

PROFESSIONAL SERVICES AGREEMENT NO. W3172
between
WEST BASIN MUNICIPAL WATER DISTRICT
and
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
for
WATER EFFICIENCY PROGRAM OUTREACH AND MARKETING

This Professional Services Agreement ("Agreement") is entered into by and between the West Basin Municipal Water District ("DISTRICT") and South Bay Cities Council of Governments, ("CONSULTANT"). DISTRICT and CONSULTANT, which may be referred to individually as "PARTY" or collectively as "PARTIES", agree as follows:

SECTION 1 - PURPOSE

Under this Agreement, the CONSULTANT shall provide Water Efficiency Program Outreach and Marketing Services.

SECTION 2 - SCOPE OF SERVICES

The CONSULTANT shall, in good workmanlike and professional manner and at its own expense, furnish all of the technical, administrative, professional and other labor, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities necessary to perform and complete the work and provide the services as set forth in Exhibit "A" of this Agreement.

SECTION 3 - TERM

The term of this Agreement shall be for a period of one (1) year commencing July 1, 2025 ("Effective Date") and concluding June 30, 2026.

SECTION 4 - ACCEPTANCE

This Agreement constitutes the DISTRICT'S offer to the CONSULTANT. Unless the CONSULTANT notifies the DISTRICT, in writing to the contrary, the commencement of performance required by this offer shall be conclusive evidence of the CONSULTANT'S approval of, and consent to the terms and conditions of this Agreement.

SECTION 5 - TERMINATION

(a) The DISTRICT may terminate or cancel this Agreement, in whole or in part, without liability to the DISTRICT, if CONSULTANT fails to perform in accordance with the requirements of Section 2 – Scope of Services of this Agreement, or in the event of a substantial breach of any term or condition.

(b) The DISTRICT may also terminate this Agreement, in whole or in part, even though CONSULTANT is not in default hereunder and no breach hereof has occurred, by notice in writing at any time. Such notice shall state the extent and effective date of termination. Upon the receipt by CONSULTANT of such notice, CONSULTANT will, as and to the extent prescribed by the DISTRICT, stop work under the Agreement and the placement of further purchase orders or subcontracts hereunder, terminate work under purchase order and subcontracts outstanding hereunder, and take any necessary action to protect property in the CONSULTANT'S possession in which the DISTRICT has or may acquire an interest. CONSULTANT will be compensated for work performed under the Agreement prior to the effective date of the termination.

SECTION 6 – AGREEMENT ADMINISTRATION

The Project Manager is the DISTRICT'S designated representative responsible for the administration of this Agreement. The Project Manager for this Agreement is:

Gus Meza
(310) 660-6209

The duties of the DISTRICT'S designated representative may be delegated or reassigned at the discretion of the DISTRICT and without alteration to this Agreement.

SECTION 7 - CONSIDERATION

The DISTRICT shall compensate the CONSULTANT on a time-and-material basis at the rates and in the amounts shown in Exhibit "B". Total payments shall not exceed \$ 171,370.00.

SECTION 8 -BILLING

(a) CONSULTANT'S invoices shall be submitted on a monthly basis for the previous month's services.

(b) CONSULTANT shall submit an itemized invoice that includes:

- (1) Date or period of service.
- (2) A complete description of the services performed.

(3) DISTRICT'S Agreement number.
(4) The name of the DISTRICT'S Project Manager.
(5) CONSULTANT'S remittance address.
(6) Name and phone number of CONSULTANT'S accounts receivable representative.

(c) When applicable, CONSULTANT'S invoice shall be accompanied by support documentation sufficient to validate the charges for each invoice item.

(d) CONSULTANT shall submit invoices to the following address:

West Basin Municipal Water District
Attn: Accounts Payable
17140 So. Avalon Blvd., Suite 210
Carson, CA 90746

(e) Incomplete invoices will be returned to the CONSULTANT.

(f) DISTRICT'S payment terms are Net 30 days after receipt of invoice.

SECTION 9 - NOTICES

Notices required or permitted shall be given by personal delivery or by first class mail, postage prepaid.

To: CONSULTANT
South Bay Cities Council of Governments
Attn: Jacki Bacharach
2355 Crenshaw Boulevard, Suite 125
Torrance, CA 90501
Phone: (310)371-7222 x214

To: DISTRICT
West Basin Municipal Water District
Attn: General Manager
17140 South Avalon Boulevard, Suite 210
Carson, CA 90746-1296
Phone: (310) 217-2411

SECTION 10 - OWNERSHIP OF DATA, REPORTS, AND DOCUMENTS

The CONSULTANT shall deliver to the General Manager notes of surveys made, all reports of tests made, studies, reports, plans, a copy of electronic and digital files, and other materials and documents which shall be the property of the DISTRICT. The CONSULTANT is released from responsibility to third parties for the use by DISTRICT of data, reports, and documents on other projects. The CONSULTANT may retain copies of such documents for its own use. The DISTRICT may use or reuse the materials prepared by CONSULTANT without additional compensation to CONSULTANT.

SECTION 11 - CONFIDENTIALITY

Except as required by law, CONSULTANT will not disclose or cause their respective officers, directors, employees, representatives, agents, advisors, or sub-consultants to disclose or use any of the content of negotiations or Confidential Information furnished, or otherwise permitted for review, by one PARTY to the other in connection with the proposed transactions. For purposes of this paragraph, "Confidential Information" means information supplied by one PARTY to the other, except information which is part of public record.

SECTION 12 - FORCE MAJEURE

Any prevention, delay, nonperformance or stoppage due to any of the following causes shall excuse nonperformance for a period equal to the duration of the force majeure event. The causes referred to above are strikes, walkouts, labor disputes, failure of power, irresistible superhuman cause, acts of public enemies of the State or United States, riots, insurrections, civil commotion, governmental restrictions or regulations or controls (except those reasonably foreseeable in connection with the uses contemplated by this Agreement), casualties not contemplated by insurance provisions of this Agreement, or other causes beyond the reasonable control of the PARTY obligated to perform.

SECTION 13 - INDEMNIFICATION

CONSULTANT shall hold harmless, immediately defend at its own expense, and indemnify DISTRICT, its officers, employees, and agents against any and all liability, claims, losses, damages, or expenses, including reasonable attorneys' fees, arising from all acts or omissions to act of CONSULTANT or its officers, agents, or employees in rendering services under this agreement; excluding, however, such liability, claims, losses, damages, or expenses arising from DISTRICT'S sole negligence or willful acts

SECTION 14 - INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONSULTANT, its agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Business Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if CONSULTANT has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$2,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the CONSULTANT maintains broader coverage and/or higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to the broader coverage and/or the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The DISTRICT, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts, or equipment

furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the CONSULTANT's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the DISTRICT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the DISTRICT, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the DISTRICT.

Waiver of Subrogation

SUPPLIER hereby grants to DISTRICT a waiver of any right to subrogation which any insurer may acquire against DISTRICT, its officers, officials, employees, and volunteers, from SUPPLIER by virtue of the payment of any loss. SUPPLIER agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the DISTRICT has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the DISTRICT for all work performed by the SUPPLIER, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the DISTRICT. The DISTRICT may require the CONSULTANT to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or DISTRICT.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A:VII if admitted in the States of California.

Verification of Coverage

CONSULTANT shall furnish the DISTRICT with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to DISTRICT before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT's obligation to provide them. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

DISTRICT reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION 15 – LIMITATION OF WAIVER

Except as may be expressly provided in a writing signed by the PARTIES, the failure or delay of either PARTY to insist in any instance on strict performance of any provision of this Agreement shall not be construed as a waiver of any such provision or the relinquishment of any rights under that provision in the future, but the same shall continue and remain in full force and effect.

SECTION 16 – RIGHT TO AUDIT

Following execution of this Agreement and continuing for a period of three years following the completion of performance, DISTRICT shall have the right to audit the CONSULTANT'S invoices and all supporting documentation generated in performance of this agreement.

SECTION 17 - ATTORNEY'S FEES

If any action is instituted to enforce this Agreement, the prevailing party shall be reimbursed all reasonable attorneys' fees, costs of collection, as well as any other costs and expenses incurred in connection with the enforcement effort.

SECTION 18 - ASSIGNMENT

CONSULTANT shall not assign, sell, or otherwise transfer any obligation or interest in this Agreement without the specific written consent of the DISTRICT.

SECTION 19 - INDEPENDENT CONTRACTOR

The PARTIES each acknowledge that they are separate entities, each of which has entered into this Agreement for independent business reasons. The relationships of the PARTIES hereunder are those of independent contractors and nothing contained herein shall be deemed to create a joint venture, employer/employee, partnership or any other relationship.

SECTION 20 - APPLICABLE LAW

This Agreement shall be construed in accordance with and governed by the laws of the State of California.

SECTION 21 - SUBSTITUTION OF SUB-CONSULTANTS

There may be occasion, during the course of this engagement, to substitute or introduce a new sub-consultant in order to satisfy the requirements for a specific task request. Introduction of substitute or new sub-consultants will be allowed, but, is subject to the express written approval of the DISTRICT. Such approval shall not be unreasonably withheld.

SECTION 22 - TIME IS OF THE ESSENCE

Time is of the essence as to each and every provision of this Agreement.

SECTION 23 - INTEGRATION

This Agreement represents the entire understanding of the PARTIES. No prior oral or written understanding shall be of any force or effect with respect to those matters covered by this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date of the latest signature below.

APPROVED:

West Basin Municipal Water District

By: _____ Date _____
Edward J. Caldwell, Esq.
General Manager

APPROVED AS TO FORM:

By: _____ Date _____
Best Best & Krieger, LLP
District Counsel

APPROVED:

CONSULTANT

By: _____ Date _____

Name & Title: _____
(please print)

EXHIBIT A



West Basin Municipal Water District

SCOPE OF WORK

This Scope of Work (SOW) covers the programs and activities that the South Bay Cities Council of Governments (SBCCOG) and its South Bay Environmental Services Center (SBESC) will conduct in partnership and on behalf of West Basin Municipal Water District (West Basin) for a **12-month period, commencing on July 1, 2025 through June 30, 2026.**

This SOW provides for both virtual and in-person options. These options will allow West Basin to continue providing the public with water efficiency and education programs that will help increase local water reliability.

The SOW tasks include, promotion, education, coordination, and implementation of West Basin's programs. With West Basin's prior approval, this agreement can allow for the addition, removal, modification or substitution of programs in the event that the timing, implementation or budgetary process for a specific task makes its implementation infeasible during the duration of this agreement. If programs are added, modified or substituted, the total amounts will not exceed the total approved contractual amount of this agreement.

1. Outreach Support	\$ 94,860
A. Tabling Events	(\$7,905 per mo.)
B. Speakers Bureau	
C. Collateral in the Community	
D. Digital Communications	
E. Volunteer Training	
F. SBCCOG Liaison Assistance	
2. Classes, Workshops & Webinars	\$ 16,430
A. Promote and assist with Educational Classes/Webinars/Chats	
3. Program Promotion	\$ 3,950
A. Water Bottle Filling Station Program	
4. Rain Barrel Program	\$ 43,730
5. GIS Support	\$ 7,900
6. Green Business Assist Program	\$ 4,500
Total	<u>\$171,370</u>

Administration & Billing Instructions for SOW

For Task 1 above, Outreach Support category, the SBCCOG will invoice West Basin on a pro-rated monthly basis of \$7,905 per month and all invoices will include the following: a summary of activities (by Director Division), copies of receipts, a year-to-date tracking of budgets and labor hours, copies of articles and press releases, sign-in sheets, photos, and any other back-up documentation that supports the deliverables on the invoice.

Also, the SBESC will include in its monthly reports an estimated number of people reached at each event or webinar. The tasks associated with categories 2 - 5 above will be billed monthly based on a time and materials basis as work is completed, with the exception of Task 6. The Task 6 Green Building Assist Program amount will be billed as a one-time amount of \$4,500.

The SBCCOG staff will also be responsible for scheduling and facilitating various meetings with West Basin Staff. The purpose of the meetings is to increase communication between the agencies, collaborate on various projects and initiatives, and plan proactively. The SBCCOG will prepare an agenda for each meeting and provide the schedules, budgets and other necessary information for each meeting listed below.

1. **Bi-weekly (every two weeks) Project Review Meetings** - SBCCOG staff will provide an agenda and the outreach event schedule to review and discuss during the meeting.
2. **Quarterly Communications Meeting** – SBCCOG will schedule a quarterly meeting with West Basin’s Communications and Water Policy Managers to discuss higher level communications issues.
3. **Monthly Contract Meeting** – SBCCOG staff will schedule a monthly meeting with West Basin’s Project Coordinators to review the contract budget and tasks.

Project Tasks

1. Outreach Support

The SBESC will help communicate West Basin’s program message to the public through its outreach efforts and existing communication channels. **The goal is to maximize participation in West Basin’s programs and drive awareness of water issues. Additionally, the SBESC will strive for equitable outreach to each Division.**

A. Events

1. The SBESC will outreach to the community on behalf of West Basin by staffing a minimum combination of 100 tabling events, virtual events, virtual presentations and meetings. At the request of West Basin, the SBESC will represent West Basin at various outreach tabling events. There may be instances where both the SBESC and West Basin will be tabling at the same event, in that case, both will coordinate to ensure that tabling opportunities are covered and that West Basin is represented.
2. The SBESC will research various outreach/tableting opportunities in each city and L.A. County unincorporated areas, develop a schedule and upload it to a shared drive where West Basin can access it at any time.

B. Speakers Bureau

The SBESC will alert West Basin of any interest for a speaker from all 14 SBCCOG/WB cities and the seven overlapping Los Angeles County unincorporated areas (Del Aire, El Camino Village, Lennox, Rancho Dominguez, West Athens, Westmont, and Wiseburn).

- West Basin has a Speakers Bureau Program, where cities and organizations can request a West Basin speaker. West Basin speakers can cover such topics as recycled water, conservation programs, industry career pathways, and doing business with West Basin.
- The SBESC will direct interested people to West Basin's web page, <https://www.westbasin.org/community/general-public-education/book-a-speaker>, where they can complete the online Speakers Bureau Request Form to book a speaker.
- Other audiences that can book a speaker include city councils, city environmental/sustainability committees, chambers of commerce, service and civic groups, neighborhood councils, and other pertinent groups.

C. Collateral in the Community - SBESC will research locations throughout the community that may have kiosks/informational centers where West Basin programs can be promoted. Once identified, SBESC will place West Basin marketing materials in these locations.

1. Location categories/examples include the following: city facilities, city hall, public works, community centers, libraries, malls, colleges, water retailers, etc.
 - **Place Materials:** SBESC will only use West Basin preprinted materials (no copies) for distribution to locations. In addition, SBESC staff will also check materials for relevancy and expiration dates and replace as needed. This item will be discussed during the bi-weekly meetings, to ensure proper coordination.
 - **Tracking:** SBESC will track distributed marketing material and coordinate with West Basin to maintain an ample supply of materials. The SBESC will maintain a running list of locations and a distribution schedule.
 - **Status Reporting:** Provide West Basin with a monthly update on the status of collateral placements, re-supply needs, and any relevant notes. The SBCCOG will provide West Basin with a one-month advance request for materials and promotional items to allow West Basin adequate time to inventory their materials, assemble, and place orders for additional materials.

Digital Communications – The SBESC will disseminate program information created and provided by West Basin through its existing communication channels, including but not limited to, its website, e-mail blasts, Instagram, LinkedIn, Facebook, X, and other social media. SBESC communications, such as its monthly and quarterly e-newsletters, will also be utilized. All information will be thoroughly reviewed and approved by West Basin and SBCCOG staff. The SBCCOG reserves all editorial rights related to its own publications and website. The SBESC, in coordination with West Basin will conduct up to the following number of activities. Goals depend on information provided by West Basin.

- 30 eblasts / 50 social Media posts / 12 SBESC monthly e-newsletter articles / 1 SBCCOG quarterly newsletter article (South Bay Baywatch)

Editorial Calendar

- Newsletter schedule /editorial calendar is an estimate and subject to change as determined by the SBCCOG. – *the SBESC monthly e-newsletter distribution date is a hard date (15th of every month) unless the 15th falls on a weekend/holiday, it is distributed on the next business day. Please see below.*

South Bay Watch Publication & Edition - Quarterly	Stories Due	Publish date
South Bay Watch (SBW) Fall 2024	10/4/2024	12/7/2024
SBW Winter 2025(pre-GA)	1/31/2025	3/10/2025
SBW – Spring 2025 (post GA)	5/16/2025	6/18/2025
SBW – Summer 2025	7/11/2025	8/13/2025
SBW – Fall 2025	10/3/25	12/08/25
SBW Winter 2026 (pre-GA)	1/09/26	3/13/26
SBW Spring 2026 – (post GA)	5/11/26	6/5/26
Green Business Publication & Edition - Quarterly	Stories due from partners	Newsletter Sent (on or before)
Green Business Assist Program (GBAP) (summer)	8/1/25	8/29/25
GBAP (fall)	11/1/25	11/26/25
GBAP (winter)	2/1/26	2/27/26
GBAP (spring)	5/1/26	5/29/26
SBESC Newsletter Publication & Edition - Monthly	Stories due from partners	Newsletter Sent (on or before)
January 2025	Wed - 12/30/2024	Wed - 1/15/2025
February 2025	Fri - 1/31/2025	Sat - 2/15/2025
March 2025	Fri 2/28/2025	Sat - 3/15/2025
April 2025	Mon - 3/31/2025	Tues - 4/15/2025
May 2025	Wed - 4/30/2025	Thurs - 5/15/2025
June 2025	Fri - 5/30/2025	Sun - 6/15/2025
July 2025	Mon - 6/30/2025	Tues - 7/15/2025
August 2025	Thurs - 7/31/2025	Fri - 8/15/2025
September 2025	Fri - 8/29/2025	Mon - 9/15/2025
October 2025	Tues - 9/30/2025	Wed - 10/15/2025
November 2025	Fri - 10/31/2025	Sat - 11/15/2025
December 2025	Tues- 11/25/2025	Mon - 12/15/2025

- West Basin staff will either provide monthly stories to the SBCCOG, or approve any stories developed by the SBCCOG for West Basin. All stories provided for the newsletter will be reviewed and approved by the West Basin Public information team. If West Basin is unable to meet production deadlines, articles will not be included, and contract task goals will be reduced.
- In addition, the SBCCOG will add pertinent conservation program information provided by West Basin to their web site, under the program/conservation section.
- SBCCOG Baywatch Newsletter (Quarterly Issue). West Basin will also have an opportunity to provide one story to the SBCCOG's quarterly Baywatch Newsletter. The topics in this newsletter are typically higher level and deal with important policy issues. Below are the story submission deadlines and estimated publication dates. Word count for articles is between 250 to 850 words depending on layout and photos/images used. Note: West Basin may select one of the following publications opportunities.

Issue Month	Stories Due	Estimated Newsletter Published
Spring	TBD	TBD
Summer	TBD	TBD
Fall	TBD	TBD
Winter	TBD	TBD

*Note: the March issue is the SBCCOG General Assembly publication.

D. Volunteer Training

Work with West Basin staff to schedule 1 to 2 training sessions per year for the SBESC staff and volunteers on West Basin's water efficiency, education and outreach programs. This training will help ensure that accurate and up-to-date information is provided to the public.

If new outreach volunteers are added by the SBCCOG, on-boarding training will include a West Basin element to ensure that all volunteers are adequately informed about West Basin's programs. If volunteers are promoting West Basin programs, then they should be familiar with the programs and where to direct the public to for more information. West Basin staff can also meet with new staff / volunteers for 1-on-1 training sessions, prior to them representing West Basin at events.

E. SBCCOG Liaison Assistance

1. Through this partnership agreement, West Basin may seek the assistant from the SBCCOG's Executive Director and Deputy Executive Director to support West Basin with furthering its water reliability strategies. The SBCCOG is the Joint Power Authority in the South Bay and has fostered positive relationships with local elected officials, board members, committee members, public work directors and others. An important benefit

of this partnership agreement is the ability to leverage relationships to further West Basin's water reliability projects.

- If program support is required, West Basin will contact the SBCCOG's Executive Director and Deputy Executive Director for assistance.
- As needed, the SBESC shall assist West Basin to coordinate and schedule program and project briefings and updates to the SBCCOG Governing Board, Steering Committee, Infrastructure Working Group, local cities, and other organizations.
- SBCCOG staff will provide the SBCCOG Board of Directors, City Managers, and others at the SBCCOG Committee meetings with regular updates on West Basin's water reliability programs. (SBESC will track and document these efforts in the monthly invoicing and reporting)
- The SBESC will assist West Basin with scheduling presentations at the various SBCCOG committees, when requested by West Basin.

2. Classes, Workshops and Webinars

West Basin will coordinate with the SBESC to utilize the various webinar platforms to offer in-person, virtual classes, or hybrid classes.

A. Promote and assist with Educational Classes and Webinars:

The SBESC will work with West Basin staff to promote up to 17 classes that could be either in-person or webinar. West Basin will coordinate with the SBESC staff to provide information on the selected cities, locations, and dates. The SBESC will be the lead with developing and implementing the Zoom webinars for the 4 quarterly West Basin Chats.

1. West Basin Chats

West Basin Chats aim to address residents' questions about the application process for West Basin's water conservation rebate programs. Each chat begins with a brief overview by a West Basin staffer of a featured program, followed by a Q&A session. West Basin will target **up to four (4) quarterly chats** in total per fiscal year. The West Basin Chats are typically scheduled for 30 minutes, with an additional 30 minutes for questions, for a total of one hour.

The SBCCOG staff will utilize Zoom for the each Chat. They will provide the Zoom link to residents and the West Basin staff well ahead of the scheduled Chat. They will also schedule one rehearsal meeting with West Basin staff prior to each Chat, in order to run through the agenda and ensure that the Chat will run smoothly with no issues.

Below are some tentative months and times for the quarterly chats. West Basin staff will schedule the exact dates in coordination with the SBCCOG staff.

<u>Chat Date</u>	<u>Time</u>
<u>July</u>	<u>6:00 PM to 7:00 PM</u>
<u>October</u>	<u>6:00 PM to 7:00 PM</u>
<u>Jan</u>	<u>6:00 PM to 7:00 PM</u>
<u>April</u>	<u>6:00 PM to 7:00 PM</u>

2. **Landscape Classes**

As a Member Agency of the Metropolitan Water District (MWD), West Basin has the ability to request free landscape classes from MWD. MWD will provide the instructor, but the Member Agency (West Basin) must work with MWD's vendor to schedule the class. West Basin also has to obtain the venue and promote the class. MWD requires a minimum of 40 registrations 2 weeks prior to holding the class.

As a way to leverage partnerships, West Basin has also invited the Water Replenishment District (WRD) to participate in the landscape classes, as a supporting agency.

West Basin has budgeted funds to obtain SBCCOG support for up to nine (9) classes. The support will include ordering and providing refreshments to each class. (**Note:** If the class takes place outside of the SBCCOG's service area, they will only be responsible for ordering the refreshments, and either have the refreshments delivered, or coordinate with West Basin to have them picked up). A SBCCOG staffer will also attend the classes located in its service area and assist with sign-ins at the class, and prepare the refreshment table and the SBCCOG outreach table.

3. **Firescaping Workshops**

The SBESC will assist West Basin with implementing up to four (4) Firescaping Workshops that will be either In-Person, Webinar or Hybrid, utilizing the Zoom Platform. (If any classes are held outside of the SBCCOG's service area, they will provide all the support mentioned below, except they cannot travel and attend outside of their service area)

The SBESC staff will be responsible for the following:

- Establishing an on-line registration form
- Taking registrations at the class
- Promoting the class
- Ordering and setting-up refreshments
- Taking photos of presenters and audience members
- If Webinar or Hybrid:
 - Setting up the Zoom link
 - Assisting the presenters by running and advancing the PowerPoint slides
 - Recording the webinar
 - Muting all the participants to keep noise to a minimum
 - Providing a list of participants to West Basin staff

Virtual Classes

SBESC will coordinate with West Basin to promote and implement potential virtual classes, West Basin Chats and Firescaping Webinars.

- Utilize the Zoom platform to implement the classes. Establish the Zoom registration link and share with the West Basin staff and registrants well ahead of the class.

- Email and remind the participants about the upcoming webinar one day prior to the webinar and on the day of.
- Provide assistance with registration and accessing webinar link, troubleshooting, assisting webinar attendees and other tasks as needed.
- The SBESC will also database the webinar attendees and provide to West Basin. The database will provide their contact information and how they heard of the webinar if provided.

3. Program Promotion

A. Water Bottle Filling Station Program

- The SBCCOG staff will promote West Basin's Water Bottle Filling Station Program to cities, schools, and other public sites.
- The SBCCOG will communicate any interest to West Basin's WBFS manager.
- The SBCCOG staff will review monthly Public Information Committee or West Basin Board Memos to check on the status of the program, and look for opportunities.
- The SBCCOG will develop and update any plotted maps showing all the installed units. This will assist both West Basin and the SBCCOG will developing targeted marketing strategies.

4. Rain Barrel Program

West Basin's Free Rain Barrel Program continues to be very successful throughout West Basin's service area. For FY 2025-2026, West Basin will conduct 5-6 free rain barrel events. Shown below are the tasks that the SBESC will perform in support of this program.

A. Rain Barrel Distribution Events

The SBCCOG will provide the following support.

1. Provide a **minimum of two (2)** SBCCOG staff members and two (2) SBESC volunteers at the event to manage the registration process and assist with other event activities. West Basin will provide the volunteer group(s) for each event and instruct the volunteers to assist with registration, traffic control, loading rain barrels, and other duties.

The SBESC will coordinate with West Basin staff to schedule and support each event. The SBESC will only physically attend events that are located within their service area. For events outside of SBCCOG's service territory, the SBCCOG will provide supporting services such as; providing the registration list, the box of safety vests, and other event items.

SBESC TASKS

- Take RSVPs prior to the event and send out reminder notices.
- Send an acknowledgement email to residents that their registration was received and if they qualify, they will receive a follow-up email one week prior to the event.

- Attend events within their service area and handle the registration process.
- Work with West Basin's volunteers.
- Coordinate with the various partners and vendors as needed.
- Coordinate with West Basin, assign roles and help train volunteers on the various duties at the event.
- Provide snacks, water and refreshments for volunteers at the events.
- Bring safety gear, such as safety vests for the volunteers and staff.
- Take photos of the event, staff, volunteers, Directors, participants, etc.
- Sign guests-in and develop a sign-in list and database to provide to West Basin.
- Track and conduct additional outreach to previous registered participants, (on Interest Lists) who were unable to attend and fulfill their reservation, and provide invitations to future West Basin rain barrel distribution events.
- Database all the registrants and identify the participants. Use the participant database to populate MWD's required spreadsheet, provided by West Basin, and provide both spreadsheets to West Basin.
- Keep rain barrel plotted maps updated utilizing GIS.

5. GIS Support

West Basin allocated 100 hours for this task. In FY 2024-2025, The SBCCOG developed several plotted maps utilizing GIS to show project activity throughout West Basin's service area. They developed maps for West Basin's rain barrel program, Water Bottle Filling Station Program, and the SBCCOG's Green Building Assist Program. The SBCCOG will maintain and update the maps as needed to keep them current. The maps provide great visuals to assist with project targeting and marketing.

6. Green Business Assist Program (GBAP)

The SBCCOG will continue the Green Business Assist Program (GBAP) for contract year 2025-2026 building on the momentum strategies and contacts developed through the Program.

1. The Program will provide business participants with a list of water measures to consider and dedicated staff support for implementation.
2. Measures will include participation in direct install, rebate, incentive, pilot, and educational programs offered by the various program providers such as utility agencies.
3. The Program will include outreach to the business community to support water conservation, education, and participation in rebate programs.
4. Partner materials and press releases will be included in quarterly business e-newsletter.
5. Partner logos will be included on program flyers, website, e-newsletter, and promotional materials.
6. Program will partner with sponsors to provide targeted outreach (e.g. by industry or high usage).
7. Opportunity for West Basin to co-host and speak at program events.
8. Recognition of West Basin as a program partner at outreach events, including City Council and Commission meetings; and
9. Name/logo on signage and invitation at any Green Business Assist Program events.
10. Provide West Basin with a list of water conservation measures that SBESC identified with participants.

11. Promote West Basin programs and rebates.
12. Provide the current list of businesses to West Basin and GIS plot map the businesses per West Basin Division. Maintain updated maps.
13. Alert West Basin of public outreach opportunities.

Additional Activities

- SBCCOG staff will continue to use flyers and letters during various business walks.
- SBCCOG staff will post green business tips on the SBESC website and promote information through Facebook and X (formerly known as Twitter).
- SBCCOG staff will exhibit at various South Bay Cities Business Expo's and provide materials about available certification programs and GBA program at these events.
- A quarterly newsletter will be sent out to over 400 businesses enrolled in the GBAP.
- Checklist of indoor and outdoor water measures are presented to businesses.

Rate Chart

South Bay Cities Council of Governments
2025-2026

Below are the billing rates:

Executive Director	\$180
Deputy Exec. Director	\$140
Sr. Project Manager	\$107
Project Manager	\$87
Admin. Officer	\$84
Project Coordinator	\$84
Admin. Assistant	\$49
Project Assistant	\$25

Average rate w/out Executive Staff: \$79.00

Average rate with Executive Staff: \$97.00

REVISED: 5/6/2025

South Bay Environmental Services Center - Agreement Tasks

July 1, 2025 through June 30, 2026

1. Outreach Support

Task	Labor Hours		Hourly Rate			Total
Administration	540		\$ 79.00			\$ 42,660
Direct Implementation						\$ 29,200
Operation Expense						\$ 23,000
This category includes SBESC support with tabling events, speakers bureau, collateral in the community, digital						
						\$ 94,860

2. Classes, Workshops and Webinars

Task	Labor Hours	# of Webinars / In-Person Events	Hourly Rate	Lunch Expense	Misc. Expenses	Total
A. Class Assistance						
West Basin Chats: Implement utilizing Zoom, assist with customer service, marketing, and databasing	10	4	\$ 79.00			\$ 3,160
Partnership Classes (WRD)	10	9	\$ 79.00	\$ 2,000		\$ 9,110
Firescaping Workshops	10	4	\$ 79.00	\$ 1,000		\$ 4,160
						\$ 16,430

3. Program Promotion

Task	Labor Hours		Hourly Rate		Lunch Expense	Total
A. Water Bottle Filling Station Program						
	50		\$ 79.00			\$ 3,950
						\$ 3,950

4. Rain Barrel Program Support

Task	Labor Hours	# of Events	Hourly Rate	Lunch	Supplies	Total
Provide Customer Service	100		\$ 79.00			\$ 7,900
Assist with, and staff 5 Distribution Events	48	5	\$ 79.00	\$ 1,360	\$ 500	\$ 20,820
Aquire installed photos from residents	100		\$ 79.00			\$ 7,900
Assist with Databasing and follow-up work	90		\$ 79.00			\$ 7,110
						\$ 43,730

5. GIS Support

Task	Labor Hours		Hourly Rate			Total
GIS Support	100		\$ 79.00			\$ 7,900
						\$ 7,900

6. Green Business Assist Program

Task	Labor Hours		Hourly Rate			Total
Green Business Assist Program						\$ 4,500
						\$ 4,500

TOTAL

\$ 171,370