

# Program Manager Report

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January 8, 2018

## Administrative Updates:

- Ethics Training- Four Directors/Alternates need to complete the training and/or forward certificates of completion to Lisa Hunter. Ms. Hunter will follow up with those individuals. Additionally, several directors will be due to take the training again in the next few months. Ms. Hunter has reached out to those individuals by email to advise of the due date.
- California Fair Political Practices Commission (FPPC) Form 700s- 2018 Forms are due April 2, 2018. Please complete the Form 700 and send the signed original to Lisa Hunter. Forms can be found at the FPPC website at:  
<http://www.fppc.ca.gov/Form700.html>  
or contact Lisa Hunter to request a paper copy.
- Invoicing for 3<sup>rd</sup> quarter payments will be mailed this week.
- The Glenn Groundwater Authority applied for and has been issued an Employer Identification Number (Tax ID Number). The EIN is 32-0549219.
- Invoice paid for GGA portion of the grant application preparation. The total bill was \$12,487.08. The GGA portion was \$6,243.54 and is being processed. (Approved 10/9/17 meeting for up to \$8,000.)
- Met with Valerie Kincaid, General Counsel, to discuss what steps GGA has taken and begin outlining remaining necessary items and items to consider which will be coming forward at future meetings.

## Request for Proposals for A Hydrogeologic Conceptual Model and Water Budget for the Colusa Subbasin-

- Coordination with Technical Committees
- Also see subcommittee report

## General Administration

Examples of tasks completed include:

- Coordination with committees including Executive Committee (see committee reports)
- Development and review of meeting minutes
- Phone calls
- Agenda preparation
- Meeting preparation
- 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 tasks
- Creation of and completing tracking sheets for various items
- Debrief discussions with Legal Counsel RFP applicants
- Listened to a webinar on SGMA BMP Sustainable Management Criteria
- Other various tasks