



# MEMORANDUM

September 16, 2024

**TO:** Sierra Valley Groundwater Management District (SVGMD) Board of Directors  
Jenny Gant, Board Clerk

**FROM:** Tracey Ferguson, County of Plumas

**SUBJECT: PROFESSIONAL SERVICES AGREEMENTS:  
ELIGIBLE REIMBURSEMENT**

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The below summarizes the active grants with the SVGMD, grantor entity agreements, and consultant agreements concerning eligible reimbursements:

1. On September 25, 2023, the SVGMD executed an Agreement with the California Department of Fish and Wildlife (CDFW) RE: Q2396018 Sierra Valley Groundwater Recharge Multi-Benefit Project Pilot Study.
  - Paragraph 16. “Travel and Per Diem” of the state Agreement reads: *If the reimbursement of travel or per diem costs are authorized by this Agreement, such costs shall be reasonable and not exceed those amounts identified in the California Department of Human Resources travel reimbursement guidelines. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the CDFW Grant Manager.*
  - Paragraph 2.7 “Travel Expenses” of the District Agreement between the SVGMD and consultant (LWA) reads: *Travel and per diem costs may be eligible for reimbursement.*
2. On January 9, 2024, the SVGMD executed an Agreement with the Plumas County Flood Control & Water Conservation District (Plumas County) RE: Synergistic Sierra Valley Groundwater Recharge and Irrigation Efficiency Project.
  - The County Agreement does not address mileage or other reimbursable expenses by consultants.
  - Paragraph 2.7 “Mileage Reimbursement” of the District Agreement between the SVGMD and consultants (LWA and Stetson Engineers, Inc.) reads: *Mileage may be eligible for reimbursement at the standard federal mileage rate.*
3. On February 2, 2024, the SVGMD executed an Agreement with the California Department of Water Resources (DWR) RE: Sustainable Groundwater Management Act (SGMA) Implementation Grant (Round 2).
  - Paragraph 6 of the state Agreement reads: *Costs that are not eligible for reimbursement include....travel and per diem costs, except for mileage...meals, food items, or refreshments...*
  - Paragraph 2.7 “Mileage Reimbursement” of the District Agreement between the SVGMD and consultants (LWA and Stetson Engineers, Inc.) reads: *Mileage may be eligible for reimbursement at the standard federal mileage rate.*

—SEE TABLE ON NEXT PAGE FOR DISCUSSION—

**September 16, 2024**  
**SVGMD Board of Directors Meeting**  
**Agenda Item 5.C.**  
**Eligible Reimbursement Grant Expenses**

*Note – District agreements with consultants may need to be amended to reflect approved eligible reimbursement rates/expenses.*

| <b>GRANT</b>            | <b>REIMBURSABLES IN GRANT BUDGET</b>  | <b>MILEAGE FEDERAL RATE</b>                         | <b>MEALS</b>   | <b>HOTEL</b>  | <b>AIR</b>  | <b>CAR RENTAL</b>  |
|-------------------------|---|---|--|---|---|--|
| <b>1. CDFW</b>          | No dedicated reimbursement budget; would need to be charged to labor tasks                            | May be charged at the following rate: \$0.67 (2024) | Unspecified – up for discussion<br><br>Would need to mirror the following:<br>Effective January 1, 2024 – maximum meals reimbursement rate:<br>Breakfast: \$13.00<br>Lunch: \$15.00<br>Dinner: \$26.00 | Unspecified – up for discussion<br><br>Would need to mirror the following:<br>Effective January 1, 2024 – maximum lodging reimbursement rate:<br>\$107.00 | Unspecified – up for discussion<br><br>Air travel (in state, unless otherwise approved by CDFW) no maximum amount specified in California Department of Human Resources travel reimbursement guidelines | Unspecified – up for discussion<br><br>No maximum amount specified in California Department of Human Resources travel reimbursement guidelines |
| <b>2. PLUMAS COUNTY</b> | No dedicated reimbursement budget; would need to be charged to labor tasks                            | May be charged at the following rate: \$0.67 (2024) | Unspecified – up for discussion  | Unspecified – up for discussion   | Unspecified – up for discussion   | Unspecified – up for discussion  |
| <b>3. DWR</b>           | Reimbursement budget charged under “Grant Agreement Administration” and/or “Component Administration” | May be charged at the following rate: \$0.67 (2024) | Not permitted under state Agreement  | Not permitted under state Agreement   | Not permitted under state Agreement   | Not permitted under state Agreement  |