



AWARDS

ENGINEERING PROJECT OF THE YEAR at the North American Strategic Infrastructure Leadership Forum 2014 for the California WaterFix

EDUCATION

BS International Business, California State University, Sacramento

BA Spanish, California State University, Sacramento

CEQA A Step-by-Step Approach, UC Davis Extension

INDUSTRY TENURE

15 years

JESSICA ALWAN PROJECT MANAGER

Jessica has extensive experience in organizational development, program implementation, and program management. She directs stakeholder outreach efforts including the facilitation and management of policy level meeting series, workshops, informational materials, and presentations. She establishes communication schedules to update stakeholders including appropriate staff in the organization on the progress of the project. In addition, Jessica creates high quality professional material for the program on an array of technical, financial, and policy-level content. She also develops and implements project initiatives from organizational design and process refinement, to improved reporting and communication for large-scale capital programs. She is thorough, detailed, and experienced in creating unifying content for effective decision-making.

SELECT RELEVANT EXPERIENCE

California WaterFix (\$16B)

Jessica has served for the last eight years as a Project Manager supporting the California WaterFix, a \$16B program for the State of California. She has developed strong working relationships with program stakeholders, permitting agencies and the program team. She excels at facilitating decision-focused meetings, monitoring deliverables and coordinating effective information transfer. She has become the single point of accountability for several high profile cross functional processes spanning multiple agencies where she managed them through completion. Examples of her facilitation skills can be found in her management of several key deliverables as described below:

Design and Construction Enterprise (DCE)

Her most recent focus has been oversight of the Design and Construction Enterprise, a multi-disciplinary team dedicated to the smooth transition of WaterFix from completion of the planning phase into design. Her efforts have included development and coordination of procurement packages, creation of program job descriptions, issues resolution, and process development. Jessica reviews the quality of the work completed with the project team on a regular basis to ensure that it meets project standards. As a result of her involvement, the DCE has established formalized process and standards, has a full set of program job descriptions, and has issued multiple RFQs.

Biological Opinion

The WaterFix consultant biological opinion team worked to address regulatory agency requirements by sending deliverables directly to the agencies. The agency would then

go through a review process only to later determine the submission as unresponsive. This became an ongoing theme and little progress was realized. Jessica took over the management of the process and created detailed work plans to identify and sequence the activities needed to successfully meet program permitting deadlines. She developed a tracking tool which listed open items, assigned responsibility, provided status updates and deadlines. She then established and lead ongoing Live Edit sessions with agency and project team members to review completed items, edit the language in real-time and ultimately obtain agency approval. Her leadership of the formal consultation process resulted in the delivery of the WaterFix Biological Opinion.

Cuyama Basin Groundwater Sustainability Agency (\$2.9M)

Jessica serves as the Project Manager for the Cuyama Basing Groundwater Sustainability Agency (CBGSA) that was formed by a Joint Powers Agreement (JPA) by multiple agencies and districts under the Sustainable Groundwater Management Act. The Cuyama Groundwater Basin has been identified by the California Department of Water Resources as a medium priority Basin and subject to conditions of critical overdraft. The Agency must develop a Groundwater Sustainability Plan with identified actions and projects to determine sustainability levels and how the Basin will implement and monitor them to maintain sustainability.

Hallmark Group was selected to lead the agency in 2017 and provides Executive Director services. Within a very short timeframe, Jessica managed the proposal review and selection of key consultants for the program, developed annual and program-level budgets, developed and facilitated negotiations for program cost allocation among participants, developed the program schedule, and implemented executive-level Board reporting.

Jessica manages Board reporting and facilitation ensuring Brown Act compliance. She creates executive-level reports, provides budget development and tracking, schedule management, consultant management, contract oversight, stakeholder outreach facilitation, committee management, and contracting support. As a result of her involvement, Cuyama Basin Groundwater Sustainability Agency is professionally managed and integrated with the local community, complete with established board reporting and is progressing on schedule and on budget.