



CGA/GGA Joint Board Meeting Packet

July 18, 2025



Joint Colusa Groundwater Authority and Glenn Groundwater Authority Board of Directors

Special Meeting Agenda

July 18, 2025 | 1:00 p.m.

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

Alternate Meeting Locations:
244 SE Piper Dr., Holt, MO 64048
344 E. Laurel Street, Willows, CA 95988

A live online viewing/listening only option is being offered via Microsoft Teams

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Meeting ID: 210 319 776 671 2 | Passcode: 2ms9Vw3b

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Please note that when you access the online meeting, you will be placed into a waiting room and admitted into the meeting by the Meeting Host. Public comment will only be taken in person or via email, there will be no option to provide public comment on the remote platform. In addition, if the remote viewing/listening option is interrupted or compromised, the meeting will continue in person.

* Indicates an Action Item

1. Call to Order, Roll Call, and Introductions
2. Approval of Minutes
 - a. *February 14, 2025 CGA/GGA Joint Board Meeting Minutes (CGA)

3. Period of Public Comment

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

4. Domestic Well Mitigation Program Development (60 minutes)
 - a. Receive recommendations from CGA/GGA Joint Domestic Well Mitigation Ad Hoc Committee and discuss to reach a consensus on next steps.
 1. Recommendations on program administration.
 - a. Recommendation 1: Continue development of a Domestic Well Mitigation (DWM) draft program administration and coordination structure through discussions with Colusa and Glenn County staff. (Final DWM program administration and coordination structure subject to mutual approval of the GSA Boards and Counties.)

2. Recommendations on eligible mitigation.
 - a. Recommendation 1: Consistent with the April 2024 Memorandum of Understanding (MOU), eligible wells should include domestic wells and shallow wells that supply drinking water users (e.g., public water systems and state small water systems).
 - b. Recommendation 2: Consistent with the April 2024 MOU, eligible mitigation measures should include short-term mitigation (bottled water and/or water tanks) and long-term mitigation (rehabilitating or replacing existing wells, lowering or replacing pumps in existing wells, well consolidation, connection to public water systems or municipal water systems).
 - c. Recommendation 3: The DWM program shall mitigate impacts related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence. Such impacts will be determined through evaluation of the well conditions and surrounding groundwater and land subsidence conditions in reference to specific eligibility evaluation criteria established by the GSAs.
 - d. Recommendation 4: Consistent with the April 2024 MOU, the DWM program shall mitigate once per eligible well, and such mitigation will be appropriate to and commensurate with well impacts resulting from GSA management of the Colusa Subbasin.
 - e. Recommendation 5: The DWM program will not mitigate for wear-and-tear or other well impacts not related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence.
 - f. Recommendation 6: The DWM program will not provide non-mitigation oriented services (e.g., landscaping, hardscaping, ongoing maintenance, distribution infrastructure).
 - g. Recommendation 7: The DWM program will consider whether well owners have refused other mitigation opportunities in the past (e.g., connection to the City of Orland) when determining well eligibility for the DWM program.
 - h. Recommendation 8: Consistent with SGMA and the April 2024 MOU, the DWM program will specify that the GSAs are not responsible for injury from overdraft (i.e., the GSAs do not extract groundwater), and the GSAs do not assume any liability to provide, ensure, or guarantee any level of water quality or access.

5. Groundwater Demand Management Program Development (30 minutes)
 - a. Receive recommendations from CGA/GGA Joint Demand Management Ad Hoc Committee and discuss to reach a consensus on next steps.
 1. Review sequence and schedule to issue of Request for Qualifications for a water accounting system and a Request for Qualifications for remote sensing.
 2. *Approve issuance of RFQ for Development and Implementation of a Water Accounting System. (CGA, GGA)
 - b. Reach consensus on review and selection recommendation process.
6. Staff Updates (5 minutes)
7. Review Meeting Schedule and Next Steps (5 minutes)
8. Member Reports and Comments
9. Adjourn

Note: Times listed on the agenda are for estimation purposes only.

A complete agenda packet, including back-up information, is available for inspection during normal business hours at 1213 Market Street, Colusa, CA 95932 or 225 N. Tehama St., Willows, CA 95988. The full agenda packet can also be found on the CGA and GGA websites: <https://colusagroundwater.org/agendas-and-meetings-2025/>; <https://www.countyofglenn.net/glenn-groundwater-authority/meetings>

In compliance with the Americans with Disability Act, if you require special accommodation to participate in this meeting, please contact the Carol Thomas Keefer, CGA Program Manager, at 650-587-7300 X17 or Glenn County Water Resources Division at 530-934-6540 prior to any meeting and arrangements will be made to accommodate you.

Staff Report

To: CGA-GGA Joint Board

Agenda Item: 2. Approval of Minutes

Date: July 18, 2025

Background

The February 14, 2025 CGA/GGA Joint Board Meeting Minutes are attached. The GGA approved the meeting minutes on June 13, 2025.

Recommendation

CGA Action: Approve the February 14, 2025 CGA/GGA Joint Board Meeting Minutes.

Attachments

- February 14, 2025 CGA/GGA Joint Board Meeting Minutes



Joint Colusa Groundwater Authority and Glenn Groundwater Authority Board of Directors

Special Meeting February 14, 2025 | 1:00 p.m.

LOCATION: 225 North Tehama Street, Willows, CA 95988

The meeting was also conducted via teleconference; accessible via telephone, computer, smartphone or tablet.

MINUTES

In Attendance:

Colusa Groundwater Authority:

Director Members Present:	Alternate/2 nd Alternate Directors	Agency Representing:
X Janice Bell (2:57 pm)		County of Colusa
Jeremy Cain	Jesse Cain	City of Colusa
Kate Dunlap	Alfred Sellers, Jr.	City of Williams
Blake Vann	Jeff Sutton	Glenn Colusa Irrigation District
* Frank Nobriga (online)	Shelly Murphy	Colusa County Water District
Zach Dennis	Mike Urkov	Westside Water District
Jim Campbell		Provident Irrigation District
X Hilary Reinhard	* Lewis Bair (online)	Reclamation District 108
Derrick Strain	Vacant	Reclamation District 479
X Jim Wallace	Lynell Pollock	Colusa Drain Mutual Water Company
X Deke Dormer		Private Pumper
Jeff Moresco		Private Pumper

Glenn Groundwater Authority:

Director Members Present:	Alternate Directors	Agency Representing:
X Grant Carmon	Tony Arendt	County of Glenn
X Brandon Smith	Pete Carr	City of Orland
X Gary Hansen	Tavis Beynon	City of Willows
Matt Deadmond	X Vince Laufer	Glide Water District
X John Amaro	Jeff Sutton	Glenn-Colusa Irrigation District
X Charles Schonauer	X Justin Dahl	Orland-Artois Water District
X Randy Hansen	Wade Danley	Kanawha Water District
X Mark Lohse	Seth Fiack	Monroeville Water District
X Jered Shipley	Gary Enos	Princeton-Codora-Glenn Irrigation District/ Provident Irrigation District

Others in Attendance: Lisa Hunter (GGA), Carol Thomas-Keefer (CGA), Jeff Davids (Davids Engineering, Inc.), Katie Klug (Davids Engineering, Inc.), Daniel Smith (Davids Engineering, Inc.), Valerie Kincaid (GGA Counsel), Alan Doud (CGA Counsel), Ann Lohse, Kellie Burt, Greg Krzys, Ben King, Shasta Banchio, Judith Redmond, Mary Fahey, Maddie Munson, Xzandrea Fowler, Matt Toste, Lisa Humphreys, Denise Carter, Jim Mumma, Monique Gaido (DWR)

1. Call to Order, Roll Call and Introductions (CGA Board and GGA Board)

Chair Hansen (GGA) and Chair Wallace (CGA) called the meeting to order at 1:06 p.m. Attendance was noted above. A quorum of members was present for GGA; CGA did not have a quorum.

2. Period of Public Comment

Chair Hansen opened the floor to public comment for items not on the agenda.

Mr. Ben King expressed objection to the joint boards calling a special meeting on a Friday afternoon. He also expressed concern regarding groundwater being pumped near Orland stating it should be tested for chromium and mercury.

3. Groundwater Sustainability Plan Revision Status

Mr. Jeff Davids, Davids Engineering, reported that DWR has not yet provided an official determination on the revised GSP; however, DWR staff has indicated that a determination should be issued in the first quarter of 2025.

Mr. King expressed concern regarding Groundwater Dependent Ecosystems, especially in the College City area.

4. Domestic Well Mitigation Program Development

a. Presentation and discussion on considerations for development of a domestic well mitigation program: Ms. Katie Klug, Davids Engineering, noted that the purpose of the discussion was to determine the key questions that must be answered to develop a well mitigation program and identify next steps for moving ahead with program development and direction to the ad hoc committees. She also reviewed the topics addressed in the GSAs' Memorandum of Understanding to develop a Domestic Well Mitigation Program, including eligibility and application; mitigation measures; proportionate responsibility; funding; and implementation and management. Ms. Klug then reviewed the well mitigation program developed for the Chowchilla Subbasin, including decisions for program implementation and refinements made over the past two years. Key questions for the CGA/GGA boards to consider include determining the management structure for program implementation (by GSA or subbasin-wide; manage through committee, consultant or additional staff); program scope and funding requirements; proportionate responsibility (based on historical or current water budget; by GSA or member agency shares); and the application process and workflow.

Discussion followed, and it was noted that the ad hoc Domestic Well Mitigation committees for CGA and GGA would schedule joint meetings to continue discussions and prepare recommendations on program development considering the key questions outlined by Ms. Klug.

5. Groundwater Demand Management Program Development

a. Report on CGA/GGA Joint Demand Management Ad Hoc Committee Activities:

Mr. Jeff Davids reported that the Joint Demand Management Ad Hoc Committee focused on review of water accounting systems, the need for a single accounting system to be used subbasin-wide, and the need for an accounting system with flexibility to handle different spatial scales. He also noted that cost estimates are

being solicited from vendors of various measurement systems, and the ad hoc committee will soon hear about lessons and examples from other GSAs with accounting systems in use.

6. Report on Organizational Structure for GSP Implementation

Ms. Lisa Hunter, GGA, reported that, as the two GSAs move to implementation of the GSP programs, they will need to consider how best to address organizational structure, particularly in response to increasing workloads. Such decisions may include increases in staffing, use of consultants, or a combination. A brief discussion followed, and it was noted that the boards will also need to consider what roles are best handled jointly and what roles should be managed individually by each GSA.

7. Discussion on Consultant Support for Joint Meetings

Ms. Carol Thomas-Keefer, CGA, reported that the two GSA boards had previously approved a Task Order with Davids Engineering for support of a series of joint board meetings to assist with development of the Demand Management and Domestic Well Mitigation programs. She noted that a budget for three meetings was approved, with an option for additional meetings. A total of six joint board workshops have been tentatively scheduled through June; additionally, Davids Engineering is providing program development support through the ad hoc committee meetings. Ms. Thomas-Keefer noted that the CGA and GGA boards may be asked to revisit the Task Order authorization to allow Davids Engineering to continue program development support through both the joint board workshops and the ad hoc committees. Chair Hansen commented that Davids Engineering has provided critical support to the GSAs in assisting with the GSP revisions and development of the programs and would like to see that support continue.

8. Review Meeting Schedule and Next Steps

Ms. Hunter reviewed the proposed meeting schedule for joint board meetings through June, with the next joint board meeting scheduled for March 14 at 1:00 p.m. in Colusa County (location to be determined).

9. Member Reports and Comments

Director Carmon noted he will be going to Washington D.C. at the end of the month, championing the Black Butte water storage project, which would increase the capacity of Black Butte Reservoir.

10. Adjourn

The meeting was adjourned at 3:13 p.m.

Staff Report

To: CGA-GGA Joint Board

Agenda Item: 4. Domestic Well Mitigation Program Development

Date: July 18, 2025

Background

The CGA and GGA Well Mitigation Ad Hoc Committees have been meeting jointly, with consultant support, to discuss and prepare recommendations to the GSAs on the development of a Domestic Well Mitigation Program. A presentation will be given to provide information and facilitate discussion on the Domestic Well Mitigation Program Development.

Recommendation

1. Reach consensus on recommendations on program administration.
 - Recommendation 1: Continue development of a Domestic Well Mitigation (DWM) draft program administration and coordination structure through discussions with Colusa and Glenn County staff. (Final DWM program administration and coordination structure subject to mutual approval of the GSA Boards and Counties.)
2. Reach consensus on recommendations on eligible mitigation.
 - Recommendation 1: Consistent with the April 2024 Memorandum of Understanding (MOU), eligible wells should include domestic wells and shallow wells that supply drinking water users (e.g., public water systems and state small water systems).
 - Recommendation 2: Consistent with the April 2024 MOU, eligible mitigation measures should include short-term mitigation (bottled water and/or water tanks) and long-term mitigation (rehabilitating or replacing existing wells, lowering or replacing pumps in existing wells, well consolidation, connection to public water systems or municipal water systems).
 - Recommendation 3: The DWM program shall mitigate impacts related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence. Such impacts will be determined through evaluation of the well conditions and surrounding groundwater and land subsidence conditions in reference to specific eligibility evaluation criteria established by the GSAs.
 - Recommendation 4: Consistent with the April 2024 MOU, the DWM program shall mitigate once per eligible well, and such mitigation will be appropriate to and commensurate with well impacts resulting from GSA management of the Colusa Subbasin.

- Recommendation 5: The DWM program will not mitigate for wear-and-tear or other well impacts not related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence.
 - Recommendation 6: The DWM program will not provide non-mitigation oriented services (e.g., landscaping, hardscaping, ongoing maintenance, distribution infrastructure).
 - Recommendation 7: The DWM program will consider whether well owners have refused other mitigation opportunities in the past (e.g., connection to the City of Orland) when determining well eligibility for the DWM program.
 - Recommendation 8: Consistent with SGMA and the April 2024 MOU, the DWM program will specify that the GSAs are not responsible for injury from overdraft (i.e., the GSAs do not extract groundwater), and the GSAs do not assume any liability to provide, ensure, or guarantee any level of water quality or access.
3. Provide direction to staff, consulting team, legal counsel, and or committees as needed.

Attachments

- Draft Presentation

Colusa Subbasin Domestic Well Mitigation Program Development

July 18, 2025

DRAFT



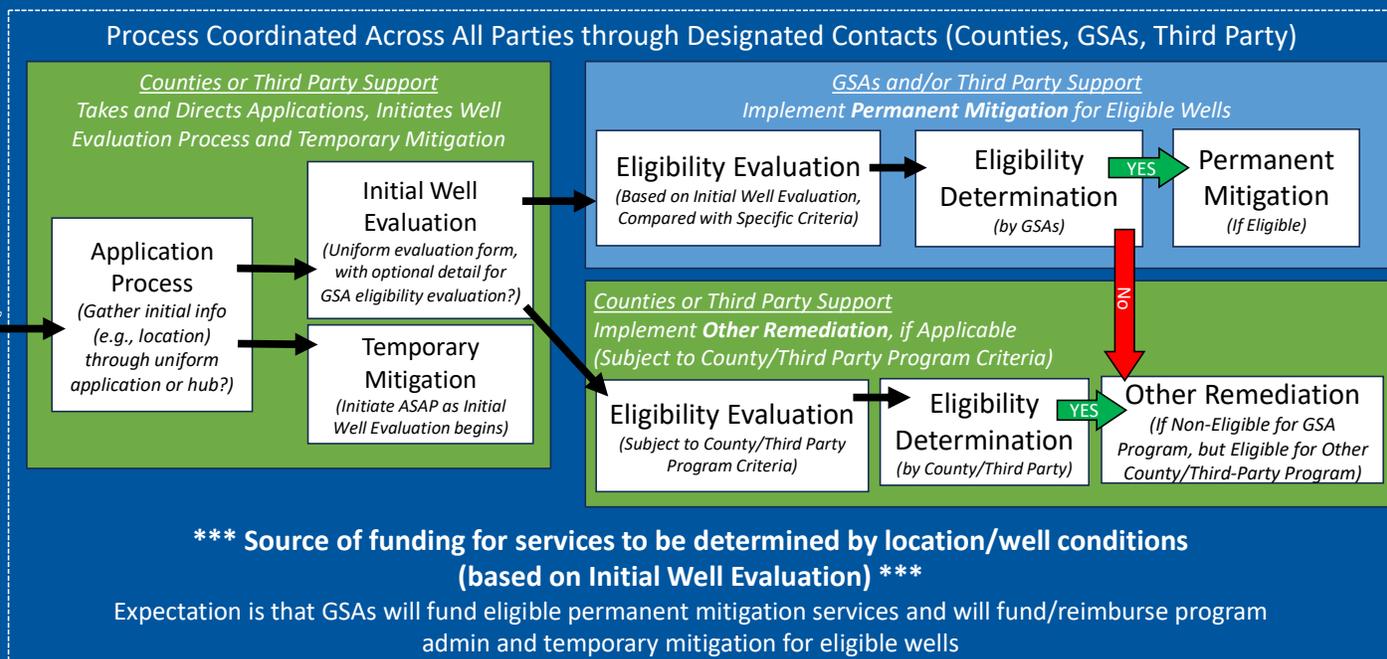
Domestic Well Mitigation (DWM) Program Development

- Program Administration:
 - Updates on Discussions with Counties, North Valley Community Foundation (NVCF)
 - Ad Hoc Recommendations
- Eligible Mitigation:
 - Ad Hoc Recommendations

Updates on Discussions with Counties, NVCF

- GSA staff and DE met with representatives from NVCF, Glenn and Colusa Counties in Late June-Early July
 - Discussed processes and experiences implementing well mitigation measures
 - Began discussing potential coordination opportunities
- Coordination opportunities coming out of discussion:
 - County staff interested in regional approach, open to anything that will streamline the process/services
 - Colusa County Drought Resiliency Plan assumes the County will lead temporary mitigation, the GSAs will lead long-term mitigation (GSAs note that only the Subbasin is their jurisdiction)
 - NVCF potentially interested in coordinating, but need more information
- Initial draft program administration and coordination structure

DRAFT Program Administration and Coordination Structure (for Well Impacts within the Colusa Subbasin)



DWM Program Development Ad Hoc Recommendations – Program Administration

Recommendation 1: Continue development of a DWM draft program administration and coordination structure through discussions with Colusa and Glenn County staff. (Final DWM program administration and coordination structure subject to mutual approval of the GSA Boards and Counties).

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 1: Consistent with the April 2024 MOU, eligible wells should include domestic wells and shallow wells that supply drinking water users (e.g., public water systems and state small water systems).

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 2: Consistent with the April 2024 MOU, eligible mitigation measures should include:

- Short-term mitigation (bottled water and/or water tanks) and
- Long-term mitigation (rehabilitating or replacing existing wells, lowering or replacing pumps in existing wells, well consolidation, connection to public water systems or municipal water systems).

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 3: The DWM program shall mitigate impacts related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence. Such impacts will be determined through evaluation of the well conditions and surrounding groundwater and land subsidence conditions in reference to specific eligibility evaluation criteria established by the GSAs.

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 4: Consistent with the April 2024 MOU, the DWM program shall mitigate once per eligible well, and such mitigation will be appropriate to and commensurate with well impacts resulting from GSA management of the Colusa Subbasin.

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 5: The DWM program will not mitigate for wear-and-tear or other well impacts not related to GSA management of the Colusa Subbasin with respect to groundwater level decline and land subsidence.

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 6: The DWM program will not provide non-mitigation oriented services (e.g., landscaping, hardscaping, ongoing maintenance, distribution infrastructure).

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 7: The DWM program will consider whether well owners have refused other mitigation opportunities in the past (e.g., connection to the City of Orland) when determining well eligibility for the DWM program.

DWM Program Development Ad Hoc Recommendations – Eligible Mitigation

Recommendation 8: Consistent with SGMA and the April 2024 MOU, the DWM program will specify that the GSAs are not responsible for injury from overdraft (i.e., the GSAs do not extract groundwater), and the GSAs do not assume any liability to provide, ensure, or guarantee any level of water quality or access.

Review Meeting Schedule (third Friday of the month from 1:00 to 4:00 PM)

- August 15, 2025 from 1:00 PM to 4:00 PM
- September 19, 2025 from 1:00 PM to 4:00 PM
- October 17, 2025 from 1:00 PM to 4:00 PM
- November 21, 2025 from 1:00 PM to 4:00 PM
- December 19, 2025 from 1:00 PM to 4:00 PM

Questions and Discussion



Staff Report

To: CGA-GGA Joint Board
Agenda Item: 5. Groundwater Demand Management Program Development
Date: July 18, 2025

Background

The CGA and GGA Groundwater Demand Management Ad Hoc Committees have been meeting jointly, generally with consultant support, to discuss and prepare recommendations to the GSAs on the development of a Groundwater Demand Management Program.

At the April 18, 2025 CGA-GGA Joint Board meeting, direction was given to develop a Request for Proposals (RFP)/Request for Qualifications (RFQ) for an accounting system solicitation and to prepare an RFP/RFQ for remote sensing solicitation.

Given the nature of a Request for Qualification (RFQ), the committees have been working with GSA staff to develop the requested materials without consultant support. A draft RFQ for a water accounting system has been developed for consideration. The joint ad hoc committee is proposing sequencing the release of the RFQ for remote sensing to occur after the onboarding of a selected respondent for the water accounting system.

The proposed timeline is shown below, which coincides with scheduled Joint Board meetings in July and September.

Event	Anticipated Date/Time (Subject to Change)
Issue RFQ	July 25, 2025
Final Date to Submit Questions and Request Clarification	August 8, 2025, 4:00 PM
Questions Answered via Addendum(s)	August 15, 2025
RFQ Submittals Due	August 29, 2025, 4:00 PM
Selection Committee Review	September 5, 2025
Respondent Interviews	September 8 to September 12, 2025
Award of Contract	September 19, 2025

The joint ad hoc committee is prepared to serve as the selection committee, if the Board desires. If preferred, the Boards could appoint a selection committee.

Recommendation

1. Reach consensus on sequence and schedule to issue RFQ for a water accounting system and an RFQ for remote sensing.
2. Approve issuance of RFQ for Development and Implementation of a Water Accounting System. (CGA, GGA)
3. Reach consensus on review and selection recommendation process.
4. Provide direction to staff, consulting team, legal counsel, and or committees as needed.

Attachments

- Draft Request for Qualifications

Request for Qualifications (RFQ)

Development and Implementation of a Water Accounting System

RFQ Issue Date: July 25, 2025

Submission Deadline: **August 29, 2025 4:00 PM**

Issued by:

Colusa Groundwater Authority and Glenn Groundwater Authority

Mailing Address for RFP:

225 North Tehama Street

Willows, CA 95988

1. Introduction

The Colusa Groundwater Authority (CGA) and Glenn Groundwater Authority (GGA) are seeking a qualified firm/professional to develop a water accounting system (WAS) for the Colusa Subbasin that will calculate water budgets and groundwater use for different spatial scales in the basin and time scales, and be able to provide detailed reporting to the GSAs, members of the GSAs, and landowners with the ability to send communications to landowners. The WAS is needed to implement groundwater demand management as required for Sustainable Groundwater Management compliance. More details are provided in the Scope of Services included herein as Attachment 1.

The CGA and GGA (collectively Agencies or GSAs) intend to award a contract to a firm or professional (respondent) that meets the qualification criteria described in this Request for Qualifications (RFQ) and has successfully performed services for similar accounting systems with similar needs and purposes. The successful respondent will be required to enter into a contract with the GSAs for services requested in this RFQ. Please provide a copy of your firm's standard contract for review by the Agencies, which may need to be amended as needed by the Agencies to comply with legal and organization requirements.

Submittals must be received by **August 29, 2025 at 4:00 PM** to be considered for this opportunity.

All proposed respondents should understand that it is their responsibility to:

- Read carefully all the contents of this entire RFQ.
- Ask for clarification in writing by the due date to allow for an adequate response from the Agencies. Any clarification and response will be shared with other potential respondents.
- Address all requirements and follow all procedures of this RFQ.
- Immediately inform the RFQ Contact Person of any problems with this solicitation.
- Submit all responses by the required dates and times.

2. Background and Project Description

The Agencies are within the Colusa Subbasin, which is part of the Sacramento Valley Groundwater Basin. On January 28, 2022, the GSAs submitted a Groundwater Sustainability Plan (GSP) (referred to as the 2022 GSP or 2022 Plan) for evaluation by the Department of Water Resources (Department). On October 26, 2023, the Department issued a Staff Report (referred to as the 2023 Incomplete Determination) and Findings determining the 2022 GSP to be incomplete, because the 2022 GSP did not satisfy the requirements of the Sustainable Groundwater Management Act (SGMA), nor did it substantially comply with the GSP Regulations. The Department's 2023 Incomplete Determination identified deficiencies that precluded approval and provided the GSAs with corrective actions that were intended to address the deficiencies. Of interest, related to this RFQ was the deficiency that the 2022 GSP

did not include a reasonable assessment of overdraft conditions and reasonable means to mitigate overdraft. The Department provided the Agencies with 180 days to address the deficiencies. On April 22, 2024, the GSAs submitted a revised Plan (the 2024 GSP) to the Department addressing these deficiencies, which included development of demand management program, of which, the basis of the program would be the development of an accounting system that would enable the Agencies to make decisions on how to implement demand management, if necessary. On February 27, 2025, DWR noticed the Agencies of an Approved Determination of the 2024 Groundwater Sustainability Plan Submitted for the Sacramento Valley – Colusa Subbasin. Documentation is available at <https://sgma.water.ca.gov/portal/gsp/status>.

3. Scope of Services

Respondents are expected to be familiar with SGMA laws and regulations as well as general water accounting procedures, equations and formulas. Attachment 1 provides a list of requirements for the WAS and questions that the respondent should address in its written submittal as well as being prepared to discuss during respondent interviews, if selected for an interview. Attachment 1 can be provided in word format if the respondent would like to use the list as a form to provide responses within as part of the submittal.

Additionally, the respondent should be aware that the GSAs intend to publish an RFQ for Remote Sensing for crop evapotranspiration (ET) to be used to generate water use data for input into the WAS after the award of this RFQ. The respondent should be prepared to assist the GSAs with the preparation of the ET RFQ so that data generated from remote sensing can be inputted into the WAS.

4. Desired Qualifications

The successful respondent must demonstrate experience in the following areas:

- Familiarity with applicable SGMA laws and regulations
- Groundwater Sustainability Planning including data analysis and preparation of reports that can be understood by GSA staff, Boards, and the interested public
- Successful completion and an operational accounting system that can accurately track groundwater and surface water uses and account for changes in use over time and scales and be able to generate reports that can be available to water users, the GSAs, the state and others as may be determined by the GSAs
- Ability to communicate clearly for public outreach, presentations, and coordination with partners as may be determined by the GSAs

5. Format for Proposal

Responses to the RFQ must be made according to the requirements set forth in this section, both for content and for sequence. Failure to adhere to these instructions, or inclusions of conditions, limitations, or misrepresentations in a response may be cause for rejection of the submittal. **Incomplete proposals will not be considered.** Proposals must be submitted on 8-1/2" X 11" sheets (fold outs are acceptable for charts, etc.). Type size must be large enough to

be easily legible but shall not be smaller than 11 point. Submissions must be received no later than **August 29, 2025, 4:00 PM**.

Mandatory Content and Sequence of Submittal:

- a) Cover Letter shall be a maximum two (2) page Cover Letter and introduction, and shall include the name and address of the respondent submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the respondent, the respondent's federal tax ID number and a list of subcontractors, if any.
- b) Table of Contents shall be a detailed Table of Contents and shall include an outline of submittal, identified by sequential page number and by section reference number and section title as described therein.
- c) Summary of Firm Capabilities and Experience shall be a maximum of seven (7) pages in length and shall describe the respondent's experience in Water Accounting related to groundwater sustainability agency needs including similar systems in operation with other Agencies and a description of the Respondent's resources for successfully developing and completing this project.
 - i. Background and Experience. In this section, describe your firm's background, its organizational structure, identify decision-making roles, and why this is advantageous to the project. Describe the roles and background of the team leader and key team members. Please provide a narrative history of the firm and its experience in providing services similar to the scope of this proposal. Describe related past projects (please limit to 3 projects) completed along with a discussion comparing similarities with this proposed project. This section shall also contain a list of references for each sample project wherein similar services were performed. At a minimum, the following information must be included for each client reference:
 - Client name, address, direct project manager name, telephone number, and email address.
 - Detailed description of services provided similar to the services outlined in the description of services required.
 - ii. Key Personnel. Briefly describe the background and statement of qualifications for key personnel your firm will use on this project, including any subcontractors that are considered as key personnel on this project. Resumes may be provided in an Appendix.
 - iii. Statement of Qualifications for any subcontractors. If subcontractors or subconsultants are to be used, the prospective contractor must include in the proposal a description of the work to be done by each subcontractor or subconsultant. All subcontracts must be approved by the GSAs and no work shall be subcontracted without prior written approval. It is expected that the discussion of subconsultants will also include experience and references for similar types of work.
- d) Scope of Work and Schedule should describe the work necessary to meet the objectives of this RFQ and their approach to completing this project. Please refer to Attachment 1.

Additionally, a schedule for this project should be included which would demonstrate an accounting system which would be operating prior to January 1, 2027 and be able to provide reliable reporting to users and the GSAs. The schedule should include regular updates to the GSAs that demonstrates progress on the accounting system and identifies key input and decision points by the GSAs. The respondent may want to consider developing a pilot phase or small scale implementation of the WAS to ensure review and agreement by the GSAs prior to implementation for the entire subbasin scale. Should there be any tasks that are expected to be performed by the GSAs, these should also be clearly described as GSA tasks in this section. The section shall also include a draft schedule with the timeline for completing all tasks, including adequate time for the GSAs to review work products.

- e) Cost. While this is an RFQ and the Agencies' goal is to seek a qualified respondent, the Agencies will need an estimated cost to complete the accounting system for budgetary planning and contracting purposes. Respondents shall provide an estimate of the number of hours necessary to complete each task along with the billing rate for all reimbursable expenses. This billing rate should be provided for all personnel, along with their classification, and any other reimbursable expenses. If a contract is entered into as a result of this RFQ, the Agencies and respondents will work to jointly to develop refined not to exceed cost estimate and terms for a contract based time and materials based on the rates provided in the RFQ.
- f) Copy of the Respondent's Standard Contract

6. Submittal Instructions

Proposals shall be submitted in the following manner:

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

7. Evaluation Criteria

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

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

The GSAs reserve the right to select more than one (1) contractor or not select a contractor under this solicitation. The GSAs additionally reserves the right to reject incomplete or late proposals.

8. Timing and Schedule

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

Event	Anticipated Date/Time (Subject to Change)
Issue RFQ	July 25, 2025
Final Date to Submit Questions and Request Clarification	August 8, 2025, 4:00 PM
Questions Answered via Addendum(s)	August 15, 2025
RFQ Submittals Due	August 29, 2025, 4:00 PM
Selection Committee Review	September 5, 2025
Respondent Interviews	September 8 to September 12, 2025
Award of Contract	September 19, 2025

9. General Information

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

Glenn Groundwater Authority
 Lisa Hunter
 Program Manager
 225 North Tehama Street
 Willows, CA 95988
LHunter@countyofglenn.net

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

Questions and requests for clarification may only be submitted by e-mail or U.S. Mail. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than August 8, 2025. The GSAs reserve the right to decline a response to any question on a case-by-case basis. The GSAs will provide answers and clarifications by posting an addendum(s) on their websites by August 15, 2025 so all potential respondents receive

consistent information. It is the responsibility of all interested firms to access the website for this information. **Questions received after August 8, 2025 at 4:00 PM will not be answered.**

10. Disclosure of Information

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

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ATTACHMENT 1
Scope of Services Requirements and Questions

Water Accounting System (WAS) Requirements/Questions

- Identify the software/program that will be used for the WAS.
- Is the software/program code available to the GSAs and will it be provided should the GSAs decide to run the program after the contract with the respondent expires or is the program proprietary?
- Describe the initial cost of the program and annual subscription, if needed.
- Explain how the accounting program would interact with existing groundwater models (i.e. IDC / IWFM etc.) to compare water accounting results to groundwater modeling results.
- What hardware is required to run the system and where would the hardware be housed, including data storage needs, backup systems, web access and firewall, and identify all related costs?
- Is the program code easily modifiable based on future GSA/GSP needs?
- How often would hardware and storage need to be upgraded?
- Describe what different spatial scales (district boundary and parcel scale) and time scales are available and how that could generate accounting balances.
- Describe interface for landowners/growers and for GSAs.
- Describe benefits that may be realized by growers using the WAS.

WAS Inputs

- Identify what inputs the program is capable of including and what inputs would be excluded, examples include but not limited to: remote sensing ET data, groundwater well data, shape file boundaries, crop mapping, surface water measurement data, etc.
- Explain what remote sensing options are compatible and can be inputted into the program.
- What limitations or additional costs exist with different input alternatives
- Is there an ability to capture information from other databases electronically? (i.e. precipitation amounts, applied surface water, parcel information, groundwater modeling)
- How will parcel data be obtained and what is the process to update ownership, parcel changes, etc.

Staffing Resources

- Describe what consultant staffing and budget is needed to set up the WAS program and to have it functioning and ready to proceed with implementation.
- After setting up and shifting to implementation, describe the following resource needs:
 - If the consultant continues with implementation, describe the staffing needed and estimated budget. Also include information such as phone service, messaging, email support, etc.

- If the implementation is handed off to the GSAs, identify what staffing/personnel is needed including brief job descriptions as well as other support services such as technical support, hardware needs, etc.
- Describe the how staff will engage with the public including GSAs, public, and landowners
- Describe the interaction between staff and landowner to address questions or correct errors

Policy

- Describe how the WAS will assist with groundwater demand management and be responsive to DWR requirements and support GSP reporting
- Describe how your system is similar to neighboring basins, if any
- Describe any potential conflicts your firm or system may have within the basin or neighboring basins
-

Reporting, Features, Communications

- What features are standard in the program and what additional features would the GSAs require, or desire based on your understanding of the GSP and DWR approval requirements?
- Describe available communication tools.
- Explain or describe the WAS features in terms of tracking, reporting, or communicating the following:
 - Billing options including invoicing landowners or surface water agencies based on groundwater use and/or generation of invoices by parcel, by groundwater well, or by acre-feet of groundwater pumping
 - Reporting frequency capability (Annually, Quarterly, Monthly, Weekly, Daily)?
 - Form of reporting (paper statements, emails, online portal)
 - Ability to calculate surface water applied or consumed
 - Ability to calculate groundwater recharge resulting from surface water diversion or dedicated recharge projects.
 - Ability to track groundwater recharge and potential credits
 - Ability to track groundwater transferred within the subbasin
 - Ability to track water use within common landowner ownership
 - Ability to scale reports/data analysis which could vary from parcel level data in certain areas to basin-wide scale data, and cost considerations for producing a scalable program.
 - Ability for owner to provide ground water flow meter data and convert into consumption to adjust or dispute assigned consumption
 - Ability to generate agricultural well inventory
 - Ability to generate domestic well inventory
 - Ability to track landowner or lessee information by parcel
 - Ability to generate crop reports from remote sensing data