San Gorgonio Pass Water Agency

DATE: April 15, 2024

TO: Board of Directors Meeting

FROM: Lance Eckhart, General Manager

BY: Matt Howard, Operations Manager

SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION AND REQUEST FOR APPROVAL: CONTRACT AMENDMENT FOR CALIFORNIA RURAL WATER ASSOCIATION

RECOMMENDATION

Authorize the General Manager to execute a contract amendment with the California Rural Water Association (CRWA) to provide assistance and to perform assessments for Cabazon Water District and Banning Heights Mutual Water Company for a total amount not to exceed $53,700.

PREVIOUS CONSIDERATION

- Board of Directors – June 21, 2021: The Agency has been working with CRWA since July 21, 2021, in a focused effort to provide assistance to small water systems to update and/or upgrade their infrastructure.

- Board of Directors – March 20, 2023: The Board of Directors approved entering into a contract with the California Rural Water Association to assist small and disadvantaged water systems.

BACKGROUND

The Procurement Policy requires the General Manager to notify the Board concerning various contracts or changes in contracts and request approval, depending on the amount of the change.

Since 2021, the Agency has partnered with the California Rural Water Association (CRWA) to support small, disadvantaged community water systems within our service area. This program has seen extensive use by small systems across our service area, including the High Valleys Water District, Cabazon Water District, and Cherry Valley Water Company. CRWA has provided technical support tasks, including Technical, Managerial, and Financial assessments, leak detection surveys, Preliminary Engineering reports, and GIS system mapping for the participating systems.

ANALYSIS

Since entering into our contract with CRWA in 2023, the Agency has received two specific requests for additional support from Cabazon Water District (CWD) and Banning Heights

Mutual Water Company (BHMWC). Agency and CRWA staff have held meetings with CWD and BHMWC to thoroughly discuss their requests and explore potential solutions to address their challenges. CRWA has provided a proposal that would help facilitate the completion of these specific requests from CWD and BHMWC.

CWD seeks additional assistance in submitting a planning grant application to the State Water Resources Control Board (SWRCB) to replace their current distribution system mainlines. CWD's system spans approximately 22.5 miles, with mainline and lateral diameters ranging from 4 to 16 inches, across five different pressure zones. The distribution system operates via gravity feed without the need for booster pumps. Through this planning grant, CWD aims to prioritize water main replacements and additional fire hydrant installations.

CRWA staff will collaborate with CWD staff in managing the grant application process for submission to the SWRCB. This involves providing administrative support throughout the application process, scheduling and participating in internal and external meetings, and monitoring the overall project budget. CRWA will assist in compiling distribution leak information data, drafting forms, guiding CWD through the submission process, and submitting the application to the SWRCB. The total cost of providing the project management and submission of the grant to the SWRCB is $30,050. *Should the planning grant be awarded to CWD and the grant agreement be executed, all project management and grant application costs will be reimbursed to the Agency.*

BHMWC has submitted a request to have a Source Capacity assessment performed on their system. BHMWC water system currently serves 552 residents through 178 connections. Their infrastructure includes two groundwater wells, one surface water treatment plant, two storage tanks, two booster pump stations, and a distribution system. Historically, BHMWC has utilized approximately 1,000 acre-feet of Whitewater River water per year via the Whitewater Flume. However, substantial damage occurred to the Flume and the conveyance system after the Apple Fire of 2020. BHMWC is acquiring emergency water from the City of Banning as part of their $3.76 million grant awarded through the Department of Water Resources (DWR), which will provide a new well and storage reservoir for BHMWC. BHMWC staff have highlighted a number of new issues, including numerous water theft incidents, a moratorium on will-serve letters, and an active real estate market on the Bench, which has led to a need to perform the Source Capacity assessment.

The Source Capacity assessment will calculate current and future water demands using industry-standard methodologies and consider anticipated population growth within the BHMWC service area. The Source Capacity assessment will include the following: an evaluation of the number and types of growth in the BHMWC service area; estimates of total annual demand and maximum daily demand; a service area map with all sources of supply, both active and inactive; a survey of valid water rights; and a detailed distribution system map. The Source Capacity assessment will be reviewed and stamped by a Professional Engineer licensed in the state of California. The total cost of the Source Capacity assessment is $47,770, with BHMWC contributing $21,385, or about 45% of the total cost.

FISCAL IMPACT

This expenditure is listed in the line item “Small System Assistance Program” (line 69) of the General Fund Budget (the Green Bucket). For FY 2023-24, the budgeted amount is $150,000, and as of March 31, 2024, about $90,500 has been expended. If approved, this contract amendment could increase the expenditure for this line item to around $200,000, if all the projects are completed this fiscal year.

This project is part of the Plans & Construction sub-category of the Consulting and Engineering Services category. As of March 31, this category has expended around $500,000 out of a total budget of $2,821,000. While the expenditures for this line item would increase and most likely exceed its budget for this fiscal year, the category overall would still be significantly under budget at year-end.

As noted previously, if the grant is awarded to CWD, the cost of applying for the grant, about $30,050, would be reimbursed to the Agency.

AGENCY'S STRATEGIC PLAN APPLICATION

Support through the Small Systems Assistance Program is consistent with the Agency's Mission Statement to support the region's quality of life through sustainable water management with the following strategies:

- Align with the current and future water landscape, supporting the region's long-term needs by diversifying the local supply portfolio and advancing water sustainability.
- Maintain, foster, and expand collaboration with local, regional, state, and federal partners to develop strategic solutions to water supply challenges and opportunities.
- Serve the public with dedication, determination, transparency, collaboration, and a commitment to expanding knowledge.

ACTION

Authorize the General Manager to execute a contract amendment with the California Rural Water Association (CRWA) to provide assistance and to perform assessments for Cabazon Water District and Banning Heights Mutual Water Company for a total amount not to exceed $53,700.

ATTACHMENTS

- CRWA Task Order for Services #1 Proposal – Grant Application Submission for the Cabazon Water District and Source Capacity Assessment for Banning Heights Mutual Water Company

San Gorgonio Pass Water Agency
Small Water Assistance Program
Task Order for Services #01
March 01, 2023 – July 31, 2024

Project Name: Small Water Systems Assistance Program for Fiscal Year 2023-2024

Date: March 29, 2024

San Gorgonio Pass Water Agency ("Owner") requests California Rural Water Association to perform or cause to be performed under this agreement that services, and items generally described below the ("Scope of Service").

1. Scope of Services: See Scope of Work
2. Schedule: See Scope of Work
3. Budget: $53,668.80

The above referenced Professional Services Agreement between California Rural Water Association and the San Gorgonio Pass Water Agency dated March 15, 2023, is hereby modified as followed in the attached Scope of Work.

All other terms and conditions of the referenced Professional Services Agreement remain unchanged.

Requested By: _____ Date: _____
Lance Eckhart, General Manager/Chief Hydrogeologist
San Gorgonio Pass Water Agency

Approved By: _____ Date: _____
Lance Eckhart, General Manager/Chief Hydrogeologist
San Gorgonio Pass Water Agency

Accepted By: _____ Date: _____
Dustin Hardwick, Deputy Director
California Rural Water Association

San Gorgonio Pass Water Agency
Small Water Assistance Program
Task Order for Services #01
March 01, 2023 – July 31, 2024

Task G: Grant Application Submission for the Cabazon Water District

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Background:
Cabazon Water District (CWD) is located in Cabazon, California, an unincorporated community in Riverside County. Cabazon Water District is located roughly 1 mile from the neighboring water system, the Morongo Indian Reservation. The CWD has an intertie with the Morongo System to be used for emergency use only.

Cabazon Water District has 2 operational Wells. Well 2 and 5 are operational while Well 4 is currently not in use. The system has 4 welded steel storage tanks. There are 3, one million-gallon tanks located on the North side of the 10 freeway and one 0.5million-gallon tank located on the South side of the 10 freeway.

Distribution piping consists of approximately 22.5 miles of mains and laterals, with diameters from 4-inchs to 16-inches. Fire suppression facilities include fire hydrants throughout the system. There are 5 pressure zones and the distribution system is injected with a 12.5 percent sodium hypochlorite solution for disinfection. The Cabazon Water system is gravity fed and no booster pumps are needed.

San Gorgonio Pass Water Agency (SGPWA) has requested that CRWA submit a grant application to address the highest priority needs of CWD which are water main replacements and hydrant installations. The district wants to replace 3,000-feet of pipeline per year for the next 40 years based on the Kanew method.

Scope of Work:

Task G.1 – Project Management

Project work will be overseen and directed by the Program Director, responsibilities include weekly internal status checks, team meetings, internal and external, project support and management of the project team and application.

The Resources Development Coordinator will provide administrative support throughout the application process. Responsibilities include scheduling and attending internal and external meetings, taking notes, tracking of the overall project budget and deliverables, invoicing, bi-monthly status updates, and coordination with the CRWA team, San Gorgonio Pass, and Cabazon Representatives.

As part of this Project Management task Attachment T-3 (Scope of work) will be prepared and submitted to Cabazon for approval and execution of an engineering agreement (Attachment T-5).

San Gorgonio Pass Water Agency
Small Water Assistance Program
Task Order for Services #01
March 01, 2023 – July 31, 2024

For a list of attachments required for a complete application submittal please see the Technical Application Instructions attached to this task order.

Task G.2 – Grant Application Submission

CRWA will prepare a complete DWSRF Planning Application for submittal to the State Water Resource Control Board (SWRCB). The Technical Specialist will act as the lead for submission of the application. Responsibilities will include coordinating with CWD staff to gather information for the general, financial, and environmental parts of the application package. Additional tasks include assistance with drafting forms, guiding CWD through the process, and submitting the application to the SWRCB through the FAAST portal. CRWA has already completed a needs assessment, TMF, and a Preliminary Engineering Report (PER) for Cabazon. The PER will be included in the submission as the T-4 aspect of the technical package. The TMF assessment will be submitted later once funding has been approved, prior to the Construction funding application packages submittal and at conclusion of the planning portion of the project.

The package will consist of the following required components:

- General
- Technical
- Financial
- Environmental

CRWA will also provide post application support if the SWRCB project manager has questions or requires edits to the package prior to issuing a funding agreement.

- ***Task Deliverables: Grant Application Submitted to the SWRCB via FAAST (1 pdf copy to Client and CWD).***

In the event a funding agreement is executed between the SWRCB and Cabazon, the costs associated with production of the TMF, PER, Project Management, and Grant Application tasks will likely be fully reimbursable through the funding agreement. We will just need to add them as line items when estimating the costs. Cabazon could then reimburse San Gorgonio Pass for costs associated with these tasks and the funds could be reallocated to help other systems in need.

SCHEDULE:

The estimated schedule of the Project is as follows:

Task No.	Task Name	Due Date
Task G.1	Project Management	Ongoing Task
Task G.2	Grant Application Support	3 months from Change Order signature

San Gorgonio Pass Water Agency
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BUDGET:

CRWA may, as the project requires, shift budgets from line items without prior approval from San Gorgonio Pass Agency. The budget is based on time and materials, not to exceed $30,050 based on the following task budgets.

Task No.	Task Name	Budget
Task G.1	Project Management	$11,200
Task G.2	Grant Application Support	$18,850
	Task Order Total	**$30,050**

This task will require a total budget of $30,050. Additional funds in the amount of $5,898.80 will be needed to supplement the current approved budget bring this new total to $49,898.50.

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San Gorgonio Pass Water Agency

Small Water Assistance Program

Task Order for Services #01

March 01, 2023 – July 31, 2024

Task H: Source Capacity Assessment for Banning Heights Mutual Water Company

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Background:

Banning Heights Mutual Water Company (Banning Heights) serves the community of Banning Heights in Riverside County, approximately one mile north of the City of Banning. Banning Heights is registered with the State Water Resources Control Board's (SWRCB) Division of Drinking Water (DDW) as a community water system with system number CA3301031. The water system serves approximately 552 residents through 178 residential connections. The water system consists of two groundwater wells, one surface water treatment plant (SWTP), two storage tanks, two booster pump stations, and a distribution pipeline.

In addition to the groundwater wells, Banning Heights supplements its water supply through a connection with the City of Banning and the utilization of surface water from Whitewater River. Historically, Banning Heights has drawn approximately 1,000 acre-feet per year of Whitewater River water via the Whitewater Flume. However, in 2020, the Apple Fire inflicted substantial damage to the San-Gorgonio Whitewater River Conveyance System, compromising key components such as the Whitewater Flume, pipelines, and diversions. This, in conjunction with prolonged drought conditions, has placed Banning Heights' water sources in a vulnerable state.

San Gorgonio Pass Water Agency (SGPWA) has requested that CRWA conduct a Source Capacity Study on the Banning Heights Water System. The primary objective of the study is to evaluate the existing source capacity and to determine required capacity to meet current and anticipated future water demands.

SCOPE OF WORK:

Task H.1 – Project Management

Project work will be overseen, coordinated, and directed by a designated project manager. Monthly project progress meetings with Banning Heights will be held via conference call or Microsoft Teams as needed. CRWA staff will also conduct weekly team meetings internally to ensure the project goals and schedule align with Banning Height's goals and expectations. The project coordinator will track progress and budget items for the project.

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Small Water Assistance Program
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Task H.2 – Source Capacity Study

CRWA will coordinate with Banning Heights and stakeholders to collect data necessary to complete the source capacity study. CRWA will collect and review data pertaining to sources of water, water production/demand, the water treatment system, storage, and distribution.

Current and future demands will be calculated using industry-standard methodologies and consideration of anticipated population growth within the service area. Source capacity will be compared against water demands, adhering to the guidelines specified by Title 22 Section 64554 of the California Code of Regulations.

As required by section 64556(a)(5) the Source Capacity Study will contain the following information:

1. The anticipated growth of the water system over a projected period of at least ten years in terms of the population and number and type of residential, commercial, and industrial service connections to be served by the water system.
2. Estimates of the amount of water needed to meet the total annual demand and the Maximum Daily Demand (MDD) over the projected ten-year growth period (projected system demand). Methods, assumptions, and calculations used to estimate the projected system demand shall be included.
3. A map and description of the entire existing and proposed service area, showing:
    A. The location of each water source, including wells that are abandoned, out of service, destroyed, standby, or inactive;
        i. Any valid water rights owned by the system for surface water sources, including information on any limitations or restrictions of those rights;
        ii. For a groundwater aquifer, the groundwater levels and drawdown patterns;
        iii. Permits or approvals for groundwater extraction if pumping from an adjudicated groundwater basin;
        iv. Existing and planned source pumping capability and distribution storage capacity for the system as a whole and for each pressure zone;
        v. The calculated sustained well yields of existing wells if groundwater sources are used;
        vi. Permits, if required, for any waters proposed for use to offset potable water demand; and
        vii. A Source Water Assessment for each potable water source.
    B. Distribution system piping, pressure zones, hydropneumatic tanks, and reservoirs;
    C. Valves, sample taps, flow meters, unmetered service connections, and other system appurtenances;
    D. Conveyance facilities;
    E. Any flood plains in the projected service area; and
    F. The 100-year flood or highest recorded flood level, whichever is higher.

- ***Task Deliverables: Source Capacity Planning Study, stamped and signed by a registered Professional Engineer licensed in the state of California. (A Draft followed by a Final version to Banning Heights in pdf form, one round of edits)***

EXCEPTIONS

1. All input data needed for the Study (a list to be provided to Banning Heights at kick off call) will be made available promptly. Additional time and budget would be charged if any of the input data is generated by SUSP.
2. It is assumed that Source Water Assessments are already available for all sources. SUSP can conduct the assessments for an additional charge if needed.

SCHEDULE:

The estimated schedule of the Project is as follows:

Task No.	Task Name	Due Date
Task H.1	Project Management	Ongoing Task
Task H.2	Source Capacity Study	3 months from Agreement signature

BUDGET:

CRWA may, as the project requires, shift budgets from line items without prior approval from Banning Heights. The budget is based on time and materials, not to exceed $47,770 based on the following task budgets:

Task No.	Task Name	Budget
Task H.1	Project Management	$12,830
Task H.2	Source Capacity Study	$34,940
	Task Order Total	**$47,770**

Technical Application Instructions (Planning)

The Technical Package is intended to provide detailed technical information about the project. The Technical Package must include a description of the water treatment facilities, the problem being addressed, and a detailed Scope of Work (SOW). In addition, the applicant must demonstrate that the water system has the required water rights for the project. This section provides information on how to complete the Technical Package for a planning application.

Project Name – Enter the title or name of the project.

Water System Number – Enter the seven-digit number assigned to your drinking water system. You can visit Drinking Water Watch to obtain the number for your water system: https://sdwis.waterboards.ca.gov/pdww/

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement. This should match the name provided in the General Information Package.

Type of Project – Check all project types that apply. If you select "other," you must enter a description in the space provided.

Section I – Technical Information

Description of Water System Facilities (Attachment T1) – Describe the water system and its facilities. Include thorough details of source(s), storage, treatment, and the distribution system. Attach a schematic/map of the system which includes existing facilities. Identify local Groundwater Sustainability Agencies (GSAs) per the Sustainable Groundwater Management Act (if applicable). (**Attachment T1**)

Section II – Project Summary

Problem Description (Attachment T2) – Describe the problem being addressed by the project and attach documents delineating the problem that is being addressed. Such supporting documents include but are not limited to the water quality data (last two years), most recent compliance orders, violations, citations, and sanitary surveys. If the Compliance Order is related to a Maximum Contaminant Level (MCL) exceedance, indicate the contaminant. Briefly discuss potential solutions to be investigated as part of this project. If a single solution will be studied in this project, provide an explanation why alternatives have been eliminated.

Scope of Work (Attachment T3) – Provide a Scope of Work (SOW) that includes each task to be performed during the planning project and label as Attachment T3. The SOW should outline all tasks necessary to complete a DWSRF construction application. Each task should include corresponding milestones and deliverables that are consistent with the construction application requirements. The SOW should also contain a time schedule and cost estimate broken down by task. The contents of the SOW must include, but are not limited to, the following:

1. **Project Background** –The SOW must include a description of the water system and its facilities, including details relating to sources, storage, treatment, and distribution. Describe the water system's present condition, suitability for continued use, adequacy of water supply, current water system capacity, age of facilities, and water quality. In addition, include a description of the problem being addressed by the project.

2. **Tasks (Milestones)** – Each project is unique, therefore the tasks included in the SOW must be specific to the proposed planning project. The applicant is responsible for determining the tasks that must be completed as part of the planning project which would lead to the submittal of a complete Construction

Application (https://www.waterboards.ca.gov/drinking_water/services/funding/SRFForms.html) including all necessary parts of the Technical, Environmental, and Financial Packages.

3. **Deliverables** – The applicant must determine appropriate deliverables for each task and complete those accurately and in a timely manner. The applicant, in coordination with the assigned project manager, must determine the format of the deliverables and the appropriate entity to which each deliverable needs to be submitted. Often, deliverables are required to be sent to the Division of Financial Assistance, the Division of Drinking Water District Office, or a Local Primacy Agency (LPA) county.

4. **Time Schedule** – The applicant must provide a project schedule for the planning project. The project schedule should outline the expected time of completion for each task. The timeframes should be expressed in months from the anticipated date of execution of a financing agreement, rather than specific dates. The applicant should note that tasks may need to be developed sequentially to ensure all deliverables are up to date. The time schedule must represent the timing of tasks required to complete a project. The applicant should determine the best methodology to present the time schedule based on the complexity of the project. Common project scheduling tools, including a Gantt chart, can be used to present the proposed project schedule.

5. **Cost Estimate** – The applicant must provide a detailed cost breakdown of the entire planning project by different task. The cost estimate basis must represent the best prediction of the cost for quantities, resources, deliverables, risks and uncertainties in the scope of work. In addition, the cost estimate must be consistent with the project information available at the specific time when the cost estimate is developed. The applicant may provide a more detailed cost estimate as the project advances through the approval process. Contingency for uncertainties and risks are subject to approval by the assigned project manager.

   With the approval of the assigned project manager, the applicant is responsible for effectively estimating, controlling and managing the project budget. This ensures the project moves forward in a timely manner.

Engineering Report (Attachment T4) – If available, provide an Engineering Report, or similar document, that is related to the project the applicant is seeking funding. The contents of the Engineering Report are intended to provide the Division of Financial Assistance with sufficient information to evaluate whether the project is eligible for DWSRF financing, meets applicable technical requirements, and is likely to meet applicable objectives and standards.

Contract for Professional Engineering Services (Attachment T5) – Attach a copy of the professional engineering services contract for each engineering consultant contracted for the project. California Law requires that a professional engineer utilize a written contract when providing professional engineering services. The contract shall be executed by both the professional engineer and their client prior to commencing work. California law requires that the written contract for engineering services shall include, but not limited to, all of the following:

- A description of the services to be provided by the professional engineer
- A description of any basis of compensation applicable to the contract, and the method of payment agreed upon by the parties
- Name, address, and license or certificate number of the professional engineer, and the name and address of the client
- A description of the procedure that the professional engineer and the client will use to accommodate additional services
- A description of the procedure to be used by any party to terminate the contract
- Scope of work, cost, deliverable due dates, and a procedure for accommodating any additional services.

The professional services contract will form the basis for reimbursement of costs incurred relating to the project. Lack of supporting documentation may result in the denial of a claim.

Section III – Water Rights (Attachment T6)

Description of Water Rights – Describe the nature of the water rights applicable to your water source. Discuss the status of any existing or proposed water acquisitions. Attach water rights documentation related to your water source associated to the project. This may include documents such as permits, licenses, letters of authority, or other agreements showing all water rights owned or controlled by the system.

If you have questions regarding whether a petition is required you may contact the Division of Water Rights at (916) 341-5300 or dwr@waterboards.ca.gov.

1. **Surface Water** – If the water source for this project is surface water, indicate whether the source of the water is a stream or other surface water body, or subterranean stream flowing through a known and definite channel to another location. If the applicant holds sufficient water rights for the project, provide a copy of water rights and label as Attachment 6. Indicate whether the applicant holds an Appropriative or Riparian water right. Refer to the State Water Board's Water Rights website for further details: https://www.waterboards.ca.gov/waterrights/board_info/water_rights_process.shtml#law

    - Appropriative – If the applicant has an appropriative water right, indicate whether it is a Pre-1914 or a permitted/licensed water right. If Pre-1914, provide a statement that water rights were established prior to 1914, and enter the statement number in the file provided in the construction application. If after 1914, provide a copy of the SWRCB water rights permit or license, and enter the permit or license number provided in the construction application.
    - Riparian – Provide a statement that water is derived from a surface source pursuant to a riparian right and include a map showing location relative to extraction point.

2. **Groundwater** – If the water source for this project is groundwater, indicate whether the source is an unadjudicated or adjudicated source.

    - Unadjudicated Basin: Provide a statement that the groundwater is extracted from a basin that is not adjudicated. Provide copies of the deeds for the parcels of each unadjudicated groundwater source used by the system.

    - Adjudicated Basin: Attach the deed for the parcels of each adjudicated groundwater source that notes the adjudication or provide documentation of the Basin Water Master's terms of the adjudication as they relate to the water system's right to extract water from the adjudicated basin.

3. **Purchased Water** – Provide a copy of the water service agreement for purchased water that specifies the duration of the authorization. Be aware that for SWRCB funded projects the long-term use agreements for purchased water must extend for the life of the loan or a minimum of 20 years for grant funded projects. In the construction application, enter the name of the whole seller and length of the purchasing agreement.

Water Diversion Reporting – Check (✓) the box indicating if you are a water diverter in compliance with Water Code Section 5103. For information see:
https://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/

Section IV – Comprehensive Response to Climate Change (Attachment T7) – Optional

Complete this section if a proposed facility has already been selected. Otherwise, applicants will need to include this analysis for the selected construction project in the Engineering Report submitted as part of the planning project.

1. **Vulnerability** – Provide a detailed description of all effects of climate changes that the proposed facilities are susceptible to. Include critical threshold conditions that may cause damage to the facility or result in loss of services.
2. **Adaptation** – Provide a detailed description of all applied adaptation measures considered by the applicant. Include adaptation measures deemed unnecessary and explain why such measures were eliminated.
3. **Mitigation** – Provide a detailed description of all mitigation measures considered by the applicant. Include mitigation measures deemed unnecessary and explain why such measures were eliminated.
4. **Definitions –** Climate change vulnerability, mitigation, and adaptation are defined below:
    a. Vulnerability: This term is used to identify effects of climate change that the facility may be susceptible to. Some effects overlap. For example, a treatment facility built on the coast may be severely vulnerable to sea level rise. It would be a poor investment for the State to invest in a treatment facility with an expected useful life of 50 years when the facility is projected to be under water in 20 years due to sea level rise. Coincidentally, as sea level rises, the neighboring groundwater aquifers may be vulnerable to saltwater intrusion and water quality issues. The two effects are related, and both should be discussed in the attachment. Other examples of vulnerability include, water supply depletion, adverse water supply quality, flooding/storm surges, drought, and wild fires.
    b. Adaptation: This term is used to identify measures taken as a direct response to climate change effects. Multiple measures can be taken in response to a single vulnerability. For example, in response to sea level rise an agency may investigate constructing sea walls or levees in order to prevent flooding. Flood contingencies should also be explored to protect the facility if the levees fail or in the event of severe storm surges.
    c. Mitigation: This term is used to identify measures taken to slow or stop changes caused by greenhouse gas emissions in the atmosphere. Measures identified in adaptation may also be used for mitigation. For example, water conservation may be an adaptation response to drought vulnerability but a mitigation measure by reducing the energy consumed to move excessive volumes of water. Green roofing as an adaptation measure will help to reduce the heat island effect of an urban community, and as a mitigation measure will reduce the energy consumed to heat and cool the building.

Section V – Attachment Checklist

All attachments must be submitted to consider this application package complete. Below is a list of the required attachments:

T1 –Schematic/Map of System and Facilities
T2 – Supporting Documents of the Problem
T3 – Scope of Work (see application instructions)
T4 – Engineering Report (If available)
T5 – Contract for Professional Engineering Services
T6 – Water Rights Documentation
T7 – Supporting Documents for Climate Change Response

TECHNICAL PACKAGE (PLANNING)

It is important that you read and understand the Application Information and Instructions before you complete this application. Submit this application along with required attachments through the Financial Assistance Application Submittal Tool (FAAST). All fields are required.

Project Name:
Water System Number:
Applicant (Entity) Name:
Project Type (Check all That Apply): ☐ Treatment ☐ Distribution/Transmission ☐ Water Supply ☐ Water Storage ☐ Other:

I. TECHNICAL INFORMATION

Describe the water system and its facilities. Include details relating to source, storage, treatment, and distribution system. Attach a schematic/map of the system which includes existing facilities (label as **Attachment T1**).

II. PROJECT SUMMARY

1. **Problem Description**: Describe the problem being addressed by the planning project and attach supporting documents of the problem (label as **Attachment T2**).

2. Attach a **Scope of Work** for the Project (label as **Attachment T3).**

3. Attach an Engineering Report or similar Technical report if available (label as **Attachment T4**).

4. Attach a copy of the applicable professional engineering services contract (label as **Attachment T5**).

III. WATER RIGHTS

DESCRIPTION OF WATER SOURCE (label as **Attachment T6):**

1. **Surface Water** – Is the source of water for this project a stream or other surface water body, or subterranean stream flowing through a known and definite channel to another location?
   - ☐ No (If No, proceed to question 2.)
   - ☐ Yes - If Yes,

   a. Does the entity currently hold sufficient water rights for the project?
      - ☐ Yes – Provide a copy of the water right(s) (label as **Attachment T6**).
      - ☐ No – Proceed to question 1.b and 1.c.

   b. If a new water right permit is required, has an application for a water right been filed with the State Water Board, Division of Water Rights?
      - ☐ Yes – Provide a copy of the water right application (label as **Attachment T6**).

        Provide the status of the Petition for Change or the Order Number and Date of the Order Approving the Change:
      - ☐ NO – Provide the date you anticipate submitting the water right application:
      - ☐ N/A

   c. Is a change to a water right or transfer required to implement the project, and has a Petition for Change been filed with the State Water Board, Division of Water Rights?
      - ☐ Yes – Provide a copy of the Petition for Change (label as Attachment T6).
      - ☐ No – Provide the date you anticipate submitting the Petition for Change:

2. **Groundwater** – Is the groundwater an adjudicated or unadjudicated source?
   - ☐ Unadjudicated (Provide documentation and label as **Attachment T6**).
   - ☐ Adjudicated (Provide documentation and label as **Attachment T6**).

3. **Purchased Water** – Is the water for this project purchased?
   - ☐ Yes ☐ No (If Yes, provide purchasing agreement and label as **Attachment T6**).

   Name of Wholesaler:
   What is the length of purchasing agreement**?**

WATER DIVERSION REPORTING

Are you a water diverter in compliance with Water Code Section 5103?
- ☐ YES ☐ NO

For information see: https://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/

IV. COMPREHENSIVE RESPONSE TO CLIMATE CHANGE (OPTIONAL)

Identify how the current water system facilities are vulnerable to climate change and the potential impact the proposed project may have on climate change. (Detailed study, analysis, and description to be included in this project as part of the engineering report.)

1. Vulnerability – Identify effects of climate change to which the facility may be susceptible.

   - ☐ Sea Level Rise
   - ☐ Water Supply Depletion
   - ☐ Water Supply Quality
   - ☐ Flooding/Storm Surges
   - ☐ Forest Fires
   - ☐ Drought
   - ☐ Other (Explain below):

2. Adaptation – Identify Measures taken in response to climate change.

   - ☐ Alternative Energy Sources
   - ☐ Drought Resiliency and Flood Contingency
   - ☐ Permeable Pavements
   - ☐ Elevated construction, Sea Walls, and Levees
   - ☐ Green Roofing
   - ☐ Fire Resistant Water Connections and Hydrants
   - ☐ Other (Explain below):

3. Mitigation – Identify actions taken to reduce concentration of greenhouse gases in the atmosphere.

   - ☐ Renewable Energy Sources
   - ☐ Energy Conservation
   - ☐ Water Conservation
   - ☐ Other (Explain below):

V. ATTACHMENT CHECKLIST

Check the box next to each item attached to your application.

- ☐ T1 –Schematic/Map of System and Facilities
- ☐ T2 – Supporting Documents of the Problem
- ☐ T3 – Scope of Work (see application instructions)
- ☐ T4 – Engineering Report (or Similar, i.e. Feasibility Studies, Pre-design, or Conceptual Design)
- ☐ T5 – Contract for Professional Engineering Services
- ☐ T6 – Water Rights Documentation
- ☐ T7 – Supporting Documents for Climate Change Response (Optional)

Contract Amendment with California Rural Water Association for Small Water System Assistance

San Gorgonio Pass Water Agency

Board of Directors Meeting April 15, 2024

Current Small Current Small Water Assistance Program

Cherry Valley Water Company	High Valley Water District	Cabazon Water District	San Gorgonio Pass Water Agency
• Needs Assessment ✓ • Leak Detection Survey ✓ • Technical, Managerial, and Financial Assessment ✓ • Preliminary Engineering Report ✓ • GIS Mapping ✓	• Technical, Managerial, and Financial Assessment (Rate Study) ✓ • Preliminary Engineering Report ✓	• Technical, Managerial, and Financial Assessment ✓ • Preliminary Engineering Report ✓	• GIS Mapping ✓ • Grant Administration Support ✓

Additional Proposed Work for Cabazon Water District

- Requested assistance in submitting a planning grant to the SWRCB to replace their existing distribution mains
- Recently completed Isolation Valve project
- Replacing aging mains reduces water loss/leaks, energy used to pump water, and improves reliability, and capacity (e.g., fire flow)

Additional Proposed Work for Cabazon Water District

- Cabazon wants to replace 22 miles of pipe throughout the Distribution system
- Dedicated leak and outage history can be utilized for grants and implementation of work
- Additional cost: $30,050, with the potential for full reimbursement if the grant is awarded and the agreement is executed

Additional Proposed Work for Banning Heights Mutual Water Company

- Requested assistance to perform Source Capacity Assessment on their system and supplies
- Source Capacity Assessment will evaluate:
  - Available supplies
  - Current and future demands
  - Projected growth over next 10 years
  - Calculated Maximum Daily Demand
  - Map depicting water rights, sources, distribution system and pressure zones

Additional Proposed Work for Banning Heights Mutual Water Company

- Challenge issuing Will-Serve letters with an active real estate market on the Bench
- The Source Capacity Assessment will provide a documented process that will help guide issuing will-serve letters depending on the availability and condition of the water system and supplies
- Additional cost: $47,770 with BHMWC cost sharing approximately 50% of total cost

Recommendation

- Authorize the General Manager to execute a contract amendment with the California Rural Water Association (CRWA) to provide assistance and to perform assessments for Cabazon Water District and Banning Heights Mutual Water Company for a total amount not to exceed $53,700*.

**Note - $30,050 may be reimbursed by State*