



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that the San Antonio Basin Groundwater Sustainability Agency (“Agency” or “SABGSA”) Board of Directors (“Board”) will hold its regular **Board Meeting** at **6:00 P.M.** on **Tuesday, September 19, 2023** at the **Los Alamos Community Services District** located at **82 St. Joseph Street, Los Alamos, CA 93440**. Virtual options are available for public participation.¹

Join Zoom Meeting:

<https://us06web.zoom.us/j/83127401605?pwd=WHplQmZTR2hoY2NlWVa3J2MDc3bnhtUT09>

Meeting ID: 831 2740 1605 Passcode: 203727

Dial: (669) 900 6833

SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, September 19, 2023

1. CALL TO ORDER and ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS ON 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, answer questions, or take any action on any items presented during public comments. At the Board’s discretion, any issue raised during Public Comment may 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. The presiding Chair shall limit public comments to no more than three minutes.

4. CONSENT ITEMS

a. Approve Minutes from August 15, 2023, Regular Meeting

b. Agency Finances, Budget, and Training

- i. The Board will receive a report from the accountant regarding finances and expenses.
- ii. The Board will receive a report regarding training.

5. INFORMATIONAL ITEMS

a. Executive Director Update

- Update on activities performed by the Executive Director

b. San Antonio Basin Water District Update

- Update on San Antonio Basin Water District activities

c. Advisory Committee Updates

- Update on Advisory Committee

d. Board Member Updates

- Board members will provide any updates relevant to the SABGSA

¹ SABGSA will make reasonable efforts to make the meeting accessible virtually; however, if one of the virtual options are unavailable due to technological issues, you are invited to take advantage of the other options, including in-person attendance.

6. DISCUSSION AND ACTION ITEMS

a. Discuss and Consider Issuing a Request for Proposal (RFP) for Quarterly Groundwater Level Monitoring

The Board will review and discuss the draft RFP for Quarterly Groundwater Level Monitoring and Reporting for calendar year 2024 including the timeline and selection process. The Board may take action and/or provide specific direction to SABGSA staff and/or legal counsel related to this item.

b. Discuss and Consider Issuing a Request for Proposal (RFP) for the GSP Annual Report for Water Year 2023

The Board will review and discuss the draft RFP for the GSP Annual Report for Water Year 2023 including the timeline and selection process. The Board may take action and/or provide specific direction to SABGSA staff and/or legal counsel related to this item.

c. Consider SABGSA Fund Transfer from Money Market to General Checking and Close Money Market Account

The Board will consider transferring funds from the SABGSA money market account to the SABGSA checking account and closing the money market account. The Board may take action and/or provide specific direction to SABGSA staff and/or SABGSA's CPA related to this item.

d. SABGSA Meeting Schedule

The Board will review and discuss the meeting schedule for the remainder of the 2023 calendar year. The SABGSA meets on the 3rd Tuesday of each month. Due to Thanksgiving and Christmas holidays, the November and December meetings may need to be rescheduled. The Board may take action and/or provide specific direction to SABGSA staff related to this item.

7. ADJOURN

NEXT MEETING: October 17, 2023, at 6pm



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY (SABGSA)
BOARD OF DIRECTORS MEETING
UNAPPROVED MINUTES
Tuesday, August 15, 2023

1. **CALL TO ORDER and ROLL CALL** – The meeting was called to order by President Sharer at 6:00pm at the Los Alamos Community Services District, located at 82 St. Joseph Street, Los Alamos, CA. Members of the public had the option to participate virtually or in-person.

Board of Directors Present: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Alternates present, but not acting on behalf of a Director: None

Directors Absent: None

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

Bruce Falkenhagen commented that he has used a “portable” ultrasonic pump test device in conjunction with kilowatt hours based on annual usage from PG&E to calculate groundwater extraction. The device works on the principle of sending sound signal across a pipe from a transmitter to a receiver and calculates the flow based on the time it takes for that signal to get across the pipe. The annual kilowatt hours are then converted to acre/ft. Mr. Falkenhagen suggested SABGSA explore this methodology as part of the metering program framework.

4. **CONSENT ITEMS**

a. **Approve Minutes from July 18, 2023, SABGSA Board Meeting**

Motion by Director Merrill, second by Director Chabot to approve the minutes of the July 18, 2023 Board meeting, as presented.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Nos: None; **Absent:** None; **Abstain:** None.

b. **Agency Finances, Budgeting, and Training**

Motion by Director Durant, second by Director Pata to approve the financial report dated July 31, 2023, as presented.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Nos: None; **Absent:** None; **Abstain:** None.

5. **INFORMATIONAL ITEMS**

a. **Executive Director Updates:**

- No report.

b. **San Antonio Basin Water District Update**

Executive Director Donna Glass reported that the San Antonio Basin Water District (SABWD) Board

of Directors met on August 15, 2023.

- Invoices for the 2023-24 Assessments were sent out on August 8, 2023. Payment is requested by October 6, 2023.
- The rate of return on SABWD's investment with CA CLASS is 5.5%.
- The SABWD approved adding an additional 294 irrigated acres to the tax roll.

c. Advisory Committee Updates

- The Advisory Committee did not meet in August 2023.

d. Board Member Updates

- None.

6. DISCUSSION AND ACTION ITEMS

a. Consider a Proposal from GSI Water Solutions to Provide On-Call Services

The Board reviewed and discussed the proposal from GSI Water Solutions, Inc. - dated August 9, 2023 for \$30,000 - to provide on-call hydrogeological services for fiscal year 2023-24.

Motion by Director Durant, second by Director Pata to approve the On-Call Services proposal from GSI Water Solutions, Inc. dated August 9, 2023 for \$30,000, as presented.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Nos: None; **Absent:** None; **Abstain:** None.

b. Discuss and Consider Issuing Requests for Proposals (RFPs)

The Board discussed issuing two Requests for Proposals (RFPs). One RFP for Quarterly Groundwater Level Monitoring and Reporting for calendar year 2024 and one RFP for the GSP Annual Report for Water Year 2023.

Motion by Director Wrather, second by Director Merrill to direct SABGSA Executive Director to prepare one RFP for Quarterly Groundwater Level Monitoring and Reporting for calendar year 2024 and one RFP for preparation of the GSP Annual Report for Water Year 2023 to bring back to the Board for review at the September meeting.

Ayes: Dan Chabot, Tom Durant, Juan Gomez, Kevin Merrill, Patrice Mosby, Kenny Pata, Randy Sharer, Chris Wrather

Nos: None; **Absent:** None; **Abstain:** None.

c. SABGSA Metering Program Conceptual Framework

The Ad Hoc Committee presented the second draft of the conceptual framework for the metering program focused on the program components. The program's objective, purpose, and overarching goal remain unchanged. The Board did not take action on this item. The Ad Hoc Committee will continue to refine and add to the framework.

- Specifications: Flow meter with totalizer calibrated to accuracy level of +/- 5%.
- Installation: Per manufacturers specifications. The Ad Hoc Committee does not recommend a licensed well driller or professional engineer be required for installation.
- Calibration: The Ad Hoc Committee will discuss the frequency of routine calibration and validation – per manufacturers specifications v. GSA master schedule. SABGSA will develop a calibration compliance form/certificate required for installation.
- Reporting Timeline: Landowners record monthly readings and self-report to the GSA twice per year in Spring and Fall and will be due on May 1 and November 1, respectively.

- Reporting Mechanism: The Ad Hoc Committee will continue to discuss the specific reporting mechanism (paper submission v. digital or some combination). While an all-digital format would streamline data collection for SABGSA, it could be a barrier to compliance for landowners. Internal data management does not need to be addressed in an Ordinance or Rules & Regs. However, landowners should be given notice of their reporting obligations concurrently with the requirement to install meters. That way they can form a plan for compliance.

7. NEXT MEETING: September 19, 2023, at 6pm at the Los Alamos Community Services District.

8. ADJOURN – 7:15pm

Please contact Stephanie Bertoux at admin@sanantoniobasinga.org with any questions.

San Antonio Basin GSA
Profit & Loss Budget vs. Actual
 July through August 2023

17% of the year has elapsed	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4-Interest Income	8.50			
Total Income	8.50			
Expense				
Administration and Operation				
01Administrative Exp/Office Ex	10,591.88	76,000.00	-65,408.12	13.94%
02-Accountant	1,375.00	7,500.00	-6,125.00	18.33%
04-Monitoring	25,549.03	90,000.00	-64,450.97	28.39%
05-Legal Counsel	630.00	75,000.00	-74,370.00	0.84%
06-Insurance	0.00	3,000.00	-3,000.00	0.0%
07-Audit Fees	2,360.00	4,000.00	-1,640.00	59.0%
09-GSP Related Costs-Annual Rep	0.00	100,000.00	-100,000.00	0.0%
10-GSP Implementation / PMAs	3,687.50	142,500.00	-138,812.50	2.59%
11- Exec Order WellVerification	-987.50			
Total Administration and Operation	<u>43,205.91</u>	<u>498,000.00</u>	<u>-454,794.09</u>	<u>8.68%</u>
Total Expense	<u>43,205.91</u>	<u>498,000.00</u>	<u>-454,794.09</u>	<u>8.68%</u>
Net Ordinary Income	-43,197.41	-498,000.00	454,802.59	8.67%
Other Income/Expense				
Other Income				
11 Operating Transfers	0.00	498,000.00	-498,000.00	0.0%
12 Carryover Funds	0.00	50,000.00	-50,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>548,000.00</u>	<u>-548,000.00</u>	<u>0.0%</u>
Other Expense				
Contingency (10%)	0.00	50,000.00	-50,000.00	0.0%
Total Other Expense	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	498,000.00	-498,000.00	0.0%
Net Income	<u><u>-43,197.41</u></u>	<u><u>0.00</u></u>	<u><u>-43,197.41</u></u>	<u><u>100.0%</u></u>

San Antonio Basin GSA

Balance Sheet

As of August 31, 2023

Aug 31, 23

ASSETS

Current Assets

Checking/Savings

Community Bank of SM -ACCT 9006 13,966.82

Community Bank of SM MMKT-9014 25,044.67

Total Checking/Savings 39,011.49

Other Current Assets

Prepaid Insurance 1,733.00

Total Other Current Assets 1,733.00

Total Current Assets 40,744.49

TOTAL ASSETS 40,744.49

LIABILITIES & EQUITY

Equity

Retained Earnings 83,941.90

Net Income -43,197.41

Total Equity 40,744.49

TOTAL LIABILITIES & EQUITY 40,744.49

San Antonio Basin GSA Expenses by Vendor Detail

August 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
BERTOUX & COMPANY						
	Check	08/10/2023	3040	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	5,000.00
Total BERTOUX & COMPANY						<u>5,000.00</u>
Brownstein Hyatt Farber Schreck						
	Check	08/10/2023	3042	05-Legal Counsel	Community Bank of SM -ACCT 9006	420.00
Total Brownstein Hyatt Farber Schreck						<u>420.00</u>
Carrie Troup, C.P.A.						
	Check	08/10/2023	3048	02-Accountant	Community Bank of SM -ACCT 9006	700.00
Total Carrie Troup, C.P.A.						<u>700.00</u>
GSI WATER SOLUTIONS, INC.						
	Check	08/10/2023	3043	10-GSP Implementation / PMAs	Community Bank of SM -ACCT 9006	1,457.50
	Check	08/10/2023	3044	04-Monitoring	Community Bank of SM -ACCT 9006	2,150.00
	Check	08/10/2023	3045	04-Monitoring	Community Bank of SM -ACCT 9006	5,535.00
Total GSI WATER SOLUTIONS, INC.						<u>9,142.50</u>
Los Alamos CSD						
	Check	08/10/2023	3047	01Administrative Exp/Office Ex	Community Bank of SM -ACCT 9006	200.00
Total Los Alamos CSD						<u>200.00</u>
MOSS, LEVY & HARTZHEIM LLP						
	Check	08/10/2023	3046	07-Audit Fees	Community Bank of SM -ACCT 9006	2,360.00
Total MOSS, LEVY & HARTZHEIM LLP						<u>2,360.00</u>
TOTAL						<u><u>17,822.50</u></u>



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

REQUEST FOR PROPOSALS

**Quarterly Groundwater Level Monitoring and Reporting in the
San Antonio Creek Valley Groundwater Basin**

Deadline for Submission: October 20, 2023 by 5:00pm

RFP Issued: September 20, 2023

Response Submission Deadline: 5:00 pm October 20, 2023

DRAFT

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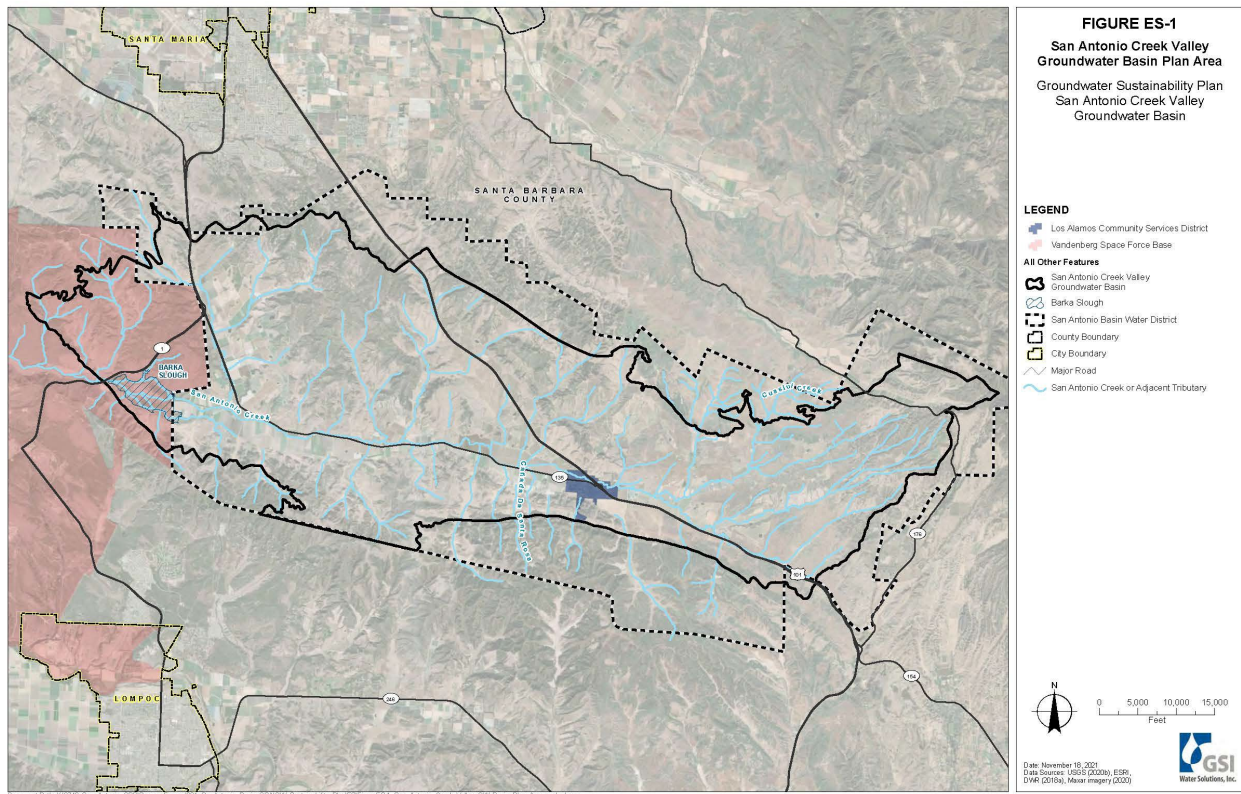
DRAFT

I. BACKGROUND

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) was formed in 2017 for the purpose of sustainably managing groundwater and developing the Groundwater Sustainability Plan (GSP) for the San Antonio Creek Valley Groundwater Basin (Basin). The SABGSA member agencies are the San Antonio Basin Water District and Los Alamos Community Services District. The Basin occupies approximately 123 square miles in western Santa Barbara County. It is bounded on the north by the Casmalia Hills and Solomon Hills, on the east by the San Rafael Mountains and a watershed divide separating the adjoining Santa Ynez River Valley groundwater basin, on the south by the Purisima Hills and Burton Mesa, and the west by the approximate western boundary of Barka Slough. The Basin has been designated by the California Department of Water Resources (DWR) as "medium-priority." The SABGSA [submitted its GSP](#) to DWR in January 2022.

SABGSA is responsible for implementing the goals, projects, and management actions of the GSP to achieve sustainability within the Basin. SABGSA established its quarterly groundwater level monitoring and reporting program in 2019. Physical measurements of groundwater levels, in approximately 38 wells within the Basin, are performed quarterly in March, June, September, and December of each calendar year. The groundwater level measurements are used, in part, to evaluate the changing conditions within the Basin and to evaluate the progress towards sustainability. SABGSA's previous quarterly and annual groundwater level monitoring reports can be found at: <https://sanantoniobasingsa.org/groundwater-planning-and-reports/>.

FIGURE ES-1 – Basin Boundary Map



II. SCOPE OF SERVICES

SABGSA is seeking a qualified consultant (“Consultant”) to provide quarterly groundwater monitoring and reporting services for calendar year 2024 to support the ongoing groundwater monitoring effort in the Basin. Respondents are expected to be familiar with SGMA laws and regulations. The scope of work is expected to include all work necessary to meet the requirements set forth under SGMA. Insight from groundwater level monitoring will provide essential hydrologic information that SABGSA can use to better understand groundwater conditions and monitor effects of groundwater management programs in the Basin.

The tasks outlined below represent SABGSA’s desired scope of services. If the Consultant would like to propose a different approach and/or add or remove tasks, please indicate that in your RFP response under IV. Submittal Requirements, Section F. Work Plan, Schedule, & Budget.

Task 1: Quarterly Groundwater Level Monitoring & Landowner Communication

The scope of work to be performed under the terms of this Request for Proposals (RFP) will include the Consultant providing field and office staff to prepare for and implement quarterly groundwater level measurements in approximately 38 wells. Groundwater level measurements will be collected manually by the Consultant on a quarterly basis (Monitoring Event) in the 38 accessible wells included in the Basin Groundwater Level Monitoring Network. The current duration of each quarterly Monitoring Event is two consecutive days in the field, occurring Monday through Friday during normal business hours. The tentative schedule for 2024 calendar year is provided below for reference.

- Q1 2024 Monitoring Event – Week of March 11th 2024 (2 consecutive days)
- Q2 2024 Monitoring Event – Week of June 10th 2024 (2 consecutive days)
- Q3 2024 Monitoring Event – Week of September 9th 2024 (2 consecutive days)
- Q4 2024 Monitoring Event – Week of December 9th 2024 (2 consecutive days)

NOTE: There are approximately 10 wells located in the Barka Slough area on Vandenberg Space Force Base (VSFB). The Consultant will need to be screened and pre-qualified by VSFB for base access prior to conducting quarterly groundwater level measurements. All associated costs will be borne by the Consultant.

Water level data will also be collected at more frequent intervals using existing data-recording pressure transducers (transducers) installed in 10 of the 38 wells. The Consultant will download water level data from the transducers and calibrate with manual depth to water readings on a quarterly basis. In the event of transducer failure, the Consultant will coordinate the removal, replacement, and installation of the transducer once written approval has been issued by SABGSA. For budgeting purposes, SABGSA assumes that one transducer and data cable will need to be replaced each year.

Prior to each quarterly monitoring event, the Consultant will contact well owners via email to coordinate access to the wells and request that well owners shut off the well for at least 8 hours before the monitoring event so that a static measurement can be obtained. The Consultant will conduct a

good faith effort to access each well. SABGSA will be responsible for developing and maintaining access agreements with well owners and will provide the Consultant with a contact list for well owners. If access to any of the wells is restricted, SABGSA understands that water levels may not be measured in affected wells.

Task 2: Quarterly Groundwater Level Reporting & Upload Water Levels to SGMA Portal

At the conclusion of each quarterly monitoring event, the Consultant will generate a brief technical memorandum (TM) that presents an overview of that quarter's monitoring activities and a table of the results of the groundwater level monitoring. The intent of these reports is to regularly update SABGSA on the status of the monitoring program. Additionally, the quarterly reports memorialize important changes in the monitoring program that may influence data collection and can be reviewed at a later date. The quarterly TMs are expected to be provided to SABGSA within two weeks after each monitoring event and provide the following information. For reference, prior TMs can be found at: <https://sanantoniobasingsa.org/groundwater-planning-and-reports/>

- Summary tables listing measured depth to groundwater and groundwater elevation in each monitoring well,
- Maps of the well locations in the monitoring network, including access status and updates for the addition or removal of wells from the network,
- Summary of noteworthy observations or differences between monitoring events, including but not limited to well access, changes in reference points, equipment repairs/replacements, and challenges associated with data collection, and
- Recommendations for future monitoring events.

Per Sustainable Groundwater Management Act (SGMA) regulations and Water Code §10933(e)(2), the SABGSA is required to upload seasonal water level measurements that provide sufficient information to demonstrate seasonal and long-term trends in groundwater elevations. The California Department of Water Resources (DWR) has historically defined seasonal measurement periods as spring (January 1 to June 30) and fall (July 1 to December 31). The SABGSA must collect a minimum of one measurement per season, for all wells included in the Basin's Monitoring Network Module on the SGMA Portal (Portal). These measurements must be submitted to the Portal by July 1 for spring and January 1 for fall. The scope of services for the Consultant for Task 2 shall include the upload of Basin water level measurements for spring 2024 to the Portal by July 1, 2024 and fall 2024 by January 1, 2025.

The Consultant will be responsible for data entry into SABGSA's Data Management System (DMS) including performing QA/QC on the measurement data, performing database queries to verify well measurements, and updating notes, comments, photos, and well information in the DMS.

Task 3: Annual Groundwater Elevation Monitoring Report & Upload Water Levels to SGMA Portal

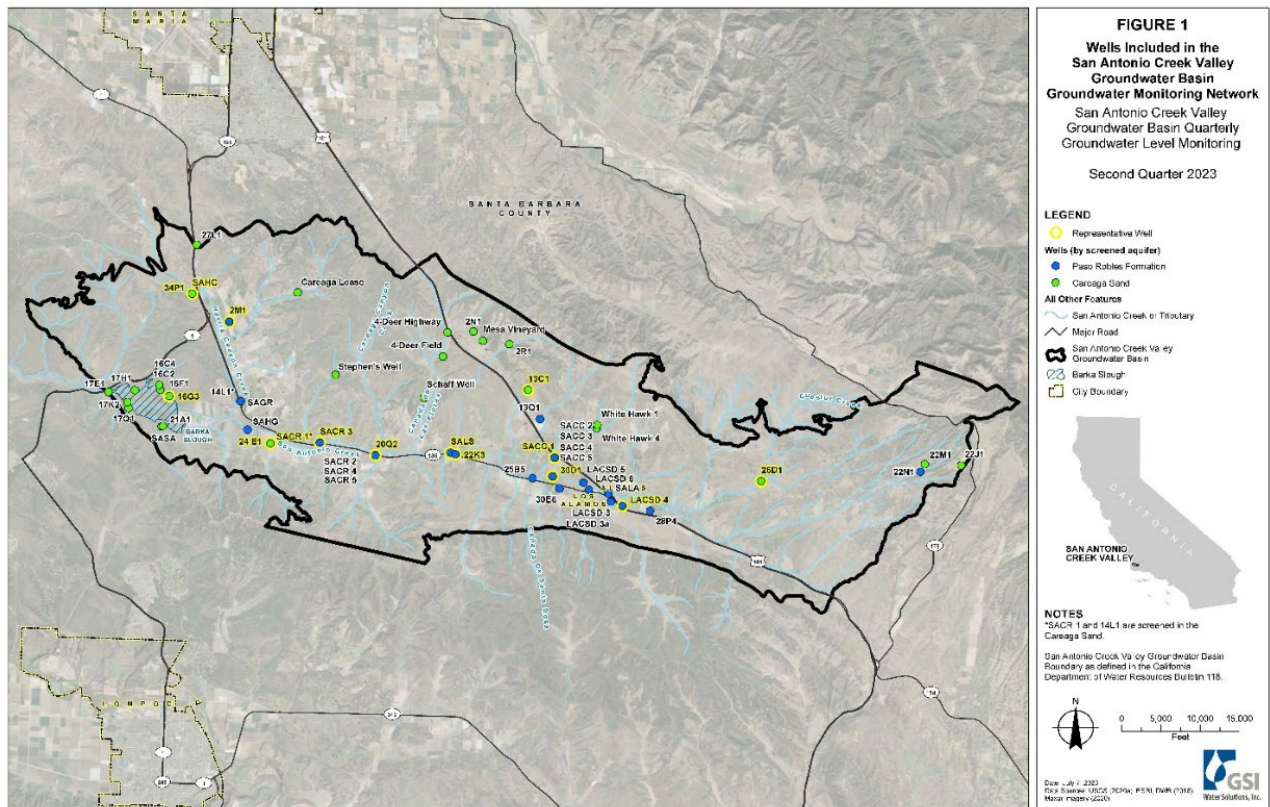
The report should summarize groundwater level monitoring data and results from the previous four quarters, surface water monitoring, field observations, recommendations for future monitoring events, supporting figures and hydrographs necessary to meet the requirements set forth under SGMA. The scope of services for the Consultant for Task 3 shall include the upload of Basin's Annual Groundwater

Elevation Monitoring Report to the DWR SGMA Portal.

Task 4 – House and Maintain SABGSA Data Management System

In conjunction with the field measurements and reporting, the Consultant will be responsible for hosting, managing, and maintaining SABGSA’s DMS. The Consultant will update the Basin’s existing DMS consistent with the data submitted to the Portal as described in Tasks 2 and 3.

FIGURE 1 – Map of Wells Included in the Groundwater Monitoring Network



III. SUBMITTAL DEADLINE & INSTRUCTIONS

One electronic copy of the RFP Response should be delivered in pdf format via email to Stephanie Bertoux, SABGSA Executive Director at admin@sanantoniobasingsa.org no later than 5:00 pm, October 20, 2023. In the subject line, please include "RFP Response for Quarterly GWL Monitoring & Reporting."

IV. SUBMITTAL REQUIREMENTS

To respond to the RFP, a proposer must submit a proposal on or before the deadline. The proposal, responding to Sections IV A-E in this RFP, shall be limited to twenty (20) pages in length. Section F. Work Plan, Schedule & Budget is not included in the 20-page limit. All submittals shall include the following information:

- A. Cover letter: The cover letter should convey a clear understanding of the requirements and objectives and indicate why the proposer is uniquely qualified to perform the specific tasks or services. Please include the location of the office and/or personnel performing the work.
- B. Consultant's Qualifications: Provide a summary of overall qualifications and experience of the Consultant's qualifications to perform well monitoring and reporting services, including a description of previous or current projects that highlight such qualifications.
- C. Proposed Project Team: Please identify the individual who will serve as Project Manager and the primary Point of Contact (POC) contact for SABGSA for this work and include their name, title, license number, office location, and contact information. Please include a resume for each team member outlining their name, title, license number, office location, qualifications, and experience with this type of work. Proposers shall also identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate what products and/or services are to be supplied by that subcontractor.
- D. References: Provide at least three references for whom the proposer has performed similar or related services within the past five years, with a preference for public agency references. For each reference, please include a brief description of the services provided, the duration of the project, and a current name, title, phone number, and email for the agency contact.
- E. Insurance: The selected Consultant will be required to provide proof of insurance coverage naming SABGSA as an additional insured in the amounts listed below. Please provide a statement that your firm can meet these requirements.
 - Commercial General Liability & Property Damage: \$ 1.0 Million per occurrence
 - Professional Liability: \$ 1.0 Million per occurrence / \$ 2.0 Million aggregate
 - Auto Liability /Property Damage/Bodily Injury: \$ 1.0 Million per occurrence

- Workers Compensation & Disability Benefits: \$ 1.0 Million per occurrence

F. Work Plan, Schedule, & Budget: Include a work plan outlining your approach that addresses the Consultant's understanding of project requirements, key issues, and challenges. Please include a budget delineating labor costs and direct expenses that includes all components outlined in Section II. Scope of Services and any other tasks the Consultant deems necessary to complete the work and satisfy requirements set forth under SGMA. Please also describe when the respondent would be able to commence work. If the Consultant is preparing a proposal for both the Quarterly Groundwater Level Monitoring & Reporting RFP and the GSP Annual Report for WY 2023 RFP, please indicate cost savings, if any, and identify workflow efficiencies to avoid duplication of tasks.

V. CONTACT INFORMATION

All requests, questions or other communications regarding this RFP shall be made in writing to Stephanie Bertoux, SABGSA Executive Director, via email at admin@sanantoniobasingsa.org.

VI. REVIEW SCHEDULE AND SELECTION PROCESS

SABGSA reserves the right to select one or multiple vendors, based on its sole discretion, as necessary to best complete the services outlined in the proposed Scope of Services. Each proposal submittal will be reviewed for the following:

- Quality and completeness of the proposal submittal
- Familiarity with local conditions, understanding of project requirements, key issues, and challenges
- Proposed approach for completing the project on schedule and in a cost-effective manner
- Project team qualifications and experience of key staff with similar projects
- References

To the extent achievable, the following schedule shall govern the RFP. SABGSA reserves the right to modify the dates below.

- RFP Release Date: September 20, 2023
- RFP Due Date: October 20, 2023
- Interview Date: TBD, if needed
- Award Date: November 28, 2023

SABGSA reserves the right to award a contract based on written responses only, however oral presentations and written questions for further clarifications may be required of some or all the respondents. If so, proposers will be notified with the details of the interview process. SABGSA's Board of Directors will make the final decision on the selection of a Consultant.

VII. SABGSA RIGHTS & OPTIONS

SABGSA's Board of Directors reserves the right to reject all proposals and issue a subsequent or modified RFP; remedy technical errors in the RFP process; negotiate with any, all, or none of the respondents to the RFP; accept multiple responses; and request additional information or clarification from any or all proposers.

RFP Preparation, Interview, and Negotiation Costs: SABGSA shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any RFPs, or costs incurred by the responding firms during any interview and negotiations phase of the solicitation process.

Withdrawal: To withdraw a RFP response, the responding firm must submit a written request, signed by an authorized representative, to SABGSA. After withdrawing a previously submitted RFP response, the responding firm may submit another RFP response at any time up to the submission deadline.

RFP Amendment & Errors: SABGSA shall not accept any amendments, revisions, or alterations to the RFP response after the deadline for the proposal. Responding firms are liable for all errors or omissions contained in their RFP response.

RFP Amendment and Cancellation: SABGSA reserves the unilateral right to amend this RFP in writing at any time. SABGSA also reserves the right to cancel or reissue the RFP at its sole discretion. SABGSA shall post copies of the RFP and amendments on its website at: <https://sanantoniobasingsa.org/> and it shall be the responsibility of the responding firm to monitor the posting of written amendments. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

Right of Rejection & Waiver of Deficiencies: SABGSA reserves the right, at its sole discretion, to reject any, and all proposals or to cancel this RFP in its entirety. Any proposal received which does not meet the requirements of this RFP may be considered non-responsive and may be rejected. SABGSA reserves the right, at its sole discretion, to waive deficiencies in proposals provided such action is in the best interest of SABGSA.

Disclosure of Proposal Contents: All materials submitted in response to this RFP procurement process become the property of SABGSA. By submitting a RFP response, the responding firm acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.



SAN ANTONIO BASIN GROUNDWATER SUSTAINABILITY AGENCY

REQUEST FOR PROPOSALS

**Groundwater Sustainability Plan Annual Report, Water Year 2023
San Antonio Creek Valley Groundwater Basin**

Deadline for Submission: October 20, 2023 by 5:00pm

RFP Issued: September 20, 2023

Response Submission Deadline: 5:00 pm October 20, 2023

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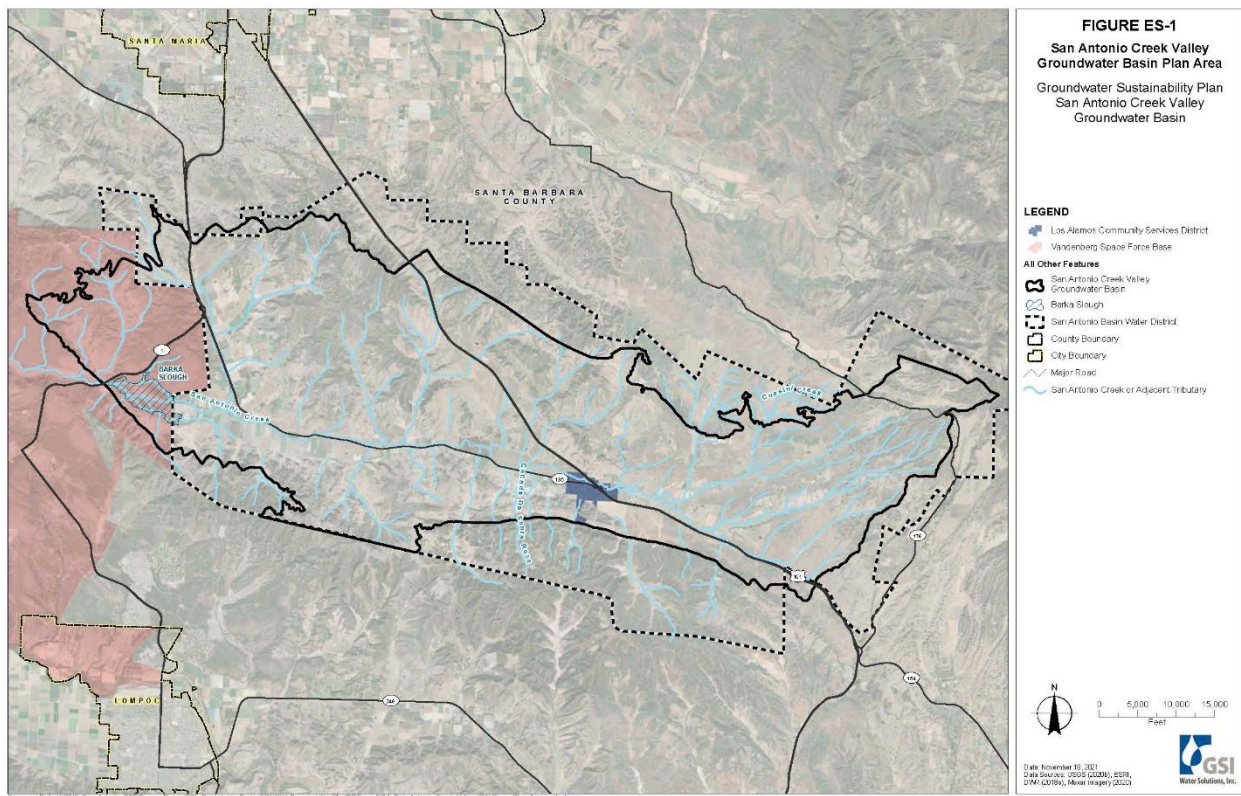
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I. BACKGROUND

The San Antonio Basin Groundwater Sustainability Agency (SABGSA) was formed in 2017 for the purpose of sustainably managing groundwater and developing the Groundwater Sustainability Plan (GSP) for the San Antonio Creek Valley Groundwater Basin (Basin). The SABGSA member agencies are the San Antonio Basin Water District and Los Alamos Community Services District. The Basin occupies approximately 123 square miles in western Santa Barbara County. It is bounded on the north by the Casmalia Hills and Solomon Hills, on the east by the San Rafael Mountains and a watershed divide separating the adjoining Santa Ynez River Valley groundwater basin, on the south by the Purisima Hills and Burton Mesa, and the west by the approximate western boundary of Barka Slough. The Basin has been designated by the California Department of Water Resources (DWR) as "medium-priority." The SABGSA [submitted its GSP](#) to DWR in January 2022.

Pursuant to the SGMA regulations, a Groundwater Sustainability Plan (GSP) Annual Report must be submitted to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the GSP. Because the reporting period for SABGSA's GSP included water years 1981 through 2018, the [first GSP Annual Report](#) for the Basin documented and updated data from October 1, 2018 through September 30, 2021. The [GSP 2022 Annual Report](#) conveys monitoring and water use data for water year 2022, which is from October 1, 2021 through September 30, 2022. The purpose of reporting on an annual basis is to gauge performance of the Basin relative to the sustainability goals set forth in the GSP.

FIGURE ES-1 – Basin Boundary Map



II. SCOPE OF SERVICES

SABGSA is seeking a qualified consultant (“Consultant”) to develop the Groundwater Sustainability Plan (GSP or Plan) Annual Report for Water Year 2023 for the San Antonio Creek Valley Groundwater Basin (Basin). Respondents are expected to be familiar with SGMA laws and regulations. The scope of work is expected to include all work necessary to meet the requirements set forth under SGMA.

The GSP for the Basin outlines steps for achieving groundwater sustainability within 20 years. To measure the effectiveness of the Plan and demonstrate to the DWR that SABGSA is on track to manage groundwater sustainably, the Consultant will need to compile data and prepare a GSP Annual Report that summarizes the results of monitoring efforts, document changes in groundwater supplies, tabulates groundwater use Basin-wide, and tracks the effectiveness of GSP implementation efforts.

The tasks outlined below include the necessary components for the GSP 2023 Annual Report, with notes regarding the methodology used for the GSP 2022 Annual Report. If the Consultant would like to propose a different approach and/or add or remove tasks, please indicate that in your RFP response under IV. Submittal Requirements, Section F. Work Plan, Schedule, & Budget.

Task 1: Data Analysis & Representation

- Task 1.1: Groundwater Elevation Data (for each principal aquifer). This should include:
 - Preparation of groundwater level elevation contour maps for each of the principal aquifers (Paso Robles Formation and the Careaga Sand) in the Basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.
 - Preparation of Water Level Elevation Hydrographs (water levels plotted versus time) for the 15 representative monitoring wells, which is a subset of the GSP’s groundwater level monitoring network.
 - In addition to groundwater elevation data that can be downloaded from the DWR SGMA Portal, data from Los Alamos Community Services District (LACSD) and SABGSA Quarterly Monitoring Reports will be made available to the Consultant.

- Task 1.2: Groundwater Extraction
 - Groundwater extraction estimates were prepared for the GSP through water year 2018. These estimates were updated through water year 2021 (period for the GSP first annual report) using groundwater extraction information provided by LACSD, Vandenberg Space Force Base (VSFB), crop coverage information derived from satellite imagery, crop water use factors defined in the GSP, and total irrigated acres in the Basin provided by the San Antonio Basin Water District (District).
 - Agricultural water use constituted approximately 96 percent of the total groundwater pumping in the Basin in water years 2019 to 2021. Agricultural water demand was calculated at that time using 2018 land use data prepared by Land IQ, LLC (Land IQ) for DWR1, the District’s assessment data for irrigated acres (SABWD, 2021), DWR evapotranspiration zones (DWR, 2022), and Santa Ynez River Valley Water District

(SYRWD) crop-specific water use factors (SYRWCD, 2010; revised by growers in the Basin).

- For the water year 2022 annual report, SABGSA contracted with Land IQ to provide the 2022 land use data and also utilized OpenET to compute agricultural water use by parcel. The Land IQ/OpenET results were compared and contrasted with the method used in the previous annual report to assess the efficacy of this new approach. Results were documented in the annual report.
- Task 1.3: Surface Water Supply (currently not applicable to the Basin)
 - The regulations require that a description of surface water supplies be incorporated into the annual report. The use of surface water is currently not applicable to the Basin and shall be stated as such in the annual report.
- Task 1.4: Total Water Use
 - Compile and present total Basin water use information, including water sector, water source type, method of measurement, and a relative representation of accuracy of the measurement methodology.
- Task 1.5: Change in Groundwater in Storage
 - Changes in groundwater in storage were calculated by comparing water level contour maps for fall and spring periods for 2021 and 2022 and calculating the changes in volume of groundwater in storage between years. An ArcGIS® tool was used to compute the volume difference between the initial groundwater surface and following year's groundwater surface.
- Task 1.6: Progress Toward Sustainability
 - The water level elevations and trends observed in the representative wells should be compared to the minimum thresholds, measurable objectives, and interim milestones (sustainable management criteria) presented in the GSP for each well. The condition of the Basin should be described relative to the sustainable management criteria established in the GSP.

Task 2 – Report Preparation & Approval

The Consultant will prepare an initial administrative draft report for SABGSA staff review in early February 2024. The Consultant will prepare a public draft of the report incorporating staff comments and present it to the SABGSA Board for review and comment on February 20, 2024. The draft report will also be posted to SABGSA's website for public review and comment. The Consultant will prepare a final draft of the report and present it to the SABGSA Board for approval on March 19, 2024.

Presentations to the Board can be summarized in the form of slide decks and figures. The Consultant may attend SABGSA Board meetings remotely via Zoom.

Task 3 – Report and Data Submittal to DWR by April 1, 2024

Once approved by the SABGSA Board, the Consultant will prepare and upload the final report to the DWR SGMA Portal as well as water level data and supporting documentation as required by DWR.

Task 4 – House and Maintain SABGSA Data Management System

The Consultant will be responsible for hosting, managing, and maintaining SABGSA’s DMS. The Consultant will update the Basin’s existing DMS consistent with the data submitted to the Portal as described in Task 3.

III. SUBMITTAL DEADLINE & INSTRUCTIONS

One electronic copy of the RFP Response should be delivered in pdf format via email to Stephanie Bertoux, SABGSA Executive Director at admin@sanantoniobasingsa.org no later than 5:00 pm, October 20, 2023. In the subject line, please include “RFP Response for GSP Annual Report, Water Year 2023.”

IV. SUBMITTAL REQUIREMENTS

To respond to the RFP, a proposer must submit a proposal on or before the deadline. The proposal, responding to Sections IV A-E in this RFP, shall be limited to twenty (20) pages in length. Section F. Work Plan, Schedule, & Budget is not included in the 20-page limit. All submittals shall include the following information:

- A. Cover letter: The cover letter should convey a clear understanding of the requirements and objectives and indicate why the proposer is uniquely qualified to perform the specific tasks or services. Please include the location of the office and/or personnel performing the work.
- B. Consultant’s Qualifications: Provide a summary of overall qualifications and experience of the Consultant’s qualifications to perform well monitoring and reporting services, including a description of previous or current projects that highlight such qualifications.
- C. Proposed Project Team: Please identify the individual who will serve as Project Manager and the primary Point of Contact (POC) contact for SABGSA for this work and include their name, title, license number, office location, and contact information. Please include a resume for each team member outlining their name, title, license number, office location, qualifications, and experience with this type of work. Proposers shall also identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate what products and/or services are to be supplied by that subcontractor.
- D. References: Provide at least three references for whom the proposer has performed similar or related services within the past five years, with a preference for public agency references. For

each reference, please include a brief description of the services provided, the duration of the project, and a current name, title, phone number, and email for the agency contact.

- E. Insurance: The selected Consultant will be required to provide proof of insurance coverage naming SABGSA as an additional insured in the amounts listed below. Please provide a statement that your firm can meet these requirements.
- Commercial General Liability & Property Damage: \$ 1.0 Million per occurrence
 - Professional Liability: \$ 1.0 Million per occurrence / \$ 2.0 Million aggregate
 - Auto Liability /Property Damage/Bodily Injury: \$ 1.0 Million per occurrence
 - Workers Compensation & Disability Benefits: \$ 1.0 Million per occurrence
- F. Work Plan, Schedule, & Budget: Include a work plan outlining your approach that addresses the Consultant's understanding of project requirements, key issues, and challenges. Please include a budget delineating labor costs and direct expenses that includes all components outlined in Section II. Scope of Services and any other tasks the Consultant deems necessary to complete the work and satisfy requirements set forth under SGMA. Please also describe when the respondent would be able to commence work. If the Consultant is preparing a proposal for both the GSP Annual Report for WY 2023 RFP and the Quarterly Groundwater Level Monitoring & Reporting RFP, please indicate cost savings, if any, and identify workflow efficiencies to avoid duplication of tasks.

V. CONTACT INFORMATION

All requests, questions or other communications regarding this RFP shall be made in writing to Stephanie Bertoux, SABGSA Executive Director, via email at admin@sanantoniobasingsa.org.

VI. REVIEW SCHEDULE AND SELECTION PROCESS

SABGSA reserves the right to select one or multiple vendors, based on its sole discretion, as necessary to best complete the services outlined in the proposed Scope of Services. Each proposal submittal will be reviewed for the following:

- Quality and completeness of the proposal submittal
- Familiarity with local conditions, understanding of project requirements, key issues, and challenges
- Proposed approach for completing the project on schedule and in a cost-effective manner
- Project team qualifications and experience of key staff with similar projects
- References

To the extent achievable, the following schedule shall govern the RFP. SABGSA reserves the right to modify the dates below.

- RFP Release Date: September 20, 2023
- RFP Due Date: October 20, 2023
- Interview Date: TBD, if needed
- Award Date: November 28, 2023

SABGSA reserves the right to award a contract based on written responses only, however oral presentations and written questions for further clarifications may be required of some or all the respondents. If so, proposers will be notified with the details of the interview process. SABGSA's Board of Directors will make the final decision on the selection of a Consultant.

VII. SABGSA RIGHTS & OPTIONS

SABGSA's Board of Directors reserves the right to reject all proposals and issue a subsequent or modified RFP; remedy technical errors in the RFP process; negotiate with any, all, or none of the respondents to the RFP; accept multiple responses; and request additional information or clarification from any or all proposers.

RFP Preparation, Interview, and Negotiation Costs: SABGSA shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any RFPs, or costs incurred by the responding firms during any interview and negotiations phase of the solicitation process.

Withdrawal: To withdraw a RFP response, the responding firm must submit a written request, signed by an authorized representative, to SABGSA. After withdrawing a previously submitted RFP response, the responding firm may submit another RFP response at any time up to the submission deadline.

RFP Amendment & Errors: SABGSA shall not accept any amendments, revisions, or alterations to the RFP response after the deadline for the proposal. Responding firms are liable for all errors or omissions contained in their RFP response.

RFP Amendment and Cancellation: SABGSA reserves the unilateral right to amend this RFP in writing at any time. SABGSA also reserves the right to cancel or reissue the RFP at its sole discretion. SABGSA shall post copies of the RFP and amendments on its website at: <https://sanantoniobasingsa.org/> and it shall be the responsibility of the responding firm to monitor the posting of written amendments. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

Right of Rejection & Waiver of Deficiencies: SABGSA reserves the right, at its sole discretion, to reject any, and all proposals or to cancel this RFP in its entirety. Any proposal received which does not meet the requirements of this RFP may be considered non-responsive and may be rejected. SABGSA reserves the right, at its sole discretion, to waive deficiencies in proposals provided such action is in the best interest of SABGSA.

Disclosure of Proposal Contents: All materials submitted in response to this RFP procurement process become the property of SABGSA. By submitting a RFP response, the responding firm acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.