



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

November 3, 2023

Sent via email to klemieux@awattorneys.com

Santa Maria Valley Water Conservation District
P.O. Box 364
Santa Maria, CA 93458
Attn: Keith Lemieux

RE: PROPOSAL TO PROVIDE INTERIM GENERAL MANAGEMENT SERVICES FOR THE SANTA MARIA VALLEY WATER CONSERVATION DISTRICT

Dear Mr. Lemieux:

Regional Government Services Authority (RGS) is pleased to submit this proposal to the Santa Maria Valley Water Conservation District (SMVWCD, the District) in response to your solicitation for an Interim General Manager. RGS is a unique, fee-supported, joint powers authority specializing in public-sector administration and consulting services. RGS exclusively serves the public interest and employs experienced public-sector professionals to assist our partner agencies. Since 2002, RGS has served approximately 400 public agencies. RGS has a solid and respected reputation with the public agencies we serve for timely, cost-efficient delivery and effective implementation. As a public agency, we understand the needs and requirements of other public agencies.

ORGANIZATIONAL PROFILE

Regional Government Services (RGS) is a California Joint Powers Authority established in 2002 to serve the needs of cities, counties, special districts, and other governmental entities throughout California. The current members of RGS are the Cities of Dublin, Larkspur, Napa, Soledad and Walnut Creek, the Town of Yountville, and the Citrus Heights Water District. Each agency's chief executive officer has a seat on the RGS Board of Directors.

Our Executive Director, Sophia Selivanoff, has worked with RGS since 2009 and works closely with our leadership team to ensure outstanding delivery of all RGS services as well as to develop new services, business partners and knowledge resources to support our public agency partners.

RGS works exclusively with public agencies providing a ready source of competent and effective administration and consulting services to meet the needs of our partner agencies. Our team of Senior Advisors, supported by over 125 team members, provide expert advice and project delivery in the areas of human resource management, public finance and accounting, planning, community engagement, economic development, emergency management planning and cost recovery, organization and staff development, and more. In addition to this, RGS provides an employer of record platform for comprehensive contracted staffing that is fully compliant with all state and federal employment laws. We don't just have clients; we have partners who benefit from our cost-effective delivery model and open source access to RGS resources and tools created to improve internal efficiencies and deliver services to the public. RGS is a streamlined organization of consultants who work remotely. We have no physical corporate office which helps to keep overhead costs low and allows us to pass those savings on to our partner agencies and clients.

RGS staff prides itself on its ability to deliver accurate, professional products and services within reasonable timelines, meet deadlines, and provide clear, honest, and effective communications, all of which help to promote good relations with stakeholders at all phases of a client's project.

RELEVANT QUALIFICATIONS

In addition to consultative services, RGS has provided staff for nearly two dozen agencies. RGS has provided agency administration services since 2002. Currently, RGS provides an administration team for several groundwater sustainability agencies, including the Salinas Valley Basin GSA, Indian Wells Valley Groundwater Authority and Colusa Groundwater Authority. RGS also provides staffing to several emergency radio interoperability JPA's in the greater Bay area, as well as to JPA's delivering waterway management, public assistance automation, and regional economic development.

Each of these administrative staffing services has a designated chief executive, who directly provides support to the governing body as well as accomplishes administrative tasks personally and through delegation to team members. RGS has the infrastructure to provide a full array of public administration skills to fulfill both mandatory and discretionary agency goals. Our team model allows our partner agencies to obtain a range of services and skillsets at appropriate price points that is not possible if an agency simply hires a single executive. Our team can quickly ramp up or down to meet the Agency's needs. RGS provides ongoing "service-readiness" for agency administration which allows our partner agencies to concentrate on filling the unique mission and needs of your District. Although our team is deployed remotely, if a physical presence is needed in a community, RGS is prepared to facilitate the acquisition of appropriate space(s) and to provide staff to engage as needed with community members.

INTERIM GENERAL MANAGER SERVICES

RGS will provide interim general management services to support SMVWCD's administration and operations needs. An RGS employee experienced in public administration and water agency

needs will serve as the District's Interim General Manager and provide these services through the implementation of organizational infrastructure, management practices (meeting management, staffing, record keeping, financial management, etc.) and collaborative stakeholder engagement. Administrative activities will include:

- Budget development and oversight, including short and long term financial strategies.
- Evaluate, recommend and implement fees as adopted by the Board.
- Identify additional future funding sources as needed, and develop and implement funding strategies.
- Administer contracts and agreements to ensure compliance and contractor performance.
- Manage consultant/contract selection process from scoping work through RFP and proposal evaluation, and negotiation of contract terms.
- Conduct outreach to appropriate stakeholders and other appropriate agencies.
- Develop, plan and implement compliance measures.
- Coordinate the activities and meetings of the Board and various subcommittees and advisory bodies.
- Monitor and analyze changes in laws, regulations, technology and professional best practices that may affect the District; make recommendations to decision makers on appropriate position or action; implement policy and procedural changes as required.
- Ensure District records are properly created and maintained.
- Facilitate accomplishment of goals and objectives as determined by the Board.

RGS proposes to provide Carol Thomas-Keefer to act as Interim General Manager. Ms. Thomas-Keefer will provide administrative guidance, Board support, and oversight for the development and delivery of District programs and projects as needed. Ms. Thomas-Keefer is a seasoned public administrator, with a deep background in the water industry. Her current experience includes chief executive roles for both the Indian Wells Valley Groundwater Authority and the Colusa Groundwater Authority. Her skilled deployment of talented RGS team members to accomplish the administrative work of each agency has resulted in her additional capacity for the role of Interim General Manager for the District. A detailed resume for Ms. Thomas-Keefer is attached to this letter.

As the needs of the District and the administrative skillsets required for effective workflows come into focus, RGS ask the District to please note the following contingencies:

- RGS employees generally work remotely and anticipate sufficient District technology capability to effectively do so. If the District requires RGS-provided equipment or apps to accomplish services, these can be made available and managed by RGS for cost or a cost share, depending on the resource price model.
- If the District has an office available, and expectations for public access, office hours and appropriate uses may be negotiated.

- RGS reserves the right to assign other RGS resources to deliver the agreed-upon services as emergent circumstances in the assignment require. In addition to providing a General Manager to oversee administration and operational functions of the District, RGS often provides support staff and structure for financial operations and Board clerking roles, as well as provide project staff resources for stakeholder or strategic activities.
- RGS requests the designation of a District Board representative to serve as liaison with RGS to ensure that service delivery is meeting the District's needs.
- RGS may assign its employees to participate in other RGS projects. Such extra assignments would not be at the expense of the District in either service quality or cost.

RGS is able to provide Interim General Manager services for as long as such services are needed. Additionally, RGS offers skilled and knowledgeable recruitment services and can assist SMVWCD with a General Manager recruitment if desired.

COST PROPOSAL

Interim General Manager services are proposed on an hourly, as-needed basis, at the current RGS Agency Executive rate shown in the table below. This per-hour price proposal provides the District with maximum flexibility in cost-control and determining the amount of work to be performed. Rates for additional support staff are also provided in the event any of these additional services are needed or requested.

As specific needs (e.g. part-time or full-time GM and/or support staff, etc.) are identified and approved by the Board, more precise costs will be available. A flat-fee monthly rate structure can also be developed if preferred.

Position	Hourly Rate*
Agency Executive	\$204
Strategic Services Advisor	\$176
Senior Advisor	\$150
Advisor	\$128
Technical Specialist	\$114
Administrative Specialist	\$102

*These per hour rates cover all employee costs except travel expenses for conducting work on behalf of the District.

REFERENCES

SALINAS VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

Current Appointment Pending for Board Liaison with RGS

Contact: General Manager Piret Harmon

P.O. Box 1350, Carmel Valley, CA 93924

O: (831) 471-7512, ext. 203 | M: (831) 535-3979

harmonp@svbgsa.org

- SVBGSA has partnered with RGS for contract staffing since 2017.

INDIAN WELLS VALLEY GROUNDWATER AUTHORITY

Scott Hayman, *Chair*

c/o City of Ridgecrest, 100 W. California Ave., Ridgecrest, CA 93555

O: (760) 499-5002

shayman@ridgecrest-ca.gov

- IWVGA has partnered with RGS for contract staffing since 2021.

MARIN EMERGENCY RADIO AUTHORITY (MERA)

Richard Pearce, *President*

c/o Town of Corte Madera, 300 Tamalpais Drive, Corte Madera, CA 94925

Msg can be left at: **(415) 927-5050**

- MERA has partnered with RGS for contract staffing since 2009.

CALIFORNIA STATEWIDE AUTOMATED WELFARE SYSTEM

Holly Murphy, PMO Director

620 Roseville Parkway, Roseville, CA 95747

O: (916) 846-7428 | M: (916) 549-5696

MurphyH@CalSAWS.org

- CalSAWS (formerly C-IV) has partnered with RGS for contract staffing since 2009.

SILICON VALLEY REGIONAL INTEROPERABILITY AUTHORITY

Russ Melton, Chair

601 El Camino Real, Santa Clara, CA 95050.

City Email: MeltonCouncil@sunnyvale.ca.gov

Personal Email: russell.w.melton@gmail.com

Cellphone: (650) 455-1163

- SVRIA has partnered with RGS since July 2020.

Mr. Keith Lemieux
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RGS employees are seasoned professionals who work effectively with all levels of management, employees, elected officials, labor representatives and the public. We are confident that RGS will provide a customized and scalable solution that includes the resources necessary to fulfill the District's objectives. If you have any questions or need additional information, please do not hesitate to contact me at (650) 587-7315 or via e-mail at sselivanoff@rgs.ca.gov. I look forward to the opportunity for RGS to partner with SMVWCD for your administration needs.

Sincerely,

A handwritten signature in black ink that reads "Sophia Selivanoff". The signature is written in a cursive style with a loop at the end of the last name.

Sophia Selivanoff, Deputy Executive Director
REGIONAL GOVERNMENT SERVICES