

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF TULARE-KERN  
FUNDING REGION DISADVANTAGED  
COMMUNITY INTEGRATED REGIONAL  
WATER MANAGEMENT INVOLVEMENT  
PROGRAM

)  
) Resolution No. 2018-0658  
) Agreement No. 28482-A  
)  
)

UPON MOTION OF SUPERVISOR CROCKER SECONDED BY SUPERVISOR  
ENNIS, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT  
AN OFFICIAL MEETING HELD JULY 31, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY,  
AND ENNIS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE



ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY:

Mary Ruello  
Deputy Clerk

\* \* \* \* \*

1. Received a status update on the Tulare-Kern Funding Region Disadvantaged Community Integrated Regional Water Management Involvement Program; and
2. Approved an Amendment to Tulare County Agreement No. 28482 with Provost and Pritchard to increase the amount from \$343,000 to \$635,000 to include the Needs Assessment tasks.

BOS

HAR  
07/31/2018



# Board of Supervisors Staff

## COUNTY OF TULARE

### AGENDA ITEM

#### BOARD OF SUPERVISORS

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** July 31, 2018

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

CONTACT PERSON: Denise England PHONE: 559-636-5000

**SUBJECT:** Tulare-Kern Funding Region Disadvantaged Community Integrated Regional Water Management Involvement Program

**REQUEST(S):**

That the Board of Supervisors:

1. Receive a status update on the Tulare-Kern Funding Region Disadvantaged Community Integrated Regional Water Management Involvement Program; and
2. Approve an Amendment to Tulare County Agreement No. 28482 with Provost and Pritchard to increase the amount from \$343,000 to \$635,000 to include the Needs Assessment tasks.

**SUMMARY:**

On October 10, 2017 your Board adopted Resolution 2017-0864 approving submittal of a proposal to the California Department of Water Resources (DWR) for grant funding to implement the Tulare-Kern Disadvantaged Community (DAC) Integrated Regional Water Management (IRWM) Involvement Program. The proposal included five activities aimed at improving DAC involvement and engagement with regional IRWM Planning efforts. One of these activities was a Needs Assessment. The Needs Assessment is the only mandatory activity required by the grant program.

On February 13, 2018 Tulare County Agreement No. 28454 was executed in the amount of \$3.4 million with DWR for funding the DAC IRWM Involvement program for the Tulare-Kern Funding Region. The Agreement includes four activities aimed at improving DAC involvement and engagement with regional IRWM planning efforts. One of these activities is a Needs Assessment. The Needs Assessment is

**SUBJECT:** Tulare-Kern Funding Region Disadvantaged Community Integrated  
Regional Water Management Involvement Program  
**DATE:** July 31, 2018

the only mandatory activity required by the grant program. The fifth activity in the proposal that was not funded with DWR's funding agreement was Third Party Facilitation. The Tulare-Kern Funding Region was able to tap into another funding source to have those activities provided directly by DWR. The group is currently receiving facilitation from CCP whom is under a direct contract with DWR.

On February 27, 2018 your Board adopted Resolution No. 2018-0121 creating the Project Advisory Committee. The Project Advisory Committee was tasked with identifying and prioritizing tasks associated with the grant activities to best involve DACs in the IRWM planning process.

The seven IRWM groups in the Tulare-Kern Funding Region appointed representatives to the Project Advisory Committee. Each IRWM group appointed an IRWM member, a DAC Representative, and alternates for each seat. The Project Advisory Committee also has a seat for Tribal representation. Various avenues have been pursued to fill that seat, however none have been successful. Recently the program facilitator reached out to a tribal representative and we are hopeful he will agree to participate.

The Project Advisory Committee has held three meetings since April and is on schedule to meet key program milestones. At their May 18, 2018 meeting the Project Advisory Committee received a presentation from Provost and Pritchard outlining the requirements of the Needs Assessment and options for completing that activity. The Project Advisory Committee provided feedback and asked Provost and Pritchard to prepare a proposal for their next meeting. At their June 15, 2018 meeting the Project Advisory Committee recommended that Provost and Pritchard be tasked with the Needs Assessment portion of the Program.

The Needs Assessment activity will include update and development of a database and web portal, additional data collection and integration, analysis of the data to determine key issues facing DACs, and ongoing maintenance and updates through the life of the grant program.

On February 27, 2018 your Board adopted Resolution No. 2018-0122 approving Tulare County Agreement No. 28482 in the amount of \$343,000 for Project Management services for the DAC IRWM Involvement Program. These services include producing meeting materials, reporting, translation services, coordinating Project Advisory Committee meetings, as well as, managing any additional sub-consultants. In order for Provost and Pritchard to provide the services related to the Needs Assessment their agreement must be amended.

#### **FISCAL IMPACT/FINANCING:**

The costs of the election will be paid for by funding made available to the communities by the State Water Resources Control Board.

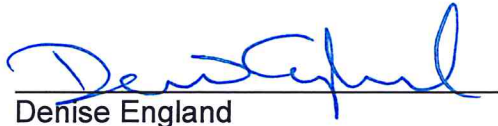
#### **LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Strategic Plan includes an initiative to provide for the safety and security of the public which includes the goal of providing an adequate and safe water supply.

**SUBJECT:** Tulare-Kern Funding Region Disadvantaged Community Integrated  
Regional Water Management Involvement Program

**DATE:** July 31, 2018

**ADMINISTRATIVE SIGN-OFF:**



Denise England  
Water Resources Director

cc: County Administrative Office

Attachment(s)  
Amendment 1  
Amended Exhibit A  
Amended Exhibit B

## **AMENDMENT TO AGREEMENT**

Tulare County Agreement Number 28482 is amended on \_\_\_\_\_ day of \_\_\_\_\_ 2018, between the COUNTY OF TULARE, referred to as COUNTY, and Provost & Pritchard Consulting Group, a California Corporation, referred to as CONSULTANT, with reference to the following:

- A. WHEREAS, in November of 2014, the voters of California passed Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014 Chapter 7 authorized \$810,000,000 in Regional Water Security, Climate, and Drought Preparedness funding.
- B. WHEREAS, \$51,000,000 has been authorized for Integrated Regional Water Management Grant Programs.
- C. WHEREAS, Water Code § 79745 requires the Department of Water Resources to expend not less than 10 percent of those funds for the purpose of ensuring involvement of disadvantaged communities, economically distressed areas, or underrepresented communities in Integrated Regional Water Management Planning efforts.
- D. WHEREAS, Tulare County completed the Tulare Lake Basin Disadvantaged Community Water Study covering the Tulare/Kern Funding Region in 2014.
- E. WHEREAS, Tulare County has submitted a Proposal to the Department of Water Resources for the Tulare Kern Funding Region in an amount not to exceed \$3,400,000 to implement a Disadvantaged Community Integrated Regional Water Management Involvement Program.

ACCORDINGLY, IT IS AGREED:

- 1. Effective \_\_\_\_\_, 2018, EXHIBIT A and EXHIBIT B of Tulare County Agreement No. 28482 are hereby substituted with the amended EXHIBIT A and EXHIBIT B attached hereto.
- 2. Except as amended above, all other terms and conditions of said agreement shall remain in full force and effect.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

COUNTY OF TULARE

Date: \_\_\_\_\_

BY \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST: Michael C. Spata  
County Administrative Officer/  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

PROVOST & PRITCHARD  
CONSULTING GROUP

Date: \_\_\_\_\_

BY \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

BY \_\_\_\_\_

Title \_\_\_\_\_

# **Exhibit A**

## **Scope of Work**

### **Amendment No. 1**

#### **Original Agreement Scope**

##### **Phase PM: Project Management**

Provost & Pritchard will provide project management services to assist the County with the Grant Administration Activity.

Provost & Pritchard will be responsible for coordination among the various project activities. We will communicate regularly with the project team as defined by the County, track activity progress and schedule, receive deliverables associated with each task, and conduct project team coordination meetings.

Project Management activities include:

- Coordination of project work tasks, schedule, and deliverables between tasks
- Coordination and participation in project team meetings (up to 30 meetings)
- Attend Project Advisory Committee (PAC) meetings
- Project team invoice coordination and submittal to the County
- Quarterly report preparation

#### **Deliverables:**

- ☐ Project Team Coordination Meeting Write-Ups
- ☐ Quarterly Progress Updates

##### **Phase REP: Final Report**

Provost & Pritchard will produce a Final Report in conformance with the requirements for reporting outlined in the DWR Agreement. A Final Report outline will be drafted early in the project, so there is a common understanding of the desired outcome from each task.

Final Report activities will include

- Project Coordination
  - Develop reporting needs for each task
  - Determine data mapping needs
  - Coordinate with other tasks and activities to provide cohesive project report
  - Prepare Final Report outline
- Prepare Final Report
  - Summarize tasks performed and deliverables completed
  - Collect and coordinate project reporting information from other tasks
  - Prepare recommendations for future DAC involvement activities
  - Prepare draft report
  - Prepare and finalize report

#### Deliverables:

- ☐ Draft Final Report Outline
- ☐ Draft Final Report
- ☐ Final Report

#### Phase TS: Translation Services

Third party facilitation is being provided through the DWR's Facilitation Support Services program and will provide facilitation of meetings of the Project Advisory Committee (PAC). The selected facilitator does not provide translation services. Meeting agenda and handouts will be translated to Spanish, and in-meeting verbal translation (Spanish) will be provided, as needed. Translation services will be provided for up to 15 meetings. Provost & Pritchard may subcontract for this service.

#### Deliverables:

- ☐ Meeting materials in Spanish

#### Phase: Proposal (already completed)

Provost & Pritchard assisted the County in the development of the proposal to DWR, including:

- Participating in regional workgroup meetings
- Preparing meeting materials
- Utilization of conference room for workgroup meetings
- Coordination between various stakeholders involved in the workgroup
- Preparation of draft proposal, scope, budget, and schedule
- Assistance with "roadshow" presentation materials for the various IRWMs
- Assistance with DWR questions and requests

#### Deliverables:

- ☐ Prop 1 DAC IRWM Involvement Proposal



## Amendment 1 to the Original Agreement

### Phase NAS: Needs Assessment

Provost & Pritchard will prepare a Needs Assessment, including a database of DACs in the funding area and a web portal. The Needs Assessment will provide a better understanding of the water management needs of DACs in the funding area.

Needs Assessment activities include:

- Develop Framework for Database and Web Portal
  - Clearly define Disadvantaged Community for the purpose of the IRWM groups, and what will be shown in the database
    - Must be measurable and repeatable so periodic updates can reevaluate the DAC status of communities
  - Identify DAC boundaries using respective County LAFCo boundaries and local knowledge when the community does not have “official” boundaries
    - Default boundaries will be from current Tulare County database or 2014 TLB Study
    - Define criteria for private well communities
      - Identify rules to define limits of private well communities (i.e. certain number of adjacent parcels)
  - Collect Community Data (DWR DAC Mapping Tool, US Census ACS 2012-2016)
    - Community Name
    - County
    - IRWM Region
    - Population
    - Median Household Income (MHI)
  - Determine preliminary classification of DAC status based on DWR/American Community Survey data
  - Clearly define key constituents to be included in community reports and preset evaluation tools
  - Create preliminary community report framework for PAC input
  - Develop demonstration product of web portal framework for PAC input
    - Community data to be included; additional data to be developed in Task 2
  - Prepare coordination plan for data collection efforts
- Develop Database and Web Portal
  - Gather publicly available data
    - Tulare Lake Basin DAC Water Study data
    - Number of Service Connections (Safe Drinking Water Information System [SDWIS])
    - Source(s) of Drinking Water Supply (SDWIS)
    - Estimated Number of Public Wells (SDWIS, GAMA)
    - Drinking Water Quality (SDWIS)
      - Consider Raw Water vs. Delivered Water quality
    - Drinking Water Quality Violations (Yes/No) (SDWIS)
    - Private Well Locations (as available from Counties/IRWMs/GAMA)
      - PAC input may be requested to confirm the validity of the data and location information
    - Groundwater Levels (Regional DWR data, California Water Library)
      - Regional groundwater contours will be included in the context of a map
    - Wastewater Treatment Facility (WWTF) (Yes/No) (California Integrated Water Quality System [CIWQS])
    - WWTF Capacity (CIWQS)

- WWTF Compliance Issues (Yes/No) (CIWQS)
- Conduct Remove/Private Community Research (map study)
- Collect MHI information based on Community Income Surveys (as available, provided by others)
- Update community reports
  - Describe each community with system information (water, wastewater)
  - Fill gaps with local knowledge and community outreach (provided by others)
- Create web-based map and data interface with themes of interest
  - Basin Setting (communities in context with regional public spatial data)
  - Community Issues That Need Solutions (multiple sub themes)
    - Key constituents with violations
    - Infrastructure issues
  - Analysis of data (story maps, graphing tools)
- Additional Data Collection and Integration
  - Gather Additional Data Sets and Integrate into Web Portal
    - Capacity of Wells (as available from DACEEP Surveys)
    - Capacity of Surface Water Supplies (drinking water supply) (as available from DACEEP Surveys)
    - Systems with Metered Water Services (as available from DACEEP Surveys)
    - Well Construction Depth (as available from GSA efforts)
      - Include sanitary seal depth, if available
    - Water Rates (as available from Counties and DACEEP Surveys)
    - Sewer Rates (as available from Counties and DACEEP Surveys)
    - Private Well Locations (Domestic) (based on Well Completion Reports and/or GSA Efforts)
    - Private Well Depth and Water Quality (as available, provided by others)
      - No Confidential Data will be Collected or Included
    - WWTF Issues or Insufficiencies (Cause of Violations)
    - Type of Wastewater System (WDRs, RWQCB)
    - Storm Water Facility Information (Yes/No, Responsible Entity) (as available from DACEEP Surveys and Counties)
    - Project Development and/or Funding Status (Funding Agencies; Local Knowledge)
      - Communities with successful solutions completed
      - Communities with funding in process
      - Provide link to funding fair website or potential funding sources
    - System Expenses and Revenues (as available from DACEEP Surveys)
- Complete Preliminary Needs Assessment
  - Prepare Preliminary Needs Assessment based on database and web evaluation tools
- Ongoing Maintenance and Updates
  - Ongoing maintenance, updates and refinement for the duration of the project
  - Include updates from the DACEEP and Project Development activities
  - Prepare Final Needs Assessment

#### Deliverables:

- ☐ Meeting Materials for Status Updates
- ☐ Community Report Framework
- ☐ Web Demonstration Product
- ☐ Web Portal
- ☐ Community Reports
- ☐ Preliminary Needs Assessment
- ☐ Final Needs Assessment

**Exhibit B**  
**Budget**  
**Amendment No. 1**

Provost & Pritchard Consulting Group will perform the services in this Scope of Work on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. These fees will be invoiced monthly as they are accrued. The total fees are amended from \$343,000 to **\$635,000**, with the addition of \$292,000 for the NAS phase. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimate above. If it appears we will need to exceed the fee budget, we will notify you in writing before we do so, and will provide a revised estimate for review and authorization. We will not continue work beyond the approved budget without additional authorization.

Budget	
Phase	Estimated Fee
Original Agreement	
Phase PM	\$203,000
Phase REP	\$85,000
Phase TS	\$15,000
Phase Proposal	\$40,000
<b>Total Original Fee:</b>	<b>\$343,000</b>
Amendment 1	
Phase NAS	\$292,000
<b>Total Estimated Fee:</b>	<b>\$635,000</b>

# Integrated Regional Water Management Disadvantaged Community Involvement Program

Department of Water Resources

- ▶ Program for the Tulare/Kern  
Funding Area



# Previous DAC Studies in the Tulare/Kern Region

- Tulare Lake Basin  
Disadvantaged  
Community Study  
(Completed 2014)
- Kings Basin  
Disadvantaged  
Community Pilot Project  
Study (Completed 2013)





# DAC Involvement Program Objectives (from DWR)

1. Work collaboratively to involve DACs, CBOs, and stakeholders in IRWM planning efforts
2. Increase understanding and identify water management needs of DACs in the Funding Area
3. Develop strategies and long-term solutions to address DAC water management needs

# About the Program

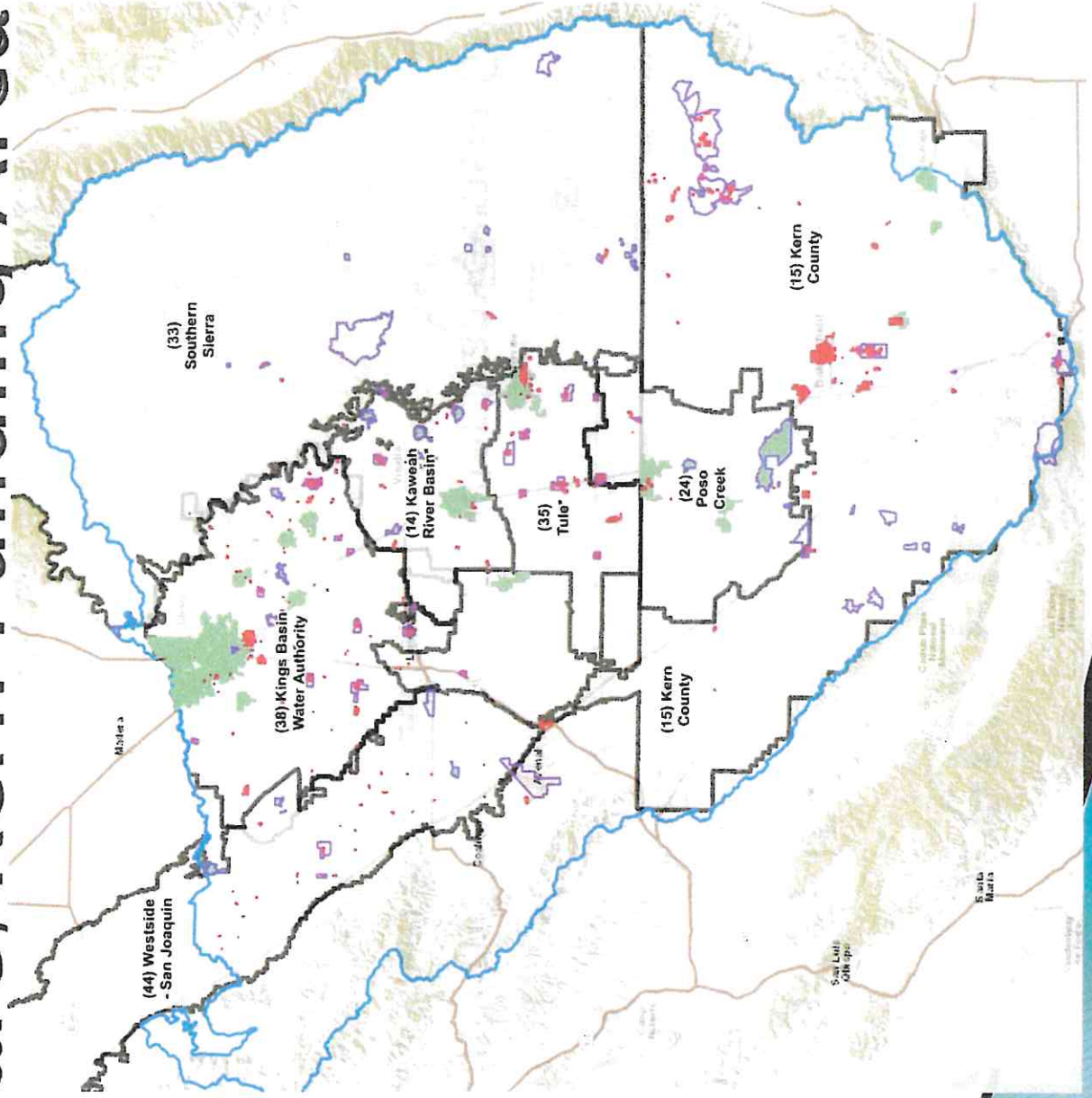
- ▶ One (1) per Funding Area
- ▶ Tulare/Kern Program Began April 2018
- ▶ Eligible Activities Include:
  - Needs Assessment (required)
  - Education
  - Community Outreach
  - Engagement in IRWM Efforts
  - Facilitation
  - Technical Assistance
  - Governance Structure
  - Site Assessment
  - Enhancement of DAC aspects in IRWM plans
  - Project Development Activities or Construction

# Tulare/Kern Funding Area

- ▶ Seven (7) IRWMs
  - Kaweah River Basin IRWM
  - Kern County IRWM
  - Kings Basin Water Authority
  - Poso Creek IRWM
  - Southern Sierra Regional Water Management Group
  - Tule River Basin IRWM
  - Westside–San Joaquin IRWM



# Tulare/Kern Funding Area



# Program Charter/Vision

- Promote State Objectives by:
  - Conducting a Needs Assessment of DACs
  - Supporting Project Development
  - Promoting ongoing DAC participation in IRWM groups

# 3rd Party Facilitation

- ▶ Utilized by PAC at key decision points
  - Defining “under-represented communities”
  - Scoping database update
  - Creating DAC Engagement Program specifications
  - Identifying educational material to be created
  - Writing Project Development Guidelines
  - Recommending Projects to fund
- ▶ Funded Directly by DWR



# Project Advisory Committee

- Project Advisory Committee (PAC)\* to provide key role in Program guidance and decision making
  - One Member selected by each IRWM (7)
  - One DAC Member selected by each IRWM region (7)
  - One Tribe Member (1)
  - Alternates for each PAC member (15)

*\* Costs incurred by PAC members are not included in the grant.*



# PAC Meetings

Date	Subject
April 2018	Program Kickoff/ Charter
May 2018	Needs Assessment Proposal
June 2018	Needs Assessment Recommendation/ DAC Education and Outreach Proposal
August 2018	DAC Education and Outreach Recommendation

# Future PAC Meetings

Date	Subject
October 2018	DAC Education and Outreach Activities Recommendation
December 2018	Review Preliminary Needs Assessment/ Develop Project Development Guidelines and Criteria
March 2019	Review Project Recommendations

# Program Activities

- ▶ Needs Assessment
- ▶ DAC Engagement and Education Program
- ▶ Project Development
- ▶ Final Report
- ▶ Project Management
- ▶ Grant Administration



# Needs Assessment

- ▶ Required
- ▶ PAC has Recommended Provost & Pritchard to Perform Work
- ▶ Update of database from TLB DAC Study
  - New data
  - Update of data (currently 2010 & 2012 data)
  - Framework for data storage and organization\*
  - Web Portal\*

\*To be determined and prioritized by the PAC

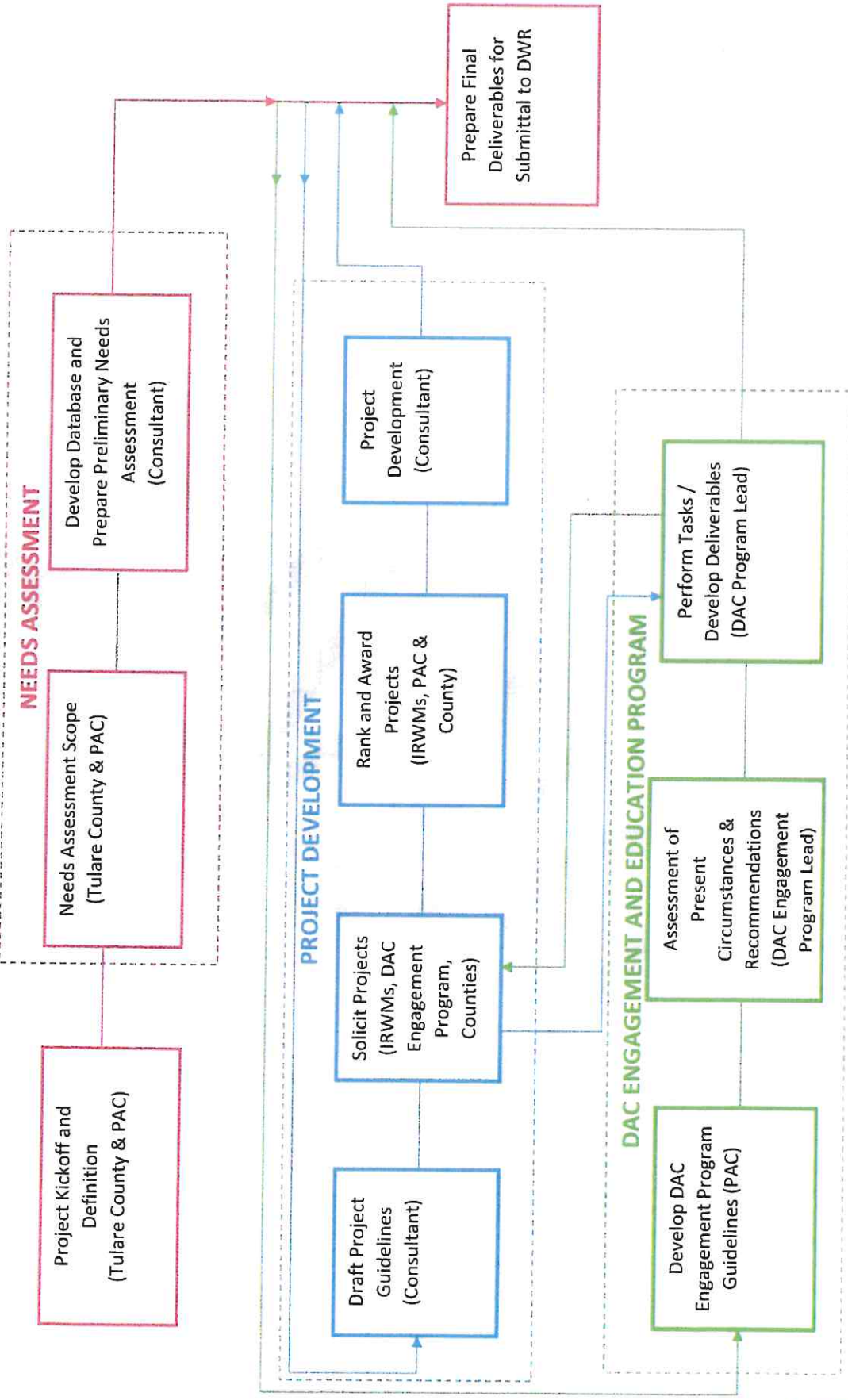


# Program Deliverables

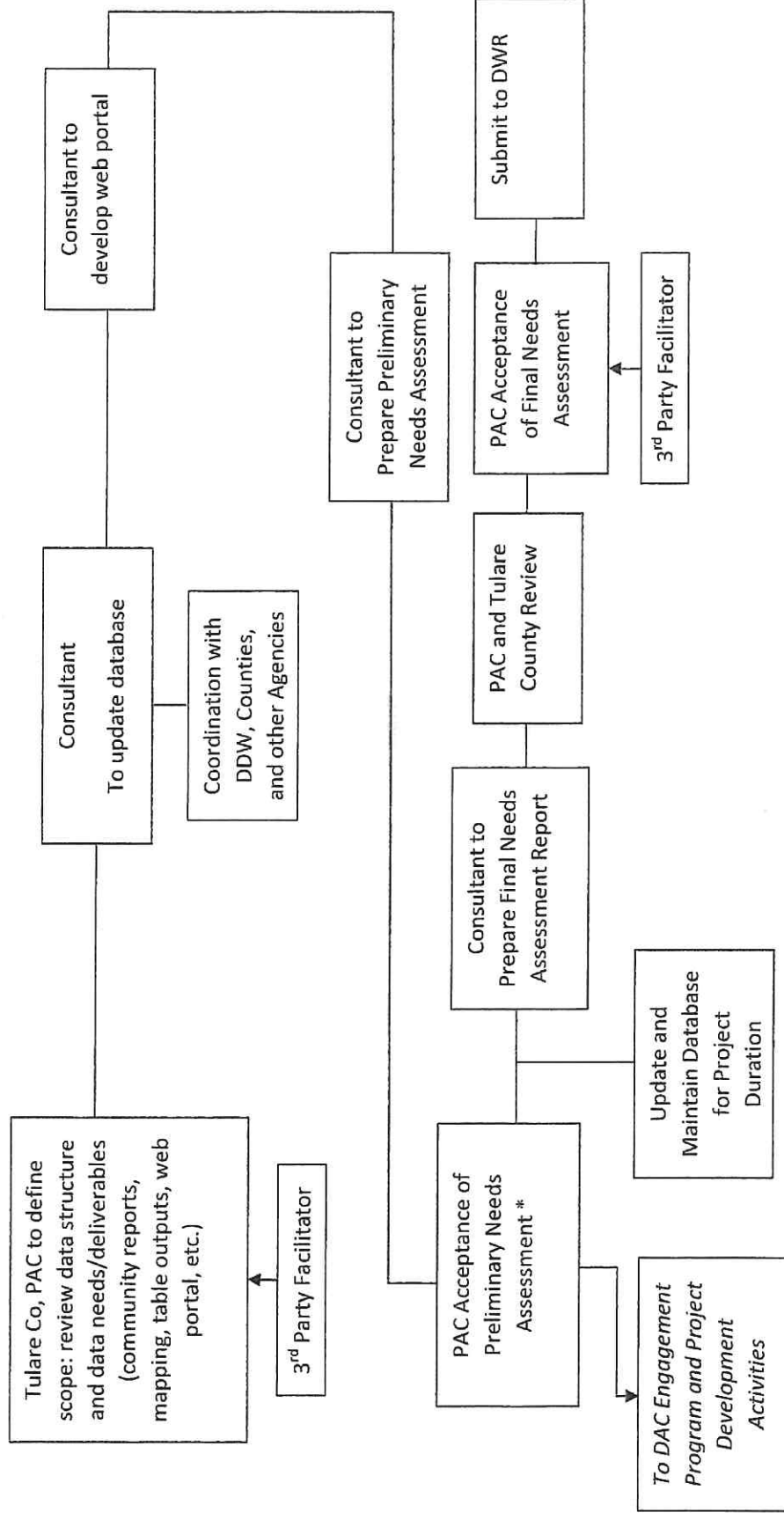
- ▶ Needs Assessment
  - Database of DACs in the Funding Area
  - Web Based Data Portal
  - Preliminary Needs Assessment Report
  - Final Needs Assessment Report



# Key Project Activities



# Needs Assessment



\*Need to get to this step before DAC Engagement Program Activities and Project Development can begin.

# Requests

1. Receive a status update on the Tulare–Kern Funding Region Disadvantaged Community Integrated Regional Water Management Involvement Program; and
2. Approve an Amendment to Tulare County Agreement No. 28482 with Provost and Pritchard to increase the amount from \$343,000 to \$635,000 to include the Needs Assessment tasks.