

San Gorgonio Pass Water Agency

DATE: June 16, 2025

TO: Board of Directors

FROM: Lance Eckhart, General Manager

BY: Tom Todd, Jr., Chief Financial Officer

SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY

BACKGROUND

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

ANALYSIS

This report notifies the Board about the following extension of a contract that has been approved by the General Manager, which the General Manager has authorized according to the Procurement Policy:

- **Provost & Pritchard; 2024 Annual Report for the San Gorgonio Pass Sub-Basin; original contract amount \$24,400; contract extension of \$2,440**

On December 11, 2024, the General Manager approved a contract with Provost & Pritchard for the purpose of completing the annual report required by DWR for the San Gorgonio Pass Sub-Basin Groundwater Sustainability Agency. This report is required each year for the GSA. The cost of the report is shared by the members of the GSA. The report is nearing completion; additional invoices from subcontractors are required for finalization, and are the cause of the cost increase. The Procurement Policy allows the General Manager to authorize an increase of up to 10% of the original contract amount. This addition makes the total contract amount \$26,840. Of this amount, almost \$18,000 will be paid by the other GSA members.

FISCAL IMPACT

Expenditures under this contract are included in the Consulting and Engineering Services section, under the Other Projects sub-section in the line item labeled 'San Gorgonio GSA' (line 76). This item has a budgeted amount of \$50,000 for FY 2024-25. As of May 31, 2025, about \$27,700 has been expended. This contract amendment will not cause the budgeted amount to be exceeded.

ACTION

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