



Russian River Watershed Association 2013-2014 Work Plan

Prepared by:

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CONSULTING SERVICES

and



Adopted May 2, 2013

Purpose and Organization of the Work Plan

This Work Plan has been prepared in accordance with Section 16 of the First Amendment to the Memorandum of Understanding Creating the Russian River Watershed Association (MOU) which was adopted in May 2004. The Work Plan addresses Executive Director Services, General Benefit Projects and Special Benefit Projects. This Work Plan is organized into the following sections:

- Cost Allocation
- Work Plan Updates/Modifications
- Scope of Services
 - A. Executive Director Services
 - B. General Benefit Projects
 - C. Special Benefit Projects
- Attachments: Budget Spreadsheets (Attachment 1 and Appendices A-C)

Cost Allocation

The cost allocation for this Work Plan follows Section 18 of the MOU. For the Executive Director Services and the General Benefit Projects, cost-share is determined by allocating half of the total cost equally among member agencies and allocating the other half in proportion to each agency's operating budget. The operating budget proportions (shown as percentages of the combined operating budgets) used for the Executive Director Services and General Benefit Projects cost allocation formula for the 2013-2014 RRWA Work Plan are shown in Table 1.

Table 1: Member Agency Percentages of Total Operating Budgets

| Member Agency | Percentage Share |
|-----------------------------------|------------------|
| City of Cloverdale | 1.00% |
| City of Cotati | 1.10% |
| City of Healdsburg | 1.89% |
| City of Rohnert Park | 5.88% |
| City of Santa Rosa | 20.09% |
| City of Ukiah | 2.85% |
| Sonoma County | 50.07% |
| Sonoma County Water Agency (SCWA) | 13.22% |
| Town of Windsor | 3.9% |

The cost allocation for Special Benefit Projects is in proportion to the benefits received by each participating member agency. These projects do not require each member agency to participate if there is no benefit to a given agency. As such, Special Benefit project costs are shared by participating agencies. The cost allocations for the Special Benefit Projects for the 2013-2014 Work Plan are shown in Table 2.

Table 2: Special Benefit Program Allocation

| Program | Allocation |
|---|---|
| Stormwater Phase II Support | Equally divided among participating agencies |
| Stormwater Training | 50% equally divided between Sonoma County and Santa Rosa, and 50% divided equally among remaining member agencies |
| NPDES Wastewater Comment Forum | Allocated 40% to Santa Rosa also representing Cotati and Rohnert Park; and 13.3% to each of Ukiah, Healdsburg, Windsor and SCWA; and 6.7% to Cloverdale |
| Creek Week/Pollution Prevention Week Campaign | Equally divided among all member agencies |
| Laguna TMDL Forum and Comments | Equally divided among agencies affected by the Laguna de Santa Rosa total maximum daily load (TMDL) – Santa Rosa, SCWA, Sonoma County, Windsor, Rohnert Park, Cotati |
| Clean Business Recognition Program | Equally divided among participating agencies |
| Regional Safe Medicine Program – Hauling and Disposal | Allocated based on actual volume from 2011-2012 and estimated volumes for new site in Windsor and Healdsburg: 43.8% Windsor; 43.8% Healdsburg, 12.4% Cloverdale |
| Regional Safe Medicine Program – Coordination and Outreach | Equally divided among all member agencies |
| Safe Medicine Disposal Program – Special Collection Events | Event costs equally allocated to each participating agency – Ukiah, Healdsburg and Windsor; with an additional \$1,600 allocated to Ukiah for purchase of a drop off box |
| Bulk Purchase – Russian River-Friendly Landscape Guidelines | Allocated according to proportion of total order: Sonoma County (50 copies), SCWA (50 copies), Santa Rosa (500 copies), Ukiah (50 copies), Healdsburg (50 copies), Cotati (20 copies), Rohnert Park (100 copies), and Cloverdale (100 copies) |
| Bulk Purchase – Doggie cleanup bag holder | Allocated according to proportion of total order: Sonoma County (325 holders), SCWA (675 holders), Santa Rosa (300 holders), Ukiah (100 holders), and Windsor (50 holders) |
| Bulk Purchase – Water pitcher - plastic with "Take it from the Tap" | Allocated according to proportion of total order: Sonoma County (25 pitchers), Santa Rosa (150 pitchers), Ukiah (10 pitchers), Windsor (6 pitchers), and Cloverdale (5 pitchers) |
| Bulk Purchase – Oven mitt with FOG message | Allocated according to proportion of total order: Sonoma County (100 mitts), SCWA (100 mitts), Ukiah (200 mitts), and Cloverdale (200 mitts) |
| Bulk Purchase – Stuff-sack tote bag | Allocated according to proportion of total order: Sonoma County (300 bags), SCWA (200 bags), and Ukiah (100 bags) |
| Bulk Purchase – Table tents - "Take it from the Tap" | Allocated according to proportion of total order: Sonoma County (500 tents) |
| Bulk Purchase – Pencils | Allocated according to proportion of total order: Sonoma County (5,000 pencils), Ukiah (250 pencils), and Windsor (250 pencils) |
| Bulk Purchase – Jar openers | Allocated according to proportion of total order: Sonoma County (3,000 openers), and SCWA (500 openers) |

Work Plan Updates/Modifications

For the 2013-2014 fiscal year, RRWA will implement the annual Work Plan but allow for updates and modifications at any time during the year. This “Work Plan modification policy” was developed for the 2006-2007 Work Plan and was the result of the Board of Directors’ desire to allow more flexibility as new needs, opportunities, schedules, and/or details arise that could not have been anticipated during the annual Work Plan development process. Once interim Work Plan programs are developed, budgets, funding and allocations will be determined by the steps below over approximately a two month period.

- Initial Technical Working Group (TWG) meeting: Scope/budget estimates developed and funding sources identified.
- Initial Board of Directors (BOD) meeting: Board considers program and member agencies opt in or out.
- Final TWG: Budgets/allocations refined and finalized.
- Final BOD: Program considered for approval.

Scope of Services

A. Executive Director Services

a) Purpose: The Executive Director Services provides for management of the Association’s activities, outside communication, Board of Directors (BOD) and Technical Working Group (TWG) meetings, and Work Plan development. For the 2013-2014 Work Plan, Virginia Porter will continue to serve as the Executive Director. The consulting firm ECON will support RRWA under contract with Virginia Porter in a number of roles: Andy Rodgers of ECON serving as Deputy Executive Director; and various staff supporting project management, specialist, technical and administrative functions.

b) Tasks: The work will be carried out primarily by the Executive Director, and ECON staff (these roles combined are referred to as RRWA staff) with in-kind support from the member agencies. The Administrative Agency, the City of Ukiah, will provide treasury and contractual services. The Town of Windsor will host regular BOD and TWG meetings and post agendas for these meetings. Member agency staff will attend the TWG meetings, along with RRWA staff. Specific tasks, deliverables and schedules are as follows. (Schedules for tasks are ongoing throughout the year, unless otherwise specified.)

- General RRWA administration; project management and controls; as-needed correspondence.
- BOD meeting preparation, attendance, coordination, minutes and follow-up. BOD meetings are held every two months with some exceptions per BOD direction.
- TWG meeting preparation, attendance, coordination, meeting notes and follow-up. A total of eight TWG meetings will be held this Work Plan year.
- A file sharing system between Virginia Porter and ECON.
- Administrative Agency cost (\$2,000) for Administrative Agency functions in accordance with the MOU.
- RRWA staff will facilitate 2014-2015 Work Plan development with the TWG and BOD.
Schedule: October 2013 – February 2014.

c) Budget: The budget for Executive Director Services is \$70,212 (see Appendix A for budget spreadsheet) exclusive of in-kind services.

B. General Benefit Projects

B.2.1 Implementation of Outreach Strategies

a) **Purpose:** This program will focus on outreach projects identified during Work Plan development and in TWG meetings. In 2013-2014 RRWA will strive to meet the following objectives:

- Provide outreach to increase RRWA's "whole watershed" perspective for programs carried out under the Work Plan, by our member agencies, and by other watershed organizations.
- Undertake public outreach activities to encourage environmental stewardship and pollution prevention.
- Maximize the RRWA membership.

b) **Products and Tasks:** Specific tasks, deliverables and schedules are as follows. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

Sponsor Watershed Cleanup Activities:

RRWA will coordinate with local watershed and environmental groups to help sponsor cleanup activities within the watershed. Specific events include the Russian River Watershed Cleanup, Coastal/Creek Cleanup, and support of Mendocino County Creek Cleanup efforts, such as the Friends of Gibson Creek. RRWA will provide \$1,500 in sponsorship to the Russian River Watershed Cleanup, and \$500 to support the Coastal Cleanup effort. RRWA will also provide \$200 for cleanup needs to support Mendocino County cleanup efforts in the year 2013-2014. **Schedule:** The Russian River Watershed Cleanup and Coastal Cleanup occur in mid to late September. Other events will be supported as they occur.

Sonoma County Waste Management Agency (SCWMA) Recycling Guide:

Coordinate with SCWMA in the development and review of their annual recycling guide.

Response to Media Inquiries:

RRWA staff will respond to media inquiries on an as-needed basis.

Speaker's Bureau:

RRWA will make up to two presentations to regulatory groups, professional organizations, or other eligible entities to increase RRWA's presence in the watershed.

RRWA Website Maintenance:

Website updates will be made at least quarterly, including general maintenance, posting of meeting dates, agendas and summaries.

RRWA Website Watershed Map Page:

RRWA staff will maintain and update the Google-map based map of the Russian River watershed that was developed in 2011 and expanded in 2012-2013. No additional data layers will be added to the map during the 2013-2014 Work Plan year.

Environmental Column:

RRWA Staff will coordinate the review and distribution of monthly environmental columns. Each member agency is expected to author at least one column during the year. RRWA staff will not author environmental columns for the 2013-2014 Work Plan year. **Schedule:** Environmental columns are published monthly.

Student Video Contest:

The RRWA video contest is coordinated by in-kind support provided by SCWA. RRWA staff will assist in identifying the video topic, development of informational material to support video contest notification mailing, and coordination of presenting awards. The student video contest produces three winners and awards cash prizes which are provided by SCWA. **Schedule:** The video contest will be

held in the spring of 2014, with the awards given during a late spring/early summer RRWA BOD meeting.

Training Opportunities Posting:

RRWA staff will provide email noticing to member agencies and small water and wastewater systems within the Russian River watershed for professional development opportunities related to regulatory compliance, such as continuing education for wastewater operators, water systems operators, water treatment operators, and Stormwater Pollution Prevention Plan (SWPPP) practitioners and developers. **Schedule:** ongoing.

Environmental Column – Public Distribution:

RRWA staff will distribute monthly emails that include the monthly environmental column to the RRWA general distribution list and interested members of the public. The listserv will be maintained and updated as needed. The sign-up section on the website will be maintained. **Schedule:** monthly.

“Rethink your Drink/Take it from the Tap” Outreach:

RRWA staff, with support from member agencies, will develop and distribute outreach messages and simple outreach materials to promote drinking water and using refillable bottles rather than one-time use plastic water bottles.

Outreach to Eligible Entities:

The Executive Director and RRWA staff will conduct outreach to eligible entities, such as the City of Sebastopol, Mendocino County, and new stormwater permittees, with the goal of serving more eligible entities and expanding RRWA membership.

- c) **Budget:** The budget for this program is \$30,172 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.2 Russian River-Friendly Landscape Guidelines

a) **Purpose:** We will develop implementation strategies as identified in January 2013 event for landscape professionals focused on how to expand the use of Russian River-Friendly Landscape Guidelines (RRFLG) principles and practices. Additionally, we will develop and produce signage for landscapes that demonstrate the RRFLG principles and practices. Staff will maintain contact with industry professionals and agencies, Santa Rosa Junior College (SRJC), Sonoma State University, and Mendocino and Sonoma Master Gardeners regarding use of the RRFLG, respond to inquiries, and maintain an email list of interested parties.

b) **Products and Tasks:** Specific tasks and deliverables are as follows. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Develop and produce interpretive materials, e.g. RRFLG signage in the Russian River watershed. \$800 is included in the budget for sign production.
- Respond to inquiries and requests for use of the RRFLG as needed.
- Maintain contact with landscape industry professionals, SRJC, Sonoma State University, and Mendocino and Sonoma Master Gardeners during the year regarding integration of Guidelines principles into existing curricula.
- Maintain membership in the Bay Friendly Coalition.

- c) **Budget:** The budget for this program is \$10,197 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.3 Regulatory Forum and Advocacy

a) Purpose: The purpose of this program is to foster a system of communication by assessing RRWA member agency issues and developing a coordinated voice for regular dialogue on permitting and policy issues with regulatory agencies, such as the Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board (SWRCB). The work will include regular prioritization of member agency permitting and policy issues, to be addressed at regular meetings with the RWQCB 1 Executive Officer and other staff. This program also allows for the completion of in-depth issue/comment/response letters to such agencies on behalf of RRWA.

b) Products and Tasks: RRWA staff will coordinate and facilitate the regular meetings with the RWQCB 1 Executive Officer. Issues and topics for these meetings will be developed during TWG and BOD meetings. RRWA staff will take the lead on researching and crafting up to four comment/issue/response letters with review and input from TWG and BOD. The program will produce the following deliverables. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Up to four issue/comment letters and monitoring member agency permitting and policy issues.
- Up to four meetings and prioritized agendas with RWQCB Executive Officer and other staff.
- Attendance at up to four RWQCB meetings.

c) Budget: The budget for this program is \$26,911 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.4 MS4 Permit Support

a) Purpose: Provide support to member agencies with implementation of stormwater best management practices (BMPs) required in the MS4 (municipal separate storm sewer system) Phase 1 and 2 permits. Serve as a forum for sharing ideas and coordinating efforts to meet permit requirements.

b) Products and Tasks: RRWA staff will focus on review and implementation strategies for stormwater permit documents, including support for the development of a hydromodification plan and a LID offset plan which are proposed to be in progress during this Work Plan year. The program will produce the following deliverables. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

Stormwater permit documents

Staff will focus on coordination, review and implementation strategies for stormwater permit documents, potentially including a hydromodification plan and LID offset plan.

Stormwater Activities Table

RRWA staff will develop a Technical Memorandum that describes all stormwater related activities undertaken on behalf of the member agencies during the 2012-2013 fiscal year. This TM will be delivered to agencies at the end of August 2013 so agencies can incorporate the information into their annual Stormwater Management Plan reports.

c) Budget: The budget for this program is \$11,293 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.5 Russian River Watershed Urban Creek Care Guide

a) Purpose: The purpose of this program is to develop a guidance document for Russian River watershed homeowners to help take care of creeks. The document will be modeled after existing creek care guides with an emphasis on urban environments.

b) Products and Tasks: RRWA will develop a document that guides homeowners in the Russian River watershed on how to maintain and enhance the health of urban creeks.

- Develop “Urban Creek Care Guide.” This includes research, writing, design, and review. Assumes no document printing this work plan year.
- Involve member agency staff in review of guidance document.

Schedule: The Guide will be designed by June 2014.

c) Budget: The budget for this program is \$14,120 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.6 North Coast IRWMP and Grant Support

a) Purpose: The purpose of this program is to provide continuing support to the North Coast Integrated Regional Water Management Plan (IRWMP) and its associated funding opportunities; and to support other grant and funding opportunities for RRWA and its member agencies.

b) Products and Tasks: RRWA support of activities for the North Coast IRWMP will continue in 2013-2014 by working with member agencies to pursue funding under the IRWMP process; RRWA staff will maintain work on the RRWA projects submitted in 2010 and 2012 with the goal of receiving Proposition 84 funding in future rounds. Staff will also work to identify other grant and funding opportunities for both RRWA projects and for member agency projects. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Modifications to RRWA’s projects, as identified in discussions with NCIRWMP staff.
- Develop letters of support for member agency projects for NCIRWMP and other grant and funding opportunities.
- Facilitate discussion of IRWMP updates and other funding opportunities at TWG meetings.

Schedule: Program will respond to funding schedules developed for the IRWMP grant program and for other funding opportunities.

c) Budget: The budget for this program is \$10,374 exclusive of in-kind services (see Appendix B for budget spreadsheet).

B.2.7 Coordination with Partner Agencies

a) Purpose: The purpose of this program is to find shared interests and opportunities between RRWA efforts and the efforts of other groups with an interest in the Russian River watershed.

b) Products and Tasks: RRWA will track partner agency programs and activities, respond to partner agencies inquiries, and will contact partners in further development of RRWA programs. The program will produce the following deliverables. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Coordination with partner agencies, including the local resource conservation districts (RCDs), LandPaths, Laguna Foundation, Occidental Arts and Ecology Center (OAEC), Russian River Watershed Council (RRWC), the Sonoma County Regional Climate Protection Authority, Daily Acts, and other agencies/groups regarding regional efforts.

c) Budget: The budget for this program is \$2,182 exclusive of in-kind services (see Appendix B for budget spreadsheet).

C. Special Benefit Projects

C.3.1 Stormwater Phase 2 Support

a) **Purpose:** The overall purpose of this task is to assist MS4 Phase 2 agencies in responding to the new Phase 2 stormwater permit, including evaluating options for collaborative implementation in Region 1, joint development of planning documents and evaluating the potential for joint reporting.

b) **Products and Tasks:** RRWA staff will help coordinate and facilitate regular Phase 2 agency forum meetings where Phase 2 agencies can meet to discuss and share resources for NPDES (National Pollutant Discharge Elimination System) permit compliance. When possible, the Phase 2 meetings will be held immediately following TWG meetings to minimize travel time and cost. Guest speakers will be invited when appropriate. The new permit and its effect on our agencies will be discussed with the SWRCB and RWQCB over the year. This program will produce the following deliverables. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- NPDES Phase 2 Forum meetings to review and discuss the Phase 2 stormwater permit challenges.
- Participation in monthly Phase 2 California Stormwater Quality Association (CASQA) subcommittee conference calls and transmittal of notes from these calls to the Phase 2 agencies.

c) **Budget:** The budget for this program is \$30,443 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.2 Stormwater Training Program

a) **Purpose:** The purpose of the 2013-2014 Stormwater Training Program is to continue the stormwater training coordination for member agencies and contractors and consultants responsible for implementing Stormwater Pollution Prevention Plans (SWPPPs), and to assist in coordinating MS4 permit related training opportunities and informational meetings (by the SWRCB and others) in the Russian River watershed.

b) **Products and Tasks:**

MS4 Permit-Related Training or Comparable

RRWA staff will support one MS4 permit-related training or comparable with member agencies as lead or in coordination with SWRCB.

Construction General Permit QSP and QSD Training:

RRWA staff will coordinate with member agencies and professional certified trainers to promote QSP (Qualified SWPPP Practitioner) and QSD (Qualified SWPPP Developer) certification training for contractors and designers that work in the watershed, followed by State Board certification testing. Professional trainer will charge a fee for this training. RRWA's role is to coordinate with member agencies and outside trainers to assure local training opportunities.

Schedule: The training will be held prior to July 2014.

c) **Budget:** The budget for this program is \$5,115 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.3 NPDES Wastewater Comment Forum

a) **Purpose:** The purpose of this task is to review and comment on regulations related to wastewater NPDES permitting such as dissolved oxygen and mixing zone Basin Plan amendments; State and local regulations regarding use of recycled water; State and local regulations regarding wastewater.

b) **Products and Tasks:** Specific tasks and deliverables include:

- Review updates to state and local wastewater regulations.
- Develop comment letters on behalf of member agencies.

c) **Budget:** The budget for this program is \$7,505 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.4 Creek Week/Pollution Prevention Week Campaign

a) **Purpose:** The purpose of this task is to help meet the Outreach and Education requirements of the Phase 1 and Phase 2 MS4 permits.

b) **Products and Tasks:** The member agencies will work in conjunction with RRWA staff to develop a combined Creek Week and Pollution Prevention Week campaign. RRWA will support member agencies by developing and circulating a draft proclamation, coordinating with agencies to present campaign messages to elected officials, and helping with outreach for activities to be sponsored by member agencies. **Schedule:** This task will be focused around Creek Week and Pollution Prevention Week, the date which will be determined by the member agencies.

- Coordinate circulation of a draft proclamation
- Assist with noticing for outreach activities sponsored by agencies

c) **Budget:** The budget for this program is \$2,949 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.5 Laguna TMDL Forum and Comments

a) **Purpose:** This task is designed to provide a forum for the RWQCB to provide information to agencies affected by the Laguna de Santa Rosa total maximum daily load (TMDL). Additionally this task provides a mechanism for collective comments by RRWA member agencies to the RWQCB.

b) **Products and Tasks:** RRWA staff will coordinate comments from member agencies which will be provided to the RWQCB. **Schedule:** ongoing in response to RWQCB schedule.

c) **Budget:** The budget for this program is \$4,583 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.6 Clean Business Recognition Program

a) **Purpose:** The purpose of this program is to develop a means of recognizing restaurants and other businesses that employ good practices for wastewater and stormwater program Best Management Practices. There will be an emphasis on programs that works with existing recognition efforts.

b) **Products and Tasks:** The following products and tasks are scoped for this Program.

- Coordinate with member agencies on identifying standards for what makes a "Clean Business."
- Develop program options and work with member agencies to define a program and implementation strategies which can be implemented the in future Work Plans.

c) **Budget:** The budget for this program is \$8,213 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.7 Regional Safe Medicine Disposal Program – Hauling and Disposal

a) Purpose: The purpose of this program is to address issues regarding water quality and pharmaceuticals in the watershed by providing appropriate locations for individuals to dispose of unwanted medications. RRWA will act as the manager and coordinator of regional safe medicine disposal programs for participating member agencies in coordination with the programs run by SCWA and the City of Santa Rosa.

b) Products and Tasks: RRWA staff will manage the contract with the waste hauler to provide hauling and disposal of collected medication, and will coordinate pick-ups with existing disposal locations in Cloverdale, Healdsburg and Windsor. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Coordination with drop-off locations regarding pick-ups of full disposal bins.
- Coordination with waste hauler and review of waste hauler invoices.

c) Budget: The budget for this program is \$22,386 exclusive of in-kind services and covers all hauling and disposal fees for Cloverdale, Healdsburg and Windsor (see Appendix C for budget spreadsheet).

C.3.8 Regional Safe Medicine Disposal Program – Coordination and Outreach

a) Purpose: The purpose of this program is to address issues regarding water quality and pharmaceuticals in the watershed by providing outreach materials to residents about properly disposing of unwanted medication.

b) Products and Tasks: The following products and tasks are scoped for this Program. (Schedules for tasks are ongoing throughout the year unless otherwise specified.)

- Coordination of bi-monthly call with the project team (Santa Rosa, SCWA, and RRWA).
- Coordination with project team on annual one-page report describing total pounds collected.
- Coordination with project team on regional outreach materials such as development and placement of an advertisement for newspapers or a radiospot (up to \$4,000).
- Maintenance of drop-off location map layer on RRWA web site.

c) Budget: The budget for this program is \$10,059 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.9 Safe Medicine Disposal Program – Special Collection Events

a) Purpose: The purpose of this task is to sponsor a special collection event for member agencies that are not covered by SCWA or Santa Rosa safe medicine disposal programs.

b) Products and Tasks: Conduct a single safe medicine disposal event for each of the following member agencies: Ukiah, Healdsburg and Windsor. Event will be comparable to and coordinated with special collection events carried out by Santa Rosa and SCWA for other member agencies. Other Direct Costs includes \$1,600 for Ukiah to purchase drop box for permanent placement in Ukiah but used at event also.

Schedule: This item will be conducted in coordination with regional special collection campaign and prior to July 2014.

c) Budget: The budget for this program is \$16,444 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.10 Outreach Material Bulk Order – Russian River-Friendly Landscape Guidelines

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task spiral bound copies of the Russian River-Friendly Landscape Guidelines will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 920 Russian River-Friendly Landscape Guidelines for participating agencies with the following distribution: Sonoma County 50, SCWA 50, Santa Rosa 500, Ukiah 50, Healdsburg, 50, Cotati 20, Rohnert Park 100, and Cloverdale 100. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$8,338 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.11 Outreach Material Bulk Order – Doggie cleanup bag holder

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task doggie cleanup bag holders will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 1,450 doggie cleanup bag holders for participating agencies with the following distribution: Sonoma County 325, SCWA 675, Santa Rosa 300, Ukiah 100, and Windsor 50. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$4,508 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.12 Outreach Material Bulk Order – Water pitcher - plastic with "Take it from the Tap"

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task plastic water pitchers with "Take it from the Tap" will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 196 plastic water pitchers with "Take it from the Tap" for participating agencies with the following distribution: Sonoma County 25, Santa Rosa 150, Ukiah 10, Windsor 6, and Cloverdale 5. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$2,387 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.13 Outreach Material Bulk Order – Oven mitt with FOG message

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task oven mitts with the fats, oils, and grease (FOG) message will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 600 oven mitts with FOG message for participating agencies with the following distribution: Sonoma County 100, SCWA 100, Ukiah 200, and Cloverdale 200. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$3,588 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.14 Outreach Material Bulk Order – Stuff-sack tote bag

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task polyester stuff-sack tote bags will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 600 stuff-sack tote bags for participating agencies with the following distribution: Sonoma County 300, SCWA 200, and Ukiah 100. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$3,532 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.15 Outreach Material Bulk Order – Table tents - "Take it from the Tap"

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task table tents with “Take it from the Tap” will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 500 table tents with "Take it from the Tap" for participating agencies with the following distribution: Sonoma County 500. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$533 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.16 Outreach Material Bulk Order – Pencils

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task recycled wood pencils will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 5,500 pencils for participating agencies with the following distribution: Sonoma County 5,000, Ukiah 250, and Windsor 250. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$1,963 exclusive of in-kind services (see Appendix C for budget spreadsheet).

C.3.17 Outreach Material Bulk Order – Jar openers

- a) **Purpose:** The purpose of this task is to provide agencies with a cost savings through a bulk purchase order of outreach material. Under this task jar openers will be ordered and provided to participating agencies.
- b) **Products and Tasks:** RRWA staff will order 3,500 jar openers for participating agencies with the following distribution: Sonoma County 3,000, and SCWA 500. **Schedule:** This item will be conducted prior to July 2014.
- c) **Budget:** The budget for this program is \$1,801 exclusive of in-kind services (see Appendix C for budget spreadsheet).

NOTE: No other projects or programs are included as part of the RRWA 2013-2014 Work Plan. The following appendices detail cash allocations by member agency; and individual program costs for Executive Director Services, General Benefit Projects and Special Benefit Projects. The total budget for RRWA for 2013-2014 is \$309,827.

ATTACHMENT 1: 2013-14 RRWA Work Plan - Adopted 5-2-2013

| | CASH REQUIREMENT | | | CASH ALLOCATION | | | | | | | | | Total Allocation |
|--|------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| | RRWA Staff | Subs and ODCs | Total Budget | Cloverdale | Cotati | Healdsburg | Rohnert Park | Santa Rosa | Ukiah | Sonoma Co. | SCWA | Windsor | |
| A- Executive Director Services | | | | | | | | | | | | | |
| A.1.1 General Administration | \$38,400 | \$3,588 | \$41,988 | \$2,542 | \$2,564 | \$2,729 | \$3,568 | \$6,550 | \$2,931 | \$12,845 | \$5,107 | \$3,152 | \$41,988 |
| A.1.2 Technical Working Groups | \$18,780 | \$489 | \$19,269 | \$1,167 | \$1,177 | \$1,252 | \$1,637 | \$3,006 | \$1,345 | \$5,895 | \$2,344 | \$1,446 | \$19,269 |
| A.1.3 Work Plan Development | \$8,900 | \$55 | \$8,955 | \$542 | \$547 | \$582 | \$761 | \$1,397 | \$625 | \$2,739 | \$1,089 | \$672 | \$8,955 |
| <i>Executive Director Subtotals</i> | \$66,080 | \$4,132 | \$70,212 | \$4,251 | \$4,287 | \$4,563 | \$5,967 | \$10,953 | \$4,902 | \$21,479 | \$8,540 | \$5,270 | \$70,212 |
| B- General Benefit Projects | | | | | | | | | | | | | |
| B.2.1 Implementation of Outreach Strategies | \$23,410 | \$6,762 | \$30,172 | \$1,827 | \$1,842 | \$1,961 | \$2,564 | \$4,707 | \$2,106 | \$9,230 | \$3,670 | \$2,265 | \$30,172 |
| B.2.2 Russian River Friendly Landscape Guidelines | \$9,010 | \$1,187 | \$10,197 | \$617 | \$623 | \$663 | \$867 | \$1,591 | \$712 | \$3,119 | \$1,240 | \$765 | \$10,197 |
| B.2.3 Regulatory Forum and Advocacy | \$26,340 | \$571 | \$26,911 | \$1,629 | \$1,643 | \$1,749 | \$2,287 | \$4,198 | \$1,879 | \$8,233 | \$3,273 | \$2,020 | \$26,911 |
| B.2.4 MS4 Permit Support | \$11,180 | \$113 | \$11,293 | \$684 | \$690 | \$734 | \$960 | \$1,762 | \$788 | \$3,455 | \$1,374 | \$848 | \$11,293 |
| B.2.5 Russian River Watershed Urban Creek Care Guide | \$13,735 | \$385 | \$14,120 | \$855 | \$862 | \$918 | \$1,200 | \$2,203 | \$986 | \$4,319 | \$1,717 | \$1,060 | \$14,120 |
| B.2.6 North Coast IRWMP and grant support | \$10,050 | \$324 | \$10,374 | \$628 | \$634 | \$674 | \$882 | \$1,618 | \$724 | \$3,174 | \$1,262 | \$779 | \$10,374 |
| B.2.7 Coordination with partner agencies | \$2,160 | \$22 | \$2,182 | \$132 | \$133 | \$142 | \$185 | \$340 | \$152 | \$667 | \$265 | \$164 | \$2,182 |
| <i>General Benefit Subtotals</i> | \$95,885 | \$9,364 | \$105,249 | \$6,373 | \$6,427 | \$6,840 | \$8,944 | \$16,418 | \$7,348 | \$32,197 | \$12,802 | \$7,900 | \$105,249 |
| C- Special Benefit Projects | | | | | | | | | | | | | |
| C.3.1 Stormwater Phase 2 Support | \$30,050 | \$393 | \$30,443 | \$3,805 | \$3,805 | \$3,805 | \$3,805 | \$0 | \$3,805 | \$3,805 | \$3,805 | \$3,805 | \$30,443 |
| C.3.2 Stormwater Training | \$4,710 | \$405 | \$5,115 | \$365 | \$365 | \$365 | \$365 | \$1,279 | \$365 | \$1,279 | \$365 | \$365 | \$5,115 |
| C.3.3 NPDES Wastewater Comment Forum | \$7,420 | \$85 | \$7,505 | \$500 | \$0 | \$1,001 | \$0 | \$3,002 | \$1,001 | \$0 | \$1,001 | \$1,001 | \$7,505 |
| C.3.4 Creek Week/Pollution Prevention Week Campaign | \$2,620 | \$329 | \$2,949 | \$328 | \$328 | \$328 | \$328 | \$328 | \$328 | \$328 | \$328 | \$328 | \$2,949 |
| C.3.5 Laguna TMDL Forum and Comments | \$4,260 | \$323 | \$4,583 | \$0 | \$764 | \$0 | \$764 | \$764 | \$0 | \$764 | \$764 | \$764 | \$4,583 |
| C.3.6 Clean Business Recognition Program | \$7,630 | \$583 | \$8,213 | \$0 | \$1,027 | \$1,027 | \$1,027 | \$1,027 | \$1,027 | \$1,027 | \$1,027 | \$1,027 | \$8,213 |
| C.3.7 Regional Safe Medicine Disposal Program - Hauling and Disposal | \$7,780 | \$14,606 | \$22,386 | \$2,767 | \$0 | \$9,810 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,810 | \$22,386 |
| C.3.8 Regional Safe Medicine Disposal Program - Coordination and Outreach | \$5,980 | \$4,079 | \$10,059 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$1,118 | \$10,059 |
| C.3.9 Safe Medicine Disposal Program - Special Collection Events | \$12,270 | \$4,174 | \$16,444 | \$0 | \$0 | \$4,948 | \$0 | \$0 | \$6,548 | \$0 | \$0 | \$4,948 | \$16,444 |
| C.3.10 Bulk Purchase - Russian River-Friendly Landscape | \$775 | \$7,563 | \$8,338 | \$906 | \$181 | \$453 | \$906 | \$4,532 | \$453 | \$453 | \$453 | \$0 | \$8,338 |
| C.3.11 Bulk Purchase - Doggie cleanup bag holder | \$775 | \$3,733 | \$4,508 | \$0 | \$0 | \$0 | \$0 | \$933 | \$311 | \$1,010 | \$2,098 | \$155 | \$4,508 |
| C.3.12 Bulk Purchase - Water pitcher - plastic with "Take it from the Tap" | \$600 | \$1,787 | \$2,387 | \$61 | \$0 | \$0 | \$0 | \$1,827 | \$122 | \$304 | \$0 | \$73 | \$2,387 |
| C.3.13 Bulk Purchase - Oven mitt with FOG message | \$660 | \$2,928 | \$3,588 | \$1,196 | \$0 | \$0 | \$0 | \$0 | \$1,196 | \$598 | \$598 | \$0 | \$3,588 |
| C.3.14 Bulk Purchase - Stuff-sack tote bag | \$705 | \$2,827 | \$3,532 | \$0 | \$0 | \$0 | \$0 | \$0 | \$589 | \$1,766 | \$1,177 | \$0 | \$3,532 |
| C.3.15 Bulk Purchase - Table tents - "Take it from the Tap" | \$255 | \$298 | \$553 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$553 | \$0 | \$0 | \$553 |
| C.3.16 Bulk Purchase - Pencils | \$405 | \$1,558 | \$1,963 | \$0 | \$0 | \$0 | \$0 | \$0 | \$89 | \$1,785 | \$0 | \$89 | \$1,963 |
| C.3.17 Bulk Purchase - Jar openers | \$405 | \$1,396 | \$1,801 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,543 | \$257 | \$0 | \$1,801 |
| <i>Special Benefit Subtotals</i> | \$87,300 | \$47,067 | \$134,367 | \$11,047 | \$7,588 | \$22,854 | \$8,313 | \$14,807 | \$16,951 | \$16,333 | \$12,991 | \$23,482 | \$134,367 |
| RRWA Total for FY 13-14 | \$249,265 | \$60,562 | \$309,827 | \$21,671 | \$18,302 | \$34,257 | \$23,223 | \$42,178 | \$29,200 | \$70,009 | \$34,334 | \$36,653 | \$309,827 |

Allocation Notes:

- 1) Executive Director and General Benefit Allocation: Agency Cost = [1/2 total cost/# of member agencies] + [1/2 total cost x (agency op. budget/total op budgets)]
- 2) Stormwater Phase II Support: Equal split among participating agencies
- 3) Stormwater Training allocation 50% equally divided between Sonoma Co and Santa Rosa; and 50% divided equally among remaining agencies
- 4) NPDES Wastewater Forum allocated 40% to Santa Rosa also representing Cotati and Rohnert Park; 12.3% to each of Ukiah, Windsor, Healdsburg and SCWA; 6.7% to Cloverdale
- 5) Creek Week/Pollution Prevention Week: Divided equally among all member agencies
- 6) Laguna TMDL Collaboration is divided equally among agencies affected by the Laguna TMDL
- 7) Clean Business Recognition program divided equally among participating agencies
- 8) Safe Medicine Disposal Hauling: Agency Cost = Based on actual volume from 2011-2012 and estimated volumes for new site in Windsor and Healdsburg - 43.8% to Windsor; 43.8% to Healdsburg, 12.4% to Cloverdale
- 9) Safe Medicine Disposal Outreach: divided equally among all member agencies
- 10) Safe Medicine Disposal Special Events: Event costs divided equally among participating agencies, with addition of \$1,600 to Ukiah for purchase of drop box
- 11) Bulk Purchase - Russian River-Friendly Landscape Guidelines: Divided proportionally according to number ordered - 50 for SoCo, 50 for SCWA, 500 for Santa Rosa, 50 for Ukiah, 20 for Cotati, 100 for Rohnert Park, 100 for Cloverdale
- 12) Bulk Purchase - Doggie cleanup bag holder: Divided proportionally according to number ordered - 325 for So Co, 675 for SCWA, 300 for Santa Rosa, 100 for Ukiah, 50 for Windsor
- 13) Bulk Purchase - Water pitcher - plastic with "Take it from the Tap": Divided proportionally according to number ordered - 25 for So Co, 150 for Santa Rosa, 10 for Ukiah, 6 for Windsor, 5 for Cloverdale

Appendix A: 2013-2014 RRWA Work Plan - Task A.1 - Executive Director Services Budget - Adopted 5-2-2013

| Task Description | EXECUTIVE DIRECTOR SERVICES | | | | | | | | |
|---|-------------------------------------|--|-----------------------------|--------------------------------|----------------|----------------------|-----------------------|-----------------------|--------------------|
| | ED (Virginia Porter) \$175 | ECON Dep. Dir (Andy Rodgers) \$145 | ECON Specialist \$105 | ECON Admin/ Tech \$75 | Total Hours | Total Labor Costs | Sub Markup 1.5% | Other Direct Costs | Contract Totals |
| A.1.1 General Administration | | | | | | | | | |
| A BOD meeting agenda, presentations, minutes, hand-outs | 18 | 24 | 6 | 24 | 72 | \$9,060 | \$89 | \$120 | \$9,269 |
| B BOD meeting attendance | 18 | 18 | 4 | 0 | 40 | \$6,180 | \$45 | \$114 | \$6,339 |
| C Administration of RRWA mailing lists and noticing of BOD meetings | 6 | 6 | 0 | 24 | 36 | \$3,720 | \$40 | \$0 | \$3,760 |
| D General association communications | 18 | 36 | 0 | 36 | 90 | \$11,070 | \$119 | \$433 | \$11,621 |
| E Project management and controls | 12 | 12 | 0 | 24 | 48 | \$5,640 | \$53 | \$2,000 | \$7,693 |
| F File sharing and email distribution service | 2 | 4 | 0 | 24 | 30 | \$2,730 | \$36 | \$540 | \$3,306 |
| Task Total | 74 | 100 | 10 | 132 | 316 | \$38,400 | \$382 | \$3,207 | \$41,988 |
| A.1.2 Technical Working Groups | | | | | | | | | |
| A Meeting and committee coordination | 16 | 32 | 6 | 32 | 86 | \$10,470 | \$115 | \$160 | \$10,745 |
| B Meeting attendance | 24 | 24 | 6 | 0 | 54 | \$8,310 | \$62 | \$152 | \$8,524 |
| Task Total | 40 | 56 | 12 | 32 | 140 | \$18,780 | \$177 | \$312 | \$19,269 |
| A.1.3 Work Plan Development | | | | | | | | | |
| A Coordinate and develop 2014-15 Work Plan and budget | 30 | 20 | 0 | 10 | 60 | \$8,900 | \$55 | \$0 | \$8,955 |
| Task Total | 30 | 20 | 0 | 10 | 60 | \$8,900 | \$55 | \$0 | \$8,955 |
| Executive Director Services Totals | 144 | 176 | 22 | 174 | 516 | \$66,080 | \$613 | \$3,519 | \$70,212 |

Assumptions:

- Task 1.1.A Assumes 6 BOD meetings or equivalent per year. Includes preparation of presentations/agendas/coordination guest speakers/handouts/minutes.
- Task 1.1.B: Assumes 6, 2-hour BOD meetings per year or the equivalent. Attendance by ED and one staff member at all meetings. Up to 1 hour travel time for ED and staff.
- Task 1.1.C: Maintain mailing lists for BOD and general distribution; notice meetings and other communications to and on behalf of BOD.
- Task 1.1.D: General communication (e-mails, phone calls etc.), distribution and coordination activities (includes RRWA phone/voicemail ODC).
- Task 1.1.E: Budget tracking and invoicing. Assumes approx 1 hr/month for each for ED and DD; 2 hrs/month for admin support. An \$2,000 ODC is included to reimburse the Administrative Agency (City of Ukiah) for their time in administering the contract and processing invoices.
- Task 1.1.F: File sharing between Virginia Porter Consulting and ECON and including various file share services - ODC includes up to \$45/month fees
- Task 1.2.A: Notification, agendas, summaries, hand-outs, presentations, coordination activities. Assumes 2 hr/meeting for ED, 4 hr/meeting for DD and 4 hrs/meeting admin.
- Task 1.2.B: Up to 8 meetings @ 2 hours each. ED and DD or Admin attendance at all meetings (up to 1 hour travel time).
- Task 1.3.A: Coordinate and develop 2014-2015 Work Plan and budget.

Note Subcontractor markup (1.5%) is applied to ECON invoices and other direct costs

Appendix B: 2013-2014 RRWA Work Plan - Task B.2 - General Benefit Projects Budget - Adopted 5-2-2013

| | RRWA STAFF/ CONSULTANT SERVICES | | | | | | | | | Assumptions/Comments |
|--|---------------------------------|---------------------------------------|--------------------------|--------------------------|-------------|-------------------|-----------------|--------------------|------------------|---|
| | ED (Virginia Porter) \$175 | ECON Dep. Dir (Andy Rodgers) \$145 | ECON Specialist \$105 | ECON Admin/ Tech \$75 | Total Hours | Total Labor Costs | Sub Markup 1.5% | Other Direct Costs | Cash Totals | |
| B.2.1 Implementation of Outreach Strategies | 34 | 48 | 0 | 140 | 222 | \$23,410 | \$262 | \$6,500 | \$30,172 | |
| Implementation of public outreach | 8 | 12 | 0 | 14 | 34 | \$4,190 | \$42 | \$2,200 | \$6,432 | Sponsorship of clean-up events including \$1,500 for RRW cleanup, \$500 for coastal cleanup, and \$200 for Mendocino Co. cleanup; presentations to outside organizations; coord w/ SCWMA on recycling guide content. |
| Web site maintenance and hosting | 6 | 8 | 0 | 52 | 66 | \$6,110 | \$76 | \$2,400 | \$8,586 | General maintenance, posting of meeting dates, agendas and summaries. Assumes no webpage overhauls 2013-14. Includes \$2400 for web site hosting and technical support. Includes 10 hrs Tech contingency for unforeseen web site problems such as hacking. Includes 18 hrs for monthly web site backup for web site security. |
| Web site Watershed Map page | 2 | 6 | 0 | 24 | 32 | \$3,020 | \$40 | \$1,500 | \$4,560 | Maintain, and update Google-map based map of the RR watershed that was developed in 2011 and built over two Work Plans. Assumes maintenance and update of existing layers, with no new map layers this Work Plan year. ODC for technical support from outside sources on map updates. |
| Env. Column including public distribution; student video contest | 6 | 8 | 0 | 42 | 56 | \$5,360 | \$65 | \$0 | \$5,425 | Coordination of environmental column topics, column development (written in-kind by member agencies), and submittal for publication in English and Spanish (SCWA providing Spanish translation in-kind); public distribution of environmental column monthly. Assistance to SCWA on student video contest. |
| "Rethink your Drink" / "Take it from the Tap" outreach | 2 | 4 | 0 | 8 | 14 | \$1,530 | \$18 | \$200 | \$1,748 | Develop and distribute outreach message and simple material to promote drinking water and using refillable bottles rather than one-time use plastic water bottles. |
| Outreach to eligible entities | 10 | 10 | 0 | 0 | 20 | \$3,200 | \$22 | \$200 | \$3,422 | Outreach to potential RRWA members including new Phase II MS4s. Increase due to more potential members with Phase II permit adoption |
| B.2.2 Russian River Friendly Landscape Guidelines | 28 | 12 | 4 | 26 | 70 | \$9,010 | \$62 | \$1,125 | \$10,197 | |
| Program communications and management | 12 | 6 | 0 | 10 | 28 | \$3,720 | \$24 | \$0 | \$3,744 | Outreach to green industry professionals and RR-Friendly email list, SRJC, Sonoma State and Mendocino and Sonoma Master Gardeners; respond to inquiries and requests for use of Guidelines. |
| Program enhancement - implementation strategies and signs | 12 | 6 | 4 | 12 | 34 | \$4,290 | \$33 | \$900 | \$5,223 | Develop implementation strategies as identified in January 2013 event for landscape professionals focused on how to expand the use of RRFLG principles and practices. Includes \$800 ODC for sign production. |
| Bay Friendly Coalition membership and coordination | 4 | 0 | 0 | 4 | 8 | \$1,000 | \$5 | \$225 | \$1,230 | Includes annual membership in Coalition. |
| B.2.3 Regulatory Forum and Advocacy | 70 | 74 | 12 | 28 | 184 | \$26,340 | \$211 | \$360 | \$26,911 | |
| Research, read, review & author response letters. Verbal comments as appropriate. Prioritization of issues and topics. | 42 | 54 | 8 | 24 | 128 | \$17,820 | \$157 | \$200 | \$18,177 | Research, view-point/opinion compilation, writing, review, distribution of up to 4 comment letters. Monitoring member agency permitting and policy issues. Coordinated response of all member agencies |
| Attendance at Regional Board meetings | 12 | 12 | 4 | 0 | 28 | \$4,260 | \$32 | \$80 | \$4,372 | Assumes 3 hours per meeting; 1 hr travel time; 1 hr notes/prep; 4 meetings per year. |
| Quarterly meeting with Regional Board EO | 16 | 8 | 0 | 4 | 28 | \$4,260 | \$22 | \$80 | \$4,362 | Up to 4 meetings including meeting prep, attendance and travel time |
| B.2.4 MS4 Permit Support | 21 | 23 | 24 | 22 | 90 | \$11,180 | \$113 | \$0 | \$11,293 | |
| Ongoing support - Phase I/Phase II coordination; hydromodification, LID offset, etc | 18 | 20 | 24 | 16 | 78 | \$9,770 | \$99 | \$0 | \$9,869 | Coordinate review and implementation strategies for stormwater permit regional coordination including potential LID Offset Program; and review of documents including potential hydromodification plan. |
| Stormwater Activities Table | 3 | 3 | 0 | 6 | 12 | \$1,410 | \$13 | \$0 | \$1,423 | Develop Technical Memo describing all stormwater related activities undertaken on behalf of member agencies during 2012-2013. Report delivered by the end of August 2013 for incorporation into Annual Reports. |
| B.2.5 Russian River Watershed Urban Creek Care Guide | 8 | 8 | 60 | 65 | 141 | \$13,735 | \$185 | \$200 | \$14,120 | |
| Develop Urban Creek Care Guide for homeowners | 8 | 8 | 60 | 65 | 141 | \$13,735 | \$185 | \$200 | \$14,120 | Develop an "Urban Creek Care Guide" targeting homeowners in the Russian River watershed. Assumes RRWA developing the document with review from member agency staff. Assumes document design but no printing in this Work Plan year. |
| | 0 | 0 | 0 | 0 | 0 | \$0 | \$0 | \$0 | \$0 | |
| B.2.6 North Coast IRWMP and grant support | 20 | 40 | 0 | 10 | 70 | \$10,050 | \$98 | \$226 | \$10,374 | |
| RRWA project support and advocacy for members | 20 | 40 | 0 | 10 | 70 | \$10,050 | \$98 | \$226 | \$10,374 | Support for IRWMP and other grant opportunities for RRWA projects and member agency projects.. |
| B.2.7 Coordination with partner agencies | 4 | 8 | 0 | 4 | 16 | \$2,160 | \$22 | \$0 | \$2,182 | |
| Coordination with partner agencies | 4 | 8 | 0 | 4 | 16 | \$2,160 | \$22 | \$0 | \$2,182 | Coordination with RCDs, Landpaths, Laguna Foundation, OAEC, Daily Acts, RRWC, So. Co. Reg. Climate Protection Authority and other agencies/groups . |
| TOTAL General Benefit Projects | 185 | 213 | 100 | 295 | 793 | \$95,885 | \$953 | \$8,411 | \$105,249 | |

Note: Subcontractor markup (1.5%) is applied to ECON invoices and other direct costs

Appendix C: 2013-2014 RRWA Work Plan - Task C.3 - Special Benefit Projects Budget - Adopted 5-2-2013

| | | RRWA STAFF/ CONSULTANT SERVICES | | | | | | | | Assumptions/Comments | |
|--|---|-------------------------------------|--|-----------------------------|--------------------------------|----------------|----------------------|---------------------------------|-----------------------|----------------------|---|
| | | ED (Virginia Porter) \$175 | ECON Dep. Dir (Andy Rodgers) \$145 | ECON Specialist \$105 | ECON Admin/ Tech \$75 | Total Hours | Total Labor Costs | Subcontractor Markup 1.5% | Other Direct Costs | Cash Totals | |
| C.3.1 Stormwater Phase 2 Support | | 60 | 50 | 100 | 24 | 234 | \$30,050 | \$293 | \$100 | \$30,443 | |
| | NPDES Phase 2 coordination | 60 | 50 | 100 | 24 | 234 | \$30,050 | \$293 | \$100 | \$30,443 | Hold regular forum for Phase 2 agencies, after Working Group as much as possible. Work with Phase 2 agencies to respond to new Phase 2 Statewide permit, including evaluating options for collaborative implementation, joint development of planning documents and evaluating potential for joint reporting. |
| C.3.2 Stormwater Training | | 6 | 12 | 4 | 20 | 42 | \$4,710 | \$55 | \$350 | \$5,115 | |
| | Permit-compliance training | 4 | 6 | 0 | 12 | 22 | \$2,470 | \$27 | \$0 | \$2,497 | Coordinate with RWQCB and private trainers to promote regional opportunities for permit-related training (including QSP/QSD) for compliance with MS4, Construction General Permit (CGP), and Industrial General Permit (IGP). |
| | Special training including hosting SWRCB outreach forums | 2 | 6 | 4 | 8 | 20 | \$2,240 | \$28 | \$350 | \$2,618 | Coordinate SWRCB, RWQCB to host or sponsor regional forums on new regulations and compliance options for ongoing regulations. |
| C.3.3 NPDES Wastewater Comment Forum | | 10 | 24 | 18 | 4 | 56 | \$7,420 | \$85 | \$0 | \$7,505 | |
| | Basin Plan and related regulation review and comment | 10 | 24 | 18 | 4 | 56 | \$7,420 | \$85 | \$0 | \$7,505 | Review and comment on regulations related to wastewater NPDES permitting such as dissolved oxygen and mixing zone Basin Plan amendments; State and local regulations regarding use of recycled water; State and local regulations regarding wastewater. |
| C.3.4 Creek Week/Pollution Prevention Week Campaign | | 4 | 6 | 0 | 14 | 24 | \$2,620 | \$29 | \$300 | \$2,949 | |
| | Proclamation, outreach and member agency coordination | 4 | 6 | 0 | 14 | 24 | \$2,620 | \$29 | \$300 | \$2,949 | Develop proclamation and coordinate among member agencies. Regional message placement with \$300 ODC. Incorporate Pollution Prevention Week message and potentially combine themes. |
| C.3.5 Laguna TMDL Forum and Comments | | 6 | 18 | 0 | 8 | 32 | \$4,260 | \$48 | \$275 | \$4,583 | |
| | Laguna TMDL collaboration | 6 | 18 | 0 | 8 | 32 | \$4,260 | \$48 | \$275 | \$4,583 | Provide forum for discussions with RWQCB and affected member agencies as the Laguna TMDL is developed; coordinate comments from member agencies and provide forum for RWQCB staff to receive comments and have a dialogue with member agencies. |
| C.3.6 Clean Business Recognition Program | | 12 | 4 | 30 | 24 | 70 | \$7,630 | \$83 | \$500 | \$8,213 | |
| | Develop regional program for Clean Businesses | 12 | 4 | 30 | 24 | 70 | \$7,630 | \$83 | \$500 | \$8,213 | Develop program for recognition of restaurants and other businesses that employ good practices for wastewater and stormwater program BMPs. Develop program options and work with member agencies to define a program and implementation strategies which can be implemented in the future Work Plans. Emphasis on program that works with existing recognition efforts. |
| C.3.7 Regional Safe Medicine Disposal Program - Hauling and Disposal | | 4 | 24 | 0 | 48 | 76 | \$7,780 | \$106 | \$14,500 | \$22,386 | |
| | Facilitation of Safe Medicine Disposal Program for Healdsburg, Windsor and Cloverdale | 4 | 24 | 0 | 48 | 76 | \$7,780 | \$106 | \$14,500 | \$22,386 | Coordination and disposal at sites in Healdsburg, Windsor, and Cloverdale and hauling fees. Distribution of outreach materials to disposal sites in Healdsburg, Windsor and Cloverdale. Includes purchase hauling and disposal, and RRWA administration for new sites in Windsor and Healdsburg. |
| C.3.8 Regional Safe Medicine Disposal Program - Coordination and Outreach | | 4 | 24 | 0 | 24 | 52 | \$5,980 | \$79 | \$4,000 | \$10,059 | |
| | Coordination with Santa Rosa, SCWA and regional partners, development of regional outreach materials. | 4 | 24 | 0 | 24 | 52 | \$5,980 | \$79 | \$4,000 | \$10,059 | Coordination of bi-monthly meeting with project team (Santa Rosa, SCWA and RRWA). Coordination with project team on annual one-page report describing total pounds collected. Coordination with project team on regional outreach materials (no printing costs included) which may include development of an advertisement for newspapers or a radio spot (up to \$4,000). |
| C.3.9 Safe Medicine Disposal Program - Special Collection Events | | 4 | 50 | 24 | 24 | 102 | \$12,270 | \$174 | \$4,000 | \$16,444 | |
| | Special Collection Events for RRWA member agencies whose hauling service is not covered by SCWA or Santa Rosa | 4 | 50 | 24 | 24 | 102 | \$12,270 | \$174 | \$4,000 | \$16,444 | Carry out a special collection event for each of the following agencies: Healdsburg, Windsor, and Ukiah. Cost of event includes RRWA staffing, planning, outreach and waste hauling. Events will be coordinated with regional special events campaign carried out by the City of Santa Rosa and SCWA. Other Direct Costs includes \$1,600 for Ukiah to purchase drop box for permanent placement in Ukiah but used at event also. |

| | | RRWA STAFF/ CONSULTANT SERVICES | | | | | | | | Assumptions/Comments | |
|---|---------------|---------------------------------|---------------------------------------|--------------------|------------------------|----------------|----------------------|-------------------------|-----------------------|----------------------|---|
| | | ED (Virginia Porter) | ECON Dep. Dir (Andy Rodgers) | ECON Specialist | ECON Admin/ Tech | Total Hours | Total Labor Costs | Subcontractor Markup | Other Direct Costs | Cash Totals | |
| | | \$175 | \$145 | \$105 | \$75 | | | 1.5% | | | |
| C.3.10 Bulk Purchase - Russian River-Friendly Landscape Guidelines | | 1 | 0 | 0 | 8 | 9 | 775 | 9 | \$7,554 | \$8,338 | |
| | Bulk purchase | 1 | 0 | 0 | 8 | 9 | \$775 | \$9 | \$7,554 | \$8,338 | Bulk purchase of Russian River-Friendly Landscape Guidelines for participating agencies as follows: 50 for SoCo, 50 for SCWA, 500 for Santa Rosa, 50 for Ukiah, 20 for Cotati, 100 for Rohnert Park, 100 for Cloverdale |
| C.3.11 Bulk Purchase - Doggie cleanup bag holder | | 1 | 0 | 0 | 8 | 9 | \$775 | \$9 | \$3,724 | \$4,508 | |
| | Bulk purchase | 1 | 0 | 0 | 8 | 9 | \$775 | \$9 | \$3,724 | \$4,508 | Bulk purchase of doggie cleanup bag holders for participating agencies as follows: 325 for So Co, 675 for SCWA, 300 for Santa Rosa, 100 for Ukiah, 50 for Windsor |
| C.3.12 Bulk Purchase - Water pitcher - plastic with "Take it from the Tap" | | 0 | 0 | 0 | 8 | 8 | 600 | 9 | \$1,778 | \$2,387 | |
| | Bulk purchase | 0 | 0 | 0 | 8 | 8 | \$600 | \$9 | \$1,778 | \$2,387 | Bulk purchase of plastic water pitchers with "Take it from the Tap" for participating agencies as follows: 25 for So Co, 150 for Santa Rosa, 10 for Ukiah, 6 for Windsor, 5 for Cloverdale |
| C.3.13 Bulk Purchase - Oven mitt with FOG message | | 0 | 0 | 2 | 6 | 8 | \$660 | 9.9 | \$2,918 | \$3,588 | |
| | Bulk purchase | 0 | 0 | 2 | 6 | 8 | \$660 | \$10 | \$2,918 | \$3,588 | Bulk purchase of oven mitts with FOG message for participating agencies as follows: 100 for So Co, 100 for SCWA, 200 for Ukiah, 200 for Cloverdale |
| C.3.14 Bulk Purchase - Stuff-sack tote bag | | 0 | 0 | 1 | 8 | 9 | 705 | \$11 | \$2,817 | \$3,532 | |
| | Bulk purchase | 0 | 0 | 1 | 8 | 9 | \$705 | \$11 | \$2,817 | \$3,532 | Bulk purchase of stuff-sack tote bags for participating agencies as follows: 300 for So Co, 200 for SCWA, 100 for Ukiah |
| C.3.15 Bulk Purchase - Table tents - "Take it from the Tap" | | 0 | 0 | 1 | 2 | 3 | 255 | 3.825 | \$294 | \$553 | |
| | Bulk purchase | 0 | 0 | 1 | 2 | 3 | \$255 | \$4 | \$294 | \$553 | Bulk purchase of table tents with "Take it from the Tap" for participating agencies as follows: 500 for So Co |
| C.3.16 Bulk Purchase - Pencils | | 0 | 0 | 1 | 4 | 5 | 405 | 0 | \$1,558 | \$1,963 | |
| | Bulk purchase | 0 | 0 | 1 | 4 | 5 | \$405 | \$0 | \$1,558 | \$1,963 | Bulk purchase of pencils for participating agencies as follows: 5,000 for So Co, 250 for Windsor, 250 for Ukiah |
| C.3.17 Bulk Purchase - Jar openers | | 0 | 0 | 1 | 4 | 5 | 405 | 0 | \$1,396 | \$1,801 | |
| | Bulk purchase | 0 | 0 | 1 | 4 | 5 | \$405 | \$0 | \$1,396 | \$1,801 | Bulk purchase of jar openers for participating agencies as follows: 3,000 for So Co, 500 for SCWA |
| TOTAL Special Benefit Projects | | 112 | 212 | 182 | 238 | 744 | \$84,270 | \$970 | \$35,303 | \$120,543 | |

Note: Subcontractor markup (1.5%) is applied to ECON invoices and other direct costs