

## GROUNDWATER GRANT PROGRAM QUARTERLY PROGRESS REPORT

Grant Agreement No: SWRCB000000000D181251900

Progress Report No: 8

Submittal Date: Feb 15, 2021

Report Period: Oct 1, 2020 to Dec 31, 2020

Grant Manager: Robin Guillot

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. 7 for State review.
- Prepared and submitted Progress Report No. 7 for State review.
- Processed engineering consultant invoices.
- Reviewed, logged, and filed project documents, submittals, and correspondence.
- Held regular status update meetings with pumping contractor.
- Prepared Draft Remedial Investigation Report with Summary off Field Work Activities for TAC review.
- Scheduled TAC meeting for next quarter (Jan 6, 2021).
- Began work on Feasibility Study report.
- Communicated with Grant Manager regarding invoicing, project delays, revised schedule, and grant amendment.
- A contract amendment was prepared and submitted (requesting timeline extension).

## Setbacks

- As discussed in Quarterly Reports #6 and #7, field work delays due to COVID restrictions set the project back. A contract timeline extension request (contract amendment) was submitted to the State for consideration on Nov. 20, 2020.

## Summary of Items for Review

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

- Submitted Invoice #7 and Progress Report #7 for State review (Nov 12, 2020).
- Submitted contract amendment (timeline extension request) for State review (Nov 20, 2020).
- Submitted Draft Remedial Investigation Report for TAC review (Dec 22, 2020).
- Uploaded x, y, z coordinates for new monitoring well complex to GeoTracker.

## Summary of Items in Progress

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

### A.1 Project Management (Cumulative 75% Complete)

- 1.2 Notification of upcoming meetings, workshops, and trainings – ongoing.
- 1.3 Detailed project schedule – Contract amendment for timeline extension submitted to State on Nov 20, 2020.
- 1.4 Periodic and final site visits – none this quarter. Virtual site visit to be held next quarter.
- 1.5 Pre, during, and post construction photos – previously completed.

### A.2 General Compliance Requirements (Cumulative 100% Complete)

- 2.1 The “x, y, z” coordinates for the new monitoring well complex and observation wells were uploaded to GeoTracker.

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

- 3.1 List of Approvals, Entitlements, or Permits – previously submitted.
- 3.2 Final CEQA documentation – previously submitted.

### A.4 Technical Advisory Committee (Cumulative 75% 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.  
TAC meeting to be held next quarter (Jan 6, 2021).

### 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 85% Complete)**

- 7.1.2 No workplan changes proposed to date.
- 7.2 RI Report draft submitted to TAC.
- 7.2.3 Summary of Field Work Activities included in Draft Remedial Investigation Report.

**A.8 Feasibility Study Report (Cumulative 25% Complete)**

- 8.1 Feasibility Study report is being developed.

**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	75%	
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	75%	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	100%	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
3.	Permitting and Environmental Compliance			
3.1	List of Approvals, Entitlements or Permits for the Planning Project	March 2019	100%	04/08/2019 – List 02/15/2020 – Permits 11/12/20 – Disch permit
3.2	Final CEQA Documentation	Completed	100%	Completed prior to contract signatures

Work Item	Items for Review	Due Date	% of Work Completed	Date Submitted
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	75%	1st mtg 01/16/2019 2nd mtg 06/13/2019 3rd mtg 08/06/2019 4 <sup>th</sup> 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	85%	Draft Dec 22, 2020
7.2.3	Summary of Field Work Activities	August 2020	85%	Included in draft RI Rpt
8.	Feasibility Study Report			
8.1	Feasibility Study Report	January 2021	25%	
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	75%	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 Rpt #6 - 08/03/2020 Rpt #7 - 11/12/2020
(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%	