

# Colusa Groundwater Authority Board of Directors

1213 Market Street, Colusa, CA 95932 | 530-458-0891 | [www.colusagroundwater.org](http://www.colusagroundwater.org)

## MEETING AGENDA

**October 4, 2022 | 1:30 p.m.**

**Colusa Industrial Properties, 100 Sunrise Blvd., Colusa, CA 95932**

**Alternative meeting location(s):**

**365 Ruggieri Way, Williams, CA 95987**

**381 HCR 2424, Hillsboro, TX 76645**

**Board members and members of the public may attend this meeting in person or through**

**RingCentral meetings: <https://meetings.ringcentral.com/j/1448987452>**

Or iPhone one-tap :

+1(623)4049000,,1448987452# (US West)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1(623)4049000 (US West)

Meeting ID: 144 898 7452

International numbers available: <https://meetings.ringcentral.com/teleconference>

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*\* Indicates action item*

### **1. Call To Order and Determination of Quorum**

- a. Roll Call of Directors and Alternates
- b. Introductions of others in attendance

### **2. Period Of Public Comment**

*At this time, members of the public may address the CGA Board regarding items that are not on the agenda but are of relevance to the CGA. The Board may not act on items not on the agenda.*

### **3. Consent Calendar**

*All consent calendar items may be acted upon by a single motion unless otherwise requested by a board member for separate consideration.*

- a. \* Approval of Minutes from August 23, 2022 CGA Board Meeting (**Pg. 4**)
- b. \* Receive and File August Financial Statements (**Pg. 8**)
- c. \*Review and Consider Approval of Claims (**Pg. 13**)

### **4. Authorization to Accept Proposal from Robert W. Johnson for 2022 Audit Services (**Pg. 30**)**

- a. \*Approve proposal from Robert W. Johnson Accountancy Corp. and authorize Program Manager and Chair to execute engagement letter

5. **Authorization to Issue Request for Proposals in Coordination with Glenn Groundwater Authority for Preparation of Annual Report for Water Year 2022 (Pg. 36)**
  - a. \*Authorize staff to coordinate with GGA to issue RFP for WY 2022 Annual Report preparation
  - b. \*Direct ad hoc Annual Report Committee to coordinate with GGA on consultant selection and report preparation
  
6. **Approval of Cost Sharing Amendment to Butte Subbasin Cooperation Agreement (Pg. 47)**
  - a. \*Authorize the Chair to execute Cost Sharing Amendment to Butte Subbasin Cooperation Agreement
  
7. **Colusa Subbasin Groundwater Sustainability Plan (Pg. 54)**
  - a. GSP Development Grants (Prop 1 and Prop 68) and Project Agreements
  - b. GSP Implementation
  
8. **Committee Reports (Pg. 58)**
  - a. TAC – Bill Vanderwaal, Thad Bettner, Jim Wallace, Denise Carter, Darrin Williams, Deke Dormer, Ben King, Brandon Davison DWR (ex-officio)
  - b. Water Rights for Unappropriated Flood Water ad hoc – Bill Vanderwaal, Jim Wallace, Darrin Williams, Thad Bettner, Ben King, Halbert Charter, Glenn County representatives (to be invited), Sites Authority (to be invited)
  - c. **Long Term Funding ad hoc** – Thad Bettner, Darrin Williams, Jeff Moresco, Denise Carter
  
9. **Update on Executive Order No. N-7-22 (Pg. 59)**
  
10. **DWR Staff Update (Pg. 59)**
  
11. **Administrative Update (Pg. 59)**
  
12. **Closed Session (Pg. 59)**

Gov't Code 54956.9 – Conference with Legal Counsel – existing litigation *Aqualliance et al. v. Colusa Groundwater Authority, Glenn Groundwater Authority* Colusa County Superior Court – Case Number CV24584

*Aqualliance et al. v. Biggs-West Gridley Water District, et al.*  
Butte County Superior Court – Case Number 22CV00348
  
13. **Report out of Closed Session (Pg. 59)**
  
14. **Member Reports and Comments (Pg. 60)**
  
15. **Next Meeting:** October 25, 2022 (Pg. 60)

**16. Adjourn (Pg. 60)**

A complete agenda packet, including back-up information, is available for inspection during normal business hours at 1213 Market Street, Colusa, CA 95932. The full agenda packet can also be found on the CGA website:

<https://colusagroundwater.org>.

In compliance with the Americans with Disability Act, if you require special accommodation to participate in CGA Board or Subcommittee meetings, please contact the Colusa Groundwater Authority Program Manager at 650-587-7300, extension 17, prior to any meeting and arrangements will be made to accommodate you.

# Colusa Groundwater Authority Board of Directors

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## MEETING MINUTES

August 23, 2022

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### 1. Call To Order and Determination of Quorum

Chair Carter called the meeting to order at 1:00 p.m. and determined that a quorum was present.

#### a. Roll Call of Officers and Alternates

Present: Thad Bettner, Denise Carter, Shelly Murphy, Alfred Sellers, Bill Vanderwaal, Jim Wallace.  
(Jeff Moresco arrived later in the meeting.)

#### b. Introductions of others in attendance:

Brandon Davison, Lisa Hunter, Holly Dawley, Arnie Gustafson, Pete Dennehy, Christy Scofield, Pat Vellines, Stacie Ann Silva; CGA staff Carol Thomas-Keefer and Lori Frontella; Attorney Alan Doud

### 2. Period Of Public Comment

*At this time, members of the public may address the CGA Board regarding items that are not on the agenda but are of relevance to the CGA. The Board may not act on items not on the agenda.*

Chair Carter invited public comment on items not on the agenda. No public comments were provided.

### 3. Consent Calendar

*All consent calendar items may be acted upon by a single motion unless otherwise requested by a board member for separate consideration.*

- a. Approval of Minutes from the July 26, 2022 CGA Board Meeting
- b. Receive and File Financial Statements
- c. Review and Consider Approval of Claims

On motion by Mr. Bettner, seconded by Ms. Murphy and unanimously carried, the Consent Calendar was approved as presented.

AYES:	7	Bettner, Carter, Murphy, Sellers, Vanderwaal, Wallace
NOES:	0	
ABSTAIN:	0	

### 4. Approval of Approach for Water Year 2022 Annual Report

- a. Authorize staff to work with GGA to develop and issue RFP for preparation of WY 2022 Annual Report

Ms. Carol Thomas-Keefer reported that the Annual Report for the Colusa Subbasin for Water Year 2022 was due to be submitted to DWR by April 1, 2023. The report would be prepared and submitted in conjunction with the Glenn Groundwater Authority. Staff recommends that the CGA Board consider

authorizing staff to work with GGA to develop and issue a RFP for preparation of the WY 2022 Annual Report. The water year ends September 30, so the process should begin soon in order to meet the April 1 submittal deadline.

On motion by Ms. Murphy, seconded by Mr. Vanderwaal, and unanimously carried, the Board of Directors authorized staff to work with GGA to develop and issue a RFP for preparation of the WY 2022 Annual Report.

AYES: 7 Bettner, Carter, Murphy, Sellers, Vanderwaal, Wallace  
NOES: 0  
ABSTAIN: 0

b. Appoint ad hoc Annual Report Committee to review proposals and manage project

Ms. Thomas-Keefer also stated that the Board should consider appointing an ad hoc committee to oversee the consultant selection and manage the preparation of the 2022 Annual Report.

Following discussion, on motion by Ms. Murphy, seconded by Mr. Vanderwaal, and unanimously carried, the Board of Directors appointed ad hoc Annual Report Committee consisting of Shelly Murphy and Bill Vanderwaal to review proposals and manage the preparation of the 2022 Annual Report.

AYES: 7 Bettner, Carter, Murphy, Sellers, Vanderwaal, Wallace  
NOES: 0  
ABSTAIN: 0

**5. Approval of Approach for SGMA Round 2 Grant Writing Services**

- a. Authorize staff to work with GGA to develop and issue RFP/RFQ for grant writing services for SGMA Round 2 Grant application
- b. Authorize TAC to review proposals and application process

Ms. Thomas-Keefer reported that the CGA Technical Advisory Committee has been working in collaboration with the GGA TAC on project prioritization in order to identify those projects and management activities best suited for inclusion in the upcoming round of SGMA grant funding. In support of the Joint TAC's efforts to develop a project list, the CGA Board, in collaboration with GGA, should consider retaining the services of a consultant to provide grant writing services for the application submittal. GGA has suggested, and CGA staff concurs, that an RFP/RFQ be developed and sent to a short list of qualified consultants.

Ms. Thomas-Keefer also stated that the board should also assign the TAC or, alternatively, appoint an ad hoc committee to work with GGA to review proposals and oversee consultant selection.

Following discussion, on motion by Mr. Vanderwaal, seconded by Ms. Murphy and unanimously carried, the Board of Directors authorized staff to work with GGA to develop and issue an RFP/RFQ for grant writing services for the SGMA Round 2 Grant application, and appointed an ad hoc committee comprised of Jim Wallace, Denise Carter and Jeff Moresco to collaborate with GGA on the recommendation for consultant selection.

AYES: 7 Bettner, Carter, Murphy, Sellers, Vanderwaal, Wallace  
NOES: 0  
ABSTAIN: 0

## 6. Colusa Subbasin Groundwater Sustainability Plan (GSP)

- a. GSP Development grants (Prop 1 and Prop 68) and Project Agreements
- b. GSP Implementation
- c. Northern Sacramento Valley Integrated Regional Water Management Plan Project Solicitation

Chair Carter reported that work on the existing grants is concluding, and she is working with Davids Engineering to prepare the final reports.

Ms. Thomas-Keefer noted that the TAC continues to work on prioritizing projects in order to develop the application for the upcoming SGMA Round 2 grant funding. Discussion followed regarding the process for identifying and selecting projects, and, by consensus, the CGA Board agreed that staff should send out a new project solicitation to interested parties and allow a two-week period to receive new project submittals for consideration and inclusion in the Groundwater Sustainability Plan.

Finally, Ms. Thomas-Keefer reported that the Northern Sacramento Valley Integrated Water Management Group was soliciting eligible projects for its grant application, with a submittal deadline of September 2, 2022.

## 7. Committee Reports

- a. **TAC** – Bill Vanderwaal, Thad Bettner, Jim Wallace, Denise Carter, Darrin Williams, CC Groundwater Commission, Deke Dormer, Ben King, Brandon Davison DWR (ex-officio)

Mr. Wallace reported that the TAC continues to review and prioritize projects for the SGMA Round 2 grant application. Priorities will be given to projects benefitting Disadvantaged Communities and Severely Disadvantaged Communities. The Joint CGA GGA TAC will meet again on September 9.

- b. **Water Rights for Unappropriated Flood Water Ad Hoc** – Bill Vanderwaal, Jim Wallace, Darrin Williams, Thad Bettner, Ben King, Halbert Charter, Glenn County representatives (to be invited), Sites Authority (to be invited)

Mr. Vanderwaal provided an update on the last meeting, noting that the water rights consultant, MBK Engineers, recommends that the parties pursue a water rights application. Discussion followed regarding the cost of a temporary diversion permit, and the potential for obtaining grant funding to pay for water rights applications.

- c. **Long Term Funding ad hoc** - Thad Bettner, Darrin Williams, Jeff Moresco, Sajit Singh

Mr. Bettner reported that the Request for Qualifications had been issued, and proposals were due on September 6. Discussion followed on rate setting philosophies, and Mr. Bettner stated that the primary goal was to find an equitable means of sharing costs.

## 8. Update on Executive Order No. N-7-22

Chair Carter indicated there was no additional information from the County on this item.

**9. DWR Staff Update**

Mr. Brandon Davison reported that the summer well readings were still in progress.

**10. Administrative Update**

Ms. Thomas-Keefe stated that she is still working to identify a meeting date for the ad hoc By-laws committee. The previous dates were not feasible, so she will poll the committee members with new dates soon.

**11. Closed Session**

Gov't Code 54956.9 – Conference with Legal Counsel – existing litigation *Aqualliance et al. v. Colusa Groundwater Authority, Glenn Groundwater Authority Colusa County Superior Court* – Case Number CV24584

*Aqualliance et al. v. Biggs-West Gridley Water District, et al.*  
Butte County Superior Court – Case Number 22CV00348

**12. Report out of Closed Session**

The Attorney, Mr. Doud, reported that no reportable action was taken in Closed Session.

**13. Member Reports and Comments**

Mr. Bettner suggested that a presentation to the CGA Board on the Sites Reservoir project, including the status of water rights issues, would be of interest.

**14. Next Meeting:** October 25, 2022

**15. Adjourn**

There being no further business, the meeting was adjourned at 2:38 p.m.

**Colusa Groundwater Authority**  
**Statement of Revenue & Expenditures - Income Tax Basis**  
For the nine months & twenty two days ended Sept 22, 2022

	Jul 1 - Sep 22, 22
Ordinary Income/Expense	
Income	
40100 · Assessments	
40200 · Prop 218 Ops Fee Agreements	38,958.94
40250 · Prop 218 Ops Fee Parcels	7.36
<b>Total 40100 · Assessments</b>	<b>38,966.30</b>
45000 · 45000 · Investments	
Interest - Prop 218	19.10
<b>Total 45000 · 45000 · Investments</b>	<b>19.10</b>
46400 · 46400 · Other Types of Income	
Grant Funding - GSP Development	85,151.46
<b>Total 46400 · 46400 · Other Types of Income</b>	<b>85,151.46</b>
<b>Total Income</b>	<b>124,136.86</b>
Gross Profit	124,136.86
Expense	
60800 · Professional Services-Admin	
60900 · Financial Services Bookkeeping	747.50
62140 · 62140 · Legal Services	23,711.68
65010 · 65010 · Program Manager	450.00
60800 · Professional Services-Admin - Other	2,282.75
<b>Total 60800 · Professional Services-Admin</b>	<b>27,191.93</b>
62100 · Professional Services-Technical	
Consult Prop 218 Operation fee	1,620.00
62101 · GSP Development	223,820.52
<b>Total 62100 · Professional Services-Technical</b>	<b>225,440.52</b>
65160 · 65160 · JPA Insurance	1,734.00
<b>Total Expense</b>	<b>254,366.45</b>
Net Ordinary Income	-130,229.59
Net Income	<b>-130,229.59</b>



## Colusa Groundwater Authority Monthly - Profit & Loss Budget vs. Actual July 1 through September 22, 2022

	Jul 1 - Sep 22, 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40100 · Assessments</b>				
40200 · Prop 218 Ops Fee Agreements	38,958.94	0.00	38,958.94	100.0%
40250 · Prop 218 Ops Fee Parcels	7.36	0.00	7.36	100.0%
40300 · Volumetric Fee	0.00	0.00	0.00	0.0%
40350 · Well Head Fee	0.00	0.00	0.00	0.0%
40100 · Assessments - Other	0.00	0.00	0.00	0.0%
<b>Total 40100 · Assessments</b>	<b>38,966.30</b>	<b>0.00</b>	<b>38,966.30</b>	<b>100.0%</b>
40400 · Prop 218 Consultant Credits	0.00	0.00	0.00	0.0%
40450 · Prop 218 Landowner fees	0.00	0.00	0.00	0.0%
43400 · Direct Public Contributions	0.00	0.00	0.00	0.0%
<b>44800 · Agency Contributions, Fixed Fee</b>				
City of Colusa	0.00	0.00	0.00	0.0%
City of Williams	0.00	0.00	0.00	0.0%
Colusa County Water District	0.00	0.00	0.00	0.0%
Colusa Drain Mutual Water Co	0.00	0.00	0.00	0.0%
County of Colusa	0.00	0.00	0.00	0.0%
Glenn-Colusa Irrigation Distric	0.00	0.00	0.00	0.0%
Groundwater Commission Seat #1	0.00	0.00	0.00	0.0%
Groundwater Commission Seat #2	0.00	0.00	0.00	0.0%
Maxwell/Westside	0.00	0.00	0.00	0.0%
Princeton/Provident	0.00	0.00	0.00	0.0%
RD 108	0.00	0.00	0.00	0.0%
RD 479	0.00	0.00	0.00	0.0%
44800 · Agency Contributions, Fixed Fee - Other	0.00	0.00	0.00	0.0%
<b>Total 44800 · Agency Contributions, Fixed Fee</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>45000 · 45000 · Investments</b>				
Interest-Money Market	0.00	0.00	0.00	0.0%
Interest - Prop 218	19.10	0.00	19.10	100.0%
45030 · Interest-Savings	0.00	0.00	0.00	0.0%
45000 · 45000 · Investments - Other	0.00	0.00	0.00	0.0%
<b>Total 45000 · 45000 · Investments</b>	<b>19.10</b>	<b>0.00</b>	<b>19.10</b>	<b>100.0%</b>
<b>46400 · 46400 · Other Types of Income</b>				
<b>Grant Funding - GSP Development</b>				
GSP 10% Retention GGA Share	0.00	0.00	0.00	0.0%
<b>Prop 1 GSP Round2 Grant Funding</b>				
Retention - Prop 1	0.00	0.00	0.00	0.0%
Prop 1 GSP Round2 Grant Funding - Other	0.00	0.00	0.00	0.0%
<b>Total Prop 1 GSP Round2 Grant Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## Colusa Groundwater Authority Monthly - Profit & Loss Budget vs. Actual July 1 through September 22, 2022

	Jul 1 - Sep 22, 22	Budget	\$ Over Budget	% of Budget
<b>Prop68 GSP Round3 Grant Funding</b>				
Retention - Prop 68	0.00	0.00	0.00	0.0%
Prop68 GSP Round3 Grant Funding - Other	0.00	0.00	0.00	0.0%
<b>Total Prop68 GSP Round3 Grant Funding</b>	0.00	0.00	0.00	0.0%
<b>Grant Funding - GSP Development - Other</b>	85,151.46	0.00	85,151.46	100.0%
<b>Total Grant Funding - GSP Development</b>	85,151.46	0.00	85,151.46	100.0%
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
47230 · GGA repayment for Jt Services	0.00	0.00	0.00	0.0%
46400 · 46400 · Other Types of Income - Other	0.00	0.00	0.00	0.0%
<b>Total 46400 · 46400 · Other Types of Income</b>	85,151.46	0.00	85,151.46	100.0%
<b>47200 · Agency Per Acre Contributions</b>				
City of Colusa	0.00	0.00	0.00	0.0%
City of Williams	0.00	0.00	0.00	0.0%
Colusa County Water District	0.00	0.00	0.00	0.0%
Colusa Drain Mutual Water Co	0.00	0.00	0.00	0.0%
County of Colusa	0.00	0.00	0.00	0.0%
Glenn-Colusa Irrigation Distric	0.00	0.00	0.00	0.0%
Groundwater Commission Seat #1	0.00	0.00	0.00	0.0%
Groundwater Commission Seat #2	0.00	0.00	0.00	0.0%
Maxwell/Westside	0.00	0.00	0.00	0.0%
Princeton/Provident	0.00	0.00	0.00	0.0%
Private Pumper Sea t#1	0.00	0.00	0.00	0.0%
RD 108	0.00	0.00	0.00	0.0%
RD 479	0.00	0.00	0.00	0.0%
47200 · Agency Per Acre Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 47200 · Agency Per Acre Contributions</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	124,136.86	0.00	124,136.86	100.0%
<b>Cost of Goods Sold</b>				
50000 · 50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	0.00	0.00	0.00	0.0%
<b>Gross Profit</b>	124,136.86	0.00	124,136.86	100.0%

## Colusa Groundwater Authority Monthly - Profit & Loss Budget vs. Actual July 1 through September 22, 2022

Expense	Jul 1 - Sep 22, 22	Budget	\$ Over Budget	% of Budget
GSP Development	0.00	0.00	0.00	0.0%
Prop 218 Ops Fee Collections-Co	0.00	0.00	0.00	0.0%
Special Projects - Funding Mech	0.00	0.00	0.00	0.0%
60100 · Bank Fees	0.00	0.00	0.00	0.0%
60200 · FFS/TSS	0.00	0.00	0.00	0.0%
60300 · Grant expense	0.00	0.00	0.00	0.0%
60350 · Grant expense-Prop #1	0.00	0.00	0.00	0.0%
60400 · Grant expense-Prop #68	0.00	0.00	0.00	0.0%
60500 · GSP Implementation Fund	0.00	0.00	0.00	0.0%
60600 · Meeting Venue Rental	0.00	0.00	0.00	0.0%
60700 · Office Expenses	0.00	0.00	0.00	0.0%
<b>60800 · Professional Services-Admin</b>				
60850 · Administrative Assistant	0.00	0.00	0.00	0.0%
60900 · Financial Services Bookkeeping	563.50	0.00	563.50	100.0%
62110 · Accounting	0.00	0.00	0.00	0.0%
62140 · 62140 · Legal Services	11,930.38	0.00	11,930.38	100.0%
62830 · 62830 · Facilitation Services	0.00	0.00	0.00	0.0%
65000 · 65000 · Auditor	0.00	0.00	0.00	0.0%
65010 · 65010 · Program Manager	14,376.25	0.00	14,376.25	100.0%
60800 · Professional Services-Admin - Other	2,282.75	0.00	2,282.75	100.0%
<b>Total 60800 · Professional Services-Admin</b>	<b>29,152.88</b>	<b>0.00</b>	<b>29,152.88</b>	<b>100.0%</b>
<b>62100 · Professional Services-Technical</b>				
Consult Prop 218 Operation fee	1,620.00	0.00	1,620.00	100.0%
GSP - Grant Application	0.00	0.00	0.00	0.0%
GSP Annual Report	0.00	0.00	0.00	0.0%
GSP Implementation - Grant Fund	0.00	0.00	0.00	0.0%
GSP Implementation - Projects	0.00	0.00	0.00	0.0%
GSP Implementation - Reporting	0.00	0.00	0.00	0.0%
62101 · GSP Development	223,820.52	0.00	223,820.52	100.0%
62100 · Professional Services-Technical - Other	0.00	0.00	0.00	0.0%
<b>Total 62100 · Professional Services-Technical</b>	<b>225,440.52</b>	<b>0.00</b>	<b>225,440.52</b>	<b>100.0%</b>
62890 · Publications/Legal Notices	0.00	0.00	0.00	0.0%
65020 · Postage, Mailing Service	0.00	0.00	0.00	0.0%
65030 · Printing and Copying/Outreach	0.00	0.00	0.00	0.0%
65040 · 65040 · Supplies	0.00	0.00	0.00	0.0%
65050 · 65050 · Website	0.00	0.00	0.00	0.0%
65160 · 65160 · JPA Insurance	0.00	0.00	0.00	0.0%
66000 · 66000 · Payroll Expenses	0.00	0.00	0.00	0.0%

**Colusa Groundwater Authority**  
**Monthly - Profit & Loss Budget vs. Actual**  
 July 1 through September 22, 2022

	Jul 1 - Sep 22, 22	Budget	\$ Over Budget	% of Budget
68300 · 68300 · Meals	0.00	0.00	0.00	0.0%
68320 · 68320 · Travel	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>254,593.40</b>	<b>0.00</b>	<b>254,593.40</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>-130,456.54</b>	<b>0.00</b>	<b>-130,456.54</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
80100 · Gen Contingency Fund-prop 218	0.00	0.00	0.00	0.0%
80200 · Legal Def Conti Fund Prop 218	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
80000 · 80000 · Ask My Accountant	0.00	0.00	0.00	0.0%
90100 · Legal Defense Fund Contingency	0.00	0.00	0.00	0.0%
90150 · OPERATIONS RESERVE	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-130,456.54</b>	<b>0.00</b>	<b>-130,456.54</b>	<b>100.0%</b>

## CGA CLAIMS SUMMARY 09/22/2022

Biller	Service	Inv. # / Dates of Service	Inv. Date	Invoice Total
Young Wooldridge	Legal services	8/31/2022	8/31/2022	\$ 3,368.77
RGS	Contract Service	13964	8/31/2022	\$ 14,376.25
RGS	Contract Service	13799	7/31/2022	\$ 11,318.75
RGS	Contract Service	13674	6/30/2022	\$ 3,872.50

**TOTAL                    \$ 32,936.27**

**Ratify the following claim**

Provost and Pritchard	Project Management	94778	9/8/2022	\$ 1,260.00
<b>TOTAL CLAIMS</b>				<b>\$ 1,260.00</b>

**GSP GRANT FUNDED (paid with funds from Proposition 1 GSP Grant)**

<b>TOTAL CLAIMS</b>				<b>\$ -</b>

# Invoice

PO Box 1350  
Carmel Valley, CA 93924

Date	Invoice #
6/30/2022	13674

**Bill To:**

Colusa Groundwater Authority

**P.O. No.**

**Due Date**

**Inv Sent**

7/30/2022

7/14/2022

Date	Description	Amount
6/30/2022	Contract Services for June - please see attached  Balance billed to date is \$4,323 against an NTE of \$175,000	3,872.50
<b>Total</b>		<b>\$3,872.50</b>

**Colusa Groundwater Authority**

Month: **Jun, 2022**

Hours and Rates by Pay Period					
	1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
CT	3.75	\$ 150.00	12.50	\$ 150.00	\$ 2,437.50
GS	6.75	\$ 140.00	3.50	\$ 140.00	\$ 1,435.00
	0.00	\$ -	0.00	\$ -	\$ -
	0.00	\$ -	0.00	\$ -	\$ -
<b>Totals</b>	<b>10.50</b>		<b>16.00</b>		<b>\$ 3,872.50</b>



# Client Activity Report

June 2022

Client	Task	Comment	Hours
<b>Colusa Groundwater Authority</b>			Client Hours 26.50
			Task Hours 26.50
	6/3/2022	Review various documents and emails	0.50
	6/14/2022	Organizational meeting w/RGS team for CGA work; attend Glenn GA board meeting; call to discuss clerk duties	3.25
	6/14/2022	GS: RGS/CGA: RGS Team Meeting; Financials WIP	3.25
	6/15/2022	GS: RGS/CGA: Records Review WIP; Financials WIP	3.50
	6/17/2022	GS: RGS/CGA: Financials Review; Budget Format WIP	2.50
	6/17/2022	Research travel availability for meeting coordination; review financial docs from accountant; research GSA funding and restrictions	1.00
	6/20/2022	Virtually attend Butte Mgrs Meeting; various emails	2.00
	6/20/2022	GS: RGS/CGA: CPA Intro & QB Discussion	0.50
	6/23/2022	Various emails; review joint TAC meeting agendas and process; meeting coordination for July	1.00
	6/24/2022	Mtg w/Lisa H re joint TAC items and coordination; internal team meeting to organize clerical needs, document storage	1.50
	6/24/2022	GS: RGS/CGA: RGS Team Meeting	0.50
	6/27/2022	Mtg w/Denise - joint TAC, pending matters and misc; review documents; meeting coordination; various emails	2.50
	6/28/2022	Review DMS TM and review info on other DMS; prepare and distribute draft joint TAC agenda for review; review requirements for tax roll assessments and follow up w/P&P on status	2.00
	6/29/2022	Provide DMS TM comments; finalize joint TAC agenda; various emails	1.00
	6/30/2022	Review and respond to revised TAC agenda and related meeting matters; resolve DWR invoice needs; travel arrangements for July board meeting	1.50



# Invoice

PO Box 1350  
Carmel Valley, CA 93924

Date	Invoice #
7/31/2022	13799

**Bill To:**

Colusa Groundwater Authority

P.O. No.	Due Date	Inv Sent
	8/30/2022	8/16/2022

Date	Description	Amount
7/31/2022	Contract Services for July - please see attached  Balance billed to date is \$15,641 against an NTE of \$175,000	11,318.75
<b>Total</b>		<b>\$11,318.75</b>

**Colusa Groundwater Authority**

Month: **Jul, 2022**

Hours and Rates by Pay Period					
	1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
CT	18.50	\$ 150.00	44.75	\$ 150.00	\$ 9,487.50
GS	1.00	\$ 140.00	0.25	\$ 140.00	\$ 175.00
LF	3.25	\$ 125.00	10.00	\$ 125.00	\$ 1,656.25
	0.00	\$ -	0.00	\$ -	\$ -
<b>Totals</b>	<b>22.75</b>		<b>55.00</b>		<b>\$ 11,318.75</b>



# Client Activity Report

July 2022

Client	Task	Comment	Hours
<b>Colusa Groundwater Authority</b>			Client Hours 77.75
			Task Hours 77.75
	7/1/2022	Revise and send joint TAC agenda for review; review and respond to inquiries re meeting docs; review requirements and documents related to Conflict of Interest Code and biennial review	2.00
	7/5/2022	Finalize and distribute joint TAC agenda; break down and distribute TAC meeting materials and resend w/link for undeliverables; review initial draft of by-laws	3.25
	7/6/2022	Mtg to prep for joint TAC; document review	1.50
	7/7/2022	Initial call w/new clerk; prep for joint TAC; doc and info review; various emails	1.50
	7/8/2022	Meet w/CGA program team - clerk needs and duties; document storage etc; attend joint TAC meeting	2.75
	7/8/2022	GS: RGS/CGA: RGS Staff Meeting	1.00
	7/11/2022	provided updated agenda template for all board meetings. Colusa	1.25
	7/11/2022	Call w/D Carter; virtually attend GGA board meeting; work on website access; provide info to clerk; begin development of board meeting agenda	3.00
	7/12/2022	Review and respond to email; work with website/uploads and provide requested TAC info to others; board agenda development	2.00
	7/12/2022	Transfer all Colusa files to RGS VPN	2.00
	7/14/2022	Meet w/staff and consultants for joint TAC planning re grant opportunity/project prioritization	1.50
	7/15/2022	Set up board meeting in RC; board agenda formatting; various emails	1.00
	7/18/2022	Work on board agenda and materials; various emails	3.00
	7/19/2022	Board agenda, agenda materials, meeting prep and research	3.00
	7/19/2022	GS:RGS/CGA: Agenda WIP	0.25
	7/20/2022	Preparation of board meeting agenda and materials	4.00
	7/21/2022	Compile final agenda and support materials; research and make website updates	7.00
	7/22/2022	Complete final agenda; distribute to interested parties lists; website posting, follow up on physical posting and details	5.00
	7/22/2022	Compile agenda items for 7-26 BOD meeting	2.00
	7/22/2022	Worked on compiled and finalizing agenda packet started at 9:30 a.m. finished at 2:30	5.00
	7/25/2022	Attend Butte mgrs meeting; attend Interagency coordination meeting	3.50
	7/26/2022	Clerked BOD meeting	3.00
	7/26/2022	Review board meeting materials; attend board meeting; meet w/Chair and RGS team; also meet w/L. Hunter; travel time	11.00
	7/27/2022	Tour area w/Chair Carter; return travel	7.25
	7/28/2022	Various emails -- follow up on mailing lists and board meeting tasks	1.00

# Invoice

PO Box 1350  
Carmel Valley, CA 93924

Date	Invoice #
8/31/2022	13964

**Bill To:**

Colusa Groundwater Authority

P.O. No.	Due Date	Inv Sent
	9/30/2022	9/22/2022

Date	Description	Amount
8/31/2022	Contract Services for August - please see attached  Balance billed to date is \$30,018 against an NTE of \$175,000	14,376.25

	<b>Total</b>	<b>\$14,376.25</b>
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**Colusa Groundwater Authority**

Month: **Aug, 2022**

Hours and Rates by Pay Period						
		1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed	
CT	36.00	\$ 150.00	54.25	\$ 150.00	\$ 13,537.50	
GS	1.00	\$ 140.00	0.75	\$ 140.00	\$ 245.00	
LF	0.00	\$ -	4.75	\$ 125.00	\$ 593.75	
	0.00	\$ -	0.00	\$ -	\$ -	
<b>Totals</b>	<b>37.00</b>		<b>59.75</b>		<b>\$ 14,376.25</b>	

Attendance - Time Card Detail

Company Name	REGIONAL GOVERNMENT SERVICES
User Name	Alex Munoz Oliveira
Report Run Date	09/20/2022
Date Range	08/01/2022 to 08/31/2022
Department Group	5350 - Colusa Grndwtr Auth
Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions.	8
Include Comments	Yes
Include signature message on PDF export	No
Signature message	I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.
Group By	Department Group

5350 - Colusa Grndwtr Auth

Employee	Start Day	Department	Date	Location	Shift	Reg	Ovt	Other	Total
	Tuesday	5350-000 - Colusa Groundwater Authority	08/16/2022	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Training with Tana, Colusa Groundwater									
	Thursday	5350-000 - Colusa Groundwater Authority	08/18/2022	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Compiled agenda for 8-23-2022 meeting									
	Friday	5350-000 - Colusa Groundwater Authority	08/19/2022	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Posted 8-23-2022 final agenda to website and send notification to BOD members									
	Tuesday	5350-000 - Colusa Groundwater Authority	08/23/2022	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Clerked GSA meeting									
						Regular		4.750	
						Overtime		0.000	
						Double Time		0.000	
						Total Hours		4.750	
	Monday	5350-000 - Colusa Groundwater Authority	08/15/2022	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: GS: RGS/CGA: RGS Meeting; Call to Auditors; WIP									
	Tuesday	5350-000 - Colusa Groundwater Authority	08/16/2022	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: GS: RGS/CGA: Financial Review									
	Wednesday	5350-000 - Colusa Groundwater Authority	08/17/2022	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: GS: RGS/CGA: Financial Review									
	Monday	5350-000 - Colusa Groundwater Authority	08/22/2022	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: GS: RGS/CGA: Audit WIP									
						Regular		1.750	
						Overtime		0.000	
						Double Time		0.000	

					Total Hours			1.750
Monday	5350-000 - Colusa Groundwater Authority	08/01/2022	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Identify consultants for RFQ and audit; emails and follow up								
Tuesday	5350-000 - Colusa Groundwater Authority	08/02/2022	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting coordination, TAC meeting initial prep, various emails								
Wednesday	5350-000 - Colusa Groundwater Authority	08/03/2022	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Call w/Lisa Hunter; call w/D Carter and Eaton Drilling; meeting coordination; follow up on submittal of tax roll documents and resolutions; coordinate clerical needs								
Thursday	5350-000 - Colusa Groundwater Authority	08/04/2022	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Call w/legal counsel; meeting coordination; begin work on meeting minutes from July Joint TAC meeting; begin TAC agenda prep								
Friday	5350-000 - Colusa Groundwater Authority	08/05/2022	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Work on TAC meeting minutes; various emails and follow up; review of TAC agenda items								
Saturday	5350-000 - Colusa Groundwater Authority	08/06/2022	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Complete TAC meeting minutes; prepare TAC agenda items; various emails								
Monday	5350-000 - Colusa Groundwater Authority	08/08/2022	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
Employee Comments: Work on Joint TAC agenda and meeting packet; send meeting notices; follow up on tax roll assessment status								
Tuesday	5350-000 - Colusa Groundwater Authority	08/09/2022	RGS	Regular (Manual Entry)	7.000	0.000	0.000	7.000
Employee Comments: Work with L Hunter to complete and finalize Joint TAC agenda and meeting packet; send to distribution lists and post on website; update and finalize RFQ; finalize consultant list and send out RFQ for rate analysis and fee study; make updates and additions to website; various emails								
Wednesday	5350-000 - Colusa Groundwater Authority	08/10/2022	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Various emails and follow up; organize, scan and send meeting notes to Lori for minutes; make travel arrangements for Aug board meeting								
Thursday	5350-000 - Colusa Groundwater Authority	08/11/2022	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500



Employee Comments: Set up ad hoc committee meeting; review presentation for TAC; post materials to website; various emails and follow up										
	Friday	5350-000 - Colusa Groundwater Authority	08/12/2022	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Prepare for and attend Joint TAC meeting (virtually); document review; various emails										
	Monday	5350-000 - Colusa Groundwater Authority	08/15/2022	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: TAC spreadsheet review and follow up w/staff and consultants; meet w/Gina re audit and financials; begin prep for board agenda; various emails and follow up										
	Tuesday	5350-000 - Colusa Groundwater Authority	08/16/2022	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Work on Board meeting agenda, Long Term Funding committee agenda and meeting materials and notice, various emails; staff report for LTF meeting, responses to questions for RFQ										
	Wednesday	5350-000 - Colusa Groundwater Authority	08/17/2022	RGS	Regular (Manual Entry)	7.000	0.000	0.000	7.000	
Employee Comments: Complete and send out staff report and meeting materials for Long Term Funding committee; draft Board Meeting agenda; begin work on agenda materials; review and edit July 26 board meeting minutes										
	Thursday	5350-000 - Colusa Groundwater Authority	08/18/2022	RGS	Regular (Manual Entry)	7.750	0.000	0.000	7.750	
Employee Comments: Work on board agenda packet; meet w/CRCD and others; attend Long Term Funding committee meeting; finalize Board agenda packet; schedule next LTF meeting; distribute IRWM info; coordinate remote board meeting										
	Friday	5350-000 - Colusa Groundwater Authority	08/19/2022	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: Update travel arrangements; update all email distribution lists; send Board meeting notice to interested parties lists; check website postings										
	Monday	5350-000 - Colusa Groundwater Authority	08/22/2022	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000	
Employee Comments: Travel to Colusa County; work on responses for RFQ inquiry; website postings and maintenance; various emails										
	Tuesday	5350-000 - Colusa Groundwater Authority	08/23/2022	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000	
Employee Comments: Meet w/L. Hunter and D Carter; prepare for and attend Board meeting; travel back to So Cal										
	Wednesday	5350-000 - Colusa Groundwater Authority	08/24/2022	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: Update and send committee list; board meeting follow up items; emails re finances, banking, and follow up for clerk										
	Thursday	5350-000 - Colusa Groundwater Authority	08/25/2022	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	

Entry)

Employee Comments: Review project solicitation form; prepare board meeting summary; attend Butte Advisory Board meeting; various emails

Friday	5350-000 - Colusa Groundwater Authority	08/26/2022	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: Edit and finalize PMA project submittal form, distribute to interested parties; prepare and update website with project submittal information and form

Monday	5350-000 - Colusa Groundwater Authority	08/29/2022	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Various emails and follow up; clean up mailing lists; begin work on Aug TAC minutes

Tuesday	5350-000 - Colusa Groundwater Authority	08/30/2022	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: Attend DWR grant workshop; follow up email to DWR; obtain information and draft agenda for Long Term Funding committee; various emails and follow up

Wednesday	5350-000 - Colusa Groundwater Authority	08/31/2022	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
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Employee Comments: Prepare Joint TAC meeting minutes; various emails

Regular	90.250
Overtime	0.000
Double Time	0.000
Total Hours	90.250

Regular	96.750
Overtime	0.000
Double Time	0.000
Total Hours	96.750

Supervisor Signature \_\_\_\_\_ Employee Signature \_\_\_\_\_

Regular	96.750
Overtime	0.000
Double Time	0.000
Total Hours	96.750

455 W. Fir Avenue  
Clovis, CA 93611  
(559) 449-2700  
Fax (559) 449-2715



Carol Thomas-Keefer  
Colusa Groundwater Authority  
c/o Crippen & Associates  
Attn: Angelica Villar  
P.O. Box 1177  
Colusa, CA 95932

September 8, 2022  
Project No: 02846-21-002  
Invoice No: 94778

**Project Name: Colusa Groundwater Authority Consulting**

**Client Project #:**

T23: Client correspondence, coordination with County agencies, preparation and submittal of draft and final files for Direct Charge submittal for the 2022-2023 tax year, and project management.

**Professional Services from August 1, 2022 to August 31, 2022**

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Phase: T23 Tax Year 2022-23

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Associate GIS Specialist	10.50	120.00	1,260.00	
Totals	10.50		1,260.00	
<b>Total Labor</b>				<b>1,260.00</b>
		<b>Total this Phase:</b>		<b>\$1,260.00</b>
		<b>Total this Invoice</b>		<b><u><u>\$1,260.00</u></u></b>

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\*\*\* Please make checks payable to Provost & Pritchard Consulting Group \*\*\*  
For billing inquiries, please email BillingInquiries@ppeng.com.

# Billing Backup

Thursday, September 8, 2022

Provost & Pritchard Consulting Group

Invoice 94778 Dated 9/8/2022

2:33:47 PM

Phase: T23 Tax Year 2022-23

**Labor**

	Hours	Rate	Amount
Associate GIS Specialist			
1229 - Serrao, Mallory 8/2/2022	3.00	120.00	360.00
1229 - Serrao, Mallory 8/3/2022	5.00	120.00	600.00
1229 - Serrao, Mallory 8/4/2022	1.00	120.00	120.00
1229 - Serrao, Mallory 8/8/2022	1.50	120.00	180.00
Totals	10.50		1,260.00
<b>Total Labor</b>			<b>1,260.00</b>

**Total this Phase: \$1,260.00**

**Total this Project: \$1,260.00**

**Total this Report \$1,260.00**

## Colusa Groundwater Authority Board of Directors Meeting

October 4, 2022 | 1:30 p.m.

### AGENDA SUPPORT MATERIALS

#### **AGENDA ITEM 4: Authorization to Accept Proposal from Robert W. Johnson for 2022 Audit Services**

AGENDA ITEM 4a: Approve proposal from Robert W. Johnson Accountancy Corp. and authorize Program Manager and Chair to execute engagement letter

#### **ACTION ITEM**

#### **BACKGROUND:**

CGA has contracted with Robert W. Johnson, CPA, for the past three years to perform the annual audit and submit the State Controller's Report. CGA's fiscal year closed on June 30, 2022, so audit services are now needed to perform the FY 2021-22 audit in accordance with its Joint Powers Agreement. At its July 26 Board meeting, CGA directed staff to obtain a new proposal/contract extension from the Robert W. Johnson firm to once again perform the audit.

The Robert W. Johnson firm has provided the attached proposal to perform CGA's FY 2021-22 audit and submit the State Controller's Financial Transaction Report as required. The proposed fee for these services totals \$7,700 (\$7,200 for the audit, plus \$500 for the State Controller's Report). This amount is greater than CGA's budget for this item (\$7,000) but only marginally greater than the actual costs in FY 2021-22.

#### **RECOMMENDATION:**

Staff recommends that the CGA Board approve the proposal for FY 2021-22 audit services from Robert W. Johnson, and authorize the Program Manager and Chair to execute the engagement letter.

**ATTACHMENTS:** Proposal and engagement letter for FY 2021-22 audit services from Robert W. Johnson, an Accountancy Corporation



**Robert W. Johnson**  
*an accountancy corporation*

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohnsoncpagroup@gmail.com | 916.723.2555  
www.bob-johnson-cpa.com

August 19, 2022

Board of Directors  
Colusa Groundwater Authority  
1213 Market Street  
Colusa, CA 95932

We are pleased to confirm our understanding of the services we are to provide for Colusa Groundwater Authority for the year ended June 30, 2022. Please read this letter carefully because it is important to both Robert W. Johnson, An Accountancy Corporation and Colusa Groundwater Authority that you understand and accept the terms under which we have agreed to perform our services, as well as management's responsibilities under this agreement.

**Audit Scope and Objectives**

We will audit the financial statements of Colusa Groundwater Authority, which comprise the statement of net position and governmental fund balance sheet as of June 30, 2022, and the related statements of activities and governmental fund revenues, expenditures, and changes in fund balances and of revenues and expenditures—compared to budget for the year then ended, and the disclosures (collectively, the “financial statements”).

Accounting standards generally accepted in the United States of America (GAAP) provide for certain Required Supplementary Information (RSI) to supplement Colusa Groundwater Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Colusa Groundwater Authority's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance.

We have also been engaged to report on supplementary information other than RSI that accompanies Colusa Groundwater Authority's financial statements. We will subject supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements, or to the financial statements themselves, and other additional procedures in

accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and the State Controller's Minimum Audit Requirements for California Special Districts. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error, and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets, that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.



We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the Authority and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Other Services**

We will assist in preparing the financial statements and related disclosures of Colusa Groundwater Authority in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement preparation services, as previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services or any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and

application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Authority received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Authority complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation on the supplementary information that includes our report thereon.

### **Engagement Administration, Fees, and Other**

The audit documentation for this engagement is the property of Robert W. Johnson, An Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robert W. Johnson, An Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit

documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our fee to perform these services is as follows:

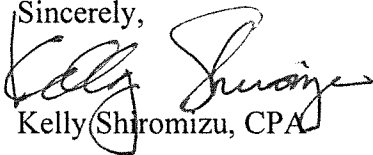
- To perform Colusa Groundwater Authority's June 30, 2022 Audit: \$ 7,200
- To prepare the June 30, 2022 State Controller's Financial Transaction Report: \$ 500

**Reporting**

We will issue a written report upon completion of our audit of Colusa Groundwater Authority's financial statements. Our report will be addressed to the Board of Directors of Colusa Groundwater Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Sincerely,

  
Kelly Shiromizu, CPA

RESPONSE:

This letter correctly sets forth the understanding of Colusa Groundwater Authority.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Colusa Groundwater Authority Board of Directors Meeting

October 4, 2022 | 1:30 p.m.

### AGENDA SUPPORT MATERIALS

**AGENDA ITEM 5: Authorization to Issue Request for Proposals in Coordination with Glenn Groundwater Authority for Preparation of Annual Report for Water Year 2022**

AGENDA ITEM 5a: Authorize staff to coordinate with GGA to issue RFP for preparation of WY 2022 Annual Report

AGENDA ITEM 5b: Direct ad hoc Annual Report Committee to coordinate with GGA on consultant selection and report preparation

#### **ACTION ITEM**

#### **BACKGROUND:**

At the August 23, 2022, meeting, the CGA Board approve the approach to work with Glenn Groundwater Authority on developing and issuing a Request for Proposals for preparation of the Water Year 2022 Annual Report for the Colusa Subbasin. The Water Year ends September 30, and the report is due to be submitted to the Department of Water Resources by April 1, 2023. Also at the August meeting, the CGA board appointed an ad hoc Annual Report Committee to oversee the project.

The GGA has developed and approved the attached RFP to be issued in conjunction with CGA, and with CGA board approval. It includes an option to extend the agreement for two additional years, if no substantive changes are recommended by CGA, the RFP will be finalized and released following CGA approval.

#### **RECOMMENDATION:**

5a. Approve and authorize staff to coordinate with GGA to issue the attached RFP for preparation of WY 2022 Annual Report; and

5b. Direct the ad hoc Annual Report Committee to coordinate with GGA on consultant selection and report preparation

**ATTACHMENTS:** Draft Request for Proposals for Development and Submittal of the Colusa Subbasin Water Year 2022 Groundwater Sustainability Plan Annual Report

# REQUEST FOR PROPOSALS

Development and Submittal of the Colusa Subbasin Water  
Year 2022 Groundwater Sustainability Plan Annual Report

RFP Issue Date: September XX, 2022

Submission Deadline: **October XX, 2022 4:00 PM**

**Issued by:**

Colusa Groundwater Authority and Glenn Groundwater Authority

**Mailing Address for RFP:**

225 North Tehama Street

Willows, CA 95988

# Request for Proposals for Development and Submittal of the Colusa Subbasin Water Year 2022 Groundwater Sustainability Plan Annual Report

## 1. Introduction

The Colusa Groundwater Authority (CGA) and Glenn Groundwater Authority (GGA) are seeking a qualified firm/professional to develop and submit the Colusa Subbasin Water Year 2022 Groundwater Sustainability Annual Report. This will include collecting and analyzing data, preparing the necessary maps and reports, providing presentations to the GSAs and others as necessary, and uploading the reports and related data to the Department of Water Resources (DWR) SGMA portal.

The CGA and GGA (collectively Groundwater Sustainability Agencies or GSAs) intend to award a contract to a firm/professional that meets our qualification criteria and has successfully performed services on similar projects in the past. The successful firm/professional will be required to enter into a contract with the GSA for services requested in this RFP. Please provide a copy of your firm's standard contract.

Proposals must be received by **October XX, 2022 at 4:00 PM** to be considered for this opportunity.

All Proposed Respondents Should Note that it is their responsibility to:

- Read carefully all of the contents of this entire RFP.
- Ask for clarification in writing before submission due dates.
- Address all requirements and follow all procedures of this RFP.
- Immediately inform the RFP Contact Person of any problems with this solicitation.
- Submit all responses by the required dates and times.

## 2. Background and Project Description

The CGA and GGA are the exclusive GSAs in the Colusa Subbasin, of the Sacramento Valley Groundwater Basin. The GSAs coordinated on a single Groundwater Sustainability Plan (GSP) that was submitted to the Department of Water Resources in January 2022. The first Annual Report was submitted in April 2022. SGMA requires GSP Annual Reports be submitted to DWR by April 1 of each year.

## 3. Scope of Services

Respondents are expected to be familiar with SGMA laws and regulations. The scope of work is expected to include all work necessary to meet the requirements set forth in the regulations. DWR's GSP Annual Report Elements Guide is attached for reference. The final deliverable is the complete Colusa Subbasin Water Year 2022 GSP Annual Report.

### Task 1: Data Collection, Compilation, and Analysis

Collect, compile, evaluate, and analyze data necessary to develop the Annual Report as required by the Regulations.

## Task 2: Prepare Annual Report

This task should include all necessary tasks to compile, prepare, and finalize the Annual Report. This will include one draft Annual Report and revisions based on comments received by the GSAs.

## Task 3: Annual Report Submittal

Upload all necessary reports and related data to DWR to prepare for submittal.

## Task 5: Meetings and Outreach

This task will consider regular coordination with GSA staff, updates to the GSA boards and committees as directed, development of one presentation to be presented to each GSA board (two total), and development of one presentation to be presented at two public outreach meetings.

## Task 6: Project Management

This task should consider general administration tasks including invoicing.

Optional tasks may be proposed.

## 4. Desired Qualifications

The successful firm/team must demonstrate experience in the following areas:

- Familiarity with applicable laws and regulations
- Groundwater Sustainability Planning including data analysis and preparation of relevant figures
- Successful submittals of GSPs, GSP Annual Reports, or similar plans to State Agencies
- Public outreach, presentations, and coordination with partners

## 5. Format for Proposal

Responses to the RFP must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these instructions, or inclusions of conditions, limitations, or misrepresentations in a response may be cause for rejection of the submittal. **Incomplete proposals will not be considered.** Proposals must be submitted on 8-1/2" X 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to be easily legible, but shall not be smaller than 11 point. Submissions must be received no later than **October XX, 2022, 4:00 PM.**

### Mandatory Content and Sequence of Submittal:

- a) Cover Letter shall be a maximum two (2) page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number and a list of subcontractors, if any.

- b) Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.
- c) Summary of Firm Capabilities and Experience shall be a maximum of seven (7) pages in length and shall describe the respondent's experience in Groundwater Sustainability Planning including GSP and GSP Annual Report efforts or similar projects and a description of the Respondent's resources for successfully developing and completing this project.
- i. **Background and Experience.** In this section, describe your firm's background, its organizational structure, identify decision-making roles, and why this is advantageous to the project. Describe the roles and background of the team leader and key team members. Please provide a narrative history of the firm and its experience in providing services similar to the scope of this proposal.  
  
Describe related past projects (please limit to 3 projects) completed along with a discussion comparing similarities with this proposed project. This section shall also contain a list of references for each sample project wherein similar services were performed. At a minimum, the following information must be included for each client reference:
    - Client name, address, direct project manager name, telephone number, and email address.
    - Detailed description of services provided similar to the services outlined in the description of services required.
  - ii. **Key Personnel.** Briefly describe the background and statement of qualifications for key personnel your firm would use on this project, including any subcontractors that are considered as key personnel on this project. Resumes may be provided in an Appendix.
  - iii. **Statement of Qualifications for any subcontractors.** If subcontractors/subconsultants are to be used, the prospective contractor must include in the proposal a description of the work to be done by each subcontractor/subconsultant. All subcontracts must be approved by the GSAs and no work shall be subcontracted without prior written approval. It is expected that the discussion of subconsultants will also include experience and references to similar types of work.
  - iv. **Scheduling.** Delineate the project scheduling process your firm uses. Use some or all of the projects in the *Summary of Firm Capabilities and Experience* section, as well as other projects (if necessary), as specific examples, which demonstrate your ability to deliver your work on time.
- d) Scope of Work and Schedule in which the proposing respondents are requested to describe the work they will perform and their approach to completing this project. Should there be any tasks that are expected to be performed by the GSAs, these should also be clearly described as GSA



tasks in this section. The section shall also include a draft schedule with the timeline for completing all tasks, including adequate time for the GSAs to review work products.

- e) Cost shall detail the cost portion of the proposal. Respondent shall provide an estimate of the number of hours necessary to complete each task along with the billing rate for all reimbursable expenses. This billing rate should be provided for all personnel, along with their classification, and any other reimbursable expenses. If a contract is entered into as a result of this RFP, the price shall become fixed for the term of the contract, unless agreed to otherwise.
- f) Copy of the Firm's Standard Contract

## 6. Submittal Instructions

Proposals shall be submitted in the following manner:

- Submission shall contain one (1) signed, unbound original and **six (6)** hard copies on 8-1/2" X 11" paper (fold outs are acceptable for charts, etc.).
- One (1) electronic copy shall be provided in CD or thumb drive format or via email. The electronic copy shall be a PDF with electronic bookmarks for each section noted in *Section 5: Format for Proposal*.
- Submittals shall be delivered in a sealed box or envelope by the submittal deadline, clearly marked with the Respondent's name and the description "Colusa Subbasin GSP Annual Report RFP".
- Submittals shall be delivered to:
  - Glenn Groundwater Authority  
ATTN: Lisa Hunter  
225 North Tehama Street  
Willows, CA 95988
- **Late or incomplete submittals will not be considered.**

## 7. Evaluation Criteria

The following criteria will be used by the GSAs in evaluating proposals:

1. Demonstrated capabilities, experience, and reputation for being reliable in performing tasks to the satisfaction of its clients and delivering on schedule and on budget.
2. Comprehensive scope of work and timeline.
3. Comprehensive consultant fee schedule.
4. Thoroughness of submission.

The GSAs reserve the right to award a contract based on written responses only; however, oral presentations and written questions for further clarification may be required of some or all the respondents at no cost to the GSAs. The GSAs reserve the right to select more than one (1) contractor or not select a contractor under this solicitation. The GSAs additionally reserves the right to reject incomplete or late proposals.

## 8. Timing and Schedule

The following timing and schedule are estimated and subject to change.

Event	Anticipated Date/Time (Subject to Change)
Issue RFP	September XX, 2022
Final Date to Submit Questions and Request Clarification	October XX, 2022, 4:00 PM
Questions Answered via Addendum(s)	October XX, 2022, 4:00 PM
RFP Submittals Due	October XX, 2022, 4:00 PM
Award of Contract	November/December 2022

## 9. General Information

Any and all communication regarding this solicitation shall be in writing and directed to:

Glenn Groundwater Authority  
Lisa Hunter  
Program Manager  
225 North Tehama Street  
Willows, CA 95988  
[LHunter@countyofglenn.net](mailto:LHunter@countyofglenn.net)

This person will serve as the GSAs contact for this solicitation and will develop an addendum to the solicitation to provide clarifications if necessary. **DO NOT** contact other GSA staff, Technical Advisory Committee members, Board members, or Selection Committee members regarding this project or selection procedures. Failure to adhere to these instructions may result in disqualification.

Questions and requests for clarification may only be submitted by e-mail or U.S. Mail. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than **October XX, 2022 at 4:00 PM**. The GSAs reserve the right to decline a response to any question on a case-by-case basis. The GSAs will provide answers and clarifications by posting an addendum(s) on their websites by **October XX, 2022 by 4:00 PM** so all potential Respondents receive consistent information. It is the responsibility of all interested firms to access the website for this information. **Questions received after October XX, 2022 at 4:00 PM will not be answered.**

## 10. Disclosure of Information

All information and materials submitted to the GSAs in response to this RFP may be reproduced by the GSAs for the purpose of providing copies to authorized GSA staff and selection committee members involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Bid awards are a matter of public record. Once a Contract is executed, proposals submitted in response to this RFP are subject to public disclosure as required by law. Your submission of a proposal is considered your consent to the GSAs' disclosure of the proposal. The GSAs shall not be liable for disclosure of any information or records related to this procurement.

## Attachment 1: DWR's GSP Annual Report Elements Guide

### Read Me

This Groundwater Sustainability Plan (GSP) Elements Guide is developed directly from the Sustainable Groundwater Management Act (Act) and the GSP Emergency Regulations (GSP Regulations). It is provided to support Groundwater Sustainability Agencies (GSA) or other entities during preparation and submission of their GSP Annual Reports. The guide is organized according to the California Code of Regulation Sections of the GSP Regulations. In the event that information or recommendations in this guide are inconsistent with, conflicts with, or omits the requirements of the Act, applicable laws, or the GSP Regulations, the Act, other laws, or the GSP Regulations shall prevail.

Each GSA submitting a GSP Annual Report should provide DWR with the location of the required element of the GSP Annual Report by completing column C and D (as applicable) of the checklist. This will support DWR in its review of the GSP Annual Report. Basin name and GSP Local ID (if applicable) should be added in Rows 2 and 3 of column B.

Rows that are highlighted in grey do not require page numbers of the GSP Annual Report to be identified by the GSA(s). Provide the PDF page number(s) in column C. Page ranges should be separated by a ':'. Additional pages should be separated by a ','. Note that the page number(s) are those tracked by the PDF document, and may not correspond to the page numbers in the printed document.

'N/A' can be entered in column C, but if used an explanation needs to be provided in the  
*ver. 2020021210*

## Groundwater Sustainability Plan Annual Report Elements Guide

<i>California Code of Regulations - GSP Regulation Sections</i>	<i>Groundwater Sustainability Plan Elements</i>	<i>Document page number(s) that address the applicable GSP element.</i>	<i>Notes: Briefly describe the GSP element does not apply.</i>
Basin Name			
GSP Local ID			
<b>Article 5</b>	<b>Plan Contents</b>		
<b>Subarticle 4</b>	<b>Monitoring Networks</b>		
<b>§ 354.40</b>	<b>Reporting Monitoring Data to the Department</b>		
	Monitoring data shall be stored in the data management system developed pursuant to Section 352.6. A copy of the monitoring data shall be included in the Annual Report and submitted electronically on forms provided by the Department.		
	Note: Authority cited: Section 10733.2, Water Code. Reference: Sections 10728, 10728.2, 10733.2 and 10733.8, Water Code.		
<b>Article 7</b>	<b>Annual Reports and Periodic Evaluations by the Agency</b>		
<b>§ 356.2</b>	<b>Annual Reports</b>		
	Each Agency shall submit an annual report to the Department by April 1 of each year following the adoption of the Plan. The annual report shall include the following components for the preceding water year:		
	(a) General information, including an executive summary and a location map depicting the basin covered by the report.		
	(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:		
	(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:		
	(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.		
	(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.		
	(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.		
	(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.		
	(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.		
	(5) Change in groundwater in storage shall include the following:		

<b>California Code of Regulations - GSP Regulation Sections</b>	<b>Groundwater Sustainability Plan Elements</b>	<b>Document page number(s) that address the applicable GSP element.</b>	<b>Notes: Briefly describe the GSP element does not apply.</b>
	(A) Change in groundwater in storage maps for each principal aquifer in the basin.		
	(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.		
	(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.		

DRAFT



## Colusa Groundwater Authority Board of Directors Meeting

October 4, 2022 | 1:30 p.m.

### AGENDA SUPPORT MATERIALS

#### **AGENDA ITEM 6:** Approval of Cost Sharing Amendment to Butte Subbasin Cooperation Agreement

#### AGENDA ITEM 6a: Authorize the Chair to execute Cost Sharing Amendment to Butte Subbasin Cooperation Agreement

#### **ACTION ITEM**

#### **BACKGROUND:**

The Colusa Groundwater Authority is a member of the Butte Subbasin Groundwater Sustainability Agency, and, in 2019, entered into a Cooperation Agreement for members to cooperate in the development and implementation of the Butte Subbasin Groundwater Sustainability Plan. The Butte Subbasin GSP was adopted in December 2021, and the GSA members have ongoing obligations for its implementation, including costs associated with annual report preparation, technical and administrative support, basin management, and other activities.

Currently, the GSA members wish to obtain technical services for grant writing to support SGMA grant applications for project implementation; additionally, they are exploring retaining services of a technical consultant for basin management and GSP implementation.

In order to facilitate and cover costs associated with those services, an amendment to the Cooperation Agreement has been prepared to address cost-sharing among members, as well as provisions relating to fund administration and contracting by individual members on behalf of the GSA. **In particular, the cost sharing amendment requires that each member make an annual contribution toward the administration and implementation of the GSP, establishes a payment of \$8,000 per member for 2022, and requires payment to be made within 60 days of execution of the amendment.** Additionally, the Fund Administrator is established at County of Butte GSA-Butte Subbasin.

The cost-sharing amendment has been developed by the Butte Subbasin GSA managers and has been approved by the Butte Advisory Board to be submitted to the various members for approval by the individual member boards.

**RECOMMENDATION:** That the CGA Board approve the Cost Sharing Amendment to the Butte Subbasin Cooperation Agreement and authorize the Chair to sign it.

**ATTACHMENTS:** First Amendment to Cooperation Agreement Among the Groundwater Sustainability Agencies in the Butte Subbasin



**FIRST AMENDMENT TO COOPERATION AGREEMENT AMONG THE  
GROUNDWATER SUSTAINABILITY AGENCIES IN THE BUTTE SUBBASIN**

This FIRST AMENDMENT (“Amendment”) for the allocation of implementation costs among the Butte Subbasin Groundwater Sustainability Agencies (GSAs) is made and entered into and effective upon the date when the last Member signs this Agreement (“Effective Date”) by and among the undersigned public agencies.

**Recitals**

WHEREAS, each Member is a Butte Subbasin GSA, as defined by the Sustainable Groundwater Management Act (“SGMA”); and

WHEREAS, in 2019, the Members entered into a Cooperation Agreement establishing cooperation in the development and implementation of the Butte Subbasin Groundwater Sustainability Plan (GSP); and

WHEREAS, under Article 12 of the Cooperation Agreement, the Cooperation Agreement may be amended by unanimous written agreement of the Members to provide for the allocation of cost-sharing for expenditures and contracts made pursuant to the Cooperation Agreement; and

WHEREAS, in December of 2021, the Members adopted the Butte Subbasin GSP pursuant to SGMA; and

WHEREAS, each Member has an obligation to satisfy ongoing obligations under SGMA and under the Cooperation Agreement, including the implementation of the Butte Subbasin GSP; and

WHEREAS, the Members have determined that cost-sharing is required to implement the Butte Subbasin GSP, consistent with Article 12 of the Cooperation Agreement; and

WHEREAS, the Members desire to cover costs of implementation of the GSP pursuant to SGMA, including costs associated with the preparation and submittal of annual reports, inter- and intra-basin coordination, technical and administrative support, and basin management; and

WHEREAS, the Members intend to execute a contract with a grant writer to assist the Members in submitting grant proposals and in securing grant funding for SGMA implementation; and

WHEREAS, the Members additionally intend to explore retaining the services of a technical consultant(s) for basin administration and GSP implementation services; and

WHEREAS, the Members intend to authorize individual Member agencies to enter into contracts on behalf of the Members consistent with Article 12 of the Butte Subbasin Cooperation Agreement.

NOW THEREFORE, in consideration of the matters recited and the mutual promises, covenants, and conditions set forth in this Amendment, the Members hereby agree to amend the Butte Subbasin Cooperation Agreement as follows:

1. **Restatement of Cooperation Agreement.** Each and every term of the Cooperation Agreement is incorporated herein by reference and restated as if fully set forth herein.
2. **Member Contributions.** Each Member shall make an annual contribution (“Member Contribution”) for the administration and implementation of the Butte Subbasin Groundwater Sustainability Plan. Each Member Contribution shall be eight thousand dollars (\$8,000) in 2022, due within 60 days of the execution of this Amendment.

**Fund Administrator.** Member Contributions shall be made to a Fund Administrator, who shall account for and administer the Member Contributions consistent with this Amendment, the Cooperation Agreement, and applicable law. The Fund Administrator shall be County of Butte GSA-Butte Subbasin. The Members may from time to time designate a different Fund Administrator by unanimous consent. If the Fund Administrator is a Member or a Member’s officer, employee, or department, the other Members may designate a different Fund Administrator by unanimous consent. The fund administrator will provide budget updates to the GSA Managers no less than quarterly

3. **Contracting Party Requirements.** Any and all contracts executed pursuant to this Amendment shall comply with Article 12 of the Cooperation Agreement, including the following requirements:
  - 4.1 Any and all contracts shall be drafted in a manner that reflect that consultants, vendors, or contractors hired to perform work under this Amendment are working on behalf of the Members and will be expected to work with the Members on a collective basis and with each Member on an individual basis, as needed. Such contracts shall be made enforceable by the Members, except that a Member may execute a contract on behalf of the Members as specifically provided herein. The contracts shall include appropriate indemnity and insurance provisions that comply with the Members’ requirements for contracts. In the event a Member acts as the official contracting party and executes a contract on behalf of the Members (the “Contracting Party”), the Contracting Party:
    - 4.1.1 shall comply with all applicable local, state, and federal laws, including, without limitation, the California Public Contract Code and California Labor Code;
    - 4.1.2 shall provide the other Members a reasonable opportunity to review any bids received and to review and provide input on any draft contract prior to its execution;
    - 4.1.3 shall not approve any change orders that increase the cost of the original contract by more than 10% without prior consultation and written consent of the other Members;

- 4.1.4 shall provide diligent oversight of the work conducted by any contractor, vendor, or consultant under contract executed pursuant to this Amendment; and
  - 4.1.5 shall maintain complete, accurate, and clearly identifiable records with respect to all contracts executed and provide to the other Members, upon reasonable request, all records, documents, reports, conclusions, work product, and additional information related in any way to any contract executed on behalf of the Members pursuant to this Amendment.
- 4. **Contract for Grant Writer.** The Fund Administrator shall cooperate with the Members to retain a grant writer to assist the Members in drafting and submitting grant application(s) and proposal(s).
- 5. **Contract for Technical Consultants.** The Fund Administrator shall work in cooperation with the Members to consider retaining a consultant (or consultants) to assist the Members in GSP implementation, including but not limited to the completion of annual reports pursuant to SGMA and the provision of technical services and support as needed.
- 6. **Other Contracts.** The Fund Administrator and the Members may propose additional contracts for GSP implementation and administration services as needed. No contract shall be executed on behalf of the Members without complying with this Amendment, the Cooperation Agreement, and all applicable local, state, and federal laws. This does not preclude individual GSAs from executing contracts for individual projects.
- 7. **Surplus Funds.** Any surplus funds remaining after expenditures made pursuant to this Amendment shall be maintained by the Fund Administrator and applied to the following year's balance for the duration of the Cooperation Agreement. The annual contribution for the following year shall be reduced as necessary based upon surplus funds available. In the event that the Cooperation Agreement is terminated pursuant to Article 13 of the Cooperation Agreement, surplus funds shall be returned to the Members.
- 8. **Additional Cost Allocations.** Nothing in this Amendment shall be construed as a limitation on the right of the Members to agree to other and further cost allocations as may be necessary to cover GSP implementation and administration costs.
- 9. **Responsibility for Expenditures.** If expenditures made pursuant to this Amendment exceed the total amount of Member Contributions collected, each Member shall be responsible for a pro-rata share of that year's expenditures made pursuant to this Amendment, less any Member Contribution collected from the Member. The Fund Administrator shall notify the Members of amounts due pursuant to this paragraph prior to exceedance. No expenditures in excess of budget or contract shall be authorized or

paid without approval of the Members. Members shall pay the amounts due within sixty 60 days.

10. **Representation.** The undersigned representatives warrant and represent that they are fully authorized and empowered to execute this Amendment on behalf of their respective Members. The undersigned representatives further warrant that they have attained any necessary approvals required by each Member’s governing body or designee pursuant to that Member’s contract approval procedures.

IN WITNESS WHEREOF, the parties hereto, pursuant to resolutions duly and regularly adopted by their respective governing boards, have caused their names to be affixed by their proper and respective officers as of the date of execution of this Amendment.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Directors, Biggs West Gridley Water District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Directors, Butte Water District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor, City of Biggs

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor, City of Gridley

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Directors, Colusa Groundwater Authority

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Supervisors Chair, County of Butte

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Supervisors Chair, County of Glenn

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Trustees, Reclamation District 1004

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Trustees, Reclamation District 2106

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Directors, Richvale Irrigation District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of the Board of Directors, Western Canal Water District

## Colusa Groundwater Authority Board of Directors Meeting

October 4, 2022 | 1:30 p.m.

### AGENDA SUPPORT MATERIALS

#### **AGENDA ITEM 7: Colusa Subbasin Groundwater Sustainability Plan (GSP)**

##### **7a. GSP Development Grants (Proposition 1 and Proposition 68) and Project Agreements**

CGA manages the Proposition 1 and Proposition 68 GSP Development Grants. The invoice and progress report covering April through June 2022 are included in the summary below as draft figures and will be submitted soon. The project completion and grant completion reports have been compiled and are going through final revisions prior to submittal to DWR.

Proposition 1 Grant Funds: \$1,000,000.00

Expended: \$964,208.90 (through June 2022- Draft Invoice 15)

Remaining: \$35,791.10

Proposition 68 Grant Funds: \$999,600.00

Expended: \$924,959.37 (through June 2022- Draft Invoice 15)

Remaining: \$74,640.63

The Glenn GA holds the agreements with Davids Engineering for one active project related to the Proposition 1 and Proposition 68 grants. Project closeout will be occurring in the coming months. Work from these projects is invoiced to CGA to include in the grant reimbursement requests (grant invoices). CGA reimburses the GGA after payment from DWR is received.

Colusa Subbasin GSP Development Project Contract Amount: \$1,542,600

Expended: \$1,461,189.10 (through June 2022) (no change)

Remaining: \$81,410.90

CGA has an on-call support services agreement with Davids Engineering. Task Order 1 includes a variety of tasks to provide on-call technical support. Work to assist with upcoming SGMA grants began in July and is billed against the on-call support Task Order.

SGMA On-Call Support Services

Contract Amount: \$10,000

Expended: \$2,282.75 (through July)

Remaining: \$7,717.25

##### **7b. GSP Implementation**

Work is currently focused on completed any remaining grant tasks and preparing for the upcoming Sustainable Groundwater Management grant solicitation.

In response to a suggestion made at the August 12, 2022 CGA/GGA Joint Technical Advisory Committee, CGA, at its August 23 board meeting, concurred with re-opening the Projects and Management Actions (PMA) solicitation that had previously been done during preparation of the Colusa Subbasin GSP. Re-opening the solicitation allows consideration of any additional potential PMAs that have since been developed and meet the goals of the GSP to be included for consideration in selecting projects for the grant application. A short solicitation period was also identified.

The PMA form used in late 2020-early 2021 was updated and a new online submittal option was developed to replace the google forms option. The information and forms can be found on the GGA website at <https://www.countyofglenn.net/resources/groundwater-authority-groundwater-authority-technical-advisory-committee-groundwater-0>. A short public notice was also posted on the website and can be found at <https://www.countyofglenn.net/news/public-information/20220826/colusa-subbasin-has-re-opened-projects-and-management-actions>. Additionally, an announcement was emailed to the interested parties lists.

The solicitation for PMAs opened on 8/26/22 and closed 9/8/22. Five submittals were received during this period. A summary of the potential PMAs is attached. The TAC received an update on the newly submitted potential PMAs at the September 9, 2022 meeting and have agreed to consider all five potential PMAs while considering projects to recommend for grant funding. Additional updates may be provided.

**ATTACHMENTS:** 2022 PMA Solicitation Summary

Project or Management Action Name	Project or Management Action Description	Project or Management Action Status	Estimated Cost
Spring Valley and Sycamore Multi-Benefit Recharge Project	<p>The Multi-benefit site comprises approximately 760 acres approximately 1 mile north of College City. The primary multi-benefit will be aquifer recharge from storm drain waters flowing west of Arbuckle toward the Colusa Basin Drain and from seasonal Riparian water flows via over 2 miles of recharge ditch basins, the channel of the Sycamore Slough and approximately 310 acres that will be seasonally flooded for the purpose of aquifer recharge. The first phase will be on the west side of the Colusa Basin Drain and include approximately 646 acres and the second phase will be on the east side of the Colusa Basin Drain and will include approximately 116 acres. Phase Two should be done in conjunction with the Sycamore Marsh Multibenefit Project since there is common ownership of Sycamore Slough. Other multibenefits will be domestic well recharge north of College City, pollinator habitat and wildlife habitat restoration and preservation</p>	In Design	\$ 4,500,000
Updated BFW Contour Map and Saline Water Upconing Study	<p>Review and update the base of fresh groundwater (BFW) contour map that was created by Stephen Springhorn and his colleagues at the DWR prior to 2013 was to identify the approximate lower limit and the thickness of the fresh groundwater aquifer system in the Sacramento Valley. The BFW is an uneven boundary in the Colusa Subbasin and area near the Sutter Buttes. This is most likely caused by high artesian pressures and upward vertical gradients in deep aquifers in the Sacramento Valley, which have been documented in DWR monitoring wells. This suggests that migration of poor quality water into continental sediments that previously contained freshwater has occurred due to brackish and saline water upconing beneath areas of prolonged groundwater pumping in the Sacramento Valley.</p> <p>Project would be done in conjunction with NSIRWM and would focus on potential negative water quality impacts due to Redox near the Buttes and potential seepage area from the proposed Sites Reservoir</p>	Ready for Implementation	\$ 250,000
City of Colusa Public Supply Hydrochemistry Study	<p>The City of Colusa is in the process of updating its Master Water Plan. As part of this update the City is looking to fund a study on the cause and severity of its current water quality issues regarding manganese, iron MCL violations and the long standing presence of Hydrogen Sulfide in its public supply. The City is also interested in understanding the potential and probability for arsenic contamination that is known to exist in public supply and other wells in the general area surrounding the Sutter Buttes.</p>	Ready for Implementation	\$ 250,000
GCID Groundwater Recharge Project	<p>Long term property lease in combination with GCID and Glenn County owned properties for the intent of groundwater recharge. The project is currently in being researched for feasibility.</p>	Conceptual	\$ 1,000,000



Sycamore Slough Reconnection and Recharge	<p>Davis Ranches, in coordination with neighboring landowners, is proposing a multi-benefit groundwater recharge project. This project is an expansion of an ongoing effort to recharge the Sycamore Slough watershed with water from the Sacramento River, similar to the historic function of the slough</p> <p>The project will require Davis Ranches to divert surface water from the Sacramento River and/or the Colusa Basin Drain for the purpose of reconnecting the historic remnants of Sycamore Slough, to flood fields and the slough itself to provide groundwater recharge, create habitat for migrating shorebirds/waterfowl, and provide essential support for groundwater dependent ecosystems (GDE) along the path of Sycamore Slough.</p> <p>Additional project description is included in the attached project submittal form.</p>	In Design	\$ 2,855,956
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### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 8: COMMITTEE REPORTS

**8a. Technical Advisory Committee** – Bill Vanderwaal, Thad Bettner, Jim Wallace, Denise Carter, Darrin Williams, Deke Dormer, Ben King, Brandon Davison DWR (ex-officio)

**8b. Water Rights for Unappropriated Flood Water ad hoc** -- – Bill Vanderwaal, Jim Wallace, Darrin Williams, Thad Bettner, Ben King, Halbert Charter, Glenn County representatives (to be invited), Sites Authority (to be invited)

**8c. Long Term Funding ad hoc** –Thad Bettner, Darrin Williams, Jeff Moresco, Denise Carter

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### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 9: UPDATE ON GOVERNOR'S EXECUTIVE ORDER NO. N-7-22

As part of the Executive Order, the CGA is continuing to provide Colusa County Environmental Health with notice of availability of updated subsidence data (InSAR). This data is collected quarterly.

#### AGENDA ITEM 10: DWR STAFF UPDATE

DWR representative Brandon Davison may provide an update on DWR activities and SGMA news.

#### AGENDA ITEM 11: ADMINISTRATIVE UPDATE

The Program Manager and/or the Chair may provide updates on pending administrative or managerial matters.

#### AGENDA ITEM 12: CLOSED SESSION

Closed Session

Gov't Code 54956.9 – Conference with Legal Counsel – existing litigation

*Aqualliance et al. v. Colusa Groundwater Authority, Glenn Groundwater Authority*

Colusa County Superior Court – Case Number CV24584

*Aqualliance et al. v. Biggs-West Gridley Water District, et al.*

Butte County Superior Court – Case Number 22CV00348

#### AGENDA ITEM 13: REPORT OUT OF CLOSED SESSION

**AGENDA ITEM 14: MEMBER REPORTS AND COMMENTS**

**INFORMATION**

**ONLY**

CGA Board Members and Alternates are encouraged to share information that may be relevant to the CGA. No action will be taken on any of these items.

**AGENDA ITEM 15: NEXT MEETING**

The next meeting of the CGA Board will be held **October 25, 2022, 1:00 pm at CIP Conference Room** with an option for remote participation

**AGENDA ITEM 16: ADJOURN**