

**WATERSHEDS COALITION OF VENTURA COUNTY
2015 IRWM Implementation Grant Proposal**

WORK PLAN

PROJECT 1. WATER WISE INCENTIVE PROGRAM

IMPLEMENTING AGENCY: City of San Buenaventura (Ventura Water)

PROJECT DESCRIPTION: The Water Wise Incentive Program is a new regional water conservation program that will provide outdoor water use efficiency incentives to customers of Ventura Water, the City of Santa Paula and Casitas Municipal Water District. No such incentive program has been available to customers of those three agencies. These areas are outside of, and cannot participate in, the popular Metropolitan Water District of Southern California rebate program. The Water Wise Incentive Program will offer rebates for turf removal, weather-based irrigation controllers, high-efficiency nozzles, and rainwater harvesting and reuse. Water use audits will be conducted to identify the appropriate combination of landscape water efficiency measures or devices for a given property and to verify pre- and post-turf replacement where applicable. As of July 1, 2015, incentives have been offered within the Ventura Water service area, and the Program will be expanded to the partner service areas pending grant award. Benefits will include reduced irrigation water use, improved water quality, and creation of a new rainwater supply for homeowner use.

Budget Category (a): Direct Project Administration

Task 1 - Project Management

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

Ventura Water will enter into an agreement with Ventura County that lays out the responsibilities of each for grant reporting and project implementation. Ventura Water will prepare and execute a Memorandum of Understanding (MOU) with the two project partners: City of Santa Paula and Casitas Municipal Water District.

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

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- MOUs with City of Santa Paula and Casitas Municipal Water District
- Invoices
- Other Applicable Project Deliverables

Task 2 - Labor Compliance Program – Not applicable

The project does not involve any “public works” construction elements that would require the payment of prevailing wages. Therefore, it is not required to initiate and enforce a Labor Compliance Program in accordance with the Labor Code 1771.5 for this project.

Deliverables:

Not applicable

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Task 3 - Reporting

This task includes preparation of progress reports detailing work completed during the reporting period; submittal of reports to the County for review and inclusion in a progress report to be submitted to DWR; preparation of draft and final Project Completion Reports. The Final Report will be prepared addressing County/DWR comments. The report shall be prepared and presented in accordance with the provisions of the DWR grant agreement.

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

Deliverables:

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

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase – Not applicable

No land purchases or easements are required to implement this project.

Deliverables:

Not applicable

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

Task 5 - Feasibility Studies

The Water Wise Incentive Program scope was created based on results from the *Sustainable Water Use in the Ventura River Watershed* study conducted by the UC Santa Barbara Bren School of Environmental Science and Management in 2013. The objectives of this study included the evaluation of the effects of climate change and land use change on the Watershed's water budget, identification of actionable water resource management projects and recommendations to increase water availability and improve ecosystem function. The implementation of water conservation measures was identified as one of the most cost-effective water management actions for the Ventura River Watershed.

This task is 100% complete.

Deliverables:

- *Sustainable Water Use in the Ventura River Watershed*, UC Santa Barbara Bren School Study

Task 6 - CEQA Documentation

The Water Wise Incentive Program is an administrative program that provides rebate incentives to customers. Any and all improvements will be made by water customers (private property owners) and consist of minor landscape improvements; no structural improvements or significant ground disturbing activities will occur. Such work is not subject to CEQA or Native American Tribal Notification. A Notice of Exemption was filed with the County of Ventura on July 2, 2015.

This task is 100% complete.

Deliverables:

- Copy of Notice of Exemption
- Copy of Receipt of Filing from the County of Ventura

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Task 7 - Permitting – Not Applicable

No permits will be required to implement this project.

Deliverables:

Not Applicable

Task 8 - Design

Starting in January of 2015, Ventura Water staff worked with the public via the Water Shortage Task Force to complete a Water Efficiency Incentive Plan that identified the financial, staffing, and external resources needed to implement and manage a successful water conservation program. This plan evaluated various water conservation measures and their associated benefits. The Water Wise Incentive Program incorporates the conservation measures recommended in the Water Efficiency Incentive Plan. The Water Efficiency Incentive Plan forms the basis of design for the Water Wise Incentive Program.

Design details have been completed in collaboration with the existing third-party administrator and Ventura Water for the incentives currently provided within the Ventura Water service area, including:

- Incentive Program Terms and Conditions
- Funding limits for turf removal
- Application process and reimbursement methods for incentives
- Methods of customer outreach and program marketing

Upon grant award, details of design will be modified as necessary to capture the broader scale of the Program, which will expand to serve the City of Santa Paula and Casitas Municipal Water District.

This task is approximately 85% complete.

Deliverables:

- Incentive Program Terms and Conditions
- Marketing materials

Task 9 - Project Performance Monitoring Plan

This task includes development and submittal of a Project Performance Monitoring Plan (PPMP). The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

A performance monitoring plan is in the process of being developed for a Bureau of Reclamation grant obtained by the City of Ventura under the Water Efficiency Incentive Plan. That monitoring plan will form the basis for the Monitoring Plan of the 2015 IRWM grant.

This task is 5% complete.

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 - Contract Services

The Program will primarily be administered and managed by a qualified third-party administrator who will be secured through a competitive Request for Proposal (RFP) process conducted by Ventura

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Water. An RFP was released in February 2015, and in June 2015 Ventura Water selected a third-party administrator, WaterWise Consulting Inc., to administer the Program within the Ventura Water service area. A second RFP will be released in 2016 to administer project activities that will begin upon award of the Proposition 84 grant and which will also encompass the City of Santa Paula and Casitas Municipal Water District service areas. The contracting activity for the additional third party administrator would include development of bid documents, preparation of contract documents for contract bidding, bid evaluation, selection of contractor, award of contract, and issuance of notice to proceed.

This task is 50% complete.

Deliverables:

- Third-Party Administrator Agreement from June 2015
- Request for Proposals (2nd RFP)
- Proof of Advertisement (2nd RFP)
- Award of Contract (2nd RFP)
- Notice to Proceed (2nd RFP)

Task 11 - Program Administration

The third-party administrators will manage the Incentive Program, including monitoring project compliance and completion, and identify and coordinate with local vendors to supply irrigation devices and landscape materials that qualify under the Program's terms and conditions.

Ventura Water currently has agreements with local retailers for rain capture system rebates. Existing agreements will be revised, as necessary, to capture new rebates specific to this project as well as to expand the geographic extent of agreements.

Incentive Program administration will include the following activities:

- Customer Outreach and Program Marketing via participating agency websites and mailers. Receiving customer applications for program participation.
- Site Surveys. The third-party administrators will conduct landscape surveys and provide property owners with a site-specific efficiency plan that identifies appropriate measure(s) and/or device(s) for the property. This survey will be required for all participants of the Incentive Program. For turf removal incentives, the third-party administrators will conduct a pre-project evaluation and verify turf removal as well as installation of allowable replacement materials and plants. Verification of turf removal will include pre- and post- project photo documentation.
- Rebate Distribution. Upon verification of the purchase of materials/devices and turf replacement, the customer will be reimbursed. Customers will have the option of using participating retailers to receive an immediate 50% discount (rebate) for rain capture devices or purchase elsewhere and submit receipts for 50% reimbursement per device up to the maximum rebate.

The third-party administrators will provide regular reports to Ventura Water, City of Santa Paula and Casitas Municipal Water District, outlining ongoing implementation activities. Upon project completion the third-party administrators will provide a final report on implementation.

Currently, the existing third party administrator (WaterWise Consulting Inc.) is conducting the following program activities:

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- Offering incentives for installing high-efficiency sprinkler nozzles, smart controllers and rain capture materials and devices, and other water-saving devices to maximize outdoor water savings
- Offering incentives for removing high-water-use grass and replacing it with low-water-use landscapes

The third-party administrator, in coordination with Ventura Water, has launched the Incentive Program and began accepting customer applications on the Ventura Water website as of July 1, 2015. As of July 13, 2015, 238 applications have been submitted, 104 have been approved for funding, and a total of \$265,600 in turf and irrigation device rebates have been reserved.

This task is approximately 12% complete.

Deliverables:

- Third-Party Administrator Final Report

Task 12 - Implementation Activities

The following estimated quantity of rebates will be provided under the Incentive Program:

- a) Turf Removal:
 - i. Up to \$2 per square foot of turf removed for a total of 1,050,000 square feet in rebates for qualifying customers.
- b) Outdoor Device Incentives:
 - i. The following rebates will be available:
 - 500 smart controller/moisture sensors
 - 250 rain capture materials and devices
 - 25,000 nozzles. Up to 25 free sprinkler nozzle replacement vouchers may be issued per customer via participating agency websites and the third-party administrator. Customers will take the vouchers to retailers for redemption. Final methods will be determined upon completion of design.
 - ii. Local participating retailers will be reimbursed for sale of discounted smart controllers, moisture sensors, low-flow sprinkler nozzles, and rain capture materials and devices.

The actual number of rebates provided by type is subject to change due to customer interest.

This task occurs simultaneously with Task 11 and is therefore approximately 12% complete.

Deliverables:

- Customer Participation Data
- Third-Party Administrator Final Report (same as Task 11)

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

Data Management and Post-Implementation/Construction Performance Monitoring:

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

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PROJECT 2. CAMROSA RECYCLED WATER PIPELINE

IMPLEMENTING AGENCY: Camrosa Water District

PROJECT DESCRIPTION: This project will construct 3,000 feet of 16-inch recycled water pipeline to connect Camrosa Water District (Camrosa) to the City of Camarillo Sanitary District's effluent diversion pipeline for the purposes of receiving at least 500 AFY of tertiary-treated Title-22 recycled water. The pipeline will allow Camrosa to deliver 500 AFY recycled water to customers, specifically Pleasant Valley County Water District (PVCWD) for agricultural uses. Recycled water deliveries to PVCWD will enable reduced pumping from the southern portion of the Pleasant Valley Basin which is considered overstressed and is vulnerable to seawater intrusion.

Budget Category (a): Direct Project Administration

Task 1 - Project Management

This task includes management of the grant agreement including compliance with grant requirements, preparation and submission of supporting grant documents and coordination the County of Ventura, and preparation of invoices including relevant supporting documentation for submittal to DWR. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

Camrosa will enter into an agreement with Ventura County that lays out the responsibilities of each for grant reporting and project implementation.

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

Deliverables:

- EIF
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 - Labor Compliance Program

This task includes all measures necessary to ensure compliance with applicable California Labor Code requirements including preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3. Camrosa will retain a third- party labor compliance consultant who is certified and approved by the Department of Industrial Relations (DIR) and familiar with the requirements of the California Labor Code. Construction of the Pipeline is expected to be conducted by a contractor with a Class A construction license who is familiar and regularly complies with California's prevailing wage requirements. Camrosa's standard bidding practices encourage contractors to assist in locating, qualifying, hiring, and increasing the skills of minority groups.

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

Deliverables:

- Proof of labor compliance will be submitted upon request

Task 3 - Reporting

This task includes preparation of progress reports detailing work completed during the reporting period; submittal of reports to the County for review and inclusion in a progress report to be submitted to DWR;

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preparation of draft and final Project Completion Reports. The Final Report will be prepared addressing County/DWR comments. The report shall be prepared and presented in accordance with the provisions of the DWR grant agreement.

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

Deliverables:

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

Budget Category (b): Land Purchase/Easement

Task 4 – Easement/ROW Acquisition

Easements will be required across approximately 3,000 feet of agricultural land spanning three privately owned parcels. Camrosa has good working relationships with all three landowners and have existing easements for other pipelines across their properties. They have been contacted and are open to working with Camrosa to expand existing easements or to execute additional easements depending on the final pipeline alignment. Land easement activities will begin upon completion of preliminary design in which the pipeline alignment will be defined.

This task is 0% complete.

Deliverables:

- All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

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

Task 5 - Feasibility Studies

Project feasibility studies were completed as part of the project development process. The Project was initially evaluated as part of Camrosa's Draft Integrated Facilities Master Plan, which was last updated in September 2011. Furthermore, design plans of the CamSan/Camrosa Recycled Water Interconnection (currently under construction under Proposition 84, Round 1) included a potential turnout. These design plans have served to inform development of the proposed Recycled Water Pipeline. In addition, pipeline sizing for the proposed project was based on maximum discharge flows from the CamSan plant as described in the City of Camarillo Recycled Water Plan of May 2014.

This task is 100% complete.

Deliverables:

- Camrosa's Draft Integrated Facilities Master Plan
- City of Camarillo Recycled Water Plan
- CamSan/Camrosa Recycled Water Interconnection design plans, upon request

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Task 6 - CEQA Documentation

Based on the scope of work and project location, a Negative or Mitigated Negative Declaration is the expected CEQA document which would be adopted by Camrosa's Board of Directors. Camrosa will conduct the following major activities to complete this task:

- Per Section 15070 of California Code of Regulations, prepare a Notice of Intent to Adopt a Negative Declaration and circulate to the public, responsible agencies, trustee agencies, and the Ventura County Clerk, sufficiently prior to adoption by Camrosa's Board of Directors to allow the public and agencies the review period provided under Section 15105 (including tribal notification to the California Native Heritage Commission)
- Prepare draft Negative Declaration and release document for public review
- Receive and acknowledge comments
- Recirculate if substantially revised
- Camrosa's Board of Directors reviews and adopts the Negative Declaration
- File a Notice of Determination
- Prepare letter stating no legal challenges (or addressing legal challenges)

Based on Camrosa's prior project experience in the vicinity, no legal challenges are anticipated.

This task is 0% complete.

Deliverables:

- Copy of Notice of Intent
- Draft and Final Negative Declaration
- Copy of Notice of Determination
- No Legal Challenges letter

Task 7 - Permitting

Camrosa will obtain an encroachment permit from the Ventura County Watershed Protection District (VCWPD) for directional drilling under Calleguas Creek. Because the project will use a trenchless technology for waterway crossing, Camrosa will seek, and anticipates receiving, a letter exempting Camrosa from having to obtain a California Department of Fish and Wildlife Streambed Alteration Agreement.

This Task is 0% complete.

Deliverables:

- VCWPD Encroachment Permit
- CDFW Letter of Exemption

Task 8 - Design

Complete preliminary design and design surveys, including updating information and data in past feasibility studies. Preliminary design work will provide the overall project concept, including final pipeline alignment. Following preliminary design, final plans and specifications will be developed for the recycled water pipeline.

This task is 0% complete.

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Deliverables:

- Topographic Survey
- Preliminary Design
- 100% Design Documents

Task 9 - Project Performance Monitoring Plan

This task includes development and submittal of a PPMP. The PPMP will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

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

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 - Contract Services

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

Based on the size and scope of the project, contract services including administration, construction management, and inspection will be performed in-house by qualified Camrosa staff.

This task is 0% complete.

Deliverables:

- Bid documents
- Proof of advertisement
- Notice of award
- Notice to proceed
- Signed contract

Task 11 - Construction Administration

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

Based on the size and scope of the project, this task, including administration, construction management, and inspection will be performed in-house by qualified Camrosa staff.

This task is 0% complete.

Deliverables:

- Notice of Completion

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Task 12 - Construction/Implementation Activities

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

- Install a total of 3,000 linear feet of 16-inch Polyvinyl Chloride (PVC) recycled water pipeline, valves and fittings meeting American Waterworks Association (AWWA) standards.
 - o Directional drilling will occur under the Calleguas Creek portion using fusible PVC or high density polyethylene pipe material
- Connect newly installed pipeline to CamSan/Camrosa Interconnection pipeline and existing non-potable water storage ponds.
- Construct outlet control structure and valves to non-potable water storage ponds.

This task is 0% complete.

Deliverables:

- Photographic documentation
- Engineers Certification documenting final inspection and project completion

Standards and Methods Used: Project design and construction will be in accordance with Camrosa's Non-Potable Water Specifications and Camrosa's Ordinance 40-10 - Rules and Regulations Governing the Provision of Water and Sanitary Services. In addition, recycled water facilities will follow applicable standards from the American Society for Testing and Materials (ASTM), American Public Works Association (APWA), AWWA, and the Standard Specifications for Public Works Construction (Greenbook).

Data Management and Post-Implementation/Construction Performance Monitoring:

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

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PROJECT 3. PLEASANT VALLEY MUTUAL WATER COMPANY DESALTER

IMPLEMENTING AGENCY: Pleasant Valley Mutual Water Company (PVMWC)

PROJECT DESCRIPTION: The Project consists of constructing a reverse osmosis desalter facility to treat PVMWC's groundwater supplies which are impaired with high levels of sulfates and total dissolved solids. The desalter will include an approximately 1,600 square foot pre-engineered building and a brine discharge pipeline. The desalter will be installed on PVMWC-owned property and will enable PVMWC to treat its full groundwater allocation to meet secondary drinking water standards without increasing imported water use.

Budget Category (a): Direct Project Administration

Task 1 - Project Management

This task includes management of the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager, the County and preparation of invoices including relevant supporting documentation for submittal to DWR via the County. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

PVMWC will enter into an agreement with Ventura County that lays out the responsibilities of each for grant reporting and project implementation.

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

Deliverables:

- EIF
- Financial Statements
- Invoices

Task 2 - Labor Compliance Program

This task involves taking all measures necessary to ensure compliance with applicable California Labor Code requirements including preparation and implementation of a labor compliance program including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

This task will begin in parallel with construction bidding and is 0% complete.

Deliverables:

- Proof of labor compliance upon request

Task 3 - Reporting

This task includes preparation of progress reports detailing work completed during the reporting period; submittal of reports to the County for review and inclusion in a progress report to be submitted to DWR; preparation of draft and final Project Completion Reports. The Final Report will be prepared addressing County/DWR comments. The report shall be prepared and presented in accordance with the provisions of the DWR grant agreement.

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

Deliverables:

- Quarterly Project Progress Reports

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- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase – Not applicable

This task is not applicable. The desalter will be constructed on property already owned by PVMWC.

Deliverables:

Not applicable.

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

Task 5 - Feasibility Studies

Groundwater studies have been completed by the City of Camarillo for the Northern Pleasant Valley Groundwater Basin in which the PVMWC Desalter will be located. These studies have been utilized for project development and feasibility evaluation of the PVMWC Desalter. Costs related to these prior groundwater feasibility studies are not being claimed as part of the PVMWC Desalter. It is not anticipated that further studies will be required.

This task is complete.

Deliverables:

- Northern Pleasant Valley Groundwater Basin Studies

Task 6 - CEQA Documentation

An Initial Study/Mitigated Negative Declaration (MND) has been prepared for the PVMWC Desalter. The public review period for the draft MND began on July 20, 2015, and tribal notification to the California Native Heritage Commission has occurred, in accordance with CEQA procedures. The review period will end on August 18, 2015, upon which the MND will be finalized and a Notice of Completion filed with State Clearinghouse. A letter stating no legal challenges (or addressing legal challenges) will be submitted to DWR.

This task is approximately 90% complete.

Deliverables:

- Draft and Final MND
- Copy of Notice of Completion
- No Legal Challenges letter

Task 7 - Permitting

Final permitting will be determined during project design, however it is anticipated that this task will include acquiring the following:

- California Division of Drinking Water (DDW): Amendment to PVMWC Domestic Water Supply Permit
- City of Camarillo: Encroachment permit for brine discharge pipeline
- Fox Canyon Groundwater Management Agency approval for 200 AFY additional pumping

PVMWC began discussions with the Fox Canyon Groundwater Management Agency related to the desalter in April, 2015 to ensure pumping approval is granted before implementation.

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The PVMWC brine line will connect and discharge to the brine line of the City of Camarillo Desalter. As a result, the agreement to discharge to the Salinity Management Pipeline will occur directly between the City of Camarillo and the Calleguas Municipal Water District.

Given that discussions on the groundwater pumping approval have begun, this task is 5% complete.

Deliverables:

- All required permits

Task 8 - Design

Complete preliminary design tasks including the following items: a geotechnical investigation, topographic survey, utility research and a basis of design report (BODR). The BODR will provide the overall project concept for use in development of final design plans and specifications including: preliminary earthwork calculations, design standards, preliminary design details for the desalter and pipeline and 100% (Final) design, plans, and specifications.

The desalter will be designed and built through a design-build contract process. The design-build firm, CDM Smith, Inc. was contacted and selected in 2013. Desalter design is approximately 95% complete.

The brine discharge pipeline will be designed and built under a separate design, bid and build process. Kennedy/Jenks Consultants has prepared a concept alignment for the brine discharge line based on the existing design of the City of Camarillo brine line. The same consultant firm will be contracted to perform final design for the PVMWC brine discharge pipeline. Pipeline design is approximately 15% complete.

This task is overall approximately 50% complete.

Deliverables:

- Geotechnical Report (Pipeline)
- Topographic Survey (Pipeline)
- BODR (Pipeline)
- 100% Design Documents (Desalter and Pipeline)

Task 9 - Project Performance Monitoring Plan

This task includes development and submittal of a PPMP. The PPMP will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

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

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 - Contract Services

This task includes activities related to the selection of construction contractors. The desalter will be designed and built through a design build contract process for which CDM Smith, Inc. has been selected by PVMWC. The final notice to proceed with construction will be issued upon grant award. Contract services for the desalter are therefore 95% complete.

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Activities necessary to secure a contractor and award the contract for the brine discharge pipeline include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. Pipeline contracting will begin upon completion of design.

This task is overall approximately 50% complete.

Deliverables:

- Design-Build Documents for Desalter
- Bid Documents for Pipeline
- Proof of Advertisement for Desalter and Pipeline
- Award of Contract for Desalter and Pipeline
- Notice to Proceed for Desalter and Pipeline

Task 11 - Construction Administration

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

This task will begin upon completion of Task 10 and is 0% complete.

Deliverables:

- Notice of Completion

Task 12 - Construction/Implementation Activities

This task involves the project construction including mobilization, site preparation, and demobilization. Site preparation will include clearing and site grading for the desalter.

Major construction activities are outlined below.

- Installation/construction of the desalter which will include an approximately 1,600 square foot pre-engineered building and reverse osmosis (RO) equipment, process and yard piping, permeate storage tank, treated water pumps, chemical tanks and chemical feed system, and electrical, instrumentation and control equipment. The desalter will require approximately two feet of over excavation and re-compaction of native soils underneath the RO building. The desalter will be installed on a partially improved lot currently used for PVMWC groundwater operations.
- The brine discharge line will consist of approximately 1,700 linear feet of 4-inch steel pipe with cathodic protection that will be installed along North Ponderosa Drive and Antonio Avenue where it will connect to the brine pipeline in final design by the City of Camarillo. The pipeline installation will require sawcutting of pavement, excavation and backfilling of the trench section. A traffic control plan and traffic control features will be required while work in the public right-of-way takes place. The road where the pipeline will be installed will be restored to pre-construction conditions upon installation and any restriping of traffic lane lines will be provided if required.

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This task will begin upon completion of Task 10 and is 0% complete.

Deliverables:

- Photographic documentation
- Engineers Certification documenting final inspection and project completion

Standards and Methods Used: The PVMWC Desalter will be designed and constructed in accordance with the appropriate standards, including those from the State Water Resources Control Board Division of Drinking Water, ASTM, APWA, and the Greenbook.

Data Management and Post-Implementation/Construction Performance Monitoring:

Data developed as part of the PPMP will be provided to the WVCV Web Portal data management system, to DWR, and uploaded to the GAMA and CEDEN databases. Post-implementation/construction performance monitoring will occur consistent with the PPMP and in accordance with the provisions of the DWR grant agreement.

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PROJECT 4. MOORPARK DESALTER PHASE 1

IMPLEMENTING AGENCY: Ventura County Waterworks District No.1

PROJECT DESCRIPTION: The Project will extract the high salinity groundwater from the shallow aquifer of the South Las Posas Basin at a newly constructed well field and then treat the groundwater at a state-of-the-art desalter plant using membrane filtration technology for the removal of salts including chloride, total dissolved solids (TDS), boron, and sulfate. The well field will consist of six 250-foot-deep wells (five production wells and one backup well). Pumped well water will be conveyed via a raw water pipeline to and treated at the desalination plant located in the City of Moorpark. Treatment will include a cartridge filter and reverse osmosis membrane process to remove the salts and TDS. The treated water will meet Title 22 potable water quality standards and will be distributed via a connection to the existing potable water distribution system to VCWWD1 customers and potentially to other adjacent water agencies. The brine generated from the desalination plant will be discharged via a brine discharge line into the Salinity Management Pipeline being built by the Calleguas Municipal Water District. This first phase of the three-phase project will be designed and constructed to produce 2,500 AF of potable water per year. The second phase, not part of this proposal, will be to expand the well field and treatment facilities to reach a capacity of 5,000 AFY, and the third phase will be to construct a one-megawatt solar photovoltaic facility to produce and provide electrical power to the desalination facility. The project will beneficially use water from a poor quality shallow aquifer that, without desalting, is not a viable water supply.

Budget Category (a): Direct Project Administration

Task 1 - Project Management

This task includes management of the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager, the County and preparation of invoices including relevant supporting documentation for submittal to DWR via the County. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

VCWWD1 will enter into an agreement with Ventura County that lays out the responsibilities of each for grant reporting and project implementation.

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

Deliverables:

- EIF
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 - Labor Compliance Program

This task includes taking all measures necessary to ensure compliance with applicable California Labor Code requirements including preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

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

Deliverables:

- Proof of labor compliance upon request

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Task 3 - Reporting

This task includes preparation of progress reports detailing work completed during the reporting period; submittal of reports to the County for review and inclusion in a progress report to be submitted to DWR; preparation of draft and final Project Completion Reports. The Final Report will be prepared addressing County/DWR comments. The report shall be prepared and presented in accordance with the provisions of the DWR grant agreement.

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

Deliverables:

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

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

A total of approximately 4.1 acres will be purchased for the desalination plant and new well field; 4 acres will be needed for the desalter, and approximately 0.1 acres for the six wells. A permanent easement of approximately 20,000 linear feet by 10 feet will be acquired for the raw water pipeline connecting the wells and the desalination plant. The length of the permanent easement is based on conceptual design of the raw water pipeline and will be determined more specifically during design.

This Task is scheduled to begin upon grant award and is 0% complete.

Deliverables:

- Documentation supporting property value (if purchased)
- All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed and title report.

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

Task 5 - Feasibility Studies

Project feasibility studies have been ongoing as part of the project development process. The studies performed include the Moorpark Desalter pilot well testing, three-dimension groundwater modeling study, and brine disposal alternatives study. The brine disposal alternatives study was previously completed. The remaining two studies are near completion.

Task 5 is approximately 90% complete.

Deliverables:

- Relevant Feasibility Studies

Task 6 - CEQA Documentation

Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission). Prepare draft Environmental Impact Report (EIR) and release document for public review. File Notice of Completion with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges).

VCWWD1 circulated the Notice of Preparation starting in November, 2014 and has completed biological and cultural field surveying. Tribal notification of the California Native Heritage Commission

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has occurred according to CEQA guidelines. Preparation of the draft EIR began in March 2015 and VCWWD1 is currently working on assessing environmental impacts and developing mitigation measures.

This task is approximately 30% complete.

Deliverables:

- Copy of Notice of Preparation
- Draft and Final EIR
- Copy of Notice of Completion
- No Legal Challenges letter

Task 7 - Permitting

This project is expected to require the following permits:

- Fox Canyon Groundwater Management Agency pumping permit for new extraction wells
- Streambed Alteration Permit from California State Fish and Wildlife Department
- Well Permit from County of Ventura
- Encroachment permit from the County of Ventura for the potable water and brine discharge pipeline within County right-of-way
- Building Permit from County of Ventura
- Agreement with Calleguas Municipal Water District for project connection to the Salinity Management Pipeline
- Drinking Water Permit Amendment from the State Water Resources Control Board, Division of Drinking Water

VCWWD1 has held initial meetings with regulatory agencies and stakeholders including the State Water Resources Control Board, Division of Drinking Water, and Fox Canyon Groundwater Management Agency.

This task is 10% complete.

Deliverables:

- All required permits

Task 8 - Design

This task includes completion of preliminary design including the following supporting work: geotechnical investigation, topographic survey, and updated Preliminary Design Report (PDR). The PDR will provide the overall project concept for use in development of final design, plans and specifications including: well design and well field layout, water treatment process design, and facility sizing and layout and equipment selection, and 100% (Final) design, plans, and specifications.

A PDR for the desalter treatment facility was completed in 2010. The PDR will be updated to encompass the well field and will incorporate new information obtained from the feasibility studies. The pilot well test results and the three-dimensional groundwater modeling report were used to develop the well production capability and well and well field design. The well field will be designed to include six wells (five production wells and one backup well) and the raw water pipelines to connect the wells to the desalination plant. The water quality data from the pilot well test is being used to design the treatment process and treatment plant layout as well as guide process equipment selection. Final well field design will precede final desalter design.

This task is 30% complete.

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Deliverables:

- Geotechnical Report
- Topographic Survey
- PDR
- Updated Project Cost Estimate
- 100% Design Documents: Plans and Specifications

Task 9 - Project Performance Monitoring Plan

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

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

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 - Contract Services

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

The project will be separated into two components: (1) the wells and pipeline connecting the wells to the desalination plant, and (2) the desalination plant and pipelines connecting to the potable distribution system and the Salinity Management Pipeline. The two project components will be bid and awarded as two separate contracts for construction administration. The well field component will be bid prior to the desalter component.

This task is 0% complete.

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 - Construction Administration

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

This task is 0% complete.

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Deliverables:

- Notice of Completion

Task 12 - Construction/Implementation Activities

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

12(a): Well field construction will consist of drilling and equipping six wells (five backup wells and one backup well) drilled to 250 feet deep in the area between Highway 118 and Arroyo Simi and bounded by Hitch Road on the west side and the existing housing tract on the east side. Water lines will be installed to transport the raw water to the desalter plant - the main raw water line will be approximately 10,000 linear feet. Final length, diameter, and type of material will be determined during design.

12(b): Construction of the Desalter plant consisting of a reverse osmosis and cartridge filter system, disinfection and chemical treatment facilities. A potable water line and a brine discharge line will be installed at the plant connecting to the VCWWD1 potable water distribution system and to the Salinity Management Pipeline for brine discharge within Highway 118 right of way. Pipeline details including length, diameter, and material will be determined during design.

12(c): Site improvement activities will be conducted upon construction completion, which will include landscaping as required by applicable permits.

This task is 0% complete.

Deliverables:

- Photographic documentation
- Engineers Certification of final inspection and project completion

Standards and Methods Used: Project design and construction will be in accordance with the Second Edition of the Ventura County Waterworks Manual. In addition, desalter facilities will follow applicable standards from ASTM, APWA, and the Greenbook.

Data Management and Post-Implementation/Construction Performance Monitoring:

Data developed as part of the PPMP will be provided to the WCVC Web Portal data management system, to DWR, and uploaded to the GAMA and CEDEN databases. Post-implementation/construction performance monitoring will occur consistent with the PPMP and in accordance with the provisions of the DWR grant agreement.

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PROJECT 5. SANTA CLARA RIVER STEELHEAD COALITION RESTORATION

IMPLEMENTING AGENCY: California Trout, Inc. (CalTrout)

PROJECT DESCRIPTION: This project consists of an arundo (giant reed) control and habitat restoration program in the Santa Clara River (SCR) floodplain on properties between Sespe Creek and Santa Paula Creek (Ventura County). This project will restore between 30 and 50 acres of riparian habitat by removing arundo and other invasive plant species and re-establish native riparian habitats near areas that were restored in previous efforts. The benefits of removing water-intensive invasive species include conserving approximately 800 AFY of water, reducing flood and fire risk, and improving riparian habitat for California sensitive species and federally listed species. This project is intended to further improve watershed water resources and recovery of habitats and wildlife that have been impacted by human actions. Maintenance and monitoring requirements for each work area will be further detailed in California Department of Fish and Wildlife (CDFW) Streambed Alteration Agreements and associated Restoration Plans. As chair of the Santa Clara River Steelhead Coalition, CalTrout will administer and implement the project on behalf of and in cooperation with partnering member agencies, including The Nature Conservancy, University of California, Santa Barbara – Marine Science Institute's Riparian Invasion Research Laboratory, and Friends of the Santa Clara River.

Budget Category (a): Direct Project Administration

Task 1 - Project Management

This task includes management of the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager, the County of Ventura (County) and preparation of invoices including relevant supporting documentation for submittal to DWR via the County. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors. CalTrout will administer the project on behalf of and in cooperation with member agencies of the Santa Clara River Steelhead Coalition, including The Nature Conservancy, University of California, Santa Barbara – Marine Science Institute's Riparian Invasion Research Laboratory, and Friends of the Santa Clara River.

CalTrout will enter into an agreement with Ventura County that lays out the responsibilities of each for grant reporting and project implementation.

This task will begin upon finalization of the grant agreement and is 0% complete.

Deliverables:

- EIF
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 - Labor Compliance Program

This task includes taking all measures necessary to ensure compliance with applicable California Labor Code requirements including preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3. CalTrout has partnered with a labor compliance contractor who has relevant experience who will be subcontracted for this task.

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

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Deliverables:

- Proof of labor compliance upon request

Task 3 - Reporting

This task includes preparation of progress reports detailing work completed during the reporting period; submittal of reports to the County for review and inclusion in a progress report to be submitted to DWR; preparation of draft and final Project Completion Reports. The Final Report will be prepared addressing County/DWR comments. The report shall be prepared and presented in accordance with the provisions of the DWR grant agreement.

This task will begin upon finalization of the grant agreement and is 0% complete.

Deliverables:

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

Budget Category (b): Land Purchase/Easement

Task 4 – Land Access and Approvals

No land will need to be purchased nor easements acquired. Access has been secured from the Nature Conservancy and Friends of the Santa Clara River for sufficient lands to complete the scope of the project. However, some of the priority parcels, which will be identified during final design, may be located outside of areas with existing access agreements. CalTrout and project partners will seek to get approval for priority parcels if necessary.

Deliverables:

- Access Approval letters from Land Owners and Project Partners

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

Task 5 - Feasibility Studies

Project Feasibility Studies/background documentation was completed prior to the project development process. *The Santa Clara River Parkway Strategic Plan for Arundo Treatment and Post-Treatment Revegetation*, completed by Stillwater Sciences in 2011, is a fundamental background document that has served to evaluate the feasibility of this and other projects and will be used in final design (Task 8).

This task is complete.

Deliverables:

- *Stillwater Sciences. 2011. Santa Clara River Parkway Strategic Plan for Arundo Treatment and Post-Treatment Revegetation.*

Task 6 - CEQA Documentation

A CEQA Notice of Exemption (NOE) will be prepared for this project by the California Department of Fish and Wildlife. An NOE is anticipated based on the CEQA finding of the 2013 IRWM Proposition 84 Round 2 Invasive Plant Removal, Ecosystem Restoration, and Habitat Protection in the Santa Clara River Project.

CEQA will be initiated upon approval of the grant award and is 0% complete.

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Deliverables:

- Copy of Approved Notice of Exemption
- No Legal Challenges letter

Task 7 - Permitting

The following permits are planned for project implementation based on prior project experience:

- Ventura County Watershed Protection District Encroachment and Watercourse Permits
- California Department of Fish and Wildlife Streambed Alteration Agreement
- US Fish and Wildlife Service Concurrence Letters
- California Department of Fish and Wildlife Concurrence Letters

Final permit requirements will be determined during design. The required permits are currently held by project partners including UC Santa Barbara for some of the potential implementation areas. Those existing permits would be amended as necessary to fully capture the areas restored during this project. If during design, other priority parcels are identified that are not covered by existing permits, new permits would be acquired.

Restoration plans are required for CDFW Streambed Alteration Agreements. Permitting activities will include amending existing restoration plans as necessary to capture the proposed project and/or preparing new plans for parcels not covered by existing agreements as identified during final design.

CalTrout will coordinate an initial permit meeting with resource agencies and project proponents/partners as well as subsequent conference calls regarding project permitting to oversee applications, negotiate permit/document amendments, as well as associated Restoration Plan(s).

Permitting needs will be determined during parcel prioritization in design, therefore this task is still 0% complete. If existing permits are determined to be applicable, the permitting process would be completed in a short timeframe.

Deliverables:

- All required permits and Restoration Plan(s).

Task 8 - Design

Final project design will entail review of the 2011 Stillwater Sciences report and completion of a technical memorandum. Supporting work will include Hydrogeomorphic and Vegetation assessments.

- Hydrogeomorphic assessment. This activity would entail review of available information, 1-2 days of field reconnaissance, and GIS mapping to refine the flood reset zone and delineate important hydrogeomorphic surfaces (features) in the project area.
- Vegetation assessment. This activity would entail review of available information, 1-2 days of field reconnaissance to document existing vegetation, and GIS mapping to update previously developed maps for the project area¹.

Results of the assessments will allow for identification of priority parcels within the target area along the Santa Clara River. In addition, specific methods for invasive plant removal (e.g. mechanical removal,

¹ Very high resolution LiDAR (Light Detection and Ranging) assessments were done within months of the 2005 flood and were incorporated into the 2007 Santa Clara River Parkway Floodplain Restoration Feasibility Study: Riparian Vegetation Mapping and Preliminary Classification for the Lower Santa Clara River, Ventura County, California. Volume I, prepared by Stillwater Sciences and URS Corporation.

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herbicides) will be selected upon review of the Stillwater Sciences report. The findings and recommended action approach will be summarized in a technical memorandum.

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

Deliverables:

- Technical Memorandum

Task 9 - Project Performance Monitoring Plan

This task includes development and submittal of a PPMP. The PPMP will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, measurable objectives/success criteria and location of monitoring points.

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

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 - Contract Services

This task includes activities necessary to secure a contractor and award the contract including: development of bid documents, preparation of advertisement and contract documents for construction contract bidding, pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed.

CalTrout will subcontract with project partners depending on which parcels restoration work will occur. Bidding and awarding of contracts will be managed by CalTrout. Contracting will occur seasonally and is dependent on construction activity priorities, i.e. initial removal, revegetation, and/or retreatment.

The task is currently 0% complete.

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 - Construction Administration

This task includes managing and inspecting contractor activities, answering requests for information, and issuing work directives. A project manager will be on site for the duration of the project to provide oversight.

This task is currently 0% complete.

Deliverables:

- Notice of Completion

Task 12 - Construction/Implementation Activities

Construction activities are outlined below.

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- **Pre-Removal Surveys.** Project activities prior to invasive plant removal will include surveying for the presence of any sensitive species, flagging of sensitive species habitats, and identifying vegetation not to be disturbed/degraded during improvements. Staff implementing arundo removal will receive education on protection of sensitive species as well as operational health and safety. These activities will occur prior to initiation of removal or retreatment as necessary. Demobilization/removal of equipment, as necessary, would occur on an ongoing basis during implementation.
- **Invasive Plant Removal.** Arundo and invasive plants will be removed from 30-50 acres along the Santa Clara River consistent with methods described in the California Coastal Conservancy's Santa Clara River Parkway Strategic Plan for Arundo Treatment and Post-Treatment Revegetation (Stillwater Sciences, 2011). The specific methods employed will be determined during final design and will vary depending on density of arundo, season, and presence of sensitive plants and wildlife. Methods are anticipated to primarily consist of mechanical removal, hand removal, and/or herbicide application.
- **Revegetation/Retreatment.** Revegetation will follow arundo removal. Passive revegetation is anticipated for areas that receive periodic flood flows. Where passive recovery is unlikely, active planting will occur using plants propagated from local seeds and cuttings, and when necessary, container plants. Upon initial restoration, sites will be monitored for three years to track mortality and evaluate whether additional planting will be necessary. Control activities, including controlling invasive plants and arundo resprouts, and watering plants that show signs of desiccation, will be performed regularly during this period. If survival of cuttings is below 80 percent after each of the first two years, new cuttings will be planted. Observational methods will be used to determine potential causes of plant mortality including inspecting plants for signs of herbivory or pathogen growth and evaluating soil moisture at base of plantings. Retreatment of arundo regrowth will occur once or twice annually for at least three years to ensure that all arundo plants have been killed.
- **Biological monitoring** will occur during project implementation in compliance with permits.

This task is currently 0% complete.

Deliverables:

- Photographic documentation

Standards and Methods Used: Methods and monitoring protocols will be consistent with the *Santa Clara River Parkway Strategic Plan for Arundo Treatment and Post-Treatment Revegetation* as well as restoration plans approved by the CDFW.

Data Management and Post-Implementation/Construction Performance Monitoring:

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

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GRANT ADMINISTRATION

IMPLEMENTING AGENCY: County of Ventura (County)

PROJECT DESCRIPTION: The Watersheds Coalition of Ventura County authorized the County of Ventura (County) to act as the applicant and the grant manager for the Proposition 84, IRWM 2015 Grant. The County will administer these funds and respond to DWR's reporting and compliance requirements associated with grant administration. The County will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating payment requests to DWR and reimbursement to local project sponsors.

Budget Category (a): Direct Project Administration

Task 1 - Agreement Administration

The County will execute agreements with all local project sponsors. This agreement will obligate the local project sponsors to comply with the IRWM grant agreement terms and conditions. The County will establish a website to facilitate exchange of invoice materials, progress reports, and necessary deliverables. The County of Ventura will hold a Kickoff Meeting with the local project sponsors to review grant terms and conditions and to provide training on using the IRWM 2015 Grant website. The County will respond to DWR's reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in the grant agreement. At the end of the grant, Ventura County will prepare a record of all invoice materials, progress reports, and deliverables.

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

Deliverables:

- Executed Grant Agreement
- Grant Kickoff Meeting Materials
- Agreements with Local Project Sponsors

Task 2 - Invoicing

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

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

Deliverables:

- Invoices and associated backup documentation

Task 3 - Progress Reports and Project Completion Reports

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

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

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

Deliverables:

- Quarterly Progress Reports
- Draft and Final Project Completion Report

Standards and Methods Used: Information to prepare invoices and progress reports will be provided by the local project sponsors as these entities are the most familiar with the individual projects. A website will be used to facilitate collection of necessary grant materials. At the close of the grant, website materials will be archived.