

Administrator Process & Funding

James Garrett, Saeeda Rafique,
Rachel Wittenberg

March 7, 2024

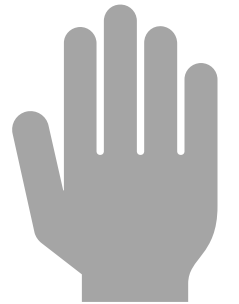


To Participate

Please hold off on verbal questions or comments until we reach the end of each section.



Presenters will provide time for questions. Please use the "raise hand" function during this time.



You may add questions to the chat throughout the presentation and they will be addressed as they are received.

Agenda

- **SAFER Overview (OPP)**
- **Administrator Program Overview (DDW)**
 - History
 - Goals
 - Roles and Responsibilities
- **Administrator Appointment Process (DDW)**
- **Case Study (DDW)**
- **Community Outreach and Engagement (OPP)**
 - Public Meeting Overview
 - Elements of the Community Accountability and Engagement Plan
- **Administrator Funding (DFA)**
- **Questions**

SAFER Drinking Water Program Overview

Rachel Wittenberg (OPP)

SAFER DRINKING WATER

SAFE AND AFFORDABLE FUNDING FOR EQUITY AND RESILIENCE

What is SAFER?

A set of tools, funding sources, and regulatory authorities designed to help struggling water systems sustainably and affordably provide safe drinking water.



Why is the SAFER drinking water program necessary?

Public water systems:

~400 out of ~3,000 community water systems do not meet drinking water health standards

Domestic wells and state smalls:

- ~350,000 domestic wells
- ~1,350 state smalls

Tribal water systems:

13 out of 128 federally regulated tribal water systems do not meet drinking water health standards.



Roles within the SAFER Program

Identify Systems in Need (DDW)

- Collect and assess water system data.
- Perform Annual Needs Assessment.
- Provide continuous water system monitoring.

Regulatory Authority (DDW)

- Address consistently out of compliance systems.
- Appoint system Administrators to manage failing systems.
- Mandate consolidations between failing systems.

Comprehensive Water System Support (DFA)

- Support long-term solution planning.
- Provide interim solutions and emergency drinking water.
- Support voluntary consolidations and regional solutions.

Outreach & Engagement (OPP)

Goal: Advance drinking water solutions informed by meaningful public participation.

Community Needs

- Adapt to community needs for equitable engagement.
- Provide written translation and oral interpretation services.

Community Outreach

- Implement tailored community outreach approaches.
- Collaborate with community coalitions to maintain dialogue.
- Develop new funding mechanisms to support local engagement.

Strategic Communications

- Implement effective communication strategies.
- Use bilingual social media, radio outreach, and emails.

Administrator Program Overview

Saeeda Rafique (DDW)

What is an Administrator?

An Administrator is an entity whom the State Board has determined is competent to take managerial control over a designated water system either completely or at a limited capacity.



Goal

To assist Failing and At-Risk water systems in obtaining safe, clean, affordable, accessible, and sustainable drinking water through direct management and community representation for the designated water system.



History

- In September 2018, Assembly Bill 2501 (AB 2501) amended Health and Safety Code section 116686 to require the State Water Board to develop an Administrator Policy.
- The Policy was first adopted in September 2019 and was revised in September 2023.



Types of Administrators

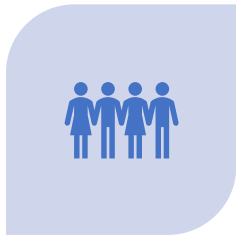
Full Scope Administrator

Exercise total and complete managerial control over one or more designated water systems

Limited Scope Administrator

Cannot exercise complete managerial or financial control over the water system but rather manage and facilitate one or more specific tasks

Roles & Responsibilities



COMMUNITY
ACCOUNTABILITY
AND
ENGAGEMENT



WATER
SYSTEM
MANAGEMENT

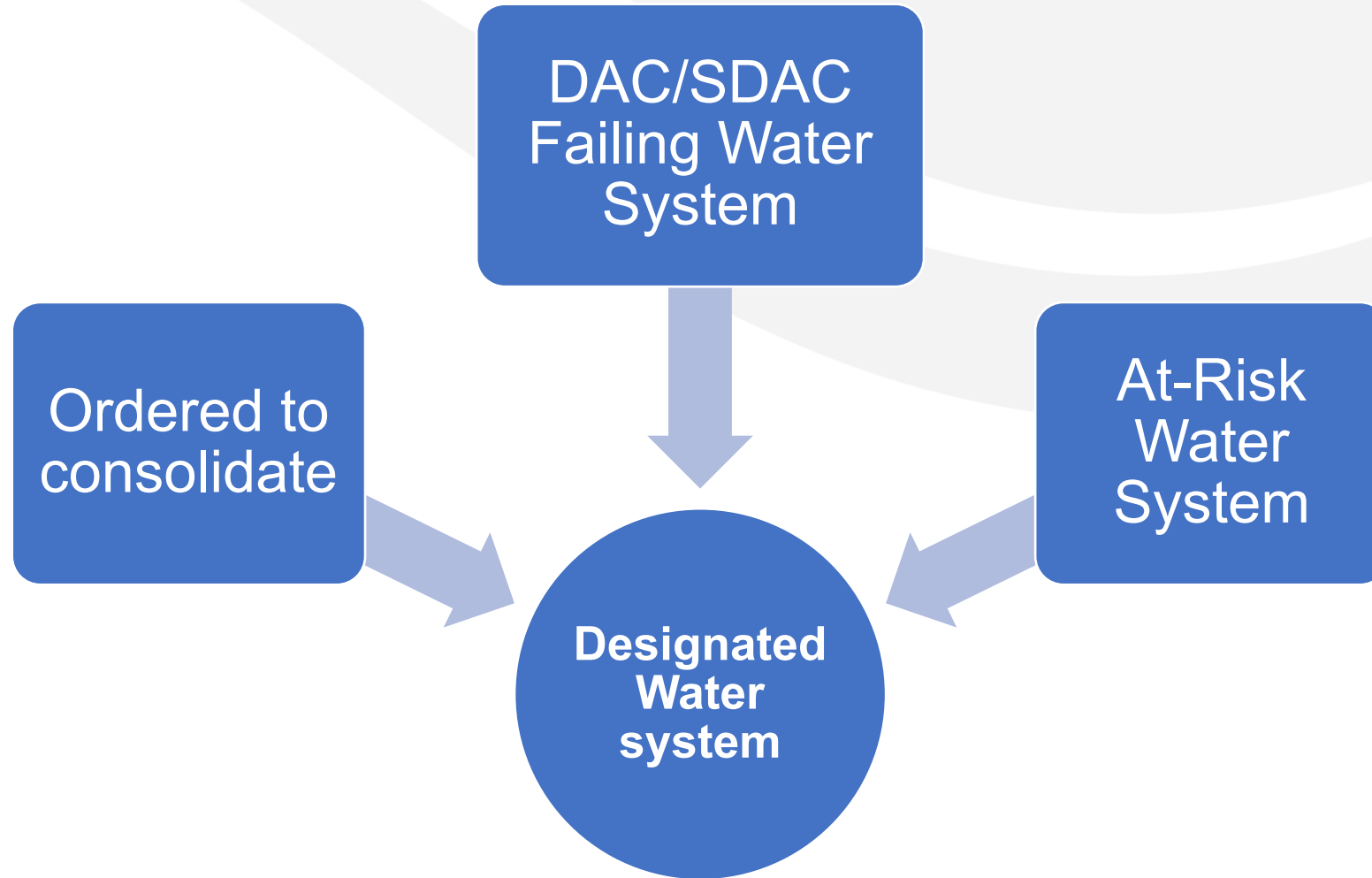


FACILITATE
INFRASTRUCTURE
PROJECTS



POST-
ADMINISTRATOR
DRINKING WATER
SERVICE PLAN

Designated Water System Definition



Administrator Appointment Process

Saeeda Rafique (DDW)

Administrator Appointment Process (7 steps)

Designation
Letter

Public Notice

Public Meeting
& Comment

Scope and
Funding

Administrator
Appointment

Implementation

Appointment
Conclusion/
Transition

Administrator Process

1. Designation Letter

Water System notified of as consistently failing

2. Public Notification

Written notice provided 30 days prior of a public meeting

3. Public Comment & Meeting

Overview of administrator process, tasks, qualifications, and funding

4. Scope & Funding

Development of scope of work, budget, and funding

Administrator Process (continued)

5. Administrator Appointment

Administrator Order appoints the selected Administrator to take managerial control of the water system

6. Implementation

Fulfill Scope of Work:

- Community Accountability & Engagement plan
 - Hold public meetings
- Post-Administrator Drinking Water Service Plan

7. Appointment Conclusion/Transition

Transition managerial control of water system

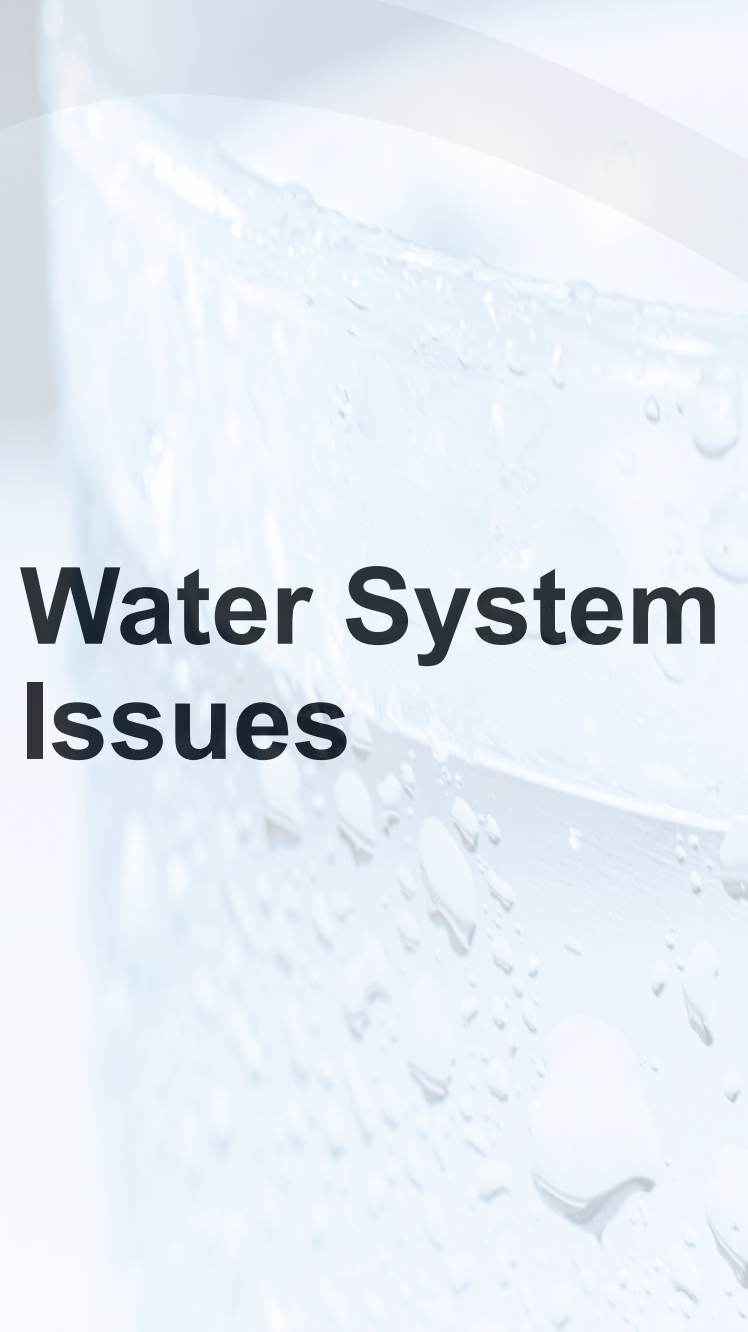
Case Study: Keeler Community Services District

Saeeda Rafique (DDW)

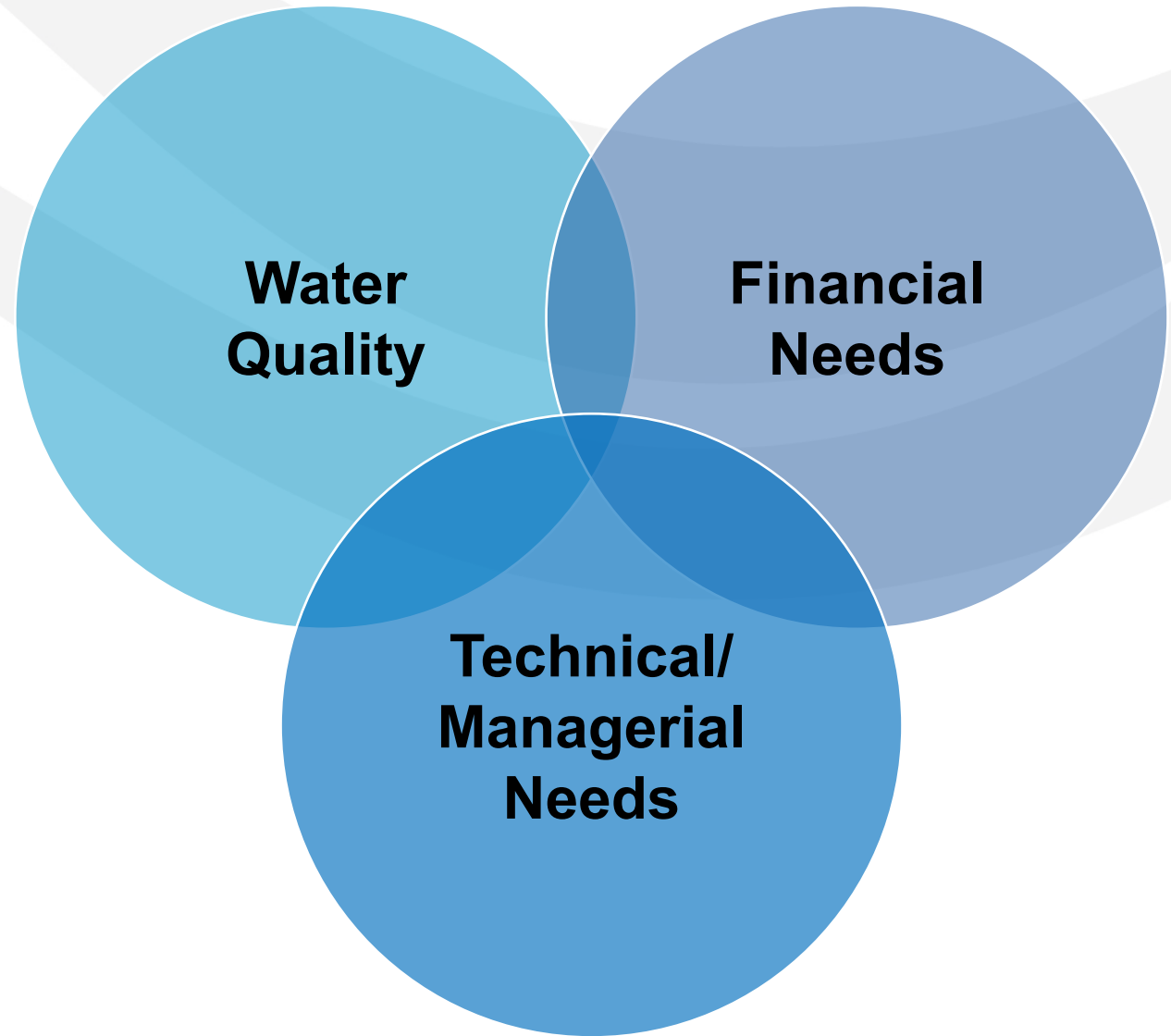
Keeler CSD

- Population: 84
- Service Connections: 66





Water System Issues



Water Quality

- Arsenic and Manganese MCL exceedances
- Lack of adequate treatment
- Health risks



Managerial and Technical Needs

- Difficulty maintaining a full board
- Lack of technical staff including certified operators
- Difficulty maintaining effective Operation & Maintenance
- Challenges with effective communications



Financial Needs

- Lack of financial capacity to implement solutions
- Asset management program





Administrator Appointment

Provost and Pritchard Engineering Group, INC

- Designation letter: January 13, 2021
- Public Notice: April 16, 2021
- Public Meeting: May 18, 2021
- End of Public Comment: May 25, 2021
- Administrator Appointment: March 4, 2022
- Scope and Funding Execution: November 22, 2022
- Implementation: March 13, 2023 - Current

Current Status – Accomplishments

- Governance Plan
- Emergency Response Plan
- Operations Plan
- Financial Management Plan
- Community Accountability and Engagement Plan
- Administrator-specific website
- Public education
- New Contract Operator
- TA Support
- Small system improvements:
 - Leak and valve repairs
 - Well production meter replacement



Current Status – Projects under development

- P&P submitted a TA request and GHD is now working on an alternatives analysis for long-term solutions
- Signal wiring replacement between well and tank





BREAK TIME!
10 minutes

Reconvene at 10:45

Community Outreach and Engagement

Rachel Wittenberg (OPP)

Office of Public Participation Involvement

- Overview of OPP
 - Provide support as part of the SAFER Program
- What we do
 - Work with communities to engage them in the decision-making process
 - Coordinate and facilitate public meetings
 - Assist partner offices in understanding community demographics, including language background and digital accessibility
- Role in administrator meetings
 - Mandated to host community meetings as part of this process

OPP Public Meetings

- Participation in administrator meetings and providing comments
 - ID areas in need of support and propose potential administrators
 - Support community feedback process
- An administrator is not a permanent solution
 - Required to present a post-administrator plan
 - In place to advance solutions and support the system



Community Accountability and Engagement Plan

- Template
- Administrator develops within 90 days
- Public meetings at least once every three months
 - Provide 10-day notice
 - Opportunity for public comment
 - Provide summaries
- Templates for sample outreach materials



Administrator Funding

James Garrett, PE (DFA)

Safe and Affordable Funding for Equity and Resilience (SAFER)

- Administrators funding is provided by General Fund and Safe and Affordable Drinking Water (SADW) Fund
- Compliments the priorities of SAFER program to provide solutions for small DACs and low-income households



SAFER Program Priorities



Emergency or urgent funding needs (only where other funds are not available).



Water systems out of compliance with primary drinking water standards or at-risk of failing, including those relying on bottled or hauled water in the past three years.



Accelerate consolidations and promote regional-scale consolidations, including state smalls and domestic wells near water system boundaries.



Expedite planning with technical assistance.



Provide interim and long-term solutions for state smalls and domestic wells through planning efforts.



Offer direct support for operations and maintenance to assist water systems with the most significant affordability burdens.



Ensure equitable distribution of assistance in accordance with the State Water Board's Racial Equity Resolution and Racial Equity Action Plan.

Administrator Funding

- DDW submits Administrator Funding Request to DFA
- DFA coordinates with administrator and DDW to develop scope of work and funding agreement
- 2 options for funding:
 - “One-off” Funding Agreement
 - “Master agreement” Funding Agreement

The Division of Drinking Water requests the Division of Financial Assistance to begin the process for an Administrator for the aforementioned system.

Project Title: Keeler CSD Administrator

Grantee Name: Provost & Pritchard Consulting Group, Inc.

Administrator Entity Type: Private Incorporation

Water System Name: Keeler Community Service District

Water System Number: CA1400036

Water System Classification: COMMUNITY

County: Inyo

Number of Connections: 67

Population Served: 50

Administrator Start Date (Date Approved to Incur Costs): 01/13/2021

District Office or LPA: LPA 44- Inyo County

Median Household Income: TBD

Proposed Long-Term Solution (if any): TBD

Proposed Interim Solution (if any): POU

Description of Existing System: Keeler CSD has one groundwater well with high arsenic concentration (~100 ppb). The system has implemented POU treatment since 2005 to address arsenic issue. Failure in POU program, poor TMF capacities, and inadequate responses to the past Compliance Orders lead them to become a designated water system for an administrator. Public Meeting was held on May 18, 2021, and public comment period ends on May 25, 2021.

Open Enforcement Action: Citation No. 05-44-21C-005; Compliance Order No. 05-44-20R-073, Compliance Order No. 05-44-19R-063, and Citation No. 05-44-20C-058

Karen Nishimoto

Senior WRCE Signature

5/25/2021

Date

1-off Funding Agreement vs. Master Agreement

“One-Off” Funding Agreement

- DFA provides budget and scope templates to administrator
- Costs to develop the scope and budget are eligible costs
- Administrator submits draft scope and budget to DFA for review
- DFA recommends project to Deputy Director for funding approval.
- DFA prepares the funding agreement
- Funding agreement executed and Administrator order is issued

“Master Agreement” Funding Agreement

- DFA assigns an administrator funding request to an existing Master Agreement
- \$30,000 authorized for initial outreach, evaluation, and to draft work plan and budget
- Administrator submits the draft work plan and budget to DFA for review
- DFA recommends work plan to Deputy Director for approval
- Work plan executed and Administrator order is issued

Eligible Administrator Costs

- Administrator's salary and benefits
- Administrative costs
- Extraordinary legal, accounting, and other similar administrative and managerial fees that cannot be paid for by the water system's rates, fees, charges, and existing accounts
- Reasonable liability insurance costs

Non-Administrator Costs

- Ordinary costs associated with operating and maintaining the water system.
- Funding for construction and planning projects.
- No legal obligation to use administrator's own assets or resources in any way to operate the water system

Funding for Other System Needs

- An appointed Administrator may be awarded funds to administer on behalf of a designated water system
- Once appointed an administrator the designated water system may be approved for funding to support additional needs:
 - Operations & maintenance
 - Interim or emergency solutions
 - Planning & Technical Assistance
 - Construction (implementation)

Administrator

Budget: \$1,166,197

Work Plan Executed Nov. 22, 2022

Work Plan Completion Date May 14, 2024

Current Expenditure: \$294,234

Operations & Maintenance

Budget: \$111,000

Agreement Executed Mar. 20, 2023

Agreement Completion Date Feb. 28, 2025

Current Expenditure: \$81,195

**Keeler CSD
Funding**

Bottled Water

Budget: \$393,775

Agreement Executed Aug. 15, 2022

Agreement Completion Date Sept. 30, 2024

Current Expenditure: \$132,254

Technical Assistance

Budget: \$138,710

Work Plan Executed Dec. 5, 2023

Work Plan Completion Date Aug. 15, 2024

Current Expenditure: \$25,123

Questions

**Administrator Policy Frequently Asked Questions (FAQ)
is available on the Administrator Website
and is being updated**

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/administrator.html

Announcements

Thank you all for attending today's training.

The next training is:

Title: **CWSRF/DWSRF Environmental Package**

Date: **May 2, 2024**

Time: **8:30-11:30AM**

Please fill out the Training Evaluation Form by clicking on the link below:

<https://forms.office.com/g/UMzCW7XR3h>

A copy of the presentation slides, and a link to the recording will be provided later this week.

Thank you for your time and participation!

