

Glenn Groundwater Authority

Groundwater Sustainability Agency

PO Box 351, Willows, CA 95988 | 530.934.6501

MINUTES

GLENN GROUNDWATER AUTHORITY EXECUTIVE COMMITTEE

OCTOBER 24, 2018

9:30 AM

720 NORTH COLUSA STREET, WILLOWS, CA 95988

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

Others in attendance:

Lisa Hunter, GGA/Glenn County; Mark Lohse, Glenn Ground Water District; Pat Vellines, Department of Water Resources.

1. CALL TO ORDER

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

2. ROLL CALL

Roll was taken as indicated above.

3. APPROVAL OF MINUTES

- Approval of meeting minutes from June 27, 2018.
- Approval of special meeting minutes from July 9, 2018.
- Approval of meeting minutes from August 22, 2018.

All meeting minutes were approved as submitted.

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

4. PERIOD OF PUBLIC COMMENT

None

5. STAFF UPDATES

Lisa Hunter stated she has been coordinating with CliftonLarsonAllen staff and the audit process is moving forward. There are routine update calls between GGA staff, Colusa Groundwater Authority (CGA) staff, and consultants regarding the progress of the hydrogeologic conceptual model and water budget project. Comparison of models is also dependent on the model releases by Department of Water Resources. Ms. Hunter coordinated with Provost & Pritchard to get the scope prepared that is included in today's packet. Invoicing to the member agencies is slightly behind schedule due to the need to have the Chairman's signature. The bylaws indicate the ability to put a procedure in place to allow for electronic signatures which may be helpful. A few other tasks are also awaiting signatures to complete the task. Leslie Nerli suggested adding an item to the next Glenn Groundwater Authority Board meeting agenda to allow for electronic signatures.

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.

Lisa Hunter reviewed the draft agreement, which included comments from previous meetings. Ms. Hunter worked with Ms. Kincaid to develop the current iteration of the MOU and it is ready to be forwarded to the CGA Executive Committee for review and comment. Ms. Hunter reiterated there is potential for acreage changes due to submitted basin boundary modification requests. Special project agreements can be drafted if a project benefits one agency significantly more than the other. The section referencing the cost to each agency will remain highlighted for further discussion.

There was a motion to forward the draft MOU to the CGA Executive Committee for review and comment.

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

7. ANNUAL AUDIT SERVICES

- a. Discuss Engagement Letter and Client Portal Agreement provided by CliftonLarsonAllen.
- b. Authorize Chairman to execute the Engagement Letter.
- c. Authorize the Program Manager to sign the Client Portal Agreement.
- d. Provide direction to Program Manager as necessary.

The GGA Board previously gave authority to the GGA Executive Committee to negotiate a contract with CliftonLarsonAllen to provide annual audit services to the GGA. Valerie Kincaid reviewed the Engagement Letter and Client Portal Agreement and provided comments, which are included in the meeting packet. CliftonLarsonAllen agreed to the suggested changes.

There was a motion to authorize the Chairman to execute the Engagement Letter and authorize the Program Manager to sign the Client Portal Agreement as presented.

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

8. LONG-TERM FUNDING

- a. Discuss scope and fee estimate provided by Provost & Pritchard to complete all necessary tasks to prepare for and implement a Property-Related Fee Assessment for Water Service consistent with the process of Colusa Groundwater Authority.
- b. Consider providing a recommendation to the Board to:
 - i. Engage with Provost & Pritchard to negotiate a contract to provide services to complete all tasks necessary to prepare for and implement a Property-Related Fee Assessment for Water Service
OR

- ii. Develop a Request for Proposals or Request for Qualifications to provide services to prepare for and implement a Property-Related Fee Assessment for Water Service.
- c. Provide direction to Program Manager as necessary.

The GGA Board approved requesting a quote from Provost & Pritchard for Proposition 218 related processes. Colusa Groundwater Authority is contracting with Provost & Pritchard. Lisa Hunter worked with Provost & Pritchard staff to answer questions relating to the scope and fee estimate included in the meeting packet. Ms. Hunter stated a main driver of the requested quote is to establish what cost efficiencies could be gained if the Board selected the same consultant team as the CGA. The cost efficiencies are highlighted in the scope and fee assessment. Utilizing the same team would also create consistent messaging across the basin.

The Executive Committee recommended the Board engage with Provost & Pritchard to negotiate a contract to provide services to complete all tasks necessary to prepare for and implement a Property-Related Fee Assessment for Water Service.

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

Ms. Hunter stated there may need to be further clarification from the GGA Board on contract details and included tasks. Direction was provided to the program manager to outline information for the GGA Board members on the specific details of contract tasks including a task to determine which parcels to include in the assessment.

9. EXECUTIVE COMMITTEE MEMBER REPORTS AND COMMENTS

None

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

Items to be added to the next GGA meeting agenda include discussion or action on a procedure to allow for electronic signatures and additional information or clarification from the GGA Board on the long-term funding contract tasks.

11. NEXT MEETING

The next GGA Executive Committee meeting is scheduled for November 28, 2018 at 9:30 AM.

12. ADJOURN

The meeting adjourned at 10:20 AM