NOTICE OF REGULAR MEETING OF THE PROJECT AGREEMENT 22 COMMITTEE
Interregional Landscape Water Demand Reduction Program

Committee Members:
Joe Grindstaff, General Manager, Inland Empire Utilities Agency
Doug Headrick, General Manager, San Bernardino Valley Municipal Water District
Paul D. Jones, General Manager, Eastern Municipal Water District, Chair
Michael Markus, General Manager, Orange County Water District, Vice Chair
John Rossi, General Manager, Western Municipal Water District

THURSDAY, JUNE 22, 2017 – 8:00 A.M.

AGENDA

1. CALL TO ORDER (Paul D. Jones, Chair)

2. PUBLIC COMMENTS
   Members of the public may address the Committee on items within the jurisdiction of the Committee; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).

3. APPROVAL OF MEETING MINUTES: APRIL 27, 2017 ................................................................. 5
   Recommendation: Approve as posted.

4. COMMITTEE DISCUSSION ITEMS
   A. PROJECT AGREEMENT 22 COMMITTEE BUDGET FOR FISCAL YEARS ENDING 2018 AND 2019 (PA22#2017.9) ........................................................................................................... 11
      Presenter: Ian Achimore
      Recommendation: Adopt the PA 22 Committee Budget for Fiscal Years ending 2018 and 2019.

   B. SUB-GRAANTEE REQUESTS REGARDING THE HIGH VISIBILITY TURF REMOVAL AND RETROFIT PROJECT (PA22#2017.10) ................................................................. 17
      Presenter: Mark Norton
      Recommendation: (1) Approve expanding the accounting of grant reimbursement for turf removal and retrofit to allow participating agencies the option to account for grant dollars on a programmatic level rather than the current practice of a per parcel basis to expedite grant funding reimbursement; and, (2) Provide feedback regarding shifting excess and remaining grant funding from the conservation component of the Emergency Drought Grant Program to fund additional turf removal and retrofit projects under the same conditions of the Grant Agreement subject to pending funding allocations to additional conservation components and tools.
C. **INLAND EMPIRE UTILITIES AGENCY REQUEST TO UTILIZE COST SAVINGS FOR ITS PROACTIVE USE OF THE TECHNOLOGY BASED INFORMATION SUPPORT TOOL**

   Presenter: Rick Whetsel
   
   **Recommendation:** Approve the utilization of $50,000 in cost savings from the conservation component of the Emergency Drought Grant Program to fund the utilization of the Technology Based Information Support Tool for 175,000 residential parcels in the IEUA service area and local cost share for the support tool use by two IEUA sub-agencies.

D. **SAWPA AERIAL IMAGERY AND LANDSCAPE MEASUREMENT DATA – REQUEST FOR PROPOSALS: COMPREHENSIVE WATER METER GEOCODING AND CLASSIFICATION OF COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL (CII) ACCOUNTS USING NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODING (PA22#2017.12)**

   Presenter: Rick Whetsel
   
   **Recommendation:** Authorize staff to issue a Request for Proposals to seek a qualified consultant to implement a comprehensive program for water meter geocoding and classification of commercial, industrial and institutional (CII) accounts and business type classification including the identification of mixed meter Commercial, Industrial, and Institutional (CII) accounts for up to six retail water agencies in the Santa Ana River Watershed, as well as the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds.

E. **SAWPA AERIAL IMAGERY AND LANDSCAPE MEASUREMENT DATA – ESRI ON-LINE WEB APPLICATION AND CLOUD SERVICES (PA22#2017.13)**

   Presenter: Rick Whetsel
   
   **Recommendation:** Authorize a Task Order with ESRI for an amount not to exceed $100,000 to develop and manage an on-line web application and cloud services to provide retail agency staff improved access to SAWPA aerial imagery and landscape measurement data.

F. **METROPOLITAN WATER DISTRICT REGIONAL TURF REMOVAL PROGRAM (PA22#2017.11)**

   Presenter: Ian Achimore
   
   **Recommendation:** Receive and file this update on the Metropolitan Water District of Southern California Turf Removal Program.

5. **FUTURE AGENDA ITEMS**

6. **ADJOURNMENT**

**PLEASE NOTE:**

Americans with Disabilities Act: Meeting rooms are wheelchair accessible. If you require any special disability related accommodations to participate in this meeting, please contact (951) 354-4220 or kberry@sawpa.org. Notification at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility for this meeting. Requests should specify the nature of the disability and the type of accommodation requested.

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at www.sawpa.org, subject to staff’s ability to post documents prior to the meeting.
Declaration of Posting
I, Kelly Berry, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on Thursday, June 15, 2017, a copy of this agenda has been uploaded to the SAWPA website at www.sawpa.org and posted in SAWPA’s office at 11615 Sterling Avenue, Riverside, California.
/S/
_______________________________________
Kelly Berry, CMC

2017 Project Agreement 22 Committee Regular Meetings
Fourth Thursday of Every Month
(Note: All meetings begin at 8:00 a.m., unless otherwise noticed, and are held at SAWPA.)

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
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<tbody>
<tr>
<td>1/26/17</td>
<td>2/23/17</td>
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<tr>
<td>Regular Committee Meeting</td>
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<th>March</th>
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<td>3/23/17</td>
<td>4/27/17</td>
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<tr>
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<td>5/25/17</td>
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<th>September</th>
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<td>9/28/17</td>
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<th>November</th>
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<tr>
<td>11/16/17</td>
<td>12/28/17</td>
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<tr>
<td>Regular Committee Meeting</td>
<td>Regular Committee Meeting</td>
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Meeting date adjusted due to conflicting holiday.
COMMITTEE MEMBERS PRESENT
Joseph P. Grindstaff, General Manager, Inland Empire Utilities Agency
Doug Headrick, General Manager, San Bernardino Valley Municipal Water District
Paul D. Jones, General Manager, Eastern Municipal Water District [Chair]
Michael Markus General Manager, Orange County Water District [Vice Chair]

COMMITTEE MEMBERS ABSENT
John Rossi, General Manager, Western Municipal Water District

STAFF PRESENT
Dean Unger, Ian Achimore, Larry McKenney, Mark Norton, Rick Whetsel, Zyanya Blancas

1. CALL TO ORDER
The meeting was called to order at 8:04 a.m. by Chair Jones at the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

2. PUBLIC COMMENTS
There were no public comments.

3. APPROVAL OF MEETING MINUTES: February 23, 2017
MOVED, approve the February 23, 2017 meeting minutes.
Result: Adopted (Unanimously; 4-0)
Motion/Second: Grindstaff/Headrick
Ayes Grindstaff, Headrick, Jones, Markus
Nays: None
Abstentions: None
Absent: Rossi

4. COMMITTEE DISCUSSION ITEMS
A. EMERGENCY DROUGHT GRANT PROGRAM BUDGET UPDATE (PA22#2017.4)
Ian Achimore provided a PowerPoint presentation budget update on the two Projects under the Emergency Drought Grant Program (Program).

Project 1 - Conservation-Based Reporting Tools and Rate Structure Implementation
Budget for Project 1 includes funding for the Technical-Based Information Tool,
Conservation-Based Water Rates, Aerial Mapping, and Program Management. The Grant Agreement includes $7,587,610 in grant funding for Project 1.

By tracking expenses, it is projected that approximately $1.4M to $1.7M are in cost savings for the Santa Ana River Watershed and $30,000 for the Upper Santa Margarita Watershed. This surplus is a result of the Technical-Based Information Tool Project and Aerial Mapping Project.

The projected surplus is currently budgeted under Budget Category D – Construction. According to foreseen further management of the Program, based upon the extension of the Grant Agreement, staff would need to transfer the surplus from Budget Category D to Budget Category A – Project Administration. Budget Category A supports not only administration of the PA22 Committee and Advisory Workgroup, but also grant administration for Project 2.

Project 2 - High Visibility Turf Removal and Retrofit

Achimore referenced a progress report table, located in the agenda packet page 11, that demonstrates progress to date of water agencies’ that have been invoiced and presented to SAWPA. The majority of the water agencies have met their local match limit and are beginning to invoice for grant dollars. It is expected that most projects will be completed in the summer 2017.

Chair Jones inquired as to the reimbursement of turf removal and how the grant funds are being administered per individual projects and not aggregate. Mark Norton stated that a conference call with Eastern Municipal Water District and Inland Empire Utilities Agency is set up for the afternoon April 27 to converse the matter. Chair Jones requested that this topic be brought forth to the Committee for discussion at a future PA22 Committee meeting.

This item was for information purposes only; no action was taken on Agenda Item No. 4.A.

B. CONSERVATION-BASED WATER RATES PROJECT MILESTONE AND UPDATES (PA22#2017.5)

Ian Achimore provided a PowerPoint presentation on Conservation-Based Rates Project Milestones, updates on California Data Collaborative Rates Tool, and Rates Public Relations Project.

Retail Water Agency Agreement Milestone

SAWPA executed agreements with Cucamonga Valley Water District (CVWD) and the City of Garden Grove. Both agencies did not meet their milestone deadline for completing a draft rate study and providing it to their board, which was due on March 31, 2017. SAWPA staff recommended that the Committee waive the March 31, 2017 milestone deadline.

A full list of the current schedules for each of the ten agencies involved in the Conservation-Based Water Rates Project was presented. Five of the ten agencies will be implementing their rate structure in 2018.

California Data Collaborative Rate Comparison Tool

In a previous meeting, SAWPA staff was asked to suggest incentives to carry out on agencies for rate completion.

It was determined that further funding upfront does not necessary help as rate study price
estimate does not exceed initial grant allotment. Further funding toward the end of the project makes full expenditure of the project’s grant funding difficult. Staff also looked into taking away funding as an incentive, but it presented problems making full expenditure of the project’s grant funding difficult.

SAWPA recently met with the California Data Collaborative (CaDC) to discuss their Rate Comparison Tool (tool). The tool provides an upfront method to analyze the implications that a rate change or surcharge would have on a retail water agency’s revenue, water usage and typical customer bills. It can assist agencies before they acquire the assistance of a rate consultant by illustrating rate impacts with their own water usage and billing data. The tool could also serve as a SARCCUP eligibility gate.

Cost of CaDC service fee is estimated to be $175,000 for five SARCCUP agencies. This amount is smaller than the Drought Grant, support from CaDC upfront could reduce later costs, and further funding would be needed if some agencies do not adopt after studying rates and invoicing grant.

Committee Member Doug Headrick expressed his support for the Rate Comparison Tool.

Conservation-Based Water Rates Outreach Project—receive and file

SAWPA, Tom Ash of IEUA, and CV Strategies have been working on the Conservation-Based Water Rates Outreach Project. To date, three Frequently Asked Question (FAQ) documents have been released and distributed to the nine rate agencies partnered in the program, as well as rate consultants, the SAWPA member agencies, Rancho California Water District, and Municipal Water District of Orange County. These documents are scheduled to be released every two weeks until June 31, 2017.

MOVED, Approve to waive the March 31, 2017 retail water agency agreement milestone for a draft rate study to be provided to water agencies’ boards for the following entities: (a) Cucamonga Valley Water District, (b) City of Garden Grove.

Result: Adopted (Unanimously; 4-0)
Motion/Second: Grindstaff/Headrick
Ayes: Grindstaff, Headrick, Jones, Markus
Nays: None
Abstentions: None
Absent: Rossi

C. AERIAL MAPPING PROJECT VEGETATION CLASSIFICATION METHODOLOGY AND LESSONS LEARNED (PA22#2017.6)

Dean Unger provided a PowerPoint presentation on the Aerial Mapping Project Vegetation Classification Methodology and Lessons Learned.

SAWPA has been able to provide highly accurate landscape measurement data to the water retailers within the Santa Ana River Watershed. During this effort in capturing, analyzing and performing quality control with this data, SAWPA has used a highly accurate methodology while uncovering important information in data collection and data analysis. These lessons learned should streamline future efforts of SAWPA and of other agencies. Discussion ensued on a detailed presentation regarding the lessons learned.

The Committee requested that SAWPA staff elaborate on how the lessons learned will be
addressed by the California Department of Water Resources at a future PA22 Committee meeting.

This item was for information purposes only; no action was taken on Agenda Item No. 4.C.

D. USE OF PROJECTED SAVINGS FOR THE EMERGENCY DROUGHT GRANT PROGRAM (PA22#2017.7)

Rick Whetsel provided a PowerPoint presentation regarding the use of projected savings for the Emergency Drought Grant Program.

The Conservation Advisory Workgroup and SAWPA staff recommends contracting with ESRI to develop an online web application and provide cloud services to water retailers so that they may have access to aerial imagery and landscape measurement data. Making the data available through an online application provides water agencies, particularly those who lack adequate data storage or GIS capabilities, to access immense data (up to fourteen terabytes of raster imagery) without tying up their agency’s own computer data storage/network services.

The Committee has expressed support in providing water retailers with water meter geocoding and classification of commercial, industrial and institutional (CII) accounts using North American Industry Classification System (NAICS) coding. To address the requirements of Executive Order B-37-16 for CII, SAWPA staff, in coordination with the Conservation Advisory Workgroup, will prepare and issue a Request for Proposals to seek a qualified consultant to provide comprehensive water meter geocoding services to interested water retailers in the Santa Ana River Watershed and Santa Margarita Watershed.

MOVED, Authorize staff to develop a scope of work and budget and issue a Request for Proposals (RFP) for the following projects to provide additional technical support to water retailers’ compliance with new State water use efficiency requirements using remaining available grant funds: (1) Develop an on-line web application and cloud services to provide water retailers access to aerial imagery and landscape measurement data; and, (2) Provide water retailers in the Santa Ana River and Upper Santa Margarita watersheds meter geocoding and North American Industry Classification System (NAICS) coding services.

Result: Adopted (Unanimously; 4-0)

Motion/Second: Grindstaff/Headrick
Ayes: Grindstaff, Headrick, Jones, Markus
Nays: None
Abstentions: None
Absent: Rossi

E. METROPOLITAN WATER DISTRICT REGIONAL TURF REMOVAL PROGRAM (PA22#2017.8)

It was the consensus of the Committee that this item be discussed at a future PA22 Committee meeting.
5. **FUTURE AGENDA ITEMS**

- Administration of Turf Removal Reimbursement Program
- Metropolitan Water District Regional Turf Removal Program Update

6. **ADJOURNMENT**

There being no further business for review, Chair Jones adjourned the meeting at 9:07 a.m.

Approved at a Regular Meeting of the Project Agreement 22 Committee on Thursday, June 22, 2017.

______________________________
Paul D. Jones II, Chair

Attest:

______________________________
Kelly Berry, CMC
Clerk of the Board
PA 22 COMMITTEE MEMORANDUM NO. 2017.9

DATE: June 22, 2017

TO: SAWPA Project Agreement 22 Committee

SUBJECT: Project Agreement 22 Committee Budget for Fiscal Years Ending 2018 and 2019

PREPARED BY: Ian Achimore, Senior Watershed Manager

RECOMMENDATION
It is recommended that the Project Agreement 22 (PA 22) Committee adopt the PA 22 Committee Budget for Fiscal Years Ending (FYsE) 2018 and 2019.

DISCUSSION
SAWPA and the Department of Water Resources (DWR) executed the Grant Agreement for the Emergency Drought Grant Program (“Drought Program”) on July 20, 2015. Under the Grant Agreement, $12,860,110 is provided in Proposition 84 grant funding and $10,645,000 is accounted as matching funds, for a total Program cost of $23,505,110.

The PA 22 Budget, like the PA 23 Budget, employs the standard two-year planning timeframe. It excerpts the overall grant and match funds amounts included in the Grant Agreement and plans for their outlays on a two year-basis. It is included in the overall two-year SAWPA Budget that was adopted by the SAWPA Commission on May 16, 2017. Once the SAWPA member agencies approve the SAWPA Budget, they will have approved the PA 22 Budget.

As the PA 22 Committee is to consider items related to the Santa Ana River Conservation and Conjunctive Use Program’s Water Use Efficiency (SARCCUP WUE) component, those funding amounts from the PA 23 budget are also included as an informational item in this memorandum. This budget does not duplicate SARCCUP project budget values shown for PA 23 Committee Budget. The PA 22 Committee budget includes grant funding for program components that include the High Visibility Turf Removal and Retrofit Program, the Technology Based Information Support Tool, the Aerial Mapping Project and the Conservation-Based Water Rates Project. This approach to coordinating the PA 22 and PA 23 budgets is sufficient, given the participation of all five member agencies in both project agreements.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Funding</th>
</tr>
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<tbody>
<tr>
<td>Grant – SAWPA Implementation</td>
<td>$1,265,683</td>
</tr>
<tr>
<td>Grant – Pass Through to SARCCUP Agencies</td>
<td>$4,133,341</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,399,024</strong></td>
</tr>
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FYE 2018 PA 22 Committee Budget
### Use of Funds – SAWPA Implementation

<table>
<thead>
<tr>
<th>Funding</th>
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<tbody>
<tr>
<td>Labor</td>
<td>$109,479</td>
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<tr>
<td>Benefits</td>
<td>$47,824</td>
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<tr>
<td>Indirect Costs</td>
<td>$154,453</td>
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<tr>
<td>Program Expenses</td>
<td>$953,927</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,265,683</strong></td>
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### Use of Funds – Pass Through

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<tr>
<th>Funding</th>
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<tbody>
<tr>
<td>Reimbursement to Agencies</td>
<td>$4,133,341</td>
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### FYE 2019 PA 22 Committee Budget

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<th>Source of Funds</th>
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<tr>
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<td>Grant – Pass Through to Agencies</td>
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<td><strong>Total</strong></td>
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### Use of Funds – SAWPA Implementation

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<th>Funding</th>
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<tbody>
<tr>
<td>Labor</td>
<td>$81,866</td>
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<tr>
<td>Benefits</td>
<td>$35,772</td>
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<tr>
<td>Indirect Costs</td>
<td>$115,478</td>
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<td>Program Expenses</td>
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<td><strong>Total</strong></td>
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### Use of Funds – Pass Through

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<tbody>
<tr>
<td>Reimbursement to Agencies</td>
<td>$100,000</td>
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</tbody>
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## Source of Funding:

As shown in the budget, each fiscal year includes grant funding. The grant is split between a SAWPA implementation portion and a portion that is passed through SAWPA to other agencies.

### Source of Funding

<table>
<thead>
<tr>
<th>Source of Funding</th>
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<th>FYE 2019</th>
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<tr>
<td>Grant – SAWPA Managed</td>
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<td>$1,182,042</td>
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<tr>
<td>Grant – Pass Through to Agencies</td>
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<td><strong>Total</strong></td>
<td><strong>$5,399,024</strong></td>
<td><strong>$1,282,042</strong></td>
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### SAWPA Implementation: Staff

As shown in the budget, a portion of the funding is for SAWPA staff for PA 22 Committee management, coordination with the PA 22 Advisory Workgroup, management of the Emergency Drought Grant Program components such as Conservation-Based Rates, the Technology Based-Information Tool and the new program in development to support retail agencies’ compliance with Executive Order (EO) B-37-16 *Making Conservation a California Way of Life*. 
SAWPA Staff

<table>
<thead>
<tr>
<th>Use of Funds</th>
<th>FYE 2018</th>
<th>FYE 2019</th>
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<tr>
<td>Labor</td>
<td>$109,479</td>
<td>$81,866</td>
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<tr>
<td>Benefits</td>
<td>$47,824</td>
<td>$35,772</td>
</tr>
<tr>
<td>Indirect Costs</td>
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<td><strong>Total</strong></td>
<td><strong>$311,756</strong></td>
<td><strong>$233,116</strong></td>
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SAWPA Implementation: Program Expenses

Grant funding is being provided for the Drought Program’s new program in development to support retail water agencies’ compliance with EO B-37-16.

<table>
<thead>
<tr>
<th>Program Expenses</th>
<th>FYE 2018</th>
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<tbody>
<tr>
<td>Drought Program: EO Support</td>
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<td>$948,927</td>
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<tr>
<td>to Retail Agencies</td>
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Pass Through:

Pass through grant funding is being provided on a reimbursement basis to the Turf Retrofit Sub-Grantees as they complete the turf removal contained in their Sub-Grantee Agreements, as well as the Sub-Grantees who are participating in the Conservation-Based Water Rates Project.

<table>
<thead>
<tr>
<th>Sub-Grantee</th>
<th>FYE 2018</th>
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<tbody>
<tr>
<td>EMWD</td>
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<tr>
<td>EMWD (USMW)*</td>
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<td>IEUA</td>
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<td>OCWD</td>
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<tr>
<td>RCWD (USMW)*</td>
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<td>SBVMWD</td>
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<td>WMWD</td>
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<td>WMWD (USMW)*</td>
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<tr>
<th>Drought Program: Conservation-Based Water Rates</th>
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<tbody>
<tr>
<td>Chino City</td>
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<tr>
<td>Chino Hills City</td>
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<tr>
<td>Cucamonga Valley WD</td>
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<td>East Valley WD</td>
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<td>Garden Grove City</td>
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<td>Hemet City</td>
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<td>Rialto City</td>
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<td>San Jacinto City</td>
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<tr>
<td>Tustin City</td>
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<tr>
<td><strong>Sub-Total</strong></td>
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*Upper Santa Margarita Watershed (USMW)*
BACKGROUND
This budget was first developed in January 2017 and it represents the complete outlay of the remaining Proposition 84 funds for the Drought Program by FYE 2019. The end date of the budget - FYE 2019 - assumes a Proposition 84 Grant Agreement amendment would be approved to extend the Drought Program. The analysis done as part of the budget preparation in January 2017 assessed the invoices that had been submitted to that date, as well as the projected cost savings. The Committee budget places the majority of those projected cost savings as program expenses, the line item that represents the amount to assist agencies with EO B-37-16 compliance. This was done because the PA 22 Committee had expressed a preference for using cost savings to support retail water agencies.

As of April 30, 2017, 38% of the total grant amount in the Drought Grant Agreement has been invoiced ($4,918,201 invoiced out of a total grant amount of $12,860,110).

As an information item, the SARCCUP WUE component expenses contained in the PA 23 Committee Budget are provided below:

FYE 2018: SARCCUP WUE Component

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<td>Participant Fees</td>
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Use of Funds – SAWPA Implementation

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<tbody>
<tr>
<td>Labor</td>
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<td>Program Expenses</td>
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<td><strong>Total</strong></td>
<td><strong>$386,194</strong></td>
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FYE 2019: SARCCUP WUE Component

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Funding</th>
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</thead>
<tbody>
<tr>
<td>Grant – SAWPA Implementation</td>
<td>$241,371</td>
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<tr>
<td>Participant Fees</td>
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Use of Funds – SAWPA Implementation

<table>
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<td><strong>Total</strong></td>
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As of April 30, 2017, no invoices for SARCCUP WUE have been processed. The program expenses for SARCCUP WUE will likely start incurring in the next two to four months.
CRITICAL SUCCESS FACTORS

The following OWOW critical success factors are addressed by this action:

1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.
2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS

Funding for budget preparation comes from the Proposition 84 IRWM Drought Grant shown in the PA 22 Committee Implementation line item in the FYE 2017 budget.
PA 22 COMMITTEE MEMORANDUM NO. 2017.10

DATE:          June 22, 2017
TO:            SAWPA Project Agreement 22 Committee
SUBJECT:       Sub-Grantee Requests Regarding the High Visibility Turf Removal and Retrofit Project
PREPARED BY:   Ian Achimore, Senior Watershed Manager

RECOMMENDATION

A. Approve expanding the accounting of grant reimbursement for turf removal and retrofit to allow participating agencies the option to account for grant dollars on a programmatic level rather than the current practice of a per parcel basis to expedite grant funding reimbursement.

B. Provide feedback regarding shifting excess and remaining grant funding from the conservation component of the Emergency Drought Grant Program to fund additional turf removal and retrofit projects under the same conditions of the Grant Agreement subject to pending funding allocations to additional conservation components and tools.

DISCUSSION

The Department of Water Resources (DWR) and SAWPA worked on establishing an invoicing and reporting process when the Emergency Drought Grant Program’s Proposition 84 Grant Agreement was executed in summer 2015. At the time of application of the Emergency Drought Grant Program to the DWR, the SAWPA member agencies who serve as the Sub-Grantees to the Program planned to add up to an additional $1 of grant funds per square feet (SF) of turf removed to the Metropolitan Water District of Southern California (MWDSC) turf rebate on a per parcel basis, which was providing up to $2 per SF (for a total of up to $3 per SF per parcel).

The MWDSC rebate program’s was to serve as the local match for the Emergency Drought Grant Program. San Bernardino Valley Municipal Water District (SBVMWD), not in the MWDSC service area, planned to provide its own $2 per SF local match. That ratio of up to $2 per SF of local match to up to $1 per SF of grant was written into the work plan of the Grant Agreement.

At the time of the finalization of the Grant Agreement, DWR required that local funding match, which per the Grant Agreement was to be MWDSC funding or a similar rebate program such as SBVMW, be outlaid first before the project proponent is eligible to receive grant reimbursement. This requirement of obligating funding match first is one of two invoicing methods that the DWR requires for Proposition 84 grants. The alternative is the concurrent drawdown method where project proponents are able to invoice both local match and grant reimbursement funding simultaneously. The funding match first method was a benefit to the Sub-Grantees because the alternative concurrent drawdown method did not allow the flexibility of utilizing the “up to” language the Sub-Grantees requested because it would have held them to a fixed rebate amount per SF of turf removed. Also, under the concurrent drawdown method, the Sub-Grantees would not have been able to invoice for individual turf removal projects that were solely funded by MWDSC because there has to be funds provided by the Sub-Grantee, in
addition to MWDSC’s contribution, on a per-project basis in order for there to be an eligible contribution that can be reimbursed by grant funding.

This dual requirement of 1) outlaying funding match first, and 2) utilizing the $2 per SF of local match for every $1 per SF of grant reimbursement on a per parcel basis has created issues for the agencies as the MWDSC turf removal program and local program dollars to fund projects at the $3 per SF level have largely discontinued.

To alleviate this issue, the Sub-Grantees are requesting a “programmatic” approach, as opposed to a per-parcel approach be utilized for counting local match. The funding-match-first approach creates no problems for a large single project, such as a traditional facility construction project. But applying that approach to work on a per-parcel basis, and requiring a match-grant ratio on remaining area after front loading local match, results in greatly increasing the Sub-Grantee’s obligation both for the SF deliverable and the required local match if it its to utilize all of the grant funds.

A programmatic approach recognizes that the grant was provided for a large project, which was to remove an agreed upon number of Sf of turf using the grant dollars and an agreed upon ratio of local matching funds for the entire project. This approach allows the State to account for local match use first, but then also to make sure all of the grant funds are used for the agreed upon project. The problem created by parcel-by-parcel or SF-by-SF accounting is further exacerbated in the fortunate circumstance of costs being lower per SF, since the available program funds, i.e. MWD rebate funds, may not be supplanted by the grant.

As most Sub-Grantees have already met their local match requirement, as well as the required SF floor, both contained in their Sub-Grantee Agreements with SAWPA, the programmatic approach would allow the remaining grant funds to be used to achieve even greater benefits of the project. Otherwise, either Sub-Grantees would have to contribute more than they agreed, or grant funds would be returned unused to the State.

Provided below is an overview of each Sub-Grantees’ request:

- **Eastern Municipal Water District (EMWD):** Requests that $470,000 from the cost savings from the conservation component of the Emergency Drought Grant Program be utilized to cover funding 720,000 SF (487,000 SF in the Santa Ana River Watershed and 233,000 SF in the Upper Santa Margarita Watershed) of pending turf removal projects at under $2/SF. They also are requesting that a programmatic approach be utilized and previous invoices be updated in order to reimburse $115,674 in local costs that were deemed ineligible for reimbursement on a per-parcel basis.

- **Inland Empire Utilities Agency (IEUA):** Requests that if additional grant funding is being transferred from the cost savings from the conservation component, it have access to a portion of those funds to reimburse IEUA’s expenses for providing more benefit beyond their SF floor requirement. Their additional contribution to their program is $245,114 and it would provide a benefit of 245,114 SF of turf removed.

- **Orange County Water District/Municipal Water District of Orange County (OCWD/MWDOC):** Requests that their remaining share of eligible grant funding be used to fund pending projects by using the programmatic approach.
• Western Municipal Water District (WMWD): Requests that $130,000 in grant funding from the cost savings be utilized for WMWD’s projects in order to create a benefit of approximately 373,200 SF of turf removed. WMWD also requests that SAWPA initiate a reallocation of per-project costs associated with all previously-submitted turf removal invoices to ensure that funds spent with local match in the earlier stages of implementation, when they were counted as funding match, are deemed reimbursable.

All agencies request that if the Grant Agreement were revised with the DWR, it should not require additional local funding match to be reported in the event that grant cost savings from the conservation component be transferred to support the turf removal component.

An additional request is to transfer saved funds from the Aerial Mapping and Technology Based Information Tool project to do even more turf removal. To use the additional grant cost savings, SAWPA will still be obligated by the State to meet a 25% local match requirement for the new total project cost. Consequently, until all final invoices are submitted, SAWPA cannot guarantee that additional local funding match will not be required.

**BACKGROUND**
Moving funds from the conservation component, contained within a separate project in the Grant Agreement, to the turf removal component would result in a Grant Agreement amendment that would have to be approved by the DWR. It is important to consider that moving funding to reimburse local rebate programs that have their own local costs could increase the amount of local match that needs to be reported to the State. DWR identifies all local costs associated with rebate programs as they process invoices on a per-parcel or per-customer basis. They process rebate costs at this detailed basis because DWR requires receipts of work accomplished, and receipts are normally documented by water agencies and turf removal contractors on a per-parcel, or per-customer basis.

SAWPA notes the request by the turf agencies described above that they would not like any additional reported local match be required but due to the nature of local rebate programs there are local costs beyond the $1 per SF threshold. In comparison, if a transfer of funding from the turf removal component to the conservation component of the Grant Agreement were to occur no increase in local match would likely be required because the conservation component’s programs like the Aerial Mapping Project reimburse all consultant program expenses without a certain threshold, which in the turf project’s case is a threshold of $1 per SF.

The transfer of funding from the conservation to the turf component may not increase the reported local match as Proposition 84 requires only 25% be provided, but the DWR requires 30% through the Grant Agreement when the project starts as a precaution. This 5% buffer may be enough to cover the reported local match, especially since IEUA reported more of their rebate costs upfront than they were required, and won’t require additional reporting even if there are additional local costs from the agencies’ rebate programs. This issue will still have to be resolved at the end of the Grant Agreement’s schedule, which is likely to be amended. At that time SAWPA and the DWR will know the total project costs and be able to ensure that at least 25% of those costs have been reported.

**CRITICAL SUCCESS FACTORS**
The following OWOW critical success factors are addressed by this action:
1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.
2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS
Funding for the budget amendment preparation task will come from the Proposition 84 IRWM Drought Grant shown in the PA 22 Committee Implementation line item in the budget.

Attachments:

1. EMWD Letter
2. IEUA Letter
3. OCWD/MWDOC Letter
4. WMWD Letter
June 8, 2017

Project Agreement 22 Committee
Santa Ana Watershed Project Authority
11615 Sterling Avenue
Riverside, CA, 92503

Subject: Prop 84 Integrated Regional Water Management 2014 Drought Grant, Turf Replacement Funding

Dear Members of the PA 22 Committee:

Since 2014, Eastern Municipal Water District (EMWD) has worked diligently along with partner agencies to remove high water use turf and replace it with low water use landscaping in “highly visible” publically owned, institutional, and home owner’s association properties. EMWD has an executed sub-grantee agreement with the Santa Ana Watershed Project Authority (SAWPA) for this program under the Prop 84 2014 Drought Grant, which requires the removal of 1.25 million square feet in total and a local cost share of $1.8 million. EMWD’S share of grant funding for this project is $1.3 million.

In EMWD’s service area, over 40 projects have already been completed resulting in the removal of 1.5 million square feet of turf, which meets and exceeds the goal set in the agreement. At the request of SAWPA, EMWD met the local cost share requirement prior to requesting its share of the grant funding. More than $2.2 million in local match has been spent to date and EMWD has only received $29,415 of eligible grant funds. An additional 720,000 square feet of turf is scheduled for installation by October 2017, costing an additional $1.4 million.

EMWD is now requesting that its remaining share of eligible grant funding be used to fund the pending projects. To accommodate that request, previous project invoices need to be revised by SAWPA to reallocate all funding already expended by EMWD as reimbursable and to use a programmatic approach to track program requirements and performance. The total grant portion of cost for all projects in the turf replacement program will remain less than $1 per
square foot removed; water savings, local cost share, and turf removed will exceed minimum grant requirements.

EMWD also requests that a portion of the unspent funding available from other portions of the 2014 Drought Grant be redirected to turf replacement, with agencies that have exceeded the local match and turf removal requirements allocated additional funding for their turf replacement programs. Since there is currently no local funding match required for the unspent grant funding, the revised agreement with the Department of Water Resources should not increase the existing total amount of local match required.

These actions are consistent with the intent of the Interregional Landscape Water Demand Reduction Program and will result in additional landscape transformation and water savings. Thank you for your consideration of our request. We look forward to working with you as we continue to implement the proposed program.

Sincerely,

Elizabeth Lovsted, P.E.
Director of Water Supply Planning

EDL:ier
June 22, 2017

Mr. Paul D. Jones, Committee Chair  
Project Agreement 22 Committee  
Santa Ana Watershed Project Authority  
11615 Sterling Avenue  
Riverside, CA 92503-4979

Subject: Prop 84 Integrated Regional Water Management 2014 Drought Grant, Turf Replacement Funding

Dear Paul,

In response to the Governor’s 2014 Drought Declaration and call for an immediate reduction in water use, Inland Empire Utilities Agency (IEUA) and its members immediately responded by providing $3,274,360 in funding for the removal of high water use turf in “highly visible”, publicly-owned, institutional, and homeowner association properties.

IEUA has an executed sub-grantee agreement with the Santa Ana Watershed Project Authority (SAWPA) for this program under the Prop 84 2014 Drought Grant, which requires the removal of 755,615 square feet in total and a local cost share of $1.08 million. IEUA’s share of grant funding for this project is $807,564.

To date, IEUA has completed a total of 121 projects throughout the service area resulting in the removal of more than 2 million square feet of turf, which meets and exceeds the goal set forth in the sub-agreement. In February 2016, IEUA met its required match share obligation and submitted for the full grant reimbursement allocation.

While IEUA received its total allocated grant reimbursement ($807,564), SAWPA Staff suggested IEUA continue to submit monthly turf progress reports above and beyond the required match share in the event unspent grant funding became available. Since March 2016, IEUA continued to submit reports and has incurred an additional expense of $245,113.97, by providing an additional dollar per square foot in reimbursement to eligible properties who received local match funding from the Metropolitan Water District of Southern California rebate program, representing a total of 54 more projects completed under the grant program.

IEUA requests that a portion of the unspent funding available from other portions of the 2014 Drought Grant be redirected to turf replacement, with agencies that have exceeded the local match and turf removal requirements allocated to be used as additional funding for their turf

Water Smart – Thinking in Terms of Tomorrow

Steven J. Elie  
President

Michael E. Camacho  
Vice President

Jasmin A. Hall  
Secretary/Treasurer

Paul Hofer  
Director

Kati Parker  
Director

P. Joseph Grindstaff  
General Manager
replacement programs. Since there is currently no local funding match required for the unspent grant funding, the revised agreement with the Department of Water Resources should not increase the existing total amount of local match required.

These actions are consistent with the intent of the Interregional Landscape Water Demand Reduction Program and will result in additional landscape transformation and water savings. Thank you for your consideration of our request. We look forward to working with you as we continue to implement the grant program elements.

If you should have any questions or require more information regarding this request, please contact Lisa Morgan-Perales on my staff or Mark Norton of the SAWPA staff.

Sincerely,
INLAND EMPIRE UTILITIES AGENCY

P. Joseph Grindstaff
General Manager
June 8, 2017

Project Agreement 22 Committee
Santa Ana Watershed Project Authority
11615 Sterling Avenue
Riverside, CA, 92503

Subject:  Prop 84 Integrated Regional Water Management 2014 Drought Grant, Turf Replacement Funding

Dear Members of the PA 22 Committee:

Since 2014, Orange County Water District (OCWD) and Municipal Water District of Orange County (MWDOC) have worked diligently along with partner agencies to remove high water use turf and replace it with low water use landscaping in "highly visible" publically owned, institutional, and home owner’s association properties. MWDOC has an executed sub-grantee agreement with the Orange County Water District who has an executed agreement with the Santa Ana Watershed Project Authority (SAWPA) for this program under the Prop 84 2014 Drought Grant, which requires the removal of 1.25 million square feet in total and a local cost share of $1,178,123. OCWD and MWDOC’S share of grant funding for this project is $880,894 million.

In OCWD and MWDOC’s service area, over 56 projects have already been completed resulting in the removal of 1,473,342 square feet of turf, which meets and exceeds the goal set in the agreement. At the request of SAWPA, OCWD and MWDOC met the local cost share requirement prior to requesting its share of the grant funding. More than $1,183,325 in local match has been spent to date and OCWD and MWDOC have only received $8,983 of eligible grant funds. An additional 872,000 square feet of turf is scheduled for installation by December 2017, costing an additional $900,000.

OCWD and MWDOC is now requesting that its remaining share of eligible grant funding be used to fund the pending projects by using a programmatic approach to track program requirements and performance. The total grant portion of cost for all projects in the turf replacement program will remain less than $1 per square foot removed and water savings, local cost share, and turf removed will exceed minimum grant requirements.
With approval by the PA 22 Committee, OCWD and MWDOC also requests that a portion of the unspent funding available from other portions of the 2014 Drought Grant be redirected to turf replacement, with agencies that have exceeded the local match and turf removal requirements allocated additional funding for their turf replacement programs. Since there is currently no local funding match required for the unspent grant funding, the revised agreement with the Department of Water Resources should not increase the exiting total amount of local match required.

These actions are consistent with the intent of the Interregional Landscape Water Demand Reduction Program and will result in additional landscape transformation and water savings. Thank you for your consideration of our request. We look forward to working with you as we continue to implement the proposed program.

Truly yours,

Lo Tan
Senior Engineer - OCWD

Joseph M. Berg
Director of Water Use Efficiency – MWDOC
June 14, 2017

Project Agreement 22 Committee
Santa Ana Watershed Project Authority
c/o Ian Achimore, Senior Watershed Manager
11615 Sterling Avenue
Riverside, CA 92503

Subject: Prop 84 IRWMP 2014 Drought Grant, Project 2: High Visibility Turf Removal and Retrofit Program

Dear Members of the PA-22 Committee:

Western Municipal Water District (“Western”) and the other Santa Ana River Watershed Project Authority (“SAWPA”) member agencies entered into individual sub-grantee agreements for the Prop 84 Integrated Regional Water Management Program 2014 Drought Grant Funding (the “Program”). The agreement between Western and SAWPA was fully executed in September 2016, two months after the $2.00-per-square-foot rebate from Metropolitan Water District (“MWD”) was discontinued. The absence of MWD funding presented a challenge before the Program started, however, Western still successfully secured eligible projects throughout its general service area. The Program within the Santa Ana River Watershed allocated $851,243 in grant funding to Western with the requirement to remove a minimum of 796,485 square feet of highly visible turf grass and contribute a local cost share of $1,138,467.

Since 2015, Western has submitted invoices for 29 completed turf removal projects totaling more than 750,000 square feet. Western and its retail agencies have approximately 570,000 square feet of turf removal currently in progress and scheduled to be completed within calendar year 2017. Additionally, Western has already exceeded the required local cost share by more than $200,000. Projects yet to be invoiced will continue to expand the local cost sharing contribution beyond the grant requirement.

The Department of Water Resources (“DWR”) invoicing methodology that recognized only the expenditure of 100% of the required local cost share prior to receiving grant funding, instead of allocating a portion of each project for reimbursement with grant funds, has created two financial issues for Western. First, the invoicing process prevented Western from receiving grant funding for any projects included in the first submitted invoice and a large portion of the second submitted invoice. Second, miscommunication between SAWPA and Western led Western to believe that our program needed additional project sites to fully allocate Western’s eligible grant funds. This resulted in Western working with its retail member agencies to secure additional turf removal sites. Currently, Western has an estimated $111,739 in liability in excess of its available grant funds in the Santa Ana River Watershed that should be eligible for grant
Prop 84 IRWMP Turf Removal Funding
June 14, 2017
Page 2 of 3

funding. This accounts for 369,125 square feet in the city of Corona. The over 369,000 square feet has been allocated and is scheduled to be completed within the next 60 days.

To resolve the first issue, Western requests that SAWPA, coordinating with DWR if necessary, initiate a reallocation of per-project costs associated with all previously-submitted turf removal invoices to reflect the portion of the projects funded by local cost share and the portion eligible to be claimed with grant funding. This action will allow Western to recover $162,762.56 in eligible grant funding that would alternatively be locally funded by Western and its retail agencies. It is important to note that this amount of locally subsidized funding is in excess of authorizations provided by our respective boards and councils to facilitate this Project.

To resolve the second issue, Western requests the transfer of grant funds up to $130,000 from the approximate $1.5 million in program cost savings for the Project Number 1: Conservation Based Reporting Tools and Rate Structure Implementation component of the Prop 84 IRWMP 2014 Drought Grant to cover Project Number 2: High Visibility Turf Removal and Retrofit project sites in Western’s service area. As a precautionary measure, Western is requesting approximately 15-percent more than the probable grant funding necessary to complete the projects within Western. We are requesting an additional buffer of $18,261 in grant funding to ensure that when the final inspection and measurement verification is complete we do not have to request additional funds.

Furthermore, agencies that have exceeded the local cost share and square footage requirements stated in the sub-grantee agreements should not be required to contribute additional local cost share as match when allocated additional grant funding for turf removal from Project 1. The funding from Project 1 did not require a local match, and therefore Western requests that SAWPA coordinate with DWR to ensure additional local match is not required under Project 2 if an agency has met the original grant requirements.

The total impact of these changes is illustrated in the following table:

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<tr>
<th>Western’s Program Summary</th>
<th>Santa Ana River Watershed Allocation</th>
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</thead>
<tbody>
<tr>
<td>Grant Requirement</td>
<td>Turf Replaced</td>
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<tr>
<td>796,485 sq. ft.</td>
<td>$1,138,467</td>
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<tr>
<td>Actual Achievement</td>
<td>1,272,862 sq. ft.</td>
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</tbody>
</table>

1. As approximately eight projects within the city of Corona are still in progress, the Actual Achievement information provided in the table above, are preliminary estimates. The final data will be verified with on-site measurements upon completion of each individual project.
2. The Grant Funding information provided in the table above for Actual Achievement includes the initial SARW grant allocation of $851,243 plus the $111,739 in excess liability from the eight city of Corona projects.
Prop 84 IRWMP Turf Removal Funding
June 14, 2017
Page 3 of 3

The result of Western’s efforts will yield nearly 30 acres of turf replaced with climate-appropriate landscaping and save more water than was required in the sub-grantee agreement.

Western’s grant allocation in the Upper Santa Margarita Watershed has been fully reserved by the city of Murrieta and the projects are on track to meet the grant requirements.

If you have questions regarding this request, please contact Mallory Gandara directly at 951-571-7296 or via email at mgandara@wmwd.com.

Sincerely,

[Signature]

Tim Barr
Director of Water Resources

cc: John V. Rossi, WMWD General Manager
    Craig D. Miller, WMWD Deputy General Manager
    Mark R. Norton, SAWPA Water Resources and Planning Manager
June 22, 2017

Mr. Paul D. Jones, Committee Chair
Project Agreement 22 Committee
Santa Ana Watershed Project Authority
11615 Sterling Avenue
Riverside, CA 92503-4979

Re: Reimbursement for Technology-based Conservation Data

Dear Paul,

On May 5, 2015, the State Water Resources Control Board adopted emergency conservation regulations to meet the Governor’s Executive Order, B-29-15. The emergency order required a 25% statewide water use reduction.

The emergency conservation regulations called for Inland Empire Utilities Agency’s (IEUA) retail members to achieve between a 24% and 36% water use reduction. On May 20, 2015, IEUA agreed to provide retail members with land cover and water budget targets for determining progress towards meeting their respective emergency conservation goals. The collection of the land cover data and calculation of parcel by parcel water budgets was contracted to Omni Earth, Inc. on June 9, 2015. By late July 2015, land cover data for 175,000 residential parcels was in place and utilized for tracking conservation progress toward IEUA’s retail members required emergency conservation target.

In September 2015, SAWPA signed a contract with Omni Earth, Inc. to provide parcel by parcel water budgets, dashboards and a mobile phone application to participating agencies within the Proposition 84 grant task, Technology-based Conservation.

Due to the timing of the land cover work performed at both IEUA and SAWPA, and to avoid double charging by the vendor for the same land cover data for the Prop. 84 grant task, Omni Earth agreed to use the existing IEUA retail members’ residential parcel data for the SAWPA technology-based conservation task. SAWPA and IEUA agreed to present a reimbursement request to the PA 22 Committee for consideration.

To calculate an appropriate reimbursement, SAWPA and Omni Earth disaggregated the actual cost of land cover data development from the Omni Earth / SAWPA contract for 175,000 residential parcels within the IEUA service area. The cost for using the existing IEUA residential parcel data for the SAWPA Proposition 84 grant task is as shown:

175,000 x $.25 (land cover development cost) = $40,000

Water Smart – Thinking in Terms of Tomorrow
IEUA kindly requests the Committee’s consideration of a reimbursement for residential parcel data supplied to SAWPA for the Technology-based Conservation grant task.

If you should have any questions or require more information regarding this request, please contact Lisa Morgan-Perales on my staff, or Mark Norton or Ian Achimore of the SAWPA staff. Thank you for your consideration of this request.

Sincerely,
INLAND EMPIRE UTILITIES AGENCY

P. Joseph Grindstaff
General Manager
June 22, 2017

Mr. Paul D. Jones, Committee Chair  
Project Agreement 22 Committee  
Santa Ana Watershed Project Authority  
11615 Sterling Avenue  
Riverside, CA 92503-4979

Re: Reimbursement for Technology-based Conservation Data

Dear Committee,

This letter is to further clarify the terms for IEUA’s request for reimbursement of $40,000 for the cost to IEUA for land cover data development for residential parcels in the IEUA service area used to support the OmniEarth Web-Based Water Consumption Reporting, Analytics and Customer Engagement Tool as defined under Task 4.3 of the DWR/SAWPA Prop 84 Emergency Drought Round grant agreement.

The request for reimbursement would only apply to eligible grant costs incurred after February 4, 2014 for which IEUA will be required to provide the appropriate back-up invoice documentation to SAWPA.

Additionally, IEUA requests a $10,000 reimbursement through the use of the Prop 84 grant funding to be paid directly to OmniEarth covering the required “opt-in” fees ($5,000 per participant) to support two of IEUA’s member agencies (City of Ontario and Monte Vista Water District) participation in the OmniEarth / SAWPA project.

If you should have any questions or require more information regarding this request, please contact Lisa Morgan-Perales on my staff, or Mark Norton of the SAWPA Staff. Thank you for consideration of this request.

Sincerely,

INLAND EMPIRE UTILITIES AGENCY

P. Joseph Grindstaff  
General Manager

Water Smart – Thinking in Terms of Tomorrow
PA 22 COMMITTEE MEMORANDUM NO. 2017.12

DATE: June 22, 2017

TO: SAWPA Project Agreement 22 Committee


PREPARED BY: Rick Whetsel, Senior Watershed Manager

RECOMMENDATION
Authorize staff to issue a Request for Proposals to seek a qualified consultant to implement a comprehensive program for water meter geocoding and classification of commercial, industrial and institutional (CII) accounts and business type classification including the identification of mixed meter Commercial, Industrial, and Institutional (CII) accounts for up to six retail water agencies in the Santa Ana River Watershed, as well as the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds.

DISCUSSION
To address the need for additional technical support for water retailers in the implementation of activities relating to the Prop 84 Grant and PA 22 Committee, the members of the Conservation Advisory Workgroup and SAWPA staff recommend seeking an amendment to the Proposition 84 Grant Agreement to provide support services to water retailers serving CII customers to address the water conservation performance measures proposed in Executive Order B-37-16.

To support this effort SAWPA staff, working with the Conservation Advisory Workgroup have prepared a Request for Proposals (RFP) to identify firms qualified in working with retail water agencies to develop a comprehensive program to implement the following:
- Provide comprehensive water meter geocoding services
- Perform classification of CII accounts using North American Industry Classification System (NAICS) coding, and
- Identify mixed meter CII accounts

The attached Request for Proposals details the requirements for qualified consultants to submit proposals for providing these services for up to six retail water agencies in the Santa Ana River and the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds.

BACKGROUND
In April 2017 the State released its final report titled, Making Water Conservation a California Way of Life, Implementing Executive Order B-37-16. This report detailed a number of recommended Performance Measures for agencies serving Commercial, Industrial, and Institutional customers as follows:
Commercial, Industrial, and Institutional Performance Measures

There is substantial diversity in businesses and institutions throughout California, resulting in a wide range of water use within the commercial, industrial, and institutional sector. Consequently, the EO Agencies will not establish a volumetric standard and budget for CII water use at this time. Instead, CII water suppliers will be required to implement the following three performance measures:

1. Convert all landscapes over a specified size threshold that are served by a mixed meter CII account to dedicated irrigation accounts, either through the installation of a separate landscape meter or the use of equivalent technology.

2. Classify all CII accounts using the North American Industry Classification System (or another similar classification system selected by the EO Agencies). Where feasible, CII subsector benchmarks will be developed to assist water suppliers in identifying CII accounts with the potential for water use efficiency improvements.

3. Conduct water use audits or prepare water management plans for CII accounts over a specified size, volume, or percentage threshold.

CRITICAL SUCCESS FACTORS

The following OWOW critical success factors are addressed by this action:

1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.

2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS

Funding for these projects will come from the projected cost savings remaining from the Proposition 84 IRWM Drought Grant Project 1 – Conservation Based Reporting Tools and Rate Structure Implementation.

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1 1 Page 3-9, Making Water Conservation a California Way of Life, Implementing Executive Order B-37-16, FINAL REPORT, April 2017
Emergency Drought Grant Program

REQUEST FOR PROPOSAL

For

CONSULTING SERVICES

For

Retail Water Agency Meter Geocoding and Business Type Classification

June 2017
INTRODUCTION
The Santa Ana Watershed Project Authority (SAWPA) is a Joint Powers Authority, classified as a Special District (government agency). SAWPA focuses on a broad range of functions useful to its five member agencies: Eastern Municipal Water District (EMWD), Inland Empire Utilities Agency, Orange County Water District, San Bernardino Valley Municipal Water District and Western Municipal Water District (WMWD). These include water supply reliability, water quality improvement, recycled water, wastewater treatment, groundwater management, brine disposal, and integrated regional planning.

SAWPA is working with its member agencies and other water agencies to implement the Emergency Drought Grant Program funded by the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84, Chapter 2). Through this program SAWPA has developed a suite of projects to assist the approximately 80 retail water agencies in SAWPA’s 2,850 square mile service area, in addressing issues relating to the drought.

SAWPA is requesting proposals from firms qualified to provide comprehensive water meter geocoding and classification of commercial, industrial and institutional (CII) accounts using North American Industry Classification System (NAICS) coding including the identification of mixed meter CII accounts for up to six retail water agencies in total located in the Santa Ana River Watershed, as well as the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds (USMW) to assist them in addressing the requirements proposed in Attachment A, Executive Order B-37-16 (create link) and consistent with the guidelines of the Emergency Drought Grant Program.

BACKGROUND
The Emergency Drought Grant Program was developed through the One Water, One Watershed (OWOW) implementation process which reflects a collaborative planning process that addresses all aspects of water resources in the watershed over a long term planning horizon. All projects developed through the process must reflect the OWOW 2.0 Plan, which is the Santa Ana River Watershed’s Integrated Regional Water Management Plan. The approaches contained in the OWOW 2.0 Plan include multi-beneficial projects and programs that are linked together for improved synergy, proactive innovative, and sustainable solutions, integrated regional solutions supporting local reliability and local prioritization, watershed based project and programs that effectively leverage limited resources, promote trust and produce a greater bang for the buck, and integrates water supply, water quality, recycled water, stormwater management, water use efficiency, land use, energy, climate change, habitat, and disadvantaged communities and tribes.

OBJECTIVE
The consultant will provide comprehensive water meter geocoding and classification of commercial, industrial and institutional (CII) accounts using North American Industry Classification System (NAICS) coding including the identification of mixed meter CII accounts as
defined in the State’s final report entitled, Making Water Conservation a California Way of Life, Implementing Executive Order B-37-16.

This will include the development of a cost model for perform these services for up to six retail water agencies in total located within the Santa Ana River Watershed and the EMWD and WMWD service areas within the Upper Santa Margarita Watersheds (USMW).

In conjunction with this work the consultant will coordinate with SAWPA staff and the Conservation Advisory Workgroup through regular meetings.

SCOPE OF WORK
The consultant will perform work activities for water retail agencies as detailed in the following scope of work:

Task 1 – Technical Approach

Sub-Task 1A - Water Meter Account to Water Meter Service Area Matching Services

The consultant will describe in detail their technical approach for developing and implementing water meter account to water meter service area matching services for water retailer agencies. Whereas, a water meter service area (MSA) is defined as the entire irrigated area associated with a water meter account including the park way area.

SAWPA will provide MSAs (Polygons) in an ESRI Shapefile format see Attachment B, Santa Ana River Watershed Meter Service Area Template (create link).

Agencies will provide an Agency data file with the table structure as attached.

The consultant will coordinate with retail water agency staff to assemble appropriate agency data as detailed in Attachment C, Retail Water Agency Data Requirements Template (create link).

The consultant will include a description of the methodology applied including a description of the tools applied, an inventory of data and data sources.

Sub-Task 1B – CII Account Classification Services

The consultant will describe in detail their technical approach for classifying all CII accounts for water retailer agencies using the NAICS coding format.

SAWPA will provide consultant NAICS database see Attachment D, North American Industry Classification System Database Template (create link).

The consultant will include a description of the methodology applied including a description of the tools applied, an inventory of data and data sources.

Sub-Task 1C – Identify Mixed Use CII Water Meters

The consultant will describe in detail their technical approach for identifying all mixed-meter CII accounts for water retailer agencies.

The consultant will include a description of the methodology applied including a description of the tools applied, an inventory of data and data sources.

The consultant will coordinate with retail water agency staff to assemble appropriate agency data as detailed in Attachment C, Retail Water Agency Data Requirements Template (create link).
Deliverables:

- Documentation describing in detail the methodologies applied
- Inventory of data and data sources
- Quality Control documentation showing data counts for the number of matched records and unmatched records
- Customized GIS layers for each data set in ESRI shapefile format including:
  - Sub-Task 1 - Meter Service Point locations
  - Sub-Task 2 - Table of NAICS codes linked to Meter Point locations by unique Meter ID (Note: there may be more than one business type with any meter)
  - Sub-Task 3 - Table of Meter type linked to Meter Point locations by unique Meter ID

Task 2 – Cost Model

The consultant will develop a detailed cost model breaking down the cost by sub-task for up to six retail water agency in total using Attachment E, Cost Model Worksheet Template (create link) as a template.

Note: Please remember to separate to costs to “Match CII Accounts to Meter Service Areas” from costs to “Match Residential Accounts to Meter Service Areas” when completing the Cost Model Worksheet.

Deliverables:

- Documentation describing in detail the consultant cost model

Task 3 - Reporting

The consultant will prepare monthly progress reports and a final project completion report detailing the work completed to support retail water agencies.

Monthly progress reports will detail the work completed for each water retail agency.

Final project completion report will describe in detail the work completed and any problems that occurred during the work and how those problems were resolved.

These reports will follow the prop 84 Grant reporting formats as described in Attachment F, Prop 84 Reporting Formats and Requirements (create link).

Deliverables:

- Monthly Progress Reports and Final Project Completion Report

PROPOSAL REQUIREMENTS

Responses to this RFP must be made according to the requirements set forth in this section for content and sequence. Failure to adhere to these requirements or to include conditions, limitations, or misrepresentations may be cause for rejection of the proposal. Any correction and resubmission by the proposer will not extend the time for evaluation of the proposal. Responses to this RFP shall be prepared as concise as possible. The proposal should be not more than 10 pages long, not including resumes that may be included in an appendix. Submittal of boilerplate marketing materials is discouraged.

All proposals must include the following information:

1. Title page, including name, telephone number, fax number and address of the firm.
2. Background information about the proposer, including technical qualifications, size of firm and licenses. Description of the proposer’s business; i.e., individual, partnership, joint venture, etc., and background information of subcontractors to be used.
3. Description of the proposer’s experience. A list of similar services and project
descriptions undertaken by the proposer (including experience of personnel dedicated to
the project), with beginning and ending dates, name, address, phone number, fax
number, and
e-mail address of a contact person for each reference.
4. Organization chart showing proposed management and project team.
5. Complete list of personnel, including subcontractors that will be dedicated to this project.
6. The names and qualifications of staff who will participate in the project.
7. Project Schedule and Approach that details how the consultant will complete each of the
tasks in the Scope of Work.
8. Fee proposal shall include breakdown of labor hours by employee billing classification,
expense reimbursement schedule that includes cost of non-labor and sub-consultant
services. Fee proposal shall be broken down by major tasks. All columns and rows shall
have totals.
9. Hourly billing rates for personnel to be assigned to the project.
10. Miscellaneous/Exceptions. Respondents shall thoroughly review the contents of this
RFP and shall submit all supplemental information, required in this section of
miscellaneous information. A draft contract agreement is enclosed within this RFP
(Attachment G) that the consultant/firm will be required to sign; the respondent must
identify any exceptions to that draft agreement as an element of the proposal submitted
for review and consideration.

SUBMITTALS
Submit a complete electronic copy of the proposal and related information to Mark Norton,
Water Resources and Planning Manager at: mnorton@sawpa.org.

All proposals must be received by 4:00 p.m. on Friday, July 21, 2017. Proposals received
after the stated time will be returned unopened and will not be considered. Thereafter, a
review panel, composed of members of the Project Agreement (PA) 22 Committee and
SAWPA staff, will conduct question and answer interviews. If additional information is
needed, contact Rick Whetsel at (951) 354-4222 or rwhetsel@sawpa.org.

TERM OF AGREEMENT
The Agreement period will be for up to two years, beginning in FY 2017-18.

PROPOSED SCHEDULE
RFP Published June 23, 2017
Responses due July 21, 2017
Consultant Interviews and Recommendation by Advisory Workgroup Early August 2017
Recommendation to PA 22 Committee August 24, 2017

EVALUATION CRITERIA
Evaluation of qualifications will be conducted on the following:

- Responsiveness to the RFP
- Experience and qualifications of the assigned individuals/firm
- Project Approach and understanding of needs
- Appropriateness of proposed fee structure
SAWPA reserves the sole right to evaluate and select the successful proposal. The selection process is anticipated to include an evaluation of the proposal and an interview.

GENERAL REQUIREMENTS

1. All proposers are hereby advised that this RFP is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. SAWPA reserves the right to negotiate with any qualified source. SAWPA reserves the right to reject any or all proposals for any reason or for no reason at all.

2. SAWPA reserves the right to request further information from the proposer either in writing or orally. Such request will be addressed to that person or persons authorized by the proposer to represent the proposer.

3. SAWPA reserves the sole right to judge the proposers' representations, either written or oral.

4. Proposers understand and agree that submission of a proposal constitutes acknowledgement and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP.

5. False, incomplete, or unresponsive statements in connection with a proposal may be sufficient cause for the rejection of the proposal. The valuation and determination of the fulfillment of the above requirement will be SAWPA's responsibility and its decision shall be final.

6. SAWPA reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submission date. Such interpretations or changes will be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of any resultant contract. Such addenda will be made available to each person or organization that has received an RFP. Should such addenda require additional information not previously requested, a proposer's failure to address the requirements of such addenda might result in the proposal not being considered.

7. All proposals submitted in response to this RFP will become the exclusive property of SAWPA. At such time as SAWPA's recommendation to the Project Agreement 22 Committee relative to proposal selection appears on the Committee Agenda, all such proposals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each proposal which are defined by the proposer as business or trade secrets, and so marked, as "confidential" or "proprietary." SAWPA shall not in any way be liable or responsible for the disclosure of any such proposals or any part thereof if disclosure of any such proposals or any part thereof if disclosure is required under the Public Records Act.

8. SAWPA shall not in any way be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this RFP.
PA 22 COMMITTEE MEMORANDUM NO. 2017.13

DATE: June 22, 2017

TO: SAWPA Project Agreement 22 Committee

SUBJECT: SAWPA Aerial Imagery and Landscape Measurement Data - ESRI On-line Web Application and Cloud Services

PREPARED BY: Rick Whetsel, Senior Watershed Manager

RECOMMENDATION
Authorize a Task Order with ESRI for an amount not to exceed $100,000 to develop and manage an on-line web application and cloud services to provide retail agency staff improved access to SAWPA aerial imagery and landscape measurement data.

DISCUSSION
To address the need for additional technical support for water retailers in the implementation of activities relating to the Prop 84 Grant and PA 22 Committee, the members of the Conservation Advisory Workgroup and SAWPA staff recommend that cost savings from other conservation tool support under Proposition 84 Grant Agreement Project 1 be used to contract with ESRI to develop an on-line web application and managed cloud services to provide water agency staff access to SAWPA’s high resolution aerial imagery and landscape vegetation measurement data.

Cloud services hosted by ESRI will enable SAWPA to deliver up to fourteen terabytes of raster imagery in a scalable cloud computing environment made available both directly to current ESRI clients and through a custom ArcGIS Online application.

Contracting with ESRI, SAWPA is utilizing our existing relationship and leveraging the existing ESRI license agreements of our member agencies in order to achieve a significantly lower cost (approximately 50%) for hosting and serving this dataset. Additionally, through the cloud services hosted by ESRI, SAWPA and its member agencies will also enjoy the benefit of access to this immense data set without tying up their agencies’ own computer data storage/networking services.

The on-line web application developed by ESRI using a number of predefined tools will enable water retail agency staff to access SAWPA’s aerial imagery and the results of the landscape analysis performed under the Prop 84 Emergency Drought Grant Program. Making these data available through an on-line web application eliminates the need and associated costs for each agency to store this large amount of data. For those agencies lacking GIS capabilities, the application provides a platform to use the data. Additionally, this will provide the foundation for future data to be added and shared, both among agency staff and between agencies.

The on-line web application will include many of the capabilities of the original data, allowing the user to view the background imagery in three modes: Natural Color, False Color Infrared and Normalized Difference Vegetation Index (NVDI). Additionally, the user will have access to the results of SAWPA’s work to analyze the watershed’s landscape using aerial imagery and remote sensing analysis. The results
of the landscape analysis will be viewable at both the parcel level and the agency level, which will include a summary of the landscape statistics by land use type.

CRITICAL SUCCESS FACTORS
The following OWOW critical success factors are addressed by this action:

1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.
2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS
Funding for these projects will come from the projected cost savings remaining from the Proposition 84 IRWM Drought Grant, Project 1 Conservation Based Reporting Tools and Rate Structure Implementation.

Attach: Task Order No. 1 ESRI
I. PROJECT NAME OR DESCRIPTION
On-line Web Application and Cloud Services

II. SCOPE OF WORK / TASKS TO BE PERFORMED
Consultant shall provide all labor and materials to perform the tasks of 1) setting up and managing a Cloud Service Environment employing ESRI ArcGIS technology to support SAWPA’s aerial imagery and landscape analysis data for one year; 2) provide infrastructure, system monitoring and support management (one year service); and 3) develop an online Web application to provide water retailers access to view SAWPA aerial imagery and summary statistics from the landscape analysis by parcel and by retail agency and 4) Custom enhancements to Web application.

Task 1: Cloud Environment Set-up $22,100
Task 2: Infrastructure, System Monitoring and Support Management $31,200
Task 3: Development of an online Web application $35,000
Task 4: Custom enhancements to Web application $11,700

Please also refer to Appendix X for acceptable formats
III. PERFORMANCE TIME FRAME  
Consultant shall begin work within ten days of the date this Task Order is signed by the Authorized Officer and shall complete performance of the set up and application development services described herein by or before December 31, 2017. Consultant shall provide the hosting, management, monitoring, and support services described herein for one year from the completion of the set up and application development services.

IV. SAWPA LIAISON  
Dean Unger, Manager of Information and Technology, shall serve as liaison between SAWPA and Consultant.

V. COMPENSATION  
For all services rendered by Consultant pursuant to this Task Order, Consultant shall receive a total not-to-exceed sum of $100,000 in accordance with Consultant’s services quote and rates, attached hereto. Payment for such services shall be made monthly upon receipt of timely and proper invoices from Consultant, as required by the above-mentioned Agreement. Each such invoice shall be provided to SAWPA by Consultant within 15 days after the end of the month in which the services were performed.

VI. CONTRACT DOCUMENTS PRECEDENCE  
In the event of a conflict in terms between and among the contract documents herein, the document item highest in precedence shall control. The precedence shall be:

a. The Agreement for Services by Independent Consultant/Contractor.

b. The Task Order or Orders issued pursuant to the Agreement, in numerical order.

c. Exhibits attached to each Task Order, which may describe, among other things, the Scope of Work and compensation therefore.


e. Drawings incorporated by reference.

In witness whereof, the parties have executed this Task Order on the date indicated below.

SANTA ANA WATERSHED PROJECT AUTHORITY

Celeste Cantú, General Manager Date

ESRI, INC.

Signature Date Print or Type Name
DATE: June 22, 2017

TO: SAWPA Project Agreement 22 Committee

SUBJECT: Metropolitan Water District Regional Turf Removal Program

PREPARED BY: Ian Achimore, Senior Watershed Manager

RECOMMENDATION
Receive and file this update on the Metropolitan Water District of Southern California Turf Removal Program.

DISCUSSION
As the Emergency Drought Grant Program contains the High Visibility Turf Removal Component, staff has analyzed the results of a recent audit of the Metropolitan Water District of Southern California (MWDSC) Turf Removal Program. The Program is administered under an agreement with Electric Gas and Industries Association (EGIA). EGIA performs the inspection and verifications for the MWDSC Turf Removal Program.

The results of the audit were contained in a recent report to the Metropolitan Water District of Southern California board of directors. The report discussed a review of the inspection/quality control procedures.

Staff worked with the SAWPA member agencies, the Municipal Water District of Orange County and Rancho California Water District (“turf partners”) during the initial months of the Emergency Drought Grant Program to understand and document their verification procedures. Staff is using the information used in the MWDSC report to ensure quality control of those individual projects involved in the Emergency Drought Grant Program meet the program’s qualification requirements.

CRITICAL SUCCESS FACTORS
The following OWOW critical success factors are addressed by this action:
- Administration of the OWOW process and plan in a highly efficient and cost-effective manner.

RESOURCE IMPACTS
Funding for managing the grant administration comes from the Proposition 84 IRWM Drought Grant Program as contained in the SAWPA Commission’s two year budget for Fiscal Years Ending 2016 and 2017.