

## GROUNDWATER GRANT PROGRAM QUARTERLY PROGRESS REPORT

Grant Agreement No: SWRCB000000000D181251900

Progress Report No: 6

Submittal Date: Aug 3, 2020

Report Period: Apr 1, 2020 to Jun 30, 2020

Grant Manager: Kira mith

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: Peter Martin  
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 and submitted Invoice No. 5 for State review.
- Prepared and submitted Progress Report No. 5 for State review.
- Processed engineering consultant invoices and drilling contractor invoices.
- Updated project webpage ([www.srcity.org/FreewayWell](http://www.srcity.org/FreewayWell)).
- Reviewed, logged, and filed project documents, submittals, and correspondence.
- Held regular weekly status update meetings with drilling contractor.
- Completed minor work remaining for final site cleanup/demobilization.
- Began preparation of monitoring well installation report.
- Developed and submitted application for City discharge permit to sanitary sewer.
- Coordinated with Environmental Compliance for sampling discharge water.
- Deployed barometer and level transducers in the 4 privately owned observation wells.
- Developed aquifer test schedule (no start date set).
- Communicated with Grant Manager regarding delays, schedule, and invoicing.
- Worked with internal stakeholders to seek solutions to COVID 19 challenges that are delaying pump test.

## Setbacks

- Due to the ongoing COVID 19 crisis, field work (pump test) continues to be delayed. Therefore, the following deliverables due in August 2020 will not be ready for State review by the deadline:

TASK NO.	DESCRIPTION	DUE DATE
7.2.	Remedial Investigation Report	August 2020
7.2.3	Summary of Field Work Activities	August 2020

- The City's goal for next quarter is to complete the pump test (August) and submit a revised schedule for the remaining work and deliverables to the State for consideration (September).

## Summary of Items for Review

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

- Submitted Invoice #5 and Progress Report #5 for review.

## Summary of Items in Progress

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

### A.1 Project Management (Cumulative 50% Complete)

- 1.2 Notification of upcoming meetings, workshops, and trainings – ongoing.
- 1.3 Detailed project schedule – Staff will submit a revised schedule to the State for consideration once there is a path forward for field work to resume.
- 1.4 Periodic and final site visits – none this quarter.
- 1.5 Pre, during, and post construction photos – none this quarter.

### A.2 General Compliance Requirements (Cumulative 95% Complete)

- 2.1 The “x, y, z” coordinates for the new monitoring well complex and observation wells will be uploaded next quarter.

### A.3 Permitting and Environmental Compliance (Cumulative 95% Complete)

- 3.1 List of Approvals, Entitlements, or Permits – previously submitted.  
Staff applied for a City sanitary sewer groundwater discharge permit for the aquifer pumping test. Final permit expected next quarter (July).
- 3.2 Final CEQA documentation – previously submitted.

### A.4 Technical Advisory Committee (Cumulative 50% Complete)

- 4.1 List of TAC members – previously submitted.
- 4.2 Summary of Kickoff meeting – previously submitted.
- 4.3 Meeting materials for the Kickoff meeting – previously submitted.
  - Meeting #5 postponed due to COVID 19 “Shelter in Place” work delays. Will be rescheduled, likely in Q3, provided COVID 19 delays do not impinge of this effort.

### A.5 Stakeholder Advisory Group (Cumulative 100% Complete)

- 5.1 List of SAG members – previously submitted.

- 5.2 SAG meeting schedule and outreach materials – previously submitted.
- 5.3 SAG meeting materials – previously submitted.

A.6 Remedial Investigation Workplan (Cumulative 100% Complete)

- 6.1 Final RI Workplan – previously submitted.

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 5% Complete)

- 8.1 Work on this will resume after the Remedial Investigation is completed.

A.9 Public Outreach (Cumulative 95% Complete)

- 9.1 Project webpage – previously completed; updated as needed.
- 9.2 Public Meeting – Meeting held on August 1, 2019. All materials previously submitted.

### 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	50%	
1.3	Detailed Project Schedule	60 Days after Execution	100%	07/09/2018 draft 01/23/2019 revised
1.4	Periodic and Final Site Visits	As Needed	50%	01/16/2019 with TAC 02/11/2020 with TAC
1.5	Pre-, During, and Post-Construction Photos	Ongoing	100%	Pre-construction 02/15/2020 During & post-construct. 05/15/2020
2.	General Compliance Requirements/Project Effectiveness and Performance			
2.1	GPS Information	Ongoing	50%	Tech docs uploaded
2.2	Monitoring and Reporting Plan (MRP)	April 2019	100%	Draft 03/06/2019 Final 07/01/19
2.3	Quality Assurance Project Plan (QAPP)	June 2019	100%	Draft 04/10/2019 Final 07/01/19

Work Item	Items for Review	Due Date	% of Work Completed	Date Submitted
3.	Permitting and Environmental Compliance			
3.1	List of Approvals, Entitlements or Permits for the Planning Project	March 2019	90%	04/08/2019 – List 02/15/2020 – Permits
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%	01/16/2019
4.2	Summary of Kickoff Meeting	Ongoing	100%	01/16/2019
4.3	Agendas, Meeting Minutes, and Sign-In Sheet(s)	90 Days after Execution	50%	1st mtg 01/16/2019 2nd mtg 06/13/2019 3rd mtg 08/06/2019 4th mtg 10/06/2019
5.	Stakeholder Advisory Group (SAG)			
5.1	List of SAG Members	June 2019	100%	07/10/2019
5.2.1	SAG Meeting Schedule	June 2019	100%	06/13/2019
5.2.2	Meeting Materials, Summary of Feedback and Comments, and Sign-In Sheet(s)	Ongoing	100%	07/10/2019
6.	Remedial Investigation Workplan			
6.1	Remedial Investigation Workplan	April 2019	100%	Draft 02/26/2019 Final 07/01/2019
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	5%	
9.	Public Outreach			
9.1	Outreach Material and Web Links	July 2019	95%	Webpage: 06/11/2019 <i>Updated as needed</i>
9.2	Workshop Materials, Sign-in Sheet(s) and Photo Documentation	September 2019	100%	08/05/2019
EXHIBIT A-5 REPORTING				
(a)	Progress Reports	Quarterly	25%	Rpt #1 draft 04/22/2019 Rpt #1 final 05/14/2019 Rpt #2 - 08/06/2019 Rpt #3 - 11/20/2019 Rpt #4 - 02/15/2020 Rpt #5 – 05/13/2020
(b)	As Needed Information or Reports		0%	ongoing
(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%	