

# Glenn Groundwater Authority

## Groundwater Sustainability Agency

PO Box 351, Willows, CA 95988 | 530.934.6501

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### Board of Directors Meeting Materials

June 15, 2020 | 1:30 PM

Location: Teleconference

Pursuant to Governor Newsom's Executive Orders N-29-20 this meeting will be conducted by teleconference.

The meeting can be accessed via telephone at **(646) 749-3122** or by computer, smartphone, or tablet at:

<https://global.gotomeeting.com/join/441115989>

**Meeting Access Code: 441-115-989**

#### 1. CALL TO ORDER

The Chairperson will call the meeting to order.

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#### 2. ROLL CALL

Roll call will be conducted.

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#### 3. \*APPROVAL OF MINUTES

- a. \*Approval of Colusa Groundwater Authority/Glenn Groundwater Authority joint meeting minutes from April 13, 2020.
- b. \*Approval of meeting minutes from May 11, 2020.

Draft meeting minutes are attached.

#### Attachments

- Colusa Groundwater Authority/Glenn Groundwater Authority joint meeting minutes from April 13, 2020
- Meeting minutes from May 11, 2020

# Joint Colusa Groundwater Authority and Glenn Groundwater Authority Board of Directors Meeting

**April 13, 2020 | 1:00 p.m.**

This meeting was held remotely via Zoom

## **MINUTES**

### **In Attendance:**

#### **Colusa Groundwater Authority:**

Director Members Present:	Alternate/2 <sup>nd</sup> Alternate Directors	Agency Representing:
X Denise Carter	Gary Evans	County of Colusa
Tom Reische	Dave Markss	City of Colusa
Alfred Sellers, Jr.	Sajit Singh	City of Williams
X Blake Vann	X Thad Bettner	Glenn Colusa Irrigation District
Knute Myers	X Shelly Murphy	Colusa County Water District
X Jim Campbell	Lance Boyd	Princeton-Codora-Glenn Irrigation District
Zach Dennis	X Dan Ruiz	Westside Water District
X Jim Campbell	Lance Boyd	Provident Irrigation District
X Hilary Reinhard	X Bill Vanderwaal	Reclamation District 108
Charles Marsh	Derrick Strain	Reclamation District 479
Jim Wallace	Lynell Pollock	Colusa Drain Mutual Water Company
X Darrin Williams		Private Pumper
Jeff Moresco		Private Pumper
Chris Dobson	Dan Ruiz	Maxwell Irrigation District
Jim Campell	Lance Boyd	Princeton-Codora-Glenn Irrigation District

#### **Glenn Groundwater Authority:**

Director Members Present:	Alternate/2 <sup>nd</sup> Alternate Directors	Agency Representing:
X John Viegas	Vince Minto	County of Glenn
X Bruce Roundy	Pete Carr	City of Orland
	Ed Vonasek (2 <sup>nd</sup> )	City of Orland
X Gary Hansen	X Evan Markey	City of Willows
George Nerli	X Leslie Nerli	Glide Water District
X John Amaro	X Thad Bettner	Glenn-Colusa Irrigation District
X Charles Schonauer	X Emil Cavagnolo	Orland-Artois Water District
	X Andrea Jones (2 <sup>nd</sup> )	Orland-Artois Water District
X Randy Hansen	Wade Danley	Kanawha Water District
	Michael Alves	Kanawha Water District
X Mark Lohse	Seth Fiack	Monroeville Water District
X Gary Enos	Lance Boyd	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District

**Others in Attendance:** Mary Fahey, CGA; Sharla Stockton, Glenn County; Valerie Kincaid, GGA Counsel; Alan Doud, CGA Counsel; Dave Ceppos, Consensus and Collaboration Program; Ken Loy, West Yost Associates; Byron Clark, Davids Engineering, Inc.; Reza Namvar, Woodard and Curran; Caitlin Hoffman, Lisa Porta, Montgomery and

Associates; Pat Vellines, DWR; Stacy Ann Silva; Lester Messina; Jim Jones; Anamarie Marsh; Brandon Davison, DWR; Christina Buck, Butte County; Briana Seapy, CDFA

### **1. Call to Order and Determination of a Quorum**

Dave Ceppos began the meeting with an introduction to using Zoom and he described how the meeting would proceed. He said that in a conversation with Denise Carter, Chair of the Colusa Groundwater Authority and John Amaro, Chair of the Glenn Groundwater Authority it was determined that Ms. Carter would act as Chair for this meeting. Mr. Ceppos then turned the meeting over to Ms. Carter. Ms. Carter called the meeting to order and asked Mary Fahey to do the roll call for the Colusa Groundwater Authority (CGA) Board members. Ms. Fahey proceeded with roll call for the CGA members, and determined that a quorum was present. Ms. Carter asked Sharla Stockton to do roll call for the Glenn Groundwater Authority (GGA) and a quorum was confirmed.

### **2. Period Of Public Comment**

Ms. Carter opened the floor to public comment on items not on the agenda. There was no public comment.

### **3. Presentation: Colusa Subbasin Groundwater Sustainability Plan Development Update**

Mr. Ceppos facilitated the presentation and introduced Byron Clark from Davids Engineering, Inc. Mr. Clark explained that he and his team would be presenting information about Groundwater Sustainability Plan (GSP) development in the Colusa Subbasin, the schedule for developing the GSP, and areas where the Consultant team needs input from the Boards.

#### **a. Draft GSP Development Timeline Overview (Byron Clark)**

Mr. Clark reminded the group that the deadline for GSP completion is January 31, 2022. The current schedule calls for developing a full draft GSP by mid-year 2021 to allow time for refinements and adoption of the Plan. Mr. Clark provided an overview of past work that has been completed in the basin that can be incorporated into the GSP, including work done under the Counties with Stressed Basins grants in Colusa and Glenn Counties. He described current work on the Basin Setting portion of the GSP and provided an overview of upcoming work. The GSP will be developed in four phases –

**Phase 1:** knowledge building - draft Basin Setting; Draft Sustainability Goal, evaluation of existing monitoring network, starting to develop list of projects and management actions

**Phase 2:** Initial GSP development – refine basin setting, draft Sustainable Management Criteria (SMC), draft GSP monitoring network, initial evaluation of Projects and Management actions

**Phase 3:** GSP refinements – Data Management System (DMS) options, initial draft chapters, updated SMC, Projects and Management actions cost-benefit analysis, draft management areas if applicable, draft funding options evaluation

**Phase 4:** Final GSP Preparation and adoption - updated management areas if applicable, funding recommendations, complete draft GSP, GSP adoption

Mr. Clark presented a draft schedule for completion of each draft section of the GSP. He then paused for questions. There were no questions.

#### **b. Groundwater Conditions Update (Ken Loy)**

Mr. Clark introduced Ken Loy from West Yost Associates. Mr. Loy described the groundwater conditions that must be addressed in the GSP:

- Groundwater elevations and groundwater in storage - Mr. Loy presented an overview of the current groundwater level monitoring network and presented groundwater level data over different time periods.
- Groundwater quality - Mr. Loy said that quality in the basin is generally good. He described existing monitoring programs that can be utilized by the GSAs to monitor groundwater quality.
- Interconnected surface water - Mr. Loy presented maps showing areas where interconnected groundwater and surface water may need to be addressed.
- Land Subsidence - Mr. Loy presented a map with the latest subsidence information showing that there are some isolated areas in the basin that will require discussion.

Mr. Loy mentioned that groundwater elevation information can be presented in two ways – hydrographs and contour maps. Hydrographs are simple to update as opposed to contour maps which are very time consuming to update. He said the consultant team recommends spring 2020 as the latest date to produce contour maps in order to meet the GSP deadlines. He asked if there was any feedback on this from the Board members. Discussion was held. No decision was made. During discussion, it was determined that there will be more focused discussions regarding water quality with Board members and stakeholders as Sustainable Management Criteria are being developed.

Valerie Kincaid, GGA Counsel, stated that if Seawater Intrusion is recommended to not be addressed in the GSP, this should be presented to the Boards with technical information as backup so the Boards can respond to the recommendation. Mr. Clark said this could be developed during the Sustainable Management Criteria development. They would then develop appropriate language in the applicable draft chapter of the GSP.

### **c. Draft Historical Water Budget and Discussion of Future Water Budget Assumptions (Byron Clark)**

Mr. Clark presented a basic water budget overview. He stated that the Consultant team is utilizing DWR's C2VSimFG Beta2 model. It is a model that simulates the entire Central Valley on a monthly time step. The Consultants have been refining the model to reflect local conditions. They are using a time period of 1990-2015. The tool extends up to 2015 which they think is adequate for GSP development in the Colusa Subbasin. The tool goes back several decades and they focused on the 1990-2015 time period because it includes drought years and wet periods and covers a variety of conditions over time.

Mr. Clark described the 38 subareas they have developed in the Colusa Subbasin and explained that this structure will help with their ability to report out water budgets to support intrabasin discussions. Mr. Clark went on to provide information about the primary water budget drivers which include: land use, precipitation, evapotranspiration, surface water supplies, groundwater pumping, percolation, surface water/groundwater interaction and interbasin flows. He then went through a series of charts which showed preliminary results from the work completed so far.

Mr. Clark paused to take questions.

Darrin Williams asked why they are not including the last five years in the water budget. Mr. Clark explained that the C2VSim model only goes up to 2015 at this time. It is a significant undertaking to update the model for additional years. Although it does not extend to the recent drought and recovery period, the historical period covers varying conditions. The GSP can still be compliant with the regulations if the historical period doesn't go past 2015.

Ms. Carter said she had the same concerns as Mr. Williams, but looking at the historical data it appears that we are well covered. Mr. Clark agreed. He said by going back to the early 1990s it gives a good historical perspective that covers varying conditions. Ms. Carter asked if we are being consistent with what other GSAs are doing. Mr. Clark said that it is a mixed bag – GSAs are doing things differently.

Mr. Williams asked how we have confidence in this model that the input data and assumptions are accurate. Mr. Clark explained that the workflow begins with the best available science and data for the inputs. They then vet the model by comparing the outputs with actual data, looking at Agricultural Water Management Plans and other local data in order to get the water budgets right. The next phase is to calibrate the aquifer system so the simulated water levels match the monitoring network data. Mr. Williams said he is still perplexed with how the models work. There are a lot of assumptions being made. He is not sure we have good enough data going in at this time. Mr. Ceppos said that this could be a topic for a future discussion or workshop to take a deeper dive into the model. Mr. Clark agreed that a more focused discussion at a future meeting on the model would be helpful. Leslie Nerli agreed that she needs more clarification on how the data is derived from the model.

Mr. Clark asked how the Boards would like to proceed – at another joint Board meeting, at a TAC meeting, or develop a special committee/work group. Discussion was held and it was agreed to move forward with a joint TAC meeting which is publically noticed.

**ACTION ITEM:** Schedule a joint TAC meeting to include an agenda item to go into detail about model development.

Mr. Ceppos called a ten minute break at 3:13 p.m. The meeting resumed at 3:23 p.m.

Mr. Clark began the discussion about Projected Water Budget assumptions. The following approaches are recommended by the Consultant team, but they would like feedback from the Boards:

- The proposed approach is to continue to use the model to determine the historic hydrology. They will utilize data from 50 years of hydrology from 1966-2015. They would integrate climate change scenarios into the projected water budgets.
- Land Use: The Consultant team is proposing to utilize DWR Land Use surveys for the years 2014 (curtailment year) and 2016 (non-curtailment year). The requirement in the regulations is to use the most recent land use data. Question for the Boards is whether to consider future crop shifting and potential future crop expansion.
- Urban Water Demands: There is not a lot of Urban demand in the basin. The Consultants can utilize Urban Water Management Plans and County General Plans to derive data.
- Climate Change: There are four scenarios available from DWR. The Consultants are recommending utilizing 2030 and 2070 central tendency scenarios, but they would like feedback from the Boards.
- Surface Water Supplies: Surface water supplies in the basin are largely tied to Lake Shasta inflows. The Consultants recommend using recent historical supplies for curtailment (Shasta Critical) and non-curtailment (“Normal”) years for surface water suppliers to develop the projected water budgets.

Mr. Clark paused for questions or comments. There were none.

#### **d. Model Calibration Status (Reza Namvar)**

Mr. Clark introduced Reza Namvar to describe the process of calibrating the model. Mr. Namvar explained some history and details about development and function of the C2VSim model. The model will be used for historical and

future water budgets and can also be used for development and analysis of potential Sustainable Management Criteria and Projects and Management Actions. He described the efforts to calibrate the model utilizing monitoring well data and provided information on the current status and work that still needs to be done.

Mr. Namvar paused for questions or comments. Christina Buck (Butte County Water and Resource Conservation) asked if the calibration would occur over the next year and if it would feed into updating the water budget? Mr. Clark said yes, the water budgets are currently in draft form, and as the groundwater parameters are calibrated, the water budgets will be updated.

#### **e. Preliminary Mapping of Groundwater Dependent Ecosystems (GDE) and Next Steps (Ken Loy)**

Mr. Loy presented information about, and a definition of, Groundwater Dependent Ecosystems (GDE). He referred to the *Natural Communities Commonly Associated with Groundwater* data set developed by DWR, the California Department of Fish and Wildlife, and the Nature Conservancy as a resource for information.

Mr. Loy presented the proposed approach to delineate GDEs in the Colusa Subbasin. He mentioned that there is a task to address this included in the Proposition 68 grant work plan. They propose to start with the *Natural Communities* data set mentioned above and compile additional supporting local data, including actual depth to groundwater, availability of surface water, adjacent land uses, soil surveys, etc. They will also engage with stakeholders to solicit local knowledge to further refine the data.

Mr. Loy paused for questions or comments. Mr. Clark mentioned that there are examples of approaches to address GDEs from other GSPs that they can review and build upon. Chuck Schonauer mentioned that Stony Creek contains solid Arundo that is an invasive species that can have a negative impact on the groundwater system. Arundo is considered a GDE in the *Natural Communities* data set. Mr. Ceppos called on Briana Seapy, CA Department of Fish and Wildlife, for input regarding how Arundo should be addressed in the GSP. Ms. Seapy said that SGMA asks for identification of GDEs and how to address them. It is a local decision how they will be addressed in the GSP. Bruce Roundy mentioned that the Glenn County RCD has studied the Arundo issue and there is good information there. Ms. Kincaid said that localized data is very important. The current mapping is very broad. Step one is identifying them. Protecting them or not is a policy decision. Ms. Buck stated that a lot of the GDEs are along the Sacramento River so the Butte Subbasin and Colusa Subbasin will be working together closely in these areas.

#### **f. In-Depth Review GSP Development Timeline (Byron Clark)**

Mr. Clark presented a draft timeline with potential topics to be covered over the next several months. Mr. Ceppos and Mr. Clark said that there will be more meetings and longer meetings needed to develop the GSP and make the necessary decisions. Ms. Nerli agreed that meetings need to be ramped up in order to get this work done.

#### **4. Member Reports and Comments**

None

#### **5. Adjourn**

The meeting was adjourned by Ms. Carter at approximately 4:35 PM.

#### **6. Next Meeting**

The next meeting was not scheduled.



# Glenn Groundwater Authority

## Groundwater Sustainability Agency

PO Box 351, Willows, CA 95988 | 530.934.6501

### MEETING MINUTES

#### GLENN GROUNDWATER AUTHORITY BOARD OF DIRECTORS

MAY 11, 2020

1:30 PM

Pursuant to Governor Newsom's Executive Orders N-29-20 this meeting was conducted by teleconference. The meeting was accessible via telephone, computer, smartphone or tablet.

Director Members Present:	Alternate/2 <sup>nd</sup> Alternate Directors	Agency Representing:
X John Viegas	Vince Minto	County of Glenn
X Bruce Roundy	Pete Carr	City of Orland
	Ed Vonasek (2 <sup>nd</sup> )	City of Orland
X Gary Hansen	X Evan Markey	City of Willows
George Nerli	X Leslie Nerli	Glide Water District
X John Amaro	X Thad Bettner	Glenn-Colusa Irrigation District
X Charles Schonauer	X Emil Cavagnolo	Orland-Artois Water District
	Andrea Jones (2 <sup>nd</sup> )	Orland-Artois Water District
X Randy Hansen	Wade Danley	Kanawha Water District
	Michael Alves (2 <sup>nd</sup> )	Kanawha Water District
X Mark Lohse	Seth Fiack	Monroeville Water District
X Gary Enos	Lance Boyd	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District

#### Others in attendance:

Lisa Hunter, GGA/Glenn County; Sharla Stockton, Glenn County; Valerie Kincaid, GGA Counsel; Pat Vellines, DWR; Brandon Davison, DWR; Mary Fahey, CGA/Colusa County

#### 1. CALL TO ORDER

John Amaro called the meeting to order at 1:30 PM and briefly reviewed remote meeting protocol.

#### 2. ROLL CALL

Roll was taken and is indicated above.

#### 3. APPROVAL OF MINUTES

- Approval of special meeting minutes from April 9, 2020.
- Approval of Colusa Groundwater Authority/Glenn Groundwater Authority joint meeting minutes from April 13, 2020.

The April 9, 2020 special meeting minutes were approved as submitted. The April 13, 2020 Colusa Groundwater Authority/Glenn Groundwater Authority joint meeting minutes were not available.

Motion: John Viegas, Second: Bruce Roundy, Vote: Unanimous

#### Roll Call Vote

John Viegas: AYE

Bruce Roundy: AYE

Gary Hansen: AYE  
John Amaro: AYE  
Chuck Schonauer: AYE  
Randy Hansen: AYE  
Mark Lohse: AYE  
Gary Enos: AYE  
Leslie Nerli: AYE

4. PERIOD OF PUBLIC COMMENT

None

5. STAFF UPDATES

Lisa Hunter reviewed a Program Manager Report. Items highlighted include the 2019/2020 Form 700s that are due June 1, 2020, Government Compensation in California Report was submitted, the Contribution Indication was reviewed for Golden State Risk Management Authority, and the Colusa Groundwater Authority/Glenn Groundwater Authority Memorandum of Understanding has been finalized and is being prepared for signature.

6. FINANCIAL REPORT

- a. Review and accept Monthly Activities Report.
- b. Review and consider approval of claims.

A motion was made to accept the monthly activities report as submitted.

Motion: Gary Hansen, Second: Bruce Roundy, Vote: Unanimous

Roll Call Vote

John Viegas: AYE  
Bruce Roundy: AYE  
Gary Hansen: AYE  
John Amaro: AYE  
Chuck Schonauer: AYE  
Randy Hansen: AYE  
Mark Lohse: AYE  
Gary Enos: AYE  
Leslie Nerli: AYE

A motion was made to approve the claims.

Motion: Chuck Schonauer, Second: Bruce Roundy, Vote: Unanimous

Roll Call Vote

John Viegas: AYE  
Bruce Roundy: AYE  
Gary Hansen: AYE  
John Amaro: AYE



Chuck Schonauer: AYE  
Randy Hansen: AYE  
Mark Lohse: AYE  
Gary Enos: AYE  
Leslie Nerli: AYE

7. BUDGET AD HOC COMMITTEE REPORT

- a. Receive report and recommendations from Budget Ad Hoc Committee.
- b. Provide input on draft 2020/2021 GGA Budget.

The Budget Ad Hoc Committee Report was included in the meeting packet. John Viegas referenced the report and stated he agrees with the budget at the current rate for the 2020/2021 GGA budget. Gary Hansen added with the current unknowns and given the economic situation he believes it is wise to keep the fees at their current rate as well. Mr. Viegas stated there are many unknowns with county and city revenues and general funds that will be decreased due to the COVID-19 pandemic. Leslie Nerli highlighted the reserves in the budget from the 2019 budget year and suggested reducing the fee for the upcoming year. Additional conversation revolved around state, county, and city budgets, uncertainties in possible litigation, appropriate reserve amounts, and the topic of potentially reducing the fee at a later date should be an ongoing discussion. John Amaro commented he is in favor of staying the course for one more year at the current rate. No public comments were made.

8. CONSIDER PROPOSAL FROM PROVOST & PRITCHARD CONSULTING GROUP TITLED ADDENDUM #1 TO CONSULTANT SERVICES AGREEMENT (CSA) NO. 18-344- CONSULTING SERVICES FOR TAX YEAR 2020-2021 DIRECT CHARGE PREPARATION, GLENN GROUNDWATER AUTHORITY, GLENN COUNTY, CALIFORNIA AND AUTHORIZE THE CHAIRMAN TO EXECUTE AN AGREEMENT PENDING LEGAL REVIEW

Lisa Hunter commented this item is up for consideration in order to keep a consistent process for developing the direct charge files relating to the long-term funding process. Staff believes it would be most cost efficient to utilize services with Provost & Pritchard because they already have the previous files and workflow to complete the necessary tasks. There was discussion in support of the proposal. There was a motion to authorize the chairperson to execute an agreement with Provost & Pritchard Consulting Group pending legal review in an amount not to exceed \$3,500.

Motion: John Viegas, Second: Gary Hansen, Vote: Unanimous

Roll Call Vote

John Viegas: AYE  
Bruce Roundy: AYE  
Gary Hansen: AYE  
John Amaro: AYE  
Chuck Schonauer: AYE  
Randy Hansen: AYE  
Mark Lohse: AYE  
Gary Enos: AYE  
Leslie Nerli: AYE

## 9. COLUSA SUBBASIN GROUNDWATER SUSTAINABILITY PLAN

- a. Receive update on Plan development and upcoming Board and Public Workshops
- b. Receive update on Proposition 1 GSP Development Grant
- c. Receive update on Proposition 68 GSP Development Grant

Lisa Hunter indicated many of the updates are provided in the Program Manager report. Ms. Hunter highlighted updates on conversations with DWR regarding back-up documentation for invoicing and some charges that were determined to be non-reimbursable for the Proposition 1 grant. Staff has been working with Davids Engineering and their subcontractor West Yost Associates who agreed to remove the charges. The Colusa Subbasin received the full requested amount of Proposition 68 grant funding for GSP development totaling at \$999,600 with 100% cost share waiver. Travel costs are not covered under this agreement. The Proposition 1 grant agreement was amended to include Proposition 68 grant award under one single agreement between CGA and DWR. Coordination to determine how to move forward with the new tasks and additional funding for the previous tasks is taking place. A recommendation will be brought to the Board in the near future.

The Hydrogeologic Conceptual Model (HCM) and Water Budget project preliminary results were presented at the April 13, 2020 Joint CGA/GGA Board meeting. The contract was expected to be complete in April; however, the contract may need to be amended with a revised schedule and completion date. Ms. Hunter will coordinate with Legal Counsel and Davids Engineering to determine the next steps. A draft schedule for GSP development is attached in the meeting materials. Ms. Hunter described topics to be covered at future meetings and noted there will be more frequent engagement with the Joint CGA/GGA TAC. Ms. Hunter reviewed topics from the previous joint TAC meeting. A recommendation will be forthcoming regarding the Joint CGA/GGA TAC's level of authority to direct consultant work. Lastly, there is a public workshop scheduled for June.

## 10. COMMITTEE UPDATES

### a. Executive Committee

#### i. CGA/GGA Joint Executive Committee

The GGA Executive Committee's next scheduled meeting is May 27, 2020. The committee had nothing to report.

### b. Stakeholder Engagement Committee

The Stakeholder Engagement Committee has not met.

### c. Technical Advisory Committee

The TAC met jointly with the CGA TAC on April 9, 2020. Lisa Hunter provided an update during Item 9. The TAC members had nothing further to add.

### d. Budget Ad Hoc Committee

The Budget Ad Hoc Committee provided a report that was discussed in Item 7.

## 11. REVIEW COMMITTEE PURPOSES AND PROVIDE GUIDANCE TO COMMITTEES OR DISSOLVE COMMITTEES AS NEEDED

Board members were provided a committee list and it was determined to leave all committees in place with no adjustments at this time. There was a motion to keep the committees as-is.

Motion: Gary Enos, Second: Chuck Schonauer, Vote: Unanimous

Roll Call Vote

John Viegas: AYE

Bruce Roundy: AYE

Gary Hansen: AYE

John Amaro: AYE

Chuck Schonauer: AYE

Randy Hansen: AYE

Mark Lohse: AYE

Gary Enos: AYE

Leslie Nerli: AYE

12. CLOSED SESSION

Gov't Code §54956.9 - Conference with Legal Counsel – Anticipated or significant exposure to litigation (1)

John Amaro recessed the Board to Closed Session. The Board conferred with Legal Counsel. John Amaro reconvened the Board to Open Session. No reportable action was taken.

13. MEMBER REPORTS AND COMMENTS

Bruce Roundy commented that in relation to the budget item and discussion on the agenda, the City of Orland has had budgetary discussions as well and does not anticipate a large negative outlook. John Amaro mentioned the City of Willows has some budget concerns.

Leslie Nerli stated she attended the Joint CGA/GGA TAC meeting via zoom and good information was presented. She enjoyed the presentation and encouraged other board members to participate in the future.

14. NEXT MEETING

The next GGA Board meeting is scheduled for June 15, 2020 at 1:30 PM.

15. ADJOURN

The meeting was adjourned at approximately 2:31 PM.

#### **4. PERIOD OF PUBLIC COMMENT**

Members of the public are encouraged to address the GGA Board of Directors on items relevant to the GGA. Public comments are limited to no more than 5 minutes. No action may be taken on public comments.

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#### **5. STAFF UPDATES**

The program manager will provide a brief status updates. Reminders and/or clarifications may also be made at this time.

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#### **6. FINANCIAL REPORT**

- a. \*Review and accept Monthly Activities Report.
- b. \*Review and consider approval of claims.

The Monthly Activities Report and Claims Summary are attached.

##### **Attachments**

- Monthly Activities Report
- Claims Summary
- Budget to Actuals Through May 2020

# Monthly Activities Report

Glenn Groundwater Authority  
Monthly Activities Report  
April 2020

	Description	Amount
Beginning Balance		\$ 680,103.18
Revenue		
	INTEREST	\$ 350.93
Total Revenue		\$ 350.93
Expenses		
	Davids Engineering Inv Inv1178.01-3855	\$ 12,357.50
	O'Laughlin & Paris LLP Inv # 9401	\$ 6,125.00
	Davids Engineering, Inc Inv 1178.02-3858	\$ 81.27
	A-87 COST	\$ 199.92
Total Expenses		\$ 18,763.69
Ending Balance		\$ 661,690.42

Total deferred inflow activities accounted for in June and August 2019  
Reversal JE200758 to post in correct FY18-19 \$ (23,773.75)

# Monthly Activities Report

Glenn Groundwater Authority  
Monthly Activities Report  
May 2020

	Description	Amount
Beginning Balance		\$ 661,690.42
Revenue		
	CY Secured Appn	\$ 120,815.98
	DP Special Assessment	\$ 5,762.02
Total Revenue		\$ 126,578.00
Expenses		
	O'Laughlin & Paris LLP Inv # 9375	\$ 5,040.00
	WATER RESOURCE HRS REIMBURS INV 20-WR-04	\$ 22,824.78
	O'Laughlin & Paris LLP Inv # 9429	\$ 5,355.00
	Davids Engineering Inv Inv1178.01-3900	\$ 5,940.21
	A-87 COST	\$ 199.92
Total Expenses		\$ 39,359.91
Ending Balance		\$ 748,908.51

# Claims Summary

Glenn Groundwater Authority

Invoices to be paid

Meeting Date: June 15, 2020

Invoice Date	Invoice Number	Description	Amount
7/1/2020	GS2007100579	Golden State Risk Management Authority	\$ 1,761.75
4/30/2020	1178.01-3960	Davids Engineering, Inc. (HCM/Water Budget)	\$ 43,711.25
6/1/2020	1048	O'Laughlin & Paris LLP	\$ 1,050.00
Total			\$ 46,523.00



# Glenn Groundwater Authority Budget

## FY 2019/2020 FINAL APPROVED 7/8/19

	Current Approved	Actual through May 2020	Remaining Budget	% Budget Remaining
<b>REVENUES</b>				
<b>Grant Revenue</b>				
Other	- \$	- \$	-	
<b>Total Grants</b>	- \$	- \$	-	
<b>Other Government Agencies</b>				
Colusa Groundwater Authority	- \$	86,577.27	\$ (86,577.27)	
Other	- \$	10,000.00	\$ (10,000.00)	
<b>Total Other Government Agencies</b>	- \$	96,577.27	\$ (96,577.27)	
<b>Assessments</b>				
Property Related Fee Per Acre (\$1.61/ac)	458,552	\$ 450,844.42	\$ 7,707.58	2% includes corrections payment
Well Head Fee	-	-	-	
Extraction Fee	-	-	-	
Other	-	-	-	
<b>Total Assessments</b>	458,552	\$ 450,844.42	\$ 7,707.58	2%
<b>Other</b>				
Interest	-	\$ 8,811.45	\$ (8,811.45)	
<b>Total Other</b>		\$ 8,811.45	\$ (8,811.45)	
<b>TOTAL REVENUES</b>	<b>458,552</b>	<b>\$ 556,233.14</b>		<b>0%</b>
<b>EXPENSES</b>				
Administration- Contracted County Services	120,000	\$ 70,587.91	\$ 49,412.09	41%
Program Administration Support	-	-	-	
Legal Services	80,000	\$ 44,235.00	\$ 35,765.00	45%
Certified Public Accountant (Yearly Audits)	9,750	\$ 9,750.00	-	0%
JPA Insurance	1,800	\$ 1,800.00	-	0%
County Bookkeeper	5,000	\$ 2,199.12	\$ 2,800.88	56%
GSP Development/Implementation	72,002	\$ 133,277.40	\$ (61,275.40)	-85%
Long Term Funding Options	15,000	\$ 7,319.75	\$ 7,680.25	51%
Professional Services	35,000	\$ 18,149.00	\$ 16,851.00	48%
Board Expenses	2,000	-	\$ 2,000.00	100%
Special Department Expenses	25,000	\$ 88.82	\$ 24,911.18	100%
Legal Notices	1,000	-	\$ 1,000.00	100%
County Tax Roll Fee	50,000	\$ 3,183.43	\$ 46,816.57	94%
Contingency/Reserve	42,000	-	\$ 42,000.00	100%
<b>TOTAL EXPENSES</b>	<b>458,552</b>	<b>\$ 290,590.43</b>	<b>\$ 167,961.57</b>	<b>37%</b>

3/4/20 Note: A-87 Cost allocated to County  
 Bookkeeper line item  
 Deferred Inflow accounted for in June 2019 collected  
 in FY 19/20

\$ 26,595.25

## 7. PURCHASING REQUIREMENTS POLICY

- a. Proposition 68 terms for purchasing policy.
- b. \*Consider Resolution 2020-001 adopting the purchasing requirements of Glenn County.

The Proposition 68 grant agreement includes a section with requirements relating to competitive bidding and procurements. The excerpt is provided below.

D.10) COMPETITIVE BIDDING AND PROCUREMENTS: The Grantee's contracts with other entities for the acquisition of goods and services and construction of public works with funds provided by the State under this Grant Agreement must be in writing and shall comply with all applicable laws and regulations regarding the securing of competitive bids and undertaking competitive negotiations. If the Grantee does not have a written policy to award contracts through a competitive bidding or sole source process, the Department of General Services' *State Contracting Manual* rules must be followed and are available at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-ServicesResources-List-Folder/State-Contracting>.

The Board may wish to adopt its own purchasing policy to award contracts through a competitive bidding or sole source process rather than using the State Contracting Manual. Staff has reached out to member agencies to determine if members have written purchasing policies. Glenn County's Purchasing Process and Procedures are contained in the Glenn County Administrative Manual Title 4 Purchasing Policies, Chapter 2 which can be found online at <https://www.countyofglenn.net/govt/administrative-manual/title-4>. Glenn County's procedures are well established, comprehensive, and meet the requirements of the Proposition 68 grant agreement.

Counsel drafted Attachment A to Resolution No. 2020-01 outlining the suggested purchasing policies regarding the selection, engagement, and requirements of professional consultants. The policy is adapted from Glenn County's procedures to fit the GGA structure. Changes to policy were made by inserting the GGA Board in place of any decision maker and to replace the county director with program manager. The section on purchasing bottled water was also deleted.

### Recommendation

A slight modification to the wording of the resolution took place after posting of the agenda.

Staff recommends the Board adopt Resolution No. 2020-001 adopting the adapted purchasing requirements based on the Glenn County policy.

### Attachments

- Draft Resolution No. 2020-01 Resolution of the Glenn Groundwater Authority Adopting Glenn County's Purchasing Process and Procedures
- Attachment A to Resolution No. 2020-01 Resolution of the Glenn Groundwater Authority Adopting Glenn County's Purchasing Process and Procedures (adapted from Glenn County's Purchasing Processes and Procedures)

## **RESOLUTION NO. 2020-01**

### **RESOLUTION OF THE GLENN GROUNDWATER AUTHORITY ADOPTING GLENN COUNTY'S PURCHASING PROCESS AND PROCEDURES**

WHEREAS, the Glenn Groundwater Authority (GGA) was formed as a joint powers authority pursuant to Government Code section 6500, et. seq., to sustainably manage groundwater in a portion of the Colusa Subbasin; and

WHEREAS, the Colusa Subbasin has been awarded a Round 3 Sustainable Groundwater Management Act planning grant, funded through Proposition 68;

WHEREAS, the GGA performs some of the contracting and purchasing related to and funded by Proposition 68;

WHEREAS, the Department of Water Resources (DWR) has included new language into the Proposition 68 grant agreement, which requires the purchasing entity to have its own purchasing process or comply with the purchasing processes established by the State of California; and

WHEREAS, during the course of conducting business, whether it be the grant related work or other programs and projects, the GGA will have the need to purchase materials, supplies and services, implement public works, or retain professional services; and

WHEREAS, it is incumbent upon the GGA to utilize appropriate procedures and processes to ensure that procurements comply with applicable state and federal regulatory requirements; and

WHEREAS, the GGA does not currently have staff of its own, but rather, currently relies upon its member agencies and the member agency staff representatives; and

WHEREAS, the Glenn County is a member of the GGA, has provided staff to assist the GGA in administering agreements for work performed to date; and

WHEREAS, the Glenn County has a well-established purchasing process to comply with regulatory requirements associated with procurement processes that is updated from time to time to ensure compliance with the appropriate regulatory and statutory requirements; and

WHEREAS, the Glenn County purchasing process, with adaptations to reflect the structure of the GGA and its Program Manager, is attached hereto as Attachment A.

NOW, THEREFORE, BE IT RESOLVED that the GGA adopts the purchasing process policies and procedures of Glenn County as adapted in Attachment A.

Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, that the foregoing resolution be adopted.

Upon roll call, the following vote was had:

Ayes:

Noes:

Absent:

The Chairperson declared the resolution \_\_\_\_\_.

I, \_\_\_\_\_, Chairperson of the Board of Directors of the GLENN GROUNDWATER AUTHORITY, do hereby CERTIFY that the foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said Board of Directors held the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
JOHN AMARO, CHAIR  
Board of Directors  
Glenn Groundwater Authority

\_\_\_\_\_  
ATTEST: LISA HUNTER, Secretary  
Glenn Groundwater Authority

## **Attachment A to Glenn Groundwater Authority Resolution No. 2020-001**

### **Purchasing Policies Regarding the Selection, Engagement and Requirements of Professional Consultants**

#### **I. POLICY:**

It is the policy of the Glenn Groundwater Authority ("GGA") that selection of professional services of architectural, engineering, construction project management, land surveying, environmental firms and other consultant services shall be on the basis of demonstrated competence and professional qualifications, rather than competitive bidding. It is the policy of the GGA to encourage the participation of local professional firms in the competition and selection process for GGA projects. This policy is in compliance with the governing State statute (Gov. Code Section 4526).

#### **II. QUALIFICATION PROCEDURES**

All known consultants who may provide professional services on a particular project having the experience and capabilities for providing the necessary professional service for that project will be contacted when the project is being developed. Each firm will be sent a description of the project or services, a brief review of the work to be performed, and an inquiry regarding their interest in being considered.

From those firms indicating an interest, brochures and other information which describe their qualifications for the project will be requested. This information furnished by the consultants should provide, at the minimum, the following essential information:

- The firm's principals indicating experience, background, academic training and where registered.
- Size of the organization and availability of sufficient personnel to complete the project within the time required.
- Qualifications of key personnel to be used on the project.
- Office location and space availability where work is to be performed.
- Name of any associate consultants proposed, how they will be utilized on the project, and the registration of the associate consultant's principals, if appropriate.
- List of previous clients and similar projects.
- List of references including banks.
- Length of time in business.

Three to five firms will be selected for personal interviews. Interviews will be conducted on an individual basis. Each firm selected to be interviewed will be sent a copy of the Ad Hoc Committee form and explanation.

**III. METHOD OF SELECTING PROFESSIONAL CONSULTANTS MAJOR PROJECTS — FEES OVER \$20,000**

The Ad Hoc Committee process shall be used for major projects, where fees are estimated to exceed \$20,000.

1. The program manager will maintain a current list of qualified professional consultant firms and will request the consultants to submit their qualifications.
2. The GGA Board will appoint a Ad Hoc Committee which may include qualified professionals, including individuals familiar with the type of project or services proposed and the nature of the services required. The Ad Hoc Committee will review the qualifications submitted, establish a list of finalists, and interview the finalist firms.
3. The GGA Board will negotiate an agreement with the top ranked firm regarding the extent of services, the amount and method of compensation, and other conditions. If agreement cannot be reached, the GGA Board will terminate discussion with the number-one selection and open negotiations with the second ranked firm, and repeat the process until an agreement is reached. Upon successful negotiation, the Board will execute the agreement.

**IV. METHOD OF SELECTION FOR CONSULTANTS ON MINOR PROJECTS — FEES LESS THAN \$20,000 BUT GREATER THAN \$6,500**

1. The program manager will maintain a current list of qualified professional consultant firms and will request the consultants to submit their qualifications.
2. The GGA Board will appoint an Ad Hoc Committee which may include qualified professionals, including individuals familiar with the type of project or services proposed and the nature of the services required. The Ad Hoc Committee will review the qualifications submitted, establish a list of finalists, and interview the finalist firms.
3. The GGA Board will negotiate an agreement with the top ranked firm or individual regarding the extent of services, the amount and method of compensation, and other conditions. If agreement cannot be reached, the GGA Board will terminate discussion with the number-one selection and open negotiations with the second ranked firm, and repeat the process until an agreement is reached. Upon successful negotiation, the GGA Board will execute a professional services contract with the successful firm.

**V. METHOD OF SELECTION FOR CONSULTANTS ON MINOR PROJECTS — FEES LESS THAN 6,500**

The program manager may select a qualified firm and negotiate and enter into a professional services contract with that firm. Consideration of consultants will be made on a rotational basis where possible in the case of ongoing or serial projects.

**VI. ADDITIONAL CONSIDERATIONS**

- All firms considered should be prepared to submit references from persons of known character and status in the community.
- Where the profession is regulated by the State of California, the principal member of the firm must be registered in the State of California in the field in which the firm is to be employed.

The project manager will be in direct charge of the work performance must have substantial recent experience in, and responsible charge for, the type of work involved in the project and, where appropriate, must be licensed by the State of California to perform the type of professional work involved in the project. All additional consultants retained by the selected consulting firm as subcontractors must be licensed by the State of California to practice within the field for which they are to be employed.

**V. FEE NEGOTIATIONS**

Following interviews and evaluation, the firm deemed to be most qualified shall be selected and fee and contract negotiations entered into. A final determination of the services to be furnished, the type of fee arrangement and actual amount of the fee shall be established.

**A. Types of fee payment:**

2. Lump sum or fixed fee.
3. Cost of services plus a fixed fee.
4. Per diem or hourly basis.
5. Direct payroll costs times a multiplier to cover overhead and profit.
6. Retainer fees, annual or otherwise.

**B. Fee determination:**

The actual fee to be paid will be governed by the complexity of the project or services and the completeness of services required. In the event that a service and fee arrangement cannot be reached with the first consultant selected, negotiations are to be terminated and the next consultant in order of preference called to negotiate.



## VI. Miscellaneous Purchasing Provisions

### 04.02.01 Sole Source Purchase

All requests for sole source purchases shall be submitted to the GGA Board in writing. Such requests shall contain proposed findings of fact sufficient to justify the sole source purchase. All such requests shall be reviewed by the Program Manager prior to submission to the Board.

### 04.02.02 Duplicate Bids

The GGA Board may require bids and proposals to be submitted in duplicate.

### 04.02.03 Deadline for Submission of Bids

A. For purchases of supplies or equipment estimated to cost more than \$20,000, the notice to bidders shall provide for not less than a four-week response time, unless the Board otherwise directs. For purchases of equipment or supplies estimated to cost more than \$1,000,000, the notice to bidders shall provide for not less than a six-week response time. All such requests shall be reviewed by the Program Manager prior to submission to the Board.

B. For public works projects estimated to cost more than \$75,000, the notice to bidders shall provide for not less than a four-week response time. For public works projects estimated to cost more than \$1,000,000, the notice to bidders shall provide for not less than a six-week response time. All such requests shall be reviewed by the Program Manager prior to submission to the Board.

### 04.02.04 Bid Bonds

A. In the case of public projects in excess of \$10,000, all bidders shall submit a bid bond equal to ten per cent (10%) of the bid.

B. Immediately after bids are opened or as soon thereafter as practical, the Authority shall deposit any checks received pursuant to subdivision (A) into a special account established for such purpose by the Treasurer.

C. Claims for refund of checks deposited in the special account pursuant to paragraph (B) above shall be processed by the department.

### 04.02.05 General Provisions

When funds are received from a State or Federal agency and are subject to conditions of the distribution agency, any policies herein that are in conflict with the conditions for receipt of funds may be waived by the department head by noticing the GGA Board in writing of the conflict.

#### 04.02.06 Delegation

The GGA Board may delegate purchasing authority to the Program Manager provided that the delegation is recorded through resolution. In no event shall a delegation exceed \$50,000.00 per vendor, per year.

#### 04.02.07 Favorable Price

The GGA Board shall procure the best price for the supplies and fixed assets purchased that can be reasonably obtained, taking into account quality and efficient operation of the Authority. Whenever price and quality are equal, the GGA shall purchase supplies and fixed assets from vendors located within the County. Should a centralized purchasing system be implemented by the Authority, purchases shall be made as provided in the centralized purchasing policy. Use of buying cooperatives, GSA catalogue pricing, and/or California Multiple Award Schedule pricing satisfies the requirement for solicitation of bids to ensure that the lowest prices are obtained for comparable goods and services.

#### 04.02.09 Contracts with Private Architects, Engineering, Land Surveying, and Construction Project Management Firms

The selection of Private Architects, Engineering, Land Surveying, and Construction Project Firms shall be in accordance with Chapter 10 Division 5 Title 1 of the California Government Code (§4525 to 4529.5).

#### 04.02.11 Credit Card Purchasing Policy

A. Authority employees and officers shall be granted rights to obtain a Authority credit card based on the discretion of the GGA Board. To obtain a credit card, the GGA must approve the credit terms and execute any approval of an application.

B. Authority credit cards are to be used for travel-related expenses only. The Travel Policy in Title 7 of the County's Administrative Manual describes travel authorizations and allowable expenses. Unauthorized purchases or personal purchases made will result in disciplinary action up to and including termination as well as deduction from the employee's paycheck for monies owed to the Authority.

C. The only exception to use of the credit cards for travel-related expenses will be granted to the Program Manager under Section 4.02.06 of this Manual. The GGA Board may delegate additional employees to use the credit card for purchasing by approval by the GGA Board. These authorized individuals will be allowed to use the credit cards according to the requirements and limitations as stated in the County's Purchasing Policy in Title 4 of the County's Administrative Manual, Chapter 4.04 of the Glenn County Code and I.M.P.A.C. VISA.

#### 04.02.12 Policy for Use of GGA Owned Real Property

A. All departments, divisions, or other dependent or independent public or private entities which occupy an improved property or a building owned by the Authority

which is used to provide any government service shall request approval for any electrical, plumbing, wiring, or repair or construction work of any kind to be done on the Authority owned property or to the exterior or interior of the building(s) by first submitting a work order to the GGA Board.

B. Before any departments, divisions, or other dependent or independent public or private entities which occupy an improved property or a building owned by the Authority which is used to provide any government services increases or decreases their square footage within a county owned property, or a county owned building, a request to do so shall be submitted to the GGA Board who will make a recommendation regarding the request to the Program Manager, who will approve or disapprove the request.

#### 04.02.13 Purchases of Materials and Supplies for First Aid and Injury Prevention

Purchases of Materials and Supplies suggested by the California Occupational Safety and Health Act may be made to ensure the continuing protection of GGA Board members or staff.

## **8. BUDGET AD HOC COMMITTEE REPORT**

- a. Receive report and recommendations from Budget Ad Hoc Committee.

The Budget Ad Hoc Committee was formed March 10, 2020 to review the current budget and develop a 2020/2021 draft budget. The Committee prepared a draft budget for review and input at the May 11, 2020 meeting. The Committee provided a report and four budget options to consider.

### **Attachments**

- Budget Ad Hoc Committee Report with attachments.
    - Draft Budget Options 1-4
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## Budget Ad Hoc Committee Report

### June 15, 2020

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As GSP development has continued and circumstances have changed, necessary adjustments to the budget over time have become more evident. For instance, the award of the Proposition 68 grant to cover a significant portion of GSP development and projects reduces the out-of-pocket costs for GSP development and the experience gained from completing the first year of utilizing services provided by Glenn County in order to include the property-related fee on the tax roll allows a better estimation of the cost of the services. These draft budget options account for these changes.

The draft budget options provide scenarios for assigning a fee per acre for fiscal year 2020/2021. The property-related fee scenarios provided at the May 11 meeting included a range of options from \$0.90 per acre to the fee study maximum of \$1.93 per acre. The committee did not reach a consensus on a recommended fee, but rather, have presented four options to consider. There was agreement that there should be a balance of managing costs while ensuring the ability to continue moving forward with agency management and the ability to complete the GSP and related studies and projects on time. There was acknowledgement that there are still many “unknowns” as these processes unfold.

The Budget Ad Hoc Committee developed a draft budget and requested the Board’s input on May 11, 2020. Since that time, the Budget Ad Hoc Committee has developed the following four options for consideration.

The fiscal year begins July 1, 2020 and the files with billing information (parcels and fee) must be submitted to Department of Finance by August 10 of each year.

#### **Recommendations/Requests:**

- Review and provide input on the draft budget options
- Set the property-related fee per acre for fiscal year 2020/2021
- Approve the fiscal year 2020/2021 Glenn Groundwater Authority Budget

#### **Attachments:**

Draft Budget Options 1-4

Glenn Groundwater Authority Budget  
Draft Budget Option 1 (\$1.61 per acre)

					FY 2020/2021	
	Current Approved FY 19/20	Actual through February 2020	Known claims/invoices	Projected Year End Totals	Baseline DRAFT	Changes from 5/11/20 draft baseline
<b>REVENUES</b>						
<b>Grant Revenue</b>						
Other	-	-	-	-	-	
Total Grants	-	-	-	-	-	
<b>Other Government Agencies</b>						
Colusa Groundwater Authority	-	-	130,514	152,488	912,000	
Other	-	-	10,000	10,000	-	
Total Other Government Agencies	-	-	140,514	162,488	912,000	
<b>Assessments</b>						
Property Related Fee Per Acre (\$1.61/ac)	458,552	324,037		449,381	459,157	459,157
Well Head Fee	-	-	-	-	-	
Extraction Fee	-	-	-	-	-	
Other	-	-	-	-	-	
Total Assessments	458,552	324,037	-	449,381	459,157	
<b>Other</b>						
Interest	-	3,340	3,340	5,726	3,000	
Total Other		3,340	3,340	5,726	3,000	
TOTAL REVENUES	458,552	324,037	140,514	617,595	1,374,157	-
<b>EXPENSES</b>						
Administration- Contracted County Services	120,000	47,763	22,825	95,588	120,000	
Program Administration Support	-	-	-	-	-	
Legal Services	80,000	25,370	13,510	62,880	120,000	
Certified Public Accountant (Yearly Audits)	9,750	4,875	9,750	9,750	10,000	
JPA Insurance	1,800	1,800	1,800	1,800	1,800	
County Bookkeeper	5,000	1,599	200	2,399	5,000	
GSP Development/Implementation	72,002	83,441	43,896	227,337	960,000	
Long Term Funding Options	15,000	7,320	-	7,320		
Professional Services	35,000	18,068	81	18,149	35,000	
Board Expenses	2,000	-	-	500	2,000	
Special Department Expenses	25,000	89	-	500	25,000	
Legal Notices	1,000	-	-	-	1,000	
County Tax Roll Fee	50,000	3,183	-	3,183	5,000	
Contingency/Reserve	42,000	-	-	-	89,357	47,357
TOTAL EXPENSES	458,552	193,509	92,062	429,406	1,374,157	47,357

3/4/20 Note: A-87 Cost allocated to County Bookkeeper line item  
Deferred Inflow accounted for in June 2019 collected in FY 19/20

26,595	-	26,595
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Property Fee Scenarios					
	Fee Study net assessable acreage				
		285,190.63			
fee per acre		1.61 (current)			
Property Fee Revenue		\$ 459,156.91			
Projected Cash July 2020		674,795			
Expected Revenues (without Property Fee)		915,000			
Expected Expenses		1,326,800			
Property Fee Revenue		\$ 459,156.91			
Expected Cash balance ending FY 20/21		722,152			
Approximate % Reserves Range (Expected Cash balance/Expected Expenses)		50-55%			
Note: To have the same amount of reserves remaining at the end of the year, \$411,800 would need to be collected through assessments					

Glenn Groundwater Authority Budget  
Draft Budget Option 2 (\$1.50 per acre)

					FY 2020/2021	
	Current Approved FY 19/20	Actual through February 2020	Known claims/invoices	Projected Year End Totals	Baseline DRAFT	Changes from 5/11/20 draft baseline
<b>REVENUES</b>						
<b>Grant Revenue</b>						
Other	-	-	-	-	-	
Total Grants	-	-	-	-	-	
<b>Other Government Agencies</b>						
Colusa Groundwater Authority	-	-	130,514	152,488	912,000	
Other	-	-	10,000	10,000	-	
Total Other Government Agencies	-	-	140,514	162,488	912,000	
<b>Assessments</b>						
Property Related Fee Per Acre (\$1.50/ac)	458,552	324,037		449,381	427,786	427,786
Well Head Fee	-	-	-	-	-	
Extraction Fee	-	-	-	-	-	
Other	-	-	-	-	-	
Total Assessments	458,552	324,037	-	449,381	427,786	
<b>Other</b>						
Interest	-	3,340	3,340	5,726	3,000	
Total Other		3,340	3,340	5,726	3,000	
TOTAL REVENUES	458,552	324,037	140,514	617,595	1,342,786	427,786
<b>EXPENSES</b>						
Administration- Contracted County Services	120,000	47,763	22,825	95,588	120,000	
Program Administration Support	-	-	-	-	-	
Legal Services	80,000	25,370	13,510	62,880	120,000	
Certified Public Accountant (Yearly Audits)	9,750	4,875	9,750	9,750	10,000	
JPA Insurance	1,800	1,800	1,800	1,800	1,800	
County Bookkeeper	5,000	1,599	200	2,399	5,000	
GSP Development/Implementation	72,002	83,441	43,896	227,337	960,000	
Long Term Funding Options	15,000	7,320	-	7,320		
Professional Services	35,000	18,068	81	18,149	35,000	
Board Expenses	2,000	-	-	500	2,000	
Special Department Expenses	25,000	89	-	500	25,000	
Legal Notices	1,000	-	-	-	1,000	
County Tax Roll Fee	50,000	3,183	-	3,183	5,000	
Contingency/Reserve	42,000	-	-	-	57,986	15,986
TOTAL EXPENSES	458,552	193,509	92,062	429,406	1,342,786	15,986

3/4/20 Note: A-87 Cost allocated to County Bookkeeper line item  
Deferred Inflow accounted for in June 2019 collected in FY 19/20

26,595	-	26,595
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Property Fee Scenarios					
	Fee Study net assessable acreage	285,190.63			
fee per acre		1.50			
Property Fee Revenue		\$ 427,785.95			
Projected Cash July 2020		674,795			
Expected Revenues (without Property Fee)		915,000			
Expected Expenses		1,326,800			
Property Fee Revenue		\$ 427,785.95			
Expected Cash balance ending FY 20/21		690,781			
Approximate % Reserves Range (Expected Cash balance/Expected Expenses)		50-55%			
Note: To have the same amount of reserves remaining at the end of the year, \$411,800 would need to be collected through assessments					



Glenn Groundwater Authority Budget  
Draft Budget Option 3 (\$1.40 per acre)

					FY 2020/2021	
	Current Approved FY 19/20	Actual through February 2020	Known claims/invoices	Projected Year End Totals	Baseline DRAFT	Changes from 5/11/20 draft baseline
<b>REVENUES</b>						
<b>Grant Revenue</b>						
Other	-	-	-	-	-	
Total Grants	-	-	-	-	-	
<b>Other Government Agencies</b>						
Colusa Groundwater Authority	-	-	130,514	152,488	912,000	
Other	-	-	10,000	10,000	-	
Total Other Government Agencies	-	-	140,514	162,488	912,000	
<b>Assessments</b>						
Property Related Fee Per Acre (\$1.40/ac)	458,552	324,037		449,381	399,267	399,267
Well Head Fee	-	-	-	-	-	
Extraction Fee	-	-	-	-	-	
Other	-	-	-	-	-	
Total Assessments	458,552	324,037	-	449,381	399,267	
<b>Other</b>						
Interest	-	3,340	3,340	5,726	3,000	
Total Other		3,340	3,340	5,726	3,000	
TOTAL REVENUES	458,552	324,037	140,514	617,595	1,314,267	399,267
<b>EXPENSES</b>						
Administration- Contracted County Services	120,000	47,763	22,825	95,588	120,000	
Program Administration Support	-	-	-	-	-	
Legal Services	80,000	25,370	13,510	62,880	120,000	
Certified Public Accountant (Yearly Audits)	9,750	4,875	9,750	9,750	10,000	
JPA Insurance	1,800	1,800	1,800	1,800	1,800	
County Bookkeeper	5,000	1,599	200	2,399	5,000	
GSP Development/Implementation	72,002	83,441	43,896	227,337	960,000	
Long Term Funding Options	15,000	7,320	-	7,320		
Professional Services	35,000	18,068	81	18,149	35,000	
Board Expenses	2,000	-	-	500	2,000	
Special Department Expenses	25,000	89	-	500	25,000	
Legal Notices	1,000	-	-	-	467	(533)
County Tax Roll Fee	50,000	3,183	-	3,183	5,000	
Contingency/Reserve	42,000	-	-	-	30,000	(12,000)
TOTAL EXPENSES	458,552	193,509	92,062	429,406	1,314,267	(12,533)

3/4/20 Note: A-87 Cost allocated to County Bookkeeper line item  
Deferred Inflow accounted for in June 2019 collected in FY 19/20

26,595	-	26,595
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Property Fee Scenarios					
	Fee Study net assessable acreage	285,190.63			
fee per acre		1.40			
Property Fee Revenue		\$ 399,266.88			
Projected Cash July 2020		674,795			
Expected Revenues (without Property Fee)		915,000			
Expected Expenses		1,326,800			
Property Fee Revenue		\$ 399,266.88			
Expected Cash balance ending FY 20/21		662,262			
Approximate % Reserves Range (Expected Cash balance/Expected Expenses)		45-50%			
Note: To have the same amount of reserves remaining at the end of the year, \$411,800 would need to be collected through assessments					

Glenn Groundwater Authority Budget  
Draft Budget Option 4 (\$1.30 per acre)

					FY 2020/2021	
	Current Approved FY 19/20	Actual through February 2020	Known claims/invoices	Projected Year End Totals	Baseline DRAFT	Changes from 5/11/20 draft baseline
<b>REVENUES</b>						
<b>Grant Revenue</b>						
Other	-	-	-	-	-	
Total Grants	-	-	-	-	-	
<b>Other Government Agencies</b>						
Colusa Groundwater Authority	-	-	130,514	152,488	912,000	
Other	-	-	10,000	10,000	-	
Total Other Government Agencies	-	-	140,514	162,488	912,000	
<b>Assessments</b>						
Property Related Fee Per Acre (\$1.30/ac)	458,552	324,037		449,381	370,748	370,748
Well Head Fee	-	-	-	-	-	
Extraction Fee	-	-	-	-	-	
Other	-	-	-	-	-	
Total Assessments	458,552	324,037	-	449,381	370,748	
<b>Other</b>						
Interest	-	3,340	3,340	5,726	3,000	
Total Other		3,340	3,340	5,726	3,000	
TOTAL REVENUES	458,552	324,037	140,514	617,595	1,285,748	370,748
<b>EXPENSES</b>						
Administration- Contracted County Services	120,000	47,763	22,825	95,588	120,000	
Program Administration Support	-	-	-	-	-	
Legal Services	80,000	25,370	13,510	62,880	120,000	
Certified Public Accountant (Yearly Audits)	9,750	4,875	9,750	9,750	10,000	
JPA Insurance	1,800	1,800	1,800	1,800	1,800	
County Bookkeeper	5,000	1,599	200	2,399	5,000	
GSP Development/Implementation	72,002	83,441	43,896	227,337	960,000	
Long Term Funding Options	15,000	7,320	-	7,320		
Professional Services	35,000	18,068	81	18,149	30,000	(5,000)
Board Expenses	2,000	-	-	500	2,000	
Special Department Expenses	25,000	89	-	500	20,000	(5,000)
Legal Notices	1,000	-	-	-	948	(52)
County Tax Roll Fee	50,000	3,183	-	3,183	5,000	
Contingency/Reserve	42,000	-	-	-	11,000	(31,000)
TOTAL EXPENSES	458,552	193,509	92,062	429,406	1,285,748	(41,052)

3/4/20 Note: A-87 Cost allocated to County Bookkeeper line item  
Deferred Inflow accounted for in June 2019 collected in FY 19/20

26,595	-	26,595
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Property Fee Scenarios		
	Fee Study net assessable acreage	285,190.63
fee per acre		1.30
Property Fee Revenue		\$ 370,747.82
Projected Cash July 2020		674,795
Expected Revenues (without Property Fee)		915,000
Expected Expenses		1,326,800
Property Fee Revenue		\$ 370,747.82
Expected Cash balance ending FY 20/21		633,743
Approximate % Reserves Range (Expected Cash balance/Expected Expenses)		45-50%

Note: To have the same amount of reserves remaining at the end of the year, \$411,800 would need to be collected through assessments

## **9. GLENN GROUNDWATER AUTHORITY OPERATIONS FEE**

- a. \*Adopt the Glenn Groundwater Authority Operations Fee per acre for Fiscal Year 2020/2021.
- b. \*Adopt Resolution 2020-002 Authorizing the County to Collect Property-Related Fees on the County Tax Roll and Indemnification of the Collecting Agency.
- c. Authorize the Program Manger to complete or direct the completion of all tasks necessary for the completion of the submittal packet to the Glenn County Department of Finance.

On August 1, 2019, the Glenn Groundwater Authority Board adopted Resolution No. 2019-01 titled "Resolution Certifying the Results of a Proposition 218 Majority Protest Proceeding and Setting the Authority's Operations Fee". The maximum operations fee is set at \$1.93 per acre. The Board set the property-related fee at \$1.61 for fiscal year 2019/2020. The Budget Ad Hoc Committee provided four property-related fee options under Item 8 ranging from \$1.30 to \$1.61 per acre.

In order for the adopted GGA property-related fee to be placed on the Glenn County Tax Roll for fiscal year 2020/2021, the direct charge packet must be submitted to the Glenn County Department of Finance by August 10, 2020. The instructions packet has not yet been received from the Glenn County Department of Finance, but communication with the Department indicated the submittal packet requirements will look the same as last year which requires submittal of the direct charge file and a Prop 218 Certification Form/Direct Charge Submission Form.

On May 11, 2020, the Board approved contracting with Provost & Pritchard Consulting Group for Tax Year 2020-2021 direct charge preparation.

### **Attachments**

- Draft Resolution No. 2020-002 Resolution Requesting the County Collect Property-Related Fees on the 2020 Tax Roll and Indemnification of the Collecting Agency
-

**GLENN GROUNDWATER AUTHORITY  
RESOLUTION NO. 2020-002**

**RESOLUTION REQUESTING THE COUNTY COLLECT PROPERTY-  
RELATED FEES ON THE 2020 TAX ROLL AND INDEMNIFICATION OF  
THE COLLECTING AGENCY**

**WHEREAS**, the Glenn Groundwater Authority (the “Authority”) requests the County of Glenn (the “County”) to collect on the County tax rolls certain fees which the Authority has adopted pursuant to section 10730 of the California Water Code; and

**WHEREAS**, the County has required as a condition of the collection of said charges that the Authority warrant the legality of said fees and defend and indemnify the County from any challenge to the legality thereof;

**NOW THEREFORE BE IT RESOLVED** by the Authority’s Board of Directors that:

1. The Authority requests the Auditor-Controller of the County collect the property-related fees listed in Exhibit 1, attached hereto and incorporated herein, on the County tax rolls.
2. The Authority warrants and certifies the fees imposed by the Authority, which are requested to be collected by the County on the 2020/21 Secured Property Tax bill, comply with all requirements of state law, including but not limited to the requirements of Proposition 218 including Articles XIIC and XIID of the California Constitution.
3. The Authority agrees to defend, indemnify, and hold harmless the County, the Board of Supervisors, the Director of Finance, its officers, agents and employees (the “Indemnified Parties”) from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out whether the requirements of Proposition 218 and other state laws were met with respect to the imposition of fees by the Authority. The Authority agrees, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of not meeting the requirements of any state law, including Proposition 218, for the collection of the Authority’s fees, the County may offset the amount of the judgment paid by an Indemnified Party from any monies collected by County on behalf of Authority, including property taxes, fees, or assessments.
4. The Authority authorizes its agent to attest to the direct charge levies after verification and approval. The Authority agrees to the cost of direct charges and to the statutory and procedural terms for collection on the tax

roll.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the **GLENN GROUNDWATER AUTHORITY** this \_\_\_ day of \_\_\_\_\_, 2020.

AYES:

NOES:

ABSENT:

ABSTAIN:

## CERTIFICATE OF RESOLUTION

We, the undersigned, hereby certify as follows:

1. That we are the Chair and Secretary of the GLENN GROUNDWATER AUTHORITY; and

2. That the foregoing resolution, consisting of 3 pages, including this page, is a true and correct copy of a resolution of the Board of Directors of the Glenn Groundwater Authority, passed at the meeting of the Board of Directors held on \_\_\_\_\_, 2020, at the Glenn County Department of Agriculture, 720 N. Colusa Street, Willows, CA 95988.

IN WITNESS WHEREOF, we have signed this certificate this \_\_\_\_\_ day of \_\_\_\_\_, 2020, at Willows, California.

\_\_\_\_\_  
John Amaro  
Chair of the Board of Directors

\_\_\_\_\_  
Lisa Hunter  
Secretary

## **10. FISCAL YEAR 2020/2021 BUDGET**

- a. \*Consider approval of the Fiscal Year 2020/2021 Glenn Groundwater Authority Budget.

The 2020/2021 fiscal year begins July 1, 2020. The Budget Ad Hoc Committee provided a draft budget for discussion at the May 11, 2020 meeting. A revised draft budget with four options for property-related fees was presented under Item 8. The adoption of a fiscal year 2020/2021 property-related fee was considered in Item 9.

### **Options**

1. Adopt Draft Budget 1, 2, 3, or 4 as presented in Item 8.
  2. Adopt Draft Budget 1, 2, 3, or 4 after incorporating adjustments.
  3. Provide direction to Budget Ad Hoc Committee and staff and schedule a Special Board Meeting to adopt a budget before June 30, 2020.
- 

## **11. FISCAL YEAR 2019/2020 ANNUAL AUDIT**

- a. \*Consider approval of the CliftonLarsonAllen LLP Engagement Letter to provide services to complete the Fiscal Year 2019-2020 Annual Audit upon approval from Counsel and authorize the Program Manager or Chairman to execute the agreement.

CliftonLarsonAllen LLP (CLA) conducted the GGA annual audit for Fiscal Year 2017/2018 and Fiscal Year 2018/2019. The 2018 request for proposals, CLA's proposal, and the September 10, 2018 meeting minutes approving the selection of CLA to provide these services all note the audit services would be needed for Fiscal Year 2017/2018 with the option of extending the contract for 3 (three) fiscal years thereafter.

CLA has provided an Engagement Letter for audit services for the 2019/2020 Fiscal Year. The agreement is very similar to the 2019 Engagement Letter with minor changes to the "Fees" section. The total fees for services is \$10,000.

### **Recommendation**

Staff recommends approving the CLA Engagement Letter upon approval or minor changes from Counsel and to authorize the Program Manager and the Chairman to execute the agreement.

### **Attachments**

- CliftonLarsonAllen LLP Engagement Letter





CLA (CliftonLarsonAllen LLP)  
925 Highland Pointe Drive, Suite 450  
Roseville, CA 95678-5423  
916-784-7800 | fax 916-784-7850  
CLAconnect.com

May 1, 2020

Ms. Lisa Hunter, Program Manager  
Glenn Groundwater Authority  
720 North Colusa Street  
Willows, CA 95988

Dear Ms. Hunter:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Glenn Groundwater Authority ("you," "your," or "the entity") for the year ended June 30, 2020.

Rich Gonzalez is responsible for the performance of the audit engagement.

#### **Audit services**

We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements of Glenn Groundwater Authority, as of and for the year ended June 30, 2020 and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited. The following RSI will be subjected to certain limited procedures, but will not be audited.

1. Management's discussion and analysis.
2. Budgetary comparison schedules.

#### **Nonaudit services**

We will also provide the following nonaudit services:

- Preparation of your financial statements and related notes.

#### **Audit objectives**

The objective of our audit is the expression of opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an

opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We will issue a written report upon completion of our audit of your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the

entity, may not be detected. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and compliance relevant information about any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

### **Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of effective internal control, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report.

You are responsible for ensuring that management is reliable and for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information, and for ensuring the information is reliable and properly reported; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the “Audit objectives” section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

#### **Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Use of financial statements**

The financial statements and our report thereon are for management’s use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

#### **Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to State Controller, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our engagement and responsibility end on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at [www.CLAconnect.com/Aboutus/](http://www.CLAconnect.com/Aboutus/).

### **Mediation**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of California, without giving effect to choice of law principles.

### **Time limitation**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

### **Fees**

Our not to exceed fees for these services will be \$10,000. We will also bill for a technology and client support fee of five percent (5%) of all professional fees billed, and which amounts are included in the not to exceed fee as listed earlier. The fee is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue.

and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

### ***Unanticipated services***

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

### **Changes in engagement timing and assistance by your personnel**

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)
- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

### ***Changes in accounting and audit standards***

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

### ***Other fees***

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.



***Finance charges and collection expenses***

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

**Additional Language**

***Termination***

You have the right to terminate this Agreement, at any time, upon fifteen (15) days written notice to CLA. In event of such termination, CLA shall be entitled to compensation for services rendered through and including the date of giving of notice of termination. CLA shall provide GGA with its usable work product in a form that GGA may use. Should this information be in electronic format, CLA shall cooperate in providing access to such software and files as are reasonably necessary to transfer the information.

***Indemnity***

CLA shall defend, indemnify and save harmless GGA, its elected and appointed officials, officers, agents and employees from all liability from loss damage or injury to persons or property, including the payment by CLA of any and all legal costs and attorney's fees, in any manner arising out of any negligent or intentional or willful acts or omissions of CLA in performance of this Agreement, including but not limited to, all consequential damages to the maximum extent permitted by law.

**Agreement**

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return a copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

**CliftonLarsonAllen LLP**



Rich Gonzalez, CPA  
Principal  
916-784-7800  
Rich.Gonzalez@CLAconnect.com

**Response:**

This letter correctly sets forth the understanding of Glenn Groundwater Authority.

Authorized management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 12. COLUSA SUBBASIN GROUNDWATER SUSTAINABILITY PLAN

- a. Receive update on Plan development and activities
- b. Receive update on GSP Development Grants (Proposition 1 and Proposition 68)
- c. Receive update on Project Agreements
- d. \*Consider recommendation from the GGA Executive Committee to grant the GGA Technical Advisory Committee (TAC), in coordination with the Colusa Groundwater Authority (CGA) TAC, the authority to provide guidance and direction to the Groundwater Sustainability Plan (GSP) Development Consultant Team's approaches to any non-policy related GSP development tasks.
- e. \*Consider recommendation from the GGA Executive Committee to consider amending GSP Development Agreement with Davids Engineering to include some or all of the three additional tasks pending legal review.
- f. \*Consider recommendation from the GGA Executive Committee to issue a formal Notice to Proceed with the Funding Mechanisms Evaluation optional task, potentially pending a Joint TAC budget review.

Staff will provide an update on Groundwater Sustainability Plan development progress.

**Item 12.d:** The Joint CGA/GGA Board, at their April 13, 2020 meeting expressed agreement that the Joint CGA/GGA TAC (Joint TAC) should take the lead in evaluating the technical aspects of GSP development. In order to expedite the development of the Groundwater Sustainability Plan for the Colusa Subbasin, and ensure that GSP completion and submittal deadlines are met, it would be most efficient for the Joint TAC to have the authority to provide guidance and formal direction to the Consultant Team without having to bring recommendations back to each GSA Board for approval. This would include any non-policy related aspects of GSP development. Policy decisions will be made at the Board level. The TAC members and Staff will report any decisions made at previously held TAC meetings to the Boards at each Board or Joint Board meeting.

**Item 12. e & f:** The CGA holds the Grant Agreement with DWR for development of the Groundwater Sustainability Plan (Proposition 1 [Round 2] and Proposition 68 [Round 3] Sustainable Groundwater Management funding). The Glenn Groundwater Authority (GGA) is contracted with the Consultant lead, Davids Engineering, Inc. for tasks associated with GSP development; however, not all of the tasks included in the current grant Agreement Work Plan have been contracted. The Grant Agreement Work Plan and budget were updated during the Proposition 68 grant solicitation process which occurred after GGA contracted with Davids Engineering for completion of the GSP for the Colusa Subbasin.

There are three tasks that were included in the Proposition 68 grant application that currently are not included in the contract with Davids Engineering:

- a. Hydrogeologic Investigations: \$313,680
- b. GDE Evaluation (deeper analysis): \$46,800
- c. Well Monitoring Pilot Program: \$66,210

There is also one optional task in the current contract and Grant Agreement that requires a Notice to Proceed from the CGA and GGA Boards:

- Funding Mechanism Evaluation: \$75,800

### Tasks and Budget Summary

There are two contracts in place between GGA and Davids Engineering totaling \$1,212,800.00

- HCM/Water Budget Project: \$378,000 (Contracted 8/1/2018)

- GSP Development Project: \$834,800 (Contracted 1/1/2020)

The CGA Grant Agreement with DWR totals \$1,999,600.00 for GSP development:

- Proposition 1, Round 2 SGM funding: \$1,000,000.00 (Agreement executed 10/29/2018)
  - Included \$497,400 in budget that was to be covered by the CGA and GGA
- Proposition 68, Round 3 SGM funding: \$999,600.00 (Amended Agreement executed 5/1/2020)
  - Covers the \$497,400 from the Prop. 1 grant that was to be covered by the CGA and GGA
  - Adds an additional \$502,200 in funding to enhance existing tasks and three additional tasks

Additional tasks are:

1. Hydrogeologic Investigations: \$313,680
2. GDE Evaluation (deeper analysis): \$46,800
3. Well Monitoring Pilot Program: \$66,210

Optional Task - Funding Mechanism Evaluation (\$75,800) – This task is included in the contract with Davids Engineering, but requires a Notice to Proceed from the CGA and GGA Boards. The CGA/GGA Joint Executive Committee held discussion on this task at its February 27, 2020 meeting. At that time, there were questions regarding the financial impact of the task. Since that time, the Proposition 68 funding has been approved which includes \$75,600 in grant funding to complete this task.

### **Recommendations**

The GGA Executive Committee reviewed these items and provided the following recommendations to the GGA Board:

1. Grant the GGA Technical Advisory Committee (TAC), in coordination with the Colusa Groundwater Authority (CGA) TAC, the authority to provide guidance and direction to the Groundwater Sustainability Plan Consultant Team's approaches to any non-policy related GSP development tasks.
2. Amend the current GSP development contract with Davids Engineering to include some or all of the three additional tasks.
3. Issue a formal Notice to Proceed with the Funding Mechanisms Evaluation optional task, potentially pending a Joint TAC budget review.

Note: The CGA Board approved Items d, e, and f on May 26, 2020.

### **Attachments**

- Proposition 68 (SGM Round 3) Grant Application Budget Summary
- GSP Budget Summary- Draft for Discussion Only

**ATTACHMENT 4****GRANT PROPOSAL SUMMARY BUDGET – COLUSA SUBBASIN GROUNDWATER SUSTAINABILITY PLAN DEVELOPMENT**

Table 5A – Grant Proposal Budget Summary summarizes the project budget by category for the Colusa Subbasin Groundwater Sustainability Development project. Table 6A – Proposal Detailed Budget (No Components) provides a detailed description of the project budget by category and task, consistent with the presentation of tasks in the Work Plan (Attachment 3).

**Table 5A – Grant Proposal Summary Budget (No Components)**

**Grant Proposal Title:** Colusa Subbasin Groundwater Sustainability Plan Development

**Applicant:** Colusa Groundwater Authority

Grant Proposal serves a need of a DA?: ☒ Yes ☐ No

Local Cost Share requested: ☐ 25% ☐ 15% ☐ 10% ☒ 0%

Budget Categories	(a) Requested Grant Amount	(b) Local Cost Share: Non- State Fund Source	(c) Total Cost	(d) % Local Cost Share (Col (b)/ Col (c))
(a) Grant Agreement Administration	\$58,240	\$0	\$58,240	0%
(b) Stakeholder Engagement / Outreach	\$49,560	\$0	\$49,560	0%
(c) GSP Development	\$825,680	\$0	\$825,680	0%
(d) Monitoring / Assessment	\$66,120	\$0	\$66,120	0%
Grand Total <i>Sum rows (a) through (d) for each column</i>	<b>\$999,600</b>	<b>\$0</b>	<b>\$999,600</b>	<b>0%</b>

**Table 6A – Proposal Detailed Budget (No Components)**

**Grant Proposal Title:** Colusa Subbasin Groundwater Sustainability Plan Development

**Applicant:** Colusa Groundwater Authority

Budget Categories	(a) Requested Grant Amount	(b) Local Cost Share: Non- State Fund Source	(c) Total Cost
<b>(a) Grant Administration</b>	<b>\$58,240</b>	<b>\$0</b>	<b>\$58,240</b>
<b>(b) Stakeholder Engagement / Outreach</b>	<b>\$49,560</b>	<b>\$0</b>	<b>\$49,560</b>
<b>(c) GSP Development</b>	<b>\$825,680</b>	<b>\$0</b>	<b>\$825,680</b>
Draft and Final GSP	\$22,000	\$0	\$22,000
1. Data Collection and Analysis	\$61,100	\$0	\$61,100
2. Integrated Hydrologic Modeling	\$19,600	\$0	\$19,600
3. Monitoring Protocols	\$840	\$0	\$840
4. Data and Reporting Standards	\$2,240	\$0	\$2,240
5. Data Management System	\$31,720	\$0	\$31,720
6. GSP Administrative Information	\$47,200	\$0	\$47,200
7. Basin Setting	\$504,700	\$0	\$504,700
8. Sustainable Management Criteria	\$10,500	\$0	\$10,500
9. Monitoring Network	\$6,020	\$0	\$6,020
10. Projects and Management Actions	\$44,160	\$0	\$44,160
11. Funding Mechanisms Evaluation	\$75,600	\$0	\$75,600
<b>(d) Monitoring / Assessment</b>	<b>\$66,120</b>	<b>\$0</b>	<b>\$66,120</b>
<b>Grand Total</b>	<b>\$999,600</b>	<b>\$0</b>	<b>\$999,600</b>

## Budget Description

Project costs were developed based on (1) the project budget for Colusa Subbasin GSP development funded under the Round 2 SGMA planning grant and (2) additional work needed to support GSP development above and beyond the original Round 2 budget.

In the first case, the GSP development budget identified in Round 2 was not fully eligible for funding due to the funding limit being \$1 million for a single basin as part of that funding opportunity; additional funding of up to \$1 million for a single basin is available in Round 3 based on the total limit for applicants developing a GSP for a single basin of \$2 million. The additional funds requested in this case are to fill the shortfall resulting from the Round 2 shortfall.

In the second case, additional work needed to support GSP development has been identified since the time of preparation of the Round 2 budget in 2017. Additional items of work include the following:

- Basin Setting – Hydrogeological Conceptual Model. As detailed in the Scope of Work included in Attachment 3, there is a need to plan and conduct additional hydrogeologic investigations and data analyses to fill data gaps in the Basin Setting and reduce uncertainty during delineation of Management Areas, development of SMCs, and/or assessment of interbasin conditions.
- Basin Setting – Groundwater Conditions. As detailed in the Scope of Work included in Attachment 3, Additional effort is also needed to adequately delineate and characterize Groundwater Dependent Ecosystems (GDEs) for incorporation into the GSP is also needed. This effort will solicit and incorporate stakeholder input and technical analysis to support GDE considerations into the identification of data gaps related to GDEs in the Basin Setting section of the GSP, the evaluation of Monitoring Networks, the establishment of Sustainable Management Criteria, and the identification and evaluation of Projects and Management Actions.
- Funding Mechanisms Evaluation – This task is needed to support identification of appropriate, equitable mechanisms to fund GSP implementation related to up front and ongoing costs including day to day operations, annual reporting, 5-year GSP updates, filling of data gaps, and implementation of projects and management actions.
- Well Monitoring Pilot Program – This task is needed to identify the technical needs and costs associated with monitoring of groundwater extraction that may be needed as part of GSP implementation. Additionally, this task will provide valuable data on groundwater use, groundwater levels, and potentially groundwater quality.

## Explanation of Cost Estimates

### GSP Development Costs Not Funded in Round 2

Funds requested to cover costs for GSP Development identified in Round 2 but not eligible for funding at that time are calculated as the differences between total cost estimated in Round 2, minus the funding provided in Round 2. Costs are calculated for each category and task, as detailed in Table 1.

### Additional Items of Work

Funds requested to cover additional work not included in the Round 2 budget are calculated based on estimates of associated labor and direct costs associated with each item of work as follows:

- Basin Setting – Hydrogeological Conceptual Model. Labor costs are estimated based on estimated hours and assuming that the work will be completed by consultants with a currently average hourly rate of approximately \$180 per hour. Direct costs are estimated assuming for budgeting purposes that an aerial electromagnetic (AEM) survey would be performed over the western edge of the Colusa Subbasin to help map the depth to the base of the freshwater aquifer and depth to groundwater. The actual budget for additional hydrogeologic investigations will be allocated based on the investigation scope of work developed using input from a stakeholder outreach and engagement and with the prior approval of the DWR grant administrator. These costs are summarized in aggregate in Table 1, with additional detail provided in Table 2 to support DWR review.
- Basin Setting – Groundwater Conditions. Labor costs are estimated based on estimated hours and assuming that the work will be completed by consultants with a currently average hourly rate of approximately \$180 per hour. Direct costs are assumed to be zero for this item of work. These costs are summarized in aggregate in Table 1, with additional detail provided in Table 3 to support DWR review.
- Funding Mechanisms Evaluation – Labor costs are estimated based on estimated hours and assuming that the work will be completed by consultants with a currently average hourly rate of approximately \$180 per hour. Direct costs are assumed to be zero for this item of work. These costs are summarized in aggregate in Table 1, with additional detail provided in Table 4 to support DWR review.
- Well Monitoring Pilot Program – Labor costs are estimated based on estimated hours and assuming that the work will be completed by consultants with a currently average hourly rate of approximately \$180 per hour. Direct costs are estimated assuming for budgeting purposes a total cost of \$15,000 to fund monitoring, datalogging, and telemetry equipment for participating wells. Actual equipment needed will be determined based on individual

participating wells that will be identified during program implementation. These costs are summarized in aggregate in Table 1, with additional detail provided in Table 5 to support DWR review.

**Table 1 – Budget Backup by Category and Task, including Round 3 Funding Request.**

Category/Task	Round 2 Budget	Round 2 Funding	Round 3 Funding Request for Round 2 Shortfall	Round 3 Funding Request for New Tasks	Total Round 3 Funding Request
<b>(a) Grant Administration</b>	<b>\$74,560</b>	<b>\$16,320</b>	<b>\$58,240</b>	<b>\$0</b>	<b>\$58,240</b>
<b>(b) Stakeholder Outreach/Engagement</b>	<b>\$229,760</b>	<b>\$180,200</b>	<b>\$49,560</b>	<b>\$0</b>	<b>\$49,560</b>
<b>(c) GSP Development</b>	<b>\$1,193,080</b>	<b>\$803,480</b>	<b>\$389,600</b>	<b>\$436,080</b>	<b>\$825,680</b>
Draft and Final GSP	\$39,000	\$17,000	\$22,000	\$0	\$22,000
1. Data Collection and Analysis	\$105,700	\$44,600	\$61,100	\$0	\$61,100
2. Integrated Hydrologic Modeling	\$244,000	\$224,400	\$19,600	\$0	\$19,600
3. Monitoring Protocols	\$9,000	\$8,160	\$840	\$0	\$840
4. Data and Reporting Standards	\$34,880	\$32,640	\$2,240	\$0	\$2,240
5. Data Management System	\$96,320	\$64,600	\$31,720	\$0	\$31,720
6. GSP Administrative Information	\$147,160	\$99,960	\$47,200	\$0	\$47,200
7. Basin Setting	\$189,100	\$44,880	\$144,220	\$360,480	\$504,700
7.1. Hydrogeologic Conceptual Model	\$30,740	\$0	\$30,740	\$313,680 <sup>1</sup>	\$344,420
7.2. Groundwater Conditions	\$39,560	\$0	\$39,560	\$46,800 <sup>2</sup>	\$86,360
7.3. Water Budgets	\$57,680	\$0	\$57,680	\$0	\$57,680
7.4. Management Areas	\$61,120	\$44,880	\$16,240	\$0	\$16,240
8. Sustainable Management Criteria	\$107,060	\$96,560	\$10,500	\$0	\$10,500
9. Monitoring Network	\$82,180	\$76,160	\$6,020	\$0	\$6,020
10. Projects and Management Actions	\$138,680	\$94,520	\$44,160	\$0	\$44,160
11. Funding Mechanisms Evaluation	\$0	\$0	\$0	\$75,600 <sup>3</sup>	\$75,600
<b>(d) Monitoring/Assessment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,120</b>	<b>\$66,120</b>
1. Well Monitoring Pilot Program	\$0	\$0	\$0	\$66,120 <sup>4</sup>	\$66,120
<b>Grand Total Sum of Categories (a) through (d)</b>	<b>\$1,497,400</b>	<b>\$1,000,000</b>	<b>\$497,400</b>	<b>\$502,200</b>	<b>\$999,600</b>

1. See Table 2 for additional detail.
2. See Table 3 for additional detail.
3. See Table 4 for additional detail.
4. See Table 5 for additional detail.

**Table 2 – Budget Backup: Cost Estimate for Hydrogeologic Investigations.**

Task	Labor Hours	Labor Total	Direct	Total
Planning	120	\$21,600	\$0	\$21,600
Data Collection	0	\$0	\$120,000	\$120,000
Data Analysis	556	\$100,080	\$0	\$100,080
Integration into GSP	400	\$72,000	\$0	\$72,000
<b>Grand Total</b>	<b>1076</b>	<b>\$193,680</b>	<b>\$120,000</b>	<b>\$313,680</b>

**Table 3 – Budget Backup: Cost Estimate for GDE Evaluation.**

Task	Labor Hours	Labor Total	Direct	Total
Compile Relevant Information	40	\$7,200	\$0	\$7,200
Stakeholder Engagement	64	\$11,520	\$0	\$11,520
Refine GDE Characterization	96	\$17,280	\$0	\$17,280
Summarize Results for Incorporation into GSP	60	\$10,800	\$0	\$10,800
<b>Grand Total</b>	<b>260</b>	<b>\$46,800</b>	<b>\$0</b>	<b>\$46,800</b>

**Table 4 – Budget Backup: Cost Estimate for Funding Mechanisms Evaluation.**

Task	Labor Hours	Labor Total	Direct	Total
Funding Mechanisms Review	120	\$21,600	\$0	\$21,600
Groundwater Pumping Allocations	300	\$54,000	\$0	\$54,000
<b>Grand Total</b>	<b>420</b>	<b>\$75,600</b>	<b>\$0</b>	<b>\$75,600</b>

**Table 5 – Budget Backup: Cost Estimate for Well Monitoring Pilot Program.**

Task	Labor Hours	Labor Total	Direct	Total
Program Design	60	\$10,800	\$0	\$10,800
Stakeholder Outreach	40	\$7,200	\$0	\$7,200
Program Implementation	120	\$21,600	\$15,000	\$36,600
Evaluate Options for Basin-Wide Implementation	64	\$11,520	\$0	\$11,520
<b>Grand Total</b>	<b>284</b>	<b>\$51,120</b>	<b>\$15,000</b>	<b>\$66,120</b>



	Grant Budget	Grant Budget	DE Agreement	DE Agreement		
			1164.03	1178.03		
			\$ 378,000.00	\$ 834,800.00		
	Prop 1 amended					Remaining
TASK	Prop 1 (includes local cost share)	(includes Prop 68)	HCM/Water Budget	GSP Development	Encumbered in contracts	Funding to Allocate
a Grant Administration	\$74,560.00	\$74,560.00	\$46,000.00	\$35,200.00	\$81,200.00	-\$6,640.00
b Stakeholder Engagement/Outreach	\$229,760.00	\$229,760.00	\$38,000.00	\$151,300.00	\$189,300.00	\$40,460.00
c GSP Development	\$1,193,080.00	\$1,629,160.00	\$294,000.00	\$648,300.00	\$942,300.00	\$686,860.00
Draft and Final GSP	\$39,000.00	\$39,000.00		\$42,100.00	\$42,100.00	-\$3,100.00
1 Data Collection and analysis	\$105,700.00	\$105,700.00		\$41,900.00	\$41,900.00	\$63,800.00
2 Integrated Hydrologic Modeling	\$244,000.00	\$244,000.00	\$190,000.00	\$116,400.00	\$306,400.00	-\$62,400.00
3 Monitoring Protocols	\$9,000.00	\$9,000.00		\$7,400.00	\$7,400.00	\$1,600.00
4 Data and Reporting Standards	\$34,880.00	\$34,880.00		\$16,500.00	\$16,500.00	\$18,380.00
5 Data Management System	\$96,320.00	\$96,320.00		\$43,000.00	\$43,000.00	\$53,320.00
6 GSP Administrative Information	\$147,160.00	\$147,160.00		\$34,400.00	\$34,400.00	\$112,760.00
7 Basin Setting				\$55,100.00	\$55,100.00	-\$55,100.00
7.1 HCM	\$30,740.00	\$344,420.00	\$29,000.00		\$29,000.00	\$315,420.00
7.2 GW Conditions	\$39,560.00	\$86,360.00	\$25,000.00		\$25,000.00	\$61,360.00
7.3 Water Budgets	\$57,680.00	\$57,680.00	\$50,000.00		\$50,000.00	\$7,680.00
7.4 Management Areas	\$61,120.00	\$61,120.00			\$0.00	\$61,120.00
8 Sustainable Management Criteria	\$107,060.00	\$107,060.00		\$116,800.00	\$116,800.00	-\$9,740.00
9 Monitoring Network	\$82,180.00	\$82,180.00		\$78,800.00	\$78,800.00	\$3,380.00
10 Projects and Management Actions	\$138,680.00	\$138,680.00		\$95,900.00	\$95,900.00	\$42,780.00
11 Funding Mechanisms Evaluation		\$75,600.00		*see below		\$75,600.00
d Monitoring / Assessment		\$66,120.00			\$0.00	\$66,120.00
1 Well Monitoring Pilot Program		\$66,120.00			\$0.00	\$66,120.00
TOTAL	\$1,497,400.00	\$1,999,600.00	\$378,000.00	\$834,800.00	\$1,212,800.00	\$786,800.00

Optional Tasks

- A Additional Evaluation of GDEs

\$25,000.00
- B Additional Calibration/Recalibration of Aquifer & Stream Parameters

\$50,000-\$100,000
- C Additional Land Use or Climate Change Scenarios (each)

\$25,000.00

- 4 Funding Mechanisms Evaluation

\$75,800.00

\* Note: DWR tracks on budget category, subtasks are estimates  
Prop 1 grant funding \$1,000,000; local cost share \$497,400

\* Note: Funding Mechansims is an optional task requiring a Notice to Proceed in the DE agreement

### **13. DISCUSSION ON GLENN GROUNDWATER AUTHORITY'S ROLE RELATING TO WATER TRANSFERS**

During the Groundwater Sustainability Plan update discussion at the May 27, 2020 GGA Executive Committee meeting, a question was raised on how water transfers are incorporated into the GSP planning process. In particular, there were specific questions relating to the water budget historical data and future scenarios. Staff contacted CGA staff and the consultant lead Byron Clark to get clarification on this topic. Mr. Clark initiated a meeting with GGA and CGA staff to discuss water transfers in their relation to the GSP. Board member John Viegas attended this meeting as well. It was noted that currently, water transfers are included in the historical water budget information, but it is yet to be determined how they will be incorporated into future scenarios. The CGA/GGA TAC will likely be discussing a similar topic at its June 22, 2020 meeting. It also became clear that as a matter of policy, the GSAs will need to hold discussion to decide what their expected roles are in water transfers, both in-basin and out-of-basin.

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### **14. COMMITTEE UPDATES**

- a. Executive Committee
  - i. CGA/GGA Joint Executive Committee

The GGA Executive Committee met May 27, 2020. Recommendations from the Committee are included in previous items. The next meeting is scheduled for July 22, 2020.

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- b. Stakeholder Engagement Committee

The Stakeholder Engagement Committee has not met and has nothing new to report.

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- c. Technical Advisory Committee

The Technical Advisory Committee met jointly with the Colusa Groundwater Authority (CGA) Technical Advisory Committee on May 8, 2020. Topics focused on Groundwater Sustainability Plan development including monitoring network review, model development, water budget future scenarios, and approaches to establish minimum thresholds and measurable objectives. The Joint TAC provided recommendations to the CGA and GGA Boards regarding these items. The CGA/GGA Joint Technical Advisory Committee is scheduled to meet again on June 22, 2020.

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- d. Budget Ad Hoc Committee

The Budget Ad Hoc Committee provided a report and four draft budget options which were discussed under Item 8.

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### **15. CLOSED SESSION**

Gov't Code §54956.9 - Conference with Legal Counsel – Anticipated or significant exposure to litigation (1)

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### **16. MEMBER REPORTS AND COMMENTS**

Members of the GGA Board are encouraged to share information, reports, comments, and suggest future agenda items. Action cannot be taken on items brought up under this item.

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**17. NEXT MEETING**

The next regular meeting is scheduled for July 13, 2020 at 1:30 PM.

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**18. ADJOURN**

The meeting will be adjourned.

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\*Indicates Action Item