

# Colusa Groundwater Authority Board of Directors

P.O. Box 475, Colusa, CA 95932 | [www.colusagroundwater.org](http://www.colusagroundwater.org)

## **MEETING AGENDA**

**October 22, 2024 | 1:00 p.m.**

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

**Alternative meeting location(s):**

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

**Members of the public may attend this meeting in person or through Zoom:**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us06web.zoom.us/j/82885749582>

Or One tap mobile:

+16694449171,,82885749582# US

+17193594580,,82885749582# US

Or join by phone:

US: +1 669 444 9171 or +1 719 359 4580 or +1 720 707 2699

Webinar ID: 828 8574 9582

Full Agenda Packet: <https://colusagroundwater.org/agendas-and-minutes-2024/>

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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 the September 24, 2024, CGA Board Meeting
- b. \*Receive and File September Financial Statements
- c. \*Review and Consider Approval of October Claims

### **4. Long Term Funding Fee Project**

- a. Receive update and recommendation from the ad hoc Long Term Funding Committee on proposals for Fee Analysis and Rate Setting Services
- b. \*Adopt Committee recommendation re selected consultant proposal for Fee Analysis and Rate Setting Services  
*The Board may consider approval of selected consultant proposal and authorize contract to be prepared and signed.*

**5. Colusa Subbasin GSP Implementation Update**

- a. \*Consider approval of GSP Implementation Task Orders for Davids Engineering (up to \$70,300 with possible support from Glenn Groundwater Authority)
- b. \*Consider appointment of ad hoc committees for development of Demand Management and Well Mitigation programs

**6. Review of November and December Meeting Dates**

- a. \*Review November and December Meeting Dates and Consider Possible Changes

**7. DWR Staff Update**

**8. Committee Reports**

- a. **Technical Advisory Committee** – Deke Dormer, Kate Dunlap, Jim Wallace
- b. **Long Term Funding ad hoc** – Jeff Moresco, Frank A. Nobriga, Hilary Reinhard, Jim Wallace

**9. Administrative Update**

**10. Closed Session**

- a. Conference with Legal Counsel (Gov't Code 54956.9) – 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

**11. Report out of Closed Session**

**12. Member Reports and Comments**

**13. Next Meeting:** November 19, 2024

**14. Adjourn**

The full agenda packet can be found on the CGA website: <https://colusagroundwater.org>. A complete agenda packet, including back-up information, can also be available for inspection upon request during normal business hours at 1213 Market Street, Colusa, CA 95932. 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 for accommodations.

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### **AGENDA ITEM 1: CALL TO ORDER AND DETERMINATION OF A QUORUM**

#### **AGENDA ITEM 1a: Roll Call of Officers and Alternates**

SIX (6) Members must be present to constitute a quorum.

As of July 1, 2023, and through June 30, 2025, **Westside Water District** sits as the representative for Maxwell I.D. and Westside W.D.; and **Provident Irrigation District** sits as the representative for Princeton-Codora-Glenn I.D. and Provident I.D.

**Note: Beginning July 1, 2025, Maxwell Irrigation District and Princeton-Codora-Glenn Irrigation District will represent their respective Memberships on the CGA Board.**

***4.1 Board of Directors.*** *The business of the Authority will be conducted by a Board of Directors that is hereby established, and that shall be initially composed of and appointed as follows: One member of the Board of the Maxwell Irrigation District or the Westside Water District, said appointment to alternate every two years beginning with an appointment by the Maxwell Irrigation District of one of its Board members; One member of the Board of the Princeton-Codora-Glenn Irrigation District or the Provident Irrigation District, said appointment to alternate every two years beginning with an appointment by the Princeton-Codora-Glenn Irrigation District of one of its Board members...*

Entity	Name
<b>COUNTY OF COLUSA</b>	
BOARD MEMBER	Gary Evans
ALTERNATE	Janice Bell
<b>CITY OF COLUSA</b>	
BOARD MEMBER	Jesse Cain
ALTERNATE	Ryan Codorniz
<b>CITY OF WILLIAMS</b>	
BOARD MEMBER	Kate Dunlap
ALTERNATE	Alfred Sellers, Jr.
<b>GLENN COLUSA IRRIGATION DISTRICT</b>	
BOARD MEMBER	Blake Vann
ALTERNATE	Vacant
<b>COLUSA COUNTY WATER DISTRICT</b>	
BOARD MEMBER	Frank Nobriga, Jr.
ALTERNATE	Halbert Charter
ALTERNATE	Shelly Murphy
<b>PROVIDENT IRRIGATION DISTRICT</b>	
BOARD MEMBER	Jim Campbell
<b>WESTSIDE WATER DISTRICT</b>	
BOARD MEMBER	Zach Dennis
ALTERNATE	Mike Urkov
<b>RECLAMATION DISTRICT 108</b>	
BOARD MEMBER	Hilary Reinhard
ALTERNATE	Lewis Bair
<b>RECLAMATION DISTRICT 479</b>	
BOARD MEMBER	Derrick Strain
ALTERNATE	Vacant
<b>COLUSA DRAIN MUTUAL WATER COMPANY</b>	
BOARD MEMBER	Jim Wallace
ALTERNATE	Lynell Pollock
<b>PRIVATE PUMPER</b>	Deke Dormer
<b>PRIVATE PUMPER</b>	Jeff Moresco
<b>MAXWELL IRRIGATION DISTRICT</b>	
BOARD MEMBER	Chris Dobson
ALTERNATE	Drew Dirks
<b>PRINCETON-CODORA-GLENN IRRIGATION DISTRICT</b>	
BOARD MEMBER	Jim Campbell
ALTERNATE	Lance Boyd

[AGENDA ITEM 1b: Introductions of Others in Attendance](#)

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## AGENDA ITEM 2: PERIOD OF PUBLIC COMMENT

Members of the public may comment on items not on today's agenda that are relevant to the CGA. Public comments are limited to no more than 5 minutes. No action can be taken on items that are not on the agenda.

## AGENDA ITEM 3: CONSENT CALENDAR

### BACKGROUND:

All Consent Calendar items may be acted upon by a single motion unless otherwise requested by a board member for separate consideration.

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### ACTION ITEMS:

[AGENDA ITEM 3a. Approval of Minutes from the September 24, 2024 CGA Board Meeting](#)

**ATTACHMENTS:** Draft minutes from September 24, 2024 CGA board meeting

[AGENDA ITEM 3b. Receive and File September Financial Statements](#)

**ATTACHMENTS:** Financial statements for period ending September 30, 2024

[AGENDA ITEM 3c. Review and Consider Approval of September Claims](#)

**ATTACHMENTS:** Report of Claims to be paid for October 2024 and supporting documents for claims totaling \$26,592.62.

# Colusa Groundwater Authority Board of Directors

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## MEETING MINUTES

September 24, 2024

*\* Indicates action item*

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

Chair Wallace called the meeting to order at 1:04 P.M. and led the Board in the Pledge of Allegiance.

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

Present: Janice Bell, Kate Dunlap, Frank Nobriga, Hilary Reinhard, Jered Shipley, Jim Wallace.

Absent: Jesse Cain, Zachary Dennis, Deke Dormer, Jeff Moresco, Derick Strain, Blake Vann.

#### b. Introductions of others in attendance

Public members Tom Charter Jr., Brandon Davison, Ryan Fulton, Pamela Katileba-Jenkins, Matt Jones, Maddie Munson, Drew Parrish; Board alternate Lewis Bair; Consultant Thaddeus Bettner; CGA Counsel Alan Doud; CGA staff Denise Carter, Carol Thomas-Keefer, Harrison Tregenza.

### 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.*

Public comment was provided by Drew Parrish, who indicated that he is helping to represent small farmers by obtaining information from GSA meetings and providing small farmers with SGMA-related information.

### 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.*

On motion by Director Nobriga, seconded by Director Dunlap, the Consent Calendar was approved.

AYES:	6	Bell, Dunlap, Nobriga, Reinhard, Shipley, Wallace
NOES:	0	
ABSTAIN:	0	
ABSENT:	6	Cain, Dennis, Dormer, Moresco, Strain, Vann

- a. **\*Approval of Minutes from the August 27, 2024, CGA Board Meeting**
- b. **\*Receive and File August Financial Statements**
- c. **\*Review and Consider Approval of September Claims**

**4. Consideration of Second Agreement with Water Ecology LLC for GSP Support**

**a. \*Consider approval of second agreement with Water Ecology LLC for GSP Support**

Chair Wallace reviewed Mr. Bettner’s work with the CGA, and Ms. Thomas-Keefer noted that the scope of work had been expanded slightly to include support for development of revised GSP programs.

On motion by Director Nobriga, seconded by Director Reinhard, the Board approved the second agreement with Thaddeus Bettner, Water Ecology LLC, to provide strategic, policy, vision and implementation support for the Colusa Subbasin GSP through December 31, 2024.

AYES:	6	Bell, Dunlap, Nobriga, Reinhard, Shipley, Wallace
NOES:	0	
ABSTAIN:	0	
ABSENT:	6	Cain, Dennis, Dormer, Moresco, Strain, Vann

**5. Long Term Funding Fee Project Update**

**a. Receive update and recommendation from the ad hoc Long Term Funding Committee on fee development**

Ms. Thomas-Keefer and Chair Wallace provided a status update on the long term funding fee project, noting that the committee recommends having a new fee study performed to more fairly and accurately address fees needed to implement the revised GSP.

**b. \*Approve Request for Proposals for Fee Analysis and Rate Setting Services**

Ms. Thomas-Keefer reported that a new RFP had been prepared to be issued to a short list of pre-qualified consultants for rate setting proposals.

Following discussion, on motion by Director Dunlap, seconded by Director Nobriga, the Board approved the Request for Proposal for Groundwater Sustainability Agency Data Review, Fee Analysis, and Rate Setting Services, with amendments as noted.

AYES:	6	Bell, Dunlap, Nobriga, Reinhard, Shipley, Wallace
NOES:	0	
ABSTAIN:	0	
ABSENT:	6	Cain, Dennis, Dormer, Moresco, Strain, Vann

Ms. Thomas-Keefer then reviewed the schedule for receiving proposals, and it was determined that the Long Term Funding ad hoc committee would meet to discuss the proposals on October 21 in order to prepare a recommendation for the CGA Board at its October 22 meeting.

**6. Colusa Subbasin GSP Implementation Update**

Ms. Thomas-Keefer reported that she and GGA staff were working to schedule the first of several joint Board workshops in late October. She also reported that she had requested a proposal from Davids Engineering to support the board workshops and to develop detailed budget estimates for GSP activities for use in developing new fees, and she hoped to bring that proposal to the Board in October. Ms. Thomas-Keefer then received feedback and answered questions from the Board.

## 7. DWR Staff Update

DWR representative Brandon Davison provided information on an upcoming DWR town hall recognizing the 10-year anniversary of the Sustainable Groundwater Management Act (SGMA). Mr. Davison then received feedback and answered questions from the Board.

## 8. Committee Reports

- a. **Technical Advisory Committee** – Deke Dormer, Kate Dunlap, Jim Wallace  
Ms. Thomas-Keefer noted that the next meeting of the TAC is scheduled for December 13, 2024.
- b. **Long Term Funding ad hoc** – Jeff Moresco, Frank A. Nobriga, Hilary Reinhard, Jim Wallace  
Chair Wallace noted that the Committee’s activities were covered earlier in the meeting.

## 9. Administrative Update

Ms. Thomas-Keefer suggested that the Board review the meeting dates for November and December regular meetings and consider possibly combining the two meetings. regular meeting scheduled for November and December. Following discussion, staff was directed to add discussion of the November and December meeting dates to the October meeting agenda.

Ms. Carter provided a verbal report on the formation of a Drought Task Force for Colusa County, as well as the upcoming development of a County well ordinance.

Ms. Carter and Mr. Bair also reported on the recent meeting held at Reclamation District 108 to discuss recharge projects in South Colusa County and North Yolo County. Ms. Carter noted that she will work with staff and Davids Engineering to provide a presentation on the Colusa Subbasin at the group’s next meeting on October 15.

Ms. Thomas-Keefer provided a verbal report on the audit progress.

## 10. Closed Session

The Board entered Closed Session at 2:43 P.M.

- a. Conference with Legal Counsel (Gov’t Code 54956.9) – 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

## 11. Report out of Closed Session

The Board returned from Closed Session at 2:52 P.M.

The attorney reported that no reportable action was taken in Closed Session.

## 12. Member Reports and Comments

None.



**13. Next Meeting:** October 22, 2024

**14. Adjourn**

Chair Wallace adjourned the meeting at 2:53 P.M.

**APPROVED BY:**

\_\_\_\_\_  
Jim Wallace, Chair

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Carol Thomas-Keefer, Secretary

\_\_\_\_\_  
Date

DRAFT

# BUDGET TO ACTUAL REPORT- July thru September

**ACTUALS BY REVENUE**

	(A) BUDGET	Restricted Prop. 218	Glenn County 50%	(B) \$ ACTUAL	(A-B) \$ REMAINING	(B/A) % COMPLETED
<b>1 REVENUE</b>						
<b>2</b> <i>Prior Year Funds to Balance</i>	<b>249,308</b>	-	-	-	249,308	0%
<b>3</b> Proposition 218 Fee Agreements-\$1.21	472,000	-	-	-	472,000	0%
<b>4</b> Proposition 218 Landowner Fee-Operations Flat Fee \$1.21	8,242	-	-	-	8,242	0%
<b>5</b> Glenn County Groundwater Authority Reimbursement	317,500	-	-	-	317,500	0%
<b>6</b> Interest	100	23	-	<b>23</b>	77	23%
<b>7</b>						
<b>8</b> <b>TOTAL REVENUES</b>	<b>1,047,150</b>	<b>23</b>	<b>-</b>	<b>23</b>	<b>1,047,127</b>	<b>0%</b>
<b>9 EXPENSES</b>						
<b>10 Office Expense</b>						
<b>11</b> Bank Fees	500	-	-	-	500	0%
<b>12</b> JPA Insurance	2,000	-	-	-	2,000	0%
<b>13</b> Printing and Copying/Outreach	5,500	-	-	-	5,500	0%
<b>14</b> Website-Current	500	-	-	-	500	0%
<b>15</b> Website-New	1,000	-	-	-	1,000	0%
<b>16</b> Supplies	500	-	-	-	500	0%
<b>17</b>						
<b>18 Professional Services- Admin</b>						
<b>19</b> Auditor	21,500	-	-	-	21,500	0%
<b>20</b> Financial Services Bookkeeping (Crippen/Atlas)	5,000	195	-	<b>195</b>	4,805	4%
<b>21</b> Legal Services (Young & Wooldridge)	55,000	2,217	-	<b>2,217</b>	52,783	4%
<b>22</b> Program Manager/Facilitation Svcs (RGS)	175,000	4,829	-	<b>4,829</b>	170,171	3%
<b>23</b> Annual Parcel Update (Provost & Pritchard)	3,500	1,548	-	<b>1,548</b>	1,952	44%
<b>24</b> GSP Implementation	15,000	-	-	-	15,000	0%
<b>25</b> Legal Defense Reserve	-	-	-	-	-	0%
<b>26</b> County Tax Roll Fee Support	5,000	-	-	-	5,000	0%
<b>27</b> County of Butte GSA- Member Contribution	12,500	-	-	-	12,500	0%
<b>28</b> <i>Miscellaneous -Prof Services Admin- Contingency 10%</i>	30,250	-	-	-	30,250	0%

# BUDGET TO ACTUAL REPORT- July thru September

		ACTUALS BY REVENUE						
	(A) BUDGET	Restricted Prop. 218	Glenn County 50%	(B) \$ ACTUAL	(A-B) \$ REMAINING	(B/A) % COMPLETED		
29							29	
30	<b>Professional Services- SGMA COMPLIANCE</b>						30	
31	Long Term Funding: Update Revenue Requirements	50,000	-	-	50,000	0%	31	
32	GSP Annual Report ( Shared with Glenn County)	70,000	-	-	70,000	0%	32	
33	Project Initiation: Refined/Develop Projects with GGA	200,000	-	-	200,000	0%	33	
34	Study Implementation -Refine/Develop Studies	20,000	-	-	20,000	0%	34	
35	Study Implementation -Implement Studies to Fill Data Gaps	25,000	-	-	25,000	0%	35	
36	Study Implementation -Subsidence Monitoring Network: Realtime Monitori	50,000	-	-	50,000	0%	36	
37	Public Engagement & Outreach	60,000	-	-	60,000	0%	37	
38	GSP Implementation Manager	150,000	-	-	150,000	0%	38	
39	Grant Procurement	60,000	-	-	60,000	0%	39	
40	<b>Miscellaneous- Prof Services -SGMA Compl. -Contingency (8%)</b>	29,400	-	-	29,400	0%	40	
41							41	
42	<b>Project Implementation</b>						42	
43	Domestic Well Mitigation: Refine Domestic Well Mitig. Program	-	-	-	-	0%	43	
44	<b>Domestic Well Mitigation: Reserve Fund -Implement Dom.Mitig. Prog.</b>	-	-	-	-	0%	44	
45	Demand Management Mitigation: DM/Groundwater Allocation Prog.	-	-	-	-	0%	45	
46							46	
47	<b>TOTAL EXPENSES</b>	1,047,150	8,789	-	8,789	1,038,361	1%	47
48							48	
49	<b>Surplus (Deficit)</b>	-	(8,766)	-	(8,766)		49	

The Budget to Actual Report reflects revenue and expenses associated with the 2024-2025 fiscal year. Accruals will be included in a separate monthly year-end report for FY23-24. See the Cash Balance Report for available cash. Expenses include all paid warrants only. See Cash Balance for current months paid and outstanding warrants.

## CASH BALANCE

### September 2024 Activity

<b>Cash Receipts</b>	
Deposits - N/A	\$ -
	-
Total Cash Receipts	\$ -

<b>Cash Disbursements</b>	
Warrants- June FY23-24	\$ 16,472.92
Warrants- July FY24-25	8,789.07
Total Cash Disbursements	\$ 25,261.99

### Cash Balance

Prior Month to Current Month Ending Balance Reconciliation

<b>August Cash Balance By Investment</b>	
Umqua Checking	\$ 204,027.09
Umqua Money Market	873,949.47
Umqua Savings	33,005.33
Total Cash Balance	\$ 1,110,981.89

<b>September Activity</b>	
Cash Receipts	\$ -
Cash Disbursements	(25,261.99)
Interest Earnings	8.02
Service Charge	-
Total Activity	\$ (25,253.97)

Ending Cash Balance	\$ 1,085,727.92
Less: Outstanding Warrants:	
Warrants - September -Pending Approval	(26,592.62)
Warrants - August -In Transit	(15,212.27)
Total Available Cash By Activity	\$ 1,043,923.03

<b>September Cash Balance by Investment</b>	
Umqua Checking	\$ 178,765.10
Umqua Money Market	873,956.65
Umqua Savings	33,006.17
Total Balance	\$ 1,085,727.92
Less: Outstanding Warrants	(41,804.89)
Total Available Cash by Investment	\$ 1,043,923.03

*Outstanding Warrants are vendor invoices received and not yet paid or in transit.*

CLAIMS SUMMARY

Invoice #	Invoice Date	Vendor	Service Period	Service	Check	ACH	Total
17476	9/30/2024	RGS	September Services	Administration	10,791.42	-	10,791.42
Various	9/30/2024	Young & Wooldridge	September Services	Legal Services	3,257.20	-	3,257.20
#COBGSA-2406	9/16/2024	County of Butte GSA	Annual	FY24/25 Member Contribution	12,337.50	-	12,337.50
390-1742	10/8/2024	Atlas CPA's	September Services	Accounting Services	<u>206.50</u>	<u>-</u>	<u>206.50</u>
SEPTEMBER WARRANT TOTAL					<u>\$ 26,592.62</u>	<u>\$ -</u>	<u>\$ 26,592.62</u>

# FY 23-24 YEAR-END REPORT -Including September 2024 Accruals

		ACTUALS BY REVENUE						
	(A) BUDGET	Restricted Prop. 218	Restricted Grants	(B) \$ ACTUAL	(A-B) \$ REMAINING	(B/A) % COMPLETED		
<b>1</b>	<b>REVENUE</b>						<b>1</b>	
<b>2</b>	<i>Prior Year Funds to Balance</i>	<b>180,651</b>	-	-	-	180,651	0%	<b>2</b>
<b>3</b>	Proposition 218 Fee Agreements	390,432	390,328	-	<b>390,328</b>	104	100%	<b>3</b>
<b>4</b>	Proposition 218 Landowner Fee-Operations Flat Fee	6,812	6,812	-	<b>6,812</b>	(0)	100%	<b>4</b>
<b>5</b>	Glenn County Groundwater Authority Reimbursement	50,000	-	-	-	50,000	0%	<b>5</b>
<b>6</b>	Interest	80	83	-	<b>83</b>	(3)	104%	<b>6</b>
<b>7</b>								<b>7</b>
<b>8</b>	<b>TOTAL REVENUES</b>	<b>627,975</b>	<b>397,223</b>	<b>-</b>	<b>397,223</b>	<b>230,752</b>	<b>63%</b>	<b>8</b>
<b>9</b>	<b>EXPENSES</b>							<b>9</b>
<b>10</b>	<b>Office Expense</b>							<b>10</b>
<b>11</b>	Bank Fees	50	19	-	<b>19</b>	31	38%	<b>11</b>
<b>12</b>	JPA Insurance	1,800	1,765	-	<b>1,765</b>	35	98%	<b>12</b>
<b>13</b>	Printing and Copying/Outreach	5,000	-	-	-	5,000	0%	<b>13</b>
<b>14</b>	Website-Current	500	-	-	-	500	0%	<b>14</b>
<b>15</b>	Website-New	15,000	-	-	-	15,000	0%	<b>15</b>
<b>16</b>	Supplies	500	-	-	-	500	0%	<b>16</b>
<b>17</b>								<b>17</b>
<b>18</b>	<b>Professional Services- Admin</b>							<b>18</b>
<b>19</b>	Auditor	8,000	-	-	-	8,000	0%	<b>19</b>
<b>20</b>	Financial Services Bookkeeping (Atlas)	5,000	2,371	-	<b>2,371</b>	2,630	47%	<b>20</b>
<b>21</b>	Legal Services (Young & Wooldridge)	55,000	24,483	-	<b>24,483</b>	30,517	45%	<b>21</b>
<b>22</b>	Program Manager/Facilitation Svcs (RGS)	175,000	115,985	-	<b>115,985</b>	59,015	66%	<b>22</b>
<b>23</b>	Annual Parcel Update (Provost & Pritchard)	3,500	1,870	-	<b>1,870</b>	1,631	53%	<b>23</b>
<b>24</b>								<b>24</b>
<b>25</b>	<b>Professional Services- Projects</b>							<b>25</b>
<b>26</b>	GSP Development - Prop. 1 /68 : GCGA Reimbursement	-	-	-	-	-	0%	<b>26</b>
<b>27</b>	GSP-Grant Application (Shared with Glenn County)	30,000	-	-	-	30,000	0%	<b>27</b>
<b>28</b>	GSP Annual Report ( Shared with Glenn County)	70,000	34,280	-	<b>34,280</b>	35,721	49%	<b>28</b>
<b>29</b>	GSP Technical Assistance:On-Call Support Svcs (Davids Engineering)	15,000	-	-	-	15,000	0%	<b>29</b>
<b>30</b>	GSP Subbasin GSP Revisions (Shared with Glenn County)	-	195,754	-	<b>195,754</b>	(195,754)	0%	<b>30</b>
<b>31</b>	GSP Revisions(Water Ecology)	-	9,000	-	<b>9,000</b>	(9,000)	0%	<b>31</b>
<b>32</b>								<b>32</b>

# FY 23-24 YEAR-END REPORT -Including September 2024 Accruals

		<b>ACTUALS BY REVENUE</b>						
	(A) BUDGET	Restricted Prop. 218	Restricted Grants	(B) \$ ACTUAL	(A-B) \$ REMAINING	(B/A) % COMPLETED		
<b>33</b>	<b>EXPENSES (cont'd)</b>						<b>33</b>	
<b>34</b>	<b>GSP Implementation Fund-SGMA (Grant Reimbursable)</b>						<b>34</b>	
<b>35</b>	GSP Projects	-	-	-	-	0%	<b>35</b>	
<b>36</b>	Five Year GSP Update w Modeling Calibrations	60,625	-	-	60,625	0%	<b>36</b>	
<b>37</b>	Surface-GS Interaction Modeling (NCWA Approach)	10,000	-	-	10,000	0%	<b>37</b>	
<b>38</b>	GSA Coordination & Outreach (w/in and between GSA's)	30,000	-	-	30,000	0%	<b>38</b>	
<b>39</b>	Data Management System Upgrade & Maintenance	25,000	-	-	25,000	0%	<b>39</b>	
<b>40</b>	GSP Project Implementation and Monitoring	100,000	-	-	100,000	0%	<b>40</b>	
<b>41</b>							<b>41</b>	
<b>42</b>	<b>Proposition 218 Collections Fee</b>						<b>42</b>	
<b>43</b>	Prop. 218 Ops Fee Collections-Co	10,000	-	-	10,000	0%	<b>43</b>	
<b>44</b>	Special Projects - Funding Mech: GSP Funding & Support (LSCE)	-	99,454	99,454	(99,454)	0%	<b>44</b>	
<b>45</b>							<b>45</b>	
<b>46</b>	<b>Other</b>						<b>46</b>	
<b>47</b>	County of Butte GSA- Member Contribution	8,000	-	-	8,000	0%	<b>47</b>	
<b>48</b>							<b>48</b>	
<b>49</b>							<b>49</b>	
<b>50</b>	<b>TOTAL EXPENSES</b>	<u>627,975</u>	<u>484,979</u>	<u>-</u>	<u>484,979</u>	<u>142,996</u>	<u>77%</u>	<b>50</b>
<b>51</b>							<b>51</b>	
<b>52</b>	<b>Surplus (Deficit)</b>	<u>-</u>	<u>(87,755)</u>	<u>-</u>	<u>(87,755)</u>		<b>52</b>	

The Budget to Actual Report reflects revenue and expenses associated with the 2023-2024 fiscal year and accruals during FY24-25. Expenses include all paid warrants only.

CLAIMS SUMMARY

Invoice #	Invoice Date	Vendor	Service Period	Service	Check	ACH	Total
17476	9/30/2024	RGS	September Services	Administration	10,791.42	-	10,791.42
Various	9/30/2024	Young & Wooldridge	September Services	Legal Services	3,257.20	-	3,257.20
#COBGSA-2406	9/16/2024	County of Butte GSA	Annual	FY24/25 Member Contribution	12,337.50	-	12,337.50
390-1742	10/8/2024	Atlas CPA's	September Services	Accounting Services	<u>206.50</u>	<u>-</u>	<u>206.50</u>
SEPTEMBER WARRANT TOTAL					<u>\$ 26,592.62</u>	<u>\$ -</u>	<u>\$ 26,592.62</u>



# Invoice

PO Box 1350  
Carmel Valley, CA 93924

Date	Invoice #
9/30/2024	17476

**Bill To:**

Colusa Groundwater Authority

P.O. No.	Due Date	Inv Sent
	10/30/2024	10/11/2024

Date	Description	Amount
9/30/2024	Contract Services for September - please see attached  Billed \$10,791 out of monthly \$15,000 Balance billed to date is \$153,715 against an NTE of \$175,000	10,791.42

	<b>Total</b>	<b>\$10,791.42</b>
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**Colusa Groundwater Authority**

Month: **September, 2024**

Hours and Rates by Pay Period						
		1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed	
CT	9.50	\$ 161.13	23.00	\$ 161.13	\$ 5,236.72	
GS	15.00	\$ 150.39	11.00	\$ 150.39	\$ 3,910.14	
HT	0.30	\$ 112.80	8.70	\$ 112.80	\$ 1,015.20	
DC	0.00	\$ -	3.50	\$ 116.96	\$ 409.36	
RM	1.25	\$ 176.00	0.00	\$ -	\$ 220.00	
CD	0.00	\$ -	0.00	\$ -	\$ -	
<b>Totals</b>	<b>26.05</b>		<b>46.20</b>		<b>\$ 10,791.42</b>	



# Client Activity Report

September 2024

Client	Task	Comment	Hours
<b>Colusa Groundwater Authority</b>			Client Hours 72.25
			Task Hours 72.25
	9/1/2024	CGA: Audit WIP	2.00
	9/2/2024	Coordinate LTF meeting; prepare and send meeting agenda, notice and invite; various emails; coordinate presentation info w/counsel	1.00
	9/2/2024	CGA: Audit WIP	4.00
	9/2/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/3/2024	Discussed with Gina General entry corrections to be made.	0.50
	9/3/2024	CGA: Audit WIP	4.00
	9/3/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/3/2024	Prepare for and attend LTF committee meeting; review fee consultant info; prepare and post TAC meeting cancellation	3.00
	9/4/2024	CGA: Audit WIP	2.00
	9/4/2024	Went with Gina to review adjustments for the audit and for the SCO report.	0.75
	9/5/2024	CGA: Audit WIP	1.00
	9/9/2024	Attend GW Task Force meeting call; contact DE re proposal for budget and GSP workshop support; meeting coordination	1.50
	9/9/2024	CGA: Audit WIP	2.00
	9/9/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/12/2024	Call w/Jeff Davids re proposal for budget work, GSP workshops, etc; review info re consultants for fee study; various emails	1.50
	9/13/2024	Coordination mtg w/Lisa H; review of consultant info; various emails	2.50
	9/16/2024	CGA: Audit WIP	2.00
	9/16/2024	Attend Butte Managers meeting; various emails	2.00
	9/16/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/17/2024	CGA: Audit WIP	2.00
	9/17/2024	RD108/South County Groundwater Coordination Meeting, at RD108.	2.00
	9/18/2024	Individually contact several consultants re interest in fee study; various emails	2.00
	9/18/2024	Drafting Board of Directors meeting minutes.	0.70
	9/18/2024	CGA: Financials WIP	1.00
	9/18/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/19/2024	Distribute recharge seminar info; follow up w/consultants re interest in rate study proposal	0.50
	9/19/2024	Drafting Board of Directors meeting minutes.	0.90
	9/19/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.30
	9/20/2024	Working with staff on biennial notice.	0.40
	9/20/2024	Prepare, post and distribute board meeting agenda; coordinate financials with staff; provide info to attorney for committee follow up; coordinate meeting info w/board members and others; review and begin to edit RFP for fee study; follow up re conflict of	4.50
	9/20/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.20
	9/21/2024	CGA: Audit WIP	1.00
	9/21/2024	Provide agreements to attorney for review; finish CGA minutes, staff reports; compile agenda packet; post and distribute	6.00
	9/22/2024	CGA: Financials WIP	4.00



# Client Activity Report

September 2024

Client	Task	Comment	Hours
	9/23/2024	Follow up on attorney agreement reviews, FPPC filings, Yolo tax roll detail; coordination w/staff on documentation of board appointments; various emails	2.00
	9/23/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.80
	9/23/2024	Call with Carol Thomas-Keefer to discuss Board meeting and biennial notice.	0.20
	9/23/2024	Reviewing and updating Conflict of Interest Code.	0.90
	9/23/2024	Making updates to the Board of Directors contact and distribution list.	0.20
	9/23/2024	Maintaining and updating Form 700 filers in FPPC portal.	0.20
	9/24/2024	Preparing for the September Board of Directors meeting.	0.30
	9/24/2024	CGA Board meeting set up/clean up. Send checks.	1.50
	9/24/2024	CGA: AR WIP	1.00
	9/24/2024	Prepare for and remotely attend CGA Board meeting; finalize and send RFP to pre-selected consultants	2.50
	9/24/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/24/2024	Clerking September Board of Directors meeting.	1.90
	9/24/2024	Filing documents in the VPN.	0.10
	9/25/2024	Attend Butte interbasin coordination meeting; follow up re FPPC conflict of interest code; various emails	1.50
	9/25/2024	Researching FPPC question on Board member attendance.	0.40
	9/25/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.20
	9/25/2024	Maintaining and updating Form 700 filers in FPPC portal.	0.30
	9/26/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/26/2024	Follow up re RFP distribution; various emails	0.50
	9/27/2024	Post RFP on website and perform website updates; various emails	1.00
	9/27/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.10
	9/30/2024	Follow up on conflict of interest code reporting and various emails	0.50
	9/30/2024	Communicating with RGS and CGA staff advisors via email and RingCentral.	0.20

# County of Butte GSA

308 Nelson Avenue  
Oroville, CA 95965

# Invoice

Phone: 530.552.3595  
Fax: 530.538.3807  
E-mail: bcwater@buttecounty.net

Invoice # COBGSA-2406  
Date: September 16, 2024

**To:** Colusa Groundwater Authority  
Denise Carter  
1213 Market Street  
Colusa, CA 95932

**For:**

**Member Contribution for the administration and implementation of the Butte Sub basin Groundwater Sustainability Plan.**

DESCRIPTION	HOURS	RATE	AMOUNT
FY 2024/25 Member Contribution			12337.5
		TOTAL	\$12,337.50

Make all checks payable to:

County of Butte GSA  
308 Nelson Avenue  
Oroville, CA 95965

Total due in 30 days.



319 6th Street, PO Box 590  
 Marysville, CA 95901  
 Phone: 530.742.8201  
 Fax: 530.741.3509

Colusa Ground Water Authority  
 PO Box 475  
 Colusa, CA 95932

Date: 10/8/2024  
 Invoice Number: 390 -1742  
 Client ID: 39000008

**Date**      **Activity**

09/09/2024    Prepare  
 reconcile accounts 4884 and 9527 for the month of August. Print monthly reports to paper, PDF and Excel.

09/10/2024    Review  
 review month of August

09/11/2024    Prepare  
 enter bills into QB's. fill out claim summary and print to PDF. email August reports, claim summary and pending invoices to client. save reports in client file.

09/23/2024    Prepare  
 pay approved bills in QB's, hand write checks and prepare for client pick up. email client when ready to pick up.

Invoice Total: \$206.50

Make checks payable to ATLAS CPAs & Advisors. For your convenience, pay online: [www.atlasfirms.com/paymyinvoice](http://www.atlasfirms.com/paymyinvoice)  
 Please note: ACH, Debit Card, or Prepaid card payments are not subject to a surcharge. **Credit card payments are subject to a surcharge of 3%, which is never more than our merchant fee.** If you wish to remit payment using the form below, please return the payment slip to ATLAS via our secure online portal to ensure the safety of your personal information. Thank you!

----- Cut Here -----

**Client ID:** 39000008

**Invoice Number:** 390 -1742

**Client Name:** Colusa Ground Water Authority

**Total Amount Due:** \$772.00

**Amount Enclosed:** \$

<b>Card Type</b> (Select one):	Visa	Mastercard	Discover	AmEx	Debit	Other
<b>Cardholder Name</b> (As shown on card):						
<b>Company Name</b> (If for business):						
<b>Card Number:</b>						
<b>CVV</b> (3 digits on back, or 4 digits on front of AmEx):				<b>Expiration Date</b> (MM/YY):		
<b>Billing Address</b> (Street, City, State, Zip):						
<b>Email Address:</b>				<b>Phone Number:</b>		

**Invoices are due upon receipt. Balances over 30-days may be subject to a service charge of 1.5% per month. Returned checks / ACH will be assessed a fee.**

## Colusa Groundwater Authority Board of Directors Meeting

October 22, 2024 | 1:00 p.m.

### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 4: Long-term Funding Fee Project

#### **ACTION ITEM**

#### **4a. Update and Recommendation from ad hoc Long Term Funding Committee on proposals for Fee Analysis and Rate Setting Services**

With direction from the CGA Board and the ad hoc Long Term Funding Committee, previous consultant Luhdorff & Scalmanini Consulting Engineers (LSCE) prepared a draft fee proposal to address CGA's long-term funding needs for agency administration, SGMA compliance costs, and costs to implement projects and management actions contained in the Groundwater Sustainability Plan (GSP). The proposed fee structure would allocate fees based on water user class (primarily surface water, primarily groundwater, or non-irrigable). Earlier this year, CGA held several public outreach meetings throughout the County to review CGA's projected funding needs, discuss proposals for fee structures, and receive public comment.

The 5-year operating budget for the new fee was prepared based on the original Groundwater Sustainability Plan for the Colusa Subbasin. However, the revised GSP, which was submitted to DWR in April, incorporates new and revised projects and management actions to address key issues such as domestic well mitigation, demand management and subsidence. These activities must be initiated and implemented over the next several years, so operating budget estimates for the new fee structure will need to be updated to correspond with revised GSP commitments.

Last June, the CGA Board decided to postpone implementation of the new fee structure until FY 2025-26 in order to allow more time to properly develop long-term budget estimates and re-evaluate the recommendations for cost allocations. At the regular September Board meeting, on recommendation of CGA's ad hoc Long Term Funding Committee, the CGA Board approved a new Request for Proposals for development of a new fee structure that will accommodate revised GSP implementation while allocating those costs in a fair and equitable manner.

The RFP was issued on September 24 to selected pre-qualified consultants, and two proposals were received by the submittal deadline of October 14, 2024, from the following consultants:

- Hansford Economic Consulting/Rollins PR Consulting/KSN, Inc.
- SCI Consulting Group/Larry Walker Associates

Both proposals are responsive to the RFP requirements and provide a comprehensive approach to CGA's fee project. The Committee has reviewed the proposals and will meet with each consultant team on October 21 to obtain additional information and prepare a recommendation to the Board.

#### **4b. \*Adopt committee recommendation re selected consultant proposal for Fee Analysis and Rate Setting Services**

Based on the outcome of the committee's review of proposals received and interviews with consultant teams, the committee may provide a recommendation to the CGA Board with regard to one of the proposals received. Such recommendation may include acceptance of a proposal and authorization for the Chairman to execute a contract with the selected consultant.

#### **RECOMMENDATION:**

The CGA Board should receive and consider approval of the recommendation from the ad hoc Long Term Funding committee with regard to selection of a consultant proposal to perform CGA's Data Review, Fee Analysis and Rate Setting Services. If the committee recommends acceptance of a proposal, the Board should consider authorizing the Chairman to execute a contract with the selected consultant in an amount to be specified by the committee.

#### **ATTACHMENT:**

- Proposal from Hansford Economic Consulting for rate setting services
- Proposal from SCI Consulting Group for rate setting services



# HANSFORD

## ECONOMIC CONSULTING

**RESPONSE TO**

**Colusa Groundwater Authority**

for

**Groundwater Sustainability Agency Data  
Review, Fee Analysis, and  
Rate Setting Services**

Submitted:  
October 14, 2024

HEC No. 240446



October 14, 2024

Ms. Carol Thomas-Keefer, Program Manager  
Colusa Groundwater Authority

**Subject: GSA Data Review, Fee Analysis, and Fee-Setting Services**

Dear Ms. Thomas-Keefer:

Hansford Economic Consulting (HEC) is pleased to submit our proposal for the above subject services to the Colusa Groundwater Authority (CGA or Agency).

**Understanding of Work:** The CGA needs to establish a new, updated fee to support its ongoing operations and management activities to the benefit of its member agencies and stakeholders in fulfillment of the Sustainable Groundwater Management Act. CGA needs to reach consensus on an insightful and achievable fee program that is equitable and legally defensible to raise its continued projected revenue needs.

**Our Unique Qualifications:** HEC staff have been helping California municipalities set fees and rates pursuant to Propositions 4, 218, and 26 since 1997 and have been working on groundwater sustainability issues for more than 20 years in Nevada and California. Catherine Hansford, Principal of HEC, has been involved with the planning and funding of issues related to interconnected waters, over-appropriated hydrographic basins, poor groundwater quality, and disparities in ability to pay for actions to ensure a sustainable water supply, for most of her career. HEC's practical knowledge learned in Nevada (where groundwater has always been regulated), experience setting up new revenue streams for joint agencies, successfully establishing enduring groundwater sustainability fees for the Salinas Valley Basin GSA, the Merced Irrigation-Urban GSA and the Ukiah Valley Basin GSA, and years of municipal finance consulting in California provide us with a unique skill set to assist the Agency achieve its long-term funding goals.

The HEC Project Team includes subconsultants Rollins PR Consulting and KSN, Inc. Rollins PR Consulting will provide a critical role in public outreach, providing an outreach plan to involve stakeholders and informing the public of their opportunities to provide input to the funding plan, creating educational materials, and developing any surveys or informational pieces to targeted groups. This outreach effort will be especially important, and we anticipate the outreach effort will need to be more robust than typical outreach for a new GSA fee, to differentiate between the current fee and this new effort. Additionally, HEC and Rollins PR Consulting have experience working with agricultural producers and shippers, domestic well owners, municipal water providers, and native American tribes, applicable to this project for CGA.

KSN, Inc. uses a GIS platform to assemble databases and query data to create the basis upon which a fee structure and fee calculations can be made. KSN are consulting engineers specializing in water

utilities with a seasoned GIS group skilled in working with data sets pertaining specifically to groundwater sustainability agencies.

The HEC Project Team is currently working with the Vina GSA to update its groundwater sustainability fee. We also are familiar with Colusa County; Catherine conducted a rate study for the City of Colusa's wastewater system and successfully assisted the City of Williams obtain State Revolving Fund funding for its wastewater treatment plant upgrade. HEC also updated the City of Williams' development impact fees, connection fees, and regulatory fees in 2020. KSN serves as District Engineer for RD 108 and has completed small community flood risk reduction feasibility studies for Grimes, Princeton, and the City of Colusa.

Our enclosed qualifications demonstrate our ability to craft a long-term revenue stream for annual operations, investigative and feasibility studies, installation of monitoring devices, and other program management costs.

We look forward to hearing from you. Please direct all correspondence to [catherine@hansfordecon.com](mailto:catherine@hansfordecon.com) or call me at (530) 412-3676. This proposal is valid for 90 days after receipt by CGA.

Yours Faithfully,

A handwritten signature in black ink that reads "CR Hansford". The signature is written in a cursive, flowing style.

Catherine R. Hansford, Principal  
HANSFORD ECONOMIC CONSULTING LLC

Federal Tax ID: 83-3944362

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## Section 1. Qualifications

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### About HEC

Hansford Economic Consulting LLC (HEC), self-member LLC, provides planning, economic, and financial services for public and private clients in the Western United States. Our high-quality work products span a breadth of land and water resource related topics that touch our human communities and environments. HEC endorses progressive and adaptive planning, understanding that plans are useful only if they are comprehensive, relevant to the specific local conditions, and lead to implementation. We have helped agencies set rates during California's historic drought and have on-the-ground experience with running water conservation programs and groundwater sustainability programs.

HEC appreciates the challenge of balancing equity, feasibility, and public acceptance goals when approaching fee studies. Water fees/charges/assessments/taxes are sensitive topics, and our approach has been proven successful. HEC works with clients to find the best solutions for their own unique circumstances by listening to and collaborating with them; this is what sets HEC apart from our competition. Our fee-setting approach is especially desirable when working with a divergent customer base and/or the interests of multiple stakeholders.

HEC has a long history of providing utilities resource and financial plans, including water and wastewater demand analysis projections; water, wastewater, recycled water, flood and storm water utility rate and fee studies; and assistance with state and federal low-interest loan and grant program applications. We have provided rate setting advisory services to more than 50 public agencies modeling many different types of utility rate structures, calculating many different types of fees and special taxes, and assisting agencies with creation of special districts as funding mechanisms. We frequently work for agricultural-based communities.

HEC is committed to a positive experience with an outcome that provides concrete steps forward; we strive to offer solutions that are legally grounded and follow best practices. Our financial models have withstood the scrutiny of California's municipal finance laws.

**HEC's Principal, Catherine Hansford, is the Project Leader.** Catherine's leadership is most advantageous for this project because of her experience both crafting groundwater management programs and actions and determining funding streams for those programs. Some of Catherine's key attributes and experiences of relevance include:

- **Catherine has vast experience working for parties to interlocal agreements.** Between 2001 and 2005, Catherine worked on numerous interlocal agreements to promote water conservation in the Truckee Meadows between the cities of Reno and Sparks, Washoe County, and the Truckee Meadows Water Authority. Catherine helped three cities in Southern Oregon craft a new interlocal agreement to manage and fund their joint regional water delivery system in 2023. Catherine has helped several other water and wastewater providers revise terms of their interlocal agreements, and cost-sharing allocations.

- **Catherine has already successfully helped three GSAs establish fees.** In 2018, HEC was selected to conduct a pioneering fee study for the Salinas Valley Groundwater Basin Groundwater Sustainability Agency (SVBGSA). SVBGSA manages 6 subbasins, covering a diverse geography and customer base of agricultural and municipal interests. Catherine has continued to work for SVBGSA preparing the fee for the tax roll every year, assisted SVBGSA revising its fee in 2023 to a two-tiered fee structure, and continues to perform investigative studies around different approaches to Sustainable Groundwater Management Act (SGMA) fees for SVBGSA.

In 2020, HEC steered the Merced Irrigation-Urban Groundwater Sustainability Agency (MIUGSA) to adopt a new regulatory fee to fund their groundwater sustainability program. MIUGSA serves an extremely diverse customer base of agricultural and urban users, disadvantaged populations, and many non-English speakers.

In 2023, HEC was selected by the Ukiah Valley Basin GSA to conduct a fee study for their regulatory activities. The new fee was successfully adopted in 2024. Considerations of tribal lands and culture were an important part of outreach and fee development.

- **Catherine has been working on groundwater management issues and funding since before SGMA.** Since 2001, Catherine has been actively involved in several conjunctive water management projects, and funding of those projects, in Nevada. She has worked on groundwater management programs and funding of management actions specifically in the Diamond Valley Basin, Mt. Rose Basin, and Truckee Meadows Basin. Management actions have varied from reduced pumping (agricultural allocation program) to mitigation for domestic well failure as a result of municipal pumping, to treatment of contaminated groundwater for drinking water purposes.
- **Catherine is an economist, not an engineer.** An economist brings a different perspective to what is often viewed as an engineering issue, but that in fact is far broader. Catherine appreciates that issues need to be understood, and people need to be heard, before embarking on practical solutions and reasonable recommendations. Catherine takes the effort to understand the customer base and relationships of stakeholders, performing demographic and economic research, visiting the area being studied, conducting meetings (in-person and on-line, as appropriate), and framing the bigger picture (what is the importance of the project regionally, locally, fiscally).
- **Catherine has worked for a water agency.** Catherine understands the process of adopting new fees and charges. Being an employee at Truckee Meadows Water Authority; having to implement actions, not just recommend them, has provided Catherine with valuable insight into the public process. In addition, Catherine has spearheaded strategic planning efforts to help agencies and communities define their goals and set achievable action items. These skills help with fee-setting, which is often a very difficult topic for decision makers.
- **Catherine has crafted infrastructure financing plans for public entities, analyzed the feasibility of new funding mechanisms, and helped create fee programs for JPAs and special districts**



since 1997. Catherine has crafted infrastructure financing plans in California for many types of infrastructure and services (water, sewer, drainage, roads, dry utilities, public safety, parks, civic facilities) and helped staff implement new fee programs and Community Facilities Districts. In 2013, Catherine conducted a unique analysis on the feasibility of a new special district to retire water rights in the Diamond Valley Basin of Nevada to rectify over-appropriation of groundwater. The analysis was the first of its kind in the State of Nevada and was used by the growers, the County, and the State Engineer in consideration of actions for the hydrographic basin. Catherine co-authored the structure and funding of a Well Mitigation Program in Washoe County, Nevada in 2004 that is still in place today. Catherine has conducted extensive analysis on creation of general improvement districts for Carson City and Spring Creek, Nevada.

- **Catherine puts together the right team for the project.** Catherine has a network of colleagues to enlist for projects: engineers, municipal finance advisors, bond counsel, communications strategists, hydrologists, designers, special tax consultants, assessment district experts, legal counsel, and proof-readers. Catherine puts together the right team for the project, but if it turns out an expertise is missing, Catherine can bring in the right person.
- **Catherine is skilled at presenting topics in a way that everyone can understand.** In 2013, 2017 and 2019, Catherine Hansford gave a 3-hour class on water rate and fee setting for the Nevada Rural Water Association. The class was held at the Truckee Meadows Community College and video-broadcast to colleges throughout the state of Nevada. Catherine has presented at AWWA conferences, California Rural Water Association conferences, Nevada Water Resources Association conferences, at leadership summits at the University of Nevada, Reno, and at science conferences.
- **Catherine is tenacious in securing the best terms for her clients.** HEC assisted the Donner Summit Public Utility District (DSPUD) secure the first California Clean Water State Revolving Fund (CWSRF) planning loan to finance the significant planning costs associated with their wastewater treatment plant upgrade project in July 2010. Also, for the for the same project, HEC helped DSPUD obtain refinancing of debt in the State through the California CWSRF (saving customers \$3.5 million in repayment). The wastewater treatment plant upgrade led to the first snow making from a recycled water permit in California for the Soda Springs Ski Resort.

In addition to utility rate and fee-setting services, HEC provides agency governance, strategic planning, project cost-benefit analyses, fiscal impact studies, public financing strategies, and other services, making HEC qualified to perform the fee-setting services for CGA.

## Subconsultant Qualifications

HEC's Project Team includes subconsultants Rollins PR Consulting and Kjeldsen, Sinnock and Neudeck Inc. (KSN).

## **Rollins PR Consulting**

Rollins PR, located in Folsom, will facilitate public workshops, conduct outreach and communication to engage the public, listen to their interests and preferences, and create goodwill. Rollins PR specializes in public outreach and education campaigns for municipal projects. Rollins PR's services include public outreach under requirements of Prop 218 and CEQA; public notification about construction projects, and traffic impacts; education campaigns for the general public and businesses about water conservation, Fats, Oils, Grease, and pollution prevention; and provision of oversight, guidance, and planning support to engineering firms, financing and environmental specialists, and public agencies working on municipal projects.

## **KSN, Inc.**

KSN, with offices in Stockton and West Sacramento, is a full-service civil engineering and land surveying firm specializing in the planning, design, construction management and surveying and mapping of public works infrastructure, transportation, commercial, industrial, institutional and water resources related projects. KSN is engaged by its clients to provide financial engineering services at a variety of levels; in particular, for complicated utilities such as potable water, municipal wastewater, stormwater, and flood protection. KSN regularly assists local agencies with revenue programs to fund capital improvements and on-going operations and maintenance including user rates, fees, and assessments.

**The role of KSN for this project is not an engineering role**, but a mapping and visualization role to illustrate data and information on maps as needed to support the development of funding options. Maps will be essential tools to illustrate basin characteristics and parcel owner information at stakeholders' and public meetings. A fee database will need to be developed using Geographic Information Systems software (GIS). By using GIS, it is much easier and quicker to both build and query the database and run different funding structure scenarios.

Mo Tangestani and Diego Ramirez will work on this critical component of the project. For items related to the GSP and any engineering issues or questions, Elizabeth Schlegel will be on hand.

**Figure 1** lists some fee-setting and funding plan projects the Project Team has worked on together in the past five years. In addition to the three GSAs listed, managing eight Bulletin 118 groundwater basins, this Project Team is also currently engaged by the Vina GSA (Butte County) to develop a new fee structure for their agency.

**Figure 1: Project Team Projects**

<b>CLIENT</b>	<b>PROJECT</b>	<b>CONSULTANTS</b>
<b>Merced-Irrigation Urban Groundwater Sustainability Agency</b>	New regulatory fee to fund GSA activities	HEC, KSN, ROLLINS PR
<b>Salinas Valley Basin Groundwater Sustainability Agency</b>	New regulatory fee to fund GSA activities	HEC, KSN, ROLLINS PR
<b>Ukiah Valley Basin Groundwater Sustainability Agency</b>	New regulatory fee to fund GSA activities	HEC, KSN, ROLLINS PR
<b>Carson City</b>	Transportation funding strategy and new general improvement district assessments methodology	HEC, KSN, ROLLINS PR
<b>City of Live Oak</b>	Utility rates update and capital projects funding applications	HEC, KSN, ROLLINS PR
<b>Linden County Water District</b>	Water and wastewater rates update	HEC, KSN, ROLLINS PR
<b>City of Livingston</b>	Water and wastewater rates update	HEC, ROLLINS PR
<b>Lockeford Community Services District</b>	Water rate study	KSN, HEC
<b>American Valley Community Services District</b>	Water and wastewater rates, capacity fees, and regulatory fees	HEC, ROLLINS PR
<b>Solano Irrigation District</b>	Water master plan & funding plan	KSN, HEC
<b>City of Riverbank</b>	Recycled water distribution & funding plan	KSN, HEC
<b>Donner Summit Public Utilities District</b>	Utility rates and capacity fees update; CFD special taxes	HEC, ROLLINS PR
<b>Grizzly Flats Community Services District</b>	Water rates update	HEC, ROLLINS PR
<b>Sierraville Public Utility District</b>	Water rates update	HEC, ROLLINS PR
<b>Woodbridge Sanitary District</b>	Wastewater rates updates	HEC, KSN, ROLLINS PR
<b>Midway Heights County Water District</b>	Potable and irrigation water rate study and Agency strategic plan	HEC, ROLLINS PR
<b>Gold Mountain Community Services District</b>	Water and wastewater rates, capacity fees, and regulatory fees	HEC, ROLLINS PR
<b>City of Colfax</b>	Wastewater rate study	HEC, ROLLINS PR
<b>Sierra County Fire Protection District #1</b>	Development impact fee update	HEC, KSN

## GSA Data Analysis Experience

Data challenges and fee-setting considerations we have experienced for GSA fees include:

- ✓ Availability of reliable data upon which to base a fee.
- ✓ Different land use types, and therefore water users, within the GSA's boundary (agriculture, native vegetation, groundwater dependent ecosystems, riparian habitats, hobby viticulture/orchards, municipal water and small water system users, and domestic well users, for example).
- ✓ Proprietary well data and groundwater usage, and reluctance to share available data.
- ✓ Impact of a fee to disadvantaged communities.
- ✓ Sensitivity to environment/natural resources in relationship to groundwater availability.
- ✓ Relationship between surface water and groundwater sources.
- ✓ Whether to charge a fee to all properties in the GSA (except lands exempt under SGMA).
- ✓ If and how to charge de minimis users (persons using less than 2-acre feet per year for domestic purposes).
- ✓ Parcels / water systems / groundwater users that straddle more than one basin (are also located in the jurisdiction of another GSA).
- ✓ Importation and exportation of groundwater from one basin to another.

The degree to which GSAs face these challenges varies based primarily, but not exclusively, on the demographics, geography, hydrology, and land uses of the communities and lands within the GSA. Our approach is to gather information available from the GSA and from the county or counties within which the fee area is located that captures this information, much of which is organized in publicly available GIS databases. KSN will organize the spatial and tabular data received for the development of the GSA fee within a geodatabase using ArcGIS Pro and will share relevant spatial data and the results of GIS analysis in an interactive web map published for the HEC Project Team in ArcGIS Online. This geodatabase allows the HEC Project Team to research and develop potential fee structures, and also provides a database for public outreach efforts for individual properties.

Upon completion of other GSA fee studies, KSN has provided an interactive fee map. The fee map is converted to an ArcGIS Pro-compatible pre-symbolized map package with GIS data layers we want the public to access. We can provide the map package for the GSA to host on its website using a GSA ArcGIS Online account. To see an example of this, go to [Groundwater Sustainability Fee - Ukiah Valley Basin Groundwater Sustainability Agency \(ukiahvalleygroundwater.org\)](http://ukiahvalleygroundwater.org).

## Other Relevant Experience

One of the more common challenges GSAs experience is communicating the need for a fee to the general public. The public does not often understand the reason to pay into an agency that has been formed under a government mandate for a concept (groundwater management) that seems obscure. However, most understand that local control is better than state government control, which is much more expensive. Most of the challenges that GSAs experience can be overcome through open and honest communication, education and engagement with stakeholder groups,

interested parties and the community-at-large. Giving people a voice allows them to part of the solution and acceptance of paying a fee for a GSA to manage groundwater sustainability to ensure an adequate groundwater supply for future decades. Examples of public outreach materials and public notifications that we have prepared for GSAs are included in **Appendix A**.

Below are two examples of successful outreach programs conducted by Schaelene for projects that initially failed to adopt fees due to inadequate outreach. Once community nuances were recognized and outreach was tailored to speak to the needs and benefits to the community, both programs succeeded in the second attempts at fee adoptions. This demonstrates that a one-size-fits-all approach does not work and outreach efforts need to address the uniqueness of the community.

#### **Public Outreach for Reclamation District 2140**

Reclamation District 2140 is a special district located in Hamilton City, CA that was initially formed to garner support for building a new levee system in Hamilton City. Construction for the levee was granted by the U.S. Army Corp of Engineers under the condition that RD 2140 serve as the legal entity under contract with the Corp to fund the yearly operations and maintenance (O&M) of the new levee. To secure O&M funding, RD 2140 proposed an O&M assessment to be levied on property owners within the district's boundaries. The first attempt to pass the assessment failed. Schaelene Rollins was hired to take over the public outreach effort and educate the public prior to another attempt to pass the assessment. After six months of bi-lingual education and grassroots public outreach, the ballot initiative was held again and this time passed with a "yes" vote in favor of the O&M assessment, which ultimately resulted in securing final construction of the levee by the U.S. Army Corp of Engineers.

#### **Public Outreach for the Valley Springs Public Utility District**

Valley Springs Public Utility District initiated a rate increase in 2015 that failed by majority protest. The last increase occurred in 2010 based on a five-year rate adoption in 2006 and rates had remained the same since the end of the five-year period. The District initiated a rate increase in 2021 because the financial structure was not stable, it was out-of-date, and it could no longer support capital improvements needs. Without an increase, the District ran the risk of not being able to support current debt, apply for grants, or remain in state and federal compliance.

Schaelene Rollins worked on public outreach from the onset, managing community education efforts, providing opportunities for customer participation, and supporting the District through the process. The proposed rate structure was approved in September 2021 with no protests.

#### **Regional Planning Experience**

HEC has many years of regional planning experience. Agencies we have worked with on regional issues include the Truckee Meadows Water Authority, Western Regional Water Commission, Humboldt River Basin Water Authority, Central Nevada Regional Water Authority, Truckee Meadows Regional Planning Agency, Tahoe Regional Planning Agency, and Southern Nevada Strong. HEC's project load is approximately 90% municipal, 10% private; as such, Catherine has vast experience working with committees, stakeholders, and Boards.

**Below is a sample of clients HEC has completed revenue and expense forecasts for:**

- ❖ Diamond Valley Groundwater Management Program
- ❖ South Truckee Meadows Groundwater Mitigation Program
- ❖ Squaw Valley Public Services District
- ❖ Truckee Tahoe Airport Authority
- ❖ Truckee Donner Recreation and Parks District

**Catherine has worked on joint agency cost share agreements for these organizations:**

- ❖ City of Coos Bay Wastewater Plant and Charleston Sanitary District
- ❖ Donner Summit PUD Wastewater Plant and Sierra Lakes County Water Agency
- ❖ Truckee Meadows Regional Planning Agency (Reno, Sparks and Washoe County)
- ❖ Washoe County and South Truckee Meadows GID Water System
- ❖ Northstar CSD Fire Services and Placer County
- ❖ Talent, Ashland and Phoenix Joint Water System
- ❖ Carson City Marlette Water System and the State of Nevada

**Catherine has examined new special district formations in these areas:**

- ❖ North Natomas, Sacramento
- ❖ Donner Summit PUD
- ❖ Spring Creek
- ❖ Sun Valley
- ❖ Carson City
- ❖ South Truckee Meadows

**Some other interesting water-related financial projects we have completed include:**

- ❖ *Truckee Meadows Regional Planning Agency - Capacity Constraints in Regional Infrastructure Networks (2008) and Public Infrastructure Plan (2024)*
- ❖ *USDA Natural Resources Conservation Science - Benefit Cost Analysis for City of Reno West Wash Dam Rehabilitation (2022)*
- ❖ *California State Parks, Tahoe Regional Planning Agency and the US Army Corps of Engineers - Economic Analysis for Restoration of the Upper Truckee River (2008)*
- ❖ *City of Williams – Nexus Study for Impact Fees and Connection Fees (2020)*
- ❖ *City of Winters – Drainage Fee Update (2019)*
- ❖ *Central Nevada Regional Water Authority and the Humboldt River Basin Water Authority – Price Determination for Groundwater Rights Retirement Pilot Program (2023)*
- ❖ *Bishop Paiute Tribe – Water and Wastewater Rates Study (2018)*
- ❖ *Spring Creek Homeowners Association – Feasibility of Municipal Ownership of Spring Creek Water Utilities (2024)*

## Schedule Requirement

The HEC Project Team understands the Agency's need to adopt a new fee for fiscal year (FY) 2026. We believe that this timeframe is achievable, as demonstrated in Section 6 of this proposal. HEC and this Project Team are known for delivering projects on schedule in a professional manner. We have earned a reputation for being open-minded, patient, thorough, and excellent at

communicating with decision makers. Here are a couple of testimonials:

“Catherine and Schaelene, we so much appreciate your expertise and guidance over this past year. Seems like it was just last week when we met with you in Truckee to learn how you could help us. Boy, were we clueless back then and actually, somewhat frightened about the prospect of tackling a rate increase. Besides the mounds of data compilation you undertook to bring a set of rates to meet our objectives, you brought clarity to what we needed to accomplish and how to go about doing it. Thank you! It has been a pleasure working with you both and we look forward to continuing our relationship.” *Cary Curtis*, Board President, **Gold Mountain Community Services District**

“Catherine has completed a number of consulting projects for the Truckee Meadows Regional Planning Agency. She has the ability to take on very complex topics, distill them into their component parts, and address each element in a clear and concise fashion. She always delivers projects on-time and exceeds expectations for quality. I would highly recommend her services.” *Rosanna Coombes*, Former Director, **Truckee Meadows Regional Planning Agency**

Letters of recommendation are provided in **Appendix B**.

## Section 2. HEC Project Team

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Our Project Team carries these core strengths:

- More than 30 years of experience in municipal finance, planning, and economic services.
- Specialization in water utilities public finance.
- Small project team; hands-on and readily accessible.
- Large portfolio of completed rate, user fee, assessment, special tax, property tax, sales tax, development impact fee and connection fee studies.
- Frequently work for small, rural, water service providers.
- Full outreach services from mailers to workshops and community gatherings to public notices and website content development (and build, if needed).

### Management and Key Personnel



**Catherine Hansford** will serve as Project Leader and Manager. Catherine has all the necessary professional skills and knowledge to complete the project; she will lead and manage the project, present at public meetings and respond directly to CGA staff and leaders.



**Schaelene Rollins** will provide public outreach and communication services, including targeted mailing of outreach material. Schaelene will coordinate stakeholder outreach and arrange public workshops.





**Diego Ramirez** will provide GIS mapping development, database build, and data extraction for fee analysis.

Resumes of the three key personnel are provided in **Appendix C**. The appendix also includes resumes of other individuals who may spend time on the project; Elizabeth Schlegel (Project Manager) and Mo Tangestani (GIS Manager) from KSN, and Mark Foree, who may assist with providing advice and quality control, from someone removed from the details of the work.

## Roles and Responsibilities

The role of the consultant is to evaluate funding options and fee structures that will ensure long-term financial stability for the Agency while meeting legal requirements (including equity to customer groups), seek input from CGA staff and Board members on the direction of the effort, and support staff in preparation of the administrative steps required to adopt fees.

The role of the CGA is to support the consultant with information requested, assist with logistics (particularly set up of public workshops), to apprise the Board of progress on the project, and when ready, to prepare the administrative steps necessary for adoption of the funding mechanism.

## Section 3. Proposed Fee and Fee Schedule

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### Fee Schedule

#### HEC and Rollins PR Consulting

Billing rates for the time period July 1, 2024 through June 30, 2025 are:

<u>Staff</u>	<u>Position</u>	<u>Rate per Hour</u>
<b>Catherine Hansford</b>	Principal	\$210
	Associate	\$150
	Clerical	\$100
<b>Schaelene Rollins</b>	Outreach Specialist	\$155
	Designer	\$110
<b>Mark Foree</b>	Advisor	\$190

Direct costs are billed at cost (no markup) and mileage reimbursement is at the Federal rate.

#### KSN, Inc

KSN's billing rates are provided in **Appendix D**. Staff would be billed at the Associate Principal Engineer rate, the GIS Manager rate, and the Technician/GIS/CAD Designer II rate.

### Estimated Budget

*Our price estimate is preliminary and negotiable. It reflects the level of effort to complete the scope of services described in our proposal. HEC is open to changing the scope of services and reducing or increasing costs if there are tasks or portions of tasks that CGA would like to revise.*

The estimated total budget is \$118,500 as detailed in **Figure 2** by task. The budget estimate excludes direct outreach costs. Direct outreach costs include printing, handling, postage, translation services, and the cost of placing notices in local newspapers. Due to the variability of direct outreach costs, our Project Team recommends CGA pays vendors directly for these costs rather than having HEC pay the vendors. This has worked well with many of our clients. Rollins PR will obtain quotes from two or three vendors, or CGA can use a vendor it has a pre-existing relationship with. ***If the CGA prefers to include direct outreach costs in the approved budget, we can develop this as part of the contract negotiation.***

#### Other Cost Estimate Assumptions

- The only direct costs included in the cost proposal are travel-related costs. HEC bills mileage reimbursement at the current Federal mileage reimbursement rate, and other costs such as accommodation, parking, printing, and meals only when travelling for meetings.
- Subconsultants and direct costs are at cost (not marked up).

- Deliverables will only be provided in electronic format.

**Figure 2: Estimated Budget by Task**

Task Description <i>Hourly Billing Rates</i>	HEC		Rollins PR			KSN		Total
	Principal \$210	Advisor \$190	Clerical \$100	Outreach \$155	Designer \$110	Associate Principal \$285	GIS Manager \$188 GIS II \$156	
<b>1 Data Gathering &amp; Project Management</b>								
1.1 Project Management			12	8		4		\$3,580
1.2 Orientation & Policy Review	10			6			2	\$3,406
1.3 Data Collection & Database Preparation	8			10			6 30	\$9,038
<b>2 Budget Projection &amp; Fee Structures Evaluation</b>								
2.1 Projected Budget	8							\$1,680
2.2 Funding Structures Options	40	6	11				15 40	\$19,700
<b>3 Outreach &amp; Stakeholder Input</b>								
3.1 Outreach Plan	2			20				\$3,520
3.2 Technical Advisory or Ad Hoc Committee				10				\$1,550
3.3 Develop Key Outreach Materials	2			26	10			\$5,550
3.4 Stakeholder Interviews & Public Workshops	26			50				\$13,210
3.5 Media Relations				8				\$1,240
<b>4 Report &amp; Implementation</b>								
4.1 Fee Calculations & Report	60	4	12	4			5 30	\$20,800
4.2 Fee Adoption Support & Legal Notification	10		6	8	10			\$5,040
4.3 Preparation of Tax Roll & Hand Bills	30		6				20	\$10,020
<b>5 Meetings</b>								
5.1 Meetings in Colusa County (up to 7)	48		24	22				\$15,968
<b>Total Staffing Cost Estimate (rounded)</b>								<b>\$114,400</b>
Estimated Direct Costs for Trips								\$4,100
<b>TOTAL ESTIMATED BUDGET</b>								<b>\$118,500</b>

## Terms of Payment

- HEC prepares monthly invoices with a brief description of services performed in the period, as well as percent of budget utilized, that are due on receipt unless another payment term has been negotiated and is included in the contract. HEC bills on a time and materials basis and only for work completed up to the authorized budget amount; however, HEC reserves the right to move budget between tasks, should one task be completed under the estimated amount, and another task be completed over the estimated amount.
- If additional work is requested that is beyond the authorized scope of services, HEC will request authorization for increased budget. No work beyond that expressly included in the authorized scope of services and budget will be conducted without prior authorization.

## Section 4. Conflicts

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HEC does not need to obtain conflict waivers from any existing clients in preparation of this Study.

## Section 5. Client References

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Client	Contact	Location
<b>Salinas Valley Basin Groundwater Sustainability Agency</b>	<b>Piret Harmon</b> , General Manager  (831) 535-3979 <i>harmonp@svbgsa.org</i>	Salinas, CA
<b>Merced Irrigation Urban Groundwater Sustainability Agency</b>	<b>Matthew Beaman</b> , Program Manager  (209) 354-2859 <i>mbeaman@mercedid.org</i>	Merced, CA
<b>Ukiah Valley Basin Groundwater Sustainability Agency</b>	<b>Elizabeth Salomone</b> , General Manager, Mendocino County Russian River Flood Control & Water Conservation Improvement District  (707) 462-5278 <i>districtmanager@rrfc.net</i>	Ukiah, CA

## Section 6. Proposed Scope of Services and Schedule

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The GSA completed a fee study and adopted a fee structure in 2019 pursuant to California Water Code (CWC) § 10730.2. The established fee is a per acre charge, currently \$1.21 per acre for the 2024/2025 fiscal year. The new fee study will examine the future revenue requirements for management and operations and include the additional management activities of programs identified in the GSP. While the current fee methodology will be reviewed as part of data gathering process, it will be important to not have preconceived notions going into the effort and instead, approach the fee study with a fresh perspective.

HEC will help the Agency conduct its mandated activities for the Colusa Subbasin and meet its regulatory requirements with the establishment of a new defensible fee. The methodology to calculate the fee will be considered based on the needs of the basin. Selecting the best fee structure for a GSA, and the communities it serves, is a process. Inclusiveness and transparency in actions is essential. We will strive to construct a fee structure that best fits the Agency's groundwater management beneficiaries given characteristics of the customer base, available data, and public support.

### Work Plan Approach

HEC's team takes a comprehensive approach when conducting fee studies. Each GSA is unique and developing funding strategies are not a one-size-fits all approach. HEC's approach includes a thorough review of existing financial and policy materials; extensive stakeholder and community engagement; examination of land use data; geographic make-up of the area; groundwater supply and usage; customer base; community economics; and other considerations specific to the CGA. Discussions with Agency staff and the CGA Board of Directors (Board) about financial goals and policy objectives are important as they will shape the development of fee options and recommendations from the Project Team.

HEC will explain to the public and the Board the differences between the two SGMA-authorized fees provided for in CWC § 10730 and 10730.2.

- **CWC 10730** provides for a regulatory fee, adopted under the constitutional requirements of Proposition 26, securing funding for current and anticipated future regulatory activities.
- **CWC 10730.2** provides for a fee that can fund regulatory activities and Project and Management Actions requiring land acquisition and/or infrastructure projects (as provided for in the GSP) under the constitutional requirements of Proposition 218. This type of fee can fund more than regulatory activities, but it is generally less flexible. A five-year fee schedule would be adopted to fund the programmatic costs of the CGA and GSP-identified projects expected to be completed within the next five years.

We will describe and evaluate the fee options given purpose of the fee revenues, the acceptability, legality, administrative ease and enforcement ability of each funding mechanism.

Once consensus is reached on the best funding mechanism, HEC will proceed under either CWC § 10730 or 10730.2, perform necessary accompanying fee calculations, and provide a report or cost-of-service study, as applicable, and, with the assistance of Rollins PR, guide the GSA through the adoption process. Finally, HEC and KSN will prepare the FY 2026 fees for collection by Colusa and Yolo counties, and by the CGA if hand bills are also prepared.

## Proposed Scope of Services

### **TASK 1 DATA GATHERING AND PROJECT MANAGEMENT**

#### **Task 1.1: Project Management**

This sub-task includes time for the project manager to manage, track, and report on progress every month. Specifically, it entails providing directions to other Project Team staff, review of work status/progress, invoicing/ budget tracking, and communications with the CGA program manager over the duration of the Project.

#### **Task 1.2: Orientation and Policy Review**

Orientation includes a kickoff meeting with the CGA program manager and any supporting staff. HEC assumes that the kickoff orientation meeting will be remote. Topics to be reviewed at orientation include, but are not limited to:

- Structure and function of the GSA
- Short and long-term actions identified in the GSP
- Multi-year projection of expenses (potentially under different cost scenarios)
- Financial goals for revenue sufficiency
- Development of funding stream options
- Methods of revenue collection

Policy review includes clearly establishing the key factors driving the need for the work including regulatory requirements, groundwater supply and groundwater use pattern changes, and so forth.

#### **Task 1.3: Data Collection and Database Preparation**

HEC will provide a list of data and information that needs to be provided by the GSA. HEC will also research and acquire applicable secondary sources of data. This sub-task includes time to review data provided and gathered, and determine what additional information is needed. It also includes creation of the parcel attributes database and the mailing database for public outreach. Data requirements include, but are not limited to:

- JPA formation documents and pertinent background materials prepared for the GSA's formation
- Contact information for stakeholders included in GSP development
- List of all groundwater users and number of wells
- Pumping data and/or estimates of groundwater extraction by user
- Crop production reports (acreage, type)

- The Colusa Subbasin GSP
- Already-developed GSA annual costs
- Known revenue sources for PMAs
- Colusa and Yolo Counties Assessor and physical characteristics parcel data

## **TASK 2 BUDGET PROJECTION AND FEE STRUCTURES EVALUATION**

### **Task 2.1: Projected Budget**

HEC will project the estimated annual operating budget for the next five years using information supplied by the Agency. Operating budgets generally comprise of administrative costs, monitoring program costs, data gaps and feasibility study analyses, grant writing, annual reporting, GSP update costs, and prudent reserve/emergency reserves.

Projected annual operating costs will be developed using itemization of known current operating costs as well as anticipated future costs. Any infrastructure and/or land acquisition costs are expected to be provided by the CGA.

### **Task 2.2: Funding Mechanisms and Fee Structures Options**

Published current fee structures set up by other California GSAs will be researched and compiled for comparison purposes. This will be done to learn about successes and hurdles, advantages and disadvantages of different fee structures, and potential legal challenges.

HEC will present advantages and disadvantages of optional funding mechanisms and fee structures to the Agency based on data and background research and analyses of the GSA under Task 1 and the findings of review of other GSA funding mechanisms under Task 2. Regulatory fees may include, but are not limited to, permit fees and fees on groundwater extraction or other regulated activity, and to fund the costs of a groundwater sustainability program. Funds can be used to cover the costs of preparation, adoption, and amendment of a GSP, and investigations, inspections, compliance assistance, enforcement, and program administration, including prudent reserves. De minimis extractors, are exempt unless the GSA has regulated the users pursuant to Part 2.47 of the CWC. The GSA may collect the fees in the same manner as ad valorem taxes. Regulatory fees are adopted pursuant to the requirements of Proposition 26.

SGMA also allows a GSA, pursuant to CWC § 10730.2, to impose fees on the extraction of groundwater from the basin to fund the costs of groundwater management, including: administration, operation, and maintenance, including a prudent reserve; acquisition of lands or other property, facilities, and services; supply, production, treatment, or distribution of water; and other activities necessary or convenient to implement the GSP. Fees adopted under this section of the CWC are subject to Proposition 218 requirements. The fees may be fixed or may include a volumetric component, and they may be based on impacts to the subbasin as well as the year in which the production of groundwater commenced from a groundwater extraction facility.

*Deliverables: HEC will prepare a technical memorandum or a PowerPoint presentation that summarizes the outcomes of Tasks 1 and 2.*



## **TASK 3 OUTREACH AND STAKEHOLDER INPUT**

All outreach is carefully planned, professionally executed, and documented to charter a successful project outcome. Rollins PR recommends taking an early, active approach with outreach efforts. It is important to be transparent, informative, and be active listeners during stakeholder and community engagement.

### **Task 3.1: Fee Study Outreach Plan**

The outreach and engagement plan will serve as the roadmap for conducting outreach. The goal will be to identify effective tactics to communicate with stakeholders and the community about the fee study process and obtain feedback about proposed fee structure(s) and options. The plan will outline recommended messaging, outreach materials, social and traditional media, stakeholder and public engagement tactics, timeline, and other pertinent details.

### **Task 3.2: Technical Advisory Committee (TAC) or Ad Hoc Committee**

Part of the fee study outreach includes holding discussions with either the GSA's established TAC or forming a specific ad hoc committee dedicated to the fee study. Given the large make-up of the Board, having a smaller representation to serve in an advisory capacity will assist with refining data and considerations to present to the Board. Further, the committee will be valuable for identifying stakeholder groups and key community influencers in addition to aiding reach targeted community interests.

### **Task 3.3: Stakeholder Interviews and Community Workshops**

Stakeholder interviews are going to be a critical part of the fee study process from the beginning. Meetings may be one-on-one, held as small group meetings (such as with agricultural interests or private well owners) and may include presentations to existing organizations. The community-at-large will also need to be engaged, however, it may be recommended as part of the outreach plan to hold community forums later in the fee study process.

### **Task 3.4: Develop Key Outreach Materials**

Rollins PR will use a variety of communication tools to reach targeted/affected parties. All existing outreach vehicles currently used by the GSA will be leveraged to convey information about the fee study including existing newsletters, social media and website. Some or all materials may be translated into Spanish. Potential types of outreach materials are listed below.

**Key Messages** – Key messages will serve as the foundation for all communication tools and media outreach efforts. Initial messaging will be written to convey why the GSA is conducting an updated fee study, the importance of the GSA and the benefit of it serving as a locally-controlled, self-sustaining groundwater management agency. If desired, additional key messages will be provided at the end of the study for use by GSA management and staff to explain the new fee.

**Frequently Asked Questions** – If the GSA has a current funding FAQ, it will be reviewed and updated. If not, an FAQ will be created and posted to the website funding tab and used as a

resource at workshops and meetings. The FAQ will be updated after the new fee methodology is adopted.

**Direct Mail Notification/Database Management** – The type of direct mailers will be identified in the outreach plan. Mailers may include postcards, newsletters, articles written for existing agency publications and similar. Content will be developed based on need and purpose of the communication piece. Materials will also be saved electronically and posted to the website/attached in e-blasts sent by the GSA.

Schaelene will use and maintain existing database(s) made available by the CGA and update as needed.

**Website Updates** – Content under CGA’s Long-term Funding tab will be reviewed and updated as needed with new information and materials so as not to confuse the new fee study with the previous 2019 study. The website will be used as a platform to post new and updated materials, provide a project timeline of important benchmarks, and opportunities for public participation. All project materials, public workshop summaries and reports will also be posted.

### **Task 3.5: Media Relations**

Media relations will be an important part of the fee study effort, to serve as another layer of outreach to the community at large. News releases and calendar announcements will be written for traditional media outlets. Spanish (and other language) translation can be provided if necessary.

*Deliverables: Outreach plan, applicable outreach materials, webpage content, key messages and fact sheet, and applicable media materials.*

## **TASK 4 REPORT AND IMPLEMENTATION**

SGMA-authorized fees require rigorous demonstration of reasonableness and possibly cost-of-service demonstration, depending on the type of fee adopted.

### **Task 4.1: Fee Calculations and Report**

This sub-task includes developing all the datasets in the GIS platform to conduct data queries. Once all the data is assembled in workable formats, the fee calculations will be performed, and the draft results will be presented to the Board. Once the operating budget has been projected, the net expenses that are to be funded by the fee are allocated to user groups based on a reasonable relationship between the payees and the benefits of the GSA’s activities.

A report will be prepared that meets the requirements of the water code the fee is adopted under. If the fee is adopted pursuant to CWC § 10730.2, it will demonstrate cost-of-service based on cost classification and groundwater usage characteristics. The report will be provided in electronic copy only. HEC will prepare an administrative draft report, a public review draft report, and a final report.

#### **Task 4.2: Fee Adoption Support and Legal Notification**

In addition to the outreach outlined in Task 3, assistance under this sub-task includes help with drafting staff reports, ordinances and/or resolutions, and helping staff answer technical questions about the new fee.

Legal notification for a regulatory fee adopted under CWC 10730 will be by notification in at least one local newspaper. Legal notification for a property-related fee adopted under CWC 10730.2 will be in accordance with Proposition 218 legal requirements, by way of notification to every affected parcel owner. Rollins PR will work with HEC to write the notice and will manage printing, handling, and mailing of the notices with a mail house.

HEC will prepare the letter for the GSA to send to the California Public Utilities Commission (CPUC) for Del Oro Water Company (Arbuckle). Agencies with groundwater users that are regulated by the CPUC are required to notify the CPUC before imposing a fee under either California Water Code § 10730 or 10730.2.

#### **Task 4.3: Prepare Database for Tax Rolls and Hand Bills**

HEC will prepare the tax rolls for submittal to the Auditor-Controller of Colusa and Yolo counties, per each county's specifications. HEC will also assist the GSA with required accompanying paperwork that describes the fee, contact person for the fee, number of parcels, and total fee to be charged. It is likely that there will be some customers who cannot have fees placed on the secured tax roll; for example, government agencies, utilities, and railroad companies' fees cannot be included on the secured tax roll. HEC will prepare information for the first year of hand bills for these customers, but it is expected that the CGA will mail them.

*Deliverables: HEC will prepare a report documenting methodologies used to establish the fee, outreach, and findings of the fee calculations. HEC will submit the tax rolls to the counties and provide the CGA with a database of calculated hand bills.*

### **TASK 5 MEETINGS**

#### **Task 5.1: Meetings in Colusa County**

We anticipate six in-person meetings/trips:

- Stakeholder interviews / informational evenings or workshops (3)
- Presentation of Draft Study fee report to the Board
- Board acceptance of the Final Fee Study report
- Public meeting to adopt the Fee

The trips for stakeholder interviews / informational evenings or workshops will ideally incorporate meetings with several organizations or individuals, and the Board. It is assumed that attendance at all Board meetings will be in person unless the agenda item is only informational, in which case attendance might be virtual to keep costs down.

**Additional Outreach before a Proposition 218 Public Hearing** – If the GSA proceeds with a

property-related Proposition 218 fee subject to the protest procedure specified in Article XIII D of the California Constitution, it might be beneficial to hold an additional in-person public workshop. Providing an open forum of communication before a public hearing with a protest procedure usually increases understanding and reduces the number of written protests. Additional media materials (releases, advisories, calendar alerts) may be developed and provided to online and print media outlets including community sites with details about the project, workshops, and public hearing, and how to provide comments.

*Deliverables: Presentation materials, legal notifications, and coordination of printing and mailing.*

## Schedule

The seven-month timeframe (December 2024 to June 2025) is tight to complete the fee study and adopt the new fee, particularly if a CWC 10730.2 fee is chosen, but it can be accomplished. **Figure 3** depicts a preliminary schedule for tasks described in the proposed scope of services.

**Figure 3: Preliminary Schedule**

Task	2024		2025									
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
<b>Task 1: Data Gathering &amp; Project Management</b>	Data Gathering											
<b>Task 2: Budget Projection &amp; Fee Structure Evaluation</b>												
<b>Task 3: Outreach &amp; Stakeholder Input</b>	Outreach Plan											
<b>Task 4: Report &amp; Implementation</b>						Report			Implementation			
<b>Task 5: Meetings</b>						BM		BM				

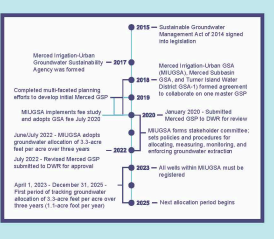
**BM** Board Meeting

**APPENDIX A**

**EXAMPLES OF HEC PROJECT TEAM GSA PUBLIC OUTREACH  
MATERIALS, NOTIFICATIONS, AND ARTICLES**



**NEXT STEPS: WELL REGISTRATION & GROUNDWATER USAGE REPORTING**  
 MIUGSA is currently establishing an online platform and procedure to register wells with the goal of having all wells registered in 2023. More details about how to register and training opportunities will be made available.  
 MIUGSA will continue to work through a stakeholder-guided process to help all groundwater users within its boundaries to comply with SGMA. MIUGSA is currently developing policies for measuring groundwater use and will be working with stakeholders to analyze and vet policies for the future use of flow meters. Policies will then be reviewed and adopted by the MIUGSA Board of Directors.  
 Until then, initial groundwater use measurements will be made using remote sensing technology (satellite imagery). MIUGSA intends to make groundwater use measurements available to individual users within the GSA to better track and understand their water usage.



**ABOUT THE UKIAH VALLEY BASIN**  
 In an effort to ensure local control of groundwater resources, the Ukiah Valley Basin GSA was created in 2017 by a Joint Powers Agreement (JPA) to serve as the official groundwater management agency for the Ukiah Valley Basin. The GSA Board of Directors approved a Groundwater Sustainability Plan (GSP) in 2021 funded by a \$2 million grant to guide groundwater management. The GSP assessed the conditions of the basin, analyzed the basin's sustainability over a 50-year period, and identified projects and management actions needed to ensure the basin is sustainable by 2042. The GSP received approval from the State Department of Water Resources in 2022. The GSA is now funded with funding the investigative and feasibility studies that advance the understanding of the Ukiah groundwater basin, and monitoring and management activities in the GSP. Funding is also needed for GSA operating expenses, annual reporting to the State, and staff legal and other contributions that contribute to the proper workings of the GSA.  
**ACERCA DE LA GSA DE LA CUENCA DE UKIAH VALLEY**  
 Para garantizar el control local de los recursos de agua subterránea, en 2017 se creó la GSA de la cuenca de Ukiah Valley a través de un acuerdo conjunto de poderes (Joint Powers Agreement, JPA) para designarla como la agencia oficial encargada de administrar las aguas subterráneas de dicha cuenca. Parafundar la legislación de estos recursos, el Consejo de Administración de la GSA aprobó un Plan de Sostenibilidad de Aguas Subterráneas (Groundwater Sustainability Plan, GSP) en 2021 (financiado con una subvención de 2 millones de USD). En el GSP se evaluaron las condiciones de la cuenca, se analizó su sostenibilidad en un período de 50 años y se definieron los proyectos y las medidas de gestión necesarias para garantizar que la cuenca sea sostenible para 2042. El GSP obtuvo la aprobación del Departamento Estatal de Recursos Hídricos en 2022. La GSA ahora se encarga de financiar los estudios de investigación y viabilidad que permitan tener un mayor conocimiento de la cuenca de aguas subterráneas de Ukiah, además de las actividades de monitoreo y gestión detalladas en el plan. También se necesitan fondos para los gastos operativos incurridos por la GSA para garantizar el funcionamiento adecuado de dicha agencia (esto incluye, por ejemplo, los costos relacionados con el cobro de personal, presentación de informes anuales al Estado, servicios legales y servicios prestados por agencias y consultores para que la GSA cumpla con sus obligaciones).

**THE FUNDING**  
 Currently, the GSA has been funded by grants and member agency contributions. Member agencies are committed to funding the GSA until the end of FY 2026, or until a revenue source is established and collected to fully fund GSA activities. Now that the GSP is approved, the GSA's top priority is to establish its own funding source as it is no longer solely reliant on GSA member contributions or grant funding. If the GSA cannot find that, the State could place the basin on probation and charge State fees that are typically much greater than establishing a locally developed fee. Establishing a local funding source is critical to ensure that the GSA continues to develop local solutions that are in the best interest of the Ukiah community and its needs. Community involvement will help the GSA achieve and maintain groundwater sustainability within the basin to ensure sustainable water supplies for future decades at a reasonable cost.  
**NECESIDAD DE FINANCIAMIENTO**  
 Hasta la fecha, la GSA ha financiado exclusivamente por subvenciones y contribuciones de agencias miembros. Las agencias miembro se han comprometido a financiar la GSA hasta fines del año fiscal 2026, o hasta que se crea y reciba una fuente de ingresos que permita solventar completamente las actividades de la GSA. Ahora que el GSP está aprobado, la prioridad principal de la GSA es crear una fuente de financiamiento propia para dejar de depender únicamente de las contribuciones de los miembros de los fondos de subvenciones. Si la GSA no puede autofinanciarse, el Estado podría someter a la GSA hasta fines del año fiscal 2026, o hasta que se cree y reciba una fuente de ingresos que permita solventar completamente las actividades de la GSA. Establecer una fuente de financiamiento local es crítico para garantizar que la GSA continúe desarrollando soluciones locales en pos de los intereses de la comunidad de Ukiah y sus necesidades. El involucramiento de la comunidad ayudará a la GSA a alcanzar y mantener la sostenibilidad de las aguas subterráneas dentro de la cuenca para garantizar un suministro sostenible a un costo razonable en las décadas futuras.

**FEED STUDY & NEXT STEPS**  
 GSA staff and Board members are currently working with an economic consulting team familiar with establishing fees for GSA in agriculture-producing basins. Currently, the Free Study is in the discovery period of determining how to best establish a fee. There are several fee options being explored, all of which will result in different fee amounts. All water users will be subject to the fee including residential, agricultural, industrial, and commercial users. SGMA only requires Federally owned lands, including Tribal lands, to fund by the Federal government. The best outcome will result in a fee that generates a sufficient, stable revenue stream based on best available data and developed information.  
 Local input is critical to developing a successful funding source. Meetings have been held by the GSA and staff consultant with various interested parties, including agricultural property owners, water agencies, and agencies that have a relationship with groundwater use in the Ukiah Basin to determine local priorities to be included when investigating fee options. The GSA will be hosting two public workshops to gather community input.

**ESTUDIO TARIFFARIO Y PRÓXIMOS PASOS**  
 Actualmente, el personal de la GSA y los miembros del Consejo de Administración están trabajando con un equipo de consultoría económica que entiende sobre la fijación de tarifas para las GSA en cuencas de producción agrícola. En este momento, el estudio tarifario se encuentra en el período de obtención de información para determinar la mejor manera de fijar una tarifa. Se están analizando varias opciones, todas las cuales resultarán en diferentes cantidades de tarifas. Todos los usuarios de agua estarán sujetos a esta tarifa, incluidos los usuarios residenciales, agrícolas, industriales y comerciales. La Ley SGMA solo exige a las tierras de propiedad federal, incluidas las tierras administradas por el gobierno federal, a financiar el estudio. El resultado más favorable sería una tarifa que genere un flujo de ingresos suficiente y estable basado en los mejores datos y en la información disponible.  
 El aporte local es fundamental para crear una fuente de financiamiento adecuada. La GSA y el equipo de consultoría han estado en contacto con varias partes interesadas, como propietarios de tierras agrícolas, sistemas públicos de abastecimiento de agua y agencias que tienen relación con el uso de aguas subterráneas en la cuenca de Ukiah para establecer las prioridades que se deben considerar al investigar las opciones de tarifa. La GSA invitará a cabo dos talleres dirigidos al público para conocer la opinión de la comunidad.



Responsible Management Today  
 Sustainable Groundwater for the Future

# SAMPLE MAILING MATERIALS FOR GSA NEWS AND ANNOUNCEMENTS

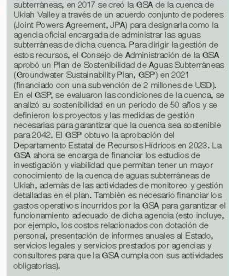
**STAY INFORMED!**  
 MIUGSA encourages you to stay informed. New information will be regularly posted to MIUGSA.org including community meeting opportunities and trainings about how to use the well registration and usage reporting website.



Questions?  
 Email MIUGSA at [contact@miugsa.org](mailto:contact@miugsa.org).

ESCANEA PARA LEER EL AVISO EN ESPAÑOL

LUAM THEEJ DUAB NYEEM NTAWV A LUS HMOOB



**YOUR INPUT IS VALUED AND NEEDED!**  
 The GSA represents all water users when it comes to creating groundwater sustainability and encourages the community to participate in the fee setting process. Two workshops will be held to learn more about funding options, develop an understanding of the benefits that will come from establishing the fee, and provide input that will help the GSA establish an equitable fee to manage Ukiah's groundwater resources now and into the future.

**SU OPINIÓN ES VALIOSA Y NECESARIA**  
 La GSA representa a todos los usuarios en lo que respecta a garantizar la sostenibilidad de las aguas subterráneas y alienta a la comunidad a participar en el proceso de fijación de tarifas. Se invitará a cabo dos talleres para brindar más información acerca de los beneficios que se obtendrán al establecer la tarifa, mostrar los beneficios de fijar una tarifa y recabar información que ayude a la GSA a fijar una tarifa equitativa para administrar los recursos de aguas subterráneas de Ukiah en el presente y el futuro.

## VALLEY BASIN NEWSLETTER WINTER 2023

GROUND ABOUT THE FORNIA SUSTAINABLE UNDERWATER MANAGEMENT (SGMA)

SGMA is a landmark law that will ensure the long-term sustainability of California's groundwater resources. It is a critical step in ensuring that we have enough water to sustain our communities and our economy for generations to come.

**Ukiah Valley Basin**  
 Groundwater Sustainability Agency

**Save the Dates! Details Inside!**

- January 11, 6-7:30 p.m. An Introduction to the GSA and Fee Study
- March 13, 6-7:30 p.m. Fee Pathways and Structure Options

**Agende estas fechas. Más información en el interior.**

- 11 de enero, de 6:00 a 7:30 p.m. Introducción a la GSA y al estudio tarifario
- 13 de marzo, de 6:00 p.m. a 7:30 p.m. Vías y opciones de estructura tarifaria

Scan for more information about the Ukiah Valley Basin GSA

Escanee para obtener más información sobre la GSA de la cuenca de Ukiah Valley

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 Groundwater Sustainability Agency

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Escanee para obtener más información sobre la GSA de la cuenca de Ukiah Valley

**relationship to sustainable groundwater.** We will also share about our current fee study and how the outcome will relate to the community.

Your participation is important and we hope to introduce ourselves at the January workshop and receive your feedback. Information about the GSA, including the fee study, is located at [ukiahvalleygroundwater.org](http://ukiahvalleygroundwater.org). Sign-up to receive periodic emailed newsletters or email questions and comments to [staff@ukiahvalleygroundwater.org](mailto:staff@ukiahvalleygroundwater.org).

Thank you in advance for your consideration and participation.

Sincerely,  
 Erik Castaret  
 GSA General Manager

**qué es la GSA y qué servicio brinda a la comunidad de Ukiah en relación con las aguas subterráneas sostenibles, y también se hablará sobre el actual estudio tarifario y cómo incluirán sus resultados en la comunidad.**

Su participación es importante. Esperamos poder presentarnos en el taller de enero y recibir sus comentarios u opiniones. La información sobre la GSA, incluido el estudio tarifario, se encuentra disponible en [ukiahvalleygroundwater.org](http://ukiahvalleygroundwater.org). Suscríbete para recibir boletines periódicos por correo electrónico o envíe sus preguntas y comentarios a [staff@ukiahvalleygroundwater.org](mailto:staff@ukiahvalleygroundwater.org).

Gracias de antemano por su consideración y participación.

Atentamente,  
 Erik Castaret  
 Gerente general de la GSA

## ANTECEDENTES SOBRE LA LEY DE GESTIÓN SOSTENIBLE DE AGUAS SUBTERRÁNEAS (SGMA) DE CALIFORNIA

En respuesta a las condiciones de sequía reiteradas y de consideración, California promulgó la Ley de Gestión Sostenible de Aguas Subterráneas (Sustainable Groundwater Management Act, SGMA) de 2014 para establecer la gestión local de los recursos de aguas subterráneas en cuencas de todo el estado. Desde entonces, se han creado más de 260 Agencias de Sostenibilidad de Aguas Subterráneas (Groundwater Sustainability Agencies, GSA) en más de 140 cuencas para tener un mejor conocimiento de las aguas subterráneas que abarcan dichas cuencas y crear soluciones locales para mantener el suministro de agua en California. Hay más información publicada sobre la Ley SGMA y las GSA de todo el estado en [water.ca.gov/Programas/Groundwater-Management](http://water.ca.gov/Programas/Groundwater-Management).

**Vina GSA**

308 Nelson Avenue  
 Orville CA 95965

**Own a Private Well?**  
 Attend a meeting hosted by the Vina Groundwater Sustainability Agency!

**Monday, October 1 at 6 p.m.**  
 Durham Community Park Picnic Area #8  
 1847 Durham-Dayton Highway Durham, CA 95938

**Tuesday, October 2 at 6 p.m.**  
 Chico Creek Nature Center  
 1968 E. 8th Street Chico, CA 95928

To learn more, scan the QR Code or visit [VinaGSA.org](http://VinaGSA.org)

**About the Vina Groundwater Sustainability Agency**

Vina Groundwater Sustainability Agency (Vina GSA) was established in 2017 to meet the requirements of the Sustainable Groundwater Management Act (SGMA), which mandates the protection and management of groundwater resources. As a locally controlled entity, the Vina GSA is responsible for implementing the measures outlined in the Vina Groundwater Sustainability Plan (GSP) to ensure long-term groundwater sustainability for our communities, agricultural economy, and the environment.

**Funding the Vina GSA**

To fund these essential activities, the Vina GSA, exercising its authority under SGMA to collect fees for regulatory purposes, adopted a uniform fee structure in 2023. This fee was a strategic first step to secure necessary funding, providing immediate financial support for the GSA's operational expenses, studies to better understand groundwater conditions in the basin, support GSP activities, and ensure compliance with SGMA's annual reporting requirements. The fee, determined by multiplying a per-acre charge by the acreage of each parcel within the GSA's boundaries and applied uniformly across all land types, is collected with property taxes.

comprehensive community input, the GSA is hosting two neighborhood meetings specifically for DWOs to obtain input about the fee.

The first meeting is scheduled for **Monday, October 1 at 6 p.m.** at Durham Community Park in Picnic Area #8 located at 1847 Durham-Dayton Highway in Durham. A second meeting will be held on **Tuesday, October 2 at 6 p.m.** at the Chico Creek Nature Center located at 1968 E. 8th Street in Chico.

**Why Attend?**

- ✔ **Sustain Your Groundwater Supply!** DWOs are reliant on having ample groundwater supplies to be able to pump from existing wells.
- ✔ **Consider Your Input on Fees!** DWOs are subject to paying a fee to the GSA and should actively participate in the fee-setting process.
- ✔ **Support Community Prosperity!** Sustainable groundwater management is critical for the local economy and individual security. Your involvement helps safeguard these resources.

**Private (Domestic) well owners are defined by as individuals who use less than 2 acre-feet annually**

**Salinas Valley Basin**  
 Groundwater Sustainability Agency  
 Post Office Box 1350 • Carmel Valley, CA 93924

**You have received this postcard because your water system is located within the SVBGSAs service territory and your customers pay an annual regulatory fee to SVBGSAs.**

**STAY INFORMED!**  
 Visit SVBGSAs.org or scan QR Code  
 Escanea el código QR para ver la postal en español.

Email questions or comments to:  
 Piret Harmon, SVBGSAs General Manager  
 at [harmon@svbgsa.org](mailto:harmon@svbgsa.org)

**Resolving Fee Structure Alternatives**

The Salinas Valley Basin Groundwater Sustainability Agency (SVBGSAs) was formed in December 2016 to comply with the mandate of developing a plan to secure groundwater sustainability throughout the basins in the state. In 2019, the SVBGSAs adopted a fee structure that would fund SVBGSAs's annual administrative and operating costs as of July 2019. To date, the fee has been annually evaluated and implemented.

Since 2019, projects and management actions identified in the groundwater sustainability plans for the six subbasins SVBGSAs manages have moved into various stages of planning as stipulated under the Sustainable Groundwater Management Act (SGMA). Currently, SVBGSAs is not carrying out any project-level activities; however, it is undertaking a series of activities in support of the actions described in the six groundwater sustainability plans.

On February 9th 2023, the SVBGSAs Board of Directors adopted a policy which states that it is appropriate to consider a tiered fee structure for

setting the regulatory fee on an annual basis. This structure would comprise a uniform regulatory fee (Tier 1 fee) charged to all subbasins within the GSA for activities that benefit all subbasins in roughly equivalent proportion, and a Tier 2 regulatory fee that could vary by subbasin to pay for activities that benefit some, but not all, subbasins. Under the current fee structure, all water systems in the SVBGSAs management area pay the same fee on a per connection\* basis. The fiscal year 2022/23 fee is \$2.37 per connection (full 12-month annual fee).

\*"Connection" is defined as a connection between the customer's piping or constructed conveyance and the water system's meter, service pipe, or constructed conveyance.

Fiscal year 2023/24 is the first year that the Board will deliberate whether to modify the existing fee structure. SVBGSAs is seeking input on the potential change to the regulatory fee structure. If a tiered fee structure is approved, the regulatory fees will no longer be the same for every subbasin. Alternatively, the Board could continue with a uniform regulatory fee for all subbasins.

The fee options for fiscal year 2023/24, which start July 1, 2023, will be presented at SVBGSAs subbasin committee meetings and to the SVBGSAs Board of Directors meetings in May and June. Participation is strongly encouraged.

**Subbasin Committee Meetings**  
 May 2nd, 2 p.m. - 4 p.m.  
 Forebay/Upper Valley Joint Subbasin Implementation Committees  
 Greenfield Council Chamber  
 599 El Camino Real, Greenfield, CA 93927

**May 3rd, 9 a.m. - 11 a.m.**  
 Langley Subbasin Implementation Committee  
 Monterey County Offices, Cinnamon Room,  
 1441 Schilling Place Salinas, CA 93901

**May 3rd, 12 p.m. - 2 p.m.**  
 180/400/Eastside/Monterey Joint Subbasin Implementation Committees  
 Monterey County Offices, Coyenne Room, 1441 Schilling Place Salinas, CA 93901

**Board of Directors Meetings:**  
 Visit [www.SVBGSAs.org](http://www.SVBGSAs.org) for meeting times and instructions to attend.

**Planning • Funding • Securing**  
**Our Groundwater Future**

groundwater users all ensure a bright future.

**UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY ADOPTS FEE**  
*New regulatory fee provides funding for the agency to implement measures towards securing groundwater sustainability*

**JUNE 27, 2024, Ukiah, CALIF.** – On June 18, 2024, the Ukiah Valley Basin Groundwater Sustainability Agency (GSA) unanimously voted in favor of adopting groundwater sustainability fees to fund investigative and feasibility studies as well as agency operations to manage groundwater supply in the Ukiah basin. The decision was made after discussions with various parties within the GSA boundaries and discussions to determine a fair and reasonable fee that would



**MENDOFEVER**  
**MENDOCINO COUNTY NEWS**



NEWS CRIME TRAFFIC FIRE CANNABIS ENVIRONMENT GOVERNMENT TRIBES

LATEST NEWS

Ukiah Man Arrested for Molestation After Allegedly Chasing and Stalking Teens

**IN REGIONAL WATER NEWS AND NORTH COAST**

**UKIAH VALLEY GROUND WATER BASIN FACES NEW GROUNDWATER FEES: WHAT YOU NEED TO KNOW**

**PUBLIC NOTICES**

Categories: News -- Water

**Ukiah Valley Ground Water Basin faces new groundwater fees: what you need to know**

“New fees for water use are coming from the Ukiah Valley Basin Groundwater Sustainability Agency. For those who haven’t been following the news about groundwater in California, here is the situation in a nutshell: Because the groundwater in California’s Central Valley has been drastically overdrawn, leading to land subsidence and wells running dry, and because of multi-year droughts that may occur again, the State of California decided to pro-actively monitor the groundwater not only in the Central Valley, but throughout the rest of the state. ... The Ukiah Valley Groundwater Basin, which covers Hopland in the south to Redwood Valley in the north, and ridgetop to ridgetop. The local directors of the UVBGSAs intend to keep it that

**Notice of Public Workshop**

The Ukiah Valley Basin Groundwater Sustainability Agency (GSA) was created in 2017 to sustainably manage groundwater locally, as required by the Sustainable Groundwater Management Act (SGMA). The GSA is currently conducting a fee study to secure the funds needed to independently fund sustainable groundwater management activities in the Ukiah Valley Basin.

The GSA is holding a workshop Thursday, January 11, 2024 to introduce the GSA and the Fee Study. The community is encouraged to attend and provide input, which will help the GSA establish an equitable fee to manage Ukiah’s groundwater resources now and into the future.

**January 11, 6-7:30 p.m. - An Introduction to the GSA and Fee Study**

Behavioral Health Regional Training  
8207 East Rd., Redwood Valley, CA 95470

A future meeting will be held Wednesday, March 13, 2024 to discuss Fee Pathways and Structure.

Visit [www.ukiahvalleygroundwater.org](http://www.ukiahvalleygroundwater.org) or scan for more information.



**Aviso de taller público**

La Agencia de Sostenibilidad de las Aguas Subterráneas (GSA) de la Cuenca del Valle de Ukiah se creó en 2017 para gestionar de forma sostenible las aguas subterráneas a nivel local, según lo exige la Ley de Gestión Sostenible de las Aguas Subterráneas (SGMA). Actualmente, la GSA está llevando a cabo un estudio de tarifas para asegurar los fondos necesarios para financiar de forma independiente actividades de gestión sostenible de las aguas subterráneas en la cuenca del valle de Ukiah.

La GSA llevará a cabo un taller el jueves 11 de enero de 2024 para presentar la GSA y el estudio de tarifas. Se alienta a la comunidad a asistir y brindar sus comentarios, lo que ayudará a la GSA a establecer una tarifa equitativa para administrar los recursos de agua subterránea de Ukiah ahora y en el futuro.

**11 de enero, de 18 a 19:30 h. - Introducción al GSA y al estudio de tarifas**

Capacitación regional en salud conductual  
8207 East Rd., Redwood Valley, CA 95470

Se llevará a cabo una reunión futura el miércoles 13 de marzo de 2024 para discutir las vías y la estructura de tarifas. **56**

Visite [www.ukiahvalleygroundwater.org](http://www.ukiahvalleygroundwater.org) o escanee para obtener más información.



**PUBLIC HEARING FOR MERCED IRRIGATION-URBAN GSA**

**Description:** Merced Irrigation-Urban Groundwater Sustainability Agency (MIUGSA) will hold a public hearing on Tuesday, July 28 at 6:30 p.m. for the proposed adoption of a regulatory fee. The fee would support the typical annual operational costs of MIUGSAs regulatory program as authorized under the Sustainable Groundwater Management Act of 2014. MIUGSA has seven member agencies including the cities of Merced, Livingston, and Atwater, Le Grand and Planada Community Services Districts, Winton Water and Sanitary District, and Merced Irrigation District. If you live or have a business within the areas served by one or more of the member agencies, then you are a beneficiary of MIUGSAs services and are therefore subject to the fee. The public is encouraged to participate in the public hearing (in-person, virtually, or call-in) and provide comments either in person or online through the virtual hearing. Call-in participants or those who wish to provide comments in advance may do so by emailing comments to [FeeStudy@MIUGSA.org](mailto:FeeStudy@MIUGSA.org) by 1 p.m. July 28, 2020 in order to be reviewed prior to the hearing. For comments or questions about the Public Hearing or Fee Study, please send an email to

**FeeStudy@MIUGSA.org.**  
**Start: 6:30 p.m.**  
**End: 8:30 p.m.**  
**Date: July 28**

**Location: Virtual Public Hearing**  
**Join via laptop, desktop or mobile devices: <https://bit.ly/3hmgcYp>**  
**Call-in: 1-530-414-9960 Conf ID 612450237#**  
**YouTube: <https://youtu.be/YfhY3H8T18U>**  
**Instructions available at <http://www.miugsa.org/index.cfm/feestudy/public-hearing/>**

Cost: 0

[return to top](#)

JUL

July 28, 2020



# **APPENDIX B**

## **HEC LETTERS OF RECOMMENDATION**



Gary E. Petersen  
320 Park Ave.  
Nevada City CA. 95959  
650-465-7378  
garypetersen50@gmail.com

September 21, 2022

To Whom It May Concern,

***RE: Letter of Reference for Hansford Economic Consulting LLC***

Between 2017 and 2021 I served as the first planning manager for the Sustainable Groundwater Management Act in the Salinas Valley in Monterey County. During that time, I oversaw the development of the first Groundwater Sustainability Plan approved by the California Department of Water Resources.

To succeed we had a very short amount of time to create a new Agency through a Joint Powers Agreement (JPA), develop the groundwater plan, and fund the new Agency. The funding was critical as the members of the Joint Powers Agreement provided the first two years of funding but required the Agency to develop a stand-alone funding mechanism.

Our team interviewed several consultants and thankfully selected Catherine Hansford to complete this important assignment. Catherine was chosen primarily because of her extensive background working with agricultural water users in rural locations.

Catherine did an excellent job. She participated in over ten public meetings and researched and developed a funding mechanism that was fair and supported by a wide range of stakeholders. Catherine also worked closely with the County Controller and Finance Director to have the fees placed on tax rolls for ease of collection.

I do not hesitate to recommend Catherine and her team. This was a complicated, challenging, and sometimes difficult process that Catherine handled professionally demonstrating great communication skills and well-thought-out processes.

We were fortunate to have hired Hansford Economic Consulting LLC. I highly recommend that you do the same.

Sincerely



Gary. E Petersen



September 20, 2022

RE: Hansford Economic Consulting LLC Recommendation

To Whom It May Concern:

The Merced Irrigation-Urban Groundwater Sustainability Agency (MIUGSA) was created in 2017 to address the requirements of the Sustainable Groundwater Management Act. MIUGSA's members include Merced Irrigation District, City of Livingston, City of Atwater, City of Merced, Winton Water and Sanitary District, Planada Community Services District, and Le Grand Community Services District. MIUGSA is one of three GSAs that together manage the Merced Groundwater Subbasin.

In 2019, MIUGSA solicited a request for qualifications from qualified consultants to assist the agency with securing revenues to support its activities. We interviewed the top firms that responded, and the MIUGSA's Board determined Hansford Economic Consulting LLC (HEC) the best qualified. HEC began work in February 2020; by July 2020 we had adopted a Groundwater Sustainability Fee. HEC prepared the fee for the tax roll and prepared our first direct bills to those property owners that could not be billed with ad valorem taxes. Our fee revenues have met (slightly exceeded) the projections that HEC provided; we have continued to have HEC prepare our fee database for the successive two fiscal years.

We thoroughly enjoy working with Catherine Hansford and her team of professionals, including Schaelene Rollins for public outreach and KSN, Inc for engineering support and mapping/data extraction. Catherine's team proved themselves as the right choice during the uncertainty and particularly challenging times at the beginning of the COVID-19 Pandemic. Their ability to adapt and problem-solve during that time were key to the success of fee adoption. We have a realistic, yet reasonable revenue stream that is able to fund our activities as we expected and are positioned well to administer the GSA. HEC has always completed work on time and under budget. Catherine's knowledge of public finance, her practical experience garnered from working with many types of public agencies, and her years of working on groundwater management in Nevada (well before SGMA) make HEC an excellent choice for finding practical solutions to funding GSA activities and management programs. Please contact me at [mbeaman@mercedid.org](mailto:mbeaman@mercedid.org) or (209) 354-2859 if you would like to talk to me more about how Catherine and her team have performed for MIUGSA.

Sincerely

A handwritten signature in black ink that reads "Matt Beaman".

Matthew Beaman  
Merced Irrigation District, Water Resources Regulatory Engineer

# WESTERN REGIONAL WATER COMMISSION

## NORTHERN NEVADA WATER PLANNING COMMISSION

P.O. Box 11130, Reno, NV 89520 · Tel: (775) 954-4665 · Fax: (775) 328-3699

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September 8, 2017

RE: Hansford Economic Consulting Recommendation

To Whom It May Concern:

I first became acquainted with Catherine Hansford about 15 years ago while she was working as a Resource Economist at the Truckee Meadows Water Authority (TMWA) in Reno, Nevada. During her time at TMWA Catherine chaired a subcommittee of the Water Planning Commission for which I am the Program Manager. My job is to provide and oversee staff services to the Western Regional Water Commission and its advisory panel, the Northern Nevada Water Planning Commission. I am also responsible for developing and maintaining a Regional Water Management Plan covering water resources water supply, wastewater, drainage and flood management for the greater Reno-Sparks area in southern Washoe County, Nevada.

While Catherine was at TMWA, I was impressed with her as a professional. She presented herself extremely well, was well organized, diligent, hard-working and always prepared for meetings. Catherine had wonderful interpersonal skills and worked effectively at inter-agency and regional planning levels. Her research and analytical skills were top-notch, as was the quality of her work products.

I was fortunate to retain Hansford Economic Consulting (HEC) in 2015 to rewrite a chapter in the most recent update of the Regional Water Management Plan. HEC met with publicly-owned water-related service providers within the planning area to understand major capital improvement needs over the 20-year planning horizon and to document the rate- and fee-setting practices of each service provider. HEC conducted an asset replacement analysis to indicate the amount of revenue that should be collected in rates for existing infrastructure (excluding growth). HEC then examined the costs of new infrastructure to serve future users by location, determined average costs per service and applied these to accepted population/employment projections. The result is a concise summary of the costs associated with planned and recommended major water-related facility improvements based on 5-year capital improvement program data, and long-term cost estimates. The final product was delivered on time and within budget.

I highly recommend HEC for your water-related fee analysis and rate setting service needs. I believe the HEC professionals have the experience and possess the knowledge and skills to deliver an outstanding product.

Please feel free to contact me at [jsmitherman@washoecounty.us](mailto:jsmitherman@washoecounty.us), or at the above telephone number, with any questions or for additional information.

Sincerely,

  
Jim Smitherman

Water Resources Program Manager

Jessie Bahr, Spring Creek Association  
401 Fairway Blvd.  
Spring Creek, NV 89815

Hansford Economic Consulting  
PO Box 10384  
Truckee, CA 96162

Dear Hansford Economic Consulting:

I am writing to express our gratitude to Hansford Economic Consulting and the stellar reports they have provided for our community.

A governance alternatives analysis and feasibility report was commissioned by the SCA in August 2016 to provide residents with good information to help chart a course in light of the long-term financial and policy issues that we face as a community. In addition to analyzing governance structures for the provision of roads and amenities, Hansford Economic Consulting was asked to consider, at a higher level of observation, provision of water and wastewater services to the community. The provision of water and wastewater by Spring Creek Utilities (SCU) is considered costly, and not always in the best interests of the community, by an increasing number of residents in the Association.

The Governance Alternatives Analysis Report offered the SCA and Board of Directors a solid foundation of knowledge in assessing the characteristics of different forms of government. The findings contained in this Report helped to stimulate thought and engage SCA residents in deciding what form of government best serves our current and future needs.

The process, preparation, research and final execution for this project was highly complex, hyper-political and requires aspirational thinking. We needed a firm that could bring the right combination of analytical prowess, professionalism and broad-based economic development experience that could unite various community interests around a common purpose. We got this and more from Hansford Economic Consulting.

Hansford Economic Consulting was able to quickly integrate into our unique community and determine the factors that would help sustain our economic viability while embracing our culture and history. Their ability to communicate and set meetings with community members, stakeholders, business owners and town and county officials was invaluable. We would highly recommend Hansford Economic Consulting for any community looking for an Economic Development, Water, or Governance planning partner.

Sincerely,



Jessie Bahr, President, Spring Creek Association

# **APPENDIX C**

## **PROJECT TEAM RESUMES**





Utility Rate Studies • Municipal Finance • Water Resources Planning • Economic Analysis

Catherine is a practitioner of financial, economic, and resource sciences. As a professional for more than 20 years, Catherine has built a reputation for creative problem solving, excellent speaking skills and written products. Catherine combines her powerful analytical skills with the invaluable ability to take complex topics, distill them into key components, and deliver relevant information in a clear and concise manner. She is particularly sensitive to the public process required to address most municipal finance issues; her presentations are crafted so that public finance decisions are understood, even if constituents do not favor them.

**“Catherine is a rare combination of powerful analytical skills with an extraordinary ability to assess the big picture.”**  
Lori Williams, Liberty Utilities Energy Efficiency Manager

**Experience**

Catherine has worked in both the public and private sectors over the course of her career. In the public sector, Catherine worked as a senior planner for the Truckee Meadows Water Authority (TMWA), performing management analyst functions such as cost-benefit analysis, managing interlocal agreements, performing rate and fee studies, and working with stakeholders. Catherine served as liaison/chair between TMWA and various customer groups. These included a Rate Making Review Committee and Landscape Subcommittee. Catherine served as the Chair of the Advisory Committee on Conservation for the Washoe County Regional Water Planning Commission from 2003 through 2005.

In the private sector, Catherine worked for Economic and Planning Systems (Sacramento office) helping clients with municipal bond sales, financing plans, special district formation, user fee studies, fiscal studies, and nexus fee studies. At ECO:LOGIC Engineering (now Stantec), Catherine specialized in water utilities public financing. Since 2005, Catherine has been the owner and principal of HEC, engaging in municipal planning and finance issues, primarily in the water industry.

**Education**

Master of Science, Agricultural Economics, University of Nevada, Reno  
Bachelor of Science, Rural and Environmental Economics, University of Newcastle-upon-Tyne, UK

**Career**

Hansford Economic Consulting	Principal	Truckee, CA
ECO:LOGIC Engineering	Senior Economist	Rocklin, CA
Truckee Meadows Water Authority	Senior Water Planner	Reno, NV
Economic and Planning Systems	Senior Associate	Sacramento, CA

## **Presentations and Publications**

The Dichotomy of Grant Funding for Groundwater Activities: Leverage and Reliance, *2023 California Groundwater Resources Association 101 Week*

Funding Groundwater Management Programs, How Fees were established for Two New Agencies tasked with Groundwater Sustainability, *2021 Nevada Water Resources Association Conference*

Water Rights for Sale: Know what you're Selling or Buying, *2020 Schroeder Law Offices Webinars*

Utility Financial Planning: Facility Funding Options and Different Types of Fees, *3-Hour Videoconference class for the Nevada Rural Water Association, 2019*

Stormwater Rate Calculation, *2018 Tri-State Seminar, Las Vegas*

Western US Water Issues, *2018 Women In Economics, University of Nevada Reno*

Funding for Flood Facilities, *2017 Nevada Water Resources Association Fall Event*

Financial Management: Understand your Cost Structure, Customer Cost-Share Responsibilities and Funding Options, *3-Hour Videoconference class, Nevada Rural Water Association (multiple times)*

Successful Strategic Planning Starts with Understanding Your Financial Position and Engaging a Wide Range of Stakeholders, *2014 Nevada Rural Water Association Conference*

The Cost of Rectifying Over-Appropriation of Groundwater in Diamond Valley, *2014 Nevada Water Resources Association Conference*

Rate Setting Fundamentals: Math or Art? *2013 Nevada Rural Water Association Conference*

A Misunderstood Relationship: Economic Vitality and Environmental Improvement in the Tahoe Basin, *2012 Tahoe Science Conference*

What is a Reasonable Water Rate? *2011 Nevada Water Resources Association Conference*

Projecting Population and Employment: A Platform for Projecting Water Purveyor Demands in an Urban Area, *2003 Nevada Water Resources Association Conference*

Water Conservation Recommendations from a Consumer Outreach Group, *2002 AWWA Cal-Nev Section Conference*

"Setting and Assessing the Impact of Water-Related Development Fees", *The Water Spot, First Joint issue of the Nevada Water Environment Association and Nevada Water Resources Association, Winter 2017.*

## Sample Clients

### California

- ❖ *Linden County Water District* – Water and Wastewater Rate Study
- ❖ *Lockeford Community Services District* – Water Rate Study
- ❖ *Calaveras Public Utility District* – Connection and Capacity Fees Study
- ❖ *Sierraville Public Utility District* – Water Rate Study
- ❖ *Sierra County Waterworks District #1* – Water Rate Study
- ❖ *Bishop Paiute Tribe* – Water and Wastewater Rates Study
- ❖ *Midway Heights County Water District* – Potable and Raw Water Rates Study
- ❖ *Heather Glen Community Services District* – Water Rate and Consolidation Feasibility Studies
- ❖ *American Valley Community Services District* – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study
- ❖ *Gold Mountain Community Services District* – Water and Wastewater Rates, Connection Fees, and Administrative Fees Study
- ❖ *Woodbridge Sanitary District* – Wastewater Rate Studies
- ❖ *South Placer Municipal Utility District* - Wastewater Rates and Capacity Fees Study
- ❖ *Donner Summit Public Utility District* - Wastewater System Upgrades Financing Plan and Cost of Service Study, Water Rate Study, and Wastewater Capacity Fees Study
- ❖ *Alpine County* – Effluent Management and Pricing Study
- ❖ *Georgetown Divide Public Utilities District* – Wastewater Rates, Connection Fees, and Administrative Fees Study
- ❖ *Amador Water Agency* – Wastewater Capacity Fees Study
- ❖ *City of Live Oak* – Water and Sewer Rate Studies
- ❖ *City of Waterford* – Water Rate Study
- ❖ *City of Livingston* - Water, Wastewater and Solid Waste Rate Studies
- ❖ *City of Escalon* – Water and Wastewater Rate and Capacity Fee Studies
- ❖ *City of Turlock* - Water Rate and Recycled Water Pricing Studies
- ❖ *City of Riverbank* - Wastewater Rates and Recycled Water Pricing Studies
- ❖ *City of Newman* - Water and Sewer Rate Studies

### Nevada

- ❖ *Truckee Meadows Water Authority* - Water Resource Plan, Water Conservation Plan, ET Controller Pilot Study, Residential Water Demand Study, Retail and Wholesale Rates Study
- ❖ *City of Fernley* – Water and Sewer Rate Studies
- ❖ *Carson City* – Local Roads Financing Plan
- ❖ *City of Reno* – Peavine Mountain Watershed - West Wash Dam Rehabilitation Economic Appendix (Benefit-Cost Analysis) prepared for the USDA Natural Resources Conservation Service
- ❖ *Minden-Gardnerville Sanitation District* – Rates, Capacity Charges and Administrative Fees Study
- ❖ *Washoe County* – Spanish Springs Wastewater Connection Fee Analysis
- ❖ *Wingfield Springs HOA* – Recycled Water Feasibility Study
- ❖ *Eureka County* – Water and Sewer Rates and Consolidation Feasibility Study

### Oregon

- ❖ *City of Ashland* – Water, Wastewater, Storm Water and Transportation Rate and Fee Studies
- ❖ *City of Phoenix* – Water, Transportation and Parks Rate and Fee Studies
- ❖ *City of Talent* – Water, Transportation and Parks Rate and Fee Studies



Schaelene Rollins c: 916.397.1915 ● RollinsPRconsulting@gmail.com

### Professional Experience

Twenty-seven-year veteran of public relations and outreach with 24 years specifically working with municipalities in outreach campaigns that effectively communicate and engage the public. Experienced in gauging public sentiment through interviews, polling, surveying and general research. Broad experience in managing public outreach programs for informational and educational purposes or for more formal outreach efforts such as those required under CEQA or for rate increase hearings and fee adoptions. Skilled at consensus building and working with governing boards and councils.

#### *Freelance Strategic Consultant, 2011-current*

- Work in tandem with clients to develop and implement public outreach plans and elements to obtain identified outreach goals and objectives.
- Conduct strategic planning sessions to identify mission, vision and short- long-term strategic plans for special districts and small communities.
- Conduct public outreach and notification as required by the California Constitution, ballot initiatives, public noticing for CEQA, and fee-setting projects.
- Provide research strategy and execution.
- Facilitate stakeholder meetings, workshops and public hearings.
- Write copy for program materials: newsletters, brochures, flyers, bill inserts, advertisements; coordinate design and printing of materials; write and post social media content.
- Develop website content.

*Crocker & Crocker Communications, Client Services Manager 2004-2017; Account Supervisor - 1997-2000; Rogers & Associates, Onsite Media Specialist, CA Dept. of Health Services – 2000-2002; Dairy Council of California, Communications Manager – 2002-2004; Latimer Burch Public Relations, Account Executive - 1996-97; Prima Publishing – Publicity Coordinator - 1994-95*

### Education

California State University, Chico-Bachelor of Arts, English 1994

California State University, Chico-Technical Writing Certificate Program 1994

### Sample Clients

Merced Irrigation-Urban GSA: Regulatory Fee and Community Outreach Consultant

Ukiah Valley Basin GSA: Regulatory Fee and Community Outreach

Salinas Valley Basin GSA: Regulatory Fee and Community Outreach

San Andreas Sanitary District: Utility Rates, Construction, Community Outreach Consultant

Carson City Transportation Department: Funding Plan and Community Outreach

Gold Mountain Community Services District: Utility Rates and Community Outreach

Linden County Water District: Utility Rates and Community Outreach

Donner Summit Public Utility District: Utility Rates and Community Outreach

Beckwourth Peak Fire Protection District: New District Formation/Ballot Initiative

# Mark Foree, Senior Advisor

Water Systems Management & Engineering • Fee and Rate Implementation

## EXPERIENCE

Mark has spent his career working in the water industry, with more than 30 years managing utility providers in Nevada. Mark offers a unique regulatory perspective and thoughts on advantages and disadvantages of certain funding mechanisms from somebody who has had to raise new revenues and implement new programs.

## EDUCATION

University of Nevada, Reno B.S. in Civil Engineering.

## CAREER

*Water Resource Consulting Engineers (1980 – 1985).* Mark worked on planning, design and construction management of various water, wastewater and environmental projects in Nevada and California.

*Sierra Pacific Power Company (1985 – 2001).* During his 16 years at Sierra, Mark worked in water planning, design, operations, and maintenance. He was Manager of Water Distribution and Maintenance from 1991–1997 and Manager of Water Planning and Engineering from 1997-2001.

*Truckee Meadows Water Authority (2001 – 2022).* When TMWA was formed in 2001, Mark was hired as Manager of Planning and Engineering. In 2003, he was promoted to Director of Operations overseeing planning, engineering, construction management, distribution and treatment operations, and maintenance and hydro. In 2008, Mark was named Interim General Manager by the TMWA Board and appointed General Manager in 2009.

*Gold Country Water System (2002 – 2023).* Mark has been the owner of a private, PUCN-regulated water system for over 16 years. Mark has overseen all aspects of regulatory compliance, daily operations, financial accountability, and environmental responsibility for the water system.

## LICENSES

Mark is a Professional Civil Engineer registered in Nevada and California. Mark is also a Nevada registered Grade 4 Water Distribution Operator and Water Treatment Operator, and a registered Water Right Surveyor.



**YEARS OF EXPERIENCE** 18

**YEARS WITH KSN** 18

**EDUCATION**

BS Civil Engineering, University of the Pacific

**REGISTRATION**

Professional Civil Engineer – CA #73999

Professional Civil Engineer – WA #57340

**CERTIFICATION**

Designated Design-Build Professional (DBIA)

Fellow, American Society of Civil Engineers (ASCE)

National Association of Sewer Service Companies (NASSCO), PACP, MACP, & LACP Certified

As an Associate Principal with KSN, Elizabeth Schlegel brings 18 years of experience in providing engineering services for public works clients in the fields of institutional-scale site design and major public utility infrastructure planning and improvements. She has comprehensive experience in design and analysis in a variety of civil engineering disciplines including, but not limited to, site layout and grading; storm/ sewer/water/irrigation pipelines and pump stations; hydrology/hydraulic analysis; public utility master planning; and capital improvement program/project management. Elizabeth’s responsibilities at KSN include overseeing planning and design for projects, coordinating with the client and consultants, and providing oversight review of project deliverables.

**RELATED EXPERIENCE**

**UPDATED FEE STUDY AND FUNDING MECHANISM PROCESS, VINA GROUNDWATER SUSTAINABILITY AGENCY, BUTTE COUNTY**

As Principal-in-Charge, Elizabeth oversaw the surveying & geospatial team in collecting, analyzing, and centralizing all spatial data related to the GSA and necessary to conduct the fee study. The KSN team gathered data on land use types, ownership, and additional parcel-specific data, categorized and organized the data for use in the fee study, and provided a web map that provided a visual representation of the data for use by the fee study team and ultimately by the GSA.

**DATA REVIEW, FEE ANALYSIS, AND RATE SERVICES, UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY, MENDOCINO COUNTY**

As Principal-in-Charge, Elizabeth oversaw the surveying & geospatial team in collecting, analyzing, and centralizing all spatial data related to the GSA and necessary to conduct the fee study. The KSN team gathered data on land use types, parcels with irrigated lands, and additional parcel-specific data, categorized and organized the data for use in the fee study, and provided a web map that provided a visual representation of the data for use by the fee study team and ultimately by the GSA. Elizabeth also directly managed a review and prioritization of Management Actions included in the GSA’s Groundwater Sustainability Plan (GSP), including providing additional planning level cost estimating and project durations for those Management Actions where costs or schedules were not included in the GSP, allowing the fee study team to develop a five year budget for the GSA’s prioritized Management Actions as well as operating costs that will be funded by the adopted fees.

**VALLEY STATE PRISON ARSENIC TREATMENT WATER PLANT PROJECT, CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION, MADERA COUNTY**

Elizabeth was the Assistant Project Manager and Lead Civil Design Engineer on this project. She provided design team management and design coordination, quality assurance/quality control review on Subconsultant plan and specification submittals, and designed key elements of the project, which included the water and wastewater utility improvements necessary for treatment of arsenic and manganese in water supply serving the Valley State Prison and Central California Women’s Facility.

**CAPITAL IMPROVEMENT PROGRAM MANAGEMENT, SUISUN-SOLANO WATER AUTHORITY**

As Program Manager for the Suisun-Solano Water Authority (SSWA) Capital Improvement Program (CIP), Elizabeth managed the full scope of KSN’s services for SSWA’s \$19 million CIP, including: CIP budget review and program planning, project planning, procuring consultants, managing bid processes, managing the KSN team from field operations to design teams to construction management and observation, and acting as SSWA Project Manager overseeing consultant teams during the design phase. Additionally, for projects KSN designed for SSWA, Elizabeth served as KSN’s project manager for design, preparation of plans and specifications, acquiring environmental clearances, permits and entitlements, bidding, and construction management and construction inspection.



**YEARS OF EXPERIENCE**

26

**YEARS WITH FIRM** 1

**EDUCATION**

MA, Geography and Environmental Studies, Texas State University, San Marcos, TX

BA, Geography and Environmental Studies, Texas State University, San Marcos, TX

**PROFESSIONAL AFFILIATIONS**

National Speleological Society, Inc.

American Association for Advancement of Science

**SOFTWARE EXPERTISE**

- ArcMap
- ArcGIS Pro
- Tableau
- Photoshop
- Microsoft Office 365
- Access db
- MySQL
- RStudio

Mohammad Tangestani (Mo) is a multi-skilled GIS manager with expertise in utilizing GIS to develop and integrate corporate databases for data visualization and accurate representation. With over two decades of professional GIS and database management experience in both public and private sectors, Mo has developed geospatial data libraries and map templates, has been instrumental in developing web maps and 3D maps, and brings a background in introducing new technologies for data visualizations to various clients and agencies. In addition, Mo has also developed base maps for figure production, automated models for raster and statistical analysis of environmental data, and cartographic products for proposals and public viewing.

**RELATED EXPERIENCE**

**UPDATED FEE STUDY AND FUNDING MECHANISM PROCESS, VINA GROUNDWATER**

*SUSTAINABILITY AGENCY, BUTTE COUNTY*

KSN's Surveying & Geospatial team was tasked to provide GIS technical support to Hansford Economic Consulting (HEC). As GIS Manager, Mo met with the GSA staff to identify key spatial and tabular data. Mo's primary focus was to collect and centralize all spatial data necessary to conduct an accurate fee assessment. Mo created a centralized project for Vina subbasin and created data categories to aid with parcel analysis. These categories included the most current landuse types, land ownerships, urban areas, public water systems, and parcel GIS data. Mo captured this data in a web map that aided the fee study by providing a visual representation of spatial data while maintaining the data organization by category.

**FEE STUDY, SALINAS VALLEY BASIN GROUNDWATER SUSTAINABILITY (SVBGSA)**

KSN's Surveying & Geospatial team was tasked to provide parcel analysis for SVBGSA. As GIS Manager Mo's role was to provide a method to analyze parcels that are split between multiple basins, parcels located partially in flood ways, and delineating portions of parcels that are irrigated from those that are not. The results of this analysis were shown both in spreadsheets as well as visually in a web map. Mo's role also included coordination with other partners to collect specific spatial data and share those in the web map. Mo has provided ongoing technical support in providing accurate data analysis.

**DATA REVIEW, FEE ANALYSIS, AND RATE SERVICES, UKIAH VALLEY BASIN GROUNDWATER**

*SUSTAINABILITY AGENCY, MENDOCINO COUNTY*

KSN's Surveying & Geospatial team has provided geospatial technical support for the Ukiah Valley Basin GSA. Mo's role was to provide project oversight, and technical support for fee analysis.

**FEE STUDY, MERCED IRRIGATION-URBAN GROUNDWATER SUSTAINABILITY AGENCY**

KSN's Surveying & Geospatial team has provided geospatial technical support for the Merced Irrigation-Urban Groundwater Sustainability Agency for several years. Mo's role has been to provide project oversight, and technical support for fee analysis.

**PERMIT REVIEW PROCESS MODERNIZATION, RECLAMATION DISTRICT 800**

KSN's Surveying & Geospatial team has developed an interactive web map tool for modernizing RD800's permit review process. This tool significantly reduces the permit review, approval, and compliance processes. To develop this tool, KSN migrated the information currently contained within LaserFiche, the physical maps, data sources from outside-agencies, and has placed these into an ArcGIS Online web map application (Tool) for a single point of access and review. This Tool reduces individual permit review process time, centralizes the data to be reviewed and enables referencing of additional information. As GIS Manager, Mo's role was to explore how to attach PDF files saved in local folders to the GIS feature classes, design a script that would cycle through almost a thousand folders, find the PDF files, and then attach them to their corresponding features in GIS. Mo also designed a web app with widgets that made the PDF files available for accessing and viewing.



**YEARS OF EXPERIENCE** 3

**YEARS WITH FIRM** 3

**EDUCATION**

BA Geography (GIS),  
 California State University,  
 Sacramento

**MEMBERSHIP**

California Urban and  
 Regional Information  
 Systems Association  
 (CalURISA)

Diego Ramirez has been providing GIS services since 2021. Diego has supported project engineers on numerous projects ranging from updating flood contingency maps to generating elevation contours to visualizing groundwater flow direction. Diego's previous assignments have given him the varied background and experience needed to undertake a wide assortment of GIS modeling and mapping projects.

**RELATED EXPERIENCE**

**FEE STUDY, MERCED IRRIGATION-URBAN GROUNDWATER SUSTAINABILITY AGENCY, MERCED COUNTY**

As a GIS Specialist, Diego collected and analyzed Assessor information for Groundwater Fee Assessments for Merced Irrigation-Urban Groundwater Sustainability Agency (GSA), assisting Hansford Economic Consulting. Diego assisted in compiling county assessor data and supplemental publicly-available GIS data such as boundaries for Water Districts and GSAs. This data was then spatially analyzed to support the fee assessment. The information was organized in a database and delivered to the client along with a web map, enabling our client to visually analyze the results of the data in a spatial viewer for accurate and informed assessments for individual parcels throughout the GSA.

**DATA REVIEW, FEE ANALYSIS, AND RATE SERVICES, UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY, MENDOCINO COUNTY**

As a GIS Specialist, Diego was responsible for collecting and analyzing Assessor information for Groundwater Fee Assessments for Ukiah Valley Basin Groundwater Sustainability Agency, to assist Hansford Economic Consulting in developing GSA fees and rates. He assisted in gathering GIS and county assessor data for parcels within the GSA that was needed to develop the fee study, such as County Cannabis License holders and crop field information. This information was organized in a database and displayed in a web map for use by the client, enabling our client to visualize the data that the fees were developed from.

**UPDATED FEE STUDY AND FUNDING MECHANISM PROCESS, VINA GROUNDWATER SUSTAINABILITY AGENCY, BUTTE COUNTY**

As a GIS Specialist, Diego was responsible for collecting and analyzing Assessor data for groundwater fee assessments for the Vina Groundwater Sustainability Agency, in collaboration with Hansford Economic Consulting. Diego collected and integrated county Assessor data with supplemental governmental GIS datasets, which included water districts and crop field information. This comprehensive data was then spatially analyzed to support the fee study, and was provided both as a database and within an interactive web map, allowing HEC to perform accurate and informed spatial analyses within the GSA boundary.

**CARSON CITY ROAD FUNDING FEE STUDY, CARSON CITY, NEVADA**

As a GIS Specialist, Diego collected and analyzed Assessor information for Road Funding for Carson City, Nevada, assisting Hansford Economic Consulting. Diego assisted in gathering county assessor data and supplemental Governmental GIS data such as Road Centerlines and building areas. This data was then spatially analyzed to support development of the fee study. The information was organized in a database and delivered to the client along with a web map, enabling our client to visually analyze the results of the data in a spatial viewer for accurate and informed assessments.



# **APPENDIX D**

## **KSN BILLING RATES SHEET**



**2024 Fee Schedule  
Prevailing Wage Projects  
Effective July 1, 2024**

Position	Rate
Principal Engineer	\$ 297.00
Associate Principal Engineer	\$ 285.00
Associate Engineer	\$ 275.00
Senior Engineer	\$ 250.00
Engineer III	\$ 240.00
Engineer II	\$ 224.00
Engineer I	\$ 208.00
Junior Engineer	\$ 172.00
Senior Project Manager	\$ 270.00
Project Manager	\$ 250.00
Assistant Project Manager II	\$ 233.00
Assistant Project Manager I	\$ 218.00
Grant Manager	\$ 192.00
Senior Surveyor	\$ 265.00
Surveyor	\$ 235.00
Assistant Surveyor	\$ 198.00
Field Crew PW-One Person & Vehicle	\$ 260.00
Field Crew PW-Two Person & Vehicle	\$ 380.00
Inspector (Office)	\$ 198.00
Inspector PW (Field) & Vehicle	\$ 235.00
GIS Manager	\$ 188.00
Technician/GIS/CAD Designer III	\$ 172.00
Technician/GIS/CAD Designer II	\$ 156.00
Technician/GIS/CAD Designer I	\$ 125.00
Project Coordinator IV	\$ 165.00
Project Coordinator III	\$ 135.00
Project Coordinator II	\$ 120.00
Project Coordinator I	\$ 105.00

Equipment	Hourly Rate
3D Point Cloud Workstation	\$ 25.00
GPS Receivers-Per Receiver Per Hour	\$ 25.00
Robotic Total Station	\$ 35.00
HDS Scanner	\$ 150.00
Boat	\$ 55.00

Expenses	
Auto Mileage per current Federal Rates	
Special Consultants	Cost Plus 10%
Reimbursable Expenses	Cost Plus 10%
(Printing, Photos, Copies, Travel, Telephone, Fax, Survey Materials, etc.)	

***Additional charges may apply for overtime services.***

**Fees are due and payable within 30 days of the date of billing. Fees past due may be subject to a finance charge computed on a basis of 1 ½% of the unpaid balance per month.**

Hourly rates are subject to review and adjustment January 1<sup>st</sup> and July 1<sup>st</sup> of each year.

October 14, 2024

***Submitted electronically via email***

[cthomaskeefe@rgs.ca.gov](mailto:cthomaskeefe@rgs.ca.gov)

Colusa Groundwater Authority  
Carol Thomas-Keefer, Program Manager

**Re: Proposal for Data Review, Fee Analysis, and Rate Setting Services for Colusa Groundwater Authority**

Dear Ms. Thomas-Keefer:

**SCI Consulting Group** and teammate, Larry Walker Associates, Inc. (LWA), (hereto collectively referred to as “the SCI Team”) have direct experience in data and fee analysis, and rate setting for public agencies specifically with respect to setting fees and rates pursuant to Propositions 26 and 218 as they relate to the Sustainable Groundwater Management Act.

The SCI Team is pleased to submit, for your review, this Proposal for Data Review, Fee Analysis and Rate Setting Services to the Colusa Groundwater Authority (“CGA” or “Authority”). We have reviewed the Authority’s Request for Proposals, and this Proposal includes all tasks potentially required for this project. We understand that the Authority’s revised Groundwater Sustainability Plan (“GSP”) includes Projects and Management Activities that were not contemplated in the initial GSP, and that these changes have brought about a need to review and update CGA’s fee structure. The intent of this Proposal is to identify that the SCI Team is uniquely qualified to assist the Authority in determining the optimal funding path for supporting GSP implementation in the Colusa Subbasin. This Proposal shall be valid for 90 days after receipt.

By way of introduction, SCI is a California Chapter S Corporation formed in 1985 uniquely focused on revenue enhancement services for public agencies, including planning, designing, justifying and successfully establishing new districts, zones, and associated revenues for their service and capital improvement needs, and managing special assessment levies. SCI’s federal tax number, as requested, is 94-2984547.

**EXPERTISE ON PROPOSITIONS 13, 26 AND 218** Throughout the process of designing and establishing new Proposition 13, 26 and 218-compliant fees and benefit assessments and working on these projects with many of the leading specialized attorneys in the State, we have gained unparalleled legal and Proposition 13, 26 and 218 compliance expertise.

**KNOWLEDGE OF COLUSA COUNTY AND SURROUNDING AREA** We have provided consulting and revenue engineering services to many public agencies in Colusa County, including the City of Colusa and several special districts. SCI has conducted community outreach and ballot measures and implementations of fees to affected parcels in Colusa County. LWA has experience working with local groundwater sustainability agencies, local irrigation/water districts, and local landowners. Our experience with local and regional public agencies are listed below.

**SCI Consulting Group**

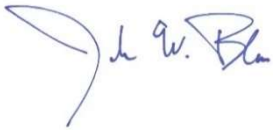
- City of Colusa
- Colusa Mosquito Abatement District
- Arbuckle Parks and Recreation District
- Williams Fire Protection Authority

**Larry Walker Associates**

- Dunnigan Water District
- Colusa County Water District
- Reclamation District No. 108
- Vina Groundwater Sustainability Agency
- Wyandotte Creek Groundwater Sustainability Agency
- Glenn Groundwater Authority

We look forward to this opportunity to assist the Authority with this important project and stand ready to proceed. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "John W. Bliss". The signature is stylized and cursive.

John W. Bliss, P.E.,  
President

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## **RESPONDENT'S QUALIFICATIONS**

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### **Firm's Background and Experience**

#### **SCI CONSULTING GROUP**

**SCIConsultingGroup** is a privately-owned California Chapter S corporation headquartered in Fairfield, California, with over 35 years of expertise in assisting public agencies in California with planning, justifying and successfully establishing new revenues for their service and capital improvement needs and objectives and managing special assessment levies. SCI has a staff of 25 employees and over 150 current city, county, special district, and school district clients. SCI also offers extensive expertise with the important legal and procedural issues involving benefit assessments, special taxes, and fees. The principals at SCI are acknowledged experts on these public financing mechanisms and were involved with the cleanup legislation for Proposition 218.

#### **EXPERIENCE WITH FUNDING FOR IMPLEMENTATION OF GROUNDWATER SUSTAINABILITY PLANS**

- Butte Valley GSA (Siskiyou County)
- Cosumnes Groundwater Authority (Sacramento and Amador Counties)
- East Turlock Subbasin GSA (Merced and Stanislaus Counties)
- Los Osos Basin Management Committee (San Luis Obispo County)
- Napa County GSA (Napa County, ongoing)
- Paso Basin Cooperative Committee (San Luis Obispo County, ongoing)
- Petaluma Valley GSA (Sonoma County)
- Santa Rosa Plain GSA (Sonoma County)
- Scott Valley GSA (Siskiyou County)
- Shasta Valley GSA (Siskiyou County)
- Sierra Valley Groundwater Management District GSA (Sierra County)
- Sonoma Valley GSA (Sonoma County)
- Ukiah Valley Basin GSA (Mendocino County)

#### **OTHER RECENT WATER-RELATED RATE STUDIES (STORM DRAINAGE AND FLOOD CONTROL)**

- City of Alameda
- City of Davis
- City of San Mateo
- Reclamation Districts 150, 536, 551, 755 1600, 2059, 2098, 2103 and 2107

SCI possesses extensive assessment, tax and fee engineering and formation expertise, including polling and outreach, particularly for balloted agency-wide assessments in politically challenging areas. These agency-wide assessments include many of the largest successful assessments in the State. This experience has shaped our firm's comprehensive approach to funding strategies, including cost apportionment and analysis, methodology exploration, and stakeholder engagement.

SCI's work providing services in support of GSAs and GSP implementation has centered largely around determining the optimal path for specific GSAs, groundwater basins, and groundwater-reliant communities. Given the relatively nascent efforts of SGMA-centric groundwater management, the importance of building funding strategies around the specific needs, preferences, and concerns of GSA stakeholders cannot be understated. For this reason, our approach is guided by feedback from GSA staff, governing boards, and the public.

#### **LARRY WALKER ASSOCIATES, INC.**

LWA is a privately-owned corporation providing environmental engineering and management services throughout California. Headquartered in Davis, California, LWA has regional offices in Santa Monica, Carlsbad, Berkeley, San Jose and Ventura, as well as an office in Seattle, Washington. Founded in 1979,

LWA has been a partner, innovator, and industry leader, assisting municipalities and private businesses in navigating and solving complex and important environmental and public policy challenges. LWA provides a wide range of consulting services ranging from traditional water and wastewater engineering to highly specialized water resource management; groundwater modeling, scenario analysis and sustainable planning; surface water and groundwater monitoring; and stormwater and watershed management.

## **LANDIQ, LLC**

This proposal was developed in consultation with LandIQ, LLC. Depending on the desired rate structure and fee methodology, LandIQ's expertise may prove extremely valuable to the process of fee implementation. LWA has a working relationship with LandIQ and can advise the Authority on the potential benefits of using their services. At the direction of the Authority, LandIQ's services may be used pending a mutually agreeable scope of work.

Land IQ is a specialized land and water resource science and remote sensing firm that pairs scientific knowledge of urban, agricultural, and native plant and land systems with advanced remote sensing technologies, custom modeling, and analytical methods to develop powerful and cost-effective client solutions. Our personnel are equipped with extensive experience in remote sensing and spatial analysis, land use mapping, soil-plant-water interactions and water balance modeling, consumptive water demand analysis, irrigation management, spatial data management, climatology, and land and water resources scientific and regulatory issues.

Land IQ is based in Sacramento, California and has been operating for 15 years, with individual staff experience spanning over 26 years. Land IQ is a certified small business with the California Department of General Services. Land IQ has over 30 technical staff. With seventeen resource-based scientists (soil, water, climatology, native systems) and ten spatial scientists (remote sensing, GIS, photogrammetry), we consciously built our firm to integrate both land and spatial disciplines to facilitate a multifaceted and scientifically robust approach to analyzing surface land and water use.

## **THE SCI TEAM**

The SCI Team is uniquely qualified to provide the Authority with the highest quality consulting services for the proposed tasks, as detailed in the following section, because of our:

- Direct experience with all aspects of GSP implementation funding;
- Direct experience with public agencies engagement and funding analysis and strategy;
- Direct experience with analysis of groundwater use and GSP implementation;
- Considerable success with fee, assessment and tax implementation (over 140 California successes);
- Propositions 13, 26 and 218 expertise; and
- Specific groundwater sustainability community outreach expertise.

Our Team consists of experienced professionals with a commitment to supporting GSP implementation efforts throughout the State. Ryan Aston, our proposed project manager, has successfully managed a diverse array of projects for more than 10 GSAs over the last three years. John Bliss, SCI president, has over 20 years' experience working with public agencies in rural California. Ryan Fulton, Water Resources Engineer with LWA, has prior experience with parcel-level data in the region, which would be integral to optimizing updates to a parcel-specific database.

## **SUBCONTRACTORS**

SCI will serve as the prime contractor and LWA will subcontract with SCI. Pending discussion with the Authority, LandIQ may be used as a subcontractor to provide land mapping expertise.



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## The SCI Team's Data Analysis and Database Development Experience

Both SCI and LWA are very experienced in database design, development, maintenance, analysis and reporting. For these tasks, LWA leads the development of groundwater characteristics and SCI will lead the parcel characteristics portion. Data elements may include, but not be limited to, the following:

- Land use (available through the Department of Water Resources and Land IQ),
- Consumptive use (derived from satellite imagery),
- Groundwater extractions, and
- Surface water supply.

LWA works with leading experts in agricultural water management to estimate groundwater extractions, including:

- University of California's Cooperative Extension,
- Cal Poly's Irrigation Training & Research Center, and
- Dr. Rick Allen, professor at the University of Idaho.

SCI routinely works with large data sets analyzing and processing property-related data. SCI manages over 13 million parcels in dBase data sets including nearly all 58 California County Assessors data. SCI has developed numerous complex data sets, relational and flat file with complex table schema. SCI uses Microsoft Office, Microsoft Teams, Microsoft Visual FoxPro (with proprietary programs), ArcGIS and proprietary SQL server-based applications.

The SCI Team has worked closely together on numerous projects related to funding groundwater management in agricultural regions of California, including in Mendocino, Merced, Sacramento, Siskiyou, and Stanislaus Counties. While agricultural groundwater use is prevalent in these areas, domestic, commercial, and urban use often requires consideration as well. In completing these projects, the SCI Team has compiled robust databases that incorporate GIS analysis, analysis of agricultural water use, and other pertinent attributes. Our Team is comfortable with a wide range of data sources and applications and is able to utilize preexisting data in our effort to maximize efficiency.

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## The SCI Team's Experience with 5-year Revenue Requirement Projections

The SCI Team has assisted numerous new public agencies develop revenue requirement projections including groundwater sustainability plan and stormwater permit costs. In many cases, these projects have been for new agencies formed by JPA from existing agencies and/or annexations, or they are new services provided by existing agencies without any historical cost data.

For example, SCI recently completed revenue mechanism implementation based upon updated projected costs for three GSAs in Sonoma County. For the SCI Team's work with the Ukiah Valley Basin, multi-year revenue requirements have been developed and are driving the revenue option recommendations. The SCI Team also recently assisted East Turlock Subbasin GSA with the development of budget projections that were used for the establishment of funding mechanisms supporting the GSA's operational and project budgets. In many cases, costs must be projected without the benefit of an abundance of preexisting history – however, the SCI Team is closely involved with many GSAs in similar situations.

LWA is currently working with several GSAs to develop costs associated with managing the GSP on an annual basis including administration, grant management, monitoring and reporting, model and database maintenance and implementation of projects and management actions. In addition, LWA has supported SCI in the development of costs and rate studies for our GSA clients and for several stormwater programs in California.

In addition to developing fee programs in support of groundwater management, the SCI Team has developed Funding Options Memoranda in support of GSP implementation to the following GSAs: Butte Valley GSA, the Los Osos Basin Management Committee, Scott Valley GSA, Shasta Valley GSA, Sierra Valley

Groundwater Management District GSA, and Ukiah Valley Basin GSA. For this work, the SCI Team analyzed the costs associated with GSP implementation as well as the specific parcels, wells, groundwater pumped, political and historical environment and other attributes of each basin to develop specific options and recommendations.

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### **Experience with Fee and Rate Design and Implementation**

SCI has successfully implemented over 140 balloted fees, taxes and assessments. In each case, SCI has worked closely with governing boards, citizen advisory committees and stakeholders to design and implement the revenue mechanism. For each of the over 140 balloted fees, taxes and assessments that SCI has successfully implemented, we have planned and implemented an associated community outreach effort – it is one of our core competencies.

The SCI Team has worked closely with several GSAs in the last few years to establish uniquely tailored fees structures based on the specific needs of our clients and their communities. Our initial focus is on identifying methodology and cost apportionment options based on discussion with staff. We then vet these options with governing boards, advisory committees, and other stakeholders to determine the optimal path. In the last two years, this process has included numerous community meetings, Board and Advisory Committee presentations, and close collaboration with agency staff. The coordination required for the implementation of these projects in accordance with GSA and public feedback was a key element of the successful adoption of these fee programs.

Our work in the Cosumnes Subbasin concluded in August 2024 with the implementation of a unique three-part fee structure aimed at apportioning costs equitably across a large agricultural community, urban areas, and domestic extractors.

The SCI Team finalized a land-based Proposition 218-compliant benefit assessment in the Turlock Subbasin in March 2024, supporting GSA’s operational revenue needs. We are currently working on a property related fee program based on groundwater use in support of the GSA’s project and management action revenue needs.

The SCI Team recently updated Fee Studies for Sonoma Valley GSA, Petaluma Valley GSA and Santa Rosa Plain GSA in Sonoma County based on unforeseen changes to GSP implementation costs. Utilizing a combination of actual and estimated groundwater use to create parcel-specific databases, these Fee Studies were used to update regulatory fee programs in each Basin.

The SCI Team has developed robust, Proposition 218-complaint Property Related Fee Studies for the water infrastructure (primarily storm drainage) for the Cities of Alameda, Berkeley, Cupertino, Davis, Del Mar and Los Altos and the Town of Moraga over the last six years - more than all other firms in the state combined. These Fee Studies require an in-depth cost-of services analysis, long range budgets including administrations, operations and maintenance and capital improvements, and strict adherence with Proposition 218 and the associated judicial decisions.

Each of these Fee Studies is the basis for a fee rate. The SCI team works closely with agency staff, stakeholders and the greater community to develop goals and develop a fee methodology and rates that balance attributes including optimal revenue generation, reasonable and equitable distribution of revenue burden amongst various rate payers, administrative ease, legal defensibility, ease of understanding, and other factors.

Our team understands that the general public’s lack of understanding of groundwater sustainability and associated critical infrastructure exacerbate the funding challenge. Traditional political approaches likely will not work. Accordingly, the SCI team proposes a unique, “hands-on” strategic approach which begins with the development of initial messaging and branding, followed by direct engagement with local

stakeholders and the broader community, refinement of the messaging and branding, and finally, effective and authentic community outreach.

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## **Additional Information**

### **Conflict of Interest Statements**

The SCI Team has no known past, ongoing or potential conflicts of interest for working with the District, performing the Scope of Work or any other service for this Project.

### **Employment Policies**

SCI does not and shall not discriminate against any employee in the workplace or against any applicant for such employment or against any other person because of race, religion, sex, color, national origin, handicap age or any other arbitrary basis. SCI ensures compliance with all civil rights laws and other related statutes.

### **Insurance**

SCI carries professional Errors and Omissions insurance in the amount of \$2 million per occurrence and \$2 million aggregate. SCI also carries general liability insurance in the amount of \$2 million per occurrence and \$4 million aggregate.

### **Independent Contractor**

If selected, SCI shall perform all services included in this SOQ as an independent contractor.

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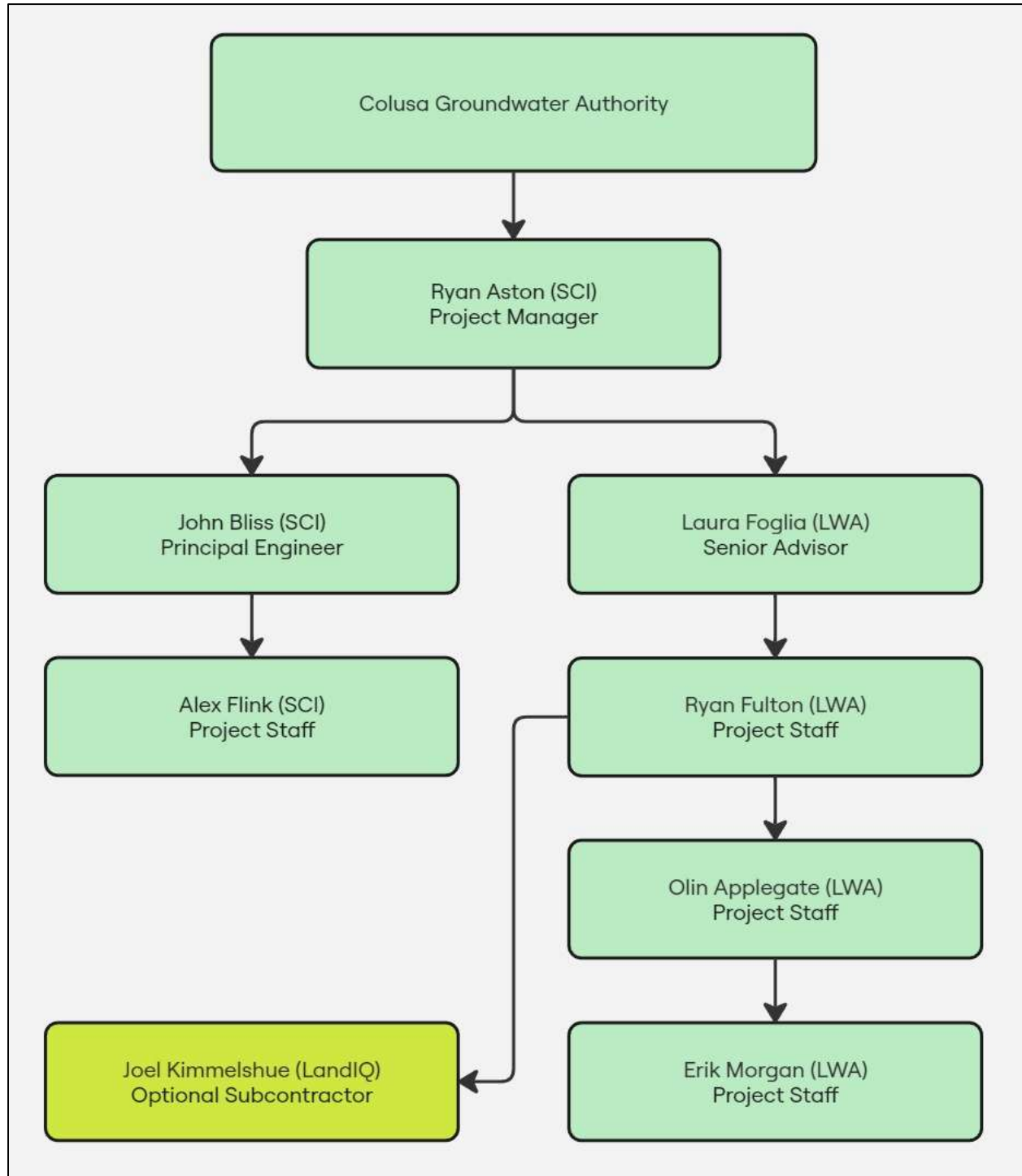
## **Ability to Perform Work Subject to the Desired Schedule**

The SCI Team has reviewed the desired schedule included in the Authority's RFP and is confident all tasks can be completed as described.

The schedule is of course paramount to ensuring that any funding mechanism be established in time for inclusion on the 2025-26 tax bills. Developing a fee program is an iterative process that will require key input from staff, stakeholders, the Board, the Advisory Committee, and the public. These elements of the schedule described in the RFP must be met in a timely and effective manner.

## PROPOSED RESPONDENT TEAM

SCI and LWA have worked successfully together and continue to work together on numerous projects, primarily for stormwater and groundwater sustainability. LWA provides groundwater sustainability expertise and SCI provides funding expertise. Our complementary skill sets have consistently fulfilled and satisfied our GSA clients' needs relating to funding groundwater sustainability in California. Below is the organizational chart for the proposed project team with each member's role assigned. Please see additional information below showcasing their experience and qualifications.



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**Ryan Aston, Senior Consultant**

SCI

ryan.aston@sci-cg.com

Ryan Aston leads SCI's groundwater sustainability funding practice and has over ten years of experience in data analysis and customer service. He specializes in the planning and implementation of revenue mechanisms for groundwater management, which includes analysis and development of funding options, identification of viable methodologies, and analysis of parcel attributes that contribute to mutually beneficial funding solutions. He also contributes to polling and community outreach in an effort to better understand the community perspective relating to public agency services and revenue mechanisms.

Ryan has emerged as one of the State's top thought leaders and policy experts on funding groundwater sustainability and has presented at the GSA Governing Board and Community Meetings and annual conferences. He also works closely with the SCI team to assist in public opinion research and Proposition 218-compliant fees, taxes, and benefit assessments. Ryan has worked with cities, counties, and special districts on a variety of different projects. He earned his Bachelor of Arts degree in Politics from the University of California, Santa Cruz, with a focus in political economy and municipal government.

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**John Bliss, P.E., SCI President, License No. C52091**

SCI

john.bliss@sci-cg.com

John Bliss, a professional engineer and President of SCI, specializes in fee and assessment engineering, special and general benefit analysis, crafting legally compliant, robust Engineer's Reports, assessment administration, cost estimating and budgeting, database design, regulatory compliance, and revenue measure formations. He has 20 years of experience in this field of expertise. Moreover, John is a recognized expert assessment engineer and Proposition 218 compliance specialist who has served as an expert witness and technical City. He has also worked with most of the leading Proposition 218 specialized attorneys in the State, which has further expanded his professional and technical expertise.

During his tenure at SCI, John has served as the responsible Assessment Engineer on over 300 Fee Studies and Engineer's Reports for new or increased fees and assessments, comprising more post-Proposition 218 new assessment engineering than any other assessment engineer in the State. John graduated from Brown University with a Bachelor of Science Degree in Engineering and holds a master's degree in civil engineering from the University of California, Berkeley, where he was a Regent's Scholar. He is a licensed Professional Civil Engineer in the State of California and is a LEED-accredited professional.

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**Alexander Flink, Consultant**

SCI

alex.flink@sci-cg.com

Alex Flink, our newest Consultant at SCI, strengthens our groundwater sustainability revenue services team. He focuses on developing and implementing revenue mechanisms for Groundwater Sustainability Agencies to fund their Groundwater Sustainability Plans as required by the Sustainable Groundwater Management Act. This work includes determination of funding needs, analysis of economic factors, and ensuring financial support of regulatory compliance.

With over 20 years of experience in the environmental field, Alex brings extensive knowledge and expertise. He graduated with a bachelor's degree in environmental science from Evergreen State College in Olympia. His career spans managing multi-million-dollar projects for federal agencies and successfully leading his own consulting firms in environmental remediation. Alex's passion for environmental sustainability and his extensive experience in environmental investigations make him a valuable addition to our team.

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**Laura Foglia, Ph.D., Vice President****LWA**

lauraf@lwa.com

Dr. Foglia is a Vice President at LWA assisting with projects in the areas of hydrological modelling, groundwater management assistance and managed aquifer recharge. At LWA, she leads the groundwater services for the Ukiah Basin Groundwater Sustainability Agency, the development of Groundwater Sustainability Plans for Siskiyou County and for the South American Subbasin Sacramento Central Groundwater Authority, and she is designing and implementing groundwater recharge projects for the Omochumne-Hartnell Water District and the Scott Valley Irrigation District. Since January 2016, Dr. Foglia is also an Adjunct Faculty Staff in the Land, Air and Water Resources Department at the University of California, Davis, where she teaches a graduate class on groundwater models and model calibration.

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**Ryan Fulton, P.E., Water Resources Engineer, License No. C87403****LWA**

ryanf@lwa.com

Mr. Fulton is a Water Resources Engineer at LWA with a focus in agricultural water management. Previously, he worked for Cal Poly's Irrigation Training & Research Center (ITRC), contributing to studies assessing on-farm irrigation efficiencies and consumptive use. In addition, previous work experience includes contributing to a variety of projects across California and the western United States, including in the Colusa Subbasin. Projects involved monitoring groundwater extractions, hydrologic modeling, GIS spatial analyses, consumptive use quantification, irrigation system modernization, flow measurement, water balances, and supporting water agencies comply with state and federal legislation including SGMA, SBx7-7, and SB88.

Mr. Fulton has supported several local and neighboring irrigation districts that have implemented and adopted rate structures based on water use, including for Richvale Irrigation District, Biggs-West Gridley Water District, Western Canal Water District, Reclamation District No. 108, Provident Irrigation District, and Princeton-Codora-Glenn Irrigation District. Since joining LWA in September 2021, Mr. Fulton has contributed to the development of Groundwater Sustainability Plans for Ukiah, South American, Sierra Valley, Scott, Butte, and Shasta Subbasins. Mr. Fulton is supporting Dunnigan Water District and other local agencies secure funding to implement groundwater recharge projects.

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**Olin Applegate, Project Staff****LWA**

olina@lwa.com

Mr. Applegate is a Project Scientist and hydrologist with work experience at LWA in the groundwater, agriculture, watershed and stormwater service areas. Mr. Applegate's experience at LWA includes assisting clients with SGMA compliance, Regional Water Board negotiation during Waste Discharge Requirements renewals, stormwater permit compliance, TMDL compliance assessment, NPDES permit assistance, completion of groundwater technical reports, monitoring and reporting programs and water quality assessments. Mr. Applegate provides a range of services including data management and analysis, participation in monitoring and special studies, compliance and communication with Regional Waterboards and regulatory analysis. Prior to LWA, Mr. Applegate modeled impacts to groundwater quality from agricultural production in the Central Valley.

emorgan@lwa.com

Mr. Morgan is a Project Engineer who joined LWA in May 2024, bringing a robust background in water resources engineering and environmental monitoring. With a B.S. in Civil Engineering from California State University, Chico, his experience spans agricultural, engineering, and groundwater projects taking place all throughout the Sacramento Valley and down into the San Joaquin Valley. He has honed his skills in computational data analysis, GIS mapping, SCADA systems, and environmental field operations. Erik's technical proficiency includes Python programming, hydrologic and hydraulic modeling, and SCADA HMI development. Erik has experience as a Project Engineer on a wide array of water resources projects, and his innovative approach to problem-solving, evidenced by his development of automated data processing tools and online databases, positions him as a valuable asset in addressing complex challenges regarding water in California.

jkimmelshue@landiq.com

Dr. Kimmelshue is a Principal Soil and Agricultural Scientist for Land IQ. Dr. Kimmelshue is also a founding owner in the firm. He has experience in agricultural and water resources consulting in the western United States (especially California), and agricultural research and crop production throughout the United States. Dr. Kimmelshue has performed technical leadership and/or managed numerous projects and tasks of nearly \$40 million dollars over the past 26 years.

Dr. Kimmelshue's consulting experience includes practical and applied solutions for the development of water/soil management systems and agricultural systems, specifically with irrigated agriculture. This technical expertise also includes crop consumptive use estimates, crop classification, regulatory support and negotiation, water resources science and planning, land reclamation, soil/plant nutrient dynamics, irrigation and drainage in arid and semi-arid climates, soil classification, and crop production. Predominantly, the objective scientific work that Dr. Kimmelshue performs is driven by ever-changing policy, legislative and environmental pressures on agricultural production systems.

**PROPOSED FEE SCHEDULE**

Based upon the current project understanding, the SCI Team’s proposed budget is shown in the table below.

<b>SCI TEAM</b>								
<b>Colusa Groundwater Authority</b>								
<b>Data Review, Fee Analysis, and Rate Setting Services</b>								
Assigned Staff	SCI			LWA			SCI Admin	
	Senior Consultant	President	Consultant	Senior Staff I	Vice President	Senior Staff I		Project Staff I.B.
Classification	Ryan Aston	John Bliss	Alex Flink	Olin Applegate	Laura Foglia	Ryan Fulton	Erik Morgan	
Fully Loaded Hourly Rate	\$217	\$306	\$184	\$261	\$332	\$261	\$171	\$78
Subcontractor Markup				10%	10%	10%	10%	

**Scope of Work**

Work Plan	Hours								Total Hours	Total Costs
1 Kick-Off/Data Gathering	6	2	6	6	2	6	4	0	32	\$ 7,946
2 Review of GSP/Budget/Fee Background	10	2	12	8	2	8	8	0	50	\$ 11,819
3 Evaluation of Fee Alternatives	24	2	25	4	2	6	6	0	69	\$ 15,150
4 Development of Parcel Database	18	0	10	24	2	8	12	0	74	\$ 17,921
5 Development of Fee Report	20	2	12	2	2	2	4	0	44	\$ 9,791
6 Community Outreach	20	4	12	2	2	4	3	2	49	\$ 10,945
7 Meetings & Implementation Support	30	4	20	8	2	10	2	5	81	\$ 18,078
<b>TOTAL DIRECT HOURS</b>	<b>128</b>	<b>16</b>	<b>97</b>	<b>54</b>	<b>14</b>	<b>44</b>	<b>39</b>	<b>7</b>	<b>399</b>	<b>\$ 91,651</b>

**Total Labor Cost \$ 91,651**

Direct Costs		Number of Units	Cost per Unit	Total Costs
Incidentals	Travel, property data, maps and other out-of-pocket expenses	1	\$ 1,500	\$ 1,500
Optional Subcontractor: LandIQ	Land mapping services	1	\$ 4,500	\$ 4,500

**Direct Costs \$ 6,000**

**TOTAL BASE COSTS \$ 97,651**

Note: LandIQ services may be identified with feedback from the Authority and may be billed based on a time and materials basis.



## REFERENCES

Below are summaries of the work from recent and relevant projects for the SCI Team. We encourage you to contact these clients regarding our experience and approach.

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### **Sonoma Valley, Petaluma Valley, and Santa Rosa Plain GSAs**

**SCI**

The Sonoma Valley, Petaluma Valley, and Santa Rosa Plain groundwater sustainability agencies collaborated to update their databases and explore funding mechanisms for their groundwater sustainability plans.

The project was divided into two parts. The first part, Rural Community Engagement Strategies and Revenue Recommendations, involved community outreach through surveys and focus groups to understand funding preferences for sustainable groundwater management. The SCI Team then prepared Funding Options Technical Memorandums for each basin, aligning agency needs with community preferences. The second part, Data Review, Fee Analysis, and Rate Setting Services, included analyzing various funding options using parcel-specific data, conducting community meetings, developing groundwater usage datasets, and developing fee studies.

The SCI Team reviewed statewide fee studies to determine the best approaches. The SCI Team worked closely with agency staff, advisory committees, boards, and stakeholders, ensuring community preferences and data viability for fee and rate development. Since September 2021, the team has made over 50 PowerPoint presentations for these clients.

While the initial project was completed in July 2022, SCI has continued to provide support to all three GSAs in the form of annual levy administration services each year and a Rate and Fee Study update in spring 2024.

**Client Contact:** Andy Rodgers, Administrator  
Santa Rosa Plain GSA  
2235 Mercury Way, Suite 105  
Santa Rosa, CA 95407  
(707) 243-8555 | arodgers@santarosaplaingroundwater.org

Bill Keene, Administrator  
Sonoma Valley GSA  
2235 Mercury Way, Suite 105  
Santa Rosa, CA 95407  
(707) 524-8378 | administrator@sonomavalleygroundwater.org

Sandi Potter, Administrator  
Petaluma Valley GSA  
2235 Mercury Way, Suite 105  
Santa Rosa, CA 95407  
(707) 524-8378 | administrator@petalumavalleygroundwater.org

**Time Period:** Initial contract: 02/22 – 05/23; continued support: 01/24 – present

**Project Team:** John Bliss and Ryan Aston (SCI), Olin Applegate and Laura Foglia (LWA)

In July 2023, the East Turlock Subbasin Groundwater Sustainability Agency engaged the SCI Team to develop a funding mechanism in support of GSP implementation. Initial work included a comprehensive review of funding needs, legal frameworks, and community perspectives. During the course of this analysis, it was determined that the implementation of two separate funding mechanisms would be optimal for the GSA.

In fall 2023, SCI developed a robust Engineer's Report in support of a Proposition 218 benefit assessment to support the GSA's operational budget. SCI conducted an assessment balloting from January to March 2024, at which point the assessment passed with over 80% weighted support from property owners. The GSA Board implemented the assessment in Spring 2024.

SCI is currently developing a cost-of-service study in support of the GSA's projects and management actions planned in the Turlock Subbasin GSP, including a Well Mitigation Program and a Multi-Benefit Land Repurposing Program.

**Client Contact:** Mike Tietze, General Manager  
East Turlock Subbasin GSA  
731 East Yosemite Avenue, Suite B  
Merced, CA  
(916) 200-9038 | mtietze@formationenv.com

**Time Period:** Initial contract: 06/23 through 04/24; second phase: 06/24 – present

**Project Team:** John Bliss and Ryan Aston (SCI), Olin Applegate and Laura Foglia (LWA)

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**Dunnigan Area Groundwater Recharge Demonstration and Pilot Project****LWA**

The Westside Sacramento Integrated Regional Water Management (IRWM) program selected this Project to receive the IRWM Funding Area set-aside funds from the Department of Water Resources Urban and Multi-benefit Drought Relief Program. The Project utilizes Section 215 water when it is available, excess contract water from Dunnigan Water District (“DWD”), and purchased surface water from senior water right holders until a permanent winter water right is obtained. Surface water will be diverted from the Tehama-Colusa Canal (TCC) into Buckeye, Dunnigan, and Bird Creeks (i.e., ephemeral streams) and on to approximately 200 acres of farmland enrolled in The Nature Conservancy’s multi-benefit recharge program. The Project will improve water supply reliability for the disadvantaged community of Dunnigan; provide habitat for migratory waterfowl; enhance groundwater-dependent ecosystems; and reduce the risk of subsidence damaging nearby infrastructure, including the TCC and Interstate 5.

LWA has worked on or is currently supporting DWD on the following activities:

- Seeking grant funds and other financial support through local, state, and federal agencies;
- Stakeholder coordination including with the Yolo Subbasin Groundwater Agency, private landowners, NGOs, Westside Sacramento IWRM, and funding agencies;
- Implementing a groundwater recharge project that can be implemented long-term and expanded into other areas to stabilize groundwater levels and storage volumes, prevent stream depletions, and protect groundwater-dependent ecosystems;
- Providing technical assistance, which includes refining water budgets and hydrologic model, assessing water quality impacts and habit enhancements, and expanding monitoring network;
- Quantifying all water budget inflows and outflows, including applied water, precipitation, evapotranspiration, tailwater, and deep percolation;
- Site selection and characterization of the recharge site locations;
- Regulatory permitting assistance;

- Overseeing monitoring network installation and ongoing monitoring implementation; and
- Identifying infrastructure upgrades or retrofits to maximize recharge.

**Client Contact:** Jordon Navarrot, Manager  
Dunnigan Water District  
PO Box 50  
Grimes, CA 95950  
(530) 682-4205 | jnavarrotl@rd108.org

**Time Period:** Initial contract: 02/22 – present

**Project Team:** Ryan Fulton and Laura Foglia (LWA)

## **PROPOSED SCOPE OF WORK AND SCHEDULE**

The SCI Team has thoroughly reviewed the Authority's RFP and is well qualified to complete all tasks described in the Project Description. The SCI team proposes the approaches listed below for each task.

### **I. KICK-OFF MEETING AND INITIAL DATA GATHERING AND REVIEW**

The SCI Team will meet with Agency staff to clarify and establish project communication, goals timelines, and deliverables, and discuss best sources of data and additional information. While a more comprehensive list of data needs can be expected after further communication, our preliminary needs would include:

- Datasets or other information stemming from the Authority's prior fee development efforts;
- Preliminary Budgets and cost considerations;
- Any available GIS data relating to groundwater use, crop data, and other pertinent information.
- Historical outreach and engagement materials.

We anticipate that much of the information required to begin the scope of work would stem from sources already accessible to the SCI Team, including the most recent parcel data stemming from the Colusa County Assessor's parcel database, information related to the revised Colusa Subbasin GSP, and previous meeting minutes related to fee development.

### **II. REVIEW OF THE REVISED COLUSA SUBBASIN GSP, INITIAL BUDGET, IMPLEMENTATION PLAN, AND PREVIOUS BOARD DISCUSSIONS ON PROPOSED FEE MECHANISMS**

The SCI Team will review and evaluate the revised Colusa Subbasin GSP, preliminary budget, and implementation plan. Particular attention will be focused on elements that inform a well-founded fee structure, including parcel attributes, patterns of groundwater use, and availability of data that would likely make up the foundation of a funding mechanism's methodology. The SCI Team will also review meeting summaries related to discussions on proposed fee mechanisms in order to fully understand the Authority's perspective on funding, including preferences, concerns, and needs.

SCI will focus on overall approach, compliance with Proposition 218 and 26, optimal revenue generation, reasonable and equitable distribution of revenue burden amongst various rate payers, administrative ease, legal defensibility, ease of understanding, and other pertinent factors.

### **III. EVALUATION OF POTENTIAL FEE ALTERNATIVES, SUPPORTING DOCUMENTS, AND DATA**

Based upon our research in the previous tasks, input from Agency staff and other stakeholders, and our experience with numerous similar efforts, the SCI Team will prepare and present preliminary rate structure scenarios and funding options, illustrated in Excel and PowerPoint formats. This analysis would include pros and cons of funding options (including community acceptance, political viability, legal rigor, reliability, regulatory compliance, costs of implementation and maintenance, sustainability, timeline, and compatibility with other funding mechanisms.)

In an effort to identify the optimal funding pathway, this analysis will explore several legal frameworks related to fee programs, focusing on fees prescribed in Water Code § 10730 and 10730.2. Alternative options may also be included, such as benefit assessments and special taxes. As part of this review, the SCI Team will evaluate and make recommendations regarding existing non-balloted funding sources, which may more effectively fund groundwater sustainability. The SCI team has developed similar funding option analysis in basins across the state, helping to gauge optimal funding mechanisms based on the specific needs and perspective of GSAs, their Boards, and their communities.

In addition to determining the appropriate legal framework for the Authority's funding approach, exploring options related to cost apportionment and methodology will be key elements of this task. Many GSAs are currently grappling with increased costs and increasingly complex projects and management actions. Such issues bring about questions related to identifying the degree of benefit or service provided to various stakeholders, apportioning the appropriate degree of cost to those stakeholders, and determining the basis of charges that most accurately apportions these costs.

The SCI Team is well-versed in various options related to cost apportionment, having initiated fees based on both broad and class-specific cost allocation. Our Team has also implemented fees based on various methodology options, including land and parcel-based charges, extraction and consumption-based charges, and other related possibilities. In determining the optimal approach, the SCI Team would solicit feedback from the Authority on these options, building on our own past experiences as well as neighboring agencies (such as Glenn Groundwater Authority).

It is important to note that funding needs of groundwater management are often fluid and multifaceted, evolving based on many factors. A part of this analysis will include highlighting funding pathways best suited for immediate-term funding as well as the longer-term needs relating to both general administration and GSP implementation.

Communicating the findings of this analysis will be vital to elicit input from the Board, Advisory Committee and the Public. SCI will develop a PowerPoint Recommendations Summary Presentation to be used to illustrate the options discussed, their advantages, and their potential challenges. Based on feedback from the presentation of this analysis, SCI will make recommendations that focus on addressing GSA needs, preferences, and concerns.

Please note that staff, Board, Advisory Committee meetings, are included as deliverables in Section VII., below.

#### ***Deliverables***

- *Preliminary rate structure options in excel format.*
- *Development of a PowerPoint Funding Options Summary Presentation.*

#### **IV. UPDATE OR DEVELOPMENT OF PARCEL SPECIFIC DATABASE**

The SCI Team will create a robust database for the Subbasin as needed based upon parcels (from the raw Assessors database) managing all existing attributes while adding any necessary new attributes such as geographic information regarding crop acreage, well locations, quantity of groundwater consumed, land use and other attributes supporting revenue generation. The SCI Team will analyze the data and develop additional data such as proposed fee amounts. The SCI Team has developed parcel specific databases for GSAs across California.

LWA is prepared to use existing datasets stemming from the development of the Colusa Subbasin Groundwater Sustainability Plan (GSP), including the modified version of the California Central Valley Groundwater-Surface Water Simulation Model (C2VSimFG). We will also coordinate as needed with CGA's previous fee development efforts to collect data that is already compiled and available. In addition, LWA's Ryan Fulton has experience in agricultural water management and prior experience with projects within the Colusa and neighboring Subbasins, which would prove valuable in these efforts. Additional information may be obtained through coordination with adjacent subbasins and technical experts, as needed. LWA is very experienced with ArcGIS and Microsoft Access and uses them on projects often.

LWA will review information provided by the Agencies as requested at the kick-off meeting and review existing databases. Based on this review, LWA will confer with the agencies to determine additional needs and features that would improve the utility of existing databases. LWA has designed and built computer programs to automate the maintenance and upkeep of open source PostgreSQL, MySQL, and SQLite, and

PostGIS relational databases; we also have experience in enterprise Access databases. This experience can be applied to updating the Agencies' databases as needed.

Based on input from the Agencies' staff and stakeholders, LWA will provide recommendations for incorporating features described above and providing other updates or improvements to the existing databases. LWA can also engage with other consultants and vendors offering similar services, such as LandIQ.

This scope of work includes all tasks necessary to develop a robust, parcel-specific database pertaining to a number of unique fee methodologies. However, it should be noted that database development under certain fee methodologies can be quite comprehensive. For example, for our work in Sonoma County, the SCI Team developed meticulous applied water estimates for groundwater use across all crop types, as well as use estimates for residential and commercial properties. This level of effort, while within our capabilities, extends beyond the typical development of a database and would require additional scope.

#### **Deliverables**

- *Robust property-specific Databases of pertinent revenue generation characteristics.*

### **V. DEVELOPMENT OF RATE AND FEE SCHEDULES, ESTABLISHED BY A FEE STUDY OR ENGINEER'S REPORT**

Should the Authority determine that a fee program is the optimal revenue mechanism for its needs, The SCI Team will prepare a comprehensive Fee Study (or Engineer's Report) for the proposed programs and improvements to be funded. While the preliminary work will include several rate structure options incorporating various considerations, the Fee Study will build upon the Authority's feedback and establish a rate structure and cost apportionment tailored to CGA's needs, revenue requirements, and preferences. Compliance with all relevant legal requirements will be a primary focus of this Report. Depending on the type of fee implemented, Water Code § 10730, § 10730.2, Proposition 26, and Proposition 218 will likely provide the appropriate legal framework for implementation. In the event that an alternative mechanism is chosen by the Authority, such as a special tax or benefit assessment, the SCI Team is prepared to develop the necessary Engineer's Report, fee ordinance and study, ballot materials, etc.

Additionally, the Report will include other legal considerations and issues related to the fee methodology, appeal processes, and alternative revenue enhancement options. If relevant, it will justify potential offsets for surface water rights or recycled water use, helping to establish the framework for the allocation of costs on a parcel level. The process will build on the data gathered in previous tasks, including parcel data, community priorities, budgets, cost estimates, and multi-year proforma for all services and improvements.

A large part of this task will be the use of the parcel attributes (and corresponding groundwater attributes) developed in a previous task. This data will be used to develop the nexus of parcel attributes to the fee structure. This analysis uses many layers of statistical work and a reasoned and stout rationale for the resulting nexus. The Fee Report's development is an iterative process and will be interwoven with the recommended early stakeholder outreach. This process varies depending on the community and will be tailored to fit the individual Agency's situation. SCI will present these fiscal plans, data review and analysis, and various fee scenarios to the Authority in review sessions as needed. Issues uncovered by the review will be highlighted and remedies suggested. Depending on the iterative path decided upon, new scenarios may be presented to internal (and possibly selected external) stakeholders to help refine the rate structure and incorporate the community's priorities.

Once CGA staff and legal counsel have reviewed the data and information, we will prepare a Draft Fee Report for a consolidated review by staff of the recommended rate structure and fee levels. After that review, SCI will prepare the Final Fee Report that satisfies the requirements of Articles XIII C and XIII D of the California Constitution (Propositions 26 and 218), the Government Code, Water Code, and other relevant code sections. The Report will be prepared and signed by John Bliss, P.E., a registered Civil Engineer with extensive experience in this field. The Report will include a detailed description of the

proposed fee structure for the programs and improvements, a detailed cost estimate, the rationale used for the fee apportionment, calculation of the specific proposed fee amount for each parcel in the Subbasin, any necessary maps or diagrams, and other elements.

**Deliverables:**

- *Preliminary Rate Scenarios – Spreadsheet & PowerPoint level.*
- *Draft Groundwater Fee Study or Engineer’s Report and supporting PowerPoint.*
- *Final Groundwater Fee Study or Engineer’s Report and supporting PowerPoint.*

**VI. PREPARATION OF OUTREACH MATERIALS.**

One of the challenges GSAs face in engaging their communities is the relative nascency of SGMA and its goals, requirements, and constraints. Many communities in California are skeptical of new or expanded governmental authority, which adds to the difficulty in earning the trust of groundwater-reliant residents. Other challenges often include concerns related to over-burdening agricultural operators and the manner in which funds are spent.

The SCI Team places a strong emphasis on effective stakeholder coordination. We facilitate engagement with key stakeholders, including the GSA Board of Directors, member agencies, and community groups. By keeping all parties informed and engaged throughout the process, we foster a collaborative environment that is crucial for the successful adoption of the fee program.

SCI is a firm believer in bringing the community’s voice into the process early and often, and defined in two phases:

- **A listening phase** where early concepts for system needs and revenue mechanisms are presented to trusted stakeholders for their input and feedback. This helps the Agencies to broaden their perspective and develop a work product that is responsive to the community’s priorities. It also allows the Agencies to develop a robust messaging program to better engage the broader community.
- **An education phase** where the rate structure is well-developed along with message components. This phase typically occurs after the Agency Boards have tentatively approved the rate structure along with the GSP implementation goals and objectives.

With this in mind, the SCI Team will assist with public informational and educational outreach strategies and property owner informational services. Our firm’s informational outreach efforts, which will continue throughout the funding mechanism’s proceedings, include tasks necessary to ensure that the property owners are adequately informed about the funding mechanism’s implementation and the proposed services/improvements in their area before the mailing of ballots. The SCI Team understands that basic message components will need to be simple, clear, and transparent, and need to be well supported with detailed and substantive information. Credibility is the most important factor in this outreach.

**a. Develop Communication Infrastructure**

The SCI Team will carefully evaluate and develop potential communication infrastructure. Working with Agencies staff we will evaluate and ultimately coordinate existing communication infrastructure, including stakeholder contacts, print media, website, social media, print publications, neighborhood groups and newsletters, etc. We will prioritize and integrate the various methods as appropriate. We will develop a schedule for both targeted stakeholder meetings and broad community meeting(s). Our extensive experience has shown that the most effective communication mechanisms for this type of infrastructure are small and local, with a personal communication or

face-to-face element. This approach is not expensive, but it is a fair amount of work, and is very effective when well-executed.

**b. Develop Communication Messaging**

The development of the messaging and supporting information is an iterative process with Agencies staff, the SCI Team, and members of the public. Throughout this process, the SCI Team will analyze and refine messaging associated with sustainable groundwater management. In this task, the SCI Team will develop draft communications of various types. These may include website content, Frequently Asked Questions (FAQ) documents, mailers and brochures, PowerPoint presentations, and emails, scripts, and other adaptable messages.

**c. Communications Rollout and Implementation**

Once the outreach plan is well-vetted, reviewed, and refined, the SCI Team will coordinate the rollout and implementation of the plan. SCI will provide preparation and support for Agencies staff each step along the way and can be available to attend selected meetings. SCI will also develop detailed rates and parcel data for selected stakeholders (e.g., large landowners, etc.).

***Deliverables:***

- *Curation of stakeholders list and meeting schedules.*
- *Draft messaging documents, updated as needed (website content, FAQ, fact sheet, handouts, PowerPoint, adaptable messaging).*
- *Up to three (3) key stakeholder meetings.*
- *One (1) broadly focused community meeting.*
- *Note: additional meetings may be necessary and can be added to the scope and charged per hourly rates.*

## **VII. MEETINGS & IMPLEMENTATION SUPPORT**

As noted in Section III. Above, staff, Board, and Advisory Committee meetings are included as deliverables in Section VII. Soliciting feedback from these sources regarding potential fee structures is a key element of determining a funding pathway that is suited to the Authority's specific situation. The SCI Team will be available for regular attendance at staff-level, Board-level, and Advisory Committee meetings in order to facilitate the process of selecting the appropriate funding mechanism.

The SCI team will also ensure that all substantive and procedural requirements relating to funding mechanism implementation are thoroughly vetted, assuring the necessary compliance specific to each potential funding mechanism. Depending on the type of mechanism selected, SCI will ensure that all requirements are fulfilled in accordance with the pertinent legal pathway, such as Article XIII C or Article XIII D of the California Constitution (Propositions 26 and 218), Water Code § 10730 or 10730.2 (SGMA), California Government Code Sections, and other potentially relevant sources of legal requirements. The SCI Team will also coordinate efforts with requirements specific to the Colusa County Auditor's Office.

SCI has formed and annually administers nearly 1,000 special taxes, assessments, and fees for over 175 public agencies throughout the state. This experience provides useful insight into ensuring that funding mechanisms are properly implemented, from their initial development through submission to the County Auditor's office for inclusion on tax bills.

***Deliverables:***

- *Parcel-scale levy rolls prepared in accordance with the requirements of the Colusa County Auditor's Office.*
- *Draft resolutions supporting the fee implementation process.*



- *Draft Proposition 218-compliant notices (as needed).*
- *Up to six (6) staff level review sessions.*
- *Up to four (4) Board-level review sessions / workshops.*
- *Up to two (2) Advisory Committee review sessions.*
- *Note: additional meetings may be necessary and can be added to the scope and charged per hourly rates.*

## Colusa Groundwater Authority Board of Directors Meeting

October 22, 2024 | 1:00 p.m.

### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 5: Colusa Subbasin GSP Implementation Update

#### **ACTION ITEMS**

##### **5a. Consider approval of GSP Implementation Task Orders for Davids Engineering (up to \$70,000 with possible support from GGA)**

Last April, CGA and the Glenn Groundwater Authority jointly approved and submitted revisions to the Colusa Subbasin Groundwater Sustainability Plan, pursuant to the “Incomplete” determination and recommended corrective actions from the state Department of Water Resources last October.

Revisions to the GSP include:

- a) Re-evaluation of the overdraft conditions in the Subbasin using the most recent data, including planned projects and management actions to mitigate projected overdraft;
- b) A more detailed explanation and justification of the sustainable management criteria for groundwater levels, particularly minimum thresholds and measurable objectives, with a plan for mitigation of impacted wells; and
- c) A more detailed explanation and justification of sustainable management criteria, monitoring method, and plans for projects and management actions related to land subsidence.

While the GSP revisions include program components and agreements between the two GSAs for implementation, additional work, collaboration and community outreach will be needed to finalize program details and have the programs ready for implementation by the dates specified in the GSP. CGA and GGA staff are proposing a series of joint board workshops focusing on various GSP programs. The workshops are intended to identify program components, assign responsibilities for development, and hear public input. Additionally, speakers from other GSAs will be invited to share their progress and experience with similar programs. CGA and GGA staff are currently preparing the program for the first workshop, scheduled for October 31.

CGA has requested a task order proposal from Davids Engineering to 1) support these workshops, since that consultant developed the GSP revisions and program components and also led discussions at previous GSP joint board workshops, and 2) assist in preparing new budgets for GSP planning and program implementation, for use in the new fee development.

Davids Engineering has provided a proposed Task Order, with each task separately identified and budgeted, as follows:

- Refine scope and cost estimate for PMAs in revised GSP (\$30,000)
- Facilitate revised GSP implementation workshop series (\$30,225)
- Optional per workshop support for GSP implementation workshops (\$10,075)

The first task is essential to CGA's rate development process and is exclusive to CGA; however, the next two tasks are intended to support the upcoming CGA/GGA joint board workshops, so GGA may be willing to share the cost of this work. The third task is optional and represents a per-workshop cost for any additional workshops beyond the three initial workshops envisioned in task 2.

**RECOMMENDATION:**

The CGA Board should consider approval of the proposed Task Order from Davids Engineering for GSP Implementation Support in the amount up to \$70,300, and should direct staff to request that GGA share the cost of task 2 (and 3 if needed).

**ATTACHMENT:**

- Proposed Task Order from Davids Engineering for GSP Implementation Support

**5b. \*Consider appointment of ad hoc committees for development of Demand Management and Well Mitigation programs**

Two key programs in the revised GSP relate to Demand Management and Domestic Well Mitigation. As CGA begins to develop those programs for adoption and implementation, the Board may wish to appoint ad hoc committees to work through details and provide recommendations to the Board. Ad hoc committees are recommended because these committees are expected to be short-term, single-purpose committees that can be dissolved once the programs are in place, or once the Board adopts formal processes for managing these programs. These committees will also likely work jointly with corresponding GGA committees and with staff and consultants to develop program recommendations.

**RECOMMENDATION:**

The CGA Board should consider appointing an ad hoc Demand Management Committee and an ad hoc Well Mitigation Committee to work with staff, consultants and GGA committees on development of recommendations for those programs.

# Task Order for Professional Engineering Services

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**To:** Carol Thomas-Keefer  
Program Manager  
Colusa Groundwater Authority

**From:** Davids Engineering, Inc.  
[www.davidsengineering.com](http://www.davidsengineering.com)

**Date:** October 17, 2024

**Project name:** Colusa Subbasin GSP Implementation Support

**Project #:** 1173.05

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Davids Engineering, Inc. (DE or CONSULTANT) is pleased to provide this task order for professional services to the Colusa Groundwater Authority (CGA or CLIENT) to refine Project and Management Action (PMA) scopes, schedules, and budgets; facilitate a series of workshops; and provide optional on-call support for Groundwater Sustainability Plan (GSP) implementation. Pursuant to the Task Order Agreement for Professional Services between CLIENT and CONSULTANT dated November 17, 2023, CLIENT desires and CONSULTANT agrees to perform professional engineering services according to the following terms.

## 1 Task Order Overview and Objective

The Colusa Subbasin's GSP was recently revised per the California Department of Water Resources' (DWR) corrective actions as stated in their incomplete determination received in October of 2023. The Revised GSP was resubmitted to DWR in April of 2024 and is currently under review by DWR. While the Revised GSP is being reviewed, the GSAs in the Colusa Subbasin, which include the CGA and the Glenn Groundwater Authority (GGA), desire to continue with GSP implementation. For the CGA, one important step in this process includes refining the scopes, schedules, and budgets for PMAs that are included in the Revised GSP in support of the CGA successfully establishing updated rates. Additionally, both the CGA and GGA desire to facilitate a series of workshops on important GSP topics with the GSAs and their respective governing bodies in the Colusa Subbasin. This will facilitate policy input and plan next steps for GSP implementation related to each topic. Initial topics for these workshops include: Groundwater Demand Management, Domestic Well Mitigation, and governance. The objectives of these efforts are to: (1) support the necessary rate development work to be performed by others and (2) facilitate critical joint CGA and GGA dialog and decisions regarding Revised GSP implementation.

## 2 Task Order Approach

DE will leverage its collective past experience with the Colusa Subbasin GSP, and the relationships established with the CGA, GGA, other local participants, and water managers in other portions of the Central Valley engaged in similar GSP implementation processes to accomplish the objectives proposed above. Additionally, DE has both led and supported GSP implementation in other Subbasins across the

state of California and provides unique expertise in the field of SGMA compliance and GSP implementation that will be applied to this effort for the Colusa Subbasin.

## 3 Task Order Proposal

### 3.1 Scope of Services

The scope of professional services to be performed by DE is organized into three (3) tasks (with Task 3 being optional) as described below:

**Task 1. Refine Scope and Cost Estimates for PMAs in Revised GSP:** DE will assist in refining and further developing the scope, schedule, and estimated costs for PMAs (focusing on Groundwater Demand Management and Domestic Well Mitigation as described in the Revised GSP). This will be accomplished through the following subtasks:

1. Refine scope, schedule, and estimated costs for PMAs, focusing on Groundwater Demand Management and Domestic Well Mitigation as articulated in the Revised GSP.

**Task 2. Facilitate Revised GSP Implementation Workshop Series:** DE will plan and facilitate a total of three (3), two-hour hybrid (i.e., in-person and online) workshops that will be planned and presented jointly to CGA and GGA staff and Board members for the purposes of reviewing important GSP topics, soliciting feedback from GSA Board members, and planning next steps for GSP implementation. DE will have one team member physically present and one team member attend via the online option. The workshops are anticipated to occur on a monthly or bi-monthly basis. This will be accomplished through the following subtasks:

1. Identify workshop topics and develop workshop series plan.
2. Implement workshop series plan through facilitating workshops.
3. Develop outline of next steps for GSP implementation, based on workshop feedback and discussion.

**Task 3. Optional per Workshop Support for GSP Implementation Workshops (Optional Task):** If approved, and as requested by and coordinated with CGA, DE will provide additional support related to the following subtasks:

1. Facilitate additional two-hour hybrid (i.e., in-person and online) workshops beyond the three described above in Task 2. This is an optional task.

At the discretion of the CGA, on-call services can also be requested for additional Task 1 support as necessary.

### 3.2 Deliverables

The following deliverable(s) will be provided to CGA:

**Task 1. Refine Scope and Cost Estimates for PMAs in Revised GSP:**

1. Refined scope, schedule, and budget for selected PMAs in a format determined through mutual consent of the CGA and DE.

**Task 2. Facilitate revised GSP implementation workshop series:**

1. Workshop materials (e.g. PowerPoint presentations and associated materials) will be provided for each workshop.
2. Outline of next steps for GSP implementation: At the conclusion of the workshop series, DE will provide an outline of next steps for GSP implementation based on workshop results in a format determined through mutual consent of the CGA, GGA, and DE.

**Task 3. Optional per Workshop Support for GSP Implementation Workshops (Optional Task):**

1. If approved (in whole or in part), deliverables to be determined and documented through mutual consent of the CGA, GGA, and DE.

### 3.3 Assumptions

The following assumptions were made in developing this proposal. To the extent that these assumptions do not hold true, the effort and therefore the cost and schedule required to perform the services could be affected.

1. All deliverables will be provided in an electronic format.
2. CONSULTANT will not perform a Proposition 218 rate study and/or other rate analyses as part of this work.
3. No environmental permitting will be included in this work.
4. CONSULTANT reserves the right to augment the CONSULTANT team throughout the course of this project as deemed necessary for successful project completion.
5. CLIENT will be the lead for all Board and stakeholder outreach meetings, including noticing of workshops.
6. CLIENT will provide required information requested by CONSULTANT in a timely manner.
7. Task Budgets will be managed separately:
  - a. Task 1 will be paid for by and completed in coordination with CGA
  - b. Task 2 will be paid by the CGA and GGA in a 50/50 split, and the workshop series will be planned and facilitated with both CGA and GGA staff and governing bodies.
8. The workshops in the workshop series will be hybrid (with an in-person and virtual participation option).
  - a. CONSULTANT anticipates staff participating both in-person and virtually.
  - b. Any guest presenters who participate are anticipated to do so virtually.
9. No field work will be required for any activities outlined in this Proposal.
10. Specific schedule or milestone dates are to be determined through mutual consent between CONSULTANT and CLIENT (and/or GGA) as work is conducted.
11. Prior to initiation of additional work, anything outside the scope set forth herein will be agreed to by CLIENT and CONSULTANT in writing, including a specified budget (using CONSULTANT rates then in effect) and schedule.

12. Progress and decisions in the development of a Domestic Well Mitigation Program will be driven by the CLIENT.
13. The CONSULTANT will not provide any legal guidance and/or direction.

### 3.4 Schedule

DE proposes to complete all work by June 30, 2025. Work will progress to meet milestones on a timeline as defined in Table 1 below. Delays in the notice to proceed from CGA will result in corresponding delays or shifts to the subsequent milestones. Schedule implications or deviations from the milestone dates that occur during the work will be made known to CGA as soon as practicable.

*Table 1. Timeline of project milestones.*

<b>Milestone</b>	<b>Milestone Date</b>
Notice to Proceed	October 31, 2024
Workshop #1 (Topic: Workshop Planning and Groundwater Demand Management)	October 31, 2024
Finalization of Workshop Topics	November 22, 2024
Workshop #2 (Topic: TBD)	November or December 2024, Date TBD
Workshop #3 (Topic: TBD)	January or February 2025, Date TBD
Optional Workshops #4 to #6 (Topics: TBD)	February through June 2025, Dates TBD
Final PMA Scopes, Schedules, and Budgets	March 28, 2025
Outline of GSP Implementation Next Steps	Following Final Workshop (at latest, by March 28, 2025 if three workshops are approved, or one month after the final workshop if additional workshops (optional Task 3) are approved)

### 3.5 Costs

The estimated budget required to perform the work described above in Tasks 1 and 2 is \$60,225 (Table 2). Each additional workshop beyond three is estimated to cost \$10,075 (see optional Task 3 in Table 2). The sum of Tasks 1 and 2 plus optional Task 3 is a total of \$70,300. Project costs will not necessarily be tracked on a task basis, nor will individual task budgets constrain charges for work performed up to the approved total estimated budget.

*Table 2. Estimated costs to perform the scope of work.*

<b>Task Number</b>	<b>Task Name</b>	<b>DE Labor Cost</b>	<b>Direct Cost</b>	<b>Estimated Total Cost</b>
1	Refine scope and cost estimates for PMAs in Revised GSP	\$30,000	\$0	\$30,000
2	Facilitate revised GSP implementation workshop series	\$30,000	\$225	\$30,225
3	Optional per workshop support for GSP implementation workshops	\$10,000	\$75	\$10,075
<b>Total (without Optional Task 3)</b>		<b>\$60,000</b>	<b>\$225</b>	<b>\$60,225</b>
<b>Total (with Optional Task 3)</b>		<b>\$70,000</b>	<b>\$300</b>	<b>\$70,300</b>

### 4 Task Order Signatures

Approved for CLIENT

Accepted for Davids Engineering, Inc.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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



## Colusa Groundwater Authority Board of Directors Meeting

October 22, 2024 | 1:00 p.m.

### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 6: Review of November and December Meeting Dates

#### **ACTION ITEM**

##### **6a. \*Review November and December Meeting Dates and Consider Possible Changes**

When the CGA Board adopted its 2024 meeting schedule last November, the regular meetings for November and December 2024 were each moved one week earlier due to their proximity to the Thanksgiving and Christmas holidays. The November meeting is currently scheduled for Tuesday, November 19, and the December meeting is currently scheduled for Tuesday, December 17 (third Tuesdays of the month). At last month's meeting, the Board requested that the November and December meeting dates be revisited to determine if any changes are needed due to possible quorum issues. Alternatives include cancelling a meeting (possibly December), holding a single meeting on another selected date, or maintaining the approved dates for both months.

Currently, the CGA Board is scheduled to hold a joint board workshop with the Glenn Groundwater Authority on October 31; it's possible that another joint workshop could be scheduled before the end of December. This could provide another opportunity for the CGA Board to conduct business should it wish to cancel an upcoming regular meeting.

#### **RECOMMENDATION:**

Staff recommends that the CGA Board review the scheduled dates for the November and December regular meetings and consider if changes are needed.

## Colusa Groundwater Authority Board of Directors Meeting

October 22, 2024 | 1:00 p.m.

### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 7: DWR Staff Update

Mr. Brandon Davison or another DWR representative may provide an update on DWR activities.

#### AGENDA ITEM 8: Committee Reports

**8a. Technical Advisory Committee** – Jim Wallace, Deke Dormer, Kate Dunlap

The next meeting of the CGA/GGA Joint TAC is scheduled for December 13, 2024.

**8b. Long Term Funding ad hoc Committee** – Jim Wallace, Jeff Moresco, Frank A. Nobriga, Hilary Reinhard

This committee report was covered earlier in the agenda.

## Colusa Groundwater Authority Board of Directors Meeting

October 22, 2024 | 1:00 p.m.

### AGENDA SUPPORT MATERIALS

#### AGENDA ITEM 9: Administrative Update

The Program Manager may provide updates on pending administrative or managerial matters.

#### AGENDA ITEM 10: CLOSED SESSION

Closed Session

- a. Conference with Legal Counsel (Gov't Code 54956.9) – 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 11: Report Out of Closed Session

The Attorney will provide a report on any reportable action taken in Closed Session.

#### AGENDA ITEM 12: 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 13: Next Meeting**

A joint workshop with the Glenn Groundwater Authority Board of Directors is scheduled for Thursday, October 31, at 9:30 a.m. The next regular meeting of the CGA Board of Directors is scheduled for Tuesday, November 19, 2024, at 1:00 p.m.

**AGENDA ITEM 14: Adjourn**