

San Gorgonio Pass Water Agency

DATE: February 27, 2023
TO: Board of Directors
FROM: Lance Eckhart, General Manager
BY: Lance Eckhart, General Manager
SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY

BACKGROUND

The Procurement Policy requires the General Manager to notify the Board concerning various contracts.

ANALYSIS

This report notifies the Board about the following contract that the General Manager has authorized according to the Procurement Policy:

- **Provost & Pritchard, Annual Report for the San Gorgonio Pass Sub-Basin Groundwater Sustainability Agency, \$35,400**

Provost & Pritchard developed the foundational documents for the San Gorgonio GSA in 2019 and 2020. As the lead agency of the GSA, we are required to produce an annual report. Provost & Pritchard provided this service for 2021. This contract would provide a report for activities that took place in 2022.

FISCAL IMPACT

Expenditures under this contract will be included in the Consulting and Engineering Services section of the budget, in the 'San Gorgonio GSA' line item under the category 'Other Projects.' This item has a budgeted amount of \$90,000 for FY 2022-23. Currently, about \$15,000 has been expended, leaving about \$75,000 for expenditures for the rest of the fiscal year.

Other contracts with Provost & Pritchard include:

- Infrastructure Plan; contract amount \$48,300; \$13,802 remaining
- GSA Annual Report (2021); contract amount \$79,000; \$8,070 remaining
- SGMA Grant Closeout; contract amount \$10,000; \$5,040 remaining
- Sites Reservoir negotiation; contract amount \$20,000; \$8,628 remaining
- Potential Water Acquisitions; contract amount \$40,000; \$30,497 remaining

ACTION

No action. This report informs the Board about contract authorizations according to the Procurement Policy.

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SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY

BACKGROUND

The Procurement Policy requires the General Manager to notify the Board concerning various contracts.

ANALYSIS

This report notifies the Board about an expenditure with the following contract that the General Manager has authorized according to the Procurement Policy:

- **California Rural Water Assistance Program, \$30,000**

The contract with the California Rural Water Assistance Program was first used to analyze and help Banning Heights Mutual Water Company obtain a grant to improve its infrastructure.

The second phase was devoted to analyzing High Valley Water District to look for opportunities to meet the most pressing needs of the District.

FISCAL IMPACT

Expenditures under this contract were included in the Consulting and Engineering Services section of the budget, in the 'Small Water Systems Assistance Program' line item under the category 'Plans and Construction.' The latest invoice exceeds the contracted amount. The total of all the invoices received under this contract is \$2,041.51 more than the original contracted amount.

The procurement policy allows the General Manager to approve the expenditure, which is less than 10% of the original contract, and inform the Board of his approval.

ACTION

No action. This report informs the Board about contract authorizations according to the Procurement Policy.