

with developing new resources to expand District programming. Priority 3 developing new resources the district is currently on the fourth step of the priority hiring a grant writer. The Board approved the RFP on December 16th, 2019 and it was released on December 20th, 2019. The RFP's were sent to five firms two of which were recommended by local agencies. The closing date was January 23rd, 2020 and the three finalist interviews took place on February 14th, 2020. The Scope of work laid out for the grant writing services was a funding needs analysis, the grant writer would work with district staff to assess the validity of current funding priority areas. Also identify recommended changes and partnership to maximize grant potential to match with our core goals. The second portion of the scope of work is grant funding research. The firm would identify grants resources including Federal, State and Foundations that support the District's funding needs and priorities including Infrastructure development and maintenance, technology, parks and recreation programs, senior family and youth programs, energy efficiency and stability, environmental and watershed literacy, water conservation education including STEM and STEAM education, landscape and water efficiency and drought tolerant landscapes. We would use this part of the scope of work to answer the question how many grants we can apply for as a government entity alone. Can a government entity partner with a nonprofit or a school district and how many would we need to create our own 501c3 to support the district.

Director Aldaco commented that he hopes that nobody is under the misconception that increasing revenue is the focus of the district. Aldaco stated that we are just wanting to increase revenue to cover program costs or expanding programs and covering those costs, not just increasing revenue. Executive Director Skrzat responded that the District is only trying to secure grants for activities and programs that are in line with the district's core goals. Another point of the scope of work is on-call research which would allow the district itself to identify grants and forward them to the firm for further research. The fourth point is grant proposal development and provide a general proposal for writing services associated with the completion of the grant application include funding abstracts, production and submittal to funding sources. The fifth is legislative advocacy by providing advocacy on behalf of the district. By contacting legislators and legislative staff to promote district message and needs as directed and monthly invoice reports. The successful proposals would include detailed reports of time spent, describe activities undertaken and status of those activities.

The scoring chart for all six applicants which includes pricing and services offered. The scoring was conducted by Executive Director Skrzat and Deputy Executive Director Weger, who were the parties that made up the review committee, Director Grupposo asked what are the primary differences in grant funding research? Since the costs are so different offered by each applicant. Executive Skrzat stated that applicants offer different types of services. Capital Core Group is mostly focused on legislative advocacy to promote programmatic funding. Dudek is a multiple service firm that has deep experience in large infrastructure projects. Engineer Solutions Services that is made up of former municipal managers with varying specialties in engineers, funding analysis and different types of funding branches. This firm has employees that specialize in each of the items the district is looking for. Environmental Services Solutions (ESS) has close relationships with many of the funding agencies that offer grants the district is interested in such as State, Federal, Local and

Private Foundations. Director Aldeco commented when reviewing the scope of work, we told the folks provide general grants writing services associated with the completion of grant applications on behalf of the district. When reviewing Environmental Services Solutions will advise the district. Will they just advise the district and instruct how to proceed with apply for a grant? Executive Skrzat state no they will not just instruct the district but will be fully involved in the whole grant process. Director Aldeco also asked is there a prior history of ESS's grant success specifically instead of just telling us the total amount of funding they secured. Executive Director state yes, ESS did provide a specific list of grant funding awards. Cal OES, State Water Resources Control, City of Santa Ana, Funding Strategy for City of Hemet are a few of awards presented to the committee. Dudek will conduct an analysis of the district to identify areas of funding needs. This will include locating available grants that will help the district meet the funding needs for programming. Dudek included awarded grants to clients which include Santa Clarita Valley Water Agency, Coachella Water District, County of Santa Barbra, Joshua Basin Water District, and Long Beach Water Department. Capital Core Group (CCG) focus on influencing legislation to include funding for their clients. But they also do grant writing services. They secured funding for the Mill Creek Wetlands and Indian Wells Valley Ground Water Authority. Both Executive Director Skrzat and Deputy Executive Director Weger both place Environmental Services Solutions as their top choice of the review committee. Director Gropposo asked if ESS is local? Executive Director stated ESS is in Laguna Hills. Director Aldeco asked Executive Director Skrzat, so you found ESS to be the most responsive and responsible? Executive Director Skrzat answered yes and stated that the staff recommendation is to award Environmental Services Solutions the grant writing position and forward the recommendation to the Board of Directors. Director Gruppосо asked if the Executive Director has verified the references of ESS. The Executive Director stated she was waiting for approval by the Finance Committee. Director Gulmahamad can we refer to matrix page, I noticed that many of the grants awarded were to cities, water agencies. I did not notice any awards to special districts or water conservation districts. We are not a water agency, we do not retail water or are a sewage plant. I did not see any of these candidates secure funds for a special water district. Executive Director Skrzat mentioned that some of the funds awarded were given to a special district. Director Gulmahamad pointed out these awards are generally given to a water district or an agency that processes or retails water to the general public. Director Aldeco informed Director Gulmahamad that we are trying to secure funds for programming cost. Director Gulmahamad stated that he could hear employees at the district complaining that the funds used for grant writing services could be used for other things at the district. Director Aldeco noted that part of the strategic plan was to increase funding for current and new programs. Director Gulmahamad wanted to have ask if any of these candidates have secured funds for a special district. Executive Director Skrzat noted his concerns and stated one of the reasons ESS was chosen was because the diversity of their portfolio. ESS has secured funding for many types of projects not just infrastructure projects. Director Gulmahamad noted that the district has attempted to secure two grants from SWAPA and both proposals failed. He believes this was because of the lack of relevance of a special district to secure grant funding. Executive Director Skrzat acknowledged the concern of

Gulmahamad and stated that there is a risk to this action. Director Grupposo motioned for a vote.

Motion carried on 2-1-0-0 vote to approve the use of a grant writing services firm.

MOVED: Grupposo

SECOND Aldaco

APPROVED: 2-1-0-0

AYES: Grupposo, Aldaco

NOES: Gulmahamad

ABSTAIN: None

ABSENT: None

2. Budget Adjustments.

Executive Director Skrzat informed the committee that the staff recommendation is to review and approve the budget adjustments for FY 19-20. The budget adjustments will yield a zero net impact on total budget expenses. Staff is requesting moving \$36,000 of funds from account 57003 (Basin Expenses) to account 51030 (Consulting Services) to pay grant writing services, HR consulting services or any other consulting services needed by the end of the fiscal year. Director Gulmahamad asked Director Grupposo if we should be transferring funds before board approval of consulting services. Grupposo responded that the committee is not transferring funds but approving the budget adjustments for board approval. Director Gulmahamad said he wants to make it a priority to build the fencing (wall) for security purposes before approving any consulting services.

Motion carried on 3-0-0-0 vote to approve Budget Adjustments.

MOVED: Grupposo

SECONDED: Aldaco

APPROVED: 3-0-0-0

AYES: Grupposo, Aldaco, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: None

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 10:03 a.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on April 13, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 12th DAY of MARCH 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator