

## ATTACHMENT 3: WORK PLAN

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### Project 1: SCWA/Napa Urban/Agricultural Drought Management Project

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#### Implementing Agency: Solano County Water Agency (SCWA)

#### Project Description:

SCWA and Napa County have existing regional water conservation programs. The Proposal funding will expand implementation of existing urban and agricultural water use efficiency programs that will reduce: drought impacts, demands on Delta supplies, potable water usage (indoor and outdoor), GHG emissions, energy use, and wastewater treatment requirements. The specific program elements that will result in quantifiable and sustainable water savings include:

- Direct installation of 650 High Efficiency Toilet/Urinal (HET/U) units.
- Indoor Rebates for 75 HET/U units and 650 High Efficiency Washer (HEW) qualifying products.
- Outdoor Rebates for Water Efficiency Landscape (WEL) for 325,000 square feet of turfgrass replacement.
- Agricultural Weather Station and Soil Moisture Sensor installation and monitoring.

#### Budget Category (a): Direct Project Administration

##### Task 1 - Project Management

##### *Subtask 1.1 - Contract Management (SCWA is lead agency)*

SCWA and Napa County will provide Project information to Yolo County Flood Control and Water Conservation District (Yolo County Flood) to be consolidated into quarterly activity reports that would include activity levels by agency and totals, review of water savings, marketing and outreach descriptions. This information will be used to prepare quarterly grant invoices.

Project management cannot begin until grant award and is therefore currently 0% complete.

##### ***Deliverables:***

- Environmental Information Form (EIF)
- Financial Statements
- Quarterly program activity reports invoice.

##### ***Status:***

Contract management is 0% complete and will begin pending on date of signed DWR contract.

##### Task 2 - Labor Compliance Program

##### *Subtask 2.1 - Labor Compliance Monitoring*

N/A - Not a Public Works construction project.

##### ***Deliverables:***

- N/A.

##### Task 3 - Reporting

##### *Subtask 3.1 - Quarterly Reports*

SCWA will prepare quarterly progress reports for submittal to DWR.

##### *Subtask 3.2 - Draft Final Project Report*

Draft Report will include:

- Project Intro and Scope.
- Description of work done.
- Schedule (actual vs. planned).
- Marketing methods/impact.
- Water saving results.
- Lessons learned.

**Subtask 3.3 – Final Project Report**

SCWA will submit a final report addressing any comments received on the Draft Final Report.

**Deliverables:**

- Quarterly Project activity status reports summarizing progress.
- Draft Final Report for review by participating agencies before submittal to DWR for review and comments.
- Final Project Completion Report.

**Status:**

Project reporting is 0% complete and will begin pending signed DWR contract.

**Budget Category (b): Land Purchase/Easement****Task 4 – Land Purchase**

N/A. This project does not require land purchase or easements.

**Deliverables:**

- N/A.

**Budget Category (c): Planning/Design/Engineering/Environmental Documentation****Task 5 – Feasibility Studies**

N/A. This Project is a continuation of existing efforts and is modeled after the Bay Area Regional Water Conservation and Education Program and Solano Irrigation District (SID) Agricultural Water Use Efficiency (WUE) programs.

**Deliverables:**

- N/A.

**Task 6 – CEQA Documentation**

N/A. This project is not considered a project under CEQA [CEQA Guideline 15378] and will not result in any significant environmental impacts.

**Deliverables:**

- N/A.

**Task 7 – Permitting**

N/A. This project does not require any permits or regulatory approvals for implementation.

**Deliverables:**

- N/A.

**Task 8 – Design**

N/A. This Project is a continuation of existing efforts and SID Agricultural WUE programs.

**Deliverables:**

- N/A.

**Task 9 – Project Performance Monitoring Plan**

Develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. This Plan will be developed based on record keeping and documentation processes used for the current Solano urban and agricultural programs that this Project will expand.

**Deliverables:**

- Project Performance Monitoring Plan

**Status:**

This task is 0% complete.

**Budget Category (d): Construction/Implementation**

**Task 10 - Contract Services**

**Subtask 10.1 - Third-Party Contracting**

SCWA will be the lead agency for any third-party contracting services for HET/U direct install (already procured) and construction of the Agricultural Weather Station.

**Deliverables:**

- Contract Agreements with third-party contractors and vendors will follow standard professional service agreement procurement specs and will be submitted to DWR upon request.

**Status:**

100% Complete: Contracting services for HET/U direct install have already been procured.

**Task 11 - Construction Administration**

N/A. No construction activities.

**Deliverables:**

- N/A.

**Task 12 - Construction/Implementation Activities**

SCWA will regularly monitor Project activities, manage all Contractors and vendors, and maintain coordination with participating agencies.

**Subtask 12.1 - Program Outreach**

Specific outreach efforts may include: bill inserts, newsletters, newspaper ads, public service announcements, electronic media, direct email/mail and retail displays.

**Status:**

Program outreach is 90% complete; remaining work to complete subtask will update existing marketing materials.

**Subtask 12.2 - Rebate Implementation**

This subtask consists of:

**Subtask 12.2a - HET/U Rebate Program, Subtask 12.2b - HEW Rebate Program, and Subtask 12.2c - WEL Rebate Program**

Each element of Subtask 12.2 will include:

- Rebate Application Evaluations.
- Rebate Processing.
- Pre- and post-installation visits and documentation.
- Site surveys/water use analysis.

**Status:**

Subtask 12.2a HET/U Rebate Program is 8% complete with 6 rebates issued since January 1, 2015.

Subtask 12.2b HEW Rebate Program is 22% complete with 140 HEWs installed since January 1, 2015.

Subtask 12.2c WEL Rebate Program is 25% complete with 80,000 sq. ft. in lawn conversions since January 1, 2015.

**Task 12.3 - Direct HET/U Install (Cities of Vacaville, Dixon and Rio Vista)**

Includes:

- Application Evaluations.
- Third-party contractor site pre and post-inspections, HET/U direct install.
- Participant Processing.
- Follow up water use analysis.

**Status:**

Direct HET/U installation is 31% complete with 200 units installed since January 1, 2015 and 200 units in the pipeline.

**Subtask 12.4 - Agricultural Weather Station**

Procure materials for and construct agricultural weather station east of Vacaville and integrate it into existing weather monitoring system.

Includes:

- Installation of automated weather station, including site work, power systems, and housing
- Datalogger programming
- System integration, testing of the system

**Status:**

This work is 0% complete and will begin pending signed DWR contract.

**Subtask 12.5 - Agricultural Moisture Sensors/Meters**

Install sensors at 26 farms/locations and integrate new users into existing soil moisture monitoring program.

Includes:

- WATERMARK soil sensors
- WATERMARK Meter
- Training by a Solano Irrigation District Irrigation Specialist
- Providing weather (ET) data to farmers via website and phone

**Status:**

This work is 0% complete and will begin pending on date of signed DWR contract.

**Deliverables:**

- Program Marketing Materials.
- Eligible customer list, Rebate Application, Database of Program participants, Completed installations.
- Approved Rebate Applications, Pre and post installation site visit and photos, Outreach materials.
- Program Guidelines and Documentation,
- Professional services agreement, Program specs, Database implementation and interface, Ongoing implementation, and Water savings reports.
- Provide weather (ET) data to farmers via website and phone.

**Standards and Methods Used:**

All rebates offered by the Incentive Program will be for products that have been approved by the EPA Watersense program (<http://www.epa.gov/watersense/>).

**Data Management and Post-Implementation/Construction Performance Monitoring:**

Data provided as part of the PPMP will be provided to the Westside-Sacramento IRWM program, DWR and uploaded to State websites (e.g. GAMA, CEDEN, etc.) as appropriate. Post-implementation/construction performance monitoring will occur consistent with the PPMP and in accordance with the provisions of the DWR grant agreement.

## ATTACHMENT 3: WORK PLAN

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### Project 2: LBRID Water Supply Protection and Enhancement Project

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#### Implementing Agency: Napa County Flood Control and Water Conservation District

#### Project Description:

The project will enable the County of Napa to meet the Central Valley RWQCB mandated requirements to handle 100-year design storm inflows in the Lake Berryessa Resort Improvement District (LBRID) sewer collection system to avoid non-potable overland flow contamination of surface water supplies. The improvements will include upgrading sewer lift stations A, B, C, and D with new efficient pumps and appurtenances to overcome 231 foot elevation change from tank to terminus; replacing 3,000 linear feet of leaking and dilapidated sewer mains; and installing a backwash recovery system to alleviate high sewer main flows and pressures, while making additional potable water available for a community with limited supply.

#### Budget Category (a): Direct Project Administration

##### Task 1 - Project Management

##### *Subtask 1.1 - Contract Management (County of Napa is lead agency)*

- Manage project funding, grant agreement and requirements; and project documentation.
- Manage consultants and staff performing work on grant project.
- Manage project budget and schedule, submitting quarterly invoices to Yolo County Flood.
- Coordinate with Westside-Sacramento Group, Application Fiscal Agent (Yolo County Flood), and other interested Parties.

##### ***Deliverables:***

- Project Management meeting and communication notes.
- Environmental Information Form (EIF)
- Financial Statements
- Quarterly invoices

##### ***Status:***

Contract management is 0% complete, and contractor/vendor professional service contracts are expected to be in place by April 2016.

##### Task 2 - Labor Compliance Program

This task includes taking all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program under Labor Code Section 1771.3.

##### *Subtask 2.1 - Labor Compliance Monitoring*

- Procure consultant service agreement to provide labor compliance program (LCP) monitoring services.
- Coordinate with Application Fiscal Agent.

##### ***Deliverables:***

- Copy of agreement with LCP consultant.
- Labor Compliance Plan.

##### ***Status:***

This task will begin upon start of construction bidding and is 0% complete.

**Task 3 - Reporting****Subtask 3.1 – Quarterly Reports**

Prepare and submit quarterly progress reports to Yolo County Flood. The reports describe activities undertaken and accomplishments of each task during the quarter, milestones achieved, and any problems encountered in the performance of work conducted under the grant agreement.

**Subtask 3.2 – Draft Final Project Report)**

Draft Report will include:

- Project Intro and Scope.
- Description of work done.
- Schedule (actual vs. planned).
- Budget analysis.
- Notice of Completion.

**Subtask 3.3 – Final Project Report**

Lead agency will submit a final report addressing any comments received on the Draft Final Report.

**Deliverables:**

- Quarterly reports describing work completed, challenges, and strategies for achieving project objectives.
- Draft Final Report for review by DWR for review and comments.
- Final Project Completion Report.

**Status:**

Reporting is 0% complete and will begin pending signed DWR contract.

**Budget Category (b): Land Purchase/Easement****Task 4 – Land Purchase**

N/A. This project does not require land purchase or easements. All work will be completed within existing easements or property owned by LBRID.

**Deliverables:**

- N/A

**Budget Category (c): Planning/Design/Engineering/Environmental Documentation****Task 5 - Feasibility Studies**

Project Feasibility Studies were completed as part of the project development process:

- 2011 V&A Consultants Inflow / Infiltration Post-Repair Monitoring and Report
- 2011 Inflow / Infiltration Capacity Evaluation and Wastewater Facilities Improvement Plan

Additional studies and documentation include:

- Administrative Civil Liability Order R5-2011-0538
- Lake Berryessa Resort Improvement District Inflow / Infiltration Capacity Evaluation and Wastewater Facilities Improvement Plan

**Deliverables:**

- Copies of documents available upon request.

**Status:**

This task is 100% complete.

**Task 6 - CEQA Documentation**

In 2013 a CEQA Initial Study/Mitigated Negative Declaration was filed for sewage collection system improvements, which included the upgrades to existing sewer lift stations and force main replacement. It should also be noted that the proposed sewer lift station improvements element of the work are considered CEQA exempt are not a project as defined by 14 California Code of Regulations 15378

(State CEQA Guidelines). A Categorical Exemption was filed in December 2006 for work including revamping of the sewer lift stations.

An Initial Study and Mitigated Negative Declaration (IS/MND) is expected for activities related to the backwash reuse system and will be filed by December 2015. The work will include completion of an initial study analysis to determine if a Negative Declaration or Mitigated Negative Declaration is required, preparation of a draft CEQA document and circulation for public review, receiving and acknowledging comments, adoption of the document, and filing of a Notice of Determination.

***Deliverables:***

- Copy of Notice of Intent
- Copy of Categorical of Exemption/MND and Notice of Determination
- Copy of Receipt of Filing from the County of Napa.
- Letter stating no legal challenges

***Status:***

This task is 66% complete. The CEQA compliance process for the backwash reuse system will be completed by December 2015.

**Task 7 - Permitting**

This Project requires County of Napa encroachment, building, and electrical permits, and San Francisco Regional Water Quality Control Board Construction Stormwater General Permit, and State Water Resources Control Board Division of Drinking Water Permit Amendment. Building and electrical permits will be waived.

***Deliverables:***

- Permit conditions.
- County of Napa permits.
- Construction General Permit.
- Drinking water permit amendment.

***Status:***

This task is 50% complete. The final permitting arrangements will be completed by December 2015.

**Task 8 - Design**

Preliminary and final design and supporting work has been completed:

- 2015 Preliminary Engineering Design Report - Phase 2 Improvements for Wastewater System
- 2015 Updated Phase 2 Wastewater Facilities Project Estimate
- 2014 Existing Sewer Force Main Field Location - Record Drawing
- 2011 Sewer Lift Station Upgrades - Record Drawings.

Final plans and specifications for the sewer lift stations, sewer force main, and backwash reuse system are in development.

***Deliverables:***

- Geotechnical Report
- Topographic Survey
- Updated Project Cost Estimate.
- Final Plans and Specifications.

***Status:***

This task is 50% complete. The final plans and specifications for the Project improvements are in progress and will be completed by November 2015.

**Task 9 - Project Performance Monitoring Plan**

Develop and submit a PPMP. The PPMP will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

**Deliverables:**

- Project progress will be tracked on a monthly basis and incorporated into Project Quarterly Reports.
- Performance will be measured tracking Project actuals vs. projections during the implementation period.

**Status:**

This task will occur upon finalization of the grant agreement and before construction begins and is 0% complete.

**Budget Category (d): Construction/Implementation**

**Task 10 - Contract Services**

Activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed.

The project will be separated into two components: (1) the sewer lift stations and sewer force main, and (2) the surface water treatment plant and pipelines connecting to the filter backwash wastewater system to the coagulation tank at the head of the treatment works. The two project components will be bid and awarded as two separate contracts for construction administration.

**Deliverables:**

- Request for Bids.
- Proof of Advertisement.
- Contract Awards.
- Notices to Proceed.

**Status:**

This task is 0% complete.

**Task 11 - Construction Administration**

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable.

**Deliverables:**

- Inspection Reports.
- Payment Requests.
- Meeting Minutes.
- Contractor Log.
- Submittals.
- Notice of Completion.

**Status:**

This task is 0% complete.

**Task 12 - Construction/Implementation Activities**

This task involves the project construction, including mobilization, site preparation, facilities construction, performance testing, commissioning, and demobilization. Major construction activities are outlined below.

**Subtask 12.1 - Lift Station Improvements**

Replace existing progressive cavity with chopper style pumps at sewer Lift Stations B, C and D. Retrofit/adapt mechanical piping in yard and wet wells. Upgrade electrical service, power distribution and add stationary standby power at all four (4) sewer lift stations. Changeout progressive cavity for dual rotary lobe pumps (100% redundancy) at sewer Lift Station A. Retrofit / adapt above ground mechanical piping in yard and eliminate hydraulic restriction on discharge line.

**Subtask 12.2 - Sewer Force Main Upgrade**

Install 3,000 lineal feet of HDPE sewer force main from Lift Station A traversing below the Storage Pond gravel access road and re-connecting into the existing 6" asbestos cement pipe.

**Subtask 12.3 - Install Backwash Reuse System**

Install twin 5,000 gallon XDPE filter wash water storage tanks, decanters, recycle pumps, solids handling pumps, yard pipe, electrical, controls and sitework to reuse filter washwater and lift settled solids into the nearby sewer collection equalization tank.

**Subtask 12.4 - Performance Testing and Demobilization**

This subtask includes storm water testing for contaminant and turbidity levels and system overflow capacity, demobilization, and project inspections including reporting and project communication.

**Deliverables:**

- Inspection Reports.
- Meeting Minutes.
- Contractor Log.
- As-Built Drawings.
- Photographic documentation
- Engineers Certification

**Status:**

This task is 0% complete.

**Standards and Methods Used:**

Project design and construction will be in accordance with Napa County Code. In addition, backwash reuse facilities will follow applicable standards from ASTM, APWA, and the Division of Drinking Water implementation of the Surface Water Treatment Rule.

**Data Management and Post-Implementation/Construction Performance Monitoring:**

Data provided as part of the PPMP will be provided to the Westside-Sacramento IRWM program, DWR and uploaded to State websites (e.g. GAMA, CEDEN, etc.) as appropriate. Post-implementation/construction performance monitoring will occur consistent with the PPMP and in accordance with the provisions of the DWR grant agreement.

## ATTACHMENT 3: WORK PLAN

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### Project 3: Lower Putah Creek – Watershed Infiltration and Invasive Species Removal for Integrated Regional Water Management

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**Implementing Agency: Solano County Water Agency**

#### Project Description:

Twenty-four priority erosion control sites (12 hot spots + 12 watch sites) will be stabilized by addition of organic amendments (infiltration buffer strips) and vegetation on upland areas on the north side of Putah Creek between Monticello Dam and Putah Diversion Dam and on the banks of Pleasants Creek. The work on Pleasants Creek will require an erosion assessment to select the five highest priority sites to be stabilized. In addition, Five hundred occurrences (34 net acres) of 20 primary invasive weeds on 600 acres of riparian forest will be removed between Monticello Dam and Winters.

#### Budget Category (a): Direct Project Administration

##### Task 1 - Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM grant manager, Yolo County Flood Control and Water Conservation District (Yolo County Flood). Prepare invoices including relevant supporting documentation for submittal to DWR via Yolo County Flood. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

##### **Deliverables:**

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

##### **Status:**

This task will begin upon grant award and is 0% complete.

##### Task 2 - Labor Compliance Program

N/A. The project will be done by SCWA staff using SCWA equipment with supervision by a consulting soil scientist overseen by SCWA management. The project does not require a public bid and is not subject to Labor Compliance.

##### Task 3 - Reporting

Prepare quarterly progress reports detailing work completed during reporting period as outlined in the grant agreement. Submit reports to Yolo County Flood for review and inclusion in a progress report to be submitted to DWR. Prepare draft Final Project Completion Report and submit to DWR via Yolo County Flood for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare Final Report addressing Yolo County Flood/DWRs comments. The report shall be prepared and presented in accordance with the provision of the grant agreement.

##### **Deliverables:**

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

##### **Status:**

This task will begin upon grant award and is 0% complete.

## **Budget Category (b): Land Purchase/Easement**

### **Task 4 - Land Purchase**

N/A. No land purchase or easements are required. The project continues work with 54 landowners who have previously signed agreements and requires 5 additional agreements that have been drafted and will be executed when the contract is issued. Twenty-one of the parcels are publicly owned, the remaining 38 parcels are privately owned. No further work is needed beyond signing of the DWR contract to execute the land use agreements.

## **Budget Category (c): Planning/Design/Engineering/Environmental Documentation**

### **Task 5 - Feasibility Studies**

Project feasibility studies were completed as part of the project development process:

- Weed control sites were mapped in the 2005 Watershed Management Action Plan. Weed control has been ongoing since 2001 at other locations for control of the same weeds. Methods have been refined over the years and application equipment has been scaled up to achieve efficient coverage and selective control during optimal times (dry periods in winter) particularly when weeds are mixed with stands of native vegetation. Recent wildfires (including the Wragg Fire in July 2015) in the watershed are creating valuable access to efficiently complete this project.
- Bank erosion sites were identified in the 2013 Pleasants Creek Watershed and Stream Assessment Reach Based Comparative Analysis. Four bank erosion sites have already been stabilized in prior phases of work on Pleasants Creek.
- Upland erosion sites were identified in the 2015 Monticello Fire Assessment Report

#### ***Deliverables:***

- 2005 Watershed Management Action Plan
- 2013 Pleasants Creek Watershed and Stream Assessment Reach Based Comparative Analysis
- 2015 Monticello Fire Assessment Report

#### ***Status:***

This task is 100% complete.

### **Task 6 - CEQA Documentation**

See Task 7 - Permitting.

Project activities are CEQA Exempt and/or covered by existing permits and CEQA filings. All actions are CEQA exempt under the current California Fish and Wildlife 1600 Permit R2-2002-357. This Permit will be replaced by a new 1600 Routine Maintenance Agreement (RMA): Lower Putah Creek and Tributaries RMA 1600-2014-0265-R3 to be executed in August 2015 with a five year term that will carry it through the end date of the project.

#### ***Status:***

This task is 100% complete.

### **Task 7 - Permitting**

Project activities are CEQA Exempt and/or covered by existing permits and CEQA filings. All actions are CEQA exempt under the current 1600 Permit R2-2002-357. This Permit will be replaced by a new 1600 Routine Maintenance Agreement: Lower Putah Creek and Tributaries RMA 1600-2014-0265-R3. The review and comment period on the draft RMA closed prior to the submittal of this Grant Application and the permit will be issued August 2015 valid through 2020. No other work is needed to obtain the RMA.

To maintain compliance with the current 1600 Permit and the new RMA, the Lower Putah Creek Coordinating Committee appointed a Streamkeeper to observe flows, fish and wildlife, as well as develop permit reports.

**Deliverables:**

- Copy of Permit R2-2002-357
- Copy of new 1600 Routine Maintenance Agreement

**Status:**

This task is 75% complete.

**Task 8 - Design**

The weed control design work is based on prior surveys and requires clearing trails into thickets with an excavator or loader followed by a spray rig. The trails are adapted to field conditions because there is no visibility in thickets prior to the creation of trails. Field design for the infiltration element is done once the sites have been accessed and is conducted as part of construction/implementation (Task 12).

**Deliverables:**

- N/A

**Status:**

This task is 100% complete.

**Task 9 - Project Performance Monitoring Plan**

The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

**Deliverables:**

- Project Performance Monitoring Plan

**Status:**

This task will begin upon grant award and is 0% complete.

**Budget Category (d): Construction/Implementation**

**Task 10 - Contract Services**

N/A. All work will be performed by SCWA staff and community volunteers.

**Task 11 - Construction Administration**

A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, and reviewing/updating project schedule.

**Deliverables:**

- Notice of Completion

**Status:**

This task will begin upon grant award and is 0% complete.

**Task 12 - Construction/Implementation Activities**

Construction activities are outlined below. The work will be completed by SCWA staff who have Class A drivers licenses to haul equipment to the site.

**Subtask 12.1: Weed Control**

An excavator and/or loader will be used to create trails in weed thickets for access by a spray truck and hose reel to spray weeds. Stem injection treatments for trees are made with hand labor. Weed control will target invasive weeds along 600 acres of riparian forest.

**Subtask 12.2: Erosion Control**

The bank erosion work will be designed in the field at the time of construction with field survey flags. Four reference projects on Pleasants Creek have already been completed by this method. The upland erosion sites will be assessed in the field and designed based on survey notes from the 2015 Monticello Fire Assessment Report that specified equipment, materials and labor for typical sites. This subtask includes staging equipment and materials. Erosion control will be achieved by installing buffer strips which consists of spreading organic matter in a 4-inch layer and worked into the ground with an excavator to a depth of approximately 20 inches by lifting bucket loads of soil and allowing the organic matter to fall into the void and setting the soil back in place without turning it. This creates seams of organic matter and a scalloped cut face to reduce the probability of slippage. The irregular surface and seams of organic matter catch and infiltrate runoff like miniature detention ponds.

**Subtask 12.3 Bank Erosion Site Grading**

Bank erosion sites will be graded to stable dimensions with an excavator, balancing cut and fill for a uniform slope. Surface treatments at these sites will be the same as for Task 12.2.

**Subtask 12.4: Revegetation**

Weed control, erosion control and bank stabilization sites will be revegetated in the fall and winter with native grasses, forbs, shrubs and trees according to reference vegetation at the sites. Fall and winter seasons allow plants to grow and establish with moisture from rainfall before the heat of the next summer. Plants will be grown from locally collected seeds and cuttings and reared at the SCWA native plant nursery. Community volunteers will be engaged in the planting work through an Internet sign-up form. Irrigation may be provided for a limited time through trucked water or local sources if rainfall is not timely.

**Deliverables:**

- Photographic documentation
- Site maps
- Inventory of plants installed

**Status:**

This task will begin upon grant award and is 0% complete.

**Standards and Methods Used:**

Methods and monitoring protocols will be consistent with the 2005 Watershed Action Plan, the Lower Putah Creek Coordinating Committee Strategic Plan, and the Putah Creek Accord.

**Data Management and Post-Implementation/Construction Performance Monitoring:**

Data developed as part of the PPMP will be provided , to DWR, and uploaded to the CEDEN database. Post-implementation/construction performance monitoring will occur consistent with the PPMP and in accordance with the provisions of the DWR grant agreement.

## ATTACHMENT 3: WORK PLAN

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### Project 4: Grant Administration

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**Implementing Agency: Yolo County Flood Control and Water Conservation District (Yolo County Flood)**

**Project Description:**

The Westside Sacramento Regional Water Management Group, authorized Yolo County Flood to act as the applicant and the grant manager for the Proposition 84, IRWM 2015 Grant. Yolo County Flood will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. This office will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc.), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating all invoicing and payment of invoices.

**Budget Category (a): Direct Project Administration**

**Task 1 - Project Management**

Yolo County Flood will respond to DWR's reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in this agreement.

**Task 2 - Invoicing**

Yolo County Flood will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each of the project proponents and compiling the information into a DWR Invoice Packet.

**Task 3 - Progress Reports and Project Completion Report(s)**

Yolo County Flood will be responsible for compiling progress reports for submittal to DWR. Yolo County Flood will coordinate with project proponent staff to retain consultants as needed to prepare and submit progress reports and final project completion reports for each project, as well as the grant completion reports.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in Exhibit G of this agreement. For example, progress reports will explain the status of the project and will include the following information: summary of the work completed for the project during the reporting period; activities and milestones achieved; and accomplishments and any problems encountered in the performance of work. Project completion reports will include: documentation of actual work done, changes and amendments to each project, a final schedule showing actual progress versus planned progress, and copies of final documents and reports generated during the project.

**Deliverables:**

- Executed Grant Agreement
- Invoices and associated backup documentation
- Progress Reports
- Draft and Final Project Completion Report

**Status:**

Project reporting is 0% complete and will begin pending on date of signed DWR contract.

**Data Management and Post-Implementation/Construction Performance Monitoring**

Data provided as part of the PPMP for each project will be provided to the Westside-Sacramento IRWM program, DWR and uploaded to State websites (e.g., GAMA, CEDEN, etc.) as appropriate. Post-implementation/construction performance monitoring for each project will occur consistent with the project-specific PPMP and in accordance with the provisions of the DWR grant agreement.