

Monthly Progress Report

Riverside County Renewable Energy Planning Program



Commission Agreement #: REN-13-002
Monthly Progress Report #: 01
Attached to Invoice #: N/A (because of late start date)
Period Covered: July 1, 2014* through July 31, 2014
** Note: Grant agreement did not go into effect until July 21, 2014.*

Project Manager: Cindy A. Thielman-Braun
Telephone # / Email: (951) 955-8632 / cthielma@rctlma.org
Commission Agree. Manager: Cory Irish, MS - 18
Telephone # / Email: (916) 654-4739 / cory.irish@energy.ca.gov

Executive Summary

The County of Riverside kicked off its work under this grant Agreement with a trip by the project team to Sacramento to meet in-person with staff from the California Energy Commission (CEC). As part of the commencement process, a number of other meetings were also held locally or attended by tele-conference. To stay on-schedule, the rest of the month's activities focused primarily on the administrative start-up activities needed to get the Riverside County eligible renewable energy development (eRED) team and project efforts underway. First and foremost, administrative and fiscal management structures were set up to track and coordinate project work efforts, spending and budgeting by County staff. (Note: The first invoice will be included with the next month's progress report. Because of the late agreement start date, only a small amount of budget tracking data has accrued to date.) The other area of primary effort was on preparing the Request For Proposals (RFP) to solicit bids for the subcontracted engineering work proposed (for Major Sub #1) under Task 4 of the Agreement. Lastly, work has begun on development of the Riverside County eRED project website and GIS mapping efforts.

Work Statement

This section briefly addresses the status of the project's approved tasks in the Work Statement. Discussion is split into three sections focusing on completed activities, ongoing activities and, lastly, activities with no new progress to report. Each subtask item includes a report on its status, including discussion of any products due and whether or not the project is progressing according to schedule. Where applicable the discussion also covers any problems encountered, proposed changes contemplated and anticipated results for the upcoming quarter.

Summary of Completed Agreement Activities

A. Task 1.1 – CEC Kickoff Meeting

The kickoff meeting between the County of Riverside eRED team and CEC staff occurred on Tuesday, July 22, 2014, at CEC headquarters in Sacramento, California. County attendees were: Juan C. Perez, Cindy A. Thielman-Braun, Tiffany North, Phil Rosentrater, Larry Ross and Ed Cooper. CEC staff attendees were: Pablo Gutierrez and Cory Irish. We also met Eli Harland briefly. The meeting was very informative and helpful. The background information on geothermal provided by Pablo (before/after the formal meeting) was particularly interesting. This task is completed. See **Attachment A** for work product: kickoff meeting agenda.

B. Task 1.6 – Required Permit Information

The project does not include any ground-disturbing work or construction. As such, and per the grant application, no environmental or other permits will be needed for performing the scope of work associated with this Agreement. See **Attachment B** for the formal letter documenting this as required pursuant to Task 1.6. This task is completed. However, the CEC will be notified immediately should this information or the associated assumptions change in any way.

Status of Ongoing Agreement Activities

The tasks listed below are ongoing and have had activity performed as indicated. Unless noted otherwise, each of these tasks will be reported on further in subsequent progress reports. Ongoing items will remain in this section unless concluded or there has been no activity during the reporting period. In such cases, the item will be discussed in the applicable other section instead.

A. Task 1.4 – Monthly Progress Report

This first progress report is submitted pursuant to Task 1.4; due on the tenth working day of each month as per the Agreement schedule. Since this is the first report, the County requests feedback on any questions, comments or revisions the CEC would like to see, if any. Also, as noted above, because the Agreement was not executed until late in July 2014, the first County invoice to the CEC will be

submitted with next month's (September 2014) progress report, rather than this one. This subtask remains on track in terms of budgeted funds and hours at this time. This item will continue to be produced monthly as per Work Statement and schedule.

B. Task 2.1 – Kickoff Meeting (Internal County)

A "formal" internal County kickoff meeting has not yet been held. Although originally planned for August 7, 2014, it has been delayed to September 2014 because of the late execution date of the CEC Agreement and the CEC kickoff meeting that occurred in July. There have, however, been several meetings of the County team to date; see discussion under Task 2.2, below. As demonstrated throughout this report, however, the lack of "formal" County meeting has not held up or hindered to start of planned work efforts on this project. Although slightly behind schedule, this subtask remains on track in terms of budgeted funds and hours at this time. Once the formal meeting scheduled for this task has occurred, the results will be reported in the applicable progress report (presumably the October 2014 report).

C. Task 2.2 – Team Meetings

There have been several meetings of all or portions of the eRED team during July. An "informal" (i.e., prior to Agreement execution and not billed to this grant) team kickoff meeting was held on May 13, 2014, to discuss overall grant progress and planned team organization. This subtask remains on track in terms of budgeted funds and hours at this time. This item will continue to be ongoing as County needs arise.

D. Task 2.3 – RFP for Consultant Services

Since the engineering subcontractor is needed to accomplish the technical work under Task 4 of the Agreement, start-up efforts have been focused on preparing the Request For Proposals (RFP) necessary to solicit bids for this portion of the work. We are currently on-schedule with this work effort. A draft of the RFP has been prepared and an engineering expert in the County Transportation Department (Khalid Nasim, Engineering Division Manager) is reviewing it. (*Note:* We are requesting to add Khalid Nasim to the staff to be billed under the grant. See details under, "Additional Information.") This item will continue to be ongoing as the County prepares the proposed RFP. The draft RFP is expected to be submitted to the CEC with the monthly progress report for September 2014. This subtask remains on track in terms of budgeted funds and hours at this time.

E. Task 3.1 – Assemble Existing eRED Data

This task has been initiated in association with the research and preparation the Project Manager (Cindy A. Thielman-Braun) has performed in developing the initial project presentations (for example, for the CEC kickoff meeting, etc.). The eRED team has also begun researching and studying existing eRED data

and related technological information providing background on the issues the County is facing. This subtask remains on track in terms of budgeted funds and hours at this time. This item will be ongoing as County work effort continues with no specific work product expected in the next three months (first work product expected in January 2015).

F. Task 4.1 – Assemble Information/Data for Salton Sea eRED Study Region

Akin to the work initiated for countywide eRED conditions, this subtask has also been initiated in association with the research and preparation the Project Manager has performed in developing the initial project presentations. Similarly, the eRED team has also begun researching and studying existing eRED data and related technological information providing background on the issues the County is facing in the Salton Sea region. This subtask remains on track in terms of budgeted funds and hours at this time. This item will be on-going as County work effort continues with no specific work product expected in the next three months.

G. Task 4.4 – Outreach and Coordination with Salton Sea Authority

This item will be ongoing as project needs dictate. No specific work product expected in the next three months, although meeting agendas will continue to be forwarded for any meetings that do occur. This subtask remains on track in terms of budgeted funds and hours at this time.

H. Task 7.1 – Develop and Publish Project Webpage

Project Manager has initiated discussions with the Riverside County Information Technology (RCIT) department on the design of the project website and its technical needs. The initial webpage is currently under preparation by RCIT. County expects the project homepage (at minimum) to be launched by early September 2014. URL and associated work product will be included in next month's progress report. This subtask remains on track in terms of budgeted funds and hours at this time.

Tasks Not Yet Begun or With No Notable Changes

For the report period of this progress report, no new work has been undertaken on the tasks listed below. In every case, unless noted otherwise, these tasks are those for which requisite prior actions are not yet complete. None of these tasks have any specific work product anticipated in the next three months (unless noted otherwise). Agendas and notes will continue to be forwarded for any meetings that do occur.

A. Task 1.2 – Critical Project Review (CPR) Meetings

B. Task 1.3 – Final Meeting

C. Task 1.5 – Final Report

D. Task 1.7 – Obtain and Execute Subcontracts (See update under Task 2.3 for related work. To be completed by January 2016; see Schedule.)

- E. **Task 3.2 – Develop eRED Opportunities and Constraints Criteria** (See related Task 3.1 update. To be completed by January 2016; see Schedule.)
- F. **Task 3.3 – Identify Areas Suitable for Additional eRED Study**
- G. **Task 4.2 – Analyze Salton Sea eRED Opportunities and Constraints**
- H. **Task 4.3 – Develop Salton Sea eRED Study Region Policies and Plans**
- I. **Task 4.5 – Technical Coordination with Utilities and Other Agencies in Salton Sea Region** (See update under Task 4.4 for related work.)
- J. **Task 5.1 – Revise General Plan: Eastern Coachella Valley Area Plan**
- K. **Task 5.2 – Revise General Plan: Multipurpose Open Space Element**
- L. **Task 5.3 – Revise General Plan: Rest of Document**
- M. **Task 5.4 – Prepare General Plan Documents for Processing**
- N. **Task 6.1 – CEQA Initial Study** (Draft document due to CEC in October 2014)
- O. **Task 6.2 – Prepare Environmental Review Document**
- P. **Task 6.3 – CEQA Consultations**
- Q. **Task 6.4 – Prepare Final CEQA Documents for Processing**
- R. **Task 7.2 – Public Agency and Stakeholder Coordination and Other Outreach Meetings**
- S. **Task 8.1 – General Plan Amendment Initiation Process (GPIP) Processing**
- T. **Task 8.2 – Planning Commission Processing**
- U. **Task 8.3 – Board of Supervisors Processing**
- V. **Task 8.4 – Final Documents (Post-Adoption Actions, if Applicable)**

Work Product / Deliverables

Products are “any tangible item specified in the Work Statement.” As per the conditions of Exhibit C, item 5 (“Products”), “Unless otherwise directed, draft copies of all products identified in the Work Statement shall be submitted to the Commission Agreement Manager for review and comment. The Recipient will submit an original and two copies of the final version of all products to the Commission Agreement Manager.” Thus, in accordance with this directive, the following work products are submitted for this reporting period.

- A. **Attachment A:** Agenda for CEC Kickoff Meeting, July 22, 2014. (Task 1.1)
- B. **Attachment B:** Letter, dated July 31, 2014, addressing permits for this project. (Task 1.6)
- C. **Attachment C:** Proposed revisions for Prime Labor Rates (Agreement Exhibit B, Attachment B-2), dated July 31, 2014, and related correspondence. (Task 1.1)
- D. **Attachment D:** Revised Schedule, dated July 31, 2014. (Task 1.1)

Financial Status

This section presents a brief narrative addressing costs incurred to-date in relation to the approved Budget. Also includes a discussion as to whether or not the project is progressing within the approved Budget, as well as identification of any proposed changes or adjustments being that may be considered.

As noted above, no invoice is being submitted with this first progress report due to the short time period involved. Rather, the next month's progress report will include invoicing for all of the County's work efforts from the grant start date (July 21, 2014) through September 3, 2014. (The extra three days in September coincide with the end of a County pay period.)

While reviewing the budget forms from the Agreement as part of project start-up, one budget discrepancy was uncovered. Specifically, on Attachment B-2 (Prime Labor Rates) of Exhibit B, several GIS staff members were omitted from the form. As shown in **Attachment C** to this report, the following three positions / staff members all from the Riverside County Information Technology (RCIT) Department were omitted from the form, along with the hours assigned to each.

- Phillip Kang, Senior GIS Analyst (74 hours)
- Vinnie Nguyen, GIS Analyst (27 hours)
- Thomas Wolfe, IT Web Developer II (26 hours)

The version of Attachment B-2 received by the County (also included in **Attachment C**) only listed Angel Perez, GIS Supervisory Analyst (74 hours); a total of 127 hours are missing from the sheet. Thus, the total hours listed on B-2 should amount to 3,214 hours, rather than the 3,087 hours indicated. On the positive side, however, all of these three missing personnel bill at the standard GIS rate already indicated for Angel Perez (i.e., unloaded rate of \$45.42/hour). Also, although missing from the Prime Labor Rates lists, the **total grant funds** that were to be allotted to cover these missing 127 hours **are correctly** included in the grant totals everywhere else throughout Exhibit B and the grant Agreement. That is, it appears that the omission of these three jobs/staff rates did not affect any other budget assumptions and adding the missing 127 hours back onto Attachment B-2 would **not** alter or affect any of the existing budget totals or associated tasks.

Lastly, this form may just be a typo (perhaps the rows were inadvertently hidden in Excel?) because in earlier correspondence between the County and CEC, these staff members were included on staff lists, etc. (See correspondence included in **Attachment C**). Thus, the County hopes that the CEC can resolve this inconsistency quickly and without undue complications. The County will await direction from the CEC on whatever specific steps may be necessary on the County's part to ensure this error is corrected.

In regards to the rest of the project, at present there are no issues outstanding (in either the Work Statement or the Budget) that might necessitate amendment of the Agreement. Aside from the restoration of the missing 127 hours for RCIT staff, no budget changes or alterations are requested at this time. Should an issue arise with the potential to lead to an amendment request, the County will contact the CEC immediately. At this time no other such issues are foreseen or anticipated.

Additional Information

The following items address any information in the Work Statement or Special Conditions not already covered in one of the above sections. Ministerial types of project information are also addressed, as well as the outlook for any significant future changes (i.e., amendments) or discussion of any problems not already addressed elsewhere.

County Personnel Notes

As the County eRED team starts its work, there have been a few adjustments in County personnel involved in the project. None of these changes affect “Key Personnel,” however. These minor County personnel changes are indicated below and detailed more fully in **Attachment C**.

- A. Planning Department, Principal Planner:** As mentioned at the CEC kickoff meeting on July 22nd, Larry Ross is replacing Kristi Lovelady in this position. No change in rate or allotted hours are proposed at this time.
- B. Transportation Department, Senior Engineer:** One additional person from this department is being added to staff potentially billing under this category. Khalid Nasim, Engineering Division Manager, is being added to help prepare the engineering subcontractor RFP and to coordinate the work that will ultimately be performed by the selected subcontractor. Khalid Nasim will be billed at the same rate as the Senior Engineer/Planner (e.g., \$74.15, unloaded) and will share the Senior Engineer/Planner hours originally allotted solely for Richard Fairhurst (e.g., 40 for Khalid, 64 for Richard). Thus, the total number of hours (104) and associated billing rate will be unchanged. The County requests CEC direction on what specific steps or forms are needed to accomplish this proposed personnel addition.
- C. RCIT, Three Personnel:** As noted above, three RCIT personnel and their hours were omitted from the Prime Labor Rates list. Again, the County will await CEC direction on how to make the specific correction(s) needed, as deemed appropriate by the CEC.

Schedule Update

As discussed at the CEC kickoff meeting on July 22nd, slight revisions have been made to the Agreement Schedule to reflect date corrections (slight changes) and to more clearly define the deliverable due for certain tasks / subtasks. For clarity, the proposed changes are shown in redline/strikeout on the revised Schedule. See **Attachment D**.

Amendments

Item 8 (“Amendments”) of Exhibit C, Terms and Conditions of Non-Federally Funded Grants, of the Agreement notes that, “Changes to the Work Statement, changes to specific line items in the budget, or both, may be made under certain conditions.” At present, there are no issues outstanding (neither in

the Work Statement nor Budget) that would necessitate the proposal of an amendment to the Agreement other than, potentially, whatever changes may be necessary to correct the oversight of the RCIT staff, as discussed above. Should any other issue arise with the potential to lead to an amendment request, the County will contact the CEC immediately. At this time, however, no such issues are foreseen or anticipated beyond the issue noted.

Legal Notice

No product or report produced as a result of work funded by this program shall be represented to be endorsed by the California Energy Commission and all such products or reports shall include the following statement:

“This document was prepared as a result of work sponsored by the California Energy Commission. It does not necessarily represent the views of the Energy Commission, its employees, or the State of California. The Energy Commission, the State of California, its employees, contractors, and subcontractors make no warranty, express or implied, and assume no legal liability for the information in this document; nor does any party represent that the use of this information will not infringe upon privately owned rights.”

Attachment A:

Agenda for CEC Kickoff Meeting, July 22, 2014

CALIFORNIA ENERGY COMMISSION
RENEWABLE ENERGY DIVISION
Renewable Energy and Conservation Planning Grants
and
RIVERSIDE COUNTY

Kick-off Meeting
4 North Conference Room A
July 22, 2014
10:30 – 12:30 p.m.

AGENDA

1. Introductions (5 min.) Pablo S. Gutiérrez, CEC
2. Project Presentation (50 min.) Cindy Thielman-Braun, Riverside County
 - Objectives
 - Purpose
 - Project Status
 - Work Statement,
 - and deliverables
 - Project Schedule
 - Budget
 - Final Report
3. General Administration (20 min.) Cory Irish, CEC
4. Conclusions Pablo

Attachment B:

Letter, dated July 31, 2014, addressing permits for this project



Juan C. Perez
Interim Planning Director

RIVERSIDE COUNTY PLANNING DEPARTMENT

July 31, 2014

PON-13-504
Attn: Pablo S. Gutierrez, Contract Agreement Manager
California Energy Commission
1516 Ninth Street
Sacramento, CA 95814

RE: Permit Requirements for the Riverside County eRED Planning Project (REN-13-002)

Dear Mr. Gutierrez:

This letter is being submitted pursuant to Task 1.6 of the Scope of Work associated with the Riverside County Eligible Renewable Energy Resource Development (eRED) Planning Project (REN-13-002). Task 1.6 requires the County to "Identify and obtain required permits" necessary for any work completed under the grant Agreement.

As stated at the July 22, 2014, kickoff meeting at the CEC, the County reiterates that no permits have been identified as being necessary for the proposed Scope of Work. No construction or other ground-disturbing work is proposed as part of this project and, thus, no permits of any kind are planned or contemplated. Of course, if during the course of the Agreement any permit is found to be necessary, the appropriate information and an updated schedule will be provided to the Commission Agreement Manager (CAM) immediately. However, due to the nature of this project as a General Plan Amendment with no construction or development of any kind proposed, there is not expected to be any need for any additional permits or previously unforeseen permits, and this letter is expected to conclude the County actions necessary to complete Task 1.6.

If there are any questions or other needs in conjunction with this information, please do not hesitate to contact me by email at cthielma@rctlma.org or by telephone at (951) 955-8632. The Riverside County eRED Team looks forward to working with the CEC to successfully completing this grant effort.

Cordially,

Cindy A. Thielman-Braun
eRED Project Manager
Urban / Regional Planner IV
Riverside County Planning Department

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P.O. Box 1409, Riverside, California 92502-1409
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Palm Desert, California 92211
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Attachment C:

- Proposed revisions for Exhibit B, Attachment B-2 (Prime Labor Rates), dated July 31, 2014.
- Existing version of Exhibit B, Attachment B-2 (Prime Labor Rates), received from CEC, dated June 18, 2014.
- Correspondence between County (Cindy A. Thielman-Braun) and CEC re staff lists, etc., dated May 5, 2014. (Shows Form B-2 revised to show personnel names, including GIS personnel, provided in response to request from CEC.)

Exhibit B: Att B-2 Prime Labor Rates

Riverside County Renewable Energy Planning Program

Commission Agreement #: REN-13-002

Applicable Period: 6/18/2014
through 3/31/2016**PROPOSED REVISIONS**

County of Riverside					
Time intervals from the start of the project through the Contract Term End Date. (Use your organization's fiscal year start / end dates.)		Job Classification / Title	Projected Hourly Unloaded Rates (\$) *		Total Hours Worked
			From:	6/18/2014	
			To:	3/31/2016	
			(\$) Unloaded Max. Rate		
Notes	Name				
(1)	Kristi Lovelady Larry Ross	Principal Planner		\$79.63	353
	Cindy Thielman-Braun	Urban / Regional Planner IV		\$79.63	1,704
	P. Nanthavongdouangsy	Urban / Regional Planner III		\$76.26	221
	Desiree Bowie	Office Assistant II		\$22.75	62
	Chad Young	Sr Environmental Resrc. Specialist		\$47.19	62
(2)	Richard Fairhurst	Sr Engineer/Planner		\$74.15	104 64
(2)	Khalid Nasim	Engineering Division Manager		\$74.15	40
	Kevin Tsang	Asst Civil Engineer		\$56.03	24
	Tiffany North	Deputy County Counsel		\$68.67	100
(3)	Angel Perez	GIS Supervisory Analyst		\$45.42	74
(3)	Philip Kang	Senior GIS Analyst		\$45.42	27
(3)	Vinnie Nguyen	GIS Analyst		\$45.42	74
(3)	Thomas Wolfe	IT Web Developer II		\$45.42	26
	Phil Rosentrater	Deputy Director, EDA		\$48.27	383

Notes: (1) Larry Ross replaced Kristi Lovelady as Principal Planner, effective July 21, 2014.

(2) Hours originally allotted solely to Richard Fairhurst to be shared by Khalid Nasim. No change to rate, total hours or total billable.

Khalid Nasim is being added to provide engineering sub oversight expertise. Effective July 21, 2014 (if possible to simplify invoicing).

(3) These names / job classifications were included in our original application. Not clear why omitted from Att B-2. All RCTI staff bill at the same hourly rate (\$45.42/hour). Total hours allotted is under-reported by 127 hours, as shown above.

* Actual billable rates cannot exceed the rates specified in this exhibit.

Total Hours: As shown (3,087); Proposed (3,214)

06/18/2014

Page 3 of 5
Exhibit B - Att B-2: Prime Labor RatesREN-13-002
County of Riverside

Exhibit B
Att B-2 Prime Labor Rates

County of Riverside				
Name	Job Classification/Title	Projected Hourly Unloaded Rates (\$)*		Total Hours Worked
		From:	6/18/14	
		To:	3/31/16	
Kristi Lovelady	Principal Planner		(\$) Unloaded Maximum Rate	
Cindy Thielman-Braun	Urban/Reg. Planner IV		\$ 79.63	353
P. Nanthavongdouangsy	Urban/Reg. Planner III		\$ 76.26	1704
Desiree Bowie	Office Assistant II		\$ 22.75	221
Chad Young	Sr Envi Resrc Specialist		\$ 47.19	62
Richard Fairhurst	Sr Engineer/Planner		\$ 74.15	62
Kevin Tsang	Asst Civil Engineer		\$ 56.03	104
Tiffany North	Dep. County Counsel		\$ 68.67	24
Angel Perez	GIS Supv. Analyst		\$ 45.42	100
Phil Rosenkrater	Dep. Director, EDA		\$ 48.27	74
				383

6-18-14

Page 3 of 5
Exhibit B - Att B-2 Prime Labor Rates

REN-13-002
County of Riverside



*Juan C. Perez
Interim Planning Director*

RIVERSIDE COUNTY PLANNING DEPARTMENT

May 15, 2014

PON-13-504

Attn: Pablo S. Gutierrez, Contract Agreement Manager
California Energy Commission
1516 Ninth Street
Sacramento, CA 95814

RE: Clarifications to CEC Renewable Energy Grant Application (PON 13-504)

Dear Mr. Gutierrez:

Below are the County of Riverside's response to your questions and comments that were forwarded to us by email (April 25 and May 1, 2014). These additional items, clarification and revisions should address any remaining questions on the part of the CEC. However, please do not hesitate to contact us if any remain.

Budget Response Items

1. **Att B-1 Task Summary:** Thank you for the explanation on task transfers and caps. As to your question regarding the planned subcontractor, at present the proposed work effort envisions all work being done essentially "in-house," that is by County of Riverside staff, other than the specialized engineering work needed in the Salton Sea region. There are no plans to use subcontractors for any of the other tasks. Thus, the placement of all subcontracting work under a single task (Task 4) was deliberate to ensure that the accessible "pool" of funds is available as needed to successfully contract out the planned engineering work. We will be sure to keep in mind the cap and other CEC rules and requirements as we manage and oversee the budget for this work effort.
2. **Att B-2 Prime Labor Rates:** This has been revised as requested; see Attachment A.
3. **Att B-3 Prime Non-Labor Rates:** Revised as requested; see Attachment B. In addition, the noted terms are defined as follows:
 - **Health Cafeteria Contribution** - This is the amount that the County contributes towards health benefits for those employees using "flexible spending account plans" (also referred to as "cafeteria plans"). These are health benefits in which the County contributes a set amount of pre-tax funds from which the employee may then direct his/her own healthcare spending for qualified medical, dental and optical services.
 - **County Delivery** - This charge comes from the County's central Purchasing's Supply Services Division. It is the rate charged for delivering office supplies, janitorial and system furniture to County departments and facilities. The rate includes the cost of staff labor, carpool expense, fuel and administrative overhead.
 - **Landscaping** - This item covers the County's pass-through charges for third-party vendor maintenance of the landscaping and exterior grounds of County facilities.

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4. **Att B-4 Direct Operating Expenses:** The proposed budget plans for four County staff to travel to Sacramento to attend up to four meetings. If the number of meetings ultimately necessary needed exceeds this total, the County of Riverside would request to meet via teleconference, if feasible.

Unless the Energy Commission requests otherwise, the four County staff listed under #6 (below) will attend the meetings in Sacramento, including the kick-off and close-out meetings with the CEC in Sacramento. For any additional meetings that may prove necessary, all or a portion of this same group would attend as well.

5. **Schedule:** The proposed schedule included in the grant application has been revised per your request; see Attachment C.
6. **Kick-off Meeting and First CPR Meeting:** For the kick-off meeting, the County anticipates a total of four Project Team members, as indicated below, will attend the meeting in Sacramento. The County of Riverside would like to request the kick-off meeting with the CEC for **Tuesday, July 22, 2014, preferably around 10:00 a.m.** For the first CPR meeting, and any subsequent ones, the County would request to hold them via teleconference or web/video conference, if possible. The date for the first CPR meeting is listed on the revised Schedule and will also include the below team members. If needed, additional team members working in specific areas may also be included (e.g., engineering subconsultant, GIS map preparers).
- Juan C. Perez, TLMA Director / Interim Planning Dept. Director (Overall Project Director)
 - (or if Mr. Perez is unavailable) Phil Rosentrator, Deputy Director, Economic Development Agency
 - Cindy A. Thielman-Braun, Urban/Regional Planner IV, Planning Dept. (Project Manager)
 - Tiffany North, Esq., Deputy County Counsel (Legal Counsel)
 - Ed Cooper, TLMA Deputy Director (Fiscal Manager)

Text Revisions

1. **Project Narrative, Figure 2:** Enclosed with this letter is a revised version of Figure 2 from page 4 of the Project Narrative included in the County's grant application. It has been revised to remove six solar project applications that had been either abandoned or processed under a different case number. The removal of these cases allows a more accurate estimate of case processing durations. See Attachment D.
2. **Scope of Work (Attachment 2, Exhibit A):** Lastly, enclosed for your review and use is the Scope of Work document that encompasses the comments, edits and revisions requested by the CEC. The version attached is in redline/strike-out and annotated to explain the revisions we have made and answer the questions posed by the CEC in the "Comments." See attached document, "Attachment 2, Exhibit A."

If there are any questions or other needs in conjunction with this response, please do not hesitate to contact me by email at cthielma@rctlma.org or by phone at (951) 955-8632. Since time is of the essence, we will expedite any additional edits needed. We look forward to working with the CEC to successfully completing this grant effort.

Cordially,

Cindy A. Thielman-Braun
Urban / Regional Planner IV
Riverside County Planning Department

Enclosures: Attachment A – Revised Budget Form Att B-2 (Prime Labor Rates)
Attachment B – Revised Budget Form Att B-3 (Prime Non-Labor Rates)
Attachment C – Revised Schedule of Products and Due Dates
Attachment D – Revised Figure 2 (Renewable Energy Resource Projects in Riverside County)
(Note: Both a redline/strikeout copy and a clean copy are enclosed.)
"Attachment 2, Exhibit A" - Revised Scope of Work (Annotated redline/strikeout version)

Exhibit B
Att B-2 Prime Labor Rates

Attachment A
(Revised May 1, 2014)

County of Riverside

Time intervals from the start of the project through the Contract Term End Date. (Use your organization's Fiscal Year start / end dates.)		Projected Hourly Unloaded Rates (\$)*								Total Hours Worked
		<If Contractor is a UC or DOE entity, salary identified will be unloaded Monthly>								
		From:	To:	From:	To:	From:	To:	From:	To:	
Name	Job Classification/Title	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate	(\$) Unloaded Maximum Rate		
Kristi Lovelady	Principal Planner	\$ 79.63							353	
Cindy Thielman-Braun	Urban/Reg. Planner IV	\$ 79.63							1704	
P. Nanthavongdouangsy	Urban/Reg. Planner III	\$ 76.26							221	
Desiree Bowie	Office Assistant II	\$ 22.75							62	
Chad Young	Sr Envr/ Resrc Specialist	\$ 47.19							62	
Richard Fairhurst	Sr Engineer/Planner	\$ 74.15							104	
Kevin Tsang	Asst Civil Engineer	\$ 56.03							24	
Tiffany North	Dep. County Counsel	\$ 68.67							100	
Angel Perez	GIS Supv. Analyst	\$ 45.42							74	
Phil Kang	Sr GIS Analyst	\$ 45.42							27	
Vinnie Nguyen	GIS Analyst	\$ 45.42							74	
Robert Pincus	IT Web Developer II	\$ 45.42							26	
Phil Rosentrater	Dep. Director, EDA	\$ 48.27							383	

* Actual billable rates cannot exceed the rates specified in this exhibit.

* Rates listed must be unloaded rates (that is, before fringe benefits, overhead, G&A or Profit). These rates must reflect the highest salary or wage rate that is actually paid to the employee.

PLEASE SEE THE INSTRUCTIONS SHEET FOR DETAILED INFORMATION ON COMPLETING THIS FORM.

If the budget forms are not filled out completely your bid/proposal may be rejected.

January 2014

Page 1 of 2
Exhibit B - Att B-2 Prime Labor Rates

PON-13-504
Attachment 5

Attachment D:

Revised Schedule, dated July 31, 2014.

HANDOUT 2

ATTACHMENT C (May 14, 2014)

Revised: July 31, 2014

Schedule of Products and Due Dates

Task Number	Task Name	Product(s)	Due Date
1	ADMINISTRATION		
1.1	Attend Kick-off Meeting (in Sacramento)		COMPLETED 7/22/14 (PR 1)
	a) Updated Schedule of Products		DONE 7/22/2014 (PR 1)
	b) Updated List of Permits		DONE 7/22/2014 (PR 1)
	c) Kick-Off Meeting Agenda (CEC)		DONE 7/22/2014 (PR 1)
1.2	Critical Project Review Meetings		
	a) First CPR Meeting (Preferably by teleconference or webconference)		Proposed Meeting Date: 2/18/15
	• Agenda and list of expected participants (CEC)		2/18/2015
	• Schedule for written determination (CEC)		2/18/2015
	• Written determination (CEC)		2/18/2015
	• CPR Report		2/13 18/2015
	b) Additional CPR Meeting(s), as per CEC Request (TBD, pref. via teleconf. or webX)		
	• Utilize same products as first CPR meeting.		TBD, if needed
	• Utilize same products as first CPR meeting.		TBD, if needed
1.3	Final Meeting		Proposed Meeting Date: 4/11/16
	a) Written documentation of meeting agreements		4/14/2016
	b) Schedule for completing closeout activities		4/14/2016
1.4	Monthly Progress Reports		
	Monthly Progress Reports		Tenth business day of each month, commencing 8/12 14/2014
1.5	Final Report		
	a) Draft Outline of the Final Report		1/4/2016
	b) Final Outline of the Final Report		1/15/2016
	c) Draft Final Report		1/29/2016
	d) Final Report		3/31/2016
1.6	Identify and Obtain Required Permits		COMPLETED 7/31/14 (PR 1)
	a) Letter documenting the permits or stating that no permits are required		DONE 7/31/2014 (PR 1)
	b) A copy of each approved permit (if applicable)		Within 10 days of receiving each permit
	c) Updated list of permits as they change during the term of the Agreement (if applicable)		Within 10 days of change in list of permits
	d) Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)		Within 10 days of change in schedule for obtaining permits
1.7	Obtain and Execute Subcontracts		
	a) Draft subcontracts		15 days prior to scheduled execution date
	b) Final subcontracts		Within 10 days of execution
2	PROJECT MANAGEMENT		
2.1	Kickoff Meeting		Proposed Mtg Date: 8/7/14 --> 9/22/14
	Kickoff Meeting Agenda & Meeting Notes		8/14/2014 --> 10/15/14
2.2	Team Meetings		
	Team Meeting Agenda & Meeting Notes		Tenth business day of each month, commencing 9/15/14
2.3	Issue RFP for Consultant Services		
	a) Request for Proposals & RFP Distribution List		8/14/2014 --> 9/15/14
	b) Consultant Proposals		10/15/2014
	Tent. BOS Date -- For Resolution to award contract		Tent. BOS: Dec. 16, 2014
	c) Board of Supervisor Resolution Approving Consultant Contract		1/15/2015
	d) Contract with Selected Consultant		1/15/2015

Task Number	Task Name	Product(s)	Due Date
1	ADMINISTRATION		
3	RENEWABLE ENERGY RESOURCES INFORMATION DEVELOPMENT		
3.1	Collect, Assemble & Map Existing Eligible Renewable Energy Resources (ERER) Data		
	a) Maps of generalized countywide eligible renew. energy resources		1/15/2015
	b) GIS layers of existing eligible renew. energy resources data		1/15/2015
3.2	Develop Matrix for ERER Opportunities & Constraints Criteria	Matrix of relevant opportunities and constraints criteria for use in identifying areas suitable for eligible renewable energy resource development (ERERD)	3/13/2015
3.3	Identify Areas Suitable for Additional ERERD Study		
	a) Maps identifying County regions where additional planning for ERERD is appropriate.		4/14/2015
	b) GIS layers of publicly-available data used to support the identification of these ERERD areas		4/14/2015
	c) List of General Plan Elements, policies & maps to be revised to enhance discussion & overall planning for ERER in the General Plan		4/14/2015
4	DEVELOP DATA AND PLANS FOR SALTON SEA ELIGIBLE RENEWABLE ENERGY RESOURCE DEVELOPMENT (ERERD) STUDY REGION		
4.1	Collect, Assemble & Map ERER Opportunities & Constraints Data for Salton Sea ERERD Study Region		
	a) GIS layers & Maps identifying opportunities & constraints for ERERD within the Salton Sea ERERD Study Region		6/12/2015
	b) Mapping report and presentation graphics of same, as needed		6/12/2015
	c) GIS layers of publicly-available data used to support the id of these areas		6/12/2015
4.2	Analyze Opportunities & Constraints Data for Salton Sea ERERD Study Region	Matrix of relevant opportunities and constraints criteria for use in identifying areas suitable for eligible renewable energy resource development for Salton Sea ERERD Study Region	7/4 --> 15/2015
4.3	Develop Implementation Criteria and Policies for Salton Sea ERERD Study Region	List of General Plan Elements, policies and maps proposed to be revised to implement eligible renewable energy resource development within the Salton Sea ERERD Study Region	8/12 --> 14/2015
4.4	Outreach & Coordination with Salton Sea Authority		
	a) Meeting agendas and summary notes, as applicable		Tenth business day of the month after the date of the meeting or workshop
	b) Updates to project website, as applicable		Tenth business day of the month, commencing 11/17/14
4.5	Technical Coordination & Outreach with Utilities & Other Agencies Serving the Salton Sea ERERD Study Region	Meeting agendas and summary notes, as applicable, from any meetings or workshops held	Tenth business day of the month after the date of the meeting or workshop
5	REVISE GENERAL PLAN		
5.1	Revise Eastern Coachella Valley Area Plan (ECVAP) to Implement Salton Sea ERERD Study Region	Draft of ECVAP showing proposed changes to add Salton Sea ERERD Study Region and/or any other implementing policies, plans or maps.	9/15/2015
5.2	Revise General Plan Multipurpose Open Space Element (MOSE) to Expand the ERER Section & Coordinate with DRECP	Draft of Multipurpose Open Space Element	9/15/2015
5.3	Revise Remainder of General Plan to Coord./Implement Newly Proposed ERERD Policies & Plans		
	a) Draft of Land Use Element		9/15/2015
	b) Draft of Circulation Element		9/15/2015
	c) Draft of any other portions of General Plan to be revised, incl. remaining Area Plans, as needed		9/15/2015
5.4	Prepare General Plan Documents for Processing		
	a) Draft of General Plan documents needed for review and processing		9/15/2015
	b) Online posting of draft General Plan document related for GPA processing		9/15/2015
	c) Final (clean) version of revised General Plan documents resulting from GPA adoption process		1/15/2016
	d) Online posting of the final (clean) General Plan documents prepared for final GPA processing		1/15/2016
6	CEQA REVIEW		
6.1	CEQA Initial Study	Completed Initial Study	11/17/2014
6.2	Negative Declaration or Mitigated Negative Declaration	Negative Declaration or Mitigated Negative Declaration	10/15/2015
6.3	CEQA Consultations	Meeting agendas, scoping notices, agency consultation notes, etc., as required by CEQA	Tenth business day of the month following meeting

Task Number	Task Name	Product(s)	Due Date
1	ADMINISTRATION		
6.4	Prepare Final CEQA Documents for Processing		
	a) Staff Report		8/14 --> 10/15 /2015
	b) Resolution(s) for CEQA findings, as needed		8/14 --> 10/15 /2015
	c) Any CEQA documents needed for use in public hearings / adoption process not already submitted. May include:		8/14 --> 10/15 /2015
	• Notice of Exemption;		
	• Notice of Intent to Adopt a Negative Declaration; or		
	• Notice of Intent to Adopt a Mitigated Negative Declaration		
7	PUBLIC AND STAKEHOLDER OUTREACH		
7.1	Develop and Publish Project Webpage		
	a) Periodic email updates to key stakeholder groups with meeting summaries		Tenth business day of month following meeting
	b) Project web page to publicize ERERD efforts and disseminate ERERD data		10/15/2014
	c) Revisions to project webpage periodically as needed to communicate progress and update content and links throughout the duration of the project		Tenth business day of month, commencing 11/17/14
7.2	Public Agency & Stakeholder Coordination & Other Outreach Meetings		
	a) Meeting agendas and summary notes, as applicable		Tenth business day of month following meeting
	b) Updates to project webpage, as applicable		Tenth business day of month, commencing 11/17/14
8	PROJECT PROCESSING, HEARINGS AND ADOPTION		
8.1	General Plan Amendment Initiation Process (GPIP) Processing		
	Planning Commission - GPIP hearing		PC Mtg (GPIP) Hearing: Jan. 21, 2015
	a) Public hearing notices		2/13/2015
	b) Staff report to Planning Commission and related presentation materials		2/13/2015
	c) Meeting minutes from Planning Commission		4/14/2015
	Board of Supervisors - GPIP hearing		BOS Mtg (GPIP) Hear.: Mar. 17, 2015
	d) Staff report to Board of Supervisors and related presentation materials		6/12/2015
	e) Meeting minutes from Board of Supervisors		8/14/2015
8.2	Planning Commission Processing		Tent. PC (GPA) Hearing: Oct. 21, 2015
	a) Public hearing notice(s)		11/16/2015
	b) Staff report to Planning Commission and related presentation materials		11/16/2015
	c) Meeting minutes from Planning Commission		12/14/2015
8.3	Board of Supervisors Processing		
	Board of Supervisors - GPA hearing		Tent. BOS (GPA) Hear.: Dec. 15, 2015
	a) Public hearing notice(s)		2/12/2016
	b) Form 11 / Staff report to BOS Planning Commission and related presentation materials		2/12/2016
	c) Resolution for potential adoption of the GPA		2/12/2016
	Board of Supervisors - GPA tent. adoption action		Tent. BOS (GPA) Adopt: Jan. 19, 2016
	d) Written minutes of the meetings		3/31/2016
8.4	Final Documents (Post-Adoption Actions, if Applicable)		
	a) Meeting agendas and summary notes, as applicable		3/31/2016
	b) Revised General Plan documents		3/31/2016