



TECHNICAL ASSISTANCE (TA) WORK PLAN

GHD INC. (RECIPIENT)
AND
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
SAFE AND AFFORDABLE FUNDING FOR EQUITY AND RESILIENCE DRINKING
WATER TECHNICAL ASSISTANCE PROGRAM (PROJECT)

AGREEMENT NUMBER (NO.) D2217018

TA WORK PLAN NO. 6917-A
TA START DATE: April 19, 2023

AMOUNT: \$446,094.00

Whereas through the passage of Senate Bill 200 in July 2019, the State Water Resources Control Board (State Water Board) is authorized to make Safe and Affordable Drinking Water Funds (SADW Funds) available for projects meeting certain criteria; and

Whereas the State Water Board has determined that this Project is eligible for certain SADW funds;

Therefore, the parties hereby amend the Agreement, originally executed on April 12, 2023 and incorporated herein, to add:

TA WORK PLAN NO. 6917-A (14 pages attached) **

** Entire Exhibit Added

All other terms and conditions shall remain the same.

RECIPIENT:

By: 

Name: Sridhar Sadasivan

Title: West Region GM/ Executive VP

Date: Jan 8, 2024

STATE WATER RESOURCES CONTROL BOARD:

By: 

Name: Joe Karkoski

Title: Deputy Director, Division of Financial Assistance

Date: Jan 9, 2024

Technical Assistance (TA) Work Plan

TA Type: Drinking Water Wastewater Storm Water Groundwater
Grant Agreement No.: D2217018
TA Start Date: 04/19/2023
TA Recipient(s): Mendocino City Community Services District (MCCSD)
Community/System Information: Population Served: 855 (currently providing sanitary sewer services)
 Number of Connections: NA (no current drinking water connections)
 Median Household Income (MHI): \$73,616
 MHI Source: 2021 American Community Survey (ACS) Data
Community/System Contact: Ryan Rhoades, MCCSD Superintendent, [REDACTED], mccsd@mcn.org
Work Plan No.: 6917-A
Work Plan Title: Mendocino City Community Services District – Community Water System Regionalization Feasibility Study
Work Plan Submittal Date: 12/21/2023

A. Technical Assistance Details

Water System Description:

The Mendocino City Community Services District (MCCSD) currently provides public sanitary sewer services to approximately 855 people within their service area boundary which encompasses the Village of Mendocino. The MCCSD has submitted a TA request for support in planning and design for a regional water system with the goal of providing potable water service to connections within and possibly outside their service area boundary.

There are several Community Water Systems (CWS), as shown in Figure 1, within the MCCSD service area boundary that have been identified as potential consolidation partners: Point of View Mutual Water Company (MWC, CA2300604), Hills Ranch MWC (CA2300832) and Big River Vista MWC (CA2300596). These systems serve a combined population of 171 people per the Safe Drinking Water Information System (SDWIS) database.

There also are multiple Transient Noncommunity (TNC) and Nontransient Noncommunity (NTNC) Public Water Systems within the MCCSD service area boundary that have been identified, either as additional potential consolidation partners or as future regional water system service connections. They include: Hill House Limited Liability Corporation (LLC, CA2300746), California State Parks-Mendocino Headlands (CA2310308), Manchester Union Elementary School (CA2300826), Mendocino School District (CA2300584), Harvest at Mendosas (CA2300802), Green Real Estate Enterprises LLC (CA2300804), MacCallum House Inn (CA2300740), Mendocino Hotel (CA2300628),

Mendocino Art Center (CA2300821) and Dick's Place (CA2300872). Also, there could be additional TNC or NTNC systems within the service area boundary that wish to connect.

Point of View MWC (CA2300604) serves approximately 36 residential and 20 transient customers through 30 metered connections along Palette Drive in Mendocino and is within the MCCSD service area boundary. The system is supplied by four (4) wells (Wells #2, 3, 4 and 5). The system also has disinfection treatment and a 30,000-gallon redwood tank. There are no violations within the system in the last 5 years. The distribution system consists of 2-inch polyvinyl chloride (PVC) raw water piping and 4-inch asbestos cement (AC) finished water piping as well as 1-inch plastic service lines.

Hills Ranch MWC (CA2300832) serves approximately 79 residential customers through 48 metered connections. The system also serves the Mendocino Volunteer Fire Department on Little Lake Road. The water system is located east of Highway 1 and north of Little Lake Road and is within the MCCSD service area boundary. The system is supplied by four (4) wells (Wells #2, 4, 11 and 13) and has two (2) storage tanks. There are no violations within the system in the last 5 years. The distribution system consists of 2-inch PVC raw water piping and 6-inch and 12-inch PVC distribution system piping and hydrants.

Big River Vista Mutual Water Company (CA2300596) serves approximately 36 residential customers through 19 metered connections. The system is located east of Highway 1 and south of Little Lake Road and within the MCCSD service area boundary. The system is supplied by one (1) well (Well #1), and has one (1) 40,000 gallon storage tank. There are no violations within the system in the last 5 years. The distribution system consists of 4-inch AC piping and wharf hydrants.

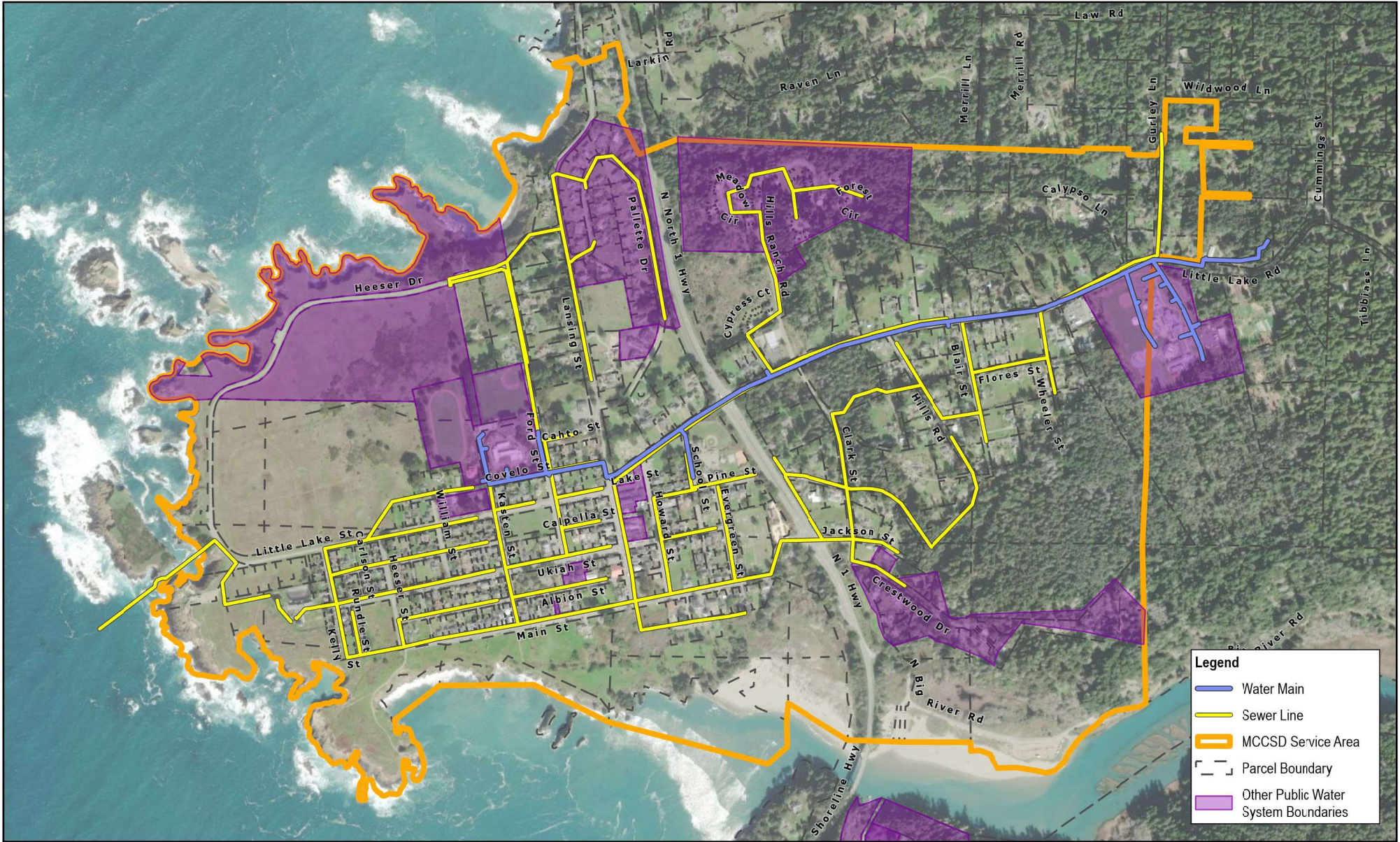
Remaining parcels within the MCCSD service area receive their water from private wells.

The MCCSD has requested technical assistance to prepare a consolidation feasibility study to determine whether the systems could be consolidated and a regional CWS established with MCCSD as the restructured water system owner and operator.

Current and Past Compliance Issues:

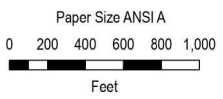
The CWSs within the MCCSD service area boundary have had no violations within 5 years and are in compliance as of December 2023. Likewise, the TNC and NTNCs within the area have had no recent violations. Among more-distant systems that might be considered for consolidation, Surfwood Mutual Water Corporation (CA2300590) to the north has had repeated violations for disinfection byproducts (both total trihalomethanes [TTHM] and haloacetic acids [HAA5] maximum contaminant levels [MCLs]), and Pomo Campground (CA2300629) to the south has had monitoring violations.

The existing public water systems within the MCCSD service area boundary may have needs for additional capacity, storage, or treatment to improve the reliability of their systems. Those needs will be further identified as part of this Work Plan.



Legend

- Water Main
- Sewer Line
- MCCSD Service Area
- Parcel Boundary
- Other Public Water System Boundaries



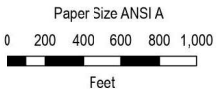
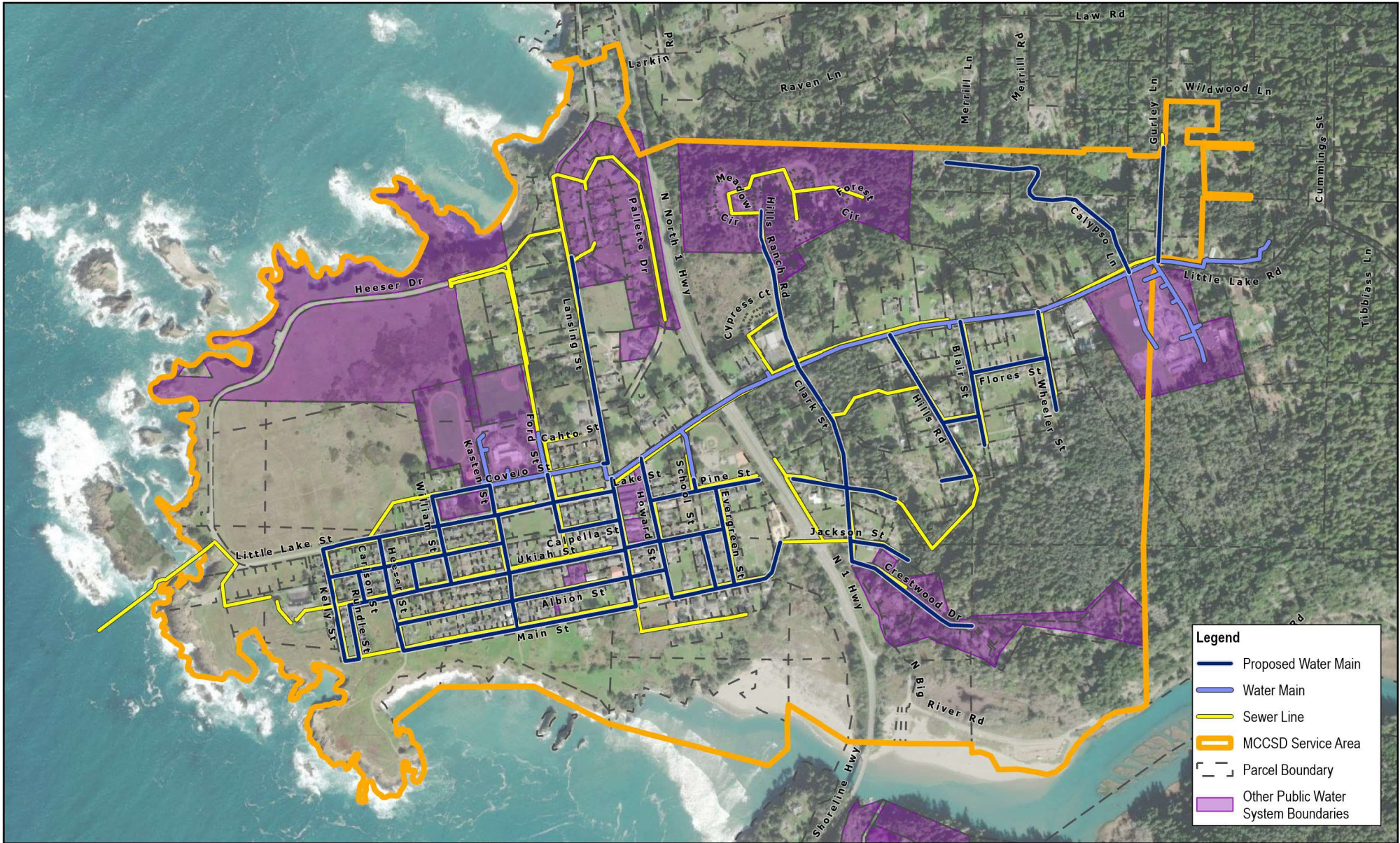
Mendocino CCSD
Community Water System
Regionalization Feasibility Study

Project No. 12571432
Revision No. -
Date 6/12/2023

Map Projection: Lambert Conformal Conic
Horizontal Datum: North American 1983
Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

Existing Public Water Systems

FIGURE 1



Map Projection: Lambert Conformal Conic
 Horizontal Datum: North American 1983
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet



Mendocino CCSD
 Community Water System
 Regionalization Feasibility Study

Project No. 12571432
 Revision No. -
 Date 6/12/2023

Proposed Conceptual Water System

FIGURE 2

Need for Technical Assistance:

There is currently no regional CWS serving the residents and businesses of the Village of Mendocino. Residents and businesses not served by the smaller Public Water Systems rely on individual private wells. These wells typically have low production rates (generally ranging from 1 to 5 gallons per minute), and many shallow and hand-dug wells stop producing annually during the dry season and/or during periods of drought. During dry months, water is widely purchased from nearby water systems, hauled by water transporters, and pumped into individual private water tanks, which generally range in size from 1,000 to 5,000 gallons.

The area's water supply issue has been exacerbated by persistent drier conditions which may be attributed to climate change. During the 2020/21 drought, water supply became a crisis when wells ran dry, tanks were empty, and neighboring water systems such as the City of Fort Bragg did not have capacity to provide water for sale to outside users.

MCCSD is the local groundwater manager based upon the Groundwater Extraction Permit Ordinance, but has no permitted CWS, no water storage, and no water supply source/system.

This project will assist MCCSD and the larger Mendocino community in the preparation of a Regional CWS Feasibility Study. This study is needed to identify a long-term solution for the community.

To satisfy the first five (5) components of the Engineering Report Guidelines provided in the Technical Package of the DWSRF construction financing application, an alternatives analysis is required in the feasibility study. Three (3) alternatives for a regionalized CWS will be identified and evaluated in the feasibility study.

GHD has been engaged with Mendocino Unified School District (MUSD) since 2017 developing solutions to address system compliance issues raised by the Division of Drinking Water (DDW). These included inadequate source protection, water quality monitoring and alarms, general system condition issues, and long-term plans for the water system. Through a Drinking Water State Revolving Fund (DWSRF) Planning Grant, GHD prepared a water system plan, identified assets at the end of their useful service life, and prepared a project design that addresses asset condition and source protection issues. The design included a new treatment and control building with new equipment, new water tanks, a new well, and rehabilitation of the two existing wells. The environmental documentation (CEQA Initial Study/Mitigated Negative Declaration) was completed in 2021 and the design was completed in June 2022. Funding for construction through a DWSRF Construction Grant was approved in early 2023.

Prior to completion of the design, GHD was also engaged by MCCSD to assist in obtaining funding through the Urban and Multibenefit Drought Relief (UMBDR) Program to construct 500,000 gallons of storage and up to 10 wells on the MUSD-owned property that contains the water tanks and wells. The selection of the MUSD property for these improvements was made in coordination with MUSD. The intent of the project is to develop additional supply and storage that would serve as an emergency source of potable water for the Village of Mendocino during drought conditions (when wells go dry and neighboring water systems are unable to provide water). The application for the UMBDR grant was submitted in December 2021, notice of award was received in March 2022, and the planning and design of the wells and storage began in July 2022. The alternatives analysis determined that the most feasible and cost-effective approach was to combine

the storage with the MUSD replacement tanks and drill wells in the existing well field. The design of this project was completed in June 2023.

B. Summary of Proposed Deliverables and Activities

No.	Task	Notes and Details Regarding Related Activities	Lead TA Provider staff/consultant(s)	Deliverable & Due Date ¹	Budget ²
1	Perform Needs Assessment and Prepare Work Plan	<ul style="list-style-type: none"> • Identify the Technical Assistance (TA) Work Plan stakeholders. • Conduct a kickoff meeting with stakeholders; distribute meeting agenda and notes. • Identify the scope of TA, deliverables, schedule, and budget. • Prepare a draft work plan and distribute to all project stakeholders for review and comments. • Prepare a final work plan incorporating review comments and submit to the State Water Board Project Manager for the Division of Financial Assistance’s (Division) approval. 	GHD - Holly Cinkutis	Technical Assistance Work Plan – Complete	\$35,863.00
2	Conduct Community Outreach and Education Services	<ul style="list-style-type: none"> • Identify Stakeholders, including CWSs, interested TNC and NTNC water systems, and domestic well users in the MCCSD service area, and compile their respective contacts. Create community contact lists. • Conduct up to six (6) one-on-one conversations with possible potential system connections including domestic well users. Prepare and deliver online interest survey for residents within the determined boundary area. • Provide oversight, coordination and tracking of community outreach efforts. • Develop content to support project outreach. Build out key messaging for project, solicit interview opportunities and coach spokespeople on responses. 	West Business Development Center - Mary Anne Petrillo	Draft and Final outreach materials (surveys, press releases, letter regarding community event & invitation, monthly progress reports, community engagement list(s)),	\$104,791.00

No.	Task	Notes and Details Regarding Related Activities	Lead TA Provider staff/consultant(s)	Deliverable & Due Date ¹	Budget ²
		<ul style="list-style-type: none"> • Coordinate two (2) in-person community meetings to introduce goals and phased project scope, introduce project team, foster engagement and gather feedback, present the outcome of the study and options forward. <p>Assumptions and Exclusions:</p> <ul style="list-style-type: none"> • Materials will be submitted to the DFA Project Manager for approval prior to circulation. Presentation materials and meeting time and location will be submitted to the DFA Project Manager at least five (5) business days prior to the event. • Up to one GHD staff member will attend each community meeting. • MCCSD Staff will support West Business in conducting one-on-one conversations with potential system connections. • GHD will coordinate with West Business Center in the preparation of presentation materials. GHD will prepare presentations (Microsoft PowerPoint), figures/maps, technical talking points, and study findings/conclusions, and review West Business Center presentation content for technical accuracy. • Only WBDC will contact stakeholders with communication related to the Community Outreach task, however GHD will be in contact with the CWSs to obtain information needed for the studies. 		consolidated feedback report(s), meeting minutes and presentation materials – 11/29/2024	
3	Prepare Alternatives Analysis Engineering Report	<ul style="list-style-type: none"> • Prepare a Request for Information (RFI) to collect data from the Construction Funding Applicant and relevant stakeholders. 	GHD - Holly Cinkutis	Draft Alternatives Analysis Engineering	\$143,800.00

No.	Task	Notes and Details Regarding Related Activities	Lead TA Provider staff/consultant(s)	Deliverable & Due Date ¹	Budget ²
		<ul style="list-style-type: none"> • Using information obtained during the Source Water Study efforts, prepare a Draft and Final Alternatives Analysis Engineering Report, assessing up to three (3) alternatives for a regionalized CWS. The Engineering Report will include the first five (5) sections described in the Technical Application Instructions for a DWSRF construction financing application: <ul style="list-style-type: none"> • Executive Summary • Background Project Information • Problem Description • Consolidation Analysis • Alternatives Analysis (Parts 1-7) ▪ Develop a conditions assessment of the existing CWS water distribution systems. The purpose of this task is to evaluate the condition of the CWS water distribution systems and assess asset condition. This will include performing a desktop review of available information related to the distribution systems, which will be summarized in the Alternatives Analysis Engineering Report. <p>Assumptions & Exclusions:</p> <ul style="list-style-type: none"> • Each alternative will include some combination of consolidation of the existing public water systems, alternative distribution system layouts, and treatment and storage options. • One (1) site visit at each CWS will be conducted. • Cost estimates will be developed based upon American Association of Cost Engineers (AACE) 		<p>Report – 07/12/2024</p> <p>Final Alternatives Analysis Engineering Report - 11/29/2024</p>	

No.	Task	Notes and Details Regarding Related Activities	Lead TA Provider staff/consultant(s)	Deliverable & Due Date ¹	Budget ²
		<p>Level 4 estimates, as appropriate for Feasibility Studies.</p> <ul style="list-style-type: none"> • Potholing of utilities is not included in this work plan. • Survey is not included in this work plan. • Geotechnical Investigation is not included in the work plan. • A Rate Study or Financial Investigation is not included in this work plan. Once an Alternative is selected; water sources are identified and a viable option revealed, financial investigations can commence. 			
4	Source Water Study	<ul style="list-style-type: none"> • Collect and summarize water supply assets and associated conditions and estimate annual supply capacity (during drought and normal conditions) of each existing CWS within the MCCSD Service Area Boundary. • Collect and review available well logs and driller well completion reports for existing wells within the MCCSD Service Area Boundary and one mile beyond the boundary. • Investigate water source options inside and outside the MCCSD service area boundary. Sources may include groundwater from shallow aquifer wells, groundwater from the deep bedrock aquifer wells, groundwater from areas up to 1 mile from Mendocino, surface water from the Jack Peters Gulch Basin, surface water from the Big River, desalination of groundwater from Big River Basin, desalination of seawater. • Prepare a Draft and Final Source Water Study which will include a list of source water options and 	GHD - Ryan Crawford	<p>Draft Source Water Study Report – 06/28/2024</p> <p>Final Source Water Study Report – 11/1/2024</p>	\$115,240.00

No.	Task	Notes and Details Regarding Related Activities	Lead TA Provider staff/consultant(s)	Deliverable & Due Date ¹	Budget ²
		<p>construction cost estimates for source water options will be developed for use in the Alternatives Analysis Engineering Report.</p> <p>Assumptions & Exclusions:</p> <ul style="list-style-type: none"> • One (1) site visit at each CWS will be conducted and up to three (3) site visits to wells or source water options within and one mile beyond the MCCSD Service Area Boundary. • Transducers or flow meters will not be installed at wells. • Background information sufficient to determine flow and water quality data associated with each asset will be provided by each CWS within 30 days of Workplan NTP. 			
5	Project Management	<ul style="list-style-type: none"> • Conduct up to 12 project meetings; distribute agenda and meeting notes for each meeting. • Upload work plan deliverables to FFAST. • Coordinate with the State Water Board Project Manager on Work Plan execution and provide response to questions. • Monitor work plan scope, schedule, and budget. • Provide project management services, as needed, to support the implementation of the Work Plan. • Prepare Assistance Request (AR) close-out summary upon completion or cancellation of the TA work plan. 	GHD - Holly Cinkutis	AR Close Out Summary – 11/29/2024	\$46,400.00

¹ Deliverables shall be uploaded to the Financial Assistance Application Submittal Tool unless otherwise specified, Final deliverables associated with a funding application shall be uploaded to the FFAST proposal identification number (PIN) for the application. All other deliverables shall be uploaded to the FFAST PIN associated with this Project.

² Budget may be shifted between tasks upon written approval from the State Water Board Project Manager.

C. Total Budget (direct costs, including fringe)¹

Budget Category	Total Amount Requested
Personnel	\$362,503.00
Expenses and Supplies	\$1,000.00
Equipment (>\$5,000)	\$0.00
Travel	\$2,700.00
Professional and Consultant Services	\$69,470.00
Markup on Professional Services	\$10,421.00
Total Costs	\$446,094.00

¹ Costs may be shifted between line items upon written approval from the State Water Board Project Manager. Any costs exceeding the total amount requested will require an amendment to this work plan.

Budget Assumptions:

- Assumptions for specific tasks are listed in the table in Section B.
- Expenses and Supplies includes:
 - \$1,000 Mailing and Printing Supplies (Task 2)
- Travel includes:
 - One (1) site visit at each CWS will be conducted and up to three (3) site visits to wells or source water options within and one mile beyond the MCCSD Service Area Boundary (Task 5).
 - Two (2) in-person public meetings (Task 2)
 - One (1) in-person site visit (Task 6)
- Professional and Consultant Services includes:
 - West Business Development Center (Task 2)
- Stakeholders will respond to RFI and send requested data within 30 days.
- Project management accounts for 12 months of effort.

D. California Environmental Quality Act (CEQA) Certification

Please indicate if all the work you will implement in connection with this work plan is consistent with one of the following CEQA exemptions:

- Feasibility and planning studies with no ground disturbing activities (California Code Regulations., Title 14, § 15262)
- Includes information collection via pilot studies, test wells, boreholes, etc. (California Code Regulations., Title 14, § 15306)

If proposed work includes ground disturbing activities in an area(s) with a potential for environmental impacts, including riparian habitat, wetland, endangered species habitat or sensitive cultural resources areas, you must notify your State Water Board Project Manager of the nature and scope of such work and receive approval prior to commencing ground disturbing activities.

E. Environmental Conditions

If this work plan includes the development of environmental documents required by the CEQA or by the environmental application package of a funding application for a construction project, the Recipient agrees to the following conditions:

- The Recipient shall not identify the State Water Board as the CEQA Lead Agency for the construction project without prior coordination with and written consent from the State Water Board, Division of Financial Assistance (Division), Environmental Section. The State Water Board generally will not consent to be the CEQA Lead Agency if the TA recipient is a public entity.
- The Recipient shall inform the Division if a CEQA Lead Agency (such as the city or county) has not been identified for the construction project. The Division will coordinate with the Recipient and local public agencies where the construction project is located, as applicable, to identify the CEQA Lead Agency for the construction project.
- If an agency other than the State Water Board is identified as the CEQA Lead Agency for the construction project, the Recipient shall coordinate with the CEQA Lead Agency to determine the appropriate CEQA documents to be prepared for the construction project and to submit all final CEQA documents and notices for the construction project to the Governor's Office of Planning and Research, State Clearinghouse. The Recipient shall be responsible for the California Department of Fish and Wildlife (CDFW), CEQA Environmental Document Filing Fees. A copy of all such CEQA documents and notices shall be submitted to the Division via the Financial Assistance Application Submittal Tool (FAAST).
- If the State Water Board consents to be the CEQA Lead Agency for the construction project, the Recipient shall coordinate with the Division to determine the appropriate CEQA documents to be prepared for the construction project, and the following conditions shall apply:

- The State Water Board is solely responsible for carrying out consultations with Native American tribes for compliance with Assembly Bill (AB) 52. The Recipient and/or the environmental consultant is not authorized and shall not initiate any such consultations. For further guidance on AB 52 requirements contact Division's Environmental Review Staff and/or the Project Manager.
- The Recipient shall coordinate with the Division and provide all technical studies needed to support CEQA findings such as, California Emissions Estimator Model (CalEEMod) outputs, a biological report, a cultural resources report, a wetland delineation report and a geotechnical report. The Recipient shall prepare and submit all CEQA document(s), appendices to the CEQA document, public comments received (including response to comments), and notices agreed upon after consultation with the Division for the construction project for review and written approval by the Division.
- The CEQA documents and notices shall be prepared to meet the Web Content Accessibility Guidelines 2.1 Level AA Standards in addition to the requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).
- The Recipient shall be responsible for the CDFW, CEQA Environmental Document Filing Fees due to the Governor's Office of Planning and Research, State Clearinghouse upon the Division's adoption of the CEQA document and approval of the construction project. The Recipient shall coordinate with the Division prior to paying the CDFW filing fees.
- The Recipient shall submit to the Division a Biological Assessment Report or an updated previously prepared Biological Assessment Report for the construction project that meets the requirements of Section 7 of the Endangered Species Act (ESA) for the purposes of initiating consultation with the United States Fish and Wildlife Service and/or the National Marine Fisheries Service. This condition applies to (1) all projects that receive Clean Water State Revolving Fund funding, (2) all projects that receive Drinking Water State Revolving Fund funding that are subject to Tier I environmental review, and (3) other projects, at the discretion of the Division. For applicability of this condition and further guidance on Section 7, ESA requirements contact Division's Environmental Review Staff and/or the Project Manager.
- The Recipient shall submit to the Division a Historic Properties Identification Report (HPIR) or an updated previously prepared HPIR for the construction project, authored by a qualified archaeologist that meets the requirements of Section 106 of the National Historic Preservation Act (NHPA) for the purposes of initiating consultation with the Office of Historic Preservation. This condition applies to (1) all projects that receive Clean Water State Revolving Fund funding, (2) all projects that receive Drinking Water State Revolving Fund funding that are subject to Tier I environmental review, and (3) other projects, at the discretion of the Division. For applicability of this condition and further guidance on Section 106, NHPA requirements contact Division's Environmental Review Staff and/or the Project Manager.

- During the term of this planning Agreement, the Recipient shall request approval of any change(s) to the Scope of Work of the construction project before making those changes. Thereafter, the Division shall notify the Recipient whether additional environmental review is necessary as a result of the change(s).
- The Recipient shall not initiate any ground disturbing/construction activities unless and until the environmental review process is complete and all applicable notices are filed by the CEQA Lead Agency.

F. Additional Work Plan Conditions

- This work plan is subject to cancellation if two or more deliverable due dates are missed, or if work and work products are not adequate. In implementing this work plan, the Recipient agrees to advance the mission of the Safe and Affordable Funding for Equity and Resilience (SAFER) Program, and to provide consistent, accurate messaging, as agreed upon working in cooperation with State Water Board staff and other relevant stakeholders.
- This work plan is also subject to cancellation if the Recipient fails to work cooperatively with the State Water Board in advancing the goals of the SAFER program, including messaging at public meetings, communication with assistance recipients, and solution proposals. Tasks conducted under this work plan shall not be disruptive to the implementation of solutions within a community, as determined by the Division.
- Any access or right-of-entry agreements developed pursuant to this workplan must ensure that the State Water Board, the State Auditor, or any authorized representative of the foregoing, will have safe and suitable access to the project site at all reasonable times through the useful life of the project.