

Attachment 6: Budget
STPUD Groundwater Management Plan Revision/Update

Budget Narrative

Task 1 - ADMINISTRATION

This budget category consists of time spent on project administration by the Engineering Project Manager, Grants Coordinator, and the Grant Program Assistant. The Grants Coordinator will provide technical and administrative services as needed for Agreement completion, review all financial and progress reports prepared and work performed, and assist with the coordination of budgeting and scheduling to assure that the Agreement is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations. Budgeted time to complete above Task 1 duties is 2 hrs. /quarter for 5 quarters @ \$58.72/hr. The Grant Program Assistant anticipates spending 4 hrs./quarter for 5 quarters @ \$44.93/hr. on Task 1 tracking project costs, preparing reimbursement requests and financial reports, coordinating with the Grants Coordinator, and assisting in fulfilling reporting requirements. It is also anticipated that the Engineering Project Manager will spend approximately 8 hours preparing the draft and final project reports @ \$79.25/hr.; the Grants Coordinator will spend approximately 12 hours and the Grant Program Asst. approximately 6 hours on the draft and final project reports.

Task 2 – COMPLIANCE REVIEW

The District plans to contract consulting and legal services to perform the compliance review of the current Groundwater Management Plan (GWMP). There will be a review of 10750 et al for identification of those elements necessary for revision/update of the current plan. A Public Notice will be issued and adoption of Resolution of the Intent to adopt a Groundwater Management Plan will be passed at the STPUD Board of Directors Meeting. The estimate for legal services to perform this task is \$1,500 and the estimate for consulting services is \$480. These estimates are based on typical rate schedules for consultants and legal firms experienced in GWMP preparation, as well as historical costs for past plan preparation. The Engineering Project Manager will spend approximately 2 hrs. @ \$79.25/hr. overseeing the services provided for this task.

Task 3 – DEVELOPMENT OF MANAGEMENT OBJECTIVES

The revision/update of the GWMP requires the development and addition of several management objectives. The Assistant General Manager (AGM), the Principal Engineer, and the Engineering Project Manager will work closely with the consultants and the legal team to ensure that these objectives are developed in accordance with applicable laws and regulations. Each groundwater management objective will include an estimated cost for any projects identified to implement the objective and identify where the funds will be obtained. Budgeted time to complete this task is 4 hrs. @ \$107.76/hr. for the AGM, 10 hrs. @ \$87.34/hr. for the Principal Engineer, and 15 hrs. @ \$79.25/hr. for the Engineering Project Manager. The estimated cost for legal services is \$2,000 and \$9,420 for consulting services. These estimates are based on typical rate schedules for consultants and legal firms experienced in GWMP preparation.

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Task 4 – DETERMINE ADMENDMENT PROCEDURE

This budget category consists of costs for the legal review for determining advertising time frames and public hearing notices for the process of amending the current GWMP. Budgeted time for this task is 2 hrs. @ \$79.25/hr. for the Engineering Project Manager, \$1,000 for legal services, and \$480 for consulting services.

Task 5 - CONVENE STAKEHOLDER GROUPS

The contracted consultants will take the lead on soliciting input to proposed draft management objectives, GWMP revision, and adoption. They will utilize established quarterly partnership meetings (especially the Tahoe Sierra IRWM partners within the groundwater region) and current outreach efforts to schedule and advertise workshops. The consultants and the legal team will also identify appropriate state and federal agencies to be involved in GWMP development, invite them to stakeholder meetings, and solicit input and maintain communication for review of draft documents. Estimated consultant costs for this task are \$5,200 and estimated legal fees for this task are \$1,000.

The Engineering Project Manager will oversee the organization of the stakeholder groups and attend workshops for a total of 8 hrs. @ \$79.25/hr. The AGM and Principal Engineer will participate in the workshops as necessary and review input from stakeholders for a total of 2 hrs. @ \$107.76/hr. for the AGM and 4 hrs. @ \$87.34/hr. for the Principal.

Task 6 – COMPILE INFORMATION

Utilizing input from stakeholders, state and federal agencies, and other interested parties, the consultants will compile relevant information to include in revision of GWMP. Budgeted amount to complete this task for the consultant is \$3,850, based on typical rate schedules for consultants experienced in GWMP preparation and revision. The Engineering Project Manager will spend approximately 12 hrs. @ \$79.25/hr. meeting with the consultants to discuss and review the compiled information.

Task 7 – UPDATE SOURCE WATER PROTECTION MAP

The Principal Engineer and Engineering Project Manager will coordinate with the consultants and the GIS Specialist to update the source water protection map. The GIS Specialist will utilize STPUD's GIS System for the update and will include changes in information from the 2000 version. Budgeted time to complete this task is 2 hrs. @ \$87.34/hr. for the Principal, 4 hrs. @ \$79.25/hr. for the Engineering Project Manager, and 12 hrs. @ \$61.05/hr. for the GIS Specialist. Budgeted costs for the consultants are \$5,200.

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Task 8 - QUANTIFY CURRENT AND FUTURE WATER USE

This budget category consists of the costs to gather and interpret data on STPUD's current and future water use. The consultants will utilize the 2010 adopted STPUD Urban Water Management Plan to review the current and future water use projections for use in the GWMP. They will also summarize annual reports on groundwater conditions and compile the information into appropriate reporting tools. The legal team will provide review of the reports and information for regulatory compliance. Estimated consultant costs are \$9,400 and estimated legal fees are \$1,000. The Engineering Project Manager will participate in the data collection and review for a total of 15 hrs. @ \$79.25/hr. The AGM and Principal Engineer will provide technical support and review of data and reports for a total of 4 hrs. @ \$107.76/hr. and 10 hrs. @ \$87.34/hr.

Task 9 - UPDATE GROUNDWATER MONITORING PROGRAM

The Engineering Project Manager will work with the consultants to evaluate groundwater monitoring data collected since the adoption of the 2000 GWMP. The information will be compiled into appropriate reporting to be included in the revised GWMP. Estimated costs are \$480 for the consultants and 2 hrs. @ \$79.25/hr. for the Engineering Project Manager.

Task 10 - DRAFT GROUNDWATER MANAGEMENT PLAN REVISION

This budget category consists of the costs to create a draft GWMP revision. The draft GWMP will be distributed to all interested stakeholders, state and federal agency contacts, and made available for public review to solicit comments and/or protests. The legal team, the Engineering Project Manager, the Principal Engineer, and the consultants will review all comments/protests for appropriateness and track the number of protests to determine if there is a majority protest to the revision of the GWMP. The GWMP draft will be revised to include all comments pertinent to groundwater management objectives. Estimated costs are \$1,500 for legal review, \$5,100 for consulting services, 4 hrs. @ \$87.34/hr. for the Principal Engineer, and 12 hrs. @ \$79.25/hr. for the Engineering Project Manager.

Task 11 - FINAL GROUNDWATER MANAGEMENT PLAN

The final task for this project is the completion of the Groundwater Management Plan revision. After a final review of the revised GWMP by the legal team, the consultants, the AGM, the Principal Engineer, and the Engineering Project Manager, a public hearing will be scheduled at a STPUD Board meeting for the plan adoption. All parties mentioned above will be present for the plan adoption to address any questions or concerns that may arise. The Engineering Project Manager will submit the final adopted copy of GWMP to Department of Water Resources, interested stakeholders, and post it on the website www.stpud.us. Budgeted time to complete this final task is 2 hrs. @ \$107.76/hr. for the AGM, 2 hrs. @ \$87.34/hr. for the Principal Engineer, and 4 hrs. @ \$79.25/hr. for the Engineering Project Manager. Estimated costs for legal review are \$1,500 and estimated costs for consultant review and participation are \$2,500.

Attachment 6
Table 3 - Project Budget
STPUD Groundwater Management Plan Revision/Update

Budget Category	Non-State Share* (Funding Match)	Requested Grant Funding	Total	% of Project Costs
Task 1		\$ 3,158.74	\$ 3,158.74	4.81%
Task 2		\$ 2,138.50	\$ 2,138.50	3.26%
Task 3		\$ 13,913.19	\$ 13,913.19	21.21%
Task 4		\$ 1,638.50	\$ 1,638.50	2.50%
Task 5		\$ 7,398.88	\$ 7,398.88	11.28%
Task 6		\$ 4,801.00	\$ 4,801.00	7.32%
Task 7		\$ 6,424.28	\$ 6,424.28	9.79%
Task 8		\$ 12,893.19	\$ 12,893.19	19.65%
Task 9		\$ 638.50	\$ 638.50	0.97%
Task 10		\$ 7,900.36	\$ 7,900.36	12.04%
Task 11		\$ 4,707.20	\$ 4,707.20	7.17%
...				
Grand Total	\$ -	\$ 65,612.34	\$ 65,612.34	

* Consists of local, federal, and value of in-kind service.

Attachment 6
 Detailed Project Budget
 STPUD Groundwater Management Plan Revision/Update

TASK	DESCRIPTION	PERSONNEL SERVICES						LEGAL SERVICES	CONSULTANT	TOTALS					
		Asst. General Manager	Principal Engineer	Engineering Project Manager	GIS Specialist	Grants Coordinator	Grant Program Asst.			Total Hours	Personnel Services	Legal Services	Consultant		
	Personnel	\$ 107.76	\$ 87.34	\$ 79.25	\$ 61.05	\$ 58.72	\$ 44.93								
	Salary/Benefits														
1.0	PROJECT ADMINISTRATION														
1.1	Quarterly Invoicing and Reporting														
1.2	Draft Project Report														
1.3	Final Project Report														
	SUBTOTAL - TASK 1	0	8	0	0	22	26								
2.0	COMPLIANCE REVIEW														
3.0	DEVELOPMENT OF MGMT OBJECTIVES	4	10	15											
4.0	DETERMINE AMENDMENT PROCEDURE			2											
5.0	CONVENE STAKEHOLDER GROUPS	2	4	8											
6.0	COMPILE INFORMATION			12											
7.0	UPDATE SOURCE WATER PROTECTION MAP			4											
8.0	QUANTIFY CURRENT AND FUTURE WATER USE	4	10	15		12									
9.0	UPDATE GROUNDWATER MONITORING PROGRAM			2											
10.0	DRAFT GROUNDWATER MGMT PLAN REVISIONS	2	4	12											
11.0	FINAL GROUNDWATER MGMT PLAN			4											
	SUBTOTAL - TASKS 2 THROUGH 11	12	32	76	12	0	0								
	TOTAL HOURS & COSTS	12	40	76	12	22	26								
		\$ 10,685.10	\$ 8,000.00	\$ 41,630.00	\$ 41,630.00	\$ 8,000.00	\$ 41,630.00	\$ 9,500.00	\$ 41,630.00	\$ 8,000.00	\$ 41,630.00	\$ 62,453.60	\$ 10,685.10	\$ 8,000.00	\$ 41,630.00
		\$ 1,485.80	\$ -	\$ 1,500.00	\$ 480.00	\$ -	\$ 480.00	\$ 1,500.00	\$ 480.00	\$ 1,500.00	\$ 480.00	\$ 2,138.50	\$ 158.50	\$ 1,500.00	\$ 480.00
		\$ 1,086.18	\$ -	\$ 2,000.00	\$ 9,420.00	\$ -	\$ 9,420.00	\$ 2,000.00	\$ 9,420.00	\$ 2,000.00	\$ 9,420.00	\$ 13,913.19	\$ 2,493.19	\$ 2,000.00	\$ 9,420.00
		\$ 586.76	\$ -	\$ 1,000.00	\$ 480.00	\$ -	\$ 480.00	\$ 1,000.00	\$ 480.00	\$ 1,000.00	\$ 480.00	\$ 1,638.50	\$ 158.50	\$ 1,000.00	\$ 480.00
		\$ 3,158.74	\$ -	\$ 3,850.00	\$ 5,200.00	\$ -	\$ 5,200.00	\$ 3,850.00	\$ 3,850.00	\$ 3,850.00	\$ 3,850.00	\$ 7,398.88	\$ 1,198.88	\$ 1,000.00	\$ 5,200.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,801.00	\$ 951.00	\$ -	\$ 3,850.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,424.28	\$ 1,224.28	\$ -	\$ 5,200.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,893.19	\$ 2,493.19	\$ 1,000.00	\$ 9,400.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 638.50	\$ 158.50	\$ -	\$ 480.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,900.36	\$ 1,300.36	\$ 1,500.00	\$ 5,100.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,707.20	\$ 707.20	\$ 1,500.00	\$ 2,500.00