

U S L R G M A

Upper San Luis Rey Groundwater Management Authority

Greg Kamin – Chairman
Roland Simpson – Treasurer
Steve Wehr - Director

Tim Lyall – Vice Chairman
Rich Stehly – Director
Bill Pankey – Director

Michael Perricone- Secretary
Chuck Bandy – Director
Eric Steinlicht - Director

I. Call to order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of the Agenda

V. Public Comment

VI. Consent Calendar

- a) Approval of Minutes from January 17, 2023
- b) Approval of Accounts Paid and Payables
- c) Acceptance of Monthly Financial Reports – January 2023

VII. Action Discussion

- a) Review and Possible Approval of Proposal from Geoscience Support Services to Prepare the Required Annual Report for the Upper San Luis Rey Groundwater Subbasin for Water Year 2022.

Background: The Authority is required to prepare and submit an Annual Report by April 1, 2023. Attached for your review is the scope of work and proposal to complete and submit this required report. The cost of completing this report and the next 3 subsequent reports has been including in the grant application that was submitted to the State in December 2022. If approved, the grant funds cover all work retroactive to October 2022.

Recommendation: That, should they agree, the Board approve the proposal for Geoscience Support Services, Inc. to prepare and submit the SGMA Annual Report.

b) Proposed Resolution Adopting a Purchasing Policy for the Upper San Luis Rey Groundwater Management Authority.

Background: As a matter of prudent financial oversight, the Authority should establish a purchasing policy to ensure that desired purchasing guidelines are adhered to in the daily operation of the Authority.

Recommendation: That the Board review and amend or approve the policy as presented.

c) Approval of Purchase Order to Geoscience Support Services, Inc. for Preparation and Submission of the SGMA Annual Report for the Upper San Luis Rey Groundwater Subbasin (Water Year 2022).

Background: Under the Purchasing Policy, the Board must approve any purchase order over \$35,000. This purchase order is to pay for the preparation and submission of the SGMA Annual Report described in Item a above.

Recommendation: That the Board approve the purchase order as presented.

VIII. Other Business

New Executive Order N-3-23

Next Regular Meeting, Tuesday, March 21, 2023

IX. Adjournment

CONSENT CALENDAR

UPPER SAN LUIS REY

Groundwater Management Authority

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY

Date: January 17, 2023

Time: 3:00 p.m.

Call to Order

The Regular Meeting of the Board of Directors of the Upper San Luis Rey Groundwater Management Authority was held at the offices of the Yuima Municipal Water District at 34928 Valley Center Rd., Valley Center, California on Tuesday, the 17th day of January, 2023. The meeting was called to order at 3:04 p.m. and the Pledge of Allegiance was performed.

Roll Call – Determination of Quorum

Administrator Reeh conducted the roll-call and a quorum of the Board was established.

Directors In Attendance

Greg Kamin

Tim Lyall

Michael Perricone

Roland Simpson

Chuck Bandy

Steve Wehr

Bill Pankey

Others In Attendance

Amy Reeh - Administrator

Steve Anderson, BB&K – General & Special Litigation Counsel

Jeremy Jungreis, Rutan & Tucker – General & Special Litigation Counsel

Eric Steinlicht – Pauma Valley Community Services District GM

Lutfi Kharuf – BB&K

Rick Wall – BB&K

Approval of the Agenda

Upon motion being offered by Director Wehr, second by Director Lyall, the agenda of the meeting was approved and carried unanimously by the following roll-call vote, to wit:

AYES: Kamin, Wehr, Lyall, Perricone, Simpson, Pankey, Bandy

NOES: None

ABSTAIN: None

ABSENT: Stehly, Skumawitz

Public Comment

There were no public comments.

Consent Calendar

With motion being offered by Director Wehr and seconded by Director Perricone, the Minutes of the November 15, 2022 meeting were approved by the following roll-call vote, to wit:

AYES: Kamin, Wehr, Lyall, Perricone, Simpson, Pankey, Bandy
NOES: None
ABSTAIN: None
ABSENT: Stehly, Skumawitz

Action Discussion

Proposition 218 Requirements and Processes Presentation.

Lutfi Kharuf from Best, Best & Krieger presented information of the different types of funding mechanisms available to the Authority through different processes such as Proposition 218 or a Fixed Charge Special Assessment. Mr. Kharuf answered the Directors questions regarding which process might best work for the Authority. Mr.. Kharuf indicated that this will also be part of any rate setting process that will occur during the rate study the Board has contracted to have completed.

Review and Possible Approval of Well Permit Verification Application.

Following discussion, and with revisions being offered by the Board, Director Lyall motioned approval of the Well Permit Application with a correction to DEHG on page one, the addition of adding a section for the applicant to state if they are part of a mutual water company and indication of which company and to direct Staff to research an appropriate fee and deposit amount to review the applications and develop a policy for approval by the Board. The motion was seconded by Director Bandy and was approved and carried unanimously by the following roll-call vote, to wit:

AYES: Kamin, Wehr, Lyall, Perricone, Simpson, Pankey, Bandy
NOES: None
ABSTAIN: None
ABSENT: Stehly, Skumawitz

Closed Session

A closed session was not held during the meeting.

Other Business

Administrator Reeh gave a brief report on the status of SGMA Implementation grant, which was submitted on December 15, 2022 to DWR. There was a change in the SGMA Implementation Grant Program schedule as follows:

Draft Award List Posted for Public Review - June 2023 (was April/May 2023)

Final Award List Posted - October 2023 (was July/August 2023)

Execute Agreements - November 2023-January 2024

Next Regular Meeting, Tuesday, February 21, 2023.

Adjournment

The meeting of the Board of Directors of the Upper San Luis Rey Groundwater Management Authority was adjourned at 4:28 p.m. until the next meeting on February 21, 2023 at 3:00 p.m.

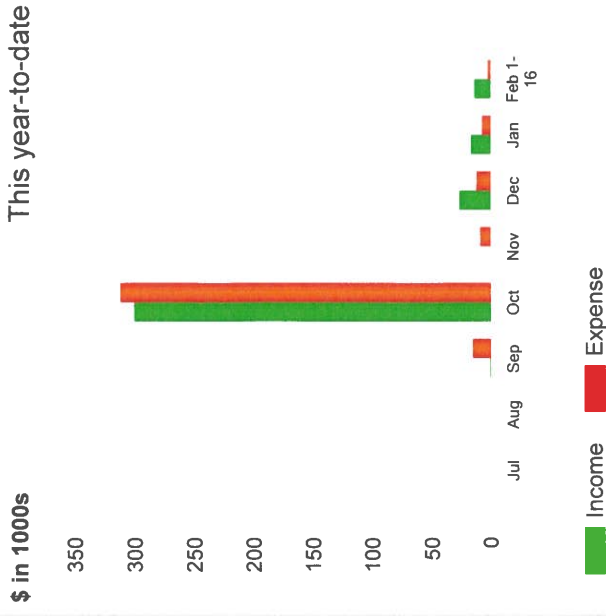
Michael Perricone, Secretary

Greg Kamin, Chairman

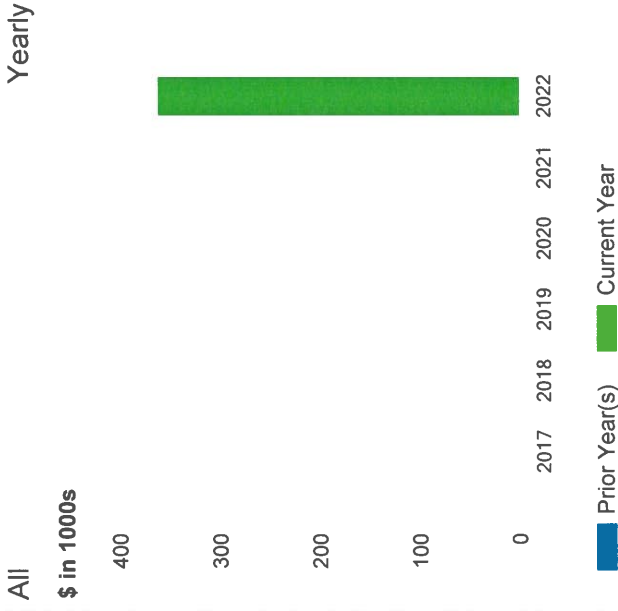
Upper San Luis Rey Groundwater Management Authority
Check Detail
July 2022 through January 2023

Num	Date	Name	Item	Paid Amount
	12/31/2022	Monthly Service Charge		-3.00
TOTAL				-3.00
	01/31/2023			-3.00
TOTAL				-3.00
Bnk F...	11/30/2022	Monthly Service Charge		-13.00
TOTAL				-13.00
1000	11/18/2022	Association of California Water Agencies		-232.09
TOTAL				-232.09
1001	12/02/2022	Best, Best & Krieger		
947244	10/11/2022			-8,430.00
947245	10/11/2022			-980.00
949247	11/02/2022			-2,144.00
949246	11/02/2022			-595.00
951829	12/02/2022			-35.00
951830	12/02/2022			-7,627.00
TOTAL				-19,811.00
1002	12/02/2022	Rutan & Tucker, LLP		
943553	11/04/2022			-2,415.00
945225	11/18/2022			-3,604.97
946851	12/07/2022			-1,435.00
946938	12/08/2022			-1,294.87
TOTAL				-8,749.84
1003	01/13/2023	Juan Gonzalez		-840.00
TOTAL				-840.00
1004	01/13/2023	ACWA / JPIA		-1,405.00
TOTAL				-1,405.00

Income and Expense Trend



Prev Year Income Comparison

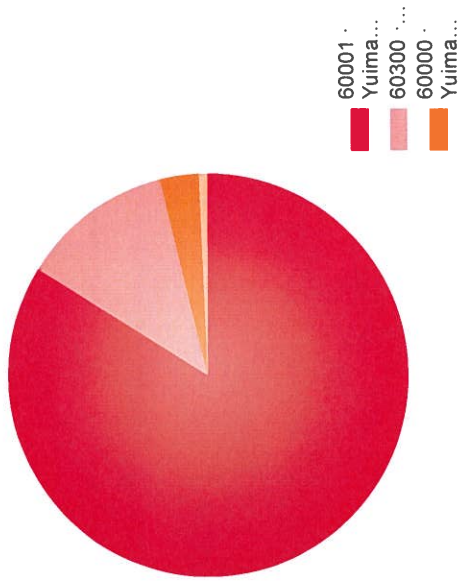


Customers Who Owe Money

Customer	Due Date	Amt Due
Pauma Valley Com...	01/13/2...	11,503.40
Pauma Municipal W...	02/15/2...	5,228.50
Yuima MWD	02/15/2...	5,228.51

Expense Breakdown

This year-to-date

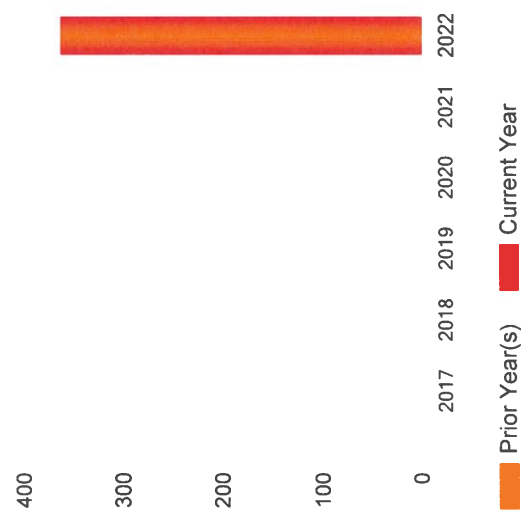


Total: \$365,254.00

Prev Year Expense Comparison

Yearly

All
\$ in 1000s



Account Balances

Account	Balance
Accounts Payable	31,857.48
Accounts Receivable - Me...	21,960.41
General Checking	3,653.19
Accounts Receivable - Gra...	0.00
Payroll Liabilities	0.00

Upper San Luis Rey Groundwater Management Authority

Balance Sheet

As of January 31, 2023

02/16/23

Accrual Basis

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · General Checking	271,332.66
Total Checking/Savings	271,332.66
Accounts Receivable	
11400 · Accounts Receivable - Members	28,286.44
Total Accounts Receivable	28,286.44
Other Current Assets	
12000 · Undeposited Funds	18,923.48
Total Other Current Assets	18,923.48
Total Current Assets	318,542.58
TOTAL ASSETS	<u>318,542.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	330,446.58
Total Accounts Payable	330,446.58
Total Current Liabilities	330,446.58
Total Liabilities	330,446.58
Equity	
Net Income	-11,904.00
Total Equity	-11,904.00
TOTAL LIABILITIES & EQUITY	<u>318,542.58</u>

Upper San Luis Rey Groundwater Management Authority
Profit & Loss Budget vs. Actual
 July 2022 through January 2023

	Jul '22 - Jan 23	Budget
Income		
40000 · Member Agency Contributions	349,549.51	377,521.68
40100 · Grant Funds	0.00	8,400.00
40500 · Assessments - Groundwater	0.00	0.00
40800 · Miscellaneous Income	50.00	
Total Income	349,599.51	385,921.68
Expense		
60000 · Yuima Management Fee	11,500.00	8,050.00
60001 · Yuima Non-Contract Expense	306,015.58	309,839.59
60100 · Bank Service Charges	19.00	25.00
60200 · Insurance Expense	1,405.00	
60300 · Legal Expense	41,491.84	50,000.00
60600 · Membership Fees	232.09	232.09
60900 · Professional Services	840.00	9,375.00
60901 · Prof. Services - GSPConsultant	0.00	0.00
60902 · Prof. Services - Rate Study	0.00	8,400.00
Total Expense	361,503.51	385,921.68
Net Income	-11,904.00	0.00

**Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
10000 · General Checking							
Deposit	09/27/2022		Opening Deposit	Opening Dde...	40800 · Miscell...	50.00	0.00
Deposit	11/14/2022			Deposit	-SPLIT-	184,893.06	50.00
Check	11/18/2022	1000	Association of Califo...	2022/2023 M...	60600 · Memb...	-232.09	184,710.97
Check	11/30/2022		Monthly Service Ch...		60100 · Bank ...	-13.00	184,697.97
Bill Pmt -Check	12/02/2022	1001	Best, Best & Krieger		20000 · Accou...	-19,811.00	164,886.97
Bill Pmt -Check	12/02/2022	1002	Rutan & Tucker, LLP		20000 · Accou...	-8,749.84	156,137.13
Deposit	12/06/2022			Deposit	-SPLIT-	117,446.53	273,583.66
Check	12/31/2022		Monthly Service Ch...	Service Charge	60100 · Bank ...	-3.00	273,580.66
Check	01/13/2023	1003	Juan Gonzalez	Prop 1 Round...	60900 · Profes...	-840.00	272,740.66
Check	01/13/2023	1004	ACWA / JPIA	Annual Premi...	60200 · Insura...	-1,405.00	271,335.66
Check	01/31/2023			Service Charge	60100 · Bank ...	-3.00	271,332.66
Total 10000 · General Checking							271,332.66
11000 · Accounts Receivable - Grants							
Total 11000 · Accounts Receivable - Grants							0.00
11400 · Accounts Receivable - Members							
Invoice	10/17/2022	100	Pauma Valley Com...		40000 · Memb...	92,446.53	92,446.53
Invoice	10/17/2022	101	Pauma Municipal W...		40000 · Memb...	92,446.53	184,893.06
Invoice	10/17/2022	102	Yuima MWD		40000 · Memb...	92,446.53	277,339.59
Invoice	10/17/2022	103	USLRRCD		40000 · Memb...	25,000.00	302,339.59
Payment	11/14/2022		Yuima MWD		12000 · Undep...	-92,446.53	209,893.06
Payment	11/14/2022		Pauma Valley Com...		12000 · Undep...	-92,446.53	117,446.53
Payment	12/06/2022		USLRRCD		12000 · Undep...	-25,000.00	92,446.53
Payment	12/06/2022		Pauma Municipal W...		12000 · Undep...	-92,446.53	0.00
Invoice	12/07/2022	104	Pauma Municipal W...		40000 · Memb...	9,461.74	9,461.74
Invoice	12/07/2022	105	Pauma Valley Com...		40000 · Memb...	9,461.74	18,923.48
Invoice	12/07/2022	106	Pauma Municipal W...		40000 · Memb...	9,461.74	28,385.22
Payment	12/15/2022	71429	Yuima MWD		12000 · Undep...	-9,461.74	18,923.48
Payment	01/05/2023	39433	Pauma Valley Com...		12000 · Undep...	-9,461.74	9,461.74
Invoice	01/13/2023	107	Pauma Valley Com...		40000 · Memb...	6,274.90	15,736.64
Invoice	01/13/2023	108	Pauma Valley Com...		40000 · Memb...	6,274.90	22,011.54
Invoice	01/13/2023	109	Pauma Municipal W...		40000 · Memb...	6,274.90	28,286.44
Total 11400 · Accounts Receivable - Members							28,286.44

**Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
12000 · Undeposited Funds							
Payment	11/14/2022		Yuima MWD		11400 · Accou...	92,446.53	0.00
Deposit	11/14/2022		Pauma Municipal W...	Deposit	10000 · Gener...	-92,446.53	92,446.53
Deposit	11/14/2022		Yuima MWD	Deposit	10000 · Gener...	-92,446.53	0.00
Payment	11/14/2022		Pauma Valley Com...		11400 · Accou...	92,446.53	-92,446.53
Payment	12/06/2022		Pauma Municipal W...		11400 · Accou...	92,446.53	0.00
Payment	12/06/2022		USLRRC		11400 · Accou...	25,000.00	92,446.53
Deposit	12/06/2022		Pauma Valley Com...	Deposit	10000 · Gener...	-92,446.53	117,446.53
Deposit	12/06/2022		USLRRC	Deposit	10000 · Gener...	-25,000.00	25,000.00
Payment	12/15/2022	71429	Yuima MWD		11400 · Accou...	9,461.74	0.00
Payment	01/05/2023	39433	Pauma Valley Com...		11400 · Accou...	9,461.74	9,461.74
Total 12000 · Undeposited Funds						18,923.48	18,923.48
17760 · Inventory							
Total 17760 · Inventory							0.00
15000 · Land							
Total 15000 · Land							0.00
15100 · Wells							
Total 15100 · Wells							0.00
15200 · Pumps							
Total 15200 · Pumps							0.00
15300 · Meters							
Total 15300 · Meters							0.00
15400 · Equipment							
Total 15400 · Equipment							0.00
17100 · Accum. Depreciation - Wells							
Total 17100 · Accum. Depreciation - Wells							0.00
17200 · Accum. Depreciation - Pumps							
Total 17200 · Accum. Depreciation - Pumps							0.00
17300 · Accum. Depreciation - Meters							
Total 17300 · Accum. Depreciation - Meters							0.00
17400 · Accum. Depreciation - Equipment							
Total 17400 · Accum. Depreciation - Equipment							0.00

**Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
20000 · Accounts Payable							
Bill	09/13/2022	945078	Best, Best & Krieger	August Speci...	60300 · Legal ...	-8,712.00	0.00
Bill	09/15/2022	102022	Yuima Municipal Wa...	Management ...	-SPLIT-	-7,403.70	-16,115.70
Bill	10/11/2022	947244	Best, Best & Krieger	Special Litgat...	60300 · Legal ...	-8,430.00	-24,545.70
Bill	10/11/2022	947245	Best, Best & Krieger	General Coun...	60300 · Legal ...	-980.00	-25,525.70
Bill	10/14/2022	112022	Yuima Municipal Wa...	November Ma...	-SPLIT-	-1,375.26	-26,900.96
Bill	10/18/2022	102022	Yuima Municipal Wa...	Member Shar...	60001 · Yuima ...	-302,339.59	-329,240.55
Bill	11/02/2022	949247	Best, Best & Krieger	Special Litgat...	60300 · Legal ...	-2,144.00	-331,384.55
Bill	11/02/2022	949246	Best, Best & Krieger	General Coun...	60300 · Legal ...	-595.00	-331,979.55
Bill	11/04/2022	943553	Rutan & Tucker, LLP	General Coun...	60300 · Legal ...	-2,415.00	-334,394.55
Bill	11/14/2022	122022	Yuima Municipal Wa...	December Ma...	-SPLIT-	-1,205.20	-335,599.75
Bill	11/18/2022	945225	Rutan & Tucker, LLP	Special Litgat...	60300 · Legal ...	-3,604.97	-339,204.72
Bill	12/02/2022	951829	Best, Best & Krieger	General Coun...	60300 · Legal ...	-35.00	-339,239.72
Bill	12/02/2022	951830	Best, Best & Krieger	Special Litgat...	60300 · Legal ...	-7,627.00	-346,866.72
Bill Pmt -Check	12/02/2022	1001	Best, Best & Krieger		10000 · Gener...	19,811.00	-327,055.72
Bill Pmt -Check	12/02/2022	1002	Rutan & Tucker, LLP		10000 · Gener...	8,749.84	-318,305.88
Bill	12/07/2022	946851	Rutan & Tucker, LLP	General Coun...	60300 · Legal ...	-1,435.00	-319,740.88
Bill	12/08/2022	946938	Rutan & Tucker, LLP	Special Litgat...	60300 · Legal ...	-1,294.87	-321,035.75
Bill	12/15/2022	012023	Yuima Municipal Wa...	Jan 2023 cont...	-SPLIT-	-3,373.82	-324,409.57
Bill	01/11/2023	954963	Best, Best & Krieger	Special Litgat...	60300 · Legal ...	-3,056.00	-327,465.57
Bill	01/11/2023	954962	Best, Best & Krieger	General	60300 · Legal ...	-1,163.00	-328,628.57
Bill	01/13/2023	022023	Yuima Municipal Wa...	February Con...	-SPLIT-	-1,818.01	-330,446.58
Total 20000 · Accounts Payable							-330,446.58
24000 · Payroll Liabilities							
Total 24000 · Payroll Liabilities							0.00
30000 · Opening Balance Equity							
Total 30000 · Opening Balance Equity							0.00
32000 · Retained Earnings							
Total 32000 · Retained Earnings							0.00
40000 · Member Agency Contributions							
Invoice	10/17/2022	100	Pauma Valley Com...	Member Shar...	11400 · Accou...	-92,446.53	-92,446.53
Invoice	10/17/2022	101	Pauma Municipal W...	Member Shar...	11400 · Accou...	-92,446.53	-184,893.06
Invoice	10/17/2022	102	Yuima MWD	Member Shar...	11400 · Accou...	-92,446.53	-277,339.59
Invoice	10/17/2022	103	USLRRCO	Member Shar...	11400 · Accou...	-25,000.00	-302,339.59
Invoice	12/07/2022	104	Pauma Valley Com...	Member Shar...	11400 · Accou...	-9,461.74	-311,801.33
Invoice	12/07/2022	105	Pauma Municipal W...	JPA Initial Fu...	11400 · Accou...	-9,461.74	-321,263.07
Invoice	12/07/2022	106	Yuima MWD	JPA Initial Fu...	11400 · Accou...	-9,461.74	-330,724.81
Invoice	01/13/2023	107	Pauma Valley Com...	Member Shar...	11400 · Accou...	-6,274.90	-336,999.71
Invoice	01/13/2023	108	Pauma Municipal W...	Member Shar...	11400 · Accou...	-6,274.90	-343,274.61
Invoice	01/13/2023	109	Yuima MWD	Member Shar...	11400 · Accou...	-6,274.90	-349,549.51
Total 40000 · Member Agency Contributions							-349,549.51

Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023

2:27 PM
02/16/23
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
40100 - Grant Funds							0.00
Total 40100 - Grant Funds							0.00
40500 - Assessments - Groundwater							0.00
Total 40500 - Assessments - Groundwater							0.00
40600 - Interest Earned							0.00
Total 40600 - Interest Earned							0.00
40700 - Delinquent Assessment Fee							0.00
Total 40700 - Delinquent Assessment Fee							0.00
40800 - Miscellaneous Income							0.00
Deposit	09/27/2022		Opening Deposit	Opening Dde...	10000 - Gener...	-50.00	-50.00
Total 40800 - Miscellaneous Income						-50.00	-50.00
40900 - Well Permit Processing Fee							0.00
Total 40900 - Well Permit Processing Fee							0.00
40901 - Undesirable Results Eval. Fee							0.00
Total 40901 - Undesirable Results Eval. Fee							0.00
60000 - Yuima Management Fee							0.00
Bill	09/15/2022	102022	Yuima Municipal Wa...	Management ...	20000 - Accou...	6,900.00	6,900.00
Bill	10/14/2022	112022	Yuima Municipal Wa...	November Ma...	20000 - Accou...	1,150.00	8,050.00
Bill	11/14/2022	122022	Yuima Municipal Wa...	December Ma...	20000 - Accou...	1,150.00	9,200.00
Bill	12/15/2022	012023	Yuima Municipal Wa...	January Contr...	20000 - Accou...	1,150.00	10,350.00
Bill	01/13/2023	022023	Yuima Municipal Wa...	February Con...	20000 - Accou...	1,150.00	11,500.00
Total 60000 - Yuima Management Fee						11,500.00	11,500.00
60001 - Yuima Non-Contract Expense							0.00
Bill	09/15/2022	102022	Yuima Municipal Wa...	Reimb. Expen...	20000 - Accou...	503.70	503.70
Bill	10/14/2022	112022	Yuima Municipal Wa...	+ Reimb Expe...	20000 - Accou...	225.26	728.96
Bill	10/18/2022	10202...	Yuima Municipal Wa...	Member Shar...	20000 - Accou...	302,339.59	303,068.55
Bill	11/14/2022	122022	Yuima Municipal Wa...	Google Email ...	20000 - Accou...	55.20	303,123.75
Bill	12/15/2022	012023	Yuima Municipal Wa...	Non Contract ...	20000 - Accou...	2,223.82	305,347.57
Bill	01/13/2023	022023	Yuima Municipal Wa...	Dec / Jan We...	20000 - Accou...	668.01	306,015.58
Total 60001 - Yuima Non-Contract Expense						306,015.58	306,015.58
60100 - Bank Service Charges							0.00
Check	11/30/2022	Bank Fee	Monthly Service Ch...		10000 - Gener...	13.00	13.00
Check	12/31/2022		Monthly Service Ch...	Service Charge	10000 - Gener...	3.00	16.00
Check	01/31/2023			Service Charge	10000 - Gener...	3.00	19.00
Total 60100 - Bank Service Charges						19.00	19.00

Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
60200 · Insurance Expense							
Check	01/13/2023	1004	ACWA / JPIA	Annual Premi...	10000 · Gener...	1,405.00	0.00
Total 60200 · Insurance Expense						1,405.00	1,405.00
60300 · Legal Expense							
Bill	09/13/2022	945078	Best, Best & Krieger	August Speci...	20000 · Accou...	8,712.00	0.00
Bill	10/11/2022	947244	Best, Best & Krieger	Special Litigat...	20000 · Accou...	8,430.00	8,712.00
Bill	10/11/2022	947245	Best, Best & Krieger	General Coun...	20000 · Accou...	980.00	17,142.00
Bill	11/02/2022	949247	Best, Best & Krieger	Special Litigat...	20000 · Accou...	2,144.00	18,122.00
Bill	11/02/2022	949246	Best, Best & Krieger	General Coun...	20000 · Accou...	595.00	20,266.00
Bill	11/04/2022	943553	Rutan & Tucker, LLP	General Coun...	20000 · Accou...	2,415.00	20,861.00
Bill	11/18/2022	945225	Rutan & Tucker, LLP	Special Litigat...	20000 · Accou...	3,604.97	23,276.00
Bill	12/02/2022	951829	Best, Best & Krieger	General Coun...	20000 · Accou...	35.00	26,880.97
Bill	12/02/2022	951830	Best, Best & Krieger	Special Litigat...	20000 · Accou...	7,627.00	26,915.97
Bill	12/07/2022	946851	Rutan & Tucker, LLP	General Coun...	20000 · Accou...	1,435.00	34,542.97
Bill	12/08/2022	946938	Rutan & Tucker, LLP	Special Litigat...	20000 · Accou...	1,294.87	35,977.97
Bill	01/11/2023	954963	Best, Best & Krieger	Special Litigat...	20000 · Accou...	3,056.00	37,272.84
Bill	01/11/2023	954962	Best, Best & Krieger	General	20000 · Accou...	1,163.00	40,328.84
Total 60300 · Legal Expense						41,491.84	41,491.84
60400 · Audit Expense							
Total 60400 · Audit Expense							0.00
60500 · General & Administrative							
Total 60500 · General & Administrative							0.00
60600 · Membership Fees							
Check	11/18/2022	1000	Association of Califo...	2022/2023 M...	10000 · Gener...	232.09	0.00
Total 60600 · Membership Fees						232.09	232.09
60700 · Permits & Licenses Expense							
Total 60700 · Permits & Licenses Expense							0.00
60800 · Miscellaneous Expense							
Total 60800 · Miscellaneous Expense							0.00
60900 · Professional Services							
Check	01/13/2023	1003	Juan Gonzalez	Prop 1 Round...	10000 · Gener...	840.00	0.00
Total 60900 · Professional Services						840.00	840.00
60901 · Prof. Services - GSPConsultant							
Total 60901 · Prof. Services - GSPConsultant							0.00
60902 · Prof. Services - Rate Study							
Total 60902 · Prof. Services - Rate Study							0.00

2:27 PM

02/16/23

Accrual Basis

Upper San Luis Rey Groundwater Management Authority
General Ledger
As of January 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
60903 · Prof. Services - Engineering							0.00
Total 60903 · Prof. Services - Engineering							0.00
60904 · Prof. Services - GW Monitoring							0.00
Total 60904 · Prof. Services - GW Monitoring							0.00
61000 · Depreciation Expense							0.00
Total 61000 · Depreciation Expense							0.00
66000 · Payroll Expenses							0.00
Total 66000 · Payroll Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

Upper San Luis Rey Groundwater Management Authority
Check Detail
July 2022 through January 2023

Num	Date	Name	Item	Paid Amount
	12/31/2022	Monthly Service Charge		-3.00
TOTAL				-3.00
	01/31/2023			-3.00
TOTAL				-3.00
Bnk F...	11/30/2022	Monthly Service Charge		-13.00
TOTAL				-13.00
1000	11/18/2022	Association of California Water Agencies		-232.09
TOTAL				-232.09
1001	12/02/2022	Best, Best & Krieger		
947244	10/11/2022			-8,430.00
947245	10/11/2022			-980.00
949247	11/02/2022			-2,144.00
949246	11/02/2022			-595.00
951829	12/02/2022			-35.00
951830	12/02/2022			-7,627.00
TOTAL				-19,811.00
1002	12/02/2022	Rutan & Tucker, LLP		
943553	11/04/2022			-2,415.00
945225	11/18/2022			-3,604.97
946851	12/07/2022			-1,435.00
946938	12/08/2022			-1,294.87
TOTAL				-8,749.84
1003	01/13/2023	Juan Gonzalez		-840.00
TOTAL				-840.00
1004	01/13/2023	ACWA / JPIA		-1,405.00
TOTAL				-1,405.00

Upper San Luis Rey Groundwater Management Authority

Deposit Detail

July 2022 through January 2023

Type	Date	Name	Account	Amount
Deposit	09/27/2022	Opening Deposit	10000 · General Ch...	50.00
			40800 · Miscellaneo...	-50.00
TOTAL				-50.00
Deposit	11/14/2022		10000 · General Ch...	184,893.06
Payment	12/06/2022	Pauma Municipal Water D...	12000 · Undeposite...	-92,446.53
Payment	11/14/2022	Yuima MWD	12000 · Undeposite...	-92,446.53
TOTAL				-184,893.06
Deposit	12/06/2022		10000 · General Ch...	117,446.53
Payment	11/14/2022	Pauma Valley Community...	12000 · Undeposite...	-92,446.53
Payment	12/06/2022	USLRRCD	12000 · Undeposite...	-25,000.00
TOTAL				-117,446.53

Upper San Luis Rey Groundwater Management Authority
A/P Aging Summary
As of January 31, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Best, Best & Krieger	0.00	4,219.00	0.00	0.00	8,712.00	12,931.00
Yuima Municipal Water District	0.00	1,818.01	3,373.82	1,205.20	311,118.55	317,515.58
TOTAL	<u>0.00</u>	<u>6,037.01</u>	<u>3,373.82</u>	<u>1,205.20</u>	<u>319,830.55</u>	<u>330,446.58</u>

Upper San Luis Rey Groundwater Management Authority

A/R Aging Summary

As of January 31, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>91 - 120</u>	<u>> 120</u>	<u>TOTAL</u>
Pauma Municipal Water District	0.00	6,274.90	9,461.74	0.00	0.00	0.00	15,736.64
Pauma Valley Community Services District	0.00	6,274.90	0.00	0.00	0.00	0.00	6,274.90
Yuima MWD	0.00	6,274.90	0.00	0.00	0.00	0.00	6,274.90
TOTAL	0.00	18,824.70	9,461.74	0.00	0.00	0.00	28,286.44

ACTION / DISCUSSION

GEOSCIENCE

The First Name in Groundwater

December 22, 2022

Ms. Amy Reeh
Administrator
Upper San Luis Rey Groundwater Management Authority
P.O. Box 984
Pauma Valley, CA 92061

Re: Cost Proposal for Professional Services to Prepare SGMA Annual Report for the Upper San Luis Rey Groundwater Subbasin (Water Year 2022)

Dear Amy:

Per your request, Geoscience Support Services, Inc. (Geoscience) has developed this proposal to prepare the Sustainable Groundwater Management Act (SGMA) 2022 Annual Report for the Upper San Luis Rey (USLR) Groundwater Subbasin. To meet SGMA requirements, the annual report will cover Water Year 2022 (representing the period from October 1, 2021, through September 30, 2022) and will include a summary of hydrologic conditions in the basin, an evaluation of sustainability management criteria (SMCs), as well as a discussion of Upper San Luis Rey Groundwater Management Authority (Authority) activities towards sustainability and implementation of the Groundwater Sustainability Plan (GSP). The following sections discuss the proposed scope of work in more detail.

Scope of Work

Task 1.0: Data Collection and Analysis

Task 1.1: Collection of Pumping and Water Use Data

Geoscience will coordinate with the Authority to collect Water Year 2022 groundwater pumping and other water use data from basin stakeholders. Received data will be entered into the GSP's data management system.

Task 1.2: Evaluate Hydrologic Conditions and Sustainability Management Criteria

Task 1.2 includes the development of two sets of groundwater elevation contours from available information (representing fall and spring conditions), refinement and update of existing hydrographs, and the development of change in groundwater storage plots. Additional elements related to hydrologic

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www.gssiwater.com

conditions, such as precipitation patterns, water quality trends, and any available supplemental information regarding interconnected surface water and groundwater systems will also be evaluated.

Task 1.3: Estimate Total Water Use

Under this task, total water use will be estimated. This includes groundwater pumping by sector (e.g., urban, industrial, agricultural, etc.) and surface water supply (e.g., imported water, local diversions, etc.). An analysis will be conducted to estimate water use during Water Year 2022. Water use records will be used where available. Remaining water use will be estimated using methodology established during the development of the surface water and groundwater model, which is primarily based on land use, crop coverage, and hydrology. No model runs will be conducted for this effort.

Task 1.4: Spring 2023 Water Level and Water Quality Monitoring Events

The USLR GSP has outlined semiannual monitoring events (Spring and Fall) for the evaluation of SMCs. Data collected during both the Spring water level and water quality monitoring events will be used to provide continuity in data collection, provide an indication of hydrologic conditions to the Authority and basin stakeholders for ongoing basin management planning and discussion, and allow for the evaluation of SMCs in future annual reporting.

This task includes taking static water level measurements at 30 designated monitoring locations to characterize Spring 2023 hydrologic conditions. Estimated effort includes scheduling, field work, maintenance and updates to water level databases, and submission of monitoring data to the DWR Monitoring Network Module before the July 1, 2023, deadline.

During development of the GSP, water quality samples were also taken at 15 of the monitoring wells. Semiannual sampling of constituents of concern should continue, as needed, to provide sufficient information on basin water quality. For the purpose of this estimate, it is assumed that a full water quality sampling event will be conducted to establish Spring 2023 water quality conditions. Water quality samples will be collected following the Sampling and Analysis Plan (SAP) outlined in the GSP and analyzed for the constituents listed in the following table.

Water Quality Sampling Analytical Suites and Approved Methods

Constituent	Method
<i>Physical Properties</i>	
Oxidation-Reduction Potential (Field)	Field Meter - Myron L 6PII
pH (Field)	Field Meter - YSI Pro Plus
Turbidity (Field)	Field Meter - Hach 2100P
Temperature (Field)	Field Meter - YSI Pro Plus
Dissolved Oxygen (Field)	Field Meter - YSI Pro Plus
<i>General Minerals and Inorganic Chemicals</i>	
Alkalinity	SM 2320B
Aluminum by ICP	EPA 200.7
Arsenic by ICPMS	EPA 200.8
Chromium by ICPMS	EPA 200.8
Dissolved Boron by ICP	EPA 200.7
Dissolved Calcium by ICP	EPA 200.7
Dissolved Chloride	EPA 300.0
Dissolved Iron by ICP	EPA 200.7
Dissolved Manganese by ICPMS	EPA 200.8
Dissolved Nitrite	EPA 300.0
Dissolved Potassium by ICP	EPA 200.7
Dissolved Sodium by ICP	EPA 200.7
Dissolved Sulfate	EPA 300.0
Hardness Package	Varies

Constituent	Method
Nitrate + Nitrite Package Calc	Varies
Perchlorate	EPA 314.0
Specific Conductance	SM 2510B
Total dissolved Phosphorous	SM 4500P B E
Total dissolved solids	SM 2540C
Zinc by ICPMS	EPA 200.8

Task 1.5: Fall 2023 Water Level and Water Quality Monitoring Events

This task includes taking static water level measurements at the 30 designated monitoring locations to characterize Fall 2023 hydrologic conditions. As with Task 1.4, estimated effort includes scheduling, field work, maintenance and updates to water level databases, and submission of monitoring data to the DWR Monitoring Network Module before the January 1, 2024, deadline.

For the purpose of this estimate, Task 1.5 also assumes that a full water quality sampling event will be conducted to establish Fall 2023 water quality conditions. Water quality samples will be collected following the SAP outlined in the GSP and analyzed for the constituents listed in Task 1.4.

Task 2.0: Prepare Draft and Final Annual Report

Task 2.1: Prepare Draft Annual Report

Under this task, Geoscience will prepare the draft 2022 Annual Report. This annual report will include the elements listed in DWR’s GSP Annual Report Elements Guide, communicate groundwater conditions to basin stakeholders, and will include a narrative description of the Authority’s progress towards implementing the USLR GSP and next steps. Data collected through the reporting period will be provided in the report in appropriate tables, figures, and charts. These data include information collected from the monitoring network, reported groundwater extractions, imported water deliveries, total water usage (both reported and estimated), and changes in groundwater storage based on observed and modeled groundwater elevations. Upon completion, the draft annual report will be submitted to the Authority for review and comment.

Task 2.2: Finalize Annual Report

The draft annual report will be finalized following incorporation of any comments from the Authority and basin stakeholders. Our estimate of costs includes addressing one round of comments.

Task 3.0: Project Management and Meetings

Task 3.1: Project Management

Geoscience will coordinate project activities throughout the duration of the project. Project management includes additional hours and costs to cover tasks related to any unforeseen issues or requests that arise during the course of the project.

Task 3.2: Present Findings at USLRGMA Board Meeting

Geoscience will also present the findings of the 2022 Annual Report to interested stakeholders at a regularly scheduled Authority Board Meeting, after the Authority has had an opportunity to review the draft report. It is assumed that the call will be held remotely (e.g., Zoom).

Cost Estimate

The total proposed cost of Tasks 1 through 3, described above, is \$74,888. A breakdown of cost by task and anticipated staff participation is provided in attached Table 1.

Assumptions and Exclusions

1. Geoscience's Cost Estimate included with this bid is valid for a period of 12 months.
2. Geoscience will manage work hours between employee classifications or utilize other employee classifications provided that the total project fee is not exceeded without prior approval of the Authority. Geoscience will first request approval from the Authority before work hours are managed between Tasks as listed in the Cost Estimate.
3. Services not specifically identified in the Scope of Work are not included in this Agreement for Professional Services.
4. Reimbursable expenses for sub-consultants, sub-contractors, equipment and instrumentation purchase or rental, supplies, travel, and other reimbursable project expenses—excluding field staff per-diem costs--will be billed to client at cost + 10%.
5. Consultant assumes that data assembled and provided by the Authority and/or Project Stakeholders is accurate, complete, and can be used as it is. Verification of Owner furnished-data accuracy from primary source(s) is outside the scope of work.
6. One (1) round of comments and resulting deliverable revision is budgeted for the Annual Report as listed in the Scope of Work and Schedule. Reasonable efforts within this budget will be made to address responsive comments. If comments or suggested revisions require additional effort outside of the proposed scope of work, then the revisions will only be performed upon consultation with the Authority and through a contract modification. The Final Annual Report will not incorporate any additional new comments.

If you have any questions, please contact us at (909) 451-6650

Sincerely,



Brian Villalobos, PG, CHG, CEG
Principal Geohydrologist
Encl.



Lauren Wicks, PG
Project Geohydrologist

**Cost Proposal for Professional Services to
Prepare SGMA Annual Report for the Upper San Luis Rey Subbasin (Water Year 2022)**

		Geoscience Support Services, Inc.										
Task	Description	Principal Hydrologist	Senior Modeler	Project Modeler	Project Geohydrologist	Associate Modeler	Senior Associate Geohydrologist	Technical Illustrator	Clerical	Geoscience Labor	Reimbursable Expenses ¹	Total Cost
Hourly Rate:		\$282	\$272	\$251	\$219	\$202	\$175	\$160	\$110			
1.0	Data Collection and Analysis											
1.1	Collection of Pumping and Water Use Data				16	8				\$ 5,120	\$ -	\$ 5,120
1.2	Evaluate Hydrologic Conditions and Sustainability Management Criteria (includes production of 2 sets of groundwater elevation contours, hydrographs, and change in groundwater storage plots)	1			16	2	8	4		\$ 6,230	\$ -	\$ 6,230
1.3	Estimate Total Water Use (including any missing pumping and surface water diversions)		1	1	4	4	2			\$ 2,557	\$ -	\$ 2,557
1.4	Spring 2023 Water Level and Water Quality Monitoring Events (assumes full water quality suite and includes database updates and submission of monitoring data to DWR)	1			8		46			\$ 10,084	\$ 9,605	\$ 19,689
1.5	Fall 2023 Water Level and Water Quality Monitoring Events (assumes full water quality suite and includes database updates and submission of monitoring data to DWR)	1			8		46			\$ 10,084	\$ 9,605	\$ 19,689
	Subtotal Task 1.0:	3	1	1	52	14	102	4	0	\$ 34,075	\$ 19,210	\$ 53,285
2.0	Prepare Draft and Final Annual Report											
2.1	Prepare Draft Annual Report	4			24		4	4		\$ 7,724		\$ 7,724
2.2	Finalize Annual Report (assumes one round of comments)	1			16		1	1		\$ 4,121		\$ 4,121
	Subtotal Task 2.0:	5	0	0	40	0	5	5	0	\$ 11,845	\$ -	\$ 11,845
3.0	Project Management and Meetings											
3.1	Project Management	4			24					\$ 6,384		\$ 6,384
3.2	Present Findings at USLRGMA Board Meeting (assumes virtual meeting)	1			8		4	4		\$ 3,374		\$ 3,374
	Subtotal Task 3.0:	5	0	0	32	0	4	4	0	\$ 9,758	\$ -	\$ 9,758
TOTAL HOURS AND COST:		13	1	1	124	14	111	13	0	\$ 55,678	\$ 19,210	\$ 74,888

Notes:

¹ Reimbursable Expenses include sampling supplies, equipment rental, field per diem, and laboratory costs for 15 wells. A 10% mark-up on all reimbursable expenses - excluding field staff per-diem - is included. Geoscience is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. The work Geoscience performs does not fall under prevailing wage rate categories.

RESOLUTION NO. 08-2023

**RESOLUTION OF THE BOARD OF DIRECTORS OF
UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
ADOPTING A PURCHASING POLICY**

WHEREAS, on May 1, 2023 the Upper San Luis Rey Groundwater Management Authority was established; and

WHEREAS, the Board of Directors of Upper San Luis Rey Groundwater Management Authority desire to adopt a formal Purchasing Policy and guidelines to assist the Administrator and Staff in carrying out the business of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Upper San Luis Rey Groundwater Management Authority that the Purchasing Policy, a copy of which is attached to this resolution, is hereby adopted.

PASSED AND ADOPTED this 21st day of February, 2023 at a regular meeting of the Board of Directors of UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY by the following roll-call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Greg Kamin, Chairman

ATTEST:

Michael Perricone, Secretary

UPPER SAN LUIS REY GROUNDWATER
MANAGEMENT AUTHORITY

PURCHASING POLICY

ADOPTED 02/21/2023 – Resolution No. 08-2023

UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY

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YUIMA MUNICIPAL WATER AUTHORITY

PURCHASING POLICY

1.0 PURPOSE

The purpose of this policy is to secure Authority supplies, services and equipment in the most efficient and effective manner.

1.2 GOAL

The purchasing goals of the Authority shall be as follows:

- A) The Authority shall purchase the right goods at the best price at the right time, encourage competition among vendors, and maintain a consistent and satisfactory supply of goods and services for the Authority's use.
- B) The purchase of supplies, services, and equipment shall be made at the lowest possible cost commensurate with acceptable quality.
- C) Positive financial controls shall be exercised over purchases to ensure that goods and services are pre-authorized and that expenditures do not exceed budgeted amounts without proper approval.
- D) Authority and responsibilities for the purchasing function shall be clearly defined.
- E) When all other considerations are equal, staff will endeavor to purchase materials, equipment and services from a qualified vendor whose primary location of business is within the Authority boundaries.
- F) Opportunities for cooperative purchasing, in order to take advantage of similar needs and economies of scale, will be pursued with other public agencies whenever such purchases are feasible and in the best interest of the Authority.
- G) The Authority shall not discriminate against any vendor or contractor because of race, color, religion, sex, national origin, ancestry, age, medical condition, sexual orientation, physical or mental disability, Vietnam-era veteran or special disabled veteran status, marital status or citizenship.

1.3 TYPES OF PURCHASES

Each purchase shall be made through the appropriate procedures identified for that type of purchase. Separate procedures shall exist for the procurement of supplies, equipment and non-professional services and for the procurement of professional services.

1.4 DOCUMENTATION OF PURCHASES

Each purchase shall be requested and executed using the appropriate form or document. The standard purchasing documents, depending on type of purchase, shall be the purchase request, purchase order, bid package, and services contract.

1.5 SUPPLIES, EQUIPMENT AND NON-PROFESSIONAL SERVICES

- A) The procurement of supplies, equipment and non-professional services shall be conducted according to the Purchase Request Approval Flow Chart (Attachment No. 1)
- B) The purchase of highly technical supplies and equipment exceeding \$35,000 may be made through competitive negotiations following a request for proposals/evaluations process.
- C) Sole source procurement from a single pre-qualified vendor may be conducted if the purchase item is obtainable only from that vendor based on availability and compatibility criteria. Sole source purchases of \$35,000 or more shall require Board approval.

1.6 PROFESSIONAL SERVICES

- A) The procurement of professional services shall be conducted according to the following procedural guidelines:
 - requests for proposal or quote for services over \$35,000.
- B) Professional services contracts of \$35,000 or more shall be awarded by the Board of Directors.

1.7 PURCHASE REQUESTS AND PURCHASE ORDERS.

- A) All purchases of supplies, equipment and non-professional services shall require completion and proper approval of a purchase request (exceptions are noted below). Approved purchases shall be assigned a purchase order.
- B) Exceptions to the purchase request/purchase order requirement may be approved in the following instances:
 - open purchase orders with pre-qualified vendors; and
 - Contracted services for Administration of the Authority
 - Approval for reimbursement or Pre-Approval to incur expense (Attachment No. 5)

1.8 CONTRACTS

- A) A formal contract shall be required for all non-professional services performed for the Authority, which cost more than \$35,000.
- B) A Purchase Order or Letter of Agreement may be executed for services up to \$35,000.
- C) Contract payments shall require authorization by two signatures on the payment document (check).
- D) Contract terms shall coincide with fiscal years wherever possible and shall not exceed three years without Board approval.

1.9 APPROVALS

- A) All purchases shall be reviewed in advance for accuracy, appropriateness, and budget availability.
- B) All purchases shall be approved in advance by the appropriate levels(s) in the organization commensurate with the type and amount of the purchase.
- C) All purchases shall be reported to the Board on a monthly basis.
- D) Delivery procedures set forth in Attachment No. 2 shall be followed.

2.0 CONSTRUCTION PROJECTS

- A) Construction projects shall be awarded according to the appropriate procurement procedures.
- B) Construction projects which are let for formal bid shall require a formal construction bid package which has been approved by General Counsel, the Board and the Administrator of the Authority.

2.1 DISPOSAL OF EQUIPMENT AND SUPPLIES

- A) When obsolete equipment is replaced, every attempt should be made to exchange the old equipment as part of the new purchase.
- B) When surplus equipment must be discarded, it shall be disposed of through pre-approved channels in accordance with the best interests of the Authority's ratepayers as set forth in the Authority's Surplus Property Policy.

2.2 EMERGENCY PURCHASES

- A) Authorized employees shall be able to make immediate purchases in the case of an emergency. Every effort shall be made to receive appropriate approvals in advance.
- B) The proper procedures (including forms and approvals) for the type of purchase made shall be completed as soon as possible following the purchase.

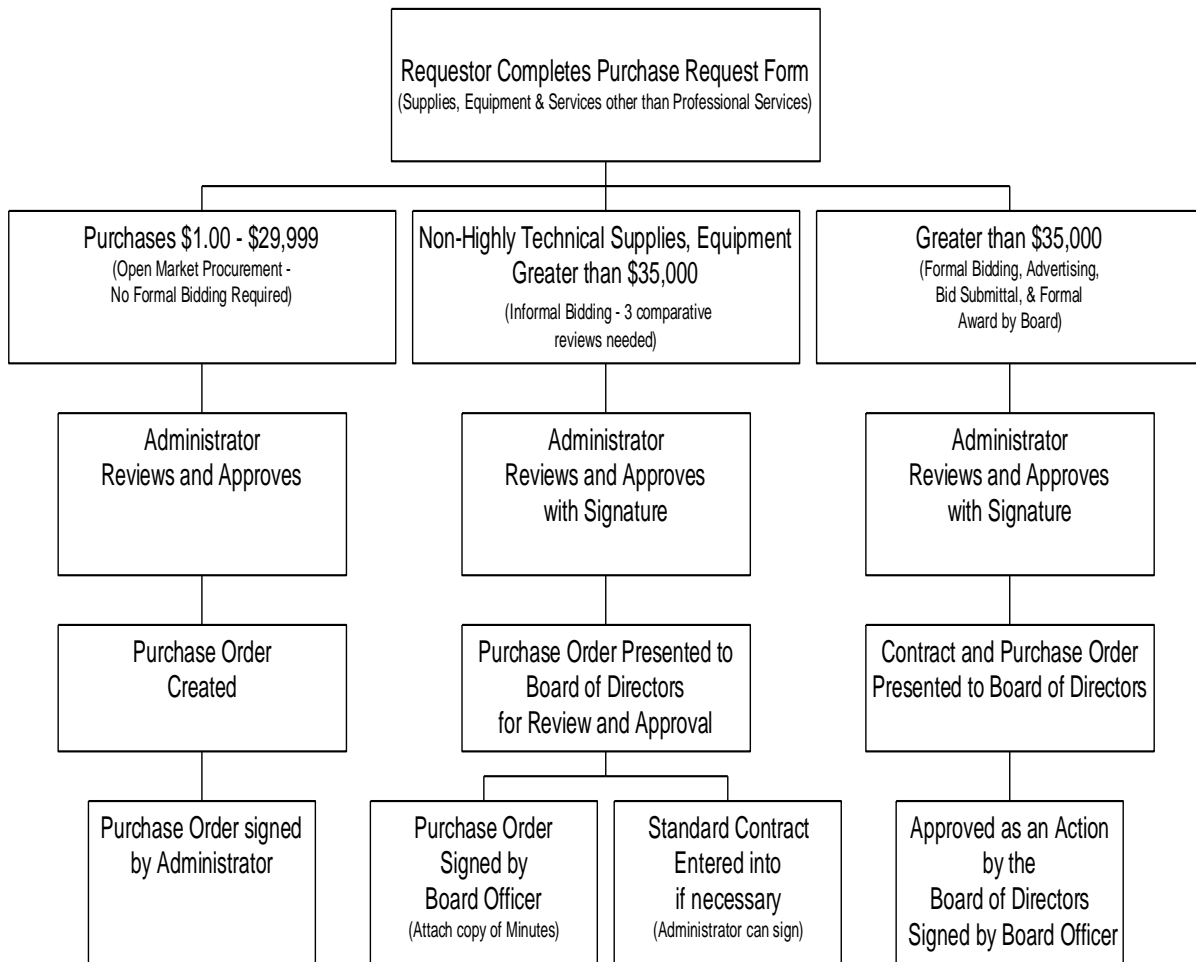
2.3 WAIVER OF PURCHASING GUIDELINES

- A) The Board of Directors may approve a waiver of these purchasing policies on a case-by-case basis, such as for major construction projects, real estate acquisitions, and cooperative purchasing programs.

Upper San Luis Rey Groundwater Management Authority

PURCHASE REQUEST APPROVAL FLOW CHART

Note: The selection of Profession Services firms including appraisers, attorneys, accountants, architects, bankers, financial advisors, landscape architects, engineers, environmental consultants, land surveyors, construction project managers or other specialized consultant shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required at a fair and reasonable price to Yuima.



UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
**PROCEDURES TO FOLLOW UPON DELIVERY OF
EQUIPMENT, MERCHANDISE OR PRODUCTS**

I. ADMINISTRATOR OR DESIGNEE SHALL:

- A. Inspect for damage and, if possible, damaged goods should not be accepted and should be immediately returned with the deliverer.
- B. Verify shipment matches packing slip, check off items received and sign receiving copy.
- C. Verify the shipment matches the purchase order.
- D. Write on the original Purchase Order copy:
 - 1. the items received and/ or back ordered;
 - 2. who received the items;
 - 3. the date(s) received;
 - 4. whether the order is complete (by initially completed orders)
- E. Attach shipping documents, packing slip or receipt for goods to Purchase Order copy, and submit to Finance Department.
- F. Follow Equipment Inventory Procedures (Attachment No. 3)

II. ADMINISTRATOR OR DESIGNEE SHALL:

- A. If appropriate, Tag fixed assets with identification numbers and up-date Fixed Asset Records and Equipment Inventory files.
- B. Compare to invoices prior to payment (Authority policy is to pay invoices when orders are complete or as provided by contract)
- C. On back-ordered items, make a copy of the packing slip and follow up with the vender as to when back-ordered items are to be shipped to the Authority.
- D. Indicate the items damaged, if any, the type of damage, and the return authorization on the Purchase order, a copy of which shall be returned to the vendor along with the merchandise. (Payment shall not be made until merchandise is delivered in satisfactory condition)

III. PARTIAL PAYMENTS

- A. Partial payments may be made for certain purchases where the materials are back-ordered for a long period of time. In special cases where a variety of materials are ordered over an extended period of time, partial payments may be made when arrangements have been made with the Finance and Administrative Services Manager for obligation of funds. Partial payments may also be made on contract services under the terms of each contract. Departments shall indicate on the Purchase Order or contract invoice which items or services were received and the amount of partial payment that is requested.

IV. PURCHASE ORDER CHANGES

- A. When it is necessary to make changes to a Purchase Order, a Purchase Order Change form (Form PR-2) shall be completed by the requestor and signed by the department head. The form shall be forwarded to the Finance Department for review, issuance and distribution Any discrepancy in the vendor name, quantity, or price of ordered items, whether before or after delivery, must be reported on this form.

**UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
EQUIPMENT INVENTORY PROCEDURES**

Newly Acquired Items:

1. Assign and affix asset inventory number for equipment over \$5000 or all technology equipment (desktop computers, laptops, printers, etc.)
2. Take picture of item (include the ID tag) and print out.
3. Complete Asset Inventory Information Form (Attachment 4a)
4. Create equipment file and file the following:
 - a. Asset Inventory Form
 - b. Copy of invoice / receipt
 - c. Equipment manual / documents included with equipment
 - d. Picture of equipment

Obsolete, Damaged, Missing, Lost Items:

1. Complete equipment data sheet (Attachment 4b) for Administrator to determine final salvage value, if any, following inspection.
2. Obsolete equipment disposals must be approved by the Board of Directors.
3. Once disposal is approved, safe and legal disposal of item will be determined by the Administrator.

Missing Items:

If Authority equipment is found missing an equipment data sheet must be completed as soon as possible and submitted to the Administrator.

Periodic Equipment Inventory:

Periodic equipment inventory will assist in verifying equipment condition and location and identify any items that may be damaged or missing. The Administrator or designee shall conduct an inventory process when deemed necessary.

Attachment No. 4a

**UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
ASSET INVENTORY INFORMATION SHEET**

Asset Tag ID # _____

Purchase Date: _____

Description:

Make _____

Model _____

Serial # _____

Attachments:

- Picture of Equipment / Item
- Copy of Purchase Order and Invoice / Receipt
- All Manuals and Documents received with item

Attachment No. 4b

**UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
SURPLUS EQUIPMENT DISPOSAL FORM**

Obsolete **Missing** **Damaged Equipment**

Date _____ Completed by _____

Equipment ID# _____ Description _____

What was item used for? _____

What is condition of item? _____

Replacement Required? _____ Why? _____

This section to be completed by Administrator

Serial # _____ Location _____

Date Purchased _____ Purchase Price _____

Property Disposition _____

Amount received for disposal of property _____ Date _____

Attachment No. 5

**UPPER SAN LUIS REY GROUNDWATER MANAGEMENT AUTHORITY
APPROVAL FOR REIMBURSEMENT OR TO INCUR EXPENSE FORM**

Reimbursements require original receipts and must be submitted within 60 days of purchase.

Reimbursement Request Pre-Approval to Incur Expense

Requestor's Name: _____

Description of Expense: _____

Total Requested \$ _____

Approver Signature

Date

Upper San Luis Rey Groundwater
Management Authority
P.O. Box 984
CA 92061

Purchase Order

Date	P.O. No.
2/16/2023	1

Vendor
Geoscience Support Service 160 Via Verde, Suite 150 San Dimas, CA 91773

Ship To
Upper San Luis Rey Groundwater Management P.O. Box 984 CA 92061

Item	Description	Qty	Rate	Amount
Professional Service	Annual Report - WY 2022	1	74,888.00	74,888.00
			Total	\$74,888.00

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-3-23

WHEREAS on April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed States of Emergency due to drought conditions that continue today and exist across California; and

WHEREAS climate change continues to intensify the impacts of droughts on our communities, environment, and economy, and these impacts continue to affect groundwater basins, local water supplies, and ecosystems, resulting in continuing drought in the State; and

WHEREAS the ongoing drought continues to have significant, immediate impacts on communities with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

WHEREAS early, substantial rains in October and December 2021 gave way to the driest January-February-March period in over 100 years in California, leading the October 2021 to September 2022 water year to end with statewide precipitation at 76 percent of average, with statewide reservoir storage at 69 percent of average, and with Lake Oroville—the State Water Project's largest reservoir—at 64 percent of average; and

WHEREAS in January 2023, the State experienced one of the wettest three-week periods on record, yielding a snowpack that was at 205 percent of average on February 1, 2023, yet to date February has been drier than average; and

WHEREAS the current snowpack has not reduced stresses upon the State's water resources, including low storage levels, depleted aquifers, and diminished local water supplies; and

WHEREAS the State can expect continued swings between extreme wet and extreme dry periods that can present risks of severe flooding and extreme drought in the same year; and

WHEREAS California must adapt to a hotter, drier future in which a greater share of rain and snowfall during the wetter months will be absorbed by dry soils, consumed by plants, and evaporated into the air, leaving less water for communities, species, and agriculture; and

WHEREAS the frequency of hydrologic extremes experienced in the State is indicative of an overarching need to continually reexamine policies to promote resiliency in a changing climate; and

WHEREAS Californians continue to make progress conserving water, with urban water users conserving 17.1 percent statewide in December 2022 compared to December 2020 and agricultural producers continuing to invest in more efficient irrigation; and

WHEREAS despite this progress, the uncertainty of precipitation during the remainder of the winter and spring, and the potential of dry conditions next

winter and of drought conditions extending to a fifth year, make it necessary for the State to continue water-conservation measures and drought-resilience actions to extend available supplies, protect water reserves, and maintain critical flows for fish and wildlife; and

WHEREAS as directed in "California's Water Supply Strategy: Adapting to a Hotter, Drier Future," the State plans to stretch water supplies by storing, recycling, de-salting, and conserving the water it will need to keep up with the increasing pace of climate change; and

WHEREAS multiple regions of the State, such as the Klamath Basin and the Colorado River system, face severe water shortage conditions, and groundwater basins in the Central Valley continue to be depleted from years of drought and overdraft; and

WHEREAS groundwater use accounts for 41 percent of the State's total water supply on an average annual basis but as much as 58 percent in a critically dry year, and approximately 85 percent of public water systems rely on groundwater as their primary supply; and

WHEREAS capturing and storing storm and snowpack runoff underground to recharge aquifers is an important strategy to help regions stabilize water supplies in the face of hydrologic extremes; and

WHEREAS state agencies have created streamlined permitting pathways to enable groundwater recharge that augments natural aquifer recharge, while protecting the environment and other water users, but more opportunities exist to facilitate groundwater recharge; and

WHEREAS coordination between local entities that approve permits for new groundwater wells and local groundwater sustainability agencies is important to achieving sustainable levels of groundwater in critically overdrafted basins; and

WHEREAS to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. The orders and provisions contained in my State of Emergency Proclamations dated April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, and Executive Orders N-10-21 (July 8, 2021) and N-7-22 (March 28, 2022), remain in full force and effect, except as modified by those proclamations and orders and herein. State agencies shall

continue to implement all directions from those proclamations and orders and accelerate implementation where feasible.

2. To maximize the extent to which winter precipitation recharges underground aquifers, the Department of Water Resources, the State Water Resources Control Board (Water Board), and the Department of Fish and Wildlife shall continue to collaborate on expediting permitting of recharge projects and shall work with local water districts to facilitate recharge projects.
3. Paragraph 4 of my State of Emergency Proclamation dated May 10, 2021 and Paragraph 4 of my State of Emergency Proclamation dated July 8, 2021 are withdrawn, and each is replaced with the following text:

To ensure adequate water supplies for purposes of health, safety, the environment, or drought resilient water supplies, the Water Board shall consider modifying requirements for reservoir releases or diversion limitations in Central Valley Project or State Water Project facilities to: (i) conserve water upstream later in the year in order to protect cold water pools for salmon and steelhead, (ii) enhance instream conditions for fish and wildlife, (iii) improve water quality, (iv) protect carry-over storage, (v) ensure minimum health and safety water supplies, or (vi) provide opportunities to maintain or to expand water supplies north and south of the Delta. The Water Board shall require monitoring and evaluation of any such changes to inform future actions. For any actions taken pursuant to this paragraph and any approvals granted in furtherance of this paragraph, Water Code Section 13247 and Public Resources Code, Division 13 (commencing with Section 21000) and regulations adopted pursuant to that Division are suspended. Nothing in this Paragraph affects or limits the validity of actions already taken or ongoing under Paragraph 4 of my May 10, 2021 Proclamation or Paragraph 4 of my July 8, 2021 Proclamation.

4. Paragraph 9 of Executive Order N-7-22 is withdrawn and replaced with the following text:

To protect health, safety, and the environment during this drought emergency, a county, city, or other public agency shall not:

- a. Approve a permit for a new groundwater well or for alteration of an existing well in a basin subject to the Sustainable Groundwater Management Act and classified as medium- or high-priority without first obtaining written verification from a Groundwater Sustainability Agency managing the basin or area of the basin where the well is proposed to be located that groundwater extraction by the proposed well would not be inconsistent with any sustainable groundwater management program established in any applicable Groundwater Sustainability Plan adopted by that Groundwater Sustainability Agency and would not decrease the likelihood of achieving a sustainability goal for the basin covered by such a plan; or

- b. Issue a permit for a new groundwater well or for alteration of an existing well without first determining that extraction of groundwater from the proposed well is (1) not likely to interfere with the production and functioning of existing nearby wells, and (2) not likely to cause subsidence that would adversely impact or damage nearby infrastructure.

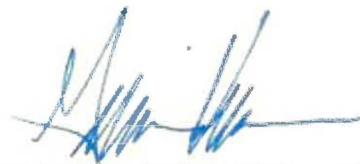
This Paragraph shall not apply to permits for wells (i) that will provide less than two acre-feet per year of groundwater for individual domestic users, (ii) that will exclusively provide groundwater to public water supply systems as defined in section 116275 of the Health and Safety Code, or (iii) that are replacing existing, currently permitted wells with new wells that will produce an equivalent quantity of water as the well being replaced when the existing well is being replaced because it has been acquired by eminent domain or acquired while under threat of condemnation.

5. No later than April 28, 2023, state agencies shall send me their recommendations for what further actions, if any, are necessary for on-going emergency drought response, and their views on whether any existing provisions in my proclamations and executive orders related to the drought emergency are no longer needed to prepare for and mitigate the effects of the drought conditions.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have
hereunto set my hand and caused
the Great Seal of the State of
California to be affixed this 13th day
of February 2023.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State