

Lone Star Groundwater Conservation District Strategic Planning for Groundwater Management and Development

Proposed District (Owner's) Representative Scope of Service
For Bill Mullican P.G.,
Mullican and Associates

The Lone Star Groundwater Conservation District (LSGCD) is initiating a multi-task effort with the goal of better understanding groundwater resources available in Montgomery County to meet future water demands. This study will be generally divided into three major tasks and will take 2-3 years to complete. Due to the complexity of this study and the desired interaction with stakeholders in the LSGCD throughout the study, a District Representative (also commonly referred to as the owner's representative) will be engaged. Mr. Bill Mullican, Principal of Mullican and Associates, will serve in the role of District Representative/liaison throughout execution of the study. Mr. Mullican will serve with an unbiased perspective to ensure that all aspects of individual tasks are thoroughly vetted. Specific activities to be performed include:

1. Work with LBG Guyton Associates, in coordination with the General Manager and the Findings and Review Committee, to develop a scope of work for the study that can be recommended to the LSGCD Board of Directors for consideration and approval.
2. Serve as the LSGCD Board of Directors liaison throughout the study. Responsibilities will include reporting to the General Manager, Findings and Review Committee, and the LSGCD Board of Directors on status of individual tasks and potential impacts from preliminary results, monitoring status of individual tasks with respect to project timeline, and ensuring that deliverables in the study scope of work are adequately met.
3. Work with LBG Guyton Associates, the General Manager, and the Findings and Review Committee to ensure required materials for all contract deliverables including stakeholder presentations, Findings and Review Committee presentations, and LSGCD Board of Directors presentations are prepared, reviewed, and distributed in a timely fashion.
4. Perform comprehensive technical reviews and provide comments to LBG Guyton, the General Manager, and the Findings and Review Committee on all technical memoranda developed as deliverables for the study. Prior to finalizing any technical memoranda, ensure that all comments, including

comments received from the General Manager, the Findings and Review Committee, the LSGCD Board of Directors, and stakeholders, have been adequately addressed. In the event that LBG Guyton Associates and the District Representative cannot resolve disagreements within any deliverable, the General Manager shall present any such disagreement with a recommendation to the Findings and Review Committee for a resolution or policy recommendation.

5. Attend and participate in LSGCD Board of Directors meetings, Findings and Review Committee meetings, and stakeholder meetings during which status and results from the study are to be discussed and for which District Representative's attendance is determined by the General Manager to be warranted.
6. Maintain records from any meeting for which District Representative's attendance was warranted in sufficient detail for quality assurance/quality control purposes on study deliverables and progress reporting to the General Manager, Findings and Review Committee, and the LSGCD Board of Directors.
7. As necessary, review LBG Guyton Associates invoices and provide report on any issues identified to the General Manager.

Owner's Representative Fee for Services

Fee for services performed under the terms of this scope of services will be on a time and materials basis.

Bill Mullican - \$165.00 per hour