

Appendix C
Work Plan

Description of the Project:

WATER LOSS & ENERGY MANAGEMENT SYSTEM

The proposed project includes installing a variety of integrated improvements to reduce water loss, reduce energy for pumping, and improve operational efficiency. This project will allow the City to effectively monitor and track water loss continuously by relying on new AMI meter reading technology for customer meters with concurrent new metering and monitoring of source water at each well site. A third party software will track system input volumes and water losses in real time and alert customers and staff when leaks are suspected. Other savings will be generated via the installation of smart-irrigation controls for City Parks. These systems, collectively, will work in parallel in an effort to reduce drought related impacts to local wells and accommodate requests for service to customers currently experiencing issues with private wells due to the on-going drought conditions and declining groundwater levels. By reducing meter reading through AMI reading technology, meter reading staff will be assigned to leak detection and repairs to further reduce relatively high water losses identified in the City's AWWA water audit.

Project Proponent/Partner (if applicable):

There are no partners.

WORK PLAN TASKS

Task 1: Direct Project Administration and Reporting:

City staff will manage the grant agreement in compliance with grant requirements, ensuring the preparation and submission of supporting documents and coordination with the Grantee. The Grants Administrator will work with the contract Finance Director to submit quarterly and final reports as required. An excel spreadsheet will be developed to track expenses and monitor deadlines. Coordination will also be made with the Public Works Director during the project and in developing the final project report.

Deliverables: Excel spreadsheet
Grantee reports

Task 2: Easement(s):

No easements will be needed. City-owned property will be utilized.

Task 3. Project Evaluation/Design/Engineering

Electrical design	\$13,756.00
Engineering	6,878.00

Deliverables: 100-percent Plans and Specifications

Task 4: Environmental Documentation:

A Notice of Determination that the project is exempt from CEQA will be produced by contract planner.

Deliverable: Notice of Determination

Task 5: Permitting:

No permitting will be required.

Task 6: Proposal Monitoring Plan:

The Grants Administrator will develop a Proposal Monitoring Plan.

Deliverable: proposal monitoring plan.

Task 7: Project Construction/Implementation:

Construction Contracting –City Council will review recommended contractor and authorize notice to proceed. City Manager will develop contract with City Attorney.

Deliverables: Agenda memo to City Council

Description of project construction/implementation – Grants Administrator will develop bid package from engineer specifications and publish notice in local newspaper and city website. Received bids will be reviewed by a panel consisting of Public Works Director, Public Works Commission member, City Engineer and City Manager. Public Works Director will be responsible for communicating with contractor to purchase and install equipment and controls. Grants Administrator will photograph an example of new meter, well site meter and smart irrigation control. Grants Administrator will file notice of completion with County Clerk.

Deliverables: Notice of Bids

- Bid results
- Contract and award
- Construction/implementation photographs
- Notice of Completion

Description of Quantities - 1047 new meters; 2,600 Sensus smartpoint retrofits; five 3” meters and 5 3” backflow preventers for parks; hardware/software and licensing fees; seven well site meters; SCADA computer; small irrigation controls and pump efficiency retrofits.

Deliverables: Packing lists
Invoices