

NOTICE
REGULAR MEETING OF THE BOARD OF DIRECTORS
SANTA YNEZ RIVER VALLEY GROUNDWATER BASIN
WESTERN MANAGEMENT AREA GROUNDWATER SUSTAINABILITY AGENCY

will be held on Wednesday, September 25, 2024, at 10:00 a.m.
at Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Rd, Lompoc, California

WMA GSA Director Myron Heavin will be attending the meeting via teleconference from the following location:
2700 Lewis Place, Lompoc, California. Members of the public may join him at that location.

Optional remote public participation is available via Telephone or ZOOM

To access the meeting via telephone, please dial: (669) 444-9171 or via the Web at: <http://join.zoom.us>

“Join a Meeting” - Meeting ID **892 9207 7870** Meeting Passcode: **165018**

*** Please Note ***

The above teleconference option for public participation is being offered as a convenience only and may limit or otherwise prevent your access to and participation in the meeting due to disruption or unavailability of the teleconference line. If any such disruption of unavailability occurs for any reason the meeting will not be suspended, terminated, or continued. Therefore in-person attendance of the meeting is strongly encouraged.

AGENDA OF REGULAR MEETING

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comment (Any member of the public may address the Committee relating to any non-agenda matter within the Committee’s jurisdiction. The total time for all public comment shall not exceed fifteen minutes and the time allotted for each individual shall not exceed five minutes. No action will be taken by the Committee at this meeting on any public comment item.)
4. Review and consider approval of the Minutes of the Regular Meeting of August 28, 2024
5. Receive update on Status of Executive Order requiring Written Verifications for New Well Applications
6. Receive update from EKI on Proposition 68 Grant Funded Projects
7. Receive update from the three Ad-Hoc Committees and consider possible action:
 - a. Recruitment of WMA Plan Manager/Executive Director; approving draft Request for Qualifications (RFQ)
 - b. Development of a policy for WMA groundwater production measurement and reporting
8. Receive and consider possible action on the following WMA JPA items:
 - a. Agency updates on status of agency approvals of First Addendum to the WMA JPA
 - b. Consider directing staff to develop a contract with Streamline for the WMA GSA website, and authorize and request a change in ownership from SYRWCD to the WMA GSA JPA
 - c. Consider proposals by Stetson to prepare the WMA annual report and single report submittal and authorize action.
9. Consider changing the date and time of regular meetings of the WMA GSA
10. Next Regular WMA GSA Board meeting is scheduled for Wednesday, October 23, 2024, 10 a.m. at VVCSD
11. WMA GSA Board member reports and requests for future agenda items.
12. Adjournment

[This agenda was posted 72 hours prior to the scheduled special meeting at 3669 Sagunto Street, Suite 101, Santa Ynez, California, and SantaYnezWater.org in accordance with Government Code Section 54954. In compliance with the Americans with Disabilities Act, if you need special assistance to review agenda materials or participate in this meeting, please contact the Santa Ynez River Water Conservation District at (805) 693-1156. Advanced notification as far as practicable prior to the meeting will enable the GSA to make reasonable arrangements to ensure accessibility to this meeting.]

MEETING MINUTES

Santa Ynez River Valley Groundwater Basin Western Management Area Groundwater Sustainability Agency Board of Directors August 28, 2024

A regular meeting of the Santa Ynez River Valley Groundwater Basin Western Management Area Groundwater Sustainability Agency (WMA GSA) Board of Directors was held on Wednesday, August 28, 2024, at 10:00 a.m. at the Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Road, Lompoc, California.

Directors Present: Chris Brooks, Mike Garner (Acting Alternate), Steve Jordan,
and Kristin Worthley (Acting Alternate)

Non-Voting Directors Present (Teleconference): Meighan Dietenhofer (Acting Alternate)

Alternate Directors Present: Robert Dunlap and Ron Stassi

Others Present (In Person): Cynthia Allen, Bill Buelow, Hans Holtz, Carol Redhead, Justin Rughe,
Legal Counsel Isaac St. Lawrence, Amber Thompson, and Tom Witt

Others Present (Teleconference): Ken Domako, John Fio (EKI), Paeter Garcia, Curtis Lawler
(Stetson Engineers), Kadie McShirley, Steve Torigiani, Susan Xie (EKI), and Matt Young

1. Call to Order and Roll Call

WMA GSA Vice Chair Brooks called the meeting to order at 10:15 am. Ms. Thompson called roll. Two Directors and two Acting Alternate Directors were present in person providing a quorum. One non-voting Acting Alternate Director participated by teleconference.

2. Pledge of Allegiance

The Pledge of Allegiance was led by WMA GSA Vice Chair Brooks.

3. Public Comment

Ms. Carol Redhead provided a statement regarding her candidacy for Division 3 Director of Santa Ynez River Water Conservation District.

4. Review and consider approval of the Minutes of the Regular Meeting of July 24, 2024

The minutes of the WMA GSA Board meeting of July 24, 2024, were presented for Board consideration. There was no discussion or public comment.

Director Jordan made a MOTION to approve the minutes of the WMA GSA Board meeting of July 24, 2024, as presented. Acting Alternate Director Worthley seconded the motion. The motion passed unanimously by voice vote.

5. Review and Consider Approval of Quarterly Financial Reports and Warrant List with Invoices

Mr. Buelow presented the quarterly financial reports of FY 2023-24 Periods 10 through 12 (through June 30, 2024) and the Warrant Lists for April, May, and June 2024 for WMA GSA Board consideration. There was no discussion or public comment.

Director Jordan made a MOTION to approve the Warrant Lists for April, May, and June 2024 (Check Nos. 1034-1043) totaling \$30,518.59, as presented. Acting Alternate Director Garner seconded the motion. There was no discussion or public comment. The motion passed unanimously by voice vote.

6. Receive Update from the Well Verification Policy Ad-Hoc Committee

Director Brooks provided an update from the Well Verification Policy Ad-Hoc Committee. Discussion followed. Acting Alternate Director Meighan Diethofer suggested contacting the Santa Barbara County Ag Advisory Committee as a method for stakeholder outreach. Public comment was received.

7. Receive updates and consider taking action on the following:

a. Sub-grant Agreement with SYRWCD

Mr. Buelow presented on the Subgrant Agreement between Santa Ynez River Water Conservation District (“SYRWCD”) and the GSA (“Agreement”). Legal Counsel St. Lawrence reported that he reviewed changes that were made to the Agreement and was ok with changes except that for the language requiring the WMA to indemnify the other GSA’s. Legal counsel reported that the agreement is between SYRWCD and the GSA for the purpose of facilitating grant implementation and allowing reimbursement to the WMA GSA. As written, the agreement would be effective even if the CMA or EMA fail to enter into a similar agreement. Mr. St. Lawrence recommended removal of the noted indemnification of other GSAs language. Discussion followed. Mr. Torigiani, Legal Counsel for SYRWCD, provided additional information.

Director Jordan made a MOTION to approve the WMA GSA execution of the Subgrant Agreement for Implementation of Grant Agreement Number 4600015265 Between the State of California Department of Water Resources and Santa Ynez River Water Conservation District, with amendment to Section 11 Indemnification as proposed by legal counsel. Acting Alternate Director Garner seconded the motion. The motion passed unanimously by voice vote.

Additional discussion followed.

b. Amend EKI Scope of Work and consider approval of new Grant Implementation Projects specific for WMA GSA

Mr. Buelow reported on the current approved EKI Scope of Work for certain Grant Component work on behalf of the entire basin and GSP Implementation tasks for Components 6, 7, & 8 for the WMA GSA under the WMA GSA contract with EKI. He explained the need for approval of a Scope of Work for GSP Implementation tasks for Components 2 and 5 work for the WMA GSA. EKI provided an amended Scope of Work to add those tasks. Discussion followed.

Acting Alternate Director Garner made a MOTION to approve the amended EKI Scope of Work adding GSP Implementation tasks for Components 2 and 5 for the WMA GSA. Director Jordan seconded the motion. The motion passed unanimously by voice vote.

Public comment was received.

c. Review and consider approval of contract for services with Stetson Engineers

Mr. Buelow reported that at the last WMA GSA meeting the Board directed staff to develop a contract for work with Stetson Engineers. Legal Counsel St. Lawrence explained the purpose of this contract between Stetson Engineers and the WMA GSA. Discussion followed.

Acting Alternate Director Worthley made a MOTION to approve the contract with Stetson Engineers for engineering services for the WMA GSA. Public comment was received. Acting Alternate Director Garner seconded the motion. The motion passed unanimously by voice vote.

8. Basin-wide Joint-GSAs Meeting Friday, September 6, 2024, 10 a.m., at Buellton City Council Chambers

Mr. Buelow announced that a Basin-wide Joint-GSAs meeting is scheduled for Friday, September 6, 2024, 10 a.m. at the Buellton City Council Chambers, as was requested by the WMA GSA Board. Discussion followed. There was no public comment.

9. Next Regular WMA GSA Board Meeting is scheduled for Wednesday, September 25, 2024, 10 a.m., at VVCSD

Vice Chair Brooks announced the next scheduled WMA GSA Board Regular meeting will be held on Wednesday, September 25, 2024, at 10:00 a.m. at the Vandenberg Village Community Services District, Meeting Room, 3745 Constellation Rd., Lompoc, California.

10. WMA GSA Board member reports and requests for future agenda items

Director Jordan requested status update on the Rate Study.

Director Brooks asked if there is a grant to fund installation of wells for farmers to add to the monitoring network for seawater intrusion.

Acting Alternate Director Worthley reported on a meeting with USGS about monitoring and the need for better access to the north side of Santa Ynez River at Robinson Bridge due to safety concerns.

11. Adjournment

Vice Chair Brooks adjourned the meeting at 11:15 a.m.

Chris Brooks, Vice Chair

Amber Thompson, Secretary

DRAFT

Draft – For discussion purposes only



WMA GSA BOARD OF DIRECTORS MEETING

25 SEPTEMBER 2024

PROPOSITION 68 GRANT FUNDED PROJECTS UPDATE

FUNDING WILL SUPPORT WORK AND ADMINISTRATION OF 8 COMPONENTS (7 PROJECTS)

- *All Projects are described in the GSPs.*
- *Some Projects may require significant outreach to land and well owners to identify participants for demonstration projects and related studies (#'s 2, 5, 7, and 8).*

Components	Grant Amount
Component 1: Grant Administration	\$154,000
Component 2: Well Extraction Measurement Demonstration Projects and Basin Reporting Program	\$741,000
Component 3: Santa Ynez River Basin WMA, CMA and EMA – SGMA Rate Study	\$82,000
Component 4 : Basin <u>GSPs</u> 5-yr Update	\$1,492,000
Component 5 : Monitoring <u>Improvement</u> and Expansion	\$1,845,000
Component 6 : Storm water Capture and Infiltration Project Designs*	\$335,000
Component 7 : Water Use <u>Efficiency</u> Strategic Plan*	\$600,000
Component 8 : <u>Recycled Water</u> <u>Feasibility Study</u> *	\$285,000
Total:	\$5,534,000

* Focus on the WMA GSA.



WMA IMPLEMENTATION RESPONSIBILITIES

	WMA	CMA	EMA
1. Grant Administration	SYRWCD	SYRWCD	SYRWCD
2. Well Extraction Measurement and Reporting			
a) Administration/Coordination	EKI	EKI	EKI
b-e) <i>Category Tasks Required by DWR Agreement¹</i>	EKI		
3. SGMA Rate Study	Raftelis		
4. GSP Update	WMA		
5. Monitoring Improvements			
a) Administration/Coordination	EKI	EKI	EKI
b-e) <i>Category Tasks Required by DWR Agreement¹</i>	EKI		
6. Storm Water Capture	EKI		
7. Water Use Efficiency	EKI		
8. Recycled Water Feasibility Study	EKI		

1. Environmental/Design, Implementation/Construction, Monitoring/Assessment, Engagement/Outreach.



PROGRESS TO DATE

TEAM BUILDING AND KICK-OFF MEETINGS

- Consultants/Contractors
- Cooperating Land- and Well Owners.
 - Extraction Measurement and Reporting Methods
 - Water Use Efficiency
- Kick-Off Meetings and Information Requests for Components 6-8 (stormwater, water use efficiency, and recycled water feasibility).



TEAM BUILDING FOR CATEGORY TASKS

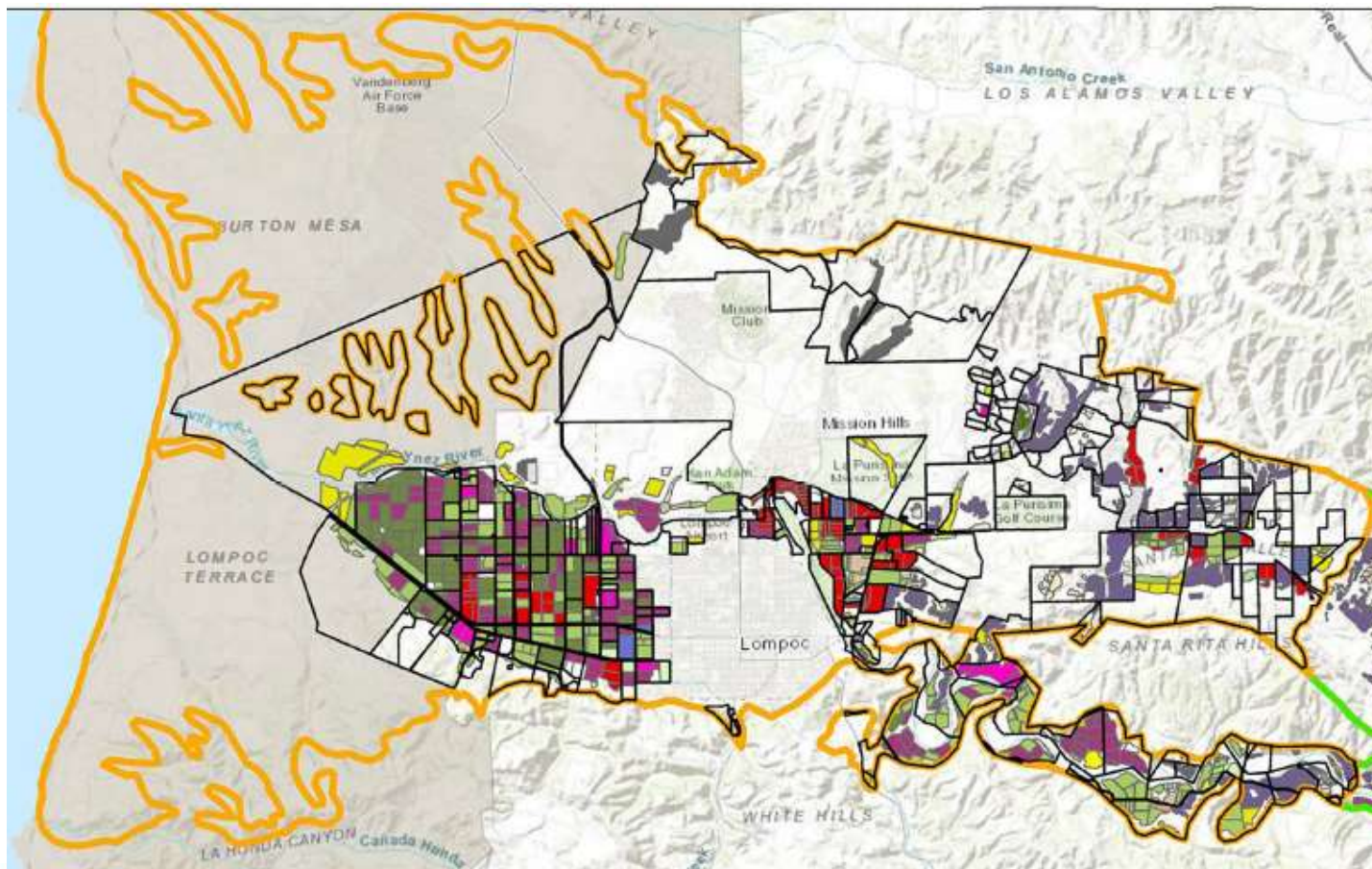
CONSULTANTS

TASK	WMA
UPDATE MONITORING NETWORK	
Add Existing Wells to Network	
SURVEY/VIDEO LOG MONITORING WELLS	
Install New Monitoring Well	
Add Stream Gauge	<input checked="" type="checkbox"/>
DATA COLLECTION	
Streamflow	<input checked="" type="checkbox"/>
Seawater Intrusion	<input checked="" type="checkbox"/>
GDEs	<input checked="" type="checkbox"/>
EXTRACTION MEASUREMENT	
DMS Update	<input checked="" type="checkbox"/>
Meters	
Power Use	
Consumption (weather stations and ET)	<input checked="" type="checkbox"/>
AG AND WATER USE SPECIALIST	<input checked="" type="checkbox"/>

Completed or In-Process



TEAM BUILDING FOR COOPERATING LAND/WELL OWNERS



APN and Land Use Maps to Identify Potential Cooperators in Different Areas of the WMA

THREE MONTH LOOK AHEAD

Schedule

October

November

December

- Work Authorizations for supporting consultants
- Landowner research and outreach
- Data collection, construction planning, and permitting
- Outreach Meetings
- Requests for information

- Draft quarterly progress report

- Evaluate CEQA requirements
- Access agreements
- Infrastructure evaluation and design
- Data collection

- Finalize access agreements
- Finalize CEQA requirements
- Data collection
- Initiate construction plans

SANTA YNEZ BASIN WESTERN MANAGEMENT AREA
GROUNDWATER SUSTAINABILITY AGENCY
REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING SERVICES
FOR EXECUTIVE DIRECTOR

DATE: (insert here)

DEADLINES FOR SUBMISSION

Notice of Intent to Respond Submittal (21 days after date of this notice)

Full Qualification Package Submittal (45 days after date of this notice)

INTRODUCTION

The Santa Ynez Basin Western Management Area Groundwater Sustainability Agency (WMA GSA) is a Joint Powers Authority (JPA) formed to effectively implement its Groundwater Sustainability Plan (GSP) in compliance with the Sustainable Groundwater Management Act (SGMA). The WMA GSA is seeking Statements of Qualification (SOQs) from qualified individuals and/or firms to provide Executive Director of the GSA services as an independent contractor.

BACKGROUND

The WMA GSA JPA includes the Santa Barbara County Water Agency, the Santa Ynez River Water Conservation District, City of Lompoc, Mission Hills Community Services District, and Vandenberg Village Community Services District. The WMA GSA became a JPA on November 28, 2023.

The Santa Ynez River Valley Groundwater Basin is designated as a medium-priority basin and is subject to SGMA. Public agencies in the Basin created three GSAs representing the three main areas of the Basin (Eastern, Central, and Western Management Area). Groundwater Sustainability Plans (GSPs) for each management area were submitted to the California Department of Water Resources for review in January of 2022. All three GSPs were approved by DWR in January 2024.

PROJECT SCOPE

The successful firm will enter into a contract with the WMA GSA. A more detailed scope of the work will be approved by the WMA GSA Board in consultation with the successful firm/individual for this RFQ, but would include, but not be limited to, the following:

1. Perform administrative and management duties in the capacity of Executive Director for a public agency acting as a WMA GSA;
2. Oversee implementation of the approved Groundwater Sustainability Plan and Projects for the WMA GSA. Coordinate with the two other GSA's in the Basin.

3. Prepare agendas for meetings of the WMA GSA Board of Directors and any regular committees, , attend and administer those meetings, and prepare minutes of those meetings serving as or working with the Secretary of the WMA GSA. Currently the WMA GSA Board meets monthly (4th Wednesday of the month), however this could change to quarterly meetings;
4. Coordinate with other consultants retained by the WMA GSA, including legal counsel and technical consultants performing studies and/or projects for the WMA GSA;
5. Serve as or work with the Treasurer of the WMA GSA to provide financial information to the WMA GSA Board;
6. Secure other services needed by the WMA GSA, such as insurance; bookkeeping, Certified Public Accountant; web-hosting;
7. Communicate with landowners and groundwater producers within the WMA GSA, staff representing member agencies of the WMA GSA, and other interested parties, as the principle point of contact for the GSA, and provide communications to such stakeholders as directed by the WMAGSA Board;
8. Facilitate regular (monthly) meetings with WMA GSA JPA member agency staff representatives.
9. Participate in basin-wide staff and board meetings.
10. Other activities as directed by the Board of Directors.

ORGANIZATION AND CONTENTS OF QUALIFICATIONS SUBMITTALS

At a minimum, please provide the following information in support of your response to this RFQ. Note that straightforward pertinent information is encouraged rather than general company brochures. Please limit your response to 10 pages (excluding any attached resumes).

General Information

Please provide information on location and education and years in the industry; or your firm's location, number of employees, years in business, etc.

Applicable Experience

Please provide a description of your or your firm's recent and relevant experience related to the types of activities listed in the scope of work above. . Provide specific project descriptions if applicable, which should include:

- When the work was performed, including the duration of the project;
- The client for whom the work was performed (unless confidential; if so, please note as such);
- A general description of the scope of work;
- The outcome of the project, i.e. did the project meet its objectives?
- Contact information, including a telephone number and email address, of the project manager, and key team members associated with the project.

Project Team Information (if applicable)

If a team approach is proposed, please identify who will be directly involved in providing services to the WMA GSA and provide resumes with relevant experience for all of those involved. If the proposal is a team approach, please provide the estimated percentage of the overall effort in terms of projected costs for each team member.

Project Approach

Please provide a discussion of you or your firm's ideas with respect to implementing the project scope in a cost-effective and timely manner. Please present your perspective on key priorities, and potential risk factors and their mitigation.

GENERAL ADMINISTRATIVE INFORMATION

Please also provide the following:

Insurance

Confirm the Consultant's will secure any legally required insurance coverage (this may including comprehensive general liability, automotive liability, and workers compensation).

Consulting Rates and Other Costs

Please provide information regarding personnel rates and any other unit costs that may be applied for this project (e.g. copies, computer usage, travel, etc.).

SELECTION AND APPROVAL PROCESS

Prior to award of a contract the WMA GSA may schedule a meeting with selected consultants to provide the consultant an opportunity to describe their qualifications with the WMA GSA Board of Directors or a committee thereof, and to answer questions regarding the consultant's qualifications.

The WMA GSA may select whichever consultant it determines will best serve its interests utilizing and considering the response to the requirements of this RFQ. Upon completion of the evaluation process, initial discussions may be conducted between the WMA GSA and consultants to clarify the scope of services, staffing schedules, level of effort, and contract costs. The WMA GSA will then enter final negotiations with the selected consultant with the intent of agreeing on a mutually acceptable contract.

Due Date, Number of Submittals, and Contact Information

One hard copy and one electronic copy should be submitted to:

William Buelow, WMA Interim Plan Manager
c/o Santa Ynez River Water Conservation District
P.O. Box 719
Santa Ynez, CA 93460

Qualification submittals should be received no later than 12:00 pm on _____, 2024.

Questions can be directed to William (Bill) Buelow by phone at 805.693.1156 or by email at bbuelow@syrwcd.com.

GENERAL DISCLOSURES

All submitters are hereby advised that this RFQ is an informal solicitation and is not a commitment or offer to enter into an agreement or engage into any competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The submitter understands and agrees to the following:

- A. The WMA GSA reserves the right to negotiate with any qualified source.
- B. The WMA GSA reserves the right to reject any or all submittals for any reason or for no reason at all.
- C. The WMA GSA reserves the right to request further information from the submitters either in writing or orally. Such request will be addressed to that person or persons authorized by the submitter to represent the submitter.
- D. The WMA GSA reserves the sole right to judge the submitters' representations, either written or oral.
- E. Submitters understand and agree that a submittal constitutes acknowledgement and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFQ.
- F. False, incomplete, or unresponsive statements in connection with a submittal may be sufficient cause for the rejection of the submittal. The valuation and determination of the fulfillment of the above requirements will be the WMA GSA's responsibility and its decision shall be final.
- G. The WMA GSA reserves the right to interpret or change any provisions of this RFQ at any time prior to the submission date. Such interpretations or changes will be in the form of addenda to this RFQ.
- H. All submittals in response to this RFQ will become the exclusive property of the WMA GSA. At such time as the WMA GSA consultant selection appears on the WMA GSA Board Agenda, all such submittals become a matter of public record, and shall be regarded as public records, with the exception of those parts of each submittal which are defined by the submitter as business or trade secrets, and so marked as "confidential" or "proprietary". The WMA GSA shall not in any way be liable or responsible for the disclosure of any such submittals (or any part thereof) if disclosure of any such submittal or any part thereof is required under the Public Records Act.
- I. The WMA GSA shall not in any way be liable for any costs incurred in connection with the preparation of any submittal in response to this RFQ.

STETSON ENGINEERS
SCOPE OF WORK AND ESTIMATED COST
Western Management Area Groundwater Sustainability Agency (“WMA GSA”)
Water Year 2024 Annual Subreport for SGMA Requirements

Stetson Engineers prepared the Groundwater Sustainability Plan for the Western Management Area Groundwater Sustainability Agency (“WMA GSA”), which the WMA GSA Board approved in January 2022, and the California Department of Water Resources (DWR) approved in January 2024. This GSP was also the basis for receiving recent Proposition 68 grant funding to implement the Projects and Management Actions in the GSP.

For the past three years (Water Years 2021, 2022, and 2023), Stetson Engineers prepared the annual reports for the WMA GSA. In DWR’s review of the 2023 annual reports for the Santa Ynez River Valley Groundwater Basin (Basin), DWR requested that the GSAs consolidate the annual reports of the GSAs into one annual report for the entire Basin (DWR, May 31, 2024). At a Basin-wide meeting on September 6, 2024, the GSAs decided to produce the materials in the annual report for each GSA separately similar to the last three reports, but have an Executive Summary and Annual Report produced for the entire Basin.

This scope of work for Stetson is to produce a Water Year 2024 Annual Subreport that will contain all of the SGMA reporting requirements for the WMA GSA, but the subreport will be intended for inclusion in the one annual report for the entire Basin for Water Year 2024. The contents of this subreport will be the same as the previous annual reports but streamlined for inclusion in the annual report for the entire Basin. The total not to exceed cost is estimated at \$30,000. This cost for the annual report does not include separate costs associated with combining the subreports for each GSA into one Basin Annual Report.

The outline of the contents of the subreport for the WMA will be the same as the previous three years because this meets the statutory requirements under SGMA. In addition, the latest Department of Water Resources (DWR) guidance on annual reports (DWR, October 2023) and comments on the annual reports (DWR, May 2024) will be addressed. The critical chapters in the report will be:

- Basin Conditions: This includes the determination of the hydrologic year type.
- Groundwater Hydrographs and Contours: Includes hydrographs for the representative monitoring well network, and required groundwater elevation contour maps (seasonal high and low).
- Water Use: This includes both groundwater and surface water used by each sector (domestic, municipal, and agricultural).

9/6/2024

- **Groundwater Storage:** This includes changes in groundwater storage maps and the effects of groundwater use on storage changes.
- **Progress on GSP Sustainability Indicators:** This includes an evaluation of recent data regarding sustainability for groundwater levels, storage, water quality, seawater intrusion, land subsidence, and interconnected surface water and groundwater dependent ecosystems.
- **Implementation of Project and Management Actions Since Previous Annual Report:** This includes discussing GSA activities in the current water year to achieve sustainability goals.

Attachment A includes which sections, tables, and figures of the 2023 report will be produced for the 2024 subreport for the WMA. These sections of the SGMA Annual report will be produced over three tasks, including:

- **Task 1. Data collection and analysis.** Groundwater levels, production, and surface water data will be collected for the reporting period. Groundwater level information will be converted into projected groundwater level contours for the management areas and estimates of updated storage calculations. Additional analyses are related to estimating surface water quantities. The latest data for the other sustainability indicators (water quality, seawater intrusion, land subsidence, depletions of interconnected surface water) will also be collected and analyzed per the GSP.
- **Task 2. Report Preparation.** The text and content of the SGMA annual report are described in the regulations (23 CCR § 356.2. Annual Reports). It includes provisions defining general information summarizing the basin and hydrologic conditions, including groundwater elevations, hydrographs, contour maps, summary of extraction data, surface water quantities, available surface water supplies, total water use, and storage maps. A final section summarizes updates on projects and management actions from the groundwater sustainability plan and how other sustainability indicators are being met. Additional supporting information will be provided in the appendices.
- **Task 3. Project Management and Meetings.** Project management costs are estimated at 5% of total cost. This task also includes calls with the other GSAs in the Basin to coordinate efforts. This task involves coordinating with the preparer of the one annual report for the Basin. This task consists of attending GSA meetings to summarize the subreport if needed.

Project Cost

The total not to exceed cost for the Water Year 2024 Annual subreport for the Basin is **\$30,000**. Staff hours for each of the three tasks above are estimated below. All work is on a time and material basis using the attached rate schedule (Attachment B). With this new format to meet the

9/6/2024

reporting requirements, Stetson will work as efficiently as possible to lower costs further if possible.

Proposed Costs for 2024 Western Management Area Annual Subreport for SGMA

TASK	Labor Hours	Labor Cost	Expenses	Total
Task 1 - Data Collection and Analysis	118	\$19,500	0	\$19,500
Task 2 - Report Preparation	61	\$8,500	0	\$8,500
Task 3 - Project Management and Meetings	12	\$2,000	0	\$2,000
TOTAL	191	\$30,000	0	\$30,000

Project Schedule

The SGMA requires annual reports submitted by April 1st for each GSP's previous water year (WY). For this scope of work, the reporting period for the next annual report is WY 2024 (October 1, 2023, through September 30, 2024), and the final Basin Annual Report would be due April 1, 2025. Because DWR is requesting that pumping data provided to Santa Ynez River Water Conservation District on January 31, 2025, be incorporated into the 2024 annual report, Stetson will produce a first draft of the annual subreport by December 31, 2024, with placeholders for the water use in the last three months of the water year 2024 (July, August, and September 2024). This early draft will provide the GSAs and the preparer of the One Basin annual report more time to review, edit, and incorporate the information in the annual subreport. Stetson will then produce the final draft of the annual subreport by Feb 20, 2025, after incorporating the final water use data for the year 2024.

Attachment A

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Attachment B



Standard Billing Rate Schedule Professional Fees

Principal	\$256.00	Per Hour
Special Project Director	\$256.00	Per Hour
Project Manager, Senior	\$222.00	Per Hour
Supervisor I	\$222.00	Per Hour
Supervising Soil Scientist	\$207.00	Per Hour
Supervisor II	\$207.00	Per Hour
Supervisor III	\$201.00	Per Hour
Senior I	\$178.00	Per Hour
Senior II	\$161.00	Per Hour
Senior III	\$145.00	Per Hour
Construction Manager	\$145.00	Per Hour
Construction Manager / Oversight	\$128.00	Per Hour
Senior Construction Inspector	\$128.00	Per Hour
Senior Field Geologist	\$145.00	Per Hour
Senior Associate	\$139.00	Per Hour
Associate I	\$133.00	Per Hour
Associate II	\$125.00	Per Hour
Associate III	\$119.00	Per Hour
Associate Soil Scientist	\$119.00	Per Hour
Senior Assistant	\$111.00	Per Hour
Assistant I	\$106.00	Per Hour
Assistant II	\$101.00	Per Hour
Assistant Soil Scientist	\$101.00	Per Hour
Assistant III	\$96.00	Per Hour
GIS Manager	\$133.00	Per Hour
GIS Specialist I	\$109.00	Per Hour
GIS Specialist II	\$99.00	Per Hour
Technical Illustrator	\$96.00	Per Hour
AutoCAD Technician	\$96.00	Per Hour
Soil Technician	\$83.00	Per Hour
Aide I	\$77.00	Per Hour
Aide II	\$67.00	Per Hour
Aide III	\$62.00	Per Hour
Project Coordinator I	\$145.00	Per Hour
Project Coordinator II	\$106.00	Per Hour
Project Coordinator III	\$96.00	Per Hour
Contract Management	\$111.00	Per Hour
Administrative I	\$77.00	Per Hour
Administrative II	\$72.00	Per Hour
Administrative III	\$67.00	Per Hour

Effective January 1, 2024

Direct Expense Rates

Expense Description	Billing Rate
Mileage	\$* / Mile
Reproduction: Black & White (In-House)	\$0.15 / Page
Reproduction: Color - 8.5" x 11" (In-House)	\$0.89 / Page
Reproduction: Color - 11" x 17" (In-House)	\$1.89 / Page
Plotter Reproduction (In-House)	\$1.50 / Sq. Ft.
Survey Equipment	\$120.00 / Day

Notes:

- 1) * Mileage is billed at the current IRS approved mileage rate and may be subject to change.
- 2) Subcontractor services will be charged at cost plus 10% administration fee.
- 3) All other project reimbursable expenses (i.e. telephone, commercial transportation, meals, lodging, postage, outside reproduction, etc.) will be billed at cost.
- 4) Testimony fees are 150% of standard rates and apply to depositions, court time and time spent on stand-by at attorney's request. Travel time and preparation time is charged at standard rates. Stetson Engineers Inc. authorizes only staff at associate classification or higher to testify as expert witnesses.

STETSON ENGINEERS
SCOPE OF WORK AND ESTIMATED COST
For SANTA YNEZ RIVER VALLEY GROUNDWATER BASIN -
WATER YEAR 2024 ANNUAL REPORT for
Western Management Area Groundwater Sustainability Agency (“WMA GSA”);
Central Management Area Groundwater Sustainability Agency (“CMA GSA”);
and Eastern Management Area Sustainability Agency (“EMA GSA”)
Fiscal Year 2024/2025

The Santa Ynez River Valley Groundwater Basin (Basin) consists of three Groundwater Sustainability Agencies (GSAs) and Management Areas (MAs): Eastern, Central, and Western (EMA GSA, CMA GSA, and WMA GSA). Each developed separate Groundwater Sustainability Plans (GSPs) by Stetson Engineers (Stetson; WMA and CMA) and GSI Water Solutions, Inc. (GSI; EMA). The GSPs were submitted in January 2022 and approved by DWR in January 2024.

For the past three years (Water Years 2021, 2022, and 2023), Stetson Engineers prepared the annual reports for the WMA GSA and CMA GSA. In DWR’s review of the 2023 annual reports for the Santa Ynez River Valley Groundwater Basin (Basin), DWR requested that the GSAs consolidate the annual reports of the GSAs into one annual report for the entire Basin (DWR, May 31, 2024). At a Basin-wide meeting on September 6, 2024, the GSAs decided to produce the materials in the annual report for each GSA separately similar to the last three reports, but have an Executive Summary and one Annual Report produced for the entire Basin.

This scope of work for Stetson is to produce one SGMA Annual Report for the entire Basin for Water Year 2024. This scope of work assumes subreports of the WMA, CMA, and EMA have been prepared that contain the same information as produced in the previous three annual reports for each respective GSA. However, for the WY2024 annual report, additional consolidation, aggregation, and analysis for the entire Basin will be performed by Stetson to produce one document.

There are expected to be some savings due to producing only one report. However, in the first year of consolidating the three annual GSA reports, there will be additional text, tables, and figures that need to be produced for the first time for the one Basin annual report. There will also be work involved in creating formatting consistency from each of the three GSA’s subreports into the one Basin annual report. DWR also requested that the data submitted annually to the SGMA Portal be aggregated for the entire basin.

The outline of the contents of the one-Basin annual report will be the same as the previous three years because this meets the statutory requirements under SGMA. In addition, the latest Department of Water Resources (DWR) guidance on annual reports (DWR, October 2023) and

9/6/2024

comments on the annual reports (DWR, May 2024) will be addressed. The critical new tables and figures in the one Basin report will summarize the Basin’s water use and change in groundwater storage. This will involve summing up these components from the three subreports of the WMA, CMA, and EMA.

The two main tasks for producing the one Basin Annual report include:

- **Task 1. Report Preparation.** The text and content of the SGMA annual report are described in the regulations (23 CCR § 356.2. Annual Reports). It includes provisions defining general information summarizing the basin and hydrologic conditions in the basin, including groundwater elevations, hydrographs, contour maps, summary of extraction data, surface water quantities, available surface water supplies, total water use, and storage maps. A final section summarizes updates on projects and management actions from the groundwater sustainability plan and how other sustainability indicators are being met. Additional supporting information will be provided in the appendices. Efforts in this task include preparing the data and report to upload to the DWR portal.
- **Task 2. Project Management and Meetings.** Project management costs are estimated at 5% of total cost. This task includes calls with the other GSAs in the Basin to coordinate efforts. This task involves attending GSA meetings to summarize the report if needed.

Project Cost

The total not to exceed cost for the Water Year 2024 Annual Report for the Basin is **\$12,000** (divided evenly at \$4,000/GSA). All work is on a time and material basis using the attached rate schedule (Attachment A). Staff hours for each of the tasks above are estimated below. With this new format to meet the reporting requirements, Stetson will work as efficiently as possible to lower costs further if possible.

Proposed Costs for 2024 Santa Ynez Basin Annual Report

TASK	Labor Hours	Labor Cost	Expenses	Total
Task 1 - Report Preparation	70	\$11,000	0	\$11,000
Task 2 - Project Management and Meetings	6	\$1,000	0	\$1,000
TOTAL	76	\$12,000	0	\$12,000

Project Schedule

The SGMA requires annual reports submitted by April 1st for each GSP's previous water year (WY). For this scope of work, the reporting period for the next annual report is WY 2024 (October 1, 2023, through September 30, 2024), and the final Basin Annual Report would be due April 1, 2025. Because DWR is requesting that pumping data provided to Santa Ynez River Water Conservation District on January 31, 2025, be incorporated into the 2024 annual report, Stetson will produce a first draft of the annual report by January 31, 2025, with placeholders for the water use in the last three months of the water year 2024 (July, August, and September 2024). This early draft will provide the GSAs more time to review and edit the annual report. Stetson will then produce the final draft of the annual report by Feb 28, 2025, after incorporating the final water use data for water year 2024. The GSAs would then need to approve the final annual report before submittal to DWR before April 1, 2025.

Attachment A



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