

GC0027 09



**OREGON WATER RESOURCE DEPARTMENT RECEIVED
WATER CONSERVATION, REUSE AND STORAGE RECEIVED
GRANT PROGRAM**

SEP 02 2008
WATER RESOURCE DEPT
SALEM, OREGON
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Project Name: Water Management and Conservation Plan

Type of Grant Requested: Water Conservation Reuse Above Ground Storage
 Storage Other Than Above-Ground [Including Aquifer Storage and Recovery (ASR)]

Program Funding Dollars Requested: \$ \$6,250 Total cost of planning study: \$ \$12,500
Note: Request may not exceed \$500,000

Applicant Name: <i>Scott Meyer</i>	Co-Applicant Name:
Organization: <i>Heceta Water District</i>	Organization:
Address: <i>87845 Highway 101 Florence, OR 97439</i>	Address:
Phone: <i>(541) 997-2446</i>	Phone:
Fax: <i>(541) 997-1059</i>	Fax:
Email: <i>hecetawater@oregonfast.net</i>	Email:

Fiscal Officer Name: <i>Scott Meyer</i>	Principle Contact: <i>Scott Meyer</i>
Organization: <i>Heceta Water district</i>	Organization: <i>Heceta Water District</i>
Address: <i>87845 Highway 101 Florence, OR 97439</i>	Address: <i>87845 Highway 101 Florence, OR 97439</i>
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Email: <i>hecetawater@oregonfast.net</i>	Email: <i>hecetawater@oregonfast.net</i>

Certification:

I certify that this application is a true and accurate representation of the proposed work for a project planning study and that I am authorized to sign as the Applicant or Co-Applicant. By the following signature, the Applicant certifies that they are aware of the requirements of an Oregon Water Resources Department grant and are prepared to implement the project if awarded.

Applicant Signature: *Scott Meyer* Date: 9/2/2008
Print Name: Scott Meyer Title: District Manager

Please give a brief summary of the planning study using no more than 150 words.

The Heceta Water District is proposing to develop a Water Management and Conservation Plan (WMCP). This plan will be prepared in accordance with the requirements of OAR 690-08 and submit the plan for OWRD approval. As dictated by these requirements, the WMCP will focus on four key elements to provide an overall management plan for the City's water resources. These key elements include: (1) a description of the District's water system that includes descriptions of water customers, water use and demand, reliability and adequacy of water sources, and water system infrastructure; (2) evaluation of current and potential water conservation activities, programs, and measures that will reduce average and peak water demands; (3) a curtailment plan that can be implemented during water emergencies; and (4) an analysis existing water source ability to meet future demands.



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Section A. Common Criteria

Instructions: Answer all questions in this section by typing the answer below the question. It is anticipated that completed applications will result in additional pages.

1. Describe how the planning study will be performed. Include:
 - a. A description of the planning schedule/timeline, which includes identifying all key tasks. (Section VI provides an opportunity for a “graphical” representation of the schedule.)

The District is planing to begin work on the WMCP in early 2009. Initial background data gather and analysis is expected to take 3 to 4 months. Development of the final report and its acceptance by the District is expected to take an additional 1 to 2 months. After the Board's acceptance, the document will be available for public comment and review by Lane County officials for a period of 30 days. It is expected that the document will be submitted to Oregon Water Resource Department within one month of the closing of the public comment period or approximately nine months after commencement of the study

- b. When the planning study could begin.

January 2009

2. Provide a description of the relevant professional qualifications and/or experience of the person(s) that will play key roles in performing the planning study. If the personnel have not been decided upon, include a description of the professional qualifications and/or experience of the person(s) you anticipate will play key roles in performing the planning study.

It is anticipated that the District will select a private consulting firm to develop the WMCP. Preferably, qualified persons will have exerieence with the development of WMCP for other similar communities and understand the needs and objectives of the Heceta Water District. Key players should have extensive experience in water planning and management, with an ability to assess the community's water demands, develop appropriate and effective conservation programs, and evaluate future water needs. Furthermore, good written and verbal communication skills will also be required.

3. What local, state or federal project permitting requirements/issues do you anticipate in order for the planning study to be conducted?

None

4. Are permits/governmental approvals required for the planning study? If yes, indicate whether you have obtained the necessary permits/governmental approval. If you have not obtained the necessary permits/governmental approval, describe the steps you have taken to obtain them.

No

5. Describe your goal (which must be based on evaluating the feasibility of developing a water conservation, reuse or storage project) and how this study helps to achieve the goal.

The goal of the District is to supplement the District's Water System Master Plan to develop a comprehensive water management plan for the City's water resources, which considers water savings from conservation activities as an additional water source. The WMCP will help achieve this goal in by providing a detailed analysis of effective conservation programs available to the City including, but not limited to, public education, leak detection, rebates, pipeline replacements, rate structure, and reuse. The plan will evaluate the feasibility and effectiveness of implementing each of these programs to develop the most appropriate conservation program for the District to reduce the average per capita demand by at least 10%.

6. Describe the technical aspects of the planning study and why your approaches are appropriate for accomplishing the goal of the planning study.

Technical aspects associated with this plan include water use and demand analysis; evaluation of reliability and adequacy of existing water sources; determining feasibility of possible conservation program based on expected costs and community acceptance; quantifying water savings from conservation; development of an effective water curtailment plan; and evaluation of existing water source's ability to meet future system demands with and without conservation measures.

7. Describe the level of involvement, interest and/or commitment of different entities associated with the planning study (attach letters of support). Describe how these entities will benefit or be impacted by the planning study.

The WMCP limits the scope of analysis to the boundary of the Heceta Water District, however, the District will seek comments from officials at Lane County.

Section B. Unique Criteria

Instructions: Answer the set of questions below that applies to the type of planning study that this grant will fund.

Water Conservation or **Reuse**

1. Water Conservation or Reuse projects that may result from this planning study are requested to be included in the Water Resources Department's "Inventory of Potential Conservation Opportunities". Though you may have already submitted this information earlier in the year through a separate survey, we ask that all applicants complete the information on the form provided at the end of this application.
 I have filled out the application or I have not filled out the application.

2. Describe the water supply need(s) that the project associated with the planning study is intended to meet. Applicant should reference supporting documentation that would be available upon request.

Conservation measures that will be developed by the WMCP will reduce the water demands of the District. Benefits of water conservation include reduced water supply requirements, reduced cost and energy used in water treatment, and expanding the service life of the water system infrastructure. Small water districts, such as Heceta Water District, have limited budget and personnel so effective water management is vital.

3. Explain how the associated project will mitigate the need to develop new water supplies and/or use water more efficiently. Reference documentation and/or examples of the success of similar or comparable water conservation/reuse projects that would be available upon request.

The WMCP will identify a variety of conservation measures that will reduce the existing per capita water demand in the City. These methods will aim to reduce water losses, waste, or consumption. Water that is conserved, in effect, becomes a new and relatively inexpensive source of water

4. Explain how the project associated with the planning study will meet the water supply need(s), and indicate what percentage of that need will be met. (For example: If your water supply need is 20,000 acre-feet of additional water and the project will supply 10,000 additional acre-feet, 50% of your need will be met).

The goal of the WMCP will be to develop a strategy to reduce the average water demand per capita by at least 10%.

5. Provide data and information on the associated project and the project's sources of water supply:
 - a. The location of the associated project. (Include the basin, county, township, range and section.)

The WMCP will assess water used within the boundary of Heceta Water District as well as the adequacy and reliability of the District's water source, Clear Lake. The Heceta Water District serves approximately 4,500 customers located north of the City of Florence (18S-12W), on the Oregon Central Coast in Lane County. Clear Lake (18S-12W-11NE

SE) also lies in Lane County and is located approximately 3 miles east of Heceta Beach.

- b. The name(s) and river mile(s) of the source water and what they are tributary to, if applicable.

The District's sole drinking water source is Clear Lake. The intake is located in the Lower Siuslaw River Watershed in the Siuslaw Sub-Basin of the Northern Oregon Coastal Basin. However, the aquifer is a dominant hydrologic feature of the lake. Most of the water percolates into the sand and discharges directly into the ocean. Surface water inflow comes from Collard Creek to the north and outflow is through Clear Creek into Munsel Lake. Steady year round flows of 1 to 2 cubic feet per second leave the system via Munsel Creek, which flows into the Siuslaw River, and eventually the Pacific Ocean.

- c. Environmental flow needs and water quality requirements of supply source water bodies and water bodies downstream of associated and/or affected return flows.

Clear Lake is one of a string of lakes on the central Oregon coast that lies on the 50-mile long North Florence dunal aquifer, an important groundwater body supplying water for domestic needs in the Florence area.

- d. Reliance on return flows by downstream water right holders.

There are several water rights downstream of Clear Lake, including the City of Florence and a golf course. However as previously noted, most of the water percolates into the sand and discharges directly into the ocean.

Match Funding Information

Applicants must demonstrate a minimum dollar-for-dollar match based on the total funding request. The match may include a) secured resources, b) previously expended resources, and/or c) pending resources. For secured funding, you must attach a letter of support from the match funding source that specially mentions the dollar amount shown in the "Amount/Dollar Value" column. For pending resources, documentation showing a request for the matching funds must accompany the application. For resources that have been previously expended, the expenditure must have occurred on or after July 1, 2005. Resources expended prior to July 1, 2005 are not eligible for match purposes.

The Type of matching funds may include:	The Status of matching funds may include:
<ul style="list-style-type: none"> The value of in-kind labor, equipment rental and materials essential to the planning study provided by the applicant or partner*. 	<ul style="list-style-type: none"> Secured funding commitments from other sources.
<ul style="list-style-type: none"> Cash is direct expenditures made in support of the planning study by the applicant. 	<ul style="list-style-type: none"> Associated and documented expenditures for the planning study from non-program sources incurred on or after July 1, 2005.
	<ul style="list-style-type: none"> Pending commitments of funding from other sources. In such instances, Department funding will not be released prior to securing a commitment of the funds from other sources. Pending commitments of the funding must be secured within 12 months from the date of the award.

*"Partner" means a non-governmental or governmental person or entity that has committed funding, expertise, materials, labor, or other assistance to a proposed planning study. OAR 690-600-0010.

Match Funding Source (if in-kind, briefly describe the nature of the contribution)	Type (✓ One)	Status (✓ One)	Amount/ Dollar Value	Date Match Funds Available (Month/Year)
<i>General Fund</i>	<input checked="" type="checkbox"/> cash <input type="checkbox"/> in kind	<input checked="" type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending	\$7,500	July/08
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		
	<input type="checkbox"/> cash <input type="checkbox"/> in kind	<input type="checkbox"/> secured <input type="checkbox"/> expended <input type="checkbox"/> pending		

DETAILED EXPENDITURES

GENERAL
Fund

HECETA WATER DISTRICT
(Name of Municipal Corporation)

Line	Historical Data			EXPENDITURE DESCRIPTION	Number of Employees	Range	Budget for Next Year 2008-2009				
	Actual Second Preceding Year 2005-2006	First Preceding Year 2006-2007	Adopted Budget This Year 2007-2008				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1				1. CAPITAL OUTLAY - PAGE 2, LINE 15							1
2				2. MAIN TAPPING MACHINE							2
3				3. WATER RATE STUDY			15,000.00	15,000.00	15,000.00	15,000.00	3
4				4. CONFINED SPACE EQUIPMENT							4
5		927.00		5. SECURITY SYSTEM			6,000.00	6,000.00	6,000.00	6,000.00	5
6				6. TREE & VEGETATION REMOVAL			12,500.00	12,500.00	12,500.00	12,500.00	6
7				7. MASTER PLAN							7
8				8. CONSERVATION PROGRAM			7,500.00	7,500.00	7,500.00	7,500.00	8
9				9. SERVICE TRUCKS			60,000.00	60,000.00	60,000.00	60,000.00	9
10				10. OFFICE EQUIPMENT							10
11	990.00			11. BILLING PROGRAM							11
12	19,022.00	12,503.00	100,000.00	12. METER UPDATE PROGRAM			10,000.00	10,000.00	10,000.00	10,000.00	12
13				13. PIPE LOCATOR							13
14				14. PORTABLE GENERATOR			1,500.00	1,500.00	1,500.00	1,500.00	14
15				15. LAB EQUIPMENT			6,000.00	6,000.00	6,000.00	6,000.00	15
16				16. MAINT. SOFTWARE			7,500.00	7,500.00	7,500.00	7,500.00	16
17	5,000.00		8,000.00	17. REBUILD & REPLACE PRVS							17
18				18. GPR MAIN LOCATING			4,300.00	4,300.00	4,300.00	4,300.00	18
19				19. OFFICE SIGN							19
20				20. FENCE							20
21			1,392.00	21. MISCELLANEOUS EQUIPMENT							21
22				22							22
23				23							23
24				24							24
25				25							25
26				26							26
27				27							27
28				28							28
29				29							29
30	25,012.00	72,610.00	159,682.00	30 TOTAL EXPENDITURES			130,300.00	130,300.00	130,300.00	130,300.00	30
31				31. Unappropriated Ending Fund Balance							31
32	25,012.00	72,610.00	159,682.00	32 TOTAL			130,300.00	130,300.00	130,300.00	130,300.00	32

Project Planning Study Schedule

Estimated Project Duration: February 1, 2009 to October 1, 2009

Place an "X" in the appropriate column to indicate when each element (key task) of the project will take place.

Project Planning Study Element (Key Tasks)	2009				2010				2011 & Beyond
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
<i>Back ground and Data Gathering</i>	X								
<i>Determine Existing and Future Water Demands</i>	X								
<i>Assessment of Adequacy and Reliability of Existing Water Resources</i>	X								
<i>Development and Evaluation of Potential Conservation Strategies</i>	X								
<i>Development of a Water Emergency Curtailment Plan</i>		X							
<i>Development of Long-Term Water Management Plan</i>		X							
<i>Heceta Water Board Approval of WMCP</i>		X							
<i>Public Comment</i>		X							
<i>Summit WMCP to OWRD</i>			X						

VII. Project Planning Study Budget

Section A

Please provide an estimated line item budget for the project planning study. An example would include: labor, materials, equipment, contractual services and administrative costs.

Line Items <i>Note: Administrative costs may not exceed 10% of the total funding requested by the Department.</i>	Unit Number (e.g. # of hours)	Unit Cost (e.g. hourly rate)	In-Kind Match	Cash Match Funds	OWRD Grant Funds	Total Cost
Water Management & Conservation Plan	LS	\$12,000.00		\$6,000	\$6,000	\$12,000
Administrative Costs	LS	\$500.00		\$250	\$250	\$250
Total for Section A				\$6,250	\$6,250	\$12,500
Percentage for Section A				50%	50%	100%

Section B

If Grant amount requested is \$50,000 or greater, you **MUST** complete Section B. Elements (key tasks) in Section B should be the same as the elements (key tasks) in Section VI (Project Planning Study Schedule).

Project Planning Study Element (Key Tasks)	In-Kind Match	Cash Match Funds	OWRD Grant Funds	Total Cost
Total for Section B				

Totals in Section B must match the totals in Section A

To add a project to the inventory of potential conservation opportunities, please provide the following information for each conservation project.

This is a <input type="checkbox"/> Capital Conservation Project <input checked="" type="checkbox"/> Programmatic Conservation Project	
Project #/Name	Heceta Water District Conservation Plan
Project Description	Water District Conservation Program
Estimated Future Savings	10% reduction in average water demand
Seasonality	Year Round
Estimated Future Costs	\$1,000 to 5,000 per year
Implementation Schedule	WMCP to be finalized in 2009, conservation program implementation 2010
What are the barriers to implementation, e.g. funding?	Developing an effective program that will optimize water conservation by the District and its consumers.
This is a <input type="checkbox"/> Capital Conservation Project <input type="checkbox"/> Programmatic Conservation Project	
Project #/Name	
Project Description	
Estimated Future Savings	
Seasonality	
Estimated Future Costs	
Implementation Schedule	
What are the barriers to implementation, e.g. funding?	

- Include this form with your application -