

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

MINUTES

GLENN GROUNDWATER AUTHORITY BOARD OF DIRECTORS

September 13, 2017

9:00 A.M.

720 NORTH COLUSA STREET, WILLOWS, CA 95988

Director Members Present:		Agency Representing:
X	John Viegas	County of Glenn
X	Pete Carr (1:06)	City of Orland
X	Gary Hansen	City of Willows
X	George Nerli	Glide Water District
X	John Amaro	Glenn-Colusa Irrigation District
X	Charles Schonauer	Orland-Artois Water District
X	Randy Hansen	Kanawha Water District
X	Gary Enos	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District
Alternate Members Present:		
	Vince Minto	County of Glenn
	Bruce Roundy	City of Orland
X	Evan Markey	City of Willows
X	Leslie Nerli	Glide Water District
	Thaddeus Bettner	Glenn-Colusa Irrigation District
X	Emil Cavagnolo	Orland-Artois Water District
	Wade Danley	Kanawha Water District
X	Lance Boyd	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District
2 nd Alternate Members Present:		
X	Ed Vonasek (1:38)	City of Orland
X	Andrea Jones	Orland-Artois Water District

Others in attendance:

Mary Randall, DWR; Erin Smith, DWR; Michael Alves, KWD/GWD; Dan Gamon, DWR; Chip Meriam, Glenn County Clerk/Recorder; Lisa Hunter, Glenn County

1. CALL TO ORDER

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

John Amaro called the meeting to order at 1:06 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 AGENDA AND MINUTES

- a. Approval of meeting minutes from August 14, 2017

Charles Schonauer indicated a preference to include all attendees in addition to Directors and Alternates.

A motion was made to approve the minutes as presented.

Motion: Gary Hansen, Second: Randy Hansen, Vote: Unanimous

- b. Review and approve agenda

It was suggested to add an item to the agenda to consider approving the GGA, in coordination with the Colusa Groundwater Authority (CGA) to develop and enter into a sole source contract with Davids Engineering for the preparation of the Proposition 1 Application not to exceed \$5,000 without prior approval. It was mentioned that the Project Solicitation Package (PSP) was released September 8. A coordination meeting with CGA took place September 12. The committee felt it would be necessary to hire Davids Engineering to prepare the grant application which is due November 10. In order to meet the deadline, it is imperative that this be moved forward as quickly as possible. A motion was made to add the item to the agenda.

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

The item will be added between Agenda Items 8 and 9.

The agenda was approved by consensus.

- c. Review agenda process

Prior to the release and posting of the agenda, Leslie Nerli, John Viegas, and John Amaro will meet with Lisa Hunter to review agenda items approximately one week prior to the meeting date. If Directors/Alternates would like an item to be placed on the agenda, please forward the item to Lisa Hunter at least one week before the scheduled meeting.

Those in attendance were comfortable with the agenda review process and agreed by consensus to continue the process in this manner.

3. OATH OF OFFICE

- a. The Oath of Office will be administered to the Directors and Alternates

Chip Meriam, County Clerk, administered the Oath of Office to Directors, Alternates, and 2nd Alternates present. Pete Carr mentioned that the Orland City Council inadvertently appointed a City employee as the GGA Director and the City Council member as the Alternate. The appointment should be reversed with the City Council member as the GGA Director and the City employee as the Alternate. This is expected to be corrected at the September 18 City Council meeting. He announced that a he will take the Oath after the correction is made.

4. PERIOD OF PUBLIC COMMENT

None

5. STAFF UPDATES

- a. Administrative Items Update- Receive status update on administrative items discussed at the August 14, 2017 meeting.
 - i. California Secretary of State and California State Controller filings
 - ii. Purchase of JPA Insurance- Golden State Risk Management Authority
 - iii. Ethics Training Compliance
 - iv. California Fair Political Practices Commission- Conflict of Interest Code development and Form 700 for Directors and Alternates

Lisa Hunter reviewed a staff update report that was distributed at the meeting. The California Secretary of State and California State Controller filings are complete. The JPA Insurance paperwork with Golden State Risk Management Authority is complete. The Certificate of Coverage was received September 11, 2017 with an issue date of September 6, 2017. Several Directors and Alternates have completed the required ethics training and returned Certificates of Completion. Ms. Hunter will continue to coordinate with Directors and Alternates still in need of training. Directors and Alternates were advised that to use the GGA formation date, June 20, 2017, on their Form 700 assuming office date. Signed forms must be returned to Ms. Hunter.

- b. 120-Day Implementation Plan
 - i. Receive report on 120 day implementation plan developed by the Center for Collaborative Policy for the SGMA Workgroup to help guide early GSA steps.

Lisa Hunter reviewed the 120-Day Implementation Plan which was distributed at the meeting. She noted which tasks have been completed, which are in progress, and which need further discussion.

6. COMMITTEE UPDATES

a. Executive Committee

The committee reported they met to review the agenda prior to posting. There is nothing else to report at this time.

b. Budget Ad Hoc Committee

The recommended budget is included in the agenda packet and will be discussed more fully in Item 7. It was mentioned the Administration line item has been changed to Contracted County Services to clarify the purpose. This committee will not meet again if the budget is approved at today's meeting.

c. Legal Counsel Ad Hoc Committee

The committee reported that it met September 6 and reviewed several existing Request for Proposals (RFPs) to begin developing a tailored GGA RFP. The committee hopes to move this process along quickly in an open and transparent manner. This could include a two-step interview process with a Selection Committee reviewing proposals, interviewing candidates and recommending the top three applicants for the GGA Board to interview. This will be further discussed in Item 9.

d. GGA/CGA Coordination Committee

The Executive Committee was selected at the August 14 meeting to serve as the GGA/CGA Coordination Committee. The CGA created two committees: one to coordinate the SGMA Work Plans and Proposition 1 application and a second committee to coordinate policy and other inter-GSA issues. The committee working on the SGMA Work Plans and Proposition 1 application met on September 12. The group discussed the need to move forward as soon as possible on a basin-wide water budget and the Proposition 1 application. This committee made the recommendation to hire Davids Engineering to prepare the grant application, which was added to the agenda and will be discussed later in the meeting.

It was mentioned that it may be beneficial to split this committee into two committees similar to CGA committee structure so the meetings are more focused and the composition of members is tailored to the committee.

A new Technical Committee was formed to coordinate with the CGA on the SGMA Work Plans and Proposition 1 grant application. The members include: Emil Cavagnolo, John Viegas, Mike Alves, and Thad Bettner.

The existing committee, which includes John Viegas, Leslie Nerli, and John Amaro, will continue to serve as the CGA/GGA Coordination Committee for policy and other inter-GSA issues.

The make-up of the committees was reviewed as follows:

Executive Committee

John Amaro, Leslie Nerli, John Viegas

Budget Ad Hoc Committee

John Amaro, Leslie Nerli, Gary Hansen, Thad Bettner

Legal Counsel Ad Hoc Committee

John Viegas, Gary Enos, Leslie Nerli

GGA/CGA Coordination Committee (Policy)

John Viegas, Leslie Nerli, John Amaro

GGA/CGA Technical Coordination Committee (SGMA Work Plan/Proposition 1 grant application)

Emil Cavagnolo, John Viegas, Mike Alves, Thad Bettner

7. BUDGET

- a. Receive report and recommendation from Budget Ad Hoc Committee
- b. Consider approval of Fiscal Year 2017/2018 Budget

The Budget Ad Hoc Committee reviewed the recommendation included in the agenda packet. Some minor changes from the previous draft budget were made. It was mentioned the biggest concern is cost control. These figures presented are best estimates. While only Fiscal Year 2017/2018 is being recommended for approval, the budget does show approximate costs for the first five years. Some additional backup for greater understanding was also included.

A motion was made to approve the Fiscal Year 2017/2018 Budget as submitted.

Motion: Pete Carr, Second: Gary Hansen, Vote: Unanimous

8. INITIAL INVOICING

- a. Review Funding Obligation Initial Budgets Section 2.1.3 of the Funding Agreement (Exhibit E of the JPA).
- b. If Fiscal Year 2017/2018 Budget is approved in Item 7, consider invoicing funding obligation quarterly payment which would normally accrue July 1 on September 14 or as soon as practical, which shall be paid within thirty (30) days of September 14. The regular schedule outlined in Funding Obligation Initial Budgets Section 2.1.3 of the Funding Agreement resumes thereafter.

Lisa Hunter reviewed the information included in the agenda packet.

A motion was made to invoice the funding obligation quarterly payment which would normally accrue July 1 on September 14 or as soon as practical, which shall be paid within thirty (30) days of September 14. The regular schedule outlined in Funding Obligation Initial Budgets Section 2.1.3 of the Funding Agreement resumes thereafter.
Motion: Gary Hansen, Second: Gary Enos, Vote: Unanimous

9. CONSIDER APPROVING THE GGA, IN COORDINATION WITH THE COLUSA GROUNDWATER AUTHORITY (CGA) TO DEVELOP AND ENTER INTO A SOLE SOURCE CONTRACT WITH DAVIDS ENGINEERING FOR THE PREPARATION OF THE PROPOSITION 1 APPLICATION NOT TO EXCEED \$5,000 WITHOUT PRIOR APPROVAL.

A motion was made to approve the item as presented.

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

It was further noted that CGA would also need to approve a similar item and further contingent on Davids Engineering's ability to accept the work.

10. LEGAL COUNSEL AD HOC COMMITTEE RECOMMENDATIONS ON REQUEST FOR PROPOSALS (RFP) PROCESS

- a. Approve granting authority and responsibility to the Legal Counsel Ad Hoc Committee to prepare and release an RFP seeking legal counsel.
- b. Determine if the RFP solicitation will be an open solicitation or by invitation only.
- c. Appoint a Selection Ad Hoc Committee

The committee distributed a summary of their September 6 meeting and provided recommendations for moving forward. After discussion of the items, it was decided by consensus to conduct the RFP by invitation only. Directors should send a list of attorneys they would like included in the solicitation to Lisa Hunter.

A motion was made to approve Item 10.a as presented.

Motion: Gary Hansen, Second: Randy Hansen, Vote: Unanimous

By consensus it was determined the Legal Counsel Ad Hoc Committee would serve as the Selection Committee.

Discussion was held regarding consulting with attorneys that have experience in complicated basins, talking with others that have been through a similar process, and peer review of the RFP.

The tentative schedule included in the recommendation was also discussed. The group agreed to the tentative schedule. It was further clarified to allow the committee to provide one applicant as a recommendation to the GGA Board.

11. BYLAWS

- a. Discussion of the development of bylaws for the Glenn Groundwater Authority and determine next steps.

It was mentioned that several other items have a higher priority and it may be beneficial to wait to develop bylaws until some of the other items are complete. It was also stated that it may be helpful to have an attorney to help with the process. The JPA is fairly detailed and should be sufficient for the time being.

It was decided by consensus to wait to develop the bylaws pending legal counsel selection.

12. MEMBER REPORTS AND COMMENTS

Pete Carr announced that the City of Orland completed a new drinking well. The \$1 million project is up and running.

13. NEXT MEETING

Discussion on the meeting date and time took place. Many may be in harvest or have other conflicts for the scheduled October meeting. It was suggested to move the meeting back a week or two, and perhaps October meetings in the future could consider this conflict as well. It was mentioned that the October 9 meeting date was important due to the timing of the grant application and the coordination efforts with the CGA. The next meeting will be held October 9, 2017 at 8:30 AM to try to accommodate the conflicts. Directors were encouraged to coordinate with Alternates if they are unable to attend the October 9 meeting. It was also requested they contact Lisa Hunter if unable to attend.

14. ADJOURN

The meeting was adjourned 2:30 P.M.