



**BOARD OF COMMISSIONERS
MEETING AGENDA**

**Thursday, April 7, 2022
To begin at 7:00 A.M.**

Pursuant to the provisions of Government Code Section 54953(e), as amended by AB 361, any Commissioner and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Webex link below without otherwise complying with the Brown Act's teleconference requirements.

<https://walnutvalley.webex.com/meet/bmeeting>
(Computer and Telephone Audio Accessible)

Any member of the public wishing to make any comments to the Commission may do so by accessing the above-referenced link where they may select the option to join via webcam or teleconference. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. Members of the public will be disconnected from the meeting prior to the Closed Session.

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Commission meeting, please contact the Administrative Officer's office at least 4 hours prior to a Commission meeting to inform the Agency of your needs and to determine if accommodation is feasible. Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at <https://puentebasin.com/board-packets/>.

- I. Welcome and Introductions Chairman Lima
- II. Flag Salute
- III. Roll Call

Commissioner Lewis	_____	Commissioner Lee	_____
Commissioner Lima	_____	Commissioner Tang	_____
- IV. Public Comment
The Chair may impose reasonable limitations on public comments to assure an orderly and timely meeting.
- V. [Consider Adoption of Subsequent Resolution No. 04-22-024 Authorizing Remote Teleconference Meetings for the Period of April 7, 2022 to May 6, 2022 \(attachment\)](#) Mr. Hitchman
 - a. Discussion
 - b. Action Taken
- VI. [Approval of Minutes for February 3, 2022 \(attachment\)](#) Chairman Lima
 - a. Discussion
 - b. Action Taken

- VII. [Discussion and Approval of the FY 2022-23 Budget \(attachment\)](#) Mr. Byerrum
a. Discussion b. Action Taken
- VIII. Regional Water Supply Reliability Program Updates/Status: Mr. Coleman/
Mr. Hitchman
(1) [Consider Award of Contract for Groundwater Management Plan for the Puente Basin \(attachment\)](#)
a. Discussion b. Action Taken
(2) California Domestic Water Company
(3) Pomona Basin Regional Groundwater Project
a. Six Basins Groundwater Project Update
b. Proposition 84
c. Proposition 1 Integrated Regional Water Management Grant
- IX. [Commission Follow-Up \(attachment\)](#) Mr. Hitchman
a. Discussion b. Action Taken
- X. Commissioner Comments
a. Discussion b. Action Taken
- XI. Items for Future Discussion/Review Chair Lima
a. Discussion b. Action Taken
- XII. Attorney's Report
a. Legal Counsel will report on matters of interest or having an effect on the Agency
- XIII. Public Comment on Closed Session Chair Lima
- XIV. Closed Session
(1) CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease
Negotiators: Tom Coleman, Erik Hitchman
Negotiating Parties: Various Property Owners
Under Negotiations: Price and Payment Term
(2) CONFERENCE WITH REAL PROPERTY NEGOTIATOR [§54956.8]
Property: Acquisition and/or Lease of Central Basin Water Rights
Negotiators: Tom Coleman, Erik Hitchman
Negotiating Parties: Various Water Rights Holders
Under Negotiations: Price and Payment Term
- XV. Reconvene in Open Session
Report of action, if any, taken in Closed Session
Adjournment
Next Commission Meeting: Thursday, June 2, 2022, 7:00 a.m.

RESOLUTION NO. 04-22-024

**A RESOLUTION OF THE COMMISSION OF THE PUENTE BASIN WATER AGENCY
PROCLAIMING A STATE OF EMERGENCY PERSISTS, RE-RATIFYING THE
PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN
NEWSOM, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF
THE COMMISSION OF THE PUENTE BASIN WATER AGENCY FOR THE PERIOD
APRIL 7, 2022 TO MAY 6, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Puente Basin Water Agency (the “Agency”) is committed to preserving and nurturing public access and participation in its Commission’s meetings; and

WHEREAS, all meetings of the Agency’s Commission are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950 – 54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

WHEREAS, the Brown Act, in Government Code Section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition for application of Section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code Section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Agency’s Commission previously adopted a Resolution, Resolution No. 10-21-020 on October 7, 2021 finding that the requisite conditions exist for the Agency’s Commission to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in Section 54953(e), the Agency’s Commission must reconsider the circumstances of the state of emergency that exists in the Agency, and the Commission has done so; and

WHEREAS, emergency conditions persist in the Agency, specifically, COVID-19, and its Delta variant, remain highly contagious and, therefore, a threat to the health, safety and well-being of the Agency’s employees, directors, vendors, contractors, customers and residents; and

WHEREAS, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Agency’s Commission does hereby find that a state of emergency continues to exist within the Agency’s service area as a result of the continuing presence of COVID-19 and resulting local, state and federal orders and guidance, which has caused, and will continue to cause, conditions of peril to the safety of persons within the Agency that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and the Commissioners desires to

affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Commission does hereby find that the Agency shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code Section 54953, as authorized by subdivision (e) of Section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Section 54953; and

WHEREAS, the Agency will continue to provide proper notice to the public regarding all Agency Commission meetings, in accordance with Government Code Section 54953(e)(2)(A) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE COMMISSION OF THE PUENTE BASIN WATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Commission hereby considers the conditions of the state of emergency in the Agency and proclaims that a local emergency now exists throughout the Agency, and that conducting Agency Commission meetings virtually will minimize the possible spread COVID-19 and any variant thereof.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Commission hereby ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, dated March 4, 2020.

Section 4. Remote Teleconference Meetings. The Agency's Administrative Officer, or his or her delegee, and the Agency's Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Agency's Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Commission of the Puente Basin Water Agency this 7th day of April, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chairman

Secretary

**MINUTES OF MEETING
OF THE BOARD OF COMMISSIONERS OF
PUENTE BASIN WATER AGENCY**

**February 3, 2022
Rowland Water District hosted the Zoom Teleconference Meeting**

COMMISSIONERS PRESENT:

Theresa Lee, Commissioner
Anthony Lima, Commissioner
Robert Lewis, Commissioner
Jerry Tang, Commissioner

STAFF PRESENT:

Erik Hitchman, Administrative Officer
Tom Coleman, Assistant Administrative Officer
Josh Byerrum, Treasurer
Myra Malner, Assistant Treasurer
Jim Ciampa, Legal Counsel
Carmen Fleming, Secretary

Staff, guests and others in attendance: Ms. Gabriela Sanchez, Mr. Robert Leamy, and Mr. Dusty Moiso, Rowland Water District; and Ms. Sherry Shaw, and Mr. Tai Diep; Walnut Valley Water District.

The Zoom teleconference meeting was called to order at 7:01 a.m. with Chair Tang presiding.

Item IV: Public Comment

None.

Item V: Consider Adoption of Subsequent Resolution No. 02-22-023 – Authorizing Remote Teleconference Meetings for the Period of February 2, 2022 to March 3, 2022

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Lewis, and carried (4-0) to adopt Resolution No. 02-22-023 authorizing teleconference meetings for the period of February 2, 2022 to March 3, 2022. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Tang indicated that the motion was approved by a 4-0 roll call vote

Item VI: Approval of Minutes for December 2, 2021 and January 6, 2022

Upon consideration thereof, it was moved by Commissioner Lewis, seconded by Commissioner Lima, and carried (4-0) to approve the minutes of the Commission meetings held December 2, 2021 and January 6, 2022. A roll call vote was then taken:

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Tang indicated that the motion was approved by a 4-0 roll call vote

Item VII: Receive and File Rowland and Walnut Valley Water Districts' 2022 - PBWA Board Member Appointment Resolutions

- ♦ Mr. Hitchman reported that the attached resolutions appointing Rowland and Walnut Valley Water Districts' Commissioners for 2022 were adopted by Rowland Water District's and Walnut Valley Water District's respective Boards of Directors.

Upon consideration thereof, it was moved by Commissioner Lima, seconded by Commissioner Lewis, and unanimously carried (4-0) by roll call vote, to receive and file the Rowland and Walnut Valley Water Districts' 2022 PBWA Board Member appointment resolutions.

Chair Tang indicated that the motion was approved by a 4-0 roll call vote

Item VIII: Annual Selection of Commission Officers and Commission Staff

- ♦ As per the rotation policy, the Commission selected Commissioner Lima to be the Chair and Commissioner Lee be seated as Vice-Chair of the Puente Basin Water Agency for the 2022 term, effective immediately.
- ♦ Also, the annual appointment of Administrative Officer, Assistant Administrative Officer, Treasurer, Assistant Treasurer, and Secretary shall be as set forth in the JPA Agreement.

Upon consideration thereof, it was moved by Commissioner Lewis, seconded by Commissioner Tang, and unanimously carried (4-0) by roll call vote that Commissioner Lima be seated as Chair, and Commissioner Lee be seated as Vice-Chair of the Puente Basin Water Agency for the 2022 term, effective immediately. It was also moved that the Agency's administrative positions will be as follows: Mr. Hitchman as Administrative Officer, Mr. Coleman as Assistant Administrative Officer, Mr. Byerrum as Treasurer, Ms. Malner as Assistant Treasurer, and Ms. Fleming as Secretary of the Puente Basin Water Agency, for the 2022 term, effective immediately.

Chair Tang indicated that the motion was approved by a 4-0 roll call vote

Commissioner Lima proceeded as Chair for the remainder of the meeting

Item IX: Review of Financial Statements: Second Quarter FY 21-22

- ♦ Mr. Byerrum reviewed the Second Quarter Fiscal Year 2021-22 financials.

Upon consideration thereof, it was moved by Commissioner Lee, seconded by Commissioner Lewis, and unanimously carried (4-0), to receive, approve and file the financials for the Second Quarter Fiscal Year 2021-22.

Yes: Lee, Lewis, Lima, Tang

Noes: None

Motion Passed (4-0)

Chair Lima indicated that the motion was approved by a 4-0 roll call vote

Item IX: Regional Water Supply Reliability Program Updates/Status:

(1) California Domestic Water Company

- ♦ Mr. Coleman reported that the Cal Domestic project was operating at a single pump flow and maintenance work was briefly performed.

(2) *Pomona Basin Regional Groundwater Project*

- a. *Six Basins Groundwater Project Update:* Ms. Shaw reported that the Durward Well replacement project was in the beginning stages and necessary permits are being requested.
- b. *Proposition 84:* Mr. Hitchman reported that the latest project quarterly report would be prepared and submitted in the coming days.
- c. *Proposition 1 Integrated Regional Water Management Grant:* Mr. Hitchman reported that staff receives regular updates from Wendy La, of LASER, Inc.

Item X: Commission Follow-Up

- ♦ The Commission received a follow-up report on prior actions.

Item XII: Commissioner Comments

None.

Item XIII: Items for Future Discussion/Review

None.

Item XIV: Attorney's Report

- ♦ Mr. Ciampa continues to monitor the litigation and legislation and will update staff and the Commission on any new updates.

Item XV: Public Comment on Closed Session

- ♦ There were no requests to comment on closed session.

Item XVI: Closed Session

- ♦ No closed session was held.

Adjournment at 7:29 a.m.

Upon consideration thereof, it was moved by Commissioner Lee seconded by Commissioner Lewis, and unanimously carried (4-0), to adjourn the Commission meeting. The next Commission meeting to be held April 7, 2022.

RESOLUTION NO. 01-22-022

A RESOLUTION OF THE COMMISSION OF THE PUENTE BASIN WATER AGENCY PROCLAIMING A STATE OF EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE COMMISSION OF THE PUENTE BASIN WATER AGENCY FOR THE PERIOD JANUARY 1, 2022 TO FEBRUARY 1, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Puente Basin Water Agency (the "Agency") is committed to preserving and nurturing public access and participation in its Commission's meetings; and

WHEREAS, all meetings of the Agency's Commission are open and public, as required by the Ralph M. Brown Act (California Government Code Sections 54950 – 54963), so that any member of the public may attend, participate, and watch those bodies conduct their business; and

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WHEREAS, emergency conditions persist in the Agency, specifically, COVID-19, and its Delta variant, remain highly contagious and, therefore, a threat to the health, safety and well-being of the Agency's employees, directors, vendors, contractors, customers and residents; and

WHEREAS, orders from the Los Angeles County Department of Public Health and regulations from the State of California impose limitations on gatherings and provide guidance on best practices with respect to actions to reduce the spread of COVID-19; and

WHEREAS, the Agency's Commission does hereby find that a state of emergency continues to exist within the Agency's service area as a result of the continuing presence of COVID-19 and resulting local, state and federal orders and guidance, which has caused, and will continue to cause, conditions of peril to the safety of persons within the Agency that are likely to be beyond the control of services,

personnel, equipment, and facilities of the Agency, and the Commissioners desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

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WHEREAS, the Agency will continue to provide proper notice to the public regarding all Agency Commission meetings, in accordance with Government Code Section 54953(e)(2)(A) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE COMMISSION OF THE PUENTE BASIN WATER AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

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Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Commission adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Agency's Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Commission of the Puente Basin Water Agency this 6th day of January, 2022, by the following roll call vote:

AYES: Lee, Lewis, Lima, Tang

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


Secretary


Chairman

PUENTE BASIN WATER AGENCY
FY 22-23 OPERATING BUDGET

		Budget FY 20-21	Actual 20-21	Budget FY 21-22	Projected FY 21-22	Budget FY 22-23	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
1	REVENUES:										
2	Administrative Assessment - RWD	\$ 125,688	\$ 77,834	\$ 125,688	\$ 81,750	\$ 98,800	\$ 98,800	\$ -	\$ -	\$ -	\$ -
3	Administrative Assessment - WVWD	125,688	77,834	125,688	81,750	98,800	98,800	-	-	-	-
4	Other	32,000	32,000	32,000	32,000	32,000	32,000	-	-	-	-
5	Water Sales - Project - RWD	597,560	481,186	1,387,210	491,282	541,550	-	-	483,950	56,250	1,350
6	Water Sales - Project - WVWD	597,560	481,186	1,387,210	491,282	541,550	-	-	483,950	56,250	1,350
7	Water Sales - TVMWD - RWD	4,817,670	4,249,876	3,674,470	4,396,400	5,346,360	-	5,346,360	-	-	-
8	Water Sales - TVMWD - WVWD	8,895,120	12,961,875	7,861,820	10,986,600	9,824,180	-	9,824,180	-	-	-
9	Project Maintenance Reserve - RWD	3,750	2,762	9,375	2,900	3,125	-	-	3,125	-	-
10	Project Maintenance Reserve - WVWD	3,750	2,762	9,375	2,900	3,125	-	-	3,125	-	-
11	Total Revenues	15,198,785	18,367,315	14,612,835	16,566,864	16,489,490	229,600	15,170,540	974,150	112,500	2,700
12	Use of Stored/Leased Water	822,470	586,881	2,131,800	639,800	701,440	-	-	701,440	-	-
13	Total	16,021,255	18,954,196	16,744,635	17,206,664	17,190,930	229,600	15,170,540	1,675,590	112,500	2,700
14	EXPENSES:										
15	<u>Source of Supply</u>										
16	Purchased Water - TVMWD	13,091,350	16,600,660	10,832,730	14,678,600	14,483,840	-	14,483,840	-	-	-
17	Purchased Water - LHHCWD	-	-	-	-	-	-	-	-	-	-
18	Purchased Water - CDWC	587,360	423,994	1,465,280	458,800	516,300	-	-	516,300	-	-
19	Purchased Water - Old Baldy	-	-	-	-	-	-	-	-	-	-
20	Purchased Water - Durwood	-	-	-	-	-	-	-	-	-	-
21	Purchased Water - Stored Water	822,470	586,881	2,131,800	639,800	701,440	-	-	701,440	-	-
22	Surcharge - Orchard Dale	-	-	-	-	-	-	-	-	-	-
23	Assessments - WRD	-	-	-	-	-	-	-	-	-	-
24	Assessments - MSGBWM	300,000	220,976	750,000	232,800	250,000	-	-	250,000	-	-
25	Subtotal	14,801,180	17,832,511	15,179,810	16,010,000	15,951,580	-	14,483,840	1,467,740	-	-
26	<u>Fixed Charges</u>										
27	TVMWD Equivalent Small Meters	66,650	66,696	72,070	72,400	78,100	-	78,100	-	-	-
28	TVMWD Water Use Charge	71,270	71,318	68,790	69,100	69,800	-	69,800	-	-	-
29	TVMWD Connected Capacity	63,940	63,983	69,410	69,700	74,800	-	74,800	-	-	-
30	MWD Capacity Reservation Charge	417,480	407,034	491,190	491,100	461,900	-	461,900	-	-	-
31	CDWC - Ready to Serve Charge	7,440	7,436	7,440	8,100	8,100	-	-	8,100	-	-
32	Subtotal	626,780	616,467	708,900	710,400	692,700	-	684,600	8,100	-	-
33	<u>Other Costs</u>										
34	Energy - Pumping and Treatment	118,500	110,171	333,750	101,800	110,000	-	-	110,000	-	-
35	Materials & Supplies - Chemicals	21,000	19,222	56,250	24,500	27,500	-	-	27,500	-	-
36	Materials & Supplies - Other	19,000	9,084	19,600	10,000	20,000	-	-	20,000	-	-
37	Other Costs (Labor etc.)	35,520	57,580	38,700	40,464	38,700	-	-	36,000	-	2,700
38	Lease Agreements - Old Baldy	106,300	103,000	106,100	106,100	112,500	-	-	-	112,500	-
39	Permits & Fees	2,100	2,060	2,100	2,100	2,100	-	2,100	-	-	-
40	Subtotal	302,420	301,117	556,500	284,964	310,800	-	2,100	193,500	112,500	2,700

		Budget FY 20-21	Actual 20-21	Budget FY 21-22	Projected FY 21-22	Budget FY 22-23	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
41	Administrative & General										
42	Legal	100,000	21,667	100,000	6,000	20,000	20,000	-	-	-	-
43	Engineering	5,000	1,460	5,000	1,500	5,000	5,000	-	-	-	-
44	Professional Services- Other	125,000	114,918	125,000	125,000	137,000	137,000	-	-	-	-
45	Insurance - Property & Liability	5,000	4,204	5,000	4,600	5,000	5,000	-	-	-	-
46	Accounting/Auditing	8,375	7,734	8,375	8,400	8,400	8,400	-	-	-	-
47	Administrative Expenses - Other	40,000	48,594	40,000	50,000	54,200	54,200	-	-	-	-
48	Subtotal	283,375	198,577	283,375	195,500	229,600	229,600	-	-	-	-
49	Total Expenses	\$ 16,013,755	\$ 18,948,672	\$ 16,728,585	\$ 17,200,864	\$ 17,184,680	\$ 229,600	\$ 15,170,540	\$ 1,669,340	\$ 112,500	\$ 2,700
50	Other Income/(Expense)	-	-			-	-	-	-	-	-
51	Interest Income	10,000	6,367	6,000	2,000	6,000	6,000	-	-	-	-
52	Leased Water Revenue	-	50,000	62,500	62,500	62,500	62,500	-	-	-	-
53	Depreciation	-	-		-	-	-	-	-	-	-
54	Subtotal	10,000	56,367	68,500	64,500	68,500	68,500	-	-	-	-
55	Net Income (Loss) Before Transfers	\$ 17,500	\$ 61,891	\$ 84,550	\$ 70,300	\$ 74,750	\$ 68,500	\$ -	\$ 6,250	\$ -	\$ -
56	Transfers In: Maint. Reserve Funds Used	-				-	-	-	-	-	-
57	Transfers Out: Maint. Reserve Funds Collected	(7,500)	(5,524)	(18,750)	(5,800)	(6,250)	-	-	(6,250)	-	-
58	Net Income (Loss) After Transfers	\$ 10,000	\$ 56,367	\$ 65,800	\$ 64,500	\$ 68,500	\$ 68,500	\$ -	\$ -	\$ -	\$ -
59	PBWA Maintenance Reserve					Total	Administrative	TVMWD	CDWC	Pomona Basin	LHHCWD
60	Beginning Balance July 1	\$ 146,157	\$ 146,157	\$ 151,407	\$ 151,681	\$ 151,681	\$ -	\$ -	\$ 130,588	\$ -	\$ 21,094
61	Transfers In	7,500	5,524	18,750	5,800	6,250	-	-	6,250	-	-
62	Transfers Out	-	-			-	-	-	-	-	-
63	Ending Balance June 30	\$ 153,657	\$ 151,681	\$ 170,157	\$ 157,481	\$ 157,931	\$ -	\$ -	\$ 136,838	\$ -	\$ 21,094

PUENTE BASIN WATER AGENCY FY 2022-23 Budget Supplement

The following is a supplement to the proposed budget and is intended to provide more specific detail and explanation of the major revenues and expenses proposed in the FY 22-23 Operating Budget.

REVENUES

Administrative Assessments RWD/WVWD

Represents payments received from the WVWD and RWD related to the administrative costs of the District. The administrative costs of the District are shared equally by both agencies.

Water Sales - Project RWD/WVWD

Represents payments received from the WVWD and RWD related to the production of water from PBWA water reliability projects. The costs and benefits of these projects is shared equally by the agencies.

Water Sales -TVMWD

Represents payments received from the WVWD and RWD related to water purchased from TVMWD. Unlike the project water sales, the amounts collected from each agency are based on the estimated costs associated with each individual agency's estimated purchases through the Joint Water Line. These costs include both the commodity and fixed charges assessed by TVMWD.

Project Maintenance Reserve

In an effort to ensure sufficient money is available to repair and maintain the LHCWD and CDWC projects, the agencies decided, through separate project agreements, to establish a maintenance reserve account to fund the repair of the facilities. The amounts collected will be reserved for this purpose. For FY 22-23 the budgeted amount is \$6,250, related to expected production from the Cal Domestic project of 1,250 acre-feet. No water production related to other projects has been included in the budget. The maintenance reserve amounts are to be funded equally by the agencies.

Stored/Leased Water

The PBWA, through RWD and WVWD, has over the past several years purchased and stored untreated water in the Main Basin to be used initially by the CDWC project. For the current year budget, it is anticipated that the CDWC project will produce 1,250 AF of water. The average cost of the stored water is \$561.15 per acre-foot, this amount has been included in the budgeted expenses and revenues.

EXPENSES

Source of Supply

Purchased Water - TVMWD - Represents the commodity cost, including TVMWD's surcharge, associated with the purchase of water from TVMWD. Costs are based on purchases of 12,250 acre-feet (RWD 4,375 acre-feet; WVWD 7,875 acre-feet).

PUENTE BASIN WATER AGENCY FY 2022-23 Budget Supplement

Purchased Water - LHHWCWD - Represents the estimated charges associated with purchase of water from LHHWCWD, as outlined in the agreement. For FY 22-23, no water production has been included in the budget.

Purchased Water - CDWC - Represents the estimated charges associated with purchase of water from CDWC, as outlined in the agreement. Includes the cost of untreated water, previously purchased and stored in the Main Basin. Based on water purchases of 1,250 acre-feet.

Surcharge Orchard Dale - In addition to the costs charged by LHHWCWD, the District must also pay a per acre-foot surcharge to Orchard Dale Water. No amount has been budgeted for FY 22-23.

Assessments - WRD - Represents the cost of replenishment water related to the LHHWCWD project. Based on water purchases of 1,250 acre-feet

Fixed Charges

These charges represent the fixed charges assessed to each respective agency by TVMWD and CDWC. These charges include the Imported Water Use Charge, Connected Capacity, Equivalent Small Meters, MWD Capacity Reservation Charge, and the CDWC Ready to Serve Charge. For the year the total charges are estimated to be \$950,800. RWD's share of this amount is \$305,600 and WVWD's share is \$645,200.

Other Costs

Energy - Represents the power cost associated with the pumping activities and treatment facilities of the water reliability projects.

Materials and Supplies - Chemicals - Estimated costs for chemicals used for the treatment facilities associated with the water reliability projects.

Materials and Supplies - Other - Estimated costs for other miscellaneous supplies necessary for the operation of the projects.

Other Costs - Estimated costs for RWD Labor and other professional fees related to operating and maintaining the project facilities.

Permits & Fees - Includes costs for WRD Admin Budget, Central Basin Water Rights fees, and Water Research foundation fees paid through TVMWD.

Administrative & General

Legal - To provide funds for legal expense related to the activities of the PBWA.

Engineering - To provide funds for professional engineering fees related to the management and reporting

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requirements for the Puente Basin

Professional Services Other - To provide funds for professional services related to state funding, and other outside services not related to a specific project.

Insurance - Property and Liability - To provide funds for property and liability insurance

Accounting - To provide funds for auditing services.

Administrative Expenses - Includes funding for internal labor, ACWA dues, and banking fees attributable to the activities of the PBWA.

Other Income/(Expenses)

Interest Income - Interest received from monies in the LAIF investment account.



April 7, 2022

TO: Board of Commissioners
FROM: Erik Hitchman, Administrative Officer
RE: Consider Award of Contract for Groundwater Management Plan for the Puente Basin

Recommendation:

Authorize the Administrative Officer to execute a contract with West Yost for Phase 1 of the development of a Groundwater Management Plan for the Puente Basin at a cost of \$192,212.

Background

For the past several months staff from the City of Industry, Rowland Water District and Walnut Valley Water District have been discussing the development of a Regional Recycled Water Supply Reliability Program utilizing Puente Basin groundwater and recycled water from the Pomona and San Jose Creek Water Reclamation Plants.

A key component of the development of this regional program will be determine the long-term sustainable production of groundwater from the Puente Basin. The Puente Basin Judgement sets the operating safe yield of the basin at 4,400 acre-feet per year. Although that is assumed safe yield of the basin there is still much about the basin that is unknown, as a result staff has approached West Yost to provide a proposal for Phase 1 of the development of a Groundwater Management Plan (Plan) for the Puente Basin.

The Plan will be developed in three Phases as follows.

Phase 1 – Describe the State of the Puente Basin and Establish GMP Goals

Phase 2 – Evaluate Alternatives for Basin Management

Phase 3 – Prepare GMP and Implementation Plan

Phase 1 will consist of four tasks, which are estimated to take 10 months to complete. Following the completion of Phase 1, a proposal for Phase 2 will be developed and brought back to the commission.

The costs for this work will be split evenly between the City of Industry, Rowland Water District and Walnut Valley Water District. If approved, staff will be preparing a cost sharing agreement between the Agency and City of Industry.

December 3, 2021

SENT VIA: EMAIL

Erik Hitchman
General Manager
Walnut Valley Water District
271 S. Brea Canyon Road
Walnut CA 91789

SUBJECT: Proposal to Develop a Groundwater Management Plan for the Puente Basin

Dear Mr. Hitchman:

Thank you for the opportunity to submit this letter proposal to the Walnut Valley Water District (WVWD) to develop a *Groundwater Management Plan (GMP) for the Puente Basin*.

West Yost is qualified to develop this plan based on our extensive experience in developing (and implementing) groundwater management plans in southern California, such as in the Six Basins,¹ the Spadra Basin,² and the Chino Basin.³ Please feel free to review our experience and deliverables.

BACKGROUND AND PROJECT UNDERSTANDING

The Puente Basin is a relatively small groundwater basin located in eastern Los Angeles County. We understand that the Puente Basin is utilized and managed by the Puente Basin Water Agency (PBWA)—a joint powers authority between WVWD and Rowland Water District—pursuant to the Puente Basin Judgment and the Puente Narrows Agreement with the Upper San Gabriel Valley Municipal Water District. Currently, groundwater quality in the Puente Basin is not suitable for drinking water, and hence, Puente Basin groundwater is typically utilized for non-potable uses.

We also understand that the PBWA is interested in maximizing the beneficial use of the Puente Basin in a conjunctive manner with its other water resources, which include imported water supplied from the Metropolitan Water District of Southern California, treated recycled water, and groundwater from adjacent basins. One of its main objectives is to increase its use of reliable, local water supplies and decrease its dependence on less reliable, imported water supplies. Hence, WVWD has asked West Yost to prepare this proposal to develop a GMP for the Puente Basin.

Our approach to developing groundwater management plans includes conducting two parallel processes: an institutional process and an engineering process. The institutional process defines the management

¹ [Strategic Plan for the Six Basins](#). 2017. Prepared for the Six Basins Watermaster.

² [Groundwater Sustainability Plan for the Spadra Basin](#). In progress. Prepared for the Spadra Basin Groundwater Sustainability Agency.

³ [Chino Basin Optimum Basin Management Program](#). 2000; 2020 Update. Prepared for the Chino Basin Watermaster.

agenda, directs the engineering process, and builds institutional consensus to implement the GMP. The engineering process develops consensus on the technical understanding of the basin, develops planning data, and evaluates the technical performance of the proposed GMP activities. These two processes are iterative, will provide feedback to each other, and will ensure that the resulting GMP is institutionally and technically feasible, cost-effective, and environmentally sound.

The approach also includes establishing a stakeholder group and involving them in the development of the GMP. While the PWBA will be the ultimate decision maker, stakeholder participation is helpful to ensure that: (i) the needs and wants of all interested parties are considered; (ii) the PBWA understands the ability/authority of the stakeholders to implement best management practices and/or participate in GMP implementation; and (iii) the PBWA can identify potential cost-sharing partners and in-kind services for GMP implementation.

Our recommendation described below is to develop the GMP in a phased approach. The information developed in each phase will inform the scope of work and the associated costs for the subsequent phase. Based on our past successes in developing groundwater management plans, this is the best and most efficient approach to this type of planning effort.

The proposed phases to develop the GMP include:

- **Phase 1 – Describe the State of the Puente Basin and Establish GMP Goals.** The objective of this phase is to develop an understanding of the physical state of the basin, and have an informed group of stakeholders, led by the PBWA, articulate its goals for improved management of the Puente Basin. To achieve this objective, this phase includes:
 - Establishing the stakeholder group and the stakeholder process.
 - Preparing a detailed description of the physical conditions and water-management setting of the Puente Basin, for both historical and current conditions. A solid understanding of the Puente Basin is essential for the PBWA and stakeholder education and developing consensus on the goals for basin management.
 - Preparing a description of the goals for improved management of the Puente Basin.
- **Phase 2 – Evaluate Alternatives for Basin Management.** The objective of this phase is to define and evaluate management alternatives and choose a preferred basin management alternative that will become the GMP for the Puente Basin. To achieve this objective, this phase includes:
 - Developing modeling tools to evaluate basin-management alternatives. These tools may include a surface-water model, groundwater model, and a water-supply cost model. The decisions on the exact tools to develop and use will be based on the results and recommendations of Phase 1.
 - Preparing and evaluating a “Baseline Scenario” which represents the current water-supply plans and groundwater management activities in the Puente Basin over a defined planning horizon.
 - Defining and evaluating several “Management Alternatives” over a defined planning horizon. Each alternative will include a mix of one or more projects or programs to enhance groundwater management and achieve the defined goals.
 - Selecting a preferred Management Alternative for the GMP.

- **Phase 3 – Prepare GMP and Implementation Plan.** The objective of this phase is to publish a final GMP for the Puente Basin, which will include:
 - A description of all work performed to prepare the final GMP.
 - A GMP Implementation Plan, which will include:
 - A description of the roles of the PBWA, its member agencies, and other stakeholders in GMP implementation.
 - An opinion on the need for programmatic environmental review.
 - A description of the institutional and regulatory arrangements that will be necessary for GMP implementation.
 - An implementation schedule and cost estimates.
 - A description of potential funding sources.

This proposal describes the scope of services and cost estimate for West Yost to perform Phase 1 in the development of the GMP.

SCOPE OF SERVICES: PHASE 1—DESCRIBE THE STATE OF THE PUENTE BASIN AND ESTABLISH GMP GOALS

The scope of services to Phase 1 includes the following tasks:

Task 1. Establish Stakeholder Group and Process to Obtain Input

The objective of this task is to convene a Puente Basin Stakeholder Group (Stakeholder Group) of all interested stakeholders to support the PBWA in the development of the GMP. The purposes of convening the Stakeholder Group are:

- Provide the PBWA with a venue to engage interested stakeholders in the GMP development process.
- Solicit input from the Stakeholder Group as to their issues, needs, and wants.
- Provide a venue to educate and inform the interested stakeholders during the GMP development process.
- Understand the ability/authority of the stakeholders to implement best management practices and/or participate in GMP implementation.
- Identify potential cost-sharing partners and in-kind services for future phases of GMP implementation.
- Provide a mechanism to receive input on draft deliverables.

The PBWA and West Yost staff will organize and facilitate the Stakeholder Group via the following steps:

Task 1.1 Prepare for and conduct kickoff meeting with PBWA staff

In this task, the roles and responsibilities of PBWA and West Yost staff in the execution of Phase 1 will be established. A primary focus of the kickoff meeting is stakeholder outreach and engagement. West Yost will prepare a draft plan for stakeholder outreach and engagement and will lead this meeting with PBWA

staff. The meeting outcome will be a list of action items and responsibilities to identify all potential stakeholders and inform them of the intent to form the Stakeholder Group.

Potential stakeholders include but are not limited to: the Spadra Basin Groundwater Sustainability Agency; Main San Gabriel Basin Watermaster; industrial groups and dischargers; county and city land use planning agencies; Los Angeles County Sanitation Districts; Los Angeles Regional Water Quality Control Board; other Federal, State, and county agencies; Metropolitan Water District of Southern California; Three Valley Municipal Water District; golf course industry groups; and non-governmental organizations (NGOs).

Task 1.2 Assist with preparation of website and public notices

In this task, all potential stakeholders will be informed of the PBWA's intent to develop a GMP for the Puente Basin and the opportunities and venues to participate in GMP development. West Yost will assist the PBWA in the development and distribution of the website content, public notices, and email notifications. The initial notification will include the website address and information on the initial public meeting (Task 1.3).

Task 1.3 Prepare for and lead the initial public meeting

In this task, West Yost and PBWA staff will prepare for and conduct an initial public meeting of interested stakeholders.⁴ West Yost will assist PBWA staff in preparing the meeting agenda and presentation, in conducting the meeting, and in the collection of stakeholder contact information and input.

A primary purpose of the initial public meeting is to solicit stakeholder input on their issues, needs, and wants in the Puente Basin. This information is collected up front so the PBWA and West Yost can proactively address stakeholder concerns, and potentially incorporate them in the GMP development process.

Task 1.4 Prepare public meeting minutes and stakeholder contact list

In this task, West Yost will prepare the public meeting minutes to document stakeholder input, particularly the stakeholder issues, needs, and wants and their desires to participate in the GMP development and its implementation.

In addition, West Yost will compile a contact list for the Stakeholder Group and prepare an email listserve. The website and email listserve will be used to keep the Stakeholder Group informed of GMP development progress and opportunities to review and comment on draft deliverables.

Task 2. Describe Conceptual Understanding of the Puente Basin

The objective of this task is to achieve consensus amongst the PBWA and stakeholders on the current and historical physical condition and water-management setting within the Puente Basin. The physical condition of the Puente Basin includes but is not limited to: surface-water hydrology; hydrogeology; groundwater production; groundwater levels and storage; historical land use; water use and water disposal; water quality; and land subsidence. The water-management setting of the Puente Basin includes but is not limited to: water demands; water supplies to meet the demands; water use and disposal; and the regulatory setting.

A solid understanding of the Puente Basin is essential for education and developing consensus on the goals for basin management. In addition, this understanding will be useful in the selection of the

⁴ Meeting will be virtual or in-person at the discretion of the PBWA.

appropriate modeling tools to evaluate basin-management alternatives in Phase 2. West Yost will execute Task 2 via the following steps:

Task 2.1 Prepare hydrologic database and library of reports

In this task, a data management system (DMS) will be developed that can store and report information relevant to the development and implementation of the GMP and ongoing monitoring of the basin. West Yost possesses and maintains a DMS, Hydrologic Database and Visual Explanations (HydroDaVESM), that is robust enough to meet these requirements and is practical for the end-users. HydroDaVE is an online, password-protected, environmental database with a map-based user-friendly interface which allows end-users to view and download environmental data. HydroDaVE has the following features and advantages:

- Web-enabled
- Password-protected for security and to allow for custom user-profiles (level of access)
- Can house all data necessary for the development and implementation of the GMP
- Allows for collaborative management of watershed-scale environmental data sets
- Supports advanced data analyses, such as groundwater-levels contouring, modeling studies, etc.
- Exports standardized and custom reports/graphical outputs for CASGEM and other programs

All historical and current data that are necessary to prepare the GMP will be collected, checked, and uploaded to HydroDaVE, including: GIS layers; well and borehole information; groundwater elevations; groundwater quality; surface-water discharge and quality; and precipitation, among others. A database expert from West Yost will meet with PBWA staff and define user profiles and passwords for PBWA staff and stakeholders during the development of the GMP. HydroDaVE is fully capable of serving the long-term DMS needs of the PBWA during GMP implementation.

All relevant reports that have been published on the Puente Basin will be collected, reviewed, digitized as PDF files if necessary, and uploaded to a project library. These reports include but are not limited to: scientific publications on the hydrology/hydrogeology of the Puente Basin; legal documents; water-management plans; and regulatory documents.

Task 2.2 Describe GMP Area and Basin Setting

In this task, the data and information collected and reviewed in Task 2.1 will be used to describe the area subject to the GMP (GMP Area) and the Basin Setting. The process to describe the GMP Area and the Basin Setting is summarized below and will include descriptions of the associated basin management challenges.

GMP Area. A description of the GMP Area will be prepared and used to describe the interaction of the GMP with existing jurisdictions, monitoring and management plans, and land use. The description will include:

- *Jurisdictional areas and other features.* A map will be prepared to display the GMP Area, adjudications, the water supply agencies within basin, and Federal and State land use boundaries.
- *Existing monitoring and groundwater management programs.* A map will be prepared to display all current well locations and the current groundwater/surface-water monitoring network.

- *Historical and current land use, water use, and disposal.* Maps will be prepared to display the historical and current land use across the Puente Basin, the associated water use, and the current facilities for water supply, conveyance, and disposal.
- *Water demands and water-supply plans.* The historical and future water demands and water-supply plans will be collected from the water purveyors within the GMP Area, and described in tables and charts.

Basin Setting. The Basin Setting is a detailed description of the surface-water and groundwater hydrology of the Puente Basin over a long-term historical period to current conditions, including the identification of data gaps and levels of uncertainty of the description. The Basin Setting description will become the basis for the construction and calibration of modeling tools to evaluate basin management alternatives in Phase 2. Key work efforts of this task include:

- *Description of the hydrogeologic conceptual model.* Maps will be prepared to display: the surface water system and source/point of imported water supplies; topography and surficial geology; the bottom of the aquifer; soil types and characteristics; areas of recharge and discharge; and aquifer geometry and initial aquifer properties, among others. Up to four profile-view hydrogeologic cross sections will be prepared to illustrate the aquifer geometry, composition, and hydrostratigraphic layering.
- *Description of the current and historical groundwater conditions.* Maps, tables, and charts will be prepared to display: groundwater production; groundwater elevations and groundwater flow directions and how they have changed over time; groundwater quality (TDS, nitrate, other constituents of concern); historical land subsidence; and the location of interconnected groundwater/surface water systems and groundwater dependent ecosystems. A time-series chart will be prepared to reveal the relationships between climate, groundwater production, and groundwater levels.
- *Description of the current and historical water budget.* Initial estimates of the basin's water budget will be made based on the conceptual model. [It is likely that the water budget will be updated based on the model calibration results over the historical calibration period in Phase 2. The final water budget will be a table that will list, on an annual time-step, the individual recharge and discharge terms for the Puente Basin, the change in storage, and the resultant basin yield.]
- *Identification of data gaps.* The results of the work described above will be analyzed to identify any data gaps that cause significant uncertainty in the conceptual model.

Task 2.3 Prepare TM 1 – Conceptual Understanding of the Puente Basin

In this task, a technical memorandum (TM 1) will be prepared titled *Conceptual Understanding of the Puente Basin* to describe the GMP Area and Basin Setting. The outline of TM 1 will be:

1. Introduction
2. GMP Area
3. Basin Setting and Data Gaps
4. Summary of Basin Management Challenges
5. Appendix A – Comments and Responses-to-Comments

An administrative draft TM 1 will be prepared by West Yost for internal technical review. A draft TM 1 will be subsequently prepared and provided to PBWA staff and the Stakeholder Group in electronic format

for review and comment. Two weeks following the distribution of draft TM 1, West Yost will prepare for and lead a public meeting to present the draft TM 1 to PBWA staff and the Stakeholder Group.⁵ PBWA staff and stakeholder feedback will be recorded at the meeting. PBWA staff and stakeholders will have two weeks following the public meeting to submit written comments and suggested revisions to the draft TM 1. In coordination with PBWA staff, West Yost will update the draft TM 1 to a final TM 1 based on the comments received and will prepare an appendix to the TM that documents all comments and responses-to-comments. The final TM 1 will be distributed to PBWA staff and the Stakeholder Group as an electronic document and will be published on the PBWA website.

Task 2.3 Deliverables

- TM 1 – Conceptual Understanding of the Puente Basin

Task 3. Describe Goals and Concepts for Improved Basin Management

The objective of this task is to: (i) prepare an “objective statement” for the GMP and (ii) articulate concepts for improving the management of the Puente Basin.

Task 3.1 Describe goals, basin-management concepts, and next steps

In this task, the results of Task 1 will produce a list of the issues, needs, and wants of the PBWA and other stakeholders. The results of Task 2 will include a summary of the basin-management challenges in the Puente Basin. In this task, West Yost will use this information from Tasks 1 and 2 to:

- Prepare a draft GMP objective statement
- Describe various concepts for improving basin management
- Prepare a draft Scope of Services and cost estimate for Phase 2, which is the process to evaluate various basin-management alternatives and their relative effectiveness at achieving the goals of the objective statement

Task 3.2 Prepare TM 2 –Goals and Concepts for Improved Basin Management

A technical memorandum (TM 2) will be prepared titled *Goals and Concepts for Improved Basin Management*. The outline of the TM will be:

1. Introduction
2. GMP Objectives
3. Concepts for Improved Basin Management
4. Scope of Work and Cost Estimate for Phase 2
5. Appendix A – Comments and Responses-to-Comments

An administrative draft TM 2 will be prepared by West Yost for internal technical review. A draft TM 2 will be subsequently prepared and provided to PBWA staff and the Stakeholder Group in electronic format for review and comment. Two weeks following the distribution of the draft TM, West Yost will prepare for

⁵ Meeting will be virtual or in-person at the discretion of the PBWA.

and lead a public meeting to present the draft TM 2 to PBWA staff and the Stakeholder Group.⁶ PBWA staff and stakeholder feedback will be recorded at the meeting. PBWA staff and stakeholders will have two weeks following the public meeting to submit written comments and suggested revisions to the draft TM. In coordination with PBWA staff, West Yost will update the draft TM 2 to a final TM 2 based on the comments received and will prepare an appendix to the TM that documents all comments and responses-to-comments. The final TM 2 will be distributed to PBWA staff and the Stakeholder Group as an electronic document and will be published on the PBWA website.

Task 3.2 Deliverables

- TM 2 – Goals and Concepts for Improved Basin Management

Task 4. Ad Hoc Meetings and Project Administration

In this task, West Yost will: prepare for and conduct up to five virtual coordination meetings with PBWA staff; coordinate staffing over the duration of the project; and provide monthly invoices and progress reports to PBWA staff of project progress, schedule, and budget status.

PROJECT BUDGET

West Yost’s proposed level of effort and fee for each of the tasks and subtasks described for Phase 1 above is shown in Table 1 (Attachment A) with a not-to-exceed budget of \$192,212. Table 2 summarizes the cost and total person days by task.

Table 2. Summary of Fee and Labor by Task		
Task	Labor – Person Days	Fee, dollars
Task 1. Establish Stakeholder Group and Process to Obtain Input	11.3	22,263
Task 2. Describe Conceptual Understanding of the Puente Basin	62.5	115,216
Task 3. Describe Stakeholder Goals and Concepts for Improved Basin Management	17.7	36,834
Task 4. Ad Hoc Meetings and Project Administration	8.0	17,799
Total:	99.5	\$192,212

The services will be billed on a time-and-materials basis at the billing rates set forth in West Yost’s attached 2022 Billing Rate Schedule (Attachment B).

⁶ Meeting will be virtual or in-person at the discretion of the PBWA.

PROJECT SCHEDULE

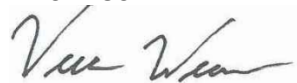
We estimate that this scope of work can be completed within ten months of a notice-to-proceed. Task 1 will take about two months; Task 2 will take about five months; and Task 3 will take about three months. Task 4 will occur through the project duration.

STAFFING

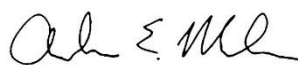
Veva Weamer will serve as the lead scientist and project manager and will be responsible for implementing the project per the final approved scope and budget. Ms. Weamer will be supported by West Yost geologists, engineers, and scientists for the implementation of the scope of services. Andy Malone will serve as the technical reviewer and will provide technical support to the project team and QA/QC of all project deliverables. Samantha Adams will serve as the Principal-in-Charge and will also perform technical review.

We appreciate the opportunity to submit this proposal to be of continued service to the WVWD in your efforts to maximize the beneficial use of local water supplies. Please call if you would like to discuss any portion of this proposal or if you require additional information

Sincerely,
WEST YOST



Veva Weamer
Supervising Scientist



Andy E. Malone, PG
Principal Geologist

cc: Sherry Shaw, Walnut Valley Water District

Attachment A: Table 1. Line-Item Fee Estimates

Attachment B: West Yost 2022 Billing Rate Schedule

Table 1 – Line Item Fee Estimate

Table 1. Line-Item Fee Estimate to Perform Phase 1 of the Development of a Groundwater Management Plan for the Puente Basin																		
Task and Subtask Descriptions		Labor										Reimbursable Expenses <i>dollars</i>			Total Costs <i>dollars</i>			
		Scientist Manager I/PIC (Adams)	Technical Review	Principal Hydrogeologist II (Malone)	Senior Scientist II (Weamer)	Associate Scientist/Engineer I	Scientist/Engineer II	Scientist/Engineer I	Administrative IV	Task Repetition Multiplier	Total Person Days	Labor Cost <i>dollars</i>		Travel	Total		Sub-Task	Task and Project
												Sub-Task	Task		Sub-Task	Task		
Task 1. Establish Stakeholder Group and Process												\$22,263			\$100		\$22,363	
1.1	Prepare for and conduct kickoff meeting with PBWA staff			1.00	1.00		1.00			1	3.0	\$6,098			\$0		\$6,098	
1.2	Assist with preparation of website and public notices				1.00	0.50	0.50			1	2.0	\$3,749			\$0		\$3,749	
1.3	Prepare for and lead the initial public meeting			1.25	1.75	0.75	0.75			1	4.5	\$9,127		\$100	\$100		\$9,227	
1.4	Prepare public meeting minutes and stakeholder contact list			0.25	0.50	0.50	0.50			1	1.8	\$3,289			\$0		\$3,289	
Task 2. Describe Conceptual Understanding of the Puente Basin												\$115,115			\$100		\$115,216	
2.1	Prepare hydrologic database and library of reports																	
	Collect and review historical reports on Puente Basin			1.00	1.00					1	2.0	\$4,491			\$0		\$4,491	
	Collect, compile, and review data (GIS and tabluar data)				1.00		1.50	1.50		1	4.0	\$6,596			\$0		\$6,596	
	QA/QC and upload data to database (HydroDaVE)			0.50	1.00		1.00	3.00		1	5.5	\$9,060			\$0		\$9,060	
	Prepare project GIS and map templates			0.20	0.50		1.25			1	2.0	\$3,539			\$0		\$3,539	
	Create user profiles for PBWA staff access to online database (HydroDaVE)				0.20					1	0.2	\$422			\$0		\$422	
2.2	Describe GMP Area and Basin Setting																	
	Prepare map of jurisdictional areas and other features				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of monitoring and groundwater management programs				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare maps of historical/current land use, water use, and disposal				0.50	0.50		0.50		1	1.5	\$2,583			\$0		\$2,583	
	Prepare charts/tables of historical/current demands and supply plans				1.00	0.50				1	1.5	\$2,945			\$0		\$2,945	
	Prepare map of watersheds tributary to the Puente Basin				0.20	0.50				1	0.7	\$1,258			\$0		\$1,258	
	Prepare charts/graphics to characterize historical precipitation				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of surface geology and well locations				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of hydrologic soil types				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of depth to the bottom of the aquifer			0.20	0.75	1.00				1	2.0	\$3,730			\$0		\$3,730	
	Prepare map of aquifer-bottom elevation and hydrogeologic cross sections				0.20	0.50				1	0.7	\$1,258			\$0		\$1,258	
	Prepare up to four hydrogeologic cross sections			0.20	1.00	1.50				1	2.7	\$5,094			\$0		\$5,094	
	Prepare map of specific yield of aquifer sediments				0.50	1.00				1	1.5	\$2,727			\$0		\$2,727	
	Prepare map hydrulic conductivity of aquifer sediments				0.50	1.00				1	1.5	\$2,727			\$0		\$2,727	
	Prepare up to four maps of groundwater elevations and flow directions			0.20	1.00	1.00				1	2.2	\$4,258			\$0		\$4,258	
	Prepare table of historical pumping by well				0.20	0.50				1	0.7	\$1,258			\$0		\$1,258	

Table 1. Line-Item Fee Estimate to Perform Phase 1 of the Development of a Groundwater Management Plan for the Puente Basin																		
Task and Subtask Descriptions		Labor											Reimbursable Expenses <i>dollars</i>			Total Costs <i>dollars</i>		
		Scientist Manager I/PIC (Adams)	Technical Review	Principal Hydrogeologist II (Malone)	Senior Scientist II (Weamer)	Associate Scientist/Engineer I	Scientist/Engineer II	Scientist/Engineer I	Administrative IV	Task Repetition Multiplier	Total Person Days	Labor Cost <i>dollars</i>		Travel	Total		Sub-Task	Task and Project
												Sub-Task	Task		Sub-Task	Task		
	Prepare chart of precipitation, groundwater pumping, groundwater levels			0.20	1.00	1.00				1	2.2	\$4,258			\$0		\$4,258	
	Prepare map of historical change in groundwater levels			0.20	1.00	1.00				1	2.2	\$4,258			\$0		\$4,258	
	Prepare up to six maps of current groundwater quality				1.00			0.50		1	1.5	\$2,802			\$0		\$2,802	
	Prepare table of exceedances of groundwater-quality standards				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of point-source groundwater contamination sites				0.20			0.50		1	0.7	\$1,114			\$0		\$1,114	
	Prepare map of historical vertical ground motion			0.20	0.20		0.50			1	0.9	\$1,702			\$0		\$1,702	
	Prepare map of shallowest historical depth-to-groundwater and GDEs				0.50			1.00		1	1.5	\$2,439			\$0		\$2,439	
2.3	Prepare TM1 – Conceptual Understanding of the Puente Basin																	
	Prepare admin-draft TM1			0.50	5.00		5.00			1	10.5	\$19,772			\$0		\$19,772	
	Perform internal technical review of admin-draft TM1			1.00						1	1.0	\$2,381			\$0		\$2,381	
	Prepare draft TM1 based on internal technical review				1.00		1.00		0.75	1	2.8	\$4,606			\$0		\$4,606	
	Distribute draft TM1 to PBWA staff and stakeholders for review/comment				0.20					1	0.2	\$422			\$0		\$422	
	Conduct public meeting to review draft TM1 and receive feedback			1.00	1.50		0.50			1	3.0	\$6,349		\$100	\$100		\$6,449	
	Catalog comments; prepare responses-to-comments			0.50	1.00		0.50			1	2.0	\$4,104			\$0		\$4,104	
	Prepare final TM1 with comments/responses as an appendix				0.50		0.50			1	1.0	\$1,858			\$0		\$1,858	
	Publish final TM1 to PBWA website and notify all stakeholders				0.20					1	0.2	\$422			\$0		\$422	
Task 3. Describe Stakeholder Goals and Concepts for Improving Basin Management													\$36,734			\$100		\$36,834
3.1	Describe goals, basin-management concepts, and next steps																	
	Prepare a draft GMP objective statement			0.50	0.50					1	1.0	\$2,245			\$0		\$2,245	
	Describe various concepts for improving basin management			1.00	1.00					1	2.0	\$4,491			\$0		\$4,491	
	Prepare a draft scope-of-work and cost estimate for Phase 2			1.00	2.00	1.00				1	4.0	\$8,272			\$0		\$8,272	
3.2	Prepare TM2 – Stakeholder Goals & Concepts for Improved Basin Management																	
	Prepare admin-draft TM2			0.50	2.00	1.00				1	3.5	\$7,082			\$0		\$7,082	
	Perform internal technical review of admin-draft TM2			0.75						1	0.8	\$1,786			\$0		\$1,786	
	Prepare draft TM2 based on internal technical review				0.20	0.50			0.50	1	1.2	\$1,851			\$0		\$1,851	
	Distribute draft TM2 to PBWA staff and stakeholders for review/comment				0.20					1	0.2	\$422			\$0		\$422	
	Conduct public meeting to review draft TM2 and receive feedback			1.00	1.50	0.50				1	3.0	\$6,382		\$100	\$100		\$6,482	
	Catalog comments; prepare responses-to-comments			0.20	0.75	0.20				1	1.2	\$2,393			\$0		\$2,393	

Table 1. Line-Item Fee Estimate to Perform Phase 1 of the Development of a Groundwater Management Plan for the Puente Basin																		
Task and Subtask Descriptions		Labor											Reimbursable Expenses <i>dollars</i>			Total Costs <i>dollars</i>		
		Scientist Manager I/PIC (Adams)	Technical Review	Principal Hydrogeologist II (Malone)	Senior Scientist II (Weamer)	Associate Scientist/Engineer I	Scientist/Engineer II	Scientist/Engineer I	Administrative IV	Task Repetition Multiplier	Total Person Days	Labor Cost <i>dollars</i>		Travel	Total		Sub-Task	Task and Project
												Sub-Task	Task		Sub-Task	Task		
	Prepare final TM2 with comments/responses as an appendix				0.50	0.20				1	0.7	\$1,389			\$0		\$1,389	
	Publish final TM2 to PBWA website and notify all stakeholders				0.20					1	0.2	\$422			\$0		\$422	
Task 4. Ad Hoc Meetings and Project Administration													\$17,799			\$0		\$17,799
	Quarterly coordination with PBWA staff			0.25	0.25					3	1.5	\$3,368			\$0		\$3,368	
	Two ad hoc meetings with PBWA staff			0.50	0.50					2	2.0	\$4,491			\$0		\$4,491	
	Prepare monthly invoices and progress reports for PBWA staff	0.15			0.30					10	4.5	\$9,940			\$0		\$9,940	
Project Totals		2	0	16	41		15	10	1		99.5	\$191,912	\$191,912	\$300	\$300	\$300	\$192,212	\$192,212



Attachment B

2022 West Yost Billing Rate Schedule

2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)*



POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	\$318
Engineer/Scientist/Geologist Manager I / II	\$301 / \$315
Principal Engineer/Scientist/Geologist I / II	\$272 / \$289
Senior Engineer/Scientist/Geologist I / II	\$244 / \$256
Associate Engineer/Scientist/Geologist I / II	\$209 / \$224
Engineer/Scientist/Geologist I / II	\$168 / \$195
Engineering Aide	\$98
Field Monitoring Services	\$90
Administrative I / II / III / IV	\$86 / \$109 / \$130 / \$144
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$313 / \$315
Principal Tech Specialist I / II	\$287 / \$297
Senior Tech Specialist I / II	\$263 / \$275
Senior GIS Analyst	\$238
GIS Analyst	\$225
Technical Specialist I / II / III / IV	\$168 / \$191 / \$215 / \$240
Technical Analyst I / II	\$120 / \$144
Technical Analyst Intern	\$97
Cross-Connection Control Specialist I / II / III / IV	\$125 / \$136 / \$152 / \$170
CAD Manager	\$189
CAD Designer I / II	\$147 / \$166
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$304
Construction Manager I / II / III / IV	\$185 / \$199 / \$211 / \$267
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$162 / \$180 / \$201 / \$209
Apprentice Inspector	\$147
CM Administrative I / II	\$79 / \$106
Field Services	\$209

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)*



Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$270 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Gas Detector	\$80 / day
Generator	\$39 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Controller	\$75 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter	\$19 / day
Stainless Steel Wire per foot	\$0.03 / day
Storage Tank	\$15 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$22 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$27 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day



April 7, 2022

TO: Board of Commissioners
 FROM: Erik Hitchman, Administrative Officer
 RE: Commission Follow-Up

Recommendation

For information only.

Background

Following is an update regarding matters that have recently come before the Commission.

Item	Meeting Date	Commission Activity	Completed	Follow-Up
PBWA Legislative Activities: Engagement of Lobbyist	10/07/21	Approved renewal agreement		Pending
Award contract for the Six Basins Project (Phase 2)- Durward Well Development & Equipping – Drilling Phase (P.N. PB18-0005-P2-DR)	01/06/22	Authorize the Administrative Officer to execute contract and file a Notice of Exemption for Project - Durward Well Development & Equipping – Drilling Phase (P.N. PB18-0005-P2-DR)	01/14/22: Notice of Exemption filed 02/16/22: Contract executed	Completed
Adoption of Subsequent Resolution No. 02-22-023 – Authorizing Remote Teleconference Meetings for the Period of February 2, 2022 to March 3, 2022	02/03/22	Approved Resolution	02/04/22: Executed Resolution	Completed