



**RIVERBEND RESOLUTION NO. 20200826-03**

**AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO ENTER INTO  
NEGOTIATIONS AND EXECUTE AN AMENDMENT TO THE EXISTING  
CONTRACT WITH SUSAN ROTH CONSULTING**

**WHEREAS**, Riverbend Water Resources District (“Riverbend”) is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code of the State of Texas; and

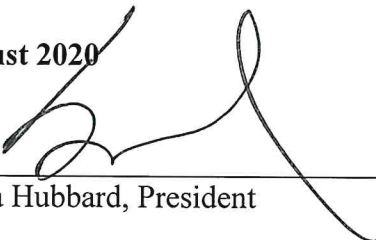
**WHEREAS**, Riverbend executed a contract with Susan Roth Consulting in May of 2016 to conduct a Regional Water Master Plan; and

**WHEREAS**, Riverbend modified that contract in November of 2018 to include the costs associated with completing financial applications to obtain funding for a new regional water facility; and

**WHEREAS**, Riverbend has a need to further modify the contract with Susan Roth Consulting.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director/CEO shall be and is hereby authorized to negotiate and enter into a modified agreement with Susan Roth Consulting to complete the financial application processes at the state, local, and federal levels.

**PASSED and APPROVED this 26<sup>th</sup> day of August 2020**

  
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Sonja Hubbard, President

ATTEST:

  
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Marshall Wood, Secretary

Attachment: Susan Roth Consulting – Contract Amendment for TWDB Funding Services

# SUSAN K. ROTH, P.E., PMP

WATER AND WASTEWATER CONSULTING

August 19, 2020

Kyle Dooley, P.E.  
Executive Director/CEO  
Riverbend Water Resources District  
228-A Texas Avenue  
New Boston, TX 75570

Re: Susan Roth Consulting – Contract Amendment for TWDB Funding Services

Dear Kyle:

I am pleased to submit this proposal to provide Riverbend Water Resources District (RWRD) with consulting services during this interim funding period starting on August 1, 2020 through the date when RWRD receives DBE approval from TWDB (prior to closing on DWSRF funding, approximately 90 days). Based on previous experience with administering TWDB funding, I propose my involvement to include, but not be limited to the following for RWRD:

- Coordinate with TWDB DBE and Reporting staff regarding recent TWDB Board approval of DWSRF funding for RWRD and City of Annona;
- Determine DBE procurement needs and methods of solicitation for RWRD;
- Participate in RWRD team meetings and conference calls;
- Prepare memorandum of action items for RWRD according to TWDB DBE process;
- Prepare draft RFQ/Scope of Work and DBE Advertisement for Bond Council, Engineering/Funding Consultant, Financial Advisor, Legal and Engineering Program Manager;
- Attend RWRD Board meeting (in person) on August 26, 2020;
- Coordinate review comments on draft RFQ/Scope of Work with RWRD and TWDB DBE Coordinator;
- Coordinate and conduct solicitation (3 required methods, both publicly advertised and via direct contact);
- Complete necessary DBE forms and paperwork for RWRD;
- Coordinate project details with Outlays Department prior to closing date; and,
- Coordinate TWDB DBE approval for RWRD prior to closing date.

My services will be billed at an hourly rate of \$160 and not-to-exceed amount of \$18,500 during this interim project period. Expenses and mileage to meeting locations will be included in the not-to-exceed amount; I will submit invoices to RWRD on a monthly basis.

I appreciate the opportunity to continue working with you and RWRD. Please feel free to call me at (512) 796-6692 if you have any questions or need additional information.

Sincerely,



Susan K. Roth, P.E., PMP  
President  
Susan Roth Consulting, LLC

**APPROVED BY RIVERBEND WATER RESOURCES DISTRICT:**

 8/26/20  
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Signature & Date