PAJARO VALLEY WATER MANAGEMENT AGENCY

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ADMINISTRATION & FINANCE COMMITTEE MEETING
Via Teleconference
Tuesday, November 9, 2021, 3:00 p.m.
MEETING AGENDA

Due to COVID-19, Public access is limited to teleconference. Please see details on page 2.

1. Call to Order and Roll Call:

   Committee members: Bob Culbertson (Chair), Stephen Rider (Vice-Chair), Amy Newell

2. Director Comments

3. Public Comments

4. Consider Approval of October 12, 2021 Administration & Finance Committee Meeting Minutes

5. Consider Scope of Work with cbec, inc., eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services Water Years 2022 and 2023, in an Amount Not to Exceed $253,562

6. Consider Scope of Work with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services Water Years 2022-23, in an Amount Not to Exceed $132,972

7. Consider Agency Holiday Schedule

8. Consider 2022 Board and Committee Meeting Dates

9. Review and Consider Accepting Financial Reports
   a. Activity Report
   b. Investment Report
   c. Budget to Actual Report

10. Review and Consider Accepting Cash Flow Reports
    a. A/R Aging Update
    b. A/P Reports

11. Discuss future agenda items and next meeting date – Tuesday, December 14, 2021, 3:00 p.m.

    Adjourn

PV Water is a state-chartered local Agency formed "to efficiently and economically manage existing and supplemental water supplies in order to prevent further increase in, and to accomplish continuing reduction of, long-term overdraft and to provide and insure sufficient water supplies for present and anticipated needs within the boundaries of the Agency. It is anticipated that long-term overdraft problems may not be solved unless supplemental water supplies are provided. The water management Agency should, in an efficient and economically feasible manner, utilize supplemental water and available underground storage and should manage the groundwater supplies to meet the future needs of the basin." This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a Final Agenda will be posted at the PV Water offices at 36 Brennan Street, Watsonville, 72 hours prior to the meeting. Copies of the Final Agenda will be available at the Board Meeting. This Agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the Ralph M. Brown Act (Cal. Govt. Code Sec. 54954.2). Persons requesting a disability-related modification or accommodation should contact PV Water at (831) 722-9292 during regular business hours, at least 24 hours prior to the time of the meeting.

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Access Code: 392-853-285

Please note all meeting materials are posted to the Administration & Finance Committee web page:
https://www.pvwater.org/administration-finance

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ADMINISTRATION & FINANCE COMMITTEE
DRAFT MEETING MINUTES of
Tuesday, October 13, 2021, 3:00 p.m.
Teleconference Meeting due to COVID-19

The teleconference meeting was called to order at 3:05 p.m.

1. **Roll Call of Committee Members**:

   Committee Members Present: Stephen Rider (Vice Chair).Amy Newell
   Committee Members Absent: Bob Culbertson (Chair)
   Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM)
   Others Present: Lidia Gutierrez, Gutierrez Consultants Inc. (Grant Consultant)

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of September 14, 2021 Committee Meeting:**
   Director Newell noted that Item 8 on the minutes is part of Item 7 and should be amended.
   Action: Director Newell moved to approve the September 14, 2021 minutes as amended; Seconded by Director Rider.

   The motion carried following roll call vote:

   Ayes: **Newell, Rider**
   Noes: **None**
   Abstain: **None**
   Absent: **Culbertson**

5. **Receive Presentation on Upcoming Funding Opportunities and Benefits of Retaining a Lobbyist:**
   GM Lockwood introduced Lidia Gutierrez of Gutierrez Consultants, Inc. Ms. Gutierrez presented current and anticipated funding opportunities, project funding needs, maximizing funding eligibility, and engaging lobbying services.

   Action: Committee directed staff to research lobbying services and prepare RFPs.

6. **Consider Amendment to Agreement with Errol L. Montgomery & Associates, Inc. for Groundwater Sustainability Plan – Alternative Update, Hydrologic and Facilitation Services**

   Action: Director Newell moved that the Committee recommend that the Board approve the amendment to the agreement with Errol L. Montgomery & Associates, Inc. for Groundwater Sustainability Plan – Alternative Update, Hydrologic and Facilitation Services in an amount not to exceed $301,350; seconded by Director Rider.

   The motion carried following roll call vote:

Ayes: **Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

7. **Discuss Cash Reserve Policy:**
GM Lockwood and FASM Rodriguez summarized the Cash Reserve Policy. Roundtable discussion ensued. The Committee took no action.

8. **Consider Accepting Financial Reports:**
Action: Director Newell moved to accept the Financial Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

9. **Consider Accepting Cash Flow Reports:**
Action: Director Newell moved to recommend approval the Cash Flow Reports and place them on the consent agenda for Board consideration of approval; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **Culbertson**

10. **Discuss Future Agenda Items and Next Meeting Date:** Next meeting date set for Tuesday, November 9, 2021, 3:00 p.m. Annual versus Biennial contracted hydrological reports.

Adjournment: 4:37 p.m.

MEMORANDUM

DATE: November 5, 2021
MEETING OF: November 9, 2021
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 5:** Consider Scope of Work with cbec inc. eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services for Water Years 2022 and 2023, in an Amount Not to Exceed $253,562

INTRODUCTION

When this item goes before the Pajaro Valley Water Management Agency (PV Water) Board of Directors (Board) on November 17, 2021, staff will ask the Board to consider approval of an agreement with cbec inc. eco engineering (cbec) for College Lake Watershed Hydrologic Monitoring Professional Services for Water Years 2022 and 2023[1], in an amount not to exceed $253,562. The proposed scope of work supports PV Water's ongoing Basin Management Plan Update (BMP) implementation efforts and provides important data collection services and analysis in support of the College Lake Integrated Resources Management Project (College Lake Project or Project).

BACKGROUND

PV Water's BMP, approved by the Board in April 2014, identifies a three part solution to the water resource issues affecting the Pajaro Valley Groundwater Basin: 1) Water Conservation, 2) Optimization of Existing Water Supply Facilities, and 3) Development of New Water Supplies. The seven projects and programs described in more detail in the BMP that make up the three-part solution are as follows:

- Conservation Program
- Increased production and deliveries from existing facilities
- Increased Recycled Water Storage
- Harkins Slough Recharge Facility Upgrades*
- Watsonville Slough with Recharge Basins*
- College Lake with Inland Pipeline to the Coastal Distribution System (now known as the proposed College Lake Integrated Resources Management Project)
- Murphy Crossing with Recharge Basin

* Now known as the Watsonville Slough System Managed Aquifer Recharge and Recovery Project

The Board certified the Final EIR (FEIR) and approved the College Lake Project on October 16, 2019. As described in the FEIR, the Project has an anticipated average yield of 1,800 to 2,300 acre-feet per year (AFY). Staff filed a water-right application with the CA State Water Resources Control Board (SWRCB) on November 17, 2017. On September 22, 2020, the SWRCB held a water-right hearing for the application. SWRCB staff notified PV Water that the SWRCB is planning to have the College Lake water-right application on the agenda of its December 7, 2021 meeting.

[1] Water Year represents the period October 1 through the following September 30.

DISCUSSION

College Lake is a naturally occurring, seasonal lake that receives water from the Green Valley, Casserly, and Hughes Creeks. These streams drain approximately 11,000 acres of range, rural residential, and crop lands. Corralitos Creek, during periods of high flow, also contributes water to College Lake.

The College Lake Project includes construction of a new adjustable weir that would raise the College Lake outlet elevation to increase the total storage capacity of the lake from approximately 1,400 AF to 2,000 AF. It also would increase the total inundated area from approximately 260 acres to 300 acres. New facilities will include approximately 6 miles of a new water main, a new pump station, and a filtration plant with disinfection. Water pumped out of College Lake will be filtered and disinfected at an onsite treatment plant prior to distribution. For additional information on the Project, please refer to the Projects webpage at pvwater.org/college-lake-project.

In September 2015, anticipating future data needs to support the College Lake Project EIR and water-right permitting process, the Board approved an agreement with cbec to develop an In-stream Flow Study and to provide hydrologic monitoring services throughout water year 2016. Staff have been working with cbec in the time since to not only continue maintaining and monitoring existing stream sites as advised by PV Water's special counsel for water rights, but also develop and expand a network of shallow monitoring wells (piezometers) to improve our understanding of shallow groundwater movement and the effects of College Lake.

FISCAL IMPACT

The cost estimate for College Lake Watershed Hydrologic Monitoring Professional Services is $253,562 PV Water's fiscal year 2021-22 budget includes $3,780,000 for professional services in support of the College Lake Project. Some staff time will go toward project management and conducting related field work.

STAFF RECOMMENDATION

That the Committee review the scope of work and cost estimate with cbec and recommend approval to the Board.

That staff recommendation that will be presented to the Board on November 17, 2021 is that the Board approve an agreement, in substantially the same form as the version attached that will be attached, with cbec inc. eco engineering for College Lake Watershed Hydrologic Monitoring Professional Services, Water Years 2022 and 2023, in an amount not to exceed $253,562, through June 30, 2024.

ATTACHMENT

- Scope of work and cost estimate with cbec for College Lake Watershed Hydrologic Monitoring Professional Services, Water Years 2022 and 2023, in an amount not to exceed $253,562 through June 30, 2024

Date:	November 3, 2021
To:	Brian Lockwood and Casey Meusel, PV Water
From:	Chris Hammersmark and Gavin Downs, cbec, inc. eco engineering
Proposal:	P21-70 - College Lake Hydrologic Monitoring for Water Years 2022 and 2023
Subject:	Scope of Work and Budget Estimate

Introduction

At the request of Casey Meusel of the Pajaro Valley Water Management Agency (PV Water), cbec, inc. eco engineering (cbec) has developed a scope of work and an estimate of probable cost to provide various technical services related to the proposed College Lake Integrated Resources Management Project. The primary area of service is to provide surface water and groundwater monitoring during the 2022 and 2023 water years. Beyond the tasks focused on surface water and groundwater monitoring, an "As-Needed Services," task has been included to provide budget for yet to be determined tasks. Additionally, an optional "Salsipuedes Gage Installation" task has been added in the event a planned USGS gage is not installed in the same location. The following sections provide additional details on the tasks included in this scope of work.

Task 1 – Maintain Surface Water Monitoring Network and Conduct Flow Measurements

To both continue and potentially expand the hydrologic monitoring network related to surface water inflows and outflows from College Lake, pressure transducers will be maintained at these key locations:

- Casserly Creek Upstream
- Paulsen Creek (formerly known as Casserly West)
- Fairgrounds Creek
- College Lake Pump House
- Upper Salsipuedes Creek (upstream of the Corralitos Creek confluence)
- Lower Salsipuedes Creek (downstream of the Corralitos Creek confluence) (Optional)

While most of these are existing monitoring locations, the Lower Salsipuedes Creek location is new and will need to be established. Budget has been included under Task 8 to install a gage at this new monitoring location; however, it will not be used unless authorized by PV Water because the planned USGS gage for the same location is not installed. Budget has been included in this task to provide flow measurements and gage downloads at the Lower Salsipuedes Creek location if PV Water elects to install the gage.

For each water year, gages will be downloaded by cbec every two (2) months during the wet season (3 downloads total in January, March, and May). We have assumed PV Water staff will download the gages every two months for the remainder of the water year (July, September, and November). PV Water will be responsible for covering costs associated with replacing missing, stolen, or corrupted gages. All gages have associated staff plates installed.

Flow measurements are used to inform and update existing stage/discharge relationships, or to establish new relationships due to significant geomorphic adjustments. Up to twelve (12) discharge measurement sessions per water year are proposed. Eight (8) rounds of flow measurements are expected to be performed with a handheld Acoustic Doppler Velocimeter (ADV) via wading in the creek. Four (4) rounds of flow measurements are expected to be performed with an Acoustic Doppler Current Profiler (ADCP) deployed from a small trimaran when wading is not possible. High flow events are less frequent, difficult to predict and cause challenges in the deployment of staff and equipment. Although these events can be difficult to measure, they are critical in building an understanding of the system.

Assumptions:

- PV Water will replace faulty or missing pressure transducers and staff plates
- PV Water staff will perform gage downloads during the dry season (July, September, and November)

Deliverables:

- Water level elevation data in spreadsheet format at the end of the monitoring period
- Flow data and time of measurement in spreadsheet format at the end of the monitoring season
- Photos, videos, and notes regarding other observations made during field efforts

Task 2 – Post-Process Surface Water Gage and Flow Data

Budget in this task has been provided to perform barometric compensation for each of the gage records, translate the gage records to the North American Vertical Datum of 1988 (NAVD88), refine or develop new rating curves for the flow measurement locations, and develop flow time series from the water level time series.

Deliverables:

- Rating curves in spreadsheet format
- Flow time series in spreadsheet format

Task 3 – Piezometer Installation

Several piezometers that were installed previously have been damaged or destroyed and may need to be reinstalled. In addition, several new piezometers may be added to the monitoring network in geographic areas not previously covered. Budget to cover five (5) potential new piezometer installations and field reconnaissance trips per water year has been included.

Assumptions:

- New piezometers will be installed with assistance from PV Water staff. cbec will only provide one staff person to support these installations.
- Existing well locations will not be resurveyed unless they have been disturbed. Previously surveyed well top elevations will be used.
- New installations will be grouped such that 2-3 piezometers can be installed in one day or paired with other fieldwork.
- New piezometer locations will be surveyed with a total station or RTK GPS.
- PV Water will provide pressure transducers for the new piezometers.

Deliverable:

- Surveyed coordinates from new well top locations provided in California State Plane Zone III.

Task 4 – Maintain Groundwater Monitoring Network

This task provides budget to continue monitoring the shallow groundwater monitoring network for water years 2022 and 2023. Piezometers will be downloaded every 4 months.

Assumptions:

- Piezometers will be downloaded every 4 months, totaling 3 site visits per water year.
- cbec will coordinate with PV Water in advance of site visits to provide adequate notification to landowners.

Task 5 – Post-Process and Analyze Groundwater Data

Budget in this task has been provided to perform barometric compensation for each of the piezometer gage records, translate the gage records to the North American Vertical Datum of 1988 (NAVD88), and to perform preliminary analysis of these data with respect to College Lake water levels and surrounding topography.

Deliverables:

- Groundwater elevation data in spreadsheet format at the end of the monitoring period.

Task 6 – Reporting

A brief technical memorandum will be developed summarizing the results of the surface water and groundwater hydrologic monitoring efforts for each of the water years monitored.

Deliverables:

- Draft WY 2022 hydrologic monitoring technical memorandum in electronic format (pdf and MS Word).
- Final WY 2022 hydrologic monitoring technical memorandum in electronic format (pdf).
- Draft WY 2023 hydrologic monitoring technical memorandum in electronic format (pdf and MS Word).
- Final WY 2023 hydrologic monitoring technical memorandum in electronic format (pdf).

Task 7 – As-Needed Services

This task provides budget for cbec staff to provide as-needed technical support for to be determined tasks that support monitoring project implementation.

Assumptions:

- Any work to be performed under this task will be authorized in writing by PV Water.
- Level of effort will match the available budget resources within this task.

Deliverables:

- Deliverables will be determined in consultation with PV Water as the as-needed support tasks are defined.

Task 8 – Salsipuedes Creek Gage Installation (Optional)

This task provides budget for cbec staff to install a single (1) surface water monitoring gage at the Lower Salsipuedes Creek site.

Assumptions:

- Will only be required if the USGS does not install the planned gage in a similar location.
- Any work to be performed under this task will be authorized in writing by PV Water.
- Level of effort will match the available budget resources within this task.
- PV Water will provide a pressure transducer for the new gaging site.

Deliverables:

- If necessary, surveyed coordinates of the well top location in California State Plane Zone III.

Task 9 – Project Management

cbec's project manager, Gavin Downs, will be responsible for day to day coordination with the project team and will coordinate directly with Brian Lockwood and Casey Meusel. Budget has been allocated towards check-in calls and meetings with PV Water, as well as for general project management activities (e.g., setting up the contract, preparing invoices, etc.).

Proposed Budget

cbec proposes to perform these services on a time and materials basis. The estimated cost for labor and expenses to perform the full proposed scope of work is $126,471.60 and $127,089.60 for water years 2022 and 2023, respectively. The budget estimates were developed using 2022 rates for water year 2022 activities, and 2023 rates for water year 2023 activities. The total amount for the hydrologic monitoring for water years 2022 and 2023 is $253,561.20. Details of the estimated costs are shown in the attached budget summary.

ESTIMATED PROJECT BUDGET SUMMARY FOR WY 2022 & WY 2023

College Lake WY 2022 & 2023 Hydrologic Monitoring
cbec Proposal # 21-70

Task #	Task Description		Subtotal
1	Maintain Monitoring Network and Conduct Flow Measurements	$	76,860.00
2	Post-Process Gage and Flow Data	$	22,185.00
3	Piezometer Installation	$	15,280.00
4	Maintain Groundwater Monitoring Network	$	21,300.00
5	Post-Process and Analyze Groundwater data	$	20,450.00
6	Reporting for Monitoring	$	30,790.00
7	As-Needed Services	$	23,470.00
8	Salsipuedes Gage Installation (Optional)	$	2,943.00
9	Project Management	$	20,184.00

Labor Fee	**$**	**233,462.00**
Reimbursables	**$**	**20,099.20**
Subconsultant(s)	**$**	**-**
Total Project Budget	**$**	**253,561.20**

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ESTIMATED 2022 LABOR FEES

College Lake WY 2022 Hydrologic Monitoring
cbec Proposal # 21-70

2022 rates provided. Unless expressly provided within the contract, rates are subject to increase annually on January 1 of each yea

Task #	Director	Senior II	Senior I	Asssociate II	Associate I	Technician II	Subtotal Labor Hours Per Task		Subtotal for cbec Labor Fee Per Task
2022 Rates	$266	$207	$185	$170	$148	$133			
1	12				180	60	252		$ 37,812.00
2	6				45	20	71		$ 10,916.00
3	6				40		46		$ 7,516.00
4	6				60		66		$ 10,476.00
5	10				50		60		$ 10,060.00
6	18				70		88		$ 15,148.00
7	20			28	10		58		$ 11,560.00
8	3				10	5	18		$ 2,943.00
9	24				24		48		$ 9,936.00
	105	**0**	**0**	**28**	**489**	**85**	**707**		**$ 116,367.00**

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ESTIMATED 2023 LABOR FEES

College Lake WY 2023 Hydrologic Monitoring
cbec Proposal # 21-70

2023 rates provided. Unless expressly provided within the contract, rates are subject to increase annually on January 1 of each year.

Task #	Director	Senior II	Senior I	Asssociate II	Associate I	Technician II	Subtotal Labor Hours Per Task		Subtotal for cbec Labor Fee Per Task
2023 Rates	$274	$213	$191	$175	$153	$137			
1	12				180	60	252		$ 39,048.00
2	6				45	20	71		$ 11,269.00
3	6				40		46		$ 7,764.00
4	6				60		66		$ 10,824.00
5	10				50		60		$ 10,390.00
6	18				70		88		$ 15,642.00
7	20			28	10		58		$ 11,910.00
8									$ -
9	24				24		48		$ 10,248.00
	102	**0**	**0**	**28**	**479**	**80**	**689**		**$ 117,095.00**

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ESTIMATED 2022 REIMBURSABLE EXPENSES

College Lake WY 2022 Hydrologic Monitoring
cbec Proposal # 21-70

Item Description	Quantity		Unit Cost 2022		Item Cost 2022
Mileage	600	miles	0.56	/mile	$ 336.00
Parking		trip		/trip	$ -
Lodging		day(s)		/day	$ -
Per Diem		day(s)		/day	$ -
Airfare		day(s)		/day	$ -
Field Truck	24	day(s)	125.00	/day	$ 3,000.00
ATV		day(s)	150.00	/day	$ -
Canoe		day(s)	30.00	/day	$ -
Utility Boat		day(s)	200.00	/day	$ -
Jet Boat		day(s)	350.00	/day	$ -
Total Station	2	day(s)	150.00	/day	$ 300.00
Current Meter	8	unit(s)	60.00	/unit	$ 480.00
ADCP Package	4	day(s)	650.00	/day	$ 2,600.00
RTK GPS	3	day(s)	350.00	/day	$ 1,050.00
Water Level Meter	12	day(s)	35.00	/day	$ 420.00
Misc. Field Supplies					$ 1,000.00
Software Lease		month(s)		/month	$ -
Copying / Production					$ -
Courier / Delivery					$ -
Archiving / Documentation					$ -
			Subtotal Reimbursables		**$ 9,186.00**
			Administrative Charge (10%)		**$ 918.60**
			Total WY 2022 Reimbursables		**$ 10,104.60**

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ESTIMATED 2023 REIMBURSABLE EXPENSES

College Lake WY 2023 Hydrologic Monitoring
cbec Proposal # 21-70

Item Description	Quantity	Unit Cost 2023	Item Cost 2023
Mileage	600 miles	0.56 /mile	$ 336.00
Parking	trip	/trip	$ -
Lodging	day(s)	/day	$ -
Per Diem	day(s)	/day	$ -
Airfare	day(s)	/day	$ -
Field Truck	24 day(s)	125.00 /day	$ 3,000.00
ATV	day(s)	150.00 /day	$ -
Canoe	day(s)	30.00 /day	$ -
Utility Boat	day(s)	200.00 /day	$ -
Jet Boat	day(s)	350.00 /day	$ -
Total Station	2 day(s)	150.00 /day	$ 300.00
Current Meter	8 unit(s)	60.00 /unit	$ 480.00
ADCP Package	4 day(s)	650.00 /day	$ 2,600.00
RTK GPS	3 day(s)	350.00 /day	$ 1,050.00
Water Level Meter	12 day(s)	35.00 /day	$ 420.00
Misc. Field Supplies			$ 900.00
Software Lease	month(s)		$ -
Copying / Production			$ -
Courier / Delivery			$ -
Archiving / Documentation			$ -
		Subtotal Reimbursables	**$ 9,086.00**
		Administrative Charge (10%)	**$ 908.60**
		Total WY 2023 Reimbursables	**$ 9,994.60**

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MEMORANDUM

DATE: November 5, 2021
MEETING OF: November 9, 2021
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 6:** Consider Scope of Work with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services for Water Years 2022 and 2023, in an Amount Not to Exceed $132,972

INTRODUCTION

When this item goes before the Pajaro Valley Water Management Agency (PV Water) Board of Directors (Board) on November 17, 2021, staff will ask the Board to consider approval of agreement with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services for Water Years 2022 and 2023[1], in an amount not to exceed $132,972. The proposed scope of work supports PV Water's ongoing Basin Management Plan Update ("BMP") implementation efforts and provides important data collection and analysis services necessary to support the new water-right permit application process for the proposed Watsonville Slough System Managed Aquifer Recharge and Recovery Project ("proposed Project").

BACKGROUND

PV Water's BMP, adopted by the Board in April 2014, identifies a three part solution to the water resource issues affecting the Pajaro Valley Groundwater Basin: 1) Water Conservation, 2) Optimization of Existing Water Supply Facilities, and 3) Development of New Water Supplies. The seven projects and programs described in more detail in the BMP that make up the three-part solution are as follows:

- Conservation Program
- Increased production and deliveries from existing facilities
- Increased Recycled Water Storage
- Harkins Slough Recharge Facility Upgrades*
- Watsonville Slough with Recharge Basins*
- College Lake Integrated Resources Management Project (now known as the College Lake Integrated Resources Management Project)
- Murphy Crossing with Recharge Basin

* Now known as the Watsonville Slough System Managed Aquifer Recharge and Recovery Project

DISCUSSION

The existing Harkins Slough Managed Aquifer Recharge and Recovery Facility, and the proposed Project are both dependent upon the Watsonville Slough Watershed for source water. The Harkins Slough Facility has recharged approximately 10,000 acre-feet of water since operations commenced in 2002. The proposed Project would divert up to a maximum of 6,000 acre-feet per year of slough water for recharge. Recovered slough water will be conveyed through the Coastal Distribution System to serve as an agricultural irrigation supply and concomitantly a source of in-lieu recharge.

[1] Water Year represents the period October 1 through the following September 30.

Understanding the changing conditions in the watershed is an important aspect of determining how the Agency can optimize the existing Harkins Slough Facility while providing valuable information with respect to operation of a new point of diversion on Struve Slough. A Watsonville Slough Hydrologic Study completed in 2014 provided a foundation for planning and environmental needs to support proposed Project. The study was grant funded and led by the Resource Conservation District of Santa Cruz and conducted by Balance Hydrologics, Inc. It included: stakeholder outreach & input, stream gaging, channel surveys, surface water-groundwater interactions, land use analysis, and ultimately the development of two models (hydrologic and hydraulic models).

In October 2015, anticipating future data needs to support the proposed BMP projects in the Watsonville Slough watershed and the water-right permitting process, the Board approved an agreement with Balance Hydrologics, Inc. to provide hydrologic monitoring services throughout water year 2016. Staff have been working with Balance Hydrologics, Inc. since to continue to maintain and monitor the existing stream sites and characterize brackish backflow conditions. The data collected has supported modeling used to inform the proposed Project design and the water-right application for a new diversion on Struve Slough, which was recently accepted by the State Water Resources Control Board, notice of which was published in the Pajaronian on 3 Fridays in October and November 2021.

FISCAL IMPACT

The Balance Hydrologics, Inc. scope of work for Watsonville Slough Hydrologic Monitoring Professional Services is estimated to cost $132,972, and will be billed on a time and materials basis. PV Water's Fiscal Year 2021-22 budget includes a combined total of $1,380,000 for professional services to support the proposed Project. Some staff time will go toward managing this effort and providing hydrologic support.

STAFF RECOMMENDATION

That the Committee review the scope of work and cost estimate with Balance Hydrologics, Inc., and recommend approval to the Board.

That staff recommendation that will be presented to the Board on November 17, 2021 is that the Board approve the agreement with Balance Hydrologics, Inc., in substantially the same form as the version attached, for Watsonville Slough Watershed Hydrologic Monitoring Professional Services, Water Years 2022 and 2023, in an amount not to exceed $132,972, through June 30, 2024.

ATTACHMENT

- Scope of work and cost estimate with Balance Hydrologics, Inc. for Watsonville Slough Watershed Hydrologic Monitoring Professional Services, Water Years 2022 and 2023, in an amount not to exceed $132,972 through June 30, 2024

Balance Hydrologics

800 Bancroft Way • Suite 101 • Berkeley, CA 94710 • (510) 704-1000
224 Walnut Avenue • Suite E • Santa Cruz, CA 95060 • (831) 457-9900
12020 Donner Pass Road • Unit B1 • Truckee, CA 96160 • (530) 550-9776
www.balancehydro.com • email: office@balancehydro.com

November 5, 2021

Brian Lockwood, General Manager
Casey Meusel, Associate Hydrologist
Pajaro Valley Water Management Agency
36 Brennan Street
Watsonville, California 95076

RE: Scope of Work for Salinity and Flow Monitoring in the Watsonville Sloughs Study Area, Water Years 2022 and 2023

Dear Brian and Casey:

You have asked that we propose to continue the Watsonville Sloughs hydrologic monitoring program to collect information to support project development and implementation efforts for the Watsonville Slough System Managed Aquifer Recharge and Recovery Projects. Hydrologic conditions targeted in the proposed monitoring include: (A) the magnitude, extent and frequency of the brackish-water pulses, (B) their configuration and dissipation rates, (C) water surface elevations around the existing and proposed points of diversion, (D) the evolving inflows from the watershed at Watsonville Slough at San Andreas Road, Gallighan Slough near its mouth, and Watsonville Slough at Highway 1 to help assess water availability and hydraulic dynamics, and (E) water-level and water-quality conditions that support the environmental values which characterize the Watsonville Slough system and will inform water availability analysis.

This proposal lays details the proposed monitoring efforts for water years (WY) 2022 and 2023.Proposed costs as outlined in Table 1 for WY 2022 are $65,513 and for WY 2023 are $67,458.23. The total proposed budget is $132,971.23. Consistent with prior proposals, we have divided the proposal into two sections to make it easier for you to work directly with Mr. Parke on the routine annual monitoring:

A. Focused Studies Emerging from the Annual Monitoring

There are no focused studies which we believe are needed this year.

B. Annual Monitoring WY2022 and WY2023

This arrangement allows Pajaro Valley Water Management Agency (PV Water) and Balance Hydrologics staff to quickly explore findings from the prior year's work or data needs that come up in planning or regulatory activities. Tasks or questions which arise during the year can requested under As-Needed Support Services task. You are able to adapt the annual monitoring directly with Mr. Parke, and draw on Mr. Hecht's expertise where needed.

A. FOCUSED STUDIES EMERGING FROM THE ANNUAL MONITORING

Task 1 Special Study:Optional/Placeholder Task – No Work Proposed for WY2022 to WY2023

At this time no special studies are suggested.

Task 2. As-Needed Support Services

Upon written request and authorization by the PV Water General Manager, Balance will provide support services to supplement in-house capabilities and otherwise support development of the Watsonville Slough System Managed Aquifer Recharge and Recovery Projects. This task is included in the scope at the request of PV Water.

B. ANNUAL MONITORING WY2022 and WY2023

Task 3. Gaging Network Maintenance (annually, approximately 8 Visits)

To ensure data collection efforts reflect current data needs, the gaging network needs to be maintained and calibrated. To meet the need for detailed information on the brackish pulses, streamflow rates, and support the continued implementation effort of the proposed Watsonville Slough System Managed Aquifer Recharge and Recovery Projects, at the start of WY2022 and WY2023 we will service and calibrate instrumentation at the following stations:

- Watsonville Slough at Shell Road (upstream and downstream stations)
- Watsonville Slough at San Andreas Road
- Watsonville Slough at Highway 1
- Harkins Slough at Pump Station
- Struve Slough Project point of diversion (POD)
- Harkins Slough at Buena Vista Road
- Struve Slough at Lee Road
- Gallighan Slough at the Landfill

As per previous practice, we share billing rates of field visits and data-processing time with Senior Staff Professional and Hydro Tech as a way of reducing the costs to PV Water.

Task 4. Field Measurements During Storm and Salinity Breaching Events (Estimated 6 Visits Per Year)

This task also has the billing rates shared with Hydrologic Tech in order to conserve budget.

Field visits during brackish backflow events will focus on identifying the upstream extent of the saline water pulses from Shell Road as far upstream as Watsonville Slough at Highway 1. A hand-held salinity/conductance meter will be used to measure the maximum extent of incursions.

Storm measurements will focus on providing high flow measurements at the following locations:

- Watsonville Slough at San Andreas Road
- Watsonville Slough at Highway 1
- Gallighan Slough at the landfill
- Harkins Slough at Buena Vista Road

Task 5. Data Post-Processing and Archiving

Measurements need to be integrated into an annual flow record – the gaged flow each day at each station. For days of substantially changing flow, we develop records for each 15-minute period, consistent with State and Federal norms (informally called "USGS methods"). Hydrographs and tables will be prepared, and an observers' log for each station will be prepared. This task includes time for a year-end digital submittal of reported data after review of PV Water and senior Balance staff.

This task will also have the billing shared with Hydrologic Tech in order to conserve budget.

Task 6. Brief Annual Data Summary Memo

The memo will include a condensed summary of methods used; our estimates of dates and magnitudes of peak flows; readings of specific conductance (salinity), and other incidental water-quality observations; and a station observer log, which includes observations made by our staff and PV Water at each visit. Maps and graphs will be included, as in the past memos.

Task 7. Project Administration

We allocate about an hour per month to administer this complex work scope with a lot of field equipment and field labor split between PV Water and Balance. A small amount of set-up time is also included.

Schedule

Work will begin when Balance is given authorization by PV Water to proceed. Initial work will be done by Balance's Santa Cruz office staff, with Berkeley office staff in reserve, if needed. We anticipate being able to begin the outlined tasks within three workdays of your authorization to proceed. The WY2022 and WY2023 gaging draft memos will be completed by December 15th of the respective water year with a targeted finalization during the following month when comments from PV Water on the report become available.

Budget

The costs to implement this scope of work are summarized in the attached Tables 1and 2. We propose billing on a time-and-materials basis not to exceed the values presented therein. As is our practice with multi-year contracts, our projected billings include a 3 percent escalation to account for labor rate increases in WY2023.

Staffing

We intend to assign the identical staff, including Jason Parke as Gaging Manager, who has participated in the previous study work. Barry Hecht will remain the Principal-in-charge, and Chelsea Neill or other Balance staff may assist as needed. We are pleased to be able to provide you with a stable, veteran project staff familiar with the Pajaro Valley and the PV Water team.

Closing

Thank your again for the opportunity to continue our work in this important watershed system. This means a lot to all of us at Balance, and we look forward to contributing to a more robust understanding of how the slough system functions in ongoing conditions. We value the opportunity to talk over the scope of work and our mutual understandings of your evolving needs.

Sincerely,

BALANCE HYDROLOGICS, Inc.

Jason Parke
Hydrologist / Geologist

Barry Hecht, P.G., CEG, CHg
Senior Principal

Enclosures: Table 1– Anticipated staff hours by task, monitoring WY2022 and WY2023
Table 2 – Estimated costs of monitoring proposed for WY2022 and WY2023

Table 1. Anticipated Staff Hours by Task

222177 Watsonville Slough Gaging and Salinity Monitoring WY2022 and WY2023

Task Number and Description		Sr. Principal	Principal II	Principal I	Senior Professional	Project Professional	Sr. Staff Professional	Staff Professional	Assistant Professional	Junior Professional	GIS/CADD Senior Analyst	GIS/CADD Analyst	GIS/CADD Assistant Analyst	Sr. Proj Admin	Sr. Report Specialist	Report Specialist	Hydrologic Tech	Labor Costs For Task
	Hourly Rate	*$220*	*$208*	*$198*	*$179*	*$170*	*$155*	*$132*	*$116*	*$110*	*$131*	*$110*	*$99*	*$113*	*$100*	*$89*	*$89*	
Task 1. Special study: Optional/placeholder task																		
Task 1a. WY2022					no work proposed for water year 2022													
Task 1b. WY2023					no work proposed for water year 2023													
Task 2. As-Needed support services: Balance will assist with specific tasks as approved by PV Water general manager.																		
Task 2a. WY2022		4					49											$8,475.00
Task 2b. WY2023		4					49											$8,729.25
Task 3. Gaging network maintenance (annually, approximately 8 Visits)																		
Task 3a. WY2022							80										32	$15,248.00
Task 3b. WY2023							80										32	$15,705.44
Task 4. Field measurements during storm and salinity breaching events (estimated 6 visits per year)																		
Task 4a. WY2022		4					48										25	$10,545.00
Task 4b. WY2023		4					48										25	$10,861.35
Task 5. Data post-processing and archiving																		
Task 5a. WY2022		6	12				71										65	$20,606.00
Task 5b. WY2023		6	12				71										65	$21,224.18
Task 6. Brief annual data summary memo																		
Task 6a. WY2022		12					30									7		$7,913.00
Task 6b. WY2023		12					30									7		$8,150.39
Task 7. Project administration																		
Task 7a. WY2022		1					6							8				$2,054.00
Task 7b. WY2023		1					6							8				$2,115.62
Subtotal Hours		54	24				568							16		14	244	
Total Hours		**920**																

Notes:

1. If possible, assistance from PVWMA staff would is appreciated with the special study tasks and the continued routine downloads of instruments.

2. WY2023 costs represent a 3 percent escalation to track with inflation and the consumer price index trend.

TOTAL LABOR	**$131,627.23**
Expenses from Table 2	***$1,344.00***
Contingency from Table 2	
GRAND TOTAL	**$132,971.23**

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Table 2. Estimated Costs

222177 Watsonville Slough Gaging and Salinity Monitoring WY2022 and WY2023

Professional Fees			**Rate**	**Hours**	**Allocation**
Sr. Principal			$220	54	$11,880.00
Principal			$208	24	$4,992.00
Senior Specialist			$198	0	$0.00
Senior Professional			$179	0	$0.00
Project Professional			$170	0	$0.00
Senior Staff Professional			$155	568	$88,040.00
Staff Professional			$132	0	$0.00
Assistant Professional			$116	0	$0.00
Junior Professional			$110	0	$0.00
GIS/CADD Senior Analyst			$131	0	$0.00
GIS/CADD Analyst			$110	0	$0.00
GIS/CADD Assistant Analyst			$99	0	$0.00
Senior Project Administrator			$113	16	$1,808.00
Senior Report Specialist			$100	0	$0.00
Report Specialist			$89	14	$1,246.00
Hydrologic Technician			$89	244	$21,716.00
3 percent escalation for WY2023 to reflect inflation and cpi					$1,945.23
				Labor Subtotal (Table 1)	$131,627.23
Expenses					
Direct Expenses					
Mileage (two water years)	**2400**	miles @	$0.560		$1,344.00
Mileage, 4-Wheel Drive		miles @	$0.560		$0.00
Vehicle Rental					$0.00
Equipment Costs					$0.00
Per Diems		@			$0.00
Reimbursable Costs					
Other Travel, Subsistence		trips @			$0.00
Express Mail, Deliveries					$0.00
Maps and Aerial Photos					$0.00
Outside Copying, Blueprint					$0.00
Outside Consultants					$0.00
Analytical Laboratory Fees					$0.00
Materials and Supplies					$0.00
Permits, Licenses or Agency Inspection fees	***client responsibility***				$0.00
Printing+					$0.00
Other					$0.00
				Expenses Subtotal	$1,344.00
				ESTIMATED TOTAL	**$132,971.23**
				Contingency	
				TOTAL w/ CONTINGENCY	**$132,971.23**

Notes

* 4WD rates apply only if required by site conditions. See Balance policy re 4WD. Milage costs are based federal standard rates.

+Plotting costs vary according to complexity of design

Project-related expenses will be billed at cost plus 10%; including work by outside consultants and analytical or testing laboratories.

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MEMORANDUM

DATE: November 5, 2021
MEETING OF: November 9, 2021
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 7**: Consider Agency Holiday Schedule

BACKGROUND

The Employee Handbook states that Christmas Day, Christmas Eve, New Year's Eve, and New Year's Day are among the holidays observed by the Agency.

DISCUSSION

In 2021, Christmas Eve falls on a Friday and Christmas Day falls on a Saturday. The following week, New Year's Eve falls on a Friday and New Year's Day falls on a Saturday. Staff propose to observe the Saturday holidays on December 27 and December 30, respectively. Staff could choose to work or utilize accrued time off on December 28 and 29. The office would be closed from Friday, December 24, 2021, through Saturday, January 1, 2022.

As noted above, staff are able to work as needed, but closing the office means that internal coverage requirements will not need to be met. Operations would continue as normal, and staff would ensure December bills and the winter newsletter are distributed in a timely manner.

FISCAL IMPACT

No fiscal impact, employees who chose to not work would utilize accrued paid time off to cover December 28-29, 2021.

STAFF RECOMMENDATION

That the Administration & Finance Committee review the proposed Agency holiday schedule and recommend that the Board approve the proposed holiday schedule, closing the Agency from Friday, December 24, 2021, through Saturday, January 1, 2022.

MEMORANDUM

DATE: November 5, 2021
MEETING OF: November 9, 2021
TO: Administration & Finance Committee
FROM: General Manager
RE: **ITEM 8**: Consider 2022 Board and Committee Meeting Dates

BACKGROUND

Each year the Pajaro Valley Water Management Agency (PV Water) Board of Directors (Board) reviews and approves and annual meeting calendar. PV Water currently has two standing committees: the Administration & Finance Committee, which provides oversight of PV Water's administration and financial matters, and the Projects & Facility Operations Committee, which is to advise the Board and staff on capital projects and programs related to water supply, quality and operations of facilities identified in the Basin Management Plan, including any new technologies that might become available. The Projects & Facility Operations Committee also serves to communicate issues and concerns regarding water quality and facility operations between the Agency, landowners and growers within PV Water's service area.

DISCUSSION

A proposed meeting calendar for 2022 is attached; it reflects the traditional meeting scheduled for the Board and its standing committees. The Administration & Finance Committee meets on the second Tuesday of each month. The Projects & Facility Operations Committee meets on the last Wednesday of each month. Regular meetings of the Board occur on the third Wednesday of the month.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

That the Administration & Finance Committee review the proposed 2022 Board and Committee meeting dates and recommend that the Board approve the proposed schedule.

ATTACHMENTS

- Proposed 2022 Board and Committee Schedule

PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET • WATSONVILLE, CA 95076
TEL: (831) 722-9292 FAX: (831) 722-3139
info@pvwater.org • https://www.pvwater.org

PROPOSED 2022 MEETING DATES*

MONTH	ADMIN & FINANCE 3:00 p.m. 2nd Tuesday Warren Koenig Conference Room	BOARD OF DIRECTORS 7:00 p.m.*** 3rd Wednesday City Council Chambers	PROJECTS & FACILITES 3:00 P.M. Last Wednesday of Month Water Resources Center
January	11	19	26
February	8	16	23
March	8	16	30
April	12	20	27
May	10	18	25
June	7**	15	29
July	12	20	27
August	9	17	31
September	13	21	28
October	11	19	26
November	8	16	No meeting
December	13	21	14

Notes:

* Dates & times are subject to change

** Meeting one week earlier than normal

***Closed session agenda items, if any, will be considered at 6:00 p.m.

PAJARO VALLEY WATER MANAGEMENT AGENCY

Account Activity Report per Bank Statement

	Date	Deposits	Withdrawals	Balance
CLEARING ACCOUNT - Mechanics				
Beginning Balance	9/1/2021			$222,356
Cash Receipts				
Disbursements			1,365,294	
Transfers		1,291,890		
Bank Fees				
Ending Balance	9/30/2021			$148,952
GENERAL FUND10-MMA Mechanics				
Beginning Balance	9/1/2021			$1,114,735
Cash Receipts				
Transfers			3,592	
Interest Earned		37		
Bank Fees				
Ending Balance	9/30/2021			$1,111,180
GENERAL FUND 10 - LAIF				
Beginning Balance	9/1/2021			$2,186,989
Transfers				
Interest Earned				
Ending Balance	9/30/2021			$2,186,989
GENERAL FUND 20 - LAIF				
Beginning Balance	9/1/2021			$8,030,678
Transfers				
Interest Earned				
Ending Balance	9/30/2021			$8,030,678
SPECIAL REVENUE FUND 20-ACH Clearing Acct Mechanics				
Beginning Balance	9/1/2021			$0
Cash Receipts				
Transfers				
Disbursments/ACH-Wire				
Bank Fees				
Ending Balance	9/30/2021			$0
SPECIAL REVENUE FUND 20-Operating Mechanics				
Beginning Balance	9/1/2021			$37,772
Cash Receipts		141,136		
Transfers			138,298	
Disbursments/ACH-Wire				
Bank Fees			5,912	
Interest Earned				
Ending Balance	9/30/2021			$34,699
SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN Mechanics				
Beginning Balance	9/1/2021			$7,838,265
Transfers			1,150,000	
Bank Fees				
Interest Earned		244		
Ending Balance	9/30/2021			$6,688,509
Certificate of Deposit - DWR Loan Reserve Mechanics Fund 40				
Beginning Balance	9/1/2021			$254,340
Interest Earned				
Ending Balance	9/30/2021			$254,340

Prior Month Ending Cash Balance:	Total Deposits:	Total Withdrawals:	Month End Cash Balance:
$19,685,135	$1,433,307	$2,663,096	$18,455,346
Cash Transfers	1,291,890	1,291,890	(0)
Actual Cash Receipts/Disbursements	141,417	1,371,206	

PAJARO VALLEY WATER MANAGEMENT AGENCY
INVESTMENT REPORT
ALL FUNDS
September 30, 2021

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
MechanicsClearing Account	0.00%	**$148,952**	0.81%	0.00%
General Fund 10				
Mechanics General Fund 10 Money Market Account	0.04%	1,111,180	6.02%	0.00%
Local Agency Investment Fund	0.44%	2,186,989	11.85%	0.05%
		$3,298,169		
Special Revenue Fund 20				
Mechanics Special Revenue Fund 20-ACH Clearing Account	0.00%	0	0.00%	0.00%
Mechanics Special Revenue Fund 20 Operating Account	0.00%	34,699	0.19%	0.00%
Mechanics Special Revenue Fund 20 Money Market Account	0.04%	6,688,509	36.24%	0.01%
Local Agency Investment Fund	0.44%	8,030,678	43.51%	0.19%
		$14,753,885		
Long Term Debt Fund 40				
Mechanics Certificate of Deposit DWR Loan Reserve	0.50%	**$254,340**	1.38%	0.01%
	Total:	**$18,455,346**	**100.0%**	

Total Funds Reserved (DWR Fund 40)	254,340
Total Funds Invested	18,017,355
Total Funds Non-interest Bearing	183,650.27
Total Funds	**$18,455,346**
Total Available Funds	18,201,006
Cash Reserve Policy Requirements (PV Water)	5,790,000
Surplus (Deficit) of Funds	**$12,411,006**

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY EXPENSE TYPE
2021-22FY as of 9/30/21

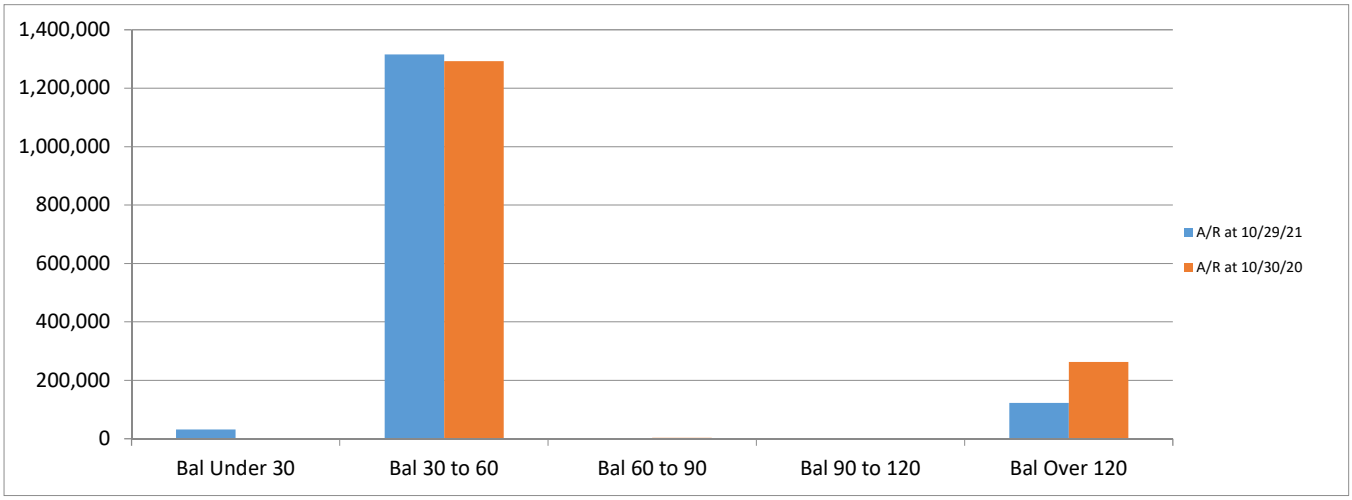
#	Description	2021 One Year Prior Actual	2022 Budget	2022 Year to Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
1	Management Fees	$ 387,222	$ 387,000	$ 369,706	$ 17,294	4.47%
2	Augmentation Charges	$ 4,736,654	$ 11,880,000	$ 4,924,269	$ 6,955,731	58.55%
3	Delivered Water Sales	$ 689,591	$ 2,162,500	$ 901,448	$ 1,261,052	58.31%
4	Grants & Loans	$ 476	$ 1,700,000	$ 71,321	$ 1,628,679	95.80%
5	Interest Income	$ 243	$ 250,000	$ 7,051	$ 242,949	97.18%
6	Bond Revenue	$ -	$ 46,500,000	$ -	$ 46,500,000	100.00%
7	Other Revenue	$ 472	$ 35,000	$ 19,758	$ 15,242	43.55%
	Revenue Total:	**$ 5,814,659**	**$ 62,914,500**	**$ 6,293,554**	**$ 56,620,946**	**90.00%**
	Expenditures					
8	Salaries, Wages and Benefits	$ 557,915	$ 2,513,857	$ 581,823	$ 1,932,034	76.86%
9	Conferences and Training	$ 780	$ 23,350	$ 5,520	$ 17,830	76.36%
10	Travel/Meals	$ 107	$ 35,500	$ 300	$ 35,200	99.15%
11	Bank Charges	$ 19,788	$ 90,050	$ 14,105	$ 75,945	84.34%
12	Insurance	$ -	$ 38,500	$ 10,833	$ 27,667	71.86%
13	Taxes & Fees	$ 61,834	$ 59,250	$ 7,385	$ 51,865	87.54%
14	Legal Notices & Ads	$ 339	$ 12,250	$ 1,802	$ 10,448	85.29%
15	Dues & Subscription	$ 358	$ 59,400	$ 6,853	$ 52,548	88.46%
16	Office Expense	$ 3,421	$ 22,500	$ 1,784	$ 20,716	92.07%
17	Postage	$ 12	$ 12,500	$ 521	$ 11,979	95.83%
18	Printing	$ 4,352	$ 37,750	$ 3,187	$ 34,563	91.56%
19	Utilities	$ 108,671	$ 237,700	$ 109,741	$ 127,959	53.83%
20	Telephone	$ 5,032	$ 28,000	$ 3,913	$ 24,087	86.03%
21	Office Equipment Leases	$ 1,853	$ 15,500	$ 2,104	$ 13,396	86.43%
22	Project Well Lease	$ -	$ 90,000	$ 3,750	$ 86,250	95.83%
23	Field Supplies-Equipment	$ 7,682	$ 64,000	$ 12,359	$ 51,641	80.69%
24	Elections	$ 167	$ -	$ 21,712	$ (21,712)	0.00%
25	Uniforms	$ -	$ 3,000	$ 1,835	$ 1,165	38.82%
26	Legal Services	$ 102,301	$ 412,000	$ 30,060	$ 381,940	92.70%
27	Professional Services	$ 564,192	$ 6,881,500	$ 719,008	$ 6,162,492	89.55%
28	LAFCO District Fees	$ -	$ 17,850	$ 3,836	$ 14,014	78.51%
29	Bad Debt	$ -	$ 10,000	$ (1,647)	$ 11,647	116.47%
30	Collection Fee	$ 3,434	$ 5,000	$ 5,120	$ (120)	-2.40%
31	Special Projects Outreach	$ 65	$ 25,000	$ 4,935	$ 20,065	80.26%
32	Facilities Maintenance	$ 4,496	$ 63,000	$ 4,265	$ 58,735	93.23%
33	Land	$ -	$ 7,450,000	$ -	$ 7,450,000	100.00%
34	Information Technology	$ 23,968	$ 150,000	$ 24,155	$ 125,845	83.90%
35	Licensed Contractors	$ 22,908	$ 7,600,000	$ 39,671	$ 7,560,329	99.48%
36	Vehicle Purchase	$ -	$ 70,000	$ 39,483	$ 30,517	43.60%
37	Vehicle Maintenance	$ 2,973	$ 24,350	$ 9,131	$ 15,219	62.50%
38	Meters	$ 3,120	$ 124,000	$ 1,131	$ 122,869	99.09%
39	COW Reimb RWF O&M	$ 547,553	$ 2,310,000	$ 0	$ 2,310,000	100.00%
40	Rebates		$ 125,000	$ 9,217	$ 115,783	92.63%
41	Right of Way	$ -	$ -	$ -	$ -	0.00%
42	City Connection Water Charges	$ 196,256	$ 490,000	$ -	$ 490,000	100.00%
43	Misc. (X-Band Radar Pledge)	$ -	$ 7,500	$ -	$ 7,500	100.00%
44	Water Sampling	$ 13,299	$ 87,000	$ 15,853	$ 71,147	81.78%
45	DWR Loan Pmt-CDSProp13	$ 125,708	$ 251,416	$ 125,708	$ 125,708	50.00%
46	SWRCB Loan 1,947,270-Interest	$ -	$ -		$ -	0.00%
47	Bond Administrative Fee	$ -	$ 7,500	$ -	$ 7,500	100.00%
48	2015 Water Bond	$ 267,925	$ 2,297,350	$ 223,640	$ 2,073,710	90.27%
49	2016 Water Bond	$ 182,106	$ 806,613	$ 173,306	$ 633,307	78.51%
	Expenditures Total:	**$ 2,832,614**	**$ 32,558,186**	**$ 2,216,398**	**$ 30,341,788**	**93.19%**
	REVENUES LESS EXPENDITURES	**$2,982,045**	**$30,356,314**	**$4,077,156**		

PAJARO VALLEY WATER MANAGEMENT AGENCY
BUDGET vs. ACTUAL
BY DEPARTMENT
2021-22FY as of 9/30/21

#	Description	2021 One Year Prior Actual	2022 Budget	2022 Year To Date End Balance	Remaining YTD Budget (Over) Under Variance	% Var
	Revenue					
1	Management Fees	$ 387,222	$ 387,000	$ 369,706	$ 17,294	4.47%
2	Augmentation Charges	$ 4,736,654	$ 11,880,000	$ 4,924,269	$ 6,955,731	58.55%
3	Delivered Water Sales	$ 689,591	$ 2,162,500	$ 901,448	$ 1,261,052	58.31%
4	Grants & Loans	$ 476	$ 1,700,000	$ 71,321	$ 1,628,679	95.80%
5	Interest Income	$ 243	$ 250,000	$ 7,051	$ 242,949	97.18%
6	Bond Revenue	$ -	$ 46,500,000	$ -	$ 46,500,000	100.00%
7	Other Revenue	$ 472	$ 35,000	$ 19,758	$ 15,242	43.55%
	Revenue Total:	**$ 5,814,659**	**$ 62,914,500**	**$ 6,293,554**	**$ 56,620,946**	**90.00%**
	Expenditures					
8	Office Administration	$ 288,438	$ 1,282,195	$ 265,815	$ 1,016,380	79.27%
9	Board Support	$ 7,302	$ 41,048	$ 28,096	$ 12,952	31.55%
10	Education & Outreach	$ 27,601	$ 217,314	$ 33,839	$ 183,475	84.43%
11	Grant Administration	$ 19,558	$ 139,950	$ 26,954	$ 112,996	80.74%
12	Conservation	$ 112,150	$ 506,774	$ 21,437	$ 485,337	95.77%
13	BMP Network Improvements	$ 8	$ 30,212	$ 1,293	$ 28,919	
14	HS Recharge Facilities Optimization	$ 65,069	$ 2,122,865	$ 17,328	$ 2,105,537	99.18%
15	College Lake Project	$ 357,105	$ 15,037,483	$ 663,366	$ 14,374,117	95.59%
16	Loans & Bonds	$ 575,739	$ 3,355,379	$ 522,654	$ 2,832,725	84.42%
17	Harkins Slough Facility	$ 75,018	$ 262,407	$ 52,962	$ 209,445	79.82%
18	Coastal Distribution System	$ 302,798	$ 1,073,271	$ 147,860	$ 925,411	86.22%
19	Supplemental Water (In-Basin)	$ 90,821	$ 487,236	$ 153,964	$ 333,272	68.40%
20	Recycled Water Facility	$ 551,649	$ 2,351,293	$ 4,287	$ 2,347,006	99.82%
21	Metering Program	$ 78,700	$ 569,135	$ 95,796	$ 473,339	83.17%
22	Wats Slough & North Dunes Recharge	$ 156,306	$ 1,439,268	$ 26,065	$ 1,413,203	98.19%
23	Recycled Water Storage Project	$ 3,052	$ 2,528,161	$ 7,498	$ 2,520,663	99.70%
24	CDS F-Line Expansion	$ 4,929	$ -	$ 46	$ (46)	0.00%
25	Basin Modeling	$ 15,408	$ 237,416	$ 16,313	$ 221,103	93.13%
26	Basin Monitoring	$ 46,997	$ 264,276	$ 46,627	$ 217,649	82.36%
27	In-Basin Management Plan	$ 42,722	$ 403,104	$ 71,602	$ 331,502	82.24%
28	Regional Water Management Plan	$ 1,623	$ 34,639	$ 1,730	$ 32,909	95.01%
29	Out-of-Basin Funding	$ 4,095	$ 73,630	$ 4,344	$ 69,286	94.10%
30	In-Basin Funding	$ 5,526	$ 101,130	$ 6,521	$ 94,609	93.55%
	Expenditures Total:	$ 2,832,614	$ 32,558,186	$ 2,216,398	**$ 30,341,788**	**93.19%**
	REVENUES LESS EXPENDITURES	**$ 2,982,045**	**$30,356,314**	**$ 4,077,156**		

PV Water
Accounts Receivable Aging 3 Month Trend
As of 10/29/2021

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	1,474,438	31,792	1,316,695	2,823	0	123,128
Credits	(24,497)					
Total Accounts Receivable at 10/30/21	1,449,941					
Accounts Receivable before credits	1,562,497	1,457	1,293,596	3,868	58	263,519
Credits	(3,053)					
Total Accounts Receivable at 10/30/20	1,559,444					
Accounts Receivable before credits	5,964,363	5,813,579	5,600	0	53,032	92,152
Credits	(952)					
Total Accounts Receivable at 9/30/21	5,963,411					
Accounts Receivable before credits	219,563	9,294	0	115,389	434	94,446
Credits	(18,053)					
Total Accounts Receivable at 8/31/21	201,510					
Accounts Receivable before credits	1,431,572	2,903	1,325,297	1,000	0	102,372
Credits	(12,809)					
Total Accounts Receivable at 7/31/21	1,418,763					



Accounts Payable

Checks by Date - Detail by Check Date

User: Nancy
Printed: 10/29/10:54 AM

Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
37279	A190	ACE HARDWARE OF WATSONVILLE INC	10/06/2021	
	208997/208659	CD's Field Supplies for 9/21		202.93
Total for Check Number 37279:				202.93
37280	A1230	ADP-AUTOMATIC DATA PROCESSING INC.	10/06/2021	
	1323931	Agency Payroll Processing Charges PE for 7/16-9/17/21		815.65
Total for Check Number 37280:				815.65
37281	A795	APTOS BERRY FARMS	10/06/2021	
	RECHARGE REBATE	Recharge Net Metering Prog. Rebate, Water Yr 2021		6,396.00
Total for Check Number 37281:				6,396.00
37282	L563	BRIAN LOCKWOOD	10/06/2021	
	7/14-8/13/21	GM. Cell reimb. For 8/21		80.00
Total for Check Number 37282:				80.00
37283	C1099	CAROLLO ENGINEERS INC	10/06/2021	
	FB14569	Professional services for RWF Planning Thru 8/31/21		2,790.73
	FB14685	Prof.Sservices/ PV Water CL WTP & Weir Desing for 8/21		184,872.60
	FB14783	BMP Program Mngmnt CL Planning Prog. report for 8/21		8,361.88
Total for Check Number 37283:				196,025.21
37284	F199	FEDAK & BROWN LLP	10/06/2021	
	210912	Progress Billing on Audit & Financial Statements for 9/21		8,875.00
Total for Check Number 37284:				8,875.00
37285	K91	KELLY-THOMPSON RANCH LLC	10/06/2021	
	RECHARGE REBATE	Recharge Net Metering Prog. Rebate, Water Yr 2021		2,214.00
Total for Check Number 37285:				2,214.00
37286	M900	MERRY MAIDS	10/06/2021	
	9/4--9/25/21	Monthly Office housekeeping for 9/4 to 9/25/21		632.00
Total for Check Number 37286:				632.00
37287	M1872	MICROSOFT	10/06/2021	
	E0400FSKIP	IT-Hydrology 365 Support for 8/17-9/16/21		12.50
	E0400FSVYE	IT-Hydrology 365 Support Annual subs. for 9/17/20-9/16/21		119.88
Total for Check Number 37287:				132.38
37288	P1160	MIKE PODLECH	10/06/2021	
	2299	CL Fisheries Support Prof. Services for 9/1 to 9/30/21		2,557.50
Total for Check Number 37288:				2,557.50
37289	M1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/06/2021	
	210907-77	Water Samples Groundwater for 9/7/21		490.00
	210909-40	Water Samples Groundwater for 9/9/21		1,170.00
	210913-33	Water Samples Groundwater for 9/13/21		390.00
	210915-59	Water Samples Groundwater for 9/15/21		540.00
Total for Check Number 37289:				2,590.00
37290	M1300	MONTEREY BAY CATERERS	10/06/2021	
	18510	Breakfast meeting for 9/21		65.55
Total for Check Number 37290:				65.55

37291	M1425	MONTEREY BAY PROFESSIONAL LANDSCAPE INC	10/06/2021	
	36409	Building Mo. Landscape Maint. For 9/21		196.00
Total for Check Number 37291:				196.00
37292	P180	PENINSULA MESSENGER LLC	10/06/2021	
	392450	Monthly RaboBank Courier for 9/21		113.00
Total for Check Number 37292:				113.00
37293	P800	PG & E	10/06/2021	
	2926809320-9	Service at 36 B Brennan St for 8/24 to 9/22/21		134.51
	2926809320-9	Service at 36 B Brennan St for 8/24 to 9/22/21		44.83
	3771390038-1	Service at Jensen Rd #3 for 8/20 to 9/20/21		30.50
	4291054495-8	Service at 475 San Andreas Rd for 8/23 to 9/21/21		2,572.20
	5290624576-7	Service at 2240 Beach Rd for 8/20 to 9/20/21		10.51
	5916054391-0	Service at 187C San Andreas Rd for 8/23 to 9/21/21		3,528.94
Total for Check Number 37293:				6,321.49
37294	P1000	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	10/06/2021	
	3105037110	Postage Equipment Leasing Fee for 10/30/21-1/29/22		65.35
Total for Check Number 37294:				65.35
37295	R320	RDO EQUIPMENT COMPANY INC	10/06/2021	
	P3488839	Oil & Filter supplies for 9/21		248.34
Total for Check Number 37295:				248.34
37296	R775	ROY ALSOP PUMP & DRILLING CO.	10/06/2021	
	28076	Scada system. Breaker to VFD was disassembled for 9/21		1,520.64
	28100	Replaced motor & desassemble for inspection for 9/21		39,296.01
Total for Check Number 37296:				40,816.65
37297	S1405	SC FUELS INC	10/06/2021	
	0449086	Agency Vehicles Fuel for 9/20-9/30/21		555.07
Total for Check Number 37297:				555.07
37298	C1580	SPECTRUM BUSINESS COMMUNICATIONS	10/06/2021	
	0495564092321	LandLine services for 9/23 to 10/22/21		663.79
Total for Check Number 37298:				663.79
37299	t100	TAYLOR'S OFFICE CITY, INC.	10/06/2021	
	330301-0	Office Supplies Labels for 9/21		14.15
Total for Check Number 37299:				14.15
37300	U185	U.S. BANK EQUIPMENT FINANCE	10/06/2021	
	453390411	RICOH Office Copier (upstairs) for 10/21		92.77
Total for Check Number 37300:				92.77
37301	R400	WATSONVILLE PAJARONIAN	10/06/2021	
	23233	Ordinance #2021-01 for 9/21		691.19
	23234	Ordinance #2021-02 for 9/21		1,111.30
Total for Check Number 37301:				1,802.49
37302	Z100	ZAG TECHNICAL SERVICES, INC.	10/06/2021	
	118214	IT-Professional Prefered Support Agreement for 9/21		38.75
Total for Check Number 37302:				38.75
Total for 10/6/2021:				271,514.07
ACH	A1250	AFLAC- FLEX ONE	10/08/2021	
	EE deferrals	EE PR Deferrals		606.70
Total for this ACH Check for Vendor A1250:				606.70
ACH	A300	ACWA/JPIA	10/08/2021	
	0675174	11/21 Health Prems		31,521.71

Total for this ACH Check for Vendor A300:				31,521.71
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/08/2021	
	EE deferrals	EE PR Deferrals		5,000.00
Total for this ACH Check for Vendor N125:				5,000.00
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/08/2021	
	EE deferrals	ER/EE Retirement Contributions		9,255.63
	EE deferrals	EE PR Deferrals		740.00
Total for this ACH Check for Vendor P1300:				9,995.63
ACH	P555	PVWMA-Cafeteria Account	10/08/2021	
	EE deferrals	EE PR Deferrals		1,146.47
Total for this ACH Check for Vendor P555:				1,146.47
Total for 10/8/2021:				48,270.51
37303	A351	ACWA/JPIA	10/21/2021	
	YR 10/1-9/30/22	Premium Policy Yr. for 10/1/201 to 9/30/22		40,706.97
Total for Check Number 37303:				40,706.97
37304	A650	AMERICAN WATER WORKS ASSN.	10/21/2021	
	MEMBERSHIP 1/22-12/22	Annually Membership for 1/1/22 to 12/31/22		473.00
Total for Check Number 37304:				473.00
37305	A910	ATCHINSON,BARISONE,CONDOTTI	10/21/2021	
	33806	College Lake Legal Services for 9/1 to 9/30/21		3,568.10
	33806	Professional Services General Matters for 9/1-9/30/21		1,130.10
Total for Check Number 37305:				4,698.20
37306	B102	BARTKIEWICZ, KRONICK & SHANAHAN INC	10/21/2021	
	8812.0001	General Professional Legal Services for 9/21		829.50
	8812-0005	Legal Professional Services CL. Project for 9/21		217.50
	8812-0005	Legal Prof. Service Watsonvielle Slough WSR for 9/21		3,920.00
Total for Check Number 37306:				4,967.00
37307	R40	CARDMEMBER SERVICE	10/21/2021	
	SEPT2021	Office Supplies for 9/21		499.75
	SEPT2021	Budget Conferencing for 9/21		318.88
Total for Check Number 37307:				818.63
37308	C1099	CAROLLO ENGINEERS INC	10/21/2021	
	FB15662	BMP Program Mngmnt CL Planning Prog. report for 9/21		6,575.18
	FB15662	BMP Program Mngmnt HSR Planning Prog. report for 9/21		301.70
Total for Check Number 37308:				6,876.88
37309	C103	CBEC ECO ENGINEERING INC	10/21/2021	
	17-1003-4-16	CL/Improve/Professional services Environ for 9/1-9/30/21		8,754.18
	17-1003-5-10	CL/PS.Hydrologic Monitoring Yr.'21 for 9/1/ to 9/30/21		1,426.50
	19-1024-2-5	CL Fishway Tech Support/ Env for 8/1-8/30/21		645.00
	19-1024-2-6	CL Fishway Tech Support/ Env for 9/1-9/30/21		1,290.00
Total for Check Number 37309:				12,115.68
37310	W400	CITY OF WATSONVILLE UTILITIES	10/21/2021	
	AC#02389-OFFICE	Office Monthly Utilities for 9/13 to 10/11/21		159.09
Total for Check Number 37310:				159.09
37311	C106	CSDA CALIFORNIA SPECIAL DISTRICTS ASSOC.	10/21/2021	
	CSDA 2022	2022 CSDA Membership Renewal Labor Law for 10/21		8,195.00
Total for Check Number 37311:				8,195.00
37312	E355	EKI ENVIRONMENT & WATER INC	10/21/2021	
	B90103.01-09	HS. Professional Services for 8/21 to 9/30/21		5,186.20
Total for Check Number 37312:				5,186.20

37313	E500	ESA Water	10/21/2021	
	168328	CL Project Prof. Services for 9/1-9/30/21		6,766.25
Total for Check Number 37313:				6,766.25
37314	G330	GUTIERREZ CONSULTANTS, INC.	10/21/2021	
	1624	IRWM Drought Grant Support Services for 8/1 to 8/31/21		1,464.00
	1625	SWRCB Prop 1 Phase II Sup. Services for 8/1-8/31/21		3,721.00
Total for Check Number 37314:				5,185.00
37315	I220	IN-SITU INC.	10/21/2021	
	00146794	Field supplies/Docking Station USB for 10/21		304.19
Total for Check Number 37315:				304.19
37316	J301	JACOBS ENGINEERING GROUP INC.	10/21/2021	
	W8Y08700-013	Expansion and CL Design for 8/28 to 10/1/21		134,808.41
Total for Check Number 37316:				134,808.41
37317	K89	KARAS TECHNICAL SERVICES	10/21/2021	
	14832	2550 Fall Newsletter for 9/21		874.00
Total for Check Number 37317:				874.00
37318	M1060	MCE-MID COAST ENGINEERS, INC	10/21/2021	
	3887	Prepare Legal & Plat Land for Murrillo Services for 8/21		1,565.00
Total for Check Number 37318:				1,565.00
37319	M1872	MICROSOFT	10/21/2021	
	E0400G54VJ	IT-Hydrology 365 Support for 9/17-10/16/21		12.50
Total for Check Number 37319:				12.50
37320	M1875	MICROSOFT AZURE	10/21/2021	
	E0600G6FRT	IT-Support Pay as You go for 8/12 to 9/11/21		15.00
Total for Check Number 37320:				15.00
37321	m1175	MONTEREY BAY ANALYTICAL SERVICE INC	10/21/2021	
	210917-20	Water Samples Groundwater for 9/17/21		180.00
	210924-06	Water Samples CDS for 9/24/21		709.00
	211005-84	Water Samples Groundwater for 10/5/21		220.00
Total for Check Number 37321:				1,109.00
37322	M1425	MONTEREY BAY PROFESSIONAL LANDSCAPE INC	10/21/2021	
	36493	Building Mo. Landscape Maint. For 10/21		196.00
Total for Check Number 37322:				196.00
37323	P629	PASILLAS TIRE SERVICES, INC	10/21/2021	
	39193	Veh. Maint. Veh #11 for 10/21		20.00
Total for Check Number 37323:				20.00
37324	P800	PG & E	10/21/2021	
	1787734656-3	Service at 1859 Beach rd for 9/10 to 10/10/21		13,198.71
	9214983032-2	Service at 1931 Beach rd for 9/10 to 10/10/21		4,358.92
	9218085363-9	Service at 162 San Andreas Rd for 9/10 to 10/10/21		268.37
	9968544374-1	Service at 36 Brennan St for 9/10 to 10/10/21		118.63
	9968544374-1	Service at 36 Brennan St for 9/10 to 10/10/21		355.89
Total for Check Number 37324:				18,300.52
37325	S800	SANTA CRUZ COUNTY TAX COLLECTOR	10/21/2021	
	TAXES 2021-2022	36 Brennan St. Property Tax yr installments for 2021-2022		12,741.06
Total for Check Number 37325:				12,741.06
37326	S1405	SC FUELS INC	10/21/2021	
	0456063	Agency Vehicles Fuel for 10/5 to 10/13/21		295.89
Total for Check Number 37326:				295.89
37327	S1417	SCCRTC	10/21/2021	
	1	PipeLine App. License Agreement CL for 10/21		2,500.00

Total for Check Number 37327:				2,500.00
37328	T225	T.M. IRRIGATION SPECIALTIES INC	10/21/2021	
	18559	Field Supplies/Turn out parts for for 9/21		294.80
Total for Check Number 37328:				294.80
37329	V369	VERIZON WIRELESS	10/21/2021	
	9889585223	Agency Personnel Cell Phones & equipt. for 9/2 - 10/1/21		420.64
Total for Check Number 37329:				420.64
37330	W80	WAGEWORKS INC.	10/21/2021	
	INV3112394	Mo. Admin & Compliance fee for 9/21		110.00
Total for Check Number 37330:				110.00
37331	Z100	ZAG TECHNICAL SERVICES, INC.	10/21/2021	
	118138	IT-Agreement Patching & AV Managed for 10/21		1,494.00
	118155	IT-Professional Prefered Support Agreement for 10/21		390.00
	118373	IT-Monthly Subscription Agreement-Datto for 10/21		815.00
	118510	IT-Monthly Subscription MS-CSP for 10/21		192.00
	118561	IT-Professional Prefered Support Agreement for 10/21		5,398.13
Total for Check Number 37331:				8,289.13
Total for 10/21/2021:				278,004.04
ACH	A1250	AFLAC- FLEX ONE	10/22/2021	
	EE Deferrals	EE PR Deferrals		582.46
Total for this ACH Check for Vendor A1250:				582.46
ACH	N125	NATIONWIDE RETIREMENT SOLUTION	10/22/2021	
	EE Deferrals	EE PR Deferrals		4,300.00
Total for this ACH Check for Vendor N125:				4,300.00
ACH	P1300	PERS-Fiscal Services Division Cashier Unit	10/22/2021	
	EE Deferrals	EE PR Deferrals		740.00
	EE Deferrals	ER/EE Retirement Contributions		8,437.11
Total for this ACH Check for Vendor P1300:				9,177.11
ACH	P555	PVWMA-Cafeteria Account	10/22/2021	
	EE Deferrals	EE PR Deferrals		1,040.71
Total for this ACH Check for Vendor P555:				1,040.71
ACH	T359	THE STANDARD INSURANCE COMPANY	10/22/2021	
	00-649299-0087	Long Term Disability Benefits		557.74
Total for this ACH Check for Vendor T359:				557.74
Total for 10/22/2021:				15,658.02
			Report Total (63 checks):	613,446.64