

Tulare Kern Funding Area  
 Integrated Regional Water Management (IRWM)  
 Disadvantaged Community Involvement Program (DACIP)  
 Project Advisory Committee (PAC)  
 August 30, 2018, 9am-12pm  
 Location: 800 West Burrel Avenue, Visalia, CA 93291.

**NOTICE TO THE PUBLIC  
 PUBLIC COMMENT PERIOD**

At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the PAC at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for the PAC's consideration. Any person addressing the PAC will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak. At all times, please use the microphone and state your name and address for the record.

AGENDA<sup>1</sup>

**Meeting Objectives:**

- Review and Affirm Draft DAC Engagement and Education Program Proposal.
- Develop recommendations to County on final DAC Engagement Scope and Guidelines.
- Provide updates on Needs Assessment activities.

Time	Item	Materials
9:00-9:15 am	<b>Welcome, Introductions &amp; Agenda Review</b> <ul style="list-style-type: none"> <li>• Opening Remarks</li> <li>• PAC and Project Team Introductions</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-in Sheet</li> <li>• Agenda</li> </ul>
	<b>Public Comment</b>	
9:15-10:15 am	<b>Review DAC Engagement and Education Program Proposal</b> <ul style="list-style-type: none"> <li>• Overview of Revised Scope</li> <li>• Input Required from PAC</li> <li>• Questions and Answers</li> <li>• Open Discussion</li> <li>• Public Comment</li> </ul> <p><i>PAC Action: Recommendation to County for Approval of DACEEP Proposal</i></p>	<ul style="list-style-type: none"> <li>• DACEEP Proposal</li> </ul>

<sup>1</sup>*If you require Spanish translation of meeting materials or Spanish interpretation at the meeting, please contact Julieta Martinez, Chief of Staff for the Board of Supervisors at (559) 636-5041 or [JMartinez2@co.tulare.ca.us](mailto:JMartinez2@co.tulare.ca.us). Translation must be requested at least 48 hours prior to the meeting.*

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Time	Item	Materials
10:15-10:45 am	<p><b>Update on Additional Needs Assessment Scope</b></p> <ul style="list-style-type: none"> <li>● Overview of cost for additional services requested <ul style="list-style-type: none"> <li>○ Septic Tank Density</li> <li>○ Surface Water Rights Information Mapping</li> </ul> </li> <li>● Questions and Answers</li> <li>● Open Discussion</li> <li>● Public Comment</li> </ul> <p><i>PAC Action: Recommendation to County for Approval of additional Needs Assessment scope</i></p>	<ul style="list-style-type: none"> <li>● DRAFT Scope for additional services</li> </ul>
10:45-11:45 am	<p><b>Update on Needs Assessment</b></p> <ul style="list-style-type: none"> <li>● Overview of activities to date</li> <li>● Questions and Answers</li> <li>● Input needed from PAC</li> <li>● Open Discussion</li> <li>● Public Comment</li> </ul>	<ul style="list-style-type: none"> <li>● Presentation of Needs Assessment Demonstration Product</li> </ul>
11:45–11:55 am	<p><b>Update on PAC Roster and membership</b></p> <ul style="list-style-type: none"> <li>● Discuss current status of PAC Roster and missing DAC Representatives</li> <li>● Open Discussion</li> <li>● Public Comment</li> </ul> <p><i>PAC Action: Recommendation on next steps, if any.</i></p>	
11:55 am–12:00 pm	<p><b>Next Steps and Closing</b></p>	

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# Disadvantaged Communities Improvement Program/Project Advisory Committee 2018 Updated Meeting Schedule and Framework

DACIP	Project Advisory Committee
<b>February – April 2018</b> Execute Agreement with DWR Form Project Advisory Committee (PAC) Plan PAC Kickoff Meeting Distribute Materials	<b>April 2018</b> Program Kickoff Program Overview Charter Discussion and Finalization DAC Engagement Program and Needs Assessment Discussion
<b>April – July 2018</b> Prepare Draft Needs Assessment Scope/Proposal Prepare Draft DAC Engagement and Education Program Scope/Proposal Circulate Draft Proposals to PAC for review Conduct interim workshop to review scope/proposal documents, if necessary	<b>May 2018</b> Discuss components of the Needs Assessment Proposal
	<b>June 2018</b> Review of Draft Needs Assessment Proposal (recommendation for approval) PAC to provide recommendations to County on final Needs Assessment Scope (accept proposal as is, accept with some modifications, or need to re-write)
<b>July 2018– January 2019</b> Needs Assessment: <ul style="list-style-type: none"> <li>• Review database structure</li> <li>• Collect data</li> <li>• Coordinate with Agencies regarding data sharing</li> <li>• Prepare Preliminary Needs Assessment</li> </ul> DAC Engagement & Education Program: <ul style="list-style-type: none"> <li>• Evaluate present circumstances of DACs in the TKFA (review IRWMPs, outreach to DACs, etc.)</li> <li>• Prepare Present Circumstances and Recommended Actions Report</li> <li>• Conduct DAC EE activities</li> <li>• Assist with Needs Assessment data verification</li> </ul> Project Development: <ul style="list-style-type: none"> <li>• Prepare Draft Project Development Guidelines and Criteria for discussion</li> </ul>	<b>July-August 2018</b> <b>PAC Meeting August 30, 2018, 9am-12pm Tulare County BOS</b>  Review of Draft DAC Engagement and Education Program Proposal (recommendation for approval) PAC to provide recommendations to County on final DAC Engagement Scope and Guidelines (accept proposal as is, accept with some modifications, or need to re-write) Needs Assessment Updates
	<b>September-November 2018</b> <b>PAC Meeting October 18, 2018, 9am-12pm, Location: Provost &amp; Pritchard, 130 N. Garden St, Visalia.</b>  Needs Assessment Update Review DAC Engagement, Present Circumstances and Recommended Actions Report PAC to consider recommendations from the Report and make a recommendation to the County of activities to be conducted under the DAC Engagement and Education (EE) Program
	<b>January 2019</b> <b>PAC Meeting January 17, 2019, 9am-12pm, Location: Provost &amp; Pritchard, 130 N. Garden St, Visalia.</b>  Review Preliminary Needs Assessment

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DACIP	Project Advisory Committee
	PAC to provide recommendations to the County to accept Preliminary Needs Assessment Discuss Project Development Guidelines and Criteria Review draft Project Development Guidelines and Criteria PAC to recommend acceptance of Project Development Guidelines and Criteria Determine approach to solicit projects (may vary by IRWM; all must meet defined criteria)
<b>January – March 2019</b> Continue work on DAC EE and Needs Assessment	<b>March 2019</b> Review projects recommended by each IRWM PAC to provide recommendations to the County for selected Projects Discuss consultant identification and/or selection for Projects
<b>April - December 2019</b> Continue work on DAC EE and Needs Assessment  Conduct Project Development Activities	<b>June 2019</b> TBD Project updates
	<b>September 2019</b> TBD Project updates
	<b>December 2019</b> TBD Project updates
<b>January – March 2020</b> Finalize DAC EE Program Efforts and Prepare Final Deliverables  Continue work on Needs Assessment  Continue Project Development Activities  Work on drafting Final Report	<b>March 2020</b> Review DAC Engagement and Education Program Deliverables PAC to provide recommendations to the County to accept DAC Engagement and Education Program Deliverables
<b>April - June 2020</b> Prepare Final Needs Assessment  Continue Project Development Activities  Continue Drafting Final Report	<b>June 2020</b> Review Final Needs Assessment PAC to provide recommendations to the County to accept Final Needs Assessment
<b>July - August 2020</b> Finalize Project Development Activities and prepare summary reports  Continue Drafting Final Report	<b>September 2020</b> Review Project Development deliverables PAC to provide recommendations to the County to accept the final deliverables for the Project Development

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DACIP	Project Advisory Committee
September 2020 – January 2021 Complete Final Report  Project Closeout Activities	January 2021 Review Final Report PAC to provide recommendation to the County to accept Final Report and submit to DWR Project Closeout

*Note: Dates presented are approximate and may change throughout the project.*

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# **Scope of Work**

## **Needs Assessment – Additional Requests**

for the

### **Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Community Involvement Program Tulare-Kern Funding Area**

August 23, 2018

This Proposal has been prepared for work associated with the Needs Assessment for the Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Community (DAC) Involvement Program, and covers the effort by Provost & Pritchard and our sub-consultant Houston Engineering, Inc. This Scope of Work is an amendment to the Agreement for Project Management Services and previously approved Needs Assessment tasks, between the County of Tulare and Provost & Pritchard Consulting Group entered into by the parties on the 5th day of March, 2018.

### **Project Description**

The Proposition 1 Disadvantaged Community Involvement Grant Program provides funding for one collaborative project between the seven IRWM Regions within the Tulare-Kern Funding Area. The Tulare-Kern Funding Area is in the southern end of the San Joaquin Valley. It is bounded by the crest of the Sierra Nevada to the east, the crest of the Tehachapi Mountains to the south, and the crest of the Coast Range to the West. Previous studies within this funding area have identified approximately 353 DACs, of which 201 are severely disadvantaged.

The Tulare-Kern DAC Involvement project consists of four Activities, including: Grant Administration, DAC Engagement and Education Program, Needs Assessment, and Project Development. This project will address the water-related needs of the Tulare-Kern Funding area which include: water supply, water quality, cost of water, community engagement.

The County of Tulare received funding from the Department of Water Resources (DWR) to conduct a Needs Assessment as part of the DAC Involvement Program. The objectives of the Needs Assessment will be to:

- Provide a better understanding of the water management needs of Disadvantaged Communities (DACs) in the Funding Area; and
- Help direct resources and inform funding for both the Project Development Activities and the DAC Engagement and Education Program activities.

This scope of services describes the work to be performed by Provost & Pritchard on the Needs Assessment for the Tulare-Kern IRWM Funding Area.

## Scope of Services

Our proposed scope of work for the additional tasks requested for the Needs Assessment is described below.

Tasks 1 through 5 were previously accepted by the Project Advisory Committee (PAC) and approved by the Tulare County Board of Supervisors on July 31, 2018.

This scope of work includes the additional tasks requested by the PAC at the June 15, 2018 PAC meeting.

### Task 6 – Additional Needs Assessment Data Requests

1. Compile and Incorporate Surface Water Rights Information
  - a. Obtain Water Rights Information Map System file
  - b. Incorporate Water Rights Data into Need Assessment
  - c. Review Water Rights Data
  - d. Develop Story Map showing Surface Water Users
  
2. Develop and Incorporate Septic Density Evaluation
  - a. Request Septic Location Information from Counties
  - b. Incorporate County Septic Information, as available
  - c. Incorporated DACEEP Survey Information, as available
  - d. Using data sets such as Rural Residential land use classification, or county address points (if available), identify probable septic communities
  - e. Evaluate septic density based on property size and/or housing density
  - f. Present septic density ranges (i.e. < 1 per acre; >1 per acre; >5 per acre)
  - g. Review of septic density evaluation and compare with private well data and mapping tools

## FEES

Pursuant to our Agreement for Project Management Services, the work will be billed on a time and material basis, as authorized per this Task Order. For budgeting purposes, our fees for these additional tasks will be \$44,000. These fees will be invoiced monthly as they are accrued. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimated fees above. If it appears we will need to exceed the fees above, we will notify you in writing before we do so, and will provide a revised estimate. We will not continue work beyond the initial budget without additional authorization.

Task	Fee
1 – Develop Framework for Database and Web Portal	\$ 40,000 (previously approved)
2 – Develop Database and Web Portal	\$102,000 (previously approved)
3 – Additional Data Collection and Integration	\$ 92,000 (previously approved)
4 – Complete Preliminary Needs Assessment	\$ 30,000 (previously approved)
5 – Ongoing Maintenance and Updates	\$ 28,000 (previously approved)
6 – Additional Needs Assessment Data Requests	<b>\$44,000</b>
<b>Phase I Total (Task 1-6)</b>	<b>\$336,000</b>
<b>Phase II Activities to be Determined</b>	<i>TBD</i>
<b>Total Phase I and Phase II</b>	<b><i>TBD (\$350,000 maximum)</i></b>

## SCHEDULE

Once we receive an executed copy of this Task Order and are authorized to proceed, Work would commence.

This proposal assumes that the County of Tulare will support the Needs Assessment effort by providing available database information, and that the County and the PAC will provide timely review of draft deliverables and input requested.

A summary of task completion dates is provided below. Dates are dependent on timely execution of the Agreement.

Task	Anticipated PAC Review Schedule
1 – Develop Framework for Database and Web Portal	August 2018
2 – Develop Database and Web Portal	October 2018
3 – Additional Data Collection (Optional Items)	May 2019
4 – Complete Preliminary Needs Assessment	January 2019
5 – Ongoing Maintenance and Updates	June 2020
6 – Additional Needs Assessment Data Requests	May 2019

## ADDITIONAL SERVICES

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.


- Prepare Phase II scope for additional tools or enhancements to the web portal, based on input received throughout Phase I.
- Outreach Efforts (assumed to be included in DACEEP)
- Conduct Community Surveys to Gather Additional Data (assumed to be included in DACEEP)



We look forward to working with you on this project. If our proposal is acceptable, please return an executed Task Order to our office.

Sincerely Yours,

Provost & Pritchard Consulting Group



Michael Taylor, RCE 39961  
Corporate Secretary



Maija Madec, RCE 79709  
Project Manager

**Terms and Conditions Accepted:**

By County of Tulare

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# **Scope of Work**

## **Phase One Disadvantaged Community Engagement and Education Program**

### **For the Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Community Involvement Program (DACIP) Tulare-Kern Funding Area**

**August 2018**

#### **Project Description**

The objectives of the Disadvantaged Community Engagement and Education Program (DACEEP) will be to:

- Develop a “Regional Involvement Program” that builds understanding of community water needs and the IRWM process; and
- Encourage Disadvantaged Community (DAC) participation and engagement in IRWM activities.

The following scope of services describes the proposed work to be performed by Self-Help Enterprises (SHE) on the Community Engagement and Education Program for the Tulare-Kern IRWM Funding Area.

#### **Scope of Services**

Our proposed scope of work for Phase One of the DACEEP is comprised of five tasks and is described below.

##### **Task 1: Assessment of Past and Present DAC Engagement**

This task will include the identification of past and present activities relative to DAC engagement in IRWM activities, and support of IRWM funding applications that benefit DACs. This task will also include the development of a DAC Outreach and Engagement Recommendations report.

1. Review IRWM Plans and Stakeholder Lists and Develop DAC Participation Summary
  - a. Review all seven (7) IRMW plans
  - b. Review stakeholders or interested parties lists
  - c. Review projects lists
  - d. Review other resources (if needed/as applicable)
  - e. Identify DACs that are actively participating in their IRWM region (e.g. regularly attending IRWM meetings, currently serving on advisory committee and/or governing board)
  - f. Identify DACs that are not actively participating in their IRWM region (e.g. listed as interested parties but have been inactive for a long period of time)
  - g. Identify DACs that have never participated in their IRWM region (e.g. communities located within the IRWM region who have not contacted the IRWM group)

2. Develop and Distribute Survey Tool
  - a. Develop survey tool to gauge DAC knowledge of IRWM planning, possible participation barriers (if any) and/or interest in participating in IRWM activities.
  - b. Distribute survey via email or mail to DAC representatives or other stakeholders as appropriate. Survey may also be distributed at key community meetings/events or water board meetings proposed in Task 3 and could be completed by phone if needed.
3. Prepare DAC Outreach and Engagement Recommendations Report
  - a. Review DAC participation summary, survey responses, summarize findings and develop recommendations.
  - b. Prepare draft and final report.

#### Deliverables

- DAC Participation Summary
- Survey Tool
- Draft and Final DAC Outreach and Engagement Recommendations Report

#### **Task 2: Community Water Needs Assessment**

This task will include assisting with community level data requests and verification to support the Needs Assessment.

1. Compile and Verify Needs Assessment Data
  - a. Compile non-confidential information from private well sampling and sounding previously conducted by Self-Help Enterprises
  - b. Compile information from income surveys previously conducted by Self-Help Enterprises
  - c. Review and update community reports developed through the Needs Assessment
2. Gather Additional Data Sets
  - a. Develop a Survey Tool or Tools. Work with the Provost & Pritchard and Tulare County to develop survey tool(s) needed to gather additional data sets. Additional data sets may include:
    - i. Capacity of Wells
    - ii. Capacity of Surface Water Supplies
    - iii. Systems with Metered Water Services
    - iv. Water Rates
    - v. Sewer Rates
    - vi. Private Well Depth and Water Quality
    - vii. Storm Water Facilities
  - b. Distribution of Surveys
    - i. Surveys will be emailed or mailed whenever possible. Surveys may be conducted in person during appropriate community meetings and/or workshops with DAC representatives or other stakeholders as appropriate and by phone if needed.

- c. Data Entry
    - i. Enter paper and phone survey responses onto Online Survey Tool
  - d. Review Survey Responses and Prepare Draft and Final Summary Reports
    - i. Review Survey Responses
    - ii. Prepare Draft and Final Summary Reports
3. Collect Information on Communities Relying on Individual Septic Systems
- a. Identify communities
  - b. Update survey tool
  - c. Conduct surveys on the conditions of septic systems in up to four (4) communities
  - d. Input data collected and prepare final reports

### Deliverables

- Survey Tools
- Water Sampling and Sounding Summary Results
- Income Survey Summary
- Septic System Surveys
- Draft and Final Reports

### **Task 3: Community Outreach and Education**

This task will include conducting community outreach and education activities in order to inform DAC representatives about IRWM planning; the DAC Involvement Program for the Tulare-Kern funding area; present the findings of the preliminary needs assessment; and to support the distribution of survey(s) associated with Tasks 1 and 2. At least one (1) regional community meeting within each of the regional water management areas for each of the proposed topics referenced above will be conducted. Up to three (3) meetings can be held within IRWM regions that have large planning areas.

- 1. Community Outreach
  - a. Develop a DAC outreach plan and DAC contacts list
  - b. Prepare meeting notices (e.g. Flyers, Posters, Media Advisories, Social Media Messages, etc.)
  - c. Conduct Community Outreach. Outreach methods may include:
    - i. Posting meeting notices and posters at key community locations, (e.g. local stores, churches, community centers or water district offices)
    - ii. Door-to-door
    - iii. Media interviews and social media
    - iv. Attending key water board and/or community meetings/events
    - v. Providing meeting notices to local water systems, schools and community organizations
- 2. Conduct Regional Community Meetings
  - a. Prepare draft and final meeting materials
    - i. Meeting agenda
    - ii. PowerPoint presentation
    - iii. Other necessary handouts

- iv. Translation of materials
  - b. Facilitate Community Meetings
    - i. Meeting facilitator or facilitators
    - ii. Translation
    - iii. Transcribers
  - c. Prepare Meeting Summaries and Respond to any Necessary Meeting Follow-Up Tasks
- 3. Develop Bilingual (English and Spanish) Communication and Educational Tools/Resources
  - a. Develop fact sheets and brochures for the funding area
  - b. Develop fact sheets and brochures for each of the seven IRWM regions.

#### Deliverables

- Meeting Materials
- Outreach Summary Report
- Community Meetings Summary Report
- Bilingual Communication and Educational Tools

#### **Task 4: Coordination with Project Advisory Committee**

This task will include all coordination activities related to the Project Advisory Committee.

1. Prepare Progress Reports for the PAC
  - a. Prepare progress reports and/or PowerPoint Presentations.
2. PAC Meetings
  - a. Attend up to Six (6) PAC meetings.
3. Provide translation services at PAC meetings, if necessary. Translation services may be provided by SHE staff and/or its consultants.

#### Deliverables

- Attendance at 6 PAC Meetings
- Quarterly Reports and associated PowerPoint Presentations

#### **Task 5: Program Administration**

This task includes the drafting of the DACEEP proposal for Phase One and an amendment for Phase Two plus implementing all program administration activities.

1. DAC Education and Engagement Proposal
  - a. Prepare draft and final Phase One DACEEP proposal.
  - b. Prepare draft and final Phase Two DACEEP recommendations and amendment.
  - c. Present proposals to project manager, the County of Tulare and PAC, obtain feedback, make necessary revisions and submit final proposal/amendment.
2. Project Team Coordination
  - a. Participate in necessary coordination meetings, conference calls or email correspondence.
3. Invoices and Backup Documentation

- a. Prepare and submit invoices, backup documentation and all necessary draft and final required reports.

Deliverables

- Draft and Final Phase One DACEEP Proposal and associated PowerPoint Presentations
- Draft and Final Phase Two DACEEP Amendment and associated PowerPoint Presentations
- Invoices and Associated Backup Documentation
- Recommendations for Phase 2
- Required Reports

**Budget**

<b>Task</b>		<b>Fee</b>
<b>1</b>	Assessment of Past or Present DAC Engagement	\$ 14,300
<b>2</b>	Community Water Needs Assessment	\$ 76,300
<b>3</b>	Community Outreach and Education	\$110,700
<b>4</b>	Coordination with Project Advisory Committee	\$ 15,300
<b>5</b>	Program Administration	\$ 19,700
	<b>Total:</b>	<b>\$236,300</b>
	<b>Phase 2 Budget and Activities</b>	<b>TBD</b>
	<b>Total Allocated Budget (Phase 1 and 2)</b>	<b>\$550,000</b>

**Schedule**

<b>Task</b>		<b>Deadline</b>
<b>1</b>	Assessment of Past or Present DAC Engagement	October 15, 2018
<b>2</b>	Community Water Needs Assessment	Ongoing through December 2019
<b>3</b>	Community Outreach and Education	Ongoing through December 2019
<b>4</b>	Coordination with Project Advisory Committee	Ongoing through December, 2019
<b>5</b>	Program Administration	Ongoing through December, 2019