

Scope of Work
Russian River Pathogen Reduction Planning Project
Sonoma County

Project Purpose: The purpose of this planning project is to characterize pathogen sources in the Lower and Middle Russian River and engage stakeholders in identifying and prioritizing pathogen reduction strategies, including potential financial assistance programs such as a low-interest revolving loan, and low-income-qualified grants. The project will analyze and synthesize available data on key sources contributing to pathogens in the Lower and Middle Russian River and assess their relative contribution to pathogen loading in the river, with a focus on the following sources: (1) recreation, (2) grazing, (3) onsite wastewater treatment systems (OWTS), with separate identification of low-income OWTS, and (4) homeless encampments. The project will also provide outreach and education respecting each of these four sources, and establish working groups that engage tribes, businesses, ranchers, residents, and advocates to identify and prioritize solutions that will reduce pathogen contribution, including potential financial assistance programs.

0. Preliminary Activities – Mapping Study

- 0.1 Initiate contract for Mapping Study
- 0.2 Conduct analysis of OWTS on all parcels in APMP
- 0.3 Develop interactive map of parcels with OWTS in APMP
- 0.4 Prepare and revise report of findings

1. Project Administration

- 1.1 Manage accounting, billing, financial tracking, auditing, reporting, and other financial tasks.
- 1.2 Provide administrative, human resources, and procedural services as required by the grant and in accordance with County procedures.
- 1.3 Administer purchasing, training, and logistics in support of the project.
- 1.4 Contract consultant services and provide associated support.

2. Project Management

- 2.1 Conduct Project oversight, monitoring, supervision, coordination and compliance: provide all technical services as needed for Project completion; monitor, supervise, and review all work performed; coordinate and oversee budgeting and scheduling; oversee, ensure, and document project compliance with approved procedures, applicable laws, and regulations.
- 2.2 Document and report project milestones as required by the grant agreement.
- 2.3 Notify the Project Manager at least fifteen working days in advance of upcoming meetings, workshops, tours, and trainings.
- 2.4 Conduct planning site visits with the Project Manager and/or Technical Lead, if needed
- 2.5 Prepare and submit grant contract quarterly reports and invoices.

3. General Compliance and Project Performance

- 3.1 Identify and submit the stream reach and all twelve-digit Hydrologic Unit Code sub-watersheds (HUC-12s) that are affected by the Project in order for the State and Regional Water Quality

Control Board (Water Board) staff to verify work was adequately performed or conducted; no Grant Funds will be disbursed prior to compliance with this provision

4. Project Planning & Source Characterization Scoping

- 4.1 Develop and update as appropriate a detailed Project schedule, including key Project milestones, and submit to Project Manager.
- 4.2 Prepare and submit an updated Project Assessment and Evaluation Plan (PAEP) which describes the way the Project performance will be assessed, evaluated, and reported to the Project Manager for Approval. The PAEP shall detail the methods of measuring and reporting Project benefits.
- 4.3 Develop, with State and Regional Water Board staff, project-specific source characterization targets and scope of evaluation.
- 4.4 Prepare and submit final source characterization scope and evaluation plan

5. Characterization

- 5.1 Complete review of available literature, data, and information, and provide gap analysis.
- 5.2 Develop Source Characterization Report
- 5.3 Review of Draft Source Characterization Report
- 5.4 Revise Draft Source Characterization Report
- 5.5 Summarize methods, data and information, findings, recommendations for further work.

6. Outreach, Education, and Engagement

- 6.1 Develop Outreach, Education, and Engagement Plan
- 6.2 Develop, revise, and disseminate outreach and education materials.
- 6.3 Hold public, community, and stakeholder meetings.
- 6.4 Create and update web content.
- 6.5 Establish and conduct Source Workgroups.
- 6.6 Present data and information as appropriate to build Workgroup capacity
- 6.7 Seek/receive Workgroup comments on gaps in outreach, education, and engagement materials and approaches, and update materials and approaches as appropriate.
- 6.8 Present draft source characterization to Workgroups and seek/receive stakeholder comments
- 6.9 Summarize comments received and outcomes, and present final source characterization to Workgroups.
- 6.10 Seek/receive/discuss/summarize workgroup comments on TMDL compliance barriers and challenges, and on potential compliance solutions.
- 6.11 Summarize Workgroup meetings, input, action items.
- 6.12 Provide Spanish translation, interpretation, and associated language support.
- 6.13 Participate in and support Tribal engagement
- 6.14 Summarize outreach, education, and engagement completed, materials developed and distributed, input received and outcomes

7. Identify & Prioritize Potential Solutions

- 7.1 Develop lists and summaries of source category-specific candidate solutions to overcome identified compliance challenges and barriers, include reasonable cost estimates.
- 7.2 Present candidate solutions to Workgroups, refine and revise as appropriate.
- 7.3 Analyze and present to the Workgroups the advantages and disadvantages of the candidate solutions, including cost, feasibility, public acceptance, and other factors.
- 7.4 Develop, in consultation with the Workgroups, draft and final priorities for solutions to overcome barriers and challenges to achieve compliance with the TMDL.

8. CEQA compliance

- 8.1 Draft and file, as required, a Notice of Exemption for the planning project.

9. Complete Preliminary Environmental Review Applicability Assessment/Checklist

- 9.1 Determine applicability of CEQA and NEPA to possible future projects that would implement identified potential solutions.
- 9.2 Identify information gaps (if any).
- 9.3 Summarize methods and findings of Preliminary Environmental Review Applicability Assessment/Checklist.

10. Prepare and Submit Reports

- 10.1 Periodic milestone and compliance reports
- 10.2 Draft Planning Report, including source characterization methods, data, and findings; outreach, education, and engagement methods, materials, and outcomes; and candidate solutions evaluated, advantages and disadvantages considered, and priority solutions identified by the Workgroups.
- 10.3 Final Planning Report
- 10.4 Solutions Planning Guides: Using data and information compiled through the project, and the input from the workgroups and other affected parties, prepare a planning guide for priority solutions for each of the source four source categories, including the estimated overall source contribution to pathogen loading in the River and the estimated reduction in pathogen loading for each of the priority solutions.

Deliverables				
Item	Description of Submittal	Critical Due Date	EST Due Date (from award date)	EST Due Date (from contract date)
0	Preliminary Activities – Mapping Study			
0.4	Submit report of findings	Jan 2024		
1	Project Administration			
1.4	Complete contracting with consultants		8 months	
2	Project Management			
2.3	Notify Project Manager of actions & events		15 days ahead	
2.5	Submit quarter reports and invoices		Quarterly	

3	General Compliance & Project Performance			
3.1	Submit stream reach & HUC 12s		6 months	
4	Project Planning & Characterization Scoping			
4.1	Submit updated Project schedule		6 months	
4.2	Submit updated PAEP		7 months	
4.4	Submit final source characterization scope & plan		9 months	
5	Source Characterization			
5.1	Submit information gap analysis			3 months
5.3	Submit draft Source Characterization			5 months
5.5	Submit final Source Characterization Report			6 months
6	Outreach, Education & Engagement			
6.1	Submit Outreach, Education & Engagement Plan			2 months
6.4	Project web content live			2 months & on
7	Identify & Prioritize Potential Solutions			
7.4a	Submit draft prioritized set of solutions			11 months
7.4b	Submit final prioritized set of solutions			12 months
8	CEQA Compliance			
8.1	Submit copy of filing of Notice of Exemption		3 months	
9	Preliminary Environmental Review Checklist			
9.3	Summarize methods and findings w/Checklist			12 months
10	Prepare and Submit Reports			
10.1	Submit periodic milestone & compliance reports			Quarterly
10.2	Submit draft Planning Project Report			12 months
10.3	Submit final Planning Project Report	Mar 2025		
10.4a	Submit draft Priority Solutions Planning Guide			12 months
10.4b	Submit draft Priority Solutions Planning Guide	Mar 2025		