

# Notice and Agenda of a Workshop of the Yucaipa Groundwater Sustainability Agency

Wednesday, April 25, 2018 at 10:00 a.m.

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City of Yucaipa, 34272 Yucaipa Boulevard  
Yucaipa, California 92399  
(909) 797-2489

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- I. **Call to Order**
- II. **Roll Call**
- III. **Public Comments** At this time, members of the public may address the representatives of the Yucaipa Groundwater Sustainability Agency on matters within its jurisdiction.
- IV. **Review and Approval of Meeting Minutes**
  - A. Meeting Minutes - March 28, 2018 [[Page 3 of 15](#)]
- V. **Presentation**
  - A. Presentation of the San Bernardino Groundwater Sustainability Counsel and the San Bernardino Basin Framework Agreement - Bob Tincher
- VI. **Discussion Items**
  - A. Overview of the Draft Bylaws of the Yucaipa Groundwater Sustainability Agency - All [[Page 6 of 15](#)]
  - B. Review of Draft Request for Proposals for the Development of a Groundwater Sustainability Plan for the Yucaipa Basin Area - Aaron Jones [[Page 7 of 15](#)]
- VII. **Topics for Future Meetings**
  - A. Discussion Regarding the Methodology for Achieving a Sustainable Groundwater Plan
  - B. Preparation of a Logo for the Yucaipa Groundwater Sustainability Agency
  - C. Overview of Brown Act Requirements for the Yucaipa Groundwater Sustainability Agency
  - D. Discussion Regarding Development of a Detention Basin from City of Calimesa as a Project for the Groundwater Sustainability Agency
- VIII. **Comments by Yucaipa Groundwater Sustainability Agency**
- IX. **Announcements - Future Meetings**
  - A. Wednesday, May 23, 2018 at 10:00 am
  - B. Wednesday, June 27, 2018 at 10:00 am
  - C. Wednesday, July 25, 2018 at 10:00 am
- X. **Adjournment**

# Roll Call

Purveyors	Present	Primary Representative	Present	Alternative Representative
South Mesa Water Company		David Armstrong		George Jorritsma
South Mountain Water Company		Cecilia Griego		- -
Western Heights Water Company		Mark Iverson		Tim Green
Yucaipa Valley Water District		Joseph Zoba		Jennifer Ares
<b>Municipals</b>				
City of Calimesa		Lori Askew		Bonnie Johnson
City of Redlands		Cecilia Griego		
City of Yucaipa		Ray Casey		Fermin Preciado
<b>Regionals</b>				
San Bernardino Valley MWD		Doug Headrick		Bob Tincher
San Gorgonio Pass Water Agency		Jeff Davis		- -
<b>Stakeholders</b>				
County of Riverside		Steve Horn		Jeff Johnson
County of San Bernardino		Bob Page		- -

# MINUTES OF THE YUCAIPA GROUNDWATER SUSTAINABILITY AGENCY

**March 28, 2018 - 10:00 a.m.**  
**City of Yucaipa, 34272 Yucaipa Boulevard, Yucaipa, California**

- I. Call to Order - Chairman Mark Iverson called the meeting to order at 10:05 a.m.
- II. Roll Call - The following representatives, as assigned by each Party, were in attendance at the meeting:

Purveyors	Present	Primary Representative	Present	Alternative Representative
South Mesa Water Company	✓	David Armstrong		George Jorritsma
South Mountain Water Company	✓	Bill Gane	✓	Cecilia Greigo
Western Heights Water Company	✓	Mark Iverson		Tim Green
Yucaipa Valley Water District		Joseph Zoba		Jennifer Ares
<b>Municipals</b>				
City of Calimesa	✓	Lori Askew		Bonnie Johnson
City of Redlands	✓	Cecilia Griego		
City of Yucaipa	✓	Ray Casey		Fermin Preciado
<b>Regionals</b>				
San Bernardino Valley MWD		Doug Headrick		Bob Tincher
San Gorgonio Pass Water Agency		Jeff Davis		- -
<b>Stakeholders</b>				
County of Riverside		Steve Horn		Jeff Johnson
County of San Bernardino		Bob Page		- -

A quorum of the Governing Board of the Yucaipa Groundwater Sustainability Agency was present at the meeting.

Members of the public and other attendees at the meeting included:

- Adan Ortega, , Ortega Strategies Group
- Ashley Gibson, Yucaipa Valley Water District
- Mike Podegracz, Charles Abbott Associates
- David Duron, Member of the public

- III. Public Comments - There were no public comments.
- IV. Review and Approval of Meeting Minutes
  - A. Approval of Meeting Minutes from February 28, 2018

Ray Casey moved and Dave Armstrong seconded a motion to approve the meeting minutes. The motion was approved unanimously.

B. Approval of Meeting Minutes from March 28, 2018

Ray Casey moved and Dave Armstrong seconded a motion to approve the meeting minutes. The motion was approved unanimously.

V. Discussion Items

A. Overview of the Draft Bylaws of the Yucaipa Groundwater Sustainability Agency- Mark Iverson

Mark Iverson requested the group postpone approval until next meeting giving more time for comments.

Ray Casey moved and Bill Gane seconded a motion to continue the review of draft bylaws. The motion was approved unanimously.

B. Review of Draft Request for Proposals for the Development of a Groundwater Sustainability Plan for the Yucaipa Basin Area- Mike Podegracz

Mike Podegracz requested more time for a final round of comment and review regarding the draft request for proposals for the development of groundwater sustainability plan.

C. Discussion Regarding the Request for Proposals for a Website for the Yucaipa Groundwater Sustainability Agency- Ray Casey

Ray Casey reported on subcommittee comments and discussed wanting to move forward. It was mentioned that the group should rescind the last motion to approve entering into an agreement with Fisher Design Group in lieu of grant funding guidelines. Mike Podegracz mentioned that when using a standard agreement request for proposal that small firms may be eliminated due to an insurance limit and that this should be looked into.

Lori Askew moved and Dave Armstrong seconded a motion to rescind the previous motion from March 28, 2018 to enter into an agreement with Fisher Design Group. The motion was approved unanimously.

VI. Topics for Future Meetings

The group discussed the topics for future meetings and requested the following items be added to the next meeting agenda:

A. Presentation of the San Bernardino Groundwater Sustainability Counsel and the San Bernardino Basin Framework Agreement - Bob Tincher

B. Discussion Regarding the Methodology for Achieving a Sustainable Groundwater Plan

- C. Preparation of a Logo for the Yucaipa Groundwater Sustainability Agency - Ray Casey
  - D. Overview of Brown Act Requirements for the Yucaipa Groundwater Sustainability Agency
  - E. Discussion Regarding Development of a Detention Basin from City of Calimesa as a Project for the Groundwater Sustainability Agency
- VII. Comments by Members Assigned to the Yucaipa Groundwater Sustainability Agency -
- There were no additional comments.
- VIII. Announcements - The next meeting of the Yucaipa Groundwater Sustainability Agency will be held on Wednesday, April 25, 2018 at 10:00 a.m.
- IX. Adjournment - The meeting was adjourned at 10:26 a.m.

## **Overview of the Draft Bylaws for the Yucaipa Groundwater Sustainability Agency**

The bylaws are being consolidated with the Yucaipa Groundwater Sustainability Agency Memorandum of Understanding. An updated copy of the bylaws will be distributed for discussion at the May 23, 2018 meeting.

# **Request for Proposals**

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DEVELOP GROUNDWATER SUSTAINABILITY PLAN FOR THE YUCAIPA  
BASIN AREA

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## **San Bernardino Valley Municipal Water District**

In partnership with

Yucaipa Valley Water District  
Western Heights Water Company  
South Mesa Water Company  
South Mountain Water Company  
City of Calimesa  
City of Yucaipa  
City of Redlands  
San Gorgonio Pass Water Agency

**The Filing Deadline is:**

**XX/XX/XXXX, 4:00PM**

## **I. PROJECT BACKGROUND**

In July 2017, San Bernardino Valley Municipal Water District (Valley District) joined the City of Calimesa, the City of Redlands, San Geronio Pass Water Agency, South Mesa Water Company, South Mountain Water Company, Western Heights Water Company, the City of Yucaipa and the Yucaipa Valley Water District to form the Yucaipa Basin Groundwater Sustainability Agency (Yucaipa GSA) under the Sustainable Groundwater Management Act (SGMA). The Yucaipa GSA is required to submit a Groundwater Sustainability Plan (GSP) by January 31, 2022.

SGMA went in effect on January 1, 2015. SGMA implementation began with a process to identify the unmanaged basins, or basins not adjudicated, throughout the State of California. For each of these unmanaged basins, a GSA is required to be established and to prepare a GSP. The only principal basin or sub-basin that is not adjudicated within the Valley District service area is the Yucaipa Sub-basin.

Even before the Yucaipa GSA was formed, Valley District was working collaboratively with the water agencies and San Bernardino County to develop a groundwater management plan, now referred to as a GSP under SGMA, for the Yucaipa Sub-basin. The following work has been completed, or is currently in progress, that will benefit the GSP:

- Determination of the safe yield and basin capacity (2013)
- Calculation of the change in groundwater storage and identification of potential groundwater recharge sites (2014)
- Preliminary field evaluation of recharge potential using exploratory borings (2014)
- Field recharge testing work plan (2017)
- Field recharge testing (planned for Spring 2018)
- Develop a groundwater flow model for the Yucaipa Sub-basin area (USGS, 2015, ongoing)

## **II. PROJECT DESCRIPTION**

The Yucaipa Basin underlies the southeast part of San Bernardino Valley, encompassing an area of 25,410 acres (39.7 square miles). The Yucaipa Basin is divided into eight sub-basins separated by faults and other physical barriers. Figure 3-1 in Exhibit B shows the Yucaipa Basin boundary and service area boundaries. It is bounded on the northeast by the San Andreas fault, on the northwest by the Crafton fault, on the west by the Redlands fault and the Crafton Hills, on the south by the Banning fault, and on the east by the Yucaipa Hills.

The South Mesa Water Company, Western Heights Water Company and Yucaipa Valley Water District (YVWD) utilize the Basin to meet most of the water needs for their nearly 70,000 customers. The Basin service area shown in Figure 3-1 encompasses their service

area boundaries. The Basin has a storage capacity totaling more than 356,000 acre-feet (AF) and an estimated sustainable yield of approximately 9,600 acre-feet per year (AFY). Average extractions from the Basin however have consistently exceeded estimated safe yield leading to overdraft conditions (as identified in the 2003 DWR Bulletin 118).

Starting in 2011 Valley District, Western Heights Water Company, and Yucaipa Valley Water District began to discuss the possibility of developing a basin management plan for the Yucaipa Groundwater Basin. Later, other agencies were invited to join this process including City of Redlands, San Geronio Pass Water Agency, South Mesa Water Company, and the City of Yucaipa. The agencies chose to approach and fund this process in incremental steps. The passage of the Sustainable Groundwater Management Act (SGMA) essentially formalizes the process that the agencies had already been participating in and proscribes specific timelines. SGMA gives additional momentum to the process, but the necessary steps remain the same:

**Evaluate Supplies and Demands.** The essential issue is to identify the difference, or gap, between supply and demand (current and future).

**Establish Sustainability Goals** for the basin including the amount of water needed to bridge any gap between supplies and demands; including an additional amount for reliability (“reliability factor”); and including measurement and tracking of identified sustainability indicators.

**Identify and Evaluate Management Actions** that will be implemented to address any gaps in supplies and demands and achieve the established sustainability goals by year 2042. Options will be evaluated based upon cost, and other factors.

**Identify and Assess Impacts** of the Groundwater Sustainability Plan to applicable County and City General Plans and the water resources-related plans and programs within the basin that are identified in the General Plans.

**Implement the Plan and Adaptive Management**, this involves building the necessary institutional agreements, processes, and administrative framework to put the plan into action, to measure progress and make course changes if necessary.

**Establish Framework for Local Management of Groundwater Resources**, all of the actions above will be undertaken in a collaborative manner to insure beneficial users of the Yucaipa Basin have a vested interest in the success of the plan.

### **III. SCOPE OF SERVICES**

#### **Develop Draft and Final Groundwater Sustainability Plan (GSP) for the Yucaipa Basin Area**

Using the information generated in Tasks 1 through 11 and Tasks 15 and 16 as outlined in the Grant Work Plan Approach (see *Exhibit B* for further details), prepare an administrative draft GSP for circulation, review and comment by the Groundwater

Sustainable Agencies (GSAs) and stakeholders. This will also be a “check-in” point with DWR. Based on stakeholder comments prepare draft GSP. A public hearing will be held on the draft GSP. The comments received on the draft GSP will be considered by the GSA prior to plan adoption. Incorporate any comments as necessary.

Generally, the consultant will be expected to perform the following tasks:

1. Meet with the GSA to obtain pertinent information and references for use in preparation of the GSP. Meet to provide updates during preparation of the GSP.
2. Analyze the available information and develop draft sections of the GSP.
3. Develop chapter discussing the criteria and recommendations for the Plan area, including land use (see Task 3 in Work Plan Approach – *Exhibit B*).
4. Develop chapter on water budget and sustainable yield for the Basin. Utilize, review, and incorporate existing work that has been completed within the Yucaipa Basin (i.e. management area) (see Task 4 within the Grant Work Plan Approach – *Exhibit B*).
5. Develop chapter that defines undesirable results, minimum thresholds, and measurable objectives for the Yucaipa Basin Area. Coordinate with the GSA and solicit input from the GSA while developing management criteria to achieve sustainability (see Task 6 of the Grant Work Plan Approach – *Exhibit B*).
6. Identify projects and management actions to achieve suitability goal. Work with the GSA to establish how many projects, programs, or policies are necessary to achieve sustainability in the basin (see Task 7 of the Grant Work Plan Approach – *Exhibit B*).
7. Define GSP Implementation Actions (see Task 9 of the Grant Work Plan Approach – *Exhibit B*).
8. Describe Existing and Planned Monitoring Network and evaluate its ability to monitor each of the sustainability indicators for the Yucaipa Basin area see Task 10 of the Grant Work Plan Approach – *Exhibit B*).
9. Describe existing and planned measures that address water quality, conservation, water recycling, conveyance, and consumptive use projects. Included in this discussion shall be the benefit of consumptive use projects for storm-water control, sediment and debris removal and groundwater recharge. Secondary benefits such as open space, wildlife corridors and the possibilities of multi-purpose park amenities shall also be discussed.
10. Develop framework for Data Management System (DMS) database once the USGS model is completed, the existing and planned monitoring network has been assessed and the template for reporting has been developed. Develop a DMS database specification sheet along with a cost estimate in the form of a memorandum for review and comment by the GSAs (see Task 11 of the Grant Work Plan Approach – *Exhibit B*).
11. Integrate established governance structure of the GSA into the GSP. Work with the GSAs to refine GSA bylaws (if needed). Develop inter-basin agreement to facilitate data sharing and coordination with the adjacent San Bernardino Basin Area. Prepare governance chapter for the GSP (see Task 15 of the Grant Work Plan Approach – *Exhibit B*).

12. Hold, coordinate and present materials for stakeholder outreach workshops. Facilitate outreach meetings to best meet GSP outreach and inclusion of various stakeholders including disadvantaged and underrepresented communities.
13. Prepare final GSP document and handle all filings and administrative procedures through final approvals by DWR and the State Water Resources Control Board. Verify and confirm that the GSP meets all requirements as set forth in Water Code § 10727.2. The GSP must include these plan elements and additional requirements where applicable.

Once finalized, all electronic files must be submitted to Valley District in the latest editions of the following software programs: Microsoft Excel, Microsoft Word, Adobe Acrobat and Microsoft Project. No other electronic file format will be accepted without written approval from Valley District.

#### **IV. PROPOSAL SCHEDULE**

<u>Date</u>	<u>Event</u>
xx/xx/xxxx	Release of Request for Proposal
xx/xx/xxxx by 4:00pm	Deadline for Valley District Receipt of Proposals
xx/xx/xxxx	Notice of Interviews (optional)
xx/xx/xxxx	Interviews (optional)
xx/xx/xxxx	Board of Directors Approval/Award Contract

#### **V. TEAM**

Proposer (Consultant) is responsible for assembling a team which meets all of the requirements outlined in this RFP.

#### **VI. MEETINGS**

Consultant will conduct all meetings necessary to complete this project.

#### **VII. PROJECT SCHEDULE**

The proposal shall include a detailed, project schedule which shows the project tasks. The schedule will be reviewed and finalized with the Consultant prior to start of the project. Once the schedule has been finalized, no extension will be allowed unless the extension has been requested, in writing, and approved by Valley District before a submittal deadline. Failure to submit required work by scheduled deadlines may result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will

become property of Valley District as stated in Valley District's standard agreement for consulting services.

## **VIII. PROPOSAL REQUIREMENTS**

- a) **Body of the proposal** (may not exceed 15 pages in length with a minimum font size of 12 point)
- i) Table of Contents
  - ii) Project Understanding. A clear statement of the project.
  - iii) Project Approach. The project approach shall include a detailed description of all the tasks needed for successful completion of the project and shall follow the general outline provided in the Scope of Services section above.
  - iv) Organizational chart illustrating the individuals who will actually work on the project complete with names, firm names, addresses, telephone numbers, email addresses and chain of responsibility (qualifications are to be provided in the appendix, see below).
  - v) Project Schedule
  - vi) Any other information that may assist Valley District in making its determination in the selection process: Consultant is encouraged to include any other information that will help Valley District make its selection.
  - vii) Fee schedule: Fee schedule shall be organized to follow the general tasks in the Scope of Services. Services outlined in each proposal must comply with all requirements set forth in this RFP. The costs shall provide hourly rates and hours to complete each task, including sub-consultant's hourly rates and hours, and any other costs for a complete project. The level of effort and associated costs are to be easily understood by Valley District. Valley District accepts no responsibility for costs incurred by any individual or firm submitting a proposal pursuant to this RFP. The proposal must include a complete and fixed price. If the scope of services requires modification during the course of the work, Valley District will determine whether to amend the current agreement or to issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 60 days following the RFP submission date. All proposals become property of Valley District and will not be returned.
- b) **Appendix**
- i) Qualifications, licenses, certificates and resumes for all persons, including sub-consultants that will actually work on the project. Please limit individual experience to similar projects. For each project, **highlight** the name(s) of each individual on the project team for this proposal. Please include photograph(s) and reference(s) (be sure they are current).

**Four (4)** hardcopies and a PDF version (can be submitted via email) of the proposal must be received by the filing deadline. Please submit your proposals to:

Aaron Jones

Assistant Engineer  
San Bernardino Valley Municipal Water District  
380 East Vanderbilt Way  
San Bernardino, CA 92408

All questions regarding this RFP must be submitted in writing via email to the following email address: [aaronj@sبvmwd.com](mailto:aaronj@sبvmwd.com). Answers may be sent via email to the entire distribution list for this RFP.

## **IX. INTERVIEW**

Interviews may be scheduled with select firms following initial review of the proposals and will take place on the date specified in the introduction. Interview must be attended by the actual team members that will work on the project including any sub-consultants. The interview will consist of a 20-minute presentation by the project team followed by a 20-minute question and answer period.

## **X. EVALUATION PROCESS AND CRITERIA**

Evaluation of proposals shall be based upon a competitive selection process. Review and evaluation of the submitted proposals will be based upon the following criteria:

- a) Project approach (10)
- b) Experience on similar projects and/or projects of similar complexity and size (40)
- c) Demonstrated ability to perform the tasks outlined in this RFP efficiently and accurately (40)
- d) Interview presentation (10)
- e) Fee (not an overriding consideration)

Valley District reserves the right to issue additional RFPs, to modify or to abandon this project before award of contract.

## **XI. CONTRACT**

A sample copy of Valley District's Standard Agreement for Consulting Services is attached as *Exhibit A* for your information. The selected consultant is expected to execute the agreement.

Exhibit “A” – Standard Consulting Services Agreement

Exhibit “B” - 2017 Sustainable Groundwater Planning Grant Program: Work Plan  
Approach