

Agenda Item IV.A

**Interim Borrego Springs Watermaster
Board of Directors Meeting
July 8, 2021
AGENDA ITEM IV.A**

To: Board of Directors
From: Samantha Adams, Executive Director
Date: July 2, 2021
Subject: Consideration of Approval of the Water Year 2022 Budget and Pumping Assessment

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Fiscal Impact	<input type="checkbox"/> Funds Budgeted
<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Cost Estimate:	\$ 597,003

Recommended Action

Approve the Watermaster Operating Budget for Water Year (WY) 2022 as presented in Table 1a.

Fiscal Impact: The operating budget includes expenditures of \$597,003. As proposed herein, the expenditures will be funded by pumping assessments (\$458,000) and reserves (\$139,003).

Background and Previously Related Actions by the Board

Section IV.E.3 of the Stipulated Judgment (Judgment) provides for a process and schedule for developing the Watermaster's annual budget and collecting assessments to fund it. The Board has reviewed and discussed the process and reviewed and refined the draft budget during the April, May, and June Board meetings. Staff has finalized the proposed budget for WY 2022 and prepared a five-year projection of the Watermaster operating costs based on the feedback from the Board.

The purpose of this memo is to present the final draft of the Operating Budget for WY 2022.

Watermaster Operating Budget for WY 2022

Table 1a, enclosed, summarizes the line-item operating budget, including revenues, expenditures, and reserves for WY 2022 and the projected line-item budgets for WYs 2023 through 2026. Table 1b below summarizes the budget without the line-item detail for each category of expenditures.

The projected budgets shown in Tables 1a and 1b are estimated based on Watermaster staff's best professional judgement as to how the cost of each line item will change over time. Some tasks increase due to annual inflation only (at a rate of about 3% per year), some tasks initially decrease in cost as efficiencies are achieved, followed by annual increases due to inflation, and some tasks fluctuate year-to-year based on the level of effort expected for non-routine work such as the work performed with the support of the TAC (e.g. Sustainable Yield updates).

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For WYs 2022 through 2026, the pumping assessment is proposed to be set to a constant annual value of \$458,000, which would result in a WY 2026 year-end reserve that is equal to the five-year average annual operating expenditures from WY 2022 to WY 2026, which is about \$500,000.

Revenues, Expenditures, and Reserves	Proposed WY 2022	Projected Budget			
		WY 2023	WY 2024	WY 2025	WY 2026
Revenues	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000
Pumping Assessments	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000
Total Expenditures	\$ 597,003	\$ 473,480	\$ 559,800	\$ 445,509	\$ 432,975
Administrative Services	\$ 223,799	\$ 211,819	\$ 218,024	\$ 213,730	\$ 219,992
Legal Services	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275
Engineering and Technical Services ¹	\$ 286,124	\$ 190,161	\$ 268,131	\$ 155,925	\$ 134,853
Environmental Working Group	\$ 37,080	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
Reserves	\$ 564,543	\$ 549,063	\$ 462,743	\$ 475,233	\$ 500,259
<i>Beginning Reserves</i>	\$ 703,546	\$ 564,543	\$ 564,543	\$ 462,743	\$ 475,233
<i>Change in Net Assets</i>	\$ (139,003)	\$ (15,480)	\$ (101,800)	\$ 12,491	\$ 25,025
<i>Year End Balance</i>	\$ 564,543	\$ 549,063	\$ 462,743	\$ 475,233	\$ 500,259
<i>Notes</i>					
1 Engineering and technical includes the sum of Engineering, Sustainable Yield, Monitoring, Database, and CASGEM line-items shown in Table 1a.					

For reference, Table 2, below, compares the line-item budget to (1) the approved and estimated budget for WY 2020 through 2021 and (2) the projected budget for WY 2022 based on the financial planning model prepared by the Settling Parties.

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Revenues, Expenditures, and Reserves	Comparison of Planned and Actual Budget for Water Year 2020 and WY 2021		Comparison of Planned and Proposed Budget for Water Year 2022	
	Settlement Agreement Budget WY 2020 & WY 2021	Projected Year-End WY 2020 & 2021	Settlement Agreement Financial Model WY 2022	Proposed WY 2022 Budget
Revenues¹	\$ 1,173,602	\$ 1,167,120	\$ 469,403	\$ 458,000
Pumping Assessments ¹	\$ 1,173,602	\$ 1,167,120	\$ 469,403	\$ 458,000
Total Expenditures²	\$ 821,550	\$ 463,574	\$ 469,403	\$ 597,003
Administrative Services	\$ 462,000	\$ 203,123	\$ 220,000	\$ 223,799
Legal Services	\$ 110,250	\$ 75,000	\$ 27,300	\$ 50,000
Engineering and Technical Services ³	\$ 229,300	\$ 168,064	\$ 202,103	\$ 286,124
Environmental Working Group	\$ 20,000	\$ 17,387	\$ 20,000	\$ 37,080
Reserves	\$ 352,052	\$ 703,546	\$ 352,052	\$ 564,543
<i>Beginning Reserves</i>	\$ -	\$ -	\$ 352,052	\$ 703,546
<i>Change in Net Assets</i>	\$ 352,052	\$ 703,546	\$ -	\$ (139,003)
<i>Year End Balance</i>	\$ 352,052	\$ 703,546	\$ 352,052	\$ 564,543
<i>Notes</i>				
1 Pumping assessment for WYs 2020 to 2021 was \$48 per acre-foot of BPA rights. The \$ per acre-foot cost will be determined based on actual pumping and carryover elections for WY 2021.				
2 For WYs 2020 and 2021, includes start-up costs.				
3 Engineering and Technical Services includes sum of Engineering, Sustainable Yield, Monitoring, Database, and CASGEM.				

Next Steps

Table 3 below summarizes the process and schedule for implementing Watermaster's annual budget and collecting assessments to fund it pursuant to Section IV.E.3 of the Judgment.

Following Board approval, Staff will publish the WY 2022 budget to the Watermaster website. A status report on any challenges to the Budget will be provided at the August 12, 2021 Board meeting.

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Table 3		
Milestones and Schedule to Publish the WY 2022 Budget and Collect Assessments to Fund the Budget		
Judgment Defined Due Dates	Watermaster Planned Action Dates	Milestones
June 30	July 9, 2021	Watermaster publishes Budget for ensuing Water Year
July 31	Aug. 10, 2021	Any challenge to the budget by a Party must be initiated by notice to the Watermaster
August 30	Sept. 9, 2021	Mediation of any challenge to the budget is completed pursuant to Section VII.A(1) of Judgment
October 15	Oct. 24, 2021	Any challenge to the budget by a Party unresolved by mediation will be heard by the Court
October 15	Oct. 15, 2021	Watermaster issues notice to each Party of: prior year pumping allocation and pumping, max amount eligible for carryover, estimate of the pumping assessment.
October 31	Nov. 9, 2021	Court order is entered on any Party's challenge to budget heard by the Court
October 31	Nov. 9, 2021	Each Party informs Watermaster of its elections for: carryover, foregoing pumping, or resuming pumping
November	Nov. 30, 2021	Watermaster provides Pumping Assessment invoice to each Party for first installment of Pumping Assessment
December	Dec. 15, 2021	First installment of Pumping Assessment due
May 31	May 31, 2022	Watermaster provides Pumping Assessment invoice to each Party for second installment of Pumping Assessment
June 30	June 30, 2022	Second installment of Pumping Assessment due

Enclosures

Table 1a – Proposed Borrego Springs Watermaster Operating Budget for Water Year 2022

Watermaster Operating Scope of Work for WY 2022

Statement of Work No. 3 – West Yost Administrative and Technical Services

Draft Exhibit 1 to SOW No. 3 - Labor Hours and Fee Estimate to Provide Professional Services to the Borrego Springs Watermaster: Executive Director and Technical Consultant Services for Water Year 2022 -- Statement of Work No. 3

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Table 1a
Five-Year Projection of Borrego Springs Watermaster Operating Budget: Water Years 2022 through 2026

Revenues, Expenditures, and Reserves	WY 2020-2021 Estimated Year End	Proposed WY 2022	Projected Budget ¹			
			WY 2023	WY 2024	WY 2025	WY 2026
Revenues²	\$ 1,167,120	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000
Pumping Assessments ²	\$ 1,167,120	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000	\$ 458,000
Total Expenditures	\$ 463,574	\$ 597,003	\$ 473,480	\$ 559,800	\$ 445,509	\$ 432,975
Administrative Services	\$ 203,123	\$ 223,799	\$ 211,819	\$ 218,024	\$ 213,730	\$ 219,992
<i>Watermaster Staff Admin Services</i>	\$ 203,123	\$ 183,149	\$ 170,100	\$ 175,203	\$ 169,774	\$ 174,867
Board Meetings	\$ 107,792	\$ 73,812	\$ 64,586	\$ 66,523	\$ 68,519	\$ 70,574
Technical Advisory Committee Meetings	\$ 27,084	\$ 29,938	\$ 31,435	\$ 32,378	\$ 22,665	\$ 23,344
Court Hearings	\$ 5,590	\$ 5,590	\$ 5,870	\$ 6,046	\$ 6,227	\$ 6,414
Administration and Management	\$ 62,657	\$ 73,809	\$ 68,210	\$ 70,256	\$ 72,364	\$ 74,535
<i>Other Administrative Services</i>		\$ 40,650	\$ 41,720	\$ 42,821	\$ 43,956	\$ 45,124
Financial Audit		\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883
Insurance		\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510
Website (Domain and Hosting)		\$ 650	\$ 670	\$ 690	\$ 710	\$ 732
Misc. Expenses		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Legal Services	\$ 75,000	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275
General Engineering Services	\$ 79,924	\$ 72,674	\$ 67,233	\$ 69,250	\$ 71,328	\$ 73,468
Coordinate/Implement meter reading program	\$ 36,248	\$ 26,634	\$ 24,690	\$ 25,430	\$ 26,193	\$ 26,979
Annual Report to the Court and DWR	\$ 25,656	\$ 31,920	\$ 28,000	\$ 28,840	\$ 29,705	\$ 30,596
As-needed technical support	\$ 18,020	\$ 14,120	\$ 14,544	\$ 14,980	\$ 15,429	\$ 15,892
Groundwater and Surface Water Monitoring	\$ 50,768	\$ 54,932	\$ 56,580	\$ 50,000	\$ 35,000	\$ 36,050
Maintain Data Management System	\$ 27,032	\$ 11,273	\$ 11,611	\$ 11,960	\$ 12,318	\$ 12,688
Annual collection and upload of hydrologic data	\$ 4,784	\$ 4,821	\$ 4,966	\$ 5,115	\$ 5,268	\$ 5,426
As-needed build out of features	\$ 22,248	\$ 6,452	\$ 6,646	\$ 6,845	\$ 7,050	\$ 7,262
CASGEM Compliance	\$ 1,288	\$ 1,240	\$ 1,277	\$ 1,316	\$ 1,355	\$ 1,396
TAC Supported Work	\$ 9,052	\$ 146,005	\$ 53,459	\$ 135,606	\$ 35,924	\$ 11,252
Technical Work to Support Sustainable Yield Updates	\$ 9,052	\$ 115,750	\$ 30,000	\$ 125,000	\$ 25,000	\$ -
Development of Work Plan for a Groundwater Quality Monitoring Program	\$ -	\$ 20,258	\$ 13,162	\$ -	\$ -	\$ -
Address Ad Hoc Requests from the Board	\$ -	\$ 9,997	\$ 10,297	\$ 10,606	\$ 10,924	\$ 11,252
Environmental Working Group	\$ 17,387	\$ 37,080	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
Reserves	\$ 703,546	\$ 564,543	\$ 549,063	\$ 462,743	\$ 475,233	\$ 500,259
Beginning Reserves	\$ -	\$ 703,546	\$ 564,543	\$ 564,543	\$ 462,743	\$ 475,233
Change in Net Assets	\$ 703,546	\$ (139,003)	\$ (15,480)	\$ (101,800)	\$ 12,491	\$ 25,025
Year End Balance	\$ 703,546	\$ 564,543	\$ 549,063	\$ 462,743	\$ 475,233	\$ 500,259

Notes

- 1-- The projected budget is estimated based on Watermaster staff's best professional judgement as to how the cost of each line item will change over time. Some tasks increase at an annual inflation rate of 3%, some tasks initially decrease in cost as efficiencies are achieved, followed by annual increases due to inflation, and some tasks fluctuate year to year based on the level of effort expected for non-routine work such as the work performed with the support of the TAC (e.g. Sustainable Yield updates).
- 2 -- The pumping assessment was set to a constant annual value that would achieve a WY 2026 year-end reserve that is equal to the average annual operating expenditures from WY 2022 to WY 2026 (\$501,753)

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Watermaster Operating Scope of Work for WY 2022

The following is a summary of the scope of work for the administrative, legal, and technical services included in the proposed WY 2022 budget. For each expenditure category, the budget is shown in parentheses. The scope of work and budget for items denoted with a (*) are based on the recommendations from the TAC or EWG, as presented to and accepted by the Board at its June 10, 2021 meeting. Details on the scope of work items that will be performed by Watermaster's administrative and engineering consultant, West Yost, are provided in the attachment called Statement of Work No. 3.

Administrative Services (\$223,799). These are the services required to operate the Watermaster, including administration and management services provided by West Yost, and other professional services. This includes:

- Watermaster Staff Admin Services (West Yost - \$183,149). Services include:
 - Board meetings, TAC meetings*, and Court hearings
 - Accounting and financial services
 - Annual water rights accounting and determination of pumping assessments
 - Management of watermaster records, documents, and Watermaster Website
 - Tracking public communications and information requests
 - Preparation of Watermaster budget for WY 2023
 - As-needed support to the BPA Parties
 - As-needed administration of the Judgment, Rules & Regulations, and GMP
 - General administration and management
- Other Administrative Services (\$40,650). These services include:
 - Financial Audit for WYs 2019 and 2020 (\$15,000)
 - Insurance (\$20,000)
 - Website domain and hosting (\$650)
 - Misc. expenses to cover unplanned costs of services or equipment (\$5,000)

Legal Services (\$50,000). This covers the cost of legal services for James Markman of RWG Law to prepare for and attend meetings, report to the Court, attend Court hearings, and perform other legal services as directed by the Board.

General Engineering Services (West Yost - \$72,674). This covers the general engineering services of the Watermaster, including:

- Coordinate and implement the meter verification and meter reading program
- *Prepare Annual Report to the Court and DWR

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- As-needed technical support for administration the Judgment, Rules & Regulations, and Groundwater Management Plan. This could include items such as as-requested assessments of compliance with following standards, or other Board-initiated activities.

Groundwater and Surface Water Monitoring Programs (West Yost - \$54,932). This category covers the implementation of Watermaster's groundwater and surface water monitoring programs. For WY 2022, Watermaster will continue to implement the interim monitoring program.

Maintain Data Management System (West Yost - \$11,273). This covers the work to maintain and keep up to date the Watermaster's database management system (DMS), HydroDaVE, including annual collection of hydrologic datasets to supplement the field monitoring programs and as-needed services to continue to build out the DMS (design custom reports, load new shapefiles, upload newly identified legacy data, build out library, etc.).

CASGEM Compliance (West Yost - \$1,240). This covers the cost for Watermaster staff to submit water level data to the CA DWR on a semi-annual basis in compliance with the CASGEM program.

***TAC Recommended Scope of Work for WY 2022 (West Yost - \$146,005).** This covers the following activities recommended by the TAC, as documented in June 7, 2021 memo to the Board. The work includes:

- Technical Work to Support Sustainable Yield Updates
 - Collect data and information from DWR and others
 - Compare Model-Estimated vs Metered Pumping
- Start Development of Work Plan for a Groundwater Quality Monitoring Program
- Address Ad Hoc Requests from the Board

***Environmental Working Group (West Yost - \$37,080).** This covers the cost to support the EWG recommended scope of work, as documented in June 7, 2021 memo to the Board. The work includes:

- EWG Meetings
- Preparation of a Biological Restoration Plan
- Preparation of a GDE Monitoring Workplan

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Statement of Work No. 3 (SOW No. 3) West Yost Administrative and Technical Services for the Borrego Springs Watermaster July 8, 2021

The following describes the statement of work (SOW) No. 3 for West Yost administrative and technical services for October 1, 2021 through September 30, 2022. On October 1, 2021, SOW No. 3 would supersede and replace SOW No. 2 (as amended on December 10, 2020).

The attached Exhibit 1 provides the line item cost estimate detail for each task and sub-task in SOW No. 3, including labor and other direct charges.

Task Descriptions

Task 1 – Meetings and Court Hearings. *Budget: \$109,340* West Yost will prepare for and attend:

- Up to 12 Watermaster Board (Board) Meetings: (10) virtual meetings and (2) in-person meetings.
- 4 TAC Meetings
- Preparation for and attendance at Court hearings, as needed.

This work includes coordinating with the Board, legal counsel, TAC members, preparing the agenda packages, preparing presentation materials, leading the meetings, and preparing minutes.

Task 2 – Watermaster Administration and Management. The Executive Director will organize, oversee, and/or perform the administrative and management aspects of running the Watermaster and administering the Judgment, Rules and Regulations, and GMP. This includes the following subtasks:

2.1 Prepare the Watermaster annual budget. *Budget: \$10,994* In collaboration with the TAC, prepare a draft administrative and technical budget for WY 2023 by June 30, 2022; and finalize the budget for approval by July 2022.

2.2 Insurance, accounting, and financial services. *Budget: \$12,684* Obtain and maintain insurance policies (e.g., liability insurance) as directed by the Board; maintain a bank account, prepare and issue assessment invoices, prepare monthly financials, oversee the annual audit, and perform other as-requested accounting services.

2.3 Annual water rights accounting and pumping assessment calculation. *Budget: \$14,996* Perform annual accounting of water rights to compute the annual pumping assessment for WY 2022. This includes work to prepare and maintain reports of carryover rights and transfers of BPA, updates to Exhibit 4 to the Judgment to file with Court annually (or file a statement that no transfer of BPA has occurred in the prior Water Year).

2.4 Management of Watermaster records, documents, and website. *Budget: \$4,188* Maintain a catalogue all of the reference documents, official correspondence, and Watermaster files and records, and storing a copy of all records available for public access pursuant to the Rules and Regulations. As appropriate to their content, the documents will also be saved to a project library within HydroDaVE. Staff will also host and maintain the Watermaster website, including: posting

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notices, determinations, requests, demands, objections, reports, and other papers pursuant to the Judgment. Staff will ensure confidential data is maintained accordingly.

2.5 Respond to and track public information requests. Budget: \$2,595 This includes timely response to requests for data and information from the Parties or the public. All requests will be responded to and tracked in a manner consistent with any communications policies adopted by the Watermaster. This also includes maintaining an active list of stakeholders interested in receiving notifications regarding Watermaster activities; also maintain a current list of names and addresses of all Parties to Stipulated Agreement or their successors.

2.6 As-needed support to the BPA Parties. Budget: \$6,810 This task is to provide routine support the BPA parties in compliance with the Judgment and Rules & Regulations. Watermaster staff will be available to support the Parties, as needed and within reason, to ensure they understand the Judgment requirements, such as the metering program, payment of assessments, water rights accounting, and fallowing standards. Any significant requests for support will be taken to the Board for direction.

2.7 As-needed administration of the terms of the Judgment, Rules & Regulations, and Groundwater Management Plan. Budget: \$10,542 This includes any other as-needed performance of non-routine services to implement the Watermaster guidance documents.

2.8 Other general administration and project managements tasks. Budget: \$11,000 This includes, but is not limited to, managing staff and subconsultants, tracking task schedules and progress, and tracking budget progress.

Task 3 – Technical Services. The objective of this task is for the Technical Consulting team to perform the technical services required by the Judgment, Rules and Regulations, and GMP for WY 2022. This includes:

3.1 Coordinate and implement the meter reading program. Budget: \$26,634 This includes:

- 3.2a – annual collection and review of the required meter calibration and accuracy tests. The data will be reviewed for accuracy and QA/QC, recorded, and any delinquencies reported back to the BPA Party.
- 3.2b – monthly collection and processing of meter read data. The data will be reviewed for accuracy and QA/QC, recorded, and used to compute monthly pumping volumes. This task ***does not*** include work to perform meter reading services at manual-read meters. That work is directly paid for by the BPA Parties with manual-read meters.

3.2 Implement Interim GMP Monitoring Program. Budget: \$54,932 This task includes implementing the interim groundwater monitoring program for fall 2021 and spring 2022. The monitoring program includes semi-annual field collection of groundwater-level measurements

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Statement of Work No. 3 (SOW No. 3) West Yost Administrative and Technical Services for the Borrego Springs Watermaster July 8, 2021

(manual and pressure transducer downloads), groundwater-quality samples¹, and surface-water flow measurements on Coyote Creek. The analytes for water quality sampling include arsenic, fluoride, nitrate, sulfate, total dissolved solids (TDS), and all other major anions and cations. Following the field events, the field and laboratory data will be cataloged, processed into standardized formats, reviewed for QA/QC, and uploaded to HydroDaVE. This task includes the operation and maintenance of wells, measuring devices, and/or meters necessary to monitor stream flow and groundwater levels.

3.3 Maintain Database Management System (HydroDaVE) for all groundwater, surface water, and climate data. Budget: \$11,273 This covers the work to maintain and keep up to date the Watermaster's database management system (DMS), HydroDaVE, including:

- annual collection and processing of other environmental datasets relied on to manage the Basin, including precipitation, climate, surface-water quality, municipal well water quality, and others
- as-needed services to continue to build out the DMS (design custom reports, load new shapefiles, upload newly identified legacy data, build out library, etc.).

3.4 CASGEM Compliance. Budget: \$1,240 This task includes using HydroDaVE to export data using the custom CASGEM report that provides the data in the exact format required by the DWR. Data will be delivered to DWR twice per year following the fall and spring monitoring events in Task 3.2.

3.5 Prepare Combined Annual Report to Court and DWR. Budget: \$31,920 Prepare the draft and final annual report pursuant to the requirements of Section IV.E(5)(b) of the Judgment and Section 4.2.8 of the Rules and Regulations. The draft report will be completed by February 17, 2022 for review at a public hearing and the final report will be completed and submitted to the Court and the DWR no later than April 1, 2022.

3.6 As-needed technical support for implementation of the Judgment, Rules and Regulations, and Groundwater Management Plan. Budget: \$14,120 This includes any other as-needed performance of non-routine technical services to implement the Watermaster guidance documents, such as updating forms and protocols, educating the Board and TAC on Best Management Practices, analysis of data, or use of the BVHM.

3.7 Technical Work to Support Update of Sustainable Yield. Budget: \$115,750 This work involves two sub-tasks.

- Obtain Groundwater-Level Data from the DWR and Well Owners. The DWR has been collecting groundwater-level data at private wells in the Subbasin for over a decade. Collecting these data will require outreach and coordination with the DWR and the well owners. West Yost will contact the DWR to identify the number and locations of well data

¹ Assumes BWD will collect samples at its nine active production wells.

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in their system, and the DWR procedure for granting access to the historic data. We will report the findings to the TAC for consideration and advice. The data that are collected will be reviewed, compiled, and uploaded to the database

- **BVHM Improvements.** The TAC recommends that improvements to the BVHM in WY 2022 and WY 2023 be focused on refining historical and future estimates of pumping. West Yost will update and run the BVHM through WY 2021 and compare the BVHM-estimated pumping for WY 2021 to the Watermaster's metered pumping for WY 2021. A draft technical memorandum (TM) will be prepared to describe the model results, the comparison of pumping estimates, and the recommendations for model updates that are necessary to redetermine the Sustainable Yield. The TAC will review the TM and provide feedback which will be incorporated into a final TM for presentation to the Board. To provide reliable results during this first critical redetermination process, and a smooth technical transition the scope of work and budget assumes that Dudek will provide technical assistance, within a limited scope as directed by the Board, in an amount not to exceed \$20,500.

3.8 Start Development of Work Plan for a Groundwater Quality Monitoring Program. Budget: \$20,258 Section VI.B of the Judgment requires the Watermaster to develop a Water-Quality Monitoring Plan (WQMP) with TAC input within 24 months of entry of Judgment (by April 2023). The steps to develop the WQMP include: (i) define the questions that the monitoring plan should answer to comply with the Judgment; (ii) identify the gaps in the interim groundwater-quality monitoring program that should be filled to comply with the Judgment; and (iii) describe recommended steps and costs to fill the data gaps. Steps (i) and (ii) will be performed in WY 2022.

3.9 Address Ad Hoc Requests of TAC from the Board. Budget: \$9,997 From time to time, the Board may request activities or special studies for the TAC to complete. These ad hoc activities are undefined and will only be performed as requested.

Task 4 – Environmental Working Group. The objective of this task is to support the activities of the EWG. This includes the following subtasks:

4.1 Prepare for and attend EWG Meetings. Budget: \$14,005 This includes two meetings to conduct EWB business and make timely recommendations to the Board. One of the meetings will be in-person and will include a field trip to tour the Honey Mesquite forest near the Borrego Sink and the agricultural areas of the Borrego Springs Subbasin.

4.2 Biological Restoration Plan. Budget: \$17,606 West Yost will support the EWG to prepare a Biological Restoration Plan that would include (1) a high-level "biological assessment" of those lands that have been fallowed or have potential for future fallowing, (2) a description of the various methods for implementing biological restoration projects, and (3) a list of potential grant opportunities and outside partners that should be pursued to implement biological restoration projects. These lists would evolve over time. In WY 2020 the work will include two sub-tasks:

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- Prepare a base map of lands that are currently fallowed or could potentially be fallowed.
- Prepare a Biological Assessment Workplan for the North Management Area of the Borrego Springs Subbasin.

4.3 Prepare GDE Monitoring Workplan. *Budget: \$5,469* West Yost will support the EWG to prepare a GDE monitoring workplan. The technical work that supported the GMP indicated that, because of historical drawdown, the historical GDEs within the Borrego Springs Subbasin are now disconnected from the aquifer system. The EWG contends that a monitoring program may be prudent to check/verify the conclusions of the technical work that supported the GMP. The subtasks to develop the GDE Monitoring Workplan are:

- Review the technical work that supported the conclusions in the GMP.
- Prepare GDE Monitoring Workplan.

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Exhibit 1 to Statement of Work No. 3

Labor Hours and Fee Estimate to Provide Professional Services to the Borrego Springs Watermaster: Executive Director and Technical Consultant Services for Water Year 2022

Task and Subtask Descriptions	Footnotes	Labor Hours and Cost												Reimbursable Expenses					Total Project Costs										
		Executive Director	Lead Technical	Controller	Principal III	Principal I	Supervising I	Senior II	Staff II	Staff Eng/Sci/Geo I	Field Technician	Administrative III	Task Repetition Multiplier	Total Person Hours	WEI Labor Cost		Travel	Field Equipment Rental or Purchase	Laboratory	Sub-contractor	Total Reimbursable Expenses		Sub-Task	Task					
															Sub-Task	Task					Sub-Task	Task							
Task 1 - Meetings and Court Hearings																										\$107,812	\$1,528	\$109,340	
1.1 Watermaster Board meetings																										\$72,534	\$1,278	\$73,812	
Prepare for and attend 10 Regular Board meetings (Virtual)		12	2				7			2	10	230	\$51,710														\$0	\$51,710	
Prepare for and attend 2 Regular Board meetings (In Person)		20	8				16			2	2	92	\$20,824	\$1,278													\$1,278	\$22,102	
1.2 Technical Advisory Committee meetings	<i>a</i>																									\$29,938	\$0	\$29,938	
Prepare for and attend 4 TAC meetings (Virtual)		3	10		4		4			1	4	88	\$21,132														\$0	\$21,132	
Prepare memos to the Board		0.5	6				2			1	4	38	\$8,806														\$0	\$8,806	
1.3 Court Hearings																										\$5,340	\$250	\$5,590	
As-needed attendance at Court hearings		20									1	20	\$5,340	\$250													\$250	\$5,590	
Task 2 - Watermaster Administration and Management																										\$73,809	\$0	\$73,809	
2.1 Prepare the draft and final Watermaster budget for WY 2023 (including collaboration with the TAC)		16	16		6		4			2	1	44	\$10,994														\$0	\$0	\$10,994
2.2 Insurance, accounting, and financial services		12		24						30	1	66	\$12,684														\$0	\$0	\$12,684
2.3 Annual water rights accounting and pumping assessment calc.		40		6			16			2	1	64	\$14,996														\$0	\$0	\$14,996
2.4 Management of Records, Documents, and Website		0.5					0.5			1	12	24	\$4,188														\$0	\$0	\$4,188
2.5 Track/Respond to Public Communications and Requests		0.3					0.5			0.5	12	15	\$2,595														\$0	\$0	\$2,595
2.6 As-needed support to the BPA Parties		1.5					1				12	30	\$6,810														\$0	\$0	\$6,810
2.7 As-requested admin. of the Judgment, Rules & Regs, and GMP		30					12			4	1	46	\$10,542														\$0	\$0	\$10,542
2.8 General administration and project managements tasks		2					2			1	11	55	\$11,000														\$0	\$0	\$11,000

Agenda Item IV.A

Exhibit 1 to Statement of Work No. 3

Labor Hours and Fee Estimate to Provide Professional Services to the Borrego Springs Watermaster: Executive Director and Technical Consultant Services for Water Year 2022

Task and Subtask Descriptions	Footnotes	Labor Hours and Cost											Reimbursable Expenses					Total Project Costs											
		Executive Director	Lead Technical	Controller	Principal III	Principal I	Supervising I	Senior II	Staff II	Staff Eng/Sci/Geo I	Field Technician	Administrative III	Task Repetition Multiplier	Total Person Hours	WEI Labor Cost		Travel	Field Equip-ment Rental or Purchase	Lab-oratory	Sub-contractor	Total Reimbursable Expenses		Sub-Task	Task					
															Sub-Task	Task					Sub-Task	Task							
Task 3 - Engineering and Technical Services																										\$241,474	\$44,650	\$286,124	
3.1 Coordinate and implement meter program																													
a Collect and review annual meter calibration/accuracy reports		4	4					24				1	32	\$6,144															\$6,144
b Collect, catalog monthly meter reads and calculate pumping	b	0.5						2	8			12	126	\$20,490															\$20,490
3.2 Implement Interim Groundwater Monitoring Program																													
a Semi-annual field collection of groundwater and stream flow data	c	2				2		8		100	2	224	\$21,460	\$5,200	\$750	\$ 4,800	\$ 13,400	\$24,150									\$45,610		
b Review, QA/QC, and upload of field/lab data to HydroDaVE		1	2			6			16		2	50	\$9,322					\$0										\$9,322	
3.3 Maintain Database Management System (HydroDaVE)																													
a Annual collection, process, and upload of other hydrologic and water quality data (precip, climate, municipal well WQ)		1	2			4			20		1	27	\$4,821					\$0										\$4,821	
b As-needed services (develop custom reports, upload newly identified legacy data from parties, build out library)			4		16			8			1	28	\$6,452					\$0										\$6,452	
3.4 CASGEM Compliance (fall 2021 and spring 2022 reporting)									4		2	8	\$1,240					\$0										\$1,240	
3.5 Combined Annual Report to the Court and DWR		32	24			24	12	40	8	8	1	148	\$31,920					\$0										\$31,920	
3.6 As-needed support for implementation of the Judgment, Rules & Regs, and GMP (e.g. review of following standards compliance)		12	24		8			8	4	4	1	60	\$14,120					\$0										\$14,120	
TAC Recommended Scope of Work WY 2022																													
3.7 Technical Work to Support Update of Sustainable Yield	a																												
a Collect data and information from DWR and others			4					16	16		1	36	\$6,220					\$0										\$6,220	
b Compare Model-Estimated vs Metered Pumping at Wells		20	70		140			140	40		1	410	\$89,030					\$ 20,500	\$20,500									\$109,530	
3.8 Start Development of Work Plan for a Groundwater Quality Monitoring Program	a	14	34					26	20		1	94	\$20,258					\$0										\$20,258	
3.9 Address Ad Hoc Requests from the Board	a	6	20					12	8		1	45	\$9,997					\$0										\$9,997	
Task 4 - Environmental Working Group	d																												
4.1 EWG Meetings and Report Out to Board		4	16					8		1	2	58	\$13,616	\$389				\$389										\$14,005	
4.2 Biological Restoration Plan		2	36						32		1	70	\$15,106					\$ 2,500	\$2,500									\$17,606	
4.3 GDE Monitoring Workplan		1	16						6		1	23	\$5,469					\$0										\$5,469	
Task Totals		453	390	30	0	186	44	12	534	290	200	113	1,783	\$457,286	\$0	\$0	\$0	\$0	\$0	\$49,067	\$0	\$0	\$506,353						

- Notes:
- a Budget recommended by the Technical Advisory Committee and approved by the Board.
 - b This work does not include coordination and reading of meters. Meter reading and associated administration services are paid by the parties with manual-read meters.
 - c Requires two field technicians for safety reasons. Assumes: 5 stream gaging sites on Coyote Creek; 35 water level wells (download of data loggers at 12 wells, manual measurements at 23 wells); 21 water quality wells: 14 active production wells, 7 low-flow sampling monitoring wells. Assumes BWD will sample its own active production wells (9 wells) and collect water levels at its production and monitoring wells (16 wells). The costs include travel time and costs associated with 4 night stay to perform all the work. The 7 low-flow wells in the water quality monitoring program will be sampled by BlaineTech Services. These wells do not have dedicated pumps for collecting samples and specialized equipment is needed due to well depths.
 - d Budget recommended by the Environmental Working Group and approved by the Board.