

AGENDA
COMMUNICATIONS AND LEGISLATIVE LIAISON COMMITTEE MEETING
WITH BOARD OF DIRECTORS*
ORANGE COUNTY WATER DISTRICT
18700 Ward Street, Fountain Valley, CA (714) 378-3200
Thursday, October 4, 2018, 8:00 a.m. - Conference Room C-2

*The OCWD Communications and Legislative Liaison Committee meeting is noticed as a joint meeting with the Board of Directors for the purpose of strict compliance with the Brown Act and it provides an opportunity for all Directors to hear presentations and participate in discussions. Directors receive no additional compensation or stipend as a result of simultaneously convening this meeting. Items recommended for approval at this meeting will be placed on the **October 17, 2018** Board meeting Agenda for approval.

ROLL CALL

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

RECOMMENDATION: Adopt resolution determining need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda (requires two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, a unanimous vote of those members present.)

VISITOR PARTICIPATION

Time has been reserved at this point in the agenda for persons wishing to comment for up to three minutes to the Board of Directors on any item that is not listed on the agenda, but within the subject matter jurisdiction of the District. By law, the Board of Directors is prohibited from taking action on such public comments. As appropriate, matters raised in these public comments will be referred to District staff or placed on the agenda of an upcoming Board meeting.

At this time, members of the public may also offer public comment for up to three minutes on any item on the Consent Calendar. While members of the public may not remove an item from the Consent Calendar for separate discussion, a Director may do so at the request of a member of the public.

CONSENT CALENDAR (ITEM NO. 1)

All matters on the Consent Calendar are to be approved by one motion, without separate discussion on these items, unless a Board member or District staff request that specific items be removed from the Consent Calendar for separate consideration.

1. MINUTES OF COMMUNICATIONS AND LEGISLATIVE LIAISON COMMITTEE MEETING HELD SEPTEMBER 6, 2018

RECOMMENDATION: Approve minutes as presented

END OF CONSENT CALENDAR

MATTER FOR CONSIDERATION

- 2. 2019 CHILDREN'S WATER EDUCATION FESTIVAL LOCATION AND SERVICE CONTRACTS

RECOMMENDATION: Agendize for October 17 Board meeting:

- 1) Approve hosting the 2019 Children's Water Education Festival at the University of California, Irvine (UCI) on March 27-28, 2019;
- 2) Authorize execution of Agreement with UCI for an amount not to exceed \$70,000 to host the 2019 Children's Water Education Festival on its campus; and
- 3) Authorize execution of Agreement with James Event Productions, Inc. for an amount not to exceed \$91,640 for event rentals and equipment; security and first aid services; logistical support and coordination throughout the year-long planning effort and during the week-long setup, tear down and execution of the event

INFORMATIONAL ITEMS

- 3. STATE LEGISLATIVE UPDATE
- 4. FEDERAL LEGISLATIVE UPDATE
- 5. PUBLIC AFFAIRS OUTREACH REPORT (SEPTEMBER 2018)

CHAIR DIRECTION AS TO WHICH ITEMS IF ANY TO BE AGENDIZED AS A MATTER FOR CONSIDERATION AT THE OCTOBER 17 BOARD MEETING

DIRECTOR'S ANNOUNCEMENTS/REPORTS

GENERAL MANAGER'S ANNOUNCEMENT/REPORT

ADJOURNMENT

COMMUNICATION AND LEGISLATIVE LIAISON COMMITTEE MEMBERS

Vacant - Chair
Vicente Sarmiento - Vice Chair
Shawn Dewane
Cathy Green
Steve Sheldon

Roger Yoh
James Vanderbilt
Bruce Whitaker
Dina Nguyen
Denis Bilodeau
Tri Ta

Agenda Posting: In accordance with the requirements of California Government Code Section 54954.2, this agenda is posted in the window of the guard shack at the main entrance of the Orange County Water District, 18700 Ward Street, Fountain Valley, CA and on the OCWD website: www.ocwd.com not less than 72 hours prior to the meeting date and time above. All written materials relating to each agenda item are available for public inspection in the office of the Assistant District Secretary. Backup material for the Agenda is available at the District offices for public review and can be viewed online at the District's website: www.ocwd.com.

Accommodations to the Disabled: Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the District Secretary at (714) 378-3233, by email at jdurant@ocwd.com by fax at (714) 378-3373. Notification 24 hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

Availability of Agenda Material: As a general rule, agenda reports or other written documentation that has been prepared or organized with respect to each item of business listed on the agenda can be reviewed at www.ocwd.com. Copies of these materials and other disclosable public records distributed to all or a majority of the members of the Board of Directors in connection with an Open Session agenda item are also on file with and available for inspection at the Office of the District Secretary, 18700 Ward Street, Fountain Valley, California, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Orange County Water District office.

MINUTES OF BOARD OF DIRECTORS MEETING
WITH COMMUNICATIONS AND LEGISLATIVE LIAISON COMMITTEE
ORANGE COUNTY WATER DISTRICT
September 6, 2018 @ 8:00 a.m.

Director Sarmiento called the Communications and Legislative Liaison Committee meeting to order in Conference Room C-2 at the District office. The Assistant District Secretary called the roll and reported a quorum as follows:

Committee Members

Vacant
Vicente Sarmiento
Shawn Dewane (absent)
Cathy Green
Steve Sheldon (absent)

OCWD Staff

John Kennedy – Executive Director
Eleanor Torres – Director of Public Affairs
Alicia Dunkin – Legislative Affairs Liaison
Christina Fuller – Assistant District Secretary

Alternates

Roger Yoh
James Vanderbilt (absent)
Bruce Whitaker
Dina Nguyen (absent)
Denis Bilodeau

CONSENT CALENDAR

The Consent Calendar was approved upon motion by Director Green, seconded by Director Yoh and carried [4-0] as follows.

Ayes – Sarmiento, Green, Yoh, Bilodeau

1. Minutes of Previous Meeting

The minutes of the August 2, 2018 Communications/Legislative Liaison Committee meeting are approved as presented.

MATTERS FOR CONSIDERATION

2. State Legislative Update

Legislative consultants provided an update on the legislative calendar and agenda and reported on the following legislation: AB 2447 (Reyes) California Environmental Quality Act (CEQA): Land Use: Environmental Justice, SB 845 (Monning) “Opt-out” Water Mandate and SB 1422 (Portantino) California Safe Drinking Water Act: Microplastics.

3. Federal Legislative Update

Federal consultants reported that August was a quiet month as the House was on summer recess and the Senate was intermittently in session. Consultants provided an update on funding opportunities of interest to the District and reported on FY 2019 appropriations.

4. Public Affairs Outreach Report (May-August 2018)

Director of Public Affairs Eleanor Torres stated the report is contained in today’s packet. She noted the annual Groundwater Adventure Tour will be held on October 25, 2018.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 8:40 a.m.

Vicente Sarmiento, Chair

AGENDA ITEM SUBMITTAL

Meeting Date: October 4, 2018

To: Communications/Leg. Liaison Cte.
Board of Directors

From: Mike Markus

Staff Contacts: E. Torres/C. Nettles

Budgeted: Yes

Budgeted Amount: \$225,000

Cost Estimate: \$161,640

Funding Source: 1012.51112

Program/Line Item No.: 1206

General Counsel Approval: N/A

Engineers/Feasibility Report: N/A

CEQA Compliance: N/A

Subject: 2019 CHILDREN'S WATER EDUCATION FESTIVAL LOCATION AND SERVICE CONTRACTS

SUMMARY

The Children's Water Education Festival (Festival) celebrates its 23rd anniversary in 2019. Staff recommends the Orange County Water District (the District) continue to host the Festival at the University of California, Irvine (UCI) for the seventh consecutive year and utilize the event planning services of James Event Productions, Inc.

Attachment(s):

- 2019 UCI Festival Contract
- 2019 James Event Productions, Inc. Festival Contract

RECOMMENDATION

Agendize for October 17 Board meeting:

- 1) Approve hosting the 2019 Children's Water Education Festival at the University of California, Irvine (UCI) on March 27-28, 2019;
- 2) Authorize execution of Agreement with UCI for an amount not to exceed \$70,000 to host the 2019 Children's Water Education Festival on its campus; and,
- 3) Authorize execution of Agreement with James Event Productions, Inc. for an amount not to exceed \$91,640 for event rentals and equipment; security and first aid services; logistical support and coordination throughout the year-long planning effort and during the week-long setup, tear down and execution of the event.

RELEVANT STANDARDS

- Demonstrate environmental stewardship.
- Maintain a transparent role within the community by educating stakeholders about OCWD's roles, priorities and strategic initiatives.
- Build confidence and support with the community through education and partnerships with other organizations and agencies.

- Educate students, teachers and parents about the impacts of drought and the importance of creating life-long water conservation habits.
- Develop and maintain long-term and positive relationships with future community stakeholders.

DISCUSSION/ANALYSIS

The Children's Water Education Festival is an annual, successful program started in 1997 as a way to educate Orange County's youngest stakeholders about the importance of water. The Festival has won two awards and grown to the largest of its kind in the nation.

Staff recommends hosting the 2019 Festival at UCI and executing the UCI and James Event Productions, Inc. contracts/agreements. This would support a successful Festival and would allow for sufficient time to plan the event.

UCI is a well-suited venue to accommodate the Festival's unique needs. The campus can host 7,500+ students and 1,600+ teachers, presenters and volunteers at a beautiful park-like setting that offers grassy areas surrounded by multiple lecture halls and parking. UCI staff is also very familiar with the unique needs of the event and provides staff support before, during and after the event. UCI is a reputable institution of higher learning and has helped to successfully execute previous Festivals. Staff solicits annual feedback about the event and the location is consistently highly rated.

James Event Productions, Inc. is critical to the success of the Festival. The company provides event rentals and equipment; security and first aid services; logistical support and coordination throughout the year-long planning effort and event staff during the week long set-up, teardown and execution of the event. Positive feedback about its service is obtained annually.

Monetary amounts referenced above include contingencies of possible increased labor costs and inclement weather. The entire cost of the Children's Water Education Festival is budgeted and is contained in OCWD's approved FY 2018-19 Budget Report. A minimum of \$80,000 is secured in sponsorships, making the cost to the District a maximum of \$145,000 (\$19.33 per student). The Disneyland Resort contributes financially to the Festival and also contracts a graphic artist to support the creation of all event collateral. Furthermore, it provides décor, signage, entertainment, educational presentations and covers the majority of printing costs.

PRIOR RELEVANT BOARD ACTION(S)

Annual

Event Confirmation

| | | |
|---|--|---|
| Client | | Reservation: 606427 |
| Crystal Nettles Orange County Water District 18700 Ward Street Fountain Valley, CA 92708 | | Event Name: 2019 Children's Water Education Festival Status: Contract Sent Phone: (714) 378-3202 Email Address: cnettlles@ocwd.com Event Type: Special Event Recharge/Acct/Use #: Invoice Event Coordinator: John Duong |

| | | | |
|---------------------------|-----------------|--------------|---------------|
| Bookings / Details | Quantity | Price | Amount |
|---------------------------|-----------------|--------------|---------------|

Attached is the Confirmation Estimate for your event. Please review the confirmation for accuracy. If the document is accurate, please sign and return it to our office by scan, fax or inter-campus mail along with the KFS number for any event related charges.

Please let me know if you have questions or need to adjust your reservation.

Thank you.

Event Information:

1. *Event Goal - What is the event goal and what activities will the event entail? Youth education and outreach*
2. *Expected audience - Who will attend the event (e.g., UCI students, minors, off-campus guests, etc.)? off campus guests. youth and presenters, exhibitors,*
3. *Pre/Post Time Needed - Will you need access to the room before the event starts or after it ends for your own setup or cleanup purposes? yes*
4. *Food - Will you have food at the event? yes*
5. *Alcohol - Will you be serving alcohol at the event? no*
6. *Sound - Will the event have sound? Sound can be amplified for outdoor events (e.g., PA, megaphone, music, etc.) or include loud indoor activities (e.g., playing instruments or singing). yes*
7. *Security - Will the event need security? yes*
8. *Speakers- Will the event have guest speakers? yes*
9. *Performers - Will the event involve any performers? no*
10. *Bringing Equipment - Will you provide any of your own equipment for this event (e.g., table, chairs, canopy, display, etc.)? yes*
11. *Off-Campus Rentals & Services - Will you hire any off-campus equipment company or service provider (e.g., florist, DJ, photographer, etc.) for this event? yes*
12. *Vendors- Will there be outside entities at the event selling products or services? no*
13. *Exhibitors - Will there be any outside entities at the event to share information, demonstrate products, or promote their services? yes*
14. *Co-Sponsor(s) - Will another organization be involved in planning the event, paying for the event, and/or included as an event sponsor on event marketing? no*

Bookings / Details

Quantity

Price

Amount

15. *Payment Type - How will you pay for this event? Check*

16. *Requests/Instructions - Please indicate here any special requests or instructions.*

Deadlines (Off-Campus):

STEPS TO CONFIRM

In order to confirm your reservation, please submit the following to me by 5:00 pm Thursday, 9/27/18:

- *Signed Confirmation Estimate due 5 pm on 9/27/18*
- *50% non-refundable deposit of \$31,026.31 due 5 pm on 9/27/18*
- *Client's certificate of insurance is due 5 pm on 9/27/18*
- *Speaker names/topics (if any) due 3/3/19*
- *Sound permits, alcohol requests, display/structure proposals, requests to have animals at events, and other special approvals (if any) are due 3/3/19*
- *Insurance certificates (for any professional entertainment and/or service providers) due 3/3/19*
- *Vendor/exhibitor forms/agreements/insurance (if any) due 3/3/19*
- *Signed storage waiver due 3/3/19*
- *Final food info due 3/3/19*
- *Final room layout details due 3/3/19*
- *Final equipment needs (including laptop types and sound needs) due 3/3/19*
- *Final staffing needs (AV techs/Event Leads) due 3/3/19*
- *Any parking permit/attendant needs/ traffic director needs/road signs due 5 pm on 3/3/19*

If items above are not received by indicated deadlines, all or a portion of the event may be cancelled.

****NOTE:** *A \$225.00 late change fee applies to each request for changes made with less than 10 days notice from the event start that affect SCES staffing including (but not limited to) layout changes, earlier pre/event start times or later post/event end times, adding an event lead or AV tech, etc. The late change fee covers administrative costs only and is in addition to the standard cost associated with the staffing or items being added to the reservation.*

Saturday, March 23, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for Setup for 1

Facilities Management:

FM Special Order:

| | | |
|---|----------|----------|
| 1 | \$106.00 | \$106.00 |
|---|----------|----------|

- Pre event water shut off/do no water Aldrich Park - Saturday, 3/23/19 through end of day Friday, 3/29/19.

Remarks:

- Client does not have access to this space.
- Held for Facilities Management work.

Sunday, March 24, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for Setup for 1

Remarks:

- Client does not have access to this space.
- Held for Facilities Management work.

Monday, March 25, 2019

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Bookings / Details**Quantity****Price****Amount**

Hold for Setup for 1

| | | | |
|--|---|------------|------------|
| Room Charge: | 1 | \$2,500.00 | \$2,500.00 |
| Less 7.5% Discount | | | -\$187.50 |
| <i>Aldrich Park rental - set up day</i> | | | |
| <i>7.5% discount applicable for set up and tear down days only</i> | | | |

Miscellaneous:

| | | | |
|--|---|------------|------------|
| Parking & Transportation Services - Special Order | 1 | \$207.00 | \$207.00 |
| <i>1 parking attendant at Bison gate arm from 6 am - 5:30pm allow set up crew and vendors into Aldrich Park.</i> | | | |
| Facilities Management - Special Order | 1 | \$1,512.00 | \$1,512.00 |
| <i>- Pre-event inspection and testing irrigation lines, shutting down all irrigation lines, turning off the systems, bringing the lines all back online after the event, post-event inspection and testing the lines.</i> | | | |
| Facilities Management - Special Order | 1 | \$682.50 | \$682.50 |
| <i>Delivery location Engineering Tower loading dock</i> | | | |
| <i>- (1) 4 yard beige landfill bin =</i> | | | |
| <i>- (1) 40 yard bin for commingled recycling dumpster =</i> | | | |
| <i>- (1) 2 yard food compost bin =</i> | | | |
| <i>- Waste charges per tonnage</i> | | | |
| Facilities Management - Special Order | 1 | \$472.50 | \$472.50 |
| <i>- Empty all park bins and cover up all park bins with tarps.</i> | | | |
| Facilities Management - Special Order | 1 | \$210.00 | \$210.00 |
| <i>Deliver 18 Zero Waste Stations with Extra Bags in the morning (per Map)</i> | | | |
| <i>Remove classroom trash and recycle bins from:</i> | | | |
| <i>- RH 104 (Rowland Hall)</i> | | | |
| <i>- PCB 1100 (Parkview Classroom Building)</i> | | | |
| <i>- HSLH 100A (Howard Schneiderman Lecture Hall)</i> | | | |
| Facilities Management - Special Order | 1 | \$3,000.00 | \$3,000.00 |
| <i>Facilities Management damage retainer will be collected in advance with the event deposit. Should there be no damages, the retainer will be reduced from the final total event bill. In the event damage is accrued actual costs will be based on time and materials.</i> | | | |
| Booking Fee - Ring Mall Tabling | 1 | \$2,500.00 | \$2,500.00 |
| <i>Student Center & Event Services coordination fee</i> | | | |

Remarks:

James Event Productions will handle all event set up and tear down.
See attached diagram for reference.

Pre-Inspection with Client: Scheduled for Monday, 3/25/19 @ 8am at Aldrich Park Section 12.

- Walk through of event area. (FM, CLIENT, AND STUDENT CENTER)

CONSTRUCTION NOTE:

During client's site visit, we walked the entire event area in Aldrich park, Physical Science Plaza and parking locations. Client has been informed prior and is aware of the construction. We made suggestion to relocate certain booths that may be interrupted by the construction noise. We suggested to relocate the booths to the open areas of Aldrich Park not utilized. Client will discuss with their team, but declined and plans to keep the booths as is. Client plans to add side walls to the booths to create an enclosed space.

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Physical Sciences Plaza

See Remarks for 1

| | | | |
|--|---|----------|----------|
| Room Charge: | 1 | \$150.00 | \$150.00 |
| Less 7.5% Discount | | | -\$11.25 |
| <i>Physical Sciences Plaza Rental - Set Up Day</i> | | | |
| <i>7.5% discount applicable for set up and tear down days only</i> | | | |

Remarks:

- Event day. Client will have their registration setup in this area.

- Client will be setting up by the Physical Science fountain area.

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Ring Mall - Physical Sciences

Bookings / Details

Quantity

Price

Amount

(ALL)

See Remarks for 1

Remarks:

- Client will not set up till Tuesday.

* This space is part of "Physical Sciences Plaza" so no additional rental fees apply.

Tuesday, March 26, 2019

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Physical Sciences Plaza

Open/Common Area for 1

Room Charge: 1 \$150.00 \$150.00

Less 7.5% Discount - \$11.25

Physical Sciences Plaza Rental - Set Up Day

7.5% discount applicable for set up and tear down days only

Remarks:

- James Event Productions will handle all event set up and tear down.

See attached diagram for reference.

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Ring Mall - Physical Sciences

(ALL)

Open/Common Area for 1

Remarks:

- Client will not set up till Tuesday.

* This space is part of "Physical Sciences Plaza" so no additional rental fees apply.

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for Setup for 1

Room Charge: 1 \$2,500.00 \$2,500.00

Less 7.5% Discount - \$187.50

Aldrich Park rental - set up day

7.5% discount applicable for set up and tear down days only

Student Center Staff:

6:00 AM - 5:00 PM Staffing

Event Lead(\$330.00 + 11 hours @ \$0.00/hr) 1 \$330.00 \$330.00

Student Center & Event Services Staff

Catering:

Baja Fresh 1

**PENDING* - Off-Campus caterer has submitted all required documents for event catering to UCI Dining office for review and approval.*

**PENDING* - Off-Campus caterer has been approved.*

Miscellaneous:

Parking & Transportation Services - Special Order 1 \$198.00 \$198.00

1 parking attendant at Lot 16 from 6am-5pm to distribute general daily parking permits to group's staff/set up crew.

Parking & Transportation Services - Special Order 1 \$198.00 \$198.00

1 parking attendant at Bison gate arm from 6 am - 5 pm to allow set up crew and vendors into Aldrich Park.

Parking & Transportation Services - Special Order 1 \$100.00 \$100.00

- 5 parking stalls barricaded in Lot 16 along sidewalk near 12A entrance for event crew and vendor unloading/loading zone. Used for Disney to park truck and forklift to unload registration materials/hand outs for plaza level.

Parking & Transportation Services - Special Order 1 \$500.00 \$500.00

- Estimating 50 general daily parking permits distributed for staff/set up crew's personal vehicles to park in Lot 16.

- Parking attendant to distribute parking permits as needed for group's staff/set up crew.

- Will be billed based on actual number of permits distributed @ \$10 per permit for general daily parking.

Parking & Transportation Services - Special Order 1 \$90.00 \$90.00

Roadway signage directing set up crew members to lot 16

Remarks:

- James Event Productions will handle all event set up and tear down.

Bookings / Details

Quantity

Price

Amount

See attached diagram for reference.

- James Event Productions will handle all trash removal Tuesday from exhibitor set up.

Campus Fire Marshal Event Inspection with Client: Scheduled for Tuesday, 3/26/19 @ 1pm at Aldrich Park Section 12.

- Walk through of event area. (FIRE MARSHAL, CLIENT, AND STUDENT CENTER)

CONSTRUCTION NOTE:

During client's site visit, we walked the entire event area in Aldrich park, Physical Science Plaza and parking locations. Client has been informed prior and is aware of the construction. We made suggestion to relocate certain booths that may be interrupted by the construction noise. We suggested to relocate the booths to the open areas of Aldrich Park not utilized. Client will discuss with their team, but declined and plans to keep the booths as is. Client plans to add side walls to the booths to create an enclosed space.

Wednesday, March 27, 2019

6:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

See Remarks for 1

| | | | |
|---------------------|---|------------|------------|
| Room Charge: | 1 | \$2,500.00 | \$2,500.00 |
| Less 7.5% Discount | | | -\$187.50 |
| Aldrich Park Rental | | | |

Student Center Staff:

6:00 AM - 5:00 PM Staffing

| | | | |
|---|---|----------|----------|
| Event Lead(\$500.00 + 11 hours @ \$0.00/hr) | 1 | \$500.00 | \$500.00 |
| Student Center & Event Services Staff | | | |

Catering:

| | | | |
|---|---|----------|----------|
| UCI Catering: External event - no list needed | 1 | \$350.13 | \$350.13 |
| *PENDING* | | | |

UCI Catering Order# 60209

Client has opted for one bill for all event related charges, including catering. This estimated charge is a one-time special rate offered by UCI catering based on the information provided. Actual catering charges to be billed via SC&ES with other event charges at conclusion of event.

Refreshments for 300: \$599.95 minus \$275.00 discount plus \$25.18 tax

- Regular coffee service (including 5 gallons of tea) for 300 people.

- Coffee service begins at 6:30 am

- Coffee service will be removed at 1 pm

- Delivery location: Volunteer lounge, Aldrich Park

**Reflects UCI Hospitality & Dining's 2018 discounted cost estimate exclusively for this event.*

Client to supply (4) 6ft x 30" heavy duty wooden tables and linens for coffee service tables.

Refreshment: \$324.95 plus \$25.18 tax.

| | | | |
|-----------------------------------|---|------------|------------|
| Subway @ BCs Caverns (UCI Dining) | 1 | \$4,202.25 | \$4,202.25 |
| *PENDING* | | | |

UCI Catering Order# 60318

- Subway lunch on Wednesday, 3/27/19 (600 volunteers and staff)

- 520 Turkey Sandwiches - White bread, lettuce, tomato, cheese

- 80 Veggie Sandwiches - Wheat bread, lettuce, tomato, cheese, cucumber, bell peppers

- Sandwiches individually bagged with condiments.

- All sandwiches ready by 11am.

- Client will drive their golf cart and pick up all the sandwiches between 11am-11:30am.

i. Client will drive around the entire event and distribute to the volunteers.

ii. NO VOUCHERS needed.

| Bookings / Details | Quantity | Price | Amount |
|---|----------|------------|------------|
| - 600 sandwiches plus a chocolate chip cookie (@\$6.50 each) plus tax = \$3900.00 (2019) | | | |
| Catering Order: \$3,900 plus \$302.25 tax = \$4202.25 | | | |
| - Billing for Subway Catering: One-Stop-Shop Invoice | | | |
| Miscellaneous: | | | |
| UCIPD/CSO- Unlocks- Special Order | 1 | \$772.80 | \$772.80 |
| *PENDING* | | | |
| (ORDERED, JD 3.19.18) | | | |
| CSO to: | | | |
| - Unlock PSLH 100 restroom at 6 am | | | |
| - Unlock lecture halls and classrooms by 7 am | | | |
| - Lock lecture halls and classrooms beginning at 3 pm | | | |
| - Lock PSLH 100 restroom at 5 pm | | | |
| - 4 CSO's to patrol event from 8:30 am - 2:30pm | | | |
| * 4 Community Service Officers required per UCI Police Department for event security. | | | |
| Parking & Transportation Services - Special Order | 1 | \$54.00 | \$54.00 |
| 1 parking attendant at Bison gate arm from 6 am - 9 am to allow set up crew and vendors into Aldrich Park. | | | |
| Parking & Transportation Services - Special Order | 1 | \$54.00 | \$54.00 |
| 1 parking attendant at Bison gate arm from 2:00 pm - 5:00 pm to allow set up crew and vendors into Aldrich Park. | | | |
| Parking & Transportation Services - Special Order | 1 | \$2,444.93 | \$2,444.93 |
| - Event Traffic Directors | | | |
| - Event Parking Attendants | | | |
| - Carpool zone parking attendants | | | |
| - Carpool zone signs | | | |
| - Event roadway/directional signage | | | |
| - Pedestrian signage | | | |
| - Barricades within lot 70 and 16H for pedestrian walkways | | | |
| - Barricades within lot 70 for carpools | | | |
| - ADA bus directional roadway signs | | | |
| - Bus aisle numbering signs for Lot 16H | | | |
| - No event parking signs: Lot 12A/Bison entrance, Lot 13/Bison entrance, Lot 12A entry area leading to Lot 16, E. Peltason/Lot 12B entrance. | | | |
| Parking & Transportation Services - Special Order | 1 | \$1,500.00 | \$1,500.00 |
| Parking Lot 70 rental | | | |
| Parking & Transportation Services - Special Order | 1 | \$1,500.00 | \$1,500.00 |
| Parking lot 16H rental | | | |
| Parking & Transportation Services - Special Order | 1 | \$50.00 | \$50.00 |
| LOCATION TBD: | | | |
| - Signage fee to reserve 5 parking stalls in Lot 16 for Media 3/29/17 and 3/30/17. | | | |
| - No stall permit fee applicable - client did lot buyout. | | | |
| - Parking to refer to diagram for specific stalls. | | | |
| Facilities Management - Special Order | 1 | \$170.10 | \$170.10 |
| Special water usage in Aldrich Park. Includes water usage, equipment attachments, and labor. Client to provide own water hoses and ground hose covers to prevent trip hazards. | | | |
| Water access points for portable water will be: | | | |
| - Special adaptor box at drinking fountain located near Rock Garden/Section 9. | | | |
| - Special adaptor box at drinking fountain located near BC's Cavern Food Court. | | | |
| - Water access point from Engineering Tower. | | | |
| Facilities Management - Special Order | 1 | \$630.00 | \$630.00 |
| Kart and Driver to remove bags from zero waste stations and put into correct dumpster's from 11am-2pm. | | | |
| Facilities Management - Special Order | 1 | \$420.00 | \$420.00 |
| Recycling and refuse staff to empty all zero waste stations and cardboard from vendor booths from previous day's set up. Services will be provided during staff's normal working hours. | | | |
| Facilities Management - Special Order | 1 | \$840.00 | \$840.00 |

Bookings / Details**Quantity****Price****Amount**

2 Porters to empty trash cans, restock toilet paper/paper towels as needed, and clean any major spills/clean ups in lecture halls and restrooms through out the day. Porters are to consistently check on spaces through out the day.

Remarks:

PENDING Amp sound APPROVED from 8 am - 2 pm for Aldrich Park and Physical Sciences Plaza Upper

OCCC will handle trash collection/pick up from vendor booths and all trash locations. UCI Facilities Management to assist with a cart driver to collect trash from the various waste stations and dispose of them into the correct dumpster's.

Notes:

- OCCC- George and team to be trained as Trash Talker AM, and then work at Zero Waste stations 11:00am-1:00pm

- Karen Seeley, Anne & George to work two stations and support OCCC Trash Talker 11:30-1pm

PENDING Animal exception APPROVED by AVC Rick Coulon: (JD, 3.21.19)

Orange County Water District

1. What kind of animals/reptiles? Rosy Boa, California King Snake, Mountain King Snake
2. How many of each? One of each
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Dick Zembal
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? Yes

Newport Landing & Davey's Locker Whale Watching

1. What kind of animals/reptiles? Plankton
2. How many of each? A few jars
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Jessica Roame
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? They will view them under a microscope

Bolsa Chica Conservancy

1. What kind of animals/reptiles? Plankton
2. How many of each? A few jars
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Molly Burdick-Whipp
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? No

Santa Ana Zoo

1. What kind of animals/reptiles? Millipedes
2. How many of each? Less than 10
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Lauren Bergh
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? Yes

Wonders of Wildlife

1. What kind of animals/reptiles? Potbelly pig, rabbit, iguana, small snake, water dragon
2. How many of each? One of each
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Cherylrenee Rendes

Bookings / Details

Quantity

Price

Amount

- 5. Will they stay overnight or be taken home each day with the handler? Taken home
- 6. Will the kids be interacting/touching them? No

Brown and Caldwell

- 1. What kind of animals/reptiles? Fish
- 2. How many of each? 1 Tank
- 3. Will they be caged? Yes
- 4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Andrew Tan
- 5. Will they stay overnight or be taken home each day with the handler? Taken home
- 6. Will the kids be interacting/touching them? No

Stephanie Arne

- 1. What kind of animals/reptiles? Boa, ball python, corn snake, monitor, macaw, tortoise, bearded dragon, chinchilla (2), sugar glider (2)
- 2. How many of each? One of each, except as referenced above
- 3. Will they be caged? Yes
- 4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Stephanie Arne and Critter Encounters
- 5. Will they stay overnight or be taken home each day with the handler? Taken home
- 6. Will the kids be interacting/touching them? Yes

CONSTRUCTION NOTE:

During client's site visit, we walked the entire event area in Aldrich park, Physical Science Plaza and parking locations. Client has been informed prior and is aware off the construction over by the Humanities area. We made suggestion to relocate certain booths that may be interrupted by the construction noise. We suggested to relocate the booths to the open areas of Aldrich Park not utilized. Client will discuss with their team, but declined and plans to keep the booths as is. Client plans to add side walls to the booths to create an enclosed space.

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) *Howard Schneiderman Lecture Hall 100A (LH-SL-Sd)

Classroom for 50

| | | | |
|--------------|---|----------|----------|
| Room Charge: | 1 | \$737.26 | \$737.26 |
|--------------|---|----------|----------|

Cost includes room rental, air conditioning turned on, and lecture hall cleaning post event.

Room Type: Lecture Hall

Miscellaneous:

| | | | |
|--|---|----------|----------|
| Computer Technology Support - Special Order <i>*PENDING* ORDERED (JD 3.19.18)</i> | 1 | \$150.00 | \$150.00 |
|--|---|----------|----------|

Smart Classroom Technology on from 7:00 am - 3:00 pm

Smart On includes:

- Built on projector/screen
- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLS 100A at no additional cost)
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) *Physical Science Lecture Hall 100 (LH-SL-Sd)

Classroom for 50

| | | | |
|--------------|---|----------|----------|
| Room Charge: | 1 | \$737.26 | \$737.26 |
|--------------|---|----------|----------|

Cost includes room rental, air conditioning turned on, and lecture hall cleaning post event.

Room Type: Lecture Hall

Miscellaneous:

| | | | |
|--|---|----------|----------|
| Computer Technology Support - Special Order <i>*PENDING* ORDERED (JD 3.19.18)</i> | 1 | \$150.00 | \$150.00 |
|--|---|----------|----------|

Bookings / Details

Quantity

Price

Amount

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built on projector/screen**- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)**- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.**- Use of Smart PC built into Smart podium***7:00 AM - 11:59 AM 2019 Children's Water Education Festival (Contract Sent) Biological Sciences Plaza**

Open/Common Area for 1

Room Charge:

1

\$150.00

\$150.00

Remarks:

*- Hold event space as buffer.***7:00 AM - 11:59 AM 2019 Children's Water Education Festival (Contract Sent) SC Engineering Plaza Lower**

Open/Common Area for 1

Remarks:

*- Hold event space as buffer.***7:00 AM - 11:59 AM 2019 Children's Water Education Festival (Contract Sent) Gateway Plaza - Lower**

Open/Common Area for 1

Room Charge:

1

\$150.00

\$150.00

Remarks:

*- Hold event space as buffer.***7:00 AM - 11:59 AM 2019 Children's Water Education Festival (Contract Sent) Humanities Plaza**

Open/Common Area for 1

Room Charge:

1

\$150.00

\$150.00

Remarks:

*- Hold event space as buffer.***7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Parkview Classroom Building 1200 (M-SC)**

Classroom for 50

Room Charge:

1

\$399.00

\$399.00

*Cost includes room rental and air conditioning turned on.**Room Type: Medium Classroom*

Miscellaneous:

Computer Technology Support - Special Order

**PENDING* ORDERED (JD 3.19.18)*

1

\$150.00

\$150.00

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built in projector/screen**- Room has a built in podium mic. No wireless mic available for this space.**- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.**- Use of Smart PC built into Smart podium***7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Parkview Classroom Building 1300 (M-SC)**

Classroom for 50

Room Charge:

1

\$399.00

\$399.00

*Cost includes room rental and air conditioning turned on.**Room Type: Medium Classroom*

Miscellaneous:

Computer Technology Support - Special Order

**PENDING* ORDERED (JD 3.19.18)*

1

\$150.00

\$150.00

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built on projector/screen*

Bookings / Details**Quantity****Price****Amount**

- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Physical Sciences Plaza

More Information Needed for 1

Room Charge: 1 \$150.00 \$150.00

Remarks:

- Event day. Client will have their registration setup in this area.

7:00 AM - 5:00 PM 2019 Children's Water Education Festival (Contract Sent) Ring Mall - Physical Sciences (ALL)

Open/Common Area for 1

Remarks:

- * This space is part of "Physical Sciences Plaza" so no additional rental fees apply.

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 101 (L-SC)

Classroom for 50

Room Charge: 1 \$486.15 \$486.15

*Cost includes room rental and air conditioning turned on.**Room Type: Large Classroom*

Miscellaneous:

Computer Technology Support - Special Order 1 \$150.00 \$150.00

PENDING* ORDERED (JD 3.19.18)Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:*

- Built in projector/screen
- Room has a built in podium mic. No wireless mic available for this space.
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 104 (L-SC)

Classroom for 50

Room Charge: 1 \$486.15 \$486.15

*Cost includes room rental and air conditioning turned on.**Room Type: Large Classroom*

Miscellaneous:

Computer Technology Support - Special Order 1 \$150.00 \$150.00

PENDING* ORDERED (JD 3.19.18)Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:*

- Built in projector/screen
- Room has a built in podium mic. No wireless mic available for this space.
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 188 (S-SC)

Classroom for 50

Room Charge: 1 \$399.00 \$399.00

*Cost includes room rental and air conditioning turned on.**Room type: Medium classroom*

Miscellaneous:

Computer Technology Support - Special Order 1 \$150.00 \$150.00

PENDING* ORDERED (JD 3.19.18)Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:*

- Built in projector/screen

Bookings / Details

Quantity

Price

Amount

- Room has a built in podium mic. No wireless mic available for this space.
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 5:00 PM 2019 Children's Water Education Festival (Contract Sent) SC SC PSLH 100 Restrooms

No Setup Required for 1

Miscellaneous:

Facilities Management - Special Order

1

\$94.50

\$94.50

*Room type: Restrooms***7:00 AM - 5:00 PM 2019 Children's Water Education Festival (Contract Sent) SC SC Rowland Hall First Floor Restrooms**

No Setup Required for 1

Miscellaneous:

Facilities Management - Special Order

1

\$94.50

\$94.50

*Room type: Restrooms***7:00 AM - 11:59 AM 2019 Children's Water Education Festival (Contract Sent) Social Science Plaza - Lower**

Open/Common Area for 1

Room Charge:

1

\$150.00

\$150.00

8:00 AM - 2:00 PM 2019 Children's Water Education Festival (Contract Sent) Sound - Aldrich Park

Amplified Sound for 1

Remarks:

PENDING Amp Sound Permit - Approved for Aldrich Park and Physical Sciences Plaza Upper. (JD, 3.12.18)

Thursday, March 28, 2019**6:00 AM - 5:00 PM 2019 Children's Water Education Festival (Contract Sent) Ring Mall - Physical Sciences (ALL)**

Open/Common Area for 1

Remarks:

* This space is part of "Physical Sciences Plaza" so no additional rental fees apply.

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) *Howard Schneiderman Lecture Hall 100A (LH-SL-Sd)

Classroom for 100

Room Charge:

1

\$737.26

\$737.26

*Cost includes room rental, air conditioning turned on, and lecture hall cleaning post event.**Room Type: Lecture Hall*

Miscellaneous:

Computer Technology Support - Special Order

1

\$150.00

\$150.00

PENDING* ORDERED (JD 3.19.18)Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:*

- Built on projector/screen
- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)
- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.
- Use of Smart PC built into Smart podium

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) *Parkview Classroom Building 1100 (LH-SL-Sd)

Classroom for 100

Room Charge:

1

\$737.26

\$737.26

*Cost includes room rental, air conditioning turned on, and lecture hall cleaning post event.**Room Type: Lecture Hall*

Miscellaneous:

Computer Technology Support - Special Order

1

\$150.00

\$150.00

**PENDING* ORDERED (JD 3.19.18)*

Bookings / Details

Quantity

Price

Amount

Smart Classroom Technology on from 7:00 am - 3:00 pm

Smart On includes:

- *Built in projector/screen*
- *1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)*
- *Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.*
- *Use of Smart PC built into Smart podium*

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) *Physical Science Lecture Hall 100 (LH-SL-Sd)

Classroom for 100

Room Charge: 1 \$737.26 \$737.26

Cost includes room rental, air conditioning turned on, and lecture hall cleaning post event.

Room Type: Lecture Hall

Miscellaneous:

Computer Technology Support - Special Order 1 \$150.00 \$150.00

**PENDING* ORDERED (JD 3.19.18)*

Smart Classroom Technology on from 7:00 am - 3:00 pm

Smart On includes:

- *Built on projector/screen*
- *1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)*
- *Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.*
- *Use of Smart PC built into Smart podium*

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

See Remarks for 1

Room Charge: 1 \$2,500.00 \$2,500.00

Less 7.5% Discount -\$187.50

Aldrich Park Rental

Student Center Staff:

6:00 AM - 5:00 PM Staffing

Event Lead(\$500.00 + 11 hours @ \$0.00/hr) 1 \$500.00 \$500.00

Student Center & Event Services Staff

Catering:

Baja Fresh 1

- Off-Campus caterer has submitted all required documents for event catering to UCI Dining office for review and approval.

**PENDING* - Off-Campus caterer has been approved.*

UCI Catering: External event - no list needed 1 \$524.65 \$524.65

**PENDING* UCI Catering Order# 60210*

Client has opted for one bill for all event related charges, including catering. This estimated charge is a one-time special rate offered by UCI catering based on the information provided. Actual catering charges to be billed via SC&ES with other event charges at conclusion of event.

Refreshments for 300: \$761.91 minus \$275.00 discount plus \$37.74 tax

- Regular coffee service (including 5 gallons of tea) for 300 people.

- Coffee service begins at 6:30 am

- Coffee service will be removed at 1 pm

- Delivery location: Volunteer lounge, Aldrich Park

**Reflects UCI Hospitality & Dining's 2018 discounted cost estimate exclusively for this event.*

Client to supply (4) 6ft x 30" heavy duty wooden tables and linens for coffee service tables.

Refreshment: \$486.91 plus \$37.74 tax.

Topio's @ East Food Court (UCI Dining) 1 \$54.92 \$54.92

**PENDING* UCI Catering Order# 60319*

Client has opted for one bill for all event related charges, including catering. This estimated charge is a one-time special rate

Bookings / Details

Quantity

Price

Amount

offered by UCI catering based on the information provided. Actual catering charges to be billed via SC&ES with other event charges at conclusion of event.

Catering for 30: \$50.97 plus \$3.95 tax

- 1 cheese pizza
- 1 sausage pizza
- 1 pepperoni pizza
- Service arrival at 9:45am and service at 10:15am
- Delivery Location: Volunteer Lounge, Aldrich Park.

Catering Order: \$50.97 plus \$3.95 tax = \$54.92

- Billing for Subway Catering: One-Stop-Shop Invoice

Refreshment: \$50.97 plus \$3.95 tax.

Miscellaneous:

| | | | |
|--|---|----------|----------|
| UCIPD/CSO- Unlocks- Special Order | 1 | \$772.80 | \$772.80 |
| <i>*PENDING* (ORDERED, JD 3.19.18)</i> | | | |

CSO to:

- Unlock PSLH 100 restroom at 6 am
- Unlock lecture halls and classrooms by 7 am
- Lock lecture halls and classrooms beginning at 3 pm
- Lock PSLH 100 restroom at 5 pm
- 4 CSO's to patrol event from 8:30 am - 2:30pm

** 4 Community Service Officers required per UCI Police Department for event security.*

| | | | |
|---|---|---------|---------|
| Parking & Transportation Services - Special Order | 1 | \$54.00 | \$54.00 |
| <i>1 parking attendant at Bison gate arm from 6:00 am - 9:00 am to allow set up crew and vendors into Aldrich Park.</i> | | | |

| | | | |
|---|---|---------|---------|
| Parking & Transportation Services - Special Order | 1 | \$54.00 | \$54.00 |
| <i>1 parking attendant at Bison gate arm from 2:00 pm - 5:00 pm to allow vendors and tear down crew access into Aldrich Park to begin tear down/load out.</i> | | | |

| | | | |
|--|---|------------|------------|
| Parking & Transportation Services - Special Order | 1 | \$2,444.93 | \$2,444.93 |
| <ul style="list-style-type: none"> - Event Traffic Directors - Event Parking Attendants - Carpool zone parking attendants - Carpool zone signs - Event roadway/directional signage - Pedestrian signage - Barricades within lot 70 and 16H for pedestrian walkways - Barricades within lot 70 for carpools - ADA bus directional roadway signs - Bus aisle numbering signs for Lot 16H - No event parking signs: Lot 12A/Bison entrance, Lot 13/Bison entrance, Lot 12A entry area leading to Lot 16, E. Peltason/Lot 12B entrance. | | | |

| | | | |
|---|---|------------|------------|
| Parking & Transportation Services - Special Order | 1 | \$1,500.00 | \$1,500.00 |
| <i>Parking Lot 70 rental</i> | | | |

| | | | |
|---|---|------------|------------|
| Parking & Transportation Services - Special Order | 1 | \$1,500.00 | \$1,500.00 |
| <i>Parking lot 16H rental</i> | | | |

| | | | |
|---|---|----------|----------|
| Parking & Transportation Services - Special Order | 1 | \$100.00 | \$100.00 |
| <i>Barricade entire row of stalls (minus media parking, but along same path of stalls) for VIP's. 10 narrowcane signs to be spread out amongst all stalls with signage.</i> | | | |

| | | | |
|---|---|----------|----------|
| Facilities Management - Special Order | 1 | \$170.10 | \$170.10 |
| <i>Special water usage in Aldrich Park. Includes water usage, equipment attachments, and labor. Client to provide own water hoses and ground hose covers to prevent trip hazards.</i> | | | |

Water access points for portable water will be:

- Special adaptor box at drinking fountain located near Rock Garden/Section 9.
- Special adaptor box at drinking fountain located near BC's Cavern Food Court.
- Water access point from Engineering Tower.

| | | | |
|---------------------------------------|---|----------|----------|
| Facilities Management - Special Order | 1 | \$630.00 | \$630.00 |
|---------------------------------------|---|----------|----------|

Bookings / Details**Quantity****Price****Amount***Kart and Driver to remove bags from zero waste stations and put into correct dumpster's from 11am-2pm.*

Facilities Management - Special Order

1

\$840.00

\$840.00

*2 Porters to empty trash cans, restock toilet paper/paper towels as needed, and clean any major spills/clean ups in lecture halls and restrooms through out the day. Porters are to consistently check on spaces through out the day.***Remarks:**

PENDING Amp sound APPROVED from 8 am - 2 pm for Aldrich Park and Physical Sciences Plaza Upper

OCCC will handle trash collection/pick up from vendor booths and all trash locations. UCI Facilities Management to assist with a cart driver to collect trash from the various waste stations and dispose of them into the correct dumpster's.

Notes:

- OCCC- George and team to be trained as Trash Talker AM, and then work at Zero Waste stations 11:00am-1:00pm

- Karen Seeley, Anne & George to work two stations and support OCCC Trash Talker 11:30-1pm

PENDING Animal exception APPROVED by AVC Rick Coulon: (JD, 3.22.18)

Orange County Water District

1. What kind of animals/reptiles? Rosy Boa, California King Snake, Mountain King Snake
2. How many of each? One of each
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Dick Zembal
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? Yes

Newport Landing & Davey's Locker Whale Watching

1. What kind of animals/reptiles? Plankton
2. How many of each? A few jars
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5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? They will view them under a microscope

Bolsa Chica Conservancy

1. What kind of animals/reptiles? Plankton
2. How many of each? A few jars
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Molly Burdick-Whipp
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? No

Santa Ana Zoo

1. What kind of animals/reptiles? Millipedes
2. How many of each? Less than 10
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Lauren Bergh
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? Yes

Wonders of Wildlife

1. What kind of animals/reptiles? Potbelly pig, rabbit, iguana, small snake, water dragon
2. How many of each? One of each
3. Will they be caged? Yes

Bookings / Details

Quantity

Price

Amount

4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Cherylrene Rendes
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? No

Brown and Caldwell

1. What kind of animals/reptiles? Fish
2. How many of each? 1 Tank
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Andrew Tan
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? No

Stephanie Arne

1. What kind of animals/reptiles? Boa, ball python, corn snake, monitor, macaw, tortoise, bearded dragon, chinchilla (2), sugar glider (2)
2. How many of each? One of each, except as referenced above
3. Will they be caged? Yes
4. Who is handling/caring for them onsite to monitor them, feed them and remove their waste? Stephanie Arne and Critter Encounters
5. Will they stay overnight or be taken home each day with the handler? Taken home
6. Will the kids be interacting/touching them? Yes

CONSTRUCTION NOTE:

During client's site visit, we walked the entire event area in Aldrich park, Physical Science Plaza and parking locations. Client has been informed prior and is aware off the construction over by the Humanities area. We made suggestion to relocate certain booths that may be interrupted by the construction noise. We suggested to relocate the booths to the open areas of Aldrich Park not utilized. Client will discuss with their team, but declined and plans to keep the booths as is. Client plans to add side walls to the booths to create an enclosed space.

7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) Biological Sciences Plaza

Open/Common Area for 1

Room Charge: 1 \$150.00 \$150.00

Remarks:

- Hold event space as buffer.

7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) SC Engineering Plaza Lower

Open/Common Area for 1

Remarks:

- Hold event space as buffer.

7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) Gateway Plaza - Lower

Open/Common Area for 1

Room Charge: 1 \$150.00 \$150.00

Remarks:

- Hold event space as buffer.

7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) Humanities Plaza

Open/Common Area for 1

Room Charge: 1 \$150.00 \$150.00

Remarks:

- Hold event space as buffer.

7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Parkview Classroom Building 1200 (M-SC)

Classroom for 100

Room Charge: 1 \$399.00 \$399.00

Bookings / Details**Quantity****Price****Amount***Cost includes room rental and air conditioning turned on.**Room Type: Medium Classroom*

Miscellaneous:

Computer Technology Support - Special Order
**PENDING* ORDERED (JD 3.19.18)*

1

\$150.00

\$150.00

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built in projector/screen**- Room has a built in podium mic. No wireless mic available for this space.**- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.**- Use of Smart PC built into Smart podium***7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Parkview Classroom Building 1300 (M-SC)**

Classroom for 100

Room Charge:

1

\$399.00

\$399.00

*Cost includes room rental and air conditioning turned on.**Room Type: Medium Classroom*

Miscellaneous:

Computer Technology Support - Special Order
**PENDING* ORDERED (JD 3.19.18)*

1

\$150.00

\$150.00

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built on projector/screen**- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)**- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.**- Use of Smart PC built into Smart podium***7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Physical Sciences Plaza**

More Information Needed for 1

Room Charge:

1

\$150.00

\$150.00

Remarks:

*- Event day. Client will have their registration setup in this area.***7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 101 (L-SC)**

Classroom for 100

Room Charge:

1

\$486.15

\$486.15

*Cost includes room rental and air conditioning turned on.**Room Type: Large Classroom*

Miscellaneous:

Computer Technology Support - Special Order
**PENDING* ORDERED (JD 3.19.18)*

1

\$150.00

\$150.00

*Smart Classroom Technology on from 7:00 am - 3:00 pm**Smart On includes:**- Built in projector/screen**- Room has a built in podium mic. No wireless mic available for this space.**- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.**- Use of Smart PC built into Smart podium***7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 104 (L-SC)**

Classroom for 100

Room Charge:

1

\$486.15

\$486.15

*Cost includes room rental and air conditioning turned on.**Room Type: Large Classroom*

Miscellaneous:

Bookings / Details

| | Quantity | Price | Amount |
|--|----------|------------|------------|
| Computer Technology Support - Special Order <i>*PENDING* ORDERED (JD 3.19.18)</i> | 1 | \$150.00 | \$150.00 |
| <i>Smart Classroom Technology on from 7:00 am - 3:00 pm</i> | | | |
| <i>Smart On includes:</i> | | | |
| <i>- Built in projector/screen</i> | | | |
| <i>- Room has a built in podium mic. No wireless mic available for this space.</i> | | | |
| <i>- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.</i> | | | |
| <i>- Use of Smart PC built into Smart podium</i> | | | |
| 7:00 AM - 3:20 PM 2019 Children's Water Education Festival (Contract Sent) Rowland Hall 188 (S-SC) | | | |
| Classroom for 50 | | | |
| Room Charge: | 1 | \$399.00 | \$399.00 |
| <i>Cost includes room rental and air conditioning turned on.</i> | | | |
| <i>Room type: Medium classroom</i> | | | |
| Miscellaneous: | | | |
| Computer Technology Support - Special Order <i>*PENDING* ORDERED (JD 3.19.18)</i> | 1 | \$150.00 | \$150.00 |
| <i>Smart Classroom Technology on from 7:00 am - 3:00 pm</i> | | | |
| <i>Smart On includes:</i> | | | |
| <i>- Built in projector/screen</i> | | | |
| <i>- 1 Wireless hand held mic and one wireless lav mic (included with cost of Smart On for HSLs 100A at no additional cost)</i> | | | |
| <i>- Ability to connect PC laptop to room's existing VGA connection. All Mac users are required to bring their own adaptors.</i> | | | |
| <i>- Use of Smart PC built into Smart podium</i> | | | |
| 7:00 AM - 5:00 PM 2019 Children's Water Education Festival (Contract Sent) SC SC PSLH 100 Restrooms | | | |
| No Setup Required for 1 | | | |
| Miscellaneous: | | | |
| Facilities Management - Special Order | 1 | \$94.50 | \$94.50 |
| <i>Room type: Restrooms</i> | | | |
| 7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) SC SC Rowland Hall First Floor Restrooms | | | |
| No Setup Required for 1 | | | |
| Miscellaneous: | | | |
| Facilities Management - Special Order | 1 | \$94.50 | \$94.50 |
| <i>Room type: Restrooms</i> | | | |
| 7:00 AM - 11:59 PM 2019 Children's Water Education Festival (Contract Sent) Social Science Plaza - Lower | | | |
| Open/Common Area for 1 | | | |
| Room Charge: | 1 | \$150.00 | \$150.00 |
| 8:00 AM - 2:00 PM 2019 Children's Water Education Festival (Contract Sent) Sound - Aldrich Park | | | |
| Amplified Sound for 1 | | | |
| Remarks: | | | |
| <i>*PENDING* Amp Sound Permit - Approved for Aldrich Park and Physical Sciences Plaza Upper. (JD, 3.12.18)</i> | | | |
| <u>Friday, March 29, 2019</u> | | | |
| 7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All | | | |
| More Information Needed for 1 | | | |
| Room Charge: | 1 | \$2,500.00 | \$2,500.00 |
| Less 7.5% Discount | | | |
| | | | |
| <i>Aldrich Park rental - set up day</i> | | | |
| <i>7.5% discount applicable for set up and tear down days only</i> | | | |
| Student Center Staff: | | | |
| 7:00 AM - 5:00 PM Staffing | | | |
| Event Lead(\$500.00 + 10 hours @ \$0.00/hr) | 1 | \$500.00 | \$500.00 |
| <i>Student Center & Event Services staff</i> | | | |

Bookings / Details

| | Quantity | Price | Amount |
|---|----------|----------|----------|
| Miscellaneous: | | | |
| Parking & Transportation Services - Special Order <i>- 1 parking attendant at Bison gate arm from 6 am - 5pm allow set up crew and vendors into Aldrich Park.</i> | 1 | \$198.00 | \$198.00 |
| UCIPD/CSO- Unlocks- Special Order <i>Special unlock of Physical Science Lecture Hall restrooms for tear down crew to have access to restroom facilities as campus is closed for the holiday. Unlock at 6:00am Secure at 7:00pm</i> | 1 | \$48.30 | \$48.30 |
| Facilities Management - Special Order <i>- Uncover park bins and remove all Zero Waste Stations - Two people 4 hours each. 8 hours - Overtime rate due to campus holiday</i> | 1 | \$630.00 | \$630.00 |

Remarks:

Client and vendors will continue their tear down of the event space. Holding for Facilities Management's post-event walk through on Monday.

Saturday, March 30, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for SCES for 1

Remarks:

Client does not have access to this space. Holding for Facilities Management's post-event walk through on Monday.

Sunday, March 31, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for SCES for 1

Remarks:

Client does not have access to this space. Holding for Facilities Management's post-event walk through on Monday.

Monday, April 1, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for SCES for 1

Miscellaneous:

| | | | |
|---|---|------------|------------|
| Facilities Management - Special Order <i>Park fertilization post event</i> | 1 | \$1,453.20 | \$1,453.20 |
| Facilities Management - Special Order <i>Park aeration post event</i> | 1 | \$2,490.60 | \$2,490.60 |
| Invoice Fee <i>A \$0.50 invoice fee will be added to your final invoice.</i> | 1 | | |

Remarks:

Client does not have access to this space.
Held for Facilities Management post event walk through inspection and possible repairs.
Post-Inspection with Client: Scheduled for Monday, 4/1/19 @ 9am at Aldrich Park Section 12.
- Walk through of event area. (FM, CLIENT, AND STUDENT CENTER)

Tuesday, April 2, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for SCES for 1

Remarks:

Client does not have access to this space.
Held for Facilities Management work.

Wednesday, April 3, 2019

7:00 AM - 12:00 AM 2019 Children's Water Education Festival (Contract Sent) Aldrich Park - All

Hold for SCES for 1

Bookings / Details**Quantity****Price****Amount**

Remarks:

Client does not have access to this space.
Held for Facilities Management work.

Subtotal \$62,052.61

Grand Total \$62,052.61

TERMS & CONDITIONS

VENUE AND RESOURCE ASSIGNMENT: Student Center & Event Services (hereafter called "University") reserves the right to assign venues and resources as it deems appropriate. Thus, University may cancel, reschedule or relocate functions when academic conflicts or unforeseen circumstances necessitate such action. Client waives any claims for damages or compensation against University should this contract be so terminated. University will do its best to find an alternate location or work with Client to select an alternate event date within a year of the original date.

NON-ASSIGNMENT: The use and occupancy provided for herein shall not be assigned by Client to any other entity, association, or person whatsoever.

COMPLIANCE: Client agrees to comply with all applicable federal, state and local laws, regulations and codes in the performance of this contract. Client confirms that all information provided herein is accurate and that they will conduct this event in accordance with University policies and procedures outlined at

<http://www.conferencecenter.uci.edu/meetings-events/planning-resources/planner-information/>

. Client is responsible for damage done to University property by Client, Client's guests, invitees, employees, independent contractors, or other agents under Client's control. University reserves the right to recover cleaning, replacement or reconditioning fees from Client for loss of, or damages to, University property (or property/equipment rented on Client's behalf) as a result of the event. Client may not rearrange furniture or equipment at the venue. If items are rearranged, a labor charge will be assessed.

SPACE HOLDS: Client may hold up to two dates for a single event on a courtesy hold for no more than 14 days. Space will be released at the end of the 14 days if a signed Confirmation Estimate and the deposit have not been received by University.

STATUS: An event is considered "Tentative" pending receipt by University of 1) a signed Confirmation Estimate, 2) Certificate(s) of Liability Insurance (if applicable), 3) the deposit and 4) approval of any special Client requests noted herein. Once the Confirmation Estimate is signed by Client and University, and other required items are received/approved, the event will be "Confirmed." If these items are not received by the deadlines noted herein, all or part of the event will be "Cancelled" and associated resources will be released. If a Confirmation Estimate has been fully executed, and all or part of an event is cancelled due to Client's failure to submit items by deadlines, then Client shall pay all applicable cancellation fees noted herein. If Client still wants to have the event, Client shall be required to submit a new request to University. If space and resources are available, a new Confirmation Estimate would be produced and late booking fees (if applicable) will be added to Client's bill.

INSURANCE: If indicated herein, Client shall provide University a Certificate of Insurance showing Commercial Liability coverage of at least \$1 million per occurrence and \$2 million aggregate. University may require more coverage depending on the size, scope and risk factors involved in the program. University strongly recommends groups with minors in attendance attain sexual molestation and abuse coverage. The Certificate of Insurance provided to University from Client shall include coverage for all participants, staff, and volunteers associated with the program, or shall include other language to demonstrate such coverage. Client must also have workers' compensation, as required under California State law. Automobile Liability with a combined single limit of at least \$1,000,000 for bodily injury and property damage shall be required if vehicles will be driven by Client or its representative, participant, or guest on any portion of the campus other than open public roads and designated parking lots. Client must obtain authorization from University in writing prior to any such activity. Any third party vendor that provides services for the event (e.g., equipment rentals, florist, photographer, balloon vendor, transportation to and from campus, etc.) shall insure, at its sole cost and expense, its activities and obtain, keep in force, and maintain insurance. If Client intends to use a third-party vendor (even if the services are provided to Client free of cost), Client shall notify University more than 15 days prior to the event start date. External vendors must be approved by University, and are required to provide evidence of coverage, before they can provide services on University property. University shall provide to Client the types and limits of insurance that it requires of the third-party vendor. Certificates of Insurance shall include The Regents of the University of California as additional insured and obligate Client's insurers to notify University at least 30 days prior to cancellation of, or a change

Bookings / Details**Quantity****Price****Amount**

in, insurance coverage. Client shall furnish University with Certificates evidencing compliance with all requirements more than 15 days prior to the event start date. Failure to meet any of University's insurance requirements shall make this contract null and void and will result in cancellation of the event at Client's expense.

Certificate Holder Information:

The Regents of the University of California

Attn: Student Center & Event Services

UCI Student Center & Event Services

A311 Student Center

Irvine, CA 92697-2050

949.824.5252

reserver@uci.edu <mailto:reserver@uci.edu>

MINORS: Events with minors require the following: advanced planning, onsite supervision, supervision plans, consideration of transportation to and from UC Irvine (note: insurance requirements from transportation providers apply), and University waiver documents must be signed by parents or legal guardians prior to the event. See **WAIVERS** section for details.

WAIVERS: High risk events, and/or events with minors (individuals under the age of 18) who are not accompanied by their parent or legal guardian, are subject to University waiver requirements. For such events, Client is responsible for getting the participant's parent or legal guardian to complete a liability waiver (provided by University) and return it to Client prior to participant's arrival for the event. Client shall be responsible for distributing, collecting, and storing the signed waivers for two years beyond the minor's 18th birthday. When working with a group of children of close ages, e.g., 5th graders, the waivers may be maintained as a group and discarded two years after all members of that group are expected to have reached age 18. University waivers may not be changed or altered in any way.

FOOD & BEVERAGES: No food or beverages may be consumed in classrooms, lecture halls, or in the Crystal Cove Auditorium. For other venues, only a University approved caterer may be used. See <https://food.uci.edu/catering-alcohol/off-campus-caterers/> for a list of approved caterers. UCI Catering has the first right of refusal for all catering within the Student Center Conference Center and the Newkirk Alumni Center.

PARKING: Parking permits are required at all times for all vehicles parked on campus. Permit rates can be found online at <http://www.parking.uci.edu/permits/>. Client will be billed for any event-related services required by Guest & Event Services as a direct result of the event, including but not limited to traffic direction and kiosk/permit attendants.

CHANGES: Adjustments to an existing event (excludes full event or partial space cancellations) and all event details should be confirmed more than 15 days prior to the event start date. University may not be able to accommodate requests to modify an event with less notice. If accommodations can be made with less notice, late change fees may apply. See <http://www.conferencecenter.uci.edu/meetings-events/planning-resources/planner-information/> for details.

NON-SCES SERVICES/VENDORS: Student Center & Event Services strives to provide quality service to all its customers. Please note, Student Center & Event Services does not endorse or assume any responsibility for third-party materials, products or services.

VIDEOGRAPHY: AntMedia is the UCI Student Center's in-house videography service. See <http://www.studentcenter.uci.edu/antmedia/>. AntMedia has the first right of refusal for all videography in the UCI Student Center. If client obtains Center's permission to use another videographer, then the videographer may not connect or plug their equipment into any Center equipment, including for sound output. A certificate of Commercial Liability Insurance will be required for an off-campus videography provider. See **INSURANCE** section above.

UNMANNED AERIAL VEHICLES/SYSTEMS ("DRONES"): Drones are not permitted.

CHARGES: Charges contained in this document are estimates. Estimated fees for services provided by partners (e.g., UCI Facilities Management, an external vendor, etc.) are subject to change at any time. Client will be billed for the cost of partner-provided services based on rates at the time of use. Final charges will be calculated and billed to Client at the conclusion of the event.

PAYMENT: Client agrees to pay University a non-refundable, non-transferable deposit of 50% of the Confirmation Estimate by the deadline indicated herein. Payment may be made via credit card (for payments of \$5 or more). The remaining balance and any additional charges will be billed to Client at the conclusion of the event.

Bookings / Details**Quantity****Price****Amount**

INSUFFICIENT FUNDS: If payment by check is returned or payment via credit card is denied, Client authorizes University to collect the amount of the payment plus an insufficient funds fee of \$25.00. When payment is made by credit or bank card, the payment may also be subject to the terms and conditions required by the bank or credit card issuer.

CANCELLATION: To cancel this event (or certain spaces), Client agrees to contact University in writing. Client will be charged cancellation fees based upon the Confirmation Estimate as follows:

Notice received from Client & Cancellation Fee:

29 or more days prior to event - 50% total fees (i.e. the deposit)

28 days or less prior to event - 100% total fees for cancelled space

**For events at the Newkirk Alumni Center, once a Confirmation Estimate has been fully executed, all hourly event coordination fees will be billed to Client regardless of the amount of notice given for a cancellation. Full event coordination fees will be assessed in addition to cancellation fees noted above.

POSTINGS: Client agrees that their event information may appear on Student Center & Event Services' website and on Student Center digital signs.

ADVERTISEMENT: University reserves the right to limit the use of names, marks, logos, or trademarks of the University of California, the Irvine campus, or any abbreviations thereof in connection with the promotion or endorsement of events held on University property. Except for the purpose of describing the event location, promotional and advertising materials may not implicitly or explicitly use University's name, logo or other indicia without prior written approval from University. Client must display the disclaimer, with the exception of weddings and other special occasions, "This event is not endorsed by the University of California, Irvine" on all promotional materials, advertisements and literature distributed in relation to the event.

SOLICITATION: Client may not solicit the University community without written permission from the University in advance. In addition, solicitation activities must comply with applicable regulations and laws, including but not limited to the CAN-SPAM Act. See <<https://www.ftc.gov/tips-advice/business-center/guidance/can-spam-act-compliance-guide-business>> for details.

COPYRIGHT: Client shall obtain appropriate license(s) to display, publicly screen, or distribute any copyrighted material. Proof of license(s) shall be provided to University at least 15 days prior to event start. Should a dispute arise over the legal use of copyrighted material, University has the right to restrict use of any materials on its premises until such dispute is resolved to the satisfaction of The Regents. The Regents require compliance with The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 stat. 2541).

CUSTOMER SURVEY: By signing this document, I consent to receive a customer satisfaction survey after the event to the email listed herein. I understand that the survey is optional.

INDEMNIFICATION: Client shall defend, indemnify, and hold University, its officers, employees, and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages caused by or resulting from negligent or intentional acts or omissions of Client, its officers, employees, subcontractors, or agents. Client will not hold University responsible for damage to, or loss of, any merchandise or articles left on University property prior to, during, or following Client's event.

FORCE MAJEURE: Neither Client nor University shall be liable for failure of the event to commence, proceed or conclude if such failure is caused by, or due to, or because of acts or regulations of public authorities other than University, civil tumult, epidemic, or any cause beyond the control of Client or University. In the event that the facilities are unavailable due to a natural disaster, destruction or any cause beyond the control of the parties, and the function has not begun, University and Client shall have the independent right to terminate this contract. In that case, University shall refund all moneys previously paid by Client, except costs paid and/or contracted for, commitments that cannot be canceled and the non-refundable, non-transferable deposit.

SMOKING NOTICE: The University of California became smoke-free effective January 1, 2014. Smoking is not permitted on UC Irvine premises; including its outdoor areas. For more information please refer to: <http://www.policies.uci.edu/policies/pols/903-14.html>.

APPLICABLE LAW: This contract shall be governed by the laws of the State of California.

Bookings / Details

Quantity

Price

Amount

EFFECTIVE DATE: This contract will become effective when executed by University.

Client Signature: _____ Date: _____

University Signature: _____ Date: _____



a full service event production company

September 20, 2018

Crystal Nettles
ORANGE COUNTY WATER DISTRICT
18700 Ward St.
Fountain Valley, CA 92728
714-378-3202 office

DATE: Wednesday & Thursday, March 27-28, 2019

TIME: 7:00 am – 4:00 pm each day

SET-UP TIME: Tents will begin setting up on Monday March 25 @ 6am.
Presenters can move into booths Tuesday, March 26 after 12pm.

LOCATION: UCI – Aldrich Park

CONTACT: Crystal Nettles 714-587-1312 cell

JOB#: 06503-DS

***CONTRACT MUST BE FINALIZED AND A SIGNED COPY RECEIVED IN OUR OFFICE AT LEAST 10 BUSINESS DAYS PRIOR TO YOUR EVENT TO ENSURE ALL ITEMS ARE AVAILABLE. YOU MAY EITHER MAIL OR FAX TO OUR OFFICE. FAX NUMBER: (714) 563-9164.**

office 714.563.9778
fax 714.563.9164

1116 North Olive Street
Anaheim, CA 92801

jamesevents.com

EQUIPMENT AND ATTRACTION RENTAL CONTRACT

JAMES EVENT PRODUCTIONS, INC. 1116 N. Olive St., Anaheim, CA 92801 (hereinafter referred to as "Producer") and **ORANGE COUNTY WATER DISTRICT** (hereinafter referred to as "Client") hereby enter into this contract for Producer to rent equipment attractions as described below to Client.

DATE: Wednesday & Thursday, March 27-28, 2019
CONTACT: OCWD - Crystal Nettles 714-587-1312 cell
TIME: 7:00 am – 4:00 pm each day
SET-UP TIME: Tents will begin setting up on Monday March 25 @6am.
Presenters can move into booths Tuesday, March 26 after 12pm.
LOCATION: UCI – Aldrich Park
JOB#: 06503-DS

James Event Productions to provide:

ORGANIZATION

All Electrical Needs & Generators
32 Porto Potties (3 Handicap/2 in Parking Lot)
15 Gallons of Hand Sanitizer (3 cocktail tables)
4 Water Hoses & 3 Connectors
1 JP Booth – Information w/banner - Blue
1 JP Booth – First Aid w/banner - Red
2 Sets of Bungee Poles
5 JP Canopies (Check In Area) - Blue
1 JP Canopies (Volunteer Check In) - Blue
1 JP Canopies (Bus Driver area) – White
2 10'x10' JP Canopies for #59 & 61
Bases for all Canopies
16 Red Flags w/Stands for Trash Stations
6 Flat Carts for Vendor Move In
Handicap Ramp over Curb Area by Bus Lot

GOLF CART RENTALS

2 Four Passenger Carts
3 Flatbed Carts

TRASH AREA

OC Conservation Corps to handle all trash including staffing, supplies and signage during event.
Trash management on Mon, Tues & Friday.
Presenter trash during event days

AV EQUIPMENT

3- PA Systems w/music and Mics
Bell system with speakers and attendant

STAFFING

Event Manager
Electrical Technician
2 Support Staff
EMT (8-3 each day)
2 Security Mon, Tues & Wed night (5pm-6am)
2 staff for OCWD's use Tues-Thurs 7am-4pm

RENTALS

1- 40'x70' Maxi Canopy
1 15'x40' Disney Storage
2 40'x40' Maxi Canopies
52- 20' x 20' Canopies
3 40'x40' Canopies
5- 20'x40' Canopies
1 15x15 OCWD Storage
170' 10' high white wall
1,280' 8' high white wall
260 - 8' Tables
4,000 Samsonite Chairs
310 White Wood Chairs
3 – 8'x8' Stages in
68 Picnic Tables
Black Table Drape for #51
Set Up (extra staff for set up restrictions)
Site Drawing/Layout/Design

Rain Plan (not included in price)

Sidewall for every tent add \$7,000.00 approx.

1. Client will pay **\$84,640.00** to Producer for the above described equipment or attraction rental. (3% from last year's final invoice to cover any unexpected costs)

2. Terms of Payment. Upon signing of this agreement, Client agrees to pay to Producer a deposit in the amount of **\$10,000.00**. **This deposit is non-refundable within 30 days of the event.** The balance of the contract amount is due and payable on the day of the event, prior to the commencement of the event. If payment is not made at that time, Producer reserves the right to remove the attraction or rental equipment at Producer's discretion.

3. Insurance. Producer will provide comprehensive general liability insurance and property damage in the total amount of Three Million Dollars (\$3,000,000.00). **Producer agrees to provide liability and property damage insurance in the amount of \$3,000,000.00 naming your organization as additionally insured, a certificate for which to be issued by Producer's insurance company, if requested by Client, prior to the date of equipment or attraction rental.** Client will provide Producer with a copy of comprehensive general liability insurance and property damage naming James Productions, Inc as additionally insured. Certificate to be provided prior to the event.

4. Indemnity. Client shall indemnify and hold harmless, Producer, its employees, executives and agents from and against any and all damages, liabilities, claims, costs, expenses, attorney's fees, etc. incurred by Producer directly or indirectly, in connection with the rental of the above named rental equipment and/or attraction or attractions. Any injuries, damages or losses must be reported by any person to Producer on the day of the Event and failure to report such injury, damage or loss in writing may result in a waiver of insurance coverage. In such event, Producer shall bear no responsibility for such injury or damage.

5. Condition of Rental Equipment. Producer agrees to deliver equipment for rental in a safe and fully operable condition. Client agrees that all of Producer's safety instructions will be followed and assumes full liability for any damage to equipment as a result of Client's or any of Client's guests or Client's employees', executives' or agents' failure to follow Producer's instructions concerning said equipment.

6. Cancellation. An event may be canceled or postponed by Client by notifying Producer in writing, provided that in the event of such cancellation or postponement, the following amounts shall be due from Client to Producer and shall be deducted from the deposit on hand or if insufficient, additional funds shall be paid by Client to Producer:

A. If a written cancellation is received more than 30 days prior to the date of the Rental, Producer shall return Client's deposit.

B. If the written cancellation is received within 30 days of the date of the rental, then producer shall retain the deposit as full compensation.

C. If the event is postponed more than 30 days, the deposit shall apply to the event at its new date and the balance due paid on that date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement which is effective on the date and year when executed by Producer.

JAMES EVENT PRODUCTIONS, INC.

ORANGE COUNTY WATER DISTRICT

Donna Steele

Date _____

Date _____

Candace James

Date _____

AGENDA ITEM SUBMITTAL

Meeting Date: October 4, 2018
To: Communications/Leg. Liaison Cte.
Board of Directors
From: Mike Markus
Staff Contact: E. Torres/A. Dunkin

Budgeted: N/A
Budgeted Amount: N/A
Cost Estimate: N/A
Funding Source: N/A
Program/Line Item No.: N/A
General Counsel Approval: N/A
Engineers/Feasibility Report: N/A
CEQA Compliance: N/A

POLICY ISSUE: STATE LEGISLATIVE UPDATE

SUMMARY

Orange County Water District (OCWD; the District) state legislative consultants and staff will provide a verbal report on enacted legislation of interest to the District and items to expect in 2019.

Attachment(s):

- 2017-2018 End of Year Legislative Report - Joe A. Gonsalves and Son – Edelstein Gilbert Robson & Smith

RECOMMENDATION

Informational.

DISCUSSION

The Legislature adjourned the 2017-2018 session on August 31. A lofty 5,617 bills were introduced in the 2017-18 session, with 1,189 chaptered in 2017, 556 already chaptered in 2018 and 1,562 bills now awaiting the Governor's signature or possible veto.

With weighty legislation including a potential water tax, the final week of session was very active for OCWD staff and consultants.

Statewide Water Tax - Voluntary Remittance on Water Bills - SB 845 (Monning)

SB 845 (Monning), a last-minute twist on the proposed statewide water tax, died the last day of session on August 31. Despite this good news, similar legislation is expected next year, so OCWD staff and consultants need to continue to advocate in opposition of any new version of a tax on water. OCWD took an "oppose" position to any new tax on water, which was in alignment with our water producers.

On June 8, 2018, the Legislature's Budget Conference Committee rejected the budget trailer bill that proposed the statewide water tax and instead set aside \$23.5 million for safe drinking water. This positive legislative action immediately followed the voters' approval on

June 5 of Proposition 68 with its \$250 million in general obligation bond funds for safe drinking water, prioritized for disadvantaged communities.

Despite those actions, on August 16, Sen. Monning gutted and amended SB 845 with a last-minute twist on the water tax proposals. This majority-vote bill would have required more than 3,000 community water systems to add a voluntary remittance with an opt-out feature to local water bills in-order-to generate funding for the proposed Safe and Affordable Drinking Water Fund.

Local water customers would have had the option to pay the voluntary remittance, opt out, or pay a different amount. This bill would be highly inefficient and expensive to have more than 3,000 water systems change their billing systems and hire staff to implement very different billing practices.

Also, on August 16, Sen. Monning gutted and amended SB 844 to propose an updated version of the agricultural taxes proposal. He double joined this two-thirds vote bill to SB 845, so neither bill would go into effect unless they both were chaptered into law. OCWD staff and consultants also expect to see a new version of this legislation in the 2019 legislative session.

AB 2050 (Caballero) – Consolidation

AB 2050 passed the Legislature and is now on the governor's desk. This bill would provide additional authority to the State Water Board to order the consolidation of water systems that consistently fail to provide safe and affordable drinking water. OCWD took a "support" position on the bill and sent a letter to the Governor requesting his signature.

AB 2050 would create an alternative procedure for the State Water Board to prescribe consolidation that would be locally driven, issue no mandates for compliant water systems, and would create economies of scale by merging under-performing water systems.

AB 2050 provides a real solution to addressing the very serious water issues facing many Californians and allocates over \$50 million from the General Fund for this effort.



EDELSTEIN GILBERT ROBSON & SMITH LLC



Joe A. Gonsalves & Son
Anthony D. Gonsalves
Jason A. Gonsalves
Paul A. Gonsalves
PROFESSIONAL LEGISLATIVE REPRESENTATION
925 L ST. - SUITE 209 - SACRAMENTO, CA 95814-3766
916 441-6597 - FAX 916 441-5961
Email: gonsalves@gonsalves.com

ORANGE COUNTY WATER DISTRICT
2017-2018 LEGISLATIVE SESSION REPORT
September 19, 2018

The Legislature adjourned on August 31 bringing a close to the 2017-2018 Legislative Session. As usual, the final weeks of session were hectic as legislators scrambled to move bills to the Governor's desk and lobbyists and staff reacted to the myriad rumors and attempts to pass last minute legislation.

2017-2018 was a productive Legislative Session with the Legislature passing and the Governor signing an extension of California's landmark climate change laws, a tax to fund transportation infrastructure, a package of bills intended to ease the housing crisis, and water conservation legislation. It was also a busy year for OCWD in the state Legislature. A selection of the bills we worked are discussed below:

Long Term Conservation Legislation

Perhaps the biggest water policy issue in the 2017-2018 Legislative Session was the adoption of a long-term framework for water conservation. In 2009, the Legislature mandated that water districts across the state achieve a 20 percent reduction in urban per capita water use by December 31, 2020. Additional statutes enacted during the height of the drought further allowed the State Water Resources Control Board to set further targets. Early in 2017, the Administration made it known that it sought legislation to mandate post-2020 long-term conservation requirements on local water districts. This announcement kicked off negotiations in the Governor's Office with the water community, led to the introduction of numerous bills on the subject in the Assembly, and the introduction of a budget trailer bill that was very problematic for water purveyors. OCWD's biggest concern with the Administration's proposal and many of the accompanying policy bills was that it did not give agencies credit for their investments in potable reuse facilities such as the GWRS.

Throughout 2017, our firms engaged heavily on behalf of OCWD in an effort to get potable reuse credit added into the Administration's proposal and any policy bills that considered the issue. This effort involved the introduction of stand-alone legislation on the issue of potable reuse credit, the introduction of competing conservation measures by friendly authors, and continual lobbying of the Orange County delegation and other key members of the Legislature. We were working to overcome the opposition of the environmental community, one of the bill's authors, and the Governor's Office. Our efforts and those of other water agencies in California prevented the legislation from passing at the end of the 2017 Legislative Session.

At the end of 2017, AB 1668 (Friedman) and SB 606 (Hertzberg) offered a 10 percent credit for potable reuse. While some in the water community agreed to accept a 10 percent credit, we continued to advocate for additional credit on behalf of OCWD believing that 15 percent was the minimum necessary to safeguard the investments of OCWD and its producers in the GWRS.

During the fall, we and OCWD staff met with Senator Hertzberg to push for additional potable reuse credit. At the same time, we continued to lobby our legislative delegation, particularly Assemblymembers Daly and Quirk-Silva as well as Senator Newman. Since the conservation legislation was shy of the votes necessary to pass, it was essential to continue opposing the bills and asking our delegation to vote NO on the legislation until it included sufficient credit.

That effort paid off in the end. As a result of OCWD's opposition, the proponents of the long-term water conservation, including the Governor and legislative leadership, needed to address OCWD's concerns in order to have confidence that AB 1668 and SB 606 would pass. As such, over the objection of the environmental community and the author of one of the bills, the legislation was amended to provide a 15 percent credit to existing potable reuse facilities like the GWRS. This represents a 50 percent increase in the amount of potable reuse water that producers will receive credit for compared to the proposal in the bill at the end of 2017. At the time this language was negotiated, OCWD was one of only two stakeholders in the room.

AB 1668 and SB 606 passed on April 17. Governor Brown signed the bills into law on May 31.

Water Tax

Our firms worked with ACWA, CMUA, and other water agencies to defeat three different water tax proposals in 2017-2018. For the past several years, a tax on every water bill in the state has been considered as a means to fund system improvements in disadvantaged communities who are failing to provide their residents with clean drinking water. This has historically been a politically tenuous proposal as it requires a 2/3 vote of the Legislature in order to pass.

The first tax proposal surfaced late in 2017 when Senator Monning amended SB 623 to include a number of taxes and fees. For most of the year, SB 623 simply created a fund to hold resources appropriated by the Legislature and directed that money from the fund be used to the benefit of disadvantaged communities. Late in session, however, SB 623 was amended to include a water tax. In an effort to gain support from agricultural interests, and by extension Republicans and moderate Democrats, the bill also included some assessments on agricultural products and immunity from liability for farmers responsible for nitrate contamination of drinking water. We quickly engaged OCWD's delegation, especially Assemblymembers Daly and Quirk-Silva, and worked with other members of the opposition coalition to oppose the bill. As a consequence, SB 623 did not move forward in 2017.

In January 2018, Governor Brown included a proposal very similar to SB 623 as part of his annual budget proposal. While the proposal would still be subject to the 2/3 vote requirement, some were concerned that by making the water tax a budget trailer bill it could be tied to other important legislation and moderate Democrats might feel compelled to vote for it. We again worked with the opposition coalition to oppose the proposal and were successful in activating members of the Budget Committees in the Assembly and Senate to question the proposal. Some members, such as Senators Roth and Stern, seriously questioned whether the tax was needed or whether the Administration seriously understood the scope of the problem it was trying to solve. Fortunately, a tax on water was not included as part of the adopted Budget in June.

Finally, in the final month of session, the Administration started floating yet another proposal. However, this proposal was set apart from the others in that the water tax would not be imposed if a ratepayer chose to opt out of the payment. While this was administratively burdensome for retail water agencies, it was not considered a tax and therefore only required a majority vote for passage. Meanwhile, the Administration made the “voluntary” tax a separate bill from the agricultural fees which still required a 2/3 vote. Ultimately, the agricultural fees were amended into SB 844 (Monning) and the “voluntary” tax was amended into SB 845 (Monning). Both bills were quickly moved to the Assembly Appropriations Committee after being put into print. Assembly leadership can exercise a lot of control over what comes out of this Committee and the bills were likely moved there to give leadership more time to consider whether they wanted to bring these bills to the floor. While Assemblymembers Daly and Quirk-Silva committed to not voting for the proposals, the water community had considerably less leverage than it did when the water tax required a 2/3 vote to pass. In the end, the Assembly Speaker was not willing to take either bill up for a vote so close to an election.

Given that the proponents of the water tax have now found a proposal that can pass with a majority vote, this issue will almost certainly return in 2019. We believe that the water community will need to be ready to introduce a well-developed legitimate alternative funding proposal early in the year in order to keep a “voluntary” tax from passing.

AB 2447 (Reyes)

AB 2447 creates additional noticing requirements under CEQA for industrial projects within a half mile of a disadvantaged community. In its original form, the bill applied to utility service and infrastructure, including water infrastructure. As such, ACWA, CMUA, CASA, OCWD, and others opposed the bill and sought amendments that would carve utility services out of the bill.

Initially, we and the opponents met with some success when the Senate Environmental Quality Committee required the author to amend the bill to exclude water and power services. However, the language of the bill only exempted projects that would serve disadvantaged communities. What is more, the exemption only applied to drinking water and not other water projects such as storm water, recycled water, or wastewater. As such OCWD and others continued to oppose the bill.

In the final weeks of session, AB 2447 was amended again. While the amendments did not expand the exemption to all projects, it did clarify that recycled water and other water supply projects that serve disadvantaged communities would be exempt. More importantly, the author took amendments that clarified that local government definitions of industrial land use would be used to determine whether a project was subject to the bill. With these amendments, OCWD determined that the bill would not have a significant impact on their operations and removed its opposition. AB 2447 passed and is on the Governor's desk.

SB 1422 (Portantino)

SB 1422 (Portantino) would require water retailers to test for the presence of microplastics in drinking water and report the results to their customers. When SB 1422 first went into print in early April, it was opposed by CMUA and ACWA. However, given the other pressing issues such as the water conservation bills and the water tax, CMUA and ACWA opted to try to negotiate with Senator Portantino for amendments.

In the meantime, Senator Portantino became the Chair of the Senate Appropriations Committee. This position carries considerable political clout as almost all significant legislation has to come before the Appropriations Committee. Over the course of several months, CMUA and ACWA made progress negotiating with Senator Portantino while lobbying against the bill as it moved forward. As a consequence, rather than simply requiring testing and reporting of results, SB 1422 now requires the Water Board to develop a standardized test methodology, accredit environmental labs to analyze samples, consider notification levels and guidance for purposes of reporting, and limits testing to four years. Despite these changes CMUA and ACWA continued to oppose the bill for a number of reasons.

In mid-August, Senator Portantino indicated that he would not continue to negotiate with the opponents. At this point, OCWD and a number of other individual water agencies agreed to oppose the bill. However, with the water tax resurfacing at the same time, opposing SB 1422 was once again relegated to a lower priority by OCWD and others. This issue was compounded with the hesitance of many legislators to vote against the Chair of the Senate Appropriations Committee. As such, the bill passed and is on the Governor's desk.

AGENDA ITEM SUBMITTAL

| | |
|--|--|
| Meeting Date: October 4, 2018 | Budgeted: N/A |
| To: Communications/Leg. Liaison Cte Board of Directors | Budgeted Amount: N/A |
| From: Mike Markus | Cost Estimate: N/A |
| Staff Contact: E. Torres/A. Dunkin | Funding Source: N/A |
| | Program/Line Item No.: N/A |
| | General Counsel Approval: N/A |
| | Engineers/Feasibility Report: N/A |
| | CEQA Compliance: N/A |

POLICY ISSUE: FEDERAL LEGISLATIVE UPDATE

SUMMARY

The Orange County Water District's (OCWD; the District) staff and federal consultants James McConnell, Eric Sapirstein of ENS Resources and Holland and Knight will provide a verbal update on legislation of interest to the District. In addition, both enacted and anticipated funding opportunities will be outlined by OCWD consultants.

Attachment(s):

- James McConnell September 2018 Report
- ENS Resources September 2018 Report
- Holland & Knight September 2018 Report

RECOMMENDATION

Informational.

RELEVANT STANDARDS

- Forge long-term, positive and proactive relationships with elected officials and policy makers.
- Keep abreast of federal funding opportunities and legislation that may impact OCWD, other water agencies and/or special districts.

DISCUSSION/ANALYSIS

Both United State Bureau of Reclamation (USBR) and United States Army Corps of Engineers (USACE) will have a spending bill for fiscal year 2019 with the president signing the minibus spending bill, H.R. 5895. USBR's water recycling programs receive \$60 million in funding, desalination program received \$12 million, and the program to support water conservation, WaterSENSE, is funded at \$34 million. The bill dedicates \$130 million to support funding ongoing studies of projects that have been identified under the California Water Fix program.

Within the bill's USACE provisions, the Forecast Informed Reservoir Operations (FIRO) program will receive its baseline of \$5.5 million and additional \$2.5 million to transfer the research/technology to additional locations. The additional funding is specifically identified to support new FIRO projects such as those advocated by OCWD.

The USEPA budget has controversies surrounding House-sponsored policy riders, including a provision to preclude the use of federal or state laws to challenge any final California Water Fix EIS/EIR, which has met resistance from Senate appropriators that oppose any policy riders being attached to the spending bill. As a result, any final agreement will not be developed until after the congressional elections, requiring the agency to continue operations on a stopgap spending bill. Despite the lack of a final spending bill, the parameters of the spending bill under debate appear to support robust spending for the State Revolving Fund (SRF) and Water Infrastructure Finance and Innovation Act (WIFIA) programs that are consistent with OCWD's priorities.

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ORANGE COUNTY WATER DISTRICT
Washington Report
September 2018

On September 21, President Trump signed into law the \$147 billion “minibus” FY 2019 appropriations bill (H.R. 5895) containing funding for three of the 12 annual spending measures: Energy and Water, Legislative Branch, and Military Construction and Veterans Affairs. The bill (Public Law 115-244) makes up approximately 12 percent of overall FY 2019 spending.

The Senate passed the bill on September 12 by a vote of 92-5, while the House passed it on September 13 by a vote of 377-20. Enactment of the minibus package marks the first time since 2007 that more than one annual appropriations bill was passed on time by Congress prior to the first day of the new federal fiscal year on October 1.

Highlights of the energy and water development portion of the act, include:

Army Corps of Engineers: \$6.999 billion, \$171.5 million above the FY 2018 enacted level and \$2.2 billion above the President’s budget request submitted earlier this year.

- Funding for Investigations is \$125 million, which is \$2 million above the FY 2018 enacted and \$43 million above the request.
- Construction projects receive \$2.18 billion, which is \$98 million above the FY 2018 level and \$1.3 billion above the request.
- Funding for Operations and Maintenance is \$3.74 billion, \$109.5 million above the FY 2018 enacted and \$1.66 billion above the request.
- Water Operations Technical Support (WOTS) which funds the FIRO (Forecast-Informed Reservoir Operations) program is \$8 million, \$7.5 million more than requested. In addition to the budget request, includes research into atmospheric rivers of which \$5,000,000 is to continue ongoing efforts, and an additional \$2,500,000 to expand this research effort to other locations as appropriate.
- The conference report provides for six new study starts and five new construction projects.
- The Joint Explanatory Statement states the conferees’ opposition to the Trump Administration’s proposed reorganization of the Corps, moving the organization from the auspices of the Army to the Departments of Transportation and the

Interior, as outlined in a July 30, 2018 memorandum from the Secretary of the Army.

Bureau of Reclamation: \$1.565 billion for water resources projects, \$85 million above the FY 2018 enacted and \$508 million above the President's budget request. The conference report provides \$1.392 billion in water conservation, reuse, reclamation, and drought program activities, including:

- \$134 million for water storage projects authorized in section 4007 of the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016;
- \$15 million for water conservation activities in areas experiencing extreme, exceptional, or extended drought conditions;
- \$95 million in additional funding for water conservation and delivery projects Reclamation-wide;
- \$30 million for activities authorized under sections 4001 and 4010 of the WIIN Act or as set forth in federal—state plans for restoring threatened and endangered fish species affected by the operation of the Bureau of Reclamation's water projects;
- \$10 million in additional funding for environmental restoration and compliance projects Reclamation-wide;
- \$4 million in additional funds for facilities operation, maintenance and rehabilitation Reclamation-wide;
- \$12 million for desalination projects authorized under section 4009(a) of the WIIN Act;
- \$34 million for the WaterSMART Program;
- \$62.008 million for the Central Valley Project Restoration Fund;
- \$35 million for the California Bay-Delta Restoration Program;
- \$58.6 million for Title XVI Grants (includes \$20 million for WIIN Act Title XVI).

On September 13, the House passed by voice vote S. 3021, America's Water Infrastructure Act (AWIA), (also known as Water Resources Development Act, or WRDA) that was cobbled together from the House-passed H.R. 8, as well as the Senate's competing version, S. 2800, which cleared the Environment and Public Works (EPW) Committee unanimously in May but never saw a floor vote due to procedural moves by Senator Richard Burr (R-NC) to include a vote to permanently authorize the Land and Water Conservation Fund. The AWIA bill was "pre-conferenced" between the House and Senate to eliminate the need to negotiate between the two different bills after passage, and saving time in getting the measure approved before the election in November.

Among other things, the bill would: authorize several new Corps of Engineers studies, construction and environmental restoration projects as recommended by the Chief of the Corps; reauthorize the Drinking Water State Revolving Fund at more than \$4.4 billion over the next three years; ease the streamlining process for hydropower projects; reauthorize the popular Water Infrastructure Finance and Innovation Act (WIFIA); and,

initiate a study with the National Academy of Sciences (NAS) to review the Administration's controversial proposal to move at least parts of the Army Corps of Engineers out of the Defense Department, which was blocked by the FY 2019 Energy and Water spending bill (see above). The Senate was expected to take up the measure before the end of September.

Congress will soon head home for campaigning in advance of the November 6 elections.



MEMORANDUM

TO: Alicia Dunkin
FROM: Eric Sapirstein
DATE: September 26, 2018
SUBJECT: Washington Update

Congress returned to work in September after a six-week summer recess. During that period, efforts to finalize pending spending matters and to seek final agreements on a number of policy issues impacting water resources.

The following summarizes the key areas of interest to OCWD and the outlook for the next few weeks before Congress recesses for the elections.

Water Infrastructure Policy Advances to Final Passage and Enactment

Enactment of the Water Resources Development Act known as America's Water Infrastructure Act (S. 3021) appears to be on path to enactment. Senate Majority Leader Mitch McConnell stated that he plans to bring the bill to the Senate floor before the Senate recesses for the elections. As of this writing, S. 3021 appears to have only one obstacle to allow for expedited floor action. This relates to the permanent authorization of the Land and Water Conservation Fund that supports a variety of ecosystem improvement projects nation-wide. The Fund's ability to collect revenues expires at the end of September. In an effort to avoid annual debates on a program that enjoys broad bi-partisan support, Senator Richard Burr is seeking to make the Fund a permanent program by attaching such language to S. 3021 or another piece of legislation. As of this writing, notwithstanding the debate over the Fund, it appears better than even odds that the Senate will move S. 3021 to the president's desk for enactment. The House overwhelming approved S. 3012 earlier this summer.

S. 3021 is important because it endorses OCWD's positions on funding the SRF's, creates a new WIFIA-like program in support of SRF state programs, and most importantly, calls for an expanded FIRO program with a directive to USACE to identify additional dams that should be test-beds to illustrate how improved reservoir operations can lead water supply reliability.

Fiscal Year 2019 Budget for USBR and USACE Enacted

For the first time since 1999, both USBR and USACE will have a final spending bill in place when fiscal year 2019 begins on October 1. The president last week signed the minibus spending bill, H.R. 5895, into law. As enacted, USBR's water recycling programs receive \$60 million in funding, desalination program needs receive \$12 million, and the program to support water conservation, WaterSENSE, is funded at \$34 million. In a nod to California's ongoing priority to develop new storage facilities, the bill dedicates \$130 million to support funding ongoing studies of projects that have been identified under the California Water Fix program.

Within the bill's USACE provisions, the FIRO program will receive its baseline of \$5 million and another \$2.5 million. The additional funding is specifically identified to support new FIRO projects such as those advocated by OCWD.

On the all-important USEPA budget, continuing controversies surrounding a handful House sponsored policy riders, including a provision to preclude the use of federal or state laws to challenge any final California Water Fix EIS/EIR, have met resistance from Senate appropriators that oppose any policy riders being attached to the spending bill. As a result, it is now a given that any final agreement will not be developed until after the congressional elections, requiring the agency to continue operations on a stopgap spending bill. Despite the lack of a final spending bill, the parameters of the spending bill under debate appear to support robust spending for the SRF and WIFIA programs that are consistent with OCWD's priorities.

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Orange County Water District Federal Update September 2018

CONGRESS

FY 2019 Appropriations Update: Fiscal year (FY) 2018 is quickly coming to a close on September 30, and the new fiscal year will begin on October 1. Congress is working quickly to complete as many appropriations measures as possible before the new fiscal year begins. President Trump signed into law a [three-bill minibus spending package](#) funding Military Construction-Veterans Affairs (VA), Energy-Water (provides funding for the Army Corps of Engineers), and Legislative Branch appropriations on September 21. Additional details on the Corps funding can be found in the attached memo.

With only a few days remaining before members recess for the midterm election, this week, Congress passed a short-term spending bill—known as a continuing resolution (CR)—extending current spending levels for the remaining federal agencies (including EPA) until December 7 for the majority of the FY 2019 appropriations bills. The CR also includes the FY 2018 Department of Defense and Labor-HHS-Education Appropriations conference report. The President has indicated that he will sign the bill into law.

Negotiators have been working on policy disputes in the third minibus that funds Interior-Environment (provides funding for EPA), Transportation-Housing and Urban Development (THUD), Financial Services, and Agriculture-Food and Drug Administration (FDA) programs. Conference is stalled over inclusion of “poison-pill” language, which will likely mean that this minibus will not be enacted before September 30.

Water Resources Development Act (WRDA) Conference Report Finalized: The House unanimously approved reauthorization of the Water Resources Development Act (WRDA) of 2018 approved on September 13. The Senate is expected to consider the bill next week before they recess for the midterm elections. This bill authorizes 15 Army Corps of Engineers projects and includes updates to Corps policy. In addition, the legislation:

- Directs the National Academy of Sciences to evaluate the current organizational structure of the Corps’ civil works functions, identify impediments to efficient project delivery, and provide recommendations.
- Authorizes more than \$4.4 billion over three years for the Environmental Protection Agency (EPA) Safe Drinking Water State Revolving Loan Fund (SRF).

- Reauthorizes the Water Infrastructure Finance and Innovation Act (WIFIA) program through 2021.
- Creates a grant program at the EPA for water workforce program
- Allows the Corps to accept and spend funds provided by nonfederal sponsors for reviews, inspections, and certifications. The Corps would be required to provide technical assistance on a feasibility study, if the local sponsor requests.
- Allows the Corps to accept advanced funds from local sponsors to expedite authorized water projects or studies. The Corps can reimburse advanced funds under federal appropriations.

ADMINISTRATION

EPA Seeks Reorganization: The EPA announced on September 6 that they plan to keep all [ten regional offices](#) open, but will reorganize them to comply with the new operational structures at their headquarters. Acting EPA Administrator Andrew Wheeler sent a memo to EPA staff outlining the plan, which ultimately must be approved by Congress. Wheeler noted that the plan is intended to increase coordination between national and regional programs, as well as provide consistent implementation of EPA regulations and policies. Currently, regional offices are all structured around local priorities.

FY 2019 Appropriations for Army Corps of Engineers

H.R. 5895, the FY 2019 appropriations minibuss that includes the FY 2019 Energy and Water Appropriations bill, provides \$7 billion for the Army Corps of Engineers, \$171.5 million more than current funding in FY 2018 and \$2.21 billion more than the President's budget request.

Army Corps Reorganization: The bill rejects the Administration's proposed reorganization of the Army Corps: "The conferees are extremely concerned that the Secretary of the Army failed to provide any notification or engage in any discussion with Members of Congress, the House and Senate Appropriations Committees, or their staff on an action of this magnitude, which crosses multiple jurisdictional lines and has far-reaching consequences. This type of proposal, as the Department is well aware, will require legislative language which has not been proposed or requested to date. Therefore, no funds provided in this Act or any previous Act shall be used by the Department or the Secretary to plan, prepare, or implement this proposal."

Concern about OMB Delaying Funds: "The conferees are concerned with delays in executing funds that have been appropriated in regular and supplemental appropriations bills. While the Office of Management and Budget (OMB) has a responsibility to oversee execution of the funds, the conferees are concerned that OMB is adding additional burdens to the Corps' processes that may result in unnecessary delays and potentially overriding technical and expert judgments by the Corps. The conferees expect funds appropriated in this Act to be quickly and efficiently executed, consistent with the terms and conditions in this conference report."

Coastal Inlet Research Program: "The conferees understand that communities, infrastructure, commerce, and resources that are tied to the coastal nearshore region are all vulnerable to damage from extreme coastal events and long-term coastal change. Funding in addition to the budget request is included for the Corps to establish and lead a multi-university effort to identify engineering frameworks to address coastal resilience needs, to develop adaptive pathways that lead to coastal resilience, measure the coastal forces that lead to infrastructure damage and erosion during extreme storm events, and to improve coupling of terrestrial and coastal models. Funding in addition to the budget request is also included for the Corps to continue work with the National Oceanic and Atmospheric Administration's National Water Center on protecting the nation's water resources."

Water Operations Technical Support: "...in addition to the budget request is included for research into atmospheric rivers first funded in fiscal year 2015, of which \$5,000,000 is included to continue ongoing efforts, and an additional \$2,500,000 is provided to expand this research effort to other locations as appropriate. Prior to obligating these funds for this expanded effort, however, the Corps shall brief the Committees on Appropriations of both Houses of Congress on the details of an expanded effort, including activities to be undertaken, the total and annual cost estimate, expected transferability of tools developed of other results of the research, as well as the likelihood of additional investment being necessary. The Corps shall scope the expanded effort to fit within recent annual funding levels."

General Investigations: \$125 million, \$2 million increase over FY 2018 funding.

- **Planning Assistance To States (PAS):** \$9 million, a \$1 million increase over FY 2018 funding.

Construction: \$2.183 billion, a \$98 million increase over FY 2018 funding.

- **Continuing Authorities Program (CAP)**
 - **Aquatic Ecosystem Restoration (Section 206):** \$12 million
 - **Beneficial Uses Dredged Material (Section 204):** \$10 million
 - **Emergency Stream Bank and Shoreline Protection (Section 14):** \$8 million
 - **Flood Control Projects (Section 205):** \$8 million
 - **Mitigation of Shore Damages (Section 111):** \$8 million
 - **Navigation Program (Section 107):** \$8 million
 - **Project Modifications for Improvement of the Environment (Section 1135):** \$8 million
 - **Shore Protection (Section 103):** \$4 million
 - **CAP Project Priorities:** “Within the Continuing Authorities Program and to the extent already authorized by law, the Corps is encouraged to consider projects that enhance coastal and ocean ecosystem resiliency and projects that restore degraded wetland habitat and stream habitat impacted by construction of Corps levees. The management of the Continuing Authorities Program shall continue consistent with direction provided in previous fiscal years.”

Operation and Maintenance: \$3,739,500,000, a \$109.5 million increase over FY 2018 funding.

FY 2019 Work Plan Funding and Criteria

Work Plan Criteria: “A project or study shall be eligible for additional funding within the Investigations, Construction, and Mississippi River and Tributaries accounts if:

- (1) it has received funding, other than through a reprogramming, in at least one of the previous three fiscal years;
- (2) it was previously funded and could reach a significant milestone, complete a discrete element of work, or produce significant outputs in calendar year 2019; or
- (3) as appropriate, it is selected as one of the new starts allowed in accordance with this Act and the additional direction provided below.”

Investigations Work Plan

Total of Six New Starts:

- One for a navigation study
- One for a flood and storm damage reduction study
- One for an environmental restoration study
- Three for navigation, flood and storm damage reduction, environmental restoration, water supply, or multi-purpose studies

- “In the appropriate categories, the Corps shall consider selection of a small, remote, or subsistence navigation study and a multi-purpose watershed study to address coastal resiliency.”

Investigations Work Plan Direction: The Corps is expected to allocate the additional funding provided in this account primarily to specific feasibility and PED phases, rather than to Remaining Items line items as has been the case in previous work plans.

Investigations Work Plan Funding:

- **Flood and Storm Damage Reduction:** \$6.573 million
 - **Flood Control:** \$4.5 million
 - **Shore Protection:** \$2 million
 - At least \$400,000 for **shore protection PED**
- **Navigation:** \$10 million
 - **Coastal And Deep-Draft:** \$9 million
 - **Inland:** \$5.5 million
 - At least \$400,000 for **shore protection PED**
 - “...the Corps shall consider giving priority to completing or accelerating ongoing studies or to initiating new studies that will enhance the nation's economic development, job growth, and international competitiveness; are for projects located in areas that have suffered recent natural disasters; are for projects that protect life and property; are for projects to restore floodplain and aquatic habitat through cost-effective and tested means; or are for projects to address legal requirements.”
- **Other Authorized Project Purposes:** \$6.5 million
- **Environmental Restoration Or Compliance:** \$3.75 million

Construction Work Plan

Five New Starts:

- One for a navigation project
- One for a flood and storm damage reduction project
- One for an environmental restoration project
- Two for navigation, flood and storm damage reduction, environmental restoration, or multi-purpose projects
- “..shall consider selection of a coastal storm damage reduction project.”

Construction Work Plan Criteria:

The Corps shall consider:

1. benefits of the funded work to the national economy
2. extent to which the work will enhance national, regional, or local economic development
3. number of jobs created directly and supported in the supply chain by the funded activity
4. significance to national security, including the strategic significance of commodities

5. ability to obligate the funds allocated within the fiscal year, including consideration of the ability of the non-federal sponsor to provide any required cost share
6. ability to complete the project, separable element, or project phase with the funds allocated
7. legal requirements, including responsibilities to Tribes
8. for flood and storm damage reduction projects (including authorized nonstructural measures and periodic beach renourishments)
 - a. population, economic activity, or public infrastructure at risk, as appropriate; and
 - b. the severity of risk of flooding or the frequency with which an area has experienced flooding
9. for shore protection projects, projects in areas that have suffered severe beach erosion requiring additional sand placement outside of the normal beach renourishment cycle or in which the normal beach renourishment cycle has been delayed
10. for navigation projects, the number of jobs or level of economic activity to be supported by completion of the project, separable element, or project phase
11. for projects cost shared with the IWTF, the economic impact on the local, regional, and national economy if the project is not funded, as well as discrete elements of work that can be completed within the funding provided in this line item
12. for other authorized project purposes and environmental restoration or compliance projects, to include the beneficial use of dredged material
13. for environmental infrastructure, projects with the greater economic impact, projects in rural communities, projects in communities with significant shoreline and instances of runoff, projects in or that benefit counties or parishes with high poverty rates, projects in financially distressed municipalities, projects that improve storm water capture capabilities, and projects that will provide substantial benefits to water quality improvements.

Construction Work Plan Funding

- **Flood and Storm Damage Reduction:** \$150,062,000
 - **Flood Control:** \$150 million
 - **Shore Protection:** \$55 million
 - At least \$9,800,000 to **nonstructural flood control** projects
 - At least “\$20,000,000 to continue construction of projects that principally address **drainage in urban areas**, of which not less than \$4,500,000 shall be for projects that principally include improvements to **rainfall drainage systems that address flood damages**”
 - At least “\$1,800,000 to complete a plan for a purpose outside the Corps' traditional mission”
- **Navigation:** \$509 million
 - **Inland Waterways Trust Fund Revenues:** \$110,755,000
- **Other Authorized Project Purposes:** \$108 million
 - **Environmental Restoration or Compliance:** \$50 million
 - **Environmental Infrastructure:** \$77 million
- At least \$4,445,000 to projects with **riverfront development** components.

- At least “\$25,000,000 to authorized **reimbursements** for projects with executed project cooperation agreements and that have completed construction or where non-federal sponsors intend to use the funds for additional water resources development activities.”

Operation and Maintenance (O&M) Work Plan

No O&M New Starts

O&M Criteria:

1. ability to complete ongoing work maintaining authorized depths and widths of harbors and shipping channels, including where contaminated sediments are present;
2. ability to address critical maintenance backlog;
3. presence of the U.S. Coast Guard;
4. extent to which the work will enhance national, regional, or local economic development, including domestic manufacturing capacity;
5. extent to which the work will promote job growth or international competitiveness;
6. number of jobs created directly by the funded activity;
7. ability to obligate the funds allocated within the fiscal year;
8. ability to complete the project, separable element, project phase, or useful increment of work within the funds allocated;
9. addressing hazardous barriers to navigation due to shallow channels;
10. risk of imminent failure or closure of the facility; and
11. for harbor maintenance activities,
 - a. total tonnage handled;
 - b. total exports;
 - c. total imports;
 - d. dollar value of cargo handled;
 - e. energy infrastructure and national security needs served;
 - f. designation as strategic seaports;
 - g. lack of alternative means of freight movement; and
 - h. savings over alternative means of freight movement.

O&M Funding:

- **Navigation Maintenance:** \$23.907 million
 - **Deep-Draft Harbor and Channel:** \$475 million
 - **Donor And Energy Transfer Ports:** \$50 million
 - **Inland Waterways:** \$40 million
 - **Small, Remote, or Subsistence Navigation:** \$54 million
- Other Authorized Project Purposes: \$50 million

AGENDA ITEM SUBMITTAL

Meeting Date: October 4, 2018
To: Communications/Leg. Liaison Cte
Board of Directors

From: Mike Markus

Staff Contact: E. Torres

Budgeted: N/A
Budgeted Amount: N/A
Cost Estimate: N/A
Funding Source: N/A
Program/Line Item No.: N/A
General Counsel Approval: N/A
Engineers/Feasibility Report: N/A
CEQA Compliance: N/A

POLICY ISSUE: PUBLIC AFFAIRS OUTREACH REPORT

SUMMARY

Outreach for the Orange County Water District (OCWD) and its programs and projects, including the Groundwater Replenishment System (GWRS), continues with a major focus to build and maintain support for the GWRS, as well as field media interest and coverage. The OCWD Public Affairs staff will be preparing its next two-year strategic outreach plan in the coming months and will review the current January 2017 – December 2018 Public Affairs Strategic Outreach Plan with the Communications and Legislative Liaison Committee (the Committee) and discuss steps to create the new 2019-2020 plan.

RECOMMENDATION

Informational

DISCUSSION/ANALYSIS

In addition to developing a two-year legislative strategic plan, the OCWD Public Affairs Department develops a two-year public affairs strategic plan. Below is a summary of the 26 overarching goals of the current plan. All the non-highlighted text represents the tasks and/or goals that were completed, are in progress and/or will be completed by the end of 2018. The highlighted areas denote delays and include notations regarding those delays.

Overarching standards that helped guide the development of the plan were:

- Forge and maintain long-term, positive, proactive, and meaningful relationships
- Make it easy for people to understand OCWD's roles, priorities and initiatives
- Emphasize the District's values, standards and motivations in District communications
- Build confidence and support with the community
- Build and maintain support for OCWD and its projects and educate stakeholders about them
- Comply with legal transparency and communications requirements
- Make information easy to find by staff and the public

- Brevity in communications content
- No release of information without proper context
- Timely release of information and response to information requests

Some of the results of the plan included, but were not limited to:

- Receiving 21 awards (14 for communications projects/outreach) including the Governor’s Environmental and Economic Leadership Award for environmental education
- More than 4,000 media District mentions with potential viewership ranging from 1.8 million to as high as 133 million per month
- Letters of support from many elected officials and producers for OCWD’s groundwater cleanup efforts
- Being the first in the Western Hemisphere to bottle advanced purified water

Public Affairs staff will be reaching out to individual board members and directors of each District department in the coming months to discuss potential goals for the next two-year cycle and will come back to the Committee with a 2019-2020 plan for the Board’s review and approval.

January 2017 – December 2018 Public Affairs Two-Year Strategic Outreach Plan

| Goal | Task | Notes |
|---|---|--|
| Complete and unveil new Wildlife and Watershed Exhibit | Apply for grant funding Develop marketing plan Select preliminary design Create exhibit outline & storyboard Review & revise content Start fabrication Relocate some specimens Final proofing Installation Testing & training Dedication/launch Update content & maintenance | Cost is what has this on hold. Staff will revisit in next two-year plan. |
| Incorporate organizational standards into District branding and transparency efforts | Continue to incorporate in brand assets (website, hallway, presentations, brochures, videos, and social media) Incorporate into agenda submittals (Com/Leg) | |

Implement new tour program and increase attendance

- Budget and hire Inside the Outdoors
- Purchase tour related equipment (signage, cones, stanchions, A-frames; microphones and speakers)
- Purchase additional vehicle/shuttle for tours
- Create a brochure or lesson plan for elementary students (work with consultant)
- Translate and review & update technical brochure & general brochure as needed
- Design and purchase new giveaways
- Track tour collateral & giveaway inventory
- Video animations for 3 processes (work with vendors)

Develop virtual tour of GWRS

- Develop and implement new tour scheduler
- Review talking points annually
- Secure budget for field trips
- Secure field trips for each city
- Create new signage for plant
- Work with consultant to update and maintain hallway exhibits
- Coordinate tour program with OCSD

Will be included in next 2-year plan; Have identified some options.

Design and implement marketing and outreach program for the new tour and hallway programs

- Develop Next Generation Water Leaders Program
- Implement marketing plan
- Coordinate marketing efforts with OCSD
- Identify ad placement
- Create ads and informational brochures/materials (newspaper, online, etc.)
- Work with producers to coordinate school and organization visits

Rebrand Children's Water Education Festival

Research bus funding and sponsorship opportunities

Currently in discussions with Disney. Rebranding will possibly help us secure grant funding.

Disney input & approval

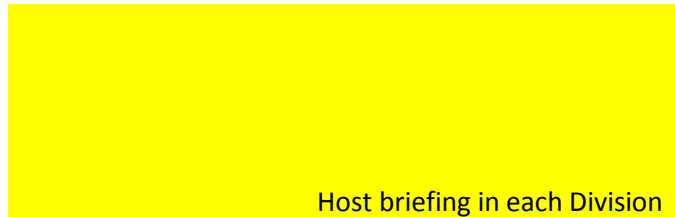
Input from Festival committee
Secure grant or large corporate sponsorship
Secure OCWD board approval
Meet with OCDE or Inside the Outdoors
representative to review curriculum
Create marketing plan
Revise website and collateral

**Produce OCWD monthly
newsletter and
biannual/quarterly Groundwater
Cleanup update**

Update & revise editorial calendar
Solicit and create content
Secure approvals
Update newsletter database

**Feature Board Members in
monthly articles, presentations
and meetings throughout the
District**

Create articles for Directors as needed



Most members
spoke before their
councils or before
service clubs and
chambers, but not
all.

Host briefing in each Division

Create presentations
Create meeting packets
Update speakers bureau calendar
Coordinate scheduling with staff, board members &
producers

Support event planning efforts

Create & update editorial calendar for board articles

Groundbreaking of GWRS Final Expansion

2019

Dedication of new basin and other projects
WACO monthly meetings and planning meetings
ISDOC monthly planning and quarterly meetings
10th and 11th Annual OC Water Summit (OCWD lead
in 2017; MWDOC in 2018)
21st and 22nd Annual Children's Water Education
Festival
Construction/Project Community Meetings
Groundwater Adventure Tour
Volunteer luncheon
GWRS 10 Year Anniversary
EPA WIFIA event
Other events as needed

OCWD state of the groundwater/social water
briefings

**Communicate regularly with
producers as a group and
individually**

Schedule meetings with 19 producers
Review and update co-branded materials
Coordinate with John Kennedy & board members
Coordinate tour groups and speakers bureau
Schedule and present yearly summary to producer
group

Keep OCWD website up to date

Maintain editorial calendar and send update
notifications to staff
Write, review and approve content
Test website and refine as needed; work with
consultant when necessary
Create pages for GW cleanup, desal and other
projects
Create and maintain media portal
Make enhancements to Learning Center and
Transparency sections of website

**Create and manage a
publications editorial calendar
and inventory**

OCWD website
Festival website
OC Water Hero website
OC Water Summit website
WACO website
Employee newsletter
Water Web
Monthly Hydrospectives
Brochures & fact sheets (Create agency/corporate
brochure)
Social media
PowerPoint presentations
Other collateral
Solicit white papers, presentations, abstracts and
articles authored by OCWD experts
Compile monthly analytics reports for websites and
social media
Provide support for publications created by other
departments such as, budget, recharge report,
engineer's report and agenda submittals

Proactive engagement in legislative advocacy

- Create & maintain legislator/legislative staff database
 - Maintain legislative matrix
- Provide legislative support for ACWA Legislative Committee
 - Participate in monthly legislative coordinator meetings (ACWA, MET, SAWPA, GRA, WRA, CSDA, OCCOG, OCBC)
 - Create fact sheets and legislative analyses
 - Create letters of support/oppose
- Participate in monthly MWDOC PAL meeting
- Meet yearly/biannually with legislators and board members
- Monitor groundwater contamination remediation, land use issues, statewide groundwater management, Prado Feasibility Study, DPR regulations, IRWD water recycling and other issues as needed
 - Meetings and coffees with legislative staff
- Create legislative affairs intern work and reporting schedule
 - Legislative tours of OCWD facilities
- Provide support regarding consolidation efforts as needed
- Develop and implement two-year legislative advocacy strategic plan

Work with planning to solicit state and federal grants

Write, submit and provide grant writing and awards support for grant opportunities to secure funding for District infrastructure and programs

-
- Actively engage in Title XVI and SRF discussions to increase funding opportunities
 - Research possible grant opportunities and create database
 - Create narratives and budgets
 - Secure letters of support
 - Create collaborations and partnerships
 - Create and measure outcomes (evaluation)
 - Apply for grants for Children's Water Education Festival, Wildlife/Watershed Exhibit, Water Hero and Tour Program

Identify award opportunities for GWRS Expansion, new website, new tour program, Water Hero, Water Festival and Water Education Corridor projects
Coordinate award acceptance logistics (acceptance speech, press, travel, video, etc.)
Write and submit award applications
Audits and obligatory financial reporting

Implement new Water Hero Program

Create clear scope of work and secure new web developer
Revise mobile application and website
Support ongoing recognition program
Secure recognition awards
Create and implement marketing plan
Create ads and other promotional pieces
Launch program

Increase and maintain social media presence

Continue to maintain social media postings (4-5 per week)
Create partnerships to increase impressions and authentic engagement
Paid advertisement
Create graphics for social media channels
Provide analytics reports in Comm/Leg packets

Social media engagement has been excellent; however new plan will propose additional investments to take it to another level

Survey 25 -35 % of tour guests to get meaningful insight on the District and acceptance of water reuse and other projects

Reevaluate purpose of survey
Coordinate with other water agencies
Create survey slides and forms
Create electronic and paper survey
Data entry of electronic and paper survey results
Regular upkeep of software and equipment
Prepare expert panel report
Compile and evaluate monthly reports

**Continue construction outreach
– provide support to all
departments doing new and/or
regular maintenance projects
(24-36 projects annually)**

- Maintain and update construction schedule database
 - Proactive outreach to departments for project updates and new construction or maintenance projects
- Manage construction hotline and respond to resident inquiries in a timely manner
 - Create and distribute notices
 - Create construction site signage (secure approvals/permits)
 - Include budget for construction outreach
 - Manage consultants
 - Provide notification to producers and board members when projects impact their division

**Regular written correspondence
and follow-up thank you letters**

- Create template thank you letters/emails for different recipients and scenarios
- Provide weekly speakers bureau list and special meetings
- Distribute letters/emails within two weeks of meeting or tour

- Create and distribute holiday greetings email/letter
- Create and maintain holiday greetings database

**Create and maintain easy to use
digital library**

- Create and update photo and video editorial calendar
- Review, Photoshop and edit select photos and videos
 - Research digital library software or websites
 - Budget for technology
 - Create and maintain image library

**Provide support as needed for
Ocean Desalination exploration
efforts**

- Regularly check info voicemail and email messages and draft replies as needed

Update website
Send notices as needed
Other as needed

Proactive media relations

Pitch media for coverage on newly completed projects, events, board/staff achievements, other
Establish and maintain media relationships
Produce monthly press releases
Maintain and Distribute weekly H2Orange County Newsfeed
Provide Media Training for board president and new staff as needed

Two-year Strategic Planning

bi-weekly staff meetings
Monthly com/leg reports
Create and implement outreach plans for Groundwater Contamination, GWRS Final Expansion, MBI, and other large infrastructure projects and initiatives as needed
Quarterly meetings/ check-ins with each department
Review progress of strategic plan on quarterly basis with PA staff
Review progress of strategic plan on a yearly basis with GM
Review/evaluate and revise plan if needed (SWOT analysis, industry research)

Crisis Communications

Work with crisis communications consultant to revise plan

In conjunction with risk assessments being done by Risk and Safety

Review, evaluate and revise plan if needed
Budget and secure emergency communications equipment and supplies
Implement staff training for a crisis (all employees)
Provide talking points for potential/emerging issues as they arise
Provide issues and crisis management as needed

Regular and meaningful community engagement

Research and identify community events for engagement opportunities
Maintain community events resource database
Participate regularly at community and industry events (tabling, panelists, conferences, sponsorships)

Participate and lead professional associations'
working groups/committees (ACWA, WRA, CSDA
ISDOC, SAWPA, GRA, SARBS, etc.)
Budget for sponsorship of events and exhibits
Partner for grant opportunities

Host events throughout the District (see events goal)

Commemorate GWRS 10-year anniversary

Create marketing and outreach plan (include new
social media campaign)

Meet regularly with GWRS steering and planning
committees

Create GWRS video

Create commemorative item

Plan event to commemorative anniversary

Secure Guinness Book of World Records (work with
consultant)

Bottle GWRS Water

Identify container options and pricing

Identify water collection and testing process

Budget and secure sponsorships for project

Create name and label (annual basis for label)

Create marketing and outreach plan

Meet regularly with GWRS steering and planning
committees (obtain board approvals)

Execute marketing and outreach plan
