

Regional Water Authority
INTEGRATED REGIONAL WATER MANAGEMENT PLANNING
PROGRAM MEETING NOTES
September 13, 2006
1:00 pm
Regional Water Authority
5620 Birdcage Street, Suite 110
Citrus Heights, CA

1. INTRODUCTIONS/AGENDA REVIEW

In attendance: Ken Payne, City of Folsom; Rob Roscoe, SSWD; Darrel Eck, SCWA; Stephanie Fong, CVRWQCB; Paul Bartkiewicz, RWA legal counsel; Jafar Faghieh, MWH; Vanessa Nishikawa, MWH; Keith Wallace, MWH; Mike Floyd, DWR; Aaron Ferguson, Tully & Young; Steve Nugent, CWD; Bob Churchill, CHWD; Dan Sherry, City of Sacramento; Ed Formosa, SSWD; Warren Jung, SSWD; Derrick Whitehead, City of Roseville.

2. STATUS REPORTS

- **IRWMP Program Budget**

The program summary budget is included as **attachment 1**. Program credits total \$383,008.32 and debits total \$252,112.36 leaving a program balance of \$130,895.96. However, the program balance is not the actual account balance because \$73,430 was used to pay for consulting services for work performed under the Prop 50 planning grant. The grant program only reimburses expenses after they have been paid.

3. WORK ITEMS UNDER FY2006 CORPS' APPROPRIATION

MWH staff distributed a handout of PowerPoint slides (**attachment 2**).

- **Update on Tasks Authorized by May 2006 Modification**

Keith Wallace of MWH discussed the initial strategy of the IRWMP and reasons that the strategy has changed based on the results of the Prop 50, Step 1 grant applications. The May 2006 USACE obligated \$270K of tasks to prepare the IRWMP that was completed in June 2006, and included resources for meetings with the IRWMP participants and additional stakeholder groups. Remaining to be obligated from the FY2006 appropriation

- **Proposed Scope of Work for Tasks to be Requested with Remaining**

FY2006 Appropriation

Vanessa Nishikawa explained that based on communications that we have had since adoption of the IRWMP, that additional stakeholder outreach and developing a process for consideration of input from stakeholders is a logical next step for the program.

The committee agreed that the stakeholder activities were appropriate. However, the committee requested follow-up on two items: 1) did the funds need to be obligated within the current Federal fiscal year, which ends September 30, 2006; and 2) a more detailed description of the work to be performed under the stakeholder tasks.

NOTE: Since the meeting, RWA staff confirmed with the Corps that the funds did not need to be obligated by September 30, 2006. Additionally, MWH developed a description of tasks that was distributed to the committee electronically for comment (**attachment 3**).

4. WORK ITEMS UNDER PROP 50 PLANNING GRANT

- **Quarterly Report and Invoice to DWR**

RWA staff reported that the first required quarter report for the Prop 50 planning grant was submitted to DWR in August. This included an invoice requesting reimbursement for the \$73,430 in modeling tasks completed to date by WRIME. An electronic copy of that report is available upon request to Rob Swartz.

- **Status of IGSM Update**

Progress on the model update continues. The tasks on the Prop 50-funded portion of the update are about 75% complete and are expected to finish in October 2006. The model calibration phase will then begin with completion expected in early 2007.

- **Proposed Scope of Work for Water Accounting Framework Development**

The planning grant requires a competitive selection process for consulting services in excess of \$20,000 consistent with RWA policy. The committee discussed whether it should recommend to the RWA Executive Committee to waive this policy based on the unique qualifications of MWH, which has completed the work to date on the proposed WAF policy. The committee decided that on policy-related tasks that it would recommend to the Executive Committee to waive this policy. However, the committee felt that a number of firms could perform some the technical analysis needed for the WAF, so the committee directed RWA staff to investigate other opportunities to complete those work items consistent with RWA consulting services policies.

NOTE: Note the RWA Executive Committee recommended waiving RWA Policy 300.2 and authorized the Executive Director to execute the task order with MWH for policy-related activities with a not-to-exceed budget of \$113,800 at a special meeting on October 6, 2006.

5. ACTION ITEMS/SCHEDULE NEXT MEETING

- RWA staff to discuss with Corps when available funds need to be obligated through a task order.
- MWH to develop more detailed description of outreach tasks for distribution to committee.
- Next regular meeting scheduled for November 8, 2006 at 1 pm.

Attachment 1

Integrated Regional Water Management Planning Program Budget
as of September 12, 2006

Credits

ARBCA Phase II Rebate	\$	11,758.32
Phase 1 Assessments	\$	151,500.00
Phase 2 Assessments	\$	111,000.00
FY07 Assessment	\$	108,750.00
	\$	<u>383,008.32</u>

Debits

RWA Staff	\$	37,210.00
Legal Staff	\$	12,401.04
Audits/Other Direct Costs	\$	2,501.32
USACE Cost Share	\$	200,000.00
	\$	<u>252,112.36</u>

Balance

\$ 130,895.96

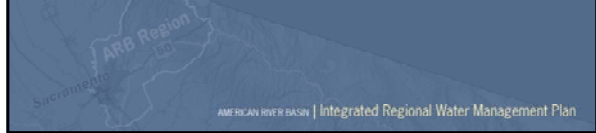
Attachment 2

MWH Materials for Agenda Item 3

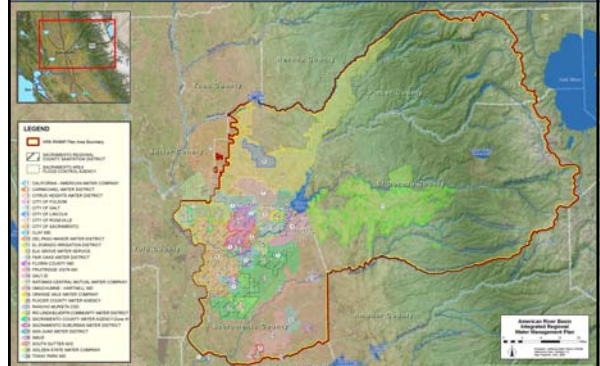
*Briefing for
RWA ARB IRWMP Project Committee
September 13, 2006*

*American River Basin
Integrated Regional Water Management Plan*

- Initial strategy and what has changed
- Plans for future updates

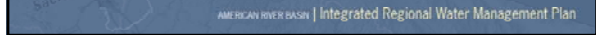


American River Basin (ARB) Region



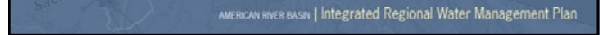
Initial Strategies

- In 2004, RWA's plan was to complete and adopt an IRWMP by 1/2007, based on the Prop. 50 guidelines.
- In 2005, FRWA developed a Functionally Equivalent Document (FED) for Central and South Sacramento County.



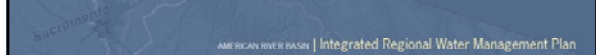
Change in Plans...

- During the Prop. 50 Implementation Grant Application Process, the State encouraged RWA and FRWA to consolidate their applications and IRWMPs.
- A complete and adopted IRWMP would improve the chances to be awarded a Prop. 50 grant.
- RWA/FRWA completed and adopted the ARB IRWMP in 5/2006, which maintains their eligibility for the next round of Prop. 50.



A "Living" Document

- Although the ARB IRWMP was adopted, it will be regularly improved and updated by RWA/FRWA.
- Iterative updates have always been identified in the IRWMP Program SOW.
- RWA's portion of the improvements and updates will be funded by local dollars, USACE, and the Prop. 50 planning grant.



USACE Appropriation FY 05/06

- \$360K in appropriations
 - \$90K for local cost share
 - \$35K for USACE project management fee
- Total of \$415K available
 - \$270K currently under contract
 - \$145K remaining: *How should this money be spent?*



ARB IRWMP Feedback

- Contacts from the Water Forum, American Basin Council of Watersheds, and Placer County Planning have demonstrated great stakeholder interest.
- The USACE is very interested in demonstrating a high level of stakeholder outreach and believes this would be a good use of cost-share agreement funds.
- Additional outreach will enhance the IRWMP.

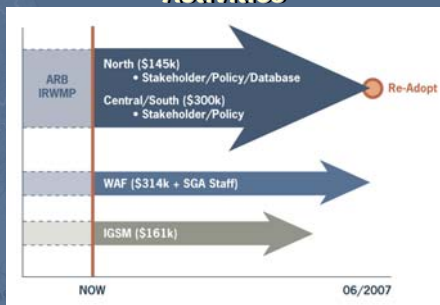
AMERICAN RIVER BASIN | Integrated Regional Water Management Plan

Next Steps

- Utilize \$145K USACE funds to:
 - Develop briefing materials; identify & meet with additional stakeholders.
 - Develop electronic form for local agencies to provide new project information; develop database to maintain project information.
 - Identify appropriate process for consideration of input by additional stakeholder groups, incorporation of new projects, & future IRWMP updates.
 - Incorporate new projects & process May 2007 iteration of IRWMP.

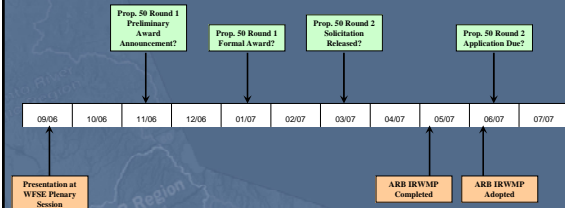
AMERICAN RIVER BASIN | Integrated Regional Water Management Plan

RWA and FRWA/SCWA Upcoming Activities



AMERICAN RIVER BASIN | Integrated Regional Water Management Plan

Proposed Timeline and Milestones



AMERICAN RIVER BASIN | Integrated Regional Water Management Plan

Attachment 3

Stakeholder Outreach Task Description

September 22, 2006

DESCRIPTION OF WORK

The following is a description of the proposed tasks to be performed by MWH under the U.S. Army Corps of Engineers (USACE) American River Basin Integrated Regional Water Management Plan (ARB IRWMP) Scope of Work (SOW). Costs associated with these tasks can be found in **Table 1**. Note: Because this is a modification to an existing SOW with the USACE, the task number begins with “8”, rather than “1”.

TASK 8: STAKEHOLDER OUTREACH

Subtask 8.1 Prepare, reproduce, and deliver outreach presentations and associated materials to Regional Stakeholders Meetings

Initial contacts with the Water Forum, American Basin Council of Watersheds, and Placer County Planning have demonstrated great stakeholder interest and a need for further outreach. Outreach is also necessary for ARB IRWMP implementation as outlined in the document. In order to include all interested parties into the ARB IRWMP Process, initial contacts will be made through Regional Stakeholder Meetings. This subtask will allow for preparation for and attendance of those meetings.

Deliverable(s):

- Preparation and reproduction of presentation materials:
 - Preparation of up to four PowerPoint presentations – 1 electronic copy.
 - Reproduction of “Fact Sheet” – up to 400 hard copies.
- Conduct up to eight meetings.
- Brief written summary of up to eight meetings.

Schedule:

- Preparation and reproduction of presentation materials – June 2007.
- Conduct up to eight meetings – June 2007.
- Brief written summary of up to eight meetings – June 2007.

Subtask 8.2 Prepare for and attend monthly Stakeholder Project Meetings

Once stakeholders are identified, it will be important to incorporate them into the ARB IRWMP planning process. Stakeholders will be included in the planning process through Stakeholder Project Meetings. These meetings will provide a forum for the stakeholders to voice their opinions on the ARB IRWMP issues and have their questions answered by ARB IRWMP staff. This subtask will allow for preparation and attendance of those meetings.

Deliverable(s):

- Preparation and reproduction of presentation materials:
 - Preparation of up to four PowerPoint presentations – 1 electronic copy.
 - Supporting presentation diagrams/handouts.

- Conduct up to eight meetings.
- Brief written summary of up to eight meetings.

Schedule:

- Preparation of presentation materials – June 2007.
- Conduct up to eight meetings – June 2007.
- Brief written summary of up to eight meetings – June 2007.

Subtask 8.3 Develop "Fact Sheet" for Stakeholder Outreach Meetings

As part of the outreach process it will be important to have informational materials for distribution to help educate potential stakeholders about the ARB IRWMP and its process. One such handout is a "Fact Sheet". This "Fact Sheet" will summarize: 1) what an IRWMP is, 2) the significance of the ARB IRWMP to the region, 3) the ARB IRWMP project/program implementation process, and 4) the importance of stakeholder involvement. The "Fact Sheet" will be a tri-fold, one-page, double-sided, color handout.

Deliverable(s):

- Preparation of draft "Fact Sheet" – 1 electronic copy; Final "Fact Sheet" – 1 electronic copy (reproduction and distribution of fact sheet will be completed through Subtask 8.1)

Schedule:

- Preparation of draft "Fact Sheet" – October 2006; Preparation of final "Fact Sheet" – October 2006

TASK 9: IRWMP POLICY DEVELOPMENT

The ARB IRWMP is intended to be a "living" document that will be updated as the needs of the region change, new projects/programs are developed, or additional stakeholders are included. This task will develop the policy for how new stakeholders and projects/programs are incorporated into the ARB IRWMP. This task will also create a stream-lined process for project identification and inclusion.

Subtask 9.1 Develop policy for Stakeholder inclusion

This subtask will develop the policy for incorporation of new stakeholders into the ARB IRWMP. [RWA staff will distribute this draft policy for review as appropriate.]

Deliverable(s):

- Development of the draft policy for stakeholder inclusion – 1 electronic copy; final policy for stakeholder inclusion – 1 electronic copy.

Schedule:

- Development of the draft policy for stakeholder inclusion – November 2006; final policy for stakeholder inclusion – November 2006.

Subtask 9.2 Project/Program inclusion

The following subtasks develop the process for projects/programs inclusion into the ARB IRWMP and project/program evaluation.

Subtask 9.2.1 Develop policy for Project/Program inclusion

This subtask will develop policy for incorporation of new projects/programs into the ARB IRWMP. This policy will also include the “Prioritization Process” which will determine how projects/programs are ranked. [RWA staff will distribute this draft policy for review as appropriate.]

Deliverable(s):

- Development of the draft policy for project/program inclusion – 1 electronic copy; final policy for project/program inclusion – 1 electronic copy.

Schedule:

- Development of the draft policy for project/program inclusion – November 2006; final policy for project/program inclusion – November 2006.

Subtask 9.2.2 Develop form for Project/Program inclusion

This subtask will include development of a form that ARB IRWMP participants may complete to submit a description of their project/program for consideration for incorporation into the ARB IRWMP. This form will be available in both electronic and hard copy format. [RWA staff will distribute this draft form for review as appropriate.]

Deliverable(s):

- Development of the draft form for project/program inclusion – (1 electronic copy); final form for project/program inclusion – (1 electronic copy, 100 hard copies).

Schedule:

- Development of the draft form for project/program inclusion – November 2006; final form for project/program inclusion – November 2006.

Subtask 9.2.3 Develop Project/Program database and populate database with initial projects/programs

This subtask will develop a database to store all ARB IRWMP project/program information. The database will be designed to allow for report generation that will populate the project/program tables in the ARB IRWMP. Population of the database will include existing projects/programs from the May 2006 version of the ARB IRWMP and new projects/programs with completed forms as of January 31, 2007.

Deliverable(s):

- Development of the project/program database – 1 electronic copy.
- Population of initial projects/programs into the database – 1 electronic copy.

Schedule:

- Development of the project/program database – March 2007.

- Population of initial projects/programs into the database – March 2007.

Subtask 9.2.4 Evaluate projects/programs using Prioritization Process

This subtask will evaluate the projects/programs that have been included into the database through the use of the ARB IRWMP “Prioritization Process”. This process will examine which ARB IRWMP criterion have been met by the project/program and determine the project/program’s rank.

Deliverable(s):

- Development of the draft prioritized project/program list – 1 electronic copy; final prioritized project/program list – 1 electronic copy.

Schedule:

- Development of the draft prioritized project/program list – March 2007; final prioritized project/program list – March 2007.

Subtask 9.3 Develop policy for ARB IRWMP Updates

This subtask will develop policy that will outline the process for how the ARB IRWMP will be updated and what conditions trigger the need for an update. [RWA staff will distribute this draft policy for review as appropriate.]

Deliverable(s):

- Development of the draft policy for IRWMP updates – 1 electronic copy; final policy for IRWMP updates – 1 electronic copy.

Schedule:

- Development of the draft policy for IRWMP updates – April 2007; final policy for IRWMP updates – April 2007.

Subtask 9.4 Prepare for and attend ARB IRWMP Committee Meetings

Implementation of the ARB IRWMP requires continued involvement from the ARB IRWMP Technical Working Group and Management Committee. It is anticipated that these groups will meet periodically, and this subtask will allow for preparation for and attendance of those meetings.

Deliverable(s):

- Preparation of presentation materials:
 - Miscellaneous presentation handouts.
- Attendance and brief summary of up to eight meetings.

Schedule:

- Preparation of presentation materials – June 2007.
- Attendance of up to eight meetings – June 2007.
- Brief written summary of up to eight meetings – June 2007.