

# Glenn Groundwater Authority

## Groundwater Sustainability Agency

PO Box 351, Willows, CA 95988 | 530.934.6501

### MINUTES

GLENN GROUNDWATER AUTHORITY BOARD OF DIRECTORS

SEPTEMBER 10, 2018

1:30 P.M.

720 NORTH COLUSA STREET, WILLOWS, CA 95988

Director Members Present:	Agency Representing:
<b>X</b> John Viegas	County of Glenn
<b>X</b> Bruce Roundy	City of Orland
<b>X</b> Gary Hansen	City of Willows
George Nerli	Glide Water District
<b>X</b> John Amaro	Glenn-Colusa Irrigation District
<b>X</b> Charles Schonauer	Orland-Artois Water District
<b>X</b> Randy Hansen	Kanawha Water District
Gary Enos	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District
Alternate Members Present:	
Vince Minto	County of Glenn
Pete Carr	City of Orland
<b>X</b> Evan Markey	City of Willows
<b>X</b> Leslie Nerli	Glide Water District
Thaddeus Bettner	Glenn-Colusa Irrigation District
<b>X</b> Emil Cavagnolo (1:35)	Orland-Artois Water District
Wade Danley	Kanawha Water District
Lance Boyd	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District
2 <sup>nd</sup> Alternate Members Present:	
Ed Vonasek	City of Orland
<b>X</b> Andrea Jones (1:35)	Orland-Artois Water District
Michael Alves	Kanawha Water District

Others in attendance:

Lisa Hunter, GGA/Glenn County; Hilary Reinhard, Provost & Pritchard; Sharla Stockton, Glenn County; Mark Lohse, Glenn Ground Water District

#### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call
- c. Introductions

John Amaro called the meeting to order at 1:30 P.M. The pledge of allegiance was recited, roll call was taken as indicated above, and those in attendance were invited to introduce themselves.

## 2. APPROVAL OF MINUTES

- a. Approval of meeting minutes from August 13, 2018.

The August 13, 2018 minutes were approved as presented.

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

## 3. PERIOD OF PUBLIC COMMENT

None

## 4. FINANCIAL REPORT

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

A motion was made to approve and accept the monthly activities report. John Viegas requested clarification on the billing process to member agencies. Lisa Hunter stated the annual member contributions are divided into quarterly billings. The first \$10,000 received are applied to the fixed fee with the remaining portions applied to the weighted fee. Additionally, the budget account numbers have been corrected at the Department of Finance.

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

There was brief discussion on the tracking of attorney fees to ensure the agency remains within the budgeted amount. Ms. Hunter will provide a quarterly budget update including actuals and remaining budget. A motion was made to approved claims as presented.

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

## 5. LONG-TERM FUNDING

- a. Receive update from the Executive Committee on long-term funding discussions.
- b. Authorize the Executive Committee to request a quote from Provost & Pritchard to complete all necessary tasks to prepare for and implement a Property-Related Fees Assessment for Water Service consistent with the process of Colusa Groundwater Authority.
- c. Provide additional direction to Program Manager, Legal Counsel, and/or Executive Committee as needed.

John Amaro summarized the Executive Committee's recommendation to conduct a fee study. The recommendation included hiring one firm or team of consultants complete all tasks for the Proposition 218 process including public outreach, GIS work, and tax related items.

Ms. Hunter stated there are options for hiring a firm to assist in the Proposition 218 process. The Board could release a Request for Proposals (RFP) for a competitive process or request a quote from the same firm that the Colusa Groundwater Authority (CGA) has hired to achieve consistent messaging in the basin and potential cost savings. Leslie Nerli stated at the Joint Executive Committee meeting Provost & Pritchard quoted the CGA a cost of approximately \$100,000, or \$70,000 for the majority protest option. Hilary Reinhard, Provost & Pritchard, clarified the \$100,000 quote was for the entire process including

ballots. Ms. Reinhard stated she does believe there could be some economies of scale achieved by selecting the same firm as the CGA. Gary Hansen asked if the Board needs to seek counsel's advice for sole-sourcing a firm to complete the work. Ms. Hunter mentioned counsel has advised the Executive Committee could work with Provost & Pritchard to develop an estimate and bring it to the Board for consideration. She added benefits include consistent messaging and potential cost savings. Draw backs include potentially missing new ideas from other consultants.

A motion was made to authorize the Executive Committee to request a quote from Provost & Pritchard to complete all necessary tasks to prepare for and implement a Property-Related Fees Assessment for Water Service consistent with the process of CGA.

Motion: Leslie Nerli, Second: Charles Schonauer, Vote: Unanimous

A question was asked if there is a budgeted amount for this process. Ms. Hunter indicated there is a line item dedicated to this process. She can provide the figure at a later date if desired. Ms. Hunter stated it is her understanding that she will work with Provost & Pritchard to develop a quote for the Executive Committee to review. The Executive Committee will bring a recommendation to the Board.

#### 6. REQUEST FOR PROPOSALS TO PROVIDE ANNUAL AUDIT SERVICES FOR FISCAL YEAR 2017/2018

- a. Receive update from Audit Services RFP Selection Committee.
- b. Approve recommendation of the Audit Services RFP Selection Committee to select CliftonLarsonAllen LLP to provide annual audit services for Fiscal Year 2017/2018 with the option of extending the contract for 3 (three) fiscal years thereafter.
- c. Authorize the Executive Committee to negotiate a contract with the selected firm.
- d. Authorize Chairman to execute the negotiated contract with the selected firm.
- e. Provide direction as needed.

At a previous GGA Board meeting, the Executive Committee was authorized to serve as the Audit Services RFP Selection Committee. Mr. Amaro stated the Executive Committee reviewed RFPs for audit services and selected CliftonLarsonAllen LLP as a recommendation to provide these services. John Viegas stated using the same audit service as the county would help to keep funding transparent and easily distinguish Glenn County and the GGA as separate entities. The firm is also familiar with the county's financial accounting systems. Mr. Amaro stated the audit service could be re-evaluated for year two if desired. Ms. Hunter made hard copies of the submitted proposals from the four firms available for Board members' review. Ms. Hunter indicated the associated costs for each firm are:

- CliftonLarsonAllen LLP: \$9,500
- Matthews, Hutton & Warren, CPAs: \$4,900
- James Marta & Company LLP: \$12,000
- Roy Seiler: \$4,850

Additional discussion took place relating to details of the proposals and the Selection Committee recommendation. A motion was made to approve the recommendation from the Audit Services RFP Selection Committee to select CliftonLarsonAllen LLP to provide annual audit services for Fiscal Year 2017/2018 with the option of extending the contract for 3 (three) fiscal years thereafter.

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

There was a motion made to authorize the Executive Committee to negotiate a contract with the selected firm.

Motion: Bruce Roundy, Second: Leslie Nerli, Vote: Unanimous

There was a motion made to authorize Chairman to execute the negotiated contract with the selected firm.

Motion: Leslie Nerli, Second: Charles Schonauer, Vote: Unanimous

It was clarified that there is \$12,000 budgeted for the audit services.

## 7. BYLAWS

- a. Review, hold discussion, and provide comments on the draft Bylaws.
- b. Consider approval of the draft Bylaws.
- c. Provide direction as needed.

The Executive Committee reviewed several iterations of the draft bylaws. Gary Hansen stated there are a few areas that could use clarification and some grammatical edits. Mr. Hansen listed his suggested changes as follows:

Page 1 Article 1. The Authority:

1.2 OFFICE OF AUTHORITY. The principal physical office of the Authority shall be at ~~the~~ 720 NORTH COLUSA STREET, WILLOWS, CA 95988, and the principal mailing address shall be P.O. BOX 351, WILLOWS, CA 95988, or at such other location as the Board may designate by resolution.

Mr. Hansen noted he was in favor of using Rosenberg's Rules of Order.

Page 5 Article 4. Officers:

4.6.2 If the Chair and Vice-Chair, and their respective Alternates, are absent from a Board Meeting, then the Authority's Program Manager shall ~~run~~ chair the Board Meeting.

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Mr. Hansen stated administrator and Program Manager is used interchangeably in Article 6.2. Lisa Hunter stated she would work with counsel to clarify the difference between "administrator" and "Program Manager" throughout the document.

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6.3.1 The Board has appointed a the Glenn County Treasurer as the acting Treasurer of the Authority and will reimburse the County for the staff's services for the Authority.

There was a motion to approve the bylaws with the noted corrections.

Motion: Gary Hansen, Second: Charles Schonauer, Vote: Unanimous

## 8. HCM/WATER BUDGET PROJECT UPDATE

- a. Receive update on HCM/Water Budget Project.
- b. Provide direction as needed.

Lisa Hunter reviewed the summary that was included in the meeting packet. Byron Clark (Davids Engineering), Mary Fahey (CGA), and Lisa Hunter (GGA) held a kickoff meeting and decided to hold bi-weekly phone meetings to discuss status updates and provide guidance to the consulting team. There was some discussion on holding a public outreach meeting potentially in November consisting of general informational SGMA components, introducing the HCM/Water Budget project, and long-term funding mechanisms. It was clarified that Dave Ceppos would be assisting in the outreach process and other outreach efforts for the Colusa Subbasin. The outreach meetings will be coordinated with the CGA. There were no objections to moving forward with the public outreach meeting idea. More information will be brought to the Board at future meetings.

Ms. Hunter requested clarification on payment of consultant invoices. This is an approved project with an approved contract with a “not to exceed” amount. Does the Board feel comfortable with GGA Chair approving the consultant invoices up to \$5,000, which is currently the policy, or does the Board expect to approve invoices at Board meetings? John Amaro, current Chair, stated since it is already an approved project, he feels comfortable approving invoices up to \$5,000 and the Board will see the activities at the Board meetings. It was the consensus of the Board that the Chair can authorize payment of the invoices up to \$5,000 consistent with the policy. The payments will be included in the Monthly Activities Reports.

Ms. Hunter also advised the consultant work will be covered through the Proposition 1 grant and a funding agreement between the GGA and CGA will be brought before the Board for review in the future. CGA is the grant administrator for this grant and the invoices are submitted quarterly. There will be significant lag time between payment to consultants and reimbursement from CGA.

Ms. Hunter added Reclamation District 108, member of the CGA, is considering conducting a complete water budget for their area, which is partly in the Yolo County. Conversations are ongoing regarding the proposal and cost estimate for the additional work. If the scope changes to include this additional work, the revision will be brought to the GGA Board for consideration.

## 9. PROGRAM MANAGER UPDATES

Lisa Hunter provided a Program Manger Updates handout and highlighted the Glenn Ground Water District formation process update, the Form 700 and ethics training for GGA members, and the final scope of work, schedule, and budget for the Colusa Subbasin Groundwater Sustainability Plan grant.

## 10. COMMITTEE UPDATES

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

John Amaro, Lisa Hunter, and committee members provided updates from the committee, which were generally covered in previous items. An activity summary is also included in the meeting packet.

b. CGA/GGA Technical Ad Hoc Committee

The Technical Ad Hoc Committee did not meet and has nothing to report.

c. Stakeholder Engagement Committee

The Stakeholder Engagement Committee has not meet and has nothing to report.

d. Basin Boundary Modification Ad Hoc Committee

The Basin Boundary Modification Ad Hoc Committee has not met and has nothing new to report.

11. MEMBER REPORTS AND COMMENTS

John Viegas wanted to thank Lisa Hunter and Matteo Crow for presenting at the Glenn County Board of Supervisors meeting regarding Proposition 3, the water bond. The Board of Supervisors provided a letter supporting Proposition 3, which will be placed on the November ballot.

Mr. Viegas also reported that west of Orland there are concerns regarding domestic wells going dry and lowering groundwater levels perceived to be due to agricultural well production. Constituents asked Mr. Viegas to bring these concerns to the GGAs attention. It was also mentioned that many of these wells are within the Orland Project, but do not utilize surface water.

Hilary Reinhard mentioned that public outreach will be difficult, but a very important process.

Gary Hansen noted that he appreciates the new header.

12. NEXT MEETING

The next meeting is scheduled for October 8, 2018 at 1:30 P.M.

13. ADJOURN

The meeting was adjourned 2:41 P.M.