

GLENN GROUNDWATER AUTHORITY EXECUTIVE COMMITTEE
720 N. Colusa Street, Willows, CA 95988
Telephone: 530-934-6501

MINUTES

GLENN GROUNDWATER AUTHORITY EXECUTIVE COMMITTEE
AUGUST 22, 2018
9:30 A.M.
720 NORTH COLUSA STREET, WILLOWS, CA 95988

Committee Members Present:	Agency Representing:
X John Viegas	County of Glenn
Leslie Nerli	Glide Water District
X John Amaro	Glenn-Colusa Irrigation District

Others in attendance:

Lisa Hunter, GGA/Glenn County; Sharla Stockton, Glenn County; Mary Fahey, CGA/Colusa County; Linda Sloan, Provost & Pritchard; Erin Smith, Department of Water Resources (9:43). Leslie Nerli called in and did not participate as a committee member.

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. Approval of meeting minutes from June 27, 2018.
- b. Approval of special meeting minutes from July 9, 2018.

Meeting minutes were not complete for the June 27, 2018 and July 9, 2018. This item will be brought back to the next meeting.

3. PERIOD OF PUBLIC COMMENT

None

4. ANNUAL AUDITS

- a. Receive update on Request for Proposals to provide Annual Audit Services process.
- b. Provide direction to Program Manager as necessary.

Lisa Hunter stated the schedule that was approved at the Glenn Groundwater Authority (GGA) Board meeting is included in the meeting packet. A meeting of the Selection Committee will need to be scheduled in order to review the proposals. If needed, interviews would be scheduled afterward. A recommendation will be brought to the Board at the September 10, 2018 meeting. It was decided that the Executive Committee, serving as

the Selection Committee would tentatively meet on August 27 to review proposals. Ms. Hunter will coordinate with the committee to finalize the meeting date.

5. BYLAWS

- a. Discuss and review Draft Bylaws.
- b. Provide direction to Program Manager as necessary.

The committee reviewed the compiled comments on the Draft Bylaws from the July 9 meeting. Additional clarifications comments were made throughout the draft document. Discussion topics included approval of agendas, conflict resolution, committees, and vacancies affecting a quorum. The committee also discussed vacancy and chronic absence notifications to member agencies. Clarification was also requested on who would run the meeting in the absence of the Chair and Vice Chair. The committee also requested clarification on adding a Board member call-in procedure, which would likely be added to Section 3.1. There was additional discussion regarding the finances and public records sections.

Ms. Hunter will forward the compiled comments to Valerie Kincaid. Ms. Hunter and Ms. Kincaid will work together to develop a clean copy for Board review, comments, and consideration of approval at the September 10, 2018 meeting.

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

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

Ms. Hunter reviewed the draft agreement, which includes comments from the July 9 meeting. A clean copy will be developed after this meeting, which will be sent to the Colusa Groundwater Authority (CGA) for their input. A Joint Executive meeting will be scheduled to review the MOU after both the CGA and GGA have made comments and reviewed the MOU thoroughly. There was some discussion on the potential role, composition, and number of members of the Basin Advisory Committee. The committee also discussed striving for unanimous approval, but including a process if there is not unanimity during decision-making. It was mentioned there may be potential acreage changes due to basin boundary modification requests. This may be a consideration in the cost-allocation between the GGA and CGA. Options for splitting basin-wide costs equally, project agreements, and the potential for other grant funding were discussed. It was mentioned the document can be revisited as needed. Ms. Hunter will work with Ms. Kincaid to develop the next iteration of the MOU to share with the CGA Executive Committee.

7. LONG-TERM FUNDING

- a. Discuss long-term funding plan and develop options or recommendations regarding next steps in the process for the GGA Board's consideration.
- b. Provide direction to Program Manager as necessary.

Ms. Hunter reviewed the information in the meeting packet including the long-term funding options, discussion at the Joint GGA/CGA Executive Committee meeting on August 6, and discussion at the August 13, 2018 GGA Board meeting. The McMullin Area GSA fee study is included in the meeting packet as an example of a fee study completed by another Groundwater Sustainability Agency. The committee discussed the differences between an Engineer's Report and a less complicated Fee Study. The committee agreed that a fee study seemed more appropriate than an Engineer's Report. Discussion included the need for SGMA outreach and education to ensure Proposition 218 success. Erin Smith also stated the State Water Resources Control Board has been willing to give presentations in regards to the fee structure as part of the outreach process. Ms. Hunter stated a public relations firm or a communications team would be ideal for outreach related work. The group also suggested Dave Ceppos be a part of the outreach process. There was discussion on public relations firm versus facilitator involvement, public relations/facilitator roles, public and community meetings, and panel discussions. Ms. Smith suggested having a two-phased approach to outreach, the first being a general SGMA overview and the second covering more intensive topics such as the long-term funding process.

Ms. Fahey provided an update on the CGA process, stating originally the CGA put out an RFP for Option 2, Property-Related Fees, and later learned about Option 3, Property-Related Fees for Water Service. At the next CGA meeting, the CGA Board will select a funding option and determined whether to move forward with an Engineer's Report or a fee study. Ms. Hunter stated there is benefit in having a third party firm conduct the work associated with the project who is familiar with the Proposition 218 process and has a best practices in place.

The Executive Committee's recommendation to the GGA board is to conduct a fee study and select one firm or team of consultants to perform all tasks necessary to conduct the Proposition 218 process including public outreach, facilitation, GIS work, and fee study development. The Executive Committee will also recommend that the GGA Board authorize the Executive Committee to develop and release an RFP for these services. If time permits, Ms. Hunter will draft an RFP for consideration.

There was additional discussion on the potential to sole-source Provost & Pritchard to complete this work since they are conducting a similar process in the Colusa Groundwater Authority area which would provide consistency across the basin. This option may also provide cost efficiencies. Ms. Hunter will request guidance from Legal Counsel, and if appropriate, this option will be recommended to the GGA Board at the September 10, 2018 meeting rather than the RFP option.

8. HYDROGEOLOGIC CONCEPTUAL MODEL/WATER BUDGET PROJECT

- a. Discussion on project progress.
- b. Review draft Funding Agreement.
- c. Provide direction to Program Manager as necessary.

Ms. Hunter provided an update to the committee on the HCM/Water Budget Project. The CGA and GGA Program Managers had a kickoff meeting with consultants and discussed next steps for the project. There will likely be a public outreach meeting in November to introduce the HCM/Water Budget project to the public. This meeting could also include a general SGMA overview and an introduction on the long-term funding process.

A draft funding agreement letter developed by Ms. Kincaid was distributed. There was discussion regarding acreage that will likely be added to the Colusa Subbasin due to potential basin boundary modifications and the division of cost between the agencies. Ms. Hunter highlighted the thirty-day requirement for remit payment and commented that it may need to be more than thirty days due to the meeting schedule and approval time. It was mentioned that it is anticipated this project will be reimburse through the Proposition 1 grant. The CGA is the lead agency for the grant. Ms. Hunter and Ms. Fahey will work together to propose a process for invoicing and payment between the agencies to be included in the funding agreement letter. This item will be brought back for further discussion at a future meeting.

9. PROGRAM MANAGER UPDATES

Ms. Hunter indicated letterhead options have been developed.

10. EXECUTIVE COMMITTEE MEMBER REPORTS AND COMMENTS

None

11. DISCUSS ADDITIONAL POTENTIAL ITEMS TO BE ADDED TO THE SEPTEMBER 10, 2018 GGA BOARD MEETING AGENDA

The committee reviewed items discussed above to be added to the September 10, 2018 GGA Board meeting agenda including audit services selection, Bylaws, and the long-term funding process.

12. NEXT MEETING

The next GGA Executive Committee meeting is scheduled for September 26, 2018 at 9:30 AM.

13. ADJOURN

The meeting adjourned at 12:09 PM.