

**UPPER FEATHER RIVER**  
**INTEGRATED REGIONAL WATER MANAGEMENT PROGRAM**  
**Regional Water Management Group**

Sharon Thrall, Plumas County Flood Control and Water Conservation District  
Paul Roen, Sierra County  
Terry Swofford, Plumas County  
Russel Reid, Feather River Resource Conservation District  
Bill Nunes, Sierra Valley Resource Conservation District  
Jim Roberti, Sierra Groundwater Management District  
Tom Yagerhofer, Plumas County Community Development Commission  
Trina Cunningham, Maidu Summit Consortium  
Jeffrey Greening, Public Member  
Joe Hoffman, Plumas National Forest (Advisory)  
Carol Thornton, Lassen National Forest (Advisory)  
Quentin Youngblood, Tahoe National Forest (Advisory)

**AGENDA FOR REGULAR REGIONAL WATER MANAGEMENT GROUP MEETING OF  
NOVEMBER 14, 2014 TO BE HELD AT 1:00 P.M. IN THE  
PLUMAS COUNTY PLANNING CONFERENCE ROOM, 555 MAIN STREET, QUINCY, CALIFORNIA**

[www.featherriver.org](http://www.featherriver.org)

**AGENDA**

The Regional Water Management Group of the Upper Feather River Integrated Regional Water Management Program welcomes you to its meetings, which are regularly held on the fourth Wednesday of every other month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order.

Any person desiring to address the Board shall first secure permission of the Regional Water Management Group Chair. Any public comments made during a regular Regional Water Management Group meeting will be recorded. Members of the public may submit their comments in writing to be included in the public record.

**CONSENT AGENDA:** These matters include routine administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



**REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact Randy Wilson at 530-283-6214. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

## **STANDING ORDERS**

1:00 P.M. **CALL TO ORDER/ROLL CALL**

### **ADDITIONS TO OR DELETIONS FROM THE AGENDA**

#### **PUBLIC COMMENT OPPORTUNITY**

Matters under the jurisdiction of the RWMG, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the RWMG for consideration. However, California law prohibits the RWMG from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the RWMG. Any member of the public wishing to address the RWMG during the "Public Comment" period will be limited to a maximum of 3 minutes.

#### **ANNOUNCEMENTS/REPORTS**

Brief announcements.

### **ACTION AGENDA**

1. **DRAFT UFR IRWM PROGRAM MEMORANDUM OF UNDERSTANDING (MOU)** – Uma Hinman  
Review Draft MOU and discuss approach for distributing MOU to agencies and organizations for signature. Discussion, possible action, or direction to staff.
2. **STAKEHOLDER OUTREACH** – Uma Hinman  
Review and approve the Stakeholder Involvement Plan. Authorize staff to post on website. Discussion, possible action, and/or direction to staff.
3. **MISSION STATEMENT** – Uma Hinman  
Discuss and review draft mission statements for the IRWM Program/RWMG. Discussion, possible action, and/or direction to staff.
4. **"CALL FOR SCIENCE AND TECHNICAL STUDIES"** – Uma Hinman  
Approve "Call for Science and Technical Studies" letter and authorize staff to distribute letter to agencies and organizations within the Region and post on website. Discussion, possible action, and/or direction to staff.
5. **INTRODUCTION TO PROJECT DEVELOPMENT** – Uma Hinman  
Review and discuss project development process and the IRWM Plan Project Development Manual. Discussion and direction to staff.

#### **AFTERNOON RECESS**

6. **WEBSITE** ([www.featherriver.org](http://www.featherriver.org)) – Zeke Lunder, Deer Creek Resources
  - a. Presentation by Zeke Lunder, Deer Creek Resources. Informational.
  - b. Discussion of website content and format. Discussion and possible direction to staff.
7. **DRAFT TIMELINE OF MILESTONES** – Uma Hinman  
Approve the draft timeline of IRWM Plan Update milestones. Discussion, possible action, and/or direction to staff.

8. **UFR IRWM WORKGROUPS** – Uma Hinman

- a. Update on progress of Workgroups. Informational.

9. **NEXT MEETING** – Uma Hinman, Uma Hinman Consulting

- a. Topics for next RWMG meeting. Discussion and possible direction.

10. **CONSENT AGENDA**

These items are expected to be routine and non-controversial. The RWMG will act upon them at one time without discussion. Any RWMG members, staff member or interested party may request that an item be removed from the consent agenda for discussion.

A) **RWGM**

Approve RWMG Meeting Minutes for September 24, 2014.

**ADJOURNMENT**

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**Upper Feather River  
Integrated Regional Water Management**

**RWMG Meeting No. 2**

**November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Draft Memorandum of Understanding  
**Date:** November 7, 2014

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**INTRODUCTION**

The draft Memorandum of Understanding (MOU) was presented at the September 24, 2014 RWMG meeting for discussion and direction. Prior to approving the MOU, RWMG members stated that they would need time to take the draft MOU to their respective organizations for discussion. Staff is requesting feedback from the RWMG members and direction for finalizing and/or distributing the MOU to agencies and organizations within the Region for signature.

**REQUEST FOR DISCUSSION AND POSSIBLE ACTION**

Approve MOU and direction to staff regarding approach for distribution to agencies and organization for signature.

Attachment Draft MOU

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UPPER FEATHER RIVER  
INTEGRATED REGIONAL WATER MANAGEMENT

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into effective Date, 2014, by the following parties:

**REGIONAL WATER MANAGEMENT GROUP**

County of Plumas  
County of Sierra  
Plumas County Flood Control and Water Conservation District  
Feather River Resource Conservation District  
Sierra Valley Resource Conservation District  
Sierra Valley Groundwater Management District  
Plumas County Community Development Commission  
Native American Representative  
USDA Forest Service – Plumas National Forest (Advisory)  
USDA Forest Service – Lassen National Forest (Advisory)  
USDA Forest Service – Tahoe National Forest (Advisory)  
Appointee from the Almanor Basin

**WORKGROUP SIGNATORIES**

City of Portola  
Feather River Land Trust  
Feather River Resource Conservation District Gold Mountain Community  
Services District Greenhorn Creek Community Services District  
Greenville Rancheria  
Grizzly Lake Resort Improvement District  
Grizzly Ranch Community Services District  
Indian Valley Community Services District  
Maidu Summit Consortium  
Mountain Meadows Conservancy  
Plumas Corporation  
Plumas County Fire Safe Council  
Plumas Eureka Community Services District  
Quincy Community Services District  
Sierra County Fire Safe and Watershed Council  
Sierra Institute for Community and Environment  
Sierra Valley Mutual Water Company  
Trout Unlimited – Feather River Chapter  
University of California Cooperative Extension  
Upper Feather River Watershed Group  
USDA Natural Resources Conservation Service  
Walker Ranch Community Services District  
Upper Feather River Watershed Roundtable

## RECITALS

WHEREAS, the Integrated Regional Water Management Planning Act (Water Code Sections 10530 to 10547) authorizes three or more local agencies, at least two of which have statutory authority over water supply or water management, to enter into a memorandum of understanding to establish a Regional Water Management Group; and

WHEREAS, in June of 2005 the County of Plumas, the Plumas County Flood Control & Water Conservation District, the Sierra Valley Groundwater Management District, and the United States Forest Service Plumas National Forest, entered into a memorandum of understanding to adopt an initial Integrated Regional Water Management (“IRWM”) Plan for the Upper Feather River Watershed; and

WHEREAS, the parties to this MOU desire to update and expand the IRWM Plan and to increase coordination and collaboration among stakeholders in the Upper Feather River Region; and

WHEREAS, the parties to this MOU seek to ensure that an appropriate share of IRWM funding available in the Sacramento River funding area is allocated to the Upper Feather River Region; and

WHEREAS, the parties to this MOU seek to implement a long-term IRWM Program within the Upper Feather River Watershed which will be closely coordinated with other planning and land and water resource management interests and agencies; and

WHEREAS, the parties to this MOU seek to provide stability and consistency in the planning, management, and coordination of resources within the Upper Feather River Watershed and to implement projects to benefit the region; and

WHEREAS, the parties to this MOU seek to ensure that IRWM funding and any other future funding is expended in the best way possible to enhance the many beneficial uses of water and other resources in the Upper Feather River Region for the benefit of the region itself and for greater California; and

WHEREAS, the parties to this MOU seek to ensure that the Upper Feather River IRWM Plan and Program objectives, project outcomes, and data are incorporated into the State Water Plan (Bulletin 160) as revised every five years by the Department of Water Resources; and

WHEREAS, the parties to this MOU seek to ensure that the Upper Feather River IRWM Plan and Program objectives, project outcomes, and data are incorporated into the Water Quality Control Plan (Basin Plan) for the Sacramento and San Joaquin River Basins; Federal Energy Regulatory Commission hydroelectric licenses and adaptive management processes; and the California Air Resources Board’s AB 32 Scoping Plan and implementing programs;

NOW, THEREFORE, in consideration of the above premises and of the mutual promises and agreements herein contained, the parties to this MOU agree as set forth below to work together for the benefit of the Upper Feather River Region to carry out the purposes of this MOU and to advance the Feather River IRWM Program.

## ARTICLE I DEFINITIONS

Section 1.01. Definitions. Unless the context otherwise requires, the words and terms defined in this Article I shall, for the purpose hereof, have the meanings herein specified.

“Consensus” means approval of the Workgroup Signatories to move forward with a particular action. “Consensus” does not necessarily mean that all Workgroup Signatories affirmatively support an action but rather that no Workgroup Signatory has opposed the action. A Workgroup Signatory may verbally note disagreement with an action but still allow consensus on an action without the Workgroup Signatory’s support if the action does not affect the Workgroup Signatory or compromise the Workgroup Signatories.

“Feather River Regional Water Management Group” or “FRRWMG” means the Regional Water Management Group for the Upper Feather River Region.

“Fiscal Year” means the period from July 1<sup>st</sup> to and including the following June 30<sup>th</sup>.

“Integrated Regional Water Management Plan” has the meaning set forth in Water Code Section 10534, which is a comprehensive plan for a defined geographic area, the specific development, content, and adoption of which shall satisfy requirements developed pursuant to Part 2.2 of Division 6 of the Water Code. At a minimum, an integrated regional water management plan describes the major water-related objectives and conflicts within a region, considers a broad variety of water management strategies, identifies the appropriate mix of water demand and supply management alternatives, water quality protections, and environmental stewardship actions to provide long-term, reliable, and high-quality water supply and protect the environment, and identifies disadvantaged communities in the region and takes the water-related needs of those communities into consideration.

“IRWM Planning Act” means the Integrated Regional Water Management Planning Act, Part 2.2 of Division 6 of the California Water Code (commencing with section 10530).

“Majority” means a majority of members of the Regional Water Management Group have agreed upon an issue or action. There are 9 (nine) voting members of the Regional Water Management Group and 5 (five) members agreeing upon an issue or action means the issue or action has passed.

“Member of the Regional Water Management Group” or “Member” means a local agency or non-governmental organization that has become a party to this MOU. Federal and State agencies are not Members of the Regional Water Management Group, but such agencies may be parties to this MOU and may designate liaisons to the Regional Water Management Group as provided herein.

“MOU” means this Memorandum of Understanding.

“Regional Water Management Group” has the meaning set forth in Water Code Section 10539, which is a group in which three or more local agencies, at least two of which have statutory authority over water supply or water management, as well as those other persons who may be necessary for the development and implementation of a plan that meets the requirements in Water Code Sections 10540 and 10541, participate by means of a joint powers agreement,

memorandum of understanding, or other written agreement, as appropriate, that is approved by the governing bodies of those local agencies.

“Parties” shall mean both Regional Water Management Group and Work Group Signatories.

“Project Manager” means the project manager for the update of the Upper Feather River Integrated Regional Water Management Plan appointed by the Plumas County Flood Control and Water Conservation District.

“Upper Feather River Watershed” and “Upper Feather River Region” mean the drainage area of the Feather River and all of its tributaries upstream from Lake Oroville as depicted in the map attached hereto as Exhibit A.

“Workgroup Signatories” means parties to this MOU who agree to participate in designated Workgroups that provide, at a minimum, input on project selection and prioritization criteria, receive and present comments on draft IRWM Plan chapter reviews, and invite and schedule presentations by technical experts, scientists, and other for Workgroup and Regional Water Management Group meetings. Decision-making by Workgroup Signatories on projects, draft chapters review, etc. will be structured to seek consensus or a super majority agreement by Workgroup Signatories before being forwarded to the Regional Water Management Group.

## ARTICLE II PURPOSE AND ORGANIZATION

Section 2.01. Purpose. This MOU is entered into in accordance with the provisions of the IRWM Planning Act for the purposes of permitting a Regional Water Management Group (1) to carry out the Upper Feather River IRWM Program and further develop, implement, and periodically update the Upper Feather River IRWM Plan, and (2) to coordinate planning and actions with neighboring or otherwise connected IRWM regions. In carrying out the IRWM Program, the Regional Water Management Group shall work to:

- (a) Support the objectives of the California Department of Water Resources’ IRWM Program, which seeks to ensure sustainable water uses, reliable water supplies, better water quality, environmental stewardship, efficient development, protection of agriculture, and a strong economy.
- (b) Promote communication and collaboration in the Upper Feather River Region to identify and implement resource management strategies and projects with broad-based stakeholder support.
- (c) Facilitate local investment in projects that can minimize costs and maximize regional benefits through economies of scale or through projects with compound resource benefits.
- (d) Establish values for ecosystem services that are provided through water and watershed management actions and develop investment mechanisms to increase financial support from extra-regional beneficiaries of improvements in water supply, water quality, flood control, hydroelectric generation, recreation opportunities, forest health, habitat and species preservation, and carbon sequestration.
- (e) Coordinate advocacy and communication efforts amongst the region’s stakeholders.

Section 2.02. Term. This MOU shall become effective on Date, 2014. This MOU shall continue in effect until terminated by mutual consent of all current MOU parties. The inclusion of additional parties pursuant to Section 2.15 or withdrawal of some, but not all, of the parties pursuant to Section 2.16 shall not be deemed a termination of this MOU.

Section 2.03. Feather River Regional Water Management Group. Pursuant to the IRWM Planning Act, the Regional Water Management Group signatories to this MOU have agreed to work together to serve as the Regional Water Management Group for the Upper Feather River Region and to carry out the IRWM Program in the region. The Feather River Regional Water Management Group established by this MOU is the successor to Feather River Regional Watershed Initiative, which was the previous regional water management group established by a memorandum of understanding dated July 1, 2005.

Section 2.04. Member Representative; Feather River Regional Water Management Group; Appointing Authorities.

- (a) Member Representative: Each Member shall be represented by an individual designated from time to time by the Member's governing body or executive officer.
- (b) Regional Water Management Group:
  - (i) The Regional Water Management Group shall consist of twelve (12) members appointed from the following categories:
    - 1) Appointed by agreement of the Plumas County Members (representing local government and disadvantaged communities)
    - 2) Appointed by agreement of the Sierra County Members (representing local government and disadvantaged communities)
    - 3) Appointed by agreement of the Feather River Resource Conservation District (representing watershed issues and private landowner interests)
    - 4) Appointed by agreement of the Sierra Valley Resource Conservation District (representing watershed issues and private landowner interests)
    - 5) Appointed by the Maidu Summit Consortium (representing Tribes and Native American interests)
    - 6) Appointed by agreement of the Plumas County Flood Control and Conservation District (representing local government and disadvantaged communities)
    - 7) Appointed by the Sierra Valley Groundwater Management District (representing the Sierra Valley Groundwater Management District)
    - 8) Appointed by the Plumas County Community Development Commission (representing disadvantaged communities, infrastructure, and housing issues)
    - 9) Appointed by the Plumas County Supervisor representing the Almanor Basin (representing the watershed issues of the Almanor Basin)
    - 10) Appointed by Plumas National Forest (advisory) (representing Plumas National Forest)
    - 11) Appointed by Lassen National Forest (advisory) (representing Lassen National Forest)

- 12) Appointed by Tahoe National Forest (advisory) (representing Tahoe National Forest)
- (ii) The appointing authority or authorities shall provide notice to the Project Manager of all appointments to the Regional Water Management Group.
  - (iii) For each Regional Water Management Group Member, a first alternate and a second alternate may be designated by the appointing authority or authorities. The first alternate member may sit and vote with the Regional Water Management Work Group in the absence of the primary member, and the second alternate may sit and vote with the Regional Water Management Group in the absence of the primary member and the first alternate.
  - (iv) Once appointed, a Regional Water Management Group Member or alternate will serve for a term of two years or until a successor has been appointed. A Regional Water Management Group Member or alternate may be reappointed to successive terms. A Regional Water Management Group Member or alternate may be replaced at any time by the appointing authority or by agreement of the appointing authorities.

Section 2.05. Tribal Interests. In addition to representation on the Feather River Regional Water Management Group (FRRWMG) and any participation by Tribes or Native American organizations as Members in the FRRWMG, the FRRWMG shall establish protocols for appropriate consultation as requested by Tribal governments.

Section 2.06. Federal Agency Liaisons. The Federal Agencies that are parties to this MOU agree to designate liaisons from their respective agencies to promote coordination between plans and actions of the FRRWMG and Federal plans and actions.

Section 2.07. State Agency Liaisons. The Department of Water Resources, the Central Valley Regional Water Quality Control Board, the Department of Conservation, and the Department of Fish and Game may designate liaisons with whom the FRRWMG will work to promote coordination with State plans and actions.

Section 2.08. Meetings of the Regional Water Management Group.

(a) Meetings:

- (i) Regional Water Management Group. The Regional Water Management Group shall meet from time to time as necessary to conduct business and no less frequently than every three months.
- (ii) Public. The Project Manager will solicit opportunities for public education such as presentations to community organizations and at community functions, media interviews, and by providing educational materials to MOU signatories or at conferences or workshops. Two public hearings will be held at the north and southern areas of the Region. The RWMG or Workgroup meetings may be held in different locations within the region at the request of their members.

All meetings of the Regional Water Management Group (except closed sessions authorized by the Brown Act), and of Workgroups shall also be open to the public.

- (b) Call, Notice and Conduct of Meetings: All meetings of the Regional Water Management Group shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (California Government Code section 54950, et seq.). Neighboring IRWM region shall be provided notice of all meetings of the Regional Water Management Group.

Section 2.09. Minutes. The Project Manager shall cause to be kept minutes of the meetings of the Regional Water Management Group and shall, as soon as possible after each meeting, cause a draft copy of the minutes to be forwarded to each Member of the Regional Water Management Group and any other interested parties who have requested to be included on the distribution list.

Section 2.10. Quorum; Required Votes; Approvals.

- (a) Regional Water Management Group: A majority of the Regional Water Management Group Members shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. The affirmative votes of at least a majority of the Regional Water Management Members shall be required to take any action by the Regional Water Management Group.
- (b) Members: The presence of a majority of Regional Water Management Group Member Representatives shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time.

Section 2.11. Workgroups. The Workgroup Signatories shall designate a Chair for each Workgroup. Workgroups shall review proposals for plans, projects, and any other actions and provide input to the respective Workgroup Chairs. The Workgroup Chairs shall preside over Workgroup meetings, coordinate Workgroup activity with the Project Manager, and present proposals or recommendations for consideration by the Regional Water Management Group Members. The Regional Water Management Group may designate an interim Chair for any Workgroup when the Workgroup has not designated a Chair. Workgroup meetings and participation shall be open to all interested parties and the public. Until revised in Bylaws approved by the Regional Water Management Group, the following initial Workgroups shall have responsibility for the general issues described:

- (a) Agricultural Land Stewardship Workgroup: this Workgroup includes irrigated lands, water quality issues, agricultural water supply reliability, and agricultural water use efficiency.
- (b) Uplands and Forest Management Workgroup: this Workgroup would include pollution prevention (wildfires, roads), watershed management (forest-water interactions), forest ecosystem restoration, upland recharge area protection, flood risk reduction (through wildfire risk reduction), precipitation enhancement (better groundwater infiltration and less evapotranspiration through forest stand density reduction), etc.
- (c) Floodplain and Meadow and Waterbodies Management Workgroup: this Workgroup would include recharge area protection, flood risk management, pollution prevention, ecosystem restoration, and maybe conjunctive management and groundwater.

- (d) Municipal Services Workgroup: this Workgroup would include recycled municipal water, urban water use efficiency, groundwater and surface water pollution prevention, water system reoperation, drinking water treatment and distribution, and perhaps groundwater and aquifer remediation, urban runoff management, and matching water quality to use.

Section 2.12. Bylaws. The Regional Water Management Group Members may, from time to time, adopt Bylaws for the conduct of business. They may adopt, from time to time, policies or procedures for the administration and financial matters of Regional Water Management Group.

Section 2.15. Addition of Signatories. Any local agency, non-governmental organization, or other entity that is not a party to this MOU and desires to become a party to this MOU shall submit a written request to the Project Manager. Upon approval by the Regional Water Management Group at a duly convened meeting, a new party to this MOU shall be allowed to execute an amendment to this MOU adding the new party. This MOU shall be deemed amended to reflect the addition of new parties upon execution of the amendment by the new party and by the Project Manager.

Section 2.16. Withdrawal of Party to MOU. Any party to this MOU may withdraw from this MOU at any time by providing notice of such withdrawal to the Project Manager. Upon the effective date of withdrawal, this MOU shall be deemed automatically amended to reflect the deletion of the withdrawing party.

### ARTICLE III OPERATION AND ADMINISTRATION

Section 3.01. Chair and Vice-Chair. The Regional Water Management Group shall select from among its members a Chair and a Vice-Chair. Each such officer shall serve for a term of one (1) year. The Chair shall preside over meetings of the Regional Water Management Group and perform such other duties as may be imposed by the Regional Water Management Group through Bylaws or by the Regional Water Management Group through policies. The Vice-Chair shall assume the duties of the Chair in the Chair's absence or unavailability.

Section 3.02. Project Manager. The Project Manager shall be responsible for the call and noticing of all Regional Water Management Group meetings pursuant to the Brown Act. The Regional Water Management Group may further provide for the duties and responsibilities of the Project Manager through administrative and fiscal policies.

Section 3.03. Fiscal Agent. The Plumas County Flood Control & Water Conservation District shall serve as the Fiscal Agent to receive, disburse, and account for funds related to this MOU. Signatories may make contributions to the Fiscal Agent to support the Feather River IRWM Program in such amounts as the Signatories may agree, in their individual discretion, to contribute from time to time. Funding received by the Fiscal Agent to carry out projects shall be disbursed to other Signatories or to cooperating entities only after the Fiscal Agent enters a funding agreement or collection agreement ("Project Contracts") with the other Signatory or entity, as may be appropriate or required depending on the source of the funding and any requirements of the recipient party or entity. The Fiscal Agent shall be responsible for any necessary financial reporting under this MOU, including reports needed to comply with the terms of any grant agreement.

Section 3.04. Relationship of the Parties. In entering into this MOU, it is the intention of the Parties that this MOU shall not be construed to be an enforceable contract or agreement, but rather a statement of principles, and shall not be the basis for litigation between the parties or by any third party. This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, against any of the Parties or their agencies or officers or against any person.

DRAFT

**Upper Feather River  
Integrated Regional Water Management**

**RWMG Meeting No. 2**

**November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Stakeholder Outreach/Stakeholder Involvement Plan (SIP)  
**Date:** November 9, 2014

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**INTRODUCTION**

**Stakeholder Outreach/Stakeholder Involvement Plan (SIP)**

The Stakeholder Involvement Plan (SIP) outlines the RWMG's outreach, decision-making process, and communications plan. The SIP was introduced to the RWMG at its first meeting on September 24, 2014. During the meeting two sections of the SIP were separately reviewed and acted upon: the governance section and the meeting guidelines. The remaining sections have yet to be acted on. The draft SIP has been reviewed by Workgroup Coordinators and Tribal Outreach Coordinators and comments incorporated.

Based on the feedback from the RWMG during the last meeting, staff has updated the Decision Making Process section. Other revisions include edits to the meeting milestones to move up the project development schedule; distribute the chapter review schedule more evenly in Year 2; contact information added for Workgroup Coordinators and general information; website address updated; and process and timeline figures included. The SIP is intended to be a living document; it is recommended that it be revisited periodically throughout the planning process.

**Tribal Outreach/Tribal Engagement Plan (TEP) – Information Only**

CIEA has developed a Tribal contact list and is making outreach calls in preparation of an upcoming Tribal meeting. The meeting has been scheduled for December 16 and will be hosted by the Greenville Rancheria. A draft Tribal Engagement Plan will be part of the discussion during the December meeting. A more comprehensive update on Tribal outreach efforts and the TEP is scheduled for the January 28<sup>th</sup> RWMG meeting.

**REQUEST FOR APPROVAL AND/OR DIRECTION**

Approve and/or provide direction to staff regarding the Stakeholder Involvement Plan.

Attachment Draft Stakeholder Involvement Plan, November 2014

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### **Appendices**

Upper Feather River Regional Water Management Group Memorandum of Understanding

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# STAKEHOLDER INVOLVEMENT PLAN

## 1 STAKEHOLDER INVOLVEMENT

The purpose of the IRWM Stakeholder Involvement Plan (SIP) is to ensure that the IRWM Plan is developed based on input and involvement from a diverse group of informed local stakeholders throughout the UFR region. The UFR stakeholders are essential to identifying issues, populating resource management strategies, and developing objectives.

The SIP will be adopted by the Regional Water Management Group (RWMG) during the second or third meeting. It is intended to be a “living” document that can be adapted and refined as needed throughout the project as the RWMG determines appropriate.

### 1.1 UFR STAKEHOLDERS COMPOSITION

Stakeholders in the UFR region include water management agencies, conservation groups, counties, federal entities, Tribes, regional watershed collaboratives, agricultural interests, and disadvantaged communities. The following list is an initial effort to identify stakeholders in the region. Additional agencies and/or districts that may wish to participate in the UFR IRWM Update process may be identified as the Project progresses.

#### City and County Government

- County of Plumas
- County of Sierra
- City of Portola
- Plumas County Community Development Commission
- Plumas County Flood Control and Water Conservation District

#### Water Agencies and Community Services Districts

- Grizzly Lake Resort Improvement District
- Gold Mountain Community Services District
- Greenhorn Creek Community Services District
- Grizzly Ranch Community Services District
- Indian Valley Community Services District
- Plumas Eureka Community Services District
- Sierra Valley Mutual Water Company

- Walker Ranch Community Services District
- Quincy Community Services District
- East Quincy Community Services District
- Sierra Valley Groundwater Management District (SVGWMD)

#### Conservation Groups/Non-Governmental Organizations

- Feather River Coordinated Resource Management
- Feather River Land Trust
- Mountain Meadows Conservancy
- Plumas Corporation
- Sierra Institute for Community and Environment
- Trout Unlimited – Feather River Chapter Plumas County Fire Safe Council
- Sierra County Fire Safe and Watershed Council

### Watershed Groups/Councils

- Appointee from the Almanor Basin
- Upper Feather River Watershed Group

### Regional/Federal Entities

- Feather River Resource Conservation District (FRRCD)
- Sierra Valley Resource Conservation District (SVRCD)
- Tahoe National Forest, Sierraville Ranger District (Advisory)
- Lassen National Forest, Almanor Ranger District (Advisory)

- Plumas National Forest (Advisory)
- USDA Natural Resources Conservation Services
- University of California Cooperative Extension

### California Tribes/Tribal Groups

- Greenville Rancheria
- Susanville Rancheria
- Maidu Summit Consortium

## 1.2 PUBLIC OUTREACH

In general, the RWMG is responsible for directing public and stakeholder outreach efforts. The RWMG will provide direction to the consultant team, which will implement and facilitate the meetings.

### 1.2.1 STAKEHOLDER AND PUBLIC OUTREACH

Interested parties are encouraged to sign up through the IRWM Plan Update website or via email (see inset) to receive UFR meeting notices and materials, attend meetings, and participate in discussions, and will be invited to participate in UFR project development activities. Stakeholders and public are integral to identifying issues, developing resource management strategies (RMS), and defining objectives; however, they do not participate in the formal decision-making process of the organization. All interested parties are encouraged to adopt the IRWM Plan. A list of the 2009 MOU members is included in Appendix A.

Public information will be provided through the UFR IRWM website. Minutes of all RWMG and Workgroup meetings will be posted on the UFR IRWM website, a publicly accessible and interactive website developed for the project ([www.featherriver.org](http://www.featherriver.org)). Additionally, interested parties may sign up for informational mailings through the website, at IRWM public meetings, or by contacting Randy Wilson, Co-Manager Plumas County Flood Control and Water Conservation District ([randy.wilson@countyofplumas.com](mailto:randy.wilson@countyofplumas.com)).

Interested parties may  
contact the UFR Plan  
Update team as follows:  
[UFR.contact@gmail.com](mailto:UFR.contact@gmail.com)

Up to four public outreach meetings will be held, primarily to solicit projects for the IRWM Update during year one and hearings on the draft Plan in year two. Outreach efforts and stakeholder/public involvement will be tracked in the final IRWM Plan chapter on stakeholder involvement.

### 1.2.2 DISADVANTAGED COMMUNITIES OUTREACH

The UFR region is a large and sparsely populated landscape (4-8 persons/sq. mile) in which approximately 40 percent of the population relies on individual water and septic systems. Additionally, 50 percent of the region is managed by the federal government, which translates to half of the region being uninhabited and outside the local tax base. In this predominately economically disadvantaged rural region, residents are increasingly challenged with maintaining basic services as local and federal governmental budgets shrink. Rising gas prices further constrain the ability of low-income residents to access basic services. The region continues to lose working families to employment opportunities in the Central Valley, Bay Area, and the Reno-Carson area. Traditionally, working families have been the volunteer backbone for the adequate provision of community services, including filling leadership roles on boards for small community water and wastewater service providers. Within the first six months of the UFR IRWM Plan update process, Disadvantaged Communities (DAC) service providers will be surveyed regarding their water issues and needs.

A Community Vulnerability Assessment will be prepared in coordination with the Plumas County Department of Environmental Health, County staff and consultants who will work closely with community members to identify ground water well vulnerability.

### 1.2.3 TRIBAL OUTREACH

Tribal outreach will be led by the California Indian Environmental Alliance (CIEA), including a local Tribal member as the outreach coordinator. The local Tribal member is the designated representative for the Maidu Summit Consortium, a UFR IRWM MOU signatory entity. A Tribal Engagement Plan (TEP) will be prepared, which will guide the outreach efforts such that the UFR region Tribes have greater accessibility to the various layers of the governance structure such as the workgroups, and inter-regional outreach activities, as well as ensuring active Tribal participation in the bi-monthly RWMG meetings throughout the two-year planning process. Within the first six months of the UFR IRWM Plan update process, Tribes will be surveyed regarding their water issues and needs.

### 1.2.4 INTERREGIONAL COMMUNICATION

Neighboring IRWM planning regions include Lahontan, Tahoe-Sierra, Cosumnes-American-Bear-Yuba (CABY), Upper Pit, Yuba, and Northern Sacramento Valley IRWM Groups. The RWMG will communicate with other IRWMs in order to share lessons learned, share templates, and resources where appropriate. Outreach will also include communications with energy and water supply utilities.

## 2 DECISION MAKING PROCESS

In general, the RWMG will be the decision-making body, with support and recommendations provided by the Workgroups. At the first RWMG meeting on September 24, 2014, the RWMG adopted a decision-making process for the UFR IRWM Plan Update.

*A majority of the RWMG members shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time. The affirmative votes of at least a majority of the RWMG members shall be required to take any action by the RWMG.*

Decision-making by Workgroup members on projects, draft chapters review, etc. will be structured to seek consensus or a super majority agreement by Workgroup members before being forwarded to the RWMG. "Consensus" means approval of the Workgroup members to move forward with a particular action. "Consensus" does not necessarily mean that all Workgroup Members affirmatively support an action but rather that no Workgroup members has opposed the action. A Workgroup member may verbally note disagreement with an action but still allow consensus on an action without the Workgroup member's support if the action does not affect the Workgroup member or compromise the Workgroup members.

*Workgroups members will seek consensus or super majority agreement before being forwarded to the RWMG.*

### 2.1 MOU

The existing MOU was signed by 30 entities in June 2009. Since then, the structure of the IRWM planning effort has changed such that a revised MOU was presented to the RWMG for consideration and direction at the first and second RWMG meetings held in September and November of 2014. Those entities who sign on to the MOU will be asked to adopt the Plan upon completion.

## 2.2 RWMG

The members of the UFR RWMG consist of representatives of the following MOU signatory agencies:

- County of Plumas
- County of Sierra
- Sierra Valley Groundwater Management District (SVGWMD)
- Feather River Resource Conservation District (FRRCD)
- Sierra Valley Resource Conservation District (SVRCD)
- Lassen National Forest, Almanor Ranger District (Advisory)
- Plumas National Forest (Advisory)
- Tahoe National Forest, Sierraville Ranger District
- Representative from the Almanor Basin
- Plumas County Community Development Commission
- Native American Representative
- Plumas County Flood Control and Water Conservation District

It is anticipated that meetings of the RWMG will occur bimonthly. All meetings are subject to the Brown Act and will be publicly noticed in accordance with those requirements. Additionally, to make meetings more widely accessible for this rural area, video conferencing will be provided for non-local planning consultants and other “outside” experts, thereby reducing travel expenses and hours for RWMG meetings. Video-conferencing is intended to support the RWMG and the Workgroups.

The RWMG is charged with directly overseeing the development of the “unassigned planning topics” such as finance, plan performance and monitoring, baseline technical studies, and the relationship of IRWM planning to land use planning and statewide water planning. The RWMG will review information developed by IRWM staff and consultants on these topics, and direct further actions as appropriate. The RWMG will also retain direct oversight of stakeholder/DAC involvement and overall plan development and management. The RWMG may assign Resource Management Strategies (RMS) to the Workgroups, such as discussion and recommendations regarding cloud seeding, water transfers, conjunctive use, surface water storage, water conveyance, and water system reoperation.

It is the RWMG’s role to approve all final Plan chapters and final project selection and ranking. The RWMG will direct staff and consultants to develop additional input on draft chapters through Workgroups, workshops, and work sessions, as needed and as appropriate.

**Table 1. Summary of Meeting Topics and Chapter Review Responsibilities**

Meeting Topics/Chapters	Responsibility			
	RWMG	Workgroups	Workshops	Public Hearing
Governance	X			
Finance	X			
Regional Description		X		
Objectives		X		
Stakeholder Involvement/DACs	X			
Coordination			X	
Relation to Land Use Planning	X			
Relation to Local Water Planning	X			
Data Management		X		
Baseline Technical Study	X			
Climate Technical Study			X	
Resource Management Strategies		X		
Project Selection Criteria Process		X		
Integration			X	
Project Identification Presentations			X	
Project Selection/Ranking	X			X
Impacts and Benefits		X		
Plan Performance and Monitoring	X			
Review of Draft Plan		X		
Review/Approval of Final Plan				X

### 2.3 WORKGROUPS

Those signatories to the MOU not serving as RWMG members, other stakeholders in the region, and the interested public are encouraged to participate in Workgroups. Additionally, all Workgroup meetings will be noticed on the IRWM website and by email and will be open to the public. All Workgroup members agree to abide by the structure and meeting rules adopted by the RWMG, which are set forth in Section 4, below. The members of each Workgroup will elect a member (a Workgroup Chair) and an alternate to represent the Workgroups at RWMG meetings. The Consultant Team includes an assigned Workgroup Coordinator for each Workgroup who will coordinate and facilitate meetings and provide the Workgroups the necessary baseline data and information to support their efforts.

The Workgroups will, at a minimum, provide input on project selection and prioritization criteria, receive and present comments on draft chapter reviews, and invite and schedule presentations by technical experts, scientists, and others for Workgroup and RWMG meetings. Decision-making by members on proposed projects, draft chapters review, etc. will be structured to seek consensus or super majority agreement by members before being forwarded to the RWMG.

Each Workgroup will meet four times per year for a total of 32 Workgroup meetings over 2 years. Of those meetings, each year there will be one integration/coordination workshop for all the Workgroups to meet and receive updates and coordinate on respective efforts.

### 2.3.1 UFR IRWM WORKGROUPS

Four Workgroups will be established to focus discussions and to make recommendations for four areas of long-term interest within the UFR IRWM region:

#### 1. Agricultural Land Stewardship

This Workgroup includes irrigated lands, water quality issues, agricultural water supply reliability, and agricultural water use efficiency.

#### 2. Uplands and Forest Management

This Workgroup would include pollution prevention (wildfires, roads), watershed management (forest-water interactions), forest ecosystem restoration, upland recharge area protection, flood risk reduction (through wildfire risk reduction), precipitation enhancement (better groundwater infiltration and less evapotranspiration through forest stand density reduction), etc.

#### 3. Floodplains, Meadow and Waterbodies Management

This Workgroup would include recharge area protection, flood risk management, pollution prevention, ecosystem restoration, and maybe conjunctive management and groundwater.

#### 4. Municipal Services

This Workgroup would include recycled municipal water, urban water use efficiency, groundwater and surface water pollution prevention, water system reoperation, drinking water treatment and distribution, and perhaps groundwater and aquifer remediation, urban runoff management, and matching water quality to use.

Project prioritization, community education and outreach, and science and monitoring will be addressed within each of the four proposed Workgroups listed above. IRWM staff and consultants will be actively involved in helping the Workgroups to solicit and develop projects, review and comment on draft plan chapters, and to incorporate the “best available science” into their work.

### 2.3.2 HOW TO GET INVOLVED WITH UFR WORKGROUPS

Stakeholders identified through previous water planning efforts within the UFR region will be invited to attend the first RWMG meeting and participate in the planning process. It is anticipated that stakeholder involvement will occur primarily at the Workgroup level as well as attendance at RWMG meetings and workshops. Any member of the public interested in participating in Workgroups will be welcome as well and should contact the Workgroup Coordinators to express their interest. Email accounts have been established for each of the Workgroup Coordinators as follows:

Agricultural Lands Stewardship	<a href="mailto:UFR.agriculture@gmail.com">UFR.agriculture@gmail.com</a>
Uplands and Forest Management	<a href="mailto:UFR.uplands@gmail.com">UFR.uplands@gmail.com</a>
Floodplains, Meadows and Waterbodies Management	<a href="mailto:UFR.meadows@gmail.com">UFR.meadows@gmail.com</a>
Municipal Services Workgroup	<a href="mailto:UFR.municipal@gmail.com">UFR.municipal@gmail.com</a>

Public involvement is an important component of the IRWM process. Workgroup and RWMG meetings will comply with the Brown Act for public noticing and posting procedures, and will include the project website ([www.featherriver.org](http://www.featherriver.org)). A public comment period will be agendized at each meeting.

### 3 COMMUNICATIONS PLAN

The communications plan describes how the UFR IRWM Plan team will conduct outreach during the Plan development, which will include information on the following:

- The purpose and intended results of the communication effort, and strategies and methods to be used.
- How information will be disseminated to the general public.
- How outreach will be conducted to involve interests traditionally under-represented in IRWM Plans, with special focus on project development assistance.
- How IRWM activities will be coordinated with stakeholders.
- How UFR IRWM activities will be coordinated with other regional management planning efforts.

#### 3.1 COMMUNICATION STRATEGY AND METHODS

The overall communication strategy is inclusive and transparent. Outreach and communication efforts will take many forms, depending on the need (e.g., provide general background information, provide notice of upcoming public meetings) and target audience (e.g., general public, stakeholders). Communication methods will include, but not be limited to the following:

- Traditional media: When required or appropriate, press releases will be distributed to the media list in time to meet deadlines for local newspapers and radio public service announcements (PSAs) (KQNY) to inform the general public.
- Website: Background information, notice of public meetings, and information on Plan process and content will be posted on the UFR IRWM Plan Website ([www.featherriver.org](http://www.featherriver.org)). Additionally, an online GIS mapping tool will also be posted on the UFR website.
- Contact lists: Contact lists will be developed, and notice and information will be sent (via email, U.S. mail or phone, as appropriate) to those who have provided their contact information (e.g., through sign-up sheets at meetings).
- Personal communication: Local representatives of the IRWM Plan team and consultants will communicate directly with stakeholders and interested persons (via email, telephone, or U.S. mail), as appropriate and necessary.
- Meetings and workshops: Meetings and workshops will be conducted at various locations within the region, and for various purposes (e.g., Workgroups, public meetings), as needed and appropriate.
- Printed materials: Printed materials will be used throughout the IRWM Plan development process for increasing awareness and understanding. Materials may take many forms, including IRWM Plan flyers to be posted and otherwise made available in public places at key milestones, educational materials provided at meetings, a limited number of hard copies of IRWM Plan

documents as they become available, and meeting handouts to facilitate public understanding and participation.

### 3.1.1 MEETING GUIDELINES

The following meeting guidelines were approved by the RWMG during the September 24, 2014 meeting. The intent of the guidelines are to encourage a respectful, collaborative, and focused atmosphere for all project meetings, including RWMG, Workgroup, workshops, and public hearings. Guidelines established by the RWMG will be posted and reviewed at each meeting.

#### ***Help the group accomplish the meeting objectives***

1. Focus on interests rather than positions; be flexible about solutions and take into account the interests of the group as a whole.
2. Actively listen; make learning and understanding a priority.
3. Abide by the “no surprises” rule: raise interests/concerns early to promote effective problem solving.
4. Understand and support the collaborative and transparent decision-making process:
  - a. Support what you can – from strong support to “I can live with it”
  - b. If you disagree with a proposal or a consensus decision, explain what would be necessary to get your support and/or offer an alternative.
5. Respect agreements about designated representatives (e.g. Workgroup Chair, etc.).
6. Public comment period for items not on the agenda will occur at every Workgroup and/or RWMG meeting.

#### ***Follow common discussion guidelines***

1. Respect the agenda; stay on topic and on time by being concise and not repeating information unless necessary for understanding.
2. Use name card tents or raise hands to indicate you’d like to speak:
  - a. Stand card on end or raise hands to get into the queue.
  - b. Wave card or hands to speak out of queue to make a directly related point.
3. One person speaks at a time.
4. Let speakers finish their thoughts.
5. Check your understanding by asking questions.
6. Listen to understand, not contradict.
7. Avoid side discussions and hold phone conversations until breaks.
8. The Chair may call a break for side discussion, if needed, at any time.
9. Meetings will begin on time and end when business is completed, or by mutual agreement.

#### ***Be comfortable and make it comfortable for others***

1. Notify the facilitator/coordinator if breaks are needed, or other special meeting management requests.
2. Use respectful language.

3. Be hard on problems, easy on people.
4. Constructive, honest debate is desirable.
5. Respect the views of others.
6. Insert humor, but not at someone else's expense.

### 3.1.2 DRAFT SCHEDULE OF MEETINGS AND MEETING MILESTONES

This schedule of milestones focuses on the Regional Water Management Group (RWMG) tasks and proposed schedule for keeping the Integrated Regional Water Management Plan (IRWM Plan/Project) moving toward completion within two years. The Work Plan for the IRWM Plan includes 12 RWMG meetings over a 2-year period, occurring approximately every other month for the duration of the Project. Meeting minutes will be prepared for each meeting and will include a summary of discussions, action items, and decisions. The meeting minutes will be reviewed for concurrence at the beginning of each following RWMG meeting. Draft and final meeting minutes will be maintained on the Plan portal. The following tentative schedule of RWMG tasks are broken down by meeting and include a tentative agenda summary and list of milestones designed to keep the Project on schedule for a two-year completion date. At a minimum, attendees of the RWMG meetings will include the RWMG members, chairpersons from each of the Workgroups, and Project staff. Each meeting will be open to the public and time will be included in each RWMG meeting for public input.

**Table 2. Schedule of Plan Chapter Preparation**

<b>Chapter</b>	<b>Year 1</b>	<b>Year 2</b>
Governance	X	
Finance		X
Regional Description	X	
Objectives	X	
Stakeholder Involvement/DACs	X	X
Coordination		X
Relation to Land Use Planning	X	
Relation to Local Water Planning	X	
Data Management	X	X
Baseline Technical Study	X	
Climate Technical Study		X
Resource Management Strategies		X
Project Selection Criteria Process	X	
Integration		X
Project Identification Presentations	X	
Project Selection/Ranking	X	
Impacts and Benefits		X
Plan Performance and Monitoring		X
Review of Draft Plan		X
Review/Approval of Final Plan		X

### 3.1.2.1 RWMG MEETINGS SCHEDULE: YEAR ONE

#### *MEETING NO. 1*

Meet and seat new RWMG candidates. Meet the IRWM Plan update team. Hear DWR presentation on the IRWM Program. Review revised MOU. Review draft Stakeholder Involvement Plan (SIP) Plan. Collect public contact information/emails for distribution of information. Review Governance proposal and hear presentation on Governance for adjoining IRWMs.

#### *Milestones*

- Review and establish meeting rules (SIP)
- Establish RWMG
- Establish Workgroups
- Establish Workgroup Chairs
- Assign Regional Management Strategies (RMS) to Workgroups
- Schedule RWMG meetings out 12 months

#### *MEETING NO. 2*

Review and approve RWMG Meeting No. 1 meeting minutes and website postings. Hear presentation on website portal and website. Review draft Project development schedule. Review “Call for Science and Technical Studies” letter. Review “Call for Projects” letter. Take a “virtual tour” of the website.

#### *Milestones*

- Approve SIP Plan
- Adopt revised MOU and distribute for signatures
- Mission Statement
- Introduction to Project Development and review the projects solicitation “Call for Projects” letter to UFR IRWM distribution list
- Approve project development schedule
- Approve “Call for Science and Technical Studies” letter (for the Regional Description and Baseline Studies Chapters)
- Approve website initiation and posting of Governance Structure and RWMG meeting minutes

#### *MEETING NO. 3*

Review and approve RWMG Meeting No. 2 meeting minutes and website postings. Review the SIP for applicability and refinement, if appropriate. Hear updates from Workgroup Chairs. Hear updates on disadvantaged communities (DAC) identification and outreach. Hear updates on Tribal outreach and presentation on Tribal Engagement Plan. Hear presentation on updating Plan chapters. Review Plan Goals and Objectives.

#### *Milestones*

- Review SIP progress
- Approve chapter development schedule

- Review and comment on draft Goals and Objectives, send to Workgroups for comments
- Direct next steps for developing project selection and ranking criteria (for IRWM Projects)
- Presentation on Tribal Engagement Plan
- Schedule Project Solicitation public meetings

#### *MEETING NO. 4*

Review and approve RWMG Meeting No. 3 meeting minutes and website postings. Hear updates from Project Solicitation hearings. Review Workgroups' draft projects lists and review recommendations from Workgroups on Project selection and ranking criteria. Review other projects received. Hear presentation on updating Plan chapters beginning with the "Regional Description" chapter.

#### *Milestones*

- Review and comment on draft Regional Description – send drafts to Workgroups for comment
- Review draft Project Selection Criteria – send to Workgroups for review and comment on draft Project Selection criteria
- Schedule a joint meeting/workshop with all Workgroups for selected project integration and coordination
- Schedule Workgroup presentations (on RMS and draft chapter review tasks)

#### *MEETING NO. 5*

Review and approve RWMG Meeting No. 4 meeting minutes and website postings. Hear short updates from Workgroups. Hear presentation on Baseline Technical Study. Discuss "Other" RMS Strategies. Invite speakers to review and discuss Project Selection and Ranking Criteria and integration with DAC assessment and DAC map development.

#### *Milestones*

- Workgroup presentations on projects
- Direct further actions on "Other" RMS Strategies
- Review draft Baseline Technical Study – send drafts to Workgroups for comments

#### *MEETING NO. 6*

Review and approve RWMG Meeting No. 5 meeting minutes and website postings. Hear updates from Workgroups. Discuss results from the Project Integration and Coordination joint meeting/workshop. Hear presentation on DAC and Tribal survey results. Hear presentation on DAC assessment and DAC map. Hear status report on Regional Description and Objectives chapters. Review draft Water Planning and Land Use Planning Chapter.

#### *Milestones*

- Discuss, review, and adopt Priority Projects
- Schedule RMS presentations by Municipal Services Workgroup and Agricultural Lands Stewardship Workgroups

- Review draft Water Use Chapter – send drafts to Workgroups for comments
- Review draft Land Use Chapter – end drafts to Workgroups for comments

### 3.1.2.2 RWMG MEETINGS SCHEDULE: YEAR TWO

#### *MEETING NO. 7*

Review and approve RWMG Meeting No. 6 meeting minutes and website postings. Hear updates from Workgroups. Review status of priority Round 3 Implementation Projects with MOU signatories (project applicants must be MOU signatories).. Invite speakers to review and discuss Project Selection and Ranking Criteria and Integration, IRWM Priority Projects list, and Community Vulnerability Study.

#### *Milestones*

- Review draft Municipal Resource Management Strategies (RMS) – send drafts to Municipal Workgroups for comments
- Review draft Upland and Forest Management (RMS) Strategies – send drafts to Uplands and Forest Management Workgroup for comments
- Review draft Agricultural Lands Stewardship (RMS) Strategies – send drafts to Workgroups for comments
- Review draft Meadows, Floodplains, and Waterbodies Management (RMS) Strategies – send drafts to Workgroups for comments
- Review drafts of “Other” RMS Strategies
- Schedule “Climate Technical Studies and Science” Workshop

#### *MEETING NO. 8*

Review and approve RWMG Meeting No. 7 meeting minutes and website postings. Hear updates from Workgroups. Update on the Round 3 Implementation Grant Application. Hear RMS presentations by the four Workgroups. Hear presentation of Community Vulnerability Study. Hear presentation on Integration and Coordination Chapters. Invite speakers on Integration and Coordination to engage in discussion with RWMG and Workgroups.

#### *Milestones*

- RMS presentations by:
  - Municipal Services Workgroup
  - Meadows/Floodplains/Waterbodies Management Workgroup
  - Upland and Forest Management Workgroup
  - Agricultural Lands Stewardship Workgroup
- Presentation of Community Vulnerability Study
- Presentation of Integration and Coordination Chapters

#### *MEETING NO. 9*

Review and approve RWMG Meeting No. 8 meeting minutes and website postings. Hear updates from Workgroups. Update on the Round 3 Implementation Grant Application. Hear updates from Climate Science workshop. Hear presentation on draft chapter. Invite comments on approaches to discussing

climate adaptation in the Plan from Workgroups and others. Hear updates from the Integration and Coordination workshop. Hear presentation on the Economic Value of Water in the UFR Basin by Dr. Bill Stewart. Hear presentation on the Forest-Water Study. Review Integration and Coordination chapter. Review the Finance, Impacts and Benefits, and Plan Performance and Monitoring Chapters.

#### **Milestones**

- Review drafts of the Finance, Impacts and Benefits, and Plan Performance and Monitoring Chapters. Send drafts to Workgroups for further comments
- Review draft Integration and Coordination Chapter – send drafts to Workgroups for workshop
- Review draft Climate Chapter – solicit and incorporate comments; send drafts to Workgroups for further comments
- Presentation on Economic Value of Water in the UFR Basin
- Presentation on Forest-Water Study
- Schedule 2<sup>nd</sup> project coordination and integration workshop

#### **MEETING NO. 10**

Review and approve RWMG Meeting No. 9 meeting minutes and website postings. Hear updates from Workgroups. Update on the Round 3 Implementation Grant Application. Hear update on 2<sup>nd</sup> project coordination and integration workshop. Hear presentation on administrative draft Plan.

#### **Milestones**

- RWMG receives “administrative draft” copies of draft Plan for RWMG
- Schedule public hearings on draft Plan

#### **MEETING NO. 11**

Review and approve RWMG Meeting No. 10 meeting minutes and website postings. Approve Draft Plan for release to the public for review and comment. Hold public hearings.

#### **Milestones**

- Approve Draft Plan for release for public review
- Schedule two public hearings on Draft Plan

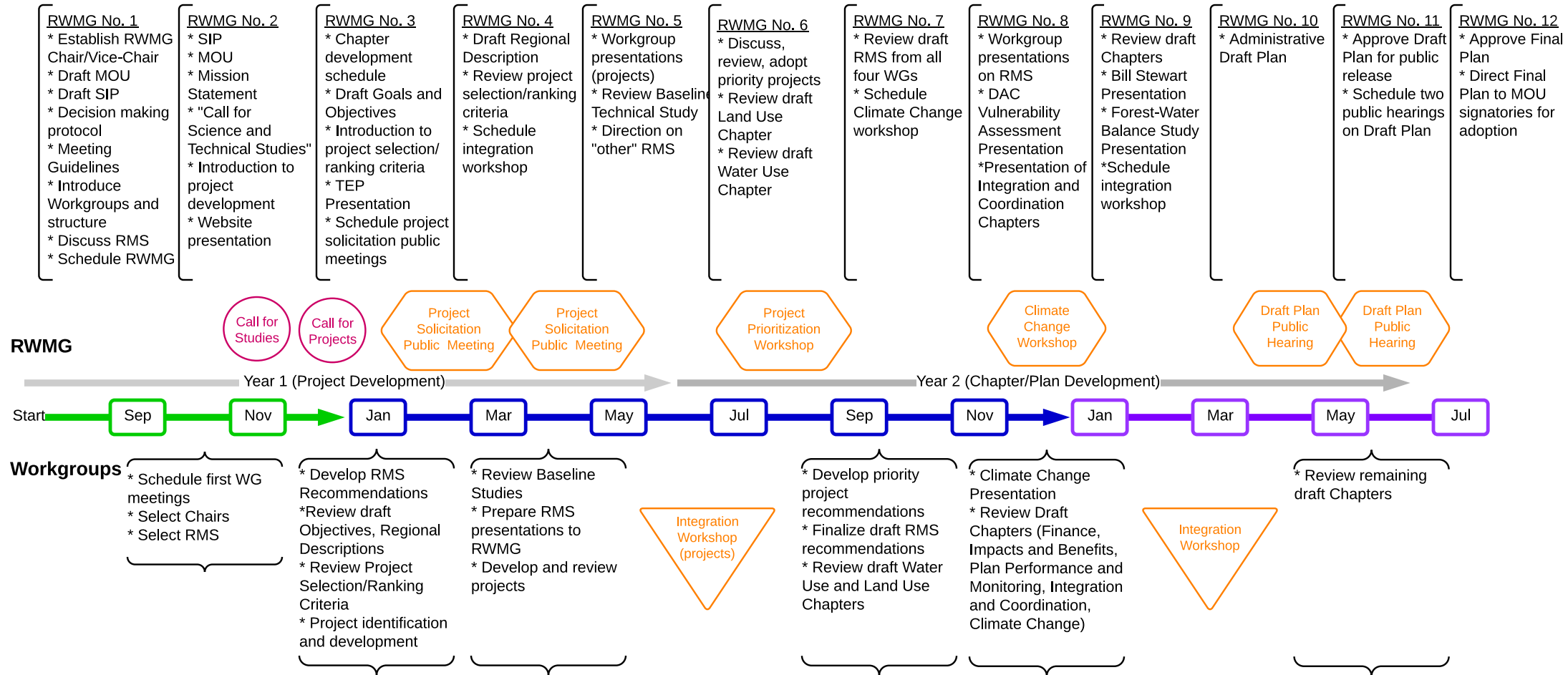
#### **MEETING NO 12**

Review and approve RWMG Meeting No. 11 meeting minutes and website postings. Review “Responses to Comments” and the Final Plan.

#### **Milestones**

- The RWMG approves the Final Plan and transmits final Plan to MOU signatories for adoption

# UFR IRWM Plan Update Schedule



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### 3.1.2.3 WORKSHOPS AND WORK SESSIONS

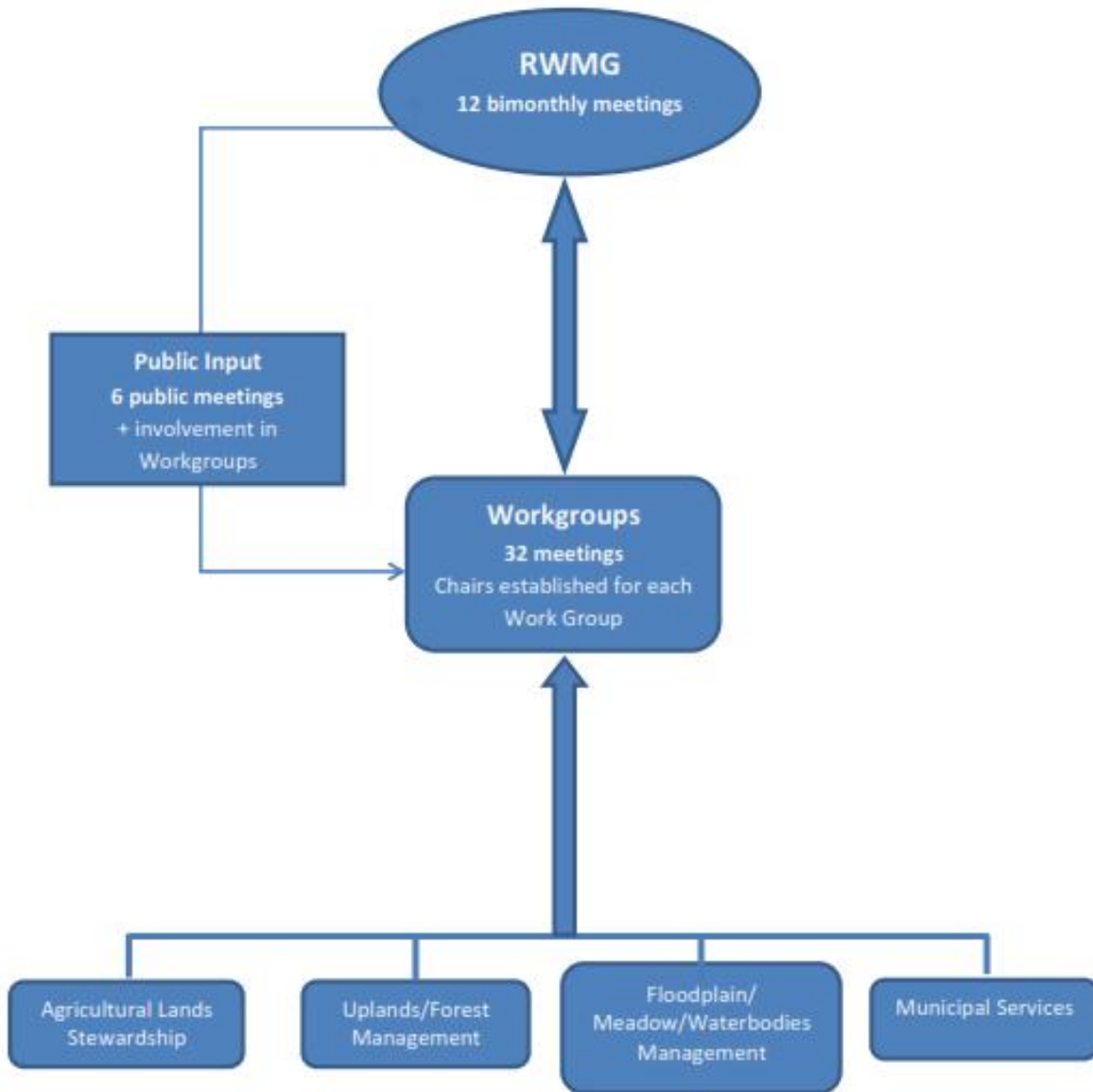
A number of additional workshops will be held to discuss and address overarching Plan issues. The following identifies 5–9 additional workshops and sessions to be held over the course of the 2-year planning process, and includes up to 3 work sessions for conflict resolution should the need arise (see Table 1).

- Integration and Coordination (2–3 workshops): At a minimum, all the workgroups would convene together for two facilitated integration and coordination workshops during the planning period.
- Climate Change and Project Prioritization (2 workshops): At these workshops, expert panels and the workgroups will meet to (1) advance region-wide planning and projects; (2) brainstorm integrated approaches to “cross-cutting” issues such as changing hydrology or inadequate resources, or science needs, etc.; and (3) focus on clarifying or resolving planning ambiguities, inconsistencies, redirected impacts, or conflicts.
- Tribal Engagement Annual Meeting (1 work session): This meeting will be coordinated by the Native American Representative, Tribal Outreach Coordinators and Tribal signatories to the MOU for the purpose of increasing Tribal engagement and participation.
- Conflict resolution work sessions (1–3 work sessions): These optional workshops may be organized to focus on areas of disagreement and other topics where better agreement and understanding is desired. The conflict resolution workshops will be scheduled by the RWMG, as needed.

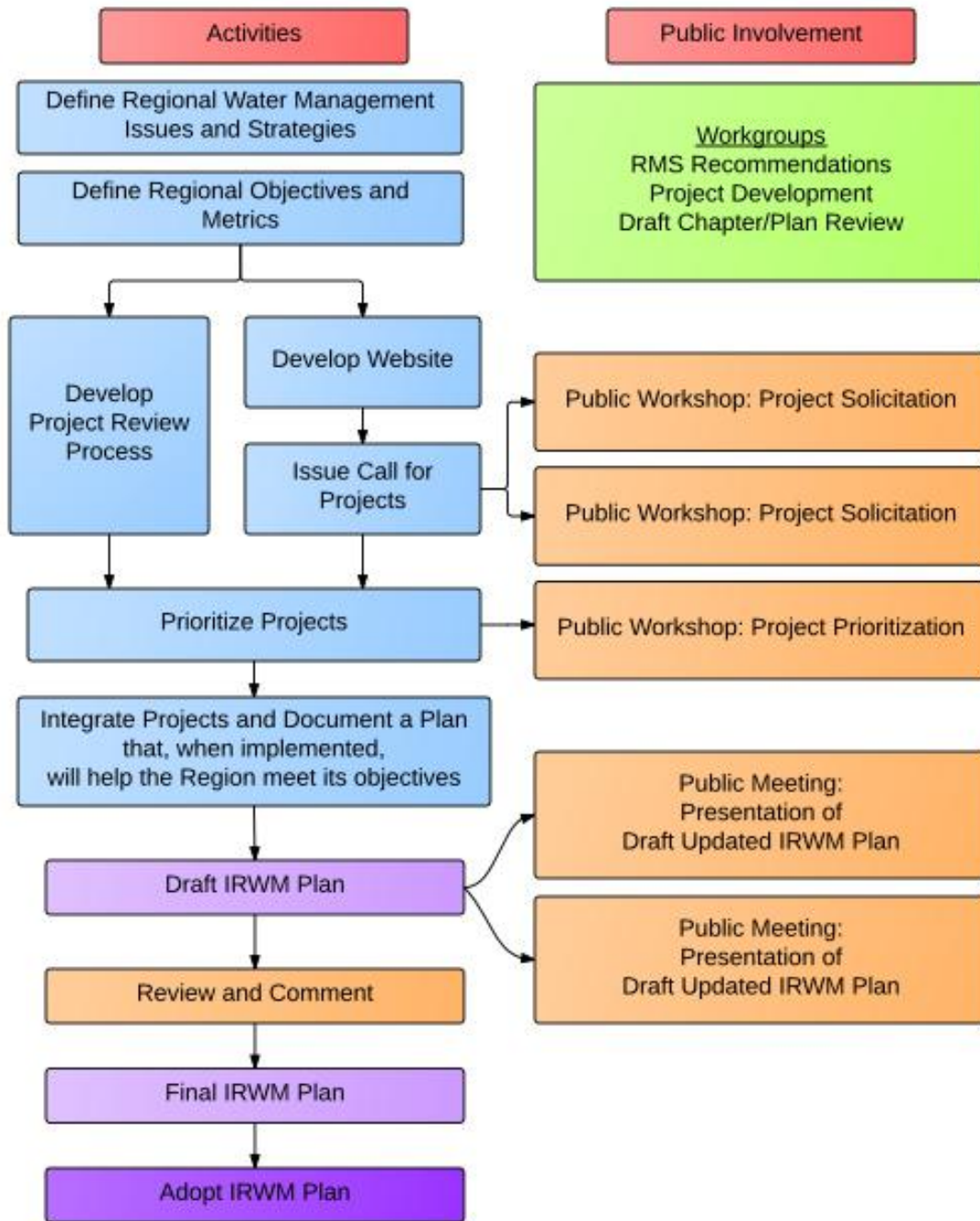
### 3.1.2.4 SUMMARY OF MEETINGS

Meeting type	Number of Meetings
RWMG	12
Workgroups	32
Workshops/sessions:	
Integration/Coordination	2–3
Climate Change/Project Prioritization	2
Tribal Engagement Annual Meeting	1
Conflict Resolution	1–3
Public Information:	
RWMG hosted	4
Public Hearings	2
<b>Total Meetings</b>	<b>56–59</b>

**FIGURE 1 ORGANIZATIONAL CHART**



**FIGURE 2 IRWM PLAN UPDATE PROCESS**



### 3.1.3 INITIAL EMAIL AND CONTACTS LIST

The following list identifies the MOU members of the Feather River Regional Water Management Group (2009), which is the initial list of stakeholders. We will be working to update this list and anticipated that additional stakeholders will be identified through the development of the IRWM. The 2009 MOU is attached as an Appendix.

UFR IRWM Memorandum of Understanding Members				
No	Member	Representative	Name	Email Address
1	City of Portola	City Manager	Robert Meacher	<a href="mailto:r.meacher@ci.portola.ca.us">r.meacher@ci.portola.ca.us</a>
2	County of Plumas	BOS	Terry Swofford	<a href="mailto:terrellswofford@sbcglobal.net">terrellswofford@sbcglobal.net</a>
3	County of Sierra	Planning Director	Tim Beals	<a href="mailto:tbeals@sierracounty.ca.gov">tbeals@sierracounty.ca.gov</a>
4	Feather River Canyon CSD		Jeffery Wilson	
5	Feather River Coordinated Resource Management	Program Manager	Jim Wilcox, Jr.	<a href="mailto:jim@plumascounty.org">jim@plumascounty.org</a>
6	Feather River Land Trust	Executive Director	Paul Hardy	<a href="mailto:phardy@frlt.org">phardy@frlt.org</a>
7	Feather River Trout Unlimited, Chapter 905	President	Cindy Noble	<a href="mailto:cindy.noble@frtu.org">cindy.noble@frtu.org</a>
8	Gold Mountain CSD		Ivan Gossage	<a href="mailto:goldmtncsd@sbcglobal.net">goldmtncsd@sbcglobal.net</a>
9	Greenhorn Creek CSD		Roy Carter	<a href="mailto:roycarter@greenhorncsd.org">roycarter@greenhorncsd.org</a>
10	Greenville Rancheria	Tribal Administrator	Patty Allen	<a href="mailto:pallen@greenvillerrancheria.com">pallen@greenvillerrancheria.com</a>
11	Grizzly Lake Resort Improvement District		Juli Thompason	<a href="mailto:glrid@att.net">glrid@att.net</a>
12	Grizzly Ranch CSD	General Manager	Bob Perreault	<a href="mailto:bobperreault@countyofplumas.com">bobperreault@countyofplumas.com</a>
13	Indian Valley CSD		Sharrol Robinson	<a href="mailto:ivcsd@frontiernet.net">ivcsd@frontiernet.net</a>
14	Mountain Meadows Conservancy	Board President	Steve Robinson	<a href="mailto:mountainmeadows@frontiernet.net">mountainmeadows@frontiernet.net</a>
15	Plumas Corporation	Program Manager	Jim Wilcox, Jr.	<a href="mailto:jim@plumascounty.org">jim@plumascounty.org</a>
16	Plumas County Community Development Commission	Interim Executive Director	Tom Yagerhofer	<a href="mailto:tyagerhofer@plumscdc.org">tyagerhofer@plumscdc.org</a>
17	Plumas County Fire Safe Council	Chair	Brian West	<a href="mailto:board@plumasfiresafe.org">board@plumasfiresafe.org</a>
18	Plumas County Flood Control and Water Conservation District	Co-Manager	Randy Wilson	<a href="mailto:randywilson@countyofplumas.com">randywilson@countyofplumas.com</a>
19	Plumas-Eureka CSD	General Manager	Frank Motzkus	<a href="mailto:frmotzkus@digitalpath.net">frmotzkus@digitalpath.net</a>
20	Quincy CSD	General Manager	Larry Sullivan	<a href="mailto:katie@quincycsd.com">katie@quincycsd.com</a>
21	Sierra County Fire Safe and Watershed Council	Executive Director	Irv Christensen	<a href="mailto:irvteri@att.net">irvteri@att.net</a>
22	Sierra Institute for Community and Environment	Executive Director	Jonathan Kusel	<a href="mailto:jkusel@sierrainstitute.us">jkusel@sierrainstitute.us</a>

23	Sierra Valley Ground Water Management District	Secretary	Julianna Walsh	<a href="mailto:sierravalleygmd@sbcglobal.net">sierravalleygmd@sbcglobal.net</a>
24	Sierra Valley Mutual Water Company		Noel Gibford	
25	University of California Cooperative Extension, UC Agriculture and Natural Resources	Associate Vice President	Richard Standiford	<a href="mailto:standifo@berkeley.edu">standifo@berkeley.edu</a>
26	Upper Feather River Watershed Group	Chairman	Russell Reid	<a href="mailto:UFRW-Group@ufrwg.org">UFRW-Group@ufrwg.org</a>
27	USDA Natural Resources Conservation Service	District Conservationist	Dan Martynn	<a href="mailto:dan.martynn@ca.usda.gov">dan.martynn@ca.usda.gov</a>
28	Walker Ranch CSD	General Manager	Bob Perreault	<a href="mailto:bobperreault@countyofplumas.com">bobperreault@countyofplumas.com</a>

UFR IRWM Regional Water Management Group (RWMG)			
Contact	Agency Represented	Phone	Email
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# APPENDICES

**Upper Feather River  
Integrated Regional Water Management**

**RWVG Meeting No. 2  
November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** IRWM Program/RWVG Mission Statement  
**Date:** November 9, 2014

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**INTRODUCTION**

By definition, a mission statement is a statement of the purpose of an organization or its reason for existing. The mission statement should guide the actions of the organization, spell out its overall goal, provide a path, and guide decision-making.

The mission statement should be a concise statement that informs the public of the intent and primary goals of the Upper Feather River IRWM Program and RWVG. Staff reviewed the 2005 UFR IRWM Plan, the 2009 Region Acceptance Process (RAP) application, the 2009 MOU, and other IRWM Programs to develop a the following draft mission statements for discussion and consideration.

Draft Mission Statements:

1. To provide stability and consistency in the planning, management, and coordination of resources within the Upper Feather River Watershed and to implement projects to benefit the region. To ensure that IRWM funding and other future funding is expended in the best way possible to enhance the many beneficial uses of water and other resources in the Upper Feather River Region for the benefit of the region itself and for greater California. *(Based on 2009 MOU)*
2. The mission of the UFR IRWM Program/RWVG is to provide water managers, water users, and the people of the region with current information about local water issues and watershed conditions, to support the development of a shared understanding of current and future water management challenges and opportunities, to foster broad stakeholder input and support, and to develop a plan and priority actions for a durable water future in the UFR Basin.
3. To effectively perpetuate local control and regional collaboration on a water management portfolio with broad stakeholder support to address regional priorities within the Upper Feather River Watershed. *(Based on UFR RAP)*

4. To implement an integrated strategy that guides the Upper Feather Region toward protecting, managing and developing reliable and sustainable water resources.
5. The mission of the UFR IRWM Program/RWVG is to promote a healthy Upper Feather River watershed through community involvement in stewardship, restoration and education.

## **REQUEST FOR DISCUSSION AND POSSIBLE ACTION**

Discussion, possible action, and/or direction to staff regarding a mission statement for the UFR IRWM Program/RWVG.

**Upper Feather River  
Integrated Regional Water Management**

**RWVG Meeting No. 2  
November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** "Call for Science and Technical Studies"  
**Date:** November 9, 2014

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**INTRODUCTION**

The development of a Baseline Technical Study is one of the tasks of the Plan Update. The "Call for Science and Technical Studies" is intended to serve a dual purpose: to collect information necessary for developing the Baseline Technical Study for the Upper Feather River Region, and as a means of encouraging stakeholder and agency participation in the Plan Update process.

The data and studies collected for this effort will build upon the baseline studies collected for the existing 2005 Plan. Ultimately, the information will provide the basis for updating the regional description and baseline conditions for the Plan Update. We will be creating a library of collected studies, reports and data that will be publicly accessible on the website ([www.featherriver.org](http://www.featherriver.org)).

**REQUEST FOR DISCUSSION AND POSSIBLE ACTION**

Approve the "Call for Science and Technical Studies" for distribution to stakeholders, agencies and organizations within the Upper Feather River Region.

Attachment "Call for Science and Technical Studies"

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**Upper Feather River Integrated Regional Water Management Program  
Regional Water Management Group**

DATE

RE: "Call for Science and Technical Studies"

Dear Sir/Madam,

The Upper Feather River Regional Water Management Group is requesting assistance in collecting information to support the current update of the 2005 Upper Feather River Integrated Regional Water Management Plan. You are invited to submit data, studies and/or reports as they relate to the Upper Feather River watershed and its communities. Some of the topics of interest that will be addressed in the IRWM Plan Update include, but are not limited to, the following:

- Surface and Groundwater sources and management
- Water quality
- Agricultural lands management and restoration
- Ecosystem conditions and restoration
- Flood and floodplain management
- Watershed conditions and management
- Fire and vegetation management
- Forest ecosystem conditions and management
- Stormwater management
- Wetlands
- Water supply assessments
- Hydrology and hydrogeology studies
- Land use management
- Recreation resources and plans
- Municipal service reviews
- Water and wastewater infrastructure studies
- Community vulnerability assessments
- Socioeconomic studies

The information and data collected through this effort will build upon the baseline studies collected for the existing Plan (2005) to further the development of the Plan Update, particularly in preparing the regional description and baseline conditions of the UFR Region. We will be creating a library of collected studies, reports, and data that will be publicly accessible on the website: [www.featherriver.org](http://www.featherriver.org).

We welcome your assistance and participation in this collaborative effort to develop a regionally relevant and focused IRWM Plan. If you or your agency would like to participate in the development of the IRWM Plan Update, your involvement is encouraged in one or more of the four Workgroups: Uplands and Forest; Agricultural Land Stewardship; Floodplains, Meadows, and Waterbodies; and Municipal. The Workgroups will be developing regional resource management strategies, providing input on project selection and prioritization criteria, and providing input on draft Plan chapters.

Please submit data, studies, and/or reports, in PDF format, if possible. To submit information, or to receive information regarding participating in the Workgroups, please contact us at [UFR.contact@gmail.com](mailto:UFR.contact@gmail.com).

We appreciate your assistance and interest!

Sincerely,

Upper Feather River Regional Water Management Group

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**Upper Feather River  
Integrated Regional Water Management**

**RWVG Meeting No. 2  
November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Project Development Introduction  
**Date:** November 9, 2014

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**INTRODUCTION**

The project development process is scheduled to occur over the next eight months, beginning with a project solicitation package and resulting in a prioritized list of projects to include in the Plan. The process includes a total of three public meetings: two project solicitation hearings in select locations within the Basin, and one project prioritization workshop just prior to incorporating a final list of projects into the Draft Plan.

*A IRWM Plan Project Development Manual<sup>1</sup>* has been developed for DWR and IRWM Region use that provides guidance for stakeholders and project sponsors through the project and proposal development process (see Attachment 2). Because the Manual has just recently been completed, it has not yet been used by any of the regions, most of which have already submitted their IRWM Plans to DWR. The Manual provides a comprehensive overview and direction for project submittal, including step by step instructions and forms. Staff recommends posting the Manual on the Plan website as a reference for the Workgroups and project proponents.

**What is an eligible IRWM Plan Project?**

IRWM Plan projects are the vehicles for Plan implementation. It is through projects that the IRWM region is able to achieve the goals and objectives collaboratively developed by the region's stakeholders. IRWM Plan projects do not exist as stand-alone efforts, but are integrated into the larger landscape of the region and often involve multiple organizations or agencies.

Projects must contribute to the IRWM Plan's goals and objectives. Plan objectives establish targets for the group in addressing the issues identified during Plan preparation and link issues to the targeted strategies that address them. Hence, objectives form the foundation of the planning process and the basis for implementation projects. The objectives must be measurable; they must communicate, in either quantitative or qualitative terms, how the objectives will be met. Projects that are designed to

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<sup>1</sup> The *IRWM Plan Project Development Manual* was developed by Burdick & Co. as one of the grant tasks for the Upper Sacramento, McCloud, and Lower Pit IRWM Plan (January 2014).

address specific objectives (and wherever possible multiple objectives) are at the heart of IRWM implementation. UFR IRWM Plan objectives will be on the January RWMG meeting agenda.

Eligible IRWM Plan projects must address multiple benefits and include one or more of the following elements.

- Water supply reliability, water conservation, and water use efficiency
- Stormwater capture, storage, clean-up, treatment, and management
- Removal of invasive non-native species; the creation and enhancement of wetlands; and the acquisition, protection, and restoration of open space and watershed lands
- Non-point source pollution reduction, management, and monitoring
- Groundwater recharge and management
- Contaminant and salt removal through reclamation, desalting, and other treatment technologies and conveyance of reclaimed water for distribution to users
- Water banking, exchange, reclamation, and improvement of water quality
- Watershed protection and management
- Drinking water treatment and distribution
- Ecosystem and fisheries restoration and protection

#### **How do Projects become part of the IRWM Plan?**

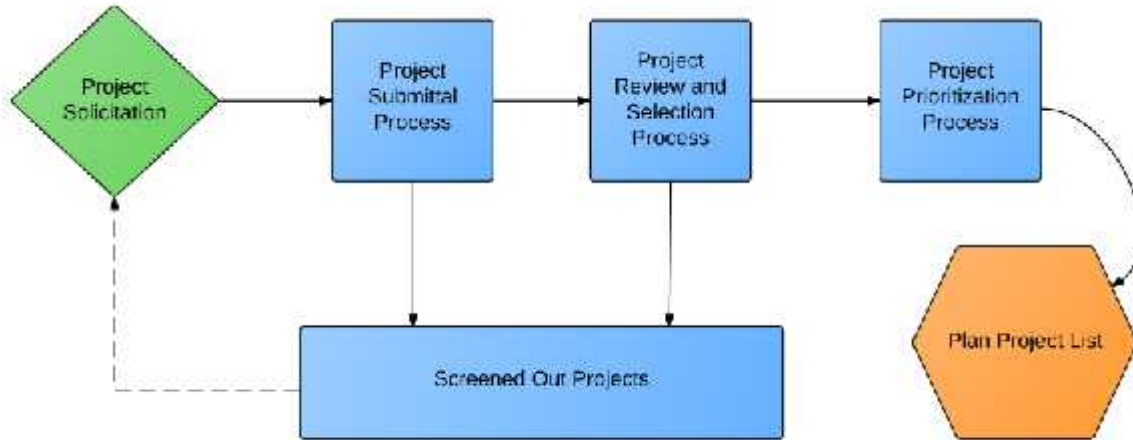
Projects are brought to the IRWM Plan process by sponsoring stakeholder organizations, agencies, or groups of stakeholders within the IRWM region. Individuals must find a sponsoring entity for their project, as projects cannot be sponsored by an individual. To become part of the IRWM Plan document (and thus eligible for consideration for future DWR funding), projects go through a process of development, first within the entity that identified the project, potentially with other partners in the region, and then within the IRWM Plan's governance group. This development and review process varies by IRWM Plan, but according to DWR, it must consider at a minimum:

- a) How the project contributes to the IRWM Plan objectives
- b) How the project is related to resource management strategies selected for use in the IRWM Plan
- c) Technical feasibility of the project
- d) Specific benefits to DAC water issues
- e) Specific benefits to critical water issues for Native American Tribal communities
- f) Environmental Justice (EJ) considerations
- g) Project costs and financing
- h) Economic feasibility, including water quality and water supply benefits and other expected benefits and costs
- i) Project status
- j) Strategic considerations for IRWM Plan implementation
- k) Contribution of the project in adapting to the effects of climate change in the region
- l) Contribution of the project in reducing GHG emissions as compared to project alternatives

Additional considerations include:

- Whether the project proponent has adopted or will adopt the IRWM Plan
- For IRWM regions that receive water supplied from the Sacramento-San Joaquin Delta, how the project or program will help reduce dependence on the Sacramento-San Joaquin Delta for water supply

Because of the length and complexity of this list of considerations, many groups choose to take a step-by-step and/or phased approach for reviewing and adopting projects into an IRWM Plan document.



### How do Projects get funded?

Projects must be adopted into an IRWM Plan to access IRWM grant programs. In other words, once a project has been adopted into an IRWM Plan, it becomes technically eligible for IRWM Plan-specific funds through DWR. However, this does not mean that a project will be automatically funded, or be included in funding proposals. As with any grant program, DWR requires projects and proposals to fit within a framework with specific priorities. When a project is adopted into the IRWM Plan it is one critical step closer to being included in a funding proposal to DWR. As a project proponent or sponsor (the entity proposing a project) they are free to utilize the project materials developed within the IRWM process to pursue other sources of funding as well.

#### Steps:

1. **Pre-Concept.** This is the earliest stage of a project’s evolution when a problem or issue may need to be solved, but the next steps are unclear. Bring the issue or problem to the IRWM Plan group for discussion and development. Through this process it is possible to identify appropriate actions to address or solve the problem or issue, as well as discover partnership and integration opportunities to advance the idea.
2. **Conceptual.** The project idea is defined, but the tasks or activities involved have not been described, a budget has not been created, and no proposal materials exist. In this case, review the DWR guidelines or proposal solicitation package (if available) and the IRWM Plan to determine whether the project concept is generally compatible with the IRWM program. Reviewing the PSP and the IRWM Plan can also help refine the project concept, articulate the needs and issues associated with the project, and identify opportunities for integrating the project into a larger effort or across jurisdictions. In some cases, conceptual projects can be submitted as a conceptual application. Contacting the RWVG and potential partners about possible integration with other projects is recommended at this point.

3. Fully Developed Project. A project is fully formed when the following components have been developed: tasks or activities are described, budget needs have been articulated, partners identified and confirmed, and design and permitting needs have been determined. As with the conceptual stage, it is important to verify that the project is in line with the eligibility criteria described in the DWR guidelines.

IRWM planning decisions can lead to existing projects being combined with others (integrated) or significantly revised as integration evolves. Part of the advantage of regional planning is addressing similar objectives of local interests with a regional project. IRWM can help project sponsors by fostering partnerships or linking resources such as personnel, finance, and equipment, and enabling economies of scale.

4. Shovel Ready/Read-to-Proceed. A project is shovel ready/ready-to-proceed when all of the project components are fully developed *and* all design and permitting (including environmental permitting under the California Environmental Quality Act, or CEQA, and/or National Environmental Protection Act [NEPA]) is complete. Projects achieving this status are usually more competitive and more easily integrated into funding proposals.

### **Is there funding available?**

Available funding for Proposition 84 Round 3 implementation projects has been substantially reduced by the recent Drought Implementation Solicitation. Consequently, competition for the remaining Round 3 funds is expected to be high while the fund pool is much smaller. Further, it is unlikely the UFR Plan will be adopted prior to the Round 3 solicitation. However, the passage of Proposition 1A looks to provide \$810 million in future funding opportunities for those regions with adopted IRWM Plans consistent with Part 2.2 of Division 6 of the California Water Code, and which responds to climate change and regional water security. Of that amount, \$37 million has been earmarked for the Sacramento River hydrologic region and \$13 million for the Mountain Counties Overlay. As noted above, project developed through the IRWM process may also be eligible for other sources of funding.

The region has been very successful in obtaining project implementation grant funding to date. Following the UFR IRWM Plan adoption in 2005, Plumas County successfully acquired \$7,000,000 in Proposition 50 grant funds from the Department of Water Resources for \$8,528,685 of projects within the Basin, including the 25 percent match requirement of the grant. For informational purposes, Attachment 3 includes a summary of the projects funded through the Proposition 50 grant. Attachment 4 is a list of “example” projects from the 2005 UFR IRWM Plan and provides background information on the projects submitted and included at that time.

### **SUGGESTED APPROACH TO PROJECT DEVELOPMENT**

Each IRWM group derives its own unique approach to project development and submission. There are a number of approaches the UFR Regional Water Management Group (RWMG) can use in their development of the project development process.

All projects must address one or more of the IRWM Plan’s objectives. During the third RWMG meeting, scheduled for January, the RWMG will be asked to consider and adopt goals and objectives for the Plan Update. The 2005 Plan’s goals and objectives will form the basis for development of updated goals and

objectives for the Plan Update. The updated goals and objectives will provide guidance to stakeholders as they develop their projects.

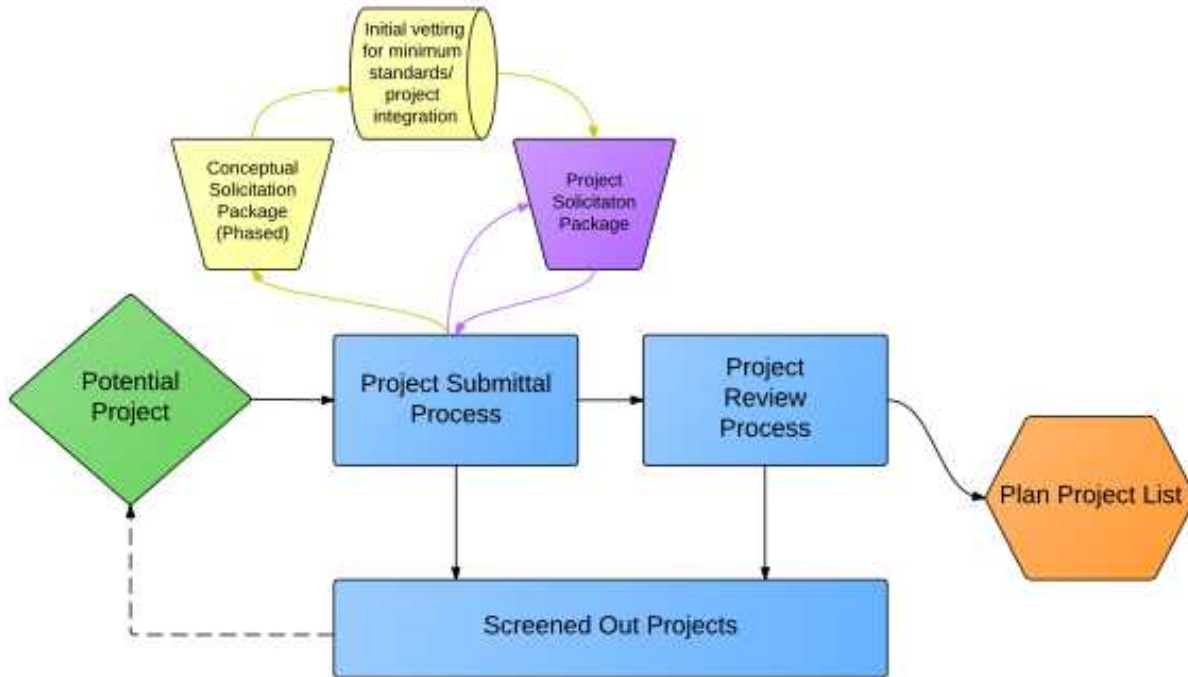
The following process is a phased approach, which is intended to encourage conceptual submittals first, which will be put through an initial vetting. The intent is to encourage project integration earlier in the process, which could be beneficial for smaller districts and organizations that have limited staff and resources available to prepare fully developed project submittals (see description, above). Also, DWR assigns additional value to project proposals that promote “multiple benefits,” which could result in a higher likelihood of obtaining future funding.

For those projects that meet the minimum requirements per DWR’s project guidelines (outlined above) a more thorough project application would be requested. Those projects would then be more thoroughly reviewed and go through the selection and project prioritization process for inclusion in the Plan. The following list summarizes the phased approach:

1. Solicitation package for conceptual level proposals (see above). Reasons for the conceptual level proposal:
  - To encourage stakeholders to come up with new projects that will address IRWM Plan objectives
  - To enable all water resource managers and planners in the region to see what ideas are “out there”
  - To help project proponents bring their concept proposals to implementation by providing information for alternative funding sources
  - To enhance project integration, enabling certain proposals (or components thereof) to be “added on” to an existing implementation project – promotes “multiple benefits” aspect of project development
2. Initial review of projects for minimum standards (see eligibility above)
3. Send request for additional information to initially vetted project proposals
4. Thorough review of projects to ensure consistency with laws, regulations, permit requirements, local plans, to identify potential problems or conflicts, to identify possibilities for integration with other projects, and to assess each project according to the project ranking criteria

Another option would be to eliminate the conceptual submittal and focus on one comprehensive project solicitation package. Project proponents would be encouraged to submit as much information as possible, from conceptual level to fully developed, and the project review and selection process would continue from there. A joint project integration workshop would be held for the Workgroups to facilitate communication and collaboration among project proponents, and encourage “multi-benefit” projects.

For either approach, there are two project solicitation hearings planned. The project solicitation hearings will be an opportunity for interested parties not necessarily involved in the Workgroups to submit projects, and will encourage a more transparent and open process overall. The hearings are intended to be held at various locations within the Basin so as to provide increased accessibility, outreach and inclusion in the process. A project prioritization workshop may be held after the prioritized list is developed and as a final look at the list of projects before inclusion in the Plan.



**Suggested Next Steps**

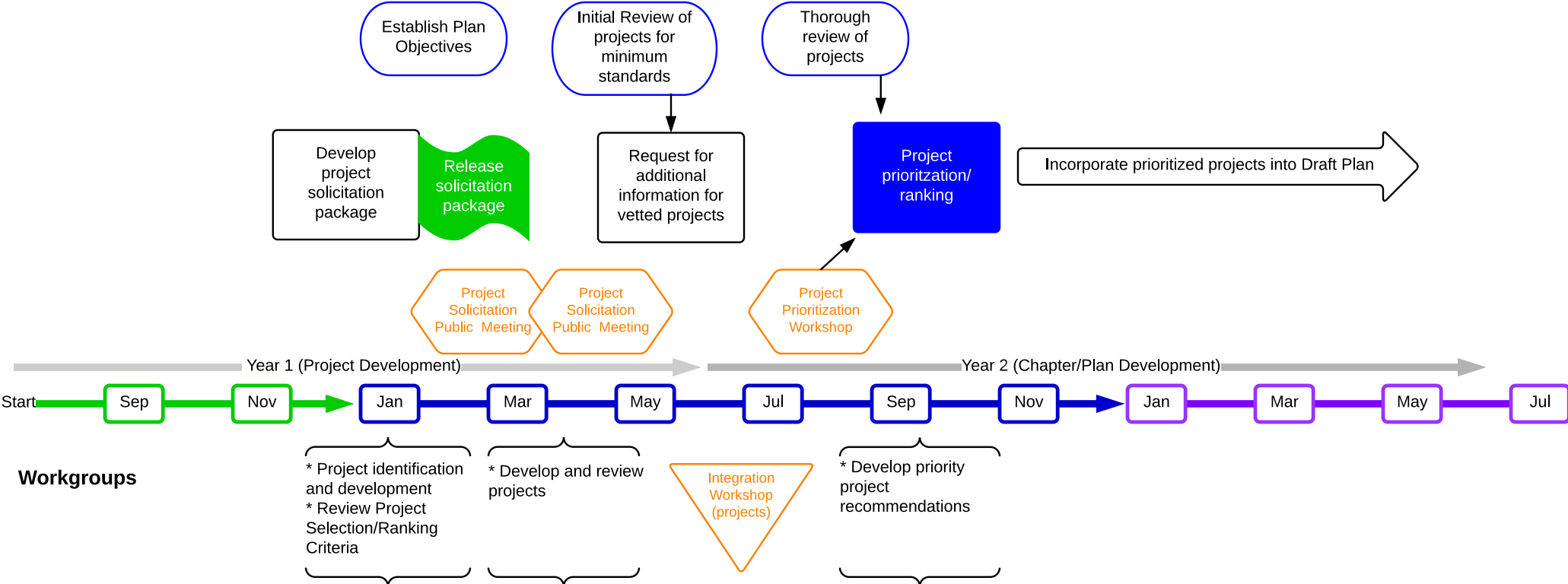
1. Establish Plan objectives
2. Develop Project Solicitation package, either phased or comprehensive; approved by the RWVG
3. Release Project Solicitation package
4. Schedule Project solicitation workshops

**REQUEST FOR DISCUSSION AND/OR DIRECTION TO STAFF**

Review, discuss and provide direction to staff regarding the Project Development process and timeline. Approve posting the *IRWM Plan Project Development Manual* on the website.

Attachment: Draft Project Development Timeline  
IRWM Plan Project Development Manual  
Proposition 50 Projects Memo, Randy Wilson  
2005 UFR IRWM Plan Project List

# UFR IRWM Draft Project Development Schedule



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**Integrated Regional Watershed Management Plan (IRWMP)**  
**Project Development Manual**  
**January 2014**

**Prepared by:**

**Burdick & Co**  
**Auburn, CA**

# **Integrated Regional Watershed Management Plan (IRWMP)**

## **Project Development Manual**

### **PURPOSE OF THIS MANUAL**

This manual will help guide project sponsors and other stakeholders involved in the Integrated Regional Water Management (IRWM) program through the intricacies of the project and proposal development process. The manual has been developed for use by any IRWM group and therefore addresses project development in general terms, realizing that each IRWM region creates a unique project development approach based on its distinct characteristics.

Disadvantaged communities and other stakeholder groups with limited financial capacity, minimal staffing, and a lack of technical expertise are a particular focus of this manual. While most of the information provided is tailored to the IRWM program, the proposal development details are useful for any grant application process. By reading this manual, and using the templates and tools provided, stakeholders will increase their capacity to successfully develop projects and funding proposals within the IRWM framework and beyond.

### **PART 1 - IRWMP Project Development – Overview**

#### **WHAT IS IRWM?**

According to the Department of Water Resources (DWR), “Integrated Regional Water Management (IRWM) is a collaborative effort to manage all aspects of water resources in a region.” The California Water Plan (Update 2009) calls IRWM, “a critical framework for actions to address the uncertainties presented by climate change as well as other risks to California’s water future.”

In more practical terms, IRWM is an avenue to become involved in your region’s issues pertaining to water resources management. IRWM can also help stakeholders identify and refine projects, obtain funding, and/or develop partnerships. It is also a forum for broad discussion of issues, and can serve as a resource where individuals and experts from widely varied backgrounds come together to discuss issues of mutual concern.

IRWM was first established in 2002 by Senate Bill 1672 which created the Integrated Regional Water Management Act to encourage agencies and organizations to work cooperatively to manage water supplies and improve the quality, quantity, and reliability of those supplies. The IRWM Act provided the authority for stakeholders to collaborate, and from 2002 to 2006, California voters approved three bond acts (Propositions 50, 84, and 1E) that provided financial incentive and specific direction for the implementation of IRWM. These bonds created a dedicated funding stream for the development of IRWM planning documents (IRWMPs) and associated activities and projects focused on water supply, water quality, water use efficiency, operational flexibility, and stewardship of land and natural resources.

IRWM is aimed at securing long-term water supply reliability within California by first recognizing the inter-connectivity of water supplies and the environment, and then pursuing projects yielding multiple benefits for water supplies, water quality, and natural resources. IRWM crosses jurisdictional, watershed, and political boundaries; involves multiple agencies, stakeholders, individuals, and groups; and attempts to address the issues and differing perspectives of all the entities involved through mutually beneficial solutions.

## WHAT IS AN IRWMP?

An Integrated Regional Water Management Plan (IRWMP) is a planning document developed by a group of stakeholders within a defined geographic area. The overall goal of any given IRWMP is to “provide long-term, reliable, and high-quality water supply and protect the environment” (California Water Code §10530). IRWMPs also include specific objectives, strategies, actions, and projects in support of this overarching goal, and these components vary widely by region.

IRWMPs are required to describe the major water-related issues and conflicts within a region, consider a variety of resource management strategies, develop specific and quantifiable objectives, provide measurable project outcomes and performance measures, and identify water demand and supply management alternatives, water quality protections, and environmental stewardship actions. DWR identifies IRWM Plan Standards (Table 1 below) describing the components that must be included in an IRWM Plan. These standards are also important criteria for developing projects and Implementation Grant applications.

IRWMPs are also required to identify Disadvantaged Communities (DACs) in their region and take into consideration the water-related needs of those communities.

<b>Table 1. IRWM Plan Standards</b>	
Mandatory Plan Topics	
<ul style="list-style-type: none"><li>• Governance</li><li>• Region Description</li><li>• Objectives</li><li>• Resource Management Strategies (RMS)</li><li>• Integration</li><li>• Project Review Process</li><li>• Impact and Benefit</li><li>• Plan Performance and Monitoring</li></ul>	<ul style="list-style-type: none"><li>• Data Management</li><li>• Finance</li><li>• Technical Analysis</li><li>• Relation to Local Water Planning</li><li>• Relation to Local Land Use Planning</li><li>• Stakeholder Involvement</li><li>• Coordination</li><li>• Climate Change</li></ul>

While all of the IRWM Plan Standards are relevant to IRWM project development, the highlighted plan standards (above) play a foundational role in developing high-quality, competitive IRWM projects and therefore warrant further discussion.

### Objectives

After a thorough list of regional issues has been developed by stakeholders via public outreach, objectives responding to those issues are developed. Objectives establish targets for the group in addressing the issues identified during Plan preparation and link issues to the targeted strategies that address them. Hence, objectives form the foundation of the planning process and the basis for implementation projects. The objectives must be measurable; they must communicate, in either quantitative or qualitative terms, how the objectives will be met. Projects that are designed to address specific objectives (and wherever possible multiple objectives) are at the heart of IRWM implementation.

### Resource Management Strategies (RMS)

DWR defines a resource management strategy as, “a project, program, or policy that helps local agencies and governments manage their water and related resources.” DWR has developed RMS to assist regions in

diversifying their options for water management (see Table 2). RMS should be viewed as “tools in a tool kit.” Depending on the characteristics of the region, a combination of strategies should be employed to best address the region’s water management issues and be applied to meet the IRWMP’s objectives. The California Water Plan Update of 2009 identified the following RMS. While not all RMS apply to every region, those that are applicable should be considered and used in the design and implementation of projects.

<b>Table 2. California Water Plan Update 2009 Resource Management Strategies</b>	
<ul style="list-style-type: none"> <li>• Agricultural Water Use Efficiency</li> <li>• Urban Water Use Efficiency</li> <li>• Crop Idling for Water Transfers</li> <li>• Irrigated Land Retirement</li> <li>• Conveyance - Delta</li> <li>• Conveyance - Regional/Local</li> <li>• Water Transfers</li> <li>• Flood Risk Management</li> <li>• Agricultural Lands Stewardship</li> <li>• Economic Incentives (Loans, Grants, and Water Pricing)</li> <li>• Ecosystem Restoration</li> <li>• Forest Management</li> <li>• Recharge Area Protection</li> <li>• Conjunctive Management &amp; Groundwater Storage</li> </ul>	<ul style="list-style-type: none"> <li>• Desalination</li> <li>• Precipitation Enhancement</li> <li>• Recycled Municipal Water</li> <li>• Surface Storage - CALFED</li> <li>• Surface Storage - Regional/Local</li> <li>• Drinking Water Treatment and Distribution</li> <li>• Groundwater Remediation/Aquifer Remediation</li> <li>• Land Use Planning and Management</li> <li>• Matching Quality to Use</li> <li>• Pollution Prevention</li> <li>• Salt and Salinity Management</li> <li>• Urban Run-off Management</li> <li>• Water-Dependent Recreation</li> <li>• Watershed Management</li> </ul>

**Integration (of Projects)**

DWR highlights integration as a plan standard to ensure that IRWM regions intentionally foster sharing of ideas, design, and technical expertise to capture greater benefit for the region. Integration is used as a principle throughout and across the planning process. For the purposes of this manual, we will focus the discussion on project-level integration.

The concept of project integration is aimed at encouraging project sponsors to consider benefits that may occur to their project(s) and/or the region by combining all or specific aspects of multiple projects. This joining or integrating of projects may provide: 1) greater regional benefit than a single project (e.g., may involve an entire stream reach instead of one segment); 2) cost-efficiencies (e.g., savings in labor, materials, shared equipment use); 3) greater attractiveness to funders because it shows greater reach through collaboration; and 4) better technical merit through shared project refinement.

**WHAT IS A DISADVANTAGED COMMUNITY (DAC)?**

DACs are of particular concern within the IRWM program and, as such, projects addressing DACs are given certain advantages in DWR’s Implementation Grant process. The Proposition 84 funding program defines a DAC as “a community with a median household income less than 80% of the statewide average.” However,

there are various acceptable methods for determining DAC status. The following insert, *Appendix G Disadvantaged Communities*, has been excerpted from the Department of Water Resources' November 2012 Guidelines for Integrated Regional Water Management (to download complete Guidelines, go to: [http://www.water.ca.gov/irwm/grants/docs/Guidelines/GL\\_2012\\_FINAL.pdf](http://www.water.ca.gov/irwm/grants/docs/Guidelines/GL_2012_FINAL.pdf)).

*Appendix G* provides IRWM groups with information about how to determine DAC status and what kinds of projects address critical water supply and water quality needs for DACs. By addressing these critical needs, IRWM groups are able to meet DWR's DAC Program Preference. As indicated in *Appendix G*, proposed projects that fall within the Safe Drinking Water State Revolving Fund (SRF) categories A through G meet the DAC Program Preference. For reference, SRF categories A through G can be found in Table 3 below.

<b>Table 3. Safe Drinking Water State Revolving Fund Categories A through G</b>	
<b>(DAC Program Preference Criteria)</b>	
CATEGORY A	Water systems with deficiencies that have resulted in documented waterborne disease outbreak illnesses that are attributable to the water systems, or water systems under a court order to correct SDWA violations and/or water outage problems
CATEGORY B	Water systems that have repeatedly violated the total coliform MCL (TCR) due to active sources contaminated with coliform bacteria (fecal, E. coli, or total coliform)
CATEGORY C	Water systems which have (1) a surface water supply, or a groundwater under the direct influence of surface water (GWUDI) source, that is not filtered, or untreated; or (2) non GWUDI well sources that are contaminated with fecal coliform or E. coli
CATEGORY D	Water systems that have (1) surface water sources or GWUDI sources with filtration treatment deficiencies that violate federal or state regulations concerning surface water treatment requirements; or (2) non-GWUDI wells that are contaminated with fecal coliform or E. coli and are inadequately treated; or (3) uncovered distribution reservoirs
CATEGORY E	Water systems with water outages or significant water quantity problems caused by source water capacity or water delivery capability that is insufficient to supply current demand
CATEGORY F	Water systems that (1) distribute water containing nitrates/nitrites in excess of the MCL; or (2) distribute water containing perchlorate in excess of the MCL; or (3) water systems that are in violation of the Total Coliform Rule for reasons other than source contamination
CATEGORY G	Water systems that distribute water containing chemical or radiological contamination exceeding a State or Federal primary drinking water standard

### **THE IRWM-DAC CONNECTION**

The California Water Code (CWC) §10540 requires that: IRWM Plans “shall address..... the Identification and consideration of the water-related needs of DACs in the area within the boundary of the Plan.”

DWR encourages DAC participation in IRWM through its grant program by:

- requiring IRWM regions to conduct targeted outreach to DACs/underrepresented groups;

- giving preference to proposals that address critical water supply or water quality needs of DACs as mandated by the Public Resources Code (PRC) §75026 (b)(6); and
- waiving the 25% funding match requirement for IRWM implementation projects that address the needs of DACs.

To be eligible for DWR Implementation Grant funding, all projects, including DAC-related, must be included in an IRWM Plan.

### **WHAT IS AN ELIGIBLE IRWMP PROJECT?**

IRWMP projects are the vehicles for Plan implementation. It is through projects that the IRWM region is able to achieve the goals and objectives collaboratively developed by the region's stakeholders. IRWMP projects do not exist as stand-alone efforts, but are integrated into the larger landscape of the region and often involve multiple organizations or agencies.

Eligible IRWMP projects must address multiple benefits and include one or more of the following elements.

- Water supply reliability, water conservation, and water use efficiency
- Stormwater capture, storage, clean-up, treatment, and management
- Removal of invasive non-native species; the creation and enhancement of wetlands; and the acquisition, protection, and restoration of open space and watershed lands
- Non-point source pollution reduction, management, and monitoring
- Groundwater recharge and management
- Contaminant and salt removal through reclamation, desalting, and other treatment technologies and conveyance of reclaimed water for distribution to users
- Water banking, exchange, reclamation, and improvement of water quality
- Watershed protection and management
- Drinking water treatment and distribution
- Ecosystem and fisheries restoration and protection

### **HOW DO PROJECTS BECOME PART OF THE IRWMP?**

Projects are brought to the IRWMP process by sponsoring stakeholder organizations, agencies, or groups of stakeholders within the IRWM region. Individuals must find a sponsoring entity for their project, as projects cannot be sponsored by an individual. To become part of the IRWMP document (and thus eligible for consideration for future DWR funding), projects go through a process of development, first within the entity that identified the project, potentially with other partners in the region, and then within the IRWMP's governance group. This development and review process varies by IRWMP, but according to DWR, it must consider at a minimum:

- a) How the project contributes to the IRWM Plan objectives
- b) How the project is related to resource management strategies selected for use in the IRWM Plan
- c) Technical feasibility of the project
- d) Specific benefits to DAC water issues
- e) Specific benefits to critical water issues for Native American Tribal communities
- f) Environmental Justice (EJ) considerations
- g) Project costs and financing
- h) Economic feasibility, including water quality and water supply benefits and other expected benefits and costs
- i) Project status

- j) Strategic considerations for IRWM Plan implementation
- k) Contribution of the project in adapting to the effects of climate change in the region
- l) Contribution of the project in reducing GHG emissions as compared to project alternatives

Additional considerations include:

- Whether the project proponent has adopted or will adopt the IRWM Plan
- For IRWM regions that receive water supplied from the Sacramento-San Joaquin Delta, how the project or program will help reduce dependence on the Sacramento-San Joaquin Delta for water supply

Because of the length and complexity of this list of considerations, many groups choose to take a step-by-step and/or phased approach for reviewing and adopting projects into an IRWMP document. It is best to check with the Regional Water Management Group (RWMG) to determine their process before fully developing a project. As previously discussed, each IRWM group derives its own unique approach to project development and submission.

### **HOW DO PROJECTS GET FUNDED?**

Projects must be adopted into an IRWMP to access IRWM grant programs. In other words, once a project has been adopted into an IRWMP, it becomes technically eligible for IRWMP-specific funds through DWR. However, this does not mean that a project will be automatically funded, or be included in funding proposals. As with any grant program, DWR requires projects and proposals to fit within a framework with specific priorities (described in further detail below in the Proposal Solicitation Package [PSP] section). When a project is adopted into the IRWMP it is one critical step closer to being included in a funding proposal to DWR. As a project proponent or sponsor (the entity proposing a project) you are free to utilize the project materials developed within the IRWM process to pursue other sources of funding. In fact, many projects benefit greatly from the IRWMP's project development, review and vetting process, and are more competitive to a variety of funding sources as a result. The likelihood is that any single IRWM region's project funding need will far outstrip the availability of DWR funding in any given funding round.

### **PROJECT STATUS**

If you are reading this manual, chances are you have a problem or issue that needs to be solved, a project concept in mind, a fully formed project, or a partially completed project that you want to bring into the IRWMP and ultimately implement. To determine your next steps, it is important to identify the status of your project. The list below provides examples of project status and the next steps for advancing project development.

#### **Pre-Concept**

This is the earliest stage of a project's evolution when a problem or issue may need to be solved, but the next steps are unclear. Bring the issue or problem to the IRWMP group for discussion and development. Through this process it is possible to identify appropriate actions to address or solve the problem or issue, as well as discover partnership and integration opportunities to advance the idea.

#### **Conceptual**

The project idea is defined, but the tasks or activities involved have not been described, a budget has not been created, and no proposal materials exist. In this case, review the DWR guidelines or proposal solicitation package (if available) and the IRWMP to determine whether the project concept is generally compatible with the IRWMP program. Reviewing the PSP and the IRWMP can also help refine the project

concept, articulate the needs and issues associated with the project, and identify opportunities for integrating the project into a larger effort or across jurisdictions. In some cases, conceptual projects can be submitted as a conceptual application. Contacting the RWMG and potential partners about possible integration with other projects is recommended at this point.

### **Fully Developed Project**

A project is fully formed when the following components have been developed: tasks or activities are described, budget needs have been articulated, partners identified and confirmed, and design and permitting needs have been determined. As with the conceptual stage, it is important to verify that the project is in line with the eligibility criteria described in the DWR guidelines.

IRWM planning decisions can lead to existing projects being combined with others (integrated) or significantly revised as integration evolves. Part of the advantage of regional planning is addressing similar objectives of local interests with a regional project. IRWM can help project sponsors by fostering partnerships or linking resources such as personnel, finance, and equipment, and enabling economies of scale.

### **Shovel Ready/Ready-to-Proceed**

A project is shovel ready/ready-to-proceed when all of the project components are fully developed *and* all design and permitting (including environmental permitting under the California Environmental Quality Act, or CEQA, and/or National Environmental Protection Act [NEPA]) is complete. Projects achieving this status are usually more competitive and more easily integrated into funding proposals.

### **Phased Projects**

In some cases, projects must be broken into phases to obtain grant funding or implement a large-scale effort. This is often the case with projects that require extensive design and large budgets, multiple permits, or for which CEQA or NEPA is relatively complex (such as large-scale restoration efforts). For a phased project to be competitive in a funding package, all of the phases must be clearly described and expected outcomes for each identified.

### **Application Ready**

A project is application ready when all IRWMP application requirements have been addressed and all proposal materials have been developed.

## **PROPOSAL SOLICITATION PACKAGE**

Any time an entity, be it a foundation or government department or agency, offers funding through a grant program, it provides a set of specific guidelines describing the application procedure, eligibility, and the information required to apply. This is often called a request for proposals, or RFP. In the case of DWR, this is called the proposal solicitation package, or PSP, and, generally speaking, its purpose is to “establish the general process, procedures, and criteria” DWR will use to award grants and implement the IRWM program. DWR has developed several different PSPs – one for the overall IRWM program and one for each of the program’s grant categories (e.g., planning grants, implementation grants, stormwater management grants).

The PSP for the overall IRWM program includes information useful for designing competitive projects (such as program preferences, statewide priorities, and applicant and project eligibility) requirements for the IRWMP document itself (plan standards). The PSPs for each of the grant categories provide detailed information regarding required proposal pieces and their contents (such as the work plan, schedule, budget, and performance measures – described in detail in the next section). No matter what your project status, it

is important to review the PSPs to determine whether your project or concept fits DWR's basic requirements.

### **PSP Timing & Project Development Activities**

While each PSP includes specific funding priorities and critical information about proposal requirements, the final guidelines are often released about six weeks before the submittal deadline. Grant requirements are extensive and call for substantial preparation time. Therefore, not enough time remains at this point to identify project concepts and adequately develop proposals – the grant proposal will likely focus on existing fully formed and/or ready-to-proceed projects. This can greatly limit the projects and stakeholders involved in funding applications. For this reason, project development should begin well in advance of the release of the final PSP. Draft versions of the PSP and DWR's current IRWM guidelines are essential tools guiding project development.

## **Part 2 - Preparing Project Application Materials**

### **DAC and Readiness of the Project**

A fundamental consideration before a project sponsor or proponent begins to develop project materials is whether or not the entity is formally designated as a DAC. As discussed above, DWR will accept applications from officially designated DACs which include design, engineering, and permitting tasks. The following section will assist you in developing the basic project materials, but typically the materials used to compete for funds from DWR must show a defensible level of pre-existing work to assure DWR that the proposed project is actually viable before funds are granted. Thus, the sponsor must (using its own resources), develop the project description to a sufficient level of detail to indicate the ability to plan and execute the project while not spending funds to get to a full level of design.

### **Create a Team to Assist in Project Development**

No single person has the skill sets or knowledge necessary to fully develop a project. Project teams frequently include: a representative of the agency or group that is proposing the project, an engineer or design specialist to assist in developing the technical aspects of the project, technical specialists (e.g., biologists, hydrologists, firms who design or build specific project components such as tanks). The challenge, especially for a DAC, is to obtain these services, often under a constrained financial situation.

Multiple examples exist of firms assisting DAC entities on a pro bono (i.e., free, contributed time) basis, participating at a reduced rate, and other varieties of support. Some federal and state agencies can provide technical support for project design as well. However, it is important to remember that DWR expects all services funded by their agency to be competitively bid, so promising a firm future work if they assist you during this early stage of work may not be appropriate. Conversely, an established relationship with a firm can be a legitimate reason for not putting a project out for competitive bid. It is best for you to contact DWR representatives of your IRWMP to determine the best options for this aspect of project design.

*This manual assumes that as early in the design process as possible, each project sponsor will establish a working relationship with a professional(s) having technical expertise.*

### **Linkages between Your Project and Key IRWMP Components**

As with any proposal, all of the proposal components must be consistent in language and terminology and use the same task references and names. Additionally, for an IRWM grant, the project must show a clear

linkage to the key IRWMP chapters: region description, issues, resource management strategies, goals/objectives, and climate change.

- The *Region Description* must identify the resource or management topic that the project responds to. For instance, if a project addresses replacement of aging infrastructure and the Region Description chapter makes no reference to agencies that are managing water systems with aging components, then your project need will not be documented. Similarly, if your project is to reduce fire risk through fuel load reduction, but the Region Description makes no mention of the risk of catastrophic fire, then the need for your project is not substantiated in the IRWMP.
- It must be demonstrated that an IRWM project meets needs already identified in the *Issues* discussion. Typically, once a topic of concern is identified through the Region Description, then the IRWMP includes the issues associated with that topic either within the Region Description or in a separate issues chapter. The proposed project must create a clear linkage to issues already identified in the Plan. For instance, if your project proposes to eliminate an invasive species but that species did not show up in the Region Description and invasive species were not identified as an issue, then your project would not be substantiated by the Plan. Similarly, if you propose a project to address water quality in a particular creek but no specific reference is made to it in the Region Description, the Plan would not substantiate your project. The fact that the Goals and Objectives chapter may say “protect and enhance surface water quality” is insufficient to justify your project.
- The *Resource Management Strategies* section of an IRWMP identifies categories of strategies available to each region to address the issues identified in the Plan. If your project proposes to use a strategy that was deemed as ‘not applicable’ in the Plan, then your project would not be well supported by your Plan.
- If your project is clearly consistent with the topics addressed in the Region Description, is consistent with the issues identified in the Plan, uses RMS consistent with those described as applicable for your region, then a key factor will be how well your project meets the *Objectives* articulated in the Plan. So, if you propose to replace an inadequately sized pump to increase system reliability and function, there must be an objective that addresses some aspect of this project. Many IRWMPs include performance measures with their *Objectives* section (see bullet below) to help you determine if your project is consistent with at least one objective. The more objectives you can defensibly meet the better, but this should not result in compromising your project goal by trying to be ‘all projects to all people.’
- *Performance Measures* are targets or measurable outcomes of your project. It is important to keep in mind the performance measures that the IRWMP identified, as these should guide your description of the project (think forward to the outcomes you believe the project will generate and be sure you have a performance measure to justify the claim).

Keep these essential linkages in mind as you begin to develop your project materials.

### **DWR Criteria for Including Projects in the IRWMP**

As discussed above, DWR guidelines require that projects consider a set of 12 specific criteria (a – l) when determining whether a project is suitable for inclusion on the IRWMP. It is important to keep these criteria in mind when developing projects. The project development form, Attachment 1 (at the end of this document), shows these review factors.

## **Integration (of Projects)**

DWR highlights integration as a plan standard to ensure that IRWM regions intentionally foster sharing of ideas, design, and technical expertise to capture greater benefit for the region. Integration is used as a principle throughout and across the planning process. For the purposes of this manual, we will focus the discussion on project-level integration.

The concept of project integration is aimed at encouraging project sponsors to consider benefits that may occur to their project(s) and/or the region by combining all or specific aspects of multiple projects. This joining or integrating of projects may provide: 1) greater regional benefit than a single project (e.g., may involve an entire stream reach instead of one segment); 2) cost-efficiencies (e.g., savings in labor, materials, shared equipment use); 3) greater attractiveness to funders because it shows greater reach through collaboration; and 4) better technical merit through shared project refinement.

Integration can help accomplish multiple objectives of an IRWMP and provide economies of scale that make a larger-scale, more beneficial project possible. By creating projects with multiple benefits, multiple sponsors, and which meet multiple objectives, greater accomplishments can often be achieved with a similar amount of effort. An example might include bringing in specialized equipment for an integrated project that might be cost-prohibitive for a single endeavor.

The concept of integration can be applied by objective, location, benefit, or project type. In other words: Stakeholders may decide to develop projects aimed at a prioritized objective; or bundle projects addressing a single stream or sub-watershed; or combine projects to expand project benefits more broadly; or integrate projects that fall under categories, such as infrastructure, restoration, or agricultural water-use efficiency. Project integration often reduces costs and enhances project development by sharing technical expertise and resources – a primary consideration for DACs. The possibilities for integrating projects should be an integral part of overall project development – both by individual project sponsors and by the RWMG that oversees implementation of the IRWMP.

## **How to Organize Your Materials**

Before a sponsor begins to assemble materials to support full project development, it is important to think through the internal organization of each piece and develop an outline or template for each section. The appendices of this manual provide examples of a wide range of projects. A quick review of these materials makes it clear that not every entity has used the same format. It is not the specific format that guarantees a successful application – it is the information that the sponsor provides.

Information from several real projects has been used to illustrate each component of the development process. Obviously, each sponsor will use these pieces as guidance to best suit their project, their project development logic, and their preferences for format and presentation.

## **Fundamental Application Materials Overview**

No matter whether a potential funding source is known (such as DWR IRWM funding) or the sponsor is pursuing funds from an alternative public source or private foundation – the basic requirements of a successful application are always the same. To prepare an effective funding application, the project sponsor must be able to:

1. Provide *basic information* about the project
2. Develop a concise *executive summary* or *project abstract*
3. Clearly define the *need for the project* (i.e., what issue or problem the project specifically addresses)

4. Explain the exact *work plan/tasks* that will be undertaken to address the problem
5. Present a realistic *schedule* that shows, by task, when each activity will occur and what the sequence of those tasks is
6. Create a *budget*, by task, that shows how many hours a task will take, who will accomplish each task, their title/occupation, and their hourly rate
7. Present a clear statement of the *outcomes (performance measures)* of the project and establish measurement metrics wherever possible, see Attachment 3 for a list of sample performance measures.

In addition, for DWR/IRWM projects only, the sponsor must also provide:

8. Calculations of what the costs of the project are in relationship with the benefits – i.e., a *cost/benefit analysis*
9. Consideration of how the project responds to *climate change* – either by mitigating the factors that contribute to climate change (such as reducing greenhouse gases), or by making the region more adaptable to the predicted effects of climate change (such as protecting habitat for species at risk of climate-induced habitat loss)

It is important to remember that, regardless of the stage of development of your project – from conceptual to ready-to-proceed – the process of development is the same and follows the outline above: identify the problem, develop a project that solves the problem, define the tasks that it will take to implement the project, identify the schedule and cost, and know what your desired project-specific outcomes are. This framework should guide all project development activities.

If you are starting with a project concept you will still need to fill in as many blanks as you can. Then, after each evolution of the project, go back to the forms and add information as you work with your team.

### **Basic Project Information**

Each project description should start with:

1. The project sponsor: the proper name of the agency or group proposing the project
2. The name of the person who will be the primary contact for the project
3. The contact information (mailing address, phone, email, webpage)
4. A list of any other agencies, organizations, or entities that are partners in the project (Note: A partner is an entity that has some financial investment in the project, even if it is an in-kind commitment, such as technical expertise, or use of a copy machine.)

Each project write-up should start with:

1. The name of the project:  
Make it simple and descriptive, not dramatic (e.g., “Enhancing salmonid spawning areas using gravel augmentation rather than “Riffling the Waters”).
2. Project area description:  
This should include the names of the county, city or community, watershed, and groundwater basin. If the project covers a wide area, include the information for the entire area (e.g., Modoc and Shasta Counties, including portions of the Burney and Hat Creek and Fall River watersheds, beginning roughly one mile east of Burney and extending east to Fall River Mills, north to XX and south to XX, including the communities of X, X, and X).
3. Project location:  
This should be very specific and, if possible, include the GIS coordinates for the site(s) or area.

It is more precise to say “located 300 feet west of the junction of Curve Street and State Route 299 on Curve Street, in the community of Fall River Mills,” than to say “near the junction of Curve Street and 299.”

4. GIS information may be obtained in a variety of ways if you do not have the equipment to do it yourself.
5. Size of project:  
Identify the number of acres, square feet, linear feet – the quantifiable extent of your project.
6. Map of site and surrounding area:  
The map can be a USGS map or a copied or scanned road map in the initial stages of the project development, but eventually a map will need to be prepared with more project-specific detail.
7. Project type:  
Projects generally fall into one of several categories: planning, studies/assessments, facility construction, restoration, monitoring, Best Management Practices, acquisitions/property purchase, or demonstration/pilot project. Some projects will include multiple categories, such as a water distribution line replacement that also includes restoration of a creek crossing.
8. Project Objectives:  
The project objectives should be short, clear, and easily understood. The reviewer should not have to ponder over or work to understand the objectives. This is, in many ways, the most important aspect of project development – being able to say in clear and easily understood language exactly what you want to achieve with implementation of the project.
9. Project Phasing:  
If the project is part of a multi-phased project effort, then a concise description of each phase needs to be included. Consideration should be given to ensuring that the phased component you are proposing can be a stand-alone or fully functional project without the other phases or components.

These nine points are very important because they will help the sponsor organize the work plan in a logical format that makes it easy for reviewers to understand.

### **Executive Summary/Abstract**

This section follows the basic information section and generally will include:

- a brief summary of the purpose and need for the project (the problem statement);
- a brief description of the project, the general tasks that will be completed;
- the predicted outcomes (and/or project-specific objectives) of the project;
- a map showing the project location;
- a brief overview of the data or studies that document both the need for the project and the technical feasibility of the project;
- a one-line statement of the budget and schedule; and
- a description of the project phasing if the project is part of a multi-phased effort.

This summary should be no more than two pages.

The summary form should be used side-by-side with the work plan form so that an understanding of the project is first summarized and then expanded on and turned into a detailed work plan, as explained below.

### **Project Need/Problem Statement**

The need for the project, or problem statement, should cover the following basic points:

- What the problem is – in most cases the need for the project can be simply stated in one or two sentences. Remember, the IRWMP should have clearly articulated the problem or issue. The rest of the description includes quantification of the need or issue.
- The need/problem statement should be clear and concise: “The district has three miles of water distribution pipe that accounts for 80% of the water loss experienced each year (approximately XXX gallons) – this project would result in replacement of all three miles of pipe.”
- The expanded discussion could include information such as: how old the pipe is, how much it costs the district to treat lost water, the amount of water lost for beneficial use, the status of the remaining distribution system, and other information as appropriate.
- If this is an IRWM project, it is important to demonstrate that it meets needs already identified in the issues discussion and objectives identified to address those issues.

**Work Plan**

The work plan is the heart of the project application and also the outline for project development. DWR must be able to understand and evaluate the sequence of tasks that will be required to implement the project. DWR organizes the work effort under an established group of activities (known as budget categories) that remain the same for every project, regardless of whether it is large or small, infrastructure or natural resource oriented, or has multiple partners or an individual sponsor. These categories (a – f) are shown in Table 4 below.

DWR expects to see project tasks organized under the appropriate category. The progression of budget categories also assists in the identification of specific tasks and the likely sequence of events during project implementation.

Remember that the work plan needs to include sufficient detail for DWR to be assured that the documented problem is being addressed, that the project is technically feasible, that the stated objectives for the project will be met and that the outcomes are understood and can be monitored. (See Attachment 1 at the end of this document.)

<b>Table 4. Work Plan Budget Categories</b>	
<b>Budget Category</b>	<b>Name</b>
a	Direct Project Administration Costs
b	Land Purchase/Easement
c	Planning/Design/Engineering/Environmental
d	Construction/Implementation
e	Environmental Compliance/Mitigation/Enhancement
f	Construction Administration

(a) Direct Project Administration Costs

Tasks organized under this category relate only to administering the grant, as shown in Table 5 – Sample Write-up: Administration of Grant. The tasks associated with construction administration should be accounted for in category f: Construction Administration.

**Table 5. Sample Write-Up: Administration of Grant**

**Budget Category (a) Direct Project Administration Costs**

**Task 1: Direct Project Administration**

**Subtask 1.1: Administration and Management**

This subtask will keep the projects within the grant on time and within budget, keep all participants informed of project progress and status of deliverables, establish and maintain reliable and accurate billing and recordkeeping, ensure that all requirements of the agreement with the DWR are met, and generally ensure smooth project implementation.

The tasks for this budget category will comprise all non-construction project administration activities performed by the contract administrator throughout the duration of the project and will include: development and completion of contractual paperwork, maintenance and reporting of expense documentation, oversight of project scheduling and contract/agreement compliance, preparation of monthly invoices, and completion of the final invoice.

This task also supports interim administrative tasks begun upon notification of award in [date]. This work includes participation in refinement of Agreement, development of internal controls and systems to support invoicing and reporting and direct work with individual project sponsor to support their establishment of compatible reporting and invoicing systems.

Deliverable:

Preparation and submittal of Invoices and other deliverables as required.

**Subtask 1.2: Labor Compliance**

If a Labor Compliance Program (LCP) is required, then one will be completed in accordance with CCR §16421-16439 and will be submitted to the California Department of Industrial Relations for review and approval prior to commencement of any activities that would require an LCP.

Deliverable:

Labor Compliance Plan (by administering agency).

**Subtask 1.3: Reporting**

This subtask will include all activities necessary to support monthly reporting, monthly invoicing and associated status reports, quarterly status reporting to the City Council (as project applicant) and the IRWMP-RWVG, and submittal of the final report. These activities will include: tracking of the specific status of each project by task, documentation of task status in an easy-to-understand and track format, creation of quarterly financial reports for the project (including percent complete of project activities), and preparation of all necessary reports (including the final report) per the format stipulated in the DWR Grant Agreement.

Deliverables:

Submission of monthly, quarterly, and final reports.

(b) Land Purchase/Easement

The tasks listed and described under this category should relate only to the activities associated with the purchase of lands or creation/purchase of an easement. See Table 6 below.

**Table 6. Sample Write-Up: Right-of-Way/Easement**

**Project Type A**

**Task 1: Right-of-Way Certification**

During the negotiations with the water agency, the Project Engineer will review existing data to determine if the established right-of-way (ROW) for the XXX facility (to which the project will connect) is adequate to accommodate the intertie. If the ROW is not adequate then the necessary surveys and legal documents will be completed under this task.

Deliverable:

- ◆ Survey of right-of-way.
- ◆ Negotiation of ROW between water agency and City.

**Project Type B**

**Task 1: Obtain Easement for Diverted Section of Maybert Road Distribution Line**

The existing easement, on the XX property, located for a 400-foot portion of distribution line is subject to seasonal flooding and is difficult to access. Realignment will resolve these issues. Therefore, this task will execute an alternative easement upon existing property owner's land.

Project activities will include a survey of the easement, preparation of a legal description of the easement, and photo documentation of the easement route. County Council will collaborate with the existing property owner to create a formal legal agreement to clarify details of the easement agreement and write a final agreement and time sequence for construction on the Curtis property.

Deliverable:

- ◆ Executed easement with affected private property owner.

(c) Planning/Design/Engineering/Environmental

A key distinction here has to do with the status of the project sponsor: whether or not the sponsor fits the eligibility requirements of a disadvantaged community. DWR allows for DACs to apply for funds to accomplish the activities associated with this category of work. Non-DACs must fund these activities themselves. Therefore, when looking at a project (using the 'a - f' framework shown on Table 4 above), remember that activities need to be fully described if you are asking for funding to get them done.

The tasks listed and described in this section focus on the design and permitting of the project. The first step should be creating a list of the tasks that each element will require, in sequence. This list usually evolves with a growing understanding of the project (See Table 7 for an example task write-up).

Planning: Tasks for this element could include evaluating the options for designing the project (e.g., equipment choices, alignment or easement selections, alternative design solutions, possible sequencing strategies), a more thorough assessment of the nature of the problem that the project seeks to solve (e.g., testing, site assessments, geo-technical evaluations), and evaluation of how different design solutions contribute to achieving the desired outcomes of the project and how those outcomes can be quantified.

Design: Tasks for this element could include working with an engineer or other technical specialist to design the project. Development of preliminary drawings and initial design parameters would fall under this category. Developing phasing plans for projects might also

be appropriate to ensure that the proposed project can stand alone (i.e., be fully functional without implementation of subsequent project components).

**Engineering:** This element should include any and all engineering tasks associated with the project. Typically this would include a progression of design activities moving a project systematically from 10% to 60% to 90% design ready.

**Environmental:** This element can cover both permitting and environmental review. This could include processing permits through multiple agencies (such as Department of Fish and Wildlife for a stream bed alteration permit). However, if the project is controversial or involves a site that is subject to review by multiple agencies, the environmental or permitting activities might generate significant opposition. Developing such a project before these possible barriers are fully understood would not be a sustainable choice. Likewise, if the project requires permits from multiple state and federal entities, the process and timeline involved in obtaining such permits may be outside of what is feasible in a DWR grant cycle (with the time constraints imposed by the funding).

So – understanding the permitting and environmental review requirements is critical to each project development exercise. Determining which permits and environmental review your project will require might involve multiple inquiries; however, starting with a city or county public works or planning department is often the best place to begin. Staff there will be able to assist in determining which other agencies need to be contacted. Skipping this step in the expectation that a project would be exempt, or that your project is not sufficiently big or complex is not a good choice.

**TABLE 7. SAMPLE WRITE-UP: Planning, Design, Engineering, and Environmental**

**Project Type A**

**Task 1: Assessment and Evaluation (Planning)**

***Subtask 1.1: Evaluate individual tank requirements***

While all three water storage tanks have a similar design capacity, each tank has site-specific attributes which will influence the selection of the appropriate altitude valves as well as the SCADA system components. Each of the tanks has already undergone a preliminary evaluation by the City Engineer to determine the basic valve replacement requirements. A more thorough evaluation will be undertaken to support Task 4.2, below.

***Subtask 1.2: Evaluate and select appropriate integrated altitude valve and SCADA system***

The City will evaluate which system is appropriate for the water system components, flow volumes, and other characteristics. This evaluation will address such system capabilities as: capacity to withstand local weather conditions (such as snow), redundant communication ports, presence of a nonvolatile memory to ensure data is retained during a power loss (a frequent occurrence in this foothill community), real-time clocks, watchdog trigger (to ensure successful restart after a power failure), a flexible programmable response to sensor inputs, automatic notification capacity, capacity to update the alarm list, sufficient data display, the capacity to filter nuisance alarms, the security of the system to hackers, and support for multiple protocols and equipment types (to guard against unplanned obsolescence).

***Subtask 1.3: Administrative reporting and SCADA response protocols***

The City will develop a set of policies and procedures for use in operating and monitoring the SCADA system. These reporting and management policies and procedures will be developed after selection of the appropriate

hardware and software, in conjunction with the system provider, based on the attributes of the selected system.

Deliverable:

- ◆ Adopted SCADA response protocols

**Task 2: Final Design and Engineering for Altitude Valves with Integrated SCADA Systems on Storage Tanks**

The City Engineer, in conjunction with the SCADA system provider, will develop all of the final specifications to support installation of the altitude valves in the three storage tanks, as well as upgrading the existing SCADA system in use by the wastewater treatment plant to accommodate the additional functions associated with the altitude valves.

Deliverable:

- ◆ Completed project plans and specifications

**Project Type B**

**Task 1: Field Assessment and Evaluation (Planning)**

This task will perform a systematic evaluation of the distribution line and current conditions along the easement, from the treatment plant to the holding tank. This evaluation will include geological and soil conditions as necessary to inform project design. The final product of this task will be a Replacement Plan - Construction Phasing and Strategy.

The evaluation of the entire distribution line from the treatment plant to the holding tank will require small-scale, localized brush removal to allow for land surveying. Using appropriate surveying equipment, all segments of the line will be evaluated and mapped (via a land survey). The evaluation will indicate which portions of the pipe should be installed above/below ground, a general evaluation of surface and subsurface geological conditions, and identification and field evaluation of the new easement segment (needed to complete Task 4, above). The results of this evaluation will be presented both in tabular and mapped formats.

A report presenting the results of the field evaluation will be prepared. This report will present a recommended construction phasing and strategy for replacing the line. A companion map of the proposed alignment, with existing service connections and laterals marked, will also be prepared. As part of this effort, a map to support the final legal description of the distribution line realignment will be prepared. The report will also include sufficient detail to serve as a basis for the Request for Proposals (RFP) for a general contractor.

The project sponsor and project engineer will work with a selected general contractor to ensure that final plans accommodate the unique characteristics of the project area.

Deliverables:

- ◆ Field Evaluation Report
- ◆ Survey and description of easement alignment for diverted section of distribution line (in support of Task 4 – Obtain Easement for Diverted Section of Distribution Line, above)
- ◆ GPS/GIS map of the existing alignment and service connections/laterals
- ◆ Replacement Plan – Construction Phasing and Strategy

**Task 3: Final Design and Engineering for XXX Road PVC Replacement**

This task will create final engineering drawings to support replacement construction activities. The project engineer will create plans and specifications for the replacement project. These specifications will include: a standard set of plans with specifications and engineer's estimate of costs, and a complete set of bid documents (e.g., plans, legal parameters, specifications, time line, cost parameters, etc.).

Deliverable:

- ◆ Completion of project plans and specifications at the 100% and final level

**Task 4: Environmental Documentation**

With the support of the project engineer, the project sponsor will act as Lead Agency for the project. Preliminary

evaluation indicates that this project will be assessed using a Negative Declaration process. With close coordination between sponsors, board of directors, and General Manager, the project consulting team, and the County Department of Environmental Health (CDEH) will ensure an adequate and legally compliant environmental review.

Deliverable:

- ◆ Approved and filed CEQA documentation (Negative Declaration prepared by sponsor as the Lead Agency with support of the Responsible Agency, CDEH)

**Task 5: Permitting**

The project engineer will prepare and submit the necessary permit materials through the approved online SMARTS filing system. The Storm Water Program regulates stormwater discharges from locations such as industrial facilities, construction sites, and small linear projects. The Storm Water Program is also responsible for processing, reviewing, updating, terminating Notices of Intent (NOIs), annual reports, and maintaining the billing status of each discharger.

Deliverables:

- ◆ Copies of all permits

(d) Construction/Implementation

Construction/implementation components should focus exclusively on tasks associated with actually constructing or implementing your project. A write-up can be very simple as shown below in Table 8. It is not necessary to go into exhaustive detail – as long as the project that is described by these activities *exactly matches the project activities described in the category (c) - Planning, Design, Engineering, and Environmental, write-up above*. Tables 8 and 9 also show progressively more detailed examples of work plans for this category.

**TABLE 8. - SAMPLE WRITE-UP: Project Construction**

**Task 3: Project Construction**

Project construction activities will include:

- capping of the abandoned lines and laterals
- installation of the new pipelines
- bacteriological testing (after superchlorination) of the new line
- pressurizing and activating new service laterals
- relocation of water meters
- installation of approximately 612 linear feet of six-inch ductile iron
- two tie-ins at Adam and Clay Streets
- one fire hydrant
- four, 6-foot valves
- seven long water service and five short water service installations
- sufficient ditch sand/slurry and asphalt to complete installation and operation of the project

**Task 4: Construction**

**4.1** The water tank will hold about 350,000 gallons and have a diameter of 40 feet and be 25 feet high. It will be made out of steel and be painted on the outside. These tanks are standard for the industry. The tank will rest on a concrete slab. The contract will include site prep, footings and slab, tank, paint, and piping. A building permit will be issued by Shasta County. CDPH will also approve the plans. After construction, the tank is tested, disinfected, and prepared to accept potable water. This is done under the supervision of CDPH.

*Deliverable:* Completed tank and sign off by CDPH

**4.2** Two booster pumps and a generator will be necessary because the tank will be at ground level. The existing pressure-sensing apparatus at the site will be used to activate the pumps to keep the water pressure in the McArthur zone within the set parameters. In case of a power failure, the generator will drive the pumps. In normal operations, only one pump will be used, while in cases of extraordinary demand (e.g., fire), both pumps will maintain the pressure required by the fire department.

*Deliverable:* Completed tank and sign off by CDPH

**4.3** Homeland Security requires fencing around all facilities.

*Deliverable:* Fencing

**4.4** All new pieces of equipment (tank, pumps, generator) will be electronically connected with the existing equipment (well pumps, pressure tank, existing storage tanks, and pressure valves) for remote monitoring and operation. The current manual system is expensive and unreliable.

*Deliverable:* Installed telemetry.

**4.5** A 17% construction contingency is built into the project. If state funding of draws is delayed beyond 30 days, the District will require interim financing of the contractors. Interest charged could come from the contingency funds.

*Deliverable:* None

**TABLE 9. SAMPLE WRITE-UP: Project Construction**

**Budget Category (d): Construction/Implementation (September 2013 – March 2015)**

The total budget for this task is \$382,097

Grant Share: \$382,097

Cost Share: \$0

**Task 1: Pre-Construction Contracting - Request for Proposal through Notice to Proceed**

The location of the start and end points for the South Pine Street line are known and mapped. Therefore, the design attributes of the line to which the South Pine Street realignment and replacement will be connected are known and documented. The City Engineers will prepare design specifications for each infrastructure improvement prior to preparing the Request for Proposal.

Deliverables:

- ◆ Final construction specifications
- ◆ Traffic routing and control plan

The City has established procedures and protocols for advertising, opening, and evaluating bids for construction services, as well as for awarding and developing contracts with construction companies. These policies and procedures will be used to identify the construction company that will implement the South Pine Street distribution system improvements. Pre-construction activities include, but are not limited to:

- developing technical specifications to support publication of the bid materials;
- a pre-bid meeting to respond to contractor questions (as required);
- review of submitted materials for completeness; and
- qualifications/experience, and award of the contract in accordance with the applicable Public Contract Codes.

Deliverables:

- ◆ Summary of bid process

**Task 2: Mobilization and Site Preparation**

The staging area for the project construction will be in the vicinity of 436 to 432 Sacramento Street. In addition to the designation and preparation of a staging area, mobilization and site preparation activities will include:

- removal of pavement;
- initial excavation to reveal the join locations for connecting to the existing South Pine Street lines at either end of the project;
- removal and/or storage of soil and excavated material; and
- installation of all service (existing and proposed relocation).

**Task 3: Project Construction**

Project construction activities will include:

- the capping of the abandoned lines and laterals;
- installation of approximately 1,750 linear feet of eight-inch ductile iron pipe;
- two tie-ins at Sacramento and Spring Streets;
- one fire hydrant;
- four, eight-inch ductile iron valves;
- 400 linear feet of six-foot ductile iron pipe;
- a tie-in at Cross/Pine Streets;
- five, eight-inch ductile iron valves;
- sand slurry and asphalt concrete to complete project resurfacing;
- bacteriological testing (after superchlorination) of the new line;
- pressurizing and activating new service laterals; and
- relocation of water meters.

**Task 4: Performance Testing, Demobilization, and Post-Project Monitoring**

Performance testing and demobilization activities will involve testing of system pressure and running bacteriological testing of the installed line, restoration of the staging areas to pre-project conditions, removal of all excavated pipe and materials, and removal of any street/traffic management signage or materials. The old pipe will be disposed of using standard City practices.

Deliverables:

- ◆ “As-built” construction drawings, specifications, and documentation
- ◆ Post-project Demobilization Inspection Report (prior to final contractor payment)

(e) Environmental Compliance/Mitigation/Enhancement

This category should include any implementation activities that are associated with compliance with environmental compliance/regulatory issues identified in category (c).

(f) Construction Administration

Construction administration costs can be accounted for in several ways: some jurisdictions already have a multiplier in their category (c) construction and Implementation budget spreadsheets that automatically includes a construction administration and contingency amount (see Table 10 below). Other jurisdictions calculate the construction administration based on their experience with similar projects and calculate a specific amount using an already-developed formula. In this case, working closely with your project engineer or designers will enable you to choose which strategy best fits both your project and your jurisdiction.

**TABLE 10. SAMPLE WRITE-UP: Construction Administration**

**Budget Category (f): Construction Administration**

**Task 12: Construction Administration**

Description: During the construction phase, County Public Works Agency Water and Sanitation Department staff will provide construction management and administration, including daily on-site inspections. Any specialized inspections, such as those for welding and coating, will be performed by qualified consultants.

Deliverables: Included in Task 10, Construction

**Schedule**

The creation of the schedule should follow a series of steps. The initial step is to convert your task list into some form of scheduling software (e.g. JCVGantt, Excel, SmartDraw). Many groups use Excel because they already have the software in their system and there is no learning curve. (See Examples 1 and 2 below, and Example 3 at end of document, for output of various software types.) DWR will accept either form of schedule (i.e., Excel or GANTT).

**Establish beginning and end dates for each task**

Once you have your tasks entered into the software, look at each task and, with the assistance of technical team members, establish a beginning date and end date for each task and then for the entire project. The forms will force a linear thought process for scheduling each task. Experts who have helped you design the project should have a clear idea of the time each task will require. If you have designed your project without the assistance of such an expert, this would be a good opportunity to both get validation for your project design and the logistics associated with constructing or implementing the project – focused use of a technical expert would be appropriate at this stage.

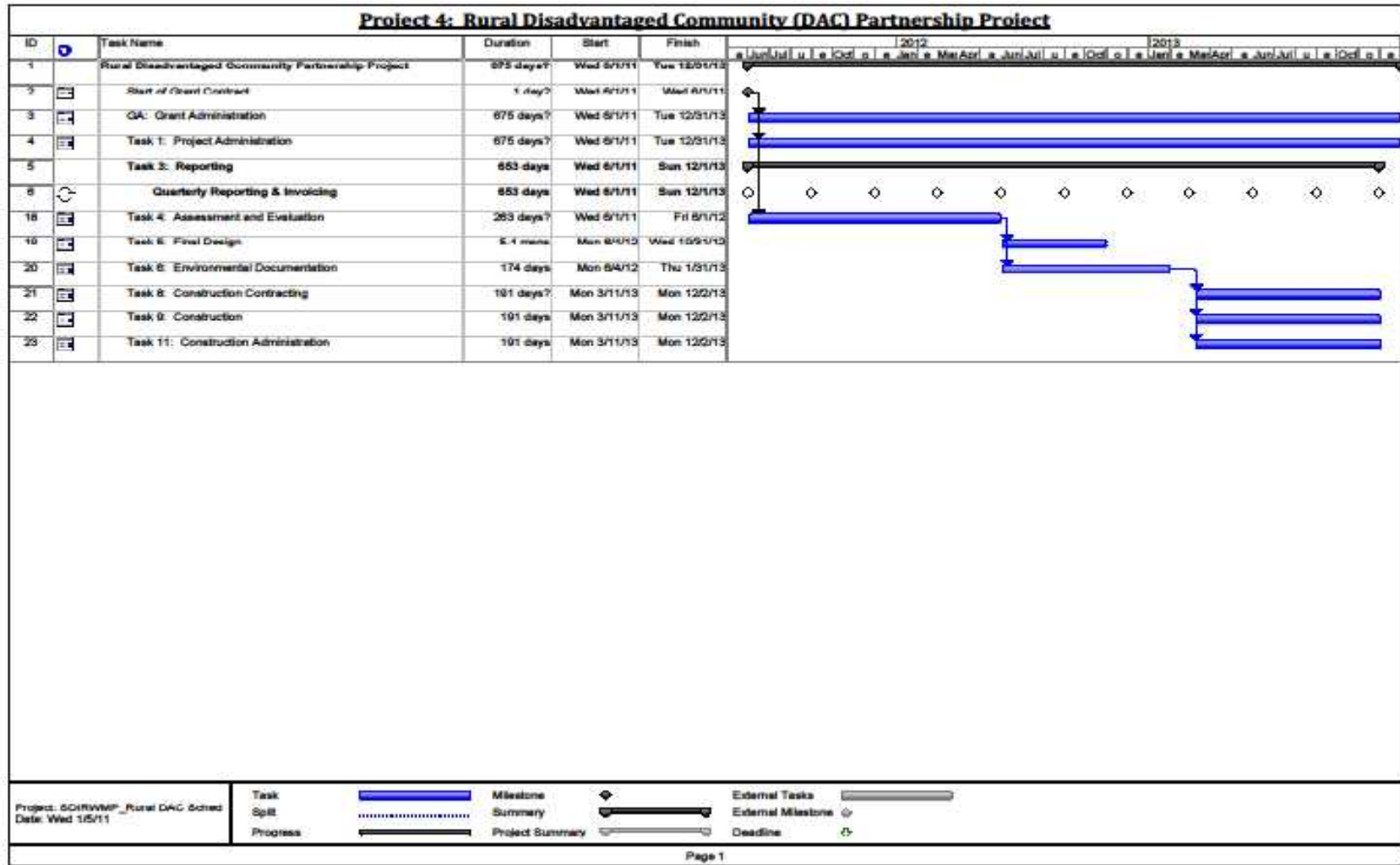
**Identify milestones**

Milestones are generally defined as “an action or event marking a significant change or stage in development.” Every project has at least one milestone that marks a significant phase or stage of project implementation. Examples of milestones include: finalization of engineering drawings, completion of a critical design or phase, obtaining a particular permit, ordering key project components or equipment, or decommissioning obsolete infrastructure as new components are installed and activated.

**Identify linkages between tasks**

Most projects include tasks that cannot be accomplished concurrently, but must instead occur consecutively. Examples of this are: the need to get a permit before construction begins, ordering and receipt of parts or equipment prior to construction, building an access to a location prior to being able to get to the site to begin construction activities, completing earthwork prior to being able to install vegetation. DWR requires that project milestones be identified and included in any schedule.

### Example 1





**Budget**

There are two budget forms that must be completed – the first is the DWR required form, and the second is your detailed back-up to support the numbers shown in the form.

The DWR form is included in its entirety (along with directions for how to fill out the form) – to ensure that you begin your efforts using compatible formats.

As with the schedule, the first step in preparing an Excel-based spreadsheet (on which the detailed cost calculations will be completed) is to import your task list into an Excel spreadsheet. All of the project team should use this form as a starting place for developing their projections of project cost.

For this task you will need two skillsets: Excel spreadsheet and project estimating. Skill in Excel is a requirement for both supporting the evolving calculations and estimates and to successfully presenting the results of your calculations. A challenge for the detailed supporting calculations portion of the budget can be the standard formats which many entities use to calculate costs. These formats vary widely in how the information is presented. Regardless of the format that is used to make the calculations, the information must show a per person/per task list of hours including hourly rate, a presentation of direct costs that are not labor (e.g., supplies, equipment), and a clear statement of which tasks, if any, also include contributed match by the sponsor (either in in-kind or actual cash outlay).

The biggest portion of the budgeting effort will be devoted to determining the actual costs on a task-by-task basis. The budget will need to describe any and all assumptions used in preparing the forms, identify any uncertainties associated with the projected budget, and clarify how the budget relates to the status of the project.

Table 11 below shows a simple aggregated budget that presents the total (by budget category) for the project. This summary budget can be compiled once your detailed projections are complete. Table 12 shows a typical spread sheet used to present the detailed cost estimate that supports both the DWR Table X in Exhibit B and compilation of the aggregated budget shown below.

**Table 11. Sample - Aggregated Budget**

Project 10: Relief Hill Road – Flow Control Pressure System Improvements			
	Cost Share	Grant Share	Total
Budget Category (a): Direct Project Administration Costs	\$0	\$0	\$0
Budget Category (b): Land Purchase/Easement	\$0	\$2,560	\$2,560
Budget Category (c): Planning/Design/Engineering/Environmental Documentation	\$0	\$19,440	\$19,440
Budget Category (d): Construction/Implementation	\$0	\$251,411	\$251,411
Budget Category (e): Environmental Compliance/Mitigation/Enhancement	\$0	\$0	\$0
Budget Category (f): Construction Administration	\$0	\$0	\$0
Budget Category (g): Other Costs	\$0	\$0	\$0
Budget Category (h): Construction/Implementation Contingency	\$0	\$0	\$0
Total:	\$0	\$273,411	\$273,411

Table 12. Sample – Excel Spreadsheet

Task No.	Task Description	City Chief Engineer	City Assistant Engineer	Subconsultant Technical Specifications	Project Manager	Support Staff	IT	Admin Staff	Labor Total	Other Direct Costs	Grand Total
		Hourly Rate	\$75.00	\$45.00	\$65.00	\$100.00	\$55.00	\$95.00	\$45.00		
<b>Budget Category (a): Direct Project Administration Costs</b>											
Task 1	Administration and Management	1	2		1			8			
Task 2	Labor Compliance Program - N/A										
Task 3	Reporting		4		1			8			
	Total Hours	1	6	0	2		0	16			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	75	270	0	200	0	0	720	\$1,265.00	\$0.00	\$1,265.00
<b>Budget Category (b): Land Purchase/Easement</b>											
N/A											
	Total Hours	0	0	0	0	0	0	0			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Budget Category (c): Planning/Design/Engineering/Environmental Documentation</b>											
Task 4	Develop Meter Installation Plan	4	4		1			4			
	Pre-Installation Design and Engineering- N/A										
	Environmental Documentation- N/A										
	Permitting- N/A										
	Total Hours	4	4	0	1	0	0	4			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	300	180	0	100	0	0	180	\$760.00	\$0.00	\$760.00
<b>Budget Category (d): Construction/Implementation</b>											
Task 5	Pre-construction Contracting- Request for Proposal through notice to proceed	1	4					4			
Task 6	Mobilization and Site Preparation									\$500.00	
Task 7	Project Construction- Installation									\$4,000.00	
Task 8	Performance Testing, Demobilization and Post Project Monitoring									\$500.00	
	Total Hours	1	4	0	0	0	0	4			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	75	180	0	0	0	0	180	\$435.00	\$5,000.00	\$5,435.00
<b>Budget Category (e): Environmental Compliance/Mitigation/Enhancement</b>											
N/A											
	Total Hours	0	0	0	0	0	0	0			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Budget Category (f): Construction Administration</b>											
N/A											
	Total Hours	0	0	0	0	0	0	0			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Budget Category (g): Other Costs</b>											
N/A											
	Total Hours	0	0	0	0	0	0	0			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Budget Category (h): Construction/Implementation Contingency</b>											
N/A											
	Total Hours	0	0	0	0	0	0	0			
	Hourly Rate	75	45	65	100	55	95	45			
	Total Cost	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Total Hours</b>		6	14	0	3	0	0	24			
<b>Total Cost</b>		\$450.00	\$630.00	\$0.00	\$300.00	\$0.00	\$0.00	\$1,080.00	\$2,460.00	\$5,000.00	\$7,460.00

## **Performance measures**

A performance measure is a tool that allows you to measure your progress toward achieving project goals in a specific way. It allows you to monitor the outcomes of your project activities and track changes that occur as a result of project activities. Table XX in Exhibit E includes a representative list of performance measures by project type.

In general, the project team reviews available performance measures (from the provided list, an evaluation of measures used on comparable DWR projects, or measures previously used by the sponsor or project partners and technical consultants), identifies those measures which are most relevant to the project, refines the measures to respond directly to the proposed project characteristics, and ensures that all performance measures are measurable wherever possible.

Performance measures should, wherever possible, include quantitative measures of success (as shown in the table). The project designers and sponsor's degree of certainty that the identified measures will be achieved must be articulated. The strategies that the sponsor will use to develop adaptive responses to conditions that evolve during project construction or implementation will also need to be identified. Each proposed performance measure should be presented in a form (sentence or narrative) that makes it clear exactly what the measure means to accomplish and how it will be monitored.

## **Project Monitoring**

IRWM planning process requires that a project be monitored against the performance measures established in a grant proposal. Monitoring tells you whether the objectives and outcomes expected of the project were fulfilled. If they were not, results of monitoring offer the opportunity to adaptively manage the project (adjust the project design) or, for completed projects, to determine how to design them differently in the future.

Results of project monitoring are normally the responsibility of the project sponsor (although this will be spelled out in the IRWMP), who then provides monitoring results to the RWMG. The combined results of all project monitoring allow stakeholders to determine if Plan objectives are being implemented as proposed. Results of monitoring are often uploaded onto the IRWM region's website and sometimes onto state data management systems

A typical monitoring plan could include:

1. A brief description of the project and GPS-based location;
2. A description of the proposed monitoring (both of performance measures and outcomes) for the project;
3. The protocols and frequency of the monitoring. If it is to be done in compliance with an established regulatory framework, that framework is referenced;
4. The individual and/or entity responsible for monitoring and a contingency plan described in the case that the individual or entity is unable to complete the responsibility;
5. A plan for tracking the data and how it will be used; how the data will be made public and whether any interpretation will be necessary to communicate findings. This could include reporting results on both regional and state databases as directed by the IRWMP; and/or
6. A description of the funding and/or volunteer coordination efforts needed to complete the monitoring task and how, if applicable, the work will be funded if scheduled to be complete after grant funds expire.

The IRWMP will describe how monitoring results should be communicated to the RWMG. Making monitoring plans and results available to all stakeholders increases regional knowledge and helps avoid costly mistakes.

### **Cost-Benefit**

This section outlines the questions project sponsors should think about during preparation project descriptions and other information required to complete a benefit-cost analysis under the Proposition 84 implementation Grant guidelines.

### **Identifying Benefits**

**With versus without conditions.** The best way to begin identifying benefits is to develop two descriptions. These descriptions can come from the information developed in support of the Technical Justification of Projects. Economic benefits arise primarily from these physical changes.

- The first description should outline the “with” scenario or *what the project would involve and what it would accomplish*. Be specific. Quantify effects wherever possible. For example, how much water, how many households affected, how often, etc. Where it isn’t possible to quantify an effect, describe it with as much detail as possible, focusing on any changes the project would create related to physical systems, the environment, or human and social well-being.
- The second description should outline the “without” scenario or *what would happen if the project is not implemented*. Again, be specific, providing quantified conditions that match those quantified in the “with” project description. Where these can’t quantify, describe in the same way they were described the “with” project effects.

**Timing and duration.** *When would the effects described above occur, and how long would they last? When would construction begin? When would it end? When would each effect start? When would they end? What is the engineering lifespan of the project? It’s helpful to think of the answers to these questions as a timeline, beginning in 20XX (depending on the start date of your project).*

**Beneficiaries.** *Who would the project benefit? Be specific. If the answer is households in a service district, how many households? If the answer is irrigators, how many? The categories can also be broad. If the project produces cost savings, the answer could be ratepayers or taxpayers in California. For these more indirect effects, it’s not necessary to be as specific, but carefully describe the connections between the project and the affected groups.*

**Valuation.** Once the descriptions of the “with” and “without” project conditions are developed, then discuss the best way to translate the effects into economic benefits, and how to value them. Depending on the type of project and the effects it creates, the answers to these questions might be helpful in assigning economic value:

- *What is the price of substitute water sources? This might be water purchased from a bulk supplier. Or water purchased from another water district. Or the cost to drill and operate a well.*
- *What is the cost (hours and materials) of operation and maintenance activities that would be avoided with the project?*
- *What is the cost of other projects and activities that have occurred in the past, but wouldn’t have to happen with the project?*

**Other information.** The answers to these questions may help describe some of the human and social benefits of the project. While it is unlikely to be able to quantify the value of these benefits, still be as specific and detailed as possible.

- *Will the project involve volunteers, how many people, hours, etc.?*
- *Will the project involve any educational or outreach efforts?*
- *Will the project change the way people relate to each other in a community?*
- *Will the project change the way people interact with the surrounding environment?*

### **Identifying Costs**

Costs start with the project budget. Costs might include other categories, unrelated to the direct costs to implement the project, however. These questions will help identify the full range of costs that will need to be included:

- *Will the project require regular O&M to maintain the same level of service or benefits described above? If so, describe those costs. These can be annual, semi-annual, or one-time in the future. Identify when these costs would occur. Include both labor costs and materials costs.*
- *Will the project involve any volunteer labor? Describe the type of work and hours.*
- *Will the project have any adverse effects on any individuals, groups, or property owners?*
- *Will the project take up any land that could have been used for another purpose? Will it require the purchase of property or easement not included in the project budget?*

## ATTACHMENT 1 - PROJECT SUMMARY FORM

*Note: Once this form is completed in bullet format or short sentences or fragments, you will want to rewrite the information in a narrative format. However, this last rewrite should wait until the work plan is complete and all aspects of the project are fully understood. Waiting to write the narrative until the form is fully and **finally** filled out will save considerable time.*

Appendices which support this activity include:

X – Project materials from successful DWR IRWM Implementation Grant submittals

XX – Performance Measures List which supplies a wide variety of potential performance measures to select from or to inform your thinking for how to customize these measures for your project

Project Summary Form	
<b>Summary of the purpose and need for the project :</b> The problem statement	
<b>Description of the project:</b> Including an overview of the status of the project [e.g., conceptual, needs design and engineering, is fully engineered and ready to proceed, etc.]; a description of project components (e.g., miles of pipe, size and number of tanks or pumps, restoration of a wetland with associated removal of invasive species, etc.); phasing of the project (if this is part of a larger project or if the project will be implemented in sequential phases)	
<b>General tasks that will be completed:</b> e.g., finalize design, complete engineering, finalize costs and schedule, develop bid documents, select contractors, begin construction	
<b>Predicted outcomes (or project-specific objectives) of the project:</b> Number of miles of pipeline replaced, number of new pumps or tanks installed, number of gallons of water saved, acres restored, etc. – See appendix XX for a list of possible performance measures to guide	

both this section and also project design)	
<p><b>Data or studies that document both the need for the project and the technical feasibility of the project:</b> List all documents that you have, whether they were created by/for your entity or not, which substantiate both the need for the project and confirm that the project you proposed is technically feasible</p>	
<p><b>Budget:</b> Statement of total budget amount and available match funds (if any – may be waived for a DAC)</p>	
<p><b>Schedule:</b> Overall duration of the work effort with a few key milestones identified.</p>	

DWR mandated considerations for inclusion of a project in an IRWMP. Keep these factors in mind when developing your project and address them specifically as you develop your project:

- a) How the project contributes to the IRWM Plan Objectives
- b) How the project is related to resource management strategies selected for use in the IRWM Plan
- c) Technical feasibility of the project
- d) Specific benefits to DAC water issues
- e) Specific benefits to critical water issues for Native American Tribal communities
- f) Environmental Justice (EJ) considerations
- g) Project costs and financing
- h) Economic feasibility, including water quality and water supply benefits and other expected benefits and costs
- i) Project status
- j) Strategic considerations for IRWM Plan implementation
- k) Contribution of the project in adapting to the effects of climate change in the region
- l) Contribution of the project in reducing GHG emissions as compared to project alternative

## **ATTACHMENT 2 - SAMPLE WORK PLAN TASKS, BY CATEGORY**

Budget Category (a): Direct Project Administration (January 2012 – March 2015)

*Task 1: Direct Project Administration*

*Subtask 1.1: Administration and Management*

*Subtask 1.2: Labor Compliance*

*Subtask 1.3: Reporting*

Budget Category (b): Land Purchase/Easement (January 2013 – March 2013)

*Task 2: Right of Way Certification*

Budget Category (c): Planning/Design/Engineering/Environmental Documentation (January 2013 – April 2013)

*Task 3: Finalize Intertie Specifications with NID*

Budget Category (d): Construction/Implementation (April 2013 – October 2014)

*Task 4: Pre-Construction Contracting*

*Task 5: Mobilization and Site Preparation*

*Task 6: Project Construction*

*Task 7: Performance Testing and Demobilization*

Budget Category (e): Environmental Compliance/Mitigation/Enhancement

No work planned for this Budget Category

Budget Category (f): Construction Administration

Construction administration costs are included in direct construction costs in Task 6, above.

Budget Category (g): Other Costs (January 2013 – March 2015)

*Task 8: Develop and Maintain Project-Specific Webpage*

*Task 9: Data Management*

Budget Category (h): Construction/Implementation Contingency

## **DWR IRWM PSP Guidelines, 2012: EXHIBIT B - BUDGET**

The Proposal (i.e., DWR funding application) must provide a detailed estimate of costs. The estimate must, at a minimum, include the following for each individual project within the Proposal:

- ↪ Land costs, planning and design costs, environmental compliance and documentation costs; construction costs shown by project task or phase; and the construction contingency amount for the Proposal.
- ↪ Funding match (i.e., Grantee's non-state cost share) can include, subject to DWR approval, eligible costs borne by the applicant or individual project proponent before Grant Award Date but after September 30, 2008. A minimum funding match for each proposal is 25% of the total costs of the Proposal. Proposals that include one or more projects that meet the needs of a DAC, as described in the 2012 Guidelines, may request a reduction or waiver of the required funding match. The 25% minimum funding match is calculated based on the total proposal cost [column (d) from Table 8], less any total project costs for qualified DAC projects. For example, if the total proposal cost as shown in column (d), Table 8, is \$10,000,000 and the proposal includes a DAC project cost of \$1,000,000, then the new total proposal cost for calculating the minimum 25% funding match is now \$9,000,000.
- ↪ Any other State funds being used that will not come from this grant should be entered in column (c) of Tables 7 and 8. State Revolving Funds (SRF) are considered State funds, not funding match, and should be entered in column (c) of Tables 7 and 8. American Recovery and Reinvestment Act (ARRA) funds are not considered State funds and may be used as funding match (entered in column (b) of Tables 7 and 8).
- ↪ Tasks that are completely supported by funding match.

The detailed budget should be commensurate with the design stage that is being submitted and be broken out by task used in the Work Plan. Where applicable, documentation should be included to support the costs included in each budget category. Acceptable documentation may include, but is not limited to, bid documents, rate sheets, feasibility studies, or other project reports. The detailed budget should clearly identify a contingency amount (i.e., contingency percentage) applied to the project budget. Applicants must also provide an explanation of the rationale used to determine this contingency percentage. The tasks shown on the Budget must agree with the tasks described in the Work Plan and shown in the schedule in Attachments 3 and 5.

<b>Table X – Project Budget</b>					
<b>Proposal Title:</b> _____					
<b>Project Title:</b> _____					
Project serves a need of a DAC?:		Yes	No		
Funding Match Waiver request?:		Yes	No		
Category		(a)	(b)	(c)	(d)
		Requested Grant Amount	Cost Share: Non-State Fund Source* (Funding Match)	Cost Share: Other State Fund Source*	Total Cost
(a)	Direct Project Administration				
(b)	Land Purchase/Easement				
(c)	Planning/Design/Engineering/ Environmental Documentation				
(d)	Construction/Implementation				
(e)	Environmental Compliance/ Mitigation/Enhancement				
(f)	Construction Administration				
(g)	Other Costs				
(h)	Construction/Implementation Contingency				
(i)	<b>Grand Total (Sum rows (a) through (h) for each column)</b>				
<i>*List sources of funding: Use as much space as required</i>					

**Table 7**

For each of the categories shown in Table 7 above, the applicant must provide supplemental detailed costs for each project as follows:

**Row (a)**

**Direct Project Administration Costs**

Detail shall include hourly wage paid by discipline; number of hours to be expended for administration; and costs shown for equipment or supplies, with back-up data provided. If project administrative costs are shown as a percentage of a cost, include both: a) the total on which the project administration is based (i.e., total project costs, total construction cost, etc.); and b) how the percentage was determined (i.e., flat rate, based on prior experience, etc.). This budget category includes all such costs for the grant recipient and any partner agencies or organizations. Applicants are encouraged to limit administrative costs proposed to be reimbursed by the grant to less than 5% of the total proposal costs. Such administrative costs expenses are necessary costs incidentally, but directly related to the project

including an appropriate pro-rata allocation of overhead and administrative expenses that are regularly assigned to all such projects in accordance with the standard accounting practices of the grantee.

**Row (b)**

**Land Purchase/Easement**

Detail shall distinguish whether the cost is for purchase of land or an easement to use the land. If land purchase is to be included in the funding match, include whether it is a proposed acquisition or whether the land is already owned by the applicant or partner agency/organization. If the land is already owned by the applicant or partner agency/organization, indicate when the land was purchased (to be an eligible cost, it must be after September 30, 2008), the purchase price, and what methodology was used to determine land value. The purchase price for that portion of the land that will be dedicated to the proposal may, in certain circumstances, be included as funding match.

**Row (c)**

**Planning/Design/Engineering/Environmental Documentation**

Detail shall include hourly wage paid by discipline, number of hours, and the total cost for the particular item (i.e., 60% design, final design (see below for discussion of design stages), engineering field investigations, preparation of CEQA documentation, etc.). If any contingency amounts are used in the estimate, provide an explanation for the rationale used to determine the contingency percentage.

For purposes of this PSP, the following design stages are provided to assist applicants in determining their design percentage for projects under design:

- ↻ 10% (Conceptual) Design – The 10% design shows project siting and the layout of major facilities. No specifications are provided. Design analysis has been started and is nearing completion. Background geologic, seismic literature research has been performed. A listing of project objectives, environmental or infrastructure constraints is provided.
- ↻ 30% (Concept) Design – The 30% design shows project siting and all project appurtenances. Some detail is provided for each of the disciplines (such as civil, structural, mechanical, and geology). Design analysis should be complete at this stage. A rough listing of specifications required for the project is provided. Preliminary geologic and foundation studies have been performed.
- ↻ 60% Design – The 60% design is the same as for the 30% design submittal, with more details provided for each design discipline, including electrical and traffic control, if applicable. Standard details and outline specifications, including the front end and technical portion, are provided. Foundation studies completed, lab testing performed, structural analysis and/or modeling performed, permitting underway.
- ↻ 90% (Pre-final) Design – The 90% design is the final, un-stamped, submittal. Complete plans and specifications are prepared, and a detailed itemized cost estimate is included.
- ↻ 100% (Final) Design – The 100% design is the design package that will be advertised for project award for construction/implementation of project. The package consists of the complete, signed, and “As-Advertised” plans and specifications.

**Row (d)**

### **Construction/Implementation**

Provide a cost estimate commensurate with the design stage that is being submitted for the project. For example, if the applicant states that the design for a particular project is at the 60% design stage, then a cost estimate with appropriate detail based on that design stage must be included (see above for guidance on design stages). The estimate should include the quantity of materials used, unit cost, number of units, and, if possible, should have separate costs for labor, equipment, and materials. Do not show any construction/implementation contingency costs in this category. They will be shown in Construction/Implementation Contingency category. For any implementation costs, show as much detail as required to support the implementation costs shown in Row (d).

### **Row (e) Environmental Compliance/Mitigation/Enhancement**

This item includes an estimate of all environmental compliance, mitigation, and enhancement costs. The estimate of costs for this work should be provided in the same format as shown for Construction/Implementation.

### **Row (f) Construction Administration**

The costs to administer and manage construction of the project must be presented. Provide a discussion of the method used to determine this cost. If a percentage of the construction costs is used here, indicate the percentage used and how the percentage was determined. If the estimate will be based on expected hours of effort, list the hours, by discipline, unit cost, equipment costs, and total cost.

### **Row (g) Other Costs**

Include detail for any legal services costs required to support the project. Include the costs associated with obtaining licenses and permits. Include any costs of monitoring and assessment required during the construction/initial implementation of the project. Do not include any monitoring and assessment costs for efforts required after project construction is complete as those costs are ineligible.

### **Row (h) Construction/Implementation Contingency**

Normally this line item is included to handle unknown conditions encountered during construction or implementation of the project and may cover items that are not yet shown in the design. Specify the percentage used for this cost, and provide a reason for using the percentage used. Include only those contingency costs for construction/implementation efforts here. All other contingency costs should be included in the appropriate cost category.

### **Row (i) Proposal Total (Sum of rows (a) through (h) for each column)**

Sum each of the columns in Table X (Project Budget) to determine the Proposal total of costs for each project.

**ATTACHMENT 3: POTENTIAL PERFORMANCE MEASURES BASED ON PROJECT TYPE**

Project Type	Potential Project-level Performance Measures
<b>Environmental Work/ Restoration</b>	<ul style="list-style-type: none"> <li>a. Number of fish successfully migrating</li> <li>b. Extent of flooding</li> <li>c. Linear feet of channel bottom and bank erosion repair</li> <li>d. Linear feet of vegetated swale created</li> <li>e. Miles of riparian corridor restored</li> <li>f. Stabilization of severe bank erosion</li> <li>g. Number and distribution of native species</li> <li>h. Number and diversity of waterfowl populations</li> <li>i. Development of a low-flow threshold for XX population</li> <li>j. Development of method to distinguish and characterize at-risk populations for the purpose of targeting risk-reduction and impact-mitigation efforts</li> <li>k. Number of fish passage barriers removed</li> <li>l. Distribution of non-native species</li> <li>m. Re-grading of channel complete</li> </ul>
<b>Water Quality</b>	<ul style="list-style-type: none"> <li>a. Number of certified water testers</li> <li>b. Number of homes sampled/tested</li> <li>c. Number of reservoirs re-operated to provide temperature-appropriate flows</li> <li>d. Quality of on-site stormwater runoff</li> <li>e. State or federal protocols or standards for water quality testing or measurements</li> <li>f. Salinity, organic carbon, turbidity, nutrients, and pathogens in local or regional discharges and runoff</li> <li>g. Reduced inflow of contaminants to treatment plant</li> <li>h. Removal of water body from 303(d) list</li> <li>i. TMDL created</li> </ul>
<b>Recreation</b>	<ul style="list-style-type: none"> <li>a. Square miles of watershed access</li> <li>b. Number of access points to XX river</li> <li>c. Linear feet of new trails</li> </ul>
<b>Land Conservation and Stewardship</b>	<ul style="list-style-type: none"> <li>a. Number of environmentally important acres of forest protected</li> <li>b. Cost per acre of environmentally important forest protected</li> <li>c. Amount of voluntary land conservation</li> <li>d. Acres of land assisted with protection</li> <li>e. Linear feet of fire road stabilized</li> <li>f. Sediment delivery to adjacent creek channels</li> <li>g. Quality of water in adjacent creeks</li> </ul>
<b>Infrastructure Projects</b>	<ul style="list-style-type: none"> <li>a. Quality of on-site stormwater runoff</li> <li>b. Flow rate/capacity</li> <li>c. Percent of CIP implemented</li> <li>d. Frequency of infrastructure issues/problems</li> <li>e. Stabilization of the XX dam/canal/intertie/etc.</li> <li>f. Capacity of existing plant</li> <li>g. Stormwater infiltration area established</li> <li>h. Number of active monitoring wells</li> </ul>
<b>Water Supply</b>	<ul style="list-style-type: none"> <li>a. New wells drilled</li> <li>b. XX years of supply projected</li> <li>c. Quantity of recycled water produced</li> <li>d. % reduction of water loss</li> <li>e. Cost per household of supply augmentation (can be used for both supply-and demand-side management)</li> </ul>
<b>Education and Outreach</b>	<ul style="list-style-type: none"> <li>a. Number of individuals educated</li> </ul>

	<ul style="list-style-type: none"> <li>b. Decrease in the amount of pesticides/herbicides applied on residential properties</li> <li>c. Number of viewing platforms erected</li> <li>d. Decrease in per-capita water demand</li> <li>e. Number of participants in region-wide technical committees for discussing data collection, management, disbursement, coding, presentation techniques</li> <li>f. Removal of properties from FEMA flood insurance rates</li> <li>g. Development of a manual/guidebook</li> <li>h. Placement of XX number of signs</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>a. Development of a comprehensive Agricultural Areas Management Plan</li> <li>b. Model completed</li> <li>c. Vulnerabilities assessed</li> <li>d. Development of feasibility assessment</li> <li>e. Development of methods for identifying contaminants</li> <li>f. Percent of stakeholder/public input considered and/or included in the project implementation design</li> </ul>

### Example 3

		2013										2014											
		Month:																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Task	Title	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>1</b>	<b>Grant Project Administration</b>																						
1.1	DWR Contract Oversight																						
1.2	DWR Reporting and Invoicing																						
<b>2</b>	<b>Stakeholder Involvement and Coordination</b>																						
2.1	Identify and Recruit Underrepresented Constituencies																						
2.2	Develop and implement an integrated stakeholder participation program																						
2.3	Identify and communicate with bordering IRWM groups and inter-regional organizations																						
2.4	Formalize relationships with relevant federal and State agencies																						
<b>3</b>	<b>DAC, Tribal, and EJ Involvement</b>																						
3.1	DAC, tribal, and EJ identification																						
3.2	Establish and implement DAC, tribal, and EJ program																						
3.3	Draft IRWMP DAC-Tribal-EJ section text																						
<b>4</b>	<b>Update Region Description and Issues and Conflicts</b>																						
4.1	Collect, evaluate, disseminate, and integrate post-2008 data into updated Region Description																						
4.2	Update Issues and Conflicts Section																						
4.3	Draft IRWMP Region Description and Issues and Conflicts section text																						
<b>5</b>	<b>RMS</b>																						
5.1	Review and evaluate RMS																						
5.2	Draft RMS section																						
<b>6</b>	<b>Goals, Objectives, and Priorities</b>																						
6.1	Assess and update goals, objectives, and priorities																						
6.2	Draft IRWMP Goals, Objectives, and Priorities section text																						
<b>7</b>	<b>Climate Change</b>																						
7.1	Create Technical Advisory Committee (TAC)																						
7.2	Collect and synthesize region-specific climate change data																						
7.3	Identify regional vulnerabilities																						
7.4	Identify and prioritize adaptive management strategies and "no regret" options																						
7.5	Public outreach and education																						
7.6	Draft IRWMP Climate Change section text																						
<b>8</b>	<b>Local Water and Land Use Planning</b>																						
8.1	Water planning																						
8.2	Land use planning																						
8.3	Update to existing IRWMP plans section																						
<b>9</b>	<b>Project Application, Development, and Review</b>																						
9.1	Refine project application and make available online																						
9.2	Project review: revise Project Rating System and prioritize projects																						
9.3	Revised approach to project identification and development																						
9.4	Integrate DAC, Tribal, and EJ constituent needs into project development process																						
9.5	Develop highly ranked projects to sufficient level for inclusion in Plan																						
9.6	Draft IRWMP project development section text																						

Example 3, continued

		2013										2014											
		Month:																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Task	Title	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>10</b>	<b>Finance</b>																						
10.1	Evaluate the current financial condition of the IRWMP																						
10.2	Research available funding sources																						
10.3	Draft new IRWMP Financing section text																						
<b>11</b>	<b>Impacts and Benefits</b>																						
11.1	Identify impacts and benefits of the IRWMP and of IRWMP implementation																						
11.2	Develop a method of tracking impacts and benefits as the IRWMP is implemented																						
11.3	Draft IRWMP Impacts and Benefits section text																						
<b>12</b>	<b>Plan and Project Performance</b>																						
12.1	Develop IRWMP-level performance measures																						
12.2	Develop project-level performance measures																						
12.3	Define responsibility and frequency of plan and project performance review																						
12.4	Draft IRWMP Plan and Project Performance section text																						
<b>13</b>	<b>Data Management</b>																						
13.1	Collect and evaluate post-2008 data																						
13.2	Coordinate with and update Sacramento River Watershed Information Module (SWIM)																						
13.3	Website development																						
13.4	Develop criteria for collecting and providing data to the IRWM and State databases																						
13.5	Draft IRWMP Data Management section text																						
<b>14</b>	<b>Technical Analysis</b>																						
14.1	Describe data information sources used to support IRWMP preparation																						
14.2	Describe methodologies used to analyze technical information and data sets																						
14.3	Draft IRWMP Technical Analysis section text																						
<b>15</b>	<b>Formalize IRWMP Governance</b>																						
15.1	Review governance options used by IRWM groups throughout the State																						
15.2	Review Yuba IRWMP governance needs and State requirement																						
15.3	Select and implement governance option																						
<b>16</b>	<b>IRWMP Preparation</b>																						
16.1	Develop maps, graphics, and identify format for integration into existing document																						
16.2	Assembly of final document and RWMG review and revision																						
16.3	Adopt the revised IRWMP																						

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# PLUMAS COUNTY PLANNING & BUILDING SERVICES

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**DATE:** November 6, 2014

**TO:** IRWM Regional Water Management Group *RW*

**FROM:** Randy Wilson, Plumas County Planning Director/Co-Manager of the Plumas County Flood Control and Water Conservation District

**RE:** Projects contained with the existing Prop 50 Grant between Plumas County and the California Department of Water Resources

The Plumas County Board of Supervisors on June 2, 2009 approved a Prop 50 Grant Agreement between the Plumas County and the California Department of Water Resources (DWR). This agreement contains seven (7) projects. The agreement is for \$7,000,000 in grant funding for \$8,528,685 of project including the 25% match requirement of the grant

The original projects within the Grant Agreement are as follows:

	<u>Total Project Cost</u>	<u>Grant Funds</u>
Last Chance Creek Restoration Phase II	\$2,761,921	\$2,621,421
Upper Middle Fork (UC Davis Study)	\$1,565,000	\$1,400,000
Quincy Wetlands (Quincy CSD Sewage Treatment)	\$261,404	\$261,404
National Forest Water Quality Improvement	\$2,147,848	\$1,927,848
Genesee Valley (Hart K Ranch-Feather River Land Trust)	\$661,320	\$555,648
Sierra Valley Well Capping and Sealing	\$158,239	\$123,679
Sierra Valley Water Management (Land Trust)	\$972,953	\$860,253

In November 2013 the Board of Supervisors decided to no longer pursue the Last Chance Creek Restoration Phase II project and directed staff to reprogram the remaining funds not spent, approximately \$2,200,000, to other projects. Staff has been working since the Board gave this direction to fulfill this directive. The Department of Water Resources agreed with the Board to reprogram these funds.

On November 4, 2014 the first of the reprogrammed projects was approved by the Board. This is the Greenville water and sewer pipe replacement project with a cost of \$1,290,000. Staff is still working to bring other projects forward in the reprogramming effort.

Since the grant was approved by the Board in 2009 one of the projects in the original list of projects has been completed. This is the Sierra Valley Water Management project.

The Upper Middle Fork project with UC Davis is progressing as envisioned by the grant.

The National Forest Water Quality Improvement project is partially completed. There has been a recently approved, by the Board, a set of minor changes to this project. However, the project remains mostly as envisioned by the grant.

The Genesee Valley, Hart K Ranch project is at this time undergoing some changes, which will be brought forward to the Board in the near future.

The Sierra Valley Well Capping project is at this time undergoing some changes, which will be brought forward to the Board in the near future.

The Quincy Wetlands project is mostly completed. However, some additional funding from the reprogramming of the Last Chance Creek II funds is being requested and staff is close to finalizing a proposal for the Board to consider.

The remaining funds in the reprogramming effort for the Last Chance Creek II funds are in process with these projects not ready to bring forth at this time.

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## 7.3 Strategy Evaluation

### Regional Priorities

Short-term priorities for implementing the IRWM Plan focus on (1) a suite of projects in each of the strategies funded through Prop 50; (2) initiation of projects committed to in the Watershed Strategy with Monterey Settlement funds; and (3) developing the watershed inventory and GIS database infrastructure required for all of the strategies. These short-term priorities will set into motion a range of watershed actions that address water quality and quantity issues.

In the long-term, implementation of the full plan is essential; however, as stated previously, the Water Quality and Water Quantity strategies will be overarching and of a higher priority for implementation than the other strategies. Priorities can, and will be, modified in response to the availability and emphasis of funding sources, and regional conditions that change over time. Implementation of a suite of projects in each of the strategies will be an important first step in adaptive management. Results and feedback from these projects will allow decision-makers to realign priorities, and specific projects, to meet on-the-ground realities. Adaptive management is an on-going process in which new information is constantly fed into decision-making; consequently, the IRWM Plan is expected to be vibrant, flexible, and dynamic such that priorities are always subject to re-examination.

### Implementation

The Watershed Forum has approved funding (Monterey Settlement) for several projects; FRCRM watershed restoration projects have been funded by a variety of sources such as CALFED and have been on-going for many years; upland and forest vegetation management has been funded annually through the QLC; these projects are all mechanisms for implementation of the Plan. These projects and the responsible agencies demonstrate the

economic and technical feasibility of implementing the IRWM Plan throughout the Upper Feather River Watershed. Not only is there the institutional capability to implement the Plan, but there is clearly the political foundation and public desire to tackle the water issues. Examples of projects which are on-going, planned, or proposed include the following:

- FRCRM Development and Monitoring – Coordination of activities between projects (Last Chance, Red Clover, Indian, Lights, Wolf, Spanish, and Sulphur creeks); field work; landowner organization; and expansion of monitoring of pre-and post-project flow and water quality conditions throughout the watershed.
- FRCRM Jordan Creek Restoration – Fence 2.5 miles around Jordan Creek Flat, pond and plug construction and revegetation.
- Beckwourth Ranger District Clarks Creek Aspen Restoration –Release and regeneration of aspen communities from conifer suppression in Clarks Creek subwatershed.
- Feather River College Corridor Protection and Environmental Education Project – Construction of dry lots and fencing for rotational grazing and education to improve water quality in Spanish Creek.
- Sierra Valley RCD – Allocation to improve services to Sierra Valley
- Plumas Geo-Hydrology – Pilot study to investigate methods to quantify the effect of forest canopy interception on baseflow.
- Plumas Geo-Hydrology – Installation of improved groundwater monitoring system at the Red Clover restoration project.
- Plumas Corp Vegetation Management – Coordination of activities under the Fire Safety Council and the QLG to improve water retention in and minimize fire risk in the watershed.
- Feather River RCD – Allocation to improve services to American and Indian Valleys
- Sierra Valley Groundwater Management District – Perform aquifer tests near Sattley, Beckwourth, and Loyalton to determine aquifer characteristics
- Plumas Geo-Hydrology – Red Clover Creek base flow augmentation assessment using environmental isotopes.

- FRCRM – Last Chance Creek watershed restoration project; Phase II.
- Indian Valley Community Services District – Upgrade water treatment system to recycle water and/or increase flow releases from Round Valley Reservoir.
- University of California Davis – Middle Fork Feather River modeling studies and watershed model development.
- Quincy Community Services District – Water quality improvement with expansion of wetland treatment.
- Feather River Land Trust – Genesee and Sierra Valleys integrated resources management project.
- FRCRM – Sulphur Creek Watershed Restoration Strategy.
- Proposition 13 – Lake Almanor Basin Plan.
- Geographic Information System (GIS) data infrastructure and warehouse for integrated watershed assessment and data sharing.

### **Impacts and Benefits**

There will be specific impacts and benefits associated with the implementation of projects such as restoration actions. Projects that involve construction or other activities that have a direct effect on land and water resources will be evaluated under CEQA guidelines and the appropriate documentation prepared for each project.

The Plan's overall impact to the watershed will, as would be expected, be positive. Emphasizing water quality and quantity improvements as the Plan does means that connectivity will be restored throughout the watershed as well as with the adjacent Lower Feather River watershed. The larger ecosystem from Orofino Dam upstream to the headwaters of all branches of the Feather River is the focus of the Plan.

Implementing actions in which BMPs improve grazing, agriculture, and other land use activities to protect streambanks, reduce sedimentation and temperature, and address water quality concerns; actions that improve retention of precipitation in uplands, aquifers and water tables will attenuate flooding downstream; projects that increase wetlands, improve wastewater discharge, and provide better stormwater management; and restoration projects that lead to better fish and

riparian habitat and reestablishing anadromous fish, all represent positive impacts and benefits.

The implementing strategies all address public awareness as critical to the success of any actions taken in the watershed. An informed public is, perhaps, the best way to advance the concept of environmental justice for the Upper Feather River Watershed. Improved habitat, water quality and flow throughout the mainstems and tributaries are actions that will translate into increased recreational uses throughout the watershed, which will create an economic benefit to disadvantage communities.

### **Technical Analysis and Plan Performance**

The IRWM Plan was developed from the mandatory plans in place throughout the watershed. It is the mandatory plans which, as a consequence of debate, negotiations, public and agency input on water problems and solutions that set the goals and objectives of the IRWM Plan.

A critical component of the IRWM Plan is monitoring and adaptive management. A discussion of measures that will be used to evaluate project/plan performance, monitoring systems that will be used to gather performance data, and mechanisms to adapt project operations and Plan implementation based on performance data collected is described in Chapter 2.

### **Data Management**

The Upper Feather Watershed consists of a large geographic area that is managed by multiple agencies, governments, private corporations and land owners, resource groups, and concerned non-governmental organizations. Each of these entities creates data (i.e. geographic, water quality and quantity, land use etc.) that pertains to their specific land holdings. Data creation by several groups means that there is a significant existing data set pertaining to the Upper Feather River Watershed. The problem with this existing data set is that it often exists in a vacuum. In other words, the existing data set is not available to the greater Upper Feather River Watershed community. For example, each entity has specific objectives for their data, and once those objectives are met, that data, often, is never used again. Another common problem with resource use data is that it is not readily shared. Usually

**Upper Feather River  
Integrated Regional Water Management**

**RWMG Meeting No. 2**

**November 14, 2014**

**To:** Upper Feather River Regional Water Management Group

**From:** Uma Hinman, Uma Hinman Consulting

**Subject:** Website

**Date:** November 9, 2014

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**INTRODUCTION**

It was originally intended that the featherriver.com website would host the UFR IRWM Plan Update. However, as County staff looked into the ownership of the featherriverwater.com website, it was discovered that the domain was privately owned by a former County employee. Although a number of website host options were considered, direction received from the RWMG during its first meeting was for a stand-alone website. Consequently, [www.featherriver.org](http://www.featherriver.org) has been developed as the host for the UFR IRWM Plan Update.

Consultant Team member Zeke Lunder, Deer Creek Resources, will be presenting the format and content of the Plan Update website and soliciting input from the RWMG. Zeke leads the Team's data management and GIS mapping component.

**REQUEST FOR DISCUSSION AND DIRECTION**

Discussion and possible direction to staff regarding website content and format.

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**Upper Feather River  
Integrated Regional Water Management**

**RWMG Meeting No. 2**

**November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Draft Timeline of Milestones  
**Date:** November 9, 2014

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**INTRODUCTION**

The Plan Update timeline is generally designed for project development to occur within the first year, and for Chapter and Plan development to occur during the second year. The attached Timeline is based on the RWMG meeting milestones outlined in the Stakeholder Involvement Plan and has been included in the draft SIP document. Upon RWMG approval, the Timeline will also be posted on the website to help educate the public and stakeholders on the Plan update process and timing of milestones.

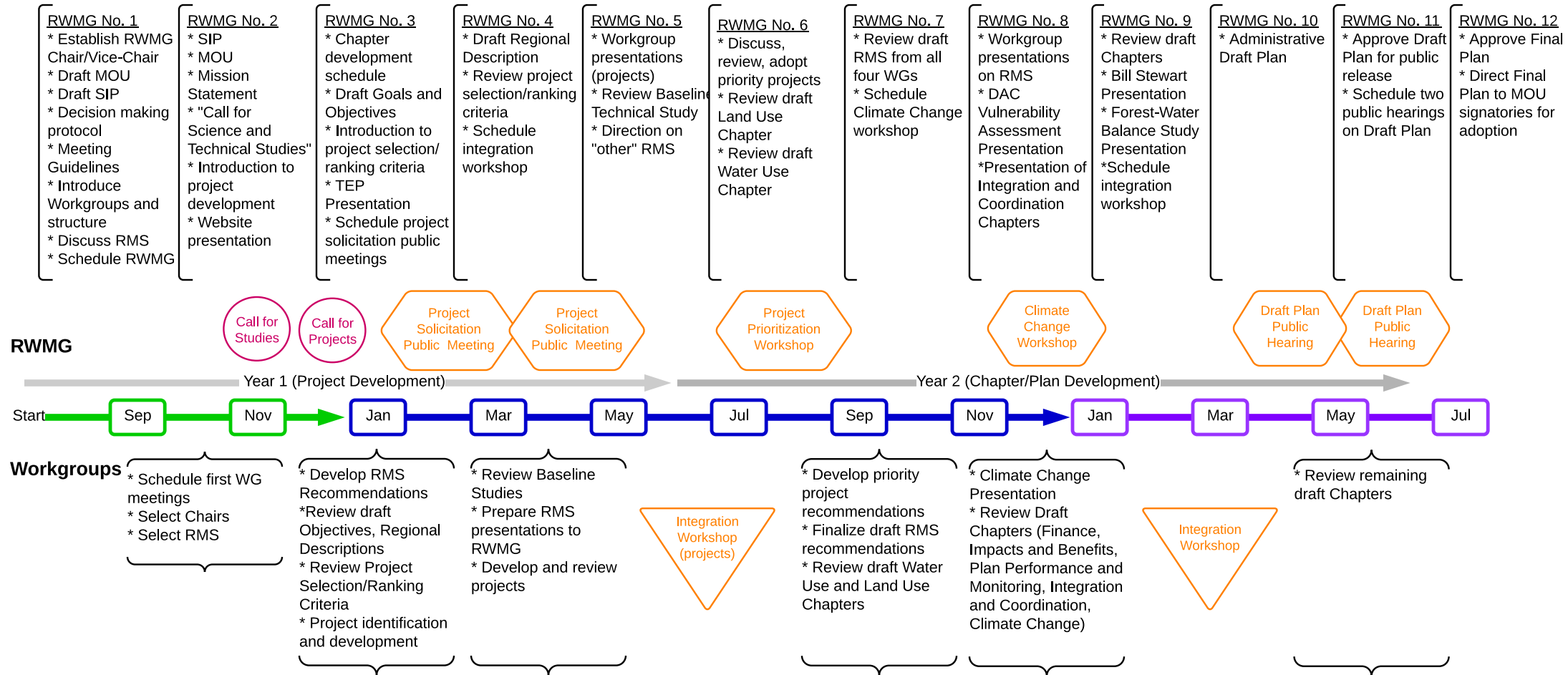
**REQUEST FOR DISCUSSION AND POSSIBLE ACTION**

Approve and/or direction to staff regarding the Draft Timeline of Milestones for the Plan Update.

Attachment Draft Plan Update Timeline of Milestones

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# UFR IRWM Plan Update Schedule



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**Upper Feather River  
Integrated Regional Water Management**

**RWVG Meeting No. 2  
November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Workgroup Updates  
**Date:** November 9, 2014

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**INTRODUCTION**

On October 6, 2014, the Workgroup Coordinators met in Genesee Valley to coordinate efforts in developing a consistent approach for outreach and support to the Workgroups. The Workgroup Coordinators have since been working on developing outreach contact lists, setting dates for the first meetings, establishing the approach and informational presentation for the first meetings, and gathering data to support the Workgroup efforts.

To initiate the outreach for Workgroups and interest in the Plan Update in general, a newspaper article ran in the Sierra County (October 23) and Plumas County (October 29) newspapers, which provided an update on the IRWM Plan Update process and encouraged participation in the Workgroups.

The following updates are informational:

***Uplands and Forest Management Workgroup***

The preference expressed by those interested in participating in the Uplands and Forest Management Workgroup so far is to first strive for coordination with existing forestry groups and with their planning and project development efforts, recognizing that specific forest-water linkages and other areas of overlap, such as multi-benefit projects, needs to be developed during both planning processes. The other benefit of working with existing uplands and forest groups is that it helps build common ground during planning and project development that will build capacity to implement the Plan after adoption.

The Coordinator, Leah Wills, has had discussions with the Plumas Fire Safe Council and the Collaborative Forest Lands Restoration Program (CFRLP) proposal development team members about coordinating planning and project development in the interest of supporting existing groups and efforts. Leah has advised the PNF and the CFRLP regarding the Brown Act requirements, meeting ground rules, and the milestones that have to be met during the IRWM portion of a coordinated meeting. Additionally, Leah is working with the Plumas National Forest to schedule a presentation to the PNF Leadership Team on the

Workgroup in late November or early December. The CFRLA group is holding a meeting on November 11 and will discuss coordination with the IRWM planning effort at that time. No meeting is scheduled at this time, pending a decision from the CFLRP regarding meeting coordination.

***Agricultural Land Stewardship Workgroup***

The Coordinator, Holly Foster, attended the Water Summit held at the Vinton Grange on October 14, 2014 that was coordinated in conjunction with the Plumas-Sierra Cattlemen's Fall Dinner. Randy Wilson gave a brief presentation during the Summit, discussing the IRWM Plan Update process. Holly is coordinating with the association leadership (Rick Roberti, Paul Roen, etc.) and Holly George, U.C. Cooperative Extension, who will be helping staff facilitate much of the communication to the agricultural community, as she already has email contact lists, etc.

Holly Foster also attended the Upper Feather River Watershed Board Meeting and gave a brief update regarding the IRWM Plan Update. Because of the substantial crossover between the various agricultural groups, the intent is to again work with leadership to communicate the process and how our goal is to work through existing channels and meetings in order to most efficiently perform Workgroup tasks. Holly George also presented a brief update, the process and Workgroup goal to the Plumas-Sierra Farm Bureau during its annual dinner.

In working towards scheduling the first meeting, November through early December is difficult for much of the agricultural community that is involved in cattle production, as most are busy moving cattle to winter locations. We were a little late to get on the agendas for the two association meetings held in October, so Holly Foster will be working with Holly George and the Farm Bureau, the Cattlemen's Association, and the IRWM team to develop a plan for the first meeting that will be efficient and optimize participation. Holly Foster is developing background information and data that Holly George will help in distributing to agricultural interests.

***Floodplains, Meadows, and Waterbodies Management Workgroup***

The Coordinator, Terri Rust, has developed a contact list for outreach and meeting notification to potentially interested parties in the Region. Terri is working on finding a meeting date during the first or second week of December.

***Municipal Services Workgroup***

The Coordinator, Uma Hinman, has developed an initial contact list for outreach and meeting notification to potentially interested parties in the Region. At this time the list is comprised primarily of water and wastewater districts, community service organizations, and municipal and county representatives. The first meeting has been set for November 20, 2014 at 9:00 a.m. in the Planning Conference Room, Quincy.

**INFORMATIONAL ONLY**

**Upper Feather River  
Integrated Regional Water Management**

**RWMG Meeting No. 2  
November 14, 2014**

**To:** Upper Feather River Regional Water Management Group  
**From:** Uma Hinman, Uma Hinman Consulting  
**Subject:** Next Meeting Date and Topics  
**Date:** November 9, 2014

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**INTRODUCTION**

The next RWMG meeting is tentatively scheduled for Wednesday, January 28, 2015 at 9:30 a.m. in the Plumas County Board Chambers, Courthouse, Quincy.

Topics recommended for the third RWMG meeting include the following:

1. Review SIP progress
2. Approve chapter development schedule
3. Review and discuss Plan Goals and Objectives
4. Review and approve draft Project Solicitation Package for release
5. Direct next steps for developing project selection and ranking criteria
6. Schedule Project Solicitation public meetings
7. Tribal Outreach update and presentation of draft Tribal Engagement Plan
8. Workgroup updates

**REQUEST FOR DISCUSSION AND/OR DIRECTION TO STAFF**

Approve the next meeting date and content.

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**CONSENT ITEM**

RWMG Meeting No. 1

Draft Meeting Minutes

September 24, 2014

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# Upper Feather River IRWM Regional Water Management Group

## DRAFT SUMMARY MINUTES

For the Regular Meeting  
On September 24, 2014

### **Call to Order and Roll Call**

Randy Wilson, Co-Manager Plumas County Flood Control and Water Conservation District, called the meeting for September 24, 2014 to order at 9:30 AM, at the Plumas County Board of Supervisors Room 308, Courthouse, Quincy, CA. Randy noted that this is Brown Act Meeting.

#### Members Present:

Sharon Thrall, Plumas County Flood Control and Water Conservation District  
Paul Roen, Sierra County  
Terry Swofford, Plumas County  
Russell Reid, Feather River Resource Conservation District  
Bill Nunes, Sierra Valley Resource Conservation District  
Jim Roberti, Sierra Groundwater Management District  
Tom Yagerhofer, Plumas County Community Development Commission  
Trina Cunningham, Maidu Summit Consortium  
Jeffrey Greening, Public Member  
Joe Hoffman, Plumas National Forest (Advisory)  
Quentin Youngblood, Tahoe National Forest (Advisory)

#### Members Absent:

Carol Thornton, Lassen National Forest (Advisory)

#### Team Members Present:

Randy Wilson, Plumas County Flood Control and Water Conservation District  
Uma Hinman, Uma Hinman Consulting  
Zeke Lunder, Deer Creek Resources, Inc.

### **Additions or Deletions from the Agenda**

None noted

### **Announcements / Reports**

None noted

### **1. Welcome and Introductions**

Randy Wilson presented the agenda for the first meeting and opened the floor for introductions.

### **2. Regional Water Management Group**

**2a. Introductions and Statements from Regional Water Management Group (00:03:15)**

**2b. Establish Chair and Vice Chair (00:7:45)**

Upon motion by Terry Swofford and second by Paul Roen, the nomination of Sherrie Thrall for Chair was unanimously approved.

Upon motion by Bill Nunes and second by Terry Swofford, the nomination of Paul Roen for Vice Chair was unanimously approved.

**3. Overview of the Upper Feather River (UFR) Integrated Regional Water Management (IRWM) Program and Process (00:8:30)**

Debbie Spangler, Department of Water Resources Grant Manager, presented a summary of the IRWM program and requirements and process for updating the Plan.

**4. Update and Review New Draft UFR IRWM Program Memorandum of Understanding (MOU) (00:13:40)**

Randy Wilson, Co-Manager Plumas County Flood Control and Water Conservation District and Project Manager, presented the history of the 2009 Memorandum of Understanding (MOU), the need for a revised MOU, and a recommended draft MOU for consideration. Randy identified the major changes between the two MOUs.

Trina Cunningham, Maidu Summit Consortium, noted that the Tribes would need more time to provide feedback and would be meeting in October.

Sherrie noted that Section 3.04 Relationship of the Parties as a very important part of the MOU. It is a statement of principle, not an enforced contract.

**5. Stakeholder Outreach**

**5a. Introduction of Draft Stakeholder Involvement Plan. Discussion only. (00:27:20)**

Uma Hinman, Project Coordinator, Uma Hinman Consulting, presented the Stakeholder Outreach requirements and the draft Stakeholder Involvement Plan, reviewing the process for compliance with DWR's IRWM Guidelines.

Bill Nunes, Sierra Valley RCD, and Russell Reid, Feather River RCD, requested someone from the IRWM team attend and present the SIP at a joint meeting. Randy noted that either he or Uma could attend meetings at request and present information about the SIP and/or MOU.

Jeffrey Greening noted that the website content could go a long way toward reaching out to the public. Sherrie noted that the website should be a stand-alone website; it is not a

County project. There should be links on the County website to the IRWM website. Jeffrey and Sherrie both noted how important the video recordings of meetings are for public involvement.

Russell Reid noted that provide information to the public in easily understandable terms. Need to explain to folks why we are here and what are the goals.

Randy noted that a function of the Plan Update is about problem identification. The UFR community will identify projects and problems that need to be solved, such that there is a mutual understanding of the issues. Funding of projects will need to be identified, but this process should help identify projects for other funding sources besides Prop 84 as well.

Trina Cunningham requested that the IRWM team put together some talking points for use in presenting the SIP to the Tribes.

Quentin Youngblood suggested that it is important to discuss what led to the program, the objectives, etc. Sherrie noted that Debbie gave a presentation earlier that was now available on the meeting video. Debbie offered to provide information and links to the DWR IRWM website for the UFR IRWM website that could help provide background info

**5b. Draft Notice of Intent. Discussion and direction (00:41:00)**

Uma Hinman presented the draft Notice of Intent, explaining that NOIs are required at the beginning of the IRWM Plan Update process and prior to adopting the Plan.

Upon motion by Paul Roen and second by Bill Nunes, the Notice of Intent was unanimously approved in content and for publishing.

**5c. Draft meeting guidelines for RWVG and Workgroup sessions. Discussion and possible action. (00:41:55)**

Uma Hinman presented the guidelines for RWVG and workgroup sessions for discussion. Uma explained that the draft guidelines were collected from those in utilized for various other resource planning efforts in the region, as well as other IRWM processes.

Upon motion by Paul Roen and second by Bill Nunes, the guidelines for RWVG and Workgroup sessions were unanimously approved.

**5d. Draft decision-making protocol for RWVG. Discussion and possible action. (00:43:55)**

Uma Hinman presented the decision-making protocol for RWVG for discussion, which was based on the protocol included in the 2009 MOU. Randy clarified the differences between the protocol in the 2009 MOU and the revisions proposed in the draft MOU. Comments and questions were offered by Bill Nunes, Randy Wilson, and Sherrie Thrall.

Sherrie Thrall, Chair, noted that it is important to be consistent with the MOU. Quorum is established as five out of the nine RWMG being present. Decisions-making by the RWMG will be by majority vote.

Workgroups will operate under consensus-based decision-making. Should consensus not be reached, the issues will be brought to the RWMG for resolution.

Verbal vote, using majority vote for RWMG and consensus for Workgroup sessions, as stated in the draft MOU, was unanimously approved.

## **6. UFR IRWM Workgroups**

### **6a. Overview of Workgroups (00:50:18)**

Uma Hinman presented an overview of the four Workgroups: Uplands and Forest; Agricultural Lands Stewardship; Floodplains, Meadows and Waterbodies; Municipal. Workgroups will meet up to four times per year, one of which will be an integration meeting for all the Workgroups.

Sherrie noted that meetings may be held at various locations within the Region in order to accommodate and encourage participants. Terry noted that General Plan Update meeting participation started strong and trailed off as the planning process dragged on. Randy emphasized that this is a more limited timeframe and that the Plan must be completed within two years.

Russell Reid emphasized that there needs to be a reason for stakeholders to get involved; the reason being because we think we can get something done.

Sherrie suggested that the RWMG help identify the “doers” that should be involved in the meetings. Randy encouraged the RWMG to become involved in the Workgroups as well.

### **6b. Workgroup Coordinators – introduction and direction to activate Workgroup meetings. Discussion and direction.**

Uma provided an overview of the Workgroup Coordinator and Chair roles, an introduction of the Workgroup Coordinators and their email contact information. Randy clarified the Coordinators roles are to set up and facilitate the meetings, provide support, and to keep the process moving forward. Presented the contact emails for each of the Workgroups.

Uma Hinman presented Zeke Lunder, Deer Creek Resources/GIS, who presented the current base map and the process for updating the maps with Plan information. Zeke encouraged everyone to identify areas of interest and write comments on the map. Zeke suggested Lassen County be invited to participate in the MOU. Sherrie thought that Lassen County would be most appropriate at the Workgroup level. Comments and questions were offered by Sherrie Thrall, Jeffrey Greening, and Randy Wilson. Randy noted that a portion of Butte County is also included in the UFR Region, and suggested that in the future the process look

at removing that portion from the Regional Description as that area is already included in the Northern Sacramento Valley IRWM.

Uma Hinman passed around sign-up sheets to the audience for the Workgroups.

**\* MID MORNING RECESS \***

**6c. Resource Management Strategies (1:24:00)**

**i. Overview of Resource Management Strategies (RMS).**

Uma Hinman presented an overview and guidelines of the Resource Management Strategies, which are a required by DWR to be addressed in the IRWM Plan. The DWR IRWM Guidelines require the Plan RMS identified in the CA Water Plan 2009. Uma clarified that the RMS presented in the packet are from the Draft CA Water Plan 2013, which the IRWM Guidelines recommend. Joe Hoffman, Plumas National Forest, clarified that the RMS and the examples were from the CA Water Plan and that the Workgroup assignments are suggestions of the IRWM team.

**ii. Assignment of RMS to Workgroups. Discussion and possible action.**

Uma Hinman reviewed the summary of resource management strategies. Discussion was held to assign the RMS topics to workgroups. Sherrie and Uma clarified that the RMS could be assigned to more than one Workgroup. Sherrie suggested that the Workgroups each identify which RMS they want to address and what partnerships may be appropriate; any not selected will be assigned by the RWVG. The Workgroup Coordinators take the first stab at the RMS division and take to our Workgroups for

Trina cautioned that folks may get stretched too thin is there is a lot of overlap in addressing RMS.

Holly George requested clarification on why some RMS were grayed out in the table included in the agenda packet. Sherrie clarified that they indicated no suggested assignment of that RMS at this time.

Leah noted that we could hold joint Workgroup meetings to address overlapping RMS. The DWR Work Plan includes one integration workshop per year.

Upon motion by Trina Cunningham and second by Jeffrey Greening, the Workgroups will identify which RMS they will address and bring back to the RWVG for review ; unanimously approved.

Randy Wilson noted that the Plan requires climate change be addressed in the Plan as well, and that the Work Plan includes a climate change technical study.

**7. Next Meeting(s)**

**7a. Schedule future RWMG meetings. Discussion and possible action. (1:37:50)**

Uma Hinman presented the proposed meeting schedule, which is based on the fourth Wednesday of every other month. Uma noted that November 2014 and 2015 would occur on the third Wednesday of those months due to Thanksgiving. Sherrie noted that because the meetings were scheduled so far in advance, there may be changes to the schedule in the future. Trina noted that her schedule might change in January 2015, but that for now the proposed schedule worked.

Debbie pointed out that the last scheduled meeting falls after the contract completion date with DWR. Randy indicated that the team will attempt to speed the process up to meet that deadline, although there is the possibility that the team will be requesting an extension of time from DWR in the future.

Upon motion by Paul Roen and second by Terry Swofford, the adoption of the proposed meeting schedule was unanimously approved.

**7b. Topics for next RWMG meeting. Discussion and direction. (1:41:20)**

Chair Thrall opened discussion of topics for the next RWMG meeting. The following were offered:

1. Draft MOU
2. Draft stakeholder involvement plan,
3. Workgroup reports
4. Presentation on the website, Zeke will be adding background information on website
5. Draft chapter and project development schedule
6. Draft project solicitation letter

Sherrie suggested that the RWMG organize educational presentations to share information across the UFR region. Paul Roen announced a Water Meeting Summit on October 14<sup>th</sup> at the Vinton Grange, which will be attended by Brian Dahle who will be discussing the proposed Water Bond and recent Groundwater Legislation. Paul will send to Uma to email announcement out to the RWMG.

Chair Thrall reviewed emailing procedures for the Integrated Regional Water Management Group. Because of the Brown Act, when replying to RWMG group emails, do not reply to all. Please cc Sherrie so that she is kept in the loop.

Randy Wilson presented the existing 2005 UFR IRWM Plan, suggesting it could be an agenda item in the future, if so desired. The 2005 Plan will be the basis upon which we will build the new Plan. The document can be found on the website [www.featherriver.org](http://www.featherriver.org).

Russell Reid noted that the Workgroup Coordinator contact emails were in the agenda packet.

Sherrie noted that they would like to see a milestone timeline with target dates.

Joe Hoffman requested clarification on the driving force behind preparing the Plan update and whether it was primarily potential funding for future projects. Chair Thrall responded that the primary forces driving the update was recognition of the deep concern for the health of the watershed and proper management of those resources. It is an exercise in local control and coordination between regional groups.

A member of the audience recommended that group members make themselves familiar the projects that have been completed under the Prop 50 grants. Randy indicated that he would provide a discussion of Prop 50 projects at a future meeting.

Holly George asked for clarification on what project means? Randy Wilson offered an explanation that a project is an attempt to solve a problem; it is important to identify what's wrong in order to solve the problem and to get agreement from the public that there is a problem.

## **8. Consent Agenda**

There are no consent items at this time.

## **Adjournment**

The meeting was adjourned at approximately 11:30 a.m.