

April 9, 2024

Aaron Wilson

Stanislaus County Office of Emergency Services

awilson@stanoes.com

Subject: DWR County Drought Resilience Planning Assistance Program, Direct Technical Assistance for Stanislaus County

Dear Mr. Wilson,

The California Department of Water Resources (DWR) is pleased to notify Stanislaus County of our approval of your application for Direct Technical Assistance (DTA) through DWR's County Drought Resilience Planning Assistance Program. Attached to this letter is a copy of County Service Plan No.14 (CSP-14) that contains the scope of work authorized by DWR to assist your county with meeting the responsibilities and requirements of Senate Bill (SB) 552.

DWR established a contract with Stantec Consulting Services Inc. (Stantec) to provide the DTA to counties including services under CSP-14 for Stanislaus County. Stantec will invoice DWR directly, and not Stanislaus County, for these services. The period of performance for CSP-14 extends for 12 months, ending April 7, 2025.

Services authorized in CSP-14 are in response to Stanislaus County's DTA application as well as subsequent discussions with Stanislaus County staff. These services include the following three (3) key tasks:

- **Task 1: Risk Assessment:** Stantec prepares a Risk Assessment Summary and Exhibits (Risk Assessment) using data provided by DWR and where applicable, Stanislaus County; provides draft findings; and incorporates content amendments following review and comment of Stanislaus County OES, DER, the Project Coordination Team (PCT), and the Task Force (see Task 2).
- **Task 2: Drought Task Force:** Stantec supports Stanislaus County OES and DER in (1) formation, charter, and facilitation of a Task Force consistent with California Water Code (CWC) Section 10609.70 (a)(1) or (2), and (2) formation and facilitation of a PCT, a subgroup of the Task Force (see Task 2). Stantec supports Task Force and PCT meetings for preparation and completion of the County's DRP (see Task 3). Anticipated topics include: review expectations/process for developing the Stanislaus County DRP; review Risk Assessment; review proposed short-term response actions and long-term mitigation strategies; and respond to proposed implementation considerations for the Stanislaus County DRP.
- **Task 3: Stanislaus County Drought Resilience Plan Development:** Stantec develops the draft and final Stanislaus County DRP based on direction provided by the Stanislaus County OES, DER and input from the Task Force.

- **Task 4: CSP Administration:** Stantec manages the scope, schedule, and budget of this CSP.

Please do not hesitate to contact me at [Julia.Ekstrom@water.ca.gov](mailto:Julia.Ekstrom@water.ca.gov) or (916) 612-4371 or Sarah Ko at [Sarah.Ko@water.ca.gov](mailto:Sarah.Ko@water.ca.gov) if you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read "Julia Ekstrom".

Julia Ekstrom

Supervisor, Urban Unit Rural Communities Program Water Use Efficiency Branch, California Department of Water Resources

Attachment: Stanislaus County Service Plan-14—Recipient Copy

## COUNTY DROUGHT RESILIENCE PLANNING ASSISTANCE PROGRAM

### COUNTY SERVICE PLAN

#### CSP-14: Stanislaus County

#### I. PREAMBLE

In September 2021, Governor Gavin Newsom signed into law Senate Bill (SB) 552, which assigned new responsibilities and requirements at the State of California (State) and local levels to help small water suppliers and rural communities reduce their risks of inadequate water supply amid a water shortage event. The California Department of Water Resources (DWR) is offering Direct Technical Assistance (DTA) to help California counties in their efforts to comply with SB 552 requirements by supplementing local capacities and promoting and improving county drought preparedness.

#### II. DESCRIPTION OF SERVICES

Under DWR Contract No. 4600014896, Task Order DTA-01, Stantec Consulting Services Inc. (Stantec) provides the bundle of services listed below to support DWR's County Drought Resilience Planning Assistance Program (Program).

- I. Process and procedural support to a County Drought and Water Shortage Task Force (Task Force), including.
  - a. Initial Task Force formation, planning, and support, and
  - b. Facilitation support for the initial implementation period, as a transition to the county's independent operation in the long run.
- II. County drought and water shortage mitigation plan development support in varying levels, depending on the capacity, and intended involvement of county and other contributing parties, including:
  - a. Provide guidance and consultation for plan development;
  - b. Set goals, objectives, and principles for plan development and implementation, including the determination of plan presentation and approval needs;
  - c. Conduct a Risk Assessment based on state-provided data and additional information generated by county and relevant parties, and identify data gaps and actions for additional data collection;
  - d. Develop short-term and long-term mitigation actions;
  - e. Formulate a financial and funding strategy; and
  - f. Identify practices for monitoring, reporting, and review of the plan to sustain long-term effectiveness and accommodate changed conditions.
- III. Organizational and technical capacity-development supports that are deemed (1) adequate and necessary to assist with SB 552 implementation and (2) accommodable within the budget and scope of DTA, including but not limited to:
  - a. Direct connections to existing state technical assistance and funding programs, in addition to DTA;
  - b. Support for development of county well standards;
  - c. Resource procurement and partnership development (e.g., securing program fellows and identifying non-profit partners);

- d. Support the development or strengthening of well-monitoring networks or device coordination, in concert with other state agencies or related local activities,
- e. Guidance, information gathering, and sharing resources to advance the county's climate action and resilience planning;
- f. Training, consultation, and facilitation services, including strategic planning and public engagement;
- g. Grant writing assistance;
- h. Peer-to-peer learning opportunities; and
- i. Communications support.

**County Service Plan (CSP)-14: Stanislaus County** authorizes Stantec to deliver one or more of the services listed above to support implementation of the DWR Program in Stanislaus County.

### III. BACKGROUND

The purpose of CSP-14 is to provide DTA to support Stanislaus County in response to an application submitted to DWR by Stanislaus County Office of Emergency Services (OES), in coordination with the County's Department of Environmental Resources (DER).

As of November 2023, Stanislaus County OES and DER have implemented the following activities and efforts on which the CSP-14 effort will be based:

- **Task Force:** Stanislaus County OES and DER have begun initial formation of a Task Force as required by SB 552. The County has requested services for supporting the development of the Task Force in a way that helps the County meet the requirements of SB 552.
- **County Drought Resilience Plan.** Stanislaus County does not have a draft of the County Drought Resilience Plan (DRP). The County anticipates that the DRP will be a standalone document. County DER, in consultation with County OES, is anticipated to lead adoption of the DRP with the County Board of Supervisors.

### IV. WORK APPROACH

Information from the Stanislaus County DTA application, intake call, and discussions with Stanislaus County OES and DER were used to develop CSP-14. Tasks detailed below align the efforts of Stanislaus County, DWR, and Stantec with requirements in SB 552, as described in the DWR's *County Drought Resilience Plan Guidebook* (Guidebook).

The CSP-14 scope, schedule, and budget were prepared for the following tasks:

- **Task 1: Risk Assessment:** Stantec prepares a Risk Assessment Summary and Exhibits (Risk Assessment) using data provided by DWR and where applicable, Stanislaus County; provides draft findings; and incorporates content amendments following review and comment of Stanislaus County OES, DER, the Project Coordination Team (PCT), and the Task Force (see Task 2).

- **Task 2: Drought Task Force:** Stantec supports Stanislaus County OES and DER in (1) formation, charter, and facilitation of a Task Force consistent with California Water Code (CWC) Section 10609.70 (a)(1)<sup>1</sup> or (2)<sup>2</sup>, and (2) formation and facilitation of a PCT, a subgroup of the Task Force (see Task 2). Stantec supports Task Force and PCT meetings for preparation and completion of the County's DRP (see Task 3). Anticipated topics include: review expectations/process for developing the Stanislaus County DRP; review Risk Assessment; review proposed short-term response actions and long-term mitigation strategies; and respond to proposed implementation considerations for the Stanislaus County DRP.
- **Task 3: Stanislaus County Drought Resilience Plan Development:** Stantec develops the draft and final Stanislaus County DRP based on direction provided by the Stanislaus County OES, DER and input from the Task Force.
- **Task 4: CSP Administration:** Stantec manages the scope, schedule, and budget of this CSP.

## V. KEY TASKS

Activities supported by CSP-14 include: (1) Prepare a Risk Assessment Summary and Exhibits, (2) Facilitate Task Force and PCT meetings to solicit input and guidance for the Risk Assessment and development of the Stanislaus County DRP, (3) Prepare the draft and final Stanislaus County DRP, and (4) Manage work under CSP-14. Stanislaus County OES and DER will manage and direct activities under CSP-14.

### Task 1. Risk Assessment

*April 1, 2024 – August 7, 2024*

This activity prepares a Risk Assessment Summary and Exhibits (Risk Assessment). The Risk Assessment is a written summary and suite of exhibits that describe the type and location of drought resilience risks for state small water systems and domestic wells within Stanislaus County. This Risk Assessment draws from data contained in the DWR Water Shortage Vulnerability Explorer Tool, a dataset that delineates and presents physical and social vulnerability factors. The Risk Assessment is intended to provide (1) an overview of the map set/exhibits and a description of the content, resources, and limitations of the data used; and (2) a description of potential data gaps for future consideration by Stanislaus County OES, DER, the PCT, and with input of the Task Force.

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<sup>1</sup> 10609.70. (a) (1) A county shall establish a standing county drought and water shortage task force to facilitate drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction, and shall invite representatives from the state and other local governments, including groundwater sustainability agencies, and community-based organizations, local water suppliers, and local residents, to participate in the task force.

<sup>2</sup> In lieu of the task force required by paragraph (1), a county may establish an alternative process that facilitates drought and water shortage preparedness for state small water systems and domestic wells within the county's jurisdiction. The alternative process shall provide opportunities for coordinating and communicating with the state and other local governments, community-based organizations, local water suppliers, and local residents on a regular basis and during drought or water shortage emergencies.

Activities under this task include:

- Prepare baseline Risk Assessment for Stanislaus County OES, DER, PCT, and Task Force review and comment.
- Prepare a revised Risk Assessment based on comments received from Stanislaus County OES, DER, PCT, and the Task Force.

*Assumptions:*

- Incorporation of County-supplied geospatial data to the publicly available DWR Water Shortage Vulnerability Explorer Tool is subject to coordination between the County and DWR that is separate from this CSP. Stanislaus County supplied exhibits and data, where available, will be applied within the written Risk Assessment and its related maps.
- Presentation of the Risk Assessment occurs through implementation of Task 2.
- Stantec delivers documents and files electronically. Stanislaus County DER is responsible for producing and sharing any hard copies.
- Stanislaus County OES and DER coordinates consolidation of comments from PCT and Task Force members and provides Stantec with a single version in a track change version of Microsoft Word.
- The revised Risk Assessment will be integrated into the Stanislaus County DRP (under Task 3).

Deliverables:

- Baseline Risk Assessment Summary and Exhibits
- Revised Risk Assessment Summary and Exhibits

*Level of Effort (LOE)*

Name	Classification	Hours
Neil Stewart	Senior Professional II	5
Marina Deligiannis	Senior Professional I	14
Samuel Price	Staff Professional	7
Dawn Carlton	Associate Professional	40
Kris Farnen	Associate Professional	3

## **Task 2. Drought Task Force**

*April 1, 2024 – April 6, 2025*

This activity supports Stanislaus County OES and DER in the formation, charter, and facilitation of a Task Force and formation and facilitation of PCT meetings. The PCT is comprised of key staff of Stanislaus County agencies that have implementation responsibilities of the DRP. The function of the PCT, in part, is to (1) provide direction to the Stantec during the development of the Risk Assessment and the DRP, and (2) coordinate engagement with the Task Force for the review and comment of materials.

Activities under this task include:

- Task Force and PCT Support: Assist Stanislaus County OES and DER in formation and facilitation of a Task Force consistent with CWC Section 10609.70 (a)(1) or (2), and formation and facilitation of a PCT subgroup.
- Prepare, in close coordination with Stanislaus County PCT a Task Force Charter that describes the roles, responsibilities, membership, and decision-making authorities. This charter would additionally include a communication and engagement framework to guide engagement with interested parties during development of the DRP.
- Meetings: Prepare for, facilitate, and summarize up to five (5) PCT meetings and up to four (4) Task Force meetings. Meetings anticipated in support of DRP preparation and adoption include (see Section VI for anticipated schedule):
  - Meeting 1 (Kick-off) – Preparation call with PCT and subsequent Task Force meeting: Review expectations/process for developing the Stanislaus County DRP.
  - Meeting 2 – Preparation call with PCT and subsequent Task Force meeting: Review baseline Risk Assessment Summary and Exhibits.
  - Meeting 3 – Preparation call with PCT and subsequent Task Force meeting: Discuss short-term response actions and the long-term mitigation strategies and actions to include in the Stanislaus County DRP.
  - Meeting 4 – Preparation call with PCT and subsequent Task Force meeting: Review the draft Stanislaus County DRP.
  - Meeting 5 – Call with PCT only: Support for adoption of the Stanislaus County DRP.

*Assumptions:*

- Content of the Task Force Charter is to be applied to Chapter 2 – County Drought and Water Shortage Task Force of the DRP (See Page 7-2 of the Guidebook). The Charter is anticipated to be up to six single-sided pages, including a communications and engagement framework to support DRP development.
- PCT meetings are to be held virtually and average two hours each. Each PCT meeting is to include an action item summary.
- Task Force meetings:
  - All Task Force meetings to be hybrid (virtual and in-person) and average three hours.
  - Stanislaus County DER, in coordination with Stantec, is responsible for scheduling Task Force meetings.
  - Stantec attends up to two (2) Task Force meetings in-person. Up to two (2) Stantec staff participate in each Task Force meeting.
  - Stanislaus County DER provides in-person meeting locations and all necessary equipment to allow for the hybrid format. Stanislaus County also operates the meeting room equipment.
  - Stanislaus County DER provides hard copies of materials to be offered or distributed during Task Force meetings.

- Stantec provides Stanislaus County DER with any meeting materials within four business days of a Task Force meeting, unless otherwise agreed. Meeting materials are to be provided electronically.
- Stantec develops and provides topline meeting summaries (outlining main points of discussion, capturing decisions, and listing action items) to Stanislaus County DER within five business days of the Task Force meetings.
- Adoption support includes review of and comment on Stanislaus County DER and County OES presentation materials for the County Board of Supervisors meeting.

Deliverables:

- Draft and final Task Force Charter and Communication and Engagement Framework
- PCT action item summaries (up to five (5))
- Task Force meeting packets (up to four (4))
- Task Force meeting summaries (up to four (4))

*Level of Effort (LOE)*

Name	Classification	Hours
Neil Stewart	Senior Professional II	2
Marina Deligiannis	Senior Professional I	109
Dawn Carlton	Associate Professional	114
Kris Farnen	Associate Professional	4

**Task 3. Stanislaus County Drought Resilience Plan Development**

*April 1, 2024 – April 6, 2025*

This activity prepares the Stanislaus County DRP in close coordination with the Stanislaus County PCT, and input of the Task Force. The Stanislaus County DRP will be a stand-alone document.

Activities under this task include:

- Request for Information: Prepare and deliver a request for information (RFI) to receive existing data/presentations/plans that Stanislaus County OES, DER and the Task Force view as applicable to DRP development.
- Plan Preparation: Develop a draft and final Stanislaus County DRP for Stanislaus County OES and County DER acceptance.
- Technical Editing and Independent Review: Conduct independent technical reviews of the draft and final Stanislaus County DRP for consistency with SB 552. Complete technical editing and formatting of final Stanislaus County DRP.

*Assumptions:*

- Stanislaus County PCT responds to Stantec RFI within 15 business days.
- Stanislaus County PCT provides comments to the draft and final DRP within 15 business days.



- Stanislaus County PCT consolidates all comments provided by the PCT and the Task Force into a single document in track changes and provides to Stantec in Microsoft Word.
- Stanislaus County OES determines adoption method for the Stanislaus County DRP (i.e., administratively, formal Board of Supervisor meeting, or other).
- Stantec conducts an independent technical review of the draft and final Stanislaus County DRP prior to submittal to Stanislaus County OES and County DER.
- The document template utilized to prepare the Stanislaus County DRP is structured consistent with Section 508 of the Americans with Disabilities Act; however, final formatting to create a Section 508 compliant document is the responsibility of Stanislaus County PCT.
- Stantec provides all deliverables in electronic format.

Deliverables:

- Draft Stanislaus County DRP
- Final Stanislaus County DRP

*Level of Effort (LOE)*

Name	Classification	Hours
Neil Stewart	Senior Professional II	13
Marina Deligiannis	Senior Professional I	90
Dawn Carlton	Associate Professional	160
Kris Farnen	Associate Professional	12
Amy Lehman	Administrative Assistant II	12

**Task 4. CSP Administration**

*April 1, 2024 – April 7, 2025*

Activities under this task include:

- Prepare and submit to DWR monthly progress reports of activities in support of CSP-14.
- Submit deliverables identified in CSP-14 to DWR and Stanislaus County PCTas they are completed.
- Prepare and submit CSP close-out memo to DWR.

*Level of Effort (LOE)*

Name	Classification	Hours
Marina Deligiannis	Senior Professional I	12
Dawn Carlton	Associate Professional	36

**VI. TERM**

Work will occur in the period of *April 1, 2024 – April 7, 2025*. Milestones and anticipated deliverable dates are shown below for Tasks 1- 4.

	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
<b>Task 1. Risk Assessment</b>														
<b>Task 2. Drought Task Force and PCT Meetings</b>														
DRP Kick-off Meeting		★ TF Meeting 1												
Risk Assessment Summary and Exhibits Review					★ TF Meeting 2									
Short-term Response Actions and Long-term Mitigation Strategies and Actions Discussion									★ TF Meeting 3					
Draft Stanislaus County DRP Review												★ TF Meeting 4		
DRP Adoption Support														★
<b>Task 3. Stanislaus County Drought Resilience Plan</b>														
Draft Stanislaus County DRP														
County/Task Force Review														
Final Stanislaus County DRP														
Stanislaus County DRP Adoption														
<b>Task 4. CSP Administration</b>														

Legend:  
 ★ = Project Coordination Team Meetings

**VII. CONTRACTOR STAFFING**

Stantec will assign the individuals listed below to perform the professional-level services required in this CSP. If for some reason anyone listed is unable or unavailable to perform as planned, qualified replacements will be selected from Stantec staff approved on the contract to complete the work.

Assigned Staff	Classification
Neil Stewart	Senior Professional II
Marina Deligiannis	Senior Professional I
Samuel Price	Staff Professional
Dawn Carlton	Associate Professional
Kris Farnen	Associate Professional
Amy Lehman	Administrative Assistant II