportunity to renew a contract between Little Egbert Joint Powers Agency (Little Egbert) and Edelstein Gilbert Robson & Smith<sup>LLC</sup> (EGRS) for legislative and regulatory advocacy services. If signed by you on behalf of Little Egbert, this proposal will continue the contract between Little Egbert and EGRS.

EGRS shall provide the following services to Little Egbert:

**Develop Legislative and Regulatory Plan Advocacy:** EGRS will collaborate with Little Egbert to develop an annual Legislative and Regulatory Advocacy Plan. We will work with Little Egbert's management team and consultants to ensure we have a strong grasp of Little Egbert's operations, issues, and priorities. EGRS will rely on all of this information to help us develop strong and viable legislative and regulatory strategies to advance Little Egbert's priorities in Sacramento.

**Legislative Tracking and Analysis:** EGRS will review every bill and every amended bill and will send to Little Egbert those we believe may be of interest. We will work with Little Egbert to determine whether the bill is of benefit or concern to Little Egbert. If needed, EGRS will obtain additional information about a bill so that Little Egbert can better assess the legislation.

If Little Egbert has an interest in a bill but does not want to take a position on the bill, EGRS will monitor the bill at every step of the legislative process and keep Little Egbert apprised of its status and the politics associated with the bill.

**Legislative Advocacy:** If Little Egbert determines that it wants to support or oppose a bill, EGRS will lobby accordingly by drafting committee letters and floor letters, testifying when the bill is heard in committee, and directly lobbying legislators and staff. Our

advocacy may also involve building coalitions, working with other advocates, negotiating with other stakeholders, and lobbying leadership staff and the Governor's Office.

Should Little Egbert need to sponsor legislation, EGRS will develop a strategy for the proposed legislation. We will identify and seek the best author for the legislation, pursue allies, and lobby aggressively to achieve passage of the bill.

**Regulatory Advocacy - Agencies and Governor's Office:** If needed, EGRS will make use of our longstanding working relationships with key decision makers - including in the Natural Resources Agency, the Department of Water Resources (DWR), the Department of Fish and Wildlife (DFW), and other regulatory bodies impacting Little Egbert. We will also work with the key staff who advise the Governor on matters of importance to Little Egbert.

As appropriate, EGRS will work with Little Egbert's legislative delegation to apply political pressure on relevant regulatory agencies.

**State Budget Advocacy:** The State Budget, including budget trailer bills, frequently impact local public agencies. EGRS will lobby the State Budget on behalf of Little Egbert to look out for its interests. Among other things, EGRS will seek opportunities to obtain funding and/or changes in law to support Little Egbert projects in the State Budget.

**Advocacy to Secure Grant Funds and Low Interest Loans:** As needed, EGRS will leverage its relationships with relevant staff at agencies administering grant and loan programs to support Little Egbert's applications for state funding. This could include arranging meetings for Little Egbert with pertinent staff and generating support and legislative pressure from Little Egbert's legislative delegation in support of Little Egbert's application.

**Support Direct Advocacy:** When appropriate, EGRS will develop itineraries and arrange meetings for Little Egbert representatives with legislators, staff, regulators, and the Governor's Office. We will draft talking points for the meetings and advise Little Egbert representatives regarding how to make the most effective presentation and arguments. Should representatives of Little Egbert need to testify at a public hearing, EGRS will write the testimony and ensure the Little Egbert representative is fully prepared for the hearing.

**Communications, including Written Reports, and Meetings:** EGRS lobbyists will regularly communicate with persons identified by Little Egbert, both verbally and in writing. We shall provide written reports to Little Egbert according to Little Egbert's

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preferred frequency. In addition, EGRS will provide legislative tracking reports containing all bills EGRS is following on behalf of Little Egbert. Finally, EGRS will participate in Little Egbert's Board meetings and/or committee meetings, as requested.

**Other Stakeholders and Statewide Associations:** As appropriate, EGRS will work with other stakeholders to amplify Little Egbert's own positions and advocacy before the Legislature and Administration. This can include working with associations in which Little Egbert is a member and working to build a coalition of similarly aligned stakeholders in the Capitol.

The period covered by this contract is March 1, 2022, through August 31, 2023. The fee is \$153,000. The fee shall be paid in monthly installments of \$8,500 commencing on March 15, 2022, and on the 15th of each month through and including the 15th of August 2023. Any out of the ordinary expenses, such as travel expenses, shall be billed to Little Egbert upon prior approval by Little Egbert.

If the terms of this proposal are agreeable to you, please sign, date, and return to me by email.

We appreciate your retaining us and look forward to working with you this year.

Sincerely,

A handwritten signature in blue ink, appearing to read "D B Gilbert", is written over a horizontal line.

DONALD B. GILBERT

Little Egbert Joint Powers Agency agrees to the terms as set forth in this letter dated.

DATE: \_\_\_\_\_

Richard Harris, President  
Little Egbert Joint Powers Agency

# **ENCLOSURE 3**

**AGENDA ITEM 6.a**

# Little Egbert Joint Powers Agency

July 15th, 2022

**TO:** Little Egbert Joint Powers Agency Board of Directors

**FROM:** Eric Nagy, Executive Director

**SUBJECT:** Resolution – Adopting the Recommended Fiscal Year 2022-23 Budget

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## **OVERVIEW**

Resolution No. 2022-8 adopts LEJPA's Fiscal Year (FY) 2022-23 Recommended Budget that reflects the Board's ongoing policy to implement the Little Egbert Multi-Benefit Project.

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution No. 2022-8, adopting LEJPA's FY 2022-23 Recommended Budget.

## **BACKGROUND**

The Little Egbert Joint Powers Agency (LEJPA) was formed through execution of a joint powers agreement by and among Reclamation Districts (RDs) 536 and 2084. The Solano County Auditor-Controller's Office (the County) has agreed to provide financial services acting as the Treasurer for LEJPA. The LEJPA Board authorized the Board Chair to execute a Memorandum of Understanding (MOU) with the County for financial services on March 12, 2021. The MOU between LEJPA and the County was executed on May 18<sup>th</sup>, 2021. The County has established accounts to receive funds and track expenses on behalf of LEJPA. LEJPA must adopt a budget to submit to the County each fiscal year. The County will use the adopted budget as a baseline to track actual revenue, expenses, and prepare reports.

LEJPA executed a State-funded agreement for \$5 million with the California Natural Resources Agency (CNRA). The period of performance is from April 1<sup>st</sup>, 2021 to September 30<sup>th</sup>, 2023. The Recommended Budget reflects LEJPA's objective to continue to advance the Little Egbert Multi-Benefit Project (LEMBP) and to complete the approved scope of work in the CNRA State funding agreement.

Items with significant budget impacts include:

- Receipt of State grant fund advances and reimbursements.
- Execution of activities scoped in the CNRA State funding agreement.

## **BUDGET POLICY**

Pursuant to Section 6.01 of the JPA Agreement, the Board shall adopt a Budget for the ensuing Fiscal Year before the start of the fiscal year, which it may amend from time to time.

## **FISCAL IMPLICATIONS**

Adoption of the Recommended FY 2022-23 budget anticipates \$3.25 million in expenditures to be funded with State aid and direct funding from RD 2084.

## **ATTACHMENTS:**

- A. Resolution No. 2022-8
- B. Recommended FY 2022-23 Budget

**RESOLUTION NO. 2022-8**

Adopted by the Little Egbert Joint Powers Agency (LEJPA)

**ADOPTING THE RECOMMENDED FISCAL YEAR 2021-22 BUDGET**

WHEREAS, the LEJPA Board is required to adopt a budget for the upcoming fiscal year before the end of the preceding fiscal year; and

WHEREAS, LEJPA's recommended Fiscal Year 2022-23 Budget was made available for public review by request; and

NOW, THEREFORE, BE IT RESOLVED BY THE LITTLE EGBERT JOINT POWERS AGENCY BOARD OF DIRECTORS THAT:

The Fiscal Year 2022-23 Recommended Budget, as attached hereto, is hereby adopted, authorizing LEJPA to proceed with its mission to advance the Little Egbert Multi-Benefit Project.

ON A MOTION BY Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, the foregoing resolution was passed and adopted by the Board of Directors of the Little Egbert Joint Powers Agency, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

RECUSE:

ABSENT:

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Chair of the Board of Directors of the  
Little Egbert Joint Powers Agency

ATTEST:

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Assistant Secretary of the Board of Directors

**LITTLE EGBERT JOINT POWERS AGENCY**  
**Fiscal Year 2022-2023 (July - June 2023)**

**Prepared: May 31, 2022**

Account	Line Item Description	22/23 Totals	Notes
<b>REVENUES</b>			
	Estimated Carryover from prior Fiscal Year	\$93,000	
10101	RD 2084 Direct Funding	\$240,000	Based on 22/23 RD2084 Budget (Pending Approval) Combination of Advance funds and reimbursements.
10200	CNRA Prop. 68 Grant <b>[1][2]</b>	\$3,542,800	
<b>TOTAL REVENUES</b>		<b>\$3,875,800</b>	
<b>GO&amp;A EXPENSES</b>			
<b>Administrative Contract Services:</b>			
20201	LEJPA Administrative Support	\$204,000	LWA
20202	LEJPA Legal Support	\$60,000	Downey Brand
20203	Accounting Support	\$6,000	Various filings and reports
20204	County Treasury Services	\$900	Solano County - based on volume of transactions
20205	Auditing Services	\$10,700	Based on Cropper Accountancy Proposal
20206	LEJPA Lobbyist Support	\$103,800	EGRS Contract - \$8,500 retainer per month
<b>Subtotal Administrative Contract Services</b>		<b>\$385,400</b>	
<b>Services and Supplies:</b>			
20301	Computers/Software/Website	\$1,500	Website and domain purchase.
20302	FMA - Dues	\$90	
20303	ASFPM - Dues	\$160	
20304	Liability Insurance	\$1,000	GSRMA
<b>Subtotal Services / Supplies</b>		<b>\$2,750</b>	
<b>Planning Expenses:</b>			
30101	Element 1: Planning, Coordination, Outreach	\$291,800	Budget remainder based on actuals/projections through 6/30/22
30102	Element 2: Assessment & Data Collection	\$1,805,200	Budget remainder based on actuals/projections through 6/30/23
30103	Element 3: Development of Draft & Final Evaluations	\$433,500	Budget remainder based on actuals/projections through 6/30/22
30104	Element 4: Project Management	\$334,500	Budget remainder based on actuals/projections less \$75K for Jul - Sept. expenses
<b>Subtotal Planning Expenses</b>		<b>\$2,865,000</b>	
<b>TOTAL EXPENSES:</b>		<b>\$3,253,150</b>	
<b>Estimated ending Cash Balance:</b>		<b>\$622,650</b>	

**[1]** Assumed advances as necessary thereafter. Retention estimated to be paid six months after end of project.

**[2]** Total grant amount is \$5,000,000. Grant receipts are anticipated as follows: FY 21/22: \$1,457,200, FY 22/23: \$3,542,800