



Special Joint Meeting of Cuyama Basin Groundwater Sustainability Agency Board of Directors and the Standing Advisory Committee

Board of Directors

Derek Yurosek Chairperson, Cuyama Basin Water District
Lynn Compton Vice Chairperson, County of San Luis Obispo
Das Williams Santa Barbara County Water Agency
Cory Bantilan Santa Barbara County Water Agency
Glenn Shephard County of Ventura
David Couch County of Kern

Paul Chounet Cuyama Community Services District
George Cappello Cuyama Basin Water District
Byron Albano Cuyama Basin Water District
Jane Wooster Cuyama Basin Water District
Tom Bracken Cuyama Basin Water District

Standing Advisory Committee

Roberta Jaffe Chairperson
Brad DeBranch
Jake Furstenfeld
Joe Haslett

Brenton Kelly Vice Chair
Louise Draucker
Mike Post

Agenda

March 7, 2018

NOTE: The Special Joint meeting of the Cuyama Basin Groundwater Sustainability Agency Board and Standing Advisory Committee will begin at 2 pm. Public workshops are expected to begin at approximately 4 pm in English, and 6:30 pm in Spanish. The workshops are for the benefit of interested members of the public and will continue in the event Board or Committee members depart and there is no longer a quorum, and one or both of those meetings are adjourned. Workshop materials will be provided at the meetings.

Agenda for a meeting of the Cuyama Basin Groundwater Sustainability Agency Board of Directors and Standing Advisory Committee to be held on Wednesday, March 7, 2018 at 2:00 PM, at the Cuyama Valley Family Resource Center, 4689 CA-166, New Cuyama, CA 93254. To hear the session live call (888) 222-0475 Code 6375195#.

The order in which agenda items are discussed may be changed to accommodate scheduling or other needs of the Board or Committee, the public, or meeting participants. Members of the public are encouraged to arrive at the commencement of the meeting to ensure that they are present for discussion of all items in which they are interested.

In compliance with the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services, to participate in this meeting, please contact Taylor Blakslee at (661) 477-3385 by 4:00 p.m. on the Friday prior to this meeting. Agenda backup information and any public records provided to the Board after the posting of the agenda for this meeting will be available for public review at 4853 Primero Street, New Cuyama, California. The Cuyama Basin Groundwater Sustainability Agency reserves the right to limit each speaker to three (3) minutes per subject or topic.

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. USGS Presentation
5. Approval of Minutes
 - a. February 7, 2018

6. Report of the General Counsel
 - a. Update on Funding Agreements
7. Report of the Standing Advisory Committee and referral of matters to the SAC
8. Composition of Standing Advisory Committee
9. Report of the Executive Director
 - a. Progress & Next Steps
 - b. Groundwater Sustainability Plan Update
 - c. Data Collection Update
 - d. Draft Stakeholder Engagement Strategy Overview
 - e. Website/Logo/Newsletter Update
10. Financial Report
 - a. Financial Management Overview
 - b. Fiscal Year 2018/19 Budget Development
 - c. Payment of Bills
 - d. Groundwater Sustainable Plan Consultant Task Orders
 - e. Financial Policy and Fiscal Controls
11. Reports of the Ad Hoc Committees
12. Directors' Forum
13. Public comment for items not on the Agenda

At this time, the public may address the Board on any item not appearing on the agenda that is within the subject matter jurisdiction of the Board. Persons wishing to address the Board should fill out a comment card and submit it to the Board Chair prior to the meeting.
14. Public Workshop – English
15. Public Workshop – Spanish
16. Adjourn

Cuyama Basin Groundwater Sustainability Agency

Draft Meetings Minutes

Joint Board of Directors and Standing Advisory Committee Meeting

February 7, 2018

Cuyama Valley Family Resource Center, 4689 CA-166, New Cuyama, CA 93254

PRESENT:

Board of Directors:

Chairman Derek Yurosek, Vice Chair Lynn Compton, Tom Bracken, Jane Wooster, George Cappello, Byron Albano, Cory Bantilan, Das Williams, Glenn Shephard, Paul Chounet, Executive Director Jim Beck, Legal Counsel Joe Hughes.

Standing Advisory Committee:

Jake Furstenfeld, Louise Drauker, Brad DeBranch, Brenton Kelly, Mike Post

ABSENT:

Board of Directors:

David Couch

Standing Advisory Committee:

Roberta Jaffee, Joe Haslett

1. Call to order

Chair Yurosek calls the meeting to order at approximately 4:02 pm. Mr. Yurosek announced that Agenda item No. 4 (EKI's presentation) will be moved to the end to accommodate Board business discussions. He also let the Cuyama Basin Groundwater Sustainability Agency (CBGSA) Board of Directors (Board) know that he will need to leave early and will ask a Board member to over the meeting as the acting Chair.

2. Roll call

Chair Yurosek calls roll of the Board (shown above).

3. Pledge of Allegiance

The pledge of allegiance is led by Chair Yurosek.

4. EKI Presentation

This item was deferred to later in the agenda by earlier Board direction.

5. Approval of Minutes

Chair Yurosek opened the floor for comments on the meeting minutes. Editorial changes were suggested and a motion was by Director Cappello, and second by Director Chounet to approve the minutes. Vice Chair Compton abstained from the vote since she was not present at the January 10, 2018 Board meeting. The motion passed and the minutes were adopted.

Board Directors Williams and Albano arrived at approximately 4:10 pm.

6. Report of the Standing Advisory Committee and referral of matters to the SAC (Kelly)

Standing Advisory Committee (SAC) Vice Chair Brenton Kelly provided an update on the SAC effort to add additional representation to the SAC. He also reported that the SAC has requested assistance in structuring the SAC regarding attendance and responsibilities.

a. Standing Committee Membership

Executive Director Jim Beck read written statements from SAC Chair Jaffe, Blue Sky Center CEO Philip Jankoski and COO Emily Johnson, and Cuyama Elementary School Principal Rachel Leyland outlining support for adding Hispanic representation to the SAC to further its goals of providing community input, representative of the whole Cuyama Valley, in helping to solve water management issues in the Cuyama Valley.

Director Cappello asked if we needed to open the process up to the prior candidates that weren't select, and expressed concern with "me too" additions. Legal Counsel Joe Hughes let the Board know it is up to them to add additional seats to the SAC. Jim Beck recommended a more incremental approach to the process in addressing the current issue of Hispanic representation on the SAC. Chairman Yurosek recommended that any potential additions to the SAC follow the same process previously used. Family Resource Center Executive Director Lynn Carlisle gave the Board an overview of how the process started with several members of the Hispanic community becoming educated about water issues with the Promotora Group, and developed a deeper understanding of the implications of the Sustainable Groundwater Management Act (SGMA).

Director Albano asked if we should also address the issue of SAC structure, bylaws, etc. Mr. Beck replied that we can work with the SAC on administrative conduct issues and bring it back to the Board for consideration. A Board ad hoc consisting of Directors Cappello, Chounet and Williams was tasked with reviewing Hispanic applicants to the SAC and providing a final recommendation to the Board.

7. Report of the Executive Director (Beck)

Jim Beck provided an update on the near-term schedule for the Groundwater Sustainability Plan (GSP), and noted that USGS is scheduled to present at the March 2018 Board meeting. Mr. Beck let the Board know there is a need for an educational workshop in March 2018, and we can either: (1) have the workshop during a joint meeting with the Board and SAC on March 7, 2018; or (2) schedule a separate meeting for the workshop. The Board recommended starting earlier for a special joint meeting on March 7, 2018 at 2 pm to include the workshop on the same day.

Mr. Beck continued his presentation with an overview of accomplishments in the past month, and an outline of next steps.

8. Financial Report (Beck)

A motion was made by Director Cappello and seconded by Vice Chair Compton to adopt the Fiscal Year 2017-18 budget and it passed with an 88.89% weighted-vote of the Board (Director David Couch was not in attendance). A supermajority vote was needed to pass the annual budget, and that 75% threshold was met by the Director vote.

A motion was made by Director Cappello and seconded by Director Albano to adopt the cost allocation and it passed with an 88.89% weighted-vote of the Board (Director David Couch was not in attendance).

A motion was made by Director Albano and seconded by Director Chounet to authorize invoicing of CBGSA participants for their share of roughly \$500,000, and this passed with an 88.89% weighted-vote of the Board (Director David Couch was not in attendance).

The Board elected to defer payment of outstanding bills and adopting the draft Fiscal Policy and Internal Controls guidelines to a later meeting.

County of San Luis Obispo (SLO) Senior Water Resources Engineer Carolyn Berg informed the Board that SLO will need a funding agreement, and Mr. Hughes let her know we are working on that.

Lynn Compton left the meeting at 5:17 pm.

9. Report of the General Counsel (Hughes)

10. GSP update

Woodard & Curran Senior Water Resources Engineer GSP consultant Lyndel Melton provided an overview of SGMA and the GSP process.

Director Albano inquired if the well information from the State Water Resources Control Board was data we could utilize, but it was made known that that data is strictly related to water quality, not groundwater levels.

Chairman Yurosek left the meeting at 5:33 pm and appointed George Cappello as acting Chairman for the remainder of the meeting.

Catalyst Group outreach consultant Charles Gardiner presented an overview of the stakeholder outreach process, and gave an update on the things learned from their interviews with Cuyama Valley residents and stakeholders.

11. EKI Update

EKI Vice President Anona Dutton and Senior Hydrogeologist Chris Heppner (participated via phone) presented an overview of their findings related to the characterization of the Cuyama Basin. Director Chounet asked if EKI used the other USGS reports in their review of their work, and Ms. Dutton confirmed that they had. Director Albano asked what constitutes a water management area, and Ms. Dutton relayed that it can be jurisdictional or based on hydrologic factors. Director Wooster asked if anyone had taken the temperature of the water to see if they are connected in various parts of the basin. Ms. Dutton replied that she had not seen evidence of that, but that approach is often done. Mr. Heppner said that USGS did take temperature profiles alongside other geophysical data sets. Director Wooster asked if all the wells tested were included in the USGS study. Mr. Heppner said he was not sure, but would look into it.

12. Reports of the Ad Hoc Committees

Nothing to report.

13. Directors' Forum

Nothing to report.

14. Public comment for items not on the Agenda.

No public comment.

15. Adjourn

Acting Chairman George Cappello adjourned the CBGSA Board meeting at 6:33 PM.

I, Jim Beck, Executive Director to the Cuyama Basin Groundwater Sustainability Agency Board of Directors, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held on Thursday, February 7, 2018, by the Cuyama Basin Groundwater Sustainability Agency Board of Directors.

Jim Beck
Dated: March 7, 2018

TO: Board of Directors
Agenda Item No. 8

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Composition of Standing Advisory Committee

Issue

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Recommended Motion

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Discussion

This memo is a placeholder, and will be updated after the February 28, 2018 deadline for Standing Advisory Committee applications.



TO: Board of Directors
Agenda Item No. 9a

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Progress & Next Steps

Issue

Report on the progress and next steps for Cuyama Basin Groundwater Sustainability Agency activities.

Recommended Motion

None – information only.

Discussion

A presentation on the progress and next steps for Cuyama Basin Groundwater Sustainability Agency activities is provided as Attachment 1.



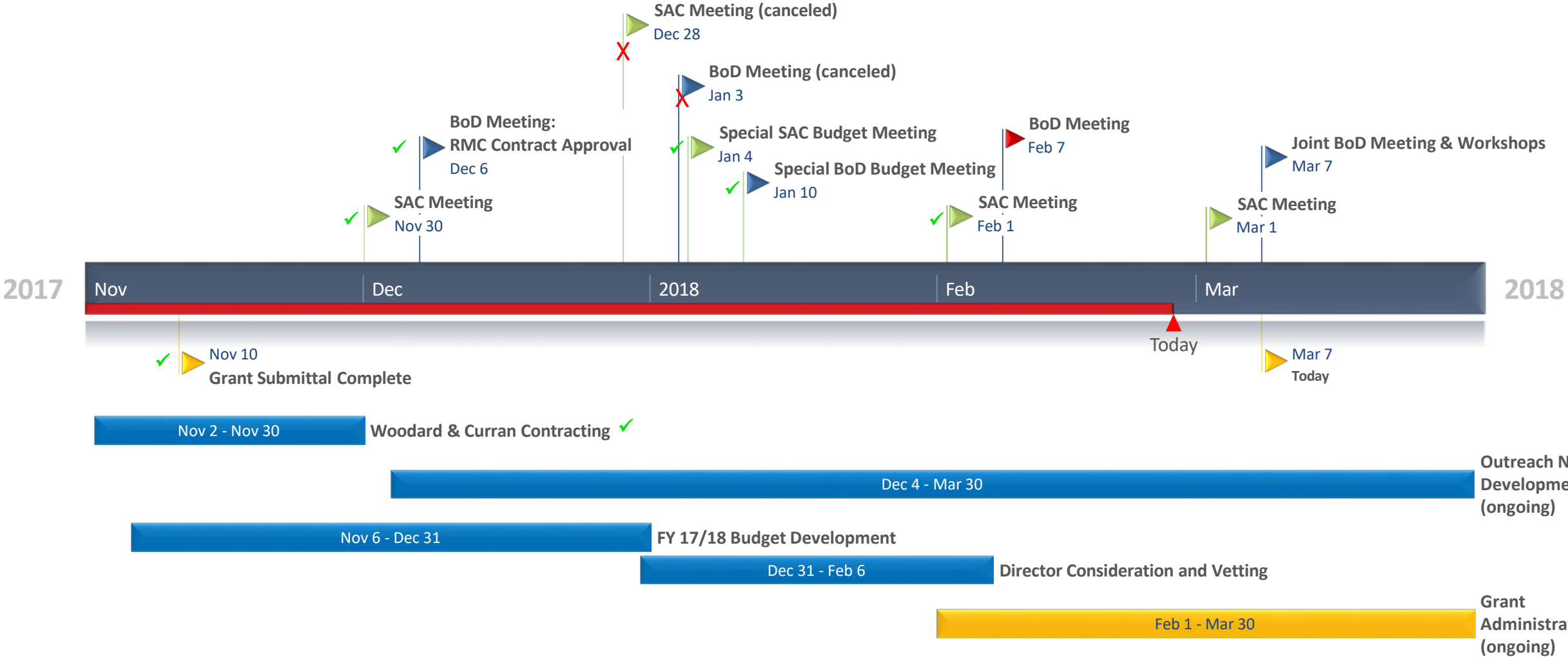
Cuyama Basin Groundwater Sustainability Agency

Executive Director Report

March 7, 2018

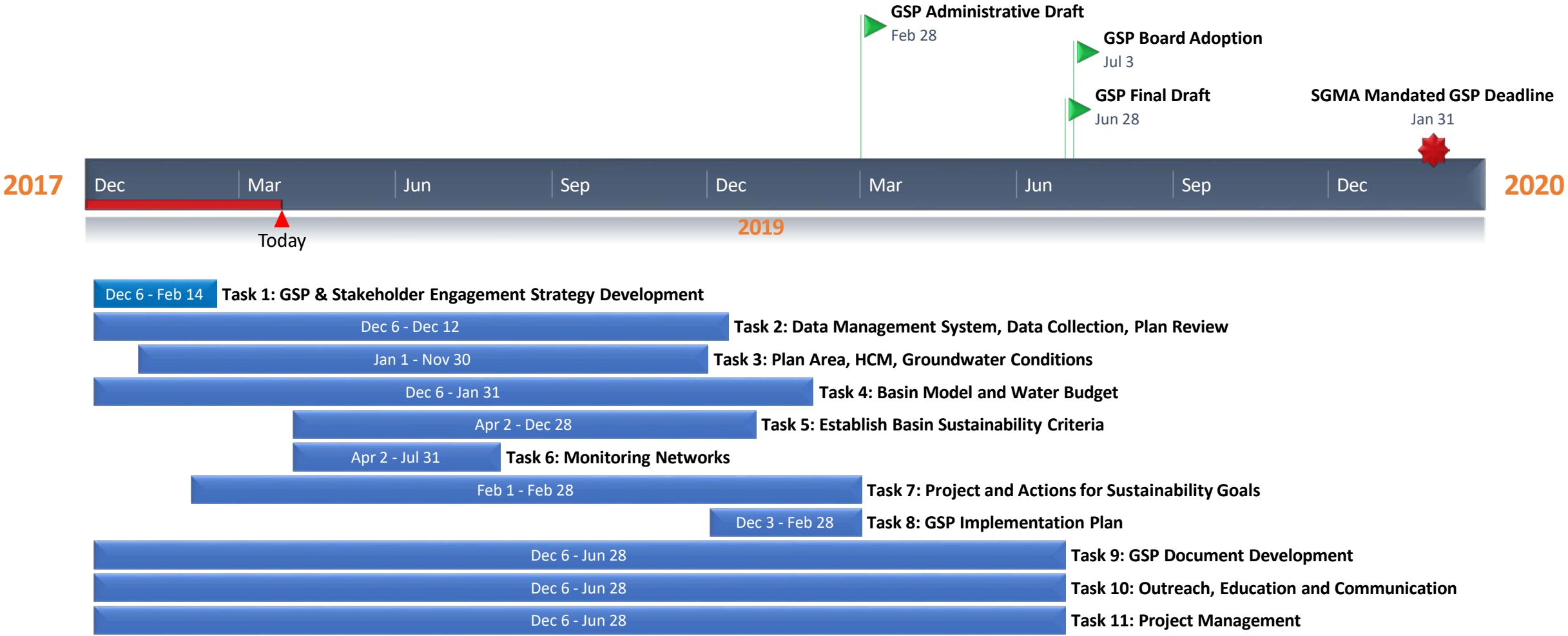
Cuyama Basin Groundwater Sustainability Agency

Near-Term Schedule



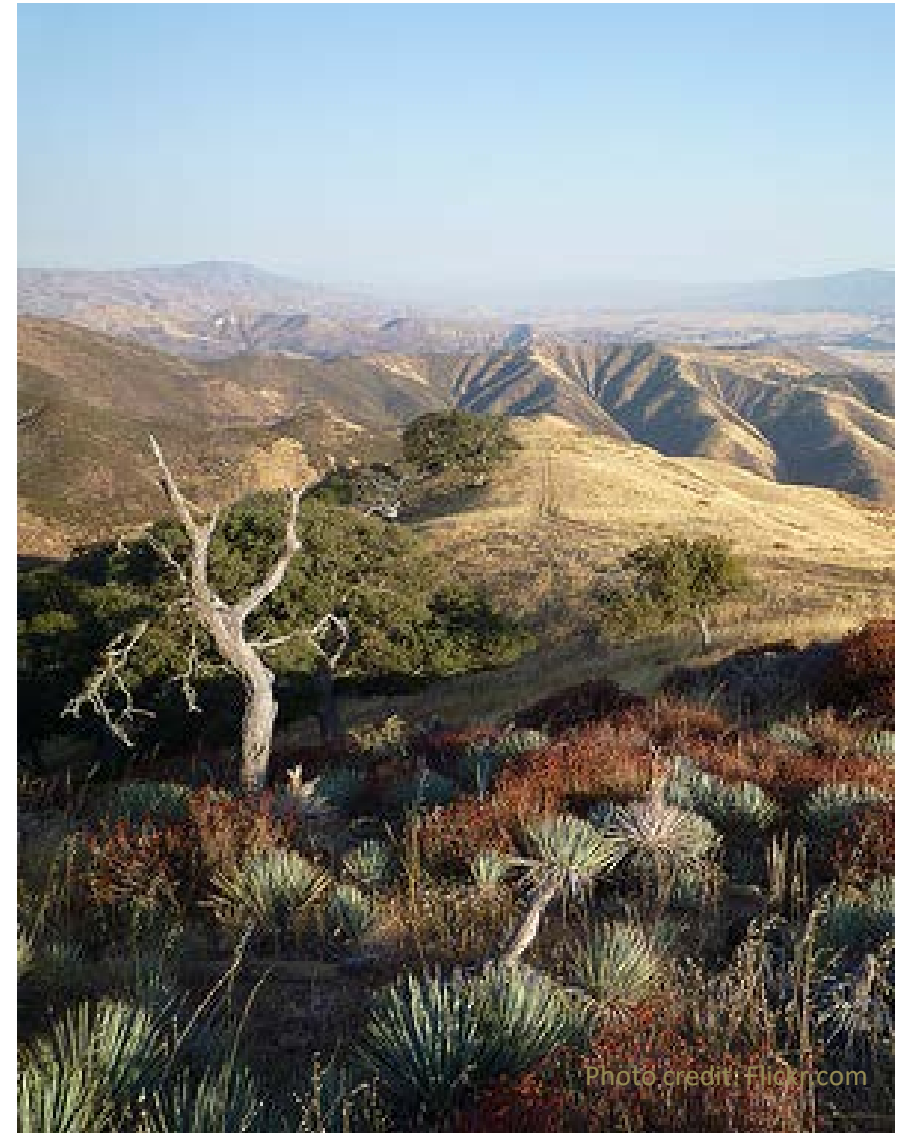
Cuyama Basin Groundwater Sustainability Agency

Program Schedule



Accomplishments

- ✓ Planned Public Workshops
- ✓ Assisted in Standing Advisory Committee Member(s) Addition
- ✓ Continued Work Towards Setting Up a Bank Account
- ✓ Completed Draft Stakeholder Engagement Strategy
- ✓ Launched Website
- ✓ Developed Logo and Newsletter Template
- ✓ Completed Review of USGS Model
- ✓ Reviewed Existing Data and Requested Additional Data



Next Steps

- Develop FY 18/19 Budget
- Implement Financial Administration
- Collect Funds from Participants
- Revise Draft Stakeholder Engagement Strategy
- Develop Draft Plan Area Description
- Develop Updated Groundwater Model



TO: Board of Directors
Agenda Item No. 9b

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Groundwater Sustainability Plan Update

Issue

Update on Groundwater Sustainability Plan Activities.

Recommended Motion

None – information only.

Discussion

An update on Groundwater Sustainability Plan activities is provided as Attachment 1.

Cuyama Basin Groundwater Sustainability Agency

Groundwater Sustainability Plan Update

March 7, 2018



February GSP Accomplishments

- ✓ Prepared draft Stakeholder Engagement Strategy
- ✓ Conducted SAC and Joint Board / SAC discussions
- ✓ Received draft Grant award
- ✓ Reviewed and confirmed GSP development approach
- ✓ Reviewed available data and requested additional data
- ✓ Reviewed existing model and model options

MODELING IS KEY TO SGMA IMPLEMENTATION

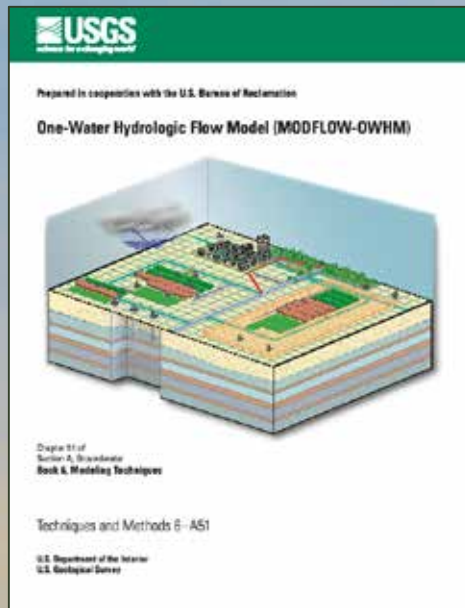
- | In the context of SGMA, the purpose of modeling is to provide knowledge related to:
 - | past and present behavior of the surface and groundwater system
 - | the likely response to future changes
 - | uncertainty over the 50-year time horizon
- | Any model must be accurate, adaptable, representative, and transferrable

SUMMARY OF KEY FINDINGS

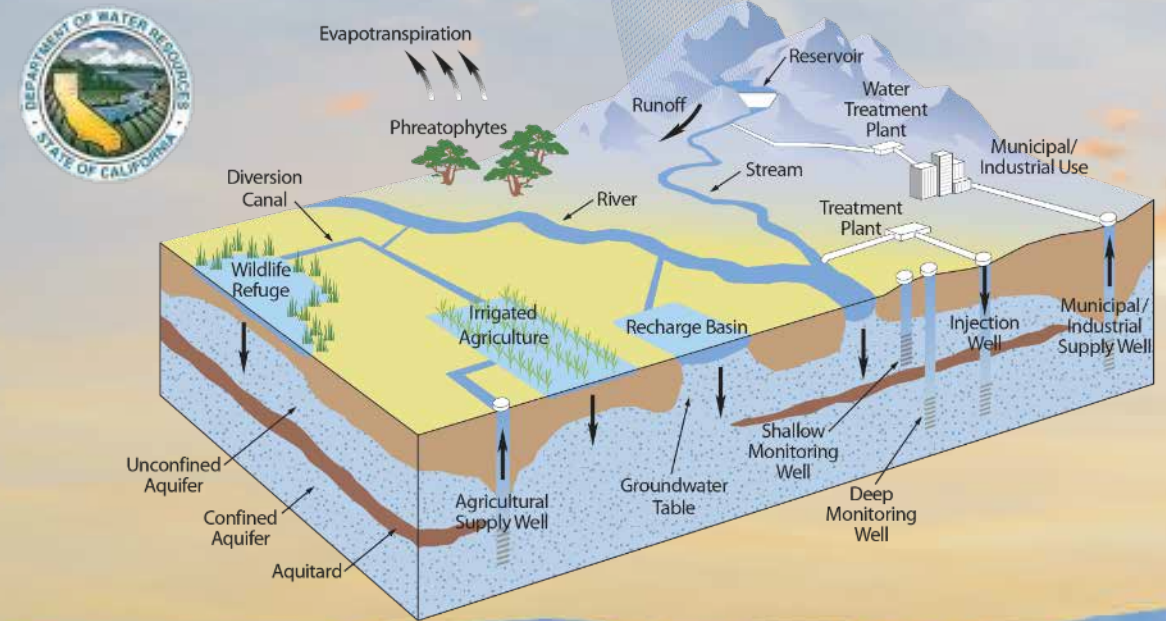
- i The USGS Study represents a significant body of work that can provide foundational data and information to inform the development of the Cuyama Basin GSP.
 - However, this was a pre-SGMA effort -
- i The USGS Study does not encompass all of the DWR-defined Cuyama Basin and is therefore insufficient as the sole basis to fulfill any SGMA requirements.
- i The USGS-defined basin “subdivisions” need further evaluation to assess their validity and to assess their value as the potential basis for basin “management areas” under SGMA.
- i Results of USGS numerical model and simulated water budget are not reproducible.

There are Two Model Platform Options

USGS (CUVHM) Hydrologic Model



DWR Integrated Water Resources Model (IWFM)



Comparing the Two Options

1. Expanded USGS Model

- § Existing Model
- § Numerous Details must be Addressed
- § Existing data base must be expanded/updated
- § USGS Platform, not DWR Platform

2. New IWFM Model

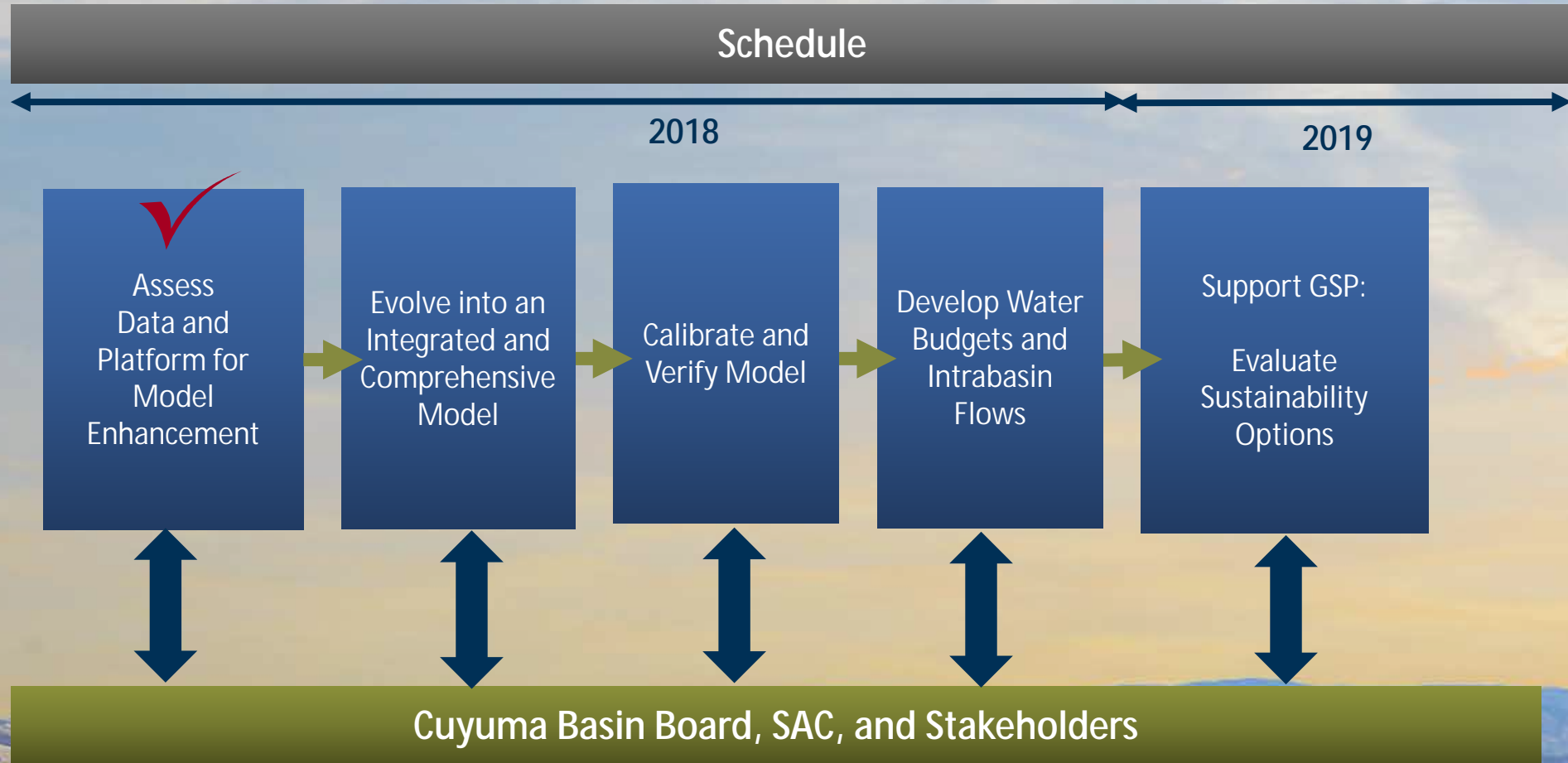
- § New Model
- § Retain and expand existing data base/input files
- § More efficient surface interface options
- § Easier to obtain DWR concurrence



Hydrogeologic Model and Associated Data Will be Expanded to Cover the Entire Basin



Model Development Process





TO: Board of Directors
Agenda Item No. 9d

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Draft Stakeholder Engagement Strategy Overview

Issue

Overview of the draft Stakeholder Engagement Strategy.

Recommended Motion

None – information only.

Discussion

The draft Stakeholder Engagement Strategy is provided as Attachment 1.

Cuyama Basin Groundwater Sustainability Stakeholder Engagement Strategy

Draft February 22, 2018

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Cuyama Basin Groundwater Sustainability Stakeholder Engagement Strategy

Draft February 22, 2018

Overview

In 2014, California enacted the Sustainable Groundwater Management Act (SGMA). SGMA requires that groundwater sustainability plans be adopted for the most important groundwater basins in California. Under SGMA, the Department of Water Resources (DWR) identified 21 “critically overdrafted” basins and subbasins. SGMA requires that basins designated as high or medium priority **and** critically overdrafted will be managed under a Groundwater Sustainability Plan (GSP) or a coordinated GSP.

The Cuyama Basin was designated as an important groundwater basin, a medium priority basin, and a critically overdrafted basin. As such, SGMA requires formation of a locally-controlled groundwater sustainability agency (GSA) as the entity responsible for developing and implementing a GSP. The primary goal of the GSP is to develop sustainable groundwater management practices for the future without causing undesirable results. The GSP must be submitted to the State by January 31, 2020.

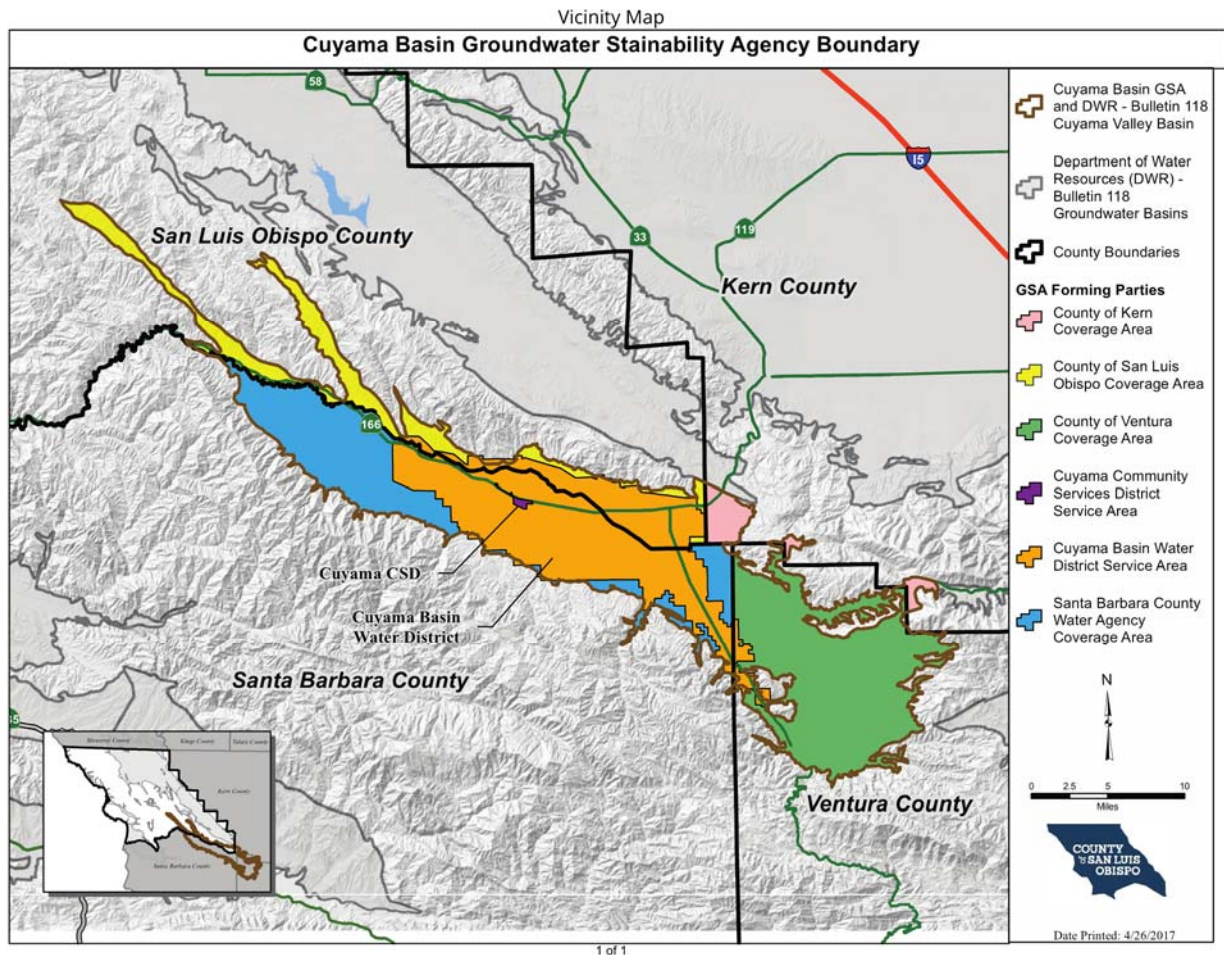
The Cuyama Basin Groundwater Sustainability Agency (CBGSA) was formed in June 2017. Under a joint powers agreement, it is comprised of six local agencies that collectively include water supply, water management, and land use responsibilities across the entire basin: Cuyama Basin Water District, Cuyama Community Services District, Santa Barbara County Water Agency, San Luis Obispo County, Ventura County and Kern County. The CBGSA Board of Directors includes representatives from these local agencies.

Cuyama Groundwater Basin

The Cuyama Valley Groundwater Basin (Basin) is located between the Caliente Range to the north and the Sierra Madre Mountains to the southwest. It is a sparsely inhabited area with towns including Cuyama, New Cuyama and Ventucopa. The land is primarily used for ranching, agriculture, and oil and gas production. Average annual precipitation ranges from 7 to 15 inches. The Basin trends west and is drained by the Cuyama River, which is the primary source of recharge to the groundwater Basin. Groundwater in the Basin is mainly unconfined, but confined water and perched water are found locally. Small faults that cut through the Basin fill act as barriers to groundwater movement.

The Basin covers an area of approximately 147,200 acres, or 230 square miles, and extends into four counties, including San Luis Obispo County, Santa Barbara County, Kern County, and Ventura County. Figure 1, page 2 shows a map of the Cuyama Groundwater Basin Sustainability Agency Boundaries courtesy of San Luis Obispo County.

Cuyama Basin Groundwater Sustainability Plan



Engagement Strategy Goals

The Cuyama Basin Stakeholder Engagement Strategy has been developed to achieve the following goals:

- Conduct an inclusive outreach and education process that best supports the success of a well-prepared GSP that meets SGMA requirements.
- Offer a comprehensive, transparent outreach and education process that builds understanding and trust among the various stakeholders.
- Using a Planning Roadmap, that aligns the public engagement opportunities with the development of technical information at key points throughout the project, establish an atmosphere of clear, concise, transparent, reliable information flow and opportunities for input.
- Evaluate and update the engagement methods throughout the GSP process as needed.

Key Elements of the Engagement Strategy

Given the importance of the Cuyama Valley and the development of the GSP to the communities, residents, landowners, farmers, ranchers, businesses, and others, it is essential that inclusive stakeholder input be a primary component of the GSP process. This *Stakeholder Engagement Strategy* has been developed to support the preparation and implementation of a well-informed GSP. The

Cuyama Basin Groundwater Sustainability Plan

strategy is designed to be flexible and will generally follow the GSP Planning Roadmap that aligns public engagement opportunities with the development of technical information throughout the GSP process.

Roles and Responsibilities

The **GSA Board of Directors** is the designated decision-making entity for the GSP process. All meetings will be noticed 72 hours in advance, are open to the public and will include a public comment period. Agendas, minutes, and meeting materials will be available on the CBGSA's website (<http://cuyamabasin.org>). CBGSA Directors are listed in Appendix A.

The GSA Board appointed a **Standing Advisory Committee** as the primary body for providing advice and input to the CBGSA Board, and assisting with stakeholder engagement throughout the Cuyama Valley. All meetings will be noticed at <http://cuyamabasin.org> and are open to the public. Agendas, minutes, and meeting materials will be posted on the website. Standing Advisory Committee members are listed in Appendix A.

Public Input, no matter the method received (e.g., phone, email, public meeting), will be shared with both the Board of Directors and the Standing Advisory Committee for consideration throughout the planning process.

Project Schedule

The final GSP must be submitted to the California Department of Water Resources in January 2020. As requested by the CBSGA, the GSP is scheduled for completion in mid-2019, providing ample time for adoption and approval by the CBGSA and its member agencies. The project schedule is designed to solicit, consider, and address public and stakeholder input regarding the important planning elements, including Basin conditions, groundwater modeling, sustainability goals, management actions, implementation plan, and the draft and final GSP. Figure 2, the **GSP Planning Roadmap**, shows a generalized depiction of the schedule for these planning elements and public and stakeholder engagement.

Data and Data Evaluation

The GSP will be based on data, modeling, and evaluation of surface water and groundwater conditions, water uses, and water management options. Public outreach and engagement will be an important element of efforts to collect, review, validate, and refine the data and evaluation that will form the basis of the GSP and future management actions.

Public Engagement, Education and Outreach

The GSP planning process includes activities to reach out to organizations and individuals involved and affected by water management in the Cuyama Basin; inform and educate them about SGMA, groundwater management, and the GSP planning process; and, solicit and address issues and opportunities to improve groundwater management for the Cuyama Basin. The following activities will be undertaken by the CBGSA:

- Identify existing notification lists that could be used to reach the various social, cultural, and economic elements of the Cuyama Basin population.
- Develop and provide information regarding SGMA, GSP planning, and groundwater management.
- Solicit stakeholder and public input on groundwater analysis and modeling, sustainability goals, management actions, and implementation plans.

Cuyama Basin Groundwater Sustainability Plan

- Provide and summarize stakeholder and public input for the Standing Advisory Committee and the CBGSA Board throughout the GSP process.
- Identify and provide opportunities for public input at key project milestones as shown in the Planning Roadmap.

Stakeholder Issues

Many multi-organization planning processes can be complex and difficult for community members to understand the required decision-making steps and where and how their issues and concerns will be addressed. Groundwater management also includes complex information regarding hydrogeology and water use. Educating and engaging groundwater stakeholders and the community on the complex issues, and meeting the deadlines established by SGMA, requires an organized strategy for stakeholder engagement. The first step in that strategy is to understand the important community issues and perspectives regarding groundwater management in the Cuyama Valley.

From January 15 through 27, 2018, the Catalyst team conducted 22 phone conversations with members of the CBGSA Board and Standing Advisory Committee, CBGSA staff, staff from each of the participating counties, and several other community representatives. Participants expressed a wide range of perspectives, comments, concerns, issues, and suggestions. From these perspectives, several common views emerged, which can form the basis for constructive discussion and planning for the GSP. The common themes included the following outreach and planning objectives:

1. Provide a fair, balanced, and transparent public process that builds trust and understanding towards the common goal of a GSP that can best benefit everyone in the Cuyama Basin.
2. Provide a public meeting environment that is inclusive of all perspectives and all stakeholders.
3. Provide education on a range of topics, at key milestones throughout the planning process, beginning with education about SGMA and what a GSP includes.
4. Provide education and outreach specifically inclusive of smaller farmers/ranchers and the Hispanic community.
5. Develop a GSP that is fair for all stakeholders in the Cuyama Basin.

The various suggestions, concerns, comments, and issues can be grouped into three areas: (1) GSP Planning Process, (2) Analysis and Evaluation, and (3) Outreach and Engagement, which are summarized in Appendix B.

Outreach Methods

Communication strategies have shifted in recent years due to the evolution of online access to information. However, it is important to recognize that not all Cuyama Valley residents have access to email and the internet. Therefore, the outreach methods include both online access and traditional means of hard copy information dissemination. The Cuyama Valley also has a substantial Hispanic population, many of whom speak only Spanish. Therefore, core materials (online and hard copy) will be prepared in Spanish. Based on the comments and suggestions expressed, the following are some of the general outreach tactics envisioned for this project:

1. Hold **regular meetings** with the Standing Advisory Committee for technical review of GSP progress and increased opportunity for discussion and input.
2. Hold **joint meetings/workshops** with the CBGSA Board and Standing Advisory Committee at key milestones that can also serve as opportunities for public input.

Cuyama Basin Groundwater Sustainability Plan

3. Utilize **CBGSA Board and Standing Advisory Committee** members for education and consensus building within the Cuyama Valley community.
4. Identify appropriate **venues** for hosting community meetings such as the Cuyama Valley Family Resource Center and the Cuyama Joint Unified School District facilities.
5. Establish and use the **CBGSA website** to house information about SGMA, the GSP process, CBGSA Board, Standing Advisory Committee, public meetings, project reports and studies, and groundwater data and information. Spanish-language information will be included.
6. Develop targeted **factsheets/e-newsletters** that inform stakeholders about GSP planning, technical issues, and opportunities for participation and review in a simple, clear manner.
7. Prepare newsletter **articles** for use in any existing newsletters in the Cuyama Valley.
8. Host **community meetings** (workshops, open houses, town halls) for key stakeholders where project experts share educational information by topic, clarify technical data and issues, and offer opportunities for public questions and input. This includes hosting **Spanish-language information/input sessions**.
9. Host **informal briefing sessions** at various locations such as The Place in Ventucopa, the Buckhorn or Burger Barn in New Cuyama, the Cuyama Valley Family Resource Center, and/or other community locations such as schools and churches.
10. To assist with noticing of meetings and sharing project information, look to partner with local entities that have **existing email lists**. Entities that have been identified with existing email lists include San Luis Obispo County, CBGSA, and the Cuyama Family Resource Center. Other entities that may have email contact lists that are being contacted included the Cuyama Valley Community Association, Family Resource Center, Cuyama Basin Water District, Cuyama Community Services District, and the Blue Sky Center.
11. Use **established outreach channels** such as community posting locations for placement and/or distribution of informational materials such as flyers or posters. Consider posting project information on fence posts leading to the more rural “fingers” of the Cuyama Valley. Connect with existing social media channels for possible distribution of project information such as Facebook pages for entities including Cuyama Valley Recreation District, Cuyama Valley High School, Sleepy Creek Ranch, New Cuyama, and others.
12. Create targeted **PowerPoint** presentations for use at Workshops/Community Meetings. **Translate** CBGSA Board and Standing Advisory Committee presentations into **Spanish**.

Audiences

Knowing the various interested audiences is key to setting a solid course for stakeholder engagement throughout the GSP process. Key audiences include the CBGSA Board and Standing Advisory Committee, elected officials, federal, state, and local agencies, business and community organizations, and more. Please refer to Appendix C for a complete listing of interested parties identified to date. The Engagement Strategy will rely on the CBGSA Board, its Standing Advisory Committee, and the public to expand the initial list of interested audiences.

Planning Roadmap

Using established GSP milestones, the GSP planning team has developed an initial roadmap for stakeholder engagement. The GSP Planning Roadmap aligns issue/topic discussions and education with the technical data as it is developed and evaluated. Figure 2 depicts the initial Cuyama Basin GSP Planning Roadmap, including the suggested timeline of stakeholder education needs, workshops and

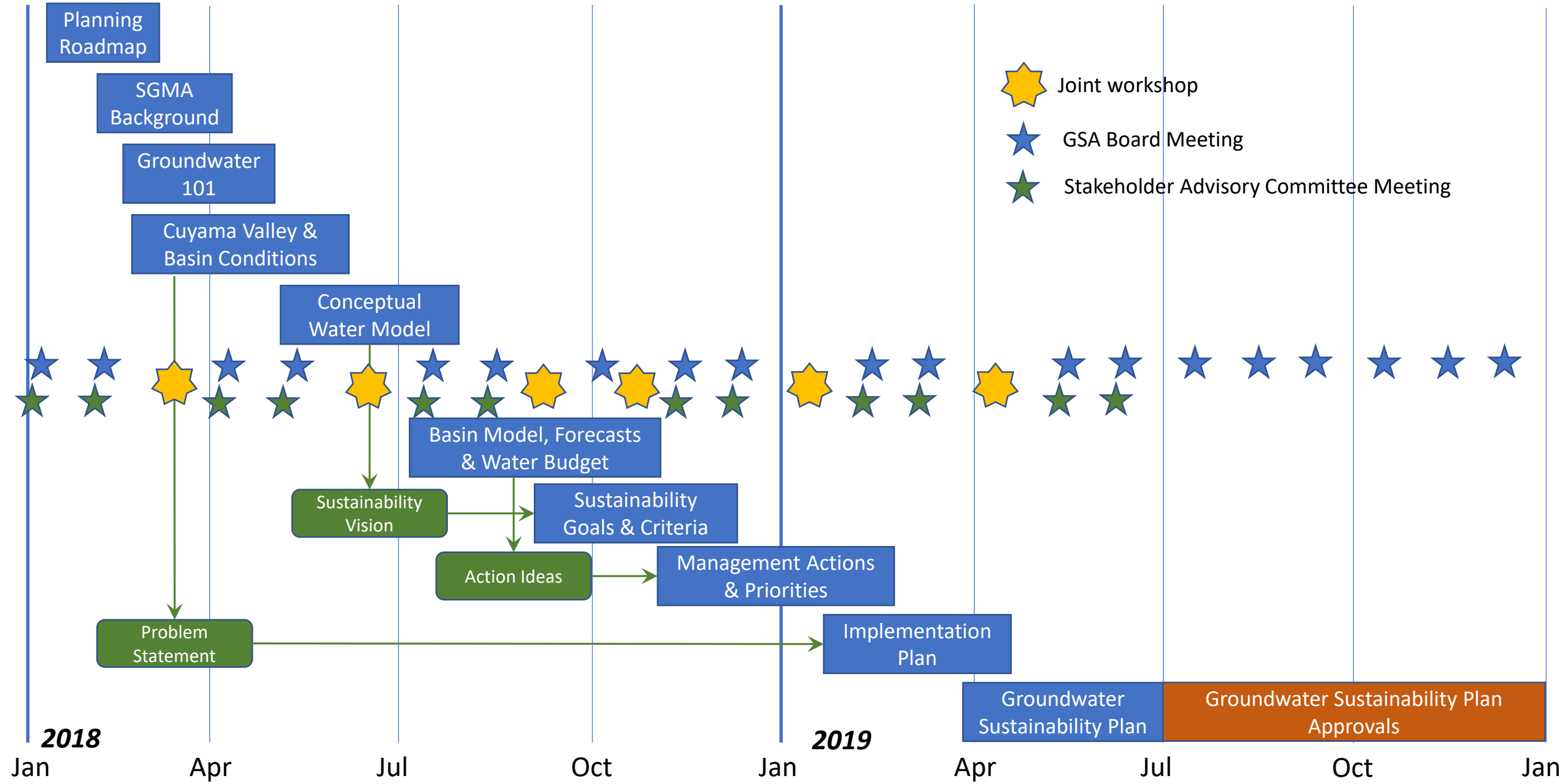
Cuyama Basin Groundwater Sustainability Plan

other opportunities for public review and input, and the sequencing of key issues for discussion with the CBGSA Board and Standing Advisory Committee.

Draft

Figure 2

Cuyama Basin Groundwater Sustainability Plan – Planning Roadmap



Cuyama Basin Groundwater Sustainability Plan**APPENDIX A****CBGSA Board Members and Standing Advisory Committee Members****Board of Directors Members**

Derek Yurosek	Chairperson, Cuyama Basin Water District
Lynn Compton	Vice Chairperson, County of San Luis Obispo
David Couch	County of Kern
Glenn Shephard	County of Ventura
Byron Albano	Cuyama Basin Water District
Tom Bracken	Cuyama Basin Water District
George Cappello	Cuyama Basin Water District
Jane Wooster	Cuyama Basin Water District
Paul Chounet	Cuyama Community Services District
Cory Bantilan	Santa Barbara County Water Agency
Das Williams	Santa Barbara County Water Agency

Standing Advisory Committee Members

Roberta Jaffe (Chair)	Landowner, Cottonwood Canyon area
Brenton Kelly (Vice Chair)	Quail Springs Permaculture, Ventucopa area
Brad DeBranch	Bolthouse Properties
Louise Draucker	Cuyama Valley resident
Jake Furstenfeld	Sunridge Nurseries, Cuyama Valley resident
Joe Haslett	Organic Ag Products; landowner, Cottonwood Canyon area
Mike Post	Executive Director, Chimineas Ranch Foundation

Appendix B

Summary of Comments and Issues from Stakeholder Interviews

1. GSP Planning Process

A. Understanding SGMA and the Groundwater Sustainability Plan (GSP)

The Sustainable Management Groundwater Act (SGMA) is new, and not everyone understands what it requires and what the possible and/or expected outcomes might be. It was suggested that more education occur, early in the process, to better explain SGMA and the GSP process, including specific SGMA features such as management areas and water allocation approaches. It was also suggested that the roles and responsibilities of the CBGSA, Cuyama Basin Water District, Cuyama Community Services District (CCSD), and the counties be clearly defined for the public. Additionally, there was interest in how the GSP is being funded and how funding for solutions will work going forward.

The following is a summary of the groundwater-related topics expressed as suggested topics for further education and information:

SGMA and the GSP

- What is it and what is required?
- What is the definition of "sustainability" in the context of the GSP?
- How will de minimis water users and private well-owners fit into the GSP process?
- Who is responsible for the groundwater problem?
- What are the primary steps in the GSP process?
- When will specific issues be addressed during the GSP process?
- How will the GSP impact various stakeholders?
- What are some of the management and allocation options that will be considered?
- When will conceptual and/or hypothetical scenarios and solutions be available?

Groundwater 101

- What is groundwater?
- Define the groundwater problem in the Cuyama Basin?
- How does groundwater behave in different areas including Cottonwood Canyon, Ventucopa Uplands, Main Valley, and the "fingers" areas within the Cuyama Basin?
- What is happening hydrologically throughout the Cuyama Basin?
- What are: water budget, hydraulic balance, and groundwater modeling?
- How does surface water interact with and impact groundwater?
- What is the role of topography, geography, and geology in groundwater movement, supplies, and levels?
- What groundwater data is being used?

B. Perspectives on Joint Problem-Solving

Under the universally expressed premise, "we are all in this together," concerns were expressed that everyone in the Cuyama Basin learn to work together to achieve a fair and balanced GSP. Everyone is equally anxious about what it means to work together in the context of SGMA and the GSP. This is new to everyone. The anxiousness, in turn, affects individual perspectives on how groundwater works in the Cuyama Basin and on what fairness means. The importance of defining the groundwater problem as

Cuyama Basin Groundwater Sustainability Plan

being essential to solving the problem was widely expressed. Some of the specific comments and suggestions include:

- Establish a clear understanding of roles and responsibilities among the CBGSA Board of Directors, Standing Advisory Committee, participating County's Boards of Supervisors, and CBGSA staff and consultants to support clarity in the decision-making process and to support the process moving forward to meet established timelines.
- Keep the focus on what it takes to get the GSP done to address groundwater overdraft fairly.
- For the Hispanic community perspective, consider adding a representative to the Standing Advisory Committee.

C. Concerns about Fairness, Balance, and Decision-Making

Many expressed concerns that the GSP must balance the needs of all interests, that the community engagement be accessible to everyone, and that outreach must be sure to include small farms/ranches and the Hispanic community. It was suggested that role of the Standing Advisory Committee be clarified further so that members are serving as a direct conduit for information to/from community members.

Additional comments, concerns and suggestions included the following:

- Support the building of understanding and trust among the various Cuyama Basin area residents, community interests, agricultural interests, oil and gas interests, other industry interests, and environmental interests, etc. who may express differing opinions and ideas during the planning process.
- Listen to all audiences, no matter the viewpoint or opinion. With three new organizations now working together (CBGSA, Cuyama Basin Water District, and Cuyama Community Services District), it is critical that the CBGSA Board of Directors, as the decision-making body, listen to all viewpoints whether opposing or new opinions, thoughts.
- Encourage "big ag" to listen to small farmers, ranchers, homesteaders and vice versa.
- Be inclusive of residents, farmers and ranchers in the "finger" areas feeding into the Cuyama Valley.
- Be sure small farms/ranches and the Hispanic community are included.

2. Analysis and Evaluation

For the development of a successful GSP, analysis and evaluation of groundwater data is essential. Comments and concerns were expressed about the analysis and evaluation of the groundwater data that will be used for the preparation of the GSP. Many expressed concerns about the adequacy and reliability of the available groundwater data. It was suggested that mapping used for presentations be simplified and displayed at a scale that is more user-friendly.

The comments and concerns expressed about groundwater assessment and monitoring were generally related to need for more information about the following:

- What is the available data, the basin groundwater conditions (past, present), and Basin boundaries (hydrogeologic and jurisdictional)?
- How will historical changes in the Basin be factored in?
- How will historical groundwater data, anecdotal water information, and oral histories be considered in the GSP process?
- Will water use data be collected "door-to-door" from farmers, ranchers, landowners?
- What is a conceptual and analytic groundwater model?
- What is a water budget?
- Need to fill the gaps in the coverage of information about wells and water in the Basin.

Cuyama Basin Groundwater Sustainability Plan

- Explain how “undesirable results” are defined by SGMA and how they will be used in the GSP.
- Explain what modeling is and the assumptions used.
- For a more complete picture of groundwater use, consider using satellite mapping to identify wells not previously identified.

The groundwater management concerns were expressed including:

- Groundwater access and management approaches vary across the Basin, how is that handled in the GSP?
- Developing sustainability goals and criteria is crucial for the success of the GSP.
- Identifying and evaluating management options is important.

Additional comments about evaluation considerations included concerns about:

- What are the possible economic impacts (e.g., jobs, property values, tax revenues)
- What are the possible natural resources impacts?
- What are the land management considerations that may be faced (e.g., dust control)
- What are the costs associated with the possible solutions?
- What will the water and cost allocation methods be?

3. Outreach and Engagement

Everyone was fully supportive of a comprehensive engagement strategy that is inclusive of all stakeholders. It was emphasized that it is essential to listen to all audiences, no matter the viewpoint or opinion. Many expressed the importance of timely, clear and transparent outreach, education and facilitation throughout the GSP process.

A. Additional General Suggestions and Comments

- Provide transparent, clear, and consistent information accessible to all stakeholders.
- Develop educational information and conduct outreach forums for Spanish speaking residents, ensuring that language differences do not become barriers to allowing for an inclusive and transparent planning process.
- Provide technical information in understandable terms for all stakeholders, and translate key materials into Spanish for the Hispanic Community.
- Identify and respond effectively to information and educational requests.
- Identify and coordinate SGMA-related outreach occurring relative to the GSP by entities such as the Cuyama Community Services District, Cuyama Basin Water District, Cuyama Family Resource Center, Blue Sky, and others.
- Through the outreach process, by working toward a shared common goal under SGMA, support the development of an overall vision for the future of Cuyama Valley, and help shape a vision for the Cuyama Valley for generations to come.
- Outreach must go beyond those affiliated with the Cuyama Community Services District, Cuyama Basin Water District, Cuyama Family Resource Center, Blue Sky. It must reach residents outside of these spheres.

B. Suggestions and Comments about Outreach and Engagement Tools/Tactics

Communication strategies have shifted in recent years due to the evolution of access to online information. It is important to recognize that not all Cuyama Valley area residents have access to email and the internet. Targeted materials will be translated into Spanish. Suggestions and comments about outreach and engagement include the following.

Cuyama Basin Groundwater Sustainability Plan

Workshops/Community Meetings/Town Halls

- Hold periodic joint meetings/workshops with the CBGSA Board and Standing Advisory Committee that serve as public input and education opportunities.
- Host community meetings or town halls where project team members are available to provide information by topic, clarify technical data and issues, and offer opportunities for public questions and input. Include hosting sessions in Spanish.
- Use both the CBGSA Board and Standing Advisory Committee members for education and consensus building within the Cuyama Valley community.

Briefings and Informal Availability Sessions

- Host informal sessions at various locations such as The Place, in Ventucopa, CA and the Buckhorn or Burger Barn in New Cuyama, CA, and the Cuyama Valley Family Resource Center. These could also occur at local churches or schools.
- Participate in existing events when possible.

Information Availability

- Develop targeted factsheets, flyers, and postings that inform stakeholders about technical issues and GSP progress in a simple, clear manner.
- Use established outreach channels for distribution of information such as posting boards at businesses.
- Develop informational flyers and posters that could be made available at local information boards and posting locations around the Cuyama Valley.
- Tie in with existing social media channels such as the Facebook pages for local entities and organizations including Cuyama Valley Recreation District, Cuyama Valley High School, Cuyama Valley Community Association, Cuyama, New Cuyama, and others.

Other Suggestions

- Suggestions were made to coordinate with the local school teachers to coordinate education about SGMA and groundwater.
- Recommendations were made to conduct a survey about groundwater's use and history.
- Suggestions were made to conduct an "Ideas Contest" to solicit ideas about solutions for the groundwater problem.

Cuyama Basin Groundwater Sustainability Plan

APPENDIX C

Key Audiences

CBGSA

- Board of Directors
- Standing Advisory Committee

Elected Officials

- County Supervisors representing Kern, San Luis Obispo, Santa Barbara, and Ventura counties
- Salud Carbajal, Representative, California's 24th congressional district
- Kevin McCarthy, Representative, California's 23rd congressional district
- Assembly Districts: 34th, 35th, and 37th
- Senate Districts: 16th, 17th, 19th

Local and Regional Agencies/Organizations

- Cuyama Basin Water District
- Cuyama Community Services District
- County staff responsible for water, agriculture, planning, and public health
- County Agricultural Commissioners
- Integrated Regional Water Management
- Adjacent GSAs

State Agencies

- California Department of Water Resources, Sacramento
- California Department of Fish and Wildlife, Headquarters, Mailing: P.O. Box 944209, Sacramento, CA 94244-2090
- California Wildlife Conservation Board, c/o CDFW, 1416 9th Street, Room 1266, Sacramento, CA 95814
- Department of General Services, 707 3rd St., 5th Floor. West Sacramento, CA
- California Natural Resources Agency, 1416 9th St #1311, Sacramento, CA 95814
- San Luis Obispo County, Cooperative Extension, 2156 Sierra Way, Ste. C, San Luis Obispo 93401
- Ventura County, Cooperative Extension, 669 County Square Dr., #100, Ventura, CA 93003
- Kern County, Cooperative Extension, 1031 South Mount Vernon Ave., Bakersfield, CA 93307
- Cachuma Resource Conservation District (CRCD), 44-A La Guardia St 920 East Stowell Road, Santa Maria, CA 93454
- Colleges and Universities: Cal Poly, San Luis Obispo; Cal State Bakersfield; University of Santa Barbara

Federal Agencies and Tribes

- U.S. Fish and Wildlife, 2493 Portola Road, Suite B, Ventura, California 93003
- U.S. Forest Service, Los Padres National Forest, Headquarters, 6750 Navigator Way, Ste. 150, Goleta, CA 93117
- U.S. Forest Service, Bitter Creek National Wildlife Refuge, Refuge Manager, Debora Kirkland, 2493 Portola Rd. Suite A, Ventura, CA 93003

Cuyama Basin Groundwater Sustainability Plan

- U.S. Bureau of Land Management, Carrizo Plain National Monument, Bakersfield Field Office
3801 Pegasus Avenue, Bakersfield, CA 93308
- USDA Natural Resource Conservation Service, 5076 N Marty Ave, Fresno, CA 93711
- USDA Natural Resource Conservation Service, State Office, 430 G St. #4165, Davis, CA 95616
- USDA Service Center, Farm Service Agency, 65 S. Main Street Suite 106 Templeton, CA 93465
- U.S. Geological Survey, California Water Science Center, 6000 J St, Sacramento, CA 95819
- Native American tribes: Chumash Tribe, Tribal Hall, P.O. Box 517, Santa Ynez, CA 93460

Agricultural and Business Interests

- Small farms, ranches and orchards throughout the Cuyama Valley
- Workers and laborers in the Cuyama Valley
- South Cuyama Oil Field
- Cuyama Orchards, Albano family
- Bolthouse Farms, subsidiary of Campbell Soup Company
- Grimmway Farms
- Duncan Family Farms
- Triangle E. Farms
- Walking U Ranch
- Caliente Ranch
- North Fork Cattle Ranch
- Condor's Hope Ranch
- SZ Ranch
- River Valley Ranch
- Cuyama Valley Solar Facility
- "Harvard" Vineyard, managed by Grapevine Properties
- Mining activities

Local Communities and Community Organizations

- Cuyama Valley Community Association
- Cuyama Valley Family Resource Center
- Cuyama Valley Recreation District
- Disadvantaged Communities (Cuyama, New Cuyama, Ventucopa)
- Blue Sky Center

Disadvantaged Community Organizations

- Community Water Center, Laurel Firestone
- Community Water Center, Debbie Ores
- Clean Water Action, Jennifer Clary
- Leadership Council for Justice and Accountability, Mike Claiborne and Robert Fuentes
- Self Help Enterprises, Paul Boyer

Environmental Interests/Organizations

- Los Padres Forest Watch, <http://lpfw.org>
- Native Plant Society, San Luis Obispo chapter; Kern County chapter, Ventura County chapter
- Friends of California Condors Wild and Free
- Ventura County Audubon Society Chapter, P. O. Box 24198, Ventura, California 93002
- Morro Coast Audubon Society, PO Box 1507, Morro Bay, CA 93443

Cuyama Basin Groundwater Sustainability Plan

News Media

Note that there are no news outlets in Cuyama Valley.

- Newspapers in San Luis Obispo County: The Tribune, New Times
- Newspapers in Kern County: The Bakersfield Californian
- Newspapers in Ventura County: Ventura County Star
- Television: KSBY-TV, NBC affiliate in San Luis Obispo and Santa Barbara counties
- Radio: Need to find out what the Hispanic station is, if there is one that can be heard in the Cuyama Valley
- Obtain information for Hispanic TV and newspaper.

Draft

APPENDIX D

Links to SGMA and Groundwater Information

California Department of Water Resources, SGMA: <http://www.water.ca.gov/groundwater/sgm/>

California Department of Water Resources Critically Overdrafted Basins:
<http://www.water.ca.gov/groundwater/sgm/cod.cfm>

Department of Water Resources, Draft Guidance for GSP Stakeholder Communication and Engagement
http://www.water.ca.gov/groundwater/sgm/pdfs/GD_C&E_Final_2017-06-29.pdf

Department of Water Resources, Stakeholder Communication and Engagement Digital Toolkit
http://www.water.ca.gov/groundwater/sgm/digital_toolkit.cfm

UC Davis SGMA Resources: <http://groundwater.ucdavis.edu/SGMA/>

Union of Concerned Scientists, A Guide to California's Groundwater Sustainability Plans, in English and Spanish: <https://www.ucsusa.org/global-warming/ca-and-western-states/groundwater-toolkit#.WnSt5KinFPY>

Union of Concerned Scientist, SMGA information: <https://www.ucsusa.org/global-warming/regional-information/california-and-western-states/sustainable-groundwater-management-act#.Wne0ga2ZPq0>

Community Water Center, Union of Concerned Scientists, Clean Water Fund, Stakeholder Guide for Sustainable Groundwater Management Act Implementation:
https://d3n8a8pro7vhmx.cloudfront.net/communitywatercenter/pages/52/attachments/original/1438102537/SGMA_Stakeholder_Engagement_White_Paper.pdf?1438102537

USGS, California Water Use: https://ca.water.usgs.gov/water_use/2010-california-water-use.html



TO: Board of Directors
Agenda Item No. 9e

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Website/Logo/Newsletter Update

Issue

Update on the Cuyama Basin Groundwater Sustainability Agency website, logo, and draft newsletter template.

Recommended Motion

None – information only.

Discussion

As part of the outreach and branding effort, the consultant developed a website, logo, and a draft newsletter template for the Cuyama Basin Groundwater Sustainability Agency. A sample of these items are provided as Attachment 1.

Website



Address: cuyamabasin.org

Logo





Quarterly Newsletter

Sustainable Groundwater Management Act

SGMA Updates

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut et nulla ac leo porttitor tempor. Curabitur pretium porta risus. Nam sodales luctus nibh. Integer sodales tincidunt libero. Ut a lacus et ante vestibulum sollicitudin. Sed pulvinar. Sed fermentum diam at lorem. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vivamus massa nisl, condimentum et, semper sed, varius eget, elit. Vestibulum interdum



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TO: Board of Directors
Agenda Item No. 10a

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Financial Management Overview

Issue

Overview of the financial management for Cuyama Basin Groundwater Sustainability Agency activities.

Recommended Motion

None – information only.

Discussion

A presentation on the financial management for Cuyama Basin Groundwater Sustainability Agency activities is provided as Attachment 1.



Cuyama Basin Groundwater Sustainability Agency

Financial Report

February 7, 2018

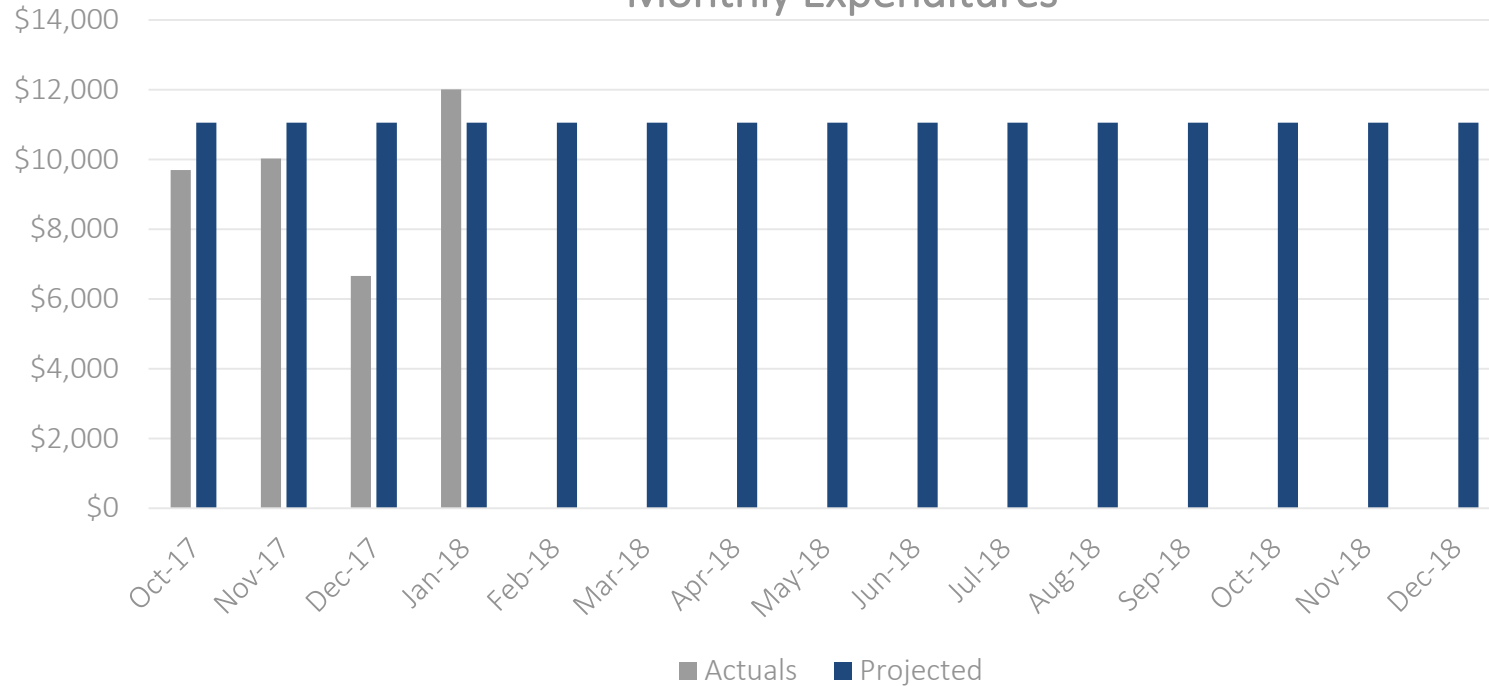
CBGSA OUTSTANDING INVOICES

Task	Invoiced Through	Cumulative Total
Grant Development	12/20/2017	\$39,151.25
Legal Counsel	1/18/2018	\$20,466.33
Executive Director	1/31/2018	\$46,299.28
Insurance *	4/1/2018	\$2,451.00
GSP Development	1/26/2018	\$115,332.13
TOTAL		\$223,699.99

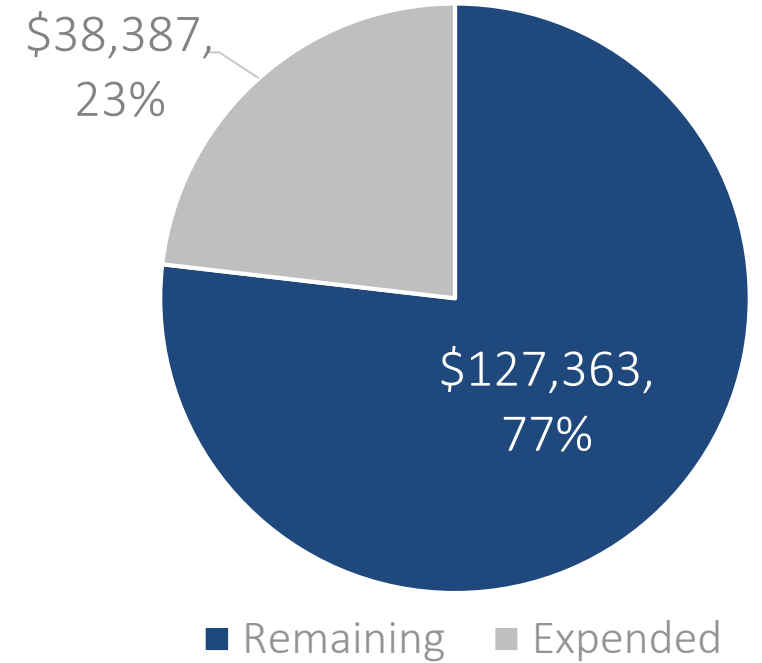
**Future Reimbursement Required Payment by Hallmark Group*

Executive Director Task Order 1

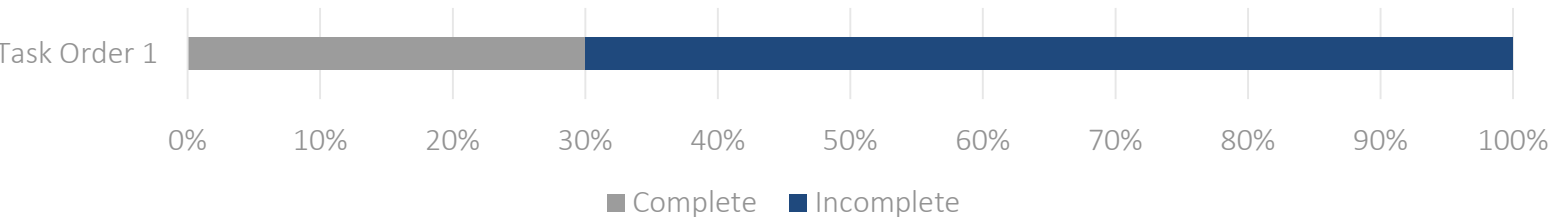
Monthly Expenditures



Total Authorized \$165,750
Through 12/31/2018

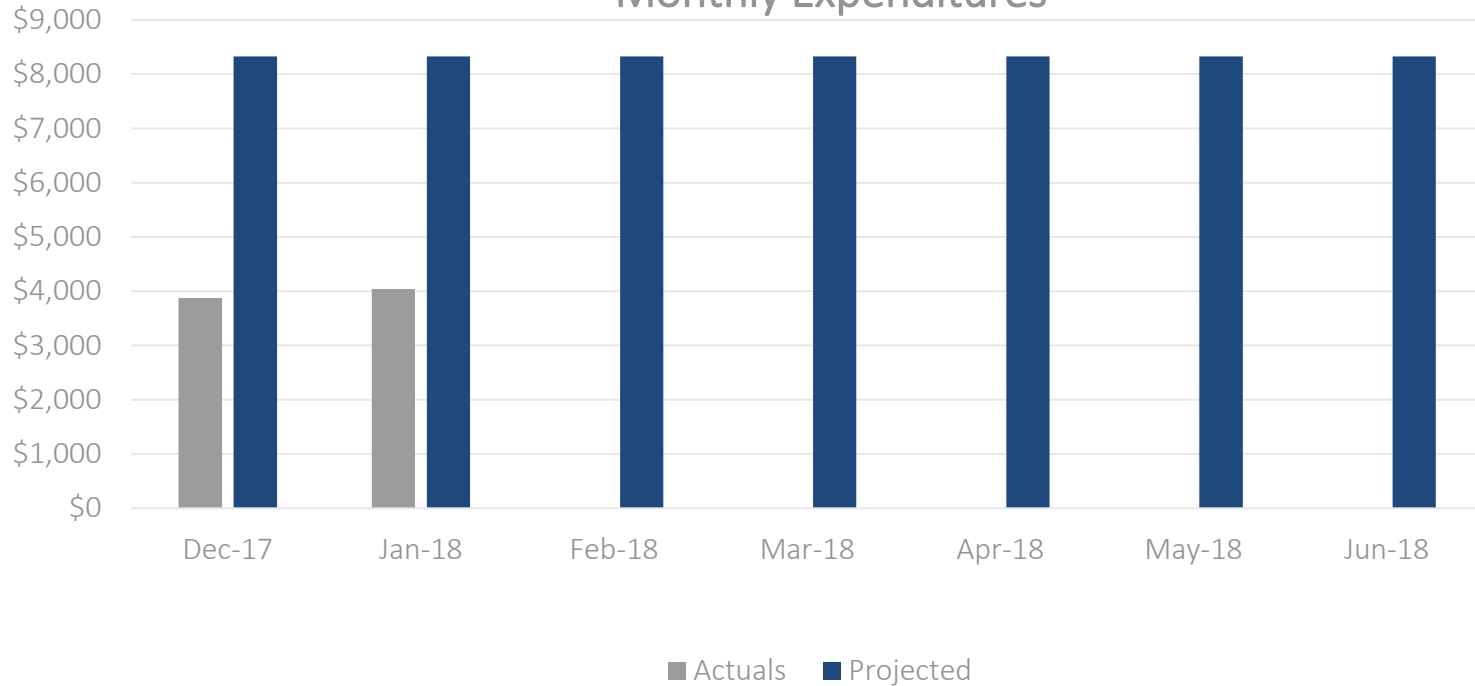


Progress Complete

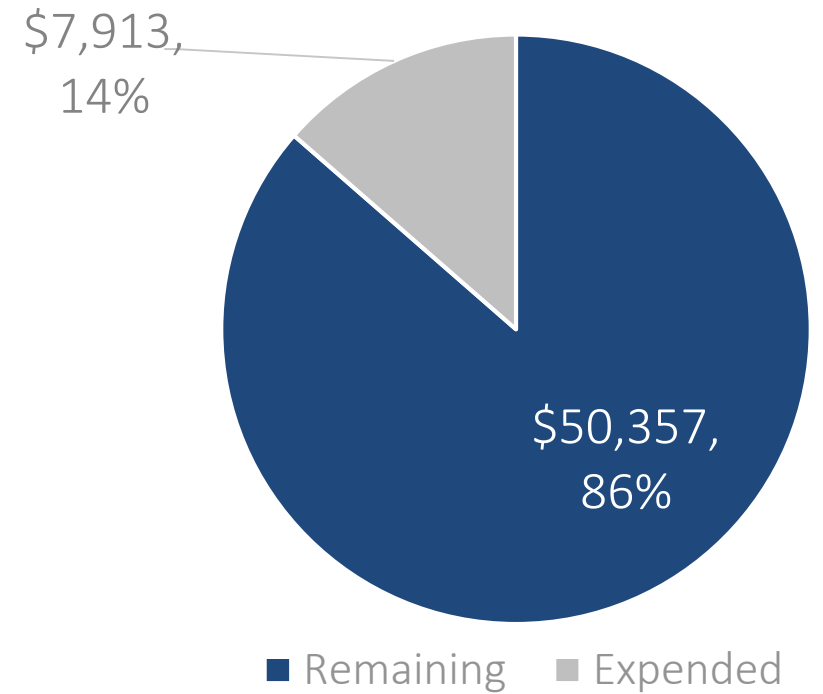


Executive Director Task Order 2

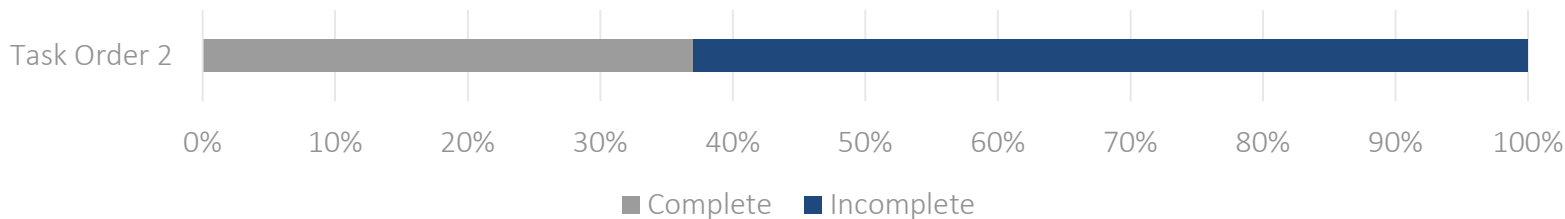
Monthly Expenditures



Total Authorized \$58,270 Through 6/30/2018

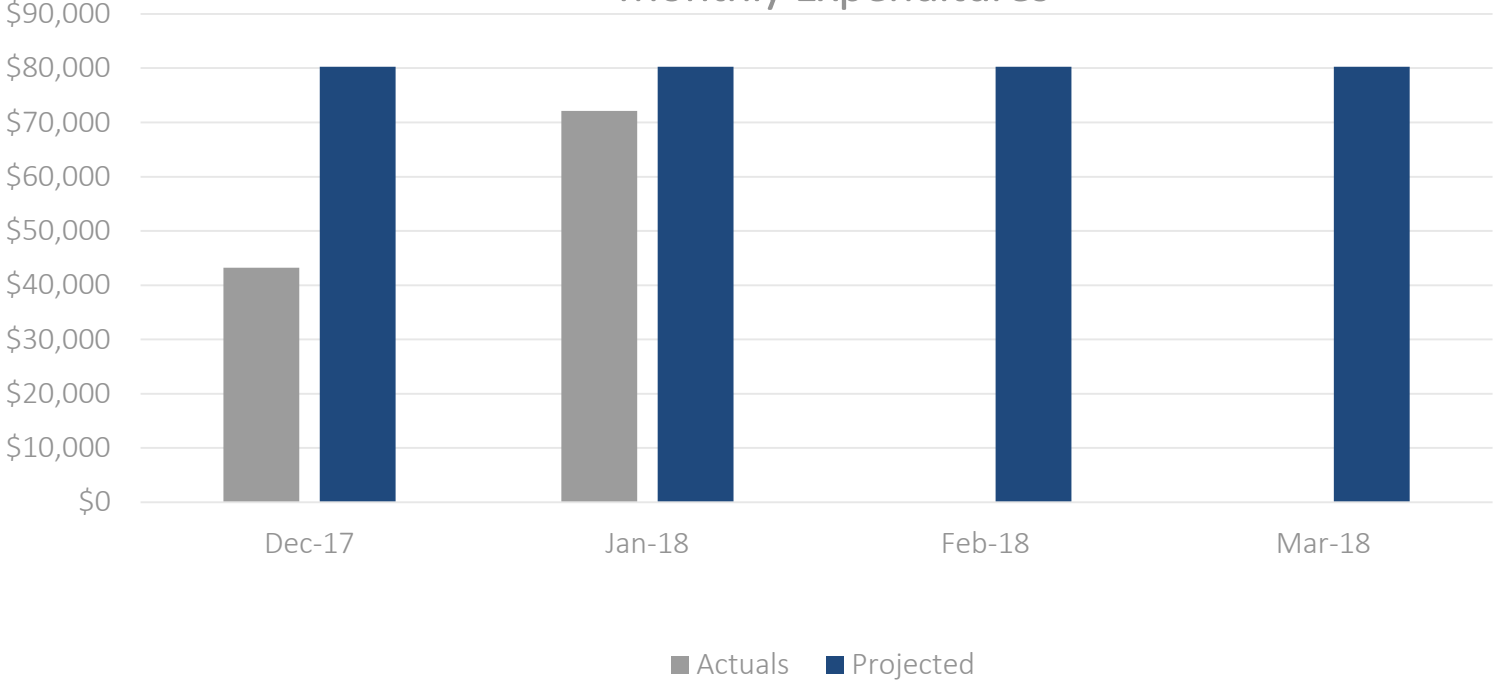


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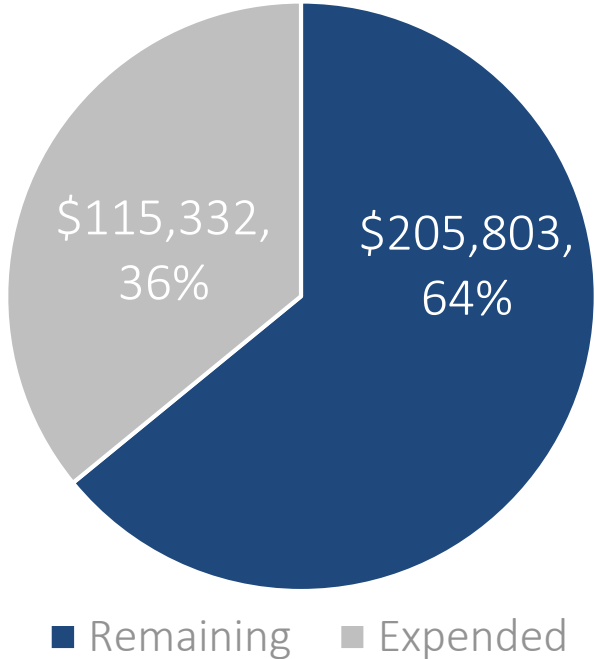


GSP Development Task Order 1

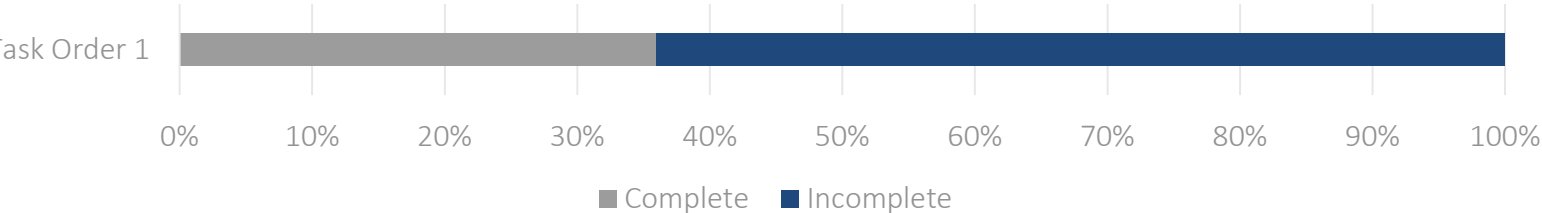
Monthly Expenditures



Total Authorized \$321,135
Through 3/31/2018



Progress Complete





TO: Board of Directors
Agenda Item No. 10c

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Payment of Bills

Issue

Consider approving the payment of bills for outstanding invoices to date.

Recommended Motion

Approve payment of the bills through the month of January 2018 in the amount of \$223,699.99.

Discussion

Consultant invoices and insurance coverage fees are provided as Attachment 1.



INVOICE

1901 Royal Oaks Drive
Suite 200
Sacramento, CA 95815

916 923.1500
hgcpm.com

To: Matt Young
Cuyama Basin Groundwater Sustainability Agency
Santa Barbara County Water Agency
130 E. Victoria Street, Suite 200
Santa Barbara, CA 93105

Please Remit To: **Hallmark Group**
1901 Royal Oaks Drive, Suite 200
Sacramento, CA 95815
P: (916) 923-1500

Invoice No.: 2018-CBWD-TO1-01A
Task Order: HG-001
Date: February 5, 2018

For professional services rendered for the month of January 2018

Task Order	Sub task	Task Description	Billing Category	Month Ending	Hours	Rate	Amount
HG-001	1	GSA Board of Directors and Advisory Committee Meetings	Executive Director	1/31/2018	13.75	\$ 250.00	\$ 3,437.50
			Project Coordinator	1/31/2018	47.50	\$ 100.00	\$ 4,750.00
Total Task 1 Labor							\$ 8,187.50
HG-001	2	Consultant Management and GSP Development	Executive Director	1/31/2018	4.75	\$ 250.00	\$ 1,187.50
			Project Coordinator	1/31/2018	21.00	\$ 100.00	\$ 2,100.00
Total Task 2 Labor							\$ 3,287.50
HG-001	3	Financial Information Coordination	Executive Director	1/31/2018	0.00	\$ 250.00	\$ -
			Project Coordinator	1/31/2018	0.00	\$ 100.00	\$ -
Total Task 3 Labor							\$ -
HG-001	4	CBGSA Outreach	Executive Director	1/31/2018	0.00	\$ 250.00	\$ -
			Project Coordinator	1/31/2018	1.50	\$ 100.00	\$ 150.00
Total Task 4 Labor							\$ 150.00
Total Labor							\$ 11,625.00
		Travel		1/4/2018 & 1/10/2018			\$ 132.68
SubTotal Travel							\$ 132.68
		Other Direct Costs	Conference Calls - January 2018				\$ 242.00
			ODC Mark Up			5%	\$ 12.10
			Insurance				\$ 2,451.00
SubTotal Other Direct Costs							\$ 2,705.10
Total Travel & Other Direct Costs							\$ 2,837.78
TOTAL AMOUNT DUE FOR THIS INVOICE							\$ 14,462.78



1901 Royal Oaks Drive
Suite 200
Sacramento, CA 95815

INVOICE

916 923.1500
hgcpm.com

To: Matt Young
Cuyama Basin Groundwater Sustainability Agency
Santa Barbara County Water Agency
130 E. Victoria Street, Suite 200
Santa Barbara, CA 93105

Please Remit To: **Hallmark Group**
1901 Royal Oaks Drive, Suite 200
Sacramento, CA 95815
P: (916) 923-1500

Invoice No.: 2018-CBWD-TO1-01A
Task Order: HG-001
Date: February 5, 2018

For professional services rendered for the month of January 2018

HG-001	Original Totals	Amendment(s)	Total Committed	Previously Billed	Current Billing	Remaining Balance
Task 1	\$ 63,000.00	\$ -	\$ 63,000.00	\$ 20,798.17	\$ 8,187.50	\$ 34,014.33
Task 2	\$ 54,750.00	\$ -	\$ 54,750.00	\$ 8,351.02	\$ 3,287.50	\$ 43,111.48
Task 3	\$ 12,750.00	\$ -	\$ 12,750.00	\$ -	\$ -	\$ 12,750.00
Task 4	\$ 31,500.00	\$ -	\$ 31,500.00	\$ 625.81	\$ 150.00	\$ 30,724.19
Travel & ODCs	\$ 3,750.00	\$ -	\$ 3,750.00	\$ 1,352.36	\$ 386.78	\$ 2,010.86
Insurance	\$ -	\$ 2,451.00	\$ 2,451.00	\$ -	\$ 2,451.00	\$ -
Total	\$ 165,750.00	\$ 2,451.00	\$ 168,201.00	\$ 31,127.36	\$ 14,462.78	\$ 122,610.86

CUYAMA BASIN MONTHLY REPORT

Task Order #1

Activities for the Month of January 2018:

J. Beck

Task 1: GSA Board of Directors and Advisory Committee Meetings

- Meeting with J. Hughes, Legal Counsel, to discuss Advisory Committee and Budget
- Participate in CBGSA Advisory Committee Meeting
- Meeting with D. Yurosek, Chairperson, Cuyama Basin Water District to discuss outcome of Standing Advisory Committee mtg
- Meeting with J. Hughes, Legal Counsel, to discuss Advisory Committee recommendations and prepare for Board meeting
- Meeting with D. Yurosek, Chairperson, Cuyama Basin Water District to discuss BOD mtg
- Review documents and prepare for CBGSA BOD Meeting
- Attend CBGSA BOD Meeting
- eMail correspondence with R. Jaffe, Advisory Committee regarding agenda and topics for February's Ad Hoc Committee meeting
- eMail correspondence with R. Jaffe, Advisory Committee and T. Blakslee, Project Coordinator, Hallmark, to review CBGSA Board packet

Task 2: Consultant Management and GSP Development

- Meeting with C. Gardner, Principal, Hallmark and M. Currie, Senior Associate, The Catalyst Group, regarding GSP Outreach development
- Meeting with J. Alwan, Project Coordinator to review and discuss invoices for October through December 2017 and tracking processes going forward
- Meet with CBGSA Management team including Woodard and Curran staff, and C. Gardner, Principal, Hallmark and Hallmark staff for weekly project updates and planning
- Weekly staff meetings on 1/12/2018 and 1/19/2018 to review tasks, workplan, budget and schedule with GSP consultant team and legal counsel
-

Task 3: Financial Information Coordination

- None

Task 4: CBGSA Outreach

- None

CUYAMA BASIN MONTHLY REPORT

Staff Activities for the Month of January 2018:

- **J. Alwan**

- **Task 1: GSA Board of Directors and Advisory Committee Meetings**

- Board of Directors
 - Board meeting facilitation
 - Approved Board of Directors meeting minute finalization
 - Developed and distributed agenda and materials in preparation for Board Meeting
 - Executive Director Update
 - Budget Finalization
 - Draft Cash Flow
 - Invoicing
 - Task Order Finalization
 - Acronyms Listing
 - Associated Memos
 - Minute development and staff review
 - Board Packet revisions and redistribution to stakeholders and public
 - Board of Directors scheduling and coordination
 - Educational Presentation Coordination with USGS
 - Revised and distributed cost allocation and budget documentation
- Standing Advisory Committee
 - Standing Advisory Committee meeting agenda and materials development and distribution
 - Standing Advisory Committee meeting facilitation

- **Task 2: Consultant Management and GSP Development**

- Project Management Team Meetings (4)
 - Developed and distributed agenda and materials for consultant coordination
 - Meeting Facilitation
 - Action Item Completion
- GSP Insurance payment
- Monthly reporting
- GSP near-term schedule revisions
- GSP program-level schedule revisions
- Stakeholder correspondence

CUYAMA BASIN MONTHLY REPORT

Task Order #1

Activities for the Month of January 2018:

T. Blakslee

Task 1: GSA Board of Directors and Advisory Committee Meetings

- Met with Cuyama Valley Family Resource Center Executive Director Lynn Carlisle regarding Cuyama Basing Groundwater Sustainability Agency (CBGSA) meetings coordination and provided her with a comment card template for use during the monthly CBGSA Board and Standing Advisory Committee (SAC) meetings.
- Participated in meeting with SAC Chair Roberta Jaffe to discuss SAC representation.
- Drafted a simplified version of the invoices/cash disbursement process for the Feb 2018 CBGSA SAC and Board packets.
- Coordinated the CBGSA February 2018 Board packet review with Board Chair Derek Yurosek.
- Coordinated the review of the CBGSA February 2018 SAC packet with Vice Chairman Brenton Kelly.
- Reviewed the proposed CBGSA Fiscal Policy and Internal Controls document, and coordinated the finalized draft with internal staff for Board approval.
- Performed revisions to the CBGSA February 2018 Board packet and distributed it to CBGSA stakeholders.

Task 2: Consultant Management and GSP Development

- Participated in weekly staff meetings on 1/19/2018 and 1/26/2018 to review tasks, workplan, budget and schedule with GSP consultant team and legal counsel.

Task 3: Financial Information Coordination

- None

Task 4: CBGSA Outreach

- None

CUYAMA BASIN MONTHLY REPORT

Task Order #1

Activities for the Month of January 2018:

K.Daniels

Task 1: GSA Board of Directors and Advisory Committee Meetings

- None

Task 2: Consultant Management and GSP Development

- Prepare and process monthly progress reports, deliverables, expenses and invoice.

Task 3: Financial Information Coordination

- None

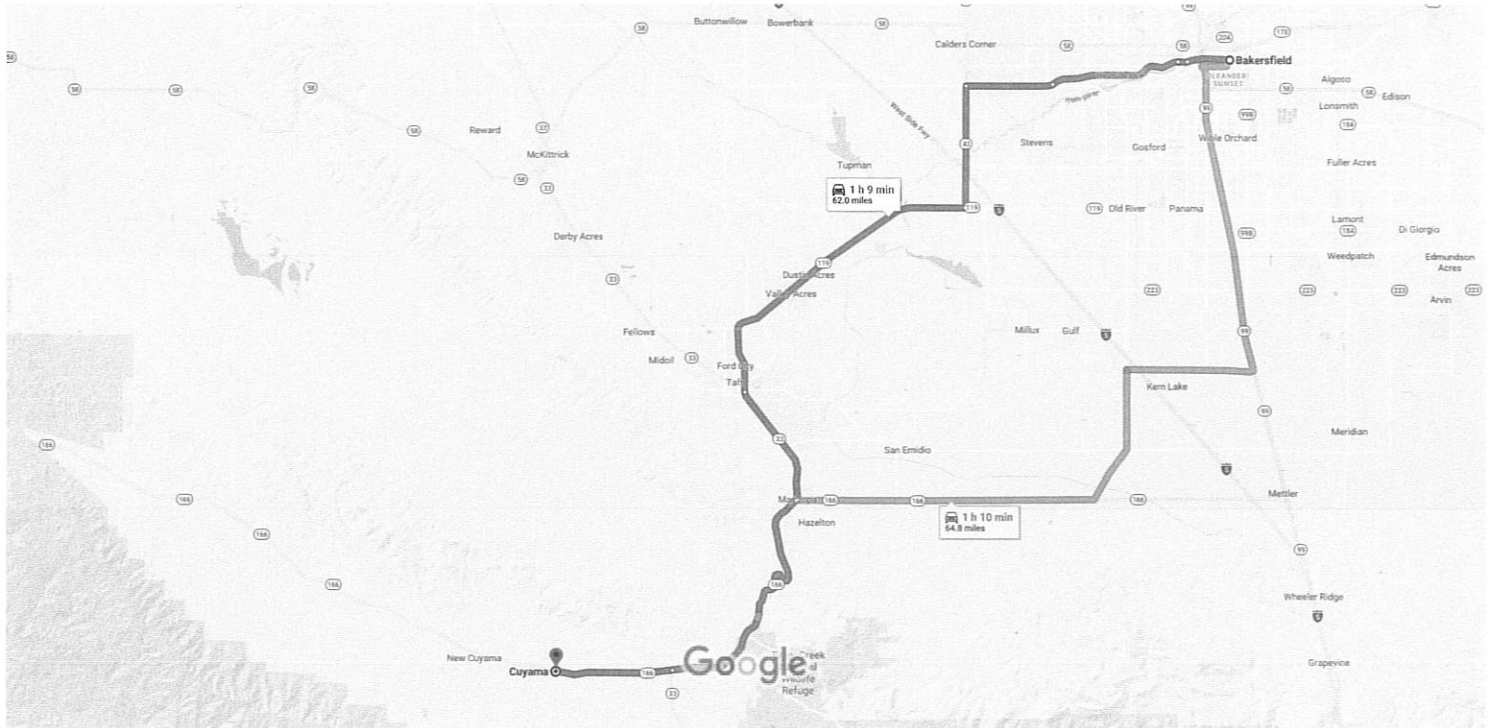
Task 4: CBGSA Outreach

- None

Project and Person Summary with Expense Detail

Date Range: 1/1/2018 - 1/31/2018

<i>Client</i>	<i>Project</i>	<i>Person</i>	<i>Expense Type</i>	<i>Date</i>	<i>Description</i>	<i>Mileage</i>	<i>Amount</i>
Cuyama Basin Water District							
	1708-CBWD	Cuyama Basin					
		Jim Beck					\$132.68
		<i>Mileage</i>				<i>248.00</i>	<i>\$132.68</i>
				1/4/2018	RT Mileage to/from Bakersfield/Cuyama at \$0.535/mi	124.00	\$66.34
				1/10/2018	RT Mileage to/from Bakersfield/Cuyama at \$0.535/mi	124.00	\$66.34
						Cuyama Basin Subtotal	\$132.68
						Cuyama Basin Water District Subtotal	\$132.68
						Grand Total	\$132.68



Map data ©2018 Google 2 mi

Bakersfield

California

Get on Westside Pkwy

- ↑ 1. Head north on Truxtun Ave toward Truxtun Ave 6 min (2.6 mi)

- ↑ 2. Use the right 2 lanes to take the ramp to Westside Pkwy 2.1 mi

- ↑ 3. Continue onto Westside Pkwy 0.5 mi

- ↑ 4. Continue onto Stockdale Hwy 6 min (6.6 mi)

- ↑ 5. Continue onto Stockdale Hwy 5 min (4.3 mi)

- ↶ 5. Turn left onto CA-43 S/Enos Ln 7 min (6.0 mi)

- ↷ 6. Turn right onto CA-119 W 18 min (16.6 mi)

Drive to CA-166 W in Santa Barbara County

28 min (25.8 mi)

- ↑ 7. Continue straight onto CA-33 S Attachment 1
-
- ↱ 8. Turn right onto Poso St 6.2 mi
-
- ↑ 9. Continue onto CA-166 W/CA-33 S/Klipstein St 299 ft
 ⓘ Continue to follow CA-166 W/CA-33 S 13.6 mi
-
- ↑ 10. Continue straight onto CA-166 W 5.9 mi
-

Cuyama

California 93254

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Invoice Date: 2/1/2018
 Total: \$767.25
 Statement# 33828 Customer# 3122729

HGCPM, Inc. - Formerly Advance Education
 1901 Royal oaks DR
 Sacramento, CA 95815 -0000

Remit to:
 Great America Networks Conferencing
 15700 W. 103rd St
 Suite 110
 Lemont, IL 60439 6608

CALL US
 1-877-438-4261

Summary

Balance Information	
Previous Balance	450.49
Payments Received - Thank you!	(450.49)
Balance Forward	
New Charges	
New Usage Charges	642.05
Recurring Charges	0.00
Taxes and Surcharges	125.20
	18.8% taxes and fees
Total New Charges	767.25
Total Amount Due	767.25

Payments

Description	Date	Amount
Payment Received, Thank you!	1/16/18	(450.49)
Subtotal		(\$450.49)

Taxes and Surcharges

Federal Universal Service Fund	125.20
Subtotal	\$125.20

Management Reports

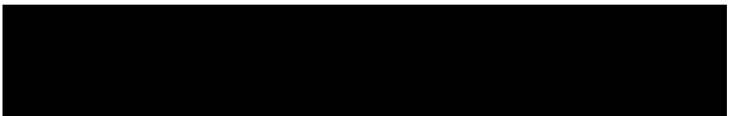
Usage by Category			
Description	Calls	Minutes	Charge
Usage - Conference Calling	277	12,841.00	642.05
	277.00	12,841.00	642.05

Most Expensive Calls (Toll Free)

From	To	Mins	Charge
9169998777		199.00	9.95
6612212759		195.00	9.75
9166519589		148.00	7.40
9166538517		147.00	7.35
9166537084		145.00	7.25
4084212914		145.00	7.25
9258581340		143.00	7.15
9169157337		143.00	7.15
6613337091		143.00	7.15

6616341400	142.00	7.10
	1,550.00	77.50

Toll-free Usage



Cuyama BDSAC Conference ID: 4209143

#	Date	Time	Other	Location	Mins	Amt
1	1/03/18	07:08P	9169157337	Participant	2.00	.10
2	1/03/18	07:09P	9169231500	Host	2.00	.10
Subtotal						4.00

Cuyama BDSAC Conference ID: 4211112

#	Date	Time	Other	Location	Mins	Amt
1	1/04/18	04:49P	9169157337	Participant	2.00	.10
Subtotal						2.00

Cuyama BDSAC Conference ID: 4211114

#	Date	Time	Other	Location	Mins	Amt
1	1/04/18	04:53P	9169157337	Participant	2.00	.10
Subtotal						2.00

Cuyama BDSAC Conference ID: 4211129

#	Date	Time	Other	Location	Mins	Amt
1	1/04/18	04:59P	6613337091	Host	143.00	7.15
2	1/04/18	04:59P	9169157337	Participant	143.00	7.15
3	1/04/18	04:59P	9258581340	Participant	143.00	7.15
4	1/04/18	05:00P	8188826514	Participant	142.00	7.10
5	1/04/18	05:06P	4155242290	Participant	132.00	6.60
6	1/04/18	06:14P	4157938420	Participant	55.00	2.75
Subtotal						758.00

Cuyama BDSAC Conference ID: 4219945

#	Date	Time	Other	Location	Mins	Amt
1	1/10/18	04:00P	9169998777	Participant	62.00	3.10
2	1/10/18	04:02P	8057815536	Participant	62.00	3.10
3	1/10/18	04:08P	6613337091	Host	48.00	2.40
4	1/10/18	05:02P	9169998777	Participant	199.00	9.95
5	1/10/18	05:04P	8057815536	Participant	107.00	5.35
6	1/10/18	05:06P	6612212759	Host	195.00	9.75
7	1/10/18	06:50P	9494223616	Participant	37.00	1.85
8	1/10/18	07:22P	8057484033	Participant	7.00	.35
Subtotal						717.00

Cuyama BDSAC Conference ID: 4241259

#	Date	Time	Other	Location	Mins	Amt
---	------	------	-------	----------	------	-----

1	1/24/18	11:26A	9169157337	Host	3.00	.15
Subtotal			3.00			.15

Cuyama GSA Conference ID: 4206834

#	Date	Time	Other	Location	Mins	Amt
1	1/02/18	02:57P	6613337091	Host	41.00	2.05
2	1/02/18	03:00P	8056814200	Host	38.00	1.90
3	1/02/18	03:01P	5596361166	Host	38.00	1.90
Subtotal			117.00			5.85

Cuyama GSA Conference ID: 4209093

#	Date	Time	Other	Location	Mins	Amt
1	1/03/18	04:58P	6613337091	Host	72.00	3.60
2	1/03/18	04:58P	8056160470	Host	71.00	3.55
3	1/03/18	04:58P	8057815457	Host	72.00	3.60
4	1/03/18	04:59P	5596361166	Host	70.00	3.50
5	1/03/18	04:59P	6613638463	Host	71.00	3.55
6	1/03/18	04:59P	9169157337	Host	71.00	3.55
7	1/03/18	05:00P	8056802226	Host	70.00	3.50
8	1/03/18	05:00P	8056814200	Host	70.00	3.50
Subtotal			567.00			28.35

Cuyama GSA Conference ID: 4212327

#	Date	Time	Other	Location	Mins	Amt
1	1/05/18	11:59A	9169157337	Host	36.00	1.80
2	1/05/18	12:00P	9169998777	Host	35.00	1.75
3	1/05/18	12:01P	4155242290	Host	35.00	1.75
4	1/05/18	12:01P	6613337091	Host	35.00	1.75
5	1/05/18	12:01P	9256274112	Host	34.00	1.70
Subtotal			175.00			8.75

Cuyama GSA Conference ID: 4224036

#	Date	Time	Other	Location	Mins	Amt
1	1/12/18	11:59A	4155242290	Host	42.00	2.10
2	1/12/18	12:00P	6613337091	Host	42.00	2.10
3	1/12/18	12:00P	9169157337	Host	42.00	2.10
4	1/12/18	12:00P	9169998777	Host	42.00	2.10
5	1/12/18	12:03P	6613951000	Host	39.00	1.95
Subtotal			207.00			10.35

Cuyama GSA Conference ID: 4229916

#	Date	Time	Other	Location	Mins	Amt
1	1/17/18	01:29P	9169231500	Host	86.00	4.30
2	1/17/18	01:30P	6613321043	Host	85.00	4.25
3	1/17/18	01:30P	9169157337	Host	85.00	4.25
4	1/17/18	01:32P	6613337091	Host	83.00	4.15
5	1/17/18	01:35P	9167088767	Host	80.00	4.00
Subtotal			419.00			20.95

Cuyama GSA Conference ID: 4234385

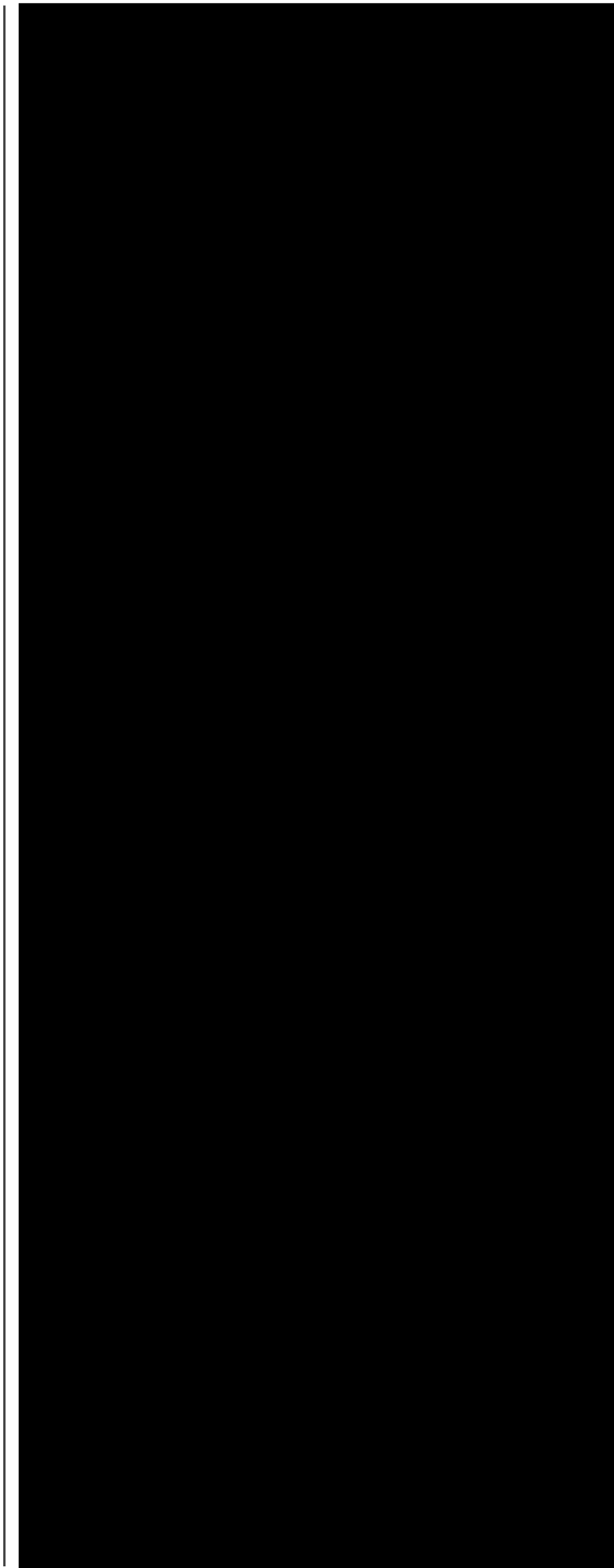
#	Date	Time	Other	Location	Mins	Amt
1	1/19/18	11:59A	6613337091	Host	71.00	3.55
2	1/19/18	12:00P	6613321043	Host	45.00	2.25
3	1/19/18	12:00P	6613951000	Host	70.00	3.50
4	1/19/18	12:00P	9169157337	Host	70.00	3.50
5	1/19/18	12:01P	4155242290	Host	69.00	3.45
6	1/19/18	12:02P	9169998777	Host	68.00	3.40
7	1/19/18	12:02P	9258581340	Host	68.00	3.40
Subtotal			461.00			23.05

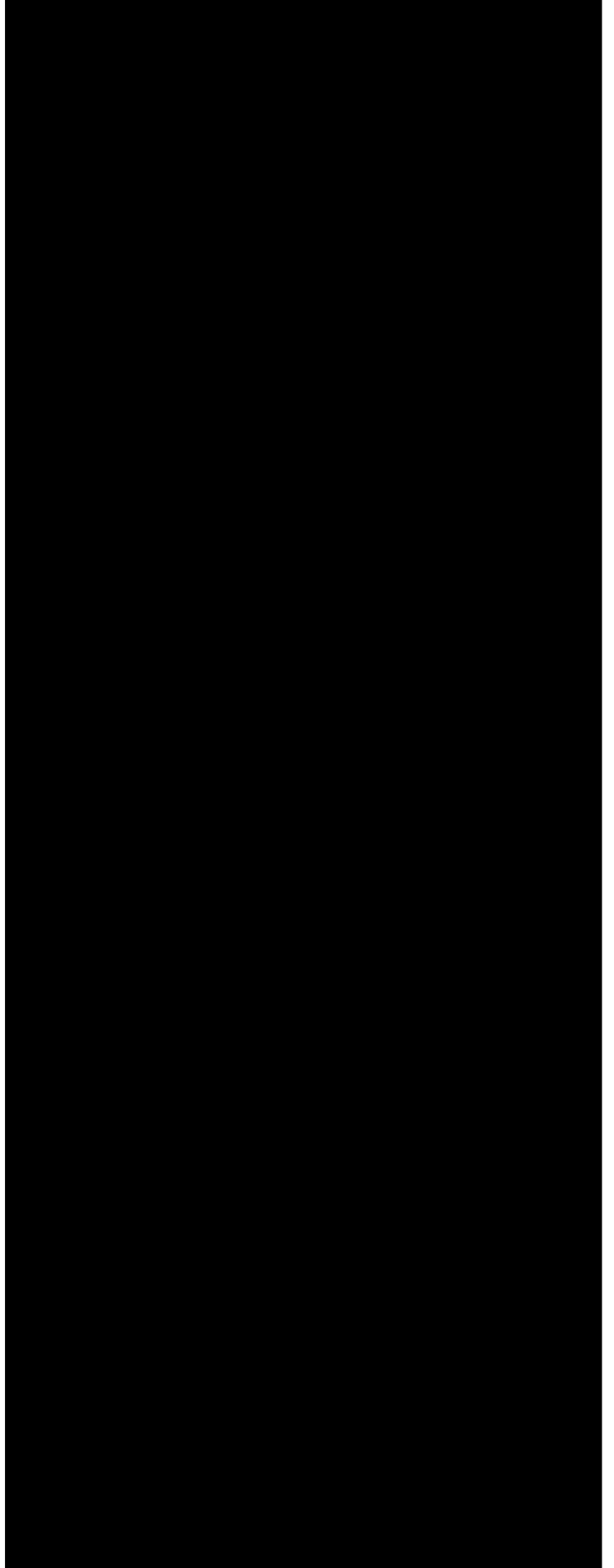
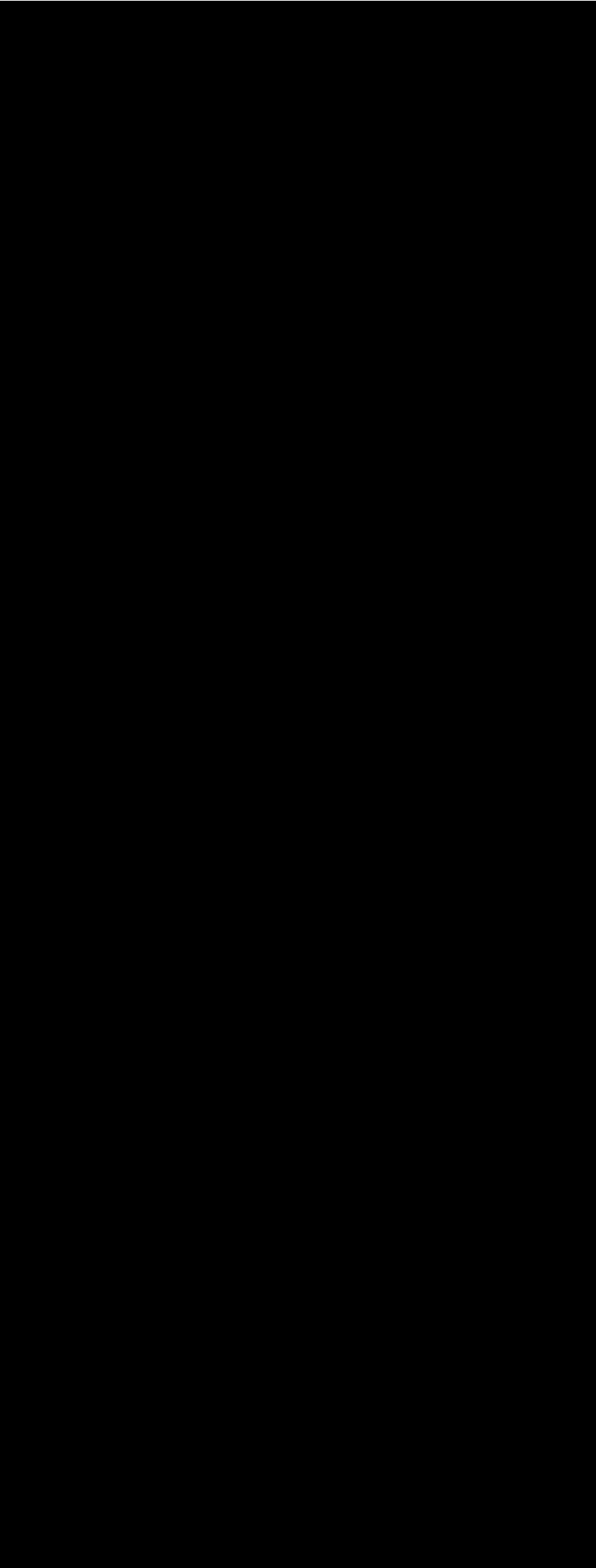
Cuyama GSA Conference ID: 4246199

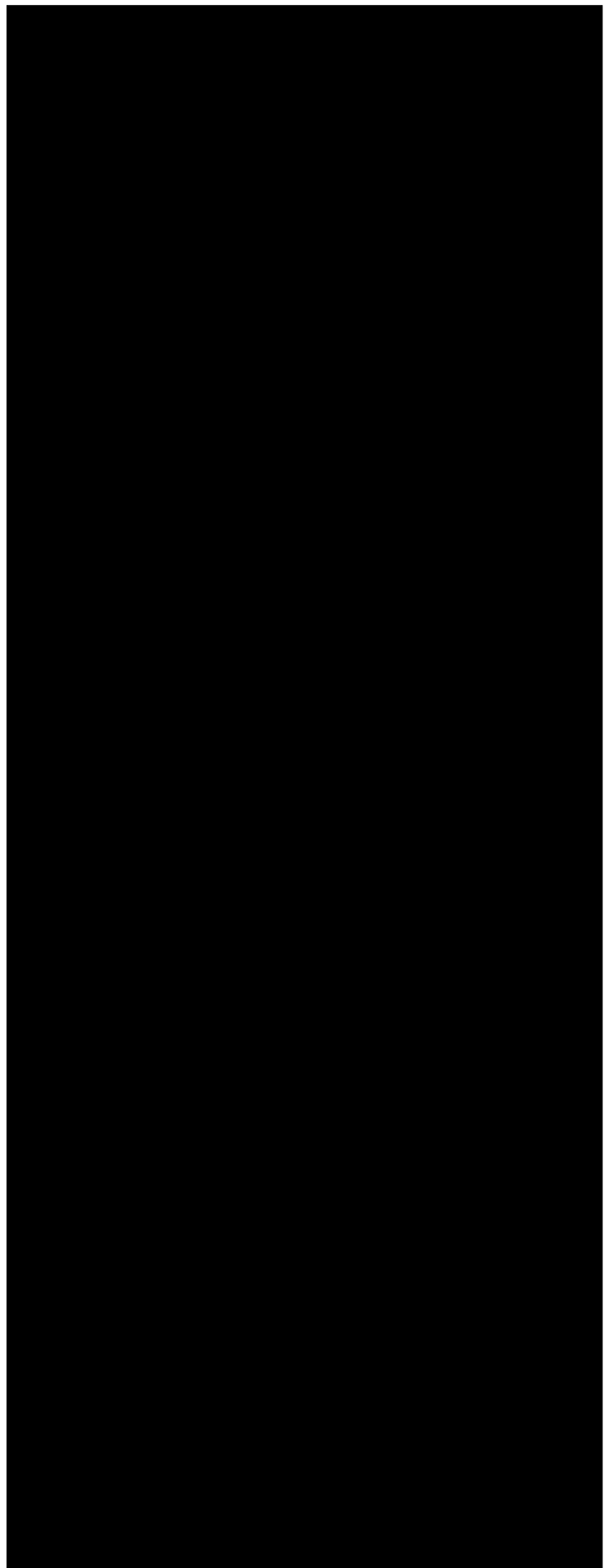
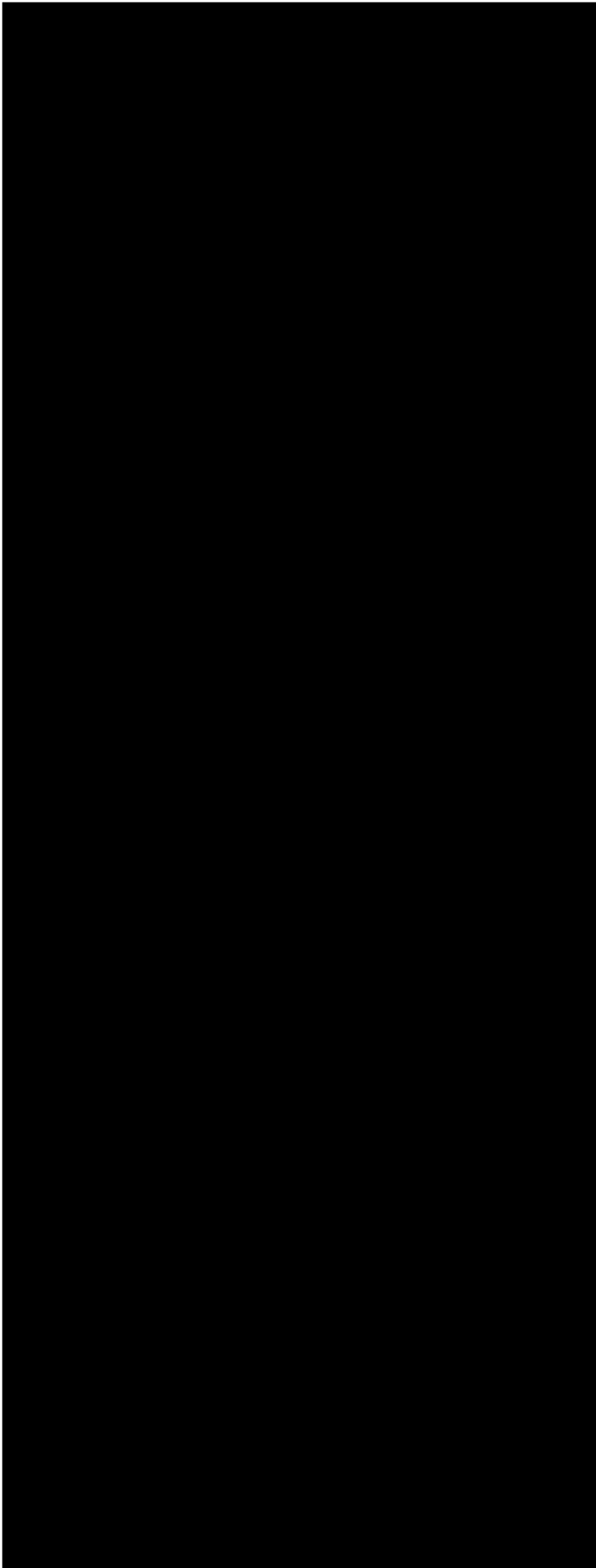
#	Date	Time	Other	Location	Mins	Amt
1	1/26/18	11:57A	4157938420	Host	69.00	3.45
2	1/26/18	11:57A	9169157337	Host	84.00	4.20
3	1/26/18	11:58A	6613951000	Host	82.00	4.10
4	1/26/18	12:00P	9165912606	Host	81.00	4.05
5	1/26/18	12:01P	4155242290	Host	80.00	4.00
6	1/26/18	12:02P	9256274112	Host	77.00	3.85
Subtotal			473.00			23.65

Cuyama GSA Conference ID: 4246690

#	Date	Time	Other	Location	Mins	Amt
1	1/26/18	02:59P	6613951000	Host	44.00	2.20
2	1/26/18	02:59P	8318182451	Host	44.00	2.20
3	1/26/18	02:59P	9165912606	Host	44.00	2.20
4	1/26/18	03:00P	9169157337	Host	44.00	2.20
Subtotal			176.00			8.80









GAN Summary

		Jan-18
		0.20
		37.90
		35.85
		5.85
		28.35
		8.75
		10.35
		20.95
		23.05
		23.65
		8.80
		<u>203.70</u>
Subtotal		203.70
Taxes & Fees	0.188	<u>38.30</u>
Total		<u>242.00</u>



126 N. Main Street
Porterville, CA 93257
Phone: (559) 781-5200 Fax: (559) 781-3229

Cuyama Basin Ground Water Sustainability Agency
130 E. Victoria Ste. 200
Santa Barbara, CA 93101

Invoice #	126463	12/28/2017
Account Number	Insurance Agent	
CUYABAS-01	Lloyd Turner	
Balance Due On	Invoiced By	
1/10/2018	MHERNANDEZ	
Amount Paid	Amount Due	
	\$2,451.00	

Excess Liability	Policy Number: JPAEXS-00223	Effective: 12/28/2017 to 04/01/2018
-------------------------	------------------------------------	--

Trans Eff Date	Due Date	Trans	Description	Amount
Dec 28, 2017	01/10/2018	NPPR	12/28/2017 - 4/1/2018 New Excess Liability Policy	\$391.00
Dec 28, 2017	01/10/2018	FTOT	JPRIMA Fee	\$40.00

General Liability	Policy Number: JPAPKG-00223	Effective: 12/28/2017 to 04/01/2018
--------------------------	------------------------------------	--

Trans Eff Date	Due Date	Trans	Description	Amount
Dec 28, 2017	01/10/2018	NPPR	12/28/2017 - 4/1/2018 New General Liability Policy	\$1,746.00
Dec 28, 2017	01/10/2018	FTOT	JPRIMA Fee	\$274.00

Total Invoice Balance: \$2,451.00

Please make check payable to: Walter Mortensen Ins.



INVOICE

1901 Royal Oaks Drive
Suite 200
Sacramento, CA 95815

916 923.1500
hgcpm.com

To: Matt Young
Cuyama Basin Groundwater Sustainability Agency
Santa Barbara County Water Agency
130 E. Victoria Street, Suite 200
Santa Barbara, CA 93105

Please Remit To: **Hallmark Group**
1901 Royal Oaks Drive, Suite 200
Sacramento, CA 95815
P: (916) 923-1500

Invoice No.: 2018-CBWD-TO2-01A
Task Order: CB-HG-002
Date: February 5, 2018

For professional services rendered for the month of January 2018

Task Order	Sub task	Task Description	Billing Category	Month Ending	Hours	Rate	Amount
CB-HG-002	1	Budget Development & Admin	Executive Director	1/31/2018	6.50	\$ 250.00	\$ 1,625.00
			Project Admin	1/31/2018	12.00	\$ 100.00	\$ 1,200.00
Total Task 1 Labor							\$ 2,825.00
CB-HG-002	2	Financial Management	Executive Director	1/31/2018	1.75	\$ 250.00	\$ 437.50
			Project Admin	1/31/2018	7.75	\$ 100.00	\$ 775.00
Total Task 2 Labor							\$ 1,212.50
CB-HG-002	3	Outreach Facilitation	Executive Director	1/31/2018	0.00	\$ 250.00	\$ -
			Project Admin	1/31/2018	0.00	\$ 100.00	\$ -
Total Task 3 Labor							\$ -
Total Labor							\$ 4,037.50
Travel							\$ -
SubTotal Travel							\$ -
Other Direct Costs							\$ -
ODC Mark Up						5%	\$ -
SubTotal Other Direct Costs							\$ -
Total Travel & Other Direct Costs							\$ -
TOTAL AMOUNT DUE FOR THIS INVOICE							\$ 4,037.50

CB-HG-002	Original Totals	Amendment(s)	Total Committed	Previously Billed	Current Billing	Remaining Balance
Task 1	\$ 13,400.00	\$ -	\$ 13,400.00	\$ 3,875.00	\$ 2,825.00	\$ 6,700.00
Task 2	\$ 28,400.00	\$ -	\$ 28,400.00	\$ -	\$ 1,212.50	\$ 27,187.50
Task 3	\$ 32,100.00	\$ -	\$ 32,100.00	\$ -	\$ -	\$ 32,100.00
Travel & ODCs	\$ 2,820.00	\$ -	\$ 2,820.00	\$ -	\$ -	\$ 2,820.00
Total	\$ 76,720.00	\$ -	\$ 76,720.00	\$ 3,875.00	\$ 4,037.50	\$ 68,807.50

CUYAMA BASIN MONTHLY REPORT

Task Order #2

Activities for the Month of January 2018:

J. Beck

Task 1: Budget Development & Administration

- Review email correspondence from Ad Hoc Committee and scheduling requests
- Conference call with M. Young, Water Resources Program Manager, Santa Barbara County Water Agency and M. Klinchuch, PE, Associate Engineer, Provost & Pritchard Consulting Group to discuss Santa Barbara County's Distressed County Grant from the California Department of Water Resources.
- Meeting with J. Alwan, Project Coordinator, Hallmark to prepare for CBGSA Budget Ad Hoc Committee meeting
- Facilitate Ad Hoc Committee Meeting
- Develop cash flow projections

Task 2: Financial Management

- Meeting with K. Daniels, Project Coordinator, Hallmark to review invoices
- Meeting with C. Gardner, Principal, Hallmark, J. Alwan, Project Coordinator, Hallmark, Tonja Stradley, Project Controls, Hallmark, and J. Harris, to discuss the setup and processes for setting up accounts payable, accounts receivables, financial reports, policies and procedures, bank account structure, etc.

Task 3: Outreach Facilitation

- None

CUYAMA BASIN MONTHLY REPORT

Staff Activities for the Month of January 2018:

- **J. Alwan**

- Task 1: Budget Development & Administration

- Budget Ad Hoc Committee
 - Developed and distributed agenda and materials in preparation for Budget Ad Hoc Committee meeting
 - Developed and revised budget and cost allocation scenarios
 - Budget Ad Hoc Committee scheduling and coordination
 - Budget Ad Hoc Committee meeting facilitation

- Task 2: Financial Management

- Initiated bank account requirements development
 - Review and edit of financial process and procedures
 - Development of cash workflows

CUYAMA BASIN MONTHLY REPORT

Task Order #2

Activities for the Month of January 2018:

T.Blakslee

Task 1: Budget Development & Administration

- None

Task 2: Financial Management

- None

Task 3: Outreach Facilitation

- None

CUYAMA BASIN MONTHLY REPORT

Task Order #2

Activities for the Month of January 2018:

K. Daniels

Task 1: Budget Development & Administration

- Meeting with J. Alwan, Project Coordinator, Hallmark to discuss and review accounts payable, folder structure and time management.
- eMail correspondence with J. Alwan, Project Coordinator, Hallmark regarding system for tracking time and tasks for potential grant reimbursement.
- Prepare and process monthly progress reports, deliverables, expenses and invoice.

Task 2: Financial Management

- None

Task 3: Outreach Facilitation

- None

**KLEIN, DENATALE, GOLDNER
COOPER, ROSENLIEB & KIMBALL, LLP**

Attachment 1

4550 CALIFORNIA AVENUE
SECOND FLOOR
BAKERSFIELD, CA 93309

MAILING ADDRESS:
P.O. BOX 11172
BAKERSFIELD, CA 93389-1172
(661) 395-1000
FAX (661) 326-0418
E-MAIL accounting@kleinlaw.com

CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY
C/O HALLMARK GROUP
1901 ROYAL OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95815

January 30, 2018
Bill No. 22930-001-127546
JDH

Statement for Period through January 18, 2018

Re: 22930 - CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY
001 GENERAL BUSINESS

Date		Services	Hours	Amount
12/21/17	JDH	TELEPHONE CONFERENCE WITH E. CONANT REGARDING PENDING MATTERS.	0.20	54.00
12/22/17	JDH	PRE-BOARD MEETING CONFERENCE CALLS.	1.00	270.00
01/02/18	JDH	TELEPHONE CONFERENCE WITH C. GARDINER REGARDING COMMUNITY OUTREACH.	1.00	270.00
01/10/18	JDH	PREPARED FOR JANUARY BOARD MEETING.	1.00	270.00
01/10/18	JDH	ATTENDED JANUARY BOARD MEETING.	6.70	1,809.00
01/12/18	JDH	WEEKLY CONFERENCE CALL WITH CONSULTANTS REGARDING STATUS OF PENDING MATTERS.	0.50	135.00
01/16/18	JDH	ARRANGED FOR EXECUTION OF WOODARD & CURRAN TASK ORDER NO. 1.	0.30	81.00

		Rate	Hours	Amount
JDH	HUGHES, JOSEPH	270.00	10.70	2,889.00
Total Fees				\$2,889.00

Current Charges \$2,889.00

Prior Statement Balance 17,577.33

Payments/Adjustments Since Last Bill -0.00

Pay This Amount \$20,466.33

Any Payments Received After January 30, 2018 Will Appear on Your Next Statement

PAYMENT DUE UPON RECEIPT
PLEASE REFER TO BILL NUMBER LOCATED BENEATH STATEMENT DATE WHEN SUBMITTING PAYMENT
TO ENSURE PROPER CREDIT.
A FINANCE CHARGE OF 1 1/2% PER MONTH (18% ANNUALLY) WILL BE CHARGED ON ALL BALANCES OVER 30 DAYS.
FEDERAL I.D. NO. 95-2298220

PAYMENT DUE UPON RECEIPT
PLEASE REFER TO BILL NUMBER LOCATED BENEATH STATEMENT DATE WHEN SUBMITTING PAYMENT
TO ENSURE PROPER CREDIT.
A FINANCE CHARGE OF 1 1/2% PER MONTH (18% ANNUALLY) WILL BE CHARGED ON ALL BALANCES OVER 30 DAYS.
FEDERAL I.D. NO. 95-2298220



**COMMITMENT & INTEGRITY
DRIVE RESULTS**

Remit to:
PO Box 55008
Boston, MA 02205-5008

T 800.426.4262
T 207.774.2112
F 207.774.6635

Attachment 1 **INVOICE**

TD BANK
Electronic Transfer:
Ⓜ:211274450 Ⓜ: 2427662596

Jim Beck
Executive Director
Cuyama Basin Groundwater Sustainability Agency
c/o Hallmark Group
1901 Royal Oaks Drive, Suite 200 Sacramento, CA 95815

February 21, 2018
Project No: 0011078.01
Invoice No: 147547

Project 0011078.01 CUYAMA GSP

Professional Services for the period ending January 26, 2018

Phase 001 GSP & Stakeholder Strategy Development

Professional Personnel

	Hours	Rate	Amount
National Practice Lead Melton, Lyndel	18.00	315.00	5,670.00
Project Manager 2 Ayres, John	2.00	258.00	516.00
Van Lienden, Brian	17.00	258.00	4,386.00
Totals	37.00		10,572.00
Labor Total			10,572.00

Consultant

Subcontractor Expense 1/26/2018 CATALYST Inv#277			13,648.75
Consultant Total	1.1 times	13,648.75	15,013.63
Total this Phase			\$25,585.63

Phase 002 Data Management System, Data Collection and Analysis, and Plan Review

Professional Personnel

	Hours	Rate	Amount
Engineer 1 Bradley, Kelsey	75.00	157.00	11,775.00
Geologist 2 Salberg, Lauren	30.25	182.00	5,505.50
National Practice Lead Melton, Lyndel	5.00	315.00	1,575.00

Project	0011078.01	CUYAMA GSP	Invoice	147547
Project Manager 2				
	Ayres, John	2.00	258.00	516.00
	Van Lienden, Brian	21.00	258.00	5,418.00
	Totals	133.25		24,789.50
	Labor Total			24,789.50
Total this Phase				\$24,789.50

Phase 003 Description of the Plan Area, Hydraulic Conceptual Model, and Groundwater Conditions

Professional Personnel

	Hours	Rate	Amount	
Engineer 1				
	Bradley, Kelsey	17.00	157.00	2,669.00
Geologist 2				
	Salberg, Lauren	20.00	182.00	3,640.00
National Practice Lead				
	Melton, Lyndel	.50	315.00	157.50
Project Manager 2				
	Ayres, John	8.00	258.00	2,064.00
	Van Lienden, Brian	6.00	258.00	1,548.00
Technical Manager 1				
	Calderon, Rudy	18.00	244.00	4,392.00
	Totals	69.50		14,470.50
	Labor Total			14,470.50
Total this Phase				\$14,470.50

Phase 004 Basin Model and Water Budget

Professional Personnel

	Hours	Rate	Amount	
Engineer 2				
	Qian, Frank	.50	182.00	91.00
Project Manager 2				
	Van Lienden, Brian	6.00	258.00	1,548.00
	Totals	6.50		1,639.00
	Labor Total			1,639.00
Total this Phase				\$1,639.00

Phase 010 Outreach, Education and Communication

Project	0011078.01	CUYAMA GSP	Invoice	147547
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Professional Personnel

	Hours	Rate	Amount	
Project Manager 2				
Van Lienden, Brian	4.00	258.00	1,032.00	
Totals	4.00		1,032.00	
Labor Total				1,032.00
				Total this Phase
				\$1,032.00

Phase	011	Project Management
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Professional Personnel

	Hours	Rate	Amount	
Engineer 1				
Bradley, Kelsey	4.00	157.00	628.00	
National Practice Lead				
Melton, Lyndel	6.50	315.00	2,047.50	
Project Assistant				
Hughart, Desiree	1.25	108.00	135.00	
Project Manager 2				
Van Lienden, Brian	7.00	258.00	1,806.00	
Totals	18.75		4,616.50	
Labor Total				4,616.50
				Total this Phase
				\$4,616.50
				Total this Invoice
				\$72,133.13

Outstanding Invoices

Number	Date	Balance
146686	1/22/2018	43,199.00
Total		43,199.00

Project Summary	Current Fee	Previous Fee	Total
	72,133.13	43,199.00	115,332.13

Approved by:



Brian Van Lienden
Project Manager
Woodard & Curran

Progress Report



Cuyama Basin Groundwater Sustainability Plan Development

Subject: January 2018 Progress Report

Jim Beck, Executive Director,

Prepared for: Cuyama Basin Groundwater Sustainability Agency (CBGSA)

Prepared by: Brian Van Lienden, Woodard & Curran

Reviewed by: Lyndel Melton, Woodard & Curran

Date: February 16, 2018

Project No.: 0011078.01

This progress report summarizes the work performed and project status for the period from December 30, 2017 through January 26, 2018 on the Cuyama Basin Groundwater Sustainability Plan Development project. The work associated with this invoice was performed in accordance with our Consulting Services Agreement dated December 6, 2017, and with Task Order 1, issued by CBGSA on December 6, 2017.

The progress report outline is as follows:

- Work Performed
- Budget Status
- Schedule Status
- Outstanding Issues to be Coordinated

1 Work Performed

A summary of work performed on the project during the current reporting period is provided in Table 1 below.

Table 1: Summary of Task/Deliverables Status

Task	Work Completed During the Reporting Period	Work Scheduled for Next Period
Task 1: Initiate Work Plan for GSP and Stakeholder Engagement Strategy Development	<ul style="list-style-type: none"> • Conducted coordination calls and engaged with project team and CBGSA representatives to identify goals of stakeholder engagement strategy • Developed draft stakeholder engagement strategy and discussed with CBGSA board and advisory committee members 	<ul style="list-style-type: none"> • Discuss updates to work plan with CBGSA board and advisory committee members • Refinement to draft stakeholder engagement strategy and discuss with CBGSA board and advisory committee members
Task 2: Data Management System, Data Collection and Analysis, and Plan Review	<ul style="list-style-type: none"> • Completed process standardization and template development • Completed initial data and document collection and identified data gaps 	<ul style="list-style-type: none"> • Prepare information request for Cuyama Basin agency representatives • Begin analysis of potential data management platforms
Task 3: Description of the Plan Area, Hydrogeologic Conceptual Model, and Groundwater Conditions	<ul style="list-style-type: none"> • Developed draft maps depicting Plan Area and jurisdictions • Developed draft Plan Area section for GSP • Developed strategy for HCM development 	<ul style="list-style-type: none"> • Refinement of Plan Area maps and Plan Area section • Perform initial work on HCM development
Task 4: Basin Model and Water Budget	<ul style="list-style-type: none"> • Performed assessment of existing USGS model • Developed proposed approach to Cuyama Basin model development • Began compilation of data sets needed to develop model 	<ul style="list-style-type: none"> • Develop draft model grid and model datasets for proposed IWFM platform model • Prepare presentation materials for March workshop on modeling approach
Task 7: Projects and Actions for Sustainability Goals	<ul style="list-style-type: none"> • No work was completed on this task during this reporting period 	<ul style="list-style-type: none"> • No work is anticipated during the next reporting period
Task 10: Education, Outreach and Communication	<ul style="list-style-type: none"> • Participated in meetings with CBGSA Board and advisory committee and local stakeholders • Initiated development of website for GSP 	<ul style="list-style-type: none"> • Continued participation in meetings with CBGSA Board and advisory committee and local stakeholders • Finalization of website for GSP
Task 11: Project Management	<ul style="list-style-type: none"> • Ongoing project management activities 	<ul style="list-style-type: none"> • Ongoing project management activities

2 Budget Status

As of January 26, 2018, 36% of the available project budget has been expended (\$115,332.13 out of \$321,135). The budget status for each task is shown in Table 2 below.

Table 2: Budget Status

Task	Total Budget	Spent Previously	Spent this Period	Total Spent to Date	Budget Remaining	% Spent to Date
1	\$ 35,768.00	\$ 7,512.50	\$ 25,585.63	\$ 33,098.13	\$ 2,669.87	93%
2	\$ 61,413.00	\$ 18,207.00	\$ 24,789.50	\$ 42,996.50	\$ 18,416.50	70%
3	\$ 45,766.00	\$ 11,447.50	\$ 14,470.50	\$ 25,918.00	\$ 19,848.00	57%
4	\$ 110,724.00	\$ 3,364.00	\$ 1,639.00	\$ 5,003.00	\$ 105,721.00	5%
5	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
6	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
7	\$ 12,120.00	\$ -	\$ -	\$ -	\$ 12,120.00	0%
8	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
9	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
10	\$ 45,420.00	\$ -	\$ 1,032.00	\$ 1,032.00	\$ 44,388.00	2%
11	\$ 9,924.00	\$ 2,668.00	\$ 4,616.50	\$ 7,284.50	\$ 2,639.50	73%
Total	\$ 321,135.00	\$ 43,199.00	\$ 72,133.13	\$ 115,332.13	\$ 205,802.87	36%

3 Schedule Status

The project is on schedule. Work under the current Task Order is scheduled to be completed on March 31, 2018.

4 Outstanding Issues to be Coordinated

There are no outstanding issues at this time.



TO: Board of Directors
Agenda Item No. 10d

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Groundwater Sustainability Plan Consultant Task Orders

Issue

Consider authorizing additional work task orders for the Groundwater Sustainability Plan consultant.

Recommended Motion

Authorize Task Order Nos. 2 and 3 for Groundwater Sustainability Plan consultant Woodard & Curran in an amount not to exceed of \$587,707.00.

Discussion

The Cuyama Basin Groundwater Sustainability Agency (CBGSA) submitted a grant application to the California Department of Water Resources (DWR) for a Sustainable Groundwater Plans and Projects Grant. The application includes a Category 1 and 2 for preparation of a Groundwater Sustainability Plan. The CBGSA intends to authorize work associated with the general Category 1 and 2 scopes of work through a series of one or more Task Orders. Each Task Order will include specific scope, schedule, and budget authorization. The scope of work included in these Task Orders is limited to those tasks and subtasks for which budget is authorized, and are provided as Attachment 1 and 2, respectively.

The following describes the first-level tasks for Category 1 Task Order No. 2:

- Task 1: Initiate Work Plan for GSP and Stakeholder Engagement Strategy Development
- Task 2: Data Management System, Data Collection and Analysis, and Plan Review
- Task 3: Description of the Plan Area, Hydrogeologic Conceptual Model, and Groundwater Conditions
- Task 4: Basin Model and Water Budget
- Task 5: Establish Basin Sustainability Criteria
- Task 6: Monitoring Networks
- Task 7: Projects and Actions for Sustainability Goals
- Task 8: Groundwater Sustainability Plan Implementation
- Task 9: Groundwater Sustainability Plan Document Development
- Task 10: Education, Outreach and Communication
- Task 11: Project Management

The following describes the first-level tasks for Category 2 Task Order No. 3:

- Task 1: Groundwater Monitoring Well Network Expansion
- Task 2: Evapotranspiration Evaluation for Cuyama Basin Region
- Task 3 Surface Water Monitoring Program
- Task 4: Project Management

TASK ORDER NUMBER 2

Issued Pursuant to the Consulting Services Agreement Between Woodard & Curran, Inc. and Cuyama Basin Groundwater Sustainability Agency, dated as of March 7, 2018.

This Task Order is issued pursuant to, and in accordance with the Agreement, the terms and conditions of which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Task Order shall have the same meaning as used in the Agreement. This Task Order will not be deemed valid and binding upon the Parties until both Consultant and Client have both signed below.

Scope of Services:

Consultant agrees to provide the Services described in the attached Task Order No. 2 – Scope of Services.

Schedule:

Consultant shall perform the services under this Task Order No. 2 according to the schedule included in Exhibit A of the Agreement and Table 1 and 2 below.

Compensation:

For all Services duly rendered hereunder, Client shall pay Consultant in accordance with the Rate Table; and for Reimbursable Expenses. Compensation for Task Order No. 2 shall not exceed \$399,469, as detailed in the attached budget.

Designated Project Representative

Client: Jim Beck

Consultant: Lyndel Melton

Effective date: March 7, 2018

IN WITNESS WHEREOF, the undersigned have caused this Task Order to be duly executed by their authorized representatives set forth below.

Woodard & Curran, Inc.

Cuyama Basin Groundwater Sustainability Agency

Signed_____

Signed_____

Name_____

Name_____

Title_____

Title_____

Table 1. Task Order 2 Deliverables

Task		Sub-task	Deliverables	Deliverable Date
2	Data Management System, Data Collection and Analysis, and Plan Review	2.1	<ul style="list-style-type: none"> Electronic copies of all information and data collected 	Jun 2018
		2.2	<ul style="list-style-type: none"> The current draft version of the DMS as of the completion of Task Order 2 	Jun 2018
3	Description of the Plan Area, HCM, and GW Conditions	3.1	<ul style="list-style-type: none"> Figures and maps depicting the draft Hydrogeological Conceptual Model 	Jun 2018
4	Basin Model and Water Budget	4.2	<ul style="list-style-type: none"> Model input files from model development activities 	Jun 2018
		4.2	<ul style="list-style-type: none"> Draft calibration results for updated Cuyama Valley groundwater model 	Jun 2018
5	Establish Basin Sustainability Criteria	5.1	<ul style="list-style-type: none"> Draft sustainability goal for the GSP 	Jun 2018
		5.2	<ul style="list-style-type: none"> Draft undesirable results narrative for the GSP 	Jun 2018
6	Monitoring Networks	6.1	<ul style="list-style-type: none"> Draft monitoring networks for all six sustainability indicators 	Jun 2018
		6.2	<ul style="list-style-type: none"> Draft Monitoring Networks section for the GSP 	Jun 2018
7	Projects and Actions for Sustainability Goals	7.1	<ul style="list-style-type: none"> Initial draft Management Program as of the completion of Task Order 2 	Jun 2018
10	Education, Outreach and Communication	10.1	<ul style="list-style-type: none"> Implementation of the Stakeholder Engagement Strategy Plan Meeting materials, agendas, and meeting summaries for each meeting 	Jun 2018
		10.2	<ul style="list-style-type: none"> Other outreach materials as described in the plan 	Jun 2018
11	Project Management	11.1	<ul style="list-style-type: none"> Documentation of QA/QC activities Monthly invoices 	Jun 2018
		11.2	<ul style="list-style-type: none"> Coordination activities as needed 	Jun 2018

EXHIBIT A – SCOPE OF SERVICES

Table 2. Anticipated Task Order 2 Meetings

Month	Type	Participants	Meeting Topics
April 2018	Conference Call	<ul style="list-style-type: none"> • CGBSA Board / Ad Hoc Committee Members • CBGSA Advisory Committee 	<ul style="list-style-type: none"> • Data Management System Development (Task 2)
April 2018	In-Person	<ul style="list-style-type: none"> • CGBSA Board / Ad Hoc Committee Members • CBGSA Advisory Committee 	<ul style="list-style-type: none"> • Draft Sustainability Goal (Task 5) • Management Program (Task 7)
May 2018	In-Person	<ul style="list-style-type: none"> • CGBSA Board / Ad Hoc Committee Members • CBGSA Advisory Committee 	<ul style="list-style-type: none"> • Draft Hydrogeological Conceptual Model (Task 3)
June 2018	Conference Call	<ul style="list-style-type: none"> • CGBSA Board / Ad Hoc Committee Members • CBGSA Advisory Committee 	<ul style="list-style-type: none"> • Update on Basin Model Development (Task 4)
June 2018	In-Person	<ul style="list-style-type: none"> • CGBSA Board / Ad Hoc Committee Members • CBGSA Advisory Committee 	<ul style="list-style-type: none"> • Monitoring Networks (Task 6)

TASK ORDER NO. 2 SCOPE OF SERVICES

The Cuyama Basin Groundwater Sustainability Agency (CBGSA) submitted a grant application to the California Department of Water Resources (DWR) for a Sustainable Groundwater Plans and Projects Grant. The application includes a Category 2 Application for preparation of a Groundwater Sustainability Plan. The CBGSA intends to authorize work associated with the general Category 2 scope of work thru a series of one or more Task Orders. Each Task Order will include specific scope, schedule, and budget authorization. The following describes the scope of work. The scope of work included in this Task Order is limited to those tasks and subtasks for which budget is authorized, as shown in the attached budget.

Scope of Work – Category 2 Groundwater Sustainability Plan

Task 1: Initiate Work Plan for GSP and Stakeholder Engagement Strategy Development

Subtask 1.1 Work Plan for GSP

The CBGSA will initiate the Work Plan with the stakeholders, identifying and describing the activities necessary to initiate the Stakeholder Engagement Strategy, and will refine the GSP scope to ensure successful development of the GSP including development of a schedule. The Work Plan will be developed consistent with the Scope of Work proposed here, within the framework included in the anticipated DWR grant award for GSP development, and with input by the CBGSA Board and/or advisory committee.

Subtask 1.2 Stakeholder Engagement Strategy

The first step in implementing the Stakeholder Engagement Strategy will be to engage the CBGSA Board and the advisory committee and discuss the process as to how the GSP development effort will provide opportunities for engagement, discussions, and comments. The Cuyama Basin has a wide variety of stakeholders, represented by the composition of the CBGSA Board of Directors. Stakeholder interests include: The Cuyama Basin Water District (District), the Cuyama Community Services District (CSD), the four overlying counties (Santa Barbara County Water Agency, San Luis Obispo, Ventura, and Kern), the CBGSA Advisory Committee, the Cuyama Valley Community Association (CVCA), disadvantaged communities, Federal and State agencies, environmental groups interested in downstream fisheries, and smaller agricultural interests. The Stakeholder Engagement Strategy will address outreach challenges including: building trust between residents, agricultural interests, and environmental interests; language barriers; and the need for strong but transparent facilitation. The Stakeholder Engagement Strategy will include:

- Explanation of the GSA's decision-making processes
- Identification of opportunities for public engagement
- Discussion of how public input will be used
- Descriptions of how CBGSA will encourage active involvement of diverse social, cultural, and economic elements of the population
- Descriptions of the methods the CBGSA will use to inform the public about GSP implementation
- Development of a project schedule
- Data review and evaluation
- Discussion of public access to existing and future monitoring data
- Holding meetings with the advisory committee for technical review of GSP progress and increase transparency

Draft and final versions of the Stakeholder Engagement Strategy and refined GSP Development Work Plan will be developed in consultation with GSA member agency personnel. It is assumed that up to four meetings

TASK ORDER NO. 2 SCOPE OF SERVICES

(including at least one in-person meeting) will be held with members of the CBGSA Board, Ad Hoc committee and/or advisory committee as part of development of the GSP Workplan and Stakeholder Engagement Strategy.

Task 1 Deliverables

- Up to four coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 11)
- Draft Stakeholder Engagement Strategy Plan
- Draft GSP Development Work Plan
- Final Stakeholder Engagement Strategy Plan
- Final GSP Development Work Plan

Task 2: Data Management System, Data Collection and Analysis, and Plan Review

The CBGSA will develop a data management system (DMS) that can store, report, and visualize information to support development and implementation of the GSP, as well as continued monitoring of the basin and sustainability tracking. The DMS will manage and present the data in a centralized and transparent environment to enable utilization of the same tools and data by CBGSA stakeholders. The data will be used to support GSP development and to demonstrate progress towards basin sustainability, and will be used to communicate with basin stakeholders and the State.

Subtask 2.1 – Perform Data and Information Collection and General Plan Review

CBGSA will collect recent and historical information and data for use in completing GSP development tasks. This data and information will be stored and managed in the DMS. Data collected will include geographic information systems (GIS) data, well and well monitoring data, other data from existing monitoring programs, general plans, existing studies, and additional data and reports as needed for GSP preparation. It is understood that different geographic regions of the Cuyama Basin have varying volumes of readily available data, however this task will gather as much readily available data throughout the basin and will identify areas that have data gaps. Data gathered under this task will be collected by engaging stakeholders and all interested parties through targeted outreach and communication. This task will include the following activities:

- Data collection process standardization and template development
- Identification of existing monitoring programs, including:
 - California Statewide Groundwater Elevation Monitoring (CASGEM),
 - Department of Water Resources (DWR) Water Data Library
 - DWR Well Completion Report Database
 - State Water Resource Control Board (SWRCB) monitoring programs
 - Irrigated Lands
 - Geotracker
 - Senate Bill 4
 - Other state programs
 - Groundwater Ambient Monitoring and Assessment (GAMA)
 - United States Geological Survey (USGS) monitoring programs
 - Stream/river gauges, irrigation diversions, and other surface waters
 - Subsidence surveys, as available
 - Local agency data
- Collection of data using templates
- Processing and review of data by the consultant, Board, Ad Hoc committee and/or advisory committee

TASK ORDER NO. 2 SCOPE OF SERVICES

- Aggregation of data where duplicative

This task will also collect, review, and evaluate existing groundwater management programs and general plans in the GSP area by collecting reports on groundwater management programs and evaluating how those programs will interact with SGMA implementation through the GSP. Evaluation of general plans will include how the general plans affect GSP implementation, and how GSP implementation affects general plan implementation.

Subtask 2.2 – Develop a Data Management System

A DMS will be developed to store and report information about the implementation of the GSP, demonstrated progress toward meeting sustainability goals, and ongoing monitoring of the groundwater basin. It will allow storage of monitoring data and water budget data collected in Task 2.1 as well as automated reporting to the State. The success of the DMS will depend on its ability to support all activities needed to ensure basin sustainability, including monitoring, development and implementation of projects and management actions, modeling, water budget development, and outreach. The approach to development will include 1) identifying the goals and objectives for the DMS; 2) selection of an appropriate DMS platform; 3) customization and implementation of the DMS; 4) migration of GSP data into the DMS and testing; and 5) development of documentation and training. To ensure successful implementation, all phases of development will be performed in a transparent environment with active stakeholder involvement.

Identify Goals and Objectives for the DMS and Select a DMS Platform

The CBGSA will conduct a cross-sectional analysis within the basin to document and assess the availability and usage of data management tools within the basin, as well as statewide or federal databases that provide data relevant to water management within the basin. The purpose of this analysis is to identify any gaps in data collection and management to support sustainable groundwater management and whether existing local, state, and federal data management systems can be utilized or interlinked to the DMS to optimize data storage, sharing, processing, and visualization.

The assessment will collect information on existing data management tools and processes used by stakeholders within the basin. The assessment will include information on the purpose and functionality of the existing data management systems, including the data stored and the technology environment, and their applicability to meet the success criteria for supporting GSP development and sustainable groundwater management. The success criteria for the DMS will be determined by the CBGSA and can include the following features: ability to support seamless coordination, ability to support GSP development, provide for centralized project information and document management, ability to track undesirable results, ability to track sustainability, ability to maintain autonomy and data privacy, and ability to transparently share public data throughout the basin.

The outcome should include confirmation of whether an existing DMS will meet the success criteria, if an existing DMS may need to be modified, or if a customized DMS should be developed. When assessing the DMS's ability to support GSP development and implementation, there are features that should be considered that meet both the procedural needs of the GSA as well as data management success criteria and cost objectives for both the development and maintenance of the DMS. Input will be required from the participating stakeholders to prioritize the desired features that will be included in the DMS. After prioritization is completed, a DMS platform will be selected and recommended for implementation.

TASK ORDER NO. 2 SCOPE OF SERVICES

Customize and Implement DMS

It is anticipated that no existing DMS will meet all the success criteria and the selected DMS will require some enhancement. The customized user interfaces and modules will be designed based on user needs and system features identified previously. The DMS framework will be designed to meet the requirements of these features and additional technology considerations. The key goal of the user interface design will be ease-of-use, ease-of-access, and ease-of-learning. The core database will be designed with all the planned enhancements and modules in mind such that system integration will work without any difficulty as new features and modules are added to the system. The framework of the DMS should allow it to have the capability to be linked to other databases and allow that data to be displayed for visualization and inclusion in analysis as needed. This includes the ability (through various protocols) to link to existing local, state, and federal databases. This framework reduces the need to store data collected through other monitoring programs, while also giving participating agencies the ability to continue to maintain autonomy and use their already established data management systems, if desired.

The DMS will be implemented in a modular fashion with an incremental development approach, such that at critical stages of implementation, user feedback is received and the system is continuously enhanced for usability and user acceptance. The enhancements will be integrated with each other at every stage of project development to ensure seamless functionality and interconnection.

Migrate GSP Data and Perform Testing of DMS

Data collected in Task 2.1 will be loaded into the DMS. This task assumes that all quality control checks have been completed on data to be incorporated into the DMS (including the removal of outliers and suspect data), that all data have been reconciled to standardized benchmarks (e.g., all groundwater level data are in elevations using the same datum), and that all data are in a consistent format.

A comprehensive testing approach and acceptance plan will be developed and will include stakeholder participation to ensure the system meets or exceeds user needs. The testing plan will also ensure all data is loaded, accessed, and maintained according to stakeholder preferences for autonomy and privacy. Testing will be performed according to the plan and user sign-off will be obtained at completion.

Complete Documentation and Perform User Training

A user manual will be developed which will document overall system architecture, the interactions between each module, and usage of the system, including how to import and manage data, how to generate reports, and how to visualize results. A DMS Administrator's user manual will also be developed to document system administration, including user management and permissions and privacy management. The user manuals will be provided electronically and made accessible in the system and in hard copy format.

Up to two training workshops (including at least one in-person workshop) will be held to explain the framework and usage of the system to end-users. Training materials will be prepared on the usage of the DMS and provided at the workshops. The training materials will include a presentation, quick start guides and helpful hints, and the user manual, as needed. Specialized training workshops will also be held for DMS Administrators to explain user management, permissions, privacy setting management, and troubleshooting.

Subtask 2.3 – Develop Draft Data Management Section for the GSP

TASK ORDER NO. 2 SCOPE OF SERVICES

This task will prepare a draft Data Management section for the GSP. Preparation of this report section will incorporate information from previous subtasks (2.1-2.2).

Task 2 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- A DMS that can store and report data related to the development and implementation of the Cuyama Basin GSP
- Electronic copies of all information and data collected
- User manuals and presentation materials
- Up to two training workshops (including one in-person workshop)
- Prepared draft and final sections of the GSP related to the DMS, monitoring evaluation, existing management programs, and general plans

Task 3: Description of the Plan Area, Hydrogeologic Conceptual Model, and Groundwater Conditions

CBGSA will develop a description of the GSP Plan Area, prepare the Hydrogeologic Conceptual Model (HCM), and prepare a draft groundwater conditions section for the GSP.

Subtask 3.1 – Develop Description of the Plan Area

The Plan Area description will include a map of the Cuyama Basin (as currently defined by Bulletin 118), the CBGSA boundary, a description of the area that is managed, how the area is managed, a description of how the GSA is organized, how its governance is operated, and who participated in its formation. The following activities will be performed under this task:

- Develop maps depicting the Plan Area as required by regulation
- Develop maps showing jurisdictions
- Summarize land use and groundwater well elements in the basin
- Develop map of communities reliant upon groundwater
- Describe conjunctive use programs in the basin

Subtask 3.2 – Develop Hydrogeologic Conceptual Model

The Basin Setting portion of the GSP is made up of three components - the Hydrogeologic Conceptual Model (HCM), the Groundwater Conditions, and the Water Budget. The components of the Basin Setting establish the conditions of the basin which includes a description of the physical characteristics of the basin as well as the dynamic components affecting the water budget. The development of the HCM will utilize the most recent and readily available data, at least through December 2015, in an effort to account for changes in land use and increases in pumping since January 2015 which have affected the conditions of the basin. This task prepares the HCM component of the Basin Setting. CBGSA will perform the following activities to prepare the HCM section of the GSP:

- Refine and update the current HCM to meet the requirements in the regulations and as described in the *Hydrogeologic Conceptual Model BMP* document released by DWR in December 2016.
- Develop a graphical and narrative description of the physical components of the basin

TASK ORDER NO. 2 SCOPE OF SERVICES

- Regional geologic and structural setting
- Identification of aquifers and aquitards within the Cuyama Valley Groundwater Basin (Basin)
- Identification of primary use, water quality, and structural properties of aquifers within the Basin, as appropriate
- Description of basin boundaries
- Cross Sections showing aquifers and aquitards within the Basin, as appropriate
- Maps of topography, surficial geology, soils, recharge and discharge areas, springs, seeps and wetlands, surface water bodies, and source and point of delivery for imported water supplies. Collect and review well completion reports, Basin-wide as appropriate.

Subtask 3.3 – Prepare Draft Groundwater Conditions Section for the GSP

This task will prepare a draft Groundwater Conditions section for the GSP. Preparation of this report section will include incorporation of information from previous subtasks, collection of data and available previous reports, and analysis that will be needed to prepare components of the section to meet regulatory requirements. Much of this section will be prepared using existing information from the Cuyama Valley Hydrologic Model (CUVHM), as well as data from the western basin, and observed data. Specific components of groundwater conditions include:

- Development of groundwater contour maps for the Basin, as appropriate for each principal aquifer
- Identification of flow directions and regional patterns of groundwater movement
- Development of hydrographs of monitoring wells
- Display of vertical gradients, historical trends, and spatial coverage
- Graphs of cumulative change in storage
- Cross sections of salinity in the Basin, as appropriate
- Maps of known groundwater quality issues, land subsidence rates and total land subsidence, interconnected surface water systems, and groundwater-dependent ecosystems
- Table of quantity and timing of surface water depletions
- Documentation of baseline conditions (either January 1, 2015, or other as selected)

Task 3 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- Figures and maps depicting the Plan Area and HCM
- Initial drafts of the Plan Area, HCM, and Groundwater Conditions section of the GSP

Task 4: Basin Model and Water Budget

CBGSA will conduct a rapid assessment of the existing CUVHM and data from the western Cuyama Basin area. Based on this assessment, necessary enhancements to the model will be made to support water budget development and technical analyses of management actions and projects for the GSP.

The CUVHM model was developed by the United States Geological Survey (USGS) using a MODFLOW framework. The CUVHM model includes a geohydrologic framework, hydrologic budget, and modeling

TASK ORDER NO. 2 SCOPE OF SERVICES

component and has a domain that extends over half of the Basin, while covering the majority of the Basin's water use. However, shortcomings of the CUVHM model include a lack of coverage of the entire groundwater basin and absence of current data for recently developed portions of the Basin. The Santa Barbara Water Authority has been aware of these shortcomings and has already begun executing a data-based approach to collect data for areas outside the CUVHM and newly developed areas within the CUVHM. This task will build off local efforts underway to create an accurate and comprehensive model of the Basin, either by updating the existing model or developing a new Basin-wide model.

Subtask 4.1 – Perform Assessment of Existing Model

CBGSA will assess the existing CUVHM model. During the assessment, CBGSA will identify any enhancements and refinements needed for the existing CUVHM model to be suitable for the SGMA analysis, including expansion to cover the entire Cuyama Valley groundwater basin and to include developed regions not currently reflected in CUVHM. In addition, the assessment will determine the appropriate model platform for the GSP water budget and alternatives analysis. Based on the outcome of the assessment, CBGSA will implement necessary model updates to make the model ready to perform the GSP analyses. This task will specifically assess the following model components:

- HCM: Analyze existing well logs to evaluate the information contained in the existing 3-layer CUVHM.
- Crop Acreage and Crop Evapotranspiration: Collect available historical crop data and information on irrigation and frost protection practices and conduct an assessment of the accuracy of the crop evapotranspiration estimates used in the CUVHM.
- Water Supply: Evaluate the completeness of the data related to groundwater pumping (recorded, reported, or estimated) and surface water use, including historical precipitation.
- Model Boundary Conditions: Evaluate the representational accuracy of the specified boundary conditions and their impact on the accuracy of the model results and identify updates needed to geographically expand the model so it can perform a proper and complete assessment of the entire Cuyama Valley groundwater basin.
- Model Platform: Assess the costs and benefits and schedule implications of building on and expanding the model in the existing MODFLOW framework or migration of the model datasets to the Integrated Water Flow Model (IWFM) water resources management and planning modeling platform developed by DWR.
- Model Update Needs: Identify the necessary model updates needed expand on the existing CUVHM model or migrate the model datasets into the IWFM platform for SGMA.

Subtask 4.2 – Develop Updated Groundwater Model

Depending on the outcome of the model assessment in Subtask 4.1, a groundwater model will be developed that either builds on the CUVHM model data either in the existing MODFLOW platform or in the IWFM platform. The model will include an expanded geographic extent to cover the entire groundwater basin and will incorporate the enhancements and refinements that were identified in Subtask 4.1. For schedule and budget purposes, this workplan assumes that the CUVHM datasets will be migrated into the IWFM platform.

The existing simulation period of CUVHM is 1950 to 2010. GSP regulation requires water budgets to be developed for historical, current, and projected conditions. To use the model to develop historical and current water budgets, the simulation period of the model will be extended, using the most recent data, at minimum

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through 2015. Updating the model simulation period requires collection of the following time series data for the period 2010 through 2015 to the greatest extent available:

- Historical precipitation
- Crop acreages and crop evapotranspiration
- Agricultural practices such as growing periods, irrigation efficiency, and frost protection
- Water supply data related to groundwater pumping and surface water use
- Surface water diversions where applicable
- Stream flows at the periphery of model domain
- Ecological and environmental water uses

The data collection effort will include outreach to local agency representative within the Cuyama Basin to ensure the availability and use of appropriate data for updating the model and to foster transparency regarding the data that is used to develop the model. Once the data is collected, the extended timeseries will be incorporated into the existing model datasets to extend the simulation period through 2015.

The model will also be refined to develop reporting areas consistent with management areas determined in the GSP and so that the model will simulate the entire Cuyama Valley groundwater basin. Additional areas identified as needing improvement will be enhanced by resolving any data inconsistencies or gaps. Data elements that should be enhanced will be prioritized in order of importance of the data for developing water budget elements. Data obtained during the model assessment will be reviewed and any relevant and unambiguous data will be incorporated into the model input data.

Following the incorporation of new data into the model, CBGSA will conduct a high-level recalibration of the Basin-wide model with data enhancements. Preliminary water budgets for the entire Cuyama Valley groundwater basin will be validated with available crop data and agricultural demand estimates at the local level.

Subtask 4.3 – Perform Model Calibration

This Subtask includes performing calibration of the updated model using industry-standard methodologies and practices. The model calibration will be updated to achieve a reasonable agreement with a set of observed data for the following:

- Regional spatial distribution of groundwater levels, using contours of groundwater levels at selected tie intervals
- Local seasonal and long-term trends in groundwater levels at selected target wells with reasonably consistent long-term groundwater level records
- Rate and direction of groundwater flows, using the published data on groundwater flows
- Streamflows at selected stream gauging stations using the monthly flow records

The selected model parameters, including surface and subsurface hydrology, hydrogeology, and soil properties will be modified in a systematic process to achieve the best fit for the above calibration targets. In addition, automated calibration processes will be used, as needed, to ensure that the final calibrated parameters are within an acceptable range. In addition, a sensitivity analysis will be performed for selected parameters to gain an understanding of the model sensitivity to the key parameters, and the range of accuracy of the model

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calibration. Results of the model calibration will be reported and presented along with industry standard statistics for documentation purposes.

Subtask 4.4 – Develop Historical Water Budget Estimates

In this Subtask, historical water budgets will be developed for the entire Cuyama Valley groundwater basin. The water budgets will be developed for the years 2006-2015 using the results of the updated and recalibrated Cuyama Valley groundwater model. CBGSA will conduct the following activities:

- Develop historical total water budget (groundwater systems, stream system, and land surface system) consistent with the water budget components identified by DWR in its water budget framework schematic
- Develop methodology for estimating Sustainable Groundwater Yield for a base period using Cuyama Valley groundwater model results and other appropriate tools
- Present results to CBGSA Board members, advisory committee members and stakeholders to obtain feedback
- Document the results in the technical memorandum to be developed in Subtask 4.8

Outputs of the groundwater model will be aligned with the specific water budget reporting requirements established by the GSP Regulations and reported.

Subtask 4.5 – Develop Current and Future Water Budget Baselines

The current and future conditions water budget baselines will be developed using the updated Basin-wide groundwater model. CBGSA will collect, analyze, and prepare input data sets for the model to develop baseline scenarios representing the current and forecasted future hydrologic conditions in the basin. These two baseline scenarios will be developed to represent the current and projected future land use, water demand, and water supply data conditions. These baseline condition datasets will be incorporated into the model, along with any proposed sustainable management practices over the planning horizon. The current and future baseline conditions will be simulated using a 50-year hydrologic period selected from the period 1950-2015. The outputs from the Baseline scenarios will be processed to develop current and forecasted future water budget conditions for the entire Cuyama Valley groundwater basin.

Subtask 4.6 – Prepare Draft Water Budget Section for the GSP

This Subtask will prepare a draft Water Budget section for the GSP. Preparation of this section will include documentation and use of the outputs of the groundwater model. Water budget information will be populated by the groundwater modeling efforts described in Subtask 4.5. Specific components to be documented in this section include:

- Identification of a hydrologic base period
- Analysis of hydrologic conditions, water demand and surface water supply availability
- Total surface water entering and exiting the basin
- Inflow to groundwater systems by source type
- Outflow from groundwater systems by source type
- Change in groundwater storage
- Sustainable yield estimate
- Development of a historical water budgets for the years 2006-2015

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- Development of a current conditions baseline water budget using a 50-year historical hydrologic period selected from the 1950-2015 period
- Development of a projected future conditions baseline water budget using a 50-year historical hydrologic period selected from the 1950-2015 period

Subtask 4.7 – Modeling Support for GSP Alternatives Analysis

This Subtask will use the revised or new Basin-wide Cuyama Basin groundwater model to provide assistance to evaluate projects and management actions under consideration for use in the GSP. This Subtask will formulate alternative management scenarios and utilize the model to evaluate occurrence and frequency of undesirable results, maintenance of minimum thresholds, and attainment of measurable objectives. It is assumed that up to four alternative management scenarios will be developed and simulated in the groundwater model:

- A scenario focusing on demand-side changes to the Cuyama Basin water budget
- A scenario focusing on water supply changes to the Cuyama Basin water budget
- Up to two balanced scenarios that will achieve groundwater sustainability in the basin

The results of these model simulations will be evaluated using the sustainability criteria developed in Task 5.

Subtask 4.8 – Prepare Modeling Technical Memorandum

CBGSA will document the modeling effort and its results in a technical memorandum that includes documentation of:

- Identification and resolution of data discrepancies between the model and collected data
- Data incorporated into the model to simulate the entire Cuyama Valley groundwater basin
- Data incorporated into the model to extend the simulation period to 2015
- Changes to model parameters made during calibration process
- Development of historical water budget estimates
- Assumptions made for current and future baseline condition scenario runs

Task 4 Deliverables

- Up to six coordination meetings (including up to 2 in-person meetings) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- Enhancements and refinements identified from assessment of the existing groundwater model
- Calibration results for the updated Cuyama Valley groundwater model
- Estimated historical water budgets for the years 2006-2015
- Current condition and forecasted future condition water budgets based on a 50-year hydrology selected from the 1950-2015 historical period
- A draft Water Budget section for the GSP
- Assumptions for alternative management scenarios
- Model simulation results of alternative management scenarios to evaluate occurrence and frequency of undesirable results, maintenance of minimum thresholds and attainment of measurable objectives
- A technical memorandum that describes the groundwater model assumptions and results

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Task 5: Establish Basin Sustainability Criteria

In this task, CBGSA will identify sustainable management criteria for the GSP and develop an initial draft GSP section on sustainable management criteria. This section will describe the metrics used to track the sustainability goal, develop a description of undesirable results for the six sustainability indicators, and set thresholds to detect undesirable results through the use of minimum thresholds, interim milestones, and measurable objectives.

Subtask 5.1 – Identify Sustainability Goal

CBGSA will identify a sustainability goal for the GSP. The sustainability goal is a mission statement for the GSP that meets local needs while promoting sustainable use of groundwater in the basin. The sustainability goal will be developed with input from local stakeholders and input from regulatory agencies.

Subtask 5.2 – Establish Undesirable Results

CBGSA will identify undesirable results for each sustainability indicator, including a narrative description of what each undesirable result is and their potential effects on the beneficial uses and users of groundwater, on land uses, and land owners. A description will be developed for each sustainability criteria and what constitutes an undesirable outcome/result. The description will be used throughout the GSP as a check for whether the GSP is adequately preventing undesirable results through implementation. The narrative is also used to help set threshold on monitoring to avoid future undesirable results. An undesirable result narrative will be prepared for the applicable criteria:

- Groundwater levels
- Groundwater storage
- Seawater intrusion – Potentially express as salinity
- Groundwater quality
- Subsidence
- Surface water and groundwater interaction

This task will also evaluate conditions in the basin to determine if undesirable results as defined by the undesirable results narrative are occurring in the basin. Documentation of the evaluation will include a narrative, maps of the monitoring or model results used to evaluate the presence or absence of undesirable results, a description of the methodology used to evaluate monitoring results to identify undesirable results, and maps of the locations of any undesirable results that are occurring.

Subtask 5.3 – Define Management Areas and Representative Monitoring

This task will define the management areas delineated in the GSP and prepare rationale for representative monitoring.

Management areas can be set for scientific and jurisdictional reasons. During GSP development, reasons to delineate a management area may become apparent from scientific justification, such as the extent of a barrier or fault, the location of salinity plumes, or the presence or absence of major aquifers. Jurisdictional management areas may also be created to match management of an area to the jurisdiction of a local agency.

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Documentation will include a discussion of the conditions in the management area, why they are significant (if scientific), and provide a map of management areas in the GSP.

Representative monitoring is the use of one monitoring methodology to represent monitoring of a sustainability criteria that may be difficult to monitor for. Representative monitoring used in the GSP will be justified during GSP development. This task will consider how representative monitoring and management areas will affect sustainability thresholds for the six sustainability criteria. For representative monitoring, this task will evaluate the appropriateness of use of representative monitoring and consider how they cover minimum thresholds, measurable objectives, and interim milestones for each sustainability indicator. If representative monitoring is used for a sustainability indicator, this task will provide the rationale for the representative monitoring and explain how the representative will prevent the occurrence of undesirable results. Management areas may have different thresholds and may use different representative monitoring and/or different thresholds than other areas. This task will describe the rationale for those differences.

Subtask 5.4 – Develop Minimum Thresholds

This task will establish the minimum thresholds for the six sustainability indicators. The methodologies used to set this threshold will be developed and documented and will explain how the thresholds selected will prevent the occurrence of undesirable results. Options for each of the minimum thresholds will be presented to stakeholders for discussion and input. Thresholds will be presented using maps, graphs, tables, and a supporting narrative in the GSP.

Subtask 5.5 – Develop Measurable Objectives and Margin of Operational Flexibility

This task will establish the measurable objective thresholds for the six sustainability indicators. The methodologies used to set this threshold will be developed and documented and will explain how the thresholds selected will allow for a reasonable margin of operational flexibility before undesirable results occur. Thresholds will be presented using maps, graphs, and tables.

Subtask 5.6 – Develop Interim Milestones

CBGSA will identify an interim milestone for each sustainability indicator and describe how each one was established, its relationship to the minimum threshold and measurable objective, how it was selected, and how it may affect the interests of beneficial uses and users of groundwater in the basin.

Subtask 5.7 – Prepare Draft Sustainable Management Criteria Section for the GSP

This task will prepare a draft Sustainable Management Criteria section for the GSP. Preparation of this report section will incorporate information from previous subtasks (5.1-5.6), including the development and achievement of goals, thresholds, objectives, and milestones.

Task 5 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- Draft and final sustainability goal and undesirable results narrative for the GSP
- Measurable objectives, minimum thresholds, margins of operational flexibility, and interim milestones or representative thresholds for all six sustainability indicators.

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- A draft Sustainable Management Criteria section for the GSP

Task 6: Monitoring Networks

CBGSA will develop a monitoring program that builds on the existing monitoring network to track future progress toward the GSP sustainability goals. The results of the proposed monitoring network evaluation (Category 1 project proposal) will be incorporated into this task.

Subtask 6.1 – Establish Monitoring Networks and Methodology

This task will establish monitoring networks for the six sustainability indicators. Each monitoring network will be established to meet GSP regulations and will consider spatial density of monitoring locations, vertical density (depth) of monitoring locations to ensure that monitoring occurs for each sustainability indicator in all primary aquifers in the basin. This task will establish the frequency of monitoring for each sustainability indicator, develop maps of monitoring locations, and develop protocols for each type of monitoring used. Representative monitoring is likely to be used for several sustainability indicators. This task will develop the rationale for using representative monitoring and will identify how representative monitoring for any sustainability indicator will be established. Representative monitoring descriptions in this task will also consider spatial and vertical density, monitoring frequency, and data gaps. If data gaps exist in the monitoring network, they will be identified during network development and an implementation plan for data gaps will be developed.

In establishing the monitoring network, this task will review and evaluate a variety of monitoring strategies and technologies to comply with basin management requirements. The task will compare the cost and effectiveness of traditional well monitoring strategies with other technologies including satellite imagery. The evaluation will include, at minimum, the assessment the use of a modified Mapping of EvapoTranspiration with Internal Calibration (METRIC) procedure to calculate actual evapotranspiration using LandSat Thematic Mapper (LandSat) data. This innovative procedure was developed by the Irrigation Training and Research Center (ITRC) at California Polytechnic State University. Regardless of the monitoring methodology selected, all monitoring protocols will be developed in a transparent and publicly accessible manner. The public will be encouraged and able to access monitoring data and provide input.

Subtask 6.2 – Prepare Draft Monitoring Networks Criteria Section for GSP

This task will prepare a draft Monitoring Section for the GSP that includes the following components required by regulation:

- Monitoring objectives for the GSP
- Evaluation of alternative monitoring strategies, including but not limited to, satellite imaging
- Description of how monitoring may vary by management area
- Methodology
- Description of how representative monitoring may be used to monitor for some sustainability indicators
- Monitoring rationale, describing why the monitoring network will adequately monitor for undesirable results
- Monitoring protocols, including a description of technical standards, data collection methods, and other procedures
- Data analysis and reporting protocols
- Description of how monitoring can detect impacts to beneficial users of groundwater

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- Description of how monitoring changes in groundwater conditions is adequate to support water budget calculations during GSP implementation
- Review and improvement of the monitoring network
- Data gaps and identifies a plan to fill data gaps

Task 6 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- Monitoring networks for all six sustainability indicators
- A draft Monitoring Networks Section for the GSP
- Monitoring protocols

Task 7: Projects and Actions for Sustainability Goals

CBGSA will identify and prioritize projects and management actions that will be implemented. This will also include adaptive management actions that will be implemented should groundwater conditions not adequately respond to implementation of the GSP. This task will design a management program that considers potential projects and management actions to develop a management approach that meets regulatory requirements and local needs. Projects and management actions to be considered will be solicited as part of the stakeholder engagement strategy, and will potentially include, but will not be limited to, these identified options:

- Demand management (potentially including rotational fallowing or land retirement)
- Method or framework for water accounting
- Upstream capture of Twitchell Reservoir spills
- Improved wet season recharge capabilities
- Groundwater banking of exchanged surface water supplies
- Regional water exchanges involving imported/State Water Project water and Twitchell Reservoir surface water supplies
- Exchange of purchased imported water via the Central Coast Aqueduct with Cuyama River flows tributary to Twitchell Reservoir
- Water exchanges between sub-basins
- Purchase of new supplies with development of a new 30-mile pipeline
- Reuse of water from ongoing industrial/oil and gas operations
- Education on and subsidies for agricultural water conservation
- Capture of local stream flood flows for recharge of the groundwater basin
- Conservation programs
- Purchase or transfer and importation of a new supply
- Development of a groundwater storage and recovery

Subtask 7.1 – Develop Management Program

This task is dedicated to recognizing the Cuyama Basin is critically over-drafted and the communities who rely on groundwater from the basin need long-term, stable water supplies to augment the current groundwater supplies. CBGSA will develop the management program that documents and plans the implementation of projects and actions in the plan area. The objective of the management program will be to achieve the basin's

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sustainability goal (identified in Task 5) by including projects and management actions that will allow the basin to avoid undesirable results for each of the sustainability indicators in the future. The management program will identify management options, research and vet the management options, and select management options for implementation. The management program will identify implementation hurdles and provide a program summary. The program summary will describe how the program will meet sustainability targets and forecast the effectiveness of the program, as well as provide a list of management options.

Subtask 7.2 – Identify Projects, Management Actions, and Adaptive Management Actions

This task will identify projects and management actions for consideration as part of GSP implementation. Each project or management action will be collected, described, and analyzed for effectiveness. Projects deemed as sustainable and reliable sources of water will be identified by stakeholders and compiled. This task will perform analyses to identify the benefits and limitations of each project option. Analyses will include evaluation of water supplies added (average yield, reliability, and variability), estimated project and unit water costs, project schedule, potential challenges, and water quality components. For each project, project descriptions, maps, order of magnitude cost estimates, and other relevant documentation will be developed as needed to accurately describe each option. This task will assess up to six potential projects focused on contributing toward a long-term water supply solution for the Cuyama Basin.

In performing this task, it is expected that the groundwater model that was updated in Task 3 will be used when appropriate, and other analysis methods will be used in areas where the model is not appropriate. The description of each project and management action will include, but is not limited to:

- Detailed description, per regulations
- Cost estimates and funding mechanisms
- Public notice and outreach process
- Summary of permitting and regulatory process
- Explanation of benefits
- Explanation of regional and project economic benefits and/or impacts
- Explanation of how the project will be accomplished
- Explanation of the source and reliability of water if imported supplies are a part of the project
- How the project is supported by the best available science
- How uncertainty is considered
- CEQA/NEPA considerations
- Overall acceptability

This task will culminate in a list of projects to be further analyzed and prioritized. This task will include up to three meetings with potential project partners such as and Santa Maria Valley Water Conservation District.

Subtask 7.3 – Prioritization of Projects and Management Actions

CBGSA will perform an assessment of numerous alternative water management scenarios—projects, programs, and management actions or strategies—for managing groundwater use sustainably. Prioritization methodology will be discussed with stakeholders and a ranking system will be developed. The prioritization will consider, at minimum, water supply, water quality improvement, environmental components, and regional and economic benefits. Once the prioritization process is established, projects will be scored and ranked. As part of this

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process, each of the projects and management actions identified in Subtask 7.2 will be prioritized. Projects meeting the most objectives and ranking the highest will be recommended for implementation under the GSP.

Subtask 7.4 – Prepare Draft Projects and Management Actions Section for GSP

This task will prepare a draft Projects and Management Actions section for the GSP. Preparation of this report section will incorporate information from previous subtasks (subtasks 7.1-7.3) including the development of the management program, management actions, and prioritization of projects and actions.

Task 7 Deliverables

- Up to six coordination meetings (including up to two in-person meetings) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- Assessment of up to six potential projects
- A prioritized list of projects and management actions
- Management Program
- A draft Projects and Management Actions section for the GSP

Task 8: Groundwater Sustainability Plan Implementation

The plan implementation section of the GSP documents and plans how implementation actions will be performed and work together to maintain compliance with the regulations and to achieve sustainability. The implementation plan will include the management program, implementation schedule, GSP costs and funding, data management plan, model updates, and other GSP implementation activities. The implementation plan will be developed to be a section in the GSP that includes subsections that contain the results of the subtasks below.

Subtask 8.1 – GSP Implementation Schedule and Reporting

This task will develop the GSP's implementation schedule, which will document when various GSP components will be conducted. This task will also describe the activities and timing of activities needed to prepare the annual GSP report and the 5-year update reports required by regulations.

Subtask 8.2 – GSP Implementation Costs and Funding

This task will prepare a cost estimate to determine the expected costs of GSP implementation. The cost analysis will consider costs associated with monitoring activities, data management activities, implementation of projects and management actions, CBGSA management (staff costs and overhead costs), as well as reporting costs for the annual reports and 5-year updates and reporting required by regulation.

This task will also describe how CBGSA will fund GSP implementation. The description will consider and evaluate the mechanisms available to CBGSA. Potential funding mechanisms include the use of grants, assignment of fees and fines, income from water market management (if used), and other methods as identified during analysis. The description of funding will be developed with input from GSA representatives and will consider legal limitations and hurdles (such as Proposition 218) to funding options.

Subtask 8.3 – Parties Affected by GSP and Effects of Undesirable Results on Beneficial Uses

This task identifies and describes the parties potentially affected by the GSP and the nature of consultation with those parties. The description will include the land uses and property interests affected, and the types of parties affected.

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This task will also evaluate the potential effects of undesirable results on beneficial uses in the basin. Evaluation will consider all six undesirable results, and their effects on beneficial uses of groundwater such as: domestic uses, municipal uses, irrigation uses, industrial uses, federal lands, disadvantaged communities, and other uses including property interests. Disadvantaged communities will be especially considered as the GSP has potential to affect many aspects of the communities, from employment to the availability of health care. If undesirable results are thought to be currently occurring, this task will evaluate the effect of these undesirable results on beneficial uses.

Subtask 8.4 – Groundwater Model and Data Management System Implementation Planning

This task will document how the groundwater model will be used and updated during GSP implementation, especially at the 5-year updates. This task will include data updates, future model runs and calibration, and how model use will be documented.

Planning will also guide the GSP's use of the DMS during implementation. This task will describe the methodology to be used to collaborate and collect data from other agencies, and state and federal agencies. DMS maintenance activities and quality assurance/quality control (QA/QC) planning for data to be entered into the DMS will also be documented.

Subtask 8.5 – Develop Draft Plan Implementation Section for GSP

This task will prepare a draft Plan Implementation section for the GSP. Preparation of this report section will incorporate information from previous subtasks (subtasks 8.1-8.4) including the implementation schedule, reporting, and planning guidance for DMS use.

Task 8 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- A draft Plan Implementation section for the GSP

Task 9: Groundwater Sustainability Plan Document Development

Under this task, CBGSA will prepare an outline for the GSP, an administrative draft of the GSP, a public review draft of the GSP, and a final draft of the GSP. Each GSP draft will include all required sections of the GSP, including appendices. Note that the completion of this task will involve meetings with CBGSA Board and/or advisory committee members – scope and budget for these meetings are included in Task 10.

Subtask 9.1 – Develop GSP Outline and Style Guidance

CBGSA will develop a GSP outline that will be used for the GSP document development. This task will also prepare a GSP report style guide for distribution to authors during GSP development. The style guide is valuable for guiding report authors during report writing to ensure report sections are formatted similarly and use consistent terminology when describing GSP components.

Subtask 9.2 – Perform Reference Tracking and Storage

This task will be used to track references used during GSP preparation. GSP regulations require that a copy of every reference used in GSP preparation that is not easily available be included with the GSP submission. This task will collect copies of all references used in the report for compilation and submittal along with the completed GSP.

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Subtask 9.3 – Prepare Administrative Draft GSP

CBGSA will prepare an administrative draft of the GSP that includes the GSP’s supporting appendices. The administrative draft will be reviewed by the CBGSA partners’ staff and other stakeholders involved in the GSP development process. After comments on the administrative draft are received, they will be compiled and a response to comments will be prepared. Comments incorporated into the GSP will be used to prepare the public draft of the GSP.

Subtask 9.4 – Prepare Public Draft and Final GSP

CBGSA will prepare a public draft of the GSP and the GSP’s supporting documentation. The public draft GSP will be circulated for public review and comment. After comments on the public draft are received, they will be compiled and a response to comments document will be prepared. Comments incorporated into the GSP will be used to prepare the final draft of the GSP. Once finalized, the GSP will be adopted by the GSA.

Task 9 Deliverables

- Up to two coordination meetings (including up to one in-person meeting) will be held with stakeholders, including the GSA Board, Ad Hoc Committee, and/or advisory committee (budget and scope for meetings included in Task 10)
- GSP outline and style guidance
- Administrative Draft of the GSP
- Reference compilation
- Response to comments
- Public Draft of the GSP
- Response to comments
- Final GSP

Task 10: Education, Outreach and Communication

Successful implementation of the GSP will depend on efficient outreach, education, and communication, and facilitation between the GSA and locals/stakeholders. Stakeholder engagement includes efforts made to understand stakeholder concerns, educate stakeholders on SGMA efforts, and involve stakeholders in the activities and decision-making process.

Subtask 10.1 – Implement Stakeholder Engagement Strategy

Work under this task will implement the Stakeholder Engagement Strategy prepared under Task 1. All outreach performed will be documented and compiled for submittal with the GSP as required by regulation. The engagement strategy will accommodate language barriers through producing documents in both English and Spanish. Note that the completion of the above Tasks 1 through 9 will involve meetings with stakeholders, including CBGSA Board, Ad Hoc Committee and/or advisory committee members – the scope and budget for all meetings required for completion of the GSP, including those required for each of the preceding tasks, are organized and budgeted under this task. While the specific outreach efforts required will be identified as part of the Stakeholder Engagement Strategy to be prepared in Task 1, for budget and schedule purposes it is assumed that the following outreach efforts will need to be conducted as part of development of the GSP:

- Project meetings (assume 1 meeting per month on average; with up to 8 in-person meetings and the rest as conference calls)

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- CBGSA advisory committee,
- State and federal agencies
- Local agencies
- Non-governmental organizations
- CBGSA Board and/or Ad Hoc Committee presentations (assume up to 8 in-person meetings)
- Up to 15 conference calls with the CBGSA Board, Ad Hoc Committee and/or advisory committee
- Public meetings (assume up to 3 meetings)
- Maintenance of a bilingual website
- Flyers/handouts
- Translation of educational/informational materials
- Teleconferences

Subtask 10.2 – Education, Outreach and Communication Documentation

This task documents the outreach, education and communication performed during GSP development. Documentation will include identification of participants, the nature of consultation with parties affected by the GSP, a list of public meetings held where the GSP was discussed or considered by the GSA, and a collection and posting of comments received regarding the GSP. Meeting summaries and/or presentations will be compiled and included in an appendix of the GSP. All outreach documents and presentations will be provided in both English and Spanish to accommodate the primary languages of all community members. This task will also be used to maintain the interested parties' list that documents people or entities who express interest in the GSP.

Task 10 Deliverables

- Implementation of the Stakeholder Engagement Strategy Plan
- Meeting materials, agendas, and meeting summaries for each meeting
- Other outreach materials as described in the plan
- Compilation of all outreach performed for submittal with GSP

Task 11: Project Management

Under this task, CBGSA will plan and track significant activities leading to development of the Cuyama Basin GSP. This task includes program management (including project coordination and QC activities) and grant funding administration.

Subtask 11.1 – Program Management

Program management will consider the evolving landscape of SGMA as regulatory considerations, political activities, and changes in other conditions affect GSP development. Program management will be used to guide the GSP development process and to perform change management to the scope of work as necessary. Program management will also include coordination among the GSP development team and will include managing subcontractors, tracking and preparing invoices, tracking project progress, and conference calls and in-person meetings to perform coordination as needed.

In addition, a quality assurance/quality control (QA/QC) approach will be developed that identifies how GSP components will be reviewed and checked for accuracy and completion. The approach will then be used during implementation to perform QA/QC activities.

Subtask 11.2 – Grant Funding Administration

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Activities to be conducted under this task are related to grant administration, including invoicing and reporting. Specifically, this task will include processing eight (8) quarterly reports throughout the extent of the funding agreement as well as a project completion report upon submittal of the Final GSP to DWR. Grant management also includes regular communication with DWR's grant manager.

Task 11 Deliverables

- Documentation of QA/QC activities
- Quarterly progress reports and invoices
- Coordination activities as needed
- Attendance at two coordination meetings with DWR (to kick-off and close the project)

Cuyama Groundwater Sustainability Agency

Task Order No. 2 - Groundwater Sustainability Plan

Tasks		Labor								ODCs			Total	
Task #	Task	Project Manager	Tech Advisor / QA/QC	Modeling Lead	Data Management	GSP Lead	Outreach	Staff/GIS	Admin / Tech Editing	Total Hours	Total Labor Costs (1)	ODCs	Total ODCs (3)	Total Fee
Task #		\$310	\$295	\$178	\$222	\$249	\$205	\$178	\$105					
1	1 - GSP & Stakeholder Strategy Development													
1	Work Plan for GSP									0	\$0		\$0	\$0
1	Stakeholder Engagement Strategy									0	\$0		\$0	\$0
	Subtotal Task 1:	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
2	2 - Data Management System, Data Collection and Analysis, and Plan Review													
2.1	Perform Data and Info. Collection and General Plan Review									0	\$0		\$0	\$0
2.2	Develop a Data Management System	2	6		36	36		162		242	\$48,182	\$250	\$275	\$48,457
2.3	Develop Draft Data Management Section for GSP									0	\$0		\$0	\$0
	Subtotal Task 2:	2	6	0	36	36	0	162	0	242	\$48,182	\$250	\$275	\$48,457
3	3 - Description of the Plan Area, Hydraulic Conceptual Model, and Groundwater Conditions													
3.1	Develop Description of Plan Area									0	\$0		\$0	\$0
3.2	Develop Hydrogeological Conceptual Model	4	2	32		24		60		122	\$24,182		\$0	\$24,182
3.3	Prepare Draft Groundwater Conditions Section for GSP									0	\$0		\$0	\$0
	Subtotal Task 3:	4	2	32	0	24	0	60	0	122	\$24,182	\$0	\$0	\$24,182
4	4 - Basin Model and Water Budget													
4.1	Perform Assessment of Existing Model									0	\$0		\$0	\$0
4.2	Develop Updated Groundwater Model	4	72	96		8		180		360	\$73,600		\$0	\$73,600
4.3	Perform Model Calibration	4	20	40				90		154	\$30,280		\$0	\$30,280
4.4	Develop Historical Water Budget Estimates									0	\$0		\$0	\$0
4.5	Develop Current and Future Water Budget Baselines									0	\$0		\$0	\$0
4.6	Prepare Draft Water Budget Section for GSP									0	\$0		\$0	\$0
4.7	Modeling Support for GSP Alternatives Analysis									0	\$0		\$0	\$0
4.8	Prepare Modeling Technical Memorandum									0	\$0		\$0	\$0
	Subtotal Task 4:	8	92	136	0	8	0	270	0	514	\$103,880	\$0	\$0	\$103,880
5	5 - Establish Basin Sustainability Criteria													
5.1	Identify Sustainability Goal	4	2	4		16	8	8		42	\$9,590		\$0	\$9,590
5.2	Establish Undesirable Results	4	2	4		24	16	32		82	\$17,494		\$0	\$17,494
5.3	Define Management Areas and Representative Monitoring	2	2	2		16		16		38	\$8,398		\$0	\$8,398
5.4	Develop Minimum Thresholds	2	2	2		16		16		38	\$8,398		\$0	\$8,398
5.5	Develop Measurable Objectives and Margin of Operational Flexibility	2	2	2		16		16		38	\$8,398		\$0	\$8,398
5.6	Develop Interim Milestones	2	2	2		16		16		38	\$8,398		\$0	\$8,398
5.7	Prepare Draft Sustainable Management Criteria Section for GSP									0	\$0		\$0	\$0
	Subtotal Task 5:	16	12	16	0	104	24	104	0	276	\$60,676	\$0	\$0	\$60,676
6	6 - Monitoring Networks													
6.1	Establish Monitoring Networks and Methodology	4	4	16	24	60		132		240	\$49,032	\$262	\$288	\$49,320
6.2	Prepare Draft Monitoring Networks Section for GSP	4	4			24		40	4	76	\$15,936		\$0	\$15,936
	Subtotal Task 6:	8	8	16	24	84	0	172	4	316	\$64,968	\$262	\$288	\$65,256
7	7 - Projects and Actions for Sustainability Goals													
7.1	Develop Management Program	4	10			38		54		106	\$23,264		\$0	\$23,264
7.2	Identify Projects, Management Actions, and Adaptive Management Actions	2	6	6		16		32		62	\$13,138		\$0	\$13,138
7.3	Prioritization of Projects & Management Actions									0	\$0		\$0	\$0
7.4	Prepare Draft Projects and Management Actions Section for GSP									0	\$0		\$0	\$0
	Subtotal Task 7:	6	16	6	0	54	0	86	0	168	\$36,402	\$0	\$0	\$36,402
8	8 - Groundwater Sustainability Plan Implementation													
8.1	GSP Implementation Schedule and Reporting									0	\$0		\$0	\$0
8.2	GSP Implementation Costs and Funding									0	\$0		\$0	\$0
8.3	Parties Affected by GSP and Effects of Undesirable Results on Beneficial Uses									0	\$0		\$0	\$0
8.4	Groundwater Model and Data Management System Implementation Planning									0	\$0		\$0	\$0
8.5	Develop Draft Plan Implementation Section for GSP									0	\$0		\$0	\$0
	Subtotal Task 8:	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
9	9 - Groundwater Sustainability Plan Document Development													
9.1	Develop GSP Outline and Style Guidance									0	\$0		\$0	\$0
9.2	Perform Reference Tracking and Storage									0	\$0		\$0	\$0
9.3	Prepare Administrative Draft GSP									0	\$0		\$0	\$0
9.4	Prepare Public Draft and Final GSP									0	\$0		\$0	\$0
	Subtotal Task 9:	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
10	10 - Outreach, Education and Communication													
10.1	Implement Stakeholder Engagement Strategy	30	4	3	3	24	60		10	134	\$31,006	\$6,567	\$7,224	\$38,230
10.2	Outreach, Education & Communication Documentation	2	2		4	8	10		10	36	\$7,190		\$0	\$7,190
	Subtotal Task 10:	32	6	3	7	32	70	0	20	170	\$38,196	\$6,567	\$7,224	\$45,420
11	11 - Project Management													
11.1	Program Management	16	6			12			6	40	\$10,348		\$0	\$10,348
11.2	Grant Funding Administration	6				12				18	\$4,848		\$0	\$4,848
	Subtotal Task 11:	22	6	0	0	24	0	0	6	58	\$15,196	\$0	\$0	\$15,196
	TOTAL	98	148	209	67	366	94	854	30	1866	\$391,682	\$7,079	\$7,787	\$399,469



2018 Standard Rates	
Labor Category	Rate
Engineer 1 (E1) Scientist 1 (S1) Geologist 1 (G1) Planner 1 (P1) Technical Specialist 1 (TS1)	157
Engineer 2 (E2) Scientist 2 (S2) Geologist 2 (G2) Planner 2 (P2) Technical Specialist 2 (TS2)	182
Engineer 3 (E3) Scientist 3 (S3) Geologist 3 (G3) Planner 3 (P3) Technical Specialist 3 (TS3)	206
Project Engineer 1 (PE1) Project Specialist 1 (PS1) Project Geologist 1 (PG1) Project Planner 1 (PP1) Project Technical Specialist 1 (PTS1)	215
Project Engineer 2 (PE2) Project Specialist 2 (PS2) Project Geologist 2 (PG2) Project Planner 2 (PP2) Project Technical Specialist 2 (TS2)	229
Project Manager 1 (PM1) Technical Manager 1 (TM1)	244
Project Manager 2 (PM2) Technical Manager 2 (TM2)	258
Senior Project Manager (SPM) Senior Technical Manager (STM)	274
Senior Technical Practice Leader (STPL)	301
National Practice Leader (NPL) Strategic Business Unit Leader (SBUL)	315
Software Engineer 1 (SE1)	140
Designer 1 (D1)	145
Designer 2 (D2)	153
Designer 3 (D3) Senior Software Developer (SSD)	158
Senior Designer (SD)	165
Project Assistant (PA)	108
Marketing Assistant (MA) Graphic Artist (GA)	115
Senior Accountant (SA) Billing Manager (BM)	125
Marketing Manager (MM) Graphics Manager (GM)	145

Note: The individual hourly rates include salary, overhead and profit. Other direct costs (ODCs) such as reproduction, delivery, mileage (as allowed by IRS guidelines), and travel expenses will be billed at actual cost plus 10%. Subconsultants will be billed as actual cost plus 10%. Woodard & Curran, Inc., reserves the right to adjust its hourly rate structure at the beginning of each year for all ongoing contracts.

TASK ORDER NUMBER 3

Issued Pursuant to the Consulting Services Agreement Between Woodard & Curran, Inc. and Cuyama Basin Groundwater Sustainability Agency, dated as of March 7, 2018.

This Task Order is issued pursuant to, and in accordance with the Agreement, the terms and conditions of which are incorporated herein by this reference. Unless otherwise specified, all capitalized terms used in this Task Order shall have the same meaning as used in the Agreement. This Task Order will not be deemed valid and binding upon the Parties until both Consultant and Client have both signed below.

Scope of Services:

Consultant agrees to provide the Services described in the attached Task Order No. 3 – Scope of Services.

Schedule:

Consultant shall perform the services under this Task Order No. 3 according to the schedule included in Exhibit A of the Agreement and Table 1 and 2 below.

Compensation:

For all Services duly rendered hereunder, Client shall pay Consultant in accordance with the Rate Table; and for Reimbursable Expenses. Compensation for Task Order No. 3 shall not exceed \$188,238, as detailed in the attached budget.

Designated Project Representative

Client: Jim Beck

Consultant: Lyndel Melton

Effective date: March 7, 2018

IN WITNESS WHEREOF, the undersigned have caused this Task Order to be duly executed by their authorized representatives set forth below.

Woodard & Curran, Inc.

Cuyama Basin Groundwater Sustainability Agency

Signed_____

Signed_____

Name_____

Name_____

Title_____

Title_____

Table 1. Task Order 3 Deliverables

Task	Sub-task	Deliverables	Deliverable Date	
1	Groundwater Monitoring Well Network Expansion	1.1	<ul style="list-style-type: none"> Summary of existing groundwater data 	Jun 2018
2	Evapotranspiration Evaluation for Cuyama Basin Region	2.1	<ul style="list-style-type: none"> Draft monthly ETc estimates and deep percolation estimates for selected years 	Jun 2018
3	Surface Water Monitoring Program	3.1	<ul style="list-style-type: none"> Electronic copies of data and information collected 	Jun 2018
		3.2	<ul style="list-style-type: none"> Documentation of surface water monitoring methods 	Jun 2018
11	Project Management	11.1	<ul style="list-style-type: none"> Documentation of QA/QC activities Monthly invoices 	Jun 2018
		11.3	<ul style="list-style-type: none"> Coordination activities as needed 	Jun 2018

Table 2. Anticipated Task Order 3 Meetings

Month	Type	Participants	Meeting Topics
May 2018	Conference Call	<ul style="list-style-type: none"> CGBSA Board / Ad Hoc Committee Members CBGSA Advisory Committee 	<ul style="list-style-type: none"> Watersheds and Monitoring Area Recommendations (Task 3)
June 2018	Conference Call	<ul style="list-style-type: none"> CGBSA Board / Ad Hoc Committee Members CBGSA Advisory Committee 	Monitoring Well Data Gap Analysis (Task 1)
June 2018	In-Person	<ul style="list-style-type: none"> CGBSA Board / Ad Hoc Committee Members CBGSA Advisory Committee 	<ul style="list-style-type: none"> Draft METRIC ET evaluation results (Task 2)

TASK ORDER NO. 3 SCOPE OF SERVICES

The Cuyama Basin Groundwater Sustainability Agency (CBGSA) submitted a grant application to the California Department of Water Resources (DWR) for a Sustainable Groundwater Plans and Projects Grant. The application includes a Category 1 Application for preparation of a Groundwater Sustainability Plan. The CBGSA intends to authorize work associated with the general Category 1 scope of work thru a series of one or more Task Orders. Each Task Order will include specific scope, schedule, and budget authorization. The following describes the scope of work. The scope of work included in this Task Order is limited to those tasks and subtasks for which budget is authorized, as shown in the attached budget.

Scope of Work – Category 1 Projects

Task 1: Groundwater Monitoring Well Network Expansion

This task will improve existing groundwater elevation and water quality monitoring within the Cuyama Basin by expanding the groundwater monitoring network. This task includes performing a data gap analysis, identifying existing wells for inclusion, obtaining permission from landowners to add their wells to the monitoring network, installing monitoring equipment, providing monitoring protocols in selected wells, and performing water quality sampling at selected wells.

This task is coordinated with an existing project underway by the Santa Barbara County Water Agency (SBCWA), who has received funding from a 2016 Stressed Basins Grant award. SBCWA plans to spend up to \$100,000 to improve groundwater monitoring in the Santa Barbara County portion of the Cuyama Basin. The portion of the SBCWA within the Cuyama Basin is not classified as a Severely Disadvantaged Community (SDAC), and the task proposed here in this scope of work will cover the majority of the remaining portion of the Cuyama Basin.

Subtask 1.1 - Compilation of Existing Data

Existing groundwater studies within the Cuyama Basin and recorded groundwater data will be reviewed for the quality, spatial extent, and monitoring methods, at minimum. Studies and data will be collected from a variety of sources, including the United States Geological Survey (USGS), the United States Bureau of Reclamation (USBR), local water authorities and purveyors (including the Santa Barbara Water Authority), and universities (including Cal Poly). The collected sources and groundwater data will be reviewed to establish the baseline of existing data and data needs, and the monitoring methods previously or currently used in the basin.

Subtask 1.2 – Perform Data Gap Analysis

The existing monitoring network will be reviewed to identify areas in the basin that are not adequately monitored. A data gap analysis will be based on the spatial extent and screened intervals of existing monitoring wells. Areas without either adequate spatial density or wells screened in primary aquifers will be identified as a data gap. Results of the data gap analysis will narrow the area to explore for existing wells to include in the monitoring network.

Subtask 1.3 – Identify Potential Monitoring Wells

DWR well completion reports will be collected and reviewed to identify private and/or abandoned public wells within data gap areas to potentially add to the network. Wells will be identified based on their proximity to an identified data gap, total and screened depths, geology, and other factors. A list of new potential monitoring wells will be generated. Wells currently monitored on a bi-annual basis will also be evaluated and considered for installation of continuous monitoring equipment.

TASK ORDER NO. 3 SCOPE OF SERVICES

Subtask 1.4 – Obtain Permission from Well Owners

Individual well owners will be contacted to discuss voluntarily adding their well to the monitoring grid. Discussion will include the well information such as location, depth, accessibility, future maintenance, use, and other factors related to monitoring the well. Well owners will be asked to complete a formal consent form to document their permission to add the well(s) to the monitoring network. Signed consent forms will be filed with the CBGSA. Only wells with consenting land owners will be added to the network; this is entirely a voluntary action by the well owners and they must give consent to prior to participation as neither the GSA nor GSP can mandate well monitoring. This subtask will include contacting well owners by mail, phone, and in person at the monitoring well site to establish and document monitoring information.

Subtask 1.5 – Install Equipment and Provide Monitoring Protocols

Wells that receive permission to be included within the monitoring network will be added to the water level monitoring grid. This subtask will prepare monitoring protocols for implementation by the CBGSA. Ten wells will be equipped with monitoring equipment consisting of continuous, telemetered monitoring sensors where recommended and appropriate. Only existing, drilled wells will be retrofitted with monitoring equipment; no new wells will be drilled or installed as part of this subtask. The focus for installation locations will be to fill identified data gaps in areas of intensive groundwater use identified under subtask 1.3.

Prior to engaging in field work, a Health and Safety Field Plan will be prepared to document potential hazards, necessary trainings, and establish a communication plan and emergency procedures while in the field. Once the plan is prepared, a meeting will be held to review the plan, travel logistics, packing list, personal safety and security concerns, and any remaining training needs.

Subtask 1.6 – Perform Water Quality Sampling

Representative water quality sampling and testing will be performed at selected wells to help assess groundwater quality conditions within the in the Cuyama Basin. It is assumed that wells selected for sampling will be among those wells in which monitoring equipment is installed in subtask 1.5, with sampling performed up to a total of two times per well (Spring and Fall).

Subtask 1.7 – Prepare Draft and Final Technical Memorandum

The results of the groundwater monitoring network expansion will be summarized in a TM. The TM will identify monitoring methods, existing wells selected and authorized to participate in the monitoring well network and will include maps, monitoring protocols, and document-installed equipment.

Subtask 1.8 – Stakeholder Coordination, Community Outreach and Education

Three meetings will be held throughout the duration of the subtask to promote collaboration across SDAC stakeholders in the basin, discuss outstanding items, and generate action items for advancing the project. Objectives for each meeting are as follows:

- **Meeting #1:** Discuss findings from data gap analysis.
- **Meeting #2:** Share results of well identification and strategy to obtain owner permission.
- **Meeting #3:** Review draft TM and obtain comments from stakeholders.

Additionally, this subtask will work to engage community members with efforts related to the increased groundwater monitoring. Outreach efforts will include producing and distributing educational materials, holding

TASK ORDER NO. 3 SCOPE OF SERVICES

public forums, and receiving input from community members. All outreach and education efforts will accommodate both English and Spanish speakers.

Task 1 Deliverables

- Summary of Existing Data
- Health and Safety Plan
- Compilation of well completion reports for wells selected for monitoring (with redacted information)
- GIS files for new monitoring well locations (and existing elevation data, where available)
- Well owner consent form template
- Installation of up to ten pressure transducers will be installed in existing wells
- Water quality sampling results at selected monitoring well locations
- Attendance at three coordination meetings (in person or via conference call)
- Draft and Final Technical Memorandum

Task 1 Assumptions

- No new wells will be drilled; only existing wells will be added to the network
- Participation in the monitoring network by land owners is voluntary

Task 2: Evapotranspiration Evaluation for Cuyama Basin Region

In this task, a spatial evapotranspiration (ET) evaluation will be performed for selected historical years throughout the Cuyama Basin. The task will include performing a “Mapping of EvapoTranspiration with Internal Calibration” (METRIC) ET (or similar) evaluation of the Cuyama Basin, performing review and validation of the METRIC ET results, and developing a technical memorandum that describes the approach and results.

Subtask 2.1 – Perform METRIC ET Evaluation

The following activities will be performed under this subtask:

- Evaluate precipitation records from CIMIS and local weather stations to select appropriate years for evaluation. It is expected that the selected years will include wet, dry, and average precipitation years in order to target the METRIC study to provide information on crop evapotranspiration for each different year types. Water years (Oct-Sep) will be used to capture the rainfall cycle. Available LandsAT images will be examined for the potential selection years to make sure that at least one image per month will be available without cloud cover in the area of interest.
- CIMIS weather data will be downloaded for each selected water year. The solar radiation and relative humidity data will be quality controlled and corrected if necessary.
- Twelve to fourteen images will be processed per year for each year that is evaluated. METRIC will provide daily actual ET_c and K_c on a pixel by pixel basis throughout the image. The K_c values for each pixel will be interpolated between images on a daily basis. Daily corrected ET_o will then be used to compute ET_c for each pixel and these values will be summed on a monthly basis to determine monthly ET.
- The deep percolation of precipitation will be estimated spatially throughout the area. It is anticipated that spatial information from the NRCS Soil Surveys of the area will be required to estimate soil available water holding capacity. This combined with ET_c and monthly precipitation will be used to estimate the

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deep percolation of precipitation. The final product will be a map showing the amount of soil available water holding capacity on a monthly basis.

Subtask 2.2 – Review and Validation of METRIC ET Results

The METRIC ET results developed in subtask 2.1 will be reviewed and compared with existing crop evapotranspiration and deep percolation estimates. The results of this review will be used to adjust the METRIC ET evaluation if necessary and will be documented in the technical memorandum.

Subtask 2.3 – Prepare Draft and Final Technical Memorandum

Draft and final versions of a technical memorandum will be developed that document the assumptions, approach and results of the METRIC ET analysis.

Task 2 Deliverables

- Monthly ETc estimates for selected years
- Deep percolation estimates on a monthly basis for selected years
- Draft and Final Technical Memorandum

Task 3 Surface Water Monitoring Program

This task will improve surface water monitoring within Cuyama Basin by increasing the number of stream gauges to improve understanding of surface water conditions in the Basin. Activities performed under this task will assist in identifying surface water inflows and how surface water moves through the basin. Elements of this task include identifying viable surface water bodies (including ephemeral and intermittent creeks, fully flowing creeks, and the Cuyama River), identification of monitoring sites, and installation of gauges in recommended locations.

Subtask 3.1 – Identify Watersheds and Monitoring Locations

This subtask will gather and review existing data appropriate to development of the program including maps, geographic information system (GIS) data, analytical tools, related plans, permits, and storm water management information. This subtask will also review and identify watershed and sub-watershed planning boundaries to characterize the land use, public agency and water utility boundaries, surface water resources, and water quality priorities. This process will help identify areas lacking monitoring (i.e. stream gauges) and plan strategic monitoring points to improve understanding of surface water regimes at a basin-scale.

This subtask will also interview local water users to gain an improved understanding of stream conditions, as local water users are often very knowledgeable about local conditions. Additionally, land owners will be contacted to discuss willingness to grant property access for any new stream gauges.

Subtask 3.2 – Recommend Monitoring Methods

This task will review and document surface water monitoring methods available for use in the basin. Methods will be reviewed for accuracy, cost of installation, maintenance needed, and other factors as identified. The most appropriate monitoring methods available for use in the Cuyama Basin will be recommended for installation.

Subtask 3.3 - Obtain Permission from Land Owners

TASK ORDER NO. 3 SCOPE OF SERVICES

Land owners identified as willing to grant property access for stream gauges under subtask 3.1 will be followed-up with to obtain formal permission. Discussion will include the location, accessibility, future maintenance, use, and other factors related to surface water monitoring. Land owners will be asked to sign a formal consent form to document their permission for property access. Signed consent forms will be filed with the CBGSA. This is an entirely voluntary action taken by the land owners and only sites with permission granted will be approved for stream gauge installation. This subtask will include contacting land owners by mail, phone, and in person at the stream gauge site to establish and document monitoring information.

Subtask 3.4 - Install Stream Gauges

Sites that receive access permission from land owners will have new stream gauges installed to monitor surface water. This subtask will prepare monitoring protocols for implementation by the CBGSA and install selected stream gauges. Selected streams will be equipped with gauges. For cost purposes, it is assumed that six new stream gauges will need to be installed. Once gauges are installed, a rating curve will be established. The rating curve will be regularly updated to accommodate for stream channel changes and installation specifics. The focus for installation locations will be to fill identified data gaps in areas lacking surface water monitoring identified under subtask 3.2.

Prior to engaging in field work, a Health and Safety Field Plan will be prepared to document potential hazards, necessary trainings, and establish a communication plan and emergency procedures while in the field. Once the plan is prepared, a meeting will be held to review the plan, travel logistics, packing list, personal safety and security concerns, and any remaining training needs.

Subtask 3.5 – Prepare Draft and Final Technical Memorandum

Selected monitoring locations and methodologies will be documented in a TM. The TM will describe the location, nature, and challenges related to the locations of new stream gauges added to the surface water monitoring network.

Subtask 3.6 – Stakeholder Coordination, Community Outreach and Education

Three meetings will be held throughout the duration of the subtask to promote collaboration across stakeholders (including the GSA Board, Ad Hoc Committee, and Advisory Committee), discuss outstanding items, and generate action items for advancing the project. Objectives for each meeting are as follows:

- **Meeting #1:** Identify known watersheds and monitoring areas; gather stakeholder input on data gaps.
- **Meeting #2:** Discuss recommended monitoring locations and methods
- **Meeting #3:** Review draft TM and obtain comments from stakeholders.

Additionally, this subtask will work to engage community members with efforts related to increased surface water monitoring. Outreach efforts will include producing and distributing educational materials, holding public forums, and receiving input from community member.

Task 3 Deliverables

- Health and Safety Plan
- GIS files for new gauge locations
- Draft and Final Technical Memorandum

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Task 3 Assumptions

- Attendance at three coordination meetings (in person or via conference call)
- Up to 6 new stream gauges will be installed

Task 4: Project Management

This task includes project coordination, project management, and quality control (QC) activities on all deliverables. This task also includes coordination and communication with DWR, the CBGSA, and other relevant agencies, along with budget tracking and submittal of progress reports and invoices.

Subtask 4.1 – Grant Management and Administration

Grant management and administration will be performed to ensure compliance with the grant requirements and agreements. Activities performed under this subtask include preparation and submittal of supporting grant documents and coordination with DWR and partnering agencies.

Under this subtask, progress reports detailing work will be prepared during the reporting period and will include sufficient information for DWR program manager to understand and include backup documentation submitted with invoices.

In addition, a Grant Completion Report will be prepared and submitted to the DWR Project Manager for comments and review no later than 90 days after work completion. Using comments from the DWR Project Manager, the Final Grant Completion Report will be prepared and presented.

Subtask 4.2 – Quality Control

QC will be performed for all deliverables and work products. An independent review of each project component will be performed prior to submittal.

Subtask 4.3 – Project Management

This subtask will include all other management activities related to the project, including coordination, invoice development, and creation of back-up documentation. Budget and schedule tracking will also be performed under this subtask.

Task 4 Deliverables

- Project Invoices
- Grant Reporting Documentation
- Draft and Final Grant Completion Report
- Monthly coordination teleconferences
- Documentation of QC activities
- Coordination activities, as needed
- Attendance at up to two coordination meetings with DWR (to kick-off and close the project)

Cuyama Groundwater Sustainability Agency

Task Order No. 3 - Category 1 Projects

Tasks		Labor								ODCs			Total	
Task #	Task	Project Manager	Tech Advisor / QA/QC	Modeling Lead	Data Management	GSP Lead	Outreach	Staff/GIS	Admin / Tech Editing	Total Hours	Total Labor Costs (1)	ODCs	Total ODCs (3)	Total Fee
Task #		\$266	\$295	\$222	\$249	\$249	\$222	\$178	\$105					
1	1- Groundwater Monitoring Well Network Expansion													
1.1	Compilation of Existing Data	10				40		60		110	\$23,300		\$0	\$23,300
1.2	Perform Data Gap Analysis	4				32		68		104	\$21,136		\$0	\$21,136
1.3	Identify Potential Monitoring Wells									0	\$0		\$0	\$0
1.4	Obtain Permission from Well Owners									0	\$0		\$0	\$0
1.5	Install Equipment and Provide Monitoring Protocols									0	\$0		\$0	\$0
1.6	Perform Water Quality Sampling									0	\$0		\$0	\$0
1.7	Prepare Draft and Final Technical Memorandum									0	\$0		\$0	\$0
1.8	Stakeholder Coordination, Community Outreach & Education	6				6	20	6	2	40	\$8,808		\$0	\$8,808
	Subtotal Task 1:	20	0	0	0	78	20	134	2	254	\$53,244	\$0	\$0	\$53,244
2	2 - Evapotranspiration Evaluation for Cuyama Basin Region													
2.1	Perform Metric ET Evaluation	4	4	16		8				32	\$7,788	\$50,000	\$55,000	\$62,788
2.2	Review and Validation of METRIC EC Results	2	2	12		4		12		32	\$6,918		\$0	\$6,918
2.3	Prepare Draft and Final Technical Memorandum									0	\$0		\$0	\$0
	Subtotal Task 2:	6	6	28	0	12	0	12	0	64	14706	50000	\$55,000	\$69,706
3	3 - Surface Water Monitoring Program													
3.1	Identify Watersheds and Monitoring Areas	24				54		80		158	\$34,070		\$0	\$34,070
3.2	Recommend Monitoring Methods	4				10		40		54	\$10,674		\$0	\$10,674
3.3	Obtain Permission from Land Owners									0	\$0		\$0	\$0
3.4	Install Stream Gauges									0	\$0		\$0	\$0
3.5	Prepare Draft and Final Technical Memorandum									0	\$0		\$0	\$0
3.6	Stakeholder Coordination, Community Outreach & Education	6				6	20	6		38	\$8,598		\$0	\$8,598
	Subtotal Task 3:	34	0	0	0	70	20	126	0	250	53342	\$0	\$0	\$53,342
4	4 - Project Management													
4.1	Grant Management and Administration	6				8			6	20	\$4,218		\$0	\$4,218
4.2	Quality Control		10							10	\$2,950		\$0	\$2,950
4.3	Program Management	4				6	10			20	\$4,778		\$0	\$4,778
	Subtotal Task 4:	10	10	0	0	14	10	0	6	50	\$11,946	\$0	\$0	\$11,946
	Total	70	16	28	0	174	50	272	8	618	\$133,238	\$50,000	\$55,000	\$188,238



2018 Standard Rates	
Labor Category	Rate
Engineer 1 (E1) Scientist 1 (S1) Geologist 1 (G1) Planner 1 (P1) Technical Specialist 1 (TS1)	157
Engineer 2 (E2) Scientist 2 (S2) Geologist 2 (G2) Planner 2 (P2) Technical Specialist 2 (TS2)	182
Engineer 3 (E3) Scientist 3 (S3) Geologist 3 (G3) Planner 3 (P3) Technical Specialist 3 (TS3)	206
Project Engineer 1 (PE1) Project Specialist 1 (PS1) Project Geologist 1 (PG1) Project Planner 1 (PP1) Project Technical Specialist 1 (PTS1)	215
Project Engineer 2 (PE2) Project Specialist 2 (PS2) Project Geologist 2 (PG2) Project Planner 2 (PP2) Project Technical Specialist 2 (TS2)	229
Project Manager 1 (PM1) Technical Manager 1 (TM1)	244
Project Manager 2 (PM2) Technical Manager 2 (TM2)	258
Senior Project Manager (SPM) Senior Technical Manager (STM)	274
Senior Technical Practice Leader (STPL)	301
National Practice Leader (NPL) Strategic Business Unit Leader (SBUL)	315
Software Engineer 1 (SE1)	140
Designer 1 (D1)	145
Designer 2 (D2)	153
Designer 3 (D3) Senior Software Developer (SSD)	158
Senior Designer (SD)	165
Project Assistant (PA)	108
Marketing Assistant (MA) Graphic Artist (GA)	115
Senior Accountant (SA) Billing Manager (BM)	125
Marketing Manager (MM) Graphics Manager (GM)	145

Note: The individual hourly rates include salary, overhead and profit. Other direct costs (ODCs) such as reproduction, delivery, mileage (as allowed by IRS guidelines), and travel expenses will be billed at actual cost plus 10%. Subconsultants will be billed as actual cost plus 10%. Woodard & Curran, Inc., reserves the right to adjust its hourly rate structure at the beginning of each year for all ongoing contracts.



TO: Board of Directors
Agenda Item No. 10e

FROM: James M. Beck, Executive Director

DATE: March 7, 2018

SUBJECT: Financial Policy and Fiscal Controls

Issue

Consider adopting the Financial Policy and Fiscal Controls for the Cuyama Basin Groundwater Sustainability Agency.

Recommended Motion

Adopt the Financial Policy and Fiscal Controls for the Cuyama Basin Groundwater Sustainability Agency.

Discussion

To ensure the appropriate fiscal management of the Cuyama Basin Groundwater Sustainability Agency, the Financial Policy and Fiscal Controls guideline is provided as Attachment 1 for Board consideration.

**CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY
FISCAL POLICIES, PROCEDURES AND INTERNAL CONTROLS**

GENERAL PURPOSE

The purpose of these policies is to establish guidelines for financial decision making, reporting the financial status of the Agency, and managing the Agency's assets.

FINANCIAL RESPONSIBILITIES

It is the responsibility of the Board of Directors (BOD) to formulate financial policies and review operations and activities on a periodic basis.

The BOD at its discretion may delegate segments of this oversight responsibility to a consultant to act as the fiscal agent responsible for implementing and carrying out policies and procedures.

The BOD is responsible for coordination and approval of the following fiscal activities: annual budgets, management of fund investments, selection of independent auditors, reporting to oversight agencies, approving revenues and expenditures in accordance with approved plans and budgets, and check signing. The Consultant is charged with the responsibility of managing daily operations including management of the Agency's funds, ensuring the accuracy of the accounting records, ensuring timely settlement of financial obligations, implementing internal controls, financial statement preparation, and bank reconciliations. The Consultant is responsible for billing and invoice processing, accounts receivable management, accounts payable processing, cash receipts, journal entries, and various other financial review and reporting.

FINANCIAL STATEMENTS

The Agency's financial statements shall be prepared on the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP). The accrual basis is a method of accounting whereby revenues, expenses are identified with specific periods of time, such as a month or a year, and are recorded as incurred. This method of recording revenues and expenses is without regard to the date of receipt or payment of cash.

The Consultant shall prepare for the BOD quarterly financial statements in a format approved by the BOD. At a minimum, monthly financial statements will include a balance sheet, statements of accounts receivable and accounts payable, and a statement of revenue and expenses.

ANNUAL AUDIT

The Agency will engage an independent accounting firm to audit its financial statements on an annual basis. The audited financial statements shall be prepared on an accrual basis in accordance with GAAP. A representative of the audit firm shall be requested to attend a meeting with the BOD if the audit report is other than unqualified, or if the auditor's report material weaknesses in internal controls or reportable conditions.

SIGNATURE AUTHORITY AND CONTRACTUAL AGREEMENTS

The Consultant and BOD Chairman shall have signing authority for checks and orders of payment. The BOD, or their designee, shall have the authority to enter into contractual agreements with vendors, bankers, and third parties for the purpose of ensuring continuity of the Agency's general operations and purpose.

All notes, loans, and other indebtedness contracted in the name of the Agency shall require the signature and approval of the BOD unless otherwise specified by the BOD. Deeds, conveyances, and mortgages shall be approved and executed by members of the BOD.

PURCHASING

Reasonable operational expenditures necessary for daily business continuity in excess of amounts approved in the annual budget are required to be approved by the BOD. Reasonable diligence shall be exercised to comparatively shop for available purchasing sources.

CASH AND BANK ACCOUNTS

The Consultant shall be given electronic access to bank account(s) to maintain and oversee cash and ensure the organization's day-to-day financial operations.

Bank reconciliations shall be completed monthly by the Consultant. The BOD, through electronic access, shall periodically review banking transactions and reconciliations.

INSURANCES

It is the responsibility of the BOD to maintain reasonable and adequate insurance coverage to protect the Agency's interests and contractual obligations.

PROPERTY AND EQUIPMENT

Property and equipment shall be stated at historical cost. Depreciation is computed over the estimated useful lives of the assets using the straight-line method. Asset capitalization shall be considered appropriate for all individual assets with a cost basis in excess of \$2,500.00.

CONFIDENTIALITY, RECORDS SECURITY, AND DOCUMENT RETENTION

Financial records are restricted materials with limited access. Access to vendor files, checks, financial journals, financial reports, and billing/invoicing records, are limited to those with an appropriate need for the information. Financial records and data are secured in locked cabinets behind locked doors and/or stored electronically on a secure server. Financial documents are retained for periods of time in keeping with State and Federal laws.

ACCOUNTING CONTROLS AND INTERNAL CONTROL SYSTEMS

The Agency's controls are designed to achieve the following objectives:

- **VALIDATION** – examination of documentation by someone with an understanding of the accounting system, for evidence that a recorded transaction actually took place and that it occurred in accordance with the prescribed procedures.
- **ACCURACY** – achieved by establishing control tasks to verify calculations, extensions, additions and account classifications. The control objective is to be certain that each transaction is recorded in the correct amount and in the appropriate account and accounting period.
- **COMPLETENESS** – completeness of control tasks ensures that all transactions are initially recorded on a control document and accepted for processing once and once only. Completeness controls are necessary to ensure proper summarization of information and proper preparation of financial reports.
- **MAINTENANCE** – maintenance controls monitor accounting records after the entry of transactions to ensure that they continue to reflect accurately the operations of the Agency. The control system provides systematic responses to errors when/if they occur and to changed conditions. Control maintenance requires procedures, decisions, documentation, and subsequent review by a responsible authorized individual. Disciplinary control tasks, supervision and segregation of duties ensure that the internal control system is operating as planned.
- **PHYSICAL SECURITY** – all Agency assets must be adequately protected to safeguard against abuse or misappropriation. Physical security of assets requires that access to assets be limited to authorized

personnel. Physical controls are used by the organization to limit access to assets and related accounting records.

The Agency's internal controls over specified critical areas and General Accounting Standards are summarized below and primarily performed and implemented by the contracted organization/CFO:

CASH RECEIPTS

1. Mail is received and opened by the executive assistant; the executive assistant is independent of accounting functions.
2. Checks are date stamped and delivered to the CFO
 - a. The CFO maintains a check log of all cash and checks received
 - b. Checks are immediately stamped "for deposit only"
 - c. At a minimum (subject to cash flow needs), deposits are made every Friday and on the last day of each month regardless of amount
 - d. Cash and checks are stored in a locked cabinet in a locked office until deposited
3. The CFO delivers checks to the payroll specialist; the payroll specialist does not have access to accounting records
 - a. The payroll specialist scans checks for storage/reference and prepares the bank deposit
 - b. Checks are deposited utilizing Remote Deposit Capture (RDC) with equipment supplied by the financial institution
 - c. Deposit totals are verified against the CFO's receipt ledger
 - d. The deposit summary is returned to the CFO to record the transaction in the general ledger/accounting records

CASH DISBURSEMENTS

1. All disbursements are made by pre-numbered checks
 - a. Regular check runs occur once per month at a minimum; more frequently if needed to ensure timely payment of obligations
 - b. Individual payments occurring outside the regular check run are discouraged, occur only when necessary, and must be approved by the CFO
 - c. Unused check stock is maintained in a locked cabinet in a locked office accessible only by the CFO
 - d. Checks made payable to "cash" are prohibited
 - e. Pre-signing checks is prohibited
 - f. Voided checks are preserved and filed after appropriate mutilation
2. The Consultant and BOD Chairman are the only individuals with check signatory authority.
3. Invoices are reviewed for mathematical accuracy, reasonableness, and validity prior to submission to the Executive Director for technical review and pre-approval
4. Invoices are presented to the Board and considered for approval under a payment of bills item
5. All check disbursements are accompanied by an invoice that has been reviewed and pre-approved with indication of the appropriate expense account to be charged and BOD approval
6. A "Check Request" voucher is prepared for expenditures not accompanied by an invoice and for requests for reimbursements:
 - a. Vouchers detail the description of the appropriate expense account to be charged and must contain an authorization signature and accompanying receipt(s)
 - b. Requests for reimbursements are reviewed for mathematical accuracy and reasonableness prior to approval
7. The accounts payable specialist is responsible for ensuring that all disbursements bear appropriate authorization for payment.
8. The accounts payable specialist performs the following steps:
 - a. Enters disbursement requests and invoices in the general ledger
 - b. Maintains unpaid invoices in a file pending check disbursement

- c. Prepares the "Unpaid Bills Detail" report and identifies recommendations for current payments due
- d. Submits the "Unpaid Bills Detail" report to the CFO for review and approval
- e. Obtains the appropriate number of blank checks from the CFO to process approved disbursements
- f. Prints checks from the approved list and matches disbursements with appropriate documentation for submission to the Consultant for signature
- g. Signed checks are mailed promptly upon BOD approval
- h. A copy of the check stub is attached to the invoice prior to filing

FIXED ASSETS

1. The organization maintains capitalization and depreciation policies
2. Additions to fixed assets are recorded in a fixed asset ledger
 - a. The fixed asset ledger contains descriptions of each item, date of acquisition, cost, useful life, depreciation method, accumulated depreciation.
 - b. The fixed asset ledger is reconciled with the general ledger on a monthly basis
 - c. Purchases, transfers, and dispositions of fixed assets are promptly recorded in the ledgers

GENERAL ACCOUNTING STANDARDS AND CONTROLS

1. A chart of accounts will be utilized for general accounting
2. Cash balances are monitored daily
3. Billing and invoicing procedures are maintained and carried out in compliance with guidelines and requirements as set forth in contractual agreements between the Agency and its funding sources, and at a minimum must be:
 - a. Properly documented and authorized
 - b. Accurately and completely supported
4. Accounting staff are appropriately trained and knowledgeable in the Agency's policies and procedures, and applicable regulations
5. Accounting records are kept up-to-date and analyzed on a monthly basis
6. Financial statements are prepared on a timely basis in accordance with Agency policy
7. The Agency's funds are to be allocated in accordance with the approved annual budget. Responsibilities to manage budget funds rests with the BOD. Material expenditures excluded from the budget must be approved by the BOD
8. It is made clear to all within the Agency and contracted organizations that fraud at any level and in any form will not be tolerated. Sincere efforts made towards the prevention, detection and correction of any potential fraud, waste or abuse is a requirement for all members and agents of the Agency. Internal controls are designed and implemented to identify and reduce risk and to mitigate misappropriation of Agency assets.