

GROUNDWATER GRANT PROGRAM QUARTERLY PROGRESS REPORT

Grant Agreement No: SWRCB000000000D181251900

Progress Report No: 2

Submittal Date: August 1, 2019

Report Period: April 1, 2019 to June 30, 2019

Grant Manager: Aparjeet Rangji

Program Analyst: Melissa Miller

Project Name: Freeway Well Planning Project

Grantee Name: City of Santa Rosa

I certify under penalty of law that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit. Based on my inquiry of the persons or persons who manage the project, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All information submitted in this document and all attachments conform to and is in accordance with the state and federal laws and I so here clarify with my signature. I am aware that there are significant penalties for submitting false or misleading information.

Project Director: Jennifer Burke
Printed Name

Signature

Progress Report Narrative

Introduction

Freeway Well Planning Project will examine the area around the City of Santa Rosa's Freeway Well at 1304 Cleveland Avenue, Santa Rosa, to more fully characterize the groundwater contamination problem, better understand the lithology and deep aquifer hydrology, and provide additional groundwater sampling and data analysis in order to develop alternatives for groundwater cleanup and/or groundwater protection.

Summary of Activities for the Reporting Period

Work completed during the reporting period includes:

- Prepared draft Invoice No. 1 for State review. Revised draft in response to State comments (iterative process). Submitted final version (approved).
- Prepared draft Progress Report No. 1 for State review. Revised draft in response to State comments (iterative process). Submitted final version (approved).
- Processed consultant invoices for work completed this quarter.
- Additional outreach (email, phone, USPS) to 38 sites within approximately 2,000 feet of Freeway Well site with private wells and/or unknown histories of use and storage of VOCs to seek their participation in the Freeway Well study. Follow up site visits and interviews at four willing properties with potential observation wells. Processing of Right of Entry Forms for access to these wells.
- Requested changes to budget (job titles and hourly rates for matching funds). Approved by State.
- Revised MRP in response to TAC comments (iterative process). Will submit final in July.
- Revised QAPP in response to TAC comments (iterative process). Will submit final in July.
- Prepared *List of Approvals, Entitlements, or Permits for the Planning Project* for submittal.

- Scheduled TAC meeting #2. Prepared agenda and handouts for meeting. Held meeting (June 13). Submitted meeting materials to State (agenda, minutes, handouts, attendance).
- Solicited participation in the Stakeholder Advisory Group. Scheduled SAG meeting (July 8) and prepared meeting materials (agenda, PowerPoint deck and printed version, sign-in sheet).
- Revised Remedial Investigation Workplan in response to TAC comments (iterative process). Will submit final in July.
- Conducted follow up site visits and interviews at properties with potential observation wells to further assess well configurations to determine if they can be fitted with transducers or other measuring devices.
- Prepared and processed right of entry agreements for access to observation wells at willing sites.
- Developed and published webpage for project (www.srcity.org/FreewayWell).
- Continued to discuss, develop review, and revise draft technical specifications for multiple completion monitoring well.
- Site visits and research (sound wall construction, monitoring well construction) for engineering specifications for Invitation for Bids for monitoring well construction activities.
- Prepared the Opinion of Probable Construction Cost for competitive bid packet.
- Preparation and public posting of Invitation for Bids for monitoring well construction (June 26).
- Developed, printed, folded, and mailed outreach letters to 35 property owners, residents and businesses within 500 feet of the site to inform them of upcoming monitoring well construction activities (see Advance Project Notice in Appendix C).
- Completed preliminary right of way investigation for future construction activities.
- Communicated with Grant Manager regarding variety of grant related issues, such as:
 - Grant invoicing, grant progress report, budget amendment, TAC meeting, Stakeholder Advisory Group, Public Meeting (to be held in Aug), revisions to MRP, QAPP, and RI Workplan, GeoTracker requirements, list of permits, contents of project webpage, outreach materials.
- Prepared and submitted deliverables (see list below).

Setbacks

- None

Summary of Items for Review

Items completed and submitted for review during the reporting period include:

- Item No. A.1 Project Management (Cumulative 33% Complete)
 - Submitted Budget Amendment (approved).
- Item No. A.2 General Compliance Requirements (Cumulative 75% Complete)
 - MRP finalized. Will be submitted next quarter (July).
 - QAPP finalized. Will be submitted next quarter (July).
- Item No. A.3 Permitting and Environmental Compliance (Cumulative 100% Complete)
 - List of Approvals, Entitlements, or Permits submitted to State.
- Item No. A.4 Technical Advisory Committee (Cumulative 25% Complete)
 - Second meeting held (June 13) and meeting materials submitted to State in June.

- Item No. A.5 Stakeholder Advisory Group (Cumulative 50% Complete)
 - SAG meeting scheduled for next quarter (July 8).
- Item No. A.6 Remedial Investigation Workplan (Cumulative 99% Complete)
 - RI Workplan finalized. Will be submitted next quarter (July).
- Item No. A.9 Public Outreach (Cumulative 50% Complete)
 - Project webpage (srcity.org/FreewayWell) went live in June and State was notified.

Summary of Items in Progress

Items in progress/developed, or not worked on, during the reporting period include:

A.1 Project Management (Cumulative 33% Complete)

- 1.2 Notification of upcoming meetings, workshops, and trainings – ongoing
- 1.3 Detailed project schedule – previously completed
- 1.4 Periodic and final site visits – ongoing
- 1.5 Pre, during, and post construction photos – no construction yet

A.2 General Compliance Requirements (Cumulative 75% Complete)

- 2.1 GPS information - not collected yet
- 2.2 MRP – finalized in June. To be submitted to State next quarter (July).
- 2.3 QAPP – finalized in June. To be submitted to State next quarter (July).

A.3 Permitting and Environmental Compliance (Cumulative 100% Complete)

- 3.1 List of Approvals, Entitlements, or Permits – submitted to State in April
- 3.2 Final CEQA documentation – previously completed

A.4 Technical Advisory Committee (Cumulative 25% Complete)

- 4.1 List of TAC members – previously completed
- 4.2 Summary of Kickoff meeting – previously completed
- 4.3 Meeting materials for the Kickoff meeting – previously completed
 - Meeting #2 held (June 13) and meeting materials submitted to State in June.
 - Meeting #3 scheduled for next quarter (Aug 6).

A.5 Stakeholder Advisory Group (Cumulative 50% Complete)

- 5.1 List of SAG members to be submitted to State next quarter (July).
- 5.2 SAG meeting schedule – previously completed
 - Meeting to be held next quarter (July 8).
 - Invitations to stakeholders sent out.
 - Outreach materials submitted to State.
- 5.3 SAG meeting materials to be submitted to State next quarter (July).

A.6 Remedial Investigation Workplan (Cumulative 99% Complete)

- 6.1 RI Workplan finalized in June. To be submitted to State next quarter (July).

A.7 Remedial Investigation Report (Cumulative 0% Complete)

- 7.1.2 No workplan changes proposed to date.
- 7.2 RI Report will be developed after investigation has been completed.
- 7.2.3 Summary of Field Work Activities will be included in RI Report.

A.8 Feasibility Study Report (Cumulative 0% Complete)

- 8.1 Feasibility Study and Report will take place after the Remedial Investigation.

A.9 Public Outreach (Cumulative 50% Complete)

- 9.1 - Project webpage went live in June and State was notified.
- Outreach Materials were sent to 38 properties to invite them to participate in the Remedial Investigation (materials were previously submitted to State).
- Outreach Materials were sent to three groups of people to invite them to join the SAG:
 - Property owners in the area whom we'd invited previously to participate (as observation well locations and land use site visits);
 - Responsible parties (Union Pacific Railroad and Bradley properties); and
 - The members of the Santa Rosa Plain Groundwater Sustainability Agency (SRP GSA) Advisory Committee.
- SAG outreach materials will be submitted to the State next quarter (July).
- Outreach letter mailed to 35 property owners, residents, and businesses within 500 feet of site to inform them of upcoming monitoring well construction activities (see Advance Project Notice in Appendix C).
- 9.2 Public Meeting materials will be submitted to the State after the meeting is held next quarter at a publicly noticed Board of Public Utilities meeting to be held on August 1, 2019.

Summary of Work Completed to Date

Due Date: The due dates in this column should be identical to the grant agreement due dates. If a date change is made through formal modification or amendment, then the revised date can be inserted once the change has been approved.

% of Work Complete: Cumulative percentage of work completed to date.

Date Submitted: For items of review that are submitted more than once (i.e., progress reports), please leave previous submittal dates on the table so that there is a list of dates within the box. If a draft item for review is submitted, write "draft" after the date.

Work Item	Items for Review	Due Date	% of Work Completed	Date Submitted
1.	Project Management			
1.2	Notification of Upcoming Meetings, Workshops, and Trainings	Ongoing	0%	
1.3	Detailed Project Schedule	60 Days after Execution	100%	7/9/2018 draft 1/23/2019 revised
1.4	Periodic and Final Site Visits	As Needed	20%	1/16/2019 with TAC
1.5	Pre-, During, and Post-Construction Photos	Ongoing	0%	
2.	General Compliance Requirements/Project Effectiveness and Performance			
2.1	GPS Information	Ongoing	0%	

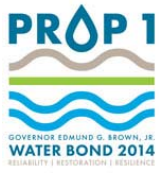
Work Item	Items for Review	Due Date	% of Work Completed	Date Submitted
2.2	Monitoring and Reporting Plan (MRP)	April 2019	99%	3/6/2019 draft <i>Final Next Qtr (7/1/19)</i>
2.3	Quality Assurance Project Plan (QAPP)	June 2019	99%	Draft 4/1/2019 <i>Final Next Qtr (7/1/19)</i>
3.	Permitting and Environmental Compliance			
3.1	List of Approvals, Entitlements or Permits for the Planning Project	March 2019	100%	4/8/2019
3.2	Final CEQA Documentation	Completed	100%	Completed prior to contract signatures
4.	Technical Advisory Committee (TAC)			
4.1	List of TAC Members	90 Days after Execution	100%	1/16/2019
4.2	Summary of Kickoff Meeting	Ongoing	100%	1/16/2019
4.3	Agendas, Meeting Minutes, and Sign-In Sheet(s)	90 Days after Execution	30%	1 st mtg 1/16/2019 2 nd mtg 6/13/2019
5.	Stakeholder Advisory Group (SAG)			
5.1	List of SAG Members	June 2019	0%	<i>Next Qtr (July)</i>
5.2.1	SAG Meeting Schedule	June 2019	100%	6/13/2019
5.2.2	Meeting Materials, Summary of Feedback and Comments, and Sign-In Sheet(s)	Ongoing	0%	<i>Next Qtr (July)</i>
6.	Remedial Investigation Workplan			
6.1	Remedial Investigation Workplan	April 2019	99%	Draft 2/26/2019 <i>Final Next Qtr (7/1/19)</i>
7.	Remedial Investigation Reporting			
7.1.2	Proposed Changes from Approved Workplan(s)	As Needed	0%	
7.2.	Remedial Investigation Report	August 2020	0%	
7.2.3	Summary of Field Work Activities	August 2020	0%	
8.	Feasibility Study Report			
8.1	Feasibility Study Report	January 2021	0%	
9.	Public Outreach			
9.1	Outreach Material and Web Links	July 2019	50%	Webpage: 6/11/2019
9.2	Workshop Materials, Sign-in Sheet(s) and Photo Documentation	September 2019	0%	<i>Next Qtr (August)</i>
EXHIBIT A-5 REPORTING				
(a)	Progress Reports	Quarterly	10%	Rpt #1 draft 4/22/2019 Rpt #1 final 5/14/2019
(b)	As Needed Information or Reports		0%	
(c)	Final Reports		0%	
(c)(1)	Draft Final Project Report	Jan. 31, 2021	0%	
(c)(2)	Final Project Report	March 31, 2021	0%	
(c)(3)	Final Project Summary	Before Final Disbursement Request	0%	



Appendix A

Photo Documentation for Quarter
(Add photos, as necessary.)

None



Appendix B

(Add sign-in sheets, meeting materials, additional reports, etc.)

None

Previously submitted to State this quarter

- Budget amendment
- Revised draft MRP
- Revised draft QAPP
- List of Approvals, Entitlements, or Permits
- TAC Meeting #2 meeting materials
- Revised draft RI Workplan



Appendix C

(Outreach materials)

Advance Project Notice letter (attached)

Previously submitted to State this quarter

- SAG outreach materials
- Project website srcity.org/FreewayWell