

**DISPUTE RESOLUTION BOARD (DRB) MEMBER /
DISPUTE RESOLUTION ADVISOR (DRA) RESUME**

CEM-6220 (NEW 05/2019)

ZULEMA C. SMITH

14325 Bush Ave.

Riverside, Ca. 92508

(951) 563-2654

zully.smith.handz@outlook.com

DATE 5-30-2019**[-] CURRENT EMPLOYMENT** **[+]** **[-]** *Please enter your most recent experience first*

Current Job Title President and Managing Partner

Begin Date: 7-2016

Employer Name HandZ Engineering Services

Duties/Projects:

[-] 1 Provide construction related technical support, claims analysis and support, and dispute resolution services for construction projects funded by federal, state and/or local funding sources.**[+]****[-] ONGOING CONSULTING SERVICES** **[+]** **[-]** *Please enter your most recent experience first*

Job Title

Begin Date:

Employer Name

Duties/Projects:

[-] 1**[+]****PAST WORK EXPERIENCE** **[+]** **[-]** *Please enter your most recent experience first*

Job Title Chief of Operations and Maintenance Division

Employer Name Riverside County Flood Control and Water Conservation

From: 6-2009 To: 12-2016

	Duties/Projects	Begin Date	End Date
1	Responsible for the operation and maintenance of hundreds of miles of storm drains, channels, levees and dams, including 16 jurisdictional dams under the California State Department of Safety of Dams.	6-2009	12-2016
2	Oversaw the preparation of plans and specification for the repairs of such projects as well as the inspection of the construction of the repairs, ensuring compliance with all appropriate regulatory permits, as well as all appropriate BMPs as required under Water Quality Management Plans and/or Storm Water Pollution Prevention Plans.	6-2009	12-2016
3	Responsible for the inspection and reporting of all Federal projects constructed by the U.S. Army Corps of Engineers (USACE) in partnership with the District and the coordination with USACE for required modification to such projects.	6-2009	12-2016
4	Oversaw the review, plan check, approval and construction of all encroachment permits submitted to the District.	6-2009	12-2016
5	Prepared and oversaw a yearly budget of nearly \$20 million and the administration of numerous contracts involving the daily operation, maintenance and repairs of all needed work and supplies at the District Headquarter.	6-2009	12-2016

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Job Title Engineering Project Manager – Federal Project Coordinator

Employer Name Riverside County Flood Control and Water Conservation

From: 3-2003 To: 6-2009

	Duties/Projects	Begin Date	End Date
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1	Responsible for the close coordination with the USACE for the planning, design and construction inspection of large projects involving flood control infrastructure, channelization, sheet pile construction, soil cement, dams, bridges, environmental restoration, and recreation components.	3-2003	6-2009
2	Involved in the yearly funding meetings and presentations with congressional representatives for the appropriation of funds from the Office of Management and Budget.	3-2003	6-2009
3	Involved in ensuring compliance with NEPA and well as CEQA for Federal projects and required mitigation for impacts to listed endangered species under the Endangered Species Act (ESA) and jurisdictional areas were developed implemented and successfully met.	3-2003	6-2009
4	Worked closely with consultant biologist, archeologist, paleontologist and various tribes on needed work and/or coordination for projects.	3-2003	6-2009

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Job Title Senior Civil Engineer – Environmental/Regulatory Services

Employer Name Riverside County Flood Control and Water Conservation

From: 5-1995 To: 3-2003

	Duties/Projects	Begin Date	End Date
1	Responsible for ensuring that all District public works projects where in compliance with CEQA, including the preparation of the Initial Checklist, Mitigated Negative Declarations and/or Environmental Impact Report.	5-1995	3-2003
2	Performed jurisdictional delineations and negotiated all permits from USACE and Regional Water Quality Board as well as Streambed Alteration Agreements with the California Department of Fish and Wildlife.	5-1995	3-2003
3	Ensured mitigation requirements and success criteria for impacts to riparian areas, ESA, Waters of the U.S. and Waters of the State were successfully met. Responsible for the District's participation in the development of the Western Multi-Species Habitat Conservation Plan to ensure coverage for the critical maintenance of flood control infrastructure.	5-1995	3-200

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Job Title Associate Civil Engineer – Design and Planning Sections

Employer Name Riverside County Flood Control and Water Conservation

From: 7-1990 To: 5-1995

	Duties/Projects	Begin Date	End Date
1	In the Design Section prepared the hydraulic analysis and was responsible for the design of reinforced concrete box structures, bridges, concrete and earthen channels, detention basins and storm drains. Prepared the design plans and traffic control plans, as well as the appropriate specification, quantities and construction cost estimate. Coordinated with various utilities for needed relocations.	6-1993	5-1995
2	In the Planning Section prepared numerous hydrology studies, including rational tabling, synthetic unit hydrograph, and basin routing for the design of dams and basins. Prepared Master Drainage Plans (MDPs) with the preliminary design of flood control infrastructure involving hydrology and hydraulics for sizing and costing of multiple storm drains, levees, training dikes and basins as well as the preparation of Area Drainage Plans, which are the funding mechanisms for the MDPs.	7-1990	6-1993

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Job Title Assistant Engineer - Structural Design and Highway Design Divisions - Sacramento

Employer Name California Department of Transportation

From: 8-1988 To: 5-1989

	Duties/Projects	Begin Date	End Date
1	In the Structural Design Division I provided design assistance in various structural projects including the design of I-215 in Riverside, CA. Worked on the design of retaining walls, drainage, earthwork and quantity calculations.	1-1989	5-1989
2	In the Highway Designed Division I prepared the drainage design of improvements on HWY 101 in the Santa Barbara area and did the pavement design of a major intersection in the town of Brawley.	8-1988	1-1989

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Job Title Junior and Assistant Engineer

Employer Name Riverside County Flood Control and Water Conservation District

From: 7-1986 To: 5-1990

	Duties/Projects	Begin Date	End Date
1	Prepared several hydrology and hydraulic analysis for watersheds as well as special studies involving floodplain analysis.	7-1986	5-1990
2	Reviewed and prepared recommendations for proposed development projects involving Specific Plans with multiple development tracts, parcel maps, plot plans and conditional use cases to ensure that necessary flood control infrastructure was appropriately planed, designed and constructed.	7-1986	5-1990
3	Represented the District in the weekly county Land Development Coordination meetings and presented recommendations to the applicants.	7-1986	5-1990

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LICENSES

	License Title	License Number	Issued By	Issue Date	Expiration Date
1	Professional Civil Engineer	46228	State of CA Dept. of Consumer Affairs	7-1990	12-31-2020

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CERTIFICATES

	Certificate Title	Certificate Number	Issued By	Issue Date	Expiration Date
1					

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EDUCATION

	Diploma/Degree/Certificate	Course of Study	University/College	Date Completed	Dates Attended (If diploma not awarded)
1	Bachelor of Science	Civil Engineering	CA State Polytechnic Univ. - Pomona	6-1986	-

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DRB/DRA TRAINING ATTENDED

	Training Title	Training Provider	Date(s) Attended
1	DRB Dispute Resolution Advisor Workshop Training	California Dept. of Transportation	11-2-2016 - 11-3-2016

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PROFESSIONAL AFFILIATIONS

	Title	Organization Name	Your Role/Organization Description	Affiliation Dates
1	Student Chapter Member and Secretary	American Society of Civil Engineers	Member and secretarial duties as a Student	1-1982 - 6-1986
2	Member	Association of Dam Safety Officials	Member	6-2009 - 12-2016
3	Member	National Association of Floodplain and Stormwater Management Agencies	Member	5-1996 - 12-2016
4	Coordinator	United Way of the Inland Empire	Fund Raising Coordination	1-2005 - 12-2007

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ONGOING ALTERNATIVE DISPUTE RESOLUTION EXPERIENCE *Please enter your experience in chronological order*

	Project Name (Caltrans EA)	Contract \$ Amount	Adminstrating Agency	Contractor	Start and End (estimated) Dates	Your Role	
						DRB Member	DRB Chair/DRA

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<input type="checkbox"/> 1	05-4482U4 - Linden Casitas	\$52,615,740.00	Caltrans	Security Paving Co.	07/15/2016 - 2-2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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☐ +**☐ COMPLETED ALTERNATIVE DISPUTE RESOLUTION EXPERIENCE**

	Project Name (Caltrans EA)	Contract \$ Amount	Agency Administered	Contractor	Start and End Dates	Your Role	
						DRB Member	DRB Chair/DRA
1	09-350804 - Road reconstruction on HWY 395	\$9,900,000.00	Caltrans	Papitch Construction Co.	4-2017 - 11-2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ + ☐ -**CERTIFICATION AND ACKNOWLEDGMENT**

- ☒ By checking this box, I certify that the information in this form is true and accurate to the best of my knowledge, information, and belief.
- ☒ By checking this box, I acknowledge that I will uphold the Dispute Resolution Board Foundation (DRBF) Canons - (1) Disclosure, (2) Conflicts of Interest, (3) Confidentiality, (4) Board Conduct and Communication, and (5) Board Procedures - as described in Section I, "Description of Work," of the DRB or DRA Agreements.
- ☒ By checking this box, I understand that either the Department or the Contractor may replace me as described in Section VII, "Replacement of DRB Member," or "Replacement of DRA," including for failure to uphold the DRBF Canons as specifically set forth in Section I, "Description of Work," of the DRB or DRA Agreements, respectively.

SIGNATURE

DATE

5-30-2019