

Glenn Groundwater Authority

Groundwater Sustainability Agency

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MINUTES

GLENN GROUNDWATER AUTHORITY EXECUTIVE COMMITTEE

December 26, 2018

9:30 AM

720 NORTH COLUSA STREET, WILLOWS, CA 95988

Committee Members Present:	Agency Representing:
<input checked="" type="checkbox"/> John Viegas	County of Glenn
<input checked="" type="checkbox"/> Leslie Nerli	Glide Water District
<input checked="" type="checkbox"/> John Amaro	Glenn-Colusa Irrigation District

Others in attendance:

Lisa Hunter, GGA/Glenn County; Sharla Stockton, Glenn County; Pat Vellines, Department of Water Resources.

1. CALL TO ORDER

John Amaro called the meeting to order at 9:34 AM.

2. ROLL CALL

Roll was taken as indicated above.

3. APPROVAL OF MINUTES

- a. Approval of meeting minutes from October 24, 2018.

The October 24, 2018 meeting minutes were approved as submitted.

Motion: Leslie Nerli, Second: John Viegas, Vote: Unanimous

4. PERIOD OF PUBLIC COMMENT

None

5. STAFF UPDATES

Lisa Hunter indicated the electronic signature process written into the bylaws may need to be revisited to be consistent with the Department of Finance procedure. It is possible to have two GGA member signatures on the claims form rather than the checks. The bylaws changes will be brought to the GGA Board. Additionally, member agency invoices are prepared and will be sent out about January 1, 2019. Ms. Hunter stated the budget does not include a line item for grant reimbursements. It is likely the budget will be revised to include the grant reimbursements revenue line item. The Fair Political Practices Commission sent an email with questions relating to the GGA Conflict of Interest Code. Ms. Hunter provided clarification and will continue to update the Board.

6. APPROVE 2019 EXECUTIVE COMMITTEE MEETING SCHEDULE

The Executive Committee currently meets the fourth Wednesday of every month. The proposed meeting schedule will continue unchanged into the next year with the exception of the December meeting, which falls on a holiday. The meeting schedule was approved as submitted.

Motion: John Viegas, Second: Leslie Nerli, Vote: Unanimous

7. HYDROGEOLOGIC CONCEPTUAL MODEL AND WATER BUDGET FOR THE COLUSA SUBBASIN PROJECT

- a. Receive update on HCM/Water Budget project.
- b. Discuss approach for payment to consulting team and reimbursement of project expenses.
- c. Provide a recommendation to the GGA Board on a procedure for processing payments to the consulting team and reimbursement of project expenses.

Lisa Hunter stated the GGA and Colusa Groundwater Authority (CGA) program managers continue to coordinate with consultants on tasks related to the HCM/Water Budget project. Ms. Hunter explained DWR's reimbursement process and the lag-time in the payment to grantee (CGA). Ms. Hunter indicated the GGA manages the contract with Davids Engineering and pays the invoices as they are received and approved. The CGA indicated a willingness to pay the consultants directly, but only after reimbursement from DWR. The CGA will invoice DWR quarterly. Ms. Hunter requested direction from the committee on processing payments to the consulting team and reimbursement of project expenses. There was discussion on watching the project costs closely to ensure there is money in the budget to pay consultants and if the budget category is low or there are concerns, those concerns be brought to the Board. A motion was made continue as-is and process payments to Davids Engineering as invoices are received and approved and later invoice and be reimbursed by the CGA for project related costs. The motion was withdrawn.

Motion: Leslie Nerli, Second: John Viegas, Motion withdrawn.

The Committee agreed by consensus to accept staff's recommendation and direct staff to continue payment process as-is.

8. DEVELOPMENT OF AN AGREEMENT WITH COLUSA GROUNDWATER AUTHORITY TO DESCRIBE COOPERATION BETWEEN THE AGENCIES

- a. Discuss development of an Agreement with Colusa Groundwater Authority describing cooperation.
- b. Provide direction to Program Manager as necessary

Lisa Hunter stated the CGA Executive Committee has not yet reviewed the document. This item will be discussed at a later date.

9. ANNUAL AUDIT SERVICES

- a. Receive update and discuss final draft report provided by CliftonLarsonAllen.
- b. Provide direction to Program Manager as necessary.

CliftonLarsonAllen (CLA) was hired to provide annual audit services to the GGA. John Amaro spoke with a staff member from the CLA reviewing and confirming audit details. Lisa Hunter mentioned the report incorporates the comments from the GGA Board meeting and budget items that were not included in the first draft report. John Viegas asked if CLA will provide a presentation of the final report at the January GGA Board meeting. Ms. Hunter will coordinate with CLA on a presentation at the January Board meeting and include an action item to accept the report.

10. LONG-TERM FUNDING

- a. Receive update and discuss long-term funding project.
- b. Provide direction to Program Manager as necessary.

The contract with Provost & Pritchard is under review by Valerie Kincaid. Lisa Hunter stated due to the timeline the CGA has selected for the outreach process, there may not be as much cost efficiency as previously expected. However, there still may be some cost benefits on outreach materials and miscellaneous tasks. The CGA will continue with their outreach process and the GGA will need to stay well informed of the CGA Proposition 218 processes. There was discussion on the necessity of outreach and education and potentially expediting the schedule to better align with the CGA timeline and tax roll deadlines. Ms. Hunter will make expediting this processes a priority and find out the related information for the outreach process and the deadline to get all pertinent information to Glenn County to be included in the 2019 tax roll.

11. PROGRAM MANAGER BILLING RATE

- a. Discuss Program Manager billing rate and administrative charges.
- b. Provide direction to Program Manager as necessary.

Lisa Hunter discussed the different costs included in calculating county employee billing rates. The goal of the discussion is to ensure a fair and equitable billing rate to recover county costs to staff the GGA, but also to ensure the GGA does not incur costs they do not benefit from (i.e. County Counsel services). There was agreement to remove the portion of the billing rate that includes County Counsel services and keep the portion of the billing rate for Agricultural Department services (oversite, administration processes, some building use costs, etc.). The services and supplies portion of the rate and the portion relating to building use and computer and phone systems should also remain included.

12. EXECUTIVE COMMITTEE MEMBER REPORTS AND COMMENTS

John Viegas mentioned the GGA Ad Hoc TAC met to provide a recommendation on the standing TAC which we be considered at the January GGA Board meeting.

John Amaro reported that Lisa Hunter and Mary Fahey provided an update to the Tehama Colusa Canal Authority at their December meeting. There were fee related questions and concerns. It seems likely the same questions will come up during outreach events.

It was also mentioned that when the CGA public meeting schedule is released, it should be sent to the GGA Board members as an informational item.

13. DISCUSS ADDITIONAL POTENTIAL ITEMS TO BE ADDED TO THE NEXT GGA BOARD MEETING AGENDA

The following items will be brought to the next GGA Board meeting:

- Long term funding- Provost & Pritchard timeline, 2019 tax roll deadlines, CGA fee estimate
- Audit report presentation and acceptance of the report
- Bylaws update regarding electronic signatures

14. NEXT MEETING

The next Executive Committee meeting is scheduled for January 23, 2019 at 9:30 AM.

15. ADJOURN

The meeting adjourned at 10:46 AM