

# Manager's Report

To the SC-OR Commissioners by Glen Sturdevant  
on March 24, 2023

## Operations & Maintenance

There were no major operational issues to report this month

## Influent Pump Station

We are still on schedule for the delayed completion date of June 2023.

## Contract for Underground Electrical Work for De-Chlorination System

We need to have the electrical conduits for power and controls install for new De-Chlorination Station, as well as the future Sodium Hypochlorite (liquid Chlorine) system. The work will be done by Cascade Electric at a cost *not to exceed \$25,000.00*, which includes a proposed cost of \$22,690.00 plus a 10% contingency.

## Contract for Grant Administrative Oversight

SC-OR is receiving a CDBG disaster relief grant. In order to adhere to the federal requirements for reporting and administration of said grant, we need to hire a third-party firm to manage the administration of the grant funding. We put out an RFP and received only one proposal back; however, we were fortunate in the fact that the proposal is from a very well respected and accomplished firm. We held a bid opening and evaluation at the SC-OR facility where we discussed the proposal and scored it. The overwhelming sentiment was that the bid met all requirements and scored very well in the analysis. The panel selected for the bid opening included myself and Plant Supervisor Mikah Salsi, Tracy Davis, Program Development Manager from Butte County, Jamie Boucher, Manager of Thermalito Water and Sewer District, and Amy Bergstrand, Housing Director from the City of Oroville. We recommend that the board approve the contract for Adams Ashby Group to manage and administer the CDBG Grant for a cost not to exceed \$163,725.00.

## CWEA Conference

SC-OR will be sending Kendra Morgan (Environmental Compliance Supervisor) to the California Water Environment Association (CWEA) conference in Southern California to attend classes on the new requirements that the laboratory and SC-OR will be facing in the near future. The conference will be April 17-21, 2023 in San Diego.

### **Possible Litigation**

General Counsel, Ryan Jones, will provide an update to the board on possible litigation. I previously sent out the up-to-date communications between special counsel and the opposing counsel, so that the board is up to speed with any new information.

# **MINUTES OF THE REGULAR MEETING OF THE SEWERAGE COMMISSION - OROVILLE REGION**

(Held at the Commission office on February 28, 2023 at 2:00 p.m.)

## **1. Call to Order ❖**

Chairwoman Mastelotto called the meeting to order at 2:00 p.m.

## **2. Roll Call ❖**

Commissioners present were Commissioners Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, Thomson from the City of Oroville, Taggart and Wristen from the Thermalito Water and Sewer District. Staff present was Manager Glen Sturdevant and Plant Supervisor Mikah Salsi. Attorney Huber arrived late to the meeting.

## **3. Salute to the Flag ❖**

Commissioner Mastelotto led the commissioners and staff in the salute to the flag.

## **4. Acknowledgment of Visitors ❖**

Attorney's Ryan Jones and Keith Collins of Jones & Mayer Law Firm.

## **5. Board Meeting Minutes of the Regular Meeting held on January 24, 2023 ❖**

Upon motion by Commissioner Wristen to approve the minutes of the meeting, and second by Rich Salvucci, the minutes of the January 24, 2023 regular meeting were unanimously approved.

## **6. Authorization of Warrants ❖**

Commissioner Wristen met previously with Manager Sturdevant and reviewed the warrants, and found everything to be in order. Warrants 27945-28011 in the total amount of \$1,721,782.23 from January 25, 2023 to February 28, 2023, including Commissioner fees and electronic fund transfers, were ordered paid.

## **7. Fiscal Reports ❖**

Manager Sturdevant stated the fiscal reports for January 2023 were in the packets for review. There were no questions expressed and nothing further to report.

## **8. Closed Session**

The Commission adjourned to closed session at 2:04 pm and reconvened to open session at 3:46 pm. Chairwoman Mastelotto stated that the Board directed Manager Sturdevant to sign a contract with Jones & Mayer for general legal counsel, and a contract with Colantuono, Highsmith & Whatley for 218 hearings expertise.

## **9. Consider Awarding Contract for a New Roof for our RAS (Return Activated Sludge) Building ❖**

Manager Sturdevant stated that the Return Activated Sludge (RAS) building is a vital component in our process to return the activated sludge back to the aeration tank; it consists of four pumps and a lot of electrical equipment. The roof is 35 years old and has many leaks. We have presented options of replacing the roof with a shingled roof or a metal roof. We received quotes from two companies, George Roofing and All Covered Roofing. The quotes from George Roofing were for a shingled roof at a cost of \$9,040, or a metal roof at a cost of \$18,026. The quote from All Covered Roofing was for a metal roof only, at a cost of \$10,057. These quotes have a qualification for preexisting conditions, such as dry rot or underlying structural damage, that are not covered in the amount quoted and would be invoiced on a time and materials basis. It is his recommendation that we accept the quote for a metal roof from All Covered Roofing for an amount not to exceed \$20,057 (\$10,057+\$10,000 to cover any unseen damage).

Chairwoman Mastelotto asked if All Covered Roofing would be using a cheaper material, and was therefore able to quote \$8,000 cheaper than George Roofing? Manager Sturdevant said that they will use the same material, but the metal quoted by All Covered Roofing is thinner than that quoted by George Roofing, which may account for the cost difference.

Chairwoman Mastelotto asked about the statement on the All Covered Roofing contract, saying that the customer would be responsible for all pallets of tile removed from the roof. Manager Sturdevant explained that we will keep the roof tiles because we have those same tiles on the control building roof that we cannot get replacements for; if we need to replace any on the control building, we will now have replacements.

A motion was made by Chairwoman Mastelotto to accept the bid from All Covered Roofing in the amount of \$10,057, with a contingency of \$10,000 for any underlying condition repairs. The motion was seconded by Commissioner Taggart, and passed by the following vote: Taggart – Yes, Mastelotto – Yes, Thomson – Yes.

## **10. Attorney's Report ❖**

Covered in closed session.

## 11. Manager's Report ❖

Manager Sturdevant reported that SC-OR had a state inspection this month and it went great. The crew had the plant in fabulous shape, and Kendra did a wonderful job in the lab with the inspector. We received a letter from the State Water Quality Control Board that is about as good as you can get from the state, reporting that we had no violations.

Chairwoman Mastelotto asked if we were on track with the completion of the Influent Pump Station #2 project. Manager Sturdevant reported that we are still on track for the revised completion date of June 23, 2023. We received an update that everything is still on schedule to be shipped when it was scheduled to be shipped. One snafu is that our brand new 600amp breaker from Tesco failed the field test. They will probably have to provide a new breaker.

## 12. Visitor Comments ❖

None

## 13. Commissioner and Staff Comments ❖

None

## 14. Adjournment ❖

There being no further business, the meeting was adjourned at 3:55 p.m. to the regular meeting scheduled for March 28, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

# MINUTES OF THE SPECIAL MEETING OF THE SEWERAGE COMMISSION - OROVILLE REGION

(Held at the Commission office on March 8, 2022 at 3:30 p.m.)

## 1. Call to Order ❖

Chairman Mastelotto called the meeting to order at 3:31 p.m.

## 2. Roll Call ❖

Commissioners present were Commissioners Mastelotto and Salvucci from the Lake Oroville Area Public Utility District, Pittman and Thomson from the City of Oroville, and Taggart and Wristen from the Thermalito Water and Sewer District. Staff present was Manager Sturdevant, Plant Supervisor Salsi, and SC-OR Attorney Ryan Jones and Michael Colantuono (via Zoom). Commissioner Thomson attended by Zoom and Commissioner Taggart attended by phone.

## 3. Salute to the Flag ❖

Chairwoman Mastelotto led Commissioners and staff in the salute to the flag.

## 4. Acknowledgment of Visitors ❖

None

## 5. Visitor Comments ❖

None

## 6. Commissioner and Staff Comments ❖

None

## 7. Closed Session – Conference with Legal Counsel – Anticipated Litigation (Pursuant to Gov. Code 54956.9(d)(2)) ❖

The board adjourned to close session at 3:32 a.m. and reconvened at 3:51 a.m. Direction was given to the Manager.

## 8. Adjournment ❖

There being no further business, the meeting was adjourned at 3:52 p.m. to the regularly scheduled meeting on March 28, 2023 at 5:00 p.m.

Respectfully submitted,



GLEN E. STURDEVANT, CLERK

**SEWERAGE COMMISSION - OROVILLE REGION**  
**BUDGETARY SUMMARY - FISCAL YEAR 2022/2023**

DESCRIPTION	Adopted Budget 2021/22	Expended This Month	Expended Through 02.28.2023	Balance of Funds Remaining	Time Left 33%
SALARIES & WAGES	882,200	70,465.92	574,773.23	307,426.77	35%
EMPLOYEE BENEFITS	683,820	18,866.83	521,735.11	162,084.89	24%
COMMISSIONERS' FEES	43,200	3,000.00	28,200.00	15,000.00	35%
CMSNRS FICA & MEDICARE	3,305	229.50	2,157.30	1,147.70	35%
GAS, OIL & FUEL	30,000	1,418.78	10,216.62	19,783.38	66%
INSURANCE	100,000	0.00	98,915.76	1,084.24	1%
MEMBERSHIPS	10,000	0.00	8,531.00	1,469.00	15%
OFFICE EXPENSES	8,500	332.34	6,541.68	1,958.32	23%
OPERATING SUPPLIES	310,000	32,742.00	208,942.22	101,057.78	33%
PROFESSIONAL SERVICES	144,500	16,946.45	107,774.04	36,725.96	25%
PRINTING & PUBLICATIONS	3,000	0.00	0.00	3,000.00	100%
REPAIRS & MAINTENANCE	115,000	9,913.12	66,500.19	48,499.81	42%
BIOSOLIDS DISPOSAL	40,000	0.00	13,087.50	26,912.50	67%
MONITORING & COMPLIANCE	75,000	4,841.50	90,232.40	(15,232.40)	-20%
TRAINING & MEETINGS	16,000	191.81	5,628.76	10,371.24	65%
UTILITIES	550,000	43,082.70	461,813.10	88,186.90	16%
<b>TOTAL OPERATING</b>	<b>3,014,525</b>	<b>202,030.95</b>	<b>2,205,048.91</b>	<b>809,476.09</b>	<b>27%</b>
Engineering Fees	1,813.03				
Legal Fees	15,133.42				
Auditing Fees	0.00				
Permits	0.00				
Miscellaneous	0.00				
	<u>16,946.45</u>				

SEWERAGE COMMISSION - OROVILLE REGION

REVENUE SUMMARY - FISCAL YEAR 2022/2023

DESCRIPTION	Received This Month	Received Through 02.28.23	Unrestricted Funds	Restricted W.C.R.F. Funds	Regulatory & Capital Acct. Funds	Restricted Cap. Outlay Funds	Restricted Annl. M&O Funds	Restricted Fines&Pen. Funds
SERVICE CHARGES	0.00	1,530,718.75	1,530,718.75			0.00		
SEPTAGE DUMPERS	13,377.77	63,732.45	63,732.45					
EX. PEAK FLOWS	0.00	0.00				0.00		
EX. MO. FLOWS	0.00	0.00	0.00					
OTHER AGENCIES	0.00	8,037.30	8,037.30					
RFC CHARGES	6,638.00	584,144.00				584,144.00		
INTEREST	0.00	149,969.48	42,529.65	8,130.54	24,809.45	74,410.46	0.00	89.38
RCA (Regulatory & capital at	0.00	640,118.75			640,118.75			
WCRF	0.00	38,963.75		38,963.75				
<b>TOTALS</b>	<b>20,015.77</b>	<b>3,015,684.48</b>	<b>1,645,018.15</b>	<b>47,094.29</b>	<b>664,928.20</b>	<b>658,554.46</b>	<b>0.00</b>	<b>89.38</b>



**SEWERAGE COMMISSION - DROVILLE REGION  
ACTIVE & INACTIVE CASH - MONTHLY RECAP  
FISCAL YEAR 2022/2023**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Cas 1 - Unrestricted	3,287,557.54	3,042,050.72	6,319,399.51	6,911,539.48	6,514,449.85	6,560,193.76	7,177,125.99	6,611,913.18				
Cas 1 - Restricted												
WCRF	744,395.95	744,395.95	736,181.46	755,662.46	755,662.46	760,407.34	779,890.09	779,890.09				
R&CA	2,664,141.19	2,664,141.19	2,665,181.28	2,984,474.38	2,984,474.38	2,999,368.97	3,305,149.22	3,299,443.92				
Cap. Outlay	8,609,543.11	8,609,543.11	7,283,090.41	7,303,004.41	6,565,424.01	6,100,762.11	5,974,247.86	5,858,708.57				
Annl. M & O	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00				
Fines&Pen	8,504.76	8,504.76	8,540.12	8,540.12	8,540.12	8,594.14	8,594.14	8,594.14				
<b>TOTAL CASH</b>	<b>15,614,142.55</b>	<b>15,368,635.73</b>	<b>17,312,392.78</b>	<b>18,263,220.85</b>	<b>17,128,550.82</b>	<b>16,729,326.32</b>	<b>17,545,007.30</b>	<b>16,858,549.90</b>				
<b>INTREST ALLOCATED:</b>												
Unrestricted			12,124.62			30,405.03						
Reserve/WCRF			3,385.66			4,744.88						
Reserve/CO			34,473.36			39,937.10						
Reserve/M&O			0.00			0.00						
Reserve/F&P			35.36			54.02						
Reserve/RCA			9,914.86			14,894.59						
<b>COEXISTING OF:</b>												
Checking Account	569,455.64	323,948.82	61,346.87	977,241.08	67,571.05	92,310.93	1,012,991.91	58,534.51				
L.A. F. Account	15,044,686.91	15,044,686.91	17,251,045.91	17,285,979.77	17,060,979.77	16,637,015.39	16,532,015.39	16,800,015.39				
<b>TOTAL CASH</b>	<b>15,614,142.55</b>	<b>15,368,635.73</b>	<b>17,312,392.78</b>	<b>18,263,220.85</b>	<b>17,128,550.82</b>	<b>16,729,326.32</b>	<b>17,545,007.30</b>	<b>16,858,549.90</b>				
<b>% of Funds Invested</b>	<b>96.35%</b>	<b>97.89%</b>	<b>99.65%</b>	<b>94.65%</b>	<b>99.61%</b>	<b>99.45%</b>	<b>94.23%</b>	<b>99.65%</b>				

Sewerage Commission - Oroville Region

Bank Reconciliation - Bank of America

Fiscal Year Ended 30 June 2023

**BALANCE PER BANK**

Ending Balance on Bank Statement	28-Feb-23	188,345.44
Less Outstanding Warrants		(129,810.93)
Equals Adjusted Bank Balance at	28-Feb-23	<u>58,534.51</u>

**BALANCE PER BOOKS**

Beginning Prior Checkbook Balance	31-Jan-23	<u>1,012,991.91</u>
Deposits		713,615.15
Less Warrants Written		(1,621,297.83)
Less Net Payroll Warrants		(46,774.72)
Equals Adjusted Checkbook Balance	28-Feb-23	<u>58,534.51</u>



PO BOX 7731 Chico, Ca 95927

(530)533-5218

Lic. #1051319

## Proposal

**Date: 3/20/23**

**Customer: Sewage Commission Oroville Region, SCOR**

**Address: 2880 S. 5<sup>th</sup> Ave, Oroville**

**Phone #: 530-534-0353**

**Email: gsturdevant@sc-or.org**

**Job Location: 2880 S. 5<sup>th</sup> Ave, Oroville**

**Job Summary: Under Slab Conduit**

### Description of Work:

We hereby propose to furnish the labor & material necessary for the installation & completion of:

Provide & install under slab conduit per plan provided sheet # 208 dated October 2021. All conduits to be fitted with explosion proof fittings per code for Class 1 combustible location & terminated 3" above finished slab. Feeder conduits to be run 5' beyond boundary of slab, capped, & buried below grade. All conduits to be finished with pulling string & plugged.

Labor: \$16,800.00

Material: \$5,890.00

**Job Total: \$22,690.00**

**\*Labor prices bid at prevailing wage rates.**

### Exclusions:

1. Any & all electrical conductors.
2. Sealing compounds.
3. Lighting & associated conduit work.
4. Utility/service outlets & associated work
5. Electrical panels, control panels, &/or electrical control panels.

All labor & material are guaranteed to be as specified & will be performed in accordance with the drawings and or specifications of the owner & completed in a workmanlike manner.

Any work not specifically listed above & deemed necessary for the completion of work shall be done with prior consent of the customer on a Time and Material basis at the shop rate of \$115/hr.

Prices, specifications, & conditions are satisfactory & are hereby accepted. By signing you are authorizing the above specified work. Payments to be due upon completion of work unless otherwise outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(NOTICE TO OWNER)**

**Section 7018.5 Contractors License Law Under the mechanics Lien Law, any person who helps to improve your property – contractor, subcontractor, laborer, materialman or other person and is not paid for his services or material has the right to enforce his claim against your property.**

**\*Note: This proposal is valid for & may be withdrawn if not accepted within 30 days**

2023

# REQUEST FOR PROPOSAL

RFP No. 01-23

2022 CDBG DISASTER RECOVERY FUNDS

ADMINISTRATIVE OVERSIGHT



*Community Development Consultants*

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March 15, 2023

Glen Sturdevant  
Manager/Superintendent  
Sewage Commission – Oroville Region  
2880 South 5<sup>th</sup> Avenue  
Oroville, CA 95965

Re: Request for Proposal –2022 CDBG Disaster Recovery Funds Administrative Oversight

Dear Mr. Sturdevant:

Thank you for including the Adams Ashby Group in your Request for Proposal for 2022 CDBG Disaster Recovery Funds Administrative Oversight in Support of Development of SC-OR's Wastewater Treatment Plant Upgrade Project. We believe our team will meet the needs of the Agency and support the project to the highest level. We are pleased to submit the following proposal for your consideration.

As you review the proposal and qualification – you will find that our team provides the necessary technical experience and expertise, coupled with practical application and knowledge, to fulfill the tasks outlined and to provide your agency the highest quality of service.

As outlined in the Request for Proposal, we are submitting the enclosed, presenting our qualifications, and providing the information requested. Additionally, this letter certifies that all statements contained in the attached proposal are true and correct to the best of our knowledge, and we will comply with applicable State/Federal requirements to the best of our ability. The proposal is valid for 90 days after receipt. Lorie Ann Adams is the contact for this proposal and is authorized to make representations on behalf of Adams Ashby Group, Inc.

Warmest Regards,

COPY

Lorie Adams  
Principal

COPY

Paul Ashby  
Principal

Contact Information:  
Adams Ashby Group, Inc.  
832 Richland Road, Suite C  
Yuba City, CA 95991  
(916) 449-3944  
EIN: 47-2780215

# Adams Ashby Group

Adams Ashby Group has been designed to meet the needs of our clients. We bring together a dedicated team – in an environment that will allow us to take care of the department and community concerns. The Adams Ashby Group has more than 30 years of experience in community development services and is ready to put this experience to work for you!

**Mission Statement**

Our goal is to assist organizations in identifying funding resources, maneuver through state and federal overlay requirements, and deliver these funds to accomplish various programs and projects.

## Statement of Professional Qualification

Centrally located within the State – Adams Ashby Group has been designed to service clients from the inception of a project or program, through planning to design, access funding, and provide project coordination, administration and implementation. Lorie Ann Adams and Paul Ashby have assembled a team to include the industries brightest talents to ensure your program or project is a success and meets required regulations.

We have been working together for many years and bring over 30 years of community development experience and knowledge that is outlined in the following pages. The projects and program experiences outlined in this document were completed during our careers and we bring these experiences to the Adams Ashby Group.

We are a full-service firm, and our background will provide you with a broad knowledge base. Thank you for the opportunity to provide you with a preview of our firm and how we can effectuate success in your project. We look forward to the future and including you as a part of it!

### Adams Ashby Group, Inc.

832 Richland Road  
1000 Lincoln Road – Suite H-212  
Yuba City, CA 95993  
916.449.3944 t - 916.449.3934 f  
[www.adamsashbygroup.com](http://www.adamsashbygroup.com)



## Overview of Services

The Adams Ashby Group provides community development services throughout California unsurpassed by any other firm. We provide organizations with services that will assist in obtaining state and federal funds, conducting the necessary planning and housing studies for your community to continue to thrive, labor compliance for public works projects, environmental studies, and many more services that may benefit your community. We have spent many years of building relationships and accessing resources to guide our clients in short and long-term project/ program planning and implementation. Below is a general outline of the service we offer:

<p><b>Grant /Program Management Services</b>            Program Income management            Portfolio management            Project management            Funding management            Long Term Monitoring - HOME</p> <p><b>Program and Project Implementation Services</b>            Housing rehabilitation programs            Home buyer programs            Housing Trust Fund            TBRA Programs            NSP Programs and Projects</p> <p><b>Planning and Community Studies</b>            Program design and development            Housing condition surveys            Special needs assessments            Income surveys            Public and community facilities</p> <p><b>Compliance/Overlay Requirement Services</b>            Federal and State            Labor Compliance</p> <p><b>Environmental Services</b>            NEPA            Combination CEQA/NEPA            Phase I /Phase II</p>	<p><b>Grant /Funding Services</b>            CDBG (DR)            PLHA            HOME            ESG            CalHOME            State bond programs            Small Community Grants Program            USDA – Rural Development            Department of Parks and Recreation            I Bank            Department of Water Resources            State Water Resources Control Board            CalRecycle            Department of Transportation            Environmental Protection Agency            Department of Homeland Security            Department of Justice            Environmental Protection Agency</p> <p><b>Project Development</b>            Recreational Trail            Park Development            Infrastructure Project Development                Water, Sewer, Storm Drainage, etc.            Lighting            Public Safety Facilities                Fire Station                Community/Senior Centers            Multi-Family Housing</p>
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### **Grant Programs and Applications**

The Adams Ashby Group recognizes the importance of securing financial assistance for municipalities and can provide your community with the necessary resources and expertise to secure both private and public funding. As with any program or project, locating and securing funding is the key component to success. Now more than ever, organizations must put priority projects and programs on the shelf due to the lack of available monies in budgets. As new sources are identified, our team monitors funding agencies and resources to ensure every available grant and loan program is examined to provide our clients with as many opportunities as possible. Our goal is to leverage funding to the highest extent possible.

The above table outlines the state and federal agencies that we have grant writing experience in and monitor to ensure funding announcements are distributed to our clients for identified projects. The Adams Ashby Group is your one stop resource for identifying and securing state and federal funds. We have provided more detailed application funding information in with our references and projects funded on page 9.

### **Grant Administration/ Program Management Services**

Managing grant programs and funding is essential to the success of a grant awarded to a community, as performance can determine future awards and grant management must be a priority. Maintaining files, records, and required public information binders are crucial factors in successful management. Our team works with staff to ensure the documentation is maintained for audit and reviews this information regularly as support to the team. Semi-annual document audits and close-out audits are conducted with staff to identify missing information. This process ensures if a state audit is conducted, the files and staff are ready to provide the information with confidence.

The secondary component to the administration process is the reporting requirements. Currently, the CDBG program reporting processes are in flux as new processes are implemented and tested. Adams Ashby Group participates in the CDBG Advisory Committee and other strategic meetings in order to provide regular feedback to the State on the new changes and impacts of the changes implemented. We complete reports for our communities or provide oversight and review for staff as necessary. The value of our team is we work with numerous communities and representatives and are exposed to the various issues, concerns, and corrections that one can encounter in the reporting process. This exposure allows us to provide quick responses and solutions to the challenges we face during this current change.

The third, and sometimes forgotten, component of Grant Administration is once a program has been completed, residual management of Program Income, Portfolio's and Long-Term Monitoring are required and must continue. The Adams Ashby Group is trained and maintains certifications by HUD and other agencies to effectively provide these services to your agency and ensure compliance. Lorie and Paul have been instrumental in providing Program Income audit services, reporting, and working with clients to ensure reporting of these funds is accurate. Additionally, our team has developed and implemented numerous Loan Portfolio Management programs servicing from a few as 10 to more than 75 active loans. We provide services related to loan modifications, subordinations, loan payoffs, long term monitoring for multi-family projects and other title and loan related tasks that may arise during the term of loans made by the jurisdiction.

### **Program and Project Implementation Services**

There are a variety of programs and projects that can be implemented with grants funds depending on your community needs whether a housing program or public works project. Our goal is assisting in the development, visioning and implementation of your programs and projects. Adams Ashby Group is prepared to implement your programs and projects and assist you in accessing the required funding to meet the needs of your community.

### **Planning and Community Studies**

Planning is always the first step in any project or program and understanding the variety of factors are critical to accessing funding. The Adams Ashby Group will provide focus and assist your community in accessing funding to complete the appropriate studies that are a priority for your community. Our firm can assist you in the development and preparation of the following types of planning and community studies: environmental, special needs assessments, income surveys, and necessary design/engineering for your various public works and community projects. At the Adams Ashby Group we have been successful throughout our careers and have accessed more than \$1,500,000 in planning funds for communities, which has resulted in the construction and completion of many projects.

### **Environmental Services**

Throughout their professional years, Ms. Adams and Mr. Ashby have completed the necessary environmental clearances for a variety of projects and programs. Depending on your project needs, the following demonstrates the level of environmental services that the Adams Ashby Group can provide: CEQA Initial Study, NEPA Statutory Worksheet, Environmental Assessment, 8-Step Flood Impact Analysis, and HUD required environmental documents, and all public processes triggered by each. For high level CEQA and NEPA services Adams Ashby Group has developed relationships with firms to provide services based on the project needs.

### **Project Development**

Throughout our careers we have been instrumental in guiding municipal agencies in the development and implementation of various projects and programs. We understand the steps necessary to produce an idea from an initial thought to the actions needed to develop, fund, and construct. The Adams Ashby Group can assist you in developing ideas and visions into completed projects.

### **HOME Long Term Monitoring**

The HOME Program, State and Federal, requires compliance process known as Long Term Monitoring as a part of their Multi-Family Housing projects constructed using the HOME loan funds. Our team is well versed in the HOME requirements and provides training to each management team to ensure compliance at the highest level.

## **Grant Experience**

The table below provides an outline of the various funding sources awarded to communities and managed by either Ms. Adams or Mr. Ashby during their career. The Adams Ashby Group brings together over 30 years of experience working with communities and managing over \$200,000,000 in projects.

<b>Funding Agency/Program</b>	<b>Funding Managed</b>
CalTrans Transportation Enhancement Program	\$294,000
CalTrans Safe Routes to School - State and Federal	\$1,715,000
CalTrans Bridge Replacement Program	\$428,000
CDBG - Project and Program Funds	\$80,000,000+
CDBG - Planning Technical Assistance	\$2,000,000
CDBG - Planning Technical Assistance - ED	\$1,500,000
CalHOME - First Time Homebuyer Program	\$1,000,000
HOME - OOR, FTHB, and TBRA Programs	\$18,676,000
HOME - First Time Homebuyer Project	\$500,000
EHAP - Capital Development Project	\$1,000,000
California Integrated Waste Management Board - Tire Derived Grant Program	\$292,000
DWR - Prop 13 Water Project	\$2,300,000
DWR - Proposition 50 Funds	\$7,000,000
Department of Park and Recreation - Park/Trail Funding	\$973,000
USDA - Water and Sewer Infrastructure Program	\$7,700,000
Stewardship Council - Park Funds	\$300,000
First 5 - Fresno County - Park Funds	\$1,500,000
Board of Reclamation - Water Project	\$80,000
Joe Serna, Jr. Farmworker Housing Grant Program	\$2,000,000
CDBG-DR Infrastructure	\$13,729,484
CDBG-DR MIT Planning	\$1,000,000
CDBG-DR MHP	\$71,995,944
CDBG-CV Funding	\$2,500,000

## Program and Project Implementation and Awards

### City of Anderson:

09-STBG-6409  
09-STAR-6382  
10-STBG-6698  
CDBG-R  
20-CDBG-CV1 & CV2/3

### City of Capitola:

14-CDBG-9877  
20-CDBG-CV1 & CV2/3  
HOME LTM (1)

### City of Clearlake:

14-CDBG-Contract  
17-CDBG-Contract  
17-CDBG-DR-MHP  
CDBG-DR-INF/MIT  
HOME LTM (2)

### City of Colfax:

10-STBG-6708  
17-CDBG  
20-CDBG-CV1

### City of Crescent City:

10-STBG-6708  
10-EDEF-7253  
12-CDBG-8380  
14-CDBG-9880  
16-CDBG-11136  
17-CDBG-12092  
20-CDBG-CV1

### City of Dinuba:

15-CDBG-10560  
18-CDBG-12906  
20-CDBG-12005/06  
CDBG-CV1 & 2/3

### City of Firebaugh:

09-STAR-6389  
10-STBG-6714  
14-CDBG-Contract  
12-CDBG-8387  
15-CDBG-10568  
17-CDBG-12016  
18-CDBG-12911  
20-CDBG-1200  
20-CDBG-CV1 & CV 2/3  
06-HOME-2485  
07-HOME-3499  
08-HOME-6993  
11-HOME-7668  
18-HOME-Contract  
USDA Public  
Infrastructure  
USDA Community  
Facilities  
Safe Routes to School  
Roberti Z'berg Harris  
ARRA  
CalHOME  
Caltrans Planning Grants

### City of Gilroy:

CAPER/Annual Plan  
CDBG Allocation  
HOME Allocation  
CDBG CV 1/2/3

### City of Grover Beach:

13-CDBG-8961  
17-CDBG-12027  
20-CDBG-12013/14  
20-CDBG-12061  
20-CDBG CV1 & CV2/3  
13-HOME-Contract

### City of Gustine:

USDA Public Infrastructure (2)  
USDA Community Facilities (2)

### City of Hollister:

13-CDBG-8956  
17-CDBG-12098  
20-CDBG-12015  
98-HOME-0308  
14-HOME-10035  
HOME LTM (2)

### City of Jackson:

USDA Allocation  
20-CDBG-CV1 & CV 2/3  
CDBG PI Lateral Program

### City of King:

17-CDBG-12024

20-CDBG-12002

20-CDBG-CV1 & CV2/3

HOME LTM (1)

### City of Lakeport:

14-CDBG-Contract  
17-CDBG-12018  
09-HOME-6212  
12-HOME-8576  
21-CDBG-ED-10009  
17/18 CDBG-DR-MHP  
USDA Public Infrastructure (2)  
USDA Community Facilities (2)

### City of Lincoln:

13-CDBG-8950  
11-CalHOME-8202

### City of Livingston:

13-CDBG-8960  
16-CDBG-11142  
20-CDBG-12003  
20-CDBG - CV1 & CV 2/3  
13-HOME-9014

### City of Marysville:

20-CDBG-12085  
20-CDBG-CV1 & CV 2/3

### City of Orange Cover

12-CDBG-8403  
13-CDBG-8961

### City of Red Bluff:

13-CDBG-8936  
20-CDBG-12035  
20-CDBG-CV 2/3  
CDBG PI  
14-HOME-Contract  
12-HOME-8567  
HOME LTM (3)

### City of San Joaquin:

14-CDBG-9886  
17-CDBG-12026  
21-CDBG-NH-20001  
USDA Public Infrastructure (2)

### City of Susanville:

16-CDBG-11145

### County of Calaveras:

16-CDBG-11148  
20-CDBG-12008/009  
20-CDBG-12076/77  
CDBG PI  
HOME PI

### County of Nevada:

2017-CDBG-  
2018-CalHOME  
2018-HOME-Contract

### County of Tehama:

10-STBG-6740  
13-CDBG-Contract  
18-CDBG-12935  
20-CDBG-CV & CV 2/3  
08-HOME-4709

### County of Tuolumne

2013 NSP/NDR

### County of Yolo:

12-CDBG 13-CDBG  
10-HOME-6838

### Entitlement Programs:

City of Gilroy City of Watsonville  
County of San Joaquin

### HOME LTM Only:

City of Avenal  
City of Chowchilla  
City of Gardena  
City of Grass Valley  
Town of Mammoth Lakes  
City of Newman  
City of Oroville  
City of Scotts Valley  
City of Soledad  
City of Tulare  
City of Wasco  
City of Willows  
City of Woodlake  
County of Del Norte  
County of Lake

## Sam.gov: Non-Debarment

Adams Ashby Group – Current Expiration 3/11/2023



### ADAMS ASHBY GROUP, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
R98809PUJNL5	7KTB6	All Awards
Registration Status	Expiration Date	
Active Registration	Apr 10, 2023	
Physical Address	Mailing Address	
770 L ST STE 950	770 L ST STE 950	
Sacramento, California 95814-3361	Sacramento, California 95814-3361	
United States	United States	

### Small Business Designation

The Adams Ashby Group has received a **Small Business Designation** from the State of California. Certification #1059345 Effective from July 22, 2009 – Present

### General Insurance / Professional Insurance / Workers Compensation

Adams Ashby Group Insurance Coverage is provided by USAA Insurance Agency – Hartford Casualty Insurance Company. The policy information is as follows:

General Liability: 65 SBA NW 6130	Each Occurrence	\$2,000,000
Fire Damage \$300,000		
Med Exp \$10,000		
P & ADV \$1,000,000		
General Agg. \$2,000,000		
Products –Comp \$2,000,000		
Automobile Liability: 65 SBA NW6130	Combined Single	\$1,000,000
Errors & Omissions Insurance: 596466820	Single Limit	\$1,000,000
State Farm Workers Compensation Policy: 90-CL-E629-8	Each Occurrence	\$1,000,000

Updated annually. The next certification will be issued 6/1/2023

### EEO/Conflict of Interest Statement/Drug Free Workplace

Adams Ashby Group is an equal opportunity employer. Our policy is to recruit, hire, and promote based on qualifications and merit without regard to race, color, ethnicity, national origin, religion, gender, sexual orientation, disability, or marital status.

Adams Ashby Group is in compliance with Executive Order 11246.

We are Drug-Free Workplace and maintain the requirement in force that meets required state and federal overlay regulations.

## References

Below we have included a list of references and a brief overview of projects completed by Adams Ashby Group. We welcome contacting any of these clients, as we believe our work ethic and integrity speaks for itself.

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### City of Clearlake

Alan Flora, City Manager  
 Kathy Wells, Finance Director  
 14050 Olympic Drive  
 Clearlake, CA 95422  
 Phone: (707)994-8201

We have worked with the City for over a period of 10 years assisting with the implementation of the various funding programs and a variety of infrastructure projects in the City including Planning Studies. We have worked to support staff and provide training, guidance, and full service to ensure compliance including NEPA Environmental processes, Labor Compliance, Section 3 Compliance, Federal and State program compliance, monitoring and policy and procedures development.

#### CDBG Experience:

14-CDBG-9879: Public Service  
 17-CDBG-12019: Public Service  
 20-CDBG-CV1/2/3: Public Facility  
 CDBG Program Income: Public Facilities  
 CDBG-DR-MHP: Multi-Family Housing  
 CDBG-MIT: Planning Studies/Code Enforcement  
 CDBG-INF: Infrastructure Projects

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### City of Lakeport

Kevin Ingram, City Manager  
 Nick Walker, ASM/Finance Director  
 225 Park Street  
 Lakeport, CA 95453  
 Phone: (707) 263-8841

The Adams Ashby Group provides the City of Lakeport with support in administering and delivering the city's housing programs/projects and public infrastructure projects using CDBG, CDBG-DR, HOME, and USDA funding for a total of \$20 million dollars. In the most recent CDBG award, we procured funding to complete a Planning Technical Assistance Project to complete the Forbes Street Neighborhood Study that is currently underway. Throughout our work with the City, we have provided the following: on-site training for staff, update and submission of program guidelines, complete environmental documents, Section 3 implementation, project reporting, and administration through closeout and program audit with no Findings.

#### CDBG Experience:

2010- CDBG: Neighborhood Improvement Study  
 2014- CDBG: Business Assistance Funds  
 2017- CDBG: Business Assistance  
 2017/2018 CDBG-DR: Multi Family Housing Program  
 CDBG Pi: Carnegie Hall and City Hall ADA Projects  
 2018 – CDBG: Infrastructure in support of Housing  
 2020 – CDBG CV 1/2/3 Facility Improvements  
 2021 CDBG: Economic Development Program  
 2017/2018 CDBG-DR MHP: Multi Family Housing Projects

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**County of San Joaquin**

Chris Becerra, Management Analyst III  
Hazelton Avenue  
Stockton, CA 95205  
Phone: 209-468-3157

The County of San Joaquin is an "entitlement" community that received its CDBG funding directly from HUD. In addition, there are 5 participating cities within the County's CDBG Program. We have worked with the County for approximately 5 years on a variety of administrative services to assist their staff who has seen significant turn over in recent years. Our firm has assisted their staff with the following activities: draft annual action plan, environmental processes, public hearings, managing over 40 sub-recipients, IDIS data input, housing program inspections and program review, CAPER, Program Income NOFA to expend additional funds and more. The County receives an allocation from HUD for nearly \$2.3 million and has expanded their services with the CARES Act and we are implementing their ESG funding along with the sub-recipient risk assessment and monitoring process to ensure compliance.

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**County of Tuolumne**

Maureen Frank  
Capital Project Director  
2 South Green Street  
Sonora, CA 95370-4618  
(209) 533-5515

Adams Ashby Group is currently implementing all programs under the CDBG program including the CDBG-CV, CDBG-DR-NSP, and CDBG Program Income funding. We have recently added the PLHA program as this funding is now being allocated to agencies on an ongoing basis with a focus on housing and homeless. We also work with the County Housing Division in the implementation of their Homebuyer Program using HOME and CalHOME funding. Our team works with County staff to ensure compliance with all Federal and State requirements and navigate the agency and reporting.

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## The Team:

Lorie Adams will be the primary contact for the district. Lorie will provide grant management, program support and project coordination services for all programs and projects during the contract term. Lorie will be managing the process and Paul will be available as needed to assist with coordination or if she is not available Paul will provide necessary direction and support.

Ms. Adams and Mr. Ashby have over 30 years of combined experience working for and with local government agencies in the administration and implementation of grant funds. Both provide an expertise of all intricacies related to grant programs and have managed and implemented these programs from application through close out with CDBG, HOME, USDA, and others. Ms. Adams and Mr. Ashby have been extraordinarily successful throughout their career in securing funding for communities across California and offer grant writing experience for over 15 state and federal agencies. Additionally, Mr. Ashby brings vast experience in the environmental processes and procedures; ensuring that all federal and state regulations are followed and met for your projects.

In addition to the primary team contacts, Adams Ashby Group, Inc. will provide support staff as follows:

Brenda Bogart, Labor Compliance Analyst

Chris Lockhart, Labor Compliance Specialist

Mr. Lockhart and Ms. Bogart provide support to projects when implementing DOL and DIR Prevailing Wage requirements for a variety of funding sources. As a team they provide full implementation of the required regulations under HUD Department of Labor, DIR, and local requirements related to Labor Compliance. They work with each general contractor to obtain the required documentation, payrolls, training funds, posting of jobs for Section 3 compliance, and work observation and interviews to document the file for audit and monitoring by the funding agency. The team also works to provide information to the general and subs when wage discrepancies are found and to ensure restitution is paid accordingly. The goal of the team is to effectuate compliance and ensure the city is protected.

Beth Dodd, Analyst - Grant Program Management

Ms. Dodd works in coordination with Lorie Adams and Paul Ashby to support the overall programs and project administration and application processes. Ms. Dodd works extensively with the overall funding program requirements and sub-recipient support and training. She provides the program sub-recipients with the Grant Management Training, annual monitoring support, onsite training, and report review and completion to support each program. Additionally, Ms. Dodd is instrumental in working with the eCivis grant application process and assisting in the development of policies, procedures and other supportive components to ensure compliance with the various layers of requirements.



# Lorie Ann Adams

Principal

**Education** AA, Business Administration, Axia College/Yuba College  
BS, Business - Public Administration, University of Phoenix  
HUD HOME Expert Certification (2006)  
School of Real Estate Graduate (2001)

**Certifications** CDBG/HOME Annual Workshop/Training Programs (1992-Present)  
HUD Environmental Training Program (2001 - 2021)  
HUD Relocation Training (2002- 2009-2017)  
HUD Section 3 Training (2021-2022)  
HUD OIG Fraud Training (2022)  
Environmental Training Courses, University of Davis (2005,2006)  
AJI Network, Santa Clara CA (2005-2006)  
Labor Compliance Workshops HUD/DIR (2004-current)  
Landmark Education (2006,2007,2009)  
League of California Cities Annual Conference (2006-2013)  
CalTrans Local Assistance Training (2006-2009)

**Professional Affiliations** CDBG/HOME Advisory Task Force (1992-1995, Current)  
Live Oak Chamber of Commerce Board Member (1992-1995)  
Yuba Sutter Chamber of Commerce (2006-2008)  
Yuba City Planning Commissioner (Current)

**Project Experience** **Maldonado Regional Park, City of Firebaugh**  
7-acre regional park project totaling \$5.2 million dollars in funding from federal and state sources. Provided the city with funding from 8 sources to complete the project. All aspects of implementation were managed by to ensure compliance for each funding source including reporting, funding draws, environmental compliance, labor compliance, procurement and other Federal and State regulations. The facility now provides a skate park, splash park, three ball fields, regional soccer facilities, park and ride lot, basketball courts, community garden, and a quality of life to the residents.

**Department of Water Resources, City of Firebaugh**  
Assisted the community in updating an application previously submitted to obtain funds for the replacement of water infrastructure lines within the downtown. The project total was \$2.2 million in funding and has resulted in additional funds being awarded to the agency to expand the project. Provided the city with management of the project overlay requirements, procurement process, administration, labor compliance and environmental compliance for the project.

**USDA Rural Utilities Services Program, City of Lakeport**  
Completed pre-application and application for two projects totaling \$8.2 million in funding for the replacement and rehabilitation of the water and sewer infrastructure. The water project included: acquisition of land to secure existing well site; replacement of the Supervisory control and data acquisition (SCADA) system; looping of existing 14-inch water mains on Parallel Drive and South Main Street; replacement and installation of water meters and metering system. The sewer project included updating the SCADA system; repairs to the treatment ponds; replace lines to reduce I & I; as well us replacement and upsizing of collection pipes at Main Street from Clearlake Ave to Sixth Street. The project was completed on time and on budget.

**Community Development Block Grant Program**

Have completed more than 100 applications during my career under the General Allocation Programs and 55+ applications under the Planning Technical Assistance Program, each receiving award in excess of \$100 million in funding. Applications include Housing Rehabilitation, First-Time Homebuyer with or without Rehabilitation, Community Facilities, New Housing Construction, Public Works and various planning grants as outlined above. Also completed program administration, Labor Compliance, Section 3 and implementation of all environmental and other overlay requirements.

**HOME Investment Partnership Program**

Completed more than 50 applications under the HOME Program, each receiving award. Applications included Owner-Occupied Rehabilitation, First-Time Homebuyer, Tenant-Based Rental Assistance, and Renter-Occupied Rehabilitation. Completed program administration and implementation of all program requirements including environmental and other overlay requirements as outlined in the Federal Regulations.



# Paul Ashby

Principal

**Education** BS, Community and Regional Development with an emphasis in Policy and Planning, University of California Davis (2006)

**Certifications** CALED – Keys to Successful Economic Development Certification (2009)  
Redeveloping California's Brownfields Workshop (2007,2008)  
CDBG/HOME Annual Workshop/Training Programs (2006-Present)  
HUD Environmental Training Program (2006 - Present)  
Department of Labor Davis Bacon (2010-Present)  
Section 3 Training (2015 – Current)

**Experience** **Community Development Manager**  
**California Engineering Company**  
April 2006 – May 2009  
As community development manager, oversaw a staff of five and ensured project/program efficiency and completeness. Performed as the primary grant writer at the firm and successfully retained more than \$15 million for various clients throughout the state. Provided expertise to clients for grant funding from various state and federal agencies, including but not limited to: HCD, HUD, USDA, DWR, Caltrans, Parks and Recreation Department, and more. Additionally, oversaw the majority of proposals in response to Request for Proposals and Request for Qualifications for community development services.

**Project Experience** **New Fire Station, City of Firebaugh**  
Worked with city officials to apply for and receive over \$5 million in CDBG funding for the construction of a new fire station. Duties includes: Application development, project management, procurement of architect, assist with bidding process, NEPA clearance, prevailing wage compliance, fiscal management and all reporting to the State.

**Waterline Replacement Projects, City of Grover Beach**  
Assisted the City with applying for and successfully obtaining grant funding in 2013, 2017 and 2020 to complete waterline replacement projects to eliminate aging infrastructure in the City's distribution system. All projects involved project management, NEPA clearance, federal procurement, Davis Bacon compliance, Section 3 compliance, fiscal management and federal/state reporting overlays.

**Community Development Block Grant Program – Non-Entitlement**  
Completed well over 50 applications to the non-entitlement CDBG program which have included Housing Rehabilitation, First-Time Homebuyer with or without Rehabilitation, Community Facilities, New Housing Construction, Public Works and various planning grants as outlined above. Also completed program administration and implementation of all environmental and other overlay requirements for the majority of grants that have been funded.

**Community Development Block Grant Program – Entitlement**  
Acted as the program administrator for multiple jurisdictions that participate in the HUD CDBG entitlement program. Well versed and experienced in the follow components of the entitlement program: IDIS management, vouchers, project/activity setups, Annual Action Plan, Consolidated Plan, CAPER, HEROS (NEPA compliance in HUD's portal) and much more.



# Brenda Bray

Labor Compliance Analyst

**Education**

Yuba College-Early Childhood Education  
San Diego Job Corps Vocations Trade School  
HUD Section 3 Training

**Professional History**

Adams Ashby Group  
2021-Present

**Labor Compliance Analyst**

Supports clients when implementing DOL and DIR Prevailing Wage requirements for a variety of public infrastructure and facility projects. Oversees and implements the required regulations under HUD, DOL, DIR, and local requirements related to Labor Compliance. Attends pre-bid and pre-construction meetings to ensure that all expectations are made clear at the beginning of each project. Communicates with each General Contractor and subsequent Sub-Contractors to obtain the required documentation, payrolls, training funds, and apprenticeship certifications. Reviewed good faith efforts to ensure MBE/DBE and Section 3 compliance. Audits each payroll submitted for accuracy and to confirm the proper wages are being paid. Produce monthly reports outlining findings & required corrections to maintain compliance with the funding agency. Provide information to the general and subs when wage discrepancies are found and ensured restitution is paid accordingly. Should an audit occur I aid in gathering and organizing the requested information to expedite the audit process with minimal impact to ensure our clients remain in compliance and in good standing with the funding agency.

North Star Construction & Engineering  
2017-2021

**Payroll/Accounts Payable Clerk:**

Reviewed employee time and attendance records to ensure compliance with state regulations. Processed weekly payroll using QuickBooks and prepared certified payroll reports. Maintained employee/vendor information for accurate distribution. Monitored the status of accounts payable to facilitate efficient processing. Analyzed, audited, and resolved any AP/Payrolls discrepancy to ensure accurate and timely payment. Responsible for performing routine clerical work and preparation of payroll reports and account reconciliation reports. Continually screened for changes or updates to Federal and State prevailing wage standards and wage rates.

Marysville Joint Unified School District  
2014-2017

**Classroom Paraprofessional & School Librarian:**

Discussed and assigned duties daily with the classroom teacher to coordinate instructional efforts. Presented subject matter to students using lectures, discussions, and role-playing methods. Instructed in small groups to exercise letter sounds, words, colors, and basic social skills boosting their confidence and performance scores. Administer and assist students in classrooms, halls, cafeterias, school yards, gymnasiums, and on field trips. Utilized a variety of behavior management techniques and strategies to develop and promote desired behaviors. Processed the returning and checking out of books including sorting and shelving books as they came in and out of the library. Planned and organized regular Book Fairs. Instructed and monitored students in the use and care of equipment and materials in order to prevent damage and frustration.

Bank of the West  
2006-2011

**Assistant Customer Service Manager:**

Grew and nurtured customer relationships upon contact resulting in measurable customer value. Monitored the daily activities and effectively communicated with team members to maintain clearly defined expectations. Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of the bank. Assist the Customer Service Manager with branch personnel issues such as employee counseling, balancing cash drawers and the bank vault, and resolving any scheduling conflicts. Supported the Branch Manager in supervising branch personnel with sales and marketing and customer disputes.

American Equipment Rentals & Sales  
2002-2006

**Credit and Collection Manager:**

Established and implemented an accounts receivable process. Created a working policy for employees to follow to enable the protection of company assets. Organized and maintained all collection and court case files. Appeared in small claims court on behalf of the company, following through on the settlement of cases. Collaborated with attorneys as needed when larger court claims were needed. Filed and maintained all preliminary notices and lien releases and bankruptcy files. Prepared monthly debt and aging reports, conducted monthly meetings and audits, and modified contracts as needed.



# Christopher Lockhart, Sr.

## Labor Compliance Specialist

### Education

Yuba College - A.S. Criminal Justice  
Department of Labor Prevailing Wage Conference  
FFC Department of Industrial Relations Training Conference

### Professional History

#### **Labor Compliance Specialist Adams Ashby Group** 2016 to Present

Provides support to municipal clients, their contractors, and subcontractors for prevailing wage projects with various government funding sources. Implements processes to ensure labor compliance regulations of state and federal agencies are adhered to. Collects and maintains all required documentation related to labor compliance as well as Certified Payrolls. Conducts on-site employee interviews and reviews certified payrolls to ensure correct classifications are used and wages/ fringe benefits paid follow the current wage determinations as required. Provides support to agencies conducting audits and monitoring. Communicates with contractors and their subcontractors if discrepancies are found and restitution payments to employees are necessary.

#### **Prior to 2016**

**Security Supervisor/Guard Instructor/NRA Firearms Instructor:**  
Armed Guard Security Services, Chico, CA

#### **2012-2021**

**Field Service Project Supervisor:** Comcast Cable, Roseville, CA

#### **2004-2012**

**Field Service Project Manager:** DISH Network, Sacramento, CA

#### **2000-2004**

**Deputy Sheriff:** Yuba County Sheriff's Office, Marysville, CA

#### **1994-1999**

**US Army Service**

**US Navy Service, USS Abraham Lincoln (CVN-72)**

## Cost Proposal

Below we have provided an outline of the methodology we use to prepare our cost estimate for the cost proposal provided in this RFP. Our Cost proposal is based on a flat rate billed over a period of 18 months. Based on the outline of tasks provided in this proposal we propose a monthly billing of \$9,000 per month to provide the services outlined in this proposal. If the project exceeds the timeline provided for billing the work will continue through the closeout of the project. If additional work is added to the scope as provided in the proposal and addendum will be completed using the hourly rates defined below and added to the contract and billed under a separate billing. All other work included will not cause an increase in the contract. If the project is completed prior to the 18 months outlined a total payment will be made to the proposed contract amount at the time of closeout.

Hourly Rate Cost Schedule	Hourly Rate
<b>Adams Ashby Group, Inc.</b>	
Lorie Adams/Paul Ashby	\$150.00
Support Staff	\$95.00

Task	Hours	Cost
TASK No. 1: Policy & Procedure Compliance Review	100	\$15,000
TASK NO. 2: Procurement Implementation	100	\$15,000
	80	\$7,600
Task No. 2-A: Provide assistance in the oversight of the contract and invoicing (3 contracts)	75	\$11,250
	150	\$14,500
TASK NO. 3: Construction Bid/Implementation Labor Compliance/Section 3/Reporting – Support Staff	150	\$22,500
	400	\$38,000
TASK NO. 4: Fiscal Support and Oversight	200	\$30,000
TASK NO. 5: Training and Monitoring	50	\$7,500
	25	\$2,375
TOTAL	1330	\$163,725
Billing period	18 mo.	\$9,096



## Scope of Work

The SC-OR is seeking a team that will provide administration and implementation services to work in coordination with your local capacity and internal staff. We believe in a partnership of our team and the district employees to ensure the most efficient operation of grant funding and project management. Based on the RFP and outreach we have provided the following Scope of Work for your project:

### **TASK NO. 1: Policy & Procedure Compliance Review**

Review the agency policies and procedures for compliance with CDBG-DR funding requirements:

Financial Management Policy/ Time Keeping Procedures  
Procurement Policy  
Non-Discrimination Policy  
Labor Compliance Policy/Section 3 Policy  
Environmental Policy  
Anti-Lobbying Policy  
Equal Opportunity Policy  
Drug Free Workplace Policy  
LEP Policy  
Furthering Fair Housing Policy  
Conflict of Interest Policy

The funding will not produce Program Income and this section will not be reviewed.

The team will review the project and document the file for National Objective and Tie Back compliance. Additional discussion related to Duplication of Benefits will be occur and documentation compiled for the records as needed as this is a critical monitoring concern for the OIG and HUD.

Once the policies and procedures are reviewed and if any discrepancies are identified in the Districts current processes, Adams Ashby Group, Inc. will work with the staff to make the required adjustments to ensure compliance during this project term. We will work with HCD and the County to document appropriate documentation to streamline the data to assist in processing draw downs and other audit required documentation to avoid monitoring findings.

### **TASK NO. 2: Procurement Implementation**

With the project seeking to kick off in June/July, RFP's, RFQ's and bid documents will be at the forefront of the project needs. The following services that will be required according to the RFP are as follows:

1. Construction Management/Engineering Services during construction
2. System integration (Telemetry Engineer)
3. Others as identified

The process for RFP/RFQ's will be implemented using the CDBG policies and procedures based on HUD/HCD requirements including outreach to MBE/WBE firms. Each process will include the following:

1. Development and review of the RFP/RFQ for the required service
2. Ensure all required language and procedures are included in the documents and file
3. Develop outreach plan and MBE/WBE compliance
4. Receive responses
5. Prepare evaluation criteria and team
6. Facilitate the selection process and approval
7. Provide cost analysis with assistance from engineering team
8. Provide report to County/HCD
9. Assist Agency attorney in reviewing the draft contracts and adding required language to meet Federal/State/Funding requirements
10. Develop payment approval process and required invoicing data

#### **TASK NO. 2-A**

Provide assistance in the oversight of the contract and invoicing of the contract during the term of the project. Review with finance and process draws requests with the County/HCD for reimbursement. Work with agency if change orders are required to ensure administrative compliance in the process and process addendums as needed to ensure compliance with agreements and provide assistance with cost analysis.

We would recommend a weekly meeting with the key grant administration team to review the projects, draws, reports, and timelines to ensure the tasks and work are allocated to ensure success. This will also allow our team to provide support where needed and quickly address where additional support may be needed to keep the project moving forward.

#### **TASK NO. 3: Construction Bid/Implementation**

Our team will work with the engineering/project team in the development of the bid and construction contract documents to ensure compliance with the federal and state overlays that must be included in the documents. We have developed a checklist to ensure each of the regulatory items are included and managed.

Bid process:

1. Review of the bid/construction contract
2. Inclusion of the required Section 3 documentation and outreach
3. Attendance at the pre-bid meeting to support the Section 3 and Labor Compliance processes
4. Support the procurement process and documentation requirements for the recordkeeping
5. Assist with the bid process, selection, requests for information related to funding requirements
6. Review bid responses for compliance with MBE/WBE, Section 3, UEI, and other requirements to ensure response is complete
7. Help support bid protest process if applicable
8. Assist in finalizing contract and awarding the project

\*Engineer to provide Cost Estimate for the project our role will be related to administrative compliance

Project Implementation Process:

1. Provide review and oversight of adherence to CDBG-DR INF Construction Standards and Requirements related to administrative compliance and compliance with the Scope of Work provided to the County and HCD in the application.

2. Provide review and oversight of the project operations, including the legal documentation, agreements, conditions, labor and wage requirements, procurement, and performance goals and timelines to insure adherence to CDBG-DR INF regulatory requirements. \*project operations will only be in addition to the engineers/inspectors and we will not be responsible for the project related to codes, plans, specifications etc. our limit will be to ensure it meets the project scope per the contract with the County/HCD, administrative compliance and compliance with funding regulations and requirements.
3. Attend HCD Monthly Project Update Meetings
4. Attend Project Meetings
5. Provide Federal Labor Compliance/Section 3 guidance to contractors in preconstruction phase and monitor throughout construction phase.
6. Monitor project schedule with contractor to ensure timeline compliance
7. Complete Activity Reports to allow reporting to HCD on a monthly basis
8. Review and provide approval for payment, contractor pay requests related to compliance with Labor/Section 3 Compliance.
9. Prepare and submit required reports
  - a. Activity Report
  - b. Labor Reports (April and September)

#### **TASK NO. 4: Fiscal Support and Oversight**

Fiscal compliance and oversight is a critical component of the CDBG-DR INF program both for the agency as well as the County and HCD. Processes have been put into place that are required to ensure the process is smooth at all steps of the process. How the invoice is prepared approved and paid will impact the ability for the agency to be reimbursed. Our team will work through these steps to set up a flow to support a seamless effort.

1. Review the fiscal processes and impacts on the current financial systems in place
2. Develop the documentation flow with the agency team and data sharing to ensure compliance with the program
3. Communicate requirements to all contractors and assist in managing information and data to produce the drawdown documents for the County/HCD
4. Prepare monthly reports and draw requests on behalf of the agency and submit to County
5. Manage recordkeeping for monitoring

#### **TASK NO. 5: Training and Monitoring**

Implementing a program under CDBG-DR INF requires a partnership between agency staff and the consultant. Managing the various levels of requirements is an ongoing process and everchanging. Our team will provide training and assistance as needed to ensure regulatory requirements are met including the development of processes and procedures. Building internal capacity is a critical component of success.

The CDBG-DR program along with the County will be required to conduct monitoring during the term of your project. Our team will develop a series of data folders that will be shared via Microsoft Teams (HCD's preferred format) to keep and manage your project documents. This will allow an ease of document sharing at the time of monitoring. Additionally, we set up this file in a format they team has used in monitoring other projects to help in the ease of sharing this information

during the monitoring process. To date the monitoring have occurred virtually but we will be prepared for onsite visits and ensure your processes have the required information at their fingertips. The monitoring process will use a risk assessment process to determine the level of monitoring, and this will also assist in keeping your score low and hopefully minimal impact during this compliance process.



## FREQUENTLY ASKED QUESTIONS RFP#01-23 SC-OR CDBG Disaster Recover Funds Administrative Oversight

1. What is the awarded CDBG-DR-INF Funding for this project and what is total project cost? **The Community Development Block Grant – Disaster Recovery Infrastructure (CDBG-DR-INF) Grant Funding is Grant Number 21-DRMHP-210009. The grant funding amount is \$10,394,613.00. The Engineers estimate for the total project cost is approximately \$12,020,000.**
2. Additional funds for the project are Agency funding? **SC-OR is paying for any additional project costs out of pocket.**
3. In the RFP under AREA 4: Project Compliance – can you please provide an outline of the monitoring that will occur during the first two years of implementation of the project? Is this regarding construction and development of the project or is this occurring after the project is completed? **The monitoring program will follow HCD’s guidance in HCD’s 2018 CDBG Disaster Recovery – Infrastructure program Policies and Procedures Manual. The Manual can be found at: <https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbgdr/cdbg-dr-2018/docs/18DRINF18MITRIPPoliciesandProceduresv2.pdf>. Typically monitoring will take place during the construction and development of the project. However, the grant will not be closed out until all monitoring reports associated with the project are complete. There will be monitoring by the County every 6 months. Labor Compliance Monitoring could occur by HCD, HUD or Butte County.**
4. In the RFP under AREA 4: Project Compliance –a few of the items bulleted in this section seem to be related to Housing Projects and not Infrastructure projects. Can you please verify and advise? **Yes the bullet point that states: “Develop honed long term monitoring process for SC-OR to implement over the affordability lifetime of the project,” is housing related and should be removed. All other bullet points listed in the RFP under Area 4 are related to infrastructure projects.**
5. Estimated timeline: What date are you anticipating releasing the construction bid for the project? **We plan to release this construction bid the week of May 29<sup>th</sup>.**



# City of Oroville

OFFICE OF THE MAYOR

David W Pittman  
Mayor

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2535 FAX (530) 538-2468  
www.cityoforoville.org

Monday, March 6, 2023

Via Email Only

Oroville City Council Members  
1735 Montgomery St.  
Oroville Ca. 95965

**Re: Appointment to Vacant Sewerage Commission – Oroville Region Position**

Dear Oroville City Council Members,

Article XXII, Section 1(c) of the Oroville City Charter provides, "In the event that a vacancy exists in any elective or appointive office and the council fails to agree or for any reason does not fill such vacancy within sixty days after the same occurs, then such vacancy shall be filled by appointment by the mayor. Such appointment shall be for the time and of like effect as though made by the council as hereinabove provided." The position of Voting Member for the City of Oroville on the Sewerage Commission – Oroville Region ("SC-OR") is an appointed office subject to the above-referenced Section of the City Charter which has been vacant since the January 3, 2023.

Pursuant to the above-referenced Section of the City Charter, I hereby appoint myself, David W. Pittman, to the position of Voting Member of SC-OR for the City of Oroville effective immediately. The appointment shall be for a time period as outlined in the Amended Joint Exercise of Powers Agreement among the SC-OR member agencies.

Sincerely,

A handwritten signature in blue ink that reads "David W. Pittman".

David W. Pittman  
Mayor

cc: City Administrator  
City Attorney  
SC-OR General Manager

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*"Oroville – California's best opportunity for a safe and diverse quality of life"*



Mr. Glen Sturdevant, Manager/Superintendent  
Sewerage Commission – Oroville Region  
P.O. Box 1350  
Oroville, California 95965

March 6, 2023

Subject: Progress Report – General Consulting, Influent Pump Station Design, IPS Programming and Commissioning

Dear Glen,

This progress report for engineering services related to General Consulting, Influent Pump Station Design, and Influent Pump Station Programming and Commissioning covers work performed from December 31, 2022 through February 24, 2023. Our invoices for services performed during this period is attached.

Work performed during this period includes the following:

- TO 20 – General Consulting
  - Bi-weekly check-in calls
  - Continued development of draft impact study for connection of Graphic Packaging Inc.
  - Development of draft capacity impact study for Lincoln Avenue affordable development
  - Ongoing project management and administrative tasks
  
- TO 34 – WWTP Final Design
  - Bisulfite Package
    - Completion and submission of final package for construction
  - Phase 1 and 2 Repackaging
    - Revised determination of components to include in packages 1 and 2
    - Ongoing development of packages 1 and 2
  - Project Management
    - Ongoing project management and administrative tasks

If you have any questions regarding this progress report, please call me at 650-644-5948.

Regards,

*Ted Couch*

Ted Couch, P.E.  
Project Manager

# **Environmental Compliance Report**

To the SC-OR Commissioners and Staff from Kendra Morgan

***March 23, 2023***

## **INDUSTRIAL PRETREATMENT PROGRAM**

### **INSPECTIONS**

The dischargers submitted their monthly flow reports for February 2023. RCBS has continued suspending discharge from their tumbling line until they can maintain the BOD under their limit. All other dischargers and lines appear to be in compliance with their permits.

GPI is still in the process of getting their discharge application approved. They are required to submit at least 4 more sample sets for the engineers to review the results and the impact that their discharge would have on our system. They have received 3 of the 4 laboratory results, which we will submit to the engineers.

### **ENFORCEMENT**

There are no enforcement items to report.

### **ACTIVITIES**

All other operations continued as normal in the laboratory and environmental areas.



# Sewerage Commission - Oroville Region

## Monthly Flows Report - Feb-23

<b>Name of Agency</b>	<b>Total Monthly Flow (MG)</b>	<b>Average Daily Flow (MG)</b>	<b>Total Peak Flow (MG)</b>	<b>Date of Peak Flow</b>
<b>SC-OR Plant Total</b>	84.733	3.026	8.00	2/27/2023
<b>Lake Oroville Area P.U.D.</b>	28.311	1.011	2.40	2/26/2023
<b>Thermalito Water and Sewer</b>	13.269	0.474	1.65	2/26/2023
<b>City of Oroville</b>	43.153	1.541	4.34	2/27/2023

*Septage Pumps* 0.1694 Million Gallons/Month

*Monthly Rainfall* 1.15 Total Inches/Month