

February 10, 2012

San Joaquin Valley Drainage Authority  
C/O Joseph C. McGahan  
Summers Engineering  
887 N. Irwin St.  
Hanford, CA 93232

RE: IPM Program Management and Facilitation Review and Contract Modification

Mr. McGahan:

On February 10, 2012 the Executive Committee at its meeting approved the following changes to the IPM contract for Year 2. This action changes task budgets as requested for the budget period beginning February 1, 2012. This action utilizes the \$55,000 savings from Year 1 budget ending January 31, 2012. All changes are within the current Contract total for the 2 year period ending January 31, 2013.

The contract performance review meeting was held on January 20, 2012. Actions requested from the meeting are shown below:

1. Meeting Notes and Actions for participants or appropriate agreements to be documented within one week after the meeting with deadlines for action.
2. Policy meeting structure will be formatted to reach decisions and gain input from participants and policy meeting schedule and milestones will be prepared for 2012.
3. New website will be prioritized and alternative subcontractor procured.
4. IPM will work with CVSC to prepare a plan to expand membership based on the work plan and regional board 13267 information requests.
5. IPM will coordinate with CDM/Meyerhoff to provide assistance for the Lower SJR Committee to get work plan updated and get tasks underway.
6. IPM will prepare a revised budget for year two to achieve the goals discussed in the review.
  - a. Provide additional policy meetings and time to work with ExCom
  - b. Budget revision is attached obligating existing funding under the contract total.

Requested changes to the budget for Year 2 are summarized below:

- Use \$12,627.75 from Year 1 to fund the Salt Story (\$6K layout/Graphics, \$2K printing) and closeout costs.
- Roll forward \$55,000 from under run on 2011 budget to 2012 budget.
- Adjust hours/costs as follows:

- Reduced hours from
  - Program Coordination and Agenda Preparation
  - Communications and Outreach
  - Leadership group meeting, remaining hours budgeted for Board June 12<sup>th</sup> meeting or State Board Meeting needs in fall 2012
  - CVSC membership - small reduction
- Restored or increased funds
  - Meeting support/Documentation
  - Website and complete work plan etc.
  - Small amount of support for grant funding
  - Contract development and management
  - Limited support for work plan elements scope
- Increased time for Tim Moore from 12 to 20 hours per month for 11 months, Tim reduced his billing rate to \$250/hr. to accommodate this change due to the level of engagement.
- Delete unneeded or descoped deliverables not carried over to year two for Task 1
  - Annual report – replaced with 2, 6 month reports
  - All quarterly reports merged to report on work plan, budget and schedule status for Executive Committee Admin Call two separate reports, two included in the 6 month reports.

These actions modify the existing contract and budget and are acceptable to Integrated Planning and Management Inc. In addition, we accept and will sign the contract change requested by the State Board to existing contract language regarding potential withholding payment when the State does not have an approved budget. Should this eventuality occur we will discuss alternatives for work to continue.

Sincerely,



Daniel B. Cozad

Principal

Integrated Planning and Management Inc.

Attached:  
2012 Budget Revision

cc:  
Jeanne Chilcott – Regional Water Quality Control Board  
David Cory – Central Valley Salinity Coalition

**CV-SALTS Management, Facilitation and Administration**
**1/14/11 Revised 1/31/2012**

Tasks	Integrated Planning and Management Inc.				Risk Sciences	ODCs		Total	Original	Adjustment
	Meetings or Months	Hours per Unit	Total Hours	Total Labor Costs (1)	Sub Consultant Total Cost (2)	ODCs	Total ODCs (4)	Total Fee		
<b>Task 1: Program Coordination</b>										
1.0 Program Coordination	12 Months	10	172	\$29,980	\$0	\$150	\$150	\$30,500	\$32,715	▼ -\$2,215
<b>1.1 CV-SALTS Committee Coordination</b>										
1.1.1 Salty 5 Meetings	12 Months	3	60	\$9,480	\$0	\$150	\$150	\$9,747	\$13,527	▼ -\$3,780
1.1.2 Committees: Tech and etc.	12 Months	2	72	\$8,400	\$0	\$600	\$600	\$9,104	\$10,359	▼ -\$1,255
1.1.3 Other Meetings and Documentation	0 Meetings	4	0	\$0	\$0	\$0	\$0	\$0	\$0	→ \$0
Subtotal Task 1:			304	\$47,860	\$0	\$900	\$900	\$49,351	\$56,601	▼ -\$7,250
<b>Task 2: Meeting Management and Facilitation</b>										
2.0 Meeting Management and Facilitation	12 Months	4	52	\$10,820	\$0		\$0	\$10,820	\$10,820	→ \$0
2.1 Coordinated Meeting Schedule	2 Versions	4	11	\$1,955	\$0		\$0	\$1,955	\$1,955	→ \$0
<b>2.2 Meeting Support</b>										
2.2.1 Agenda Preparation	11 Meetings	2	66	\$7,700	\$0		\$0	\$7,795	\$15,704	▼ -\$7,909
2.2.2 Logistics/Attendance	11 Meetings	12	242	\$36,190	\$4,290	\$4,290	\$4,290	\$44,770	\$44,160	▲ \$610
2.2.2 i. Conference Calls	20 Calls	4	140	\$21,500	\$0	\$250	\$250	\$21,750	\$21,750	→ \$0
2.2.3 Documentation	11 Meetings	2	110	\$10,560	\$0	\$1,650	\$1,650	\$12,210	\$7,560	▲ \$4,650
2.2.4 Decision Facilitation	11 Months	0	88	\$5,720	\$61,435		\$0	\$67,155	\$17,700	▲ \$49,455
Subtotal Task 2:			709	\$94,445	\$65,725	\$6,190	\$6,190	\$166,455	\$119,649	▲ \$46,806
<b>Task 3: Communication, Outreach and Information Exchange</b>										
3.0 Communication, Outreach and Information Exchange	12 Months	2	72	\$8,400	\$0	\$600	\$600	\$9,104	\$10,268	▼ -\$1,164
3.1 Email Database	12 Months	1	72	\$6,540	\$0	\$600	\$600	\$7,221	\$7,221	→ \$0
3.2 CV-SALTS Stakeholder Website	12 Months	3	132	\$14,160	\$0	\$600	\$600	\$14,935	\$15,633	▼ -\$698
3.2.1 Website Redesign	0 site	8	28	\$2,740	\$0		\$0	\$2,774	\$0	▲ \$2,774
3.2.2 Website Implementation	1 site	8	36	\$4,500	\$0	\$2,500	\$2,500	\$7,055	\$0	▲ \$7,055
3.3 Outreach	6 Meetings	8	90	\$15,360	\$0	\$2,340	\$2,340	\$17,889	\$22,333	▼ -\$4,444
<b>3.4 Facilitate 2011 and 2012 Leadership Group Meetings</b>										
3.4.1 2011 Leadership Group Workshop	0 Meetings	20	0	\$0	\$0		\$0	\$0	\$0	→ \$0
3.4.2 2012 Leadership Group Workshop	0.25 Meetings	40	42	\$5,660	\$188	\$200	\$200	\$6,118	\$24,023	▼ -\$17,905
Subtotal Task 3:			472	\$57,360	\$188	\$6,840	\$6,840	\$65,096	\$79,478	▼ -\$14,382
<b>Task 4 Identify and Pursue Funding</b>										
4.1 Increase CVSC Membership	11 Months	4	110	\$15,720	\$0	\$250	\$250	\$16,164	\$18,958	▼ -\$2,794
4.2 Identify Grant Funding Opportunities	1 Report	8	16	\$2,280	\$0	\$0	\$0	\$2,308	\$0	▲ \$2,308
4.2.1 Develop Funding Needs for Requests	0 Document	16	0	\$0	\$0		\$0	\$0	\$0	→ \$0
4.2.2 Foundation Database Search and Assessment Report	0 Document	5	0	\$0	\$0		\$0	\$0	\$0	→ \$0
4.3 Support Proposal Development	0 Proposal	12	0	\$0	\$0	\$0	\$0	\$0	\$0	→ \$0
Subtotal Task 4:			126	\$18,000	\$0	\$250	\$250	\$18,472	\$18,958	▼ -\$486
<b>Task 5 Development Support and Management of Selected Contracts</b>										
5.0 Development Support and Solicit of Selected Contracts	1 Contracts	40	52	\$9,580	\$0	\$50	\$50	\$9,748	\$5,294	▲ \$4,454
5.1 Oversee and Manage Contracts and Subcontracts	12 Months	6	120	\$18,960	\$0	\$50	\$50	\$19,244	\$11,591	▲ \$7,653
Subtotal Task 5:			172	\$28,540	\$0	\$100	\$100	\$28,992	\$16,885	▲ \$12,107
<b>Task 6 Refine Policy Framework Strategy and Workplan</b>										
6.1 Refine Policy and Framework	1 Document	8	16	\$2,280	\$3,150	\$0	\$0	\$5,458	\$0	▲ \$5,458
6.2 Update Existing Strategy and Workplan	1 Document	18	26	\$4,480	\$3,150	\$0	\$0	\$7,685	\$0	▲ \$7,685
Subtotal Task 6:			42	\$6,760	\$6,300	\$0	\$0	\$13,143	\$0	▲ \$13,143
<b>Task 7 Develop Scope of Work for Elements in Updated Workplan</b>										
7.1 SOW Outline for Technical input	1 Document	10	18	\$2,720	\$0	\$0	\$0	\$2,754	\$0	▲ \$2,754
7.2 Finalize SOW	1 Document	8	16	\$2,280	\$0	\$0	\$0	\$2,308	\$0	▲ \$2,308
Subtotal Task 7:			34	\$5,000	\$0	\$0	\$0	\$5,062	\$0	▲ \$5,062
<b>PROJECT TOTAL</b>		<b>272</b>	<b>1,859</b>	<b>\$257,965</b>	<b>\$72,213</b>	<b>\$14,280</b>	<b>\$14,280</b>	<b>\$346,571</b>	<b>\$291,571</b>	<b>\$55,000</b>

**Notes:**

- Fully burdened hourly rates include salary, overhead and profit.
- Subconsultants will be billed at actual cost plus 5%.
- Cost of Funds is based on 5% interest on working capital and 90 day payment of invoices
- Other direct costs (ODCs) reproduction, delivery, mileage (allowed by current IRS guidelines), and travel expenses (allowed by State Guidelines), billed at actual cost

Roll Forward 2011	\$55,000
Old 2012-13	\$291,571
<b>Total Remaining Under Existing Contract</b>	<b>\$346,571</b>