



Special Board of Directors Meeting

Thursday, August 31, 2023, 4:00 p.m.

City of Fillmore City Hall Council Chambers

250 Central Avenue, Fillmore, CA 93015

To participate in the Board of Directors meeting via Zoom, please access:

<https://us02web.zoom.us/j/86312665832?pwd=SThjL0FWMFJJZzJOT1Z5Q3FNS0ZIQT09>

Meeting ID: 863 1266 5832 Password: 048556

To hear just the audio portion of the meeting, phone into:

Toll-free number: 877 853 5247 Meeting ID: 863 1266 5832

AGENDA

1. CALL TO ORDER

1A Pledge of Allegiance

1B Directors Roll Call

1C Public Comments

Fillmore and Piru Basins Groundwater Sustainability Agency (Agency) will accept public comment concerning agenda items at the time the item is considered and on any non-agenda item within the jurisdiction of the Board during the agendaized Public Comment period. No action will be taken by the Board on any non-agenda item. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker per issue.

1D Approval of Agenda

Motion

2. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED).

2A Approval of Warrants

The Board will consider approving payment of outstanding vendor invoices:

United Water Conservation District	\$18,114.91
Daniel B. Stephens & Associates, Inc.	\$ 2,311.70
Aleshire & Wynder LLP	\$ 603.20

3. MOTION ITEMS

3A Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Export Policy

Motion

The Board will consider approving Task Order Number 2023-04 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the development of an export policy.

3B Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Cienega Springs Drought Effects Mitigation Project

Motion

The Board will consider approving Task Order Number 2023-05 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the development and evaluation of the Cienega Springs Drought Effects Mitigation Project.

3C Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Annual Reports

Motion

The Board will consider approving Task Order Number 2023-06 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for preparation of the Water Year 2022-2023 Annual Reports to the California Department of Water Resources.

4. FUTURE TOPICS FOR BOARD DISCUSSION


5. ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **September 21, 2023**, or call of the Chair.

Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at UWCD's offices at 1701 N. Lombard Street in Oxnard during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda materials in an alternative format, please contact the UWCD Office at (805) 525-4431 or the City of Fillmore at (805) 524- 1500. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved:


Board Chair Kelly Long

Posted: (date) August 28, 2023

(time) 4:45p.m.

(attest) Eva Ibarra

At: <https://www.FPBGSA.org>

Posted: (date) August 28, 2023

(time) 4:50p.m.

(attest) Eva Ibarra

At: <https://www.facebook.com/FPBGSA/>

Posted: (date) August 28, 2023

(time) 4:55p.m.

(attest) Eva Ibarra

At: UWCD, 1701 N. Lombard Street, Oxnard

Fillmore and Piru Basins GSA Check Detail
14-Aug-23

Transaction type	Transaction number	Transaction date	Name	Account name	Amount line	
Bill Payment (Check)	11198	08/14/2023	United Water Conservation District	Bank of the Sierra	-\$	18,114.91
Bill Payment (Check)	11199	08/14/2023	Daniel B Stephens & Associates, Inc.	Bank of the Sierra	-\$	2,312.00
Bill Payment (Check)	11200	08/14/2023	Aleshire & Wynder LLP	Bank of the Sierra	-\$	603.20
					-\$	21,030.11



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. 3A Motion Item

DATE: August 27, 2023 (for August 31, 2023, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Export Policy

RECOMMENDATION:

The Board will consider approving Task Order Number 2023-04 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the development of an export policy.

DISCUSSION

Task Order 2023-04 would provide for as-needed technical and planning support services from DBS&A for the planning, alternatives analysis, and development of an export policy that would be supportive of the Agency's Groundwater Sustainability Plans (GSPs), during Fiscal Year 2023-2024. Modeling that informed the GSPs included conservative assumptions about land use and associated water use. The GSPs assumed some expansion of water use in both basins over the planning period. They also assumed that existing water exports would continue. These included exports from wells within the boundaries of the basins to water use areas on the hillsides, exports from wells in the western Piru basin to water use areas in the Fillmore basin, as well as exports from wells in the western Fillmore basin to water use areas in the Santa Paula basin. Although these assumptions are included in the modeling that supported the GSPs, exports are not explicitly discussed. The intent of the export policy will be to provide clear guidance for pumpers making planning decisions, and will aid the Agency in achieving and maintaining its sustainability goals.

Proposed scope of work includes: attending meetings; preparing and delivering presentations; reviewing groundwater export policies in force at other groundwater sustainability agencies, counties or water agencies to explore concepts and approaches successfully used elsewhere; developing of guidelines for evaluating requests to export groundwater from the basins; preparing draft groundwater policy language for future updates to the GSPs and other policy documents; coordinating with Board, Agency Legal Counsel, and Executive Director.

Task Order Number 2023-04, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$50,000 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2023-2024 budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number 2023-04.

ATTACHMENTS

Attachment 1 – Task Order Number 2023-04

Proposed Motion:

Approve Task Order Number 2023-04 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for development of export policy.

1st: Director _____

2nd: Director _____

Voice/Roll call vote:

Director Fornoff:

Director Jackson:

Director Kimball:

Director Long:

Director Mendez:

Director Meneghin:



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. 2023-04

Consultant's Name:	Daniel B. Stephens & Associates, Inc.	Prev. Approved Task Orders:	2022-01 – 2023-01
Agreement Date:	01 Jul 2022	FY 2021-22 Authorizations:	\$ 69,086.00
1st Amendment Date:	NA	FY 2022-23 Authorizations:	\$101,750.00
2nd Amendment Date:	NA	This Task Order:	\$ 50,000.00
3rd Amendment Date:	NA	Total Amount to Date:	\$220,836.00
Project No.:	NA		
Project Name:	Groundwater Export Policy Development Technical Services		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2023-2024, for the development and implementation of a Groundwater Export Policy in support of the Agency's groundwater sustainability goals.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK ORDER: \$50,000.00

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

NA Calendar Days

NA From this Date

Accepted By:  **Date:** 14 Aug 2023

Daniel B. Stephens & Associates

Approved By:  **Date:** 14 Aug 2023

Executive Director

Date:

Approved By:

Board Chair

Letter Proposal

To: Anthony Emmert, Executive Director
Fillmore and Piru Basins Groundwater
Sustainability Agency

Date: July 17, 2023

From: Tony Morgan, PG, CHG
VP/Principal Hydrogeologist

Subject: **Letter Proposal to Provide Groundwater Export Policy Development Services to Agency / DB23.1217.PR**

Sent via email

Daniel B. Stephens & Associates, Inc. (DBS&A) is pleased to provide this letter proposal to assist the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA or Agency) Board of Directors, Executive Director, and staff with continued support .

Scope of Work

In consultation with the Executive Director, DBS&A has prepared this letter proposal to provide continued general assistance in support of the FPBGSA's Board of Directors development of a groundwater export policy. The FPBGSA has a primary responsibility for achieving and maintaining sustainable groundwater conditions in the Fillmore and Piru basins. It is recognized that groundwater export from these basins is currently happening and the potential for new exports could increase in the future. Development of a policy to guide how and when groundwater may be exported from the basins will aid the Agency in achieving and maintaining its sustainability goals. The scope of work is envisioned to include assignments such as, but not necessarily limited to, the following:

- Attendance at Agency Board of Director meetings and workshops dealing with this program;
- Preparing and delivering presentations on the policy development process as requested by the Board of Directors, the Executive Director, legal counsel, or staff;
- Consultations with Executive Director, legal counsel, or staff regarding the proposed groundwater export policy development process;

- Research on groundwater export policies in force at other Groundwater Sustainability Agencies, Counties, or water agencies to explore concepts and approaches successfully used elsewhere;
- Development of guidelines for evaluating requests to export groundwater from the basin;
- Prepare draft groundwater export policy language to be included in future updates to the GSPs for each basin;
- Prepare draft policy language for review by legal counsel for potential incorporation into an Agency policy document;
- Consultations with Executive Director, legal counsel, or staff on Agency groundwater export implementation processes;
- Other miscellaneous assignments as directed.

Proposed Cost

The exact level of effort for these services is not defined. DBS&A proposes to perform the requested technical support services on a time and expense basis in accordance with the attached Schedule of Fees. Only actual costs incurred will be charged. For planning purposes, DBS&A suggests a budget of \$50,000 for FY2023-24 (July 1, 2023 through June 30, 2024).

Proposed Terms and Conditions

These services would be subject to the terms and condition in the existing *As-Needed Consulting Services Professional Services Agreement No. 2022-04-21 DBSA* between the Fillmore & Piru Basins Groundwater Sustainability Agency and Daniel B. Stephens & Associates, Inc. This project would begin on July 1, 2023 and continue into the future with mutual consent of the FPBGSA and DBS&A.

If both the proposed scope of work and the budget are acceptable, please sign below to authorize DBS&A to conduct this work.

Thank you for the opportunity to support you on this project. If you have any questions, please contact Tony Morgan at (805) 290-3862 (cell) or tmorgan@geo-logic.com.

Attachments: DBS&A 2023 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

California Schedule of Fees
(Effective January 1, 2023 through December 31, 2023)
Confidential

Professional Services

Principal Professional III.....	\$335.00/hour
Principal Professional II	\$317.00/hour
Principal Professional I	\$280.00/hour
Senior Professional III.....	\$265.00/hour
Senior Professional II	\$254.00/hour
Senior Professional I.....	\$227.00/hour
Project Professional III.....	\$206.00/hour
Project Professional II	\$192.00/hour
Project Professional I.....	\$177.00/hour
Staff Professional III.....	\$160.00/hour
Staff Professional II	\$150.00/hour
Staff Professional I	\$135.00/hour
Managing Technician	\$165.00/hour
Principal Technician	\$190.00/hour
Technician IV.....	\$150.00/hour
Technician III.....	\$124.00/hour
Technician II	\$112.00/hour
Technician I	\$104.00/hour
GIS Specialist.....	\$175.00/hour
CADD Specialist.....	\$143.00/hour
CADD/GIS/Database II	\$130.00/hour
CADD/GIS/Database I	\$108.00/hour
Senior Technical Editor	\$150.00/hour
Technical Editor.....	\$120.00/hour
Biologist II	\$125.00/hour
Biologist I	\$115.00/hour
Project Assistant II.....	\$120.00/hour
Project Assistant I.....	\$99.00/hour

Expenses

Travel	
Airfare, car rental, cab, bus, parking	Actual cost
Lodging, meals, phone	Actual cost or negotiated per diem rates
Mileage	
Personal vehicle	Prevailing IRS rates
Company vehicle	Prevailing IRS rates
Daily rate.....	\$110/day + actual gas cost
Half day rate.....	\$55/half day + actual gas cost
Mileage	Prevailing IRS rates
Subcontractors/temporary service personnel.....	Actual cost plus 10%
Computers, specialized software, and communications	Special services at additional charge
Equipment	
Rentals (e.g., environmental monitors).....	Actual cost plus 10%
Fabrication in our shop.....	Labor plus materials
Misc. field equipment and supplies	Actual cost plus 10%
Meters, gauges, and monitors	Separate schedule available upon request

TERMS

Payment terms for professional services and expenses are net 30 days. Unpaid balance will be assessed a service fee of 1.5% per month.

NOTES

1. All fees are subject to local/state sales or gross receipts tax, as applicable.
2. Delivery of depositions or expert testimony will be billed at 1.5 times Fee Schedule rates.
3. Work requiring Health & Safety Level C or Level B protection will be billed as a surcharge, \$25 or \$50 per hour, respectively, to the Fee Schedule rates.
4. A service fee of 3% will be charged for credit card payments.
5. Hourly rates and expenses will be adjusted annually.



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. 3B Motion Item

DATE: August 27, 2023 (for August 31, 2023, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Cienega Springs Drought Effects Mitigation Project

RECOMMENDATION:

The Board will consider approving Task Order Number 2023-05 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the development and evaluation of the Cienega Springs Drought Effects Mitigation Project.

DISCUSSION

Task Order 2023-05 would provide for as-needed technical and planning support services from DBS&A for development of a drought mitigation plan for the Cienega Springs Restoration Project area, located in the vicinity of the Piru basin-Fillmore basin boundary area. As described in the Agency's Groundwater Sustainability Plans (GSPs), the area is a high-value riparian habitat. In its GSPs, the Agency recognized that groundwater levels fluctuate near the Piru basin-Fillmore basin boundary area, in response to drought and groundwater extractions. The Agency also recognized in its GSPs that while groundwater extractions in the basin do impact water levels near the project area, drought conditions have a more substantial negative impact on the water levels. The restoration project is currently being undertaken by the California Department of Fish and Wildlife (CDFW), with assistance from and coordination with several other organizations. The Nature Conservancy (TNC) is advancing a restoration project on an adjacent upstream property. The conceptual Agency project would be to partner with the CDFW to develop a potential project to help the riparian area survive through and recover from multiple-year drought periods. Development of a drought mitigation plan and potential project for the Cienega Springs Restoration Project area will aid the Agency in achieving and maintaining its groundwater sustainability goals.

Proposed scope of work includes: attending meetings; preparing and delivering presentations; preparing a draft drought mitigation plan *project prospectus* summarizing the general project approach, benefits, and exhibits that would serve as a primer for discussions with CDFW, stakeholders, regulators, and potential funding sources; update the Agency's online database with additional information on the Cienega Springs Restoration Project; identifying and evaluating the condition of existing nearby groundwater extractions wells for their potential to be used as sources of water supply for the drought mitigation program; and coordinating with Board, Agency Legal Counsel, and Executive Director.

Task Order Number 2023-05, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$75,000 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2023-2024 budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number 2023-05.

ATTACHMENTS

Attachment 1 – Task Order Number 2023-05

Proposed Motion:

Approve Task Order Number 2023-05 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the Cienega Springs Drought Effects Mitigation Project.

1st: Director _____

2nd: Director _____

Voice/Roll call vote:

Director Fornoff:

Director Jackson:

Director Kimball:

Director Long:

Director Mendez:

Director Meneghin:



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. 2023-05

Consultant's Name:	Daniel B. Stephens & Associates, Inc.	Prev. Approved Task Orders:	2022-01 – 2023-01
Agreement Date:	01 Jul 2022	FY 2021-22 Authorizations:	\$ 69,086.00
1st Amendment Date:	NA	FY 2022-23 Authorizations:	\$151,750.00
2nd Amendment Date:	NA	This Task Order:	\$ 75,000.00
3rd Amendment Date:	NA	Total Amount to Date:	\$295,836.00
Project No.:	NA		
Project Name:	Cienega Springs Mitigation Program		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2023-2024, for the development and implementation of the Cienega Springs Mitigation Program, in support of the Agency's Groundwater Sustainability Plans.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK ORDER: \$75,000.00

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

NA

Calendar Days

NA

From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 14 Aug 2023

Approved By:

Executive Director

Date: 14 Aug 2023

Date:

Approved By:

Board Chair

Letter Proposal

To: Anthony Emmert, Executive Director
Fillmore and Piru Basins Groundwater
Sustainability Agency

Date: August 14, 2023

From: Tony Morgan, PG, CHG
VP/Principal Hydrogeologist

Subject: **Letter Proposal to Provide As-Needed Assistance with Cienega Springs
Mitigation Program/ DB23.1220.PR**

Sent via email

Daniel B. Stephens & Associates, Inc. (DBS&A) is pleased to provide this letter proposal to assist the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA or Agency) Board of Directors, Executive Director, and staff with continued support.

Scope of Work

In consultation with the Executive Director, DBS&A has prepared this letter proposal to provide continued general assistance in support of the FPBGSA's Board of Directors development of a Drought Mitigation Plan for the Cienega Springs Restoration Project area. The FPBGSA has a primary responsibility for achieving and maintaining sustainable groundwater conditions in the Fillmore and Piru basins. It is recognized that groundwater levels fluctuate near the project area in response to drought and groundwater extractions. The Groundwater Sustainability Plans for the Fillmore and Piru basins identified that while groundwater extractions in the basin do impact water levels near the project area, drought conditions can have a more substantial impact on the water levels. Development of a drought mitigation plan for the Cienega Springs Restoration Project area will aid the Agency in achieving and maintaining its sustainability goals. The scope of work is envisioned to include assignments such as, but not necessarily limited to, the following:

- Attendance at Agency Board of Director meetings and workshops dealing with this program;
- Preparing and delivering presentations on the mitigation program development process as requested by the Board of Directors, the Executive Director, legal counsel, or staff;

- Consultations with Executive Director, legal counsel, or staff regarding the proposed drought mitigation plan;
- Prepare a draft drought mitigation plan *project prospectus* summarizing the general project approach, benefits, and exhibits that would serve as a primer for discussions with stakeholders, regulators, State (e.g., California Department of Fish and Wildlife) and Federal entities, and potential funding sources;
- Update the FPBGSA online database with additional information regarding the Cienega Springs Restoration Project, including as available, more detailed maps, estimated project timelines, vegetation, proposed mitigation activity areas, etc.;
- Identify and evaluate the condition of existing groundwater extraction wells for their potential to be used as source water supplies for the drought mitigation program;
- Consultations with Executive Director, legal counsel, or staff on Agency drought mitigation program implementation processes;
- Development of guidelines for evaluating requests to extract groundwater from areas near the restoration project site;
- Other miscellaneous assignments as directed.

Proposed Cost

The exact level of effort for these services is not defined. DBS&A proposes to perform the requested technical support services on a time and expense basis in accordance with the attached Schedule of Fees. Only actual costs incurred will be charged. For planning purposes, DBS&A suggests a budget of \$75,000 for FY2023-24 (July 1, 2023 through June 30, 2024).

Proposed Terms and Conditions

These services would be subject to the terms and condition in the existing *As-Needed Consulting Services Professional Services Agreement No. 2022-04-21 DBSA* between the Fillmore & Piru Basins Groundwater Sustainability Agency and Daniel B. Stephens & Associates, Inc. This project would begin on July 1, 2023 and continue into the future with mutual consent of the FPBGSA and DBS&A.

If both the proposed scope of work and the budget are acceptable, please sign below to authorize DBS&A to conduct this work.

Thank you for the opportunity to support you on this project. If you have any questions, please contact Tony Morgan at (805) 290-3862 (cell) or tmorgan@geo-logic.com.

Attachments: DBS&A 2023 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

California Schedule of Fees
(Effective January 1, 2023 through December 31, 2023)
Confidential

Professional Services

Principal Professional III.....	\$335.00/hour
Principal Professional II	\$317.00/hour
Principal Professional I	\$280.00/hour
Senior Professional III.....	\$265.00/hour
Senior Professional II	\$254.00/hour
Senior Professional I.....	\$227.00/hour
Project Professional III.....	\$206.00/hour
Project Professional II	\$192.00/hour
Project Professional I	\$177.00/hour
Staff Professional III.....	\$160.00/hour
Staff Professional II	\$150.00/hour
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Technician IV.....	\$150.00/hour
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Technical Editor.....	\$120.00/hour
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Biologist I	\$115.00/hour
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Project Assistant I	\$99.00/hour

Expenses

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Airfare, car rental, cab, bus, parking	Actual cost
Lodging, meals, phone	Actual cost or negotiated per diem rates
Mileage	
Personal vehicle	Prevailing IRS rates
Company vehicle	Prevailing IRS rates
Daily rate.....	\$110/day + actual gas cost
Half day rate.....	\$55/half day + actual gas cost
Mileage	Prevailing IRS rates
Subcontractors/temporary service personnel.....	Actual cost plus 10%
Computers, specialized software, and communications	Special services at additional charge
Equipment	
Rentals (e.g., environmental monitors).....	Actual cost plus 10%
Fabrication in our shop.....	Labor plus materials
Misc. field equipment and supplies	Actual cost plus 10%
Meters, gauges, and monitors	Separate schedule available upon request

TERMS

Payment terms for professional services and expenses are net 30 days. Unpaid balance will be assessed a service fee of 1.5% per month.

NOTES

1. All fees are subject to local/state sales or gross receipts tax, as applicable.
2. Delivery of depositions or expert testimony will be billed at 1.5 times Fee Schedule rates.
3. Work requiring Health & Safety Level C or Level B protection will be billed as a surcharge, \$25 or \$50 per hour, respectively, to the Fee Schedule rates.
4. A service fee of 3% will be charged for credit card payments.
5. Hourly rates and expenses will be adjusted annually.



Item No. **3C Motion Item**

DATE: **August 27, 2023 (for August 31, 2023, meeting)**

TO: **Board of Directors**

FROM: **Anthony A. Emmert, Executive Director**

SUBJECT: **Task Order with Daniel B. Stephens & Associates for As-Needed Technical and Planning Support Services for Annual Reports**

RECCOMENDATION:

The Board will consider approving Task Order Number 2023-06 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for preparation of the Water Year 2022-2023 Annual Reports to the California Department of Water Resources.

BACKGROUND

The Sustainable Groundwater Management Act (SGMA) requires groundwater sustainability agencies to produce and submit annual reports for each groundwater basin. The Agency will need to produce one report for the Fillmore basin and one report for the Piru basin, for submittal to the California Department of Water Resources (DWR) by April 1, 2024. SGMA also requires the Agency to update and keep current its public database of groundwater information.

DISCUSSION

The proposed scope of work includes:

- **Data Collection, Evaluation and Analysis** (Information for preceding water year)
 - Data Collection – Coordinate with United Water Conservation District (UWCD) and County of Ventura Watershed Protection District (VCWPD) to collect relevant up-to-date information, including newly installed well locations and construction details, groundwater levels, water quality and production data, and surface water imports and conservation releases.
 - Data Evaluation and Analysis – Evaluate data for quality against data and reporting standards specified by SGMA regulations to ensure consistency with the Agency's Groundwater Sustainability Plans (GSPs) and monitoring requirements. Coordinate with UWCD and VCWPD to resolve any discrepancies in the data. Analyze data to describe and represent basins conditions, including special and temporal trends in groundwater levels, production and storage, and surface water used or available for recharge.
 - Data Archiving – Update the Agency's online database with prior year's data.

- **Report Preparation and Submittal** – Prepare an annual report for each basin that meets the requirements of SGMA. Deliver draft Annual Reports to Board of Directors and stakeholders for comment at February 2024 meeting. Review and incorporate comments into the documents. Deliver final reports to Board of Directors at March 2024 meeting. Upload reports to DWR SGMA portal by April 1, 2024.

Task Order Number 2023-06, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$40,076 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2023-2024 budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number 2023-06.

ATTACHMENTS

Attachment 1 – Task Order Number 2023-06

Proposed Motion:

Approve Task Order Number 2023-06 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for preparation of Water Year 2022-2023 Annual Reports.

1st: Director _____

2nd: Director _____

Voice/Roll call vote:

Director Fornoff:

Director Jackson:

Director Kimball:

Director Long:

Director Mendez:

Director Meneghin:



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. 2023-06

Consultant's Name:	Daniel B. Stephens & Associates, Inc.	Prev. Approved Task	2022-01 –
		Orders:	2023-01
Agreement Date:	01 Jul 2022	FY 2021-22 Authorizations:	\$ 69,086.00
1st Amendment Date:	NA	FY 2022-23 Authorizations:	\$226,750.00
2nd Amendment Date:	NA	This Task Order:	\$ 40,076.00
3rd Amendment Date:	NA	Total Amount to Date:	\$335,912.00
Project No.:	NA		
Project Name:	SGMA Annual Reports for Water Year 2022-2023		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2023-2024, for the preparation of SGMA Annual Reports to DWR for the Fillmore basin and Piru Basin and provide updates to the Agency's online database, in compliance with the requirements of SGMA..

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK ORDER: \$40,076.00

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

NA

Calendar Days

NA

From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 14 Aug 2023

Approved By:

Executive Director

Date: 14 Aug 2023

Date:

Approved By:

Board Chair

Letter Proposal

To: Anthony Emmert, Executive Director
Fillmore and Piru Basins Groundwater
Sustainability Agency

Date: August 10, 2023

From: Tony Morgan, PG, CHG
VP/Principal Hydrogeologist

Subject: Letter Proposal to Prepare WY2023 SGMA Annual Reports / DB23.1241.PR

Sent via email

Daniel B. Stephens & Associates, Inc. (DBS&A) is pleased to provide this letter proposal to assist the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA or Agency) Board of Directors, Executive Director, and staff with continued support.

Scope of Work

In consultation with the Executive Director, DBS&A has prepared this letter proposal to provide continued general assistance in support of the FPBGSA's Board of Directors SGMA compliance activities by preparing Annual Reports for Water Year 2023 (WY2023) for the Fillmore and Piru basins. These Annual Reports are required, per the Sustainable Groundwater Management Act (SGMA) regulations (California Code of Regulations [CCR] Title 23, Division 2, Chapter 1.5, Subchapter 2, Section 356.2), to be submitted to the California Department of Water Resources (DWR) by April 1 of each year following the adoption the GSPs. The scope of work mimics that proposed for previous Annual Reports and is envisioned to include activities such as, but not necessarily limited to, the following:

Task 1 - Data Collection, Evaluation and Analysis

This task will include data collection, evaluation, analysis and archival elements.

Data Collection: DBS&A will coordinate with United Water Conservation District (United) and Ventura County Watershed Protection District (VCWPD) to collect relevant up-to-date information, notably:

- newly installed well locations and construction details;
- groundwater level, quality and production data; and

- surface water imports and conservation releases.

This information must represent basin conditions for the preceding water year (i.e., October 1, 2022 through September 30, 2023). Additional information is anticipated to be collected for any newly available well completion reports (i.e., new wells) from DWR, VCWPD, or any other readily available source.

Data Evaluation and Analysis: Data will be evaluated for quality against data and reporting standards specified in *Sections 352.4 and 356.2* of SGMA to ensure consistency with the GSPs and ongoing basin monitoring requirements. Coordination with United and/or VCWPD is anticipated to resolve any potential discrepancies in the data.

Once data have been evaluated and determined to be of sufficient quality, DBS&A will analyze data to describe and represent basin conditions. Analyses will, at a minimum, include:

- spatial and temporal trends in groundwater levels, production and storage; and
- surface water used or available for recharge.

Change in the volume of groundwater in storage will be reported based on changes in groundwater elevation contours (i.e., the water table) calculated from measured groundwater levels and aquifer storage coefficients from United's regional groundwater model.

Data Archiving: The FPBGSA online database (<https://fillmore-piru.gladata.com>) functions as the GSAs' formal information repository of a variety of data compiled during and post GSP development and requires periodic updates as newly collected data sets (e.g., groundwater extractions, water quality, locations of new wells) are received and compiled.

The online database will be updated with information from Task 1 and any additional information (e.g., GDE locations and groundwater level contours) that became available post development of the GSP.

Task 2 – Report Preparation and Submittal

DBS&A will prepare an annual report for each basin that meets the requirements of *Section 356.2* of SGMA. This task will involve summarizing and presenting information associated with water year 2023. This information will span:

- general information about each basin, (e.g., an executive summary and location maps);
- detailed descriptions and graphical (i.e., tables, charts and maps) representation of basin conditions, notably;
- groundwater elevation contour maps and hydrographs;

- tables of groundwater production, surface water use, and total water use by water use sector and reporting method type;
- maps and graphs depicting groundwater extractions and change in groundwater in storage; and
- a description of progress towards implementing each GSP, including the implementation of projects and/or management actions since the previous annual report.

A draft Annual Report for each basin will be delivered to the Board of Directors and stakeholders for comment at the February board meeting. DBS&A staff will review and incorporate appropriate comments into the documents to create the final Annual Reports for acceptance at the March board meeting. The Annual Reports and required ancillary data files will be uploaded to the DWR data portal by April 1, 2024 (the regulatory deadline).

Proposed Cost and Schedule

DBS&A will begin Task 1 as soon as this scope of work is approved by FPBGSA and water level observations have been collected by United Water (typically in November). A draft technical memorandum summarizing the materials proposed to be uploaded to DWR will be submitted to FPBGSA by March 3, 2023. DBS&A will incorporate, as appropriate, FPBGSA comments and submit the final Annual Reports to DWR by April 1, 2023.

A project budget (Table 1) is provided for the proposed tasks on a time and materials basis in accordance with the attached Fee Schedule and assumes the scope-of-work is as described above. The attached cost proposal is an estimated budget based on present knowledge of the assignment that is believed sufficient to cover the services described, but no guarantee is made or implied. Changes to the scope-of-work may require additional budget authorization. Only actual costs incurred will be charged if costs are less than estimated and estimated costs will not be exceeded without a cost amendment and prior approval by FPBGSA.

Proposed Terms and Conditions

These services would be subject to the terms and condition in the existing *As-Needed Consulting Services Professional Services Agreement No. 2022-04-21 DBSA* between the Fillmore & Piru Basins Groundwater Sustainability Agency and Daniel B. Stephens & Associates, Inc. This project would begin on October 1, 2023.

If both the proposed scope of work and the budget are acceptable, please sign below to authorize DBS&A to conduct this work.

Thank you for the opportunity to support you on this project. If you have any questions, please contact Tony Morgan at (805) 290-3862 (cell) or tmorgan@geo-logic.com.

Attachments: Table 1 – Cost Estimate
DBS&A 2023 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

Table 1 – Cost Estimate

08-Aug-23 FPBGSA
 2023 Annual Reports
 As-Needed Consulting Services

	Task	Total Labor	Total ODCs	GLA Equipment	Task SubTotal	Labor-Hours
1	Data Collection, Evaluation, Analysis & Archive	\$ 18,136	\$ -	\$ -	\$ 18,136	108
2	Annual Report Preparation and Submittal	\$ 21,940	\$ -	\$ -	\$ 21,940	120
Subtotals		\$ 40,076	\$ -	\$ -	\$ 40,076	
Estimated Project Total					\$ 40,076	
Project Labor-Hours						228
Average \$/Labor-Hour					\$ 176	

Major Assumptions:

Annual Reports will be developed using the FPBGSA Online Database
 FPBGSA Online Database will be updated with groundwater data developed in the past year
 Draft Annual Reports will be presented to the Board of Directors via remote technologies (Zoom, Teams, etc.)

California Schedule of Fees
 (Effective January 1, 2023 through December 31, 2023)
Confidential

Professional Services

Principal Professional III.....	\$335.00/hour
Principal Professional II	\$317.00/hour
Principal Professional I	\$280.00/hour
Senior Professional III.....	\$265.00/hour
Senior Professional II	\$254.00/hour
Senior Professional I.....	\$227.00/hour
Project Professional III.....	\$206.00/hour
Project Professional II	\$192.00/hour
Project Professional I	\$177.00/hour
Staff Professional III.....	\$160.00/hour
Staff Professional II	\$150.00/hour
Staff Professional I	\$135.00/hour
Managing Technician	\$165.00/hour
Principal Technician	\$190.00/hour
Technician IV.....	\$150.00/hour
Technician III.....	\$124.00/hour
Technician II	\$112.00/hour
Technician I	\$104.00/hour
GIS Specialist.....	\$175.00/hour
CADD Specialist.....	\$143.00/hour
CADD/GIS/Database II	\$130.00/hour
CADD/GIS/Database I	\$108.00/hour
Senior Technical Editor	\$150.00/hour
Technical Editor.....	\$120.00/hour
Biologist II	\$125.00/hour
Biologist I	\$115.00/hour
Project Assistant II.....	\$120.00/hour
Project Assistant I	\$99.00/hour

Expenses

Travel	
Airfare, car rental, cab, bus, parking	Actual cost
Lodging, meals, phone	Actual cost or negotiated per diem rates
Mileage	
Personal vehicle	Prevailing IRS rates
Company vehicle	
Daily rate.....	\$110/day + actual gas cost
Half day rate.....	\$55/half day + actual gas cost
Mileage	Prevailing IRS rates
Subcontractors/temporary service personnel.....	Actual cost plus 10%
Computers, specialized software, and communications	Special services at additional charge
Equipment	
Rentals (e.g., environmental monitors).....	Actual cost plus 10%
Fabrication in our shop.....	Labor plus materials
Misc. field equipment and supplies	Actual cost plus 10%
Meters, gauges, and monitors	Separate schedule available upon request

TERMS

Payment terms for professional services and expenses are net 30 days. Unpaid balance will be assessed a service fee of 1.5% per month.

NOTES

1. All fees are subject to local/state sales or gross receipts tax, as applicable.
2. Delivery of depositions or expert testimony will be billed at 1.5 times Fee Schedule rates.
3. Work requiring Health & Safety Level C or Level B protection will be billed as a surcharge, \$25 or \$50 per hour, respectively, to the Fee Schedule rates.
4. A service fee of 3% will be charged for credit card payments.
5. Hourly rates and expenses will be adjusted annually.