

# Program Manager Report

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**September 10, 2018**

## **Administrative Updates:**

- Reminder: Golden State Risk Management Authority Conference October 18-19, 2018. Please RSVP to GSRMA or coordinate with Lisa Hunter if you are interested in attending!
- Coordination with Mary Fahey, Colusa Groundwater Authority (CGA), and others as needed to organize and direct joint tasks and upcoming activities including continued discussions on DWR technical support application and long-term funding options.
- Continue development of the final scope of work, schedule, and budget for the Colusa Subbasin GSP development grant (with CGA staff, DWR staff).
- Submitted Basin Prioritization Comment Letter to DWR Portal.
- Continue to manage the Audit Services Request for Proposals process including receiving proposals, preparing packets and meetings for the selection committee, and coordination with firms as needed.
- Work with Executive Committee and Legal Counsel to prepare draft Bylaws and draft CGA/GGA MOU.
- Coordinate with County Finance Department regarding GGA Budget.
- Colusa Subbasin HCM/Water Budget Project: Held kickoff meeting with consulting team and CGA Program Manager (with Davids Engineering staff, CGA staff). Progress meetings will be held bi-weekly. Discussions with Mary Fahey, Legal Counsel, Executive Committee to develop an agreement outlining process to share the cost of this project.
- Continued coordination on Facilitation Support Services and draft Stakeholder Communication Engagement Plan (CCP staff, CGA staff). DWR/CCP contract was renewed and work resumed. CGA, GGA, CCP staff met to discuss draft plan.
- Develop Draft Letterheads.
- Executive Committee meeting activities.
- See subcommittee updates for additional committee coordination.

## **General Administration**

Examples of tasks completed include:

- Ethics Training- Continue to track and reach out to individuals to maintain compliance.
- FPPC Conflict of Interest Code- Continue to track and reach out to individuals to maintain compliance with Form 700s.
- Coordination with and meeting preparation for committees including Executive Committee (see committee reports)
- Development and review of meeting minutes
- Phone calls
- Agenda preparation
- Meeting preparation, meeting room reservations
- Meeting set up and clean up

- Follow up on meeting items
- Website updates
- Colusa Subbasin updates at various meetings
- Develop outreach materials such as SGMA Implementation Updates in Glenn County including GGA activities and monthly summaries that are distributed at various meetings including the Glenn County Farm Bureau
- Invoicing, monthly activities reports, review claims, direct claims for processing, and related tasks
- Preparing items for Chairman signature
- Creation of and completing tracking sheets for various items
- Coordination with legal counsel as needed
- Other various tasks