



Fillmore and Piru Basins
Groundwater Sustainability Agency

Special Board of Directors Meeting
Thursday, September 5, 2024, 4:00 p.m.
City of Fillmore City Hall Council Chambers
250 Central Avenue, Fillmore, CA 93015

5250 North Palm Avenue Suite 401,
Fresno, CA 93704

To participate in the Board of Directors meeting via Zoom, please access:
<https://us02web.zoom.us/j/87225296648?pwd=0sDJqROJQIYlUi2CNch1dbMPIEf3Rz.1>
Meeting ID: **872 2529 6648** Password: **Special**

To hear just the audio portion of the meeting, phone into:
Toll-free number: **877 853 5247** Meeting ID: **872 2529 6648**

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 agendized 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. MOTION ITEMS

2A Task Order DBSA-FY25-03 with Daniel B. Stephens & Associates for Groundwater Data Gaps
Motion

The Board will consider approving Task Order Number DBSA-FY25-03 with Daniel B. Stephens & Associates, Inc., for as-needed technical services for identifying potential wells to add to the Agency's groundwater monitoring network to address groundwater level data gaps identified in the Sespe Creek and Del Valle groundwater dependent ecosystem areas through Fiscal Year 2024-2025.

2B Task Order DBSA-FY25-04 with Daniel B. Stephens & Associates for Biological Data Gaps

Motion

The Board will consider approving Task Order Number DBSA-FY25-04 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services to support the Agency with its development of a study plan for addressing biological data gaps associated with aquatic species in the East Grove Groundwater Dependent Ecosystem through Fiscal Year 2024-2025.

2C Task Order DBSA-FY25-05 with Daniel B. Stephens & Associates for Domestic Well Drought Vulnerability Study – Desktop Study

Motion

The Board will consider approving Task Order Number DBSA-FY25-05 with Daniel B. Stephens & Associates, Inc. to evaluate the vulnerability of domestic wells in the Fillmore and Piru Basins going dry during future multiple year droughts, through Fiscal Year 2024-2025.

2D Task Order DBSA-FY25-06 with Daniel B. Stephens & Associates for Cienega Springs Drought Mitigation Plan

Motion

The Board will consider approving Task Order Number DBSA-FY25-06 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services to perform and needs assessment through stakeholder engagement and develop a project prospectus for the drought mitigation project for the Cienega Springs Groundwater Dependent Ecosystem unit, through Fiscal Year 2024-2025.

2E Task Order SWS-FY25-02 with Stillwater Sciences for Cienega Springs Drought Mitigation Plan

Motion

The Board will consider approving Task Order Number SWS-FY25-02 with Stillwater Sciences, for as-needed technical and planning services, to perform a needs assessment through stakeholder engagement and technical support for the development of a project prospectus for the drought mitigation project for the Cienega Springs Groundwater Dependent Ecosystem, through Fiscal Year 2024-2025.

2F Task Order DBSA-FY25-07 with Daniel B. Stephens & Associates for Surface Water and Groundwater Model Updates
Motion

The Board will consider approving Task Order Number DBSA-FY25-07 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services, to support the Agency with its update of the regional surface water and groundwater models for the 5-Year Groundwater Sustainability Plans Updates, through Fiscal Year 2024-2025.

2G Task Order DBSA-FY25-08 with Daniel B. Stephens & Associates for Well Permit Review Policy Development
Motion

The Board will consider approving Task Order Number DBSA-FY25-08 with Daniel B. Stephens & Associates, Inc., for as-needed general technical and planning services, to develop Agency guidelines and policy for groundwater sustainability agency well permit reviews required by Executive Order N-3-23, through Fiscal Year 2024-2025.

2H Task Order DBSA-FY25-09 with Daniel B. Stephens & Associates for Groundwater Export Evaluation and Policy Development
Motion

The Board will consider approving Task Order Number DBSA-FY25-09 with Daniel B. Stephens & Associates, Inc., for as-needed general technical and planning services, to evaluate the significance of groundwater exports from the Fillmore and Piru Basins and develop a groundwater export policy including guidelines, through Fiscal Year 2024-2025.

3. FUTURE TOPICS FOR BOARD DISCUSSION

4. ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting on Thursday, September 26, 2024**, 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 29, 2024 (time) 4:30 p.m. (attest) Eva Ibarra
At: <https://www.FPBGSA.org>

Posted: (date) August 29, 2024 (time) 4:35 p.m. (attest) Eva Ibarra
At: <https://www.facebook.com/FPBGSA>

Posted: (date) August 29, 2024 (time) 4:40 p.m. (attest) Eva Ibarra
At: UWCD, 1701 N. Lombard Street, Oxnard

Posted: (date) August 29, 2024 (time) 4:45 p.m. (attest) Eva Ibarra
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA



Item No. 2A Motion Item

DATE: August 27, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-03 with Daniel B. Stephens & Associates for
Groundwater Data Gaps**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-03 with Daniel B. Stephens & Associates, Inc., for as-needed technical services for identifying potential wells to add to the Agency's groundwater monitoring network to address groundwater level data gaps identified in the Sespe Creek and Del Valle Groundwater Dependent Ecosystem areas through Fiscal Year 2024-2025.

BACKGROUND

The Sustainable Groundwater Management Act (SGMA) requires groundwater sustainability agencies to fill data gaps identified in the Groundwater Sustainability Plan (GSP) developed by the Agency. Groundwater level data gaps have been identified in the Agency's two GSPs in the shallow aquifer zones of two groundwater dependent ecosystem (GDE) areas, the Sespe Creek GDE unit and Del Valle GDE unit. This task order is proposed to help the Agency fill these data gaps.

DISCUSSION

The proposed scope of work includes Daniel B. Stephens & Associates (DBS&A) performing the following:

- DBS&A will research potential new groundwater elevation data near the Sespe Creek GDE and Del Valle GDE areas in support of the *Project and Management Actions* described in the Amended GSPs submitted in July

2024. Of particular importance in these areas are data from existing shallow wells that can be used to better characterize potential surface water-groundwater interactions and likelihood of impacts on the GDEs. Any historical data identified in these GDE areas will be added to the Agency's online database.

- A visual inspection of a candidate well for inclusion in the Agency's ongoing monitoring program will be performed, if feasible.
 - It is assumed that land access agreements will need to be arranged for at least some of the well sites.
 - If access agreements cannot be arranged, then those wells will no longer be candidates for inclusion in the monitoring program. Alternatively, if the landowner is agreeable to having their well be included in the monitoring program but would prefer to self-report water level data to the Agency, DBSA will work with the landowner to establish a standard procedure that is consistent with the GSP Sampling and Analysis Plan and monitoring goals to accomplish this effort.
- Candidate wells identified as a part of this task will be requested to be added to United's routine water level monitoring program or the County of Ventura's monitoring program for wells located outside United's service area.
- **Deliverable** – Technical Memorandum, summarizing the findings and recommendations for inclusion of wells into the Agency's groundwater monitoring network.

Task Order Number DBSA-FY25-03, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$25,142 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-03.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-03

Proposed Motion:

Approve Task Order Number DBSA-FY25-03 with Daniel B. Stephens & Associates, Inc. for Groundwater Data Gaps.

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. DBSA-FY25-03

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 25,142.00

Project No.: A3

Project Name: Groundwater Data Gaps

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services during Fiscal Year 2024-2025, for identifying potential wells to add to the Agency's groundwater monitoring network to address groundwater level data gaps identified in the Sespe Creek GDE and Del Valle GDE areas.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 25,142.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

297 Calendar Days
September 6, 2024 From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 12 Aug 2023

Approved By:

Executive Director

Date: 27 Aug 2023

Approved By:

Board Chair

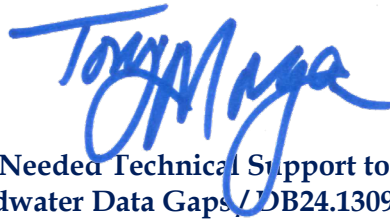
Date:

Letter Proposal

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

Date: August 12, 2024

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



Subject: Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task A3 Groundwater Data Gaps / DB24.1309.PR(A3)

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study
 - Task Order B2 Field Visits

- Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order A3 Groundwater Data Gaps

Task Manager: Gus Tolley, PhD, PG

Our staff will research potential new groundwater elevation data near the Sespe Creek GDE and Del Valle GDE areas in support of the *Project and Management Actions* described in the revised GSPs submitted in July 2024. Of particular importance in these areas are data from existing shallow wells that can be used to better characterize potential surface water – groundwater interactions and likelihood of impacts on the GDEs. Any historical data identified in these GDE areas will be added to the Agency’s online database.

A visual inspection of a candidate well for inclusion in the Agency’s ongoing monitoring program will be performed, if feasible. It is assumed that land access agreements will need to be arranged for at least some of the well sites. If access agreements cannot be arranged, then those wells will no longer be candidates for inclusion in the monitoring program. Alternatively, if the land owner is agreeable to having their well be included in the monitoring program but would prefer to self-report water level data to the Agency, we will work with the landowner to establish a standard procedure that is consistent with the existing GSP Sampling and Analysis Plan and monitoring goals to accomplish this effort.

Candidate wells identified as a part of this task will be requested to be added to United’s routine water level monitoring program or the County of Ventura’s monitoring program for wells located outside United’s service area.

Deliverables:	1. Technical Memorandum summarizing the findings of the field reconnaissance of the well sites, recommendations for wells to be added to DMS, historical data available for those wells, and recommendations for inclusion of certain wells in the Agency’s ongoing monitoring program
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Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task A3 Groundwater Data Gaps

Tentative Schedule for FY24-25:	1 st Qtr – identify potential wells for evaluation for inclusion in the DMS 2 nd Qtr – arrange site access with land owners, as needed, to inspect wells for potential inclusion in GSA monitoring program; field inspection of wells; consultation with landowners regarding historical data
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Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:



DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

	Principal professional II	Project professional II	Staff professional II	Senior technical editor					
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
Description	\$317.00	\$199.00	\$155.00	\$152.00	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
Phase A Monitoring & Reporting									
Task A3 Groundwater Data Gaps	8	50	60	8	126	\$23,002	\$2,140	\$0	\$25,142

Other Direct Costs

Expenses	*** SELECT FROM LIST ***	Markup	Unit	Unit Fee	Quantity	Cost
Airfare	RT SMF - BUR		Trip	\$ 250.00	1	\$ 250
Per diem			day	260.00	4	1,040
Rental vehicle			day	150.00	5	750
Misc			LS	100.00	1	100
					Total:	\$2,140

MAJOR ASSUMPTIONS:

Task A3 - field reconnaissance time assumed to be one person for maximum of 3 days



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task A3 Groundwater Data Gaps

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

August 12, 2024

California Schedule of Fees
 (Effective January 1, 2024 through December 31, 2024)
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	\$234.00/hour
Project Professional III	\$216.00/hour
Project Professional II	\$199.00/hour
Project Professional I	\$184.00/hour
Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.



Item No. **2B Motion Item**

DATE: **August 27, 2024 (for September 5, 2024, meeting)**

TO: **Board of Directors**

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

FROM: **Patrick O'Connell, Senior Hydrogeologist**

SUBJECT: **Task Order DBSA-FY25-04 with Daniel B. Stephens & Associates for Biological Data Gaps**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-04 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning services to support the Agency with its development of a study plan for addressing biological data gaps associated with aquatic species in the East Grove Groundwater Dependent Ecosystem area through Fiscal Year 2024-2025.

BACKGROUND

The Sustainable Groundwater Management Act (SGMA) requires groundwater sustainability agencies to fill data gaps identified in the Groundwater Sustainability Plan (GSP) developed by the Agency. Biological data gaps related to potential aquatic species and habitat suitability have been identified in the Agency's Fillmore Basin GSP in the East Grove Groundwater Dependent Ecosystem (GDE) unit. This task order is proposed to help the Agency fill these data gaps.

DISCUSSION

The proposed scope of work includes:

- Daniel B. Stephens & Associates (DBS&A) staff will serve in a support role to Stillwater Sciences and United Water as they address biological data gaps associated with the use of the East Grove GDE as a dry season refuge or potential rearing habitat for steelhead or other species of concern. DBS&A will assist evaluation of shallow groundwater data in the GDE area.

- **Deliverables**

- Technical input on groundwater and surface water conditions during the field survey planning efforts
- Technical review comments on the draft study plan prepared by Stillwater Sciences and United Water.

Task Order Number DBSA-FY25-04, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$4,769 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-04.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-04

Proposed Motion:

Approve Task Order Number DBSA-FY25-04 with Daniel B. Stephens & Associates, Inc. for Biological Data Gaps.

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. DBSA-FY25-04

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 4,769.00

Project No.: A4

Project Name: Biological Data Gaps

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to support the Agency with its development of a study plan for addressing biological data gaps associated with aquatic species in the East Grove Groundwater Dependent Ecosystem (GDE) area through Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 4,769.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

365	Calendar Days
July 1, 2024	From this Date

Accepted By:

Date: 12 Aug 2023

Daniel B. Stephens & Associates

Approved By:

Date: 27 Aug 2023

Executive Director

Approved By:

Board Chair

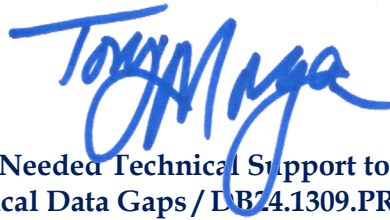
Date:

Letter Proposal

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

Date: August 12, 2024

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



Subject: Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 - June 2025) - Task A4 Biological Data Gaps / DB24.1309.PR(A4)

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study
 - Task Order B2 Field Visits

- Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order A4 Biological Data Gaps

Task Manager: Gus Tolley, PhD, PG

DBS&A staff will serve in a support role to Stillwater Sciences and United as they address biological data gaps associated with the use of the East Grove Groundwater Dependent Ecosystem (GDE) as a dry season refuge or potential rearing habitat for steelhead or other species of concern. DBS&A will assist evaluation of shallow groundwater data in the GDE area.

Deliverables:	1. Technical input on groundwater and surface water conditions during the field survey planning efforts; technical review comments on the draft Aquatic Habit Monitoring Plan
Tentative Schedule for FY24-25:	1 st Qtr – coordination with Stillwater Sciences and United in the study planning phase to incorporate available groundwater data 3 rd Qtr – review of draft Aquatic Habit Monitoring Plan with an emphasis on the groundwater and surface water conditions

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for the Task is presented in the following tables:



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task A4 Biological Data Gaps



DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

Description	Principal professional II	Project professional II	Staff professional II	Senior technical editor	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
	\$317.00	\$199.00	\$155.00	\$152.00					
Phase A Monitoring & Reporting									
Task A4 Biological Data Gaps	5	16			21	\$4,769			\$4,769

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

August 12, 2024

California Schedule of Fees
 (Effective January 1, 2024 through December 31, 2024)
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	\$234.00/hour
Project Professional III	\$216.00/hour
Project Professional II	\$199.00/hour
Project Professional I	\$184.00/hour
Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.



Item No. 2C Motion Item

DATE: August 28, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-05 with Daniel B. Stephens & Associates for
Domestic Well Drought Vulnerability Study – Desktop Study**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-05 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services to evaluate the vulnerability of domestic wells in the Fillmore and Piru Basins going dry during future multiple year droughts, through Fiscal Year 2024-2025.

BACKGROUND

The Sustainable Groundwater Management Act (SGMA) requires groundwater sustainability agencies to consider potential undesirable results that could occur when and where minimum thresholds (MTs) defined in the Agency's Groundwater Sustainability Plans (GSPs) are exceeded. During consultation calls with the California Department of Water Resources (DWR) in the first half of calendar year 2024, as part of the development of the Agency's Amended GSPs, the Agency received feedback from DWR recommending that the Agency quantify potential impacts to pumpers if MTs for groundwater level declines are set lower than historical lows. Consistent with the project listed in the Agency's Amended GSPs, this task order is proposed to help the Agency quantify potential undesirable results to well users in relation to the groundwater level decline MTs defined in the GSPs for the Fillmore and Piru Basins.

DISCUSSION

The proposed scope of work includes Daniel B. Stephens & Associates, Inc. (DBS&A) performing the following:

- An evaluation of the vulnerability of domestic wells (and other wells in the basins) to severe, multiple-year droughts was proposed in the Amended Groundwater Sustainability Plans (GSPs) submitted to the California Department of Water Resources in July 2024. This task is a part of that evaluation and has the following components for FY2024-25:
 - Implement an outreach program to owners of wells without well construction data (e.g., well depth, well screen depths) in the Agency's online database. These are needed to better evaluate the potential for water supply wells to be impacted by future, severe droughts; and
 - Output from the revised groundwater flow model to be prepared by United will be used to identify potentially vulnerable wells or geographic areas to future, severe droughts.
- The outreach program is envisioned to have the following basic elements:
 - Use the well information in the online database to identify wells lacking construction information (e.g., total depth, screen interval[s]);
 - Use the Agency's well registration database to identify the well owner or landowner for each well lacking construction information. The County of Ventura assessor parcel data can be accessed, if needed, to help identify landowners.
 - Contact the well and/or landowners via email (if available) and/or mail requesting the missing well information and describing the methods by which the information can be shared with the Agency;
 - Request the Fillmore Basin Pumpers Association and Piru Basin Pumpers Association to contact the well or landowners in their respective areas to emphasize the importance of the well data to the Agency's mission and announcing the date and time of workshops, as well as the online option to submit information about their well;
 - Data collection methods are envisioned to consist of two primary methods:
 - In-Person: Workshops will be held for well owners or landowners to bring information about their wells for review. DBS&A staff will review their well files and extract the relevant information. A workshop is suggested for each basin, however, a well owner could attend either regardless of their well location; and

- DBS&A will develop an online option for well owners to submit their well construction information.
- After the workshops and review of the online data submittals, DBS&A will cross reference the information submitted by the well owners to identify those remaining wells without well construction data and will attempt to contact each owner (e.g., telephone call) to offer assistance with acquiring their well information. Based on experience with similar efforts, we anticipate 25-40% of well owners will respond with the requested well information.
- Evaluate dry well vulnerability to groundwater level declines by using the outputs from the United Water Conservation District regional groundwater flow model, if the updated model is available during the Fiscal Year 2024-2025.
- **Deliverable** – Technical Memorandum, summarizing the findings and recommendations for inclusion of wells into the Agency’s groundwater monitoring network.

Task Order Number DBSA-FY25-05, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$49,611 during the fiscal year.

FISCAL IMPACT

The Agency’s Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-05.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-05

Proposed Motion:

Approve Task Order Number DBSA-FY25-05 with Daniel B. Stephens & Associates, Inc. for Domestic Well Drought Vulnerability Study.

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. DBSA-FY25-05

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 49,611.00

Project No.: B1

Project Name: Domestic Well Drought Vulnerability Study – Desktop Study

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to evaluate the vulnerability of domestic wells in the Fillmore and Piru Basins going dry during major (i.e., multi-year) droughts through Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 49,611.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

365	Calendar Days
July 1, 2024	From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 23 Aug 2023

Approved By:

Executive Director

Date: 27 Aug 2023

Approved By:

Board Chair

Date:

Letter Proposal

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

Date: August 23, 2024

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



Subject: Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task B1 Desktop Study – Domestic Well Drought Vulnerability Study / DB24.1309.PR(B1)

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study

- Task Order B2 Field Visits
 - Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order B1 Desktop Study - Domestic Well Drought Vulnerability Study

Task Manager: Tony Morgan, PG, CHG / Gus Tolley, PhD, PG

An evaluation of the vulnerability of domestic wells (and other wells in the basins) to severe, multi-year droughts was proposed in the revised Groundwater Sustainability Plans (GSPs) submitted to the California Department of Water Resources in July 2024. This task is a part of that evaluation and has the following components for FY2024-25:

- Implement an outreach program to owners of wells without well construction data (e.g., well depth, well screen depths) in the Agency's online database. These are needed to better evaluate the potential for water supply wells to be impacted by future, severe droughts; and
- Output from the revised groundwater flow model to be prepared by United (see Task Order D1 Surface Water and Groundwater Model Updates) will be used to identify potentially vulnerable wells or geographic areas to future, severe droughts.

The outreach program is envisioned to have the following basic elements:

- Use the well information in the online database to identify wells lacking construction information (e.g., total depth, screen interval[s]);
- Use the Agency's well registration database to identify the well owner or land owner for each well lacking construction information. The county assessor parcel data can be accessed, if needed, to help identify land owners;

- Contact the well and/or land owners via email (if available) and/or mail requesting the missing well information and describing the methods by which the information can be shared with the Agency;
- Request each of the Fillmore and Piru Basins Pumpers Associations to contact the well or land owners in their area to emphasize the importance of the well data to the Agency's mission and announcing the date and time of workshops, as well as the online option to submit information about their well;
- Data collection methods are envisioned to consist of two primary methods:
 - ◇ In-Person: Workshops will be held for well or land owners to bring information about their wells for review by DBS&A staff. Our staff will review their well files and extract the relevant information. A workshop is suggested for each basin (e.g., Friday evening in Fillmore basin and Saturday morning in Piru basin), however, a well owner could attend either regardless of their well location; and
 - ◇ DBS&A will develop an online option for well owners to submit their well construction information.
- After the workshops and review of the online data submittals, DBS&A will cross reference the information submitted by the well owners to identify those remaining wells without well construction data and will attempt to contact each owner (e.g., telephone call) to offer assistance with acquiring their well information. Based on experience with similar efforts, we anticipate 25-40% of well owners will respond with the requested well information.

United will be updating the regional groundwater flow model in FY24-25 (see Task Order D1) and will provide a revised simulation of future groundwater conditions in both basins. The simulation is anticipated to be available in the 4th Quarter of FY2024-2025 or 1st Quarter of FY2025-2026. This simulation will be used by DBS&A staff to identify wells that are susceptible to going dry in future, multi-year droughts using the same modeling assumptions (e.g., future groundwater pumping, climate change impacts) applied in for the development of the original GSPs. If the simulation results are not available in FY2024-2025, then this component of the task order will be delayed until FY2025-2026.

The groundwater model simulation output will be used to prepare maps of the forecasted future low water levels predicted during a future, multi-year drought. These maps will be added to the online database for use as a reference by stakeholders, well permit applicants, and the Agency when evaluating future well permits.

Deliverables:	1. List of wells (and their well owners) with missing well construction information 2. Workshop noticing 3. Ledger detailing outreach efforts to each well owner (e.g., dates of mailers, who attended the workshops or submitted data online) 4. Updated online database with newly acquired well construction information 5. List of wells with unavailable well construction information 6. Inventory of wells susceptible to future droughts 7. Add maps to online database showing simulated future low water levels based on revised groundwater flow model
Tentative Schedule for FY24-25:	1 st Qtr – identify wells (and their well owners) lacking well construction information; schedule dates, locations, and times for in-person workshops; distribute email messages and mailers to well owners regarding workshop and online options 2 nd Qtr – pumpers associations notice to pumpers/land owners; conduct workshops 3 rd Qtr – cross reference workshop attendees and online data submittals with well owners list; contact well owners that did not participate in workshop or submit data online 4 th Qtr – update the online database with newly acquired well construction data; identify wells susceptible to impacts due to declining water levels in future, multi-year droughts based on updated groundwater model

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:

DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

	Principal professional II	Project professional II	Staff professional II	Senior technical editor					
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
Description	\$317.00	\$199.00	\$155.00	\$152.00	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
Phase B Domestic Well Drought Vulnerability Study									
Task B1 Desktop Study	60	74	75		209	\$45,371	\$4,240	\$0	\$49,611



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task B1 Desktop Study
Domestic Well Drought Vulnerability Study

Task B1 Desktop Study

Other Direct Costs

Expenses	*** SELECT FROM LIST ***	Markup	Unit	Unit Fee	Quantity	Cost
Airfare	RT SMF-BUR	0%	Trip	\$ 250.00	2	\$ 500
Per Diem			Day	260.00	9	2,340
Rental Vehicle	1-GT, PN / 1-TM		Day	150.00	6	900
Airfare	RT BNA-BUR		Trip	500.00	1	500
					Total:	\$4,240

MAJOR ASSUMPTIONS:

- Task B1 - workshop location rental fees not included
- Task B1 - workshops will occur on consecutive days (e.g., Fri evening and Sat morning)
- Task B1 - three DBS&A staff will attend each workshop

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task B1 Desktop Study
Domestic Well Drought Vulnerability Study

Authorized by:

Signature

Title

Printed Name

Date

August 23, 2024



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task B1 Desktop Study
Domestic Well Drought Vulnerability Study

California Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)
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	\$234.00/hour
Project Professional III	\$216.00/hour
Project Professional II	\$199.00/hour
Project Professional I	\$184.00/hour
Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.

August 23, 2024



Item No. 2D Motion Item

DATE: August 29, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-06 with Daniel B. Stephens & Associates for
Cienega Springs Drought Mitigation Plan – Needs Assessment &
Conceptualization**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-06 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services, to perform a needs assessment through stakeholder engagement and develop a project *prospectus* for the drought mitigation project for the Cienega Springs Groundwater Dependent Ecosystem (GDE), through Fiscal Year 2024-2025.

BACKGROUND

A drought mitigation plan for the Cienega Springs Groundwater Dependent Ecosystem (GDE) area was included as Project #1 in the original Groundwater Sustainability Plans (GSPs) submitted to the California Department of Water Resources (DWR) in January 2022 and has been carried forward in the revised GSPs that were submitted to the DWR in July 2024. The Agency included this project in the GSPs to mitigate die-off of riparian forest vegetation (e.g., cottonwoods and willows) during multiple year droughts, like that which occurred during the 2012-2016 drought (Kibler et al., 2021). The findings from the Kibler et al. (2021) study motivated the Agency's decision to set groundwater level minimum thresholds (MTs) of 10 feet below 2011 groundwater levels for this area in its GSPs. The current goal is to develop a mitigation project/action that will sustain a seedbank area for the riparian tree vegetation to persist during droughts.

Significant portions of the GDE are part of restoration activities related to the Cienega Springs Ecological Reserve, located on California Department of Fish and

Wildlife (CDFW) property associated with CDFW's Fillmore Fish Hatchery. Significant eastern portions of the GDE are also located on property owned by The Nature Conservancy (TNC). This Project is in early stages and requires stakeholder engagement with landowners, such as those mentioned above, and entities involved with the restoration of the GDE area (e.g., Stillwater Sciences, University of California – Santa Barbara and the Santa Clara River Conservancy), to perform a needs assessment and better define the project concept. The scope of work for Daniel B. Stephens & Associates (DBS&A) to perform under this Task Order assumes incorporating work products produced by Stillwater Sciences under a separate task order associated with this Project.

DISCUSSION

The proposed scope of work includes DBS&A performing, but not necessarily limited to, the following assignments during FY2024-25:

- Attendance at Agency Board of Director meetings and workshops dealing with this Project;
- 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;
- Participating in consultation sessions with Agency directors and staff, stakeholders, CDFW, TNC, and others interested parties to acquaint them with project goals, concepts, and anticipated implementation timelines;
- 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., CDFW) and Federal entities, and potential funding sources;
- Update the FPBGSA online database with relevant information obtained during this Task;
- Review the Agency's online database to identify candidate wells for potential consideration as a supplemental water source(s);

- 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; and
- Other miscellaneous assignments as directed.
- **Deliverables:**
 - Draft project *prospectus*
 - Final project *prospectus*
 - List of candidate wells to be potentially used as a supplemental water supply
 - Guidelines for evaluating requests to extract groundwater near the project site

Task Order Number DBSA-FY25-06, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$39,836 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-06.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-06

Proposed Motion:

Approve Task Order Number DBSA-FY25-06 with Daniel B. Stephens & Associates, Inc. for Cienega Springs Drought Mitigation Planning.

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. DBSA-FY25-06

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 39,836.00

Project No.: C1

Project Name: Cienega Springs Drought Mitigation Plan – Needs Assessment & Conceptualization

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to support the Agency in the development of a drought mitigation plan for the Cienega Springs Groundwater Dependent Ecosystem (GDE) unit through Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 39,836.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

365	Calendar Days
July 1, 2024	From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 12 Aug 2023

Approved By:

Executive Director

Date: 29 Aug 2023

Approved By:

Board Chair

Date:

Letter Proposal

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

Date: August 12, 2024

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



Subject: Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task C1 Needs Assessment & Conceptualization – Cienega Springs Drought Mitigation Plan / DB24.1309.PR(C1)

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study

- Task Order B2 Field Visits
 - Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order C1 Needs Assessment & Conceptualization – Cienega Springs Drought Mitigation Plan

Task Manager: Tony Morgan, PG, CHG / Gus Tolley, PhD, PG

A drought mitigation plan for the Cienega Springs Groundwater Dependent Ecosystem (GDE) area was proposed in the revised Groundwater Sustainability Plans (GSPs) submitted to the California Department of Water Resources in July 2024. This task is a part of that mitigation plan development process and has the following components for FY2024-25.

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;
- Participate in consultation sessions with Agency directors and staff, stakeholders, California Department of Fish and Wildlife (CDFW), The Nature Conservancy (TNC), and others interested parties to acquaint them with project goals, concepts, and anticipated implementation timelines;
- 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., CDFW) and Federal entities, and potential funding sources. The draft project prospectus is envisioned to be a 2-3 page summary of the project concept, goals, and general project implementation procedures (i.e., triggers for initiation or termination of supplemental water supplies, quantities of supplemental water to be supplied, timing of the supplemental water deliveries, water use responsibilities);

- 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.;
- Review the Agency’s online database to identify candidate wells for potential consideration as a supplemental water source(s). The candidate wells will be classified based on criteria such as proximity to the site, well depth, screen interval, well status (active, abandoned, etc.), and likely production capacity;
- 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; and
- Other miscellaneous assignments as directed.

Deliverables:	<ol style="list-style-type: none"> 1. Draft <i>project prospectus</i> 2. Final <i>project prospectus</i> 3. List of candidate wells to be potentially used as a supplemental water supply 4. Guidelines for evaluating requests to extract groundwater near the project site
Tentative Schedule for FY24-25:	<p>1st Qtr – consultation with key landowners and stakeholders (e.g., CDFW, TNC, Stillwater Sciences, University of California Santa Barbara) regarding project concept</p> <p>2nd Qtr – develop draft <i>project prospectus</i> for review by Agency board of directors and stakeholders; identify candidate wells for potential use as a supplemental water supply</p> <p>3rd & 4th Qtr – consultation with CDFW and TNC on draft <i>project prospectus</i>; finalize the <i>project prospectus</i></p>

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task C1 Needs Assessment & Conceptualization

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:

DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

Description	Principal professional II	Project professional II	Staff professional II	Senior technical editor	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
	\$317.00	\$199.00	\$155.00	\$152.00					
Phase C Cienega Springs Drought Mitigation Plan									
Task C1 Needs Assessment & Conceptualization	88	60			148	\$39,836			\$39,836

MAJOR ASSUMPTIONS:

Task C1 - consultations are assumed to be conducted remote

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

August 12, 2024



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task C1 Needs Assessment & Conceptualization

California Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)
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	\$234.00/hour
Project Professional III	\$216.00/hour
Project Professional II	\$199.00/hour
Project Professional I	\$184.00/hour
Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.

August 12, 2024



Item No. 2E Motion Item

DATE: August 29, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order SWS-FY25-02 with Stillwater Sciences for Cienega Springs
Drought Mitigation Plan – Needs Assessment & Conceptualization**

RECOMENDATION

The Board will consider approving Task Order Number SWS-FY25-02 with Stillwater Sciences, Inc. (SWS) for as-needed technical and planning services, to perform a needs assessment through stakeholder engagement and technical support for the development of a project *prospectus* for the drought mitigation project for the Cienega Springs Groundwater Dependent Ecosystem (GDE), through Fiscal Year 2024-2025.

BACKGROUND

A drought mitigation plan for the Cienega Springs Groundwater Dependent Ecosystem (GDE) area was included as Project #1 in the original Groundwater Sustainability Plans (GSPs) submitted to the California Department of Water Resources (DWR) in January 2022 and has been carried forward in the revised GSPs that were submitted to the DWR in July 2024. The Agency included this project in the GSPs to mitigate die-off of riparian forest vegetation (e.g., cottonwoods and willows) in the Cienega Springs GDE area during multiple year droughts, like that which occurred during the 2012-2016 drought (Kibler et al., 2021). The findings from the Kibler et al. (2021) study motivated the Agency's decision to set groundwater level minimum thresholds (MTs) of 10 feet below 2011 groundwater levels for this area in its GSPs. The current goal is to develop a mitigation project/action that will sustain a seedbank area for the riparian tree vegetation to persist during droughts.

Significant portions of the GDE are part of restoration activities related to the Cienega Springs Ecological Reserve, located on California Department of Fish and Wildlife (CDFW) property associated with the Fillmore Fish Hatchery. Significant

eastern portions of the GDE are also located on property owned by The Nature Conservancy (TNC). This Project is in early stages and requires stakeholder engagement with landowners, such as those mentioned above, and entities involved with the restoration of the GDE area (e.g., Stillwater Sciences, University of California – Santa Barbara and the Santa Clara River Conservancy), to perform a needs assessment and better define the project concept. The scope of work for Stillwater to perform under this Task Order is expected to be incorporated into the work products produced by Daniel B. Stephens & Associates (DBS&A) under a separate task order (Task Order DBSA FY25-06) associated with this Project.

DISCUSSION

The proposed scope of work includes Stillwater performing, but not necessarily limited to, the following assignments during FY2024-25:

- Preparation time and attendance for up to six remote meetings with the project team and stakeholders including TNC, CDFW, UCSB, and others;
- Coordination with United Water Conservation District and DBS&A;
- One field meeting for two employees to assess issues associated with the mitigation plan;
- Preparation of a presentation and in-person attendance at one Board of Directors meeting and/or workshop focused on the Cienega Drought Mitigation Plan; and
- Short technical memorandum identifying the GDEs where supplemental water is most likely to help during droughts based on previous relationships between groundwater depth and NDVI.
- **Deliverables:**
 - Powerpoint file from board presentation summarizing findings over the first year
 - Draft and final (2-3) page technical memorandum identifying GDEs most likely to benefit from water augmentation in coordination with DBS&A. This memorandum can be an appendix to the *prospectus* submitted by DBS&A.

Task Order Number SWS-FY25-02, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$37,000 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number SWS-FY25-02.

ATTACHMENTS

Attachment 1 – Task Order Number SWS-FY25-02

Proposed Motion:

Approve Task Order Number SWS-FY25-02 with Stillwater Sciences, Inc. for Cienega Springs Drought Mitigation Plan.

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. SWS-FY25-02

Consultant's Name:	Stillwater Sciences	FY 2024-25 Task Orders:	NA
Agreement Date:	15 Aug 2022	This Authorization:	\$ 37,000.00
Project No.:	C1		
Project Name:	Cienega Springs Drought Mitigation Plan – Needs Assessment & Conceptualization		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to support the Agency in the development of a drought mitigation plan for the Cienega Springs Groundwater Dependent Ecosystem (GDE) unit through Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 37,000.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

297	Calendar Days
September 6, 2024	From this Date

Accepted By:

Date: 29 Aug 2023

Stillwater Sciences

Approved By:

Date: 29 Aug 2023

Executive Director

Approved By:

Board Chair

Date:

Patrick O'Connell

Dear Patrick,

I've attached a draft scope of work for support on the Cienega Drought Mitigation Plan. Please let me know if you have any questions or concerns.

Thanks,

Christian Braudrick

510.507.3021

Scope

Stillwater Sciences will support the Fillmore and Piru Basins Groundwater Sustainability Agency in drafting a drought mitigation plan at the Cienega GDE near the Fillmore Fish Hatchery during the 2024/2025 Fiscal Year. The following scope and budget are proposed on an as-needed basis, but the costs outlined below are likely to occur over the next fiscal year. The work during the 2024-2025 will serve as the basis for a technical report to be submitted in late summer/fall 2025, during the subsequent fiscal year.

The budget pasted below assumes:

- Preparation time and attendance for up to six remote meetings with the project team and stakeholders including TNC, CDFW, UCSB, and others;
- Coordination with United Water and DBS&A;
- One field meeting for two employees to assess issues associated with the mitigation plan;
- Preparation of a presentation and in-person attendance at one Board of Directors meeting and/or workshop focused on the Cienega Drought Mitigation Plan; and

Berkeley, CA

510.848.8098

Arcata, CA

707.822.9607

Davis, CA

530.756.7550

Morro Bay, CA

805.570.7499

Los Angeles, CA

213.336.0001

Ventura, CA

213.336.0001

Portland, OR

503.267.9006

Boulder, CO

720.656.2330

Fort Collins, CO

720.656.2330

-
- Short technical note identifying the GDEs where supplemental water is most likely to help during droughts based on previous relationships between groundwater depth and NDVI.

Deliverables:

- Powerpoint file from board presentation summarizing findings over the first year
- Draft and final (2-3) page technical note identifying GDEs most likely to benefit from water augmentation in coordination with DBS&A. This memorandum can be an appendix to the prospectus submitted by DBS&A.

Schedule (FY 2025):

- 1st Qtr – begin consultation with key landowners and stakeholders (e.g., CDFW, TNC, University of California Santa Barbara) and DBS&A regarding project concept
- 2nd Qtr – develop draft Cienega drought GDE technical note for review by Agency board of directors and stakeholders. The note will
- 3rd & 4th Qtr – present findings to consultation with CDFW and TNC on short memo; finalize the memo.

Cost Table

Labor Hours	Labor	Expenses	Total
183	\$34,700	\$2,300	\$37,000



Item No. 2F Motion Item

DATE: August 29, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-07 with Daniel B. Stephens & Associates for
Surface Water and Groundwater Model Updates**

RECOMMENDATION

The Board will consider approving Task Order Number DBSA-FY25-07 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services, to support the Agency with its update of the regional surface water and groundwater models for the 5-Year Groundwater Sustainability Plans Updates, through Fiscal Year 2024-2025.

BACKGROUND

United Water Conservation District (United) will be updating the existing numerical models used in the preparation of the initial groundwater sustainability plans (GSPs) to better represent hydrologic processes in the basin with greater resolution, including interactions between groundwater and surface water.

DISCUSSION

Daniel B. Stephens & Associates, Inc., (DBS&A) will assist with the design of multiple modeling scenarios that United will run to better understand how conditions such as future climate change, varying groundwater extraction patterns, and non-GSA water management activities (i.e., water releases from Santa Felicia Dam or Castaic Lake, purchases of supplemental State Water Project water) impact basin sustainability. It is envisioned that 4-5 model scenarios will be developed under this task.

- **Deliverables:**

- Draft model scenarios
- Final model scenarios
- Evaluation of final model scenarios

Task Order Number DBSA-FY25-07, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$10,320 during the fiscal year.

FISCAL IMPACT

The Agency’s Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-07.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-07

Proposed Motion:

Approve Task Order Number DBSA-FY25-07 with Daniel B. Stephens & Associates, Inc. for Surface Water and Groundwater Model Updates.

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. DBSA-FY25-07

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 10,320.00

Project No.: D1

Project Name: GSPs Updates - Surface Water and Groundwater Model Updates

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed general technical and planning services to support the Agency with its update of the surface water and groundwater model for the 5-year GSP Updates through Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 10,320.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

297	Calendar Days
06 Sep 2024	From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 12 Aug 2023

Approved By:

Executive Director

Date: 29 Sep 2023

Approved By:

Board Chair

Date:

Letter Proposal

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

Date: August 12, 2024

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



Subject: Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task D1 Surface Water and Groundwater Model Updates – GSP Updates / DB24.1309.PR(D1)

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study

- Task Order B2 Field Visits
- Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order Task D1 Surface Water and Groundwater Model Updates – GSP Updates

Task Manager: Tony Morgan, PG, CHG / Gus Tolley, PhD, PG

United Water Conservation District will be updating the existing numerical model used in the preparation of the initial GSPs to better represent hydrologic processes in the basin with greater resolution, including interactions between groundwater and surface water. DBS&A staff will assist with the design of multiple modeling scenarios that United will run to better understand how conditions such as future climate change, varying groundwater extraction patterns, and non-GSA water management activities (i.e., water releases from Santa Felicia Dam or Castaic Lake, purchases of supplemental State water) impact basin sustainability. It is envisioned that 4-5 model scenarios would be developed under this task.

Deliverables:	1. Draft model scenarios 2. Final model scenarios 3. Evaluation of final model scenarios
Tentative Schedule for FY24-25:	2 nd Qtr – work with United on developing draft model scenarios 3 rd Qtr – review draft model scenarios with Agency board of directors and stakeholders; finalize model scenarios 4 th Qtr – United runs final model scenarios and provides output to DBS&A; perform preliminary review of model output for each scenario



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task D1 Surface Water & Groundwater
Model Updates

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:

DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

	Principal professional II	Project professional II	Staff professional II	Senior technical editor					
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
Description	\$317.00	\$199.00	\$155.00	\$152.00	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
Phase D GSP Updates									
Task D1 SW and GW Model Updates	20	20			40	\$10,320			\$10,320

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task D1 Surface Water & Groundwater
Model Updates

Authorized by:

Signature

Title

Printed Name

Date

August 12, 2024



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task D1 Surface Water & Groundwater
Model Updates

California Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)
Confidential

Professional Services

Principal Professional III	\$335.00/hour
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Principal Professional I	\$280.00/hour
Senior Professional III	\$265.00/hour
Senior Professional II	\$254.00/hour
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Project Professional III	\$216.00/hour
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Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
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CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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	
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.

August 12, 2024



Item No. 2G Motion Item

DATE: August 29, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-08 with Daniel B. Stephens & Associates for
Well Permit Review Guidelines and Policy Development**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-08 with Daniel B. Stephens & Associates, Inc., for as-needed technical and planning services, to develop Agency guidelines and policy for groundwater sustainability agency well permit reviews required by Executive Order N-3-23, through Fiscal Year 2024-2025.

BACKGROUND

DBS&A will continue the development of a program to evaluate applications for well permits for new groundwater wells or for alteration of existing wells and verify if the proposed well complies with order number 4 of California Executive Order N-3-23. The effort to develop a program was paused in early 2024 as the Agency focused on responding to the Department of Water Resources' comments on the Fillmore and Piru basins GSPs and preparing amended documents.

Executive Order N-3-23 stipulates that a permit for a new well or alteration of an existing well cannot be approved without obtaining written verification from the Agency that groundwater extracted from the proposed well or alteration of the well *"...would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan."*

In addition to the written verification mentioned above, Executive Order N-3-23 requires that groundwater extraction from a proposed well is *"...(1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not*

likely to cause subsidence that would adversely impact or damage nearby infrastructure.”

Development and implementation of the Well Permit Review program will help the Agency to comply with the Executive Order, provide well owners with clear guidance, ensure equity between applicants, and help the Agency maintain sustainable conditions in its basins.

DISCUSSION

The proposed scope of work includes DBS&A performing, 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 well permit evaluation process and other topics 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 well permit evaluation process;
- Major activities are expected to include:
 - Finalization of well permit evaluation process flowchart in consultation with the Board of Directors, the Executive Director, legal counsel, or staff;
 - Development of guidelines for well permit applicants that describes the well permit evaluation or review process;
 - Finalize the Agency Supplemental Well Permit Application information form;
 - Prepare a draft and final policy to provide overall guidance to Agency for evaluation of well permits; and
 - Other miscellaneous assignments as directed.
- **Deliverables:**
 1. Well permit evaluation process flowchart
 2. Well permit guidelines for well permit applicants which include the Supplemental Well Permit Application form
 3. Well permit review policy
 4. Draft and final Well Permit Review policy documents

Task Order Number DBSA-FY25-08, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$24,805 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-08.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-08

Proposed Motion:

Approve Task Order Number DBSA-FY25-08 with Daniel B. Stephens & Associates, Inc. for Well Permit Review Guidelines and Policy Development.

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. DBSA-FY25-08

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 24,805.00

Project No.: E1

Project Name: Well Permit Review Policy Development

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to develop a well permit review policy for the Agency to comply with the requirements of Executive Order N-3-23 during Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 24,805.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

297	Calendar Days
06 Sep 2024	From this Date

Accepted By:

Date: 12 Aug 2023

Daniel B. Stephens & Associates

Approved By:

Date: 29 Aug 2023

Executive Director

Approved By:

Board Chair

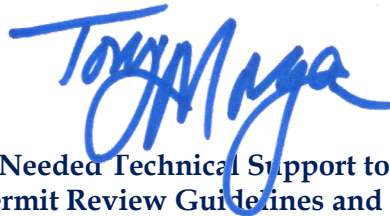
Date:

Letter Proposal

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

Date: August 23, 2024

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



Subject: **Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task E1 Well Permit Review Guidelines and Policy Development – General Programs & Project Development / DB24.1309.PR(E1)**

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study

- Task Order B2 Field Visits
 - Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order E1 Well Permit Review Guidelines and Policy Development- General Programs & Project Development

Task Manager: Tony Morgan, PG, CHG / Gus Tolley, PhD, PG

DBS&A will continue the development of a program to evaluate applications for well permits for new groundwater wells or for alteration of existing wells, and verify if the proposed well complies with order number 4 of Executive Order N-3-23. The development of a review process was previously initiated in response to the Governor's Executive Order, but was paused as the Agency focused on responding to DWR's review comments on the Fillmore and Piru basins GSPs.

Simply stated Executive Order N-3-23 stipulates that a permit for a new well or alteration of an existing well cannot be approved without obtaining written verification from the Agency that groundwater extracted from the proposed well or alteration of the well "*...would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan*".

In addition to the written verification mentioned above, Executive Order N-3-23 requires that groundwater extraction from a proposed well is "*...(1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.*"

The *Well Permit Review* program will contain elements to guide the Agency's efforts to comply with the Executive Order by developing a policy for the Agency to reference when deciding to provide written verification that groundwater extractions would not be inconsistent with the

Agency's GSP, as well as assess the potential for new groundwater extraction wells to cause *substantial interference to nearby existing water wells* and to assess the *potential for the new well to initiate subsidence*. 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 well permit evaluation process and other topics 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 well permit evaluation process;
- Major activities are expected to include:
 - ◊ Finalization of well permit evaluation process flowchart in consultation with the Board of Directors, the Executive Director, legal counsel, or staff;
 - ◊ Development of a guidelines for well permit applicants that describes the well permit evaluation or review process;
 - ◊ Finalize the FPBGSA Supplemental Well Permit Application form;
 - ◊ Prepare a draft and final policy to provide overall guidance to Agency for evaluation of well permits; and
 - ◊ Other miscellaneous assignments as directed.

Deliverables:	1. Well permit evaluation process flowchart 2. Well permit guidelines for well permit applicants which include the Supplemental Well Permit Application form 3. Well permit review policy 4. Draft and final Well Permit Review policy documents
Tentative Schedule for FY24-25:	1 st Qtr – review status of earlier efforts on this topic; prepare revised draft flowchart, guidelines, and policy documents, as needed 2 nd Qtr – work with Agency board of directors, staff, and stakeholders to finalize the well permit review process

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task E1 Well Permit Review Guidelines
& Policy Development

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:

DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

Description	Principal professional II	Project professional II	Staff professional II	Senior technical editor	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
	\$317.00	\$199.00	\$155.00	\$152.00					
Phase E General Programs & Project Development									
Task E1 Well Permit Review	50	45			95	\$24,805			\$24,805

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

August 23, 2024



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task E1 Well Permit Review Guidelines
& Policy Development

California Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)
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	\$234.00/hour
Project Professional III	\$216.00/hour
Project Professional II	\$199.00/hour
Project Professional I	\$184.00/hour
Staff Professional III	\$168.00/hour
Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.

August 23, 2024



Item No. 2H Motion Item

DATE: August 29, 2024 (for September 5, 2024, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: Patrick O'Connell, Senior Hydrogeologist

**SUBJECT: Task Order DBSA-FY25-09 with Daniel B. Stephens & Associates for
Groundwater Export Evaluation and Policy Development**

RECOMENDATION

The Board will consider approving Task Order Number DBSA-FY25-09 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning services, to evaluate the significance of groundwater exports from the Fillmore and Piru Basins and develop a groundwater export policy and guidelines for the Agency, through Fiscal Year 2024-2025.

BACKGROUND

The Agency 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. Evaluation of current groundwater exports and 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 findings of the evaluation will also inform the Agency's 5-Year Groundwater Sustainability Plans updates.

DISCUSSION

The proposed scope of work includes DBS&A performing, 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, 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;
- Identify known current and likely groundwater exporters from each basin and categorize the exports as:
 1. Basin-to-basin (e.g., Piru to Fillmore or Fillmore to Piru), or
 2. Outside of agency (e.g., from Fillmore or Piru basins to lands outside of the Agency's jurisdiction, such as to Santa Paula basin or the surrounding hillsides);
- 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;
- Finalize the policy document based on Agency board of directors and stakeholder input;
- Consultations with Executive Director, legal counsel, or staff on Agency groundwater export implementation processes;
- Other miscellaneous assignments as directed.
- **Deliverables**
 1. Draft and final groundwater export policy including evaluation guidelines
 2. List of likely groundwater exporters

Task Order Number DBSA-FY25-09, under the Master Professional Services Agreement, would provide for as-needed work, not to exceed \$25,122 during the fiscal year.

FISCAL IMPACT

The Agency's Fiscal Year 2024-2025 Budget includes sufficient funds to cover the cost of the proposed scope of work for Task Order Number DBSA-FY25-09.

ATTACHMENTS

Attachment 1 – Task Order Number DBSA-FY25-09

Proposed Motion:

Approve Task Order Number DBSA-FY25-09 with Daniel B. Stephens & Associates, Inc. for Groundwater Export Evaluation and Policy Development.

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. DBSA-FY25-09

Consultant's Name: Daniel B. Stephens & Associates, Inc. **FY 2024-25 Task Orders:** NA

Agreement Date: 01 Jul 2022 **This Authorization:** \$ 25,122.00

Project No.: E2

Project Name: Groundwater Export Evaluation and Policy Development

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning services to evaluate the significance of groundwater exports from the Fillmore and Piru Basins and develop a groundwater export policy including guidelines for evaluating requests to export groundwater from the Basins during Fiscal Year 2024-2025.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR TASK \$ 25,122.00

ORDER:

TIME FOR COMPLETION OF ALL SERVICES
UNDER THIS TASK ORDER:

297	Calendar Days
06 Sep 2024	From this Date

Accepted By:

Daniel B. Stephens & Associates

Date: 12 Aug 2023

Approved By:

Executive Director

Date: 29 Sep 2023

Approved By:

Board Chair

Date:

Letter Proposal

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

Date: August 12, 2024

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



Subject: **Letter Proposal to Provide As-Needed Technical Support to Agency (July 2024 – June 2025) – Task E2 Groundwater Export Evaluation and Policy Development – General Programs & Project Development / DB24.1309.PR(E2)**

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 As-Needed Technical Support.

Scope of Work Overview

In consultation with the FPBGSA Board of Directors and Executive Director, DBS&A has prepared a series of letter proposals to provide continued general assistance in support of the FPBGSA's Board of Directors ongoing Groundwater Sustainability Plans (GSPs) implementation activities for the Fillmore and Piru basins. The scope of work described in the letter proposals has been organized into the following Phases and Tasks and is keyed to the FY24-25 Agency budget. Funding was not allocated to all tasks for FY2024-25 (highlighted in red below). Letter proposals were not prepared for tasks without funding in FY2024-25. The scope of work provided for each task is considered preliminary and can be adjusted as the Agency board of directors refines its goals.

- Phase A – Monitoring and Reporting
 - Task Order A2 WY2024 GSP Annual Reports and Online Database Management
 - Task Order A3 Groundwater Data Gaps
 - Task Order A4 Biological Data Gaps
- Phase B – Domestic Well Drought Vulnerability Study
 - Task Order B1 Desktop Study

- Task Order B2 Field Visits
 - Task Order B3 Mitigation Plan
- Phase C – Cienega Springs Drought Mitigation Project
 - Task Order C1 Needs Assessment and Conceptualization
 - Task Order C2 Project Planning and Design
 - Task Order C3 Pilot Project
- Phase D – GSP Updates
 - Task Order D1 Surface Water and Groundwater Model Updates
 - Task Order D2 GSP 5-Year Updates
- Phase E - General Support (Board Meetings, Grants, Advocacy)
 - Task Order E1 Well Permit Review
 - Task Order E2 Groundwater Export Evaluation and Policy Development
 - Task Order E3 General Support

Scope of Work - Task Order E2 Groundwater Export Evaluation and Policy Development

Task Manager: Tony Morgan, PG, CHG / Phoebe Nicholls

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;
- Identify known current and likely groundwater exporters from each basin. Categorize the exports as basin-to-basin (e.g., Piru to Fillmore or Fillmore to Piru), outside of agency (e.g., either from Fillmore or Piru basins to lands outside of either basin boundary (e.g., Fillmore to Santa Paula basin, Piru or Fillmore basin to hillsides outside of basin) ;

- 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;
- Finalize the policy document based on Agency board of directors and stakeholder input;
- Consultations with Executive Director, legal counsel, or staff on Agency groundwater export implementation processes;
- Other miscellaneous assignments as directed.

Deliverables:	1. Draft and final groundwater export policy including evaluation guidelines 2. List of likely groundwater exporters
Tentative Schedule for FY24-25:	1 st Qtr – prepare draft export policy 2 nd Qtr – Agency board of directors and stakeholders review of policy 3 rd or 4 th Qtr – Agency adoption of groundwater export policy

Proposed Cost

The exact level of effort for these services is not yet 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 effective through the end of December 2024. Services provided beginning in January 2025 will be subject to the 2025 Schedule of Fees. Only actual costs incurred will be charged.

The proposed cost is consistent with the Agency approved budget for FY2024-2025. A detailed breakdown of the estimated level of effort for this Task is presented in the following table:

DB24.1309.PR FPBGSA As-Needed Services (FY24-25)

	Principal professional II	Project professional II	Staff professional II	Senior technical editor					
	Morgan, W. Tony	Tolley, Douglas	Nicholls, Phoebe	Fay, Robyn					
Description	\$317.00	\$199.00	\$155.00	\$152.00	Task Hours	Labor Costs	ODCs	Markup on ODCs	Total
Phase E General Programs & Project Development									
Task E2 Groundwater Export Eval & Policy Development	40	8	70		118	\$25,122			\$25,122



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task E2 GW Export Evaluation &
Policy Development

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, 2024, and continue until the end of the fiscal year on June 30, 2025.

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 2024 California Schedule of Fees

Authorized by:

Signature

Title

Printed Name

Date

August 12, 2024



Letter Proposal for As-Needed
Technical Support (July 2024 – June 2025)
Task E2 GW Export Evaluation &
Policy Development

California Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)
Confidential

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Project Professional III	\$216.00/hour
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Staff Professional II	\$155.00/hour
Staff Professional I	\$139.00/hour
Laboratory Manager	\$182.00/hour
Principal Technician	\$190.00/hour
Managing Technician	\$165.00/hour
Technician IV	\$150.00/hour
Technician III	\$130.00/hour
Technician II	\$120.00/hour
Technician I	\$108.00/hour
GIS Specialist	\$175.00/hour
CADD Designer	\$155.00/hour
CADD/GIS/Database Manager II	\$140.00/hour
CADD/GIS/Database Manager I	\$130.00/hour
Senior Technical Editor	\$152.00/hour
Technical Editor	\$130.00/hour
Biologist II	\$130.00/hour
Biologist I	\$115.00/hour
Project Assistant III	\$130.00/hour
Project Assistant II	\$120.00/hour
Project Assistant I	\$105.00/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.

August 12, 2024