

SEASIDE BASIN WATERMASTER
REQUEST FOR SERVICE

DATE: July 7, 2011

RFS NO. 2011-04

(To be filled in by WATERMASTER)

TO: Joe Oliver
MPWMD

FROM: Robert Jaques
Watermaster

Services Needed and Purpose:

Perform services to modify the Watermaster's Database. A detailed Scope of Work is attached as Attachment 1.

Completion Date: Work to be completed within 60 days from the date of execution of this RFS No. 2011-04.

Method of Compensation: Time and Expense Payment Method (As defined in Section V of Agreement. See Attachment 2 for a description of these costs.)

Total Price Authorized by this RFS: \$6,375.00 (Cost is authorized only when evidenced by signature below.)

Total Price may not be exceeded without prior written authorization by WATERMASTER in accordance with Section V. COMPENSATION.

Requested by:  Date: 7/9/11
WATERMASTER Technical Program Manager

Authorized by:  Date: 7/5/11
WATERMASTER Chief Executive Officer

Agreed to by:  Date: 7/5/11
PROFESSIONAL

ATTACHMENT 1

Scope of Work for RFS No. 2011-04

Background:

The WATERMASTER has evaluated its Database and has determined to make certain modifications to the format and management of it. As part of this work, the Database will be changed from its current on-line interactive format to an Access-based format. Currently the Database is interactive in that a party can sort and select certain portions of the data and download it in either Excel or .pdf format to meet their specific needs. Under the new Access Database approach, all of the information on the website will only be downloadable in Excel format, so the party can do their own sorting and selecting of that portion of the data that they wish to use. Thus, the “interactivity” of the current on-line Database will be preserved, just in a slightly differ manner.

Work to be Performed by the PROFESSIONAL Under this RFS No. 2011-04:

Under this RFS No. 2011-04 the PROFESSIONAL will carry out the Tasks described below:

TASK 1. PREPARE REPORTS

A. Well Information Report: The “static” historical information that is currently in the on-line Database, e.g. basic information that generally does not change with time such as the locations and physical characteristics of wells, well owner contact information, and well construction documents, will be included in the Access Database, similarly to how it is currently included in the on-line Database. This will be accomplished by having the PROFESSIONAL create a new Report containing this information within the Access Database. The information that is currently available to the general public at the Watermaster’s website, comprised of the items listed below, will continue to be accessible:

Well List, including:

1. Watermaster Well ID No.
2. State Well No.
3. Well Name
4. Well Owner

Contacts, including:

1. Company Name
2. Common Name
3. Address
4. Telephone No.
5. FAX No.
6. Contact Person
7. Email address
8. Owner Type

- 9. License No. (for drillers)
- 10. Comments

Other information, such as well construction details, which are currently only accessible to persons with an Access Level password, will continue to be accessible to those persons, using the access approach described under Task 4.

B. Water Quality and Water Level Reports: Each quarter data from the PROFESSIONAL's Quarterly Water Quality (WQ) and Water Level (WL) reports will be placed on the WATERMASTER's website. The posted data will be ongoing, not just covering the most recent quarter, so historical quality and level information will be available to interested parties on-line. The reports will be posted only in Excel format. The data that is posted will be just the data itself, not the narrative analysis that is included in the quarterly reports, since the WATERMASTER already posts the complete WQ and WL reports on its website when it posts its Board meeting agenda packets. The PROFESSIONAL will add a note to that effect on the website, so people wanting those reports will know they can download them from the website.

The WQ data is currently only in the SQL Database, which has been found to be very cumbersome to use for purposes of preparing reports. As new lab data is received from the laboratory it comes in an electronic form which can readily be electronically copied into the new Access Database. For WQ data that precedes the date upon which the laboratory began providing its data in electronic form, the PROFESSIONAL will perform programming work to transfer data from the SQL Database to the new Access Database.

The general layout of the WQ spreadsheet will be as follows:

Well No.	Date Sampled	Date Analyzed	Analytes				Comments	Max Contam. Level (MCL)
			Chloride	Sodium	pH	Nitrate		

The general layout of the WL spreadsheet will be as follows:

Well No.	Date	Elev. Of Ref. Point	Depth to Water	Static WL	Comments

The PROFESSIONAL will provide draft versions of these spreadsheet layouts to the WATERMASTER for review and approval before populating them with data in the Database.

C. Water Production Reports: The PROFESSIONAL will create a Production Report will be included in the Access Database. The new Production Report will include the capability to readily prepare quarterly and annual production reports in the format currently in use by the WATERMASTER.

The PROFESSIONAL will populate the new Production Report with all data going back to the time that data began being reported to the Watermaster (2006). The PROFESSIONAL has all of that Production data in Excel form, so it can readily be used to populate the new Production Report that will be created in the Access Database. All of the pre-WATERMASTER detailed production data is only available in hard-copy form, but the PROFESSIONAL has annual summaries of that data in electronic form (spreadsheets) dating back to 1987. The PROFESSIONAL will also put that annual summary production data into the Access Database for the years prior to the creation of the WATERMASTER.

Each quarter the PROFESSIONAL will place the Production Report on the WATERMASTER's website, at the same time that the Water Quality and Water Level reports are posted. The Production Reports will be posted only in Excel format.

TASK 2. INPUTTING OF DATA

A. Production Data: To date WATERMASTER staff has been responsible to inputting Production Data. Under this RFS No. 2011-04 PROFESSIONAL will take on the responsibility of inputting production data into the Access Database, rather than having Watermaster staff do this. Getting the production data into the Access Database will be accomplished by having the WATERMASTER staff send PROFESSIONAL a copy of the quarterly or monthly production data reports that are received from the well-owners, so that PROFESSIONAL can input that data into the Access Database.

B. Water Quality and Level Data: Currently PROFESSIONAL's staff inputs all of the Water Quality and Water Level data, since part of its contract with the WATERMASTER calls for them to obtain that data. PROFESSIONAL's staff has also been inputting other data from time to time, such as the wellhead survey data that was performed in 2008, and specific information regarding wells and well owners.

TASK 3. PROCESSING OF REQUESTS FOR DATA

The WATERMASTER will add a note to the Website saying:

"The data on this website is updated quarterly. For more recent data a request should be submitted to the Watermaster by an email addressed to laura.dadiw@dadiwassoc.com. The request should describe as clearly as possible the data that is being requested."

The WATERMASTER staff will be the email recipient of data requests from the general public and will review each request. If deemed appropriate the request will be forwarded to the person(s) designated by PROFESSIONAL for processing of such requests (initially these persons will be Joe Oliver and/or Jon Lear). If the request seeks information that is confidential and which is protected by the California Water Code, such as well logs and well location information, the requesting party will be notified of this by return email, and only the non-confidential portion of the data request will be responded to by PROFESSIONAL.

TASK 4. ACCESS LEVELS AND PASSWORDS

Passwords are not currently required on the Website in order to access WQ, WL, or Production data. This will continue to be the case, so members of the general public who have an interest in this information will be able to access it just as they currently can. Current users at Access Levels 2 and 3 (TAC and Board members, PROFESSIONAL and WATERMASTER staff members who enter and manage data) will be able to access the data in the Access Database as follows:

A. **Access Level 2 (TAC and Board members):** Access Level 2 users will be able to obtain any data in the Access Database that is not accessible on the WATERMASTER's website by submitting an email request to the designated PROFESSIONAL person(s) (initially Jon Lear), with cc to Laura Dadiw. No passwords will be needed. Requests will be processed in a timely manner.

B. **Access Level 3 (PROFESSIONAL and WATERMASTER Staff who enter and manage data):** These users will have continuous access to the Database via remote access to the WATERMASTER's server where the Access Database will reside. This will be done using "LogMeIn" which is a free downloadable service that allows remote access to computers. All of these parties will have a common log-in password to get to the Server. Once there, they will each have a unique password to sign in to get access to the Access Database itself.

C. **Access Level 4 (PROFESSIONAL and WATERMASTER Staff who administer Access Levels and Passwords):** Other than the consultants who have been working on the Database for the WATERMASTER, there are currently only two persons with Access Level 4, Joe Oliver and Bob Jaques. This will continue to be the case, so that these two persons will be able to regulate access to the Access Database in the same manner that access to the current on-line Database has been regulated. Much of the need for Passwords will no longer exist, but oversight as to what parties can directly access the Access Database for data input and management will still be needed.

TASK 5. UNNEEDED REPORTS

The current on-line Database has several reports that have been found to be unnecessary. These are the "Compliance Report," the "Production Summary Report," and the "Contacts Report." These reports will not be carried over into the new Access Database.

ATTACHMENT 2

COST DESCRIPTION

The costs for the work of this RFS No. 2011-04 will be performed on a Time-and-Material basis. Hourly rates for these services will be charged at the individual hourly rates for the personnel involved in performing this work. These rates will be in the range of \$65 to \$100 per hour. To develop the Total Price of this RFS No. 2011-04, an assumed hourly rate of \$85 was used.

The attached spreadsheet details the estimated costs to perform the work of this RFS No. 2011-04.

Mileage will be charged at the IRS allowable rate. Any other direct costs will be charged at cost.

Seaside Basin Watermaster Database RFS No. 2011-04

Task	Task Description	Hours	Rate (\$/hr)	Cost
1	Prepare Reports			
	A) Well Information Report	10	85	\$850
	B) Water Quality and Level Reports	15	85	\$1,275
	C) Water Production Reports	20	85	\$1,700
2	Inputting of Data			
	A) Production Data	10	85	\$850
	B) Water Quality Data	20	85	\$1,700
3	Processing of Requests for Data	0	85	\$0
4	Access Levels and Passwords	0	85	\$0
5	Unneeded Reports	0	85	\$0
TOTALS:		75		\$6,375