



North Coast Resource Partnership (NCRP)

Policy Review Panel (PRP) & Technical Peer Review Committee (TPRC)

Meeting Materials

October 16, 2014; 10 am – 3 pm; River Lodge Conference Center, Fortuna

BACKGROUND INFORMATION AND RECOMMENDATIONS

The following items correspond to the North Coast Resource Partnership (NCRP) agenda for April 17, 2014 and are in agenda order and item number. The items below include background information for agenda items that require additional explanation and in some cases include recommendations for action. The meeting agenda and other meeting materials can be found on the NCRP/NCIRWMP website at <http://www.northcoastirwmp.net/docs.php?ogid=1000002625>

VI NCRP Nominations and Elections

In October of 2012, the NCRP PRP approved an election process for the PRP Chair, Vice Chair, Executive Committee and TPRC Co-Chair, as described in the NCRP Handbook (see below and at <http://www.northcoastirwmp.net/docs.php?oid=1000008824&ogid=1000000850>).

Policy Review Panel

The NCRP Policy Review Panel consists of two Board of Supervisors' appointees and alternates from each of the seven counties and three Tribal representatives and alternates selected by the North Coast Tribes according to the "Tribal Representation Process" as defined in the NCRP MoMU. The NCRP Policy Review Panel nominates and elects a Chair and Vice-Chair on an as needed basis and each position is brought before the Policy Review Panel for reconsideration and appointment every two years.

Executive Committee

The NCRP Executive Committee is a Standing Committee, subject to the Brown Act. The Executive Committee is comprised of the Policy Review Panel Chair, Vice-Chair and a third member,

nominated and approved by the Policy Review Panel. The Policy Review Panel reconsiders the third member's appointment every two years.

Technical Peer Review Committee

The Technical Peer Review Committee (TPRC) is comprised of technical & scientific staff appointed from each county Board of Supervisors and Tribal representatives and alternates selected by the North Coast Tribes according to the "Tribal Representation Process" as defined in the NCRP MoMU. The TPRC nominates and submits prospective Co-Chair nominees for Policy Review Panel selection and approval.

Following are current and vacancy positions for NCRP PRP and TPRC leadership roles:

- PRP Chair: Jake Mackenzie, Council Member, City of Rohnert Park, Sonoma County
- PRP Vice-Chair: Supervisor Judy Morris, Trinity County
- Executive Committee member: vacancy

- TPRC Co-Chair: Sandra Perez, Five Counties Salmonid Conservation Program, Trinity County
- TPRC Co-Chair: vacancy

VIII Water & Wastewater Service Provider Outreach & Support Program – Workshops, Toolbox, and Demo Projects

(Jennifer Jenkins Kuszmar, Humboldt & Rebecca Crow, GHD)

The outcomes of North Coast Water and Wastewater Service Provider Outreach & Support Program are intended to address the problem of failing infrastructure in economically disadvantaged communities and provide tools to help sustain safe and effective water and wastewater service into the future. The program aims to develop models, tools and templates that can be used by service providers in need of support. This update focuses on three components of the program: workshops and trainings, the Small Community Toolbox, and a series of demonstration projects.

Workshops and Trainings

During the months of April and May 2014, six workshops with training components were delivered in Del Norte, Humboldt, Mendocino, Siskiyou, Sonoma, and Trinity counties. The topics at these workshops included:

- The North Coast Resource Partnership and the Water & Wastewater Service Provider Outreach & Support Program
- How to use the Water & Wastewater Service Resource Toolbox and where to go for helpful resources
- Important items needed for a successful project
- How to keep the public informed
- When to make an increase in rates and where to make the increases.
- How to raise rates and how to do it with a minimal amount of pain to your customers

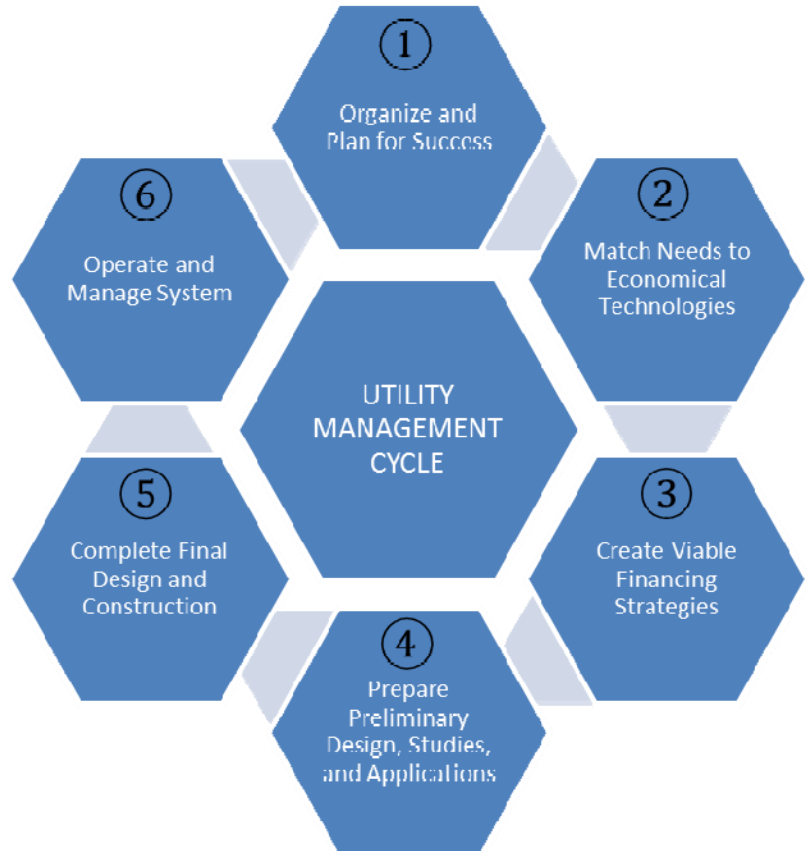
- Why we need infrastructure planning and how to pick your projects and get started
- Capital improvement plans, design documentation, hiring contractors, and funding options (including upcoming State funding – drought funding opportunity in particular)

Over 73 participants from a variety of service provider types and geographical areas attended the workshops. Feedback was requested and received at these workshops and used to tailor the Small Community Toolbox to better fit the needs of the intended audience.

Toolbox

Each small community is unique and varies by size, services provided, condition of infrastructure, growth potential, regulatory compliance, financial condition, staffing, and other factors. Small communities that provide water and/or wastewater services invariably have needs to maintain, replace, or upgrade their infrastructure to serve the public. To help meet these needs and with support from a GHD lead consulting team, a draft of the Small Community Toolbox has been completed. The Toolbox is designed to provide water and wastewater utilities with resources and references that will allow small communities to approach the management of local water and wastewater infrastructure in a systematic fashion. The Toolbox is intended to help small utilities develop a

“first order” understanding of what their options are, how they should begin to budget, and how to get help. This resource is organized around the steps associated with the “Utility Management Cycle”.



The six major elements of the Utility Management Cycle are based on the typical approach used by well-run entities implementing significant infrastructure projects. Although this is shown as a generalized cycle, it is adaptable to specific situations. Certain elements may be emphasized more than others; progress may not be linear and looping back or reevaluation of some phases may be warranted. The table on the following page provides an overview of Toolbox Elements as they relate to the Utility Management Cycle. The final Small Community Toolbox will be posted on the North Coast Resource Partnership website and contain tools associated with each of the elements summarized below. Tools may be documents, maps, charts, or links to web resources.

ToolBox Summary Table

Utility Management Cycle Element	Toolbox Element	What it is and How it can be Used
Utility Management Cycle Element 1: <i>Organize and Plan for Success</i>	1.1: Community Networking Directory:	A contacts list of water and wastewater providers who can be called upon.
	1.2: Governance Summaries:	An overview of options, benefits, and steps required to form various types of service entities
	1.3: GIS Maps:	Census, legislative, and other public data to help agencies access information needed for applications.
Utility Management Cycle Element 2: <i>Match Needs to Economical Technologies</i>	2.1: Technology Overviews:	Overviews of common issues, technologies, and evaluation factors to help select alternatives
	2.2: General Cost Estimating Strategies:	Cost estimating charts to help develop order of magnitude estimates for various types and sizes of infrastructure to begin scoping overall funding strategies
Utility Management Cycle Element 3: <i>Create Viable Financing Strategies</i>	3.1: Funding Program Summaries:	A one-stop information shop about funding programs suited to small community infrastructure projects
	3.2: Capital Recovery Tables:	Lookup tables to translate the portion of total project costs not paid by grant into annual debt service requirements met through a revenue mechanism
	3.3: Capital Improvement Financing Summaries:	Summary of strategy options for generating revenue to pay the annual debt service
	3.4: Cash Flow Considerations:	Assists entities in understanding the funds needed to move a project through planning, design, and construction
Utility Management Cycle Element 4: <i>Prepare Preliminary Design, Studies, and Applications</i>	4.1: Consolidated Preliminary Engineering Report Template:	Consolidated report outline, with model tables that will meet the needs commonly used funding programs
	4.2: CEQA/NEPA Exemptions and Checklists:	Summary of CEQA/NEPA exemptions and checklists to aid in meeting State and Federal environmental requirements and funding program requirements
	4.3: Common Permit Triggers:	Summary of typical permits and what project components trigger them
Utility Management Cycle Element 5: <i>Complete Final Design and Construction</i>	5.1: Guidance for Hiring Professionals:	As a project moves from initial planning towards implementation, detailed, community-specific designs are required and communities will need to retain professional support
	5.2: Public Bidding Process Overview:	Understanding how the public bidding process works, how to set up a successful project bid, and how the low bid contractor is selected
Utility Management Cycle Element 6: <i>Operate and Manage System</i>	6.1: Technical, Managerial, and Financial (TMF) Resources:	Tools to help agencies be organized and managed to improve overall operations and funding competitiveness
	6.2: Regulatory Resources:	Sources to provide information to the utility operator on various federal and state regulations
	6.3: Rate Setting Guidance:	Linking the costs of projects to the need to rate increases and methods to set and change rates
	6.4: Capital Improvement Planning Resources:	Part of the on-going Utility Management Cycle of planning for future system improvements

In January of 2014, a call for demonstration project ideas was made available to North Coast water service providers. The goal was to identify projects that could serve to “beta-test” the Small Community Toolbox, provide real engineering support to providers, and allow for the development of case studies to serve as examples for the North Coast Region as a whole. Ten demonstration projects were identified and the table below provides a summary of project scopes and anticipated deliverables.

Applicant, Organization Type, & County	Scope Summary	Deliverables
Orleans CSD, Humboldt Co. Public Agency - CSD	<p>OCSO Capacity and Water Demand Analysis</p> <ul style="list-style-type: none"> • Summary of Existing Demands and per user average • Projected Water Demands <p>Water Supply Analysis</p> <ul style="list-style-type: none"> • Water Right • Storage Volume Analysis Results • Available Capacity to serve new connections • Recommended water storage • Drought planning references 	<ul style="list-style-type: none"> • Water Demand and Supply Analysis • CDPH Preliminary Funding Application
Orick CSD Humboldt Co. Public Agency - CSD	<p>Orick CSD Decentralized Wastewater System Feasibility Analysis</p> <p>Conceptual design for cluster wastewater systems</p> <p>Focus on the areas of highest wastewater concern</p> <p>Preliminary Engineering Report</p> <ul style="list-style-type: none"> • Regulatory requirements • Administrative and legal steps • System sizing – capacity and land area • Expansion potential • Preliminary cost estimates 	<ul style="list-style-type: none"> • Modified Preliminary Engineering Report • List of funding opportunities
Pine Mountain Mutual Water Company, Mendocino Mutual	<p>Groundwater Well Air Intrusion Analysis</p> <p>An existing groundwater well is currently affected by air intrusion. Complete an analysis of options to address the air entrainment problem so the well can be brought back online:</p> <ul style="list-style-type: none"> • Alternatives analysis on options to remedy the air entrainment issue development of preliminary costs. • Complete a California Department of Public Health (CDPH) Engineering Report summarizing the project, selected alternative, and preliminary costs. • Complete a pre-application for the Safe Drinking Water State Revolving Fund (SDWSRF) for recommended improvement project. 	<ul style="list-style-type: none"> • CDPH Engineering Report • CDPH SDWSRF Pre-Application
Callahan Water District, Siskiyou Public Agency	<p>Treatment Plant Engineer’s Report</p> <ul style="list-style-type: none"> • Develop engineering report for the California Department of Public Health that evaluates filtrations options • Address 2013 SWTR for control of protozoan Cryptosporidium • Effectiveness study for existing in-line filtration system or • Filtration system upgrade 	<ul style="list-style-type: none"> • CDPH Engineering Report * CDPH SDWSRF Pre-Application

Applicant, Organization Type, & County	Scope Summary	Deliverables
City of Weed Siskiyou, Public Agency	Solar/Wind Energy Feasibility Report Renewable Energy Feasibility Study for Solar and Wind to offset pumping electrical costs <ul style="list-style-type: none"> • Review Existing Spreadsheet Tool using SAM model. • Complete spreadsheet Analysis for Smith River CSD. • Provide technical support for use of Tool 	<ul style="list-style-type: none"> • Summary report presenting the results of the solar feasibility analysis for City of Weed.
Graton CSD, Sonoma Co. Public Agency	Collection System Repair and Rehabilitation Alternatives Analysis <ul style="list-style-type: none"> •Data Collection and Site Review •Develop Inventory and Map of the Collection System •Develop Preliminary CIP Budget •Develop Cash Flow Schedules for CIP: 	<ul style="list-style-type: none"> • Technical memorandum summarizing the alternatives analysis • List of funding options
Huckleberry Mutual Water Company, Sonoma Co	Huckleberry MWC UV Disinfection Project Water Project – assistance with securing financing a filtration system and meters. Provide services to better position the system to access funding for their project. UV and meter project evaluation <ul style="list-style-type: none"> • System sizing • Preliminary Costs • System Configuration 	<ul style="list-style-type: none"> • CDPH Engineering Report • CDPH SDWSRF Pre-Application
Kashia Utility District Public Water System, Kashia Pomo Rancheria, Sonoma	Storage Evaluation Water intake system is susceptible to power outages leaving the system without a raw water main supply. <ul style="list-style-type: none"> • Evaluate increasing raw water storage • Evaluate generator 	<ul style="list-style-type: none"> • IHS funding request letter • NCRP Draft project application
Lewiston Park Mutual Water Company Trinity County Private non-profit	Alternatives Analysis for Improved Drinking Water Quality <ul style="list-style-type: none"> • Evaluate alternatives to improve the drinking water quality of the Lewiston Park Mutual Water Company, including: • Evaluate improvements to the existing surface water treatment plant (WTP) that would be necessary to provide finished water compliant with current California Department of Public Health standards, along with their cost-benefit. • Evaluate the potential cost-benefit of a new water treatment facility • Evaluate the cost-benefit of merging with the Lewiston Community Services District's water system 	<ul style="list-style-type: none"> • Technical memorandum summarizing the problem description and alternatives analysis. * CDPH SDWSRF Pre-Application
Smith River CSD Del Norte	Analysis of Opportunities for Photovoltaic Systems on District Facilities Water Project. Develop a program to explore the feasibility of adding solar energy production to small water districts.	<ul style="list-style-type: none"> • SAM Model and data files • Summary report presenting the results of the feasibility analysis for Smith River CSD.

IX Updates

Regional Administrator Update (Jen Jenkins Kuszmar, Humboldt County)

Implementation Grants:

- Prop 50 Round 2 Agreements (4 projects, 2 Grant Agreements, ~\$5 million total)
 - Requesting an extension of the Grant Term for the Mendocino Land Trust Project. Numerous issues resulted in a delay of project construction on both agreements. On one of the MLT projects, significant revisions to the Work Plan are proposed as construction of the originally proposed project (installation of a bridge) cannot feasibly be completed in even an extended time frame.
 - Additional time is being requested for Gold Ridge RCD and Mendocino County RCD projects as each project sponsor has remaining grant funds and with additional time can complete additional work.
- Prop 84 Round 1 (18 projects, \$8.2 million)
 - \$1.3 million expended to date
 - Payments from DWR coming in less than 60 days
- Prop 84 Round 2 (13 Projects, \$5.3 M)
 - Grant Agreement executed in September
 - Orientations for Project Proponents/Local Project Sponsors conducted on October 3 and 6
 - First invoice to DWR will be submitted in November
- Prop 84 Drought Expedited
 - Anticipated announcement of funding award from DWR in late October/Early November

Planning Grants:

- DAC – Grant progress is going well. Tool Kit to be uploaded to the web in the coming weeks, demonstration projects are underway. Presentation at PRP meeting will provide additional updates and information
- Prop 84 Planning – Grant Term ends in December. May seek additional time to complete local planning efforts via contracts as selected by TPRC/PRP

- Strategic Growth Council – Grant Agreement between Department of Conservation and County of Humboldt has been signed. Anticipated execution of contract between County of Humboldt and West Coast Watershed by the end of October. WCW, County of Humboldt and DOC Grant Manager met in September to discuss, kicking off the grant, proposed work plan as described in the Grant Agreement, current trends with Strategic Growth Council and opportunities for the North Coast. Grant runs through May 2017.
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Executive Committee, PRP direction and staff action

EXECUTIVE COMMITTEE ACTION

Executive Committee Action documents and materials can be found at:

<http://www.northcoastirwmp.net/docs.php?ogid=1000002628>

Chair Mackenzie provided NCRP overview presentations to the following organizations:

- USEPA Tribal Operations Committee Meeting, May 1
- Eel Russian River Commission meeting, May 8

On May 15, the Executive Committee submitted a comment letter regarding the draft 2014 Drought Grant Proposal Solicitation Package (PSP) and Draft 2014 IRWM Guidelines to DWR.

In September, the Executive Committee developed and reviewed an appreciation resolution Supervisor Armstrong and gratitude letters to PRP alumni Carol Cook and TPRC alumni Sarah Beesley.

In September, the Executive Committee developed and reviewed a letter of support for grant proposals for continued NCRP Tribal Engagement work submitted by the California Indian Environmental Alliance to California EPA.

In June, the Executive Committee developed and reviewed a letter to Craig Blencowe, Chair, Mendocino County Resource Conservation District in response to a letter from Mr. Blencowe dated June 17, 2014 regarding the PRP Recommended Funding for NCRP 2014 Drought Priority Partnerships.

STAFF DIRECTION FROM NCRP MEETING, APRIL 2014

Supervisor Armstrong requested that staff follow up regarding project funding impacts to other jurisdictions within a county if the county does not adopt the North Coast IRWM Plan. Staff contacted DWR staff in April 2014 and was informed that DWR would not restrict funding to jurisdictions within a county if the county does not adopt the North Coast IRWM Plan as long those individual jurisdictions adopted the Plan. The NCRP governing bodies would need to redefine their Regional Water Management Group and IRWM boundary.

The PRP directs staff to move forward with a NCRP 2014 Drought Solicitation with a funding cap of \$8.7 million. NCRP 2014 Drought Project sponsors and staff developed application materials which were submitted to DWR on July 21.