

Notice of Public Meeting

COORDINATING COMMITTEE REGULAR BUSINESS MEETING

Date: Wednesday, July 13, 2016 **Time:** 10:00 am – 12:00 Noon
Location: Lake County Department of Water Resources, 255 N Forbes St., Lakeport, CA
95453, Conference Room B
Call-in number: 800-510-5879 **Guest Code:** 385498

AGENDA

1. **Call Meeting to Order and Introductions** –Silke, Chair
2. *** Approve today’s Agenda and Minutes for May 18 Regular meeting**
**To add an item to the agenda, see note below
3. ***** Public Comment:** This is time reserved for the public to address the Coordinating Committee on matters not on the agenda
4. ***Annual Appointment of Westside CC Chair/Vice-Chair Position** – Silke
5. **Financial Reports**
 - a. **Coordinating Committee Fiscal Agent** – Lee
 - b. **YCRCD** – Wrynski
6. **DWR Report/Update** – Brad Arnold, new DWR liaison
7. **EPA Brownfield Grant Report** – McCord
8. ***Receive New Project into IRWMP: Napa Recycled Water Conversion**
9. ***Approve IRWMP-CC Annual Budget** – Silke, Chair
10. ***Approve IRWMP-CC Annual Work Plan** – Silke
11. ***DWR Disadvantaged Community Grant Program Funding Region Application and Remote Presentation by EJCW** – Colin Bailey
12. ***Review and Select Small Grant Recipients** – Silke
13. **Approve Updated Small Grant Program Guidelines to Include Report and Invoice Procedures and Templates** - Silke
14. ***Water-Energy grant development approval** - Silke
15. **Items for Information/Updates** – All
16. **CC member Reports, Regional Activities** – all



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17. Confirm Next Meeting Date and Location: Wednesday, September 14, 10:00 am, Napa County.

18. Adjourn

*Indicates Action Item

** Consideration of items not on the posted agenda: items must fit one of the following categories: 1) a majority determination that an emergency (as defined by the Brown Act) exists; or 2) a three-fourths vote by Coordinating Committee members present that the need to take action arose subsequent to the agenda being posted.

*** Members of the public may address any subject that is not otherwise on the agenda during Public Comment. Reasonable time limits will be imposed.

I declare under penalty of perjury that the foregoing was posted prior to 10 am on July 11, 2016 on the door of the Napa County Flood Control and Water Conservation District, 804 First Street, Napa, CA.

Chris Silke _____ Date _____



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REGULAR BUSINESS MEETING MINUTES

WESTSIDE Sac IRWM Coordinating Committee

DATE: May 18, 2016 **SCHEDULED TIME:** 10:00 AM – Noon PM

LOCATION: Yolo County Flood Control and Water Conservation District, 34274 State Hwy 16, Woodland, CA

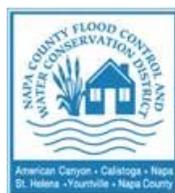
Coordinating Committee Members Present:

County		Representative		Alternate
Lake	✓	Will Evans, Water Resources Div. Dir.	✓	Tom Smythe (Lake County DWR)
Napa	✓	Chris Silke (County of Napa) – Chair		Jeff Sharp (Napa Cty. Flood Control)
Solano	✓	Chris Lee (SCWA)		Thomas Pate (SCWA)
Yolo	✓	Elisa Sabatini (Water Res. Assn) - phone	✓	Max Stevenson (YCFWCWD) (phone)

Others Present:

Dr. Stephen McCord – McCord Environmental Inc.; Danielle Dolan – Local Government Commission (LGC); Eric Byous – EPA Region 9 Brownfield Grant Manager; Erik Ringelberg – Freshwater Trust (recently previously with BSK Associates); Kurt Balasek – BSK Associates, Inc.; Melissa Sparks (by phone) – Dept. of Water Resources DAC Grant Program Manager; Amy Gabriel – Consero Solutions; Tim O’Halloran – General Manager Yolo County Flood Control and Water Conservation District (YCFWCWD) briefly to report; Jeanette Wrynski – Yolo County Resource Conservation District.

1. **Call Meeting to Order and Introductions.** The meeting was called to order at 10:15 a.m. by Chair Silke. He called for self-introductions.
2. **Approve today's Agenda and Minutes for March 16 Regular meeting.** Chair Silke stated the need to add item 12d to the agenda: Project #165, Solano RCD – “McCune Watershed Flood Control and Habitat Conservation Project” and to re-order action items, especially the Annual Plan, to the early part of the agenda to accommodate Ms. Sabatini leaving by 11:30. ACTION: Approve the Agenda, moving the action items up; MOTION: Evans; SECOND: Lee; Unanimous (Silke, Lee, Evans, Sabatini).
3. **Public comment.** Mr. Smythe announced his retirement as of July 2nd; this will be his last meeting.
4. **Financial Reports:**
 - a. **YCRCD Budget Update and Request for Supplemental Funding.** Ms. Wrynski referred CC members to the budget update in the packet and stated that there was nothing unusual. There may or may not be sufficient funds in the contract to carry through the end of June. CC members supported a budget amendment with SCWA to cover any gaps.
 - b. **Fiscal Agent Budget Update.** Mr. Lee reported \$177,401.73 is “in the bank,” less the RCD invoice of \$12,003.18, which was approved for payment by Chair Silke. The funding for the 4 Small Grants Program awards has been subtracted.
5. **DWR Update.** Ms. Melissa Sparks, Project Manager for the Disadvantaged Community (DAC) Grant Program, substituted for Hong Lin and provided the DWR report. See the detailed report at the end of the minutes. She provided Prop 1 funding overview comments. The public comment period for multiple announcements ends 6/22. Public workshops are coming up. The Grant Guidelines are in 2 volumes. For Prop 1 there are 12 – not 11 – funding areas with \$37M allocated for all IRWM’s in the funding area for all Prop 1 grants. There is an increase in the cost share requirements from 25% to 50% and there are new terms for Economically Disadvantaged Areas



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(EDA's). Cost share is waived for DACs. There is an EDA mapping tool on the web. Recent legislation – AB1249 – requires IRWM Plans to address heavy metals, climate change and greenhouse gas emissions. The DRAFT 2016 IRWM Guidelines, Volume 2, includes Planning Grants for updating plans. Plan updates are not required to be in place for the DAC RFP. SB985 requires Stormwater Resources Plans be incorporated into IRWM Plans. The State Water Resources Control Board (SWRCB) has information on what is required. See table on page 39 of the Guidelines for requirements. There is a small amount of funding available, taken from the total funding area allocations, to update plans to comply. Final PSPs should be out in June with 6 months to submit proposals. \$51M is available, as required in Chapter 7 of Prop 1, for DACs, EDAs and Under-represented Community involvement planning. Available funding could increase, depending on state allocations. This is direct, non-competitive funding for 2 years to determine needs and promote capacity building. Proposals must address the entire funding area, look inwardly toward need first and maximize fund leveraging. Proposals will be reviewed then DWR will discuss the application with the applicants. Funding for future implementation is expected.

6. **EPA Brownfield Grant Discussion.** (This was covered after items 7, 12 and 14) Dr. McCord provided a presentation to 1) to introduce Eric Byous, the EPA Grant Manager, 2) Provide an overview of the outreach plans, 3) to discuss initial site inventory and site prioritization. Erik Ringelberg, part of the project team, now works for the Freshwater Trust, but will perform the same work for the project. Early steps and the project timeline were discussed by Dr. McCord and Mr. Ringelberg. He requested that all CC members review the new Brownfield web page, (<http://www.westsideirwmbrownfields.org/>), solicited questions, and explained that the first step would be to convene a key stakeholder team. He asked to be sent the deadlines dates for quarterly newsletter articles.
7. **Procedure – Authorize Chair or Committee to send letters with later ratification.** Chair Silke explained that the purpose is to reduce the need for special meetings. Options include formation of a committee of 2 to review and/or authorize letters for later ratification by the CC or to authorize the Chair to sign and send, with later ratification. This would exclude legislative or controversial topics. After discussion the CC directed Ms. Wrynski to develop draft guidelines for a tiered system, to be discussed at the next meeting.
8. **Preliminary Discussion of 2016-17 IRWMP-CC Annual Budget.** The CC discussed the draft budget provided in the Agenda materials. They directed Ms. Wrynski to get final budget balance from Mr. Lee prior to the July meeting, calculate the 25% maximum available for the Small Grants Program, and prepare the final budget for approval at the next meeting.
9. **Water-Energy Grant Program Opportunity.** Ms. Wrynski gave a brief introduction to the DWR Water-Energy Grant Program and Draft PSP, referring to the summary form in the meeting packet provided by Consero Solutions: at least \$19M and up to \$29M will be available if appropriated; \$3M is the maximum per award; submissions will be due in August; the purpose is implementation of commercial and institutional (residential not eligible) water and energy efficiency or greenhouse gas emissions reduction projects. She introduced Amy Gabriel of Consero Solutions, representing the City of Davis, who gave additional information from the public workshop (see handout provided). Several CC members expressed interest. Ms. Wrynski was asked to put the Water Energy Grant on the next agenda and to check with the LGC on details of having them write the grant, working with CC members.
10. **Sustainable Groundwater Management Act (SGMA) updates.** Tim O'Halloran stepped in to report: Yolo County applied for a basin boundary modification and expects acceptance. They are taking the steps toward forming a GSA (likely the Water Resource Assn.) – likely an umbrella GSA for monitoring and other functions with 5 to 6 management areas. There are 33 eligible entities in the County. They are working on what the water balances would be in the GS Plan. Mr. Evans and Mr. Smythe reported that Lake County has 2 medium priority areas, all of their water basins have always been sustainable, so their process is mainly paperwork. Groundwater use is now



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approximately ½ of what it was in 2000. Chair Silke reported that Patrick Lowe is Napa County's Natural Resources Manager for SGMA; they have a Groundwater Resources Advisory Committee (GRAC). Their next step is formation of the GSA – entity not yet determined. Primary reporting will be to the Board of Supervisors for monitoring and other requirements to form the GSA. They are in good shape so far.

11. **2015 Small Grants Program Update.** Mr. Lee reported that he knows work has been going on under the 4 awarded projects but he has not yet received any invoices.
12. **Review and Accept New Projects into Westside IRWM Plan.** ACTION: Accept the 4 new projects submitted for inclusion in the IRWM Plan, #s 162-165. MOTION: Silke; SECOND: Lee; AYES: Unanimous (Silke, Lee, Evans, Sabatini).
13. **Items for Information/Update.**
 - a. a) Ms. Wrynski referred everyone to the packet materials on the new dreissenid mussel regulations effective April 1.
 - b. b) Discussions on the DWR Disadvantaged Community (DAC) non-competitive funding opportunity for the entire Sacramento River Funding Area are being spearheaded by the Yuba County IRWM. She has provided them with DAC sections and projects from our IRWMP; she provided the "strawman" proposal for review and comment; Environmental Justice Coalition for Water (EJCW) has emerged as a non-profit interested in being the grant applicant for the Sac River Funding Area.
 - c. c) The 2016-17 Small Grants Program announcement went out May 2nd. 1 application has been received and several email inquiries have been sent. It was confirmed that the **un-funded applications from Round 1 should be included in the request for this round.**
 - d. d) Upcoming Prop 1 grant guidelines were discussed earlier.
 - e. e) **AB1240 and SB985 require that all IRWM Plans be updated to include issues surrounding heavy metals such as mercury and hexavalent chromium (Cr-6) as well as stormwater resources planning in order to be eligible for future funding. DWR Planning Grants can help cover these costs. The current rounds, including DAC, do not require compliance.**
14. **Review Draft Annual Work Plan for 2016-17.** (discussed early in the meeting) This included a review of last year's Work Plan. Mr. Stevenson lead a quick review using the table provided in the meeting materials. All objectives/tasks for Goals 1 and 2 were marked "complete." Goal 3 – Mussels Task Force, and Goal 4 – Communication had some "complete" and some "partially complete." See the completed table at the end of these minutes. Ms. Wrynski provided the Annual Work Plan framework and Table 11-1 from the Plan – Activities, Participants, and Roles for Implementing the Westside IRWM Plan – and asked if CC members had any particular things they wanted in the Work Plan. After brief discussion, they directed her to use Table 11-1 to develop a draft for the next meeting.
15. **CC Member Reports, Regional Activities.** No additional reports were provided
16. **Confirm Next Meeting Date and Location:** Wednesday, July 13, 10:00 am, Lake County.
14. **Adjourn** – the meeting was adjourned at 1:48 PM by Chair Silke.

Minutes respectfully submitted by: Jeanette Wrynski, YCRCD. Approved on _____, 2015 by the Westside Sac IWRMP Coordinating Committee.

By: _____
Name, position



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DWR Update for Westside IRWM – May 18, 2016

DWR Water Energy Grant

DWR has released the DRAFT 2016 Water-Energy Grant Program [Guidelines & PSP](#)

Eligible Applicants: local agencies, joint powers authorities, and nonprofit organizations

DWR is proposing to focus the 2016 solicitation on these eligible programs/projects:

- Commercial Water Efficiency or Institutional Water Efficiency Programs.
- Projects that reduce greenhouse gas, reduce water and reduce energy use.
- Only projects with water conservation measures that also save energy.

Available Funding: \$19,000,000 (an additional \$10 million may be available)

Public Comment Deadline May 23, 2016

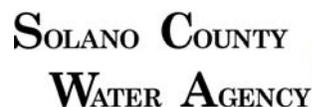
Release Final Water-Energy Guidelines and PSP	<i>June 2016</i>
Applicant Assistance Workshops <i>TBD, will be listed in Final Guidelines</i>	<i>July 2016</i>
Proposals Due to DWR by 5:00 p.m.	<i>August, 2016</i>
Draft Awards	<i>November, 2016</i>
Public Comment Meeting <i>Location to be determined</i>	<i>November, 2016</i>
Final Awards	<i>December 2016</i>

DWR Prop 1 Funding

- [DWR IRWM Grant Program](#)
 - o Draft 2016 IRWM Grant [Guidelines](#)
 - o Draft 2016 Planning Grant [PSP](#)
 - o Draft RFP DAC Involvement [RFP](#)

Planning Grant Proposal Solicitation Package (PSP)

<u>Event</u>	<u>Schedule*</u>
Release of Draft Planning PSP	January 22, 2016
Public Workshops on Draft PSP	February & March 2016



Public Comment Period Closes	April 8, 2016 5:00 p.m.
Release of Final Planning PSP	June 2016
Applicant Workshops (Webcast Available)	July 2016
Applications Due	August 2016
Approve Final Awards	September 2016

Disadvantaged Community Involvement Request for Proposals (RFP)

<u>Event</u>	<u>Schedule*</u>
Release of Draft DAC Involvement RFP	January 22, 2016
Public Workshops on Draft DAC Involvement RFP	February & March 2016
Public Comment Period Closes	April 8, 2016 5:00 p.m.
Release of Final DAC Involvement RFP	June 2016
Accepting Proposals	Between June and December 2016
Grant Awards	Upon Proposal Approval

*draft schedule subject to change

Water Board Prop 1 Groundwater Sustainability Funding

- 800 million in funding available for contaminated groundwater used for drinking water supplies. Contamination can include natural contaminants.
- Groundwater Grant Draft [Guidelines](#) released
- [Public workshop](#) Friday March 25, 2016, 1 to 4 PM, CVRWQB, 11020 Sun Center Drive, Suite 200, Rancho Cordova, CA.

The State Water Board received comments on the draft guidelines and is currently in the process of addressing public comments. The State Board has scheduled a Public Board Meeting on May 18, 2016, to consider adoption of the Proposition 1 Groundwater Grant Program Guidelines. There is no registration required to attend the May 18, 2016 Board Meeting.

Groundwater Sustainability Plan Regulations

- Final GSP regulations released
- May 18 CWC [meeting](#) for adoption



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Annual Work Plan 2015-2016 - Review of Accomplishments

Action	Complete	Partially Complete	Not Complete	Notes
Goals and Objectives:				
Goal 1: <u>Maintain the governance structure and function of the IRWMP Coordinating Committee</u>				
Objective 1: Conduct regular, Brown Act compliant public meetings that advance IRWM Plan implementation	✓			
Task 1: Hold at least four Regular meetings, approximately quarterly	✓			
Task 2: Hold Special meetings as needed to address important topics as they arise	✓			
Task 3: Provide phone access to all meetings for those unable to physically attend	✓			
Objective 2: Rotate Chair positions as described in the Plan	✓			
Task 1: Shift the Chair position from Solano County Water Agency (SCWA) to Napa County Flood Control (NVFCWCD) and Vice-Chair from NCFWCWD to the Water Resources Assn of Yolo County (WRA) July 2015	✓			
Objective 3: Rotate Regular meeting locations in the sequence, Solano → Yolo → Lake → Napa counties	✓			
Task 1: Hold the first meeting of the 2015-16 Fiscal Year in Yolo County	✓			
Goal 2: <u>Advance funding for High Importance/High Urgency Projects throughout the Westside Sac Region</u>				
Objective 1: Apply to the State Dept. of Water Resources (DWR) for Prop. 84 funding on behalf of Project Proponents	✓			
Task 1: Receive, evaluate and finalize projects to include in application	✓			
Task 2: Engage outside services to develop the grant application	✓			
Objective 2: Provide small-project funding to WS-IRWMP Project Proponents through the RWMG via the CC.	✓			
Task 1: Determine percent of the CCs annual budget to set aside for small project funding	✓			
Task 2: Develop structure for receiving and managing small grants, including development of an application, evaluation criteria, a fiscal agent, and reporting and invoicing guidelines.	✓			
Task 3: Distribute a request for proposals (RFP) by January 2016.	✓			
Objective 3: Apply for funding or support individual applications for funding from other sources, as available	✓			
Task 1: Track and make available to stakeholders any new water-related releases of RFPs from agencies and organization throughout the state and country	✓			
Goal 3: <u>Maintain activity of the newly created Mussels Task Force</u>				
Objective 1: Hold Mussels Task Force (MTF) meetings in conjunction with CC Regular Meetings as needed		✓		
Task 1: Conduct at least two MTF meetings		✓		These meetings will be rolled into regular IRWM CC meetings
Objective 2: Support continued and/or expanded financial and community support for mussel prevention and management	✓			
Task 1: Apply for funding to promote and/or support outreach, education, monitoring and/or management of invasive mussels in the watersheds of the Westside region	✓			
Goal 4: <u>Communicate IRWMP activities and progress to the public</u>				
Objective 1: Complete and distribute the WS-IRWMP's first Annual Report	✓			
Task 1: Complete the collection of project status updates from all IRWMP Project Proponents		✓		
Task 2: Document status of other CC obligations described in the Plan	✓			
Task 3: Develop informational articles, graphics and photographs for the report	✓			
Task 4: Complete the design and layout for electronic publication of the report	✓			
Objective 2: Distribute periodic newsletters for public distribution		✓		
Task 1: Complete design and layout of newsletter format	✓			
Task 2: Develop articles appropriate to CC activities	✓			
Task 3: Publish and distribute two electronic newsletters during FY 2015-16		✓		

YCRCD Budget - Westside Sac IRWMP Facilitation Support as of 6/11/16

Item	Total Budget	Invoice 10	Invoice 11	Amount Spent	Amount Remaining	Hours Remaining
1 MEETING FACILITATION AND SUPPORT						
1.1 Development of meeting agendas and supporting materials						
1.2 Facilitation & support at meetings						
1.3 Preparation of meeting summaries and distribution for comment						
Admin. Asst.	\$735.00	\$204.00	\$216.75	\$688.50	\$46.50	0.91
Financial Manager	\$1,152.00	\$284.75	\$335.00	\$1,088.75	\$63.25	0.94
Sr. Program Manager	\$14,115.00	\$4,730.00	\$2,494.00	\$13,545.00	\$570.00	6.63
Labor	\$16,002.00	\$5,218.75	\$3,045.75	\$15,322.25	\$679.75	
Computer/Software	\$1,000.00		\$630.05	\$630.05	\$369.95	
Meeting Refreshments	\$210.00	\$173.16	\$90.65	\$283.38	-\$73.38	
Printing	\$200.00		\$0.00	\$0.00	\$200.00	
Certificate of Insurance	\$100.00		\$100.00	\$100.00	\$0.00	
Office supplies	\$350.00	\$64.48	\$116.50	\$180.98	\$169.02	
Materials	\$1,860.00	\$237.64	\$937.20	\$1,194.41	\$665.59	
Mileage rate for Vehicle:	\$392.00	\$98.82		\$163.22	\$228.78	
Travel	\$392.00	\$98.82	\$0.00	\$163.22	\$228.78	
Task 1 Subtotal	\$18,254.00	\$5,555.21	\$3,982.95	\$16,679.88	\$1,574.12	
2 PUBLIC OUTREACH						
2.1 Support all outreach efforts by IRWM CC						
2.2 Quarterly newsletters						
2.3 Email blasts (up to 8) + announcements (up to 20)						
Administrative Assistant	\$588.00	\$178.50	\$267.75	\$522.75	\$65.25	1.28
Sr. Program Manager	\$6,469.00	\$1,698.50	\$3,268.00	\$6,471.50	-\$2.50	-0.03
Labor	\$7,057.00	\$1,877.00	\$3,535.75	\$6,994.25	\$62.75	
IT Support/Computer	\$720.00	\$360.00	\$360.00	\$720.00	\$0.00	
Materials	\$720.00	\$360.00	\$360.00	\$720.00	\$0.00	
Task 2 Subtotal	\$7,777.00	\$2,237.00	\$3,895.75	\$7,714.25	\$62.75	
3 DATA MANAGEMENT						
3.1 Tracking Sheet #1 - IRWMP Project Progress						
3.2 Tracking Sheet #2 - IRWMP Regional Progress						
3.3 Tracking Sheet #3 - Funding Opportunities						
Financial Manager	\$384.00	\$201.00	\$132.66	\$383.91	\$0.09	0.00
Sr. Program Manager	\$9,600.00	\$1,302.90	\$4,171.00	\$9,365.40	\$234.60	2.73
Labor	\$9,984.00	\$1,503.90	\$4,303.66	\$9,749.31	\$234.69	
Task Subtotal	\$9,984.00	\$1,503.90	\$4,303.66	\$9,749.31	\$234.69	
4 FUNDING UPDATES						
Provide periodic funding updates at quarterly meetings						
Sr. Program Manager	\$2,200.00	\$322.50	\$86.00	\$1,827.50	\$372.50	4.33
Financial Manager	\$1,024.00	\$318.25	\$485.75	\$921.25	\$102.75	1.53
Labor	\$3,224.00	\$640.75	\$571.75	\$2,748.75	\$475.25	
Task Subtotal	\$3,224.00	\$640.75	\$571.75	\$2,748.75	\$475.25	
5 OTHER DUTIES AS NEEDED TO SUPPORT THE CC						
Support the CC in Administering the Westside IRWMP						
Sr. Program Manager	\$6,540.00	\$1,664.10	\$817.00	\$5,878.10	\$661.90	7.70
Financial Manager	\$960.00	\$351.75	\$139.25	\$960.00	\$0.00	0.00
Labor	\$7,500.00	\$2,015.85	\$956.25	\$6,838.10	\$661.90	
Mileage rate for Vehicle:	\$201.60		\$0.00	\$0.00	\$201.60	
Travel	\$201.60	\$0.00	\$0.00	\$0.00	\$201.60	
Task Subtotal	\$7,701.60	\$2,015.85	\$956.25	\$6,838.10	\$863.50	
Subtotal	\$46,940.60	\$11,952.71	\$13,710.36	\$43,730.29	\$3,210.31	
Administration (15%)	\$476.04	\$50.47	\$140.58	\$203.64	\$272.40	
Grand Total	\$47,416.64	\$12,003.18	\$13,850.94	\$43,933.93	\$3,482.71	
Budget Ammendment amount remaining				\$3,000.00	\$6,482.71	



Project Information Form

The Westside Region is accepting suggestions for projects for inclusion in the Westside Integrated Regional Water Management (IRWM) Plan. Projects submitted for consideration should contribute to the attainment of the IRWM Plan Goals and Objectives. To have your project considered for inclusion, please complete this project information form in its entirety and submit the completed form to info@westsideirwm.com.

Please provide information in the tables below:

I. Project Proponent Information

Lead Agency/ Organization	Department of State Hospital
Name of Primary Contact	Syed Alam
Mailing Address	1600 9th street, Rm#120, Sacramento, CA95814
E-mail	syed.alam@dsh.ca.gov
Phone (###)###-####	916-657-3996
Other Cooperating Agencies/Organizations	Napa State Hospital
Is your agency committed to the project through completion? If not, please explain	Yes, we are committed.

II. General Project Information

Project Title	Recycled Water Conversion projects
Project Description (Briefly describe the project, in 300 words or less,)	Napa State Hospital currently utilizes potable water supplied by the City of Napa for almost all irrigation needs (a limited area is currently served by recycled water). In 2011, NSD installed a recycled water main through NSH which included three metered turnouts. The project will connect to these turnouts, with the downstream improvements owned and operated by NSH. To convert the irrigation system, approximately 38,000 lineal feet of recycled water pipe will be installed, along with valves, and ancillary improvements to deliver water to 139 irrigation points of connection. The connections typically occur at existing irrigation back flow devices, which will be replaced. Existing improvements downstream of the back flow devices will remain in place. Signage and modifications to above ground irrigation valves in accordance with NSD requirements are also part of the project.

Project Location:	Napa, CA
Latitude:	
Longitude:	
Can you provide a map of the project location including boundaries upon request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No
Project Location Description:	
County:	Napa
City/Community:	Napa
Watershed:	
Groundwater Basin:	
Planning Area:	
Additional Comments:	
Project Status (Check only one)	<input type="checkbox"/> Conceptual <input type="checkbox"/> Planning <input type="checkbox"/> CEQA/NEPA <input type="checkbox"/> Permitting <input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction/Implementation <input type="checkbox"/> Study/Other <input type="checkbox"/> Maintenance/Monitoring
Earliest expected start date (mm/dd/yr)	05/01/2017

III. Plan Goals/Objectives Addressed

For each of the goals/objectives addressed by the project, provide a one to two sentence description of how the project contributes to attaining the objective. Information related to the proposed goals and objectives can be found at www.westsideirw.com/irwmpplan. If the project does not address any of the draft IRWM plan objectives, provide a one to two sentence description of how the project relates to a challenge or opportunity of the region.

Goal(s) that the Project will contribute to:	Will help draught situation in CA by using recycled water instead of potable water. Will save \$431,120 per year.
Objective(s) that the Project will help accomplish:	Will irrigate 109 acres of campus including landscaping, old trees and plants/shrubs.

<p>Explanation of Project linkage to goals and objectives</p>	<p>The project will save usage of domestic water, which is bought at \$7.91/1000 compared to recycled water which will be bought at 1.57/1000galons. This will achieve two goals, domestics water savings and cost savings.</p>
<p>How will the project be measured to ensure the goals and objectives are being fulfilled?</p>	<p>By using recycled waiter , domestic water usage will be halved. Cost savings will be another measure.</p>

IV. Resource Management Strategies

For each resource management strategy employed by the project, provide a one to two sentence description in the table below of how the project incorporates the strategy. A description of the Resource Management Strategies can be found in Volume 2 of the 2009 California Water Plan here: <http://www.waterplan.water.ca.gov/cwpu2009/index.cfm>

Reduce Water Demand	
Agricultural Water Use Efficiency	100%
Urban Water Use Efficiency	50%
Improve Operational Efficiency and Transfers	
Conveyance - Delta	
Conveyance - Regional / local	
System Reoperation	
Water Transfers	
Increase Water Supply	
Conjunctive Management & Groundwater	0
Desalination	0
Precipitation Enhancement	0
Recycled Municipal Water	100%
Surface Storage -- CALFED	
Surface Storage -- Regional / Local	

Improve Water Quality	
Drinking Water Treatment and Distribution	N/A
Groundwater and Aquifer Remediation	N/A
Matching Water Quality to Use	N/A
Pollution Prevention	N/A
Salt and Salinity Management	N/A
Urban Runoff Management	
Practice Resources Stewardship	
Agricultural Lands Stewardship	
Economic Incentives (Loans, Grants, and Water Pricing)	grants requested
Ecosystem Restoration	yes
Forest Management	yes
Land Use Planning and Management	yes
Recharge Areas Protection	yes
Water-dependent Recreation	yes
Watershed Management	yes
Improve Flood Management	
Flood Risk Management	

V. Project Impacts and Benefits

Please select all the project benefit categories that apply and provide a brief explanation. If the project benefits do not fit any of the listed categories, please explain in the box below. Suggested benefit descriptions are included in the Project Information Form instructions sheet.

Benefit Categories:		Brief Explanation of Selected Benefits	Quantification (e.g. acre-feet of water supplied, acres of habitat restored)
Increase Water Supply		Water supply to campus will be reduced 50% by using recycled.	109
Improve Water Quality		n/a	
Groundwater Improvements		yes	109
Water Conservation and Reuse	<input checked="" type="checkbox"/>	Recycled water is reuse of used domestic water.	200

Watershed Rehabilitation	<input type="checkbox"/>		
Habitat Improvements		yes	
Flood Management		n/a	

Other Benefits:

Please provide a summary of the expected project benefits and impacts in the table below.

a. Describe any expected impacts of the project	as described above
b. If applicable, describe benefits or impacts of the project with respect to Native American Tribal Community considerations.	n/a
c. If applicable, describe benefits or impacts of the project with respect to Disadvantaged Communities*.	Unused domestic water could be supplied to other communities
d. If applicable, describe benefits or impacts of the project with respect to Environmental Justice ** considerations.	Environment will be greatly benefitted by using recycled water and saving potable water.

<p>e. If applicable, describe how the project assists the region in adapting to effects of climate change.</p>	<p>using less potable water to irrigation, will definitely help climate tremendously.</p>
<p>f. If applicable, describe the generation or reduction of greenhouse gas emissions associated with the project.</p>	<p>AS no pumping station is required, no GHG will be added or realized by project.</p>

*A Disadvantaged Community is defined as a community with an annual median household (MHI) income that is less than 80 percent of the Statewide annual MHI. A map identifying DACs in the Westside Region is available at www.westsideirwm.com.

** Environmental Justice is defined as the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation and enforcement of environmental laws, regulations and policies.

VI. Statewide Program Preferences and Priorities

Please select the Program Preferences and Statewide Priorities that apply to the proposed project (choose all that apply).

Program Preferences

- Include regional projects or programs (CWC §10544)
- Effectively integrate water management programs and projects within a hydrologic region identified in the California Water Plan; the Regional Water Quality Control Board (RWQCB) region or subdivision; or other region or sub-region specifically identified by DWR
- Effectively resolve significant water-related conflicts within or between regions
- Contribute to attainment of one or more of the objectives of the CALFED Bay-Delta Program
- Address critical water supply or water quality needs of disadvantaged communities within the region
- Effectively integrate water management with land use planning
- For eligible SWFM funding, projects which: a) are not receiving State funding for flood control or flood prevention projects pursuant to PRC §5096.824 or §75034 or b) provide multiple benefits, including, but not limited to, water quality improvements, ecosystem benefits, reduction of instream erosion and sedimentation, and groundwater recharge.

Statewide Priorities

Drought Preparedness

- Promote water conservation, conjunctive use, reuse and recycling
- Improve landscape and agricultural irrigation efficiencies
- Achieve long term reduction of water use
- Efficient groundwater basin management
- System inerties

Use and Reuse Water More Efficiently

- Increase urban and agricultural water use efficiency measures such as conservation and recycling
- Capture, store, treat, and use urban stormwater runoff (such as percolation to usable aquifers, underground storage beneath parks, small surface basins, domestic stormwater capture systems, or the creation of catch basins or sumps downhill of development)
- Incorporate and implement low impact development (LID) design features, techniques, and practices to reduce or eliminate stormwater runoff

Climate Change Response Actions

- Adaptation to Climate Change: Advance and expand conjunctive management of multiple water supply sources
- Adaptation to Climate Change: Use and reuse water more efficiently
- Adaptation to Climate Change: Water management system modifications that address anticipated climate
 - Adaptation to Climate Change: Establish migration corridors, re-establish river-floodplain hydrologic continuity, re-introduce anadromous fish populations to upper watersheds, enhance and protect upper watershed forests and meadow systems
- Reduction of Greenhouse Gas (GHG) Emissions: Reduce energy consumption of water systems and uses
- Reduction of Greenhouse Gas (GHG) Emissions: Use cleaner energy sources to move and treat water
- Reduce Energy Consumption: Water use efficiency
- Reduce Energy Consumption: Water recycling
- Reduce Energy Consumption: Water system energy efficiency

Expand Environmental Stewardship

- Expand Environmental Stewardship to protect and enhance the environment by improving watershed, floodplain, and instream functions and to sustain water and flood management

ecosystems.

Practice Integrated Flood Management

- Better emergency preparedness and response
- Improved flood protection
- More sustainable flood and water management systems
- Enhanced floodplain ecosystems
- LID techniques that store and infiltrate runoff while protecting groundwater

Protect Surface Water and Groundwater Quality

- Protecting and restoring surface water and groundwater quality to safeguard public and environmental health and secure water supplies for beneficial uses
- Salt/nutrient management planning as a components of an IRWM Plan

Improve Tribal Water and Natural Resources

- Improve Tribal Water and Natural Resources and include the development of Tribal consultation, collaboration, and access to funding for water programs.

Ensure Equitable Distribution of Benefits

- Increase the participation of small and disadvantaged communities in the IRWM process.
- Develop multi-benefit projects with consideration of affected disadvantaged communities and vulnerable populations.
- Contain projects that address safe drinking water and wastewater treatment needs of DACs.
- Address critical water supply or water quality needs of California Native American Tribes within the region.

VII. Project Cost and Financing

Please provide any estimates of project cost, sources of funding, and operation and maintenance costs as well as the source of the project cost in the table below.

a. Project Costs		
1. Capital (2014 Dollars)		\$6,133,900
2. Annual Operations and Maintenance (O&M)		\$1000
b. List secured source(s) of funding	Source(s)	Amount
	grants	\$6,133,900

c. List proposed source(s) of funding and certainty of the sources.	irwm	
d. For capital projects, explain how operation and maintenance costs will be financed.	support budget of the hospital	
e. Basis for project cost	DGS has prepared three page estimate	
f. Can a detailed cost estimate be provided upon request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

VIII. Project Status and Schedule

Please provide a status of the project, level of completion as well as a description of the activities planned for each project stage.

Project Stage	Description of Activities in Each Project Stage	Planned/Actual Start Date	Planned/Actual Completion Date
a. Conceptual			
b. Planning			
c. Environmental Documentation (CEQA/NEPA)			
d. Permitting			
e. Tribal Consultation			
f. Design	may, 2017	may, 2017	
g. Construction/Implementation	august, 2018	august, 2018	august, 2019

IX. Project Technical Feasibility

Please provide any related documents (date, title, author, and page numbers) that describe and confirm the technical feasibility of the project.

<p>a. List water planning documents that specifically identify this project.</p>	<p>see attached budget package (BP) report</p>
<p>b. List the adopted planning documents the proposed project is consistent with (e.g. General Plans, UWMPs, GWMPs, Water Master Plans, Habitat Conservation Plans, etc.)</p>	<p>see BP report</p>
<p>c. List technical reports and studies supporting the feasibility of this project.</p>	<p>see BP report</p>
<p>d. If you are an Urban Water Supplier:</p>	
<p>1. Have you completed an Urban Water Management Plan and submitted to DWR?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>2. Are you in compliance with AB1420?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>3. Do you comply with the water meter requirements (CWC §525)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>4. If the answer to any of the questions above is "no", do you intend to comply prior to receiving Project funding</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>e. If you are an Agricultural Water Supplier:</p>	
<p>1. Have you completed and submitted an AWMP (due 12/31/12)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>2. If not, will you complete and submit an AWMP prior to receiving project funding?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>f. If the project is related to groundwater:</p>	
<p>1. Has a GWMP been completed and submitted for the subject basin?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>
<p>2. If not will a GWMP be completed within 1 year of the grant submittal date?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p>

DRAFT 2016-2017 Year Budget		Fiscal	Member Contributions	Member agency match	Available Revenue	TOTAL
Estimated Revenue						
	Annual member contributions - 2016-17					\$ -
	Solano County Water Agency 1		\$ 20,000.00	\$ 15,000.00		\$ 20,000.00
	Napa County Flood Control and Water Conservation District		\$ 20,000.00	\$ 15,000.00		\$ 20,000.00
	Lake County Watershed Protection District 2		\$ 20,000.00	\$ 15,000.00		\$ 20,000.00
	Water Resources Assn. of Yolo County 3		\$ 20,000.00	\$ 5,000.00		\$ 20,000.00
	other					\$ -
	Carry-over from 2015/16 (6/30/16)				\$ 116,898.55	\$ 116,898.55
	Total		\$ 80,000.00	\$ 50,000.00	\$ 196,898.55	\$ 196,898.55
Estimated Expense						
			IRWMP Grants to Proponents	New Project Development	Special Contracts	
	Admin Support Contract- YCRCD				\$ 66,770.54	\$ 66,770.54
	Grant Preparation subcontracts			\$ 75,000.00		\$ 75,000.00
	Other Outside Service			\$ 8,000.00		\$ 8,000.00
	WS Small Grant Program (<25%=\$52,100.25)					\$ -
	Small Grant A		\$ 11,765.00			\$ 11,765.00
	Small Grant B		\$ 11,765.00			\$ 11,765.00
	Small Grant C		\$ 11,765.00			\$ 11,765.00
	Small Grant D		\$ 11,765.00			\$ 11,765.00
						\$ 196,830.54
	Total Expense		\$ 47,060.00	\$ 83,000.00	\$ 66,770.54	\$ 196,830.54
	Estimated Net Revenue Unallocated					\$ 68.01
Note: Carryover 2015-16 = SCWA current account balance, less remaining 3 contracts						



CONFERENCE CALL NOTES

Sacramento Funding Area – DWR Prop 1 DAC Engagement RFP

March 10, 2016

2:00 pm - 3:00 pm

1. Open Meeting

- Introductions (Roll Call of participants, by IRWM Region):
 - i. *Katie Burdick opened the meeting and asked for roll call and reminded attendees that the purpose of the meeting is to make sure that the region has plenty of time to respond to the RFP,*
 - ii. *Attendees: J Lessard (Yuba), Scott Matyac (Yuba), Vickie Newlin (N Sac Valley), Rob Swartz (ARB), Geoff Harkness (Upper Sac/McCloud), Mark Myoshi (Upper Sac/McCloud), Stacey Hafen (Upper Pit), Jeannette Wrynski (Westside), and Chris Silke (Westside, chair)*
 - iii. *Katie asked for confirmation that all present had received documents/attachments - answer was yes.*

2. Review of the Purpose and Goals of this Call

- *Kick-off Sacramento Funding Region DAC Proposal development process*
- *Confirm that this is NOT a decision-making meeting, but rather a meeting to identify questions/issues/process options to discuss in subsequent meetings: need to decide where we need to go from here*
- *Ensure a common understanding of the DAC Engagement RFP both within the Region and with DWR: for both process and products*
- *Katie asked if anyone had additions: answer was no.*

3. Quick review of the DAC Engagement RFP Overview, including definitions (both attached, below, pg 2 - 6)

- *Reviewed the DAC engagement RFP to review the proposal requirements, and created the abstract—but this should not replace full review of the DAC RFP*
- *Deadline extended to April 8th*
- *Important issue is who will be the applicant, coordination on contract management and determining how to be consistent with activities in Table 3 of the RFP*
- *Summary definitions from the US census are provided to help inform each region as to how each DAC type is defined - to help in planning*
- *Katie asked if anyone had clarifying questions or discussion: answer was no*

4. Review materials prepared by the Yuba IRWM Region
 - *DAC Maps (separate attachment): Yuba IRWM/RWVG put together the series of DAC maps (places, tracts and block groups) to support easier understanding of the region*
 - *DAC Summary Table (separate attachment): translated the maps into coverage areas and population in each DAC type and level of DAC severity; if more detailed information is desired, as to how these numbers were derived, please contact Joanna Lessard directly*
 - *Comments/questions about this information?*
 - i. *Vickie: Didn't Prop 1 'stressed basins' have maps by county? Answer: yes for Ground Water, but was not referenced in the DAC engagement documents;*
 - ii. *Vickie: think they (i.e. maps) show by county if you need match money based on DAC. Answer: Katie or JoAnna will look at these maps and see if they differ from the DAC mapping tool*
 - *What additional information/data is needed to support the on-going Funding Area discussion?*
 - i. *???? Thinking forward and sitting around a table trying to determine the best way to decide how to divide the funds for this region, do we have sufficient information?*
 - ii. *Rob S: Colin Bailey with EJCW is well engaged in this and ARB reached out to him to get his input on expected outcomes, and what would he like to see for outcomes; what approach are they working on? –are there other groups we should reach out to?*
 1. *KT has been working with Colin in Greater Monterey Region, and his focus is on Latino constituencies in the DAC engagement; we need to ensure we fully engage with all DAC communities and reach the full diversity of these communities in our regions. Yuba County Region has been working with Quiroz Communications to coordinate Latino and Hmong outreach*
 - iii. *Other groups or preferred providers?*
 1. *Geoff-thank you for sending this material, I suspect at least one of our tribes will participate in future mtgs, most of our community is DAC and we are excited for this opportunity and already have outreach projects in mind for this RFP*
 2. *Katie: Send any additional contacts to us that should be added*
 3. *Rob: will reach out to EJCW to add their participation (by mid-April)*
5. Preliminary discussion points to consider prior to/at the next meeting – what points need to be added?
 - *See preliminary list below (pg 7)—this list is meant to stimulate thoughts on how to proceed and what the most important considerations are*
 - *Comments or questions?*

- i. *Rob: how does DWR intend to provide the funding? Katie: There will be up to 50% advance which must be spent in first 6 months, but if making good progress you can extend that period*
 - ii. *Rob: Point (e) --could we do hydrologic needs assessment? And then coordinate based on that? To help ensure the funds go to the best place?—need to make sure each region can effectively use the funds allocated—so conduct needs assessment first and then allocate funds based on the results of the needs assessment to spend the money in the best way to promote DAC engagement*
 - iii. *Mark: our interest is how tribal entities can be brought into this discussion and ensure they are represented and promote more tribal engagement—what is the involvement of tribes in other IRWM regions? Tribal entities are well engaged in our region, but do not know about other regions. Perhaps that could be done region wide?*
 1. *Katie: could each IRWMP Region please send KT and JoAnna the most current IRWMP section that details the tribal engagement in their region? Then we can summarize this for a region-wide discussion--- additionally we do the same for Latino and other ethnic groups across the region*
 - iv. *Mark: There are several communities that haven't been involved in IRWMs and should be targeted for engagement—that is the goal of this RFP for DWR*
 - v. *Vicki—looking a Table 3, Project development activities are really important; but once we get engagement what are we promising these communities? What will they get? What can we promise? Implementation funds? Katie: we may try to develop a region-wide capacity building project to help make these communities more competitive for future implementation funding. Vickie:*
 1. *Need to do needs assessment first to know the best way forward for each DAC—they are very diverse in their needs and capability*
 2. *In our IRWM we have mostly volunteers, and so need to do targeted outreach for Project development*
6. Discuss the best venue/method for the next meeting:
- *We are a very large region, so we need to plan meetings that reduce driving time*
 - *A mid-April meeting would allow conversations between ARB/EJCW*
 - *Katie: how does the group want to meet? Answer: conference calls until we have a need for face to face meetings*
 - *Katie: we will send out dates for mid-April dates, and talk about how best to move forward*
 - *Katie: JoAnna and Katie will work to get a snapshot of each region's DAC engagement for Tribes, Latino and other groups*
 - *Need to discuss who will lead the proposal effort*
 - *Rob: Is anyone commenting on these guidelines? Katie: we can comment individually or as a region*

- *Rob: what if we need more time than DWR has proposed? Katie: believes that as long as we are making solid progress DWR is somewhat flexible, but they want implementation contained in a 2-yr timeline*
- *Need to select a DWR spokesperson—will send this out as a question to the group*

Close meeting

Westside Sac IRWMP Project Fund Request Guidelines 2016

Funding Program

The Westside Regional Water Management Group has developed a small grant program to help accomplish the vision of the Westside IRWMP. The small grant program will disperse funds on an annual basis to projects or programs that meet the goals and objectives of the IRWMP. No more than 25% of the Westside IRWMP funds will be expended per fiscal year towards this program and awards will be capped at a maximum of \$25,000 per project. There are no match requirements for this program; however, points will be awarded to projects and programs that demonstrate a local match.

Members of the Coordinating Committee (CC) or their Alternates will review and rank Small Grant applications. CC members or Alternates may not score their own projects. A member agency who submitted a project may not vote on their own project.

Funding Priorities

Projects must be part of the Westside Sac IRWMP in order to be eligible. Prioritization of funding will not necessarily be limited to High Urgency and High Importance projects. This Small Grant program provides an opportunity to forward the progress of any of the Plan Goals and Objectives. See Plan Section 6-3 and 6-4.

Submission Timeline

Proposals will be solicited starting May 1 of each year and will be due by June 30 each year. Projects will be reviewed and ranked by CC members or Alternates individually. Project selection and approval will be decided at the July Regular meeting.

Selection Criteria

Priority Area	Points
Meets/contributes to Westside Sac IRWMP Goals	20
Meets/contributes to Westside Sac IRWMP Objectives	20
Benefits or is a key preliminary step toward benefiting multiple entities	20
Provides regional benefits or is a key preliminary step toward the provision of regional benefits	10
Advances new technologies	10
Matching funds	10
Intangible benefits (ordinarily left as "0")	10

Invoicing and Reporting

- Cover letter to be included with each quarterly invoice briefly reporting activities during the last quarter (example Report and Invoice provided, following).
- Cover letter/reports to be addressed to the IRWMP Coordinating Committee and submitted to both the Chair for review and approval, and to Solano County Water Agency – currently the fiscal agent for the CC, or the current fiscal agent, if changed in future.
- Final Report to be included with final project invoice, plus any products developed through the grant (i.e. Invasive Species Management Plan).
- Unexpended funds may be carried over no more than 1 year.

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Westside Sac IRWMP Project Fund Request Guidelines 2016

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- Unexpended funds may be carried over no more than 1 year.

[Organization logo/letterhead or other appropriate identifier]

Westside Sac IRWMP Small Grant Program

[Project name]

Invoice # _____

Invoice Date: _____

[Invoice period: X/XX/XXXX - X/XX/XXXX]

Task	Item	
1 [Name of Task 1, i.e. Project Management]		
	Employee #1	\$0.00
	Employee #2	\$0.00
	Employee #3	\$0.00
	Labor	\$0.00
	Materials/Office Supplies* (Travel)	
Task 1 Subtotal		\$0.00
2 [Name of Task 2]		
	Employee #1	\$0.00
	Employee #2	\$0.00
	Employee #3	\$0.00
	Labor	\$0.00
	Materials	
	Travel	
	Equipment	
Task 2 Subtotal		\$0.00
3 [Name of Task 3]		
	Employee #1	\$0.00
	Employee #2	\$0.00
	Employee #3	\$0.00
	Labor	\$0.00
	Materials	
	Travel	
Task 3 Subtotal		\$0.00
Total Tasks		\$0.00
Contingency		
Invoice Total		\$0.00

Task 1	Employee #1		Employee #2		Employee #3	
Payroll Ending	Hours	Cost	Hours	Cost	Hours	Cost
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
Total Payroll		\$0.00		\$0.00		\$0.00

Task 2	Employee #1		Employee #2		Employee #3	
Payroll Ending	Hours	Cost	Hours	Cost	Hours	Cost
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
Total Payroll		\$0.00		\$0.00		\$0.00

Task 3	Employee #1		Employee #2		Employee #3	
Payroll Ending	Hours	Cost	Hours	Cost	Hours	Cost
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00		\$0.00
Total Payroll		\$0.00		\$0.00		\$0.00

REPORTING ORGANIZATION'S LETTERHEAD

[current month, date, year]

Coordinating Committee
Westside Sac IRWMP
c/o Solano County Water Agency, Fiscal Agent
810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688

Subject: Quarterly Report and Invoice # __ [or Final Project Report], [insert reporting period]

Dear Members of the Coordinating Committee:

[Introduction:] (If first quarterly report or if Final Report, give project background, including when the project was funded and for what amount. Include a brief explanation of the overall work to be accomplished. This narrative report should quote the amount of the Invoice, attached to the report.)

[Body of report:] (Report on work completed during the current reporting period. Either paragraph form or bullet points are acceptable.)

[Upcoming work:] (Provide a brief statement of work anticipated during the upcoming reporting period.)

[No more than one to two pages should be sufficient for most reports. If there is a work product or deliverable associated with the project, that should be included as an attachment.]

Signature line
(Executive officer or Project Manager)

Date: July 23, 2015

To: Robert Horsley
Staff Services Manager
Facility Planning and Asset Management
Department of State Hospitals-Sacramento
Sacramento, CA 95814

From: Department of General Services – Real Estate Services Division
Project Management and Development Branch
707 Third Street, 4th Floor, MS 504, West Sacramento, CA 95605

Subject: 2016/2017 BUDGET PACKAGE - DEPARTMENT OF STATE HOSPITALS
RECYCLED WATER PROJECT

Budget Package 138527BP, Napa Recycled Water, Napa State Hospital, Napa, California, has been reviewed by the Real Estate Services Division- Project Management and Development Branch (RES-PMDB) for consistency between the project description and scope of work, reasonableness of construction cost and of architectural/engineering (A&E) fees.

RES-PMDB has not sent copies of this budget package to the Department of Finance (DOF). It understood that the Department of State Hospitals will forward copies of this document to DOF.

The estimated total project cost for this project is \$7,358,000 and includes \$526,000 for Preliminary Plan Phase, \$505,000 for Working Drawings and \$6,327,000 for Construction.

PROJECT SCOPE:

This project will convert the existing irrigation system to recycled water. This project will connect to three existing turnouts previously installed by the Napa Sanitation District; install approximately 38,000 lineal feet of recycled water pipe along with valves and ancillary improvements in order to deliver water to 139 existing irrigation points of connection.

CONSTRUCTION COSTS:

The estimated construction contract cost is \$5,105,500 (CCCI 6055). These improvements shall meet the Napa Sanitation District standards for Recycled Water, California Building Code, and address site improvements for the installation of approximately 38,000 lineal feet of recycled water pipe, valves and back flow preventers.

A/E COSTS:

A&E fees for basic and non-basic services for this project total \$1,039,600 which represents 20.36% of the estimated construction contract cost. This exceeds the 13 percent SAM standard by 7.36 percent. The overage is attributed to the following: portions of the work zone is within a secure perimeter and fully occupied buildings subject to security check delays and close coordination required with Hospital staff to move patients; project components are limited, but spread over a greater geographic area.

SPECIAL PROJECT COSTS:

Included are: Special Consultants at \$203,700; Materials Testing at \$40,800; Project/Construction Management at \$509,000; Disabled Veterans Business Enterprise Assessment (DVBE) at \$17,000; Accessibility Checking at \$9,600; Environmental Documents at \$50,000; Due Diligence at \$7,500; State Fire Marshal at \$30,300; Construction Contingency at \$255,300; and ARF Assessment \$89,700.

PROPOSED SCHEDULE:

Based on information currently available, the attached schedule identifies key milestones.

Complete Preliminary Plans	May 2017
Complete Working Drawings & File for Bid	March 2018
Notice to Proceed	August 2018
Project Completion	August 2019

These dates are for budgetary purposes only, indicating the duration and relationship of each phase relative to the funding process. These dates are subject to the total level of capital outlay funding in any year over the project duration.



Diane Elliott, Capital Outlay Program Manager
Project Management and Development Branch
(916) 376-1715

**DEPARTMENT OF GENERAL SERVICES
REAL ESTATE SERVICES DIVISION - PROJECT MANAGEMENT AND DEVELOPMENT BRANCH
PROJECT COST SUMMARY**

PROJECT:	Napa Recycled Water Conversion	BUDGET ESTIMATE:	B5DSH57AP
LOCATION:	Napa State Hospital, Napa	EST. / CURR'T. CCCI:	6055 / 6055
CUSTOMER:	Department of State Hospitals	DATE ESTIMATED:	7/14/2015
DESIGN BY:	Wood Rodgers	ABMS NO:	138527BP
PROJECT MGR:	D. Hansen	PREPARED BY:	LL
TEMPLATE:	Design / Bid / Build	DOF PROJ. I.D. NO.:	0

DESCRIPTION

This project includes construction of a new onsite recycled water system to serve the irrigation needs of Napa State Hospital (NSH). The system will serve approximately 81 acres of landscaped areas on the campus. The recycled water will be supplied by Napa Sanitation District (NSD). The conversion of the irrigation system includes installation of approximately 38,000 lineal feet of recycled water pipe, along with valves, and ancillary improvements to deliver water to 139 irrigation points of connection at the irrigation backflow devices, which will be replaced. Signage and modifications to the above ground irrigation valves in accordance with NSD requirements.

ESTIMATE SUMMARY

General Requirements & General Conditions	\$535,100
Site Clearing	\$104,600
Recycled Water	\$3,684,800

ESTIMATED TOTAL CURRENT COSTS:	\$4,324,500
Original CCCI on JUNE 2015	
Adjust CCCI From 6055 to 6055	\$0
ESTIMATED TOTAL CURRENT COSTS ON JUNE 2015	\$4,324,500
Escalation to Start of Construction 37 Months @ 0.42% / Mo.:	\$672,000
Escalation to Mid Point 6 Months @ 0.42% / Mo.:	\$109,000
ESTIMATED TOTAL CONTRACTS:	\$5,105,500
Contingency At: 5%	\$255,300
ESTIMATED TOTAL CONSTRUCTION COST:	\$5,360,800

**SUMMARY OF COSTS
BY PHASE**

PROJECT: Napa Recycled Water Conversion
 LOCATION: Napa State Hospital, Napa
 ABMS #: 138527BP

BUDGET ESTIMATE: B5DSH57AP
 DATE ESTIMATED: 7/14/2015

CONSTRUCTION DURATION: 12 MONTHS
 ESTIMATED CONTRACT: \$5,105,500 \$5,105,500
 CONSTRUCTION CONTINGENCY: \$255,300 \$255,300
 TOTAL: \$5,360,800 \$5,360,800

CATEGORY	ACQUISITION STUDY 00	PRELIMINARY PLANS 01	WORKING DRAWINGS 02	CONSTRUCTION 03	TOTAL
ARCHITECTURAL AND ENGINEERING SERVICES					
A&E Design		\$252,900	\$278,900	\$133,100	\$664,900
Construction Inspection				\$204,200	\$204,200
Construction Inspection Travel				\$76,600	\$76,600
Builders Risk Insurance				\$51,100	\$51,100
Advertising, Printing and Mailing		\$0	\$17,300		\$17,300
Construction Guarantee Inspection				\$25,500	\$25,500
SUBTOTAL A&E SERVICES	\$0	\$252,900	\$296,200	\$490,500	\$1,039,600

OTHER PROJECT COSTS					
Special Consultants (Survey/Geo/Hazmat)		\$122,100	\$40,800	\$40,800	\$203,700
Materials Testing				\$40,800	\$40,800
Project/Construction Management		\$111,000	\$148,000	\$250,000	\$509,000
Contract Construction Management			\$0	\$0	\$0
Site Acquisition Cost & Fees					\$0
Agency Retained Items					\$0
SBE/DVBE Assessment				\$17,000	\$17,000
School Checking			\$0		\$0
Hospital Checking			\$0		\$0
Essential Services			\$0		\$0
Accessibility Checking			\$9,600		\$9,600
Environmental Document (Mit. Neg Dec)		\$25,000		\$25,000	\$50,000
Due Diligence		\$7,500			\$7,500
Other Costs - (SFM)		\$1,100	\$4,200	\$25,000	\$30,300
Other Costs - (Permit/Reg. Fees)					\$0
Other Costs - (ARF Assessment)	\$0	\$6,400	\$6,200	\$77,100	\$89,700
SUBTOTAL OTHER PROJECT COSTS	\$0	\$273,100	\$208,800	\$475,700	\$957,600

TOTAL ESTIMATED PROJECT COST	\$0	\$526,000	\$505,000	\$6,327,000	\$7,358,000
LESS FUNDS TRANSFERRED	\$0	\$0	\$0	\$0	\$0
LESS FUNDS AVAILABLE NOT TRANSFERRED	\$0	\$0	\$0	\$0	\$0
CARRY OVER	\$0	\$0	\$526,000	\$1,031,000	
BALANCE OF FUNDS REQUIRED	\$0	\$526,000	\$1,031,000	\$7,358,000	\$7,358,000