

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTICE OF REGULAR MEETING

NOTICE IS HEREBY GIVEN that the Upper Ventura River Groundwater Agency (“Agency”) Board of Directors (“Board”) will hold a **Regular Board Meeting at 1:00 P.M. on Thursday, September 8, 2022 via**

ON-LINE OR TELECONFERENCE:

DIAL-IN: 1-669-900-6833

Find your local number: Find your local number: <https://us06web.zoom.us/j/83820764554?pwd=V3ZtdFZMUUJpYVRYcC93NVVZbDZqUT09>

JOIN BY COMPUTER, TABLET OR SMARTPHONE:

<https://us06web.zoom.us/j/83820764554?pwd=V3ZtdFZMUUJpYVRYcC93NVVZbDZqUT09>

Meeting ID: 838 2076 4554

Passcode: 255228

Per Resolution No. 2021-05 by the Board of Directors of the Upper Ventura River Groundwater Agency, the Board is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the Board. A physical location accessible for the public to participate in the teleconference is not required.

**UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

September 8, 2022

1. MEETING CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA & RENEWAL OF RESOLUTION NO. 2021-05

Pursuant to AB 361, the Board may continue to meet via teleconference, provided it make the findings in section 3 of Resolution No. 2021-05.

5. PUBLIC COMMENT FOR ITEMS NOT APPEARING ON THE AGENDA

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion or take any action on any items presented during public comments. Such items may only be referred to the Executive Director or other staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker.

6. CONSENT CALENDAR

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

- a. Approve Minutes from August 11, 2022 Regular Board Meeting**
- b. Approve Financial Report for August 2022**
- c. Approve Rate Increase for Bondy Groundwater Consulting, Inc.**

7. DIRECTOR ANNOUNCEMENTS

Directors may provide oral reports on items not appearing on the agenda.

8. EXECUTIVE DIRECTOR'S REPORT

The Board will receive an update from the Executive Director concerning Agency matters and correspondence. The Board may provide feedback to staff.

9. ADMINISTRATIVE ITEMS

- a. City of Ojai Request to Join Upper Ventura River Groundwater Agency Joint Powers Agreement**

The Board will receive a report from the ad hoc committee and may provide direction to the ad hoc committee and/or staff.

10. GSP IMPLEMENTATION ITEMS

- a. GSP Summary Presentation - Part 1 of 2**

The Executive Director will provide a summary of the GSP for the Board of Directors and public. This is the first of two presentations that will summarize the GSP.

- b. Rincon Consultants, Inc. Work Order No. 8 for Aquatic Groundwater Dependent Ecosystem (GDE) Monitoring in the Confluence Aquatic Habitat Area**

The Board will consider approving Rincon Consultants, Inc. Work Order No. 8 for implementation of the Confluence Aquatic Habitat Area GDE Monitoring Workplan during fiscal years 2022/2023, 2023/2024, and 2024/2025 in an amount not to exceed \$124,280 and \$12,720 contingency to be authorized at the discretion of the Executive Director (\$137,000 total authorization).

- c. Rincon Consultants, Inc. Work Order No. 9 for Aquatic Groundwater Dependent Ecosystem (GDE) Monitoring in the Foster Park Aquatic Habitat Area**

The Board will consider approving Rincon Consultants, Inc. Work Order No. 9 for implementation of the Foster Park Aquatic Habitat Area GDE Monitoring Workplan during fiscal years 2022/2023, 2023/2024, and 2024/2025 in an amount not to exceed \$70,350 and \$7,150 contingency to be authorized at the discretion of the Executive Director (\$77,500 total authorization).

11. COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

The committee will provide an update on Stakeholder Engagement Plan implementation activities since the last Board meeting and receive feedback from the Board.

12. FUTURE AGENDA ITEMS

This is an opportunity for the Directors to request items for future agendas.

13. ADJOURNMENT

A Special Board meeting is scheduled for September 22, 2022 at 1 P.M.

The next Regular Board meeting is scheduled for October 13, 2022 at 1 P.M.

UPPER VENTURA RIVER GROUNDWATER AGENCY MINUTES OF REGULAR MEETING AUGUST 11, 2022

The Regular Board meeting was held via teleconference, in accordance with Upper Ventura River Groundwater Agency Board Resolution No. 2021-05. Directors present were Bruce Kuebler, Jenny Tribo, Emily Ayala, Mike Etchart, Arne Anselm, and Vivon Crawford. Director Pete Kaiser and his alternate Mary Bergen were not present. Also, present: Executive Director Bryan Bondy, Agency Counsel Keith Lemieux, and Administrative Assistant Maureen Tucker. Identified public members present: Mike Flood, Kelly Dyer, Burt Handy, Jim Kentosh, and Kiernan Brtalik.

1) CALL TO ORDER

Chair Etchart called the meeting to order at 1:00 p.m.

2) PLEDGE OF ALLEGIANCE

Executive Director Bryan Bondy led the Pledge of Allegiance.

3) ROLL CALL

Executive Director Bondy called roll.

Directors Present: Bruce Kuebler, Jenny Tribo, Emily Ayala, Arne Anselm, Mike Etchart, and Vivon Crawford

Directors Absent: Director Kaiser

4) APPROVAL OF AGENDA AND RENEWAL OF RESOLUTION NO. 2021-05

Chair Etchart asked for any proposed changes to the agenda.

Director Ayala moved agenda approval and renewal of Resolution 2021-05. Director Kuebler seconded the motion.

Roll Call Vote: B. Kuebler – Y M.Etchart - Y E.Ayala – Y V.Crawford - Y
 J. Tribo – Y A.Anselm Y

Director Absent: Director Kaiser

5) PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Chair Etchart asked for public comments on items not appearing on the agenda.

No comments were offered.

6) CONSENT CALENDAR

- a. Approve Minutes from July 14, 2022 Regular Board Meeting
- b. Approve Financial Report for July 2022
- c. Fiscal Year 2021/2022 Year-End Budget Report

Director Kubler moved approval of the consent calendar items. Director Anselm requested that the July 14, 2022 minutes be amended to state that he abstained for Item 6b. Director Kuebler amended the motion that effect.

Director Anselm seconded the motion.

No further Board discussion.

No public comments.

Roll Call Vote: B. Kuebler – Y M.Etchart - Y E.Ayala – Y V.Crawford - Y
 J. Tribo – Y A.Anselm - Y

Directors Absent: Director Kaiser

7) DIRECTORS ANNOUNCEMENTS

- a. Directors may provide oral report on items note appearing on the agenda.

Director Kuebler: No report.

Director Tribo: No report.

Director Anselm: No report.

Director Bergen: No report.

Director Ayala: No report.

Director Etchart: No report.

Director Crawford: Director Crawford said she had a discussion with Director Kuebler about Ojai Valley Land Conservancy's (OVLC's) Aquatic GDE Monitoring Workplan comments. She said she feels that she understands the intent of the Sustainable Groundwater Management Act (SGMA) but maybe there is more to know. She clarified that she does not believe that SGMA was created to focus on benefitting fish. She suggested

that the Board might consider discussing the SGMA's intent at a future meeting and lay out a path forward. Chair Etchart asked if this could be put on a future agenda. Executive Director Bondy said he would need more specifics as to the content of the requested item, but that the discussion for Item No. 10(a) may illuminate the issues. Agency Counsel Lemieux said this should be discussed under Item No 12 – Future Agenda Items.

8) EXECUTIVE DIRECTOR'S REPORT

Executive Director Bondy reported on Agency matters since the last Board meeting.

Board comments: none

Public comments: none

9) ADMINISTRATIVE ITEMS

a. Conflict of Interest Code Biennial Review and Update.

Executive Director Bondy explained that the Agency is required to review its Conflict of Interest Code biennially. The review was performed by Agency Counsel and the code has been updated to reflect new statutes and the current list of designated positions. The Board briefly discussed Resolution 2022-07, a resolution to adopt the updated code.

Director Anselm moved adoption of Resolution 2022-07.

Director Ayala seconded the motion.

No further Board discussion.

No public comments.

Roll Call Vote: B. Kuebler – Y M.Etchart - Y E.Ayala – Y V.Crawford - Y
 J. Tribo – Y A.Anselm - Y

Directors Absent: Director Kaiser

**b. City of Ojai Request to Join Upper Ventura River Groundwater Agency
Joint Powers Agreement**

Jim Kentosh, member of the Ad Hoc Committee briefed the Board. The Ad Hoc Committee last met on June 30. He explained that he had prepared draft terms and conditions but was later asked by the Meiners Oaks Water District (MOWD) Board to take a step back and first obtain clarification from the City of Ojai about its intentions and why they want to join. Director Tribo said Director Kaiser is working on scheduling the next Ad Hoc Committee and is inviting the City of Ojai to answer the MOWD questions.

Director Kuebler reported Bill Weirick said that the City of Ojai had discussed this matter during an open session, but he could not find it in their meeting minutes. Director Kuebler has followed up with Bill Weirick but has not received a response yet.

10) GSP IMPLEMENTATION ITEMS

a. Aquatic Groundwater Dependent Ecosystem (GDE) Monitoring Workplans.

Executive Director Bondy welcomed Kiernan Brtalik of Rincon Consultants, Inc. (Rincon) and said he is available to answer any technical questions about the workplans. Executive Director Bondy then summarized the purpose of each workplan and described the review process, including a 30-day concurrent public and Board-member comment period, which ended on June 17, 2022. He said comments were received from Alternate Director Bergen, Director Kuebler, the City of Ventura, OVLC, California Department of Fish and Wildlife (CDFW) and National Marine Fisheries Services (NMFS). Executive Director Bondy and Rincon worked on the comment responses and Rincon prepared final draft workplans to address the comments. Executive Director Bondy said that a significant number of the comments were about the GSPs, not the workplans. He said the “GSP” comments suggests to him that there is still a sizable difference of opinion about how GDEs were screened in the GSP and the SMCs for depletion of interconnected surface water included in the GSP. He said additional outreach and discussion with the environmental stakeholders is probably warranted to clarify. Executive Director Bondy said he would be happy to answer any questions about the comment responses or final draft workplans.

Chair Etchart asked if any Directors had questions.

Director Crawford asked for explanation of the response to OVLC Comment No. 3, why the response referred to NMFS and CDFW comment responses instead of being written out, and why the OVLC comments were not treated as comments from her as a UVRGA Director.

Executive Director Bondy explained that the comments were received on OVLC letterhead and were signed by her boss and her. He interpreted that to mean the comments were being offered by OVLC as an organization as opposed to Director Crawford acting in her capacity as a UVRGA director.

Executive Director Bondy said the reason the comment response refers to NMFS and CDFW comment responses is because the issues were already addressed in the NMFS and CDFW comment responses. He added that the OVLC letter basically endorsed the NMFS and CDFW comment letters, so the approach taken was to address the NMFS and CDFW comments first, then OVLC comments. After addressing the NMFS and CDFW comments, Rincon and he felt that OVLC Comment No. 3 had already been addressed in the other comment responses.

Executive Director Bondy addressed the first point in OVLC Comment No. 3, which is why the State and Federal agencies' comments on SMCs were not considered and to use the three-year monitoring period to evaluate if more appropriate SMC are warranted. Executive Director Bondy explained that the SGMA requirement is avoid undesirable results, which the UVRGA Board determined to be steelhead mortality or significant stress that could lead to mortality for the depletions of interconnected surface water sustainability indicator. He said that the resource agency flow suggestions are for supporting steelhead recovery or enhancing streamflow, which is a different purpose or goal than avoiding undesirable results under SGMA. He added that the GSP does not interfere with efforts by those agencies to achieve their goals and the GSP provides an important protection during times when conditions are most difficult for steelhead. Regarding the three-year period to evaluate appropriateness of the SCM, Executive Director Bondy said that is one of the purposes stated in the work plan and added that SGMA requires that GSAs evaluate their SCM every five years.

Director Crawford said the comment was also about protocols.

Executive Director Bondy then addressed the second point in OVLC Comment No. 3, which is a comment about the monitoring protocols proposed in the workplans being limited and that the protocols should be expanded to include additional protocols used by the resource agencies. The second point also recommends using data developed by the resource agencies. Executive Director Bondy explained that the workplans are focused on collecting only the data necessary to evaluate the effectiveness of the SMC for the Foster Park area and to determine if SMC are needed in the Confluence area. He said Rincon did review the resource agencies protocols and only included those items needed to achieve UVRGA's narrower study goals.

Director Crawford said there is a lot of data that CDFW can share. Executive Director Bondy said he supports data sharing and avoiding redundant data collection, but he had a

Item 6(a)

difficult time getting wet-dry mapping data from CDFW, with the process taking approximately six months. Director Crawford said CDFW staff routinely collaborate with OVLC, and she can facilitate.

Director Crawford expressed her significant displeasure about statements Director Kuebler made to her during a recent public event. She felt Director Kuebler said that she does not understand the intent of SGMA and that he said she thinks SGMA is for fish. She felt that Director Kuebler's statements are not true and were uncalled for. She asked if other Directors feel that she does not understand the intent of SGMA and whether maybe some training is needed.

Director Kuebler apologized for upsetting Director Crawford and said that was not his intent, but that he felt it was appropriate to raise the issues.

Director Crawford disagreed and reiterated that she felt talked down to and insulted.

Executive Director Bondy apologized if the handling of OVLC comments as not being from her as a Director and referring to other comment responses in some way contributed to her feelings. He said that was in no way connected to Director Kuebler's statements. Director Crawford appreciated that clarification.

Agency Counsel assured the Board that counsel and staff take every question and comment very seriously and try hard to provide a meaningful response without duplicating information and efforts.

The Board had a lengthy discussion on Board Member communications and Board training.

Agency Counsel said that Board Members can contact him at any time to discuss any legal questions.

Direction Ayala stated she has been with the Board for a while and feels the GDE issue is very confusing, and she understands why there are a so many comments and questions.

Director Crawford reiterated her offer to help with data sharing.

Chair Etchart asked if there was any further discussion on the workplans and, if not, a motion would be in order.

Hearing no further questions, Director Kuebler moved approval of the comment responses and final draft workplans. The motion was seconded by Director Anselm.

No further Board discussion.

No public comments.

Roll Call Vote: B. Kuebler – Y M.Etchart - Y E.Ayala – Y V.Crawford - Y

J. Tribo – Y A.Anselm - Y

Directors Absent: Director Kaiser

b. Professional Services Contract for GSP Implementation Grant Application.

Executive Director Bryan Bondy explained that UVRGA will be eligible to apply for a grant for a GSP implementation during the upcoming SGMA Implementation Round 2 Grant solicitation in October 2022. He recommended getting an early start and explained the unique qualifications of Kennedy/Jenks Consultants.

Directors Comments:

Director Ayala thanked Executive Director Bryan Bondy for working on this grant.

Director Etchart stated how important it is to pursue grants. The applications are a heavy lift, and the price seems reasonable.

Director Crawford asked if Foster Park monitoring will be included in the grant. Executive Director Bondy said yes.

Director Crawford asked if the Board would approve the grant application. Executive Director Bondy said yes.

Director Anselm said Kennedy/Jenks is the best choice.

Public Comments: None.

Motion by Director Ayala to approve the Master Service Agreement and Work Order for Kennedy/Jenks Consultants for grant application services for an amount not to exceed \$17,745 and an additional \$2,255 contingency at the Executive Director's discretion. Seconded by Director Crawford.

Item 6(a)

Roll Call Vote: B. Kuebler – Y M.Etchart - Y E.Ayala – Y V.Crawford - Y

J. Tribo – Y A.Anselm - Y

Directors Absent: Director Kaiser

11) COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

Director Ayala said there is no report.

Executive Director Bondy requested that Director Ayala reach out to the private well owners to let them know the well registration form will be released after the new ordinance becomes effective. He is targeting late August or early September.

12) FUTURE AGENDA ITEMS

Director Crawford asked if an item is needed to discuss the intent of SGMA and an item to educate directors about their roles and how to communicate with each other.

Director Etchart said board member training would be helpful to him.

Agency Counsel Lemieux offered to conduct a training session for new board members and others who want a refresher on public agency protocols and legal requirements of elected and appointed public officials.

Executive Director Bondy suggested doing one or more sessions to present a summary of the GSP because more than half of the directors were not on the Board during most or all of the GSP development process. The summary would also benefit the public.

Director Etchart said he will work with Executive Director Bondy on scheduling these items.

13) ADJOURNMENT

Next scheduled meeting is September 8, 2022 at 1:00 p.m.

The meeting was adjourned at 2:18 p.m.

Action: _____

Motion: _____

B.Kuebler_ M.Etchart_ J.Tribo_ A.Anslem_ E.Ayala_ V.Crawford_ P.Kaiser_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 6(b)

DATE: September 6, 2022
TO: Board of Directors
FROM: Carrie Troup C.P.A., Treasurer
SUBJECT: Approve Financial Report for August 2022

July 2022 UVRGA Balance \$ 690,779.76

August 2022 Activity:

Revenues/ Credits:

Checks Pending Signature:

2329 Bondy Groundwater Consulting, Inc.	August Services	\$ 3,622.50
2330 Carrie Troup, CPA	August Services	<u>\$ 1,064.17</u>
Total Expenditures Paid & To Be Paid		\$ 4,686.67

August 2022 UVRGA Ending Balance: \$ 686,093.09

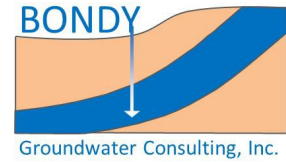
Action: _____

Motion: _____ Second: _____

B. Kuebler___ A. Anselm___ M. Etchart___ P. Kaiser___ J. Tribo___ V. Crawford___ E. Ayala___

The financial report omits substantially all disclosures required by accounting principles generally accepted in the United States of America; no assurance is provided on them.

Item 6(b), Page 1 of 1



September 1, 2022

Board of Directors
Upper Ventura River Groundwater Agency
202 W. El Roblar Dr.
Ojai, CA 93023

RE: Proposed Fee Increase

Dear Directors,

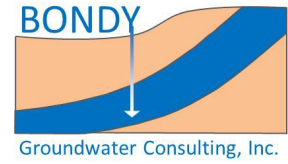
Bondy Groundwater Consulting, Inc. (BGC) thanks you for the ongoing opportunity to serve Upper Ventura River Groundwater Agency (UVRGA). As you may be aware, the professional services agreement between BGC and UVRGA provides for annual review of billing rates for reasonable increases reflecting market trends. This review occurs on the contract anniversary each August and becomes effected September 1.

I am proposing a cost-of-living adjustment to the labor rates consistent with the Los Angeles area consumer price index (CPI) percentage change for the 12-month period ending July 2022 (note: the August 2022 result has not been posted on the Bureau of Labor Statistics website yet). The 12-month CPI percentage change was 7.7%. The proposed increase raises the professional service rate from \$203/hr. to \$219/hr. (rounded to the nearest dollar). The rate for non-technical Executive Director activities would increase from \$156/hr. to \$168/hr.

BGC has reviewed market conditions and notes that labor rates, particularly for groundwater professionals, have risen significantly in recent years due to the high demand created by the Sustainable Groundwater Management Act and drought conditions. The market rate for professionals with similar education, experience, and skills is approximately \$250-\$300 per hour, depending on project details. You may also recall that BGC voluntarily decreased the billing rate for non-technical Executive Director activities by 23% at the beginning of the last fiscal year as a courtesy to UVRGA. Considering this information, I believe the proposed rate increase is fair to both UVRGA and BGC. I also conclude that UVRGA will continue to receive professional services from BGC at a very competitive rate.

Please note that I am offering this proposed rate increase in accordance with a Board-approved contract on my own behalf and on behalf of my company BGC. Though I am under contract as a consultant to the UVRGA, I am not submitting this letter in my capacity as consultant or independent contractor to UVRGA, and do not offer it as any form of advice or recommendation. The UVRGA Board of Directors should exercise its independent judgment as to the appropriateness of the proposed rate increase and consult third parties as it sees fit.

Bondy Groundwater Consulting, Inc.



Please contact me with any questions, comments, or concerns. Thank you for the opportunity to be of service.

Sincerely,

Bryan Bondy

Bryan Bondy, PG 7676, CHG 821

President

Bondy Groundwater Consulting, Inc.

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8

DATE: September 8, 2022

TO: Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Report

SUMMARY

The following are updates on Agency matters since the last Board meeting:

1. Administrative: Legal counsels has offered to provide director training on Thursday September 22 at 1 p.m. (Note: UVRGA's practice has been to hold the 4th Thursday of the month open for potential special board meetings).
2. Financial:
 - a. Groundwater Extraction Fees: No update. All accounts are current. The next invoices for private well owners will be sent in January 2023 for the July 1 – December 31, 2022 semi-annual period. The next invoice for the member agency well owners will be sent in August 2023 for the period July 1, 2023 – June 30, 2024.
 - b. GSP Development Grant: The grant completion report and retention release request were submitted to DWR on January 25, 2022. A retention payment in the amount of \$63,006.06 is expected following approval.
 - c. GSP Implementation Grant: The Board approved a contract with Kennedy/Jenks Consultants for preparation of a GSP implementation grant application. Work on the grant application was initiated.
3. Legal: No report.
4. GSP Implementation:
 - a. Monitoring Networks:
 - i. Groundwater Level Monitoring: No activity this month.
 - ii. Surface Water Flow Monitoring: No activity this month.
 - iii. Visual Surface Water Monitoring: Rincon Consultants, Inc. continued the monthly monitoring activities.

- iv. Aquatic GDE Monitoring: Monitoring is pending approval of work orders for the monitoring activities. Please see Items 10(b) and (c) for more information.

5. SWRCB / CDFW Instream Flow Enhancement Coordination: No activity.

6. Ventura River Watershed Instream Flow & Water Resilience Framework (VRIF): A Localizing California Waters Regional Workshop has been scheduled for September 22, 2022, from 8:30am-6:30pm at the Ojai Valley Inn. Registration is \$100. For more information, please visit <https://localizingcaliforniawaters.org/lcw-regional-workshop-ventura>.

7. Miscellaneous: N/A

RECOMMENDED ACTIONS

Receive an update from the Executive Director concerning Agency matters and correspondence.
Provide feedback to staff.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

ATTACHMENTS

None

Action: _____

Motion: _____

B. Kuebler_ M. Etchart_ P. Kaiser_ J. Tribo_ A. Anselm_ V. Crawford_ E. Ayala_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 9(a)

DATE: September 8, 2022

TO: Board of Directors

FROM: Executive Director

SUBJECT: City of Ojai Request to Join Upper Ventura River Groundwater Agency Joint Powers Agreement

SUMMARY

During its April 14 meeting, the Board created an ad hoc committee to develop draft terms and conditions for the addition of the City of Ojai to UVRGA. The purpose of this item is to receive a report from the ad hoc committee and consider providing direction to the ad hoc committee and/or staff.

RECOMMENDED ACTIONS

Receive a report from the ad hoc committee and consider providing direction to the ad hoc committee and/or staff.

BACKGROUND

Relevant reference materials:

Joint Exercise of Powers Agreement:

https://uvrgroundwater.org/wp-content/uploads/2018/07/UVRB_JPA_signed.pdf

Agency Bylaws:

<https://uvrgroundwater.org/wp-content/uploads/2018/07/UVRGA-Bylaws.pdf>

FISCAL SUMMARY

Not applicable

ATTACHMENTS

None.

Action: _____

Motion: _____

B. Kuebler_ M. Etchart_ P. Kaiser_ J. Tribo_ A. Anselm_ V. Crawford_ E. Ayala_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 10(a)

DATE: September 8, 2022

TO: Board of Directors

FROM: Executive Director

SUBJECT: GSP Summary Presentation – Part 1 of 2

SUMMARY

For the benefit of the newer UVRGA Directors and the public, the Executive Director will provide a summary of the UVRGA Groundwater Sustainability Plan (GSP). This is the first of two presentations that will summarize the GSP. The first presentation will focus on the overall structure of the GSP and the Basin Setting section. The second presentation will focus on the sustainable management criteria (SMC) and projects and management actions included in the GSP.

FISCAL SUMMARY

Not applicable.

RECOMMENDED ACTIONS

Receive a presentation by the Executive Director summarizing the GSP.

BACKGROUND

The Board of Directors adopted the GSP on January 6, 2022.

ATTACHMENTS

None.

Action: _____

Motion: _____ Second: _____

B. Kuebler__ P. Kaiser__ A. Anselm__ M. Etchart__ J. Tribo__ V. Crawford__ E. Ayala__

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 10(b)

DATE: September 8, 2022

TO: Board of Directors

FROM: Executive Director

SUBJECT: Rincon Consultants, Inc. Work Order No. 8 for Aquatic Groundwater Dependent Ecosystem (GDE) Monitoring in the Confluence Aquatic Habitat Area

SUMMARY

Proposed Rincon Consultants, Inc. Work Order No. 8 is for implementation of the Board-approved Confluence Aquatic Habitat Area GDE Monitoring Workplan during fiscal years 2022/2023, 2023/2024, and 2024/2025.

The overall goal of the monitoring program is to determine if interconnected surface water (ISW) depletion is causing significant and unreasonable effects on the Confluence Aquatic Habitat Area GDE. This program will seek to answer questions regarding potential impacts to the aquatic GDE that may be caused or exacerbated by groundwater pumping, specifically with respect to the depletion of ISW within the Confluence Aquatic Habitat Area. The monitoring program was designed to provide data that can inform whether Sustainable Management Criteria for the Depletion of Interconnected Surface Water sustainability indicator are warranted for the Confluence Aquatic Habitat Area.

FISCAL SUMMARY

The total requested authorization is included in the adopted fiscal year budget and multi-year projection.

RECOMMENDED ACTIONS

Authorize the Executive Director to issue Work Order No. 8 to Rincon Consultants, Inc. in an amount not to exceed \$124,280 and \$12,720 contingency to be authorized at the discretion of the Executive Director (\$137,000 total authorization).

BACKGROUND

Rincon Consultants Inc. was selected through a competitive process in 2020 to provide biological and field monitoring professional services to UVRGA. The Board approved a master service agreement with Rincon Consultants Inc., which was executed on August 19, 2020. The master services agreement envisions and provides for the issuance of work orders for specific tasks or projects, such as is proposed in this staff report.

ATTACHMENTS

A. Proposed Rincon Consultants, Inc. Work Order No. 8

Action: _____

Motion: _____ Second: _____

B. Kuebler__ P. Kaiser__ A. Anselm__ M. Etchart __ J. Tribo__ V. Crawford__ E. Ayala__

Statement of Work

Work Order No. 8: Confluence Aquatic GDE Monitoring & Reporting Years 1-3

To: Rincon Consultants, Inc.
180 North Ashwood Avenue
Ventura, California 93003
Attention: Kiernan Brtalik
Email: kbrtalik@rinconconsultants.com

From: Upper Ventura River Groundwater Agency
202 W. El Roblar Dr., Ojai, California 93023
Attention: Bryan Bondy
Email: bbondy@uvrgroundwater.org

In accordance with our Master Services Agreement (“**MSA**”) dated August 18, 2020, the following Statement of Work (“**SOW**”) is entered into by Upper Ventura River Groundwater Agency (“**Customer**”) and Rincon Consultants, Inc. (“**Provider**”) for a new project and/or services (collectively, “**Services**”):

GENERAL NATURE OF SERVICES:

Perform aquatic groundwater dependent ecosystem (GDE) monitoring during water years 2022/2023, 2023/2024, and 2024/2025 and associated reporting in accordance with the Board-approved Confluence Aquatic Habitat Area GDE Monitoring Workplan (Board approval date August 11, 2022).

When applicable, provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

Provider shall ensure all work is performed in accordance with UVRGA’s adopted procedures and the UVRGA Groundwater Sustainability Plan.

SCOPE OF SERVICES: Please see attached proposal.

COMPLETION DATE: January 31, 2026

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$124,280 without prior written authorization.

Contingency: An additional 10% in the amount of \$12,270 is reserved for potential unanticipated costs. Use of contingency funds requires prior written authorization by the Executive Director.

Labor Rates are pursuant to attached proposal.

PAYMENT TERMS

Payments shall be due:

- ☐ upon the completion of the SOW
☒ as follows: Per MSA terms.

ADDITIONAL TERMS AND CONDITIONS

This SOW will be governed by the terms and conditions of the MSA. In the event of any conflict between the terms set forth in this SOW and the MSA, the MSA shall be deemed to control the relationship between the parties with respect to the SOW.

ACCEPTED AND AGREED:

"PROVIDER" Rincon Consultants, Inc.	"CUSTOMER" UPPER VENTURA RIVER GROUNDWATER AGENCY
By: Print Name: Jennifer Hadow Title: Principal-in-Charge Date:	By: Print Name: Bryan Bondy Title: Executive Director Date:



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

August 31, 2022

Project No: 20-10008

Attn: Bryan Bondy, Executive Director and GSP Manager

Upper Ventura River Groundwater Agency

202 West El Roblar Drive

Ojai, California 93023

Via Email: bbondy@uvrgroundwater.org

Subject: Work Order Request #8: Confluence Aquatic Habitat Area Aquatic Groundwater Dependent Ecosystem Field Monitoring Services

Dear Mr. Bondy:

Rincon Consultants, Inc. (Rincon) is providing the following scope of work as work order request number 8, to implement the monitoring program outlined in the Confluence Aquatic Habitat Area Groundwater Dependent Ecosystem Monitoring Workplan (Workplan, dated July 2022). The Workplan was developed for and approved by the Upper Ventura River Groundwater Agency (UVRGA) in August 2022 to implement monitoring requirements outlined in the Groundwater Sustainability Plan (GSP). The Workplan is hereby incorporated into this proposal by reference.

Following guidance provided in Sections 4.9.1 and 5.8 of the GSP, the Workplan outlines an initial three-year monitoring program to address existing data gaps. The overall goal of the monitoring program is to determine if interconnected surface water (ISW) depletion is causing significant and unreasonable effects on the Confluence Aquatic Habitat Area Groundwater Dependent Ecosystem (GDE). This program will seek to answer questions regarding potential impacts to the aquatic GDE that may be caused or exacerbated by groundwater pumping, specifically with respect to the depletion of ISW within the Confluence Aquatic Habitat Area. The monitoring program was designed to provide data that can inform whether SMC for the *Depletion of Interconnected Surface Water* sustainability indicator are warranted for the Confluence Aquatic Habitat Area.

To complete the monitoring activities specified in the Workplan, we have developed a scope of work comprised of the following tasks:

- Task 1. Project Kick-off
- Task 2. Field Monitoring
- Task 3. Data Management and Reporting

The following scope of work presents the anticipated level of effort and estimated costs for a three-year monitoring period (October 1, 2022 – September 30, 2025).

Task 1. Project Kick-off

Rincon will complete project kick-off activities that will consist of internal and client coordination of project schedule and resources. In addition, it is anticipated that Rincon's Project Manager and key staff



will prepare for and participate in one virtual meeting with UVRGA's Environmental Stakeholder Director, California Department of Fish and Wildlife, and other interested resource agencies to confirm Workplan monitoring protocols align with the applicable agency protocols.

Task 1 Assumptions

- Preparation and participation of two Rincon staff for one virtual meeting
- Kick-off activities will be coordinated with Foster Park Aquatic Habitat Area GDE monitoring services to streamline resources

Task 2. Field Monitoring

Field monitoring will consist of an initial habitat survey to determine monitoring locations and routine fieldwork thereafter. All fieldwork will be performed in accordance with the Workplan and the UVRGA's *Monitoring and Data Collection Protocols and Data Quality Control Review Procedures*. Field monitoring components are outlined in **Table 1**.

The mobilization effort for the continuous water quality and flow monitoring is anticipated to include the purchase of two sets of HOB0 sondes capable of measuring pH, dissolved oxygen (DO), temperature, and pressure. Additional equipment may be necessary to secure the sondes.

Task 2 Assumptions

- Monitoring locations will require adjustment if mesohabitat characteristics are substantially changed.
- Where possible, monitoring components will be performed concurrently to reduce cost.
- Additional continuous data downloads may occur if it is determined the sondes require more frequent maintenance.
- Instantaneous flow and water quality measurements will be collected at surface water quality stations during continuous data downloads for data quality assurance and control (QA/QC) purposes
- During sonde deployment, Rincon will perform tasks necessary to develop a rating curve for flow calculations. This includes surveying channel cross sections, surveying slopes of the cross-section's reach, and collecting instantaneous flow measurements.
- To calculate discharge data, Rincon will implement standard practices for rating curve development and maintenance in accordance with United States Geological Survey protocols. This rating curve will be maintained and calibrated during routine visits to the site.



Table 1. Monitoring Program Components and Schedule

Monitoring Component	Data Collected	Purpose	Schedule	Locations	References/Protocols
Habitat Mapping	Map aquatic mesohabitats ¹ in the Confluence Aquatic Habitat Area Aquatic GDE	Will provide in-depth information on existing habitats within the GDE and allow for identification of specific mesohabitats to monitor	Once at beginning of the program (likely during Fall 2022) and after streambed altering flow events	Entire Confluence Aquatic Habitat Area Aquatic GDE (approximately 3,450 feet in length)	California Salmonid Stream Habitat Restoration Manual (Flosi et al. 2010)
Fish Stranding and Mortality Surveys	Document any observed fish stranding and/or mortality that might occur as streamflow recedes. The extent of wetted and dry portions of the river will also be documented.	Will provide important information on steelhead migration habitat within the GDE, as well as fine scale data on when and how streamflow recedes within this area following varying climatic conditions and modeled ISW depletion estimates.	Monthly to weekly during dry season, as streamflow recedes	Designated monitoring locations at important riffles within the Confluence Aquatic Habitat Area Aquatic GDE	California Salmonid Stream Habitat Restoration Manual (Flosi et al. 2010)
Routine Habitat Suitability and Snorkel Surveys	Survey HSI parameters, including sediment type, riparian vegetation/cover, water depth, and various in-stream structure, as well as all species observed, within predetermined pools, riffles, and glides. Steelhead presence/ absence will be documented during snorkel surveys. Fish stranding/mortality will also be documented.	Will provide in-depth information on existing conditions and allow for assessment of habitat suitability for steelhead, CRLF, and other aquatic organisms. Conditions can be quantified and compared with streamflow, as well as climatic data and modeled ISW depletion.	At least four times per year (once during winter and at least three times during summer/fall)	Designated monitoring locations (e.g., pools, riffles, glides) within the Confluence Aquatic Habitat Area Aquatic GDE	SS HSI (Normandeau Associates, Inc. 2015, Padre Associates, Inc. 2013) California Salmonid Stream Habitat Restoration Manual (Flosi et al. 2010) Revised Guidance on Site Assessments and Field Surveys for the California Red-legged Frog (USFWS 2005) NWFS and CDFW Integration of Steelhead Viability Monitoring, Recovery Plans and Fisheries Management in the Southern Coastal Area (Boughton et al. 2022)



Monitoring Component	Data Collected	Purpose	Schedule	Locations	References/Protocols
Water Quality and Flow Monitoring	Water level, DO, pH, temperature	Will provide continuous flow and water quality data that can then be correlated with streamflow, as well as climatic data and modeled ISW depletion.	Continuous data collection, data downloaded during each field visit	One designated location within the Confluence Aquatic Habitat Area Aquatic GDE	LARWQCB ² Basin Plan (2014), USGS ³ standards for stream gauge installation, UVRGA Monitoring and Data Collection Protocols (2018)
Aerial Photography	Aerial images	Will provide a visual time series of overall conditions within the GDE and allow for comparison of conditions over time and during different hydrologic and climatic conditions	At least four times per year, concurrent with habitat suitability surveys	Aerial photographs will be taken of the upper, middle, and lower portions of the Habitat Area Aquatic GDE	General photography and FAA rules
Repeat Ground Photography	Photographs of instream and riparian habitat from fixed locations	Will provide a visual time series for each monitoring location that will allow for comparison of habitat conditions over time and during different hydrologic and climatic conditions	At least four times per year, concurrent with habitat suitability surveys	Photographs will be taken from fixed locations at each mesohabitat that is monitored during the habitat suitability surveys	General photography

¹ Aquatic mesohabitats are visually and functionally distinct areas of instream habitat (e.g., pools, riffles, and runs)

² Los Angeles Regional Water Quality Control Board

³ U.S. Geological Survey



Task 3. Data Management and Reporting

Rincon will compile a digital database to ensure all data is managed and properly reviewed for ongoing QA/QC. This database shall include field-collected data, continuous water quality and flow data, and Habitat Suitability Index (HSI) scores calculated using field-collected data. The Rincon team will review all data to assess that data quality objectives are met in accordance with the UVRGA's *Data Quality Control Review Procedures*.

Following completion of each full year of monitoring, a written memo will be provided to the UVRGA with a summary of the monitoring efforts completed, the data collected, and a preliminary analysis of the findings for that year. Links to the online server with the data and Collector maps will also be provided. Annual progress reports will be submitted in December 2023 and December 2024 covering the preceding water year.

Following completion of the three-year monitoring program, a final assessment report will be provided to the UVRGA with all components detailed in the Workplan. The final assessment report will be submitted to the UVRGA in December 2025.

Task 3 Assumptions

- Annual data preparation and transmittal will require up to 30 hours. This estimate also assumes one round of edits following UVRGA's review to incorporate any edits or comments.
- Final Assessment Report preparation and transmittal will require up to 140 hours. This estimate also assumes up to 14 hours of edits following UVRGA's review to incorporate any edits or comments.
- The Rincon team will implement both peer and senior level review of all reports.

Cost Estimates

Table 2 presents cost estimates based on the above scope of work. To ensure budget for these tasks, we recommend establishing a 10 percent contingency to accommodate unforeseen circumstances or challenges. Rincon will bill on a time materials basis in accordance with our 2022 fee schedule (attached).

Table 2. Estimated Costs for Water Years 2023-2025

Tasks	Anticipated Hours	Labor Cost	Direct Expense	Estimated Cost
Task 1. Project Kick-off	8	\$1,500	\$-	\$1,500
Task 2. Field Monitoring	564	\$75,940	\$13,020	\$88,960
Task 3. Data Management and Reporting	214	\$33,820	\$-	\$33,820
Total	786	\$111,260	\$13,020	\$124,280



Authorization and Schedule

We anticipate field monitoring activities to begin in October of 2022, and we are prepared to begin this assignment following your written authorization in accordance with our current Master Services Agreement dated August 18, 2020, with UVRGA.

We sincerely appreciate your consideration of Rincon Consultants for this project. Please do not hesitate to contact us if you have questions about this proposal.

Sincerely,
Rincon Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Emily McCord'.

Emily McCord
Assistant Project Manager
Phone: 805-222-4567
Email: emccord@rinconconsultants.com

A handwritten signature in black ink, appearing to read 'Kiernan Brtalik'.

Kiernan Brtalik
Project Manager/Director
Phone: 805-328-2687
Email: kbrtalik@rinconconsultants.com

Attachments

Rincon 2022 Standard Fee Schedule



Rincon Consultants, Inc.

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	295
Director II	295
Principal I	285
Director I	285
Senior Supervisor II	258
Supervisor I	240
Senior Professional II	224
Senior Professional I	208
Professional IV	184
Professional III	170
Professional II	153
Professional I	136
Associate III	117
Associate II	102
Associate I	95
Field Technician	82
Data Solutions Architect	175
Senior GIS Specialist	164
GIS/CADD Specialist II	146
GIS/CADD Specialist I	131
Technical Editor	130
Project Accountant	110
Billing Specialist	95
Production Specialist	105
Clerical	95

*Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$375.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	0.20 (single-sided) & \$0.40 (double-sided)
Photocopies – Color	1.50 (single-sided) & \$3.00 (double-sided)
Photocopies – 11 x 17	0.50 (B&W) & \$3.30 (color)
Oversized Maps	8.00/square foot
Digital Production	15/disc and \$20/flash drive
Light-Duty and Passenger Vehicles*	88/day
4WD and Off-Road Vehicles*	140/day

*Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation. **Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.



Rincon Consultants, Inc.

Other Direct Costs	Day Rate
CAPDash – Climate Action Planning Software	7,500
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	155
Four Gas Monitor	133
Flame Ionization Detector	107
Photo Ionization Detector	80
Hand Auger Sampler	60
Water Level Indicator, DC Purge Pump	45
Natural Resources Field Equipment	
UAS Drone	268
Spotting or Fiberoptic Scope	165
Pettersson Bat Ultrasound Detector/Recording Equipment	165
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	110
GPS (Sub-meter Accuracy)	65
Infrared Sensor Digital Camera or Computer Field Equipment	55
Scent Station	22
Laser Rangefinder/Altitude	11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	9
Mammal Trap, Large/Small	1.50/ 0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	600
Boat (20 ft. Boston Whaler or Similar)	335
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	165
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	60
Refractometer (Salinity) or Turbidity Meter	37
Large Block Nets	110
Minnow Trap	95
Net, Hand/Large Seine	55
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	110
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	140
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	165
Fisheries Equipment (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	55
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	55/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	55
Insurance, Hazard and Fees	
Historic Research Fees	50
L&H Dive Insurance	55/diver
Level C Health and Safety	65 person

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 10(c)

DATE: September 8, 2022

TO: Board of Directors

FROM: Executive Director

SUBJECT: Rincon Consultants, Inc. Work Order No. 9 for Aquatic Groundwater Dependent Ecosystem (GDE) Monitoring in the Foster Park Aquatic Habitat Area

SUMMARY

Proposed Rincon Consultants, Inc. Work Order No. 9 is for implementation of the Board-approved Foster Park Aquatic Habitat Area GDE Monitoring Workplan during fiscal years 2022/2023, 2023/2024, and 2024/2025.

The purpose of the monitoring program is to provide data to facilitate UVRGA's ongoing evaluation of SMC developed in the GSP for the Depletion of Interconnected Surface Waters sustainability indicator in the Foster Park Aquatic Habitat Area GDE, as required by the Sustainable Groundwater Management Act.

FISCAL SUMMARY

The total requested authorization is included in the adopted fiscal year budget and multi-year projection.

RECOMMENDED ACTIONS

Authorize the Executive Director to issue Work Order No. 9 to Rincon Consultants, Inc. in an amount not to exceed \$70,350 and \$7,150 contingency to be authorized at the discretion of the Executive Director (\$77,500 total authorization).

BACKGROUND

Rincon Consultants Inc. was selected through a competitive process in 2020 to provide biological and field monitoring professional services to UVRGA. The Board approved a master service agreement with Rincon Consultants Inc., which was executed on August 19, 2020. The master services agreement envisions and provides for the issuance of work orders for specific tasks or projects, such as is proposed in this staff report.

ATTACHMENTS

- A. Proposed Rincon Consultants, Inc. Work Order No. 9

Action: _____

Motion: _____ Second: _____

B. Kuebler__ P. Kaiser__ A. Anselm__ M. Etchart __ J. Tribo__ V. Crawford__ E. Ayala__

Statement of Work

Work Order No. 9: Foster Park Aquatic GDE Monitoring & Reporting Years 1-3

To: Rincon Consultants, Inc.
180 North Ashwood Avenue
Ventura, California 93003
Attention: Kiernan Brtalik
Email: kbrtalik@rinconconsultants.com

From: Upper Ventura River Groundwater Agency
202 W. El Roblar Dr., Ojai, California 93023
Attention: Bryan Bondy
Email: bbondy@uvrgroundwater.org

In accordance with our Master Services Agreement (“**MSA**”) dated August 18, 2020, the following Statement of Work (“**SOW**”) is entered into by Upper Ventura River Groundwater Agency (“**Customer**”) and Rincon Consultants, Inc. (“**Provider**”) for a new project and/or services (collectively, “**Services**”):

GENERAL NATURE OF SERVICES:

Perform aquatic groundwater dependent ecosystem (GDE) monitoring during water years 2022/2023, 2023/2024, and 2024/2025 and associated reporting in accordance with the Board-approved Foster Park Aquatic Habitat Area GDE Monitoring Workplan (Board approval date August 11, 2022).

When applicable, provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

Provider shall ensure all work is performed in accordance with UVRGA’s adopted procedures and the UVRGA Groundwater Sustainability Plan.

SCOPE OF SERVICES: Please see attached proposal.

COMPLETION DATE: January 31, 2026

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$ \$70,350 without prior written authorization.

Contingency: An additional 10% in the amount of \$7,150 is reserved for potential unanticipated costs. Use of contingency funds requires prior written authorization by the Executive Director.

Labor Rates are pursuant to attached proposal.

PAYMENT TERMS

Payments shall be due:

- ☐ upon the completion of the SOW
☒ as follows: Per MSA terms.

ADDITIONAL TERMS AND CONDITIONS

This SOW will be governed by the terms and conditions of the MSA. In the event of any conflict between the terms set forth in this SOW and the MSA, the MSA shall be deemed to control the relationship between the parties with respect to the SOW.

ACCEPTED AND AGREED:

"PROVIDER" Rincon Consultants, Inc.	"CUSTOMER" UPPER VENTURA RIVER GROUNDWATER AGENCY
By: Print Name: Jennifer Hadow Title: Principal-in-Charge Date:	By: Print Name: Bryan Bondy Title: Executive Director Date:



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

August 31, 2022

Project No: 20-10008

Attn: Bryan Bondy, Executive Director and GSP Manager

Upper Ventura River Groundwater Agency

202 West El Roblar Drive

Ojai, California 93023

Via Email: bbondy@uvrgroundwater.org

Subject: Work Order Request #9: Foster Park Aquatic Habitat Area Aquatic Groundwater Dependent Ecosystem Field Monitoring Services

Dear Mr. Bondy:

Rincon Consultants, Inc. (Rincon) is providing the following scope of work as work order request number 9, to implement the monitoring program outlined in the Foster Park Aquatic Habitat Area Groundwater Dependent Ecosystem Monitoring Workplan (Workplan, dated July 2022). The Workplan was developed for and approved by the Upper Ventura River Groundwater Agency (UVRGA) in August 2022 to implement monitoring requirements outlined in the Groundwater Sustainability Plan (GSP). The Workplan is hereby incorporated into this proposal by reference.

Following guidance provided in Section 5.8 of the GSP, the Workplan outlines a three-year monitoring program to assess performance of the interconnected surface water depletion sustainable management criteria (SMC) included in the GSP for the Foster Park Aquatic Habitat Area. The monitoring program was designed to provide data to facilitate UVRGA's ongoing evaluation of SMC developed in the GSP for the *Depletion of Interconnected Surface Waters* sustainability indicator in the Foster Park Aquatic Habitat Area Groundwater Dependent Ecosystem (GDE), as required by the Sustainable Groundwater Management Act.

To complete the monitoring activities specified in the Workplan, we have developed a scope of work comprised of the following tasks:

- Task 1. Project Kick-off
- Task 2. Field Monitoring
- Task 3. Data Management and Reporting

The following scope of work presents the anticipated level of effort and estimated costs for a three-year monitoring period (October 1, 2022 – September 30, 2025).

Task 1. Project Kick-off

Rincon will complete project kick-off activities that will consist of internal and client coordination of project schedule and resources. In addition, it is anticipated that Rincon's Project Manager and key staff will prepare for and participate in one virtual meeting with UVRGA's Environmental Stakeholder



Director, California Department of Fish and Wildlife, and other interested resource agencies to confirm Workplan monitoring protocols align with the applicable agency protocols.

Task 1 Assumptions

- Preparation and participation of two Rincon staff for one virtual meeting.
- Kick-off activities will be coordinated with Confluence Area Aquatic Habitat Area GDE monitoring services to streamline resources.

Task 2. Field Monitoring

Field monitoring will consist of an initial habitat survey to determine monitoring locations and routine fieldwork thereafter. All fieldwork will be performed in accordance with the Workplan and the UVRGA's *Monitoring and Data Collection Protocols and Data Quality Control Review Procedures*. Field monitoring components are outlined in **Table 1**.

The mobilization effort for the continuous water quality and flow monitoring is anticipated to include the purchase of two sets of HOBOT sondes capable of measuring pH, dissolved oxygen (DO), temperature, and pressure. Additional equipment may be necessary to secure the sondes.

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Table 1. Monitoring Program Components and Schedule

Monitoring Component	Data Collected	Purpose	Schedule	Locations	References/Protocols
Habitat Mapping	Map aquatic mesohabitats ¹ in the Foster Park Aquatic Habitat Area Aquatic GDE	Will provide in-depth information on existing habitats within the GDE and allow for identification of specific mesohabitats to monitor	Once at beginning of the program (likely during Fall 2022) and after streambed altering flow events	Entire Foster Park Aquatic Habitat Area Aquatic GDE (approximately 1,590 feet in length)	California Salmonid Stream Habitat Restoration Manual (Flosi et al. 2010)
Routine Habitat Suitability and Snorkel Surveys	Survey HSI parameters, including sediment type, riparian vegetation/cover, water depth, and various in-stream structure, as well as all species observed, within predetermined pools, riffles, and glides. Steelhead presence/ absence will be documented during snorkel surveys. Fish stranding/mortality will also be documented.	Will provide in-depth information on existing conditions and allow for assessment of habitat suitability for steelhead, CRLF, and other aquatic organisms. Conditions can be quantified and compared with streamflow, as well as climatic data and modeled ISW depletion.	At least four times per year (once during winter and at least three times during summer/fall)	Designated monitoring locations (e.g., pools, riffles, glides) within the Foster Park Aquatic Habitat Area Aquatic GDE	SS HSI (Normandeau Associates, Inc. 2015, Padre Associates, Inc. 2013) California Salmonid Stream Habitat Restoration Manual (Flosi et al. 2010) Revised Guidance on Site Assessments and Field Surveys for the California Red-legged Frog (USFWS 2005) NWFS and CDFW Integration of Steelhead Viability Monitoring, Recovery Plans and Fisheries Management in the Southern Coastal Area (Boughton et al. 2022)



Monitoring Component	Data Collected	Purpose	Schedule	Locations	References/Protocols
Water Quality and Flow Monitoring	Water level, DO, pH, temperature	Will provide continuous flow and water quality data that can then be correlated with streamflow, as well as climatic data and modeled ISW depletion.	Continuous data collection, data downloaded during each field visit	One designated location within the Foster Park Aquatic Habitat Area Aquatic GDE	LARWQCB ² Basin Plan (2014), USGS ³ standards for stream gauge installation, UVRGA Monitoring and Data Collection Protocols (2018)
Aerial Photography	Aerial images	Will provide a visual time series of overall conditions within the GDE and allow for comparison of conditions over time and during different hydrologic and climatic conditions	At least four times per year, concurrent with habitat suitability surveys	Aerial photographs will be taken of the upper, middle, and lower portions of the Habitat Area Aquatic GDE	General photography and FAA rules
Repeat Ground Photography	Photographs of instream and riparian habitat from fixed locations	Will provide a visual time series for each monitoring location that will allow for comparison of habitat conditions over time and during different hydrologic and climatic conditions	At least four times per year, concurrent with habitat suitability surveys	Photographs will be taken from fixed locations at each mesohabitat that is monitored during the habitat suitability surveys	General photography

¹ Aquatic mesohabitats are visually and functionally distinct areas of instream habitat (e.g., pools, riffles, and runs)

² Los Angeles Regional Water Quality Control Board

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Task 3. Data Management and Reporting

Rincon will compile a digital database to ensure all data is managed and properly reviewed for ongoing QA/QC. This database shall include field-collected data, continuous water quality and flow data, and Habitat Suitability Index (HSI) scores calculated using field-collected data. The Rincon team will review all data to assess that data quality objectives are met in accordance with the UVRGA's *Data Quality Control Review Procedures*.

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Following completion of the three-year monitoring program, a final assessment report will be provided to the UVRGA with all components detailed in the Workplan. The final assessment report will be submitted to the UVRGA in December 2025.

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- The Rincon team will implement both peer and senior level review of all reports.

Cost Estimates

Table 2 presents cost estimates based on the above scope of work. To ensure budget for these tasks, we recommend establishing a 10 percent contingency to accommodate unforeseen circumstances or challenges. Rincon will bill on a time materials basis in accordance with our 2022 fee schedule (attached).

Table 2. Estimated Costs for Water Years 2023-2025

Tasks	Anticipated Hours	Labor Cost	Direct Expense	Estimated Cost
Task 1. Project Kick-off	8	\$1,500	\$-	\$1,500
Task 2. Field Monitoring	216	\$27,510	\$13,020	\$40,530
Task 3. Data Management and Reporting	198	\$28,320	\$-	\$28,320
Total	422	\$57,330	\$13,020	\$70,350



Authorization and Schedule

We anticipate field monitoring activities to begin in October of 2022, and we are prepared to begin this assignment following your written authorization in accordance with our current Master Services Agreement dated August 18, 2020, with UVRGA.

We sincerely appreciate your consideration of Rincon Consultants for this project. Please do not hesitate to contact us if you have questions about this proposal.

Sincerely,
Rincon Consultants, Inc.

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Emily McCord
Assistant Project Manager
Phone: 805-222-4567
Email: emccord@rinconconsultants.com

A handwritten signature in black ink, appearing to read 'Kiernan Brtalik'.

Kiernan Brtalik
Project Manager/Director
Phone: 805-328-2687
Email: kbrtalik@rinconconsultants.com

Attachments

Rincon 2022 Standard Fee Schedule



Rincon Consultants, Inc.

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
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Professional II	153
Professional I	136
Associate III	117
Associate II	102
Associate I	95
Field Technician	82
Data Solutions Architect	175
Senior GIS Specialist	164
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Technical Editor	130
Project Accountant	110
Billing Specialist	95
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*Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$375.

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Direct Cost	Rates
Photocopies – Black and White	0.20 (single-sided) & \$0.40 (double-sided)
Photocopies – Color	1.50 (single-sided) & \$3.00 (double-sided)
Photocopies – 11 x 17	0.50 (B&W) & \$3.30 (color)
Oversized Maps	8.00/square foot
Digital Production	15/disc and \$20/flash drive
Light-Duty and Passenger Vehicles*	88/day
4WD and Off-Road Vehicles*	140/day

*Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation. **Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.


Rincon Consultants, Inc.

Other Direct Costs	Day Rate
CAPDash – Climate Action Planning Software	7,500
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	155
Four Gas Monitor	133
Flame Ionization Detector	107
Photo Ionization Detector	80
Hand Auger Sampler	60
Water Level Indicator, DC Purge Pump	45
Natural Resources Field Equipment	
UAS Drone	268
Spotting or Fiberoptic Scope	165
Pettersson Bat Ultrasound Detector/Recording Equipment	165
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	110
GPS (Sub-meter Accuracy)	65
Infrared Sensor Digital Camera or Computer Field Equipment	55
Scent Station	22
Laser Rangefinder/Altitude	11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	9
Mammal Trap, Large/Small	1.50/ 0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	600
Boat (20 ft. Boston Whaler or Similar)	335
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	165
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	60
Refractometer (Salinity) or Turbidity Meter	37
Large Block Nets	110
Minnow Trap	95
Net, Hand/Large Seine	55
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	110
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	140
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	165
Fisheries Equipment (Waders, Wetsuits, Dip Nets, Seine Nets, Bubbler, Buckets)	55
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	55/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	55
Insurance, Hazard and Fees	
Historic Research Fees	50
L&H Dive Insurance	55/diver
Level C Health and Safety	65 person