Request for Qualifications for Development of the Upper American River Basin Drought Contingency Plan

February 28, 2020

4330 Golden Center Drive, Suite C
Placerville, CA 95667
# Table of Contents

I. INTRODUCTION .......................................................................................................................... 1  
II. QUALIFICATIONS SUBMISSION ............................................................................................. 1  
III. BACKGROUND INFORMATION.......................................................................................... 1  
IV. ANTICIPATED SCOPE OF WORK ........................................................................................... 2  
V. QUESTIONS/ADDITIONS ............................................................................................................ 3  
VI. INFORMATION TO BE SUBMITTED ....................................................................................... 3  
   A. CONTENT ........................................................................................................................................ 3  
   B. COST OF SERVICES ....................................................................................................................... 4  
   C. NON-DISCLOSURE AND DISCLOSURE OF QUALIFICATIONS ................................................... 5  
VII. SELECTION CRITERIA ............................................................................................................. 5  
   A. GENERAL ........................................................................................................................................ 5  
   B. FINAL SELECTION ........................................................................................................................ 5  
   C. PROTEST PROCEDURE ................................................................................................................. 6  
      ATTACHMENTS ................................................................................................................................. 6

ATTACHMENT A: El Dorado Water Agency Application for Water SMART Drought Contingency  
Grant Solicitation  
ATTACHMENT B: Draft Scope of Work  
ATTACHMENT C: Draft Work Plan  
ATTACHMENT D: Draft Communication and Outreach Plan  
ATTACHMENT E: Professional Services Agreement  
ATTACHMENT F: Qualification Scoring Sheet
I. INTRODUCTION

El Dorado County Water Agency ("Agency"), a California public agency formed pursuant to the El Dorado County Water Agency Act, California Water Code Appendices Chapter 96 ("Act") Agency, hereby gives notice that it is now accepting qualifications for the development of the Upper American River Basin Regional Drought Contingency Plan (RDCP), to be performed from April 2020 – December 31, 2021.

II. QUALIFICATIONS SUBMISSION

Sealed qualifications will be received by the Agency at its offices located at 4330 Golden Center Drive, Suite C, Placerville, CA, 95667, until 3:00 p.m. on March 31, 2020. All qualification envelopes will be time stamped to reflect their submittal date and time. Qualifications received after the submission deadline will be returned unopened to submitter. The submission shall include three (3) hard copies and one (1) CD copy or USB memory stick. The Agency will not accept qualifications submitted by e-mail or facsimile transmission.

Submitter should label its qualification envelope: “Qualification for the Agency for Project Management of Upper American River Basin DCP – Attention: Kenneth V. Payne, General Manager.” The Agency may reject a qualification as non-responsive for failure to provide all information requested in this Request for Qualifications (RFQ).

III. BACKGROUND INFORMATION

The Agency is located in El Dorado County, on the western slope of the Sierra Nevada Mountains. The primary function of the Agency is to lead, assist and participate in water projects to secure, maintain and protect water rights throughout El Dorado County.

The Agency is a special district governed by a five member Board of Directors currently comprised of elected officials from the El Dorado County Board of Supervisors, South Lake Tahoe Public Utility District and El Dorado Irrigation District. Additional information about the Agency is available at its website: [https://www.edcgov.us/Water/Pages/Home.aspx](https://www.edcgov.us/Water/Pages/Home.aspx). The Agency’s budget and project history can be found on the Agency’s website on the “Board of Directors” page.

El Dorado Irrigation District (EID) is a key planning partner with the Agency for the RDCP. EID is a special irrigation district governed by a five member Board of Directors. The district serves nearly 110,000 residents in El Dorado County and provides drinking water, recycled water for irrigation, hydroelectric power, and recreational facilities. Additional information about EID can be found at [https://www.eid.org/home](https://www.eid.org/home).

The Bureau of Reclamation's (Reclamation) Drought Response Program awarded the Agency a $100,000 WaterSMART grant to assist in the preparation of a Regional Drought Contingency Plan (RDCP) for the upper American River and upper Consumnes River watersheds. The grant is a minimum 50% matching fund grant, with the Agency and its grant partners providing the matching funds for the project. The anticipated value of the work requested of this RFQ is in the range of $100,000 to $150,000. The Drought Response Program supports a proactive approach to drought by providing assistance
to water managers to develop and update comprehensive drought plans and implement projects that will build long-term resiliency to drought.

The Upper American River Regional Drought Contingency Plan will be a collaborative project to develop, with Reclamation’s funding and assistance, a Regional Drought Contingency Plan (RDCP) among the water purveyors and other water stakeholders of the upper American River and Cosumnes Watersheds. The Water Agency is acting as planning lead for the effort, with El Dorado Irrigation District (EID) as a key planning partner. The other water purveyors in the planning area [Placer County Water Agency (PCWA), Georgetown Divide Public Utility District (GDPUD) and Grizzly Flats Community Services District (GFCSD)] will serve as active members of the Drought Planning Executive Committee. The Regional Water Authority (RWA) will also participate by representing the interests of downstream water purveyors. Other water stakeholders that will be solicited to participate in the process include tribal stakeholders, public and private landowners – including the USFS, agricultural interests and local conservation organizations. Details of the grant and Agency’s grant proposal are provided in Attachment A and B, respectively.

IV. ANTICIPATED SCOPE OF WORK

The Reclamation, through its WaterSMART Program, has developed guidelines for RDCPs, entitled WaterSMART Drought Response Framework (Sept. 2019). The Framework outlines six primary task that include:

- Task 1: Establish Drought Planning Task Force
- Task 2: Develop Detailed Work Plan
- Task 3: Develop Communication and Outreach Plan
- Task 4: Develop Draft Drought Contingency Plan
- Task 5: Prepare Final Drought Contingency Plan
- Task 6: Reclamation Agreement Management

Tasks 1 has been completed, and Drafts of Tasks 2 and 3 have been submitted to Reclamation for review and approval. The draft Detailed Work Plan and Communication and Outreach Plans are provided in Attachments C and D, respectively. This RFQ is for completion of Tasks 4-6 of the framework. To provide a consistent RDCP process throughout the entire American River Watershed, the Work Plan and Communication and Outreach Plan were modeled after the 2017 North American Basin RDCP that was previously completed by the Regional Water Authority.

The anticipated scope of work is to develop the RDCP that conforms to the Reclamation framework, Work Plan and Communication and Outreach Plans. The successful qualification(s) will demonstrate sufficient staff resources, expertise, relevant experience, and lack of disabling professional conflicts to perform the anticipated scope of work for that service category, along with demonstrated commitments to cost-control and client service that meet the Agency’s needs.
V. QUESTIONS/ADDENDA

Any questions about this RFQ or any information contained herein must be submitted in writing (via U.S. mail or e-mail) to Mr. Ken Payne, General Manager, or Kyle Ericson, Project Manager at the following address:

El Dorado County Water Agency
Attn: Mr. Kenneth V. Payne, General Manager or Kyle Ericson
4330 Golden Center Drive
Placerville, CA, 95667
E-mail: ken.payne@edcgov.us or kyle.ericson@outlook.com

To be considered, questions must be received by the Agency no later than 5:00 p.m. on March 20, 2020. The Agency may, if deemed necessary, respond to such questions by issuance of formal written addenda, interpreting or clarifying the requirements of this RFQ. The Agency may also issue addenda to modify the RFQ as deemed advisable by the Agency. All such addenda shall be part of this RFQ and binding upon each submitter.

The Agency may, upon inquiry, orally direct a firm’s attention to specific provisions of the RFQ which cover the subject of the inquiry. However, all supplemental information provided by the Agency during the RFQ process shall not be binding unless communicated by formal written addenda. All addenda will be posted on the Agency’s website: https://www.edcgov.us/Water/Pages/Public_Notices_and_Press_Releases.aspx. Each submittal is solely responsible for obtaining all addenda posted on the Agency’s website.

The Agency is not planning to conduct formal interviews, but may contact submitter s to clarify information in their qualifications.

VI. INFORMATION TO BE SUBMITTED

A. CONTENT

Each submittal shall be at least 5 pages but limited to 15 pages (not including transmittal letter, table of contents, tabs, dividers, and resumes) and shall follow the outline below:

• Section 1 – Scope of Work
State in succinct terms your understanding of the anticipated scope of work in the RFQ. Identify additional tasks, unique and distinguishing tasks or approaches to the scope of work, if any, that you believe are essential or advisable to constitute a more complete scope of work.

• Section 2 – Relevant Experience and Expertise
Describe in narrative form the experience and expertise of your firm and/or project team members in providing the service sought by Agency. Identify representative clients. Compare and contrast their size, public or private- sector status, location, and
operational activities to those of the Agency. Include a description of the project organization and project team experience.

- **Section 3 – Project Team**
  Identify each individual you expect to work on the project team, including sub-consultants, if any. Provide resumes for each member of the team. Describe with particularity the specific areas of expertise of each team member, and the specific education, experience, or other information that substantiates that expertise. Note that project team members may not be substituted during the Contract term without the written approval of Agency.

- **Section 4 – Quality Assurance and Control; Conflicts**
  Describe your approach to Quality Assurance and Control for your firm’s work product. Identify all current and reasonably foreseeable actual or potential professional conflicts that could hinder the provision of the requested services, and propose means of managing any such conflicts.

- **Section 5 – Client References**
  Provide contact information for representatives of three former or current clients for whom your firm or project team members have performed similar services so that the Agency may interview these references.

- **Section 6 – Contract and Insurance Requirements**
  All successful submitter s will be required to execute a contract in the form shown in Attachment “C” attached hereto and to meet the insurance requirements of Paragraph 9 of Attachment “C”. Professional liability insurance is required for all professional services categories. Please indicate your firm’s willingness and ability to comply with these requirements.

**B. COST OF SERVICES**

All submittals must include a complete and current table of hourly rates and charges bound within the submittal for all timekeepers (including any subconsultants) that are reasonably anticipated to perform work under the proposed contract. The hourly rates are to remain constant over the entire 1- year contract period. No increases in the rates or charges shall be allowed.

The hourly rates provided shall include all overhead rates to cover costs and other compensation of consultant’s officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, specialists, estimators, lawyers, auditors, accountants, purchasing and contracting agents, expediters, timekeepers, clerks and other personnel employed by consultant whether at the site or in his principal or a branch office for general administration of the work and not specifically included in the list of personnel, consultant’s principal and branch offices other than consultant’s office at the site. Hourly rates shall also include any part of consultant’s capital expenses, including necessary transportation, travel and subsistence expenses of consultant’s employees incurred in discharge of duties connected with the professional services. The hourly rate shall also include minor
expenses connected with the professional services such as copies, computers, software, on-line legal research, office supplies, postage, faxes, long-distance telephone calls, telephone, and any other expense incurred to accomplish the services. Note that no separate charges for these items will be allowed. Note also that no administrative charges or markups will be allowed.

Project-specific expenses must abide by the Agency’s expenditure polices for consultants based on the Consultant Travel and Other Reimbursements Policy, Policy B-1009 (attached as Exhibit C).

C. NON-DISCLOSURE AND DISCLOSURE OF QUALIFICATIONS

Qualifications will be held in confidence during the evaluation process until Agency staff issues a Notice of Intent to Award the contract. Thereafter, all submittals will be treated as documents subject to disclosure under the California Public Records Act (Act).

If submitter believes any portion of its qualifications contains confidential or proprietary information, exempt from public disclosure under the Act, submitter must submit that information with its qualifications in a separate sealed envelope labeled “Confidential Information.” Except as compelled by court process, the Agency will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the submitter.

VII. SELECTION CRITERIA

A. GENERAL

The Qualifications received shall be subject to an evaluation by the Agency Review Team consisting of a representative of the Agency, EID and up to three (3) Executive Team/Task Force representatives for the full range of services, whether provided by its own staff or subconsultants and as deemed appropriate for purposes of selection. The evaluation will be made according to the following criteria:

1. Understanding of and approach to scope in the RFP
2. Experience and expertise
3. Project team makeup and capabilities
4. Hourly rates, affordability and cost control

B. FINAL SELECTION

Submittals will be rated based on the merit of the entire submittal. Each responsive submittal will be scored by the Review Team using the scoring sheet attached hereto as Attachment “D”. The highest scoring submittal will be considered for contract award. Agency staff presently anticipates making contract award recommendations to the Agency’s Board of Directors at its regularly scheduled meeting in May of 2020. Submitters will be notified at least ten (10) calendar days prior to the Board meeting and should be prepared to initiate work immediately following Board approval.
In the event the Agency receives less than three submittals or staff finds that less than three submittals received rate high enough to be considered for award of a contract, the Agency may, at its discretion, reject all submittals received and re-issue the RFQ.

The Agency may waive any minor informalities or irregularities in any submittals that are immaterial and inconsequential in nature. The Agency reserves the right to request additional written or oral information from submitters to obtain clarification of their qualifications.

All submittals become the property of the Agency. All costs associated with development of the submittals shall be the sole responsibility of the submitting firm and shall not be charged in any manner to the Agency.

C. PROTEST PROCEDURE

Any protest concerning the rating of any submittal or award of any contract hereunder must be submitted in writing to the Agency’s General Manager at 4330 Golden Center Drive, Placerville, CA, 95667 on or before 5:00 p.m. of the tenth (10th) calendar day following the Agency posting of the Notice of Intent to Award results at the entry to the Agency’s office at the aforementioned address and on the Agency’s website at www.edc.gov.us/Water/index.html. The letter must specifically state the reason for the protest and provide all relevant facts to support the protest. The procedure and time limit set forth in this paragraph are mandatory and are submitter’s sole and exclusive remedy in the event of a protest of the rating of its submittal or award of the contract and failure to pursue said remedy shall constitute a waiver of any right to further pursue said protest, including filing a Government Code claim or legal proceedings.

ATTACHMENTS

“A” – Bureau of Reclamation WaterSMART Drought Contingency Grant Solicitation
“B” – El Dorado County Water Agency Grant Proposal
“C” – Project Work Plan
“D” – Communication and Outreach Plan
“E” – Professional Services Agreement
“F” – Scoring Sheet

XXX – Procurement Policy B-100XX
XXX – Consultant Travel and Other Expenditures, Policy B-1009
ATTACHMENT A
El Dorado Water Agency Application for Water SMART Drought Contingency Grant Solicitation
WaterSMART Drought Response Program:
Drought Contingency Planning Grants for Fiscal Year 2018

Upper American River Basin
Regional Drought Contingency Plan Project

February 6, 2018

Applicant: El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA  95682

Project Manager:  Kenneth V. Payne, P.E., General Manager
4110 Business Drive, Suite B
Shingle Springs, CA  95682
ken.payne@edcgov.us
(530) 621-5403
# Table of Contents

1.0 Technical Proposal and Evaluation Criteria .......................................................... 1  
   1.1 Executive Summary .................................................................................................. 1  
      1.1.1 Project Summary .............................................................................................. 1  
      1.1.2 Length of Time and Estimated Completion Date for the Project ...................... 2  
      1.1.3 Reclamation Project, Facility, or Activity .......................................................... 2  
   1.2 Background Data ..................................................................................................... 2  
   1.3 Project Description ................................................................................................. 4  
   1.4 Evaluation criteria ................................................................................................... 8  
      1.4.1 Evaluation Criteria A – Need for a Drought Contingency Plan or Plan Update .................................................................................................................. 8  
      1.4.2 Evaluation Criterion B – Inclusion of Stakeholders ............................................ 10  
      1.4.3 Evaluation Criterion C – Project Implementation ............................................. 11  
      1.4.4 Evaluation Criterion D – Nexus to Reclamation ............................................... 14  
   2.0 Project Budget ......................................................................................................... 14  
      2.1 Funding Plan .......................................................................................................... 14  
      2.2 Budget Proposal .................................................................................................... 15  
      2.3 Budget Narrative ................................................................................................... 17  
         2.3.1 Salaries and Wages .......................................................................................... 17  
         2.3.2 Fringe Benefits ............................................................................................... 17  
         2.3.3 Travel ............................................................................................................... 18  
         2.3.4 Equipment ....................................................................................................... 18  
         2.3.5 Materials and Supplies .................................................................................... 18  
         2.3.6 Contractual ....................................................................................................... 18  
         2.3.7 Other Expenses ............................................................................................... 18  
         2.3.8 Indirect Costs .................................................................................................... 18  
         2.3.9 Total Costs ....................................................................................................... 18  
   3.0 Required Permits or Approvals .............................................................................. 18  
   4.0 Letters of Support ................................................................................................... 19  
   5.0 Official Resolution .................................................................................................. 19  

# List of Figures  
Figure 1 Proposed American River Basin RCDP Area ......................................................... 3  

# List of Tables  
Table 1. Current and Proposed RDCP Participants .............................................................. 10  
Table 2. Proposed Schedule to Develop RDCP ................................................................. 12  
Table 3. Summary of Funding Sources ............................................................................ 15  
Table 4. Budget Proposal Summary .................................................................................. 15  

# Appendices  
Appendix A: Letters of Support  
Appendix B: El Dorado County Water Agency Draft Resolution  

Page ii 02/06/2018
1.0 TECHNICAL PROPOSAL AND EVALUATION CRITERIA

1.1 Executive Summary

Date: February 5, 2018
Applicant Name: El Dorado County Water Agency
City, County, State: Placerville, El Dorado, CA

1.1.1 Project Summary

This is a collaborative project to develop, with Bureau of Reclamation (Reclamation) funding and assistance, a Regional Drought Contingency Plan (RDCP) among the water purveyors and other water stakeholders of the upper American River and Cosumnes Watersheds. The recent statewide California drought revealed substantial risks to the public water supply system throughout the state, including throughout the upper watersheds of the American River and Cosumnes River, and highlighted the need for collaborative drought planning to build resiliency in advance of future crises caused by dry conditions and reductions in the Sierra Nevada snowpack. El Dorado County Water Agency (Water Agency), an organization established to support water management and planning for county water purveyors, farmers, ranchers, resource conservation districts, local governments and the U.S. Forest Service (USFS), is acting as the applicant and planning lead for the effort, with EID as a key planning partner. The other water purveyors in the planning area: Placer County Water Agency (PCWA), Georgetown Divide Public Utility District (GDPUD) and Grizzly Flats Community Services District (GFCSD) have committed to engage as active members of the Drought Planning Task Force (Task Force). Other water stakeholders that will be solicited to participate in the process include tribal stakeholders, public and private landowners – including the USFS, agricultural interests and local conservation organizations. All of these stakeholders have been working on water management and planning for more than a decade and most have been active participants with the Integrated Regional Watershed Management (IRWM) process for the region, a process that culminated with the Cosumnes, American, Bear, and Yuba (CABY) IRMP Plan in 2007, an update of which was adopted by CABY Planning and Coordinating Committees in 2014. Additionally, a separate RDCP recently concluded (October 2017) for the lower American River’s North American River Basin that was led by PCWA and included partnerships with the Cities of Folsom, Roseville and Sacramento, the Regional Water Authority (RWA), and the San Juan Water District (SJWD). RWA assisted to facilitate stakeholder input with 12 additional water purveyors located in the NAB. This application will integrate upstream drought contingency planning with the recent North American Basin RDCP.

---

1 RWA is a joint powers authority formed in 2001 and consisting of more than 20 water suppliers in the greater Sacramento region for the purpose of protecting and enhancing the sustainability of regional water supplies. The RDCP for the NAB included California American Water, Carmichael Water District, Citrus Heights Water District, City of Lincoln, Del Paso Manor Water District, Fair Oaks Water District, Golden State Water Company, Natomas Central Mutual Water Company, Orange Vale Water Company, Rio Linda/Elverta Community Water District, Sacramento County Water Agency, Sacramento Suburban Water District.
1.1.2 Length of Time and Estimated Completion Date for the Project

The project will be completed within a two-year (24 month) timeframe with an estimated completion date by the end of May of 2020.

1.1.3 Reclamation Project, Facility, or Activity

Reclamation’s Central Valley Project (CVP) Folsom Unit derives water from the geographic area to be addressed by the RDCP for the upper American River Watershed. In addition Reclamation has a working relationship with the Water Agency under the Pine Hill Preserve Cooperative Management Agreement and has a contract with EID for 17,000 acre feet of water from Folsom Reservoir under the Warren Act.

1.2 Background Data

The planning area for the proposed Upper American River Basin RDCP encompasses El Dorado County, California, and also includes approximately 750 square miles of the southeast portion of Placer County. The planning area is composed of the American River Watershed above Folsom Reservoir; and the upper Cosumnes River Watershed. Figure 1 shows the planning area in relation to the American River and Cosumnes River Watersheds, and in relation to two other planning areas: 1) the planning area for the recently finalized (October 2017) North American Basin RDCP; and 2) the planning area for the in-progress American River Basin Study (both projects supported through Reclamation cost share). Altogether the entire area subject to the proposed RDCP includes approximately 2,400 square miles.

The American River Watershed is made up of three major rivers: the North Fork, Middle Fork, and South Fork American Rivers. Water flows from the headwaters in the Sierra Nevada mountains through the three forks as well as through the flumes and canals of EID’s Federal Energy Regulatory Commission (FERC) Project No. 184 to the Folsom Reservoir and Dam, where Reclamation’s CVP supplies Sacramento-San Joaquin Delta (Delta) environmental and in-Delta water supply needs. Roughly 85% of the American River Watershed is federally owned public lands; 1,900 square miles of the watershed are within the Eldorado or Tahoe National Forests. The upper Cosumnes River Watershed is made up of the North, Middle and South Fork Rivers within El Dorado County. The watershed covers approximately 630 square miles and exhibits mostly natural flow as there are no major dams or power stations on the rivers. The vast majority of the Cosumnes River Watershed is forest land and wilderness areas characterized by steep canyons that give way to foothill areas.

There are numerous small rural communities within the planning area and several concentrated population areas including Pollock Pines, City of Placerville, Georgetown, Shingle Springs, and El Dorado Hills. Residential and agricultural water users in the RDCP area are mainly serviced by one of two large water purveyors: EID or PCWA; or by one of two smaller purveyors: GDPUD or GFCS. The vast majority of water provided by these purveyors flows from surface water diversions from the North Fork, Middle Fork and South Fork of the American River.
The major water demands in the planning area include residential, agricultural, recreation, and hydroelectric generation. Based on recent purveyor-specific urban water management plans, El Dorado County water purveyors provided approximately 40,000 AF of water to users in El Dorado County in 2015. Of this total, EID, the largest water purveyor in the area, met demands for approximately 30,400 AF of potable, raw and recycled water in 2015, serving a population of about 110,000. Based on projected increases in water demands associated with projected population increases (El Dorado County’s current population of 185,446 is expected to increase to 217,197 by 2045) and increased acreage of agricultural production, EID’s annual average water demand is expected to increase to 58,205 AFY by 2040. Groundwater from fractured rock sources used by residents and growers outside water purveyor service boundaries provides an additional source of water to some users, though the long-term reliability of both the quantity and quality of groundwater from fractured rock sources is uncertain.

Figure 1 Proposed American River Basin RCDP Area

---

Water rights within the RDCP area are divided among the Water Agency, Reclamation, EID, GDPUD, Sacramento Municipal Utility District (on behalf of the City of Sacramento) and GFCSD. Water rights are described by various permits, licenses and agreements. The multitude of claims to water rights from within the RDCP area represent a substantial stress to the capacity of the watersheds, especially in times of drought, to provide water to downstream users and sustain local aquatic ecosystems.

EID water supplies come from pre-1914 water rights, CVP and Warren Act contracts, permitted diversions for Project 184 (Permit 21112), EID owned Jenkinson Reservoir, and recycled water. Similarly, GDPUD water supplies come from pre-1914 water rights and permitting diversions from Permit 11304, 11305, 11306, and 12827. In the RDCP area, Reclamation oversees diversion of water from the Upper American River from the Sly Park and Folsom-Auburn Divisions of the American River CVP, providing up to 500,000 AFY of water for recreation, hydroelectric power, municipal, industrial and irrigation purposes, of which 4,560 AFY is diverted for the western portion of El Dorado County. Folsom Reservoir captures the flow from the American River watershed and is an important part of the CVP. Reclamation previously owned the Sly Park Unit in El Dorado County, which consists of the Sly Park Dam and Jenkinson Lake on Sly Park Creek, Camp Creek Diversion Dam on Camp Creek, and the Camino Conduit. EID purchased the Sly Park Unit infrastructure in late 2003.

Major agriculture in the region includes timber harvest, vineyards, and orchards. Recreation includes several reservoirs for boating and whitewater rafting. Dams distributed throughout the American River and Cosumnes River Watersheds release water throughout the year for hydroelectric and recreational purposes. Along the South Fork of the American River below Ice House Reservoir, an average of 850-950 cubic feet per second (cfs) is released to support kayaking and rafting activities. Hydroelectric generation primarily takes place on the South Fork where there are 11 hydroelectric stations; of these, SMUD operates eight hydroelectric plants generating up to 688 megawatts (MW), and EID, Pacific Gas & Electric (PG&E), and Rock Creek Powerhouse each operate one. There are five hydroelectric stations along the Middle Fork, all of which are owned and operated by PCWA. The Folsom-Auburn Dam has a maximum outlet capacity of 115,000 cfs and an installed capacity of 198.7 MW.

Reclamation currently has many working relationships with the Water Agency, including under the Pine Hill Preserve Cooperative Management Agreement, and has a contract with EID for 17,000 acre feet of water from Folsom Reservoir under the Warren Act. This water supply is limited to 8,500 acre feet until EID installs new infrastructure.

1.3 Project Description

The approach for developing the RDCP (a new plan, Task A) will include the following six Drought Contingency Planning Steps.

Task 1: Establish a Drought Planning Task Force

The Planning Lead, the Water Agency will develop a Task Force that includes all of the water purveyors in the project area: EID, PCWA, GDPUD and GFCSD; and engages participation from the Regional Water Authority (RWA) representing the interests of downstream water
purchasers. The Task Force membership will also be composed of stakeholders representing, at a minimum, agricultural, tribal, environmental, and landowner interests. Participation commitment has already been received from multiple stakeholders. Representatives from Reclamation would be engaged as a key interest within the RDCP area and beyond.

**Task 2: Develop a Detailed Work Plan**
The Water Agency, in consultation with Task Force members and Reclamation, will develop a detailed work plan prior to commencing substantive work on the RDCP. The work plan will leverage the information, resources, processes and materials available from the North American Basin Water Reliability and Drought Contingency Plan and process, and from the in–process American River Basin Study (part of Reclamation’s WaterSMART Basin Studies Program).

**Task 3: Develop and Execute a Communication and Outreach Plan**
The Water Agency, in consultation with Task Force members, will develop a communication and outreach plan to ensure active stakeholder and public engagement in preparation of the RDCP. The plan will include an effort to engage stakeholders representing interests beyond those already committed to participate in the planning process, including to landowners with substantive land and/or water rights, and to the multiple agricultural interests in the planning area.

**Task 4: Develop a Draft RDCP**
Once tasks 1 through 3 are completed, work will commence on a draft RDCP. The RDCP will include the six required plan elements described as subtasks below.

4a. **Drought Monitoring.** The RDCP will establish a process for monitoring near and long-term water availability, and for developing a framework for predicting the probability of future drought or confirming an existing drought. This process will include inventorying and comparing the current resources, tools and data (e.g. precipitation, temperature, stream gauges, climate models etc…) used by water purveyors and other stakeholders to evaluate water availability and make long-term infrastructure management decisions. Data weaknesses, inconsistencies, or gaps in data collection will be identified to ensure that drought monitoring efforts going forward accurately cover the entire RDCP geography, and that comprehensive data is shared among water stakeholders to create a regional understanding of near and long-term water availability, and to predict future drought probability.

4b. **Vulnerability Assessment.** The RDCP will include an assessment of the risks and impacts of current and future drought in the RDCP area, taking into account projected future hydrologic conditions. Recent and historical droughts have exposed many of these vulnerabilities such as low reservoir storage, low precipitation and snow pack, reductions to in-stream flows, increased wildfire threat, reduced recreation opportunities (e.g. whitewater rafting), water right curtailments, water contract entitlement reductions, and state mandated conservation targets. The vulnerability assessment will consider the effects of drought on key local economies (agriculture, recreation), and on ecosystems – including impacts to forest health, the threat of wildfire, and the function of natural systems that currently provide valuable services (e.g. water purification and groundwater...
The vulnerability assessment will incorporate information emerging from the American River Basin Study, and will reference the existing water supply assessment included in the CABY IRWMP. The task will involve reviewing seniority of water rights, and current and future water supplies and demands. As part of this task a GIS based map of major regional water infrastructure will be developed to identify the current ability to move water around the region and the interconnections between water systems. Development of the map will be coordinated and overlaid with the GIS map of infrastructure created as part of the North American Basin RDCP. The mapping exercise will include a description of all infrastructure in terms of its purpose, capacity, integrity, operating pressures, age, and other qualities. Criteria will be developed by the Task Force to evaluate the effectiveness of the mapped infrastructure in times of scarce water supplies, and within the context of projected future hydrologic conditions.

4c. Mitigation Actions. This task will identify, evaluate and prioritize actions and activities to improve the region’s resilience in the face of drought conditions. This task will include reflecting on the vulnerabilities identified in task 4b to create regional and purveyor-specific drought resilience goals and objectives. Criteria to rank the priority of regional and utility-specific projects would be developed by the Task Force and would include an evaluation of how potential projects would address identified goals and objectives, how the projects would increase water reliability and/or water management flexibility in times of scarce water supplies and/or under changed climatic conditions, and how proposed projects mitigate for vulnerabilities to agriculture, recreation and ecosystems. Practical constraints and feasibility will also be taken into account. This task may involve authorizing additional studies to evaluate the design feasibility of mitigation options for which there is quick consensus among Task Force members of need and importance. Mitigation measures may include the following categories of actions.

- **System Modifications or Improvements.** These are projects that would increase water supply reliability and/or the flexibility of water convenience and deliveries, and may include constructing new convenience systems components such as pumping plants, or interties between water conveyance systems. Most water purveyors in the region have already identified potential projects to increase water reliability and management flexibility. These projects would be evaluated in the context of each individual water purveyor’s specific reliability challenge, and also in the context of the identified regional water supply vulnerabilities. This category may include evaluation of potential stormwater capture and reuse systems – particularly for agriculture demands.

- **Decision Support Tools, Modeling and Measurement.** Likely projects in this category include some of the potential modeling and measurements tools presented in Reclamation’s FY 2018 Funding Opportunity Announcement (FOA) for Drought Resilience Projects. In particular, real-time operational modeling that tracks supply conditions and demand and that models and analyzes scenarios to meet user needs and compliance standards could be a good fit for the region.

- **Ecosystem and Forest Health Projects.** These include projects to create consistent in-stream flow for at-risk species; headwaters and meadow restoration projects to increase groundwater recharge and reduce the rate of stream flow velocities and recharge.
• Conservation Projects. These include efforts to increase the efficiency of water use among water users and for agricultural operations; and projects to increase water delivery efficiency including projects to address water loss as a result of leaking infrastructure.

4d. Response Actions. This task will identify, evaluate, and prioritize response actions and activities that can decrease the severity of impacts caused by an ongoing drought. This task will involve asking Task Force members to identify the existing state mandated drought policy response requirements they must adhere to during the various phases of drought severity, and also to identify any additional voluntary programs or policy requirements implemented during the most recent drought. The Task Force will review this information and, as much as possible, quantify the water use savings associated with identified actions. The Task Force will also discuss and document observations and experiences members tracked during the most recent drought related to enacting mandated or voluntary water use restriction practices. This will include documenting, as much as possible, reductions to in-stream flows during the most severe drought months and the impacts of drought from an economic perspective. Task Force members will share ideas related to additional potential drought response actions. Deliverables associated with this task will include a comprehensive list of response actions matched with drought severity phases according to drought monitoring information (from Task 4a). Task Force members will develop expectations and agreements related to enactment of response actions with the goal of improving stakeholder expectations of water flows and supply during future droughts.

4e. Operational and Administrative Framework. The Water Agency, in collaboration with Reclamation and interested Drought Task Force members will develop an operational and administrative framework to clarify the ongoing roles and responsibilities associated with implementing the RDCP – including related to conducting drought monitoring, implementing identified mitigation measures, enacting identified drought response actions, and managing updates to the plan.

4f. Plan Update Process. The RDCP will include a description of the process that was undertaken to develop the plan, including how stakeholders were engaged and input considered. The RDCP will also include a process and schedule for monitoring, evaluating and updating the RDCP.

Task 5: Prepare Final RDCP
Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to Task Force members and other stakeholders for a 30-day review period. This task includes addressing and responding to comments from stakeholders after the review period, and preparing a final version of the RDCP.
Task 6: Reclamation Agreement Management
This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This includes preparation of semi-annual reports and reimbursement requests, draft and final project reports, and contractor procurement.

1.4 Evaluation criteria

1.4.1 Evaluation Criteria A – Need for a Drought Contingency Plan or Plan Update

Severity of risks to water supplies that will be addressed in the Drought Contingency Plan. California’s recent historic drought from 2013 through 2016 stressed water supply availability throughout California, including throughout the Upper American River Basin. The drought included the four driest consecutive years of statewide precipitation on record and included the lowest ever recorded snowpack in California in 2015, just 5% of normal. In the proposed Upper American River Basin RDCP planning area the drought demonstrated the plausible scenario where post-1914 appropriative water rights would be curtailed, and where agricultural water users would receive zero allocations for deliveries from water surface contracts through the CVP. The drought demonstrated that it is possible that most CVP water supplies available to EID and the Water Agency could be cut off during the summer months of a drought year.

Examples of impacts from the recent drought in the upper American River Basin include the following.

- EID declared a Stage 2 drought emergency from February 4, 2014 through March 28, 2016. GDPUD declared a Stage 2 drought emergency from April 8, 2014 to March 8, 2016. PCWA declared a Water Shortage Emergency Condition from February 6, 2014 to February 18, 2016. All of these declarations mandated or requested water conservation measures be implemented by customers. EID’s declaration mandated customers reduce potable water consumption by 30%, GDPUD’s resolution requested 30% potable water reductions and also mandated curtailing irrigation water use by 25%. PCWA’s declaration requested customers reduce potable water use by 20%.

- EID customers in the foothill community of Outingdale experienced Stage 4 drought emergency water curtailments beginning in June of 2014 restricting residents there to 68 gallons of water per person per day.

- In-stream flows for fish were dramatically reduced beginning in the winter of 2014 as part of EID’s Stage 2 drought emergency declaration. Under the declaration EID was relieved from maintaining fish flow requirements from its Kyburz Diversion Dam and from its four alpine reservoirs as well as from Jenkinson Lake in Sly Park. As a result, water released from many alpine reservoirs was reduced by more than half of otherwise required fish flows, threatening downstream aquatic and terrestrial ecosystems.

- The drought conditions and resulting bark beetle infestations that caused pervasive tree mortality across the Central and Southern Sierra Nevada Mountains (with some 129 million dead trees as of May 2016) also impacted Eldorado National Forest where some
200,000 dead trees were documented in a May 2016 overflight of the forest. Dead trees threaten public safety and infrastructure and increase wildfire danger.

- Folsom Reservoir fell to a record low storage level of 135,561 acre-feet, threatening the water supply to more than one million people in the lower American River Basin. During the drought CVP water supplies experienced a 75% reduction.

**Existing and potential drought conditions that will be addressed in the Drought Contingency Plan.** The frequency and severity of droughts in California are expected to increase due to changing hydrologic conditions associated with a warming climate. Climate change projections for California generally predict increased summer temperatures, which could increase water demand despite improve water use efficiency measures. In addition, climate models predict a greater proportion of precipitation falling as rain rather than snow, and earlier snowmelt due to overall increased temperatures throughout the winter and spring. For example, the midpoint of snowmelt runoff has historically occurred in May, but models developed by the University California Los Angeles estimate that by 2081 midpoint surface runoff will fall between late February and early March. Reduced snowpack combined with earlier spring runoff reduce the availability of water downstream during the summer and fall. The lack of groundwater as a supplemental water source/ reliance of water purveyors in the planning area on surface water further exacerbates the regions high vulnerability to future drought conditions associated with reduced snowpack.

**Status of any existing planning efforts.** There is no existing coordinated plan among the water purveyors and other water stakeholder of the Upper American River Basin to regionally address and mitigate for impacts created by drought. Interagency planning is necessary to address emerging climate change conditions and increasingly intense and more frequent extreme drought events, especially considering that water demand in El Dorado County is expected to increase; the Water Agency estimates up to 69,000 additional AFY of water demand will be needed at build out of the 2004 El Dorado General Plan. As a result of increased water demand coupled with potentially diminishing supplies due to drought, the Water Agency estimates that water purveyors in the region may experience water supply shortages as early as 2028, even when considering implementation of state and local water conservation mandates.

Existing planning efforts in the area include the recently finalized (October 2017) North American Basin RDCP prepared by the Regional Water Authority (RWA) with Reclamation support. That plan addresses risks to public water supply to the greater Sacramento region (Placer and Sacramento Counties) and proposes measures to increase the region’s water resiliency for future drought and climate conditions. This RDCP will add continuity to the North American Basin RDCP by creating a coordinated drought contingency plan among upper American River water purveyors and other water stakeholders, and by improving coordination

---

and planning between both the lower and upper American River. Additionally, the American River Basin Plan Study was recently initiated to take a detailed look at how climate change may impact water supply, water quality and critical habitat areas within the American River Basin. This proposed Upper American River RDCP will build upon both these studies, augmenting the existing information with actionable plans agreed to by a diversity of stakeholders invested in water management and water rights.

1.4.2 Evaluation Criterion B – Inclusion of Stakeholders

Among the most important components setting the stage for the Water Agency and partners to develop a meaningful RCDP in accordance with Reclamation guidelines are a diverse set of stakeholders strongly motivated to develop a coordinated response to future droughts, and to identify the best possible mitigation measures to reduce stress associated with anticipated future water shortages. The table below identifies those stakeholders who have already expressed interest and/or commitment to participate as active members of the Task Force. Existing in-kind commitments from these stakeholders, which include water purveyors, agricultural interests, tribal interests, and conservation interests, total 527 hours. Many of the organizations and agencies that have expressed a commitment to participate in this process are also members of the Cosumnes American Bear Yuba Integrated Regional Water Management (CABY IRMW) group and have been working together for more than a decade to collaboratively manage all aspects of water resources in the CABY region.

Table 1. Current and Proposed RDCP Participants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Status</th>
<th>Water Rights Holder/Supplier</th>
<th>Stakeholder Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Dorado County Water Agency</td>
<td>X</td>
<td>X</td>
<td>X        X            X        X        X</td>
</tr>
<tr>
<td>El Dorado Irrigation District</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Georgetown Divide Public Utility District</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Grizzly Flats Community Services District</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Placer County Water Agency</td>
<td>X</td>
<td>X</td>
<td>X        X        X        X</td>
</tr>
<tr>
<td>County of El Dorado: Department of Agriculture,</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Weights, and Measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Dorado County Band of Miwok Indians, and</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Cosumnes Culture and WaterWays</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American River Conservancy</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>El Dorado County Resource Conservation District</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
As a component of kicking off the Regional Drought Contingency Planning Process, and as an anticipated component of the Communication and Outreach Task (Task 3), all stakeholders who have expressed an interest in participating in Drought Task Force Meetings, including all of the partners who have submitted letters of commitment and/or support for the process, will be invited to a drought planning kick-off meeting. This initial kickoff meeting will provide stakeholders with an overview of the process, a discussion of information needs, and a timeline, among other items. In addition, and prior to the kickoff meeting, the Water Agency will work with existing stakeholders to identify if there are any other agencies or organizations that should be invited to the kickoff meeting or involved in the process in some other way. The Communication and Outreach Plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

1.4.3 Evaluation Criterion C – Project Implementation

The Water Agency’s proposed six-step approach for developing the Drought Contingency Plan is provided in section 1.3, Project Description. That section includes a discussion of how to incorporate each of the six required elements of a Drought Contingency Plan into the proposed RDCP. In summary, the Water Agency’s six step approach is:

Task 1: Establish a Drought Planning Task Force.
Task 2: Develop a Detailed Work Plan
Task 3: Develop and Execute a Communication and Outreach Plan
Task 4: Develop a Draft RDCP including the following components:
   4a. Drought Monitoring
   4b. Vulnerability Assessment
   4c. Mitigation Actions
   4d. Response Actions
   4e. Operational and Administrative Framework
Task 5: Prepare Final RDCP
Task 6: Reclamation Agreement Management
The schedule below (Table 2) illustrates how and when we propose to complete each of the six planning steps within the two-year time frame. The schedule assumes a commencement date of June 2018. The project assumes an approximately 24-month project duration with completion by end of May of 2020. Semi-annual interim reports will be submitted in November 2018 and June 2019, and a final progress report will be submitted by May 31, 2020. The numbered boxes in Task 1: Establish Drought Planning Task Force, indicate the months during which Task Force meetings are anticipated to be scheduled.

**Table 2. Proposed Schedule to Develop RDCP**

<table>
<thead>
<tr>
<th>Task</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Establish Drought Planning Task Force</td>
<td>J</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2: Develop Detailed Work Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3: Develop and Execute Communication and Outreach Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4: Develop Draft RDCP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5: Prepare Final RDCP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6: Reclamation Agreement Management</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Orange numbered boxes indicate planned Task Force meetings.

Task Force members are asked to commit to attending up to 12 Task Force planning meetings, approximately 4 hours in length per meeting, over the two-year planning period. On average this is a 48 hour commitment per member. Once workplan tasks 1-3 have been completed and development of the RDCP is underway, the initial step of Task Force members and consultants (under Task 4) will include inventorying and comparing existing current resources, tools, data and models used by water purveyors and other stakeholders to evaluate water availability and make long-term infrastructure management decisions. These existing resources will be reviewed to identify data weaknesses, inconsistencies and gaps as a component of developing improved drought monitoring efforts going forward. This task will also involve determining the best available and most accurate models and data projections available to create a shared regional understanding among Task Force members of likely future water availability in relation to current and future projected water demands by sector. Beyond assisting with improved drought monitoring and improving overall regional understanding, this review exercise will also provide information important to assessing purveyor-specific and region-wide drought vulnerabilities, and to begin to identify and prioritize mitigation actions. Existing plans and studies that will be

**Personnel Qualifications.** We have assembled a highly skilled and experienced team to complete the RDCP. We anticipate that with the proposed funding being in the form of a cooperative financial assistance agreement Reclamation will have substantial involvement throughout the course of the project. The following individuals from the Water Agency and EID will work with a selected consultant to lead the project.

- **Kenneth V. Payne, P.E., General Manager, El Dorado County Water Agency:** Mr. Payne is an experienced professional with over 32 years of experience in both private and public sectors. He recently completed 10 years of service with the City of Folsom as Environmental Utilities Director and an expanded role in the City Manager's Office regarding legislative and regional matters. Previously, Mr. Payne provided organizational and infrastructure consulting to public agencies throughout the western United States. His experience includes leadership in budgetary development and administration; infrastructure planning; design, operations and construction standards for projects and program implementation; personnel management; labor; and general government administration. Mr. Payne holds a Bachelor's degree in civil engineering from the University of the Pacific, Stockton, and is a registered civil engineer in California and Guam. In addition to day-to-day operational, and project/program management, Mr. Payne has successfully worked with local and regulatory agencies for "non-litigated" compliance; streamlining operational and maintenance activities; securing federal/state funding and strategy development for regulatory/legislative matters that impact local governments, and has developed customer friendly public & community outreach and messaging.

- **Tami Scowcroft, Business Services Officer, El Dorado County Water Agency:** Ms. Scowcroft oversees the financial affairs, including the annual budget, for the Water Agency and the El Dorado County Water and Power Authority. Ms. Scowcroft presents a clear picture of the financial strength of the agency and facilitating budget decisions by the Board of Directors. She prepares monthly financial reports, tracks accounts, provides audit support, and administers contracts for the two agencies ensuring that there is a detailed record of all correspondence and transactions. Ms. Scowcroft is also an active member of the CABY IRWM and currently serves as the Treasurer. Ms. Scowcroft is a graduate of California State University, Chico, where she earned a Bachelor of Arts degree in Journalism. Prior to joining the Water Agency in 2004, she became accomplished in the areas of sales, marketing and customer service.

- **Brian Mueller, Engineering Director, El Dorado Irrigation District:** Mr. Mueller has worked at EID for over 22 years. He was originally hired as an assistant engineer and has held various engineering positions in the water, wastewater, and hydroelectric divisions. A registered civil engineer, he has extensive experience in the planning, design, and
construction of public works projects. Brian has led the district through some major milestones, including a $40 million program to replace uncovered drinking water storage reservoirs, and the $22 million emergency replacement of the Pleasant Oak Main waterline.

- Additional Contract Needs: As part of the planning process, the Water Agency will obtain a consultant to assist with the RDCP efforts. The Water Agency has a strong relationship with several consultants who have a history of water resource management in the region. Prior consultant activities include hydroelectric studies for EID, managing relicensing of SMUD’s Upper American River Project, and development of integrated water management plans. The selected consultant will be responsible for helping coordinate and facilitate Task Force Meetings, developing a detailed workplan for the course of the project, ensuring implementation of the Communication and Outreach Plan, gathering background data, and drafting the RDCP for stakeholder review. The consultant will work closely with the previously identified staff and prepare the RDCP under the direction of the Project Manager, Mr. Payne.

1.4.4 Evaluation Criterion D – Nexus to Reclamation

This RDCP effort has a strong connection with Reclamation project activities. The American River watershed flows into Folsom Reservoir which is a major Reclamation facility and part of the Central Valley Project. Participating water agencies and water purveyors have contracts with Reclamation for use of water from all three forks of the American River. Some of this water is diverted into Jenkinson Lake and released through Sly Park Dam, previously owned by Reclamation, into the Cosumnes River watershed. The projects that will be identified in this RDPC will provide the region with great flexibility in matching water source and demand with hydrologic conditions experienced in any given water year type, particularly during drought conditions.

2.0 PROJECT BUDGET

2.1 Funding Plan

The Water Agency is acting as the lead applicant for Reclamation funding and as the Planning Lead for development of the RDPC. The Water Agency is the trusted, county-wide leader on water-resource issues, representing the long-term interest of the community, purveyors and residents through a dedicated team of professionals, responsive and accountable to the public they serve. To date the Water Agency has received eight letters from stakeholders in the RDPC area committing a total of 327 in-kind hours, worth more than $33,000, including 100 hours of commitment from the largest water purveyor in the region, EID. In addition to these funding commitments, the Water Agency has received three letters expressing support for the process and/or commitment to participate in Task Force meetings, including from the water purveyor GDPUD, who, as expressed in the support letter from GDPUD’s general manager, strongly supports the process, but was not able to budget a specific number of in-kind hours prior to the submission of this application. The Water Agency (applicant) is committing 200 in-kind hours and additional cash to hire an appropriate consultant to cover the remaining non-Federal share of project costs. Table 3 summarizes funding sources for the project.
Table 3. Summary of Funding Sources

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non Federal Entities</strong></td>
<td></td>
</tr>
<tr>
<td>El Dorado County Water Agency (in-kind)*</td>
<td>$20,502.00</td>
</tr>
<tr>
<td>El Dorado County Water Agency (cash)</td>
<td>$46,500.00</td>
</tr>
<tr>
<td>El Dorado Irrigation District (in-kind)*</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>Grizzly Flats Community Service District (in-kind)*</td>
<td>$2,304.00</td>
</tr>
<tr>
<td>Eldorado National Forest (in-kind)*</td>
<td>$2,250.20</td>
</tr>
<tr>
<td>El Do County Dept. Of Ag. (in-kind)*</td>
<td>$3,143.07</td>
</tr>
<tr>
<td>Regional Water Authority (in-kind)*</td>
<td>$3,264.00</td>
</tr>
<tr>
<td>American River Conservancy (in-kind)*</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Georgetown Divide Resource Conservation District (in-kind)*</td>
<td>$1,380.00</td>
</tr>
<tr>
<td>El Dorado County Resource Conservation District (in-kind)*</td>
<td>$1,380.00</td>
</tr>
<tr>
<td><strong>Non-Federal Subtotal</strong></td>
<td>$100,123.27</td>
</tr>
<tr>
<td><strong>Other Federal Entities</strong></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Other Federal Subtotal</strong></td>
<td>NA</td>
</tr>
<tr>
<td><strong>REQUESTED RECLAMATION FUNDING</strong></td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>TOTAL STUDY FUNDING</strong></td>
<td>$200,123.27</td>
</tr>
</tbody>
</table>

2.2 Budget Proposal

The budget proposal summary is provided in the table below and is described in a narrative format below. All rates shown are assumed to be applicable for the duration of the project.

Table 4. Budget Proposal Summary

<table>
<thead>
<tr>
<th>Budget Item Description</th>
<th>Computation</th>
<th>Local Funding</th>
<th>Reclamation Funding</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and Wages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Dorado County Water Agency, General Manager</td>
<td>$96.15</td>
<td>$9,615.00</td>
<td></td>
<td>$9,615.00</td>
</tr>
<tr>
<td>El Dorado County Water Agency, Businesses Services Officer</td>
<td>$49.90</td>
<td>$4,990.00</td>
<td></td>
<td>$4,990.00</td>
</tr>
<tr>
<td>El Dorado Irrigation District, Engineering Director</td>
<td>$119.00</td>
<td>$11,900.00</td>
<td></td>
<td>$11,900.00</td>
</tr>
<tr>
<td>Grizzly Flats Community Service District, General Manager</td>
<td>$39.42</td>
<td>$1,892.16</td>
<td></td>
<td>$1,892.16</td>
</tr>
<tr>
<td>Eldorado National Forest, Natural Resource Staff Officer</td>
<td>$46.75</td>
<td>$935.00</td>
<td></td>
<td>$935.00</td>
</tr>
<tr>
<td>Eldorado National Forest, Hydrologist</td>
<td>$35.98</td>
<td>$719.60</td>
<td></td>
<td>$719.60</td>
</tr>
<tr>
<td>El Do County Dept. Of Ag., Commissioner</td>
<td>$93.13</td>
<td>$2,514.51</td>
<td></td>
<td>$2,514.51</td>
</tr>
<tr>
<td>Regional Water Authority, Manager of Technical</td>
<td>$96.00</td>
<td>$2,304.00</td>
<td></td>
<td>$2,304.00</td>
</tr>
<tr>
<td>Services</td>
<td>Amount (Hour)</td>
<td>Hours</td>
<td>Amount</td>
<td>Total</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>American River Conservancy, Stewardship Coordinator</td>
<td>$35.00</td>
<td>48</td>
<td>$1,680.00</td>
<td>$1,680.00</td>
</tr>
<tr>
<td>Georgetown Divide Resource Conservation District, General Manager</td>
<td>$46.00</td>
<td>20</td>
<td>$920.00</td>
<td>$920.00</td>
</tr>
<tr>
<td>El Dorado Resource Conservation District, General Manager</td>
<td>$46.00</td>
<td>20</td>
<td>$920.00</td>
<td>$920.00</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Dorado County Water Agency, General Manager</td>
<td>$33.89</td>
<td>100</td>
<td>$3,389.00</td>
<td>$3,389.00</td>
</tr>
<tr>
<td>El Dorado County Water Agency, Businesses Services Officer</td>
<td>$25.08</td>
<td>100</td>
<td>$2,508.00</td>
<td>$2,508.00</td>
</tr>
<tr>
<td>El Dorado Irrigation District, Engineering Director</td>
<td>$51.00</td>
<td>100</td>
<td>$5,100.00</td>
<td>$5,100.00</td>
</tr>
<tr>
<td>Grizzly Flats Community Service District, General Manager</td>
<td>$8.58</td>
<td>48</td>
<td>$411.84</td>
<td>$411.84</td>
</tr>
<tr>
<td>Eldorado National Forest, Natural Resource Staff Officer</td>
<td>$15.03</td>
<td>20</td>
<td>$300.60</td>
<td>$300.60</td>
</tr>
<tr>
<td>Eldorado National Forest, Hydrologist</td>
<td>$14.75</td>
<td>20</td>
<td>$295.00</td>
<td>$295.00</td>
</tr>
<tr>
<td>El Do County Dept. Of Ag., Commissioner</td>
<td>$23.28</td>
<td>27</td>
<td>$628.56</td>
<td>$628.56</td>
</tr>
<tr>
<td>Regional Water Authority, Manager of Technical Services</td>
<td>$40.00</td>
<td>24</td>
<td>$960.00</td>
<td>$960.00</td>
</tr>
<tr>
<td>American River Conservancy, Stewardship Coordinator</td>
<td>$15.00</td>
<td>48</td>
<td>$720.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>Georgetown Divide Resource Conservation District, General Manager</td>
<td>$23.00</td>
<td>20</td>
<td>$460.00</td>
<td>$460.00</td>
</tr>
<tr>
<td>El Dorado Resource Conservation District, General Manager</td>
<td>$23.00</td>
<td>20</td>
<td>$460.00</td>
<td>$460.00</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies and Materials</strong></td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contractual/Construction Consultant/Facilitator</strong></td>
<td>$146,500.00</td>
<td>each</td>
<td>$46,500.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct Charges</strong></td>
<td></td>
<td></td>
<td>$100,123.27</td>
<td>$100,000.00</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Project Cost</strong></td>
<td></td>
<td></td>
<td>$200,123.27</td>
<td></td>
</tr>
</tbody>
</table>
2.3 Budget Narrative

As further described in Section 1.3, Project Description of this application, the project will consist of the six primary tasks listed below. The budget narrative in this section is discussed with respect to these tasks.

Task 1: Establish Drought Planning Task Force
Task 2: Develop Detailed Work Plan
Task 3: Develop Communication and Outreach Plan
Task 4: Develop Draft Drought Contingency Plan
Task 5: Prepare Final Drought Contingency Plan
Task 6: Reclamation Agreement Management

2.3.1 Salaries and Wages

This section includes salaries and wages for the applicant (Water Agency) as well for those stakeholders that have committed in-kind hours to attend up to 12 Task Force meeting and to assist with development and review of the RDCP. The names of key personal are also provided. As these salaries and wages are being provided as local cost share only, we do not project the need to institute salary increases over the timeline of the project. The key staff associated with management and execution of the RDCP are listed below, along with their primary tasks.

Project Manager, Kenneth Payne, General Manager, El Dorado County Water Agency: Mr. Payne will act as the project manager for the development of RDCP and will assist with Task 1, Task 2, and Task 3. He will also manage the consultant hired to complete Task 4 and Task 5.

Tami Scowcroft, Business Services Officer, El Dorado County Water Agency: Ms. Scowcroft will act as the manager for the funding agreement for Reclamation. She will have sole responsibility for Task 6 and will assist with coordination of the consultant hired to complete Task 4 and Task 5. Ms. Scowcroft’s responsibilities for overall management of the Water Agency’s budget, planning and public relations; and the expectation that she will assist with coordinating Task Force meeting and provide input to development of the RDCP, are justifications for including her time as a direct cost to the project.

Brian Mueller, Engineering Director, El Dorado Irrigation District: Mr. Mueller will assist with Task 2, Task 4, and Task 5. He will participate on the Task Force and be the main point of contact for tasks involving EID infrastructure and data resources.

2.3.2 Fringe Benefits

Fringe benefits for full time permanent employees and their families include medical insurance, vision insurance, dental insurance, retirement contributions, workers compensation, and a limited life insurance policy in some instances. The value of hourly fringe benefit will vary by the employee. The actual calculation for the hourly fringe benefit rate for each assigned employee is shown in the detailed Budget Proposal Summary table above.
2.3.3 Travel

No travel is assumed necessary for the project.

2.3.4 Equipment

No equipment will be purchased for the project.

2.3.5 Materials and Supplies

No supplies will be purchased for the project.

2.3.6 Contractual

The RDCP partners expect the majority of the work to be supported by contracted professional services from a highly experienced water resources consulting firm. Because the funding opportunity announcement requires that Reclamation review and approve a finalized work plan, we have not yet released a request for consulting services. This will be done in consultation with Reclamation upon final approval of the work plan.

Contracted services will include management and facilitation of Task Force meetings (Task 1), development of a detailed work plan (Task 2), input into the development of a communication and outreach plan (Task 3), support in collecting information for the required RDCP components (Task 4), and preparing a draft (Task 4) and final RDCP (Task 5). Based on the proposed work plan and our past experience in working with consulting services, we estimate that $146,500 in consulting support will be required to support this regional effort.

2.3.7 Other Expenses

There are no other assumed costs for the project.

2.3.8 Indirect Costs

There are no assumed indirect costs for the project.

2.3.9 Total Costs

The total cost for the project is $200,123.27 with $100,000 in Federal share and $100,123.27 in non-federal share.

3.0 REQUIRED PERMITS OR APPROVALS

There are no required permits or approval to develop the RDCP.
4.0 LETTERS OF SUPPORT

Attachment A includes eleven letters of support received to date for the process, including eight letters committing a total of 327 staff hours to participate in Task Force meetings and to assist with development and review of the RDCP. A letter of support from the following agencies and organizations is included in Appendix A:

1. American River Conservancy
2. El Dorado County Band of Miwok Indians, and Cosumnes Culture and WaterWays
3. El Dorado County Department of Agriculture
4. El Dorado County Resource Conservation District
5. El Dorado Irrigation District
6. Eldorado National Forest
7. Georgetown Divide Public Utility District
8. Georgetown Divide Resource Conservation District
9. Grizzly Flats Community Service District
10. Placer County Water Agency
11. Regional Water Authority

5.0 OFFICIAL RESOLUTION

The Water Agency will adopt an official resolution at its Board meeting scheduled for February 14, 2018. A draft of the resolution is included as Attachment B of this application. An original and copy of the signed resolution will be submitted to Reclamation upon its approval by the Water Agency Board of Directors.
January 25, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project

Dear Mr. Payne:

On behalf of American River Conservancy (ARC), I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. The American River Conservancy serves our communities by ensuring healthy ecosystems within the Upper American River and Upper Cosumnes River watersheds through land conservation, stewardship and education. The land and water resources of the American River and Upper Cosumnes watersheds are diverse, including timber, agricultural, recreation, wildlife-related and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges. Building a plan to create and increase water supply resilience is important for both the human and natural ecosystems that depend on the watersheds.

To show our commitment to the project, our organization will commit a minimum of 48 staff hours over the two-year planning period, totaling approximately $2,400 of in-kind match. The in-kind support would be in the form of ARC staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely

[Signature]

Elena DeLacy
Stewardship Director
January 26, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA  95682

Subject: Support for the Upper American and Cosumnes River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of the El Dorado Band of Miwok Indians and Cosumnes Culture and WaterWays (CCaWW) a Native based non-profit 501c3 organization, I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American and Cosumnes River Basins. The land and water resources of the American River and upper Cosumnes watersheds are diverse, cultural and sacred sites abound throughout the area, indigenous peoples inherent responsibilities to take care of the land and waterways and everything within it is of utmost importance to the tribe. In addition to the human benefits including timber, agricultural, recreation and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges.

CCaWW and the El Dorado Band of Miwok Indians welcomes the opportunity to work collaboratively with other water stakeholders in the region to identify and evaluate water supply reliability and drought resilience projects for the American and Cosumnes River Watersheds. We look forward to being active participants in the Drought Planning Task Force and throughout development of the Regional Drought Contingency Plan.

Sincerely

Kimberly Petree
Chair of the El Dorado Band of Miwok Indians
Executive Director of CCaWW

2825 Sleepy Hollow Court  •  Placerville, CA 95667  •  (530) 363-4816  •  www.ccaww.org
The County of El Dorado
Agriculture, Weights & Measures

Charlene Carveth
Agricultural Commissioner,
Sealer of Weights & Measures

311 Fair Lane
Placerville, CA 95667-4197
Phone (530) 621-5520
Fax (530) 626-4756
charlene.carveth@edcgov.us

January 26, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of El Dorado County Agriculture Department, I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. The land and water resources of the American River and Upper Cosumnes watersheds are diverse, including timber, agricultural, recreation and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges.

To show our commitment to the project, our agency will commit to attending Drought Planning Task Force Meetings and continued attendance of Water Agency Meetings. A commitment of my time and possible staff hours totaling up to 28 hours over the two-year planning period, totaling approximately $3,200 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely,

Charlene Carveth,
Agricultural Commissioner, Sealer of Weights & Measures

Protecting Agriculture, People and the Environment
January 22, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of El Dorado County Resource Conservation District, I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. The land and water resources of the American River and Upper Consumes watersheds are diverse, including timber, agricultural, recreation and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges. Building a plan to create and increase water supply resilience is important for both the human and natural ecosystems that depend on the watersheds.

To show our commitment to the project, our agency will commit a minimum of 20 staff hours over the two-year planning period, totaling approximately $1,380.00 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely

Mark A. Egbert
District Manager
El Dorado County & Georgetown Divide Resource Conservation Districts
100 Forni Road, Suite A
Placerville, CA 95667
Mark.Egbert@ca.usda.gov
(O) 530-303-5328
(cell) 530-957-3472
www.eldoradorcd.org
www.georgetowndividecd.org
Letter No.: EEO2018-1993

January 29, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project

Dear Mr. Payne:

On behalf of El Dorado Irrigation District, I am writing to confirm our commitment and support of the Upper American River Basin Regional Drought Contingency Plan Project. We understand that El Dorado County Water Agency (EDCWA) is acting as the lead grant applicant in our collaborative effort in seeking assistance for the proposed project.

To show our commitment to development of a regional drought contingency plan, our agency will commit a minimum of 100 staff hours over the two-year planning period, totaling approximately $17,000 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely,

Brian Mueller, P.E.
Director of Engineering
El Dorado Irrigation District

BM:lv
Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of the Eldorado National Forest, I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. The land and water resources of the American River and Upper Cosumnes watersheds are diverse, including timber, agricultural, recreation and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges. Building a plan to create and increase water supply resilience is important for both the human and natural ecosystems that depend on the watersheds.

To show our commitment to the project, our agency will commit a minimum of 40 staff hours over the two-year planning period, totaling approximately $2,250 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely,

Laurence Crabtree
Forest Supervisor
January 24, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Support for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. Georgetown Divide Public Utility District (GDPUD) understands that El Dorado County Water Agency (EDCWA) is acting as the lead grant applicant in a collaborative effort seeking assistance for the proposed project.

GDPUD recognizes the value of drought contingency planning to avoid water supply crises in times of shortages and welcomes the opportunity to work collaboratively with other water stakeholders in the region to explore potential infrastructure improvements to increase water supply reliability for our service area. We look forward to being active participants in the Drought Planning Task Force and throughout development of the Regional Drought Contingency Plan.

Sincerely

[Signature]

Steven Palmer, PE
General Manager
January 22, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of the Georgetown Divide Resource Conservation District, I am writing to support El Dorado County Water Agency’s effort to develop a Regional Drought Contingency Plan for the upper American River Basin. The land and water resources of the American River and Upper Consumes watersheds are diverse, including timber, agricultural, recreation and rural and urban uses which merge together to form a complex mix of natural resource related opportunities and challenges. Building a plan to create and increase water supply resilience is important for both the human and natural ecosystems that depend on the watersheds.

To show our commitment to the project, our agency will commit a minimum of 20 staff hours over the two-year planning period, totaling approximately $1,380.00 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely

[Signature]

Mark A. Egbert
District Manager
El Dorado County & Georgetown Divide Resource Conservation Districts
100 Forni Road, Suite A
Placerville, CA 95667
Mark.Egbert@ca.usda.gov
(530) 303-5328
(530) 957-3472
www.eldoradocrd.org
www.georgetowndividedcd.org
January 24, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project.

Dear Mr. Payne:

On behalf of Grizzly Flats Community Services District, I am writing to confirm our commitment and support of the Upper American River Basin Regional Drought Contingency Plan Project. We understand that El Dorado County Water Agency (EDCWA) is acting as the lead grant applicant in our collaborative effort in seeking assistance for the proposed project.

To show our commitment to development of regional drought contingency plan, our agency will commit a minimum of 48 staff hours over the two-year planning period, totaling approximately $2,304.00 of in-kind match. The in-kind support would be in the form of staff time spent participating in Drought Planning Task Force meetings and in time spent on assisting with the review and development of the drought plan. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely,

[Signature]
Jodi Lauther
General Manager
February 5, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

RE: Funding Commitment for the Upper American River Basin Regional Drought Contingency Plan Project

Dear Mr. Payne:

On behalf of the Placer County Water Agency, I am writing to confirm our support of the Upper American River Basin Regional Drought Contingency Plan Project. We understand that El Dorado County Water Agency is acting as the lead grant applicant in a collaborative effort in seeking assistance for the proposed project.

Thank you for your commitment to the region and taking the lead on this important planning effort.

Sincerely,

R. Brent Smith
Director of Technical Services

RBS:sw

cc: Einar Maisch, PCWA General Manager
    Andy Fecko, PCWA Director of Strategic Affairs
January 26, 2018

Kenneth V. Payne, P.E.
General Manager
El Dorado County Water Agency
4110 Business Drive, Suite B
Shingle Springs, CA 95682

Subject: Support for the Upper American River Basin Regional Drought Contingency Plan Project

Dear Mr. Payne:

On behalf of the Regional Water Authority (RWA), I am writing this letter in support of El Dorado County Water Agency’s efforts to launch a collaborative process to develop a Regional Drought Contingency Plan for the Upper American River Basin. A Regional Drought Contingency Plan for the upper American River Basin would complement and add continuity to the recently finalized (October 2017) North American Basin Regional Drought Contingency Plan (NAB RDCP), an effort supported by a Bureau of Reclamation WaterSMART Drought Contingency Planning Grant that brought together 17 water agencies in the lower American River Basin to evaluate water resource vulnerabilities and identify opportunities to improve long-term water supply reliability. RWA led the coordinated effort to develop the NAB RDCP and managed the Reclamation grant on behalf of the grantee, the Placer County Water Agency. A similar plan for the upper American River Basin could help increase coordination and communication among lower and upper water purveyors, reduce future water demand conflict, and identify mitigation measures that improve water reliability and resilience for both upstream and downstream users.

El Dorado County Water Agency has long been a partner in efforts to advance collaborative planning processes and RWA would look forward to participating as an advisor to EDCWA as the upper American River Basin planning process is implemented. As such, RWA can contribute 24 hours of staff support, over two years, totaling approximately $3,264 of in-kind match. The in-kind support would be in the form of staff time attending planning meetings, and in assisting EDCWA with best practices associated with grant management and plan development processes. The cost-share is immediately available and will be in place for the duration of the project. There are no other constraints or contingencies associated with our cost share commitment.

Sincerely,

Robert J. Swartz
Manager of Technical Services
RESOLUTION NO. ___
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY WATER MANAGEMENT AGENCY AUTHORIZING AN APPLICATION FOR FUNDING ASSISTANCE THROUGH THE BUREAU OF RECLAMATION’S WATERSMART DROUGHT CONTINGENCY PLANNING GRANT PROGRAM

WHEREAS, the U.S. Bureau of Reclamation (“Reclamation”) has implemented the WaterSMART Program to leverage Federal and non-Federal funding to support stakeholder efforts to stretch scare water supplies and avoid conflicts over water;

WHEREAS, Reclamation has solicited proposals from organizations with water or power delivery authority for a new round of grant funding under the Fiscal Year 2018 WaterSMART Drought Response Program; Drought Contingency Planning, for which proposals are due on or before February 7, 2018;

WHEREAS, the Board of Directors of El Dorado County Water Agency (“EDCWA”) has identified itself as an eligible applicant under Reclamation’s WaterSMART Drought Contingency Planning Grant Program; and

WHEREAS, EDCWA is pursuing grant funding assistance under the WaterSMART Program in an amount of up to $100,000 to prepare a regional Drought Contingency Plan for the Upper American River Basin – inclusive of the upper American River Watershed and upper Cosumnes River Watershed.

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

1. The Board has reviewed the scope and purpose of EDCWA’s funding application, finds that the Project will serve both the needs of water purveyors within the upper American River Basin and satisfy the goals of the WaterSMART Program, and, on that basis, supports staff’s submittal of the financial assistance application to Reclamation.

2. EDCWA is capable of funding the minimum 50-percent cost share required to obtain grant funding under the WaterSMART Drought Contingency Planning Grant Program. Collaborating agencies have verified their funding capability through letters of commitment included with the application.

3. The Board hereby ratifies the action of its General Manager, or his designee, of EDCWA in applying for financial assistance from Reclamation’s WaterSMART Program as part of a regional collaborative effort and authorizes the General Manager or his designee to execute any related documents, including a cooperative financial assistance agreement with Reclamation.

4. The General Manager and staff are directed to take all other actions necessary to secure funding for the Project under the WaterSMART Drought Contingency Planning Grant Program, including working with Reclamation to meet established deadlines for entering into a cooperative financial assistance agreement.

PASSED AND ADOPTED by the Board of Directors of El Dorado County Water Agency on the Day of Month Year, by the following vote:

AYES:

NOES:

ABSENT:

By:

Attest:

Draft 02/06/2018
ATTACHMENT B
Scope of Work

Under direction of the Agency’s general manager, expected work to be performed for the project may include, but is not limited to, the following:

Task 1: Management and facilitation of task force meetings
The Task Force will include of the water purveyors in the project area: EID, PCWA, GDPUD and GFCSD; and will engage participation from the Regional Water Authority (RWA) representing the interests of downstream water Funding Opportunity purveyors. The Task Force membership will also be composed of stakeholders representing, at a minimum, forestry, agricultural, tribal, environmental, and landowner interests. Representatives from Reclamation would be engaged as a key interest within the RDCP area and beyond.

Task 2: Provide support in collecting information for the required RDCP components, and preparing a draft RDCP
Once tasks 1 through 3 are completed, work will commence on a draft RDCP. The RDCP will include the six required plan elements described as subtasks below.

2a. Drought Monitoring. The RDCP will establish a process for monitoring near and long-term water availability, and for developing a framework for predicting the probability of future drought or confirming an existing drought. This process will include inventorying and comparing the current resources, tools and data (e.g. precipitation, temperature, stream gauges, climate models etc.) used by water purveyors and other stakeholders to evaluate water availability and make long-term infrastructure management decisions. Data weaknesses, inconsistencies, or gaps in data collection will be identified to ensure that drought monitoring efforts going forward accurately cover the entire RDCP geography, and that comprehensive data is shared among water stakeholders to create a regional understanding of near and long-term water availability, and to predict future drought probability.

2b. Vulnerability Assessment. The RDCP will include an assessment of the risks and impacts of current and future drought in the RDCP area, taking into account projected future hydrologic conditions. Recent and historical droughts have exposed many of these vulnerabilities such as low reservoir storage, low precipitation and snow pack, reductions to in-stream flows, increased wildfire threat, reduced recreation opportunities (e.g. whitewater rafting), water right curtailments, water contract entitlement reductions, and state mandated conservation targets. The vulnerability assessment will consider the effects of drought on key local economies (agriculture, recreation), and on ecosystems – including impacts to forest health, the threat of wildfire, and the function of natural systems that currently provide valuable services (e.g. water purification and groundwater recharge). The vulnerability assessment will incorporate climate change information emerging from the American River Basin Study, and will
reference the existing water supply assessment included in the CABY IRWMP. The task will involve reviewing seniority of water rights, and current and future water supplies and demands. As part of this task a GIS based map of major regional water infrastructure will be developed to identify the current ability to move water around the region and the interconnections between water systems. Development of the map will be coordinated and overlaid with the GIS map of infrastructure created as part of the North American Basin RDCP. The mapping exercise will include a description of all infrastructure in terms of its purpose, capacity, integrity, operating pressures, age, and other qualities. Criteria will be developed by the Task Force to evaluate the effectiveness of the mapped infrastructure in times of scarce water supplies, and within the context of projected future hydrologic conditions.

2c. Mitigation Actions. This task will identify, evaluate and prioritize actions and activities to improve the region’s resilience in the face of drought conditions. This task will include reflecting on the vulnerabilities identified in task 4b to create regional and purveyor-specific drought resilience goals and objectives. Criteria to rank the priority of regional and utility-specific projects would be developed by the Task Force and would include an evaluation of how potential projects would address identified goals and objectives; how the projects would increase water reliability; and/or water management flexibility in times of scarce water supplies and/or under changed climatic conditions; and how proposed projects mitigate for vulnerabilities to agriculture, recreation and ecosystems. Practical constraints and feasibility will also be taken into account. This task may involve authorizing additional studies to evaluate the design feasibility of mitigation options for which there is quick consensus among Task Force members of need and importance. Mitigation measures may include the following categories of actions.

- **System Modifications or Improvements.** These are projects that would increase water supply reliability and/or the flexibility of water convenience and deliveries, and may include constructing new convenience systems components such as pumping plants, or interties between water conveyance systems. Most water purveyors in the region have already identified potential projects to increase water reliability and management flexibility. These projects would be evaluated in the context of each individual water purveyor’s specific reliability challenge, and also in the context of the identified regional water supply vulnerabilities. This category may include evaluation of potential stormwater capture and reuse systems – particularly for agriculture demands.

- **Decision Support Tools, Modeling and Measurement.** Likely projects in this category include some of the potential modeling and measurements tools presented in Reclamation’s FY 2018 Funding Opportunity Announcement (FOA) for Drought Resilience Projects. In particular, real-time operational modeling that tracks supply conditions and demand and that models and analyzes scenarios to meet user needs and compliance standards could be a good fit for the region.

- **Ecosystem and Forest Health Projects.** These include projects to create consistent in-stream flow for at-risk species; headwaters and meadow
restoration projects to increase groundwater recharge and reduce the rate of stream flow velocities and runoff; and forest health projects to reduce the risk of wildfire to key infrastructure, and to consider the value of healthy forests to preservation of snowpack.

- Conservation Projects. These include efforts to increase the efficiency of water use among water users and for agricultural operations; and projects to increase water delivery efficiency including projects to address water loss as a result of leaking infrastructure.

2d. Response Actions. This task will identify, evaluate, and prioritize response actions and activities that can decrease the severity of impacts caused by an ongoing drought. This task will involve asking Task Force members to identify the existing state mandated drought policy response requirements they must adhere to during the various phases of drought severity, and also to identify any additional voluntary programs or policy requirements implemented during the most recent drought. The Task Force will review this information and, as much as possible, quantify the water use savings associated with identified actions. The Task Force will also discuss and document observations and experiences members tracked during the most recent drought related to enacting mandated or voluntary water use restriction practices. This will include documenting, as much as possible, reductions to in-stream flows during the most severe drought months and the impacts of drought from an economic perspective. Task Force members will share ideas related to additional potential drought response actions. Deliverables associated with this task will include a comprehensive list of response actions matched with drought severity phases according to drought monitoring information (from Task 4a.).

2e. Task Force members will develop expectations and agreements related to enactment of response actions with the goal of improving stakeholder expectations of water flows and supply during future droughts.

2f. Operational and Administrative Framework. The Agency, in collaboration with Reclamation and interested Drought Task Force members will develop an operational and administrative framework to clarify the ongoing roles and responsibilities associated with implementing the RDCP – including related to conducting drought monitoring, implementing identified mitigation measures, enacting identified drought response actions, and managing updates to the plan.

2g. The RDCP will include a summation of the Mitigation Actions, Response Actions, Operational and Administrative Framework for inclusion in the County’s Hazard Mitigation Plan. This can allow for state or federal funding opportunities in the event that a water shortage emergency is declared.

2h. Plan Update Process. The RDCP will include a description of the process that was undertaken to develop the plan, including how stakeholders were engaged and input considered. The RDCP will also include a process and schedule for monitoring, evaluating and updating the RDCP.
Task 3: Preparing a final RDCP
Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to Task Force members and other stakeholders for a 30-day review period. This task includes addressing and responding to comments from stakeholders after the review period, and preparing a final version of the RDCP.

Task 4: Reclamation agreement management
This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This includes preparation of semi-annual reports and reimbursement requests, draft and final project reports, and contractor procurement.
ATTACHMENT C
Draft Work Plan
for the
Upper American River Basin Regional Drought Contingency Plan

Note: The Draft Work Plan is currently under review by the Bureau of Reclamation. Updates may be required based on comments received.
WORK PLAN

UPPER AMERICAN RIVER BASIN REGIONAL DROUGHT CONTINGENCY PLAN

United States Bureau of Reclamation
UARB RDCP
Grant Agreement No. R18AC00083

El Dorado County Water Agency
Placerville, California
January 2020
1.0 INTRODUCTION

1.1 Scope and Purpose of Drought Contingency Plan

The Upper American River Basin (UARB) Regional Drought Contingency Plan (RDCP) is a collaborative project among water purveyors and stakeholders of the Upper American River Watershed and a portion of the Cosumnes Watershed in El Dorado County.

Recent extended drought conditions in California have revealed substantial risks to the public water supply system in the Upper American River and Cosumnes Watersheds, and the need to prepare a RDCP to increase the resiliency of the region’s water resources in the face of future climate and drought conditions. This project will engage water purveyors and stakeholders in a regional drought contingency planning effort.

In October 2017, the North American Basin Regional Drought Contingency Plan was completed for the lower reaches of the American River watershed. This UARB RDCP will build off the existing North American River Basin RDCP to encompass the remainder of the American River watershed.

This work plan is to develop the UARB RDCP. El Dorado County Water Agency (EDCWA) is the lead for the effort, with El Dorado Irrigation District (EID) as a key planning partner. The other water purveyors in the planning area: Placer County Water Agency (PCWA), Georgetown Divide Public Utility District (GDPUD) and Grizzly Flats Community Services District (GFCSD) have committed to engage as active members of the Drought Planning Task Force (Task Force). Other water stakeholders that will be solicited to participate in the process include tribal stakeholders, public and private landowners – including the USFS, agricultural interests and local conservation organizations.

1.2 Planning Area

The planning area for the proposed UARB RDCP encompasses the western slope of El Dorado County, California, and also includes approximately 750 square miles of the southeast portion of Placer County. The planning area is composed of portions of the American River Watershed that is generally located above Folsom Reservoir; and includes the upper Cosumnes River Watershed. Figure 1 shows the planning area in relation to the American River and Cosumnes River Watersheds, and in relation to two other planning areas: 1) the planning area for the recently finalized North American Basin RDCP (October 2017); and 2) the planning area for the in-progress American River Basin Study (both projects supported through Reclamation cost share).
1.3 Background

Each of the water agencies have established agency-specific Water Shortage Contingency Plans that define water use reduction states during emergency conditions. The RDCP will build on these existing agency-specific drought management efforts and regional basin planning processes to identify system drought vulnerabilities and develop mitigation measures to address drought related issues.

2.0 PLANNING APPROACH

2.1 Detailed Budget and Schedule

The detailed budget for developing the RDCP is presented in Table 1. The detailed schedule is presented in Figure 2.
Table 1. Upper American Basin Regional Drought Contingency Plan Estimated Budget and Funding Contributions

<table>
<thead>
<tr>
<th>TASK</th>
<th>TOTAL Contractor</th>
<th>TOTAL Local Agencies</th>
<th>GRAND TOTAL</th>
<th>Funding Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Local Agencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task 1 – Establish Drought Planning Task Force</td>
<td>$5,000</td>
<td>$575</td>
<td>$5,575</td>
<td>$5,575</td>
</tr>
<tr>
<td>Task 2 – Develop Detailed Work Plan</td>
<td>$7,566</td>
<td>$1,007</td>
<td>$8,572</td>
<td>$8,572</td>
</tr>
<tr>
<td>Task 3 – Develop Communications &amp; Outreach Plan</td>
<td>$3,919</td>
<td>$216</td>
<td>$4,134</td>
<td>$4,134</td>
</tr>
<tr>
<td>Task 4 – Develop Draft Regional Drought Contingency Plan</td>
<td>$108,671</td>
<td>$39,744</td>
<td>$148,415</td>
<td>$58,415</td>
</tr>
<tr>
<td>Task 5 – Prepare Final Regional Drought Contingency Plan</td>
<td>$21,345</td>
<td>$3,452</td>
<td>$24,797</td>
<td>$14,797</td>
</tr>
<tr>
<td>Task 6 – Reclamation Agreement Management</td>
<td>$0</td>
<td>$8,630</td>
<td>$8,630</td>
<td>$8,630</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$146,500</td>
<td>$53,623</td>
<td>$200,123</td>
<td>$100,123</td>
</tr>
</tbody>
</table>

Figure 2. Upper American Basin Regional Drought Contingency Plan Schedule

<table>
<thead>
<tr>
<th>TASK</th>
<th>Project Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td>9 10 11 12</td>
</tr>
<tr>
<td>Task 1 – Establish Drought Planning Task Force</td>
<td></td>
</tr>
<tr>
<td>Task 2 – Develop Detailed Work Plan</td>
<td></td>
</tr>
<tr>
<td>Task 3 – Develop Communications &amp; Outreach Plan</td>
<td></td>
</tr>
<tr>
<td>Task 4 – Develop Draft Regional Drought Contingency Plan (Draft)</td>
<td></td>
</tr>
<tr>
<td>Task 5 – Prepare Final Regional Drought Contingency Plan</td>
<td></td>
</tr>
</tbody>
</table>

2.2 Narrative Description of Plan to Complete Six Required Elements

This section contains the scope of work to complete each of the six required elements of the RDCP.

Task 1 – Establish Drought Planning Task Force

Purpose:

This task will establish a Drought Planning Task Force (DPTF) and conduct a kick-off meeting. The El Dorado County Water Agency will act as the Planning Lead for this project. DPTF members and potential stakeholders were identified during the development of the RDCP proposal process. A full list of Task Force members and potential stakeholders that have been invited to participate is shown in Table 2. Because of the significant amount of Task Force members, an executive committee will be formed to include the water purveyors and Regional Water Authority to address contractual and administrative matters as necessary.

Meeting content is assumed to come from the work plan (Task 2) and Communications and Outreach plan (C&O plan) (Task 3).
**Description:**

2.2.1 Develop kick-off meeting facilitation plan, agenda, and other materials. There are several objectives for this meeting – refine the purpose, goals, and objectives for the RDCP; confirm roles and responsibilities; discuss potential constraints for planning purposes; agree on protocols for communications and interactions with elected officials and other organizations/agencies that may become involved in this process; and agree on the RDCP schedule and milestones.

2.2.2 Schedule and conduct kick-off meeting with DPTF.

2.2.3 Note: Task 1 only includes establishing the DPTF. Tasks 4 and 5 include convening the DPTF for development of the draft and final RDCPs.

**Deliverables:**

2.2.4 Kick-off meeting materials, including draft DPTF charter (based on RDCP work plan) – 10 hard copies

2.2.4.1 Kick-off meeting summary – electronic copy

**Table 2. Task Force and Stakeholders**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Status</th>
<th>Task Force / Stakeholder Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Task Force Members</td>
<td>Potential Stakeholders</td>
</tr>
<tr>
<td>El Dorado County Water Agency</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>El Dorado Irrigation District</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Georgetown Divide Public Utility District</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Grizzly Flats Community Services District</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Placer County Water Agency</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>County of El Dorado: Department of Agriculture, Weights, and Measures</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>El Dorado County Band of Miwok Indians, and Cosumnes Culture and Waterways</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>American River Conservancy</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Dorado County Resource Conservation District</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Regional Water Authority</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>United States Forest Service, Eldorado National Forest</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>California Dept. of Fish and Game</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sacramento Municipal Utility District</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pacific Gas &amp; Electric</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Dorado Wine Grape Growers Association</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>EDC Farm Bureau</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shingle Springs Band of Miwok Indians</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Citizens for Water</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Task 2 – Develop Detailed Work Plan

Purpose:
This task will develop a detailed work plan prior to commencing substantive work on the RDCP. This work plan will include the tasks, schedule, and budget required to complete the RDCP.

Description:

2.2.5 Develop draft work plan for preparation of the RDCP including detailed task descriptions, project schedule (with task timelines, meetings, deliverables and other plan development milestones, and review periods), budget, and a RACI chart for involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties). Note that this RACI chart will be developed through the C&O plan (Task 3).

2.2.6 Provide draft work plan to Reclamation for review.

2.2.7 Address Reclamation comments and develop revised work plan.

Deliverables:

2.2.8 Draft work plan – electronic copy

2.2.9 Revised work plan – electronic copy
Task 3 – Develop Communications & Outreach Plan

**Purpose:**

The task will develop a C&O plan to ensure active stakeholder and public engagement in preparation of the RDCP. Work with current stakeholders, including Reclamation, to identify if there are any additional stakeholders that should be involved in the process. The C&O plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

This task will capitalize on the strengths, skills, and existing processes that have been employed by EDCWA as well as the ongoing stakeholder relationships RWA has developed over the course of many years and projects. The C&O plan will be prepared as a “living document,” adjustable as circumstances and information change. Utilizing existing information and processes, the C&O plan will provide overall direction and coordination with other planning functions. It will include:

1. **Goals** by activity and audience (internal and external).
2. **Roles and Responsibilities:** A RACI responsibility matrix (RACI chart) will be developed for the involved parties (Planning Leads, consultant, Reclamation, DPTF, stakeholders and other interested parties), defining the participation by those groups in developing the RDCP. This RACI chart will help to track accountability, to improve the value of meetings, and to see the bigger picture.
3. **Relevant Key Messages:** Key messages will be developed for the RDCP and for each audience identified in the RACI responsibility matrix.
4. **Activities and Tools:** A range of outreach activities and tools will be identified for each audience and targeted according to their unique needs and communication preferences, and consistent with the RACI responsibility matrix.
5. **Measures of Success:** Specific measurable outcomes will be identified.
6. **Timeline:** A timeline for completing tasks and evaluating results will be developed so the Planning Leads and DPTF remain on target for completion of the RDCP.

**Description:**

1. Develop the draft C&O plan. Provide to Reclamation for review.
2. Address Reclamation comments and developed revised C&O plan.
3. Note: Task 3 only includes developing the C&O plan. Tasks 4 and 5 include implementing the C&O plan for development of the draft and final RDCPs.

**Deliverables:**

1. Draft C&O plan (up to 10 pages) – electronic copy
2. Revised C&O plan (up to 10 pages) – electronic copy
Task 4 – Develop Draft Regional Drought Contingency Plan

Subtask 4.1 – Drought Monitoring

*Purpose:*
This task will create a conceptual framework used to predict and confirm future droughts based on data metrics used to indicate drought conditions in the RDCP area.

*Description:*
This task includes the following activities:

1. **Summarize Water Availability Data** –
   The region currently has significant ongoing monitoring efforts. Sources of data include State, federal, and local data available on the California Data Exchange Center (CDEC), participating water supply agencies, and regional groundwater management agencies. The available data for near- and long-term water availability in the RDCP area will be reviewed, consolidated, and summarized.

2. **Summarize Water Supply Conditions Indices** –
   A number of indices exists that describe the water supply conditions for different sources. Through the Water Forum process, lower American River water suppliers define water conditions based on unimpaired inflow to Folsom Reservoir. In addition to these indicators, further metrics will be investigated to address the Upper American River area. In turn, Reclamation uses conditions throughout its Central Valley reservoirs to define supply conditions to assign annual allocations to its contractors. It is possible to have relatively normal conditions in the American River watershed, while having dry conditions in other parts of the Central Valley Project (CVP). These various indices need to be understood to develop effective mitigation strategies in the RDCP. The various water supply indices affecting supply sources in the region will be compiled and described.

3. **Explore Developing a Water Supply Index for the Upper American River Basin** –
   There is a need for a composite index for the Upper American River Basin that describes the overall water supply conditions in the region that accounts for both the hydrological conditions, as well as the CVP water supply conditions. This index will facilitate prediction and confirmation of future droughts. Various conceptual formulations of this index will be explored. Input will be sought from the participating agencies, Reclamation, and DWR to gauge acceptance and utility of a Upper American River index.

*Deliverables:*

- 2.2.21 Draft Drought Monitoring TM – electronic copy
- 2.2.22 Final Drought Monitoring TM – electronic copy

Subtask 4.2 – Vulnerability Assessment *Purpose:*
This task will evaluate the risks and impact of current and future drought in the RDCP area. Assessment of the area’s vulnerabilities in terms of its water supply reliability will be conducted for each of the water purveyors. This will allow for more complete assessment of potential mitigation and response actions for the water purveyors that can leverage regional collaboration and coordinated actions.

Due to the limited timeframe for completion of the RDCP, collecting the information and data needed to develop the Vulnerability Assessment and the RDCP must be done efficiently and make effective use of existing and readily available sources. It is anticipated that sources will include regional, State, and federal studies and datasets; local agency information; existing modeling datasets. Due to timeline and budgetary constraints, no new vulnerability assessment information and information will be developed as part of this RDCP.
A survey/questionnaire template will be developed. Existing and available information will be reviewed and summarized before finalizing the survey questions. This will allow for most efficient use of the resources and agency staff time. Summarized information will be distributed for each agency prior to its survey to allow for verification of the developed information.

Assumptions:

- One interview per water purveyor
- Maximum of two follow-up calls/emails per agency to acquire outstanding information/data
- Agencies will provide requested information, data, and other materials in a timely manner and be responsive to follow-up communications
- Surveys/questionnaires will NOT be updated after interviews and follow-up communications. Information and data will be included in the RDCP

Description:

Vulnerability assessment is the process of identifying, quantifying, and prioritizing the key factors that can negatively affect water supply reliability. The vulnerability assessment process involves the following activities:

- **Summarize Agency Water Supply Portfolio** –
  Develop a summary of each agency’s water rights and contract entitlements, groundwater production capacity, and recycled water, including the priority and place of use restrictions for surface water rights, and reliability of contract entitlements.

  Using historical water use information and other available information, through the water purveyors Urban Water Management Plans (UWMP) and recent demand analysis by EDCWA, estimate of total water demands under existing and projected future demands at build-out (2035). Summarize known total source capacity and storage capacity (i.e., surface water, groundwater pumping capacity, available storage, and interconnections). Compare total source capacity with estimated water demands for existing and future demand conditions, and under dry and average hydrologic conditions. This comparison will be developed for each agency to highlight the demand variability throughout the course of year, and variability of supplies across multiple years of different hydrological conditions.

- **Inventory Major Regional Water Infrastructure & Interties** –
  Compile and summarize an inventory of key water infrastructure assets (diversions, interties, water treatment, groundwater wells, etc.). A geographical information system (GIS) based map of major regional water infrastructure will be developed to identify any current ability to move water around the region. Data in the map will include water system interconnections between agencies, as well as information on major pipelines and system operating pressures. This information will be used to characterize the adequacy of regional conveyance capacities and interconnections.

- **Establish Agency’s Preference for Level of Service and Type of Mitigation** –
  For each agency, establish the desired level of service (or water supply reliability threshold) under drought conditions. This threshold will be used to measure the degree of vulnerability facing each agency from the various threats. As part of the survey, gauge each agency preference for the various types of mitigation actions, and establish any policy limitations on its participation in certain actions (e.g., fluoridated supplies).

- **Identify Potential Vulnerabilities** –
  Summarize the vulnerabilities of water supply reliability under conditions of:
  - Hydrologic and regulatory droughts (low reservoir storage, low precipitation and snow pack, water rights curtailments, water contract entitlement reductions, state-mandated conservation targets)
  - Climate change using the existing climate impacts assessment. Information from the Reclamation basin study of the Sacramento and San Joaquin Basins, and the ongoing
American River Basin Study will be used to inform vulnerabilities under future climate conditions.

Summarize other identified regional water treatment and delivery and highlight agency-specific needs.

Identify the key vulnerabilities and organize them into logical categories that facilitate identification and evaluation of potential mitigation and response actions. Examples of potential categories include treatment facility conditions, treated water conveyance and interconnections, untreated water conveyance, operational efficiency and utilization, and institutional/regulatory.

Development of Data/Information Needs and Conduct of Water Agency Interviews:
- Develop a consolidated list of information and data needed and sources (from Tasks 4.1 – 4.5)
- Develop survey/questionnaire template
- For each agency, pre-populate survey/questionnaire with existing and readily available information
- Schedule and conduct interviews with water purveyors
- Conduct water purveyor follow-up (as needed)

Deliverables:
- List of information and data needed and sources – electronic copy
- Draft agency survey/questionnaire template – electronic copy
- Revised agency survey/questionnaire template – electronic copy
- Pre-populated surveys/questionnaires (by agency) – electronic copy for email; 2 hard copies of each survey/questionnaire for interview
- Brief Interview Summaries – electronic copies
- Draft Vulnerability Assessment TM – electronic copy
- Final Vulnerability Assessment TM – electronic copy

Subtask 4.3 – Mitigation Actions

Purpose:
This task will identify, evaluate, and prioritize actions and activities to improve the region’s resiliency in the face of drought conditions. In particular, the vulnerabilities identified in Subtask 4.2 will be used to develop mitigation actions.

Description:
This task includes the following activities:

1) Identify Mitigations Actions –
Identification of mitigation actions will be through facilitated workgroup meetings among the participating agencies to discuss their vulnerabilities (identified above) and then begin identifying potential actions. Prior to workgroup meetings, a potential range of mitigation actions will be identified from existing regional plans and studies (e.g., Urban Water Management Plans, and Basin Plan Studies). This range of actions will be summarized and used a starting point for workgroup discussions. It is anticipated that up to four (4) workgroup meetings will be conducted for the participating agencies. In addition, Reclamation input will be used to identify what range of actions are appropriate to explore with respect to coordinated local and Federal actions.

The range of mitigation actions will include:
- Structural improvements
- Operational improvements
- Institutional/Administrative improvements

2) Develop Evaluation Criteria and Metrics –
To evaluate the identified mitigation actions, evaluation criteria and metrics will be developed. The
evaluation criteria will cover the following considerations:

- Achieving and maintaining the reliability in water supply threshold (desired level of service) under various hydrologic conditions.
- Meeting both short-term and long-term growth needs and providing flexibility to address uncertainty from the dynamic urban growth.
- Maintaining compatibility with existing and planned water supply infrastructure
- Leveraging regional solutions to achieve resiliency goals for multiple agencies in a cost-efficient matter.
- Implementation complexity and practicability

The evaluation criteria will be vetted and refined by the participating water purveyors during the workgroup meetings planned for developing the mitigation actions.

(3) Preliminary Screening of Mitigation Actions –

The developed evaluation criteria will be used to evaluate the mitigation actions. The evaluation will be conducted using available information and done at conceptual levels. The purpose of this high-level evaluation is to identify major flaws or undesirable attributes of the compiled mitigation actions, which will be eliminated from further considerations.

(4) Prioritization of Mitigations Actions –

The screened mitigation actions will be further evaluated to assess implementation requirements, costs, and how these actions can be implemented by individual water purveyors or are part of a broader regional actions. Additional synergy and discord among different alternatives will be also reviewed and reported.

Evaluation of screened mitigation actions will not involve detailed hydraulic analysis for facility planning, or detailed operation modeling of the integrated surface water and groundwater resources. Spreadsheet tools will be used to post process information from existing studies and available historical data.

The mitigation actions will be classified into short-, mid-, and long-term actions. The actions will also be grouped into actions by single agency, by multiple adjacent agencies, and broad regional actions. The result of the evaluation and classification of mitigation actions will be used prioritize the mitigation actions for implementation.

Deliverables:

- Draft Mitigation Actions TM – electronic copy
- Final Mitigation Actions TM – electronic copy

Subtask 4.4 – Response Actions

Purpose:

This task will identify, evaluate, and prioritize response actions and activities that can expeditiously mitigate impacts during an ongoing drought.

Description:

The task will include the following activities:

1. Summarize Water Shortage Contingency Plans –
   This task involve collecting existing water shortage contingency plans in the RDCP area. These water shortage plans identify specific trigger and water cutback requirements based on water supply stages. These response actions will be organized into logical categories to facilitate comparison.

2. Develop Regional Response Actions –
Based on a review and summary of existing water shortage stage actions, recommended regional response actions related to the drought monitoring framework (Subtask 4.1) will be developed.

**Deliverables:**
- Draft Response Actions TM – electronic copy
- Final Response Actions TM – electronic copy

**Subtask 4.5 – Operational and Administrative Framework**

**Purpose:**
This task will develop and describe the roles, responsibilities, and procedures for conducting drought monitoring, initiating mitigation and response actions, and updating the RDCP. Funding mechanisms for these activities will also be addressed. Anticipated frequencies will be discussed. (NOTE that some activities may be initiated based on a trigger or other event, as opposed to a pre-selected date or timeframe.) As implementation of these activities will likely involve others outside of the water purveyors, conduct of this task will also include the all water agencies in the Upper American River Basin.

**Description:**
- Develop framework meeting facilitation plan, agenda, and other materials. The purpose of this meeting will be to get input on proposed roles, responsibilities, procedures, funding mechanisms, and activity frequencies.
- Schedule and conduct framework meeting.
- Develop draft Operational and Administrative Framework (based on input received at framework meeting).

**Deliverables:**
- Meeting materials – 20 hard copies
- Draft Operational and Administrative Framework TM – electronic copy

**Subtask 4.6 – Update Process**

**Purpose:**
This task will develop and describe a process and schedule for monitoring, evaluating, and updating the RDCP. Coordination with other ongoing regional efforts and updates will be addressed (American River Basin Integrated Regional Water Management Plan; American Basin Regional Reliability Plan; etc.). (NOTE The format used to develop the EDCWA Water Resource Development and Management Plan will be used for this activity.) As implementation of these activities will likely involve others outside of the water purveyors, conduct of this task will also include the water agencies in the Upper American River Basin.

**Description:**
- Develop proposed RDCP update process materials for use in Task 4.5 meeting (unless water purveyors determine a need for a separate meeting on the update process.
- Develop draft RDCP Update Process (based on input received at Task 4.5 meeting).

**Deliverables:**
- Proposed RDCP update process materials (for Task 4.5 meeting)
- Draft RDCP Update Process TM – electronic copy
Task 5 – Prepare Final Regional Drought Contingency Plan

Subtask 5.1 – Prepare Draft Regional Drought Contingency Plan

**Purpose:**

This task will prepare the draft RDCP for review.

The six required DCP elements include:

- Drought Monitoring (Subtask 4.1) – Section 2
- Vulnerability Assessment (Subtask 4.2) – Section 3
- Mitigation Actions (Subtask 4.3) – Section 4
- Response Actions (Subtask 4.4) – Section 5
- Operational and Administrative Framework (Subtask 4.5) – Section 6
- Plan Update Process (Subtask 4.6) – Section 7

The draft TMs developed in each subtask listed above will be included in the draft RDCP as chapters. An Introduction section (Section 1) will be added to provide background information; describe pre-RDCP development activities (DPTF, overall work plan, C&O plan); summarize efforts of the planning leads and DPTF as well as stakeholder and public outreach; and describe document organization.

**Description:**

- Develop annotated outline for RDCP (note that this outline will be developed for use in the kick-off meeting; it will likely be revised during conduct of Subtasks 4.1 – 4.6, depending on the outcomes of those subtasks)
- Develop draft Section 1 (Introduction)
- Prepare draft RDCP using draft Section 1 and the draft TMs from Subtasks 4.1 – 4.6. Appendices to the draft RDCP will include any appendices to the draft TMs, the revised C&O plan, and other summaries/materials (as appropriate).

**Deliverables:**

- RDCP Annotated Outline – electronic copy
- Draft RDCP – electronic copy; 10 hard copies

Subtask 5.2 – Prepare Final Regional Drought Contingency Plan

**Purpose:**

This task will produce the Final RDCP for public release.

Following completion of the draft RDCP, a review copy will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other interested stakeholders for a 30-day review period. This task will address comments and prepare a final version of the RDCP.

**Description:**

- Provide draft RDCP to Reclamation, DPTF participants, and other interested stakeholders.
- Compile comments. Planning Leads will review comments and determine how they address them.
- Produce final RDCP.

**Deliverables:**

- Final RDCP – electronic copy; 10 hard copies
• Task 6 – Reclamation Agreement

Management Purpose:
This task will ensure that all project activities are in compliance with the Reclamation funding agreement. This task will be consistent with the work plan schedule (developed in Task 2).

Description:
• Procure contractor to support Planning Leads in development of RDCP.
• Prepare semi-annual reports for submission to Reclamation.
• Prepare reimbursement requests for submission to Reclamation.
• Prepare final project report for submission to Reclamation.

Deliverables:
• Contractor RFQ, selection, and contract/agreement execution.
• Semi-annual reports
• Final project report
• Monthly reimbursement requests

6.1 Planning Oversight Structure
As detailed in Table 2 (Section B.5) and described in Section D, DPTF members will be given the opportunity to review RDCP deliverables and provide comments. The Planning Leads will address review comments, make decisions related to the RDCP, provide direction to the Contractor, and act on any next steps/recommendations.

6.2 Decision Making Process
As detailed in Table 2 (Section B.5) and described in Section D, the Planning Leads will make decisions related to the RDCP in consultation with the other Task Force Water Purveyors and Reclamation.

6.3 Roles and Responsibilities of Recipient, Task Force, and Individual Task Force Members
See Table 2 for the roles and responsibilities of the Recipient and Task Force, including individual Task Force members. The full RACI responsibility matrix is presented in Section D.

6.4 Coordination between Recipient, Task Force, and Interested Stakeholders
As described in Section B.2 and Section D, implementation of the C&O plan is intended to ensure active stakeholder and public engagement in preparation of the RDCP. Through the DPTF, the Planning Leads will work with current stakeholders, including Reclamation, to identify if there are any additional stakeholders that should be involved in the process. The C&O plan will identify how to reach out to those stakeholders and how to keep them engaged or informed of the RDCP development process.

The C&O plan will capitalize on the strengths, skills, and existing processes that have been employed by RWA as well as the ongoing stakeholder relationships RWA has developed over the course of many years and projects. The C&O plan will be prepared as a “living document,” adjustable as circumstances and information change. Utilizing existing information and processes, the C&O plan will provide overall direction and coordination with other planning functions.
<table>
<thead>
<tr>
<th>GROUP</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th>Informed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL Dorado County Water Agency/</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Dorado Irrigation District</td>
<td>* Review RDCP progress (technical, schedule, budget, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Prepare for upcoming meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Submit deliverables to and fulfill reporting requirements of Reclamation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPTF</td>
<td>* Conduct kick-off meeting to: refine RDCP purpose, goals, and objectives; discuss potential constraints for planning purposes; agree on protocols for communications &amp; interactions with elected officials &amp; other organizations/agencies that may be involved; agree on RDCP schedule &amp; milestones</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Task Force Members:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Purveyors</td>
<td>* Provide input (review comments, RDCP direction, larger policy issues, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide information required for RDCP task completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Address review comments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Make decisions related to RDCP and resolve issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide direction to Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Act on next steps/recommendations (as appropriate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Task Force Members:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DWR</td>
<td>* Become informed on RDCP progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide input (review comments, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclamation</td>
<td>* Become informed on RDCP progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Provide input (review comments, RCDP direction, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Receive deliverables and other reporting requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RDCP Support – Contractor</td>
<td>* Conduct RDCP scope of work based on direction provided by Planning Leads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Develop meeting materials and facilitate meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Present issues to be resolved and other items requiring input/direction to Planning Leads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Adhere to schedule and budget</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table 3. Recipient and Task Force Roles and Responsibilities**[^1]

[^1]: Responsibility describes where the work is done, who is responsible for carrying out a task. Accountability describes where the buck stops, who is held accountable. Consulted are the critical people who need to contribute prior to completing the activity. Informed indicates that it is less critical for this person to be involved but they need to be updated and informed about the outcome of the activity.
7.0 DOCUMENTATION AND REPORTING

7.1 Deliverables and Documentation Requirements

Table 4 contains the list of deliverables by task and the anticipated dates. Detailed subtask dates will be developed once a contractor is retained to perform the work.

7.2 Reporting Requirements and Individuals Responsible for Reporting

El Dorado County Water Agency General Manager, Ken Payne, will be responsible for submitting all deliverables listed in Section C.1 (including semi-annual reports, the final project report, and monthly reimbursement requests).

7.3 Review Process

As described in Section B.2 (Subtask 5.2), the draft RDCP will be submitted to Reclamation to ensure the plan meets program requirements. Additionally, a draft of the RDCP will be provided to the DPTF participants and other interested stakeholders for a 30-day review period.
### Table 4. Schedule of Deliverables

<table>
<thead>
<tr>
<th>Description</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task 1 – Establish Drought Planning Task Force</strong></td>
<td></td>
</tr>
<tr>
<td>• Kick-off meeting materials</td>
<td>Nov. 2019</td>
</tr>
<tr>
<td>• Kick-off meeting summary</td>
<td>Jan. 2020</td>
</tr>
<tr>
<td><strong>Task 2 – Develop Detailed Work Plan</strong></td>
<td></td>
</tr>
<tr>
<td>• Draft work plan</td>
<td>Jan. 2020</td>
</tr>
<tr>
<td>• Revised work plan</td>
<td>Feb. 2020</td>
</tr>
<tr>
<td><strong>Task 3 – Develop Communications &amp; Outreach Plan</strong></td>
<td></td>
</tr>
<tr>
<td>• Draft C&amp;O plan</td>
<td>Jan. 2020</td>
</tr>
<tr>
<td>• Revised C&amp;O plan</td>
<td>Feb. 2020</td>
</tr>
<tr>
<td><strong>Task 4 – Develop Draft Regional Drought Contingency Plan</strong></td>
<td>Feb. 2020 – Jun 2021</td>
</tr>
<tr>
<td><strong>Subtask 4.1 – Drought Monitoring</strong></td>
<td></td>
</tr>
<tr>
<td>• Draft Drought Monitoring TM</td>
<td></td>
</tr>
<tr>
<td>• Final Drought Monitoring TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 4.2 – Vulnerability Assessment</strong></td>
<td></td>
</tr>
<tr>
<td>• List of information and data needed and sources</td>
<td></td>
</tr>
<tr>
<td>• Draft agency survey/questionnaire template</td>
<td></td>
</tr>
<tr>
<td>• Revised agency survey/questionnaire template</td>
<td></td>
</tr>
<tr>
<td>• Pre-populated surveys/questionnaires (by agency)</td>
<td></td>
</tr>
<tr>
<td>• Brief Interview Summaries</td>
<td></td>
</tr>
<tr>
<td>• Draft Vulnerability Assessment TM</td>
<td></td>
</tr>
<tr>
<td>• Final Vulnerability Assessment TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 4.3 – Mitigation Actions</strong></td>
<td></td>
</tr>
<tr>
<td>• Draft Mitigation Actions TM</td>
<td></td>
</tr>
<tr>
<td>• Final Mitigation Actions TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 4.4 – Response Actions</strong></td>
<td></td>
</tr>
<tr>
<td>• Draft Response Actions TM</td>
<td></td>
</tr>
<tr>
<td>• Final Response Actions TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 4.5 – Operational and Administrative Framework</strong></td>
<td></td>
</tr>
<tr>
<td>• Meeting materials</td>
<td></td>
</tr>
<tr>
<td>• Draft Operational and Administrative Framework TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 4.6 – Update Process</strong></td>
<td></td>
</tr>
<tr>
<td>• Proposed RDCP update process materials (for Task 4.5 meeting)</td>
<td></td>
</tr>
<tr>
<td>• Draft RDCP Update Process TM</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 5.1 – Prepare Draft Regional Drought Contingency Plan</strong></td>
<td></td>
</tr>
<tr>
<td>• RDCP Annotated Outline</td>
<td></td>
</tr>
<tr>
<td>• Draft RDCP</td>
<td></td>
</tr>
<tr>
<td><strong>Subtask 5.2 – Prepare Final Regional Drought Contingency Plan</strong></td>
<td></td>
</tr>
<tr>
<td>• Final RDCP</td>
<td>Dec 2021</td>
</tr>
<tr>
<td><strong>Task 6 – Reclamation Agreement Management</strong></td>
<td></td>
</tr>
<tr>
<td>• Contractor RFP, selection, and contract/agreement execution.</td>
<td>Feb. 2020</td>
</tr>
<tr>
<td>• Semi-annual reports</td>
<td></td>
</tr>
<tr>
<td>• Final project report</td>
<td>Dec 2021</td>
</tr>
<tr>
<td>• Monthly reimbursement requests</td>
<td>Sep. 2019 – Dec 2021</td>
</tr>
</tbody>
</table>

Note: *Italics font* indicates revised or actual Dates
8.0 COMMUNICATION AND OUTREACH PLAN

8.1 Stakeholder and Public Involvement

As described in section A.1, collaborative planning activities will include it will involve 5 water agencies within the planning area; and will include participation by DPTF, DWR, and Reclamation. The primary venue for collaborative planning will be the regularly scheduled meetings of the DPTF. All meetings of the DPTF will be open for stakeholder and public involvement, including time reserved for public comments.

Upon completion of the Draft RDCP a public meeting will be held to kick off a 30-day public comment period. Invitations to participate in person or online will include additional stakeholders identified for invitation by the DPTF and Reclamation, as well as interested members of the general public. Targeted invitations may be sent to representative NGOs, elected officials, regional Board members, or others as the DPTF identifies. All participants will be encouraged to review and provide comments as necessary on the public draft RDCP.

Outreach activities beyond the DPTF will include:

- **8.1.1** As needed email communication to the stakeholder database, to keep interested stakeholders informed on the process, timing of deliverables, and opportunities for collaboration
- **8.1.2** Regular website updates, including posted materials from the DPTF
- **8.1.3** As requested, presentations and meetings with interested stakeholders, Board members, elected officials & staff.

8.2 Stakeholder and Public Involvement Schedule

Stakeholders and members of the public will be encouraged to provide input on the development of draft TMs, draft documents, and DPTF meetings. Key milestones for stakeholder and public involvement are provided in the Table 5 below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DPTF Meeting #1</strong></td>
<td></td>
</tr>
<tr>
<td>• Project Public Launch</td>
<td></td>
</tr>
<tr>
<td>• Email invitation to full stakeholder list, along with descriptive materials describing the RDCP plan development process and opportunity to participate via the DPTF</td>
<td>Dec. 2019</td>
</tr>
<tr>
<td><strong>DPTF Meeting #7</strong></td>
<td></td>
</tr>
<tr>
<td>• Presentation and summary of Draft RDCP</td>
<td>TBD</td>
</tr>
<tr>
<td>• Public Webinar option to invite larger participation</td>
<td>TBD</td>
</tr>
<tr>
<td>• Invitation for Public Comment, and description of the Public Comment Process</td>
<td></td>
</tr>
<tr>
<td><strong>DPTF Meeting #9</strong></td>
<td></td>
</tr>
<tr>
<td>• Presentation of Final RDCP</td>
<td>TBD</td>
</tr>
<tr>
<td>• Summary of Public Comment process, and resolution for comments received</td>
<td></td>
</tr>
</tbody>
</table>

Table 5. Stakeholder and Public Involvement Schedule
ATTACHMENT D
Draft Communication and Outreach Plan
for the
Upper American River Basin Regional Drought Contingency Plan

Note: The Draft Communication and Outreach Plan is currently under review by the Bureau of Reclamation. Updates may be required based on comments received.
COMMUNICATIONS & OUTREACH PLAN

UPPER AMERICAN RIVER BASIN REGIONAL DROUGHT CONTINGENCY PLAN

United States Bureau of Reclamation
No. R18AC00083

El Dorado County Water Agency
Placerville, California
January 2020
Communication & Outreach Plan........................................................................................................3

Introduction .....................................................................................................................................3

Stakeholder Engagement Strategy .....................................................................................................3

  Purpose and Goals...........................................................................................................................3

  Communication and Stakeholder Engagement Approach .................................................................4

  Measures of Success .......................................................................................................................4

  Roles and Responsibilities ...............................................................................................................5

  Key Messages..................................................................................................................................6

  Communication and Engagement Tools.........................................................................................6

Identification of Stakeholders and Issues ...........................................................................................7

Identification of Stakeholders ............................................................................................................8
Introduction

As part of the Upper American River Basin (UARB) Regional Drought Contingency Plan (RDCP) Work Plan, the Project Partners developed this Communication and Outreach Plan (C&O Plan) to explain how stakeholders will be engaged in the planning process, including input on the drafting of the DCP and providing feedback to the RDCP Partners.

Stakeholder Engagement Strategy

The RDCP Partners are committed to a transparent communication and stakeholder engagement process for Project development that involves stakeholders and diverse water interests throughout the region. The strategy for conducting communication and engagement is outlined on the following pages.

A key element of the strategy will be to integrate the RDCP’s communications about regional drought planning and management with the Regional Water Authority’s finalized North American Basin RDCP (October 2017), which focuses on regional drought planning for the Lower American River portion of the basin.

Purpose and Goals

The communications and stakeholder engagement process provide a means to identify public concerns, needs, and values prior to decisions. The C&O Plan is intended to guide the RDCP Partners through a collaborative and systematic decision-making process with input from key stakeholders, the general public, and interested agencies. The Plan is also intended to effectively promote a decision-making process based on input and considerations from groups with different viewpoints, and which all interested parties have equal access.

The purposes of the C&O Plan are to:

- Establish the foundation for identifying concerns, needs, and values through a collaborative and systematic decision-making process integrated into the RDCP.
- Be a document that will evolve and adapt to the needs of the project.
- Identify how the RDCP Partners plan to work directly with stakeholders throughout the process to ensure that issues and concerns are consistently understood and considered.

The goals for communication and engagement include:

- **Identifying concerns and values**—Comments about the RDCP will be collected throughout the process and responded as necessary for further analysis. The RDCP Partners are sensitive to the values and concerns of stakeholders and committed to working to identify and resolve any problems.
- **Sharing information**—Opportunities such as attending regional board meetings, planning meetings and invitations to other stakeholder meetings will be provided to share information.
Additional information, and newsletters and meeting notices will be mailed to inform stakeholders about project updates.

- **Gathering information**—Meetings will be conducted to gather information from selected stakeholders about concerns and ideas. Specifically, the Project Leads, EDCWA/EID, will work with the downstream Regional Water Authority and the non-Partner entities with interest in participating in implementing the RDCP. Contact with regulatory agencies, customers, and Native American Tribes will provide additional information on concerns for the RDCP. The RDCP Partners will provide other opportunities for engagement throughout development of the plan, such as maintaining a project email address so stakeholders can submit questions or comments with information about key project issues, or by conducting additional stakeholder engagement to listen to project concerns as the project progresses.

- **Developing and maintaining credibility**—The RDCP Partners are committed to being open with stakeholders and addressing concerns in a straightforward manner. This requires awareness of and responsiveness to the concerns and providing stakeholders with a variety of ways to contact and interact with the RDCP Partners throughout the development of the RDCP.

### Communication and Stakeholder Engagement Approach

The timeline can pose a challenge for stakeholders to consistently stay involved in a plan, while other stakeholders may not become aware of the RDCP in its early phases but will become engaged in later phases. Additionally, interest in a RDCP and focus on issues may change as the plan evolves. The approach to stakeholder engagement for the plan is to:

- Keep stakeholders engaged throughout the life of the plan;
- Engage new stakeholders throughout all phases of the RDCP; and
- Be flexible and responsive to stakeholder communication needs/requests.

### Measures of Success

Specific metrics will help inform the success of the C&O Plan, including:

- Meeting scheduled outreach and partnership opportunities as outlined in the *Stakeholder and Public Involvement Schedule* (Figure 1), and
- Maintaining a steady level of participation.

#### Figure 1. Stakeholder and Public Involvement Scheduled

<table>
<thead>
<tr>
<th>Description</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DPTF Meeting #1</strong></td>
<td></td>
</tr>
<tr>
<td>Project Public Launch</td>
<td></td>
</tr>
<tr>
<td>Email invitation to full stakeholder list, along with descriptive materials describing the RDCP plan development process and opportunity to participate via the DPTF</td>
<td>Dec. 2019</td>
</tr>
<tr>
<td><strong>DPTF Meeting #7</strong></td>
<td></td>
</tr>
<tr>
<td>Presentation and summary of Draft RDCP</td>
<td>TBD</td>
</tr>
<tr>
<td>Public Webinar option to invite larger participation</td>
<td></td>
</tr>
<tr>
<td>Invitation for Public Comment, and description of the Public Comment Process</td>
<td></td>
</tr>
<tr>
<td><strong>DPTF Meeting #9</strong></td>
<td></td>
</tr>
</tbody>
</table>
Roles and Responsibilities

The project team for the RDCP consists of EDCWA/EID as lead agency for the RDCP, local agency RDCP Partners, and consultant support. The roles and responsibilities of the RDCP Partners, Reclamation, and consultant support are described in the Roles and Responsibilities section of the RDCP’s Work Plan. The following table summarizes the Key RDCP partners and stakeholders.

Table 1, Task Force and Stakeholders for the UARB RDCP

<table>
<thead>
<tr>
<th>Organization</th>
<th>Status</th>
<th>Potentially Stakeholders</th>
<th>Water Rights Holder/Supplier</th>
<th>Agricultural</th>
<th>Environment</th>
<th>Cultural</th>
<th>Recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Dorado County Water Agency</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Dorado Irrigation District</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgetown Divide Public Utility District</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grizzly Flats Community Services District</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placer County Water Agency</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>County of El Dorado: Department of Agriculture, Weights, and Measures</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>El Dorado County Band of Miwok Indians, and Cosumnes Culture and Waterways</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American River Conservancy</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Dorado County Resource Conservation District</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Water Authority</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States Forest Service, Eldorado National Forest</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>California Dept. of Fish and Game</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sacramento Municipal Utility District</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacific Gas &amp; Electric</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>El Dorado Wine Grape Growers Association</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDC Farm Bureau</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shingle Springs Band of Miwok Indians</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Citizens for Water</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Key Messages

Established key messages will unify communication about the RDCP across multiple partners and venues, including transfer partners, stakeholders, and elected officials. Key messages include:

- The RDCP is a Reclamation Drought Contingency Plan with five (5) non-Federal Partners. The non-Federal Partners are co-managing the preparation of the RDCP.

- The RDCP Area encompasses the western slope of El Dorado County, California, and also includes approximately 750 square miles of the southeast portion of Placer County.
  
  o The planning area is composed of portions of the American River Watershed that is generally located above Folsom Reservoir; and includes the upper Cosumnes River Watershed, portions of the counties of El Dorado and Placer, which include the city of Placerville.

- The RDCP seeks to improve regional water supply reliability in the upper basin by developing drought contingency plan that will help contribute to water supply sustainability.

- RDCP partners are developing the RDCP to leverage the promising potential to further enhance existing regional cooperation and planning during single and multi-year drought events.

- The RDCP will evaluate the potential for maximizing infrastructure needed to maintain sustainability within the County; and formulate a plan that includes recommendations on governance, reporting and monitoring procedures.

- The RDCP will build on the long-term collaboration of the upper watershed water purveyors in advancing integrated regional water management and promote economic development and environmental protection.

- The RDCP will align regional water management strategies and planning efforts with those of Reclamation.

- A draft of the RDCP is anticipated in the latter half of 2021.

These key messages may evolve and be modified over the life of the project.

Communication and Engagement Tools

This C&O Plan is designed to actively engage RDCP partners, in-basin stakeholders, and elected officials in development of the RDCP. The RDCP will leverage existing venues and processes, such as the regular plenary meetings hosted by RWA and by the Sacramento Water Forum, and communication and engagement opportunities established for the ongoing regional planning efforts.

Proposed engagement activities include:

- Partnership Building – The RDCP Partners will work to establish partnerships with representative stakeholders.

- Email – The RDCP Partners will utilize email communications to the stakeholder database to keep interested stakeholders informed on the process, timing of deliverables and key milestones, opportunities for collaboration, and other important announcements.
o **Website Updates** – The EDCWA website will be updated regularly to include RDCP content, allowing stakeholders to track the process and access RDCP public documents.

o **Informational Materials** – The RDCP Partners will develop informational materials such as fact sheets, key messages, presentations, graphics and maps, and other pieces that provide information about the RDCP and can be shared with stakeholders to better engage and inform them.

o **Stakeholder Meetings** – The RDCP Partners will establish a calendar for stakeholder meetings and will convene these meetings throughout the life of the RDCP. The purpose of the meetings will be to build partnerships, share information, and discuss stakeholder concerns.

o **Presentations** – As requested, RDCP Partners will deliver presentations to interested stakeholders, Board members, elected officials and staff, and other organizations to share information and solicit feedback.

o **Contact Information** – As required in *Reclamation Manual, Directives and Standards, WTR 13-01*, contact information for Reclamation staff and the RDCP Partners will be distributed to interested stakeholders. The information will be included in the Website for public use.

Table 2: Project Contact Information

<table>
<thead>
<tr>
<th>Entity</th>
<th>Reclamation</th>
<th>EDCWA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Person</strong></td>
<td>Julie Hendricks</td>
<td>Ken Payne</td>
</tr>
<tr>
<td></td>
<td>Grant Administrator</td>
<td>General Manager</td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
<td>P.O. Box 25007, MS 84-27810</td>
<td>4330 Golden Center Drive,</td>
</tr>
<tr>
<td></td>
<td>Denver, CO 80225-5007</td>
<td>Suite C</td>
</tr>
<tr>
<td></td>
<td>303-445-2428</td>
<td>Placerville, CA 95667-6232</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jhendricks@usbr.gov">jhendricks@usbr.gov</a></td>
<td>530-621-5403</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Ken.payne@edcgov.us">Ken.payne@edcgov.us</a></td>
</tr>
</tbody>
</table>

**Identification of Stakeholders and Issues**

Both the stakeholders and issues related to the project are identified in this Plan.
Identification of Stakeholders

Collaborative planning activities will involve five (5) water agencies within the planning area; and will include participation by DPTF, DWR, and Reclamation. The primary venue for collaborative planning will be the regularly scheduled meetings of the DPTF. All meetings of the DPTF will be open for stakeholder and public involvement, including time reserved for public comments. Table 1, Task Force and Stakeholders for the UARB RDCP, will be used as the initial base for seeking stakeholder input.

Upon completion of the Draft RDCP a public meeting will be held to kick off a 30-day public comment period. Invitations to participate in person or online will include additional stakeholders identified for invitation by the DPTF and Reclamation, as well as interested members of the general public.

Targeted invitations may be sent to representative NGOs, elected officials, regional Board members, or others as the DPTF identifies. All participants will be encouraged to review and provide comments as necessary on the public draft RDCP.

Outreach activities beyond the DPTF will include:

- As needed email communication to the stakeholder database, to keep interested stakeholders informed on the process, timing of deliverables, and opportunities for collaboration
- Regular website updates, including posted materials from the DPTF
- As requested, presentations and meetings with interested stakeholders, Board members, elected officials & staff.
- Stakeholder and Public Involvement Schedule

Stakeholders and members of the public will be encouraged to provide input on the development of draft TM, draft documents, and DPTF meetings.
ATTACHMENT E
Professional Services Agreement

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN ELDORADO COUNTY WATER AGENCY AND
CONSULTANT NAME

THIS AGREEMENT is made and entered into by the El Dorado County Water Agency, (“Agency”), a California public agency formed pursuant to the El Dorado County Water Agency Act, California Water Code Appendices Chapter 96, and [NAME OF CONSULTANT and designate business capacity, e.g., a California corporation, partnership, LLC, or individual and dba], (“Consultant”), (the “Agreement”) with reference to the following facts:

A. Agency has determined that it is necessary to the accomplishment of its law mandated duties to obtain a consultant to provide the professional services described in, and on the terms agreed by, this Agreement.

B. Consultant represents that: (i) Consultant is [a CA corporation, partnership, LLC or individual with dba] that is, and at all times during the performance of Services under this Agreement shall remain, qualified to and is transacting business in California; (ii) Consultant’s principal business is that for which Consultant is engaged under this Agreement; and (iii) Consultant is specially trained, experienced, expert and competent to perform the professional services required by this Agreement. Agency has determined to and does rely on each and all such representations.

C. It is Agency’s requirement and Consultant agrees that all Consultant’s activities, operations and professional services (collectively, “Services”) that are described and approved in all Agency issued Task Orders that are performed for Agency under this Agreement shall comply and be in conformity with all applicable federal, state and local laws, rules and regulations, this Agreement and Task Orders.

D. Agency has determined that the provision of Services by Consultant pursuant to this Agreement is in the public’s best interest, is more economically and feasibly performed by outside independent consultants, and is authorized by Government Code Section 31000.

NOW, THEREFORE, in consideration of the factual recitals and representations, above, Agency and Consultant mutually agree as follows:

1. Scope of Services. The Services to be provided by Consultant pursuant to this Agreement are [GENERAL DESCRIPTION OF SERVICES] all as more specifically described in the approved Task Orders attached to and collectively made a part of this Agreement as Exhibit “A”. Consultant shall only perform Services described in the attached Task Orders, and such other Task Order as
Agency may issue from time to time, which, shall automatically be made a part of and be subject to all the terms and conditions of this Agreement. Task Orders shall be numbered consecutively and, while each of them is independent of each other, all such Task Orders are subject to the terms of this Agreement. Task Orders may be issued or amended from time to time by the Agency as authorized by the Agency’s Board approved Policies.

2. **Term.** The term of Consultant’s engagement to provide Services for this Agreement shall begin on [BEGIN DATE], its Effective Date, and extend through until all Task Orders are complete or when this Agreement is terminated.

3. **Compensation and Billings for Services.** Agency agrees to pay Consultant, and Consultant agrees to accept, the Consultant’s Compensation as compensation in full for all Services performed by Consultant under this Agreement as follows:

   A. **Task Orders.** Consultant’s Exhibit “A” Task Orders represents Consultant’s best estimate of the costs and expenses necessary and required for Consultant to timely and completely perform all of the Services described on the Exhibit “A” Task Orders. While the indicated costs for each task and the related subtasks, and deliverables are the result and product of Consultant’s best estimate, the inclusion of such costs on the attached Task Orders is a Contracted Amount which shall not be increased, changed, amended, shifted or deleted except upon Agency’s prior written approval. Consultant shall not bill Agency, nor shall Agency be responsible for amounts in excess of the approved Contracted Amount. Funding for all Services and work necessary, required or convenient to completely perform the Services shall be set as described in Section 5 of this Agreement.

   B. **Task Orders, Tasks and Subtasks.** Each Task Order is a distinct unit of the Services, which includes a description of work to be performed, the deliverables or milestones, Contracted Amount, and time of performance, which may not exceed the term of this Agreement. Funding may not be moved between Task Orders. Task or deliverables of each Task Order shall not be increased, changed, amended, shifted or deleted except upon Agency’s prior written approval.

   In the event that actual costs to perform tasks, subtasks, or deliverables identified in a Task Order becomes or is greater or less than projected by Consultant, at Consultant’s earliest opportunity and knowledge of such cost difference, Consultant shall provide Agency with an updated budget as it relates solely to such difference for Agency’s prior written approval and authorization to either increase or decrease the Contracted Amount to ensure that the Services are completed within the Contracted Amount as it may be so adjusted by Agency. Requests by Consultant to reallocate compensation identified in the Task Orders between or among subtasks of the tasks require a showing to Agency’s satisfaction and prior written approval that such reallocation is reasonably necessary to timely and completely perform all of the Services of the Task Order.
C. Agreed Hourly Rates. The Agreed Hourly Rates for authorized Consultant employees and sub-consultants are attached and made part of this Agreement as Exhibit “B”. Consultant shall be compensated for work at the agreed hourly rates. If Consultant desires to add employees or sub-consultants, Consultant shall submit resumes and proposed rates of additional personnel for Agency approval prior to adding the personnel. Overtime rates shall be disallowed. Consultant has considered its administrative overhead (e.g., but not limited to, internal telephone, D. Billing. Consultant shall bill in arrears using the Agreed Hourly Rates, not more frequently than monthly, but not less frequently than bi-monthly, by submitting an itemized statement that provides a breakdown of Services provided under each Task Order, copies of all backup data and information, including invoices of approved sub-consultants. Each statement shall be accompanied by a budget summary by Task Order listing the Tasks, related budget amount, prior billing amounts, current invoice amount, budget balance, percentage of budget expended, and percentage of work complete; as well as a list of milestones by Task Order, the original deadline, revised deadline, and date completed. Statements shall be submitted to the address provided in Section 13. h. in accordance with Agency’s Invoicing Requirements and Expense Documentation Procedure, a copy of which is attached to and made a part of this Agreement as Exhibit “C” or such other Procedure as Agency may later adopt, which shall automatically be made a part of this Agreement as the agreed substituted Exhibit “C” effective as of the date of Agency’s adoption. Agency agrees to pay Consultant for all services performed under this Agreement on a time and materials basis in accordance with Consultant’s Agreed Hourly Rates in Exhibit “B” in increments of one-tenth (1/10) hour segments.

E. Reimbursement of Expenses. Sub-consultant and direct costs for the deliverables as described in the attached Task Orders are reimbursable. No mark-up, multiplier or other adjustment of sub-consultant invoices or deliverables shall be made or paid. Travel expenses shall be reimbursed in accordance with the policies and rates set forth in the El Dorado County Water Agency’s Consultant Travel Policy attached as Exhibit “D”, or such other travel policy as Agency later adopts, which shall automatically be made a part of this Agreement as the agreed substituted Exhibit “D” effective as of the date of Agency’s adoption. Consultant shall not charge Agency for preparation or review of invoices or supporting documents, for the implementation of internal procedures associated with invoices, or for consultant’s time in traveling to or from Agency’s offices. Consultant is responsible for ensuring that sub-consultants are billing in accordance with sub-consultants’ contract rates, represents all sub-consultant documentation complies with all requirements of sub-consultants’ contracts, and resolving any issues with the sub-consultants.

[Attorney Only]:
Subject to the not to exceed provisions of each Task Order, Agency shall reimburse Attorney for actual, reasonable and necessary expenses permitted by the Task Orders. Conference calls and computerized research, including Lexis/Nexis and Westlaw, will be reimbursed subject to the not to exceed provisions in the Task Orders, at the standard rates charged by the conference call service provider and Lexis/Nexis and Westlaw, respectively.

Other reasonable, customary and necessary expenses, including but not limited to statutory fees, witness fees, reporters’ per diem and transcription fees, jury fees, and expenses of serving process, expert consultants and witnesses shall be advanced by Attorney and reimbursed by Agency subject to the not-to-exceed provisions in the Task Orders. Expert consultants and witnesses may be retained by Attorney with prior written approval and on terms acceptable to Agency. Attorney may submit approved invoices in excess of $1,000.00 to Agency in special billings for expedited payment, to be deposited in Attorney’s trust account for payment from Attorney to such expert consultants and witnesses.

F. Payment of Invoices. Agency will endeavor to pay approved invoices within thirty (30) days following Agency’s receipt and approval of invoices, however, Agency shall not be in default of this Agreement if such payment is made within forty-five (45) days of such receipt and approval. If Agency disapproves of all or any portion of an invoice, it shall so notify Consultant within thirty (30) days of receiving the statement. Agency and Consultant shall meet and confer and shall exert their best efforts to resolve any objections by Agency to an invoice within the ensuing thirty (30) days. Consultant shall not suspend or discontinue performance of Services during any period of invoice resolution and nonpayment.

4. Independent Consultant Liability. Consultant is independent and solely responsible, and assumes full liability, for all acts of persons and entities, including its officers [if corporation], employees and associates, and those of all sub-consultants engaged by Consultant in the performance of Services pursuant to this Agreement. Consultant shall be responsible for performing the Services under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and the negligent acts of its officers [if corporation], employees and others engaged by Consultant, including but without limiting the generality of the foregoing, sub-consultants in the performance of Services and all activities and conduct reasonably necessary or required to perform Services under this Agreement. Agency shall have no right of control over the manner or means in which the Services are to be performed, and, therefore, shall not have or be charged with liability or responsibility of preventing risks to Consultant, its officers [if corporation], employees, sub-contractors, sub-consultants and all others performing any of the Services under this Agreement, from all of which Consultant shall indemnify Agency as provided in Section 8 of this Agreement.

OR
Independent Attorney/Liability. Attorney is independent and solely responsible, and assumes full liability for all acts of persons and entities, including its employees and associates, and those of all sub-consultants engaged by Attorney in the performance of Services pursuant to this Agreement. Attorney shall be responsible for performing the Services under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and the negligent acts of its employees and others engaged by Attorney, including but without limiting the generality of the foregoing, sub-consultants in the performance of Services and all activities and conduct reasonably necessary or required to perform Services under this Agreement. Agency shall have no right of control over the manner or means in which the Services are to be performed, and, therefore, shall not have or be charged with liability or responsibility of preventing risks to Attorney, its employees, subcontractors, sub-consultants and all others performing any of the Services under this Agreement, from all of which Consultant shall indemnify Agency as provided in Section 8 of this Agreement.

5. Fiscal Considerations. The parties to this Agreement recognize and acknowledge that Agency is a governmental entity within the State of California. As such, Agency is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of Agency’s business, Agency will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget may not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, Agency shall give notice of termination of this Agreement or affected Task Order in the event of adoption of a proposed budget that does not provide funds for the professional services required by this Agreement or Task Orders. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement or Task Orders. Upon the effective date of such notice, this Agreement or Task Order shall be automatically terminated and Agency released from any further liability hereunder. Terms of Section 6.d. shall also apply.

In addition to the above, should Agency’s Board of Directors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for which services were contracted to be performed pursuant to this Agreement, then, in the sole discretion of the Agency, this Agreement or affected Task Orders may be deemed to be terminated in its entirety or reduced in scope or cost or both, subject to payment for services performed prior to termination or reduction.

6. Suspension, Default and Termination of Services.
   A. Agency may direct Consultant by written notice to suspend, delay or interrupt Services, in whole or in part, for such periods of time as Agency
may determine in its sole discretion. Agency may give any such notice without cause. Such notices will be served and be effective as is provided in this Agreement for notices. Consultant shall suspend the performance of Services under this Agreement on the date and to the extent specified in the notice. Suspension of Services shall be treated by the Agency as an excusable delay for the provision of Services by Consultant.

B. Agency may terminate performance of Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of this Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of Agency’s written notice to Consultant demanding such cure. In the event Agency terminates this Agreement for default.

C. Agency may terminate performance of Services under this Agreement in whole, or from time to time in part, for convenience, whenever Agency determines that such termination is in Agency’s best interest. In the event Agency terminates this Agreement for convenience, Consultant shall be entitled to be paid for Services satisfactorily performed to the termination date, but may recover no other cost, damage or expense.

D. Following any termination or suspension under Section 5 or this Section 6, Consultant shall: (i) stop Services under this Agreement or affected Task Order on the date and to the extent specified in the notice of termination; (ii) terminate and settle all outstanding liabilities, claims and subcontracts, including those arising out of such termination of sub-consultants; (iii) complete performance of any part of the Services which were not terminated; and (iv) take such action as may be necessary, or as Agency may direct, for the protection and preservation of any Work Product or documents acquired from the Agency as related to this Agreement, regardless of state of completion, which is in Consultant’s possession and in which Agency has or may acquire an interest.

7. [Attorney Only] Confidentiality and Consultant Work Product. Consultant is engaged by Agency to provide confidential legal advice to Agency. All such advice by Consultant, as well as all Consultant Work Product, including that prepared by sub-consultants, and professional Services for Agency are and shall remain confidential and not subject to disclosure to anyone other than Agency to the fullest extent provided by law and this Agreement. Promptly upon request of Agency any and all of such Work Product shall be delivered to Agency without further, additional or any other cost of creation, delivery, or transmission.

OR

7. Confidentiality and Ownership of Work Product. Any interest of Consultant or its sub-consultants in studies, reports, memoranda, graphs, charts, maps, figures, or any other documents (including all electronic and media representations of any of them) prepared by Consultant or its sub-consultants at any time in connection with the Services, shall be, immediately upon its creation, the property (“Work Product”) of Agency. Promptly upon request of Agency any
and all of such Work Product shall be delivered to Agency without further, additional or any other cost of creation, delivery, or transmission costs of investigation, and all appellate representation of Agency), brought for, or on account of, injuries to or death of any person, including but not limited to Agency Parties, and the public, or damage to property, or any economic, incidental and consequential losses, which are claimed to or in any way arise out of or are connected with errors, omissions, or acts in the Consultant’s or sub-consultants’ performance of Services, operations, performance or imputed performance of or under this Agreement regardless of the existence or degree of fault or negligence on the part of the Agency, except for the sole, or active negligence of Agency, its officers and employees, or as expressly prescribed by statute. This duty of Consultant to indemnify and save Agency harmless includes the duties to defend set forth in California Civil Code Section 2778.

Consultant shall maintain the confidentiality and privileged nature of all Work Product, or other data and information relative to the Agency’s operations together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Consultant, and all Consultant’s staff, employees, and representatives, including any sub-consultants authorized herein, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to Agency for the purpose of, and in the performance of, this Agreement. Permission to disclose information on one occasion shall not authorize Consultant to further disclose such information, or disseminate the same on any other occasion. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement. Any subcontract entered into as a result of this Restatement shall contain all of the provisions of this Paragraph.

8. Indemnity. Consultant shall indemnify and defend (with legal counsel reasonably acceptable to Agency), and hold Agency and its officers, directors, agents, officials, representatives, employees and authorized volunteers, and each of them (collectively “Agency Parties”) harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description (including, without limitation, court costs, attorneys’ fees, litigation expenses and fees of expert consultants and/or expert witnesses and faxes, postage, copies, travel time to and from Agency, support staff and computer assistance) in the Agreed Hourly Rates and such costs shall be borne by the Consultant without further reimbursement from Agency. Such rates may from time to time, but not more frequently than once every other year beginning [DATE OF CHANGE], be changed by mutual written agreement with the Agency’s Board, which when agreed, shall become the new substituted Agreed Hourly Rates.

9. Insurance. As a condition to the effectiveness, and Agency’s obligations of performance, of this Agreement, Consultant shall continuously maintain insurance that is owned by and names Consultant (and all businesses under which Consultant transacts business), as the named and primary covered insured in a form acceptable to Agency to be in full force and effect from the first
day of the term of and throughout this Agreement, and shall provide proof of such policies of insurance satisfactory to El Dorado County Risk Management, or such other representative that Agency designates, ("Risk Management") and documentation evidencing that Consultant maintains insurance that meets these requirements:

A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.

B. Commercial General Liability Insurance of not less than $1,000,000.00 combined single limit on an occurrence basis, each, for bodily injury and property damage.

C. Automobile Liability Insurance of not less than $1,000,000.00, each occurrence including coverage for owned, non-owned and hired vehicles, used by the Consultant in the performance of this Agreement.

D. Professional Liability Insurance. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, provide Professional Liability Insurance (for example, malpractice insurance) coverage for the performance of such services on an occurrence basis with a limit of liability of not less than $1,000,000.00 per occurrence, and Consultant shall maintain such insurance for a period of four (4) years after completion of the Services.

E. Consultant shall furnish certificate(s) of insurance satisfactory to Risk Management as evidence that the insurance required above is being maintained.

F. All insurance will be issued by insurance companies acceptable to Risk Management.

G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event Consultant or Agency is notified that any insurance coverage is or will: (i) be reduced by the payment, including reservation for payment, of claims and expenses; or (ii) expire, at any time or times during the term of this Agreement, Consultant agrees to provide, at least thirty (30) days prior to any such event or events, a certificate of insurance evidencing either increased limits, or new insurance, that provide the full coverage as provided for herein for not less than the remainder of the term of this Agreement, or for a period of not less than one (1) year, whichever is longer. New and increased limits of coverage certificates of insurance are subject to the approval of Risk Management, and Consultant agrees that no work or Services shall be performed prior to the giving of such approval. In the event Consultant fails to keep in effect at all times insurance coverage as herein provided, Agency may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

H. Certificates of insurance must include the following provisions stating that:
   (a) The insurer will not cancel the insured's coverage without thirty (30)
days prior written notice to Agency;

(b) Agency, its officers, directors, officials, employees, and volunteers are included as additional insureds, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the Commercial General Liability Insurance policy; and

(c) The insurer waives all rights of subrogation against Agency, its officers, directors, officials, employees and volunteers.

I. The Consultant’s insurance coverage shall be primary insurance as respects Agency, its officers, directors, officials, employees and volunteers. Any insurance or self-insurance maintained by Agency, its officers, directors, officials, employees or volunteers shall be excess of Consultant’s and any required sub-consultants’ insurance and shall not contribute with it.

J. All deductibles must be declared to and be approved by Risk Management. At the option of Risk Management, the insurer shall either reduce such deductibles to amounts acceptable to or as are specified by Risk Management, or eliminate such deductibles.

(a) Any failure to comply with the reporting provisions of the policies shall constitute a default of this Agreement with Agency.

(b) The insurance companies shall have no recourse against Agency, its officers, directors, officials, employees and volunteers or any of them, for payment of any premiums, deductibles or assessments under any policy issued by any insurance company.

(c) Consultant’s obligations are and shall: (i) not be limited by the foregoing insurance amounts or requirements; and (ii) shall survive expiration, termination or performance of this Agreement.

(d) All agreements between Consultant and sub-consultants which arise out of or are in furtherance of this Agreement shall be in writing and shall include all of the foregoing insurance requirements, proof of compliance with which Consultant shall furnish to Agency before the commencement of work or Services by any sub-consultant.

(e) Certificates of insurance shall meet such additional standards as may be determined by Agency, either independently or in consultation with Risk Management, or others, deemed essential by Agency for its protection.

10. Interest of Public Official. No official or employee of Agency who exercises any functions or responsibilities in review or approval of Services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interests or the interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of Agency have any interest, direct or indirect, in this Agreement or the proceeds thereof.
11. **Interest of Consultant.** Consultant represents that it is familiar with Sections 1090, et seq. and Section 87100, et seq. of the California Government Code and that it does not know of any facts that do or would constitute a violation of either of those Code sections. Consultant covenants and represents that Consultant and sub-consultants do not now have and during the existence of this Agreement shall not acquire any personal or financial interest in: i) any other contract connected with or directly affected by the Services to be performed under this Agreement; or ii) any other entities connected with or directly affected by the Services to be performed under this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

Consultant shall promptly notify Agency in writing, as required by Section 13.f., of all potential conflicts of interest or any prospective business association, interest, or other circumstance, which may influence or appear to influence Consultant’s or sub-consultants’ judgment or quality of Services being provided or required by the terms of this Agreement. Such written notification shall identify the prospective business association, interest or circumstance, the nature of the work that Consultant or sub-consultants may undertake, and request Agency’s opinion as to whether the association, interest, or circumstance would constitute a conflict of interest if entered into by Consultant or sub-consultants.

Agency agrees to notify Consultant of its opinion by mail within thirty (30) days of receipt of notification from Consultant. If, in the opinion of Agency, the prospective business association, interest or circumstance would not constitute a conflict of interest by Consultant or sub-consultants, Agency shall so state in the notification and Consultant shall, at its option, enter into such association, interest or circumstance, and, so long as the facts upon which such determination is made remain unchanged, it shall be deemed not in conflict under the terms of this Agreement. If Agency is of the opinion such prospective activity could constitute a conflict of interest in, or materially impair, in the sole judgment or perception of Agency, the performance by Consultant of this Agreement, Agency shall so notify Consultant who agrees not to enter, and to restrict such sub-consultant from entering, into such association, interest or circumstance.

12. **Independent Judgment.** Agency understands and acknowledges that the performance of the Services provided in this Agreement may invite criticism, controversy, or litigation which may be motivated by public or private opposition to any project irrespective of Consultant’s performance. Agency agrees that any such project criticism, controversy, or litigation, alone, shall not be cause for Agency to withhold payments due Consultant. Agency further agrees that the mere failure of Agency or any third party to agree with Consultant’s findings, conclusions, or recommendations, alone, shall not be construed as a failure of Consultant to have performed its obligations under this Agreement.

A. Changes to this Agreement and Task Orders. This Agreement may only be amended by mutual consent of Agency and Consultant. Such amendment shall become effective only when in writing by Agreement Amendment or Task Order and fully executed by duly authorized officers of Agency and Consultant.

B. Maintenance of Records. Consultant and all sub-consultants shall maintain complete and accurate records and accounts of all Services performed, including experts and all Work Product, pursuant to this Agreement for four (4) years after the expiration or termination of this Agreement. As a covenant that shall survive the expiration or sooner termination of this Agreement, Consultant shall make all such records available for inspection and copying by authorized representatives of Agency at any reasonable time upon request. Consultant shall also require sub-consultants to maintain and make available for inspection and copying all such records upon Agency’s request.

C. Assignment and Delegation. Consultant is engaged by Agency for its unique qualifications and skills, and may not assign this Agreement or delegate the performance of Services, in whole or in part, without prior Agency approval.

D. Independent Contractor. Consultant shall be an independent contractor and shall not be deemed to be an employee of the Agency for any purpose.

E. Responsible Attorney. It is an express condition of this Agreement that Attorney designates [NAME] as Responsible Attorney [from its LOCATION OF OFFICES] who shall be responsible for the direction and performance of the Services under this Agreement. The Responsible Attorney shall serve as principal liaison between the Agency and the Attorney. Attorney may not substitute or designate other Responsible Attorney without Agency’s prior written consent, which consent may be withheld at Agency’s discretion.

OR

E. Responsible Principal. Consultant shall have a Responsible Principal who shall be responsible for Consultant’s performance of all of its obligations and Services under this Agreement. The name of the Responsible Principal is [NAME].as named in each Task Order. The Responsible Principal shall serve as principal liaison between the Agency and the responsible for Consultant’s performance of all of its obligations and Services under this Agreement. The name of the Responsible Principal is [NAME].as named in each Task Order. The Responsible Principal shall serve as principal liaison between the Agency and the Consultant. Consultant may not designate another Responsible Principal without Agency’s prior written consent.

F. California Residency (Form 590). All independent Consultants providing services to the Agency must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that it
has a permanent place of business in California. Consultant will be required to submit a Form 590 prior to execution of this Agreement, or Agency shall withhold a percentage of each payment, as required by California law, made to the Consultant during term of the Agreement.

G. Taxpayer Identification. All independent contractors or corporations providing services to the Agency must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

H. Notices. All notices to be given by the parties shall be in writing and served by deposit of the notice in the United States Post Office, first class postage prepaid, return receipt requested. Failure to sign the return receipt will not impair or invalidate the notice. All notices however sent shall be effective as of the date of the sender’s postage receipt, or immediately upon receipt if delivered personally or by overnight or other courier delivery services. Notices to Agency shall be addressed as follows:

El Dorado County Water Agency  
4330 Golden Center Drive,  
Placerville, CA, 95667  
ATTN: General Manager

or to such other address or location as the Agency directs.

Notices to Consultant shall be addressed as follows:

Consultant Name  
Address 1  
Address 2  
ATTN: Name

or to such other address or location as Consultant directs.

I. Conflict of Agreement and Task Orders. Where a conflict arises between a Task Order and this Agreement, the terms of this Agreement shall prevail.

J. Interpretation; Partial Invalidity. Both parties have had sufficient opportunity to review this Agreement and to consult with legal counsel before executing it. This Agreement shall therefore be construed in accordance with its plain meaning and not in favor of or against any party. Paragraph headings are for convenience only and shall not be relied upon in construing this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

K. Venue; Fees and Cost. Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, (and, if subsequently agreed, mediation, or arbitration), shall be brought in El Dorado County,
California, and shall be resolved in accordance with the laws of the State of California. Consultant waives any removal rights it might have under Code of Civil Procedure Section 394. In any action to interpret or enforce the terms of this Agreement or to adjudicate any alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement no party shall be entitled to recover attorneys’ fees or costs in addition to any other relief to which such party may be entitled.

L. No Incidental, etc. Damages. Notwithstanding any other provision of this Agreement, in no event shall Agency be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed or to be performed in connection with this Agreement.

M. No Third Party Beneficiaries. Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

N. Authorized Signatures. The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalves are fully authorized to do so by law or other appropriate instrument and to bind each party to the covenants, duties, obligations and responsibilities of this Agreement.

O. Assignment. This Agreement is for professional services and may not be assigned in whole or in part.

P. Time is of the Essence. Agency and Consultant each agree that time is expressly made of the essence in the performance of each and every covenant and occurrence of each and every condition of this Agreement. Any express or implied waiver of this provision, including by conduct, estoppel or otherwise, may be terminated and time made of the essence again upon ten (10) days prior written notice.

Q. Entire Agreement. This Agreement and the attached exhibits are the entire agreement between the parties and they incorporate or supersede all prior written or oral negotiations, representations, agreements or understandings between the parties.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date indicated below as of its Effective Date.

EL DORADO COUNTY WATER AGENCY --

Dated:________________________________________________________

By_________________________________________________________

Kenneth V. Payne, P.E.
General Manager
“Agency”

-- CONSULTANT --

Dated:________________________________________________________

Name of Consultant
a California Corporation/Individual/Partnership

By:_________________________________________________________

“Consultant”
TASK ORDER
TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN EL DORADO
COUNTY WATER AGENCY AND
[CONSULTANT NAME]

Task Order No. A#

A. This Task Order ("TO") is Consultant’s best estimate of the costs and expenses necessary and required for Consultant to timely and completely perform that portion of the Services of the Agreement to which it is attached and of which it is subject, identified in this TO.

B. The separate tasks or deliverables identified and enumerated in this TO are and shall constitute the scope of the Services Consultant is to provide the Agency under this TO.

C. The total Contracted Amount of this TO is $[xxxx].

D. The Time of the Performance for this TO shall be effective [xxxx] and end [xxxx] unless sooner terminated.

E. Changes to this TO may only be made in compliance with the terms of the Agreement.

F. Attached to this TO as Schedule 1 is the identification of all tasks, subtasks, and deliverables authorized and agreed by this TO. Schedule 1 is subject to the Agreement and is made a part of this TO by this reference.

G. The name of the Consultant’s Responsible Project Manager is [NAME]. The Responsible Project Manager shall supervise and direct the work to be performed by Consultant under this TO, and shall serve as principal liaison between the Agency and the Consultant as it relates to this TO. Consultant may not designate another Responsible Project Manager without Agency’s prior written consent.

H. Agency’s execution of the TO constitutes Agency’s approval of it and Agency’s authorization for Consultant to proceed in accordance with this TO and the Agreement.

Dated: ___________ El Dorado County Water Agency

By_________________________________________
Kenneth V. Payne, P.E.
General Manager
“Agency”

Dated:_________________________ Name of Consultant
a California Corporation/Individual/Partnership
By_________________________________________
“Consultant”
Invoices to El Dorado County Water Agency (Agency or EDCWA), shall include the following:

**General Information**
- Vendor name
- Payment mailing address
- Contact person, phone number, and email
- Billing period
- Project name (include Agency or EDCWA)
- Agency provided purchase order or project number

**Hourly Billing Rate Information**
- For each employee, include:
  - Employee name
  - Job title
  - Date of work
  - Number of hours
  - Hourly rate
  - Description of work performed
- If employees are added to the project, an updated rate sheet and copies of the resume(s) must be submitted to the Agency for **prior** approval.
- Overtime rates will be disallowed.

**Multiple Tasks Information (if applicable)**
- Separate the amount incurred for each task
- Provide a summary of task completion

**Reimbursable Expenses** (where allowed by Agency contract or approved under travel policy)
- Mileage: Include date, destination, project name and miles
- Travel: Copies of receipts with travel dates, amounts, project name, and employee name
- Miscellaneous costs: Copies of receipts, project name, and purpose
- Excluded: Costs and time for preparation or review of invoices or supporting documents

**Sub-consultants (if applicable)**
- Consultant is responsible for (1) verifying and represents all sub-consultant documentation complies with all requirements listed above and (2) providing copies of the invoices and back-up documentation with the Consultant’s billing.
- Add-ons, mark-ups and other billing adjustments will be disallowed.

**Note:** All rates and reimbursable expenses must be in compliance with the contracted rates. If amounts submitted exceed contracted rates, the invoice will be adjusted and paid at approved rates.
Subject: Policy No. 14
Priorities, Restrictions, January 9, 2008

Principles and Procedures

Background
The El Dorado County Water Agency adopted El Dorado County’s travel policy for use in all consultant contracts. At the Board’s direction, the Water Agency has been establishing greater independence from the County and is developing its own policies. This policy applies to all consultants contracted by the Water Agency that are required to travel in the course of business for the performance of their contract and provides guidelines for reimbursements.

General Policy
To conserve Agency resources and keep expenses within community standards for consultants performing Agency contracted work, expenditures should adhere to the guidelines in this policy. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the Agency will be limited to the costs that fall within the guidelines.

• Expenses incurred for travel must: (i) directly benefit the Agency; (ii) be reasonable, actual and necessary expenses; (iii) be authorized by the consultant’s contract; and (iv) be budget compliant.

• All expenses incurred on Agency business should be a reasonable and prudent use of public funds.

Consultants compelled to travel in the performance of their contracted duties and in the service of the Agency shall be reimbursed for their reasonable, actual and necessary expenses for transportation, parking fees, and other reasonable incidental costs.

Reimbursable Expenses
Consultants traveling to attend Agency meetings, or making presentations or attending meetings on behalf of the Agency may be compensated as follows:

Automobile. When traveling to Agency related meetings, mileage is reimbursed at Internal Revenue Service rates. (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

Parking & Tolls. Parking fees and tolls shall be reimbursable, as long as documentation is provided. In no circumstances will citations be reimbursable.
Other Travel
All other travel (e.g., conferences, overnight travel, etc.) must be approved prior to the occurrence. The General Manager may grant an exception to this policy, so long as: (1) the expense has been included in the annual Board approved budget; (2) is within California; and (3) does not exceed $2,000 per person. If all three criteria are not met, then Board approval is required.

Expenses will be reimbursed in a manner consistent with the Board approved “Expense and Use of Public Resources Policy Statement”. Any exception granted is to be applied on a case-by-case basis and does not set a or any precedent for future policy unless it has been formally adopted by the Board of Directors.

Advances
Funds will not be advanced to the consultant for travel.

Reimbursements
Consultants must provide an itemized invoice for travel costs within 60 days of the occurrence.

- Mileage reimbursement requires the date of travel, destination, purpose, and number of miles.
- All other reimbursements shall require receipts documenting the expense. If receipts are not customarily issued for the type of expense, then written documentation including, the type of expense, date, signature of consultant, and amount must be provided.

Compliance
In order to receive reimbursements for travel expenses, it is the responsibility of the consultant to understand and comply with all policies and procedures included in this policy. Failure to properly document expenses may result in a denial of reimbursement.

Effective Date and Supersession
Regardless of what is stated in a consultant’s contract, this Policy shall be effective upon its adoption and shall supersede all prior policies, amendments, letters of intent, or positions of Agency on this subject.
ATTACHMENT F
Qualification Scoring Sheet

Development of the Upper American River Basin Drought Contingency Plan RFQ

[_____] Service Category
Name of Submitter: _______________________
Name of Reviewer: _______________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score 1-10*</th>
<th>Weight (%)</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Understanding of and approach to scope of work in the RFP</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2 Experience and expertise</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>3 Project team makeup and capabilities</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>4 Hourly rates, affordability and cost control</td>
<td></td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

Total Weighted Points: __________________**

*One (1) being lowest and ten (10) highest

**Maximum total weighted points = 1,000