

IRWMP Implementation Support Team Subcommittee for
Small Water Systems and Disadvantaged Communities
Draft Work Plan
September 22, 2015

BACKGROUND

The Mojave Water Agency adopted its 2014 Integrated Regional Water Management Plan on June 26, 2014. The Mojave Integrated Regional Water Management Plan (IRWM Plan, Plan) is a product of a long-term collaborative stakeholder process that began with the development of the first IRWM Plan adopted in 2005. This IRWM Plan updates and expands upon the original IRWM Plan, documents progress towards meeting IRWM Plan goals, identifies current regional water resource management needs and issues, and evaluates strategies for addressing the Region's challenges.

The Small Water Systems and Disadvantaged Communities Sub-Committee (SWS/DAC) was formed specifically by the Project Team to focus on the needs of small water systems which include any agency involved in water resources (small water systems) and economically disadvantaged communities (DACs) systems. The Project Team subsequently became the Implementation Support Team (IST) which now oversees the SWS/DAC. The inclusion and participation of DACs is considered essential to the Mojave IRWM Plan process, as more than half of the Region qualifies as disadvantaged. DACs within the IRWM planning region included both rural and urban areas. However, not all small water systems are in DAC communities.

Figure 1 outlines the relationships and hierarchy of the IRWM Plan governance structure currently in place concerning the SWS/DAC.

The Small Water Systems and Disadvantaged Communities Sub-Committee (SWS/DAC) operates under a Charter (Exhibit 1). The Charter outlines the purpose, representation, and duties of the subcommittee. Annually, the Subcommittee shall develop a Work Plan and Budget that define the intended outcomes, active tasks, and associated roles and responsibilities. The Subcommittee Work Plan will identify the task leader, contributors, reviewers, and people who need to be informed about each task. This plan will be submitted to the IST for review and approval. The Subcommittee will provide quarterly updates to the IST.

Figure 2 identifies small water systems and the boundaries of disadvantaged and severely disadvantaged communities within the MWA IRWM Plan region.

Figure 3 identifies small wastewater systems and the boundaries of disadvantaged and severely disadvantaged communities within the MWA IRWM Plan region.

2015/2016 SWS/DAC WORK PLAN AND ROLES/ RESPONSIBILITIES

The Mojave Water Agency Board of Directors approved the attached Scope-of-Work for the Fiscal Year 2015/2016 (Exhibit 2).

The Task Leader for FY2015/2016 is Mr. Richard Selby. Mr. Selby will be the Technical Assistance Specialist for California Rural Water Association. Mr. Selby also chairs the SWS/DAC.

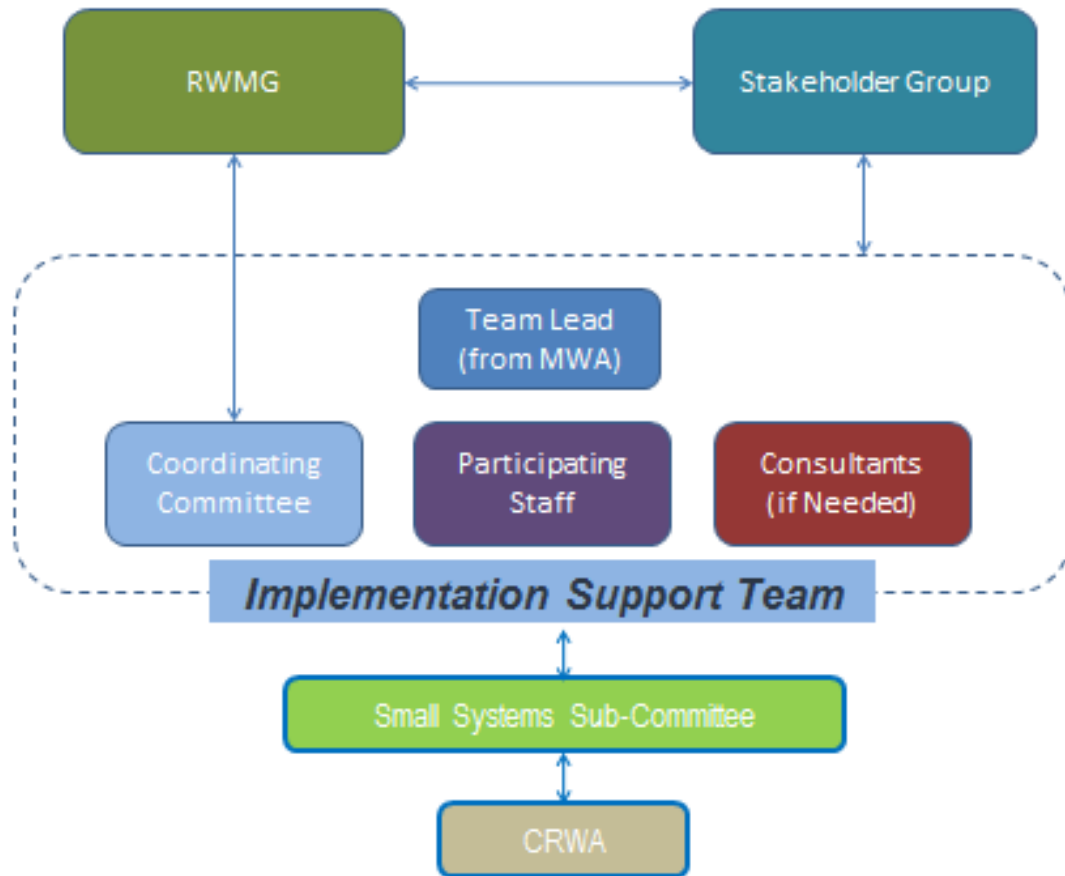
Contributors to the FY2015/2016 Work Plan are the other members of the SWS/DAC, the Implementation Support Team members and staff of the Mojave Water Agency.

The SWS/DAC and staff of the Mojave Water Agency will have primary responsibility for reviewing the progress of work.

The SWS/DAC will be reporting to those who need to stay informed including the water or wastewater system being assisted by the SWS/DAC, the IST, Technical Advisory Committee (TAC), MWA management and the MWA Board of Directors.

Figure 4 depicts the roles and responsibilities outlined above and the work flow processes the SWS/DAC will follow.

Figure 1 – MWA IRWM Plan Governance Structure



Source: MWA 2014


**Implementation Support Team Subcommittee for
Small Systems and Economically Disadvantaged Communities
Charter**

The Implementation Support Team (IST) was created as part of the Mojave Integrated Regional Water Management (IRWM) Plan to provide ongoing oversight for the implementation of the Plan. The IST has decided to establish a subcommittee to address the needs of small water systems which include any agency involved in water resources (Small Systems) and economically disadvantaged communities (DACs).

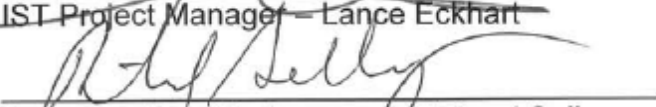
Now therefore, the Implementation Support Team and Small Systems/DACs subcommittee members agree that:

1. The Small Systems and Economically Disadvantaged Communities Subcommittee shall, to the best of its ability, represent the broad geography and diverse needs of small water systems and economically disadvantaged communities throughout the IRWM Plan boundaries.
2. The Subcommittee shall consist of at least one (1) member appointed from the IST who shall serve as the chairperson of the subcommittee, one (1) vice-chair that shall be selected by the chair, two (2) members of the Mojave Water Agency staff and one (1) representative from the California Rural Water Association subject to available support funds. The Subcommittee shall also include enough additional members to be representative of the Small Systems and DACs throughout the IRWM planning area. A complete list of subcommittee members will be given to the IST.
3. Annually, the Subcommittee shall develop a Work Plan and Budget that define the intended outcomes, active tasks, and associated roles and responsibilities. The Subcommittee Work Plan will identify the task leader, contributors, reviewers, and people who need to be informed about each task. This plan will be submitted to the IST for review and approval. The Subcommittee will provide quarterly updates to the IST.
4. Changes to this Charter can be made from time to time based on mutual agreement.

Executed on April 24, 2014



IST Project Manager – Lance Eckhart



Subcommittee Chairperson – Richard Selby

Exhibit 2

CRWA FY2015-2016 Work plan

During the 2014-15 program year CRWA conducted six training workshops and conducted 15 water system technical assistance site visits with systems in the region. This support was directed towards needs assessments, operational assistance, and or generalized technical support. In addition, time was spent on researching and or applying for available grant/loan funding programs. During the latter part of the program period CRWA also initiated technical support to DAC wastewater systems in the region. The program was an overall success with many systems receiving much needed technical support.

Based on the information gathered from the second year program in the MWA region, there remains a continued need for support to small, disadvantaged community water and wastewater systems. Many need technical support to guide them to technical resources and funding mechanisms to correct infrastructure deficiencies and/or water quality conditions.

CRWA is proposing to continue the technical support and training in the region for the 2015-2016 program period. This concept will allow CRWA to provide the handholding and shepherding needed to help assist funding projects to the next cycle, including addressing generalized technical support needs.

CRWA will continue to have a part-time project manager, a part-time waste-water technician and a dedicated water system technician in the MWA region. This will allow CRWA to have a comprehensive technical assistance, and training program in the high desert area. CRWA will also include six water-related operational and/or management educational sessions per year that relate to the highest level of need in the region. All support outreach will be coordinated through MWA, and the IRMWP via the small systems sub-committee.

Task #	Task	Task Description
A. Needs Assessments		
A.1	Needs Assessments	CRWA will conduct focused water system needs assessments for small water systems and disadvantaged communities (DACs) within the planning region in order to help identify and document the most pressing water related issues. This will be the priority mechanism for next steps.
B. Workshops/Trainings		
B.1	Sub-regional and/or Regional Workshops with attendee lists, agendas	CRWA will provide registration and logistical support for the trainings, develop and track email and distribution lists of attendees, coordinate all logistics for workshop/training locations including registration support, and marketing through CRWA's website and electronic email notification

		system.
B.2	Email distribution lists	CRWA will develop and target disadvantaged community systems for training sessions/workshops through email distribution. This will include relying upon CRWA's extensive current database of rural systems located in the Mojave region. This email list will be provided to the Mojave Water Agency for future contact and follow-up.
B.3	Provide Training/Workshops	CRWA will provide trainers that have historical expertise in delivering subject matter to be presented. CRWA will conduct training workshops focused on water-related topics of interest to DAC water entities in the Mojave region. CRWA will also provide the educational material (e.g. handouts), as well as, training support material (e.g. certificates, rosters, etc.).
B.4	Training workshop summaries and list of attendees	Training workshop summaries and list of attendees; CRWA will provide a roster sheet with attendees present and contact information.
C.1	Technical Assistance	Generalized Technical Assistance with DAC's in the region. Technical support outreach will be coordinated with collaboration by Mojave Water Agency and the IRWMP Small Systems Sub-Committee.
D.1	CRWA Technical Support./Engineering Assistance	Assist waters system in completing funding applications.
D.2	Corporate Review	Review of water system corporate compliance, bylaws, articles of incorporation and policies and procedures.
E.1	Pre-App Support	Assist systems in completing funding pre-applications for state and or federal funding programs.
F.1	Admin. Support Specialist	CRWA will provide monthly activity logs, as well as invoices that provide documentation of work performed.
Total Budget		\$ 200,000

Figure 2 – Small Water Systems and Disadvantaged Communities in the MWA IRWM Plan Region

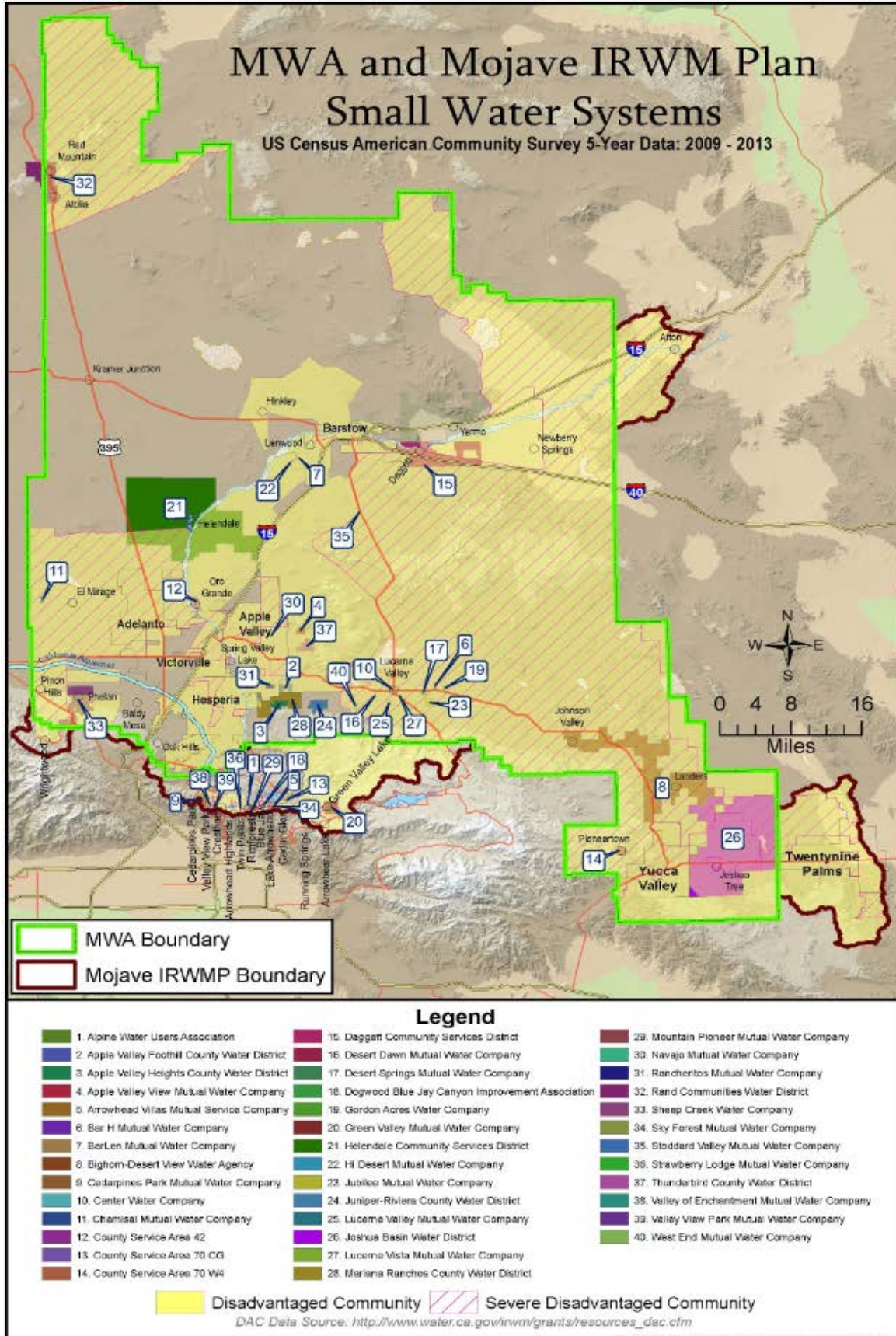
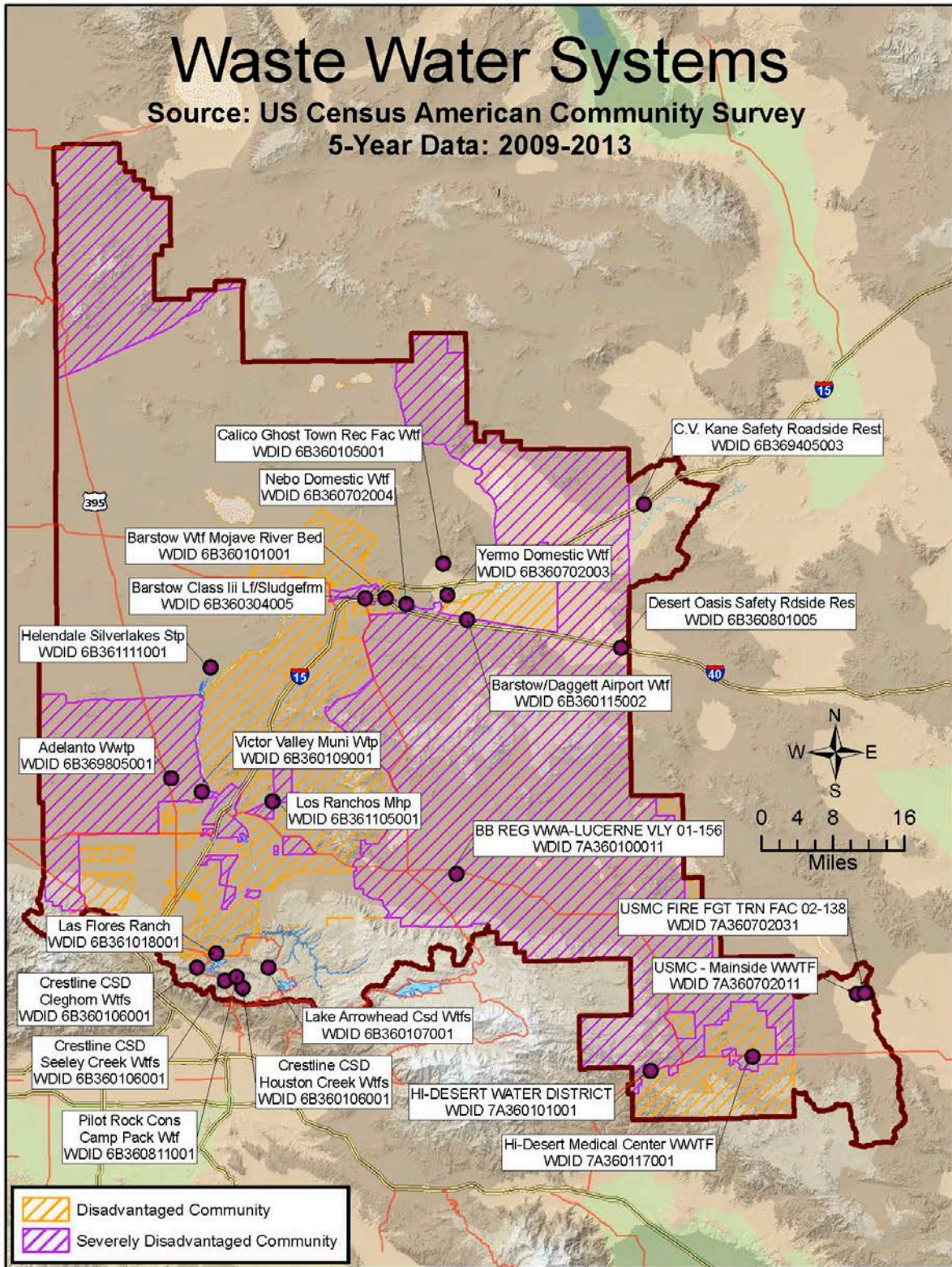
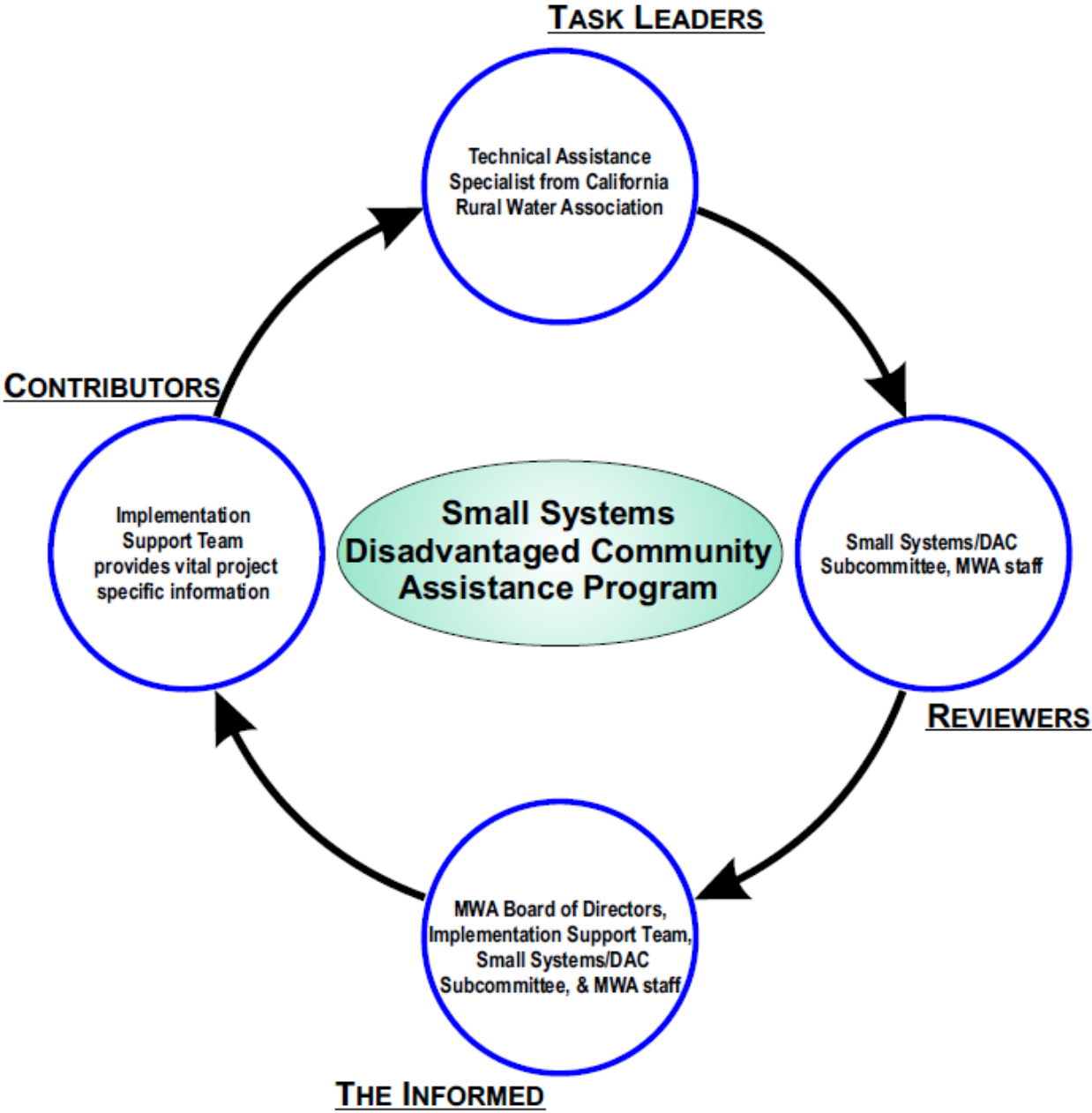


Figure 3 - Small Wastewater Systems and Disadvantaged Communities in the MWA IRWM Plan Region



Source: MWA 9/10/2015

Figure 4 – Roles/Responsibilities and Work Flow Diagram



Source: MWA 2014