

**APPENDIX Q**  
**PROGRESS REPORTS**



**PROGRESS REPORT NO. 1**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending February 29, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) initiated the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team held several meetings and has begun the development of the sub-region groups. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: Sub-Region Groups***

The Consultant team met on four occasions:

1. January 11, 2012 – Kick-off Meeting
2. January 19, 2012 – Team Meeting
3. January 27, 2012 – Team Meeting
4. February 22, 2012 – Kickoff Meeting

The first meeting was a kick-off meeting as intended to identify data needed from the Tulare Lake Basin DAC project (TLB project), define preliminary sub-regions, and establish next tasks. See meeting notes dated 01/11/2012.

Based on direction from the first meeting and data collected from the TLB project a map was prepared identifying the draft sub-regions. The second meeting further refined the sub-region definitions and physical boundaries, see meeting notes dated 01/19/2012.

The third meeting solidified the draft sub-regions and the map was revised in preparation of presenting the proposed sub-regions to the Workgoup, see meeting notes dated 01/27/2012

The consultant team discussed with the Authority the need to solicit several Authority members to become Workgroup members. The Workgoup members will be comprised of Upper Kings IRWMP members, interested parties and DAC representatives from the region.

Extensive research has been conducted to determine which communities are designated as DACs within the Upper Kings region. The consultant team worked on defining a DAC for this project.

The Principal and Associate Engineer attended a meeting with TLB team members and CDPH to discuss the process and requirements to draft and obtain a confidentiality agreement from the State for annual inspection reports from various water agencies throughout Tulare, Kings, Fresno and Kern County's. Also, attended the SOAC meeting and reviewed and discussed with RCAC the process, tactics and tools used to evaluated water systems in New Mexico.

The Sub-Region map was updated to include and present statistical data such as number of DAC's per county, number of DAC's with water and wastewater violations by sub-region, and the number of schools with water or wastewater problems by sub-region.

In preparation for the DWR kick-off meeting and workgroup meeting maps were updated and printed and a power point presentation was developed. On February 22, 2012 all team members attended the Kick-off meeting with DWR which included a field visit to Easton. Upon completion of

the kick-off meeting, the DAC Workgroup held a meeting to introduce the proposed sub-regions for the Upper Kings DAC pilot project and obtain feedback from the members.

The deliverables for Task 1 are the Sub-Region map, supporting data and meeting minutes for the above referenced meetings. The Sub-Region map is being finalized and is available upon request. The meeting minutes are attached to this invoice.

***Task 2: Data Gathering & Outreach***

The Associate Engineer attended the Authority meeting and began outreach to the members and interested parties present that will be involved with the DAC Pilot Projects.

The deliverables for Task 2 are data summarization reports, which are in preliminary stages and will be attached to later invoices.

***Accomplishments***

Accomplishments during this period include initiation of the DAC Pilot Plan, the formation of the Workgroup, preliminary development of the Sub-Regions and several team meetings as discussed. On February 22, 2012 the DAC workgroup was convened and a presentation of the proposed sub-regions was presented to the group. Feedback and suggestions from the members was documented and will be incorporated into the next map version.

***Activities for Next Period***

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule as outlined in the meetings. The next tasks include obtaining comments from the DAC Workgroup on the draft Sub-Region boundary map and making revisions from the comments received. Once those revisions are incorporated, the next major task is to bring the Sub-Region map to the IRWMP Workgroup and obtain approval of the boundaries developed.

***Task 5: Grant Administration Support***

The Grant Contact coordinated a grant kick-off and site visit, facilitated communication with CDWR and was assisted by accounting staff in the compiling of invoices and reports.

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 1/1/12 - 2/29/12</b>				
<b>Item</b>	<b>Hours</b>	<b>Costs</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 1 – Sub-Region Groups	\$24,712.85	\$193.87	\$0	\$21,692.54
Task 2 – DAC Data Gathering & Outreach	\$4,204.18	\$0	\$0	\$4,204.18
Task 3 – Sub-Group Planning & Technical			\$0	
Task 4 – Final Report			\$0	
<b>Total</b>			<b>\$0</b>	<b>\$25,896.72</b>
<i>Notes:</i>				

*See attachments for further information*

**Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.





**PROGRESS REPORT NO. 2**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending March 31, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team began data gathering, initiated the outreach process and outlined the Final Report. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: Sub-Region Groups***

The Consultant team prepared copies and conducted the IRWMA Workgroup meeting on March 21, 2012.

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during March:

- Storm drain and Flood Mapping
- DAC Master List
- Outreach Schedule
- Outreach Materials
- IRWM Presentation

Sub-region maps were created showing Fresno, Kings and Tulare counties overlaid with the DWR 100-year flood plain. Meetings were then held with staff from some of the counties, separately, to discuss each county's storm drain and flooding problems. Once the maps are finalized, areas of concern will be identified.

A master list of DACs was developed, separating them by Sub-Region. The consultant team is using this list to begin identifying key contact personnel within each DAC. These personnel will be used as the first point of contact with many of the DACs to begin outreach efforts for inclusion in discussions of regional problems and potential pilot projects.

Simultaneously, a tentative 'Outreach Schedule' was developed to provide a monthly focus on one Sub-Region at a time. The consultant team plans to schedule meetings with the Northern Tulare County DACs in May and Western Fresno County in June.

The team developed a list of 'Outreach Materials' to be prepared and provided at each outreach meeting in effort to assist the DAC community in understanding the purpose and process of the DAC pilot study.

The Principal and Associate engineer attended the IRWM Authority meeting on March 21 to present on the progress the DAC Study group has made to date and receive any comments on the Sub-Regions or other issues.

#### ***Task 3: Sub-Group Planning and Technical***

Task 3 was initiated and project files were set up during March.

#### **Task 4: Final Report**

The Consultant team began the Final Report outline during March.

#### **Task 5: Grant Administration**

The Consultant team prepared Invoice #1 including Progress Report No. 1, back up documentation, meeting minutes and invoice backups to support Invoice #1.

#### Accomplishments

Accomplishments during this period include preparation of the flood maps, completion of the DAC community list and key contacts, development of a tentative schedule and list of material for outreach efforts. A presentation was also delivered to the Authority group and is attached herein. The Final Report outline was also developed.

#### Activities for Next Period

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include DAC outreach and discussion with key staff from the Sub-Regions to begin direct contact with DACs and initiate education of the IRWM process.

#### **Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 2/1/12 - 3/31/12</b>					
<b>Item</b>	<b>Labor</b>	<b>Costs</b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$2,143.29	\$238.30	\$2,381.59	\$21,692.54	\$24,074.13
Task 200 – DAC Data Gathering & Outreach	\$6,540.32	\$422.11	\$6,962.43	\$4,204.18	\$11,166.61
Task 300 – Sub-Group Planning & Technical	\$6	\$0	\$6	\$0	\$6
Task 400 – Final Report	\$80	\$0	\$80	\$0	\$80
Task 500 – Grant Administration	\$514	\$0	\$514	\$1,339.74	\$1,853.74
<b>Total</b>			<b>\$9,944.02</b>	<b>\$27,236.46</b>	<b>\$37,180.48</b>
<i>Notes: See attachments for further information</i>					

#### **Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.

**PROGRESS REPORT NO. 3**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending April 30, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and refined the outline of the Final Report. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during April:

- Storm drain and Flood Control Issue Identification
- DAC Master Outreach List
- Outreach Meetings
- Outreach Materials, invitations and mailing lists were outlined for the May 30<sup>th</sup> public outreach meeting.

The consultant team held a phone conference on April 13 to discuss DAC contact lists and data collection. From the meeting the following items were undertaken:

- Prepare a DAC information brochure in English and Spanish
- Finish compiling the DAC contact list
- Begin investigation of stormwater and flood control issues within the subregions
- Begin data verification

The consultant team held a phone conference on April 26 to discuss DAC data base management and maintenance. From the meeting the following items were undertaken:

- No data will be deleted from data base, new versions will be saved as different files.
- New or updated information will be added once enough updates are available that warrants the effort.
- New communities, consolidations etc., are a priority.
- Add new data set involving current grant funded planning and/or construction grants.
- It was agreed that additional outreach was necessary for specific members and agencies in the community to encouraging their attendance at the May 30<sup>th</sup> meeting.

The meeting minutes from both meetings are attached.

#### ***Task 3: Sub-Group Planning and Technical***

The GIS consultant began work on data organization and analysis, as discussed in Task 2.

#### ***Task 5: Grant Administration***

The Consultant team prepared draft versions of Invoice #2 including draft Progress Report No. 2, back up documentation, meeting minutes and invoice backups to support Invoice #2.

The Grant Contact facilitated communications with CDWR, prepared budget forecasts, and addressed cash flow concerns related to the likely grant reimbursement delays resulting from state budget issues.

### Accomplishments

Accomplishments during this period include the update and maintenance requirements of the data base. Also, all preliminary outreach and contacts were made for the May 30<sup>th</sup> public meeting. - .

### Activities for Next Period

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include DAC outreach and discussion with key staff from the Sub-Regions to begin direct contact with DACs and initiate education of the IRWM process.

### **Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 4/1/12 - 4/30/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 1 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$24,074.13	\$24,074.13
Task 2 – DAC Data Gathering & Outreach	\$2,085.00	\$0.00	\$2,085.00	\$11,166.61	\$13,251.61
Task 3 – Sub-Group Planning & Technical	\$136.50	\$0.00	\$136.50	\$6.00	\$142.50
Task 4 – Final Report	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Task 5 - Grant Administration	\$1,475.00	\$0.00	\$1,475.00	\$2,431.68	\$3,906.68
<b>Total</b>	<b>\$3,696.50</b>	<b>\$0.00</b>	<b>\$3,696.50</b>	<b>\$37,758.42</b>	<b>\$41,454.92</b>
<i>Notes:</i> <i>See attachments for further information</i> <sup>1</sup> <i>Labor includes costs associated with hours billed to the project task.</i> <sup>2</sup> <i>Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

### **Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.



**PROGRESS REPORT NO. 4**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending May 31, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and refined the outline of the Final Report. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: Sub-Region Groups***

Work performed under Task 1 was completed in March. The billing for this work was held until the project budget could be reallocated from Task 3.

The Consultant team worked on several tasks during this period:

- The Principal Engineer along with Self Help Enterprises, developed the project definition of a DAC for this project, and evaluated how the project definition may differ from the DWR definition of a DAC.
- The consultant team worked with SHE to identify new DAC's in the sub-regions. The GIS Specialist added new information to the data base and developed new map layers.
- The Principal and Associate Engineers developed a power point presentation and discussion topics for the March 18, 2012 Board of Directors meeting.

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during April:

- The Principal and Associate Engineer Worked with SHE and CWC to develop an agenda, information packet, and presentation for the first public outreach meeting (kick-off meeting).
- The first kick-off meeting was held in sub-region No.1 Northern Tulare County. The meeting was held at the Dinuba Memorial Building on May 30th.

The consultant team held a phone conference after the first kick-off meeting to discuss and review meeting outcomes. The following items were discussed on the phone conference:

- Meeting successes and opportunities for improvement
- Lessons learned
- Meeting format changes
- Additional information for subsequent meetings
- Ideas for the next meeting

The kick-off meeting minutes (in English and Spanish), presentation, phone conference meeting notes, consolidation information flyer, and meeting Q&A notes are attached.

#### ***Task 3: Sub-Group Planning and Technical***

The GIS Specialist worked with CWC to update the data base with current information and create additional statistical queries. The queries involved identifying DAC's that are high risk (one water source that has had a history of contamination), DAC's with multiple water quality violations and the percentage of the population that live within a DAC (within sub-region No.1).

### ***Task 5: Grant Administration***

The Consultant team prepared draft versions of Invoice #3 including draft Progress Report No. 3, back up documentation, meeting minutes and invoice backups to support Invoice #3. The Principal Engineer also provided support to DWR for Invoice #2.

The Grant Contact facilitated communications with CDWR, prepared budget forecasts, and addressed cash flow concerns related to the likely grant reimbursement delays resulting from state budget issues.

### **Accomplishments**

Accomplishments during this period include completing the first kick-off meeting and outreach to the Northern Tulare DACs Sub-Region No. 1, and finalized all DAC stakeholder contact information..

### **Activities for Next Period**

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:

- June 28<sup>th</sup> – 2<sup>nd</sup> Sub-Region No. 1 Northern Tulare County Public Outreach Meeting
- July 24<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 3 Western Fresno County Public Outreach Meeting
- July 26<sup>th</sup> – 3<sup>rd</sup> Sub-Region No. 1 Northern Tulare County Public Outreach Meeting

### **Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 5/1/12 - 5/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 1 – Sub-Region Groups	\$5,851.09	\$0.00	\$5,851.09	\$24,074.13	\$29,925.22
Task 2 – DAC Data Gathering & Outreach	\$3,345.94	\$0.00	\$3,345.94	\$13,251.61	\$16,597.55
Task 3 – Sub-Group Planning & Technical	\$2,271.82	\$0.00	\$2,271.82	\$142.50	\$2,414.32
Task 4 – Final Report	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00
Task 5 - Grant Administration	\$3,503.64	\$4.74	\$3,508.38	\$5,347.06	\$8,855.44
<b>Total</b>	<b>\$14,972.49</b>	<b>\$4.74</b>	<b>\$14,977.23</b>	<b>\$42,895.30</b>	<b>\$57,872.53</b>
<i>Notes:</i> <i>See attachments for further information</i> <sup>1</sup> <i>Labor includes costs associated with hours billed to the project task.</i> <sup>2</sup> <i>Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

### **Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.

**PROGRESS REPORT NO. 5**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending July 31, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and refined the outline of the Final Report. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: Sub-Region Groups***

During the month of February 2012, the Community Water Center initiated research to develop the meeting materials and information for facilitation of the community outreach meetings for Northern Tulare County sub-region.

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during from February through July:

- The Principal and Associate Engineers met with the Project Manager for the Tulare Lake Basin (TLB) DAC Study to review the need for database updates and the potential for adding new data sets. It was determined the database would be updated as new or improved information becomes available. The TLB pilot projects were reviewed to ensure no overlap is occurring between the TLB study and the Upper Kings study.
- The Principal Engineer consulted with the sub-consultants to improve the invoicing process and correct past invoices.
- The Principal Engineer attended the Upper Kings Integrated Regional Water Management Authority (IRWMA) Advisory Committee meeting on June 20, 2012 and provided an update of the project progress and status.
- The Principal Engineer worked with Kings River Conservation District (KRCD) to identify several key stakeholders in Tulare County. These stakeholders will be contacted directly to ensure their participation and/or awareness of the Upper Kings pilot project study.
- The Principal Engineer and sub-consultants met on July 12, 2012 to conduct a debriefing of the June 28, 2012 Northern Tulare County meeting. Also during this meeting, specific pilot projects were refined, a list of existing studies was developed to evaluate the need to further refine the existing studies or to develop an understanding of how the existing studies may impact the potential pilot projects and a schedule was prepared to establish meeting dates for the West Fresno County meetings.
- CWC conducted numerous tasks during this period including development of public outreach material, meeting facilitation and development of the DAC lists.
- Additionally, CWC prepared invitations for posting on the web-site and emailing, and also attended several board meetings to conduct in-person invitations to key stakeholders.
- CWC researched and made several contacts with the New Mexico RCAC to incorporate aspects of their outreach program into the Upper Kings Pilot Project.

The kick-off meeting minutes (in English and Spanish), presentations, phone conference meeting notes, consolidation information flyer, and meeting Q&A notes are attached.

### ***Task 3: Sub-Group Planning and Technical***

Provost and Pritchard updated the Sharefile site with additional documents and project files based on current project progress. The Principal Engineer conducted several meetings with the sub-consultants to develop presentation, group questions and example projects for use at the sub-region meetings. These meeting products were developed over several weeks prior to the second meeting for Northern Tulare County Sub-Region No. 1. The second Northern Tulare County Sub-Region No. 1 meeting was held on June 28, 2012 at Cutler-Orosi Joint Unified School District.

A matrix of existing studies that might impact the potential pilot projects was developed. Several studies were acquired: The municipal service review conducted by the Local Agency Formation Commission, the Water Supply Study Cutler-Orosi Area, and the Culter-Orosi Incorporation Comprehensive Fiscal Analysis. These studies are to be reviewed and evaluated based on the proposed pilot projects for the northern Tulare sub-region.

Due to the size of the western Fresno County sub-region it was determined two kick-off meetings should be held to reduce travel time and increase public participation. These meetings will be held in the towns of Caruthers and Kerman.

### ***Task 4: Final Report***

The Associate Engineer developed a final report template in an effort to maintain continuous progress on the Final Report.

### ***Task 5: Grant Administration***

The Associate and Principal Engineers worked with KRCD staff to assemble and prepare all documents necessary for DWR invoices number 4 and 5.

### ***Accomplishments***

Accomplishments during this period include completing the second meeting and outreach to the Northern Tulare DACs Sub-Region No. 1, and finalized all DAC stakeholder contact information.

### ***Activities for Next Period***

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:

- August 16<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 3 Western Fresno County Public Outreach Meeting (1 of 2)
- August 21<sup>st</sup> – 1<sup>st</sup> Sub-Region No. 3 Western Fresno County Public Outreach Meeting (2 of 2)
- August 30<sup>th</sup> – 3<sup>rd</sup> Sub-Region No. 1 Northern Tulare County Public Outreach Meeting
- September 19<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting
- September 20<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 2 Fresno/Clovis and Surrounding Area Public Outreach Meeting
- September 25<sup>th</sup> – 2<sup>nd</sup> No. 3 Western Fresno County Public Outreach Meeting

Due to the size of the Western Fresno County Sub-Region the consultant team determined two kick-off meetings were necessary to improve public participation. Although the scope of work does not



include two kick-off meetings, the team will keep this phase of the project within the current budget.

### Cost Information

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 4/1/12-7/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 1 – Sub-Region Groups	\$3,875.05	\$0.00	\$3,875.05	\$29,925.22	\$33,800.27
Task 2 – DAC Data Gathering & Outreach	\$19,211.87	\$1.73	\$19,213.60	\$16,597.55	\$35,811.15
Task 3 – Sub-Group Planning & Technical	\$20,503.96	\$43.32	\$20,547.28	\$2,414.32	\$22,961.60
Task 4 – Final Report	\$242.00	\$0.00	\$242.00	\$80.00	\$322.00
Task 5 - Grant Administration	\$2,106.54	\$18.76	\$2,125.30	\$8,855.44	\$10,980.74
<b>Total</b>	<b>\$42,064.37</b>	<b>\$63.81</b>	<b>\$46,003.23</b>	<b>\$57,872.53</b>	<b>\$103,875.76</b>
<i>Notes:</i> See attachments for further information <sup>1</sup> Labor includes costs associated with hours billed to the project task. <sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.					

### Schedule Information

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.



**PROGRESS REPORT NO. 6**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period ending August 31, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and refined the outline of the Final Report. The project is proceeding on schedule.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: Sub-Region Groups***

During the month of August 2012, the Administrative Assistant uploaded new data, maps, presentations and meeting minutes to the Share File site.

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during August:

- The Principal Engineer met and discussed with the Tulare Lake Basin DAC project manager new data needs based on the refinement and consensus of the pilot projects for the two studies. It was determined that a survey of a particular region within the study area is not needed at this time. However, there is a growing concern about the lack of information on DAC's using private groundwater wells. One of the outcomes of the second Northern Tulare County Sub-Region meeting was to evaluate all the existing studies and make recommendations as to their accuracy, relevance and potential use to foster consolidation.
- The Principal and Associate Engineer reviewed and developed key findings for the following studies: Cutler-Orosi Incorporation Study, Cutler PUD MSR, Orosi PUD MSR, East Orosi CSD, Water Supply Study Cutler-Orosi Area and the Sultanta CSD.
- A matrix of the studies was prepared that identified key recommendations, study deficiencies, and options for additional analysis.
- The matrix was reviewed with CWC and SHE and modifications were made.
- The matrix was presented at the Northern Tulare County Sub-Region, third public outreach meeting, held on August 30, 2012.

The kick-off meeting minutes (in English and Spanish), presentations, phone conference meeting notes, consolidation information flyer, and meeting Q&A notes are attached.

#### ***Task 3: Sub-Group Planning and Technical***

Three public outreach meetings were conducted during the month of August:

- Western Fresno County Sub-Region Kick-off Meeting (Caruthers) on 8/16/2012
- Western Fresno County Sub-Region Kick-off Meeting (Kerman) on 8/21/2012
- Northern Tulare County Sub-Region Meeting No. 3 on 8/30/2012

Specific tasks were conducted for each meeting including, meeting location coordination, data assembly and mapping, sub-consultant coordination, preparing meeting notification and conducting personal invitations to key stakeholders, the development of power point presentations, and meeting facilitation.

At the Northern Tulare County Sub-Region Meeting No. 3 a regional collaboration opportunity matrix was prepared that includes all water management agencies. This matrix presented potential regional solutions, benefits, governance and technical barriers, and the options for pilot projects. This information was presented and discussed at the outreach meeting. By consensus, the DAC attendees agreed that a shared service analysis using all seven water management agencies would help start the collaboration process. Therefore, the shared services study will be the pilot project for the Northern Tulare County Sub-Region.

#### ***Task 4: Final Report***

The Associate Engineer developed the report outline and portions of the introduction and background sections of the final report.

#### ***Task 5: Grant Administration***

The Associate Engineer assembled and prepared all documents necessary for the DWR invoice number 6, however it was determined that invoice number 6 should be consolidated with invoice number 5. Therefore, invoice number 5 was revised.

#### **Accomplishments**

Accomplishments during this period include conducting the kick-off meetings to the Western Fresno Sub-Region and completing the 3<sup>rd</sup> meeting and pilot project outline for the Northern Tulare County Sub-Region.

#### **Activities for Next Period**

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:

- September 19<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 2 Fresno/Clovis and Surrounding Area Public Outreach Meeting
- October 4<sup>th</sup> – 2<sup>nd</sup> Sub-Region No. 3 Western Fresno County Public Outreach Meeting
- October 9<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting
- October 10<sup>th</sup> – 1<sup>st</sup> Sub-Region No. 5 Northern Kings County Public Outreach Meeting

## Cost Information

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 8/1/12 - 8/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$16.50	\$0.00	\$16.50	\$33,800.27	\$33,816.77
Task 200 – DAC Data Gathering & Outreach	\$4,608.00	\$0.00	\$4,608.00	\$35,811.15	\$40,419.15
Task 300 – Sub-Group Planning & Technical	\$10,122.00	\$27.75	\$10,149.75	\$22,961.60	\$33,111.35
Task 400 – Final Report	\$165.00	\$0.00	\$165.00	\$322.00	\$487.00
Task 500 - Grant Administration	\$1,537.53	\$0.68	\$1,538.21	\$10,943.74	\$12,481.96
<b>Total</b>	<b>\$16,449.03</b>	<b>\$28.43</b>	<b>\$16,477.46</b>	<b>\$103,838.76</b>	<b>\$120,316.22</b>
<i>Notes:</i> <i>See attachments for further information</i> <sup>1</sup> <i>Labor includes costs associated with hours billed to the project task.</i> <sup>2</sup> <i>Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

## Schedule Information

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.





**PROGRESS REPORT NO. 7**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period April 1, 2012 to October 31, 2012



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and refined the outline of the Final Report. The project is proceeding on schedule.

The period covered by this invoice is from April 1, 2012 through October 31, 2012. The reason for the overlapping dates with previous invoices is due to delay in receiving invoices from the sub-consultants for work performed through this period.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

The Consultant team worked on several tasks during this period:

- The Principal Engineer and Project Administrator assembled maps, meeting minutes, presentations and other documents related to the public outreach and assembled binders for each sub-region. These binders will be used to document the data gathering and public outreach work conducted throughout this project.
- The Sharefile site was updated with the most recent sub-region meeting information.
- The Principal Engineer held team meetings on October 16 and 22, 2012 to update sub-region maps, develop sub-region specific outreach approach, and review presentation materials.
- Data was collected for the pilot project spreadsheet for the shared services analysis for the Northern Tulare Sub-Region.

The meeting minutes, presentations, phone conference meeting notes, and other materials are attached.

#### ***Task 3: Sub-Group Planning and Technical***

During the months of September and October, various project management functions were conducted by the Principal Engineer including updating the mapping of data, coordinating sub-consultants, facilitating team meetings to establish outreach information materials, outreach plans and the establishment of outreach meeting dates.

The Principal and Associate Engineer prepared exhibits and a PowerPoint presentation for the Upper Kings Basin Advisory Committee meeting held on September 19, 2012. The Principal Engineer presented an update to the Advisory Board on the progress of the DAC pilot project and the efforts that are going to be undertaken over the next few months.

Five public outreach meetings were conducted during the months of September and October:

- Fresno/Clovis and Surrounding Areas Sub-Region Kick-off Meetings on 9/19/2012 and 10/30/2012
- Western Fresno County Sub-Region Meeting No. 2 on 10/4/2012
- Eastern Fresno County Sub-Region Kick-off Meeting on 10/9/2012
- Northern Kings County Sub-Region Kick-off Meeting on 10/10/2012

The Principal and Associate Engineer prepared and reviewed the power point presentations, sub region maps and questions for the Fresno/Clovis Sub-Region Kick-Off meeting. The GIS specialist prepared the DAC mapping for the region. The meeting had a low turn-out and as a result the team met to refine outreach efforts. The team agreed that the best participation is a result of personal contacts to key stakeholders that we have known relationships with, personal or professional. Therefore, outreach tasks were assigned to team members based on existing relationships with key stakeholders.

In preparation for the Western Fresno Sub Region Meeting No. 2 meeting the Principal, Associate Engineer and GIS Specialist assembled water quality, flood and waste water information, prepared sub region maps and reviewed the power point presentation for the public meeting. The Principal Engineer conducted a portion of the presentation at the meeting.

In preparation for the Northern Kings Sub Region kick-off meeting the Principal, Associate Engineer and GIS Specialist assembled water quality, flood and waste water information, prepared sub region maps and reviewed the power point presentation for the public meeting. The Principal Engineer conducted a portion of the presentation at the meeting.

The second attempt for the Fresno/Clovis Sub Region Meeting No. 1 (kick-off) was held. Most of the meeting material had been previously developed. The Associate Engineer conducted a portion of the presentation on 10/30/2012.

The Associate and Principal Engineer continued to work on the Northern Tulare County Sub Region Pilot Project, shared services study. Additional data on water rates for the agencies in the region was assembled.

#### ***Task 4: Final Report***

The Associate Engineer prepared exhibits for review by sub-consultants. The Associate Engineer reviewed and met with representatives from the Los Angeles region regarding their DAC project and final report. Discussed and obtained ideas and important topics to address in the final report.

#### ***Task 5: Grant Administration***

The Associate Engineer assembled and prepared all documents necessary for the DWR invoice number 6.

#### ***Accomplishments***

Accomplishments during this period include conducting the kick-off meetings to the Fresno/Clovis, Eastern Fresno and Northern Kings Sub-Regions and completing the 2<sup>nd</sup> meeting for the Western Fresno County Sub-Region.

#### ***Activities for Next Period***

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:

- November 8<sup>th</sup> – 3<sup>rd</sup> Sub-Region No. 3 Western Fresno County Public Outreach Meeting
- November 15<sup>th</sup> – 2<sup>nd</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting

- December 10<sup>th</sup> – 2<sup>nd</sup>/3<sup>rd</sup> Sub-Region No. 2 Fresno/Clovis and Surrounding Areas Public Outreach Meeting

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 4/1/12 – 10/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,799.58	\$33,799.58
Task 200 – DAC Data Gathering & Outreach	\$17,595.31	\$0.00	\$17,595.31	\$40,414.47	\$58,009.78
Task 300 – Sub-Group Planning & Technical	\$36,617.90	\$65.84	\$36,683.74	\$33,111.35	\$69,795.09
Task 400 – Final Report	\$495.00	\$0.00	\$495.00	\$487.00	\$982.00
Task 500 - Grant Administration	\$1,410.65	\$0.00	\$1,410.65	\$12,481.96	\$13,892.61
<b>Total</b>	<b>\$56,118.86</b>	<b>\$65.84</b>	<b>\$56,184.70</b>	<b>\$120,294.35</b>	<b>\$176,479.05</b>
<i>Notes:</i> See attachments for further information <sup>1</sup> Labor includes costs associated with hours billed to the project task. <sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.					

**Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.



**PROGRESS REPORT NO. 8**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period November 1, 2012 to December 31, 2012





## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. The project is proceeding on schedule.

The period covered by this invoice is from November 1, 2012 through December 31, 2012. The reason for the overlapping dates with previous invoices is due to delay in receiving invoices from the sub-consultants for work performed through this period.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

During the months of November and December, the Associate Engineer collected data, prepared information and developed a power point presentation for the for the Advisory Committee meeting on December 19, 2012. The Principal Engineer worked with the GIS Specialist to collect data and information for a potential pilot project in the Fresno/Clovis Sub-Region, for Washington Union and Orange Center School District areas. The pilot project mapped options to connect both school districts along with an interconnection to the City of Fresno.

#### ***Task 3: Sub-Group Planning and Technical***

During the month of November various project management functions and pilot project analysis tasks were conducted by the Principal Engineer and Associate Engineer including updating the mapping of data, coordinating of sub-consultants, facilitating team meetings to establish outreach information materials, and the preparation of pilot projects for several regions.

Continued progress was made on several pilot projects including meeting No. 3 for the Fresno/Clovis Sub-Region, Western Fresno County and Eastern Fresno County:

1. Sub-region No. 2, City of Fresno/Clovis and Surrounding Area – On December 10, 2012, the third meeting was held at the Washington Colony Elementary School and several conceptual pilot projects were presented. The meeting attendees agreed the best pilot project should be an information collection survey that evaluates public support for a public water system. The survey should evaluate the managerial options of developing a special district and the connection to the City of Fresno. The Principal and Associate Engineers prepared water system improvement options and the GIS Specialist prepared supporting mapping for the pilot project alternatives.
2. Western Fresno County Sub-Region No. 3 – The pilot project selected for Sub-Region no. 3 was the removal of private septic tanks and leech fields, and construction of a sewer collection system for the residents of the Lanare. The pilot project would include the possibility of interconnection of Lanare's proposed sewer system with the Riverdale's wastewater treatment plant. The Associate and Principal Engineer's initiated the layout and design of the sewer system.

### **Task 5: Grant Administration**

The Associate Engineer assembled and prepared all documents necessary for the DWR invoice number 7. Kings River Conservation District performed tasks associated with submittal of the invoice and discussions with DWR.

### Accomplishments

Accomplishments during this period include conducting the 2<sup>nd</sup>/3<sup>rd</sup> meeting for the Fresno/Clovis Sub-Region, and completing the 2<sup>nd</sup> meeting for the Eastern Fresno Sub-Region. Additional accomplishments include finalizing selection of pilot projects for the Fresno/Clovis and Western Fresno Sub-Regions.

### Activities for Next Period

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:

- 2<sup>nd</sup> and 3<sup>rd</sup> Sub-Region No. 5 Northern Kings County Public Outreach Meeting
- 3<sup>rd</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting
- All Sub-Regions 4<sup>th</sup> Meeting to review Pilot Project and give each group the results/deliverables of their project.

### **Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 10/1/12 - 12/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,799.58	\$33,799.58
Task 200 – DAC Data Gathering & Outreach	\$2,135.00	\$60.00	\$2,195.00	\$58,009.78	\$60,204.78
Task 300 – Sub-Group Planning & Technical	\$11,502.00	\$64.55	\$11,566.55	\$69,795.09	\$81,361.63
Task 400 – Final Report	\$0.00	\$0.00	\$0.00	\$982.00	\$982.00
Task 500 - Grant Administration	\$889.66	\$0.04	\$889.70	\$13,892.61	\$14,782.31
<b>Total</b>	<b>\$14,526.66</b>	<b>\$124.59</b>	<b>\$14,651.25</b>	<b>\$176,479.05</b>	<b>\$191,130.29</b>
<i>Notes:</i> <i>See attachments for further information</i> <sup>1</sup> <i>Labor includes costs associated with hours billed to the project task.</i> <sup>2</sup> <i>Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

### **Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.

**PROGRESS REPORT NO. 9**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period August 1, 2012 to January 31, 2013



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. The project is proceeding on schedule.

The period covered by this invoice is from August 1, 2012 through January 31, 2012. The reason for the overlapping dates with previous invoices is due to delays in receiving invoices from the sub-consultants for work performed through this period.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

GIS data, assessment district boundaries and APN information was assembled and mapped for two Pilot Projects:

Western Fresno County, Sub Region No. 3 Pilot - The proposed pilot project includes the layout of a sewer collections system for the Lanare assessment district and interconnection pipeline to the Riverdale Public Utility District's waste water treatment facility. The preliminary sewer collection system layout was prepared over an aerial photograph as a base map.

Fresno-Clovis Area, Sub Region No.2 Pilot - The pilot project includes surveying existing residents in the Easton area and 3 specific residential areas within the Orange Center School District. The Survey will be used to obtain an understanding of the communities knowledge about the condition of their water supply. Also, the survey will attempt to evaluate the potential for support to transition to a public/regional water system.

#### ***Task 3: Sub-Group Planning and Technical***

During the month of January various project management functions and pilot project tasks were conducted by the Principal Engineer, Associate Engineer and EIT Engineer including updating the mapping of data, coordinating of sub-consultants, and the preparation of pilot projects for several regions.

Continued progress was made on several pilot projects:

1. Sub-region No. 2, City of Fresno/Clovis and Surrounding Area - Detailed mapping was prepared for the surveying efforts. Parcel counts were conducted for lots within and outside of the Easton CSD. U.C. Merced was contacted to manage the survey efforts. On January 31, 2013 the survey committee held a meeting at Washington Colony School, Room M5, and reviewed the survey questions and objectives.
2. Western Fresno County Sub-Region No. 3 - The pilot project selected for Sub-Region no. 3 was the removal of private septic tanks and leach fields, and the construction of a sewer collection system for the residents of the Lanare. The pilot project would include the possibility of interconnection of Lanare's proposed sewer system with the Riverdale's wastewater treatment plant. The Associate and Principal Engineers initiated the layout and design of the sewer system. The Riverdale PUD was contacted to obtain information about their collection and treatment systems. It was important this information was collected

with the support of the board. Therefore, an agenda item was prepared for the February 5, 2013 board meeting to seek permission to obtain information about Riverdale's sewer system from their District Engineer.

***Task 4: Final Report***

The subconsultants reviewed the Final Report outline and began revisions in preparation for initiating Final Report preparation.

***Task 5: Grant Administration***

The Associate and Principal Engineer finalized and processed Invoice No 7. Supporting documentation was assembled for Invoice No 8.

*Accomplishments*

Accomplishments during this period include substantial progress on completing Pilot Project development and written deliverables for Northern Tulare County and Western Fresno County Sub-Regions. Additional accomplishments include initiating the pilot project for the Fresno/Clovis Sub-Region.

*Activities for Next Period*

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include:

- Conducting the Survey component of the Fresno/Clovis Sub-Region pilot project
- Finalization of the Northern Tulare County, Western Fresno County and Fresno/Clovis Sub-Region Pilot Projects deliverables.
- Preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:
  - 2<sup>nd</sup> and 3<sup>rd</sup> Sub-Region No. 5 Northern Kings County Public Outreach Meeting
  - 3<sup>rd</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting
  - All Sub-Regions 4<sup>th</sup> Meeting to review Pilot Project and give each group the results/deliverables of their project.

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 10/1/12 - 12/31/12</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,799.58	\$33,799.58
Task 200 – DAC Data Gathering & Outreach	\$8,383.22	\$15.00	\$8,398.22	\$60,204.78	\$68,603.00
Task 300 – Sub-Group Planning & Technical	\$31,931.34	\$116.18	\$32,047.52	\$81,361.63	\$113,409.15
Task 400 – Final Report	\$1,086.50	\$0.00	\$1,086.50	\$982.00	\$2,068.50
Task 500 - Grant Administration	\$1,056.00	\$0.00	\$1,056.00	\$14,782.31	\$15,838.31
<b>Total</b>	<b>\$42,457.06</b>	<b>\$131.18</b>	<b>\$42,588.24</b>	<b>\$191,130.29</b>	<b>\$233,718.53</b>
<i>Notes:</i> <i>See attachments for further information</i> <sup>1</sup> <i>Labor includes costs associated with hours billed to the project task.</i> <sup>2</sup> <i>Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

**Schedule Information**

The project is proceeding on schedule, and there are no known items anticipated at this time to cause a significant delay.





**PROGRESS REPORT NO. 10**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period January 1, 2013 to February 28, 2013



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. A schedule extension has been requested. The current grant deadline for delivering the final report is June 12, 2013. We are requesting a 3 month extension, to move the final report submittal to September 12, 2013.

The period covered by this invoice is from January 1, 2013 through February 28, 2013. The reason for the overlapping dates with previous invoices is due to delays in receiving invoices from the sub-consultants for work performed through this period.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

GIS data, assessment district boundaries and APN information was assembled and mapped for two Pilot Projects:

Fresno-Clovis Area, Sub Region No.2 Pilot – The GIS Specialist assembled and mapped poster size assessment district boundaries and APN information for the Easton and Orange Center area. The poster size mapping was conducted for the UC Merced surveyors to plan and track survey progress and help with planning. The Fresno-Clovis area pilot project involves the surveying of property owners to evaluate knowledge of their water supply and to evaluate the potential for transiting to a public water system.

#### ***Task 3: Sub-Group Planning and Technical***

During the month of February the Principal, Associate, and Assistant Engineers conducted various project management functions and pilot project tasks. The primary tasks included the continued design and report writing for pilot projects, updating of mapping, and coordination of sub-consultants.

Continued progress was made on several pilot projects:

1. Sub-region No. 2, City of Fresno/Clovis and Surrounding Area – CWC and UC Merced finalized the survey to be used for collecting property owner information. On February 12, 2013 training in Easton was conducted for individuals conducting the surveys.
2. Western Fresno County Sub-Region No. 3 – The pilot project selected for Sub-Region no. 3 was the removal of private septic tanks and leach fields, and the construction of a sewer collection system for the residents of Lanare. Additional engineering work was conducted on the alignments, lift stations, connection points and flow calculations. It was determined that three alternatives should be considered. The Principal Engineer attended the Riverdale Board meeting on February 5, 2013 to seek authorization to obtain collection system and treatment plant data from the District Engineer.

3. Northern Tulare County Sub-Region No. 1 – A 90% draft was prepared and reviewed by the Principal Engineer. Revisions were made by the Associate Engineer and the draft report was distributed to the sub-consultants for review.

#### ***Task 4: Final Report***

The Associate Engineer revised the final report and distributed to the sub consultants.

#### ***Task 5: Grant Administration***

The Associate Engineer assembled documentation and prepared Invoice No 9 and made revisions to Invoices 7 and 8.

#### ***Accomplishments***

Accomplishments during this period include substantial progress on completing Pilot Project development and written deliverables for Fresno/Clovis, Northern Tulare County and Western Fresno County Sub-Regions. Additional accomplishments include completing the surveys for the Fresno/Clovis Sub-Region.

#### ***Activities for Next Period***

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include:

- Finalization of the Northern Tulare County, Western Fresno County and Fresno/Clovis Sub-Region Pilot Projects deliverables.
- Preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:
  - 3<sup>rd</sup> Sub-Region No. 5 Northern Kings County Public Outreach Meeting
  - 3<sup>rd</sup> Sub-Region No. 4 Eastern Fresno County Public Outreach Meeting
  - All Sub-Regions 4<sup>th</sup> Meeting to review Pilot Project and give each group the results/deliverables of their project.

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 1/1/13 - 2/28/13</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,799.58	\$33,799.58
Task 200 – DAC Data Gathering & Outreach	\$346.50	\$0.00	\$346.50	\$68,603.00	\$68,949.50
Task 300 – Sub-Group Planning & Technical	\$15,590.54	\$58.76	\$15,649.30	\$113,409.15	\$129,058.45
Task 400 – Final Report	\$165.00	\$0.00	\$165.00	\$2,068.50	\$2,233.50
Task 500 - Grant Administration	\$330.00	\$0.00	\$330.00	\$15,838.31	\$16,168.31
<b>Total</b>	<b>\$16,432.04</b>	<b>\$58.76</b>	<b>\$16,490.80</b>	<b>\$233,718.53</b>	<b>\$250,209.33</b>
<i>Notes:</i> See attachments for further information <sup>1</sup> Labor includes costs associated with hours billed to the project task. <sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.					

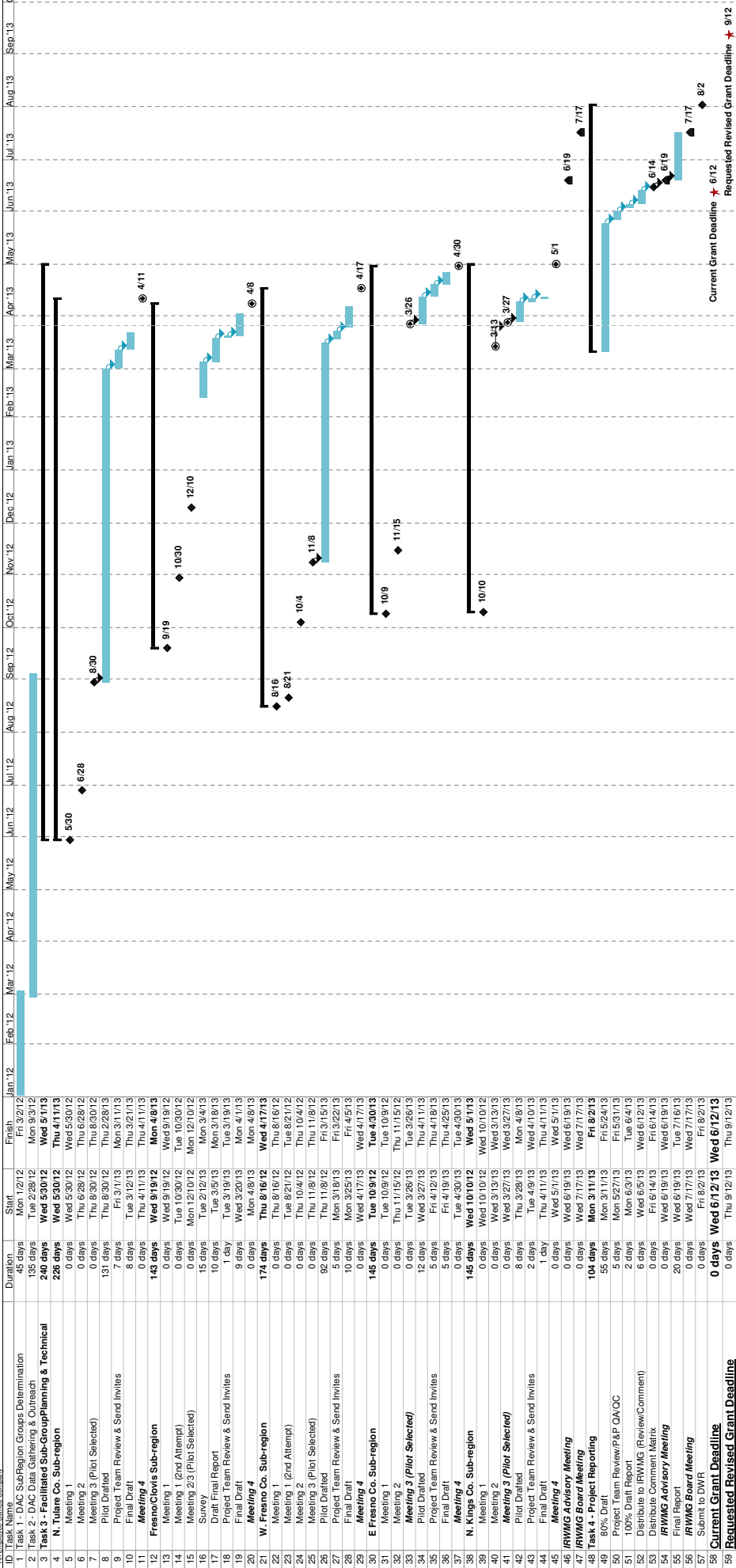
**Schedule Information**

A schedule extension has been requested (submitted in March 2013). The current grant deadline for delivering the final report is June 12, 2013. We are requesting a 3 month extension, to move the final report submittal to September 12, 2013 for the following reasons:

- Pilot Projects – Three of the five pilot projects identified for the DAC project are well underway. The Eastern Fresno County and Northern Kings County Sub-Regions have just recently selected their pilot projects. It will take 1-2 months to scope and develop these pilots, which will be integrated into the final report.
- Draft Final Report - We would like to provide a reasonable amount of time for comments and feedback from the Upper Kings Advisory Committee and possibly present the Final Draft to the Upper Kings IRWMA Board. The targeted meeting date for the Upper Kings IRWMA Board is July 17, 2013.

We have attached a detailed project schedule that shows our expected completion date including all the public meetings, pilot project development milestones, report preparation and advisory/board meeting dates. The scope of the project is not changing, we are only requesting an extension of time to finalize the last two pilots and provide additional time for final report review.

Upper Kings Basin  
 DAC Pilot Study  
 Revised Project Schedule  
 3-Month Extension Request



**PROGRESS REPORT NO. 11**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period March 1, 2013 to March 31, 2013





## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. A schedule extension has been requested. The current grant deadline for delivering the final report is June 12, 2013. We have requested a 3 month extension, to move the final report submittal to September 12, 2013. The extension request has been approved.

The period covered by this invoice is from March 1, 2013 through March 31, 2013.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

West Fresno County Sub Region No. 3 Pilot – The Licensed Surveyor evaluated sewer flow characteristics using existing ground elevations and prepared a GIS map of sewer collection system alternatives for the Lanare CSD

#### ***Task 3: Sub-Group Planning and Technical***

During the month of March the GIS Specialist, Principal, Associate, and Assistant Engineers conducted various design, map preparation report writing and project management functions for several pilot projects. The primary tasks included preparing the final draft of the pilot project reports, developing power point presentations and conducting stakeholder presentations for the members in each Sub-Region. On March 20, 2013 the Principal Engineer provided a progress update to the Upper Kings Advisory Committee.

Continued progress was made on several pilot projects:

1. Northern Tulare County Sub-Region No. 1 – A 90% draft of the pilot project was circulated to sub-consultants for review. Revisions and edits were made based on sub-consultant comments.
2. Sub-region No. 2, City of Fresno/Clovis and Surrounding Area – The pilot project for Sub-Region No. 2 was to conduct a survey evaluating the public interest in using a public/community water system versus private wells. CWC and UC Merced finalized the survey to be used for collecting property owner information. For three weekends in March UC Merced and SHE conducted field surveys of residents in the Easton and Orange Center Area. Survey data was collected and analysis was initiated.
3. Western Fresno County Sub-Region No. 3 – The pilot project selected for Sub-Region No. 3 was the removal of private septic tanks and leach fields, and the construction of a sewer collection system for the residents of Lanare. Progress continued on the details of developing three sewer alternatives. Engineering work continued on the alignments, lift stations, connection points and flow calculations.

4. Eastern Fresno County Sub-Region No. 4 – On March 26, 2013 meeting no. 3 was conducted to finalize the pilot project. Prior to the meeting a pilot project matrix and power point presentation was prepared. At the stakeholder meeting a pilot project for the City of Orange Cove was selected. The project involves developing an additional supply of groundwater or an expansion their raw water storage capacity for their surface water treatment facility.
5. Northern Kings County Sub-Region No. 5 - On March 27, 2013 meeting no. 3 was conducted to finalize the pilot project. Prior to the meeting a pilot project matrix and power point presentation was prepared. At the stakeholder meeting two pilot projects were selected, one for the Armona CSD and the other for the Home Garden Community. Armona application materials will be prepared requesting the Upper Kings IRWMA accept them as an interested party. For the Home Garden Community and evaluation of their solid handling process will be conducted to help develop operational alternatives to eliminate the disposal of hazardous materials.

#### ***Task 4: Final Report***

The Associate Engineer revised the final report outline and distributed it to the sub-consultants based on comments received from the first version. The Principal Engineer reviewed the Northern Tulare Pilot project and provided recommendations for changes.

#### ***Task 5: Grant Administration***

The Associate Engineer prepared invoice No. 9 and addressed questions from DWR about invoices 7 and 8.

#### **Accomplishments**

Accomplishments during this period include substantial progress on completing Pilot Project development and written deliverables for Fresno/Clovis, Western Fresno County and Eastern County Sub-Regions. Pilot Project written deliverables have been completed for Northern Tulare County.

#### **Activities for Next Period**

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include:

- Finalization of the Western Fresno County, Eastern Fresno County, Fresno/Clovis and Northern Kings County Sub-Region Pilot Projects deliverables.
- Preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:
  - All Sub-Regions 4<sup>th</sup> Meeting to review Pilot Project and give each group the results/deliverables of their project.

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 3/1/13 - 3/31/13</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,799.58	\$33,799.58
Task 200 – DAC Data Gathering & Outreach	\$500.00	\$0.00	\$500.00	\$68,949.50	\$69,449.50
Task 300 – Sub-Group Planning & Technical	\$14,693.00	\$154.25	\$14,847.25	\$129,058.45	\$143,905.69
Task 400 – Final Report	\$619.00	\$0.00	\$619.00	\$2,233.50	\$2,852.50
Task 500 - Grant Administration	\$605.00	\$0.00	\$605.00	\$16,168.31	\$16,773.31
<b>Total</b>	<b>\$16,417.00</b>	<b>\$154.25</b>	<b>\$16,571.25</b>	<b>\$250,209.33</b>	<b>\$266,780.57</b>
<i>Notes:</i> See attachments for further information <sup>1</sup> Labor includes costs associated with hours billed to the project task. <sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.					

**Schedule Information**

A schedule extension has been requested (submitted in March 2013) and approved (April 2013). The original grant deadline for delivering the final report was June 12, 2013. We requested a 3 month extension, to move the final report submittal to September 12, 2013 for the following reasons:

- Pilot Projects – Three of the five pilot projects identified for the DAC project are well underway. The Eastern Fresno County and Northern Kings County Sub-Regions have just recently selected their pilot projects. It will take 1-2 months to scope and develop these pilots, which will be integrated into the final report.
- Draft Final Report - We would like to provide a reasonable amount of time for comments and feedback from the Upper Kings Advisory Committee and possibly present the Final Draft to the Upper Kings IRWMA Board. The targeted meeting date for the Upper Kings IRWMA Board is July 17, 2013.

The scope of the project is not changing, we are only requesting an extension of time to finalize the last two pilots and provide additional time for final report review.



**PROGRESS REPORT NO. 12**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period April 1, 2013 to April 30, 2013



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. A schedule extension has been requested. The current grant deadline for delivering the final report is June 12, 2013. We have requested a 3 month extension, to move the final report submittal to September 12, 2013. The extension request has been approved.

The period covered by this invoice is from April 1, 2013 through April 30, 2013.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 1: DAC Sub-Region Groups***

The Administrative Assistant set-up a new file structure and updated the Sharefile site.

#### ***Task 2: Data Gathering & Outreach***

GIS Specialist and Senior Technician updated several maps for the sub-regions based on more recent information.

#### ***Task 3: Sub-Group Planning and Technical***

During the month of April Provost and Pritchard engineering and support staff conducted various design tasks, map preparation, report writing and project management functions for several pilot projects. The primary tasks included preparing the final draft of the pilot project reports, developing power point presentations and conducting stakeholder presentations for the members in each Sub-Region. On April 17, 2013 the Principal Engineer provided a progress report to the Upper Kings IRWMA Board.

Continued progress was made on several pilot projects:

1. Northern Tulare County Sub-Region No. 1 – Comments from team members were assembled and the final draft of the pilot project was prepared. A power point presentation was prepared for the final meeting which was conducted on April 11, 2013. However, based on feedback from the community, stakeholders, and team members the additional edits will be required.
2. Sub-region No. 2, City of Fresno/Clovis and Surrounding Area – Survey data was assembled and review by team members. UC Merced prepared a power point presentation. A practice session was conducted prior to the final meeting. On April 8, the pilot project was presented to the stakeholders. However, based on feedback from the community, stakeholders, and team members the additional edits will be required.
3. Western Fresno County Sub-Region No. 3 – The pilot project report was drafted reviewed and finalized for this region. A power point presentation was prepared and the final meeting to the stakeholders was conducted on April 17, 2013. However, based on feedback from the community, stakeholders, and team members the additional edits will be required.

4. Eastern Fresno County Sub-Region No. 4 – The pilot project report was drafted, reviewed and finalized for this region. A power point presentation was prepared and the final meeting to the stakeholders was conducted on April 30, 2013. However, based on feedback from the community, stakeholders, and team members the additional edits will be required.
5. Northern Kings County Sub-Region No. 5 – Outline key topics and components for the Pilot project

***Task 4: Final Report***

After review by all sub-consultants the Associate Engineer revised the final report outline and developed writing assignments.

***Task 5: Grant Administration***

The Associate Engineer prepared and finalized invoices No. 10 and 11.

***Accomplishments***

Accomplishments during this period include completion of the Pilot Project development and written deliverables for Northern Tulare County, Fresno/Clovis, Western Fresno County and Eastern County Sub-Regions and presentation of the draft Pilot Project to these subregions. Substantial progress was made on the development and written deliverable for the Northern Kings County Pilot Project.

***Activities for Next Period***

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include:

- Finalization of the Northern Kings County Sub-Region Pilot Projects deliverables.
- Preparing meeting agendas, power point presentations, contacting DAC community members and agency board members to attend and participate in the following future meetings:
  - Northern Kings County 4<sup>th</sup> Meeting to review Pilot Project and give the group the results/deliverables of their project.



**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 4/1/13 - 4/30/13</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$49.50	\$0.00	\$49.50	\$33,799.58	\$33,849.08
Task 200 – DAC Data Gathering & Outreach	\$4,479.66	\$0.00	\$4,479.66	\$69,449.50	\$73,929.16
Task 300 – Sub-Group Planning & Technical	\$28,687.38	\$238.66	\$28,926.04	\$143,905.70	\$172,831.74
Task 400 – Final Report	\$693.00	\$0.00	\$693.00	\$2,852.50	\$3,545.50
Task 500 - Grant Administration	\$495.00	\$0.00	\$495.00	\$16,773.30	\$17,268.30
<b>Total</b>	<b>\$34,404.54</b>	<b>\$238.66</b>	<b>\$34,643.20</b>	<b>\$266,780.58</b>	<b>\$301,423.78</b>
<i>Notes:</i> See attachments for further information <sup>1</sup> Labor includes costs associated with hours billed to the project task. <sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.					

**Schedule Information**

A schedule extension has been requested (submitted in March 2013) and approved (April 2013). The original grant deadline for delivering the final report was June 12, 2013. We requested a 3 month extension, to move the final report submittal to September 12, 2013 for the following reasons:

- Pilot Projects – Four of the five pilot projects identified for the DAC project are complete and delivered to the subregion stakeholders. The Northern Kings County Sub-Region pilot project is well underway.
- Draft Final Report – The draft final report has been begun and is on schedule to be completed by the end of May 2013. We would like to provide a reasonable amount of time for comments and feedback from the Upper Kings Advisory Committee. The meeting date for the Upper Kings IRWMA Advisory Committee is June 19, 2013.



**PROGRESS REPORT NO. 13**  
**In accordance with DWR Agreement No. 4600009465**

**Upper Kings Basin Integrated Regional Water Management Authority**  
**DAC Pilot Plan**

For the period August 1, 2012 to May 31, 2013



## **Executive Summary**

The Upper Kings Integrated Regional Water Management Authority (Authority) continued work on the Disadvantaged Communities (DAC) Pilot Plan project during this period. The DAC project team continued data gathering and the outreach process, scheduled community meetings and began writing the Final Report. A schedule extension has been approved. The current grant deadline for delivering the final report is now September 12, 2013.

The period covered by this invoice is from August 1, 2012 through May 31, 2013. The reason for the overlapping dates with previous invoices is due to delays in receiving invoices from the sub-consultants for work performed through this period.

## **Work Performed / Accomplishments**

### *Work Performed*

#### ***Task 2: Data Gathering & Outreach***

Sub-consultants continued to update new data to the data base for the final report. UC Merced (ACRD, LLC) conducted the door to door survey for the Fresno/Clovis Sub-region, and they finalized the pilot project report for this sub-region.

#### ***Task 3: Sub-Group Planning and Technical***

During the month of May, engineering and support staff conducted various design tasks, map preparation, report writing and project management functions for several pilot projects. The primary tasks included preparing the final draft of the pilot project reports, developing power point presentations and conducting stakeholder presentations for the members in each Sub-Region.

Continued progress was made on several pilot projects:

1. Eastern Fresno County Sub-Region No. 4 – The pilot project report was drafted, reviewed and finalized for this region. A power point presentation was prepared and the final meeting to the stakeholders was conducted on April 30, 2013. However, based on feedback from the community, stakeholders, and team members the alternative water supply options were modified for the City of Orange Cove. The regional solution for connection to the City of Reedley presented at the April 30, 2013 was not supported by City staff or Council. Therefore, the Pilot Project report was modified removing this alternative.
2. Northern Kings County Sub-Region No. 5 – The presentation for the pilot project was prepared and the fourth public outreach meeting was conducted on May 15, 2013. The public meeting was conducted prior to the Pilot Project report being completed. During the month of May and June the pilot project report will be drafted, reviewed and finalized.

#### ***Task 4: Final Report***

On May 16, 2013 all team members met to review and fine tune the report outline, identify lessons learned, develop recommendations, and review work completed. The team developed writing assignments and deadlines for drafting the report. A hard deadline of June 7th was established to have a public draft prepared and distributed to the Upper Kings Advisory Committee for review.

**Task 5: Grant Administration**

The Associate Engineer prepared and finalized invoice No. 12 and assembled sub-consultant invoices.

Accomplishments

Accomplishments during this period include revision of the Pilot Project development and written deliverable for the Eastern Fresno County Sub-Region, including review by and acceptance of the Pilot Project by the City of Reedley. Additionally, the Pilot Project development was completed for the Northern Kings County Sub-Region. Significant progress was made on the Draft Final Report in preparation for circulation to the Kings Basin IRWMG for review and comment in June.

Activities for Next Period

The process for preparation of the DAC Pilot Plan will continue in accordance with the proposed schedule. The next tasks include:

- Finalization of the Northern Kings County Sub-Region Pilot Projects deliverables.
- Finalization of the Public Comment Draft Final Report and circulation to the IRWMG for review and comment; a presentation will be given in June to introduce the report and initiate discussion amongst the members.
- If there is project budget available a fifth public meeting may be held to present the final report to all sub-regions.

**Cost Information**

The costs to date on the project are included in the table below.

<b>Cost for Reporting Period from 8/1/12- 5/31/13</b>					
<b>Item</b>	<b>Labor<sup>1</sup></b>	<b>Costs<sup>2</sup></b>	<b>Current Subtotal</b>	<b>Prior Costs</b>	<b>Total Costs to Date</b>
Task 100 – Sub-Region Groups	\$0.00	\$0.00	\$0.00	\$33,849.08	\$33,849.08
Task 200 – DAC Data Gathering & Outreach	\$14,026.37	\$0.00	\$14,026.37	\$73,929.16	\$87,955.53
Task 300 – Sub-Group Planning & Technical	\$53,663.03	\$116.78	\$53,779.81	\$172,831.74	\$226,611.55
Task 400 – Final Report	\$17,978.60	\$0.00	\$17,978.60	\$3,545.50	\$21,524.10
Task 500 - Grant Administration	\$605.00	\$0.00	\$605.00	\$17,268.30	\$17,873.30
<b>Total</b>	<b>\$86,273.00</b>	<b>\$116.78</b>	<b>\$86,389.78</b>	<b>\$301,423.78</b>	<b>\$387,813.56</b>
<i>Notes:</i>					
<i>See attachments for further information</i>					
<i><sup>1</sup> Labor includes costs associated with hours billed to the project task.</i>					
<i><sup>2</sup> Costs include, but are not limited to, direct costs billed to the project task, such as mileage, copies, etc.</i>					

**Schedule Information**

A schedule extension has been requested (submitted in March 2013) and approved (April 2013). The original grant deadline for delivering the final report was June 12, 2013. The project deadline is now September 12, 2013 for the following reasons:

- Pilot Projects – Four of the five pilot projects identified for the DAC project are complete and delivered to the subregion stakeholders. The Northern Kings County Sub-Region pilot project is well underway.
- Draft Final Report – The draft final report has been begun and is on schedule to be completed by the beginning of June 2013. We would like to provide a reasonable amount of time for comments and feedback from the Kings Basin Advisory Committee. The meeting date for the Kings Basin Water Authority Advisory Committee is June 19, 2013.

