

Mendocino City Community Services District

Past Performance

Appendix B

Att9_LGA12_MCCSD_PERFORM_3of3

DWR AB 303 Grant for Fiscal Year 2004-05

Local Groundwater Management Assistance Act of 2000, Agreement No. 4600004097

<u>Attachments</u>	<u>Pages</u>
1. 6/30/05 DWR letter notifying MCCSD of selection for grant funding	2
2. 5/29/07 DWR letter notifying MCCSD of receipt of Final Project and completion of agency's obligation for Agreement No. 4600004097	3
3. 5/25/07 DWR Performance Evaluation for Agreement No. 4600004097	4
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Mendocino City Community Services District

STATE OF CALIFORNIA -- THE RESOURCES AGENCY

ARNOLD SCHWARZENEGGER, Governor

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



June 30, 2005

Edward O'Brien III, Board President
Mendocino City Community Services District
Post Office Box 1029
Mendocino, CA 95460

Local Groundwater Assistance Grant Program (AB 303) – Status of Grant Request

Dear Mr. O'Brien:

Thank you for your interest in the Local Groundwater Assistance (LGA) Grant Program. We are pleased to advise you that the grant application filed by Mendocino City Community Services District to conduct work in Mendocino County, has been selected for funding. This letter serves as our conditional commitment of \$144,400 in Proposition 50 funding for this LGA project. This commitment is conditional upon the execution of a grant agreement with Department of Water Resources (DWR). We have also attached a copy of your proposal evaluation for your information.

We will be contacting you within the next several weeks to discuss the details of this commitment and to advise you of grant agreement requirements of the LGA Program.

If you have any questions, please contact Harley Davis at (916) 651-9229.

Sincerely,

Original Signed by

Mark W. Cowin, Chief
Division of Planning and Local Assistance

cc: (see attached list)

Mendocino City Community Services District

STATE OF CALIFORNIA -- THE RESOURCES AGENCY

ARNOLD SCHWARZENEGGER, Governor

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 942360001
(916) 653-5791



May 29, 2007

Mr. Mike Kelley, District Superintendent
Mendocino City Community Services District
Post Office Box 1029
10500 Kelly Street
Mendocino, California 95460

Local Groundwater Management Assistance Act of 2000, FY 2004/2005
Agreement No. 4600004097

Dear Mr. Kelley:

We have received and accepted your report entitled *Mendocino Groundwater Monitoring and Management Project*. This represents completion of your agency's obligations under Agreement No. 4600004097 with the California Department of Water Resources.

Thank you for your interest in the Local Groundwater Assistance Grant Program and your efforts to better understand and manage groundwater in your area. The attachment, Grant Performance Evaluation, is for your records. If you have any questions, please contact Craig Cross at (916) 651-9204 or Harley H. Davis at (916) 651-9229.

Sincerely,

A handwritten signature in black ink, appearing to read "Tracie R. Billington".

Tracie Billington, Chief
Special Projects

Attachment

Mendocino City Community Services District

STATE OF CALIFORNIA
GRANTEE PERFORMANCE EVALUATION
 DEPARTMENT OF WATER RESOURCES
 CONJUNCTIVE WATER MANAGEMENT BRANCH
 Rev5/04

		AGREEMENT NUMBER 4600004097	AMENDMENT NUMBERS 0
DEPARTMENT Water Resources	GRANTEE'S NAME AND ADDRESS Mendocino City Community Services District		
DIVISION Planning and Local Assistance	P.O. Box 1029		
EVALUATOR'S NAME Craig Cross	10500 Kelly Street		
PROJECT TITLE Mendocino Groundwater Monitoring and Management Project	Mendocino, CA 95460		
1. TOTAL AGREEMENT AMOUNT INCLUDING AMENDMENTS \$144,400.00		AGREEMENT EXPIRATION DATE May 25, 2007	
2. DESCRIBE THE WORK THAT WAS IN THE PROJECT WORK PLAN.		GRANTEE DEPARTMENT (if different than grantee's name) Not applicable	

The Mendocino Groundwater Monitoring and Management Project includes drilling and testing four (two of which were temporary) monitoring wells, and installing permanent data loggers in the MCCSD monitoring well field. The Project added additional groundwater data to the Mendocino Groundwater Model developed in 2002 through present. Based on below normal rainfall scenarios input into the Mendocino Groundwater Model, a new Drought Contingency Plan was developed for the Groundwater Management Plan. The District's GIS was updated with a groundwater geodatabase, and the aquifer testing protocol in the Groundwater Extraction Permit Ordinance was revised.

3. WAS THE WORK PERFORMED?

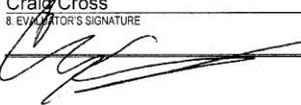
NO - If no, explain why YES - if yes, explain how the work met the specific problem, administrative requirement, or program need for the project.

- MCCSD was cooperative throughout the project.
- The project was completed on schedule, budget, and scope.
- Reporting requirements were met. Quarterly reports were timely, concise, and well-prepared.
- Final report and deliverables were informative and well organized.
- DWR field trip was performed January 2006 and work was verified.

4. DID THE GRANTEE FULFILL ALL REQUIREMENTS OF THE AGREEMENT?

NO - If no, explain why YES - if yes, explain how the work met the specific problem, administrative requirement, or program need for the project.

- Reporting requirements (quarterly reports and final reports) were submitted in a timely manner.
- Invoicing requirements were met and supporting documentations were accurate.
- Grantee was always available by telephone and email when communication was necessary.
- Mike Kelley, District Superintendent of Mendocino City Community Services District, and his staff were a pleasure to work with.

5. EMPLOYEE TO BE CONTACTED REGARDING GRANTEE PERFORMANCE		6. TITLE	7. TELEPHONE NUMBER
Craig Cross		Environmental Scientist	916-651-9204
8. EVALUATOR'S SIGNATURE	9. TITLE	10. DATE	11. TELEPHONE NUMBER
	Environmental Scientist	May 25, 2007	916-651-9204

(5/25/07 DWR Performance Evaluation for Agreement No. 4600004097)

3. Cost Information

3.1 Project Budget

The actual grant project expenses were equal to the original cost estimate. Task 5-7 budget amounts have been adjusted. The 4/11/07 Revised Budget is found in Table 3 below. There are no changes to the completed Work Plan.

B-3.4—PROJECT BUDGET (REVISED 4/11/07)	
Task 1 Monitoring Well Drilling	
• Mendocino County encroachment permit	\$ 500.00
• Monitoring well drilling and drilling permits	13,963.00
• Logging	3,000.00
• 72-hour pump testing, clean drill sites, and destroy observation wells	3,010.00
• Prepare monitoring well report	<u>6,792.00</u>
Task total	\$27,265.00
Task 2 Purchase Equipment	
• Purchase 6 data loggers and related software	\$ 11,124.00
Task 3 Install Data Loggers in Monitoring Wells	
• Install data loggers in monitoring wells	Task total \$ 720.00
Task 4 Collect Groundwater Level Measurements from 115 Wells	
• Collect low groundwater level measurements in Nov. 2005	\$ 4,600.00
• Collect high groundwater level measurements in Apr. 2006	4,000.00
• Add data to existing District database	N/C
Task total	\$ 8,600.00
Task 5 Create GIS Geodatabase	
• Create a GIS geodatabase	\$ 18,671.25
• Prepare a report.	<u>2,415.00</u>
Task total	\$ 21,086.25
Task 6 Review Groundwater Extraction Permit Ordinance	
• Consultant revises the GWEP ordinance aquifer testing protocol and reviews ordinance definitions and prepares a report with recommendations.	\$ 2,128.75
• Legal counsel reviews administrative procedures in GWEP ordinance, and prepares a report with recommendations.	<u>2,510.00</u>
Task total	\$ 4,638.75
Task 7 Develop a Drought Contingency Plan	
• Run additional Model scenarios	\$ 29,000.00
• Develop Drought Contingency Plan	<u>38,411.38</u>
Task total	\$ 67,410.45
	Tasks 1-7 Sub-total \$ 140,845.38
Task 8 Project Management	Task 8 Total 3,555.55
All Tasks	Grant Proposal Total \$ 144,400.00

Table 3 Revised 4/11/07 Project Budget

(3/31/07 Revised Budget in Final MCCSD Report to DWR)

Mendocino City Community Services District

3.2 Summary of Expenses by Tasks

Table 4 is a summary of grant expenses by Tasks, the amount billed to DWR, the remaining unpaid balance to be remitted to MCCSD, and the hours for each task. \$3,650.62 is the remaining balance that has not been billed to DWR. DWR was over-billed \$.93 for Task 7, and the \$.93 was deducted from Task 8 on DWR Invoice 4 to balance the project budget

Table 4 4/11/07 Revised Expense Summary by Task

Includes Expenses for Reporting Periods 4-1-06 to 3-31-07

Task	Description	Sub-Tasks	Budget Amt.	Grant	Amount Paid	Billed	Billed	Billed	Consultant	Total
					by DWR, \$	To DWR, \$	To DWR, \$	To DWR, \$	Or Supplier	Hours
					DWR Invoice 1 & 2	DWR Invoice 3	DWR Invoice 4	10% Withheld		
1	Monitoring Well Drilling	Encroachment Permit	1a	\$500.00	\$500.00				County Fisch, County Questa MCCSD Questa	58.3 67 61.3
		Well Drilling and Permits	1b	\$13,963.00	\$13,963.00					
		Logging	1c	\$3,000.00	\$3,000.00					
		Pump Tests	1d	\$3,010.00	\$3,010.00					
		Report Prep.	1e	\$6,792	\$6,792					
		Task 1 Sub-Totals		\$27,265.00	\$27,265.00					
2	Purchase Equipment	Data loggers	Task Total	\$11,124.00	\$11,124.00				In-Situ	
3	Install Loggers	Task Total	\$720.00	\$720.00					MCCSD	24
4	DTW & Well Survey	Nov. 2005	4a	\$4,600.00	\$4,600.00				MCCSD MCCSD	153.3 133.3
		April 2006	4b	\$4,000.00	\$0.00	\$4,000.00				
		Task 4 Sub-Totals		\$8,600.00	\$4,600.00	\$4,000.00				
5	GIS Geodatabase	Create Geodatabase	5a	\$18,671.25	\$513.75	\$18,157.50			Questa Questa	227.9 17.9
		Report	5b	\$2,415.00	\$0.00	\$2,415.00				
		Task 5 Sub-Totals		\$21,086.25	\$513.75	\$20,572.50				
6	Review GWEP Ordinance	Review Testing Protocol w/ Report	6a	\$2,128.75	\$285.00	\$1,843.75			Questa Jackson	21.5 18.2
		Review Admin. Procedures	6b	\$2,510.00	\$0.00	\$1,850.00	\$660.00			
		Task 6 Sub-Totals		\$4,638.75	\$285.00	\$3,693.75	\$660.00			
7	Drought Cont. Plan	Model Runs	7a	\$29,000.00	\$0.00	\$29,000.00			Kennedy/Jenks Questa	276 367.3
		Plan Development	7b	\$38,410.45	\$840.00	\$37,570.45				
		Task 7 Sub-Totals		\$67,410.45	\$840.00	\$66,571.38				
8	Project Management	Task Total	\$3,555.55	\$564.00	\$0.00	\$2,990.62		MCCSD	118.5	
Project Totals:			\$144,400.00	\$45,911.75	\$94,837.63	\$3,650.62				

(3/31/07 MCCSD Final Report, Summary of Expenses)

4. Schedule Information

4.1 Final Project Schedule

The final work on the geodatabase and the review of the GWEP ordinance was completed in March 2007. The original work plan scheduled these tasks for completion in December 2006.

Task	Planned Completion	Actual	Month Completed
Task 1 Monitoring Well Installation-	week: 4	4	Sept. 05
Task 2 Purchase of Equipment	4	4	Sept. 05
Task 3 Install Data Loggers	8	8	Dec. 05
Task 4 Public Outreach and Collect Groundwater Level Measurements	24	24	Nov. 05 & Apr. 06
Task 5 Create GIS Geodatabase	52	64	Mar 07
Task 6 Review Groundwater Extraction Permit	52	64	Mar 07
Task 7 Develop Drought Contingency Plan	52	52	Dec. 06
Task 8 District Project Management	(Ongoing Throughout Work Program)		

Table 5 Actual vs. Planned Progress

5. References

Bear, J. and A. Verruijt, 1987. Modeling Groundwater Flow and Pollution, D. Reidel Publishing Company, Boston, 414 p.

DWR, 1985, Town of Mendocino Ground Water Study, report prepared by the California Department of Water Resources, June 1985, 71 pp.

ESI, 2001. Guide to Using Groundwater Vistas, Environmental Simulations, Inc., Herndon, VA, 266 p.

ESRI, 2005. ArcGIS 9, Building a Geodatabase.

Harbaugh, A.W., E.R. Banta, M.C. Hill and M.G. McDonald, 2000. MODFLOW 2000, The U.S. Geological Survey Modular Ground-Water Model – User Guide to Modularization Concepts and the Ground-water Flow Process, U.S. Geological Survey Open-File Report 00-92, Reston, Virginia.

Hill, M.C., 1990. Preconditioned Conjugate-Gradient 2 (PCG2), A Computer Program for Solving Ground-Water Flow Equations, U.S. Geological Survey Water-Resources Investigation Report 90-4048, Denver, Colorado.

Kennedy Jenks, November 16, 2006, Technical Memorandum, Mendocino Drought Scenarios,

McDonald, M.G., A.W. Harbaugh, B.R. Orr, and D.J. Ackerman, 1992, A method of converting no-flow cells to variable-head cells for the U.S. Geological Survey modular finite-difference ground-water flow model: U.S. Geological Survey Open-File Report 91-536, 99 p.

Mendocino City Community Services District (MCCSD), December 26, 2006, Well Survey Report

Mendocino Community Services District, Ordinance No. 06-01, Groundwater Extraction Permit

(3/31/07 MCCSD Final Report, Schedule Information)

Mendocino City Community Services District

LOCAL GROUNDWATER ASSISTANCE PROGRAM FINAL (Retention) INVOICE SUMMARY FORM

Sheet 1 of 1

1. Grantee Agency Name and Address		2. Date of Invoice		3. Agreement Number		4. Invoice Number		5. Period Covered by this Invoice		6. From Administrative Circularity	
Mendocino City Community Services District, P.O. Box 1028, Mendocino, CA 95460		5/7/2007		460000497		9105		9/105		To: 30107	
6. Task No. and Description from Approved Budget	7. Budget Amount by Task Agency Share	8. Budget Amount by Task Agency Share	9. Agency Amount Previously Paid	10. Total Amount Previously Billed DWR	11. Total Agency Amount Summed This Invoice	12. Remaining Cost Share to be Spent	13. Amount Above Agency Share Billed to DWR This Invoice	14. 10% Funds to be Withheld This Invoice	15. Net Amount to be Paid by DWR This Invoice	16. Total Paid to DWR to Date (Retention)	
Task 1. Monitoring Well Drilling and Testing	\$27,288.00	\$0.00	\$0.00	\$27,288.00	\$2,728.50	\$2,728.50	\$2,728.50	\$1,112.40	\$1,112.40	\$2,728.50	
Task 2. Purchase Equipment	\$11,124.00	\$0.00	\$0.00	\$11,124.00	\$72.00	\$72.00	\$72.00	\$27.00	\$27.00	\$1,112.40	
Task 3. Install Data Loggers in Monitoring Wells	\$720.00	\$0.00	\$0.00	\$720.00	\$860.00	\$860.00	\$860.00	\$860.00	\$860.00	\$2,108.63	
Task 4. Collect Groundwater Level Measurements	\$9,692.00	\$0.00	\$0.00	\$9,692.00	\$2,098.63	\$2,098.63	\$2,098.63	\$463.98	\$463.98	\$2,108.63	
Task 5. Collect GIS Geocatchers	\$21,068.23	\$0.00	\$0.00	\$21,068.23	\$0,741.14	\$0,741.14	\$0,741.14	\$874.11	\$8,087.92	\$463.98	
Task 6. Review Groundwater Extraction Permit Ordinance	\$4,638.75	\$0.00	\$0.00	\$4,638.75	\$0,741.14	\$0,741.14	\$0,741.14	\$874.11	\$8,087.92	\$463.98	
Task 7. Develop a Drafted Contingency Plan	\$97,418.48	\$0.00	\$0.00	\$97,418.48	\$355.46	\$355.46	\$355.46	\$355.46	\$355.46	\$355.46	
Task 8. Project Management	\$3,858.63	\$0.00	\$0.00	\$3,858.63	\$355.46	\$355.46	\$355.46	\$355.46	\$355.46	\$355.46	
SUBTOTALS		\$144,400.00	\$0.00	\$0.00	\$144,400.00	\$14,440.00	\$14,440.00	\$709.86	\$13,730.34	\$14,440.00	
17a. Signature of Agency's Authorized Representative:		17b. Printed Name of Agency's Authorized Representative:		17c. Title		17d. Date		17e. District Superintendent			
		Mike Kelly				5/7/2007					
FOR DEPARTMENT OF WATER RESOURCES											
Approved for Payment by DWR Project Manager (POC):											
Signature: _____ Date: _____											
Comments:											
Purchase Order: _____											
Regulation No.: _____											
Comments:											
DWR Form No. 100, Rev. 03/05											
18. NET AMOUNT TO PAY THIS INVOICE: \$13,730.34											
19. REMAINING GRANT SHARE BALANCE: \$0.00											

(5/7/07 Final DWR Summary Billing Invoice)