

Agenda

Inyo-Mono Integrated Regional Water Management Program Administrative Committee Meeting

Wednesday, October 12, 2011
9:00 - 11:00 am
Conference call, with in-person options

Call-in option:
1-866-862-2138
passcode: 1678718

Call-In Locations

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|--|--|
| 1. California Trout Office
3399 Main Street (Suite W5)
Mammoth Lakes, CA | Independence, CA |
| 2. Inyo County Water Department
135 S. Jackson St. | 3. Mono Lake Committee
Hwy. 395 & Third Streets
Lee Vining, CA |

Agenda

- 1. Welcome and Introductions**
- 2. Public Comment Period**
- 3. Implementation Fiscal Agent Status**
 - a. General Check-in
 - b. Update from fiscal agent
 - i. Budget, work plan schedule; possible recommendation to Group
 - ii. Letter of Agreement; possible recommendation to Group
 - iii. Draft contract with project proponents
 - iv. Revised flow chart (discussion from 8/31 RWMG meeting)
 - v. Communications/transmittals between Central Sierra and DWR
 - vi. Other grant related updates
 - c. Roles and responsibilities of fiscal agent, including specific roles of fiscal agent staff members
 - d. Roles and responsibilities of Program Office with respect to the Implementation grant
 - e. Expectations from project proponents, Administrative Committee, and Program Office of fiscal agent
 - f. Discussion of how fiscal agent serves the RWMG and the implementation of the IRWM Plan
- 4. Implementation Grant**
 - a. Recommendation to Group regarding Program Office budget, schedule and work plan

- b. Status of items contained in DWR Commitment Letter schedule and material needed from project proponents
- c. Status of DAC Implementation projects

Meeting Process Check – Prioritize agenda items based on time remaining

5. Planning Grant

- a. Reimbursement Report to DWR
- b. Program Office reporting on budget

6. Status of MCWD Urban Water Management Plan

7. Review of action items from the meeting

In person

Tony Dublino, Mono County
 Irene Yamashita, Mammoth Community Water District
 Bruce Woodworth, Central Sierra RC&D
 Mark Drew, CalTrout/Program Office
 Holly Alpert, Program Office
 Dan Jenkins, Eastern Sierra Unified School District
 Peter Bernasconi, Town of Mammoth Lakes

On the phone

Bob Harrington, ICWD
 Geoff McQuilkin, Mono Lake Committee
 Harvey Van Dyke, Wheeler Crest CSD
 Parker Thaler, DWR
 Larry Freilich, Inyo County
 Bob Dean, Central Sierra RC&D
 Keith Pearce, Inyo County DPW
 Darla Heil, OVIWC (?)

Irene commenced meeting at 9:03 am.

Action Items

- Timeline for submittal of MCWD UWMP to DWR. Irene will provide an updated timeline to Valerie, and then Valerie will send on to Parker at DWR for his review.
- Mark suggests a checklist for working on contracts, work plans, schedules, budgets, etc.
- Discussion of draft contract between project proponents and Central Sierra.
- Discussion of financial statements – Hilltop may be the first proponent to provide three years of financials.
- Tony had questions about the fiscal agent schedule.

- Valerie will send out a draft project proponent contract as soon as she gets it back from legal counsel.
- Tony would like to see budget broken down further among tasks. Discussion of detail by task vs. sub-task. Helpful for internal workings to have budget and schedule by sub-task, but for DWR, we will report by task.
- Two parallel tracks: materials that need to get prepared and collated for DWR; and the process for the Group with respect to budget, Plan implementation, etc.
- Harvey argues that there needs to be specific feedback on each of the project materials at this point and has not gotten any specific feedback so far on his materials. Valerie agrees and says it is time to start working individually with project proponents.
- Irene suggests wrt work plan – being a liaison between proponents and DWR.
- Tony motions that as a recommendation to the Group, for the purposes of submittal to DWR, to approve work plan, schedule, and budget with the edits that were suggested. Pete Bernasconi seconds. Mark argues that this motion may not be necessary because DWR will determine what is needed.
- Valerie asks that Irene give feedback on which tasks need subtasks for approval to the Group.
- Mark suggests giving between now and the end of Friday to give comments back to CS wrt to work plan, budget, schedule via email.
- Mark wants to revise motion that CS move forward with DWR
- Recommendation to Group: CS continue working on materials with DWR but that these items will come back to AC/Group with more detail based on comments received; new working documents will be provided to AC. Irene motions. Tony seconded.
- Roles and responsibilities: Mark suggests improving lines of communications.
- Valerie: Bob will have tasks as needed; Bruce will provide compliance; Valerie will be working on invoicing, narratives, contracts, reporting to satisfaction of DWR and Group. Valerie wants all communications to go through her.
- Irene expressed confusion about Bruce's role as compliance – what does that mean?
- Valerie committed to improving communication, especially as she starts working one-on-one with project proponents on project materials.
- Valerie asked to go over total project budget with Mark and Holly.
- Mark reviewed roles and responsibilities of Program Office based on the scope of work.
- Valerie didn't see where the PO work plan was linked to project implementation.
- Part of PO role is to make sure meeting agendas and materials are sent out on time to the Group. When PO asks for documents by a certain deadline, it's simply following Group protocols.
- Discussion of signage. Valerie will work with Irene on a local signage vendor and work on getting signage made as soon as possible.