



**Water-Efficiency Program Partnership between
West Basin Municipal Water District and the
South Bay Cities Council of Governments**

“SCOPE OF WORK”

July 1, 2019 through June 30, 2020

This “Scope of Work” (SOW) covers the programs and activities that the South Bay Environmental Services Center (SBESC), a program of the South Bay Cities Council of Governments (SBCCOG), will conduct in support of West Basin Municipal Water District’s (West Basin) programs for a **12-month period, commencing on July 1, 2019 through June 30, 2020.**

This SOW contains two separate sections. Section 1 contains the “non-grant” West Basin task portion of this agreement and totals \$168,980. Section 2 includes two potential grant funded projects that may be implemented if approved by the granting agencies. The two grant projects are the Cash for Kitchens and Disadvantaged Community or DAC projects, and total an additional \$92,820, for a potential contract not-to-exceed amount of \$261,800.

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

SECTION 1

| | |
|--|---|
| 1. Educational Outreach Support | \$ 83,400 (\$6,950 per month) |
| a. Exhibit events | |
| b. Kiosk | |
| c. Media/Web/E-mail | |
| d. On-Going Water Reliability outreach | |
| e. Outreach and support for West Basin’s Water Bottle Filling Station | |
| f. SBCCOG Governing Board, Steering Committee and Infrastructure Working Group outreach | |
| 2. Support for Workshops & Events | \$ 35,450 |
| a. Promote and assist with Educational Classes | |
| b. Assist with Rain Barrel Distribution Events | |
| 3. Administer Cash for Kitchens Program | \$ 40,950 |
| 4. IRWMP / Measure W Assistance | \$ 4,680 |
| 5. Green Building Program | \$ 4,500 |
| <u>Sub-Total</u> | <u>\$168,980</u> |

SECTION 2

**** Grant Funded Projects**

| | |
|---|-------------------------|
| 6. Administer Cash for Kitchens Program | \$ 34,320 |
| 7. Provide Outreach for Disadvantaged Communities (DAC) Clothes-Washer Program | \$ 58,500 |
| <u>Sub-Total</u> | <u>\$ 92,820</u> |
| Grand Total | \$261,800 |

** The two grant projects are not guaranteed. West Basin’s goal is to re-design them and seek a contract extension from the granting agencies in order to successfully implement them. Both projects expire on June 30, 2019; therefore West Basin is currently seeking an extension to June 30, 2020. If approved, West Basin will notify the SBCCOG and instruct them to begin implementation of the grant projects. West Basin will include the budgets and tasks for the two grant projects in the contract.

Billing Instructions for SOW

For Task 1 above, Educational Outreach support category, the SBCCOG will invoice West Basin on a pro-rated monthly basis (\$6,950 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 or 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. The tasks associated with categories 2 - 7 above will be billed monthly based on a time and materials basis as work is completed, with the exception of Task 5. The Task 5 Green Building Program amount will be billed as a one-time amount of (\$4,500).

West Basin Tasks (Non-Grant Tasks)

1. Educational Outreach Support of West Basin’s Programs

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 conduct program activities equally in each of West Basin’s five electoral divisions in the South Bay.** SBESC will track all activities utilizing an Excel spreadsheet that is separated by each Director’s Division.

Activities

A. Exhibit Events – SBESC will inform the community about West Basin’s Water Use Efficiency (WUE) Programs at the various exhibit events it attends.

- SBESC will provide outreach for West Basin at a minimum of 100 exhibit events. The SBCCOG staff and volunteers will take digital photos at the events and provide them to West Basin. These photos will provide visual examples of the work conducted by the SBESC.
- SBESC will coordinate with West Basin's Public Information Department to obtain sufficient amounts of West Basin program literature to provide at the tabling and outreach events.

B. Kiosk – SBESC will be responsible for promoting West Basin's Programs at the two current Kiosks; one located at the Promenade on the Peninsula and the other at the California Small Business Development Center (hosted by El Camino College). SBESC will provide photos and a list of items that are contained in the Kiosk and will coordinate with West Basin to keep the materials updated. SBESC will also research other locations that may have Kiosks and provide additional promotional opportunities.

C. Media/Web/E-mail – SBESC will disseminate West Basin program information through its existing communication channels, including but not limited to, its web site, e-mail blasts, Facebook, twitter, and other social media. SBESC communications, such as its monthly newsletter, will also be utilized. The SBESC will conduct the following number of activities:

- Communicate West Basin's Program at a minimum of one article per SBESC e-Newsletter and also promote via 30 e-mail blasts.

D. On-Going Activities

- 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-efficiency programs. (SBESC will track and document these efforts in the monthly invoicing and reporting);
- Cities - SBESC will communicate West Basin's programs to its cities through its contacts and committees;
- Chambers of Commerce – SBESC will provide West Basin's program information, as it relates to businesses, to the South Bay Association of Chambers of Commerce and all other chambers located within West Basin's service area, including the L.A. County unincorporated areas covered by the SBCCOG service area;
- Education Center – SBESC will keep West Basin's display up-to-date at its office/education center, with current and relevant West Basin information;
- Work with West Basin staff to train the SBCCOG staff and volunteers on West Basin's water efficiency programs; and
- SBESC will provide West Basin (Board Secretary) with a schedule of its outreach events on a weekly basis, or as updates occur. This communication will assist West Basin staff with scheduling loads and avoid event conflicts.

E. Water Bottle Filling Station Program

- Working with West Basin staff, SBESC will conduct outreach and marketing for West Basin' Water Bottle Filling Station Program throughout the SBESC service area until

grant dollars are fully expended or until West Basin reaches its maximum applicant commitment.

F. SBCCOG Outreach

- As needed, SBESC shall assist West Basin to coordinate and schedule program and project briefings and updates to the SBCCOG Governing Board, Steering Committee, and the Infrastructure Working Group.

SBESC TASKS

- The SBESC will develop a regular and agreed upon schedule with West Basin for ordering supplies. The SBESC will coordinate with West Basin's Conservation and Public Information Departments; and
- The SBESC will schedule SBCCOG committees if and when possible.

WEST BASIN TASKS (TASK A – F)

West Basin will:

- Continue to coordinate with SBESC to ensure they have adequate supplies of West Basin's most updated outreach materials;
- Provide input on newsletter topics;
- Provide SBESC with a schedule of its outreach events, at the very least, on a monthly basis, or as updates occur. This communication will keep the SBCCOG staff informed and updated on West Basin's conservation and outreach events; and
- Provide all marketing materials for the West Basin Water Bottle Filling Station Program, schedule a program briefing with SBCCOG staff, which shall include all past applicants, grant program rules and regulations, and program capacity.

2. Support of Workshops and Events (Tasks A & B)

All informational documents related to events/activities that SBESC is responsible for supporting (such as flyers) will be reviewed by SBESC prior to distribution to help ensure details are correct and that there is consistency in deployment between the organizations.

A. Educational Classes: West Basin's Grass Replacement Class and other similar classes / workshops

The SBESC will assist in promoting and supporting a minimum of five (5) and maximum of ten (10) classes / workshops to cities throughout the South Bay and L.A. County unincorporated areas.

The SBESC will work with West Basin staff to schedule the classes. West Basin will coordinate with the SBESC staff to provide the cities, locations, and possible contacts, and the SBESC will be responsible for contacting each site regarding the following; reserving the site, inquiring about facility fees, permits, insurance, inquiring about AV requirements, parking and restroom facilities, etc. Also, the SBESC will inquire about promoting at the sites potential marque sign, counter, display, etc.

The Grass Replacement Classes are being funded by the Metropolitan Water District (MWD) and West Basin will work with MWD to schedule the classes and secure a trainer for each class.

In order to hold a class, MWD's minimum class size requirement is 20 people; however, SBESC cannot guarantee or be held responsible for the minimum class size. Also, MWD has developed a Spanish and Chinese class. If opportunities present themselves, West Basin will work with the SBESC to implement a few of these classes, but stay within the 10 class maximum. The SBESC tasks are shown below.

SBESC TASKS

- Work with the West Basin staff and the various facilities to schedule the classes. The SBESC will coordinate and obtain approval from the various sites to hold the classes.
- Inquire about any site permit, application, and insurance requirements and bring them to the West Basin's attention.
- Promote every class / workshop via all SBESC communication channels;
- Reach out to city contacts, libraries, etc., and request that they promote the classes on their web site, social media, advertisement boards, announcements, newsletters and that they e-blast to their listserv;
- The SBESC will track and document the various marketing activities conducted by its staff and, to the best of its ability, conducted by the local cities and organizations with which it coordinates and provide the information as part of the monthly billing / reporting;
- Strive for an attendance of 20-50 participants per class and take class reservations by phone and online reservation system;
- Provide residents with reminder emails (2) and also request that residents confirm their attendance to classes, workshops and rain barrel events;
- Attend each class in the SBCCOG's geographical area and provide/coordinate the following:
 - Provide one (1) SBCCOG employee and one volunteer; and provide
 - Appropriate snacks for each class.
 - In order to comply with the green and sustainable practices of each city, SBCCOG staff will try to use "green" and recyclable products and try to eliminate the use of packaging, Styrofoam, and non-recyclable plastics at the events.
- Conduct sign-in registration on day of each class and workshop and provide West Basin with a copy of the sign-in sheet for events within the South Bay territory;
- Database the registrants and provide West Basin with the digital spreadsheet; and
- Promote all West Basin programs at classes and workshops.

Note: For the areas outside of the SBCCOG service area, but within West Basin (such as Culver City, West Hollywood, Malibu, and Topanga), SBESC will provide the following services: take RSVPs, provide energy utility outreach materials to West Basin, send out class reminder e-mails, develop a RSVP electronic database and assist with ordering the refreshments (but not pay for food). No day of or on-site services will be provided. West Basin staff will schedule and attend these Division IV classes.

WEST BASIN TASKS

- Work with the Board to select cities and locations to hold the classes;
- Provide locations to the SBESC staff to schedule the locations and coordinate with site contacts;
- Work with local water purveyors and cities to send flyers to water users and invite them to the class;
- Provide instructor for classes and training materials;
- Provide SBESC with event flyer no later than one month prior to event; and
- Develop material to promote the classes.

B. Assist with Rain Barrel Distribution Events

Rain Barrel Events (Saturday)

Provide a **minimum of two (2)** SBCCOG staff people at the event to handle the participation forms. West Basin will provide non-profit groups and two (2) volunteers at each event. The SBESC will instruct and direct several of the volunteers to assist with the registration forms. West Basin/SBCCOG staff will direct and assign the volunteers with registration, traffic control, and loading duties.

The SBESC will work with West Basin staff to schedule and coordinate each event. West Basin will coordinate with the SBESC staff to provide the cities, locations, and possible contacts, and the SBESC will be responsible for contacting each site regarding the following; reserving the site, inquiring about facility fees, permits, insurance, parking and restroom facilities, etc. Also, the SBESC will inquire about promoting at the sites potential marquee sign, counter, display, etc. West Basin staff will schedule and attend these Division IV events.

The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Schedule and coordinate with the site staff for each event;
- Inquire about any site permit, application, and insurance requirements and bring them to West Basin's attention.
- Take RSVPs prior to the event and send out reminder notices;
- Attend the event and handle the registration process;
- Work with West Basin's non-profit Community-Based Organization (CBO) volunteers;
- Coordinate with the various partners and vendors;
- **Have each volunteer sign a West Basin Hold Harmless waiver form;**
- Hold a safety meeting and provide each volunteer with a safety vest;
- Assign roles and train the volunteers on the various duties at the event;
- Provide healthy snacks and refreshments for volunteers at the events;
- Sign guests in and develop a sign-in list and database to provide to West Basin; and

- Track and conduct additional outreach to previous registered participants, 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. Provide both spreadsheets to West Basin.

WEST BASIN TASKS

- West Basin to provide the SBESC with the future rain barrel locations and contacts;
- Work closely with the SBESC to coordinate distribution events;
- Provide the non-profit CBO volunteers for each event;
- Provide the SBESC with the Hold Harmless waiver form;
- Schedule the event dates and secure the event locations; and
- Procure the rain barrels and have them delivered to the event site.

3. Administer Cash for Kitchens Program

In 2017, West Basin was awarded grant funding from the Department of Water Resources (DWR) and from the United States Bureau of Reclamation (USBR) to enhance the Program. Due to various challenges with this Program, West Basin has not yet distributed the required water efficiency devices for this Program.

In May 2019, West Basin provided the grant agencies with a re-designed program and a request to extend the project for an additional year, to June 30, 2020. If West Basin is granted approval, it will inform and instruct the SBCCOG to implement this program fully as mentioned in the second section of this (SOW), under the West Basin Grant Task section – Cash for Kitchens.

Although West Basin is waiting for approval, it has budgeted funding to implement the survey and education portion of this program as one of its regular programs. Therefore, beginning on July 1, 2020 the SBCCOG will implement the tasks mentioned below.

SBESC TASKS

SBESC will target 75 commercial and institutional kitchen facilities or restaurants with food service and/or kitchen operations on-site, including hospitals, schools, community centers, government buildings, restaurants, grocery stores, and others.

A. Administer Program:

- Outreach and Marketing Activities
 - Coordinate with local entities such as cities, school boards, hospitals, Board of Supervisors, Chambers of Commerce and other organizations to identify potential kitchen facilities that would benefit from a water-use survey and water-energy rebates and programs.

- Distribute updated program information and materials through a variety of channels such as targeted emails, phone calls, newsletters, and in-person marketing;
- Receive and redirect any phone calls, emails, or other program inquiries from facilities located outside of SBESC service area to West Basin’s Division 4 survey consultant (as directed by West Basin C4K Program Manager);
- Scheduling Site Surveys
 - Schedule appointments for 75 site surveys and follow-up with a phone call prior to the survey; schedule surveys to allow for facility manager or owner to be present whenever possible;
 - As needed, review all past survey participants to determine if and when a new, updated survey is required, based on programmatic changes or the addition of new eligible devices, rebates and other water-energy programs.
 - Share survey schedule via email/online database with West Basin Project Manager; and
 - Add survey information to Program Database, and update customer tracking sheet.
- Site Survey: Water-Use Survey
 - Gather the site’s water, gas, and electric device & appliance information using the West Basin-provided Survey Questionnaire and Checklist, including information about:
 - Interview management, owner, and/or staff to obtain facility and/or kitchen operating information before and during the survey;
 - Surveyor will test & inspect faucets, valves, and water-using appliances to determine flow rates, identify brands/models of equipment, observe leaks, and assess operating conditions; and
 - Identify, document and photograph any relevant program equipment on the premises.
- Site Survey: Report Presentation to Management
 - Compile all survey information into a report using the West Basin survey checklist.
 - Mail, hand-deliver, or email a copy of the survey report and meet with the facility manager or owner to go over report findings (10 – 15 minutes):
 - Point out any leaks encountered or equipment issues noted during the survey;
 - Discuss rebate availability for kitchen equipment at the facility; identify rebate application links within the survey report for rebates from MWD, SoCal Gas Company, LADWP or SoCal Edison;
 - Distribute educational materials to management or staff:
 - “Every Drop Counts” Poster
 - AWE Commercial Kitchens Best Practices Guide
 - Others, as directed by West Basin C4K Program Manager
- Administrative Tasks Following Visit
 - Update the Program Tracking Sheet, identifying the following:
 - Date and location of visit, as well as any return visits;
 - Facility contact information (Name, position, phone number, email);
 - Existing water and/or energy equipment identified during the survey;

- Send completed survey checklist and report spreadsheet to West Basin Program Manager; and
- Send survey photos to West Basin Program Manager (as needed).

WEST BASIN TASKS

Collateral Materials and Devices:

- West Basin will provide educational materials.

4. IRWMP & Measure W Assistance

The SBCCOG will assist West Basin with various duties, including attending meetings, taking notes, assisting with reports, etc.

SBESC TASKS

- Coordinate with West Basin staff regarding the duties associated with this task;
- Correspond with the project proponents on the required information to complete the grant applications, as requested by the IRWMP consultant;
- Act as the liaison between the project proponent and the IRWMP consultant, on West Basin's behalf;
- Update West Basin staff regularly on the status of the materials required for the grant application;
- Attend meetings on West Basin's behalf, take notes and debrief West Basin staff; and
- Ensure deadlines are met by the project proponents and follow-up as needed to ensure all materials are submitted on time.

WEST BASIN TASKS

- West Basin will provide direction to the SBCCOG regarding this task.
- West Basin will provide the initial correspondence to the project proponents that details the information required for the grant application and introduce the SBCCOG as the liaison between them and the IRWMP consultant.
- West Basin will provide oversight as necessary.

5. Green Building Program

- The SBCCOG will continue the Green Building Program for contract year 2019-2020 building on the momentum, and developing new strategies and contacts through the Program;
- This Program will provide participants with a list of water measures to consider and dedicated staff support for implementation;

- Measures will include participation in direct install, rebate, incentive, pilot, and educational programs offered by the various program participants;
- Program will include outreach to the business community to support water conservation, education and participation in rebate programs;
- Partner logos will be included on program flyers, website, newsletter, and promotional materials;
- Program will partner with sponsors to provide targeted outreach (e.g. by industry or high usage);
- Opportunity for West Basin to co-host and speak at program events;
- Recognition of West Basin as a program partner at outreach events, including City Council and Commission meetings; and
- Name/logo on signage and invitation at any Green Building Program award events.

SBESC TASKS

- Provide West Basin with list of water conservation measures that SBESC identified with participants;
- Promote West Basin programs and rebates;
- Provide the current list of businesses to West Basin and GIS plot map the businesses per West Basin Division; and
- Alert West Basin of public outreach opportunities.

WEST BASIN TASKS

- Review list of measures and update.

West Basin (Grant Tasks)

6. Administer Cash for Kitchens – “Grant” Program

In May 2019, West Basin provided the grant agencies, with a re-designed program and a request to extend the project for one more year, to June 30, 2020.

If West Basin receives approval from the grant funding agencies, it will direct the SBCCOG to implement the following grant tasks.

SBESC TASKS

Target 75 commercial and institutional kitchen facilities or restaurants with food service and/or kitchen operations on-site, including hospitals, schools, community centers, government buildings, restaurants, grocery stores, and others. As needed, SBESC shall review past program participants and conduct re-visit surveys, with the purpose of identifying new opportunities to provide participants with updated program information and determine if they are eligible for grant-funded device installations through follow-up surveys.

A. Administer Program:

- Outreach and Marketing Activities
 - Receive and redirect any phone calls, emails, or other program inquiries from facilities located outside of SBESC service area to West Basin’s Division 4 survey consultant (as directed by West Basin C4K Program Manager);
 - Coordinate with local entities such as cities, school boards, hospitals, Board of Supervisors, Chambers of Commerce and other organizations to identify potential kitchen facilities that would benefit from a water-use survey and potentially from high-efficiency equipment installations. (Please check with West Basin with any questions regarding site eligibility);
 - Distribute, and as needed re-distribute, updated program information and materials through a variety of channels such as targeted emails, phone calls, newsletters, and in-person marketing;
 - Contact institutions with kitchen facilities through various methods to explain the program components, steps and benefits; and
 - As needed, contact previous survey participants to explain new program format and the potential for West Basin to install free high-efficiency devices.
- Process Rebates
 - The SBESC will develop a system to process 35 high-temperature dishwashers
 - i. The SBESC will be in charge of reviewing applications, qualifying apps.;
 - ii. Collecting receipts;
 - iii. Ensuring that the new dishwasher is water and energy efficient;

- iv. Conducting pre and post inspections; and
 - v. Providing a rebate check to the facility owner.
- Scheduling Site Surveys
 - Schedule appointments for 75 site surveys and follow-up with a phone call prior to the survey; schedule surveys to allow for facility manager or owner to be present whenever possible;
 - As needed, review all past survey participants to determine if and when a new, updated survey is required, based on programmatic changes or the addition of new eligible devices.
 - Share survey schedule via email/online database with West Basin Project Manager; and
 - Add survey information to Program Database, and update customer tracking sheet.
 - Site Survey: Water-Use Survey
 - Gather the site's water, gas, and electric device & appliance information using the West Basin-provided Survey Questionnaire and Checklist, including information about:
 - Interview management, owner, and/or staff to obtain facility and/or kitchen operating information before and during the survey;
 - Surveyor will test & inspect faucets, valves, and water-using appliances to determine flow rates, identify brands/models of equipment, observe leaks, and assess operating conditions;
 - Identify, document and photograph any relevant program equipment on the premises.
 - Provide small water-energy efficiency devices to those who qualify;
 - Small devices include a free Pre-Rinse Spray Nozzle (PRSN) and under the sink flow restrictors;
 - Provide Small Device Form for customer to sign (they have 30 days to install the devices and to contact the SBESC for a follow-up site visit); and
 - Provide and explain the increased rebates for the larger devices, and assist with the completion of the rebate forms.
 - Site Survey: Report Presentation to Management
 - Compile all survey information into a report using the West Basin survey checklist.
 - Mail, hand-deliver, or email a copy of the survey report and meet with the facility manager or owner to go over report findings (10 – 15 minutes):
 - Point out any leaks encountered or equipment issues noted during the survey;
 - Discuss rebate availability for kitchen equipment at the facility; identify rebate application links within the survey report for rebates from MWD, SoCal Gas Company, LADWP or SoCal Edison;
 - Distribute educational materials to management or staff:
 - “Every Drop Counts” Poster
 - AWE Commercial Kitchens Best Practices Guide
 - Others, as directed by West Basin C4K Program Manager
 - Notify manager / owner of their potential eligibility for free high efficiency kitchen equipment; and

- Direct facility manager or owner to West Basin C4K Program Manager for any follow-up questions.
- Administrative Tasks Following Visit
 - Update the Program Tracking Sheet, identifying the following:
 - Date and location of visit, as well as any return visits;
 - Facility contact information (Name, position, phone number, email);
 - Existing water and/or energy equipment identified during the survey;
 - Send completed survey checklist and report spreadsheet to West Basin Program Manager; and
 - Send survey photos and follow-up site visit photos of installed equipment to West Basin Program Manager.

WEST BASIN TASKS

Collateral Materials and Devices that West Basin will provide:

- A revised program flyer;
- A revised survey form;
- A new rebate form and procedure for the dishwasher rebates;
- Educational materials;
- Input and assistance with developing program tracking sheet;
- West Basin will provide the small devices to the SBCCOG that includes the Pre-Rinse Spray Valves and the flow restrictors; and
- West Basin will provide a flyer that discusses the free devices and rebates.

7. Disadvantaged Community (DAC) Water-Energy Initiative Program (Clothes-Washer)

In 2017, West Basin was awarded grant funding from the Department of Water Resources (DWR) to provide outreach to the DAC areas within West Basin's service area and provide free installation of high-efficiency (H-E) showerheads, sink aerators and H-E Clothes Washers. In June 2019, West Basin re-designed the program and is requesting approval from DWR to implement the re-designed program and to request a one year extension, from June 30, 2019 to June 30, 2020.

West Basin will notify the SBCCOG if DWR granted the approval and contract extension. If this project does move forward, the SBCCOG will implement the following tasks:

SBESC TASKS

- The SBESC will begin to cultivate target community groups and neighborhood clubs lists, including contact information, for future outreach efforts and presentations;
- The SBESC will utilize all of its local community groups, neighborhood clubs and leaders to promote the program and to conduct group presentations;
- If a resident needs additional help, the SBESC will assist them through the program process;

- The SBESC will also attend neighborhood and community meetings, making presentations about the program and assisting customers over the phone, and;
- The SBESC will assist West Basin to compile an “interest list” of potentially interested residents. This list will be provided to the Gas Company ESA Manager.
- Qualify the High-Efficiency Clothes Washer (HECW) Rebate Participants (ensuring that they are located in a DAC area)
- Provide qualifying residents with small device kits that include:
 - Temperature Showerhead
 - Kitchen Faucet Aerator
 - Bathroom Sink Aerators
- Conduct 25% site visits for the small devices (residents can also provide installation photos to the SBESC)
- Conduct 25% site visits of the HECW installations and require all recipients to submit photos.

WEST BASIN TASKS

- Will develop a program flyer;
- West Basin will instruct MWD to provide the increased rebate for the high-efficiency clothes washer; and
- West Basin will provide the small devices to the SBESC.

Board Presentations

The SBESC, at the direction of West Basin staff, will provide the WBMWD Board with an interim deliverables briefing. West Basin will lead the presentations and the SBESC will provide support.