



ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

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ORIGINATING SECTION: INTEGRATED PLANNING

CONTACT: Carol Mahoney/Tami Church

AGENDA DATE: October 21, 2015

ITEM NO. 7b

SUBJECT: Authorization for LARPD to Manage Living Arroyos Program

SUMMARY:

- The Living Arroyos Program was approved by the Board on July 17, 2013, and included a Multi-Party Master Agreement among Zone 7, City of Livermore, and the Urban Creeks Council (UCC). UCC's role was that of Managing Partner, but UCC has since closed.
- Zone 7 and the City of Livermore approached Livermore Area Recreation and Park District (LARPD) to discuss taking over the Managing Partner role under a task order from the Intergovernmental Reciprocal Services Master Agreement (Agreement).
- Review of the Agreement showed that authorization limits were not specified; therefore, the Board approved General Manager partnership limit of \$25,000 applies.
- Due to UCC's shutdown, Task Order #2 was initiated in a not-to-exceed amount of \$25,000 on September 30, 2015.
- Other parties to the Agreement have authority limits as follows: City of Livermore at \$100,000; DSRSD at \$100,000; City of Pleasanton not specified (\$50,000 default).
- Staff brought the discussion of setting a limit of approval to \$100,000 before the Administration Committee on September 29, 2015. Committee members unanimously concurred that setting the limit of authority for Task Orders under the Agreement should be set at \$100,000 and recommended bringing to the full board for approval as part of the Living Arroyos agenda item.
- LARPD has agreed to assume that role of Program Coordinator under an Agreement Task Order for a total of \$160,000 for FY 15/16, which includes the \$25,000 already authorized by the General Manager.

FUNDING:

Funding for this Program comes from Fund 200 – Flood Control General Fund and Fund 210 – Flood Enterprise. Additionally, funding is shared in proportion among the Program Partners, which currently is Zone 7 and City of Livermore.

RECOMMENDED ACTION:

Adopt the attached resolution.

ATTACHMENTS:

- Interoffice Memorandum and Resolutions
- Draft Task Order #3 (w/o Attachments)

Internal Memorandum

Date: October 13, 2015
To: Jill Duerig
From: Tami Church, Integrated Planning
Subject: Authorization for LARPD to Manage Living Arroyos Program

BACKGROUND:

Living Arroyos was initiated in July 2013 as a partnership of the City of Livermore, (Livermore), Zone 7 Water Agency (Zone 7), and Urban Creeks Council (UCC). Staff at Zone 7 and Livermore sought a way to increase public awareness of the watershed and stream stewardship, while maintaining and enhancing public safety, regional flood protection, wildlife habitat and water quality. This program is governed by a Multi-Party Master Agreement signed by all three parties and has been amended once, with a total term of three years.

The “Living Arroyos Program” was envisioned as a means to explore long-term vegetation management strategies across the Valley that increases opportunities for local residents to engage in hands-on stewardship and establish relationships to the streams in their backyards. The program also sought to engage local college students as interns that were instructed by the experienced staff on stream management techniques and then allowed to interact with and guide the volunteers. This program is not meant to supersede Zone 7’s long-term maintenance or project mitigation strategies, but is designed to augment both while increasing awareness of Zone 7’s on-going efforts to provide effective flood protection as part of integrated water resource management for the Valley.

The first two years of the Program included numerous successes. Up to four college students were hired as Program Interns, including two students who remained with the program for both years. Volunteer Days were held twice a month from October to April and generated over 800 unique individuals who donated 3,340 hours of service to the Program. Sixty-nine percent of volunteers were from cities directly served by Zone 7 (Dublin, Pleasanton, Livermore, and San Ramon) and many volunteers stayed with the Program throughout the entire year. The majority of the work was at Zone 7’s Arroyo Mocho Stanley Reach Stream Enhancement Project where volunteers planted over 3,000 native riparian trees and nearly 7,000 acorns, seeded over 7 acres with native grass seed, and removed nearly 500 pounds of invasive weeds.

In June of 2015, it was determined that Urban Creeks Council would no longer be able to fulfill its role as the Managing Partner due to financial hardships causing the organization to close. Zone 7, as the Fiscal Agent, and the City of Livermore approached Livermore Area Recreation and Park District (LARPD) to discuss having LARPD take over as Managing Partner through a task order under the Intergovernmental Reciprocal Services Master Agreement (Agreement). Staff have been working with LARPD to transition the Managing Partner role to LARPD. This included developing two new LARPD job descriptions for Living Arroyos (Program Coordinator and Program Intern) which was approved by the LARPD Board of Directors on September 30, 2015.

The FY15-16 Workplan year was to begin in July 2015, however staff realized that there would be a gap between the start of the workplan year and when LARPD was ready to assume the Managing Partner role. In the interim, Zone 7 hired the former Living Arroyos staff for the summer as temporary employees so that Zone 7’s projects could still be maintained and LARPD

could complete preparations to become the new Managing Partner.

DISCUSSION:

The 2015-16 Annual Workplan has not been finalized to allow LARPD and Livermore to incorporate the Adopt-A- Creek-Spot Program into Living Arroyos. Staff estimates that it would cost \$185,000 to run the Program for a full workplan year. As the Program is already three months in, there are only nine months remaining in the workplan year. Reducing the budget accordingly, the expected cost to run the Program for the remainder of the 2015-16 workplan year is approximately \$160,000. This number includes the new rates developed by LARPD for the Program Coordinator and the four intern positions, as well as the \$25,000 already authorized.

The Living Arroyos Program volunteer season typically begins in early October. As to not delay the FY15-16 Workplan, Task Order #2 was executed in a not-to-exceed amount of \$25,000 on September 30, 2015 to ensure that the Program could start on schedule. It is expected that the Program could run on these initial funds into November. To ensure the Living Arroyos Program can continue through the remainder of the 2015-16 workplan year with LARPD assuming the role of Managing Partner, Zone 7 staff seek to enter into Task Order #3 for the remaining amount needed to complete the FY15-16 Annual Workplan.

Although the request for the Living Arroyos Task Order #3 is for \$135,000, the total Workplan budget for the next nine months is \$160,000. The \$25,000 of the initial Task Order #2 covers the difference in the budget ($\$135K + \$25K = \$160K$). Of the \$160,000 total budget, it is estimated that roughly \$104,000 is what is attributed to Zone 7 and that the remaining \$56,000 is being contributed by the City of Livermore.

As a part of the discussions among the City of Livermore, LARPD and Zone 7, staff noted that Zone 7 had not specified a financial limit for General Manager's authorization on activities that would be covered under the Agreement. Based on previous Board-approved authorization limits for partnerships, the assumed limit is only \$25,000. Many of the most common uses of the Agreement – such as roadway paving, joint outreach activities, shared equipment/supplies/services, etc. - could likely exceed this limit, so staff queried the other parties to the Agreement to see what financial limits of authorization were set.

The City of Livermore's executive management has an authorization limit of \$100,000, above which Council approval would be sought. DSRSD's limit is also \$100,000. The City of Pleasanton has not specified an executive limit.

Presently, only DSRSD and Zone 7 have executed any task orders under the Agreement. Based on the limits of Livermore and DSRSD, and anticipating that joint studies may be conducted in the near term regarding water supply options, Staff recommended a limit of \$100,000 to the Administration Committee on September 29, 2015. After a brief discussion of pros and cons, Board committee members unanimously concurred that the limit of authority for Task Orders under the Agreement should be set at \$100,000 and recommended bringing the item to the full board for approval as part of the Living Arroyos Task Order discussion. By setting the limit to be consistent with other partners' upper limits, any future shared efforts will not be hamstrung by the partner with the lowest common denominator of financial contribution.

RECOMMENDATION:

Staff recommends adopting of the attached resolution.

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

RESOLUTION NO.

INTRODUCED BY
SECONDED BY

Authorization for LARPD to Manage Living Arroyos Program

WHEREAS, the Living Arroyos Program has proven to be a successful partnership in its first two years; and

WHEREAS, Zone 7 and City of Livermore seek to engage LARPD for the continued planning and coordination of the Living Arroyos Program through a task order under the Intergovernmental Reciprocal Services Master Agreement; and

WHEREAS, Zone 7 did not have an authorization limit established as part of approving the Intergovernmental Reciprocal Services Master Agreement, but other signatories have an authorization limit up to \$100,000; and

WHEREAS, setting the limit to be consistent with other partners' upper limits has certain coordination benefits.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District that the General Manager is authorized to negotiate and execute Task Order #3 for the Living Arroyos Program FY15-16 Workplan Year in a not-to-exceed amount of \$135,000.

FURTHER BE IT RESOLVED, that the Board of Directors hereby authorizes the General Manager to negotiate and execute any task order under the Intergovernmental Reciprocal Services Master Agreement not-to-exceed \$100,000.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Directors of Zone 7 of the Alameda County Flood Control and Water Conservation District on October 21, 2015.

By _____
President, Board of Directors

Master Agreement Task Order Form

Name of Consultant: Livermore Area Recreation and Parks District
Consultant Services: Living Arroyos Program Managing Partner
Master Agreement No.: Tri-Valley Intergovernmental Reciprocal Services Master Agreement signed and dated on December 4, 2014
Task Order No.: Task Order 003

Date:	October 22, 2015
Project Name:	Living Arroyos
Project Job Number:	COM0024
Task Title:	Living Arroyos 2015-16
Zone 7 Project Manager:	Tami Church (Send original invoice to Attn: "Tami Church", Project Manager)
Authorization Amount:	\$135,000
Item Number on Project Summary List:	n/a
Compensation Method:	Time and Materials as per 2015-16 Living Arroyos Annual Workplan
Completion Date:	June 30, 2016
Insurance Requirements:	As per Master Agreement
Scope of Work: (attach additional sheets as necessary)	<u>Background</u> Zone 7 Water Agency (Zone 7) and City of Livermore (City) (Agency Partners) are signatories to a multi-party master agreement (Attachment B) for the Living Arroyo Program. In June 2015 it was determined that the third party to the Agreement (Urban Creeks Council) was no longer able to fulfill its obligations as the "Managing Partner" under the Agreement. Livermore Area Recreation and Parks District (LARPD) agreed to assume the responsibilities of the "Managing Partner" for the remaining year under the existing multi-party master agreement. <u>Description of work for this task order</u> This Task Order covers LARPD fully assuming the role of Managing Partner as described in the multi-party master agreement. The work shall include all roles and responsibilities as outlined in the multi-party master agreement (Attachment A) for the "Managing Partner" in addition to executing all work outlined in the Annual Living Arroyos Workplan (Attachment B) and as determined by "Agency Partners." Typical activities include monitoring and maintenance of program resources (e.g., equipment, social media, mailing lists), communication and coordination among partners and the public, day-to-day logistics, and standard operating procedures. LARPD shall coordinate with all Agency Partners to develop and implement the Annual Living Arroyos Workplan. To accomplish these tasks, LARPD shall hire one (1) part-time (38 hrs/week) Park

Master Agreement Task Order Form

	Enhancement Coordinator (field lead/program coordinator) to administer the Program and execute workplan items, as well as up to four (4) Park Enhancement Aides (Program Interns) as described in the multi-party master agreement. Any deviations from the annual workplan shall be discussed with Agency Partners prior to approval and initiation of the work. Amendments to the annual workplan may be made at the discretion of Agency Partners. Invoices shall be submitted on a monthly basis, complete with receipts supporting all purchases or equipment rentals arranged for the Program.
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Accepted by:

John Lawrence, Assistant General Manager
Livermore Area Recreation and Parks District

Date

Authorized by:

GF Duerig, General Manager
Zone 7 Water Agency

Date