



ATTACHMENT 2 – PROJECT PROPOSAL, TASKS, and BUDGET

TITLE OF PROJECT

Mendocino County Drought Resilience Plan Development and Drought Task Force Participation Project

PROJECT MANAGEMENT

Mendocino County Water Agency (MCWA) operates within the umbrella of the Mendocino County Department of Transportation (DOT), benefiting from an established and efficient organizational structure. The MCWA Director, Howard Dashiell, also serves as the Director of DOT and brings extensive experience in managing complex projects and grants and facilitating seamless coordination between departments and interdisciplinary teams. Additionally, the Deputy Director of DOT, Amber Fisette, will act as the project manager for this Project, with a proven track record in successful grant administration and project implementation.

In recent years, MCWA and DOT have successfully executed agreements with the Department of Water Resources (DWR) under Proposition 1 and Proposition 68 Sustainable Groundwater Management (SGM) grants to develop the Ukiah Valley Basin Groundwater Sustainability Plan (GSP), recently approved by DWR. MCWA also led the collaboration and coordination efforts between the Cities of Ukiah and Fort Bragg under the Small Community Drought Relief Program, securing appropriate funding to provide hauled water to the City of Fort Bragg during the recent historic drought.

For this Project, MCWA will collaborate with Mendocino County Executive Office to enhance its capacity in outreach and coordination efforts required to develop the Drought Resiliency Plan (DRP) and maintain regular and effective County Drought Task Force (CDTF) meetings. Mr. Steve Dunncliff, Deputy CEO, will be the lead collaborator to facilitate the outreach and engagement effort. MCWA also intends to collaborate with the University of California Cooperative Extension (UCCE)-Mendocino to assist in DRP development and outreach to vulnerable communities. MCWA has a successful coordination history with UCCE-Mendocino, ensuring a deeper understanding of local conditions and feasible solutions for the County's drought planning.

MCWA expects to hire a consultant through a competitive process compliant with County's procurement process, primarily to lead the DRP development. The proposed budget includes the expected consultant hiring costs based on average hourly rates used by existing DOT contractors. This collaborative approach ensures enhanced access to resources and support, further bolstering MCWA's capacity to execute the project successfully.



Key Personnel

Project Director:

Name: Howard Dashiell
Email Address: dashielh@mendocinocounty.org
Phone Number: (707) 463-4363

Project Manager:

Name: Amber Fisette
Email Address: fisettea@mendocinocounty.org
Phone Number: (707) 234-2838

Other Cooperators:

Name: Steve Dunnicliff (Mendocino County Executive Office)
Email Address: dunnicls@mendocinocounty.org
Phone Number: (707) 463-4441

Name: John M. Harper (UCCE-Mendocino)
Email Address: jmharper@ucanr.edu
Phone Number: (707) 463-4495

Partnerships

The County's workplan to successfully accomplish this Project does not include formal partnerships for grant administration, project management, or project execution except for cooperators listed above. The MCWA, Project lead agency, is a special district governed by the Board of Supervisors sitting as the Board of Directors. MCWA encompasses the entire County except that like functions are shared in certain instances by the Mendocino County Russian River Flood Control and Water Conservation Improvement District (RRFC), which was formed within the Mendocino County Flood Control and Water Conservation District (predecessor of MCWA) as a special district in 1955. RRFC's sphere of influence encompasses the Russian River Watershed.

Although formal partnerships are not planned at this stage, the MCWA intends to collaborate as part of its scope and as a necessity to enhance its drought planning efforts, including engaging water stakeholders, cities, water districts, Groundwater Sustainability Agency (GSA), tribes, water companies, non-governmental agencies (NGOs), and members of the public in its CDTF meetings and DRP development process. The independent, non-County entities within



Mendocino County that provide water, wastewater, and conservation and flood control service providers that will be invited to participate as part of the collaborative process are as follows:

- The RRFC;
- The Ukiah Valley Basin Groundwater Sustainability Agency (UVBGS), managing the Ukiah Valley Groundwater basin that includes the County of Mendocino, the City of Ukiah, RRFC, and the Upper Russian River Water Agency (URRWA), as its member agencies;
- URRWA, a joint powers agency (JPA) formed to provide a vehicle for the consolidation of its member water districts, Calpella County Water District (CWD), Millview CWD, Redwood Valley CWD, and Willow CWD, into a unified regional water agency;
- Mendocino County Inland Water and Power Commission (IWPC), a joint powers agency including RRFC, Mendocino County, the City of Ukiah, Redwood Valley CWD, and Potter Valley Irrigation District, formed to facilitate coordination between the Potter Valley Irrigation District and Pacific Gas & Electric (PG&E) regarding the Potter Valley Project;
- Tribal nations located within Mendocino County, including Cahto Tribe, Coyote Valley Band of Pomo Indians, Guidiville Indian Rancheria, Hopland Band of Pomo Indians, Manchester Band of Pomo Indians, Pinoleville Pomo Nation, Potter Valley Tribe, Redwood Valley Little River Band of Rancheria of Pomo, Round Valley Reservation, and Sherwood Valley Rancheria;
- Brooktrails Township Community Services District;
- City of Ukiah;
- City of Willits;
- Potter Valley Irrigation District;
- Rogina Water Company Inc;
- Willow County Water District-Calpella;
- Willow County Water District-Redwood Valley;
- Willow County Water District-Willow;
- Willow County Water District-Millview;
- Willow County Water District-Hopland;
- Willow County Water District-River Estates;
- North Gualala Water Company;
- Irish Beach Water District;
- Elk County Water District;
- Point Arena Water Works;
- Covelo Community Services District;
- City of Fort Bragg;
- Surfwood Mutual Water Corporation;
- City of 10000 Buddhas;
- Mendocino City Community Services District;
- Westport County Water District;
- Laytonville Community Water District; and,
- Round Valley County Water District Covelo.



SCOPE OF WORK AND PROJECT DESCRIPTION

The Drought Resilience Plan Development and Drought Task Force Participation Project (Project) aims to support Mendocino County's compliance with Senate Bill (SB)-552 by developing a robust Drought Resilience Plan (DRP) and fostering active engagement in the County Drought Task Force (CDTF). This Project is crucial to enhancing the County's drought resiliency and preparedness to effectively respond to severe water shortage events. The limited County staff and financial resources necessitate State assistance to complete the Project and achieve SB-552 compliance successfully.

From July 2021 to September 2022, the County established a County Drought Task Force (CDTF) with leadership from two County Supervisors and held monthly public meetings. In September 2022, the CDTF was integrated into the Public Health, Safety, and Resources (PHSR) Standing Committee, which includes a dedicated agenda item to address drought and water shortage matters at each of its monthly meetings. These meetings are Brown Act-compliant public meetings and are announced on the County's drought website. Consequently, the County has fulfilled the requirements outlined in CWC Section 10609.70(a) for establishing a standing County drought and water shortage task force. While the PHSR meetings are open to the public, the County has identified the need for enhanced participation from "core" CDTF members, including public water suppliers, the Ukiah Valley Basin Groundwater Sustainability Agency (UVBGS), domestic well owners, and residents relying on state small water systems. To address this, the Project will facilitate direct outreach to these stakeholders, ensuring their valuable input is incorporated into drought and water shortage planning and the development of the County Drought Response Plan (DRP). Additionally, regular updates on drought resources will be provided on the County's webpage.

Secondly, this Project will support the development of a County DRP including all required elements, such as a Drought and Water Shortage Risk Assessment, a drought and water shortage emergency response plan, and a long-term water shortage mitigation plan for domestic wells, state small water systems, and other vulnerable communities. The County, 56% of which is classified as a disadvantaged or severely disadvantaged community (DAC or SDAC), has been severely impacted by drought in the past. The past three years have presented the County with severe drought conditions and significant water supply challenges. The 2020-2021 drought in the County rivaled the 1976-77 drought as the record drought, resulting in severely diminished water supplies and shortages experienced by many water users.

Declines in groundwater levels within the Ukiah Valley Groundwater Basin, limited water transfers from the Potter Valley Project (PVP), historically low levels in Lake Mendocino, along with shortages and supply uncertainties in coastal areas, further emphasized the necessity of drought planning and coordinated efforts throughout the County. The severity of the shortage led to various emergency water supply and conservation measures, such as water hauling and voluntary and mandatory surface water curtailments. However, the County's prior experience and established operational foundations during the previous drought from 2012 to 2015



provided valuable lessons in streamlining its response and underscored the need for enhanced planning and coordination. This is especially relevant given the expectation of more extreme climatic conditions, the impacts of climate change, and increased supply uncertainties related to the Potter Valley Project (PVP) and the conditions of coastal aquifers.

As part of the DRP, the County will coordinate with water suppliers, the UVBGSA, and other relevant parties to evaluate drought risk throughout the County and develop a portfolio of feasible emergency and long-term drought response actions that different responsible entities can undertake. The County will evaluate the feasibility, costs, and funding sources of various solutions, identify triggers, and develop an implementation roadmap for their enactment.

PROJECT OBJECTIVE

The objective of the Project is to support County in complying with SB-552 requirements through: (1) Enhancing the County's outreach and engagement to increase participation in County-wide drought planning and CDTF to achieve the underlying goal of the SB-552, (2) Maintaining regularly scheduled CDTF meetings under the PHSR committee and improve engagement and participation of core members, and, (3) Developing a DRP, utilizing input and feedback provided in active CDTF session, that outlines drought and water shortage emergency response and short- and long-term mitigation strategies for domestic wells and state small water systems (California Water Code [CWC] Section 10609.70).

TASK BREAKDOWN

The Project work efforts have been grouped into three tasks, which collectively address County requirements specified in SB-552. Task 1, Grant Administration, will occur over the entire duration of the Project and will cover reporting and invoicing to DWR for work efforts under Tasks 2 and 3. Task 2 covers the development of the DRP, which includes a Drought and Water Shortage Risk Assessment and the development of short- and long-term drought mitigation strategies. Task 3 includes outreach and engagement efforts to CDTF core members, water stakeholders, and the public. A detailed budget based on the County and average consultant billing rates and the estimated level of effort is provided at the end of this section (**Table 1**). Specific Task deliverables are indicated under each task. The budget and deliverables are summarized under the Budget and Deliverables Sections, respectively.

Task 1 – Grant Administration

Grant Administration will cover the administrative needs associated with executing the Grant Agreement, including invoicing and associated reporting. This task includes all work efforts needed to prepare and submit Grant invoicing documents, quarterly reporting documents, post-completion reports, and oversee the successful execution of the grant's scope, including administrative tasks to hire an appropriate consultant and furnish agreements to cooperate with UCCE-Mendocino and the consultant.



The County anticipates submitting three (3) quarterly reports and invoices during Project progression, a Final Report and invoice upon completion of Tasks 2 and 3, and a Post-Completion Report at the end of the one-year Grant Administration period (see **Schedule**).

Deliverables

- Three (3) Quarterly Progress Reports and Invoices
- Final Report and Invoice
- Post-Completion Report

Task 2 – Drought Resilience Plan Development

This task includes all work efforts required to develop the DRP based on DRP elements identified in DWR's County DRP Guidebook, dated March 2023. The County expects to hire a consultant and cooperate with UCCE-Mendocino to facilitate the development of the DRP and accomplish this task.

Subtask 2.1 – Develop Draft DRP

The County will develop a SB-552 compliant DRP that includes the following elements:

1. *Drought and Water Shortage Risk Assessment:* The County aims to understand pathways and potential impacts of water shortage events on County residents and the environment. The County will utilize publicly available data as well as data provided by the State, County, and other relevant parties (e.g., UCCE-Mendocino and UVBGS).

The County will identify potential drought impacts by reviewing records from previous drought periods and identify areas that are most susceptible to water shortages, including areas with high densities of domestic wells and areas served by state small water systems. The County will investigate both the physical and social vulnerability of these populations through a comprehensive risk assessment approach using the checklists provided in the DRP.

2. *Short-Term Response Actions:* In coordination with water stakeholders and water managers, a portfolio of short-term response actions will be established under an interim action plan to address immediate public health and safety needs during a water shortage event. The County will consider and evaluate the feasibility of emergency actions, which may include but are not limited to:
 - Emergency supply agreements between County water suppliers;
 - Emergency interties between neighboring water systems;
 - County-wide policies (e.g., streamlining well construction permits, mandatory conservation measures).
 - Emergency drinking water supplies (e.g., bottled water, fill stations).

Additional emergency actions will be considered based on discussions at the CDTF. Emergency actions and solutions will be selected based on their implementation



feasibility by the County or other identified lead agency. The DRP will include clear triggers and an implementation strategy for each identified solution.

3. *Long-Term Mitigation Strategy and Actions:* In coordination with water stakeholders and water managers, County will develop long-term mitigation strategies, including preventive measures, for areas susceptible to drought and water shortage conditions. Long-term mitigation strategies may include but are not limited to:
- Developing a domestic well mitigation program in coordination with the UVBGSA;
 - Consolidation of existing water systems (e.g., consolidation of the Upper Russian River Water Agency member agencies) and domestic wells;
 - Development of conservation strategies and education for demand reduction;
 - Identification and prioritization of infrastructure projects that provide additional sources of supply; and,
 - Data acquisition and data gap filling.

Additional strategies and actions will be considered based on discussions at the CDTF and input gathered from outreach and engagement activities (Task 3). Long-term mitigation strategies will be selected and developed based on their implementation feasibility by identified lead agencies or through County-wide or regional coordination.

4. *Implementation Considerations:* In this section, the County will create a roadmap to DRP implementation, including a discussion of funding sources and coordination between County departments, water suppliers and stakeholders, and other agencies (e.g., UVBGSA).

This subtask includes all planning efforts related to DRP development (e.g., goal-setting, consultation for plan development), any required analyses, preparing the administrative draft of the plan, and revisions based on CDTF and the Board of Supervisors comments. The County anticipates publishing a draft DRP for public review on the PHSR committee webpage within ten months from the Grant agreement execution.

Deliverables

- Draft DRP

Subtask 2.2 – Submit Final DRP

Prior to publishing the draft DRP, County will hold a public workshop during a CDTF meeting to discuss DRP and explain the commenting process. The County will address and record any public comments on the Draft DRP and upload the final plan to the DWR portal (anticipated to be developed in 2023), or as otherwise directed by DWR staff. The Final DRP will be submitted within twelve months of the grant agreement execution.

Deliverables

- Final DRP



Task 3 – Drought Task Force: Outreach and Engagement

This task includes all work efforts to maintain regularly scheduled CDTF meetings during the course of the grant, as well as supporting outreach, engagement, and education efforts to improve participation in the existing CDTF.

CDTF "Core" Members include:

1. County departments involved in or affected by water shortages – Executive Office, Water Agency, Transportation, Public Health, and Office of Emergency Services
2. Major Public Water Suppliers (PWS) – City of Ukiah, City of Fort Bragg, City of Willits, Russian River Flood Control and Conservation Improvement District, Mendocino City Community Services District (MCCSD)
3. UVBGS; and,
4. Mendocino County Resources Conservation District (MCRCD).

The County also seeks participation and membership from Tribes, smaller PWSs, domestic well owners, and residents of state small water systems. The outreach strategy includes regular updates to the County CDTF website, ensuring timely dissemination of information, maintaining and updating the County contact list and CDTF invitation list to guarantee effective communication, and applying thoughtful and inclusive communication practices for relevant notifications.

Under subtask 3.2, targeted outreach and educational efforts will supplement Task 2's DRP development. These efforts may include individual or small group meetings with stakeholders, water purveyors, and water suppliers surrounding identified local issues, mitigation strategies, and projects, and workshops and educational events to facilitate development and future implementation of the DRP. These efforts will be supported by County staff, UCCE-Mendocino advisors, and the consultant. The County may decide to implement a technical advisory committee (TAC) from stakeholders and interested parties to work with the County staff, UCCE-Mendocino, and the consultant in providing appropriate recommendations to the CDTF for DRP development and implementation. This would likely streamline the public discussion and education during CDTF meetings.

Subtask 3.1 – Convene CDTF Meetings

The County will hold regularly scheduled CDTF meetings based on its developed charter or, more frequently, as needed for the development of the DRP. CDTF meetings are open to the public and held as a standing agenda item under the PHSR committee. CDTF meetings include the attendance of two County supervisors and relevant County staff, preparation of materials and proper noticing, and relevant work efforts from staff and consultants depending on the agenda item. Under this subtask, it is assumed that the County will hold quarterly meetings to comply with SB-552 and to develop, review, and adopt the DRP (a total of four meetings during the one-year grant period).

Deliverables



- Evidence that the CDTF has been established.
- Records that invited membership are inclusive of those listed in SB-552.
- Meeting materials for up to four PHSR CDTF meetings for DRP development

Subtask 3.2 – Outreach and Engagement

County plans to improve participation and involvement in the CDTF, especially with respect to DRP development, through increased outreach and engagement efforts. Outreach and engagement efforts may include, but are not limited to, regular updates of the County drought resource webpage, direct outreach (email or mailer) to the identified CDTF members to notify them of PHSR meeting dates, and community engagement and education on drought conditions, DRP development, and water conservation conducted by the County staff, UCCE-Mendocino, and consultants. While the extent of community and engagement will be better defined in combination with the DRP development under Task 2, MCWA expects the UCCE-Mendocino to lead up to two public meetings/workshops for drought planning education and the consultant team in coordination with the County and UCCE-Mendocino to hold up to 8 meetings and interviews with a selected group of stakeholders identified based on CDTF participation and DRP development process. This subtask also includes documentation of these efforts and submittal of this documentation to DWR.

Deliverables

- Documentation of past and planned PHSR meetings and conducted outreach and engagement.

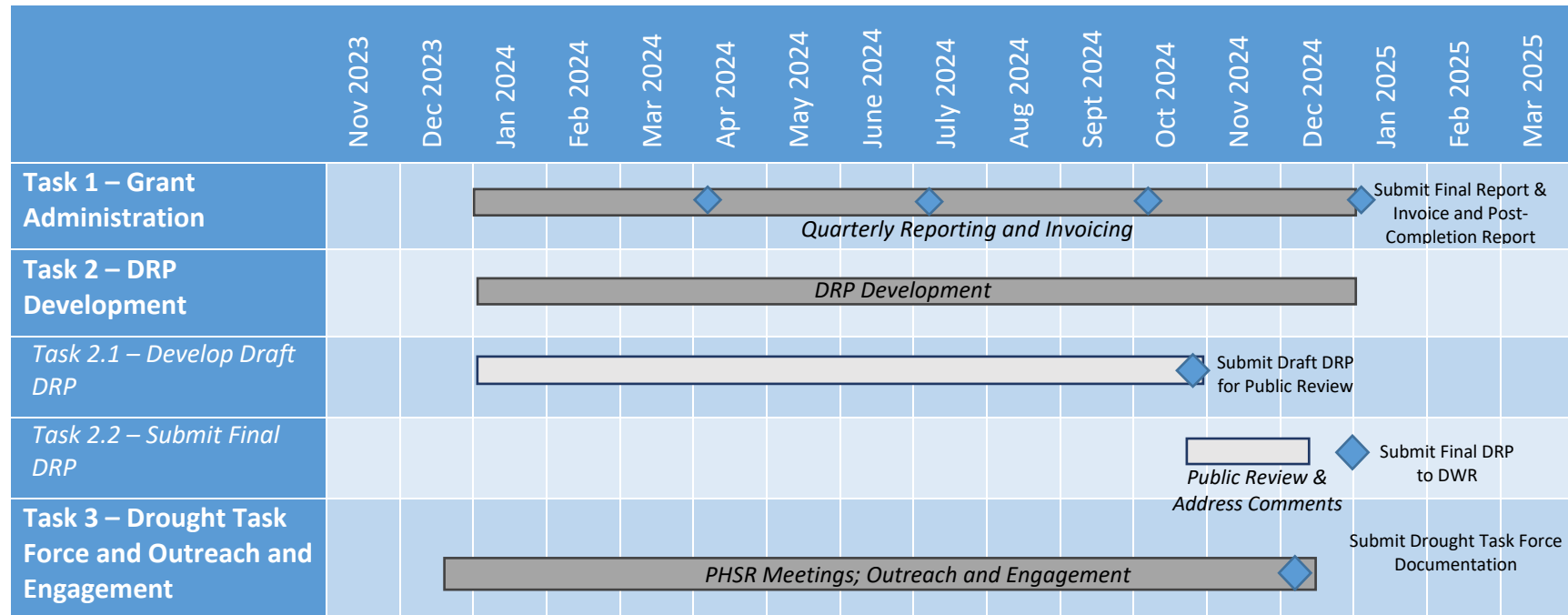


TABLE 1. DETAILED ESTIMATED BUDGET

Tasks	County Labor				UCCE- Mendocino		Consultant Labor				Total Requested Budget (Rounded)
	Director	Deputy Director	Deputy CEO	Total County Labor	Advisor	Total UCCE Labor	Project Manager	Senior Engineer/ Scientist	Engineer/ Scientist	Total Consultant Labor	
	\$181	\$117	\$150	(\$)	\$100	(\$)	\$320	\$286	\$200	(\$)	
<u>Task 1 - Grant Administration</u>	16	72	-	\$11,320	-	-	-	-	-	-	\$11,000
<u>Task 2 - Drought Resilience Plan Development</u>	26	36	-	\$8,918	-	\$1,446	48	70	132	\$61,780	\$72,000
Subtask 2.1 – Develop Draft DRP	18	24	-	\$6,066	16	\$1,446	32	50	100	\$44,540	\$52,052
Subtask 2.2 – Submit Final DRP	8	12	-	\$2,852	-	-	16	20	32	\$17,240	\$20,092
<u>Task 3 - Drought Task Force and Outreach and Engagement</u>	32	28	24	\$12,668	-	\$8,400	24	32	20	\$20,832	\$42,000
Subtask 3.1 – Convene CDTF Meetings	16	16	8	\$5,968	12	\$1,200	-	-	-	\$0	\$7,168
Subtask 3.2 – Outreach and Engagement	16	12	16	\$6,700	72	\$8,400	24	32	20	\$20,832	\$34,732
TOTAL:	74	136	24	32,906	100	9,762	72	102	152	82,612	\$125,000



SCHEDULE





BUDGET

A summary of estimated costs for tasks involved for SB-552 compliance is provided below. **Attachment A** includes a detailed task breakdown, including estimated billing rates and funding source.

Task	Description	Budget
1	Grant Administration	\$11,000
2	Drought Resilience Plan Development	\$72,000
3	Drought Task Force Outreach & Documentation	\$42,000
	TOTAL	\$125,000

DELIVERABLES

The following project deliverables are proposed as indicated for each task/subtask in the Task Breakdown section. The schedule reflects the timeline for the main deliverables.

- Task 1 - Grant Administration
 - Three (3) Quarterly Progress Reports and Invoices
 - Final Report and Invoice
 - Post-Completion Report
- Task 2 - Drought Resilience Plan Development
 - Draft DRP
 - Final DRP
- Task 3 - Drought Task Force and Outreach and Engagement
 - Evidence that the CDTF has been established.
 - Records that invited membership is inclusive of those listed in SB-552.
 - Meeting materials for up to four PHSR CDTF meetings for DRP development
 - Documentation of past and planned PHSR meetings and conducted outreach and engagement.