

MEETING MINUTES

Amended 10/23/2019

Groundwater Sustainability Agency for the Western Management Area in the Santa Ynez River Groundwater Basin

A regular meeting of the Groundwater Sustainability Agency (GSA) for the Western Management Area (WMA) in the Santa Ynez River Groundwater Basin was held on Thursday, 07 June 2018, at the City of Lompoc Water Treatment Plant, 601 E. North Ave., Lompoc, California

Committee Present:	Chris Brooks Bruce Nix	Steve Jordan	Jim Mosby
Alternates Present:	Elizabeth Farnum	Art Hibbits	Susan Zavolta
Staff Present:	Joe Barget Amber Thompson	Bill Buelow Bruce Wales	Melissa Crouthers Matt Young
Others Present:	Mark DuBose Jon Picciuolo Charles Witt	Paeter Garcia Patrick Vowell	Vindi Ndulute Brook Williams

I. Call to Order

Mr. Buelow called the meeting to order at 10:00 a.m. and welcomed all in attendance.

II. Introductions

Mr. Buelow requested all in attendance to introduce themselves and say what they hope to learn today. He explained the Santa Ynez River Valley Basin Western Management Area (WMA) and Groundwater Sustainability Agency (GSA) and introduced the Acronyms List and Basin Management Areas map.

III. Designation of WMA GSA Committee

Mr. Buelow introduced all Committee and Staff Members in attendance and what entity they represent.

IV. Overview of SGMA

V. Additions, if any, to the Agenda

No additions were made.

VI. Public Comment

Mr. Buelow requested public comments from audience. No comments were made.

VII. Election of Committee Officers

Mr. Jordan made a MOTION to nominate Mr. Brooks for the Chair position of WMA GSA. Mr. Mosby seconded. Mr. Brooks made a MOTION to nominate Mr. Mosby for the Vice-Chair position of WMA GSA. Mr. Nix seconded. The motion passed unanimously. Having been elected as Chair, Mr. Brooks took over running of meeting and following the Agenda.

VIII. Conflict of Interest and Form 700 Requirements

Mr. Buelow advised, per SGMA regulations, the WMA GSA must establish a Conflict of Interest Code. The Code is required to be adopted by Resolution within six months of today's meeting. Additionally, each WMA Committee member and staff must complete a new Form 700 within 30 days of this meeting. Mr. Buelow advised that Santa Ynez River Water Conservation District (SYRWCD), is the coordinating agency for all three GSAs in the Santa Ynez Basin. As a courtesy, Mr. Buelow offered to send reminders to Staff to complete the new Form 700 submittal. Mr. Buelow let all know that if they had questions they could contact him at the District office.

Mr. Jordan made a MOTION for Staff to create a Conflict of Interest Code by the next meeting. Mr. Brooks seconded. The motion passed unanimously.

IX. Staff and Outside Services

A. GSA Coordinator and DWR Point of Contact

Mr. Buelow advised that State of California requires that if multiple Groundwater Sustainability Plans (GSP) are submitted from a Basin, as is planned for the Santa Ynez Basin, then an Intra-Basin Coordination Agreement is required to be submitted with the GSPs. In the WMA GSA Memorandum of Agreement, the SYRWCD was identified as the coordinating agency for the WMA. SYRWCD is also the coordinating agency for each of the three GSAs in the Basin, and Mr. Buelow is the GSA Coordinator and DWR Point of Contact for the Basin.

B. Secretarial Support

Mr. Buelow advised that SYRWCD will provide Secretarial Support.

C. Banking and Finance

Mr. Buelow recommended setting up separate accounting and set of financial books to be maintained by an outside bookkeeper with direction and oversight by the GSA Coordinator. There was discussion and agreement from all in attendance.

D. Legal Counsel

Mr. Buelow recommended each member entity use their own counsel. Discussion and agreement from all in attendance.

X. Status update on California Department of Water Resources Proposition 1 Grant

Mr. Buelow advised that SYRWCD, as Grantee for the Proposition 1 Grant, submitted a letter dated April 6, 2018 outlining suggested changes and edits to the California Department of Water Resources Grant Agreement Template. Mr. Buelow shared that subsequent discussion with DWR staff have indicated that DWR's Legal team does not intend to consider any suggested changes. Mr. Buelow advised the Committee that SYRWCD counsel intends to elevate the comment letter to a higher level within DWR in conjunction with other GSAs Counsel that have similar concerns about the Grant Agreement Template.

On May 7, 2018, SYRWCD received a letter from DWR confirming receipt of the DWR grant award. The letter outlined several requirements by DWR that are due in mid-June 2018. These include a revised work plan, budget and schedule, and a summary of actual costs anticipated for the tasks requested for reimbursement. Mr. Buelow advised that SYRWCD is required to submit a revised budget, workplan, and schedule. SYRWCD requested and was granted an extension from DWR to complete these tasks by July 18, 2018. Mr. Buelow will complete and submit the requirements, in conjunction of each respective GSAs Staff Working Group.

Mr. Buelow advised that the final SGMA plan is due January 2022. However due to the public comment and response period, the goal will be to have the GSP completed by the middle of 2021.

XI. Consider authorization to notify the State of California, Department of Water Resources of the Initiation of Groundwater Sustainability Plan Activities for the WMA GSA

Mr. Buelow advised that DWR requires an official Notification to DWR on the GSAs intent to begin GSP activities. As coordinating agency, SYRWCD prepared a draft letter to formally notify DWR of the intent to begin GSP activities on behalf of the WMA GSA, as required by SGMA. Mr. Buelow will also complete the required online form. At this time all information will be posted on the County of Santa Barbara website (www.countyofsb.org/pwd/gsa.sbc). However, the GSA will likely have its own website in the future.

Mr. Brooks made a MOTION to approve the letter as drafted and submit, instructed Mr. Buelow to complete the online form and approved the posting of WMA GSA information and documents to the County of Santa Barbara website. Mr. Jordan seconded. The motion passed unanimously.

XII. Consideration of Cost Sharing between Voting Agencies and Grant Reimbursement

Mr. Buelow reviewed the Memorandum of Agreement between the SYRWCD, City of Lompoc (the City), Mission Hills CSD (MHCS), Vandenberg Village CSD (VVCSD), and the County of Santa Barbara. Mr. Buelow reiterated that the County of

Santa Barbara is a non-voting agency and has no financial responsibilities to the WMA GSA and that SYRWCD, the City, MHCSO, VVCSD are the only voting agencies in the WMA GSA and will share costs incurred by the WMA GSA. Each agency will bear costs for its staff to participate on the WMA GSA committee. Costs for outside contractors and/or support costs will be split 50%, 25%, 12.5%, and 12.5% respectively between SYRWCD, the City, MHCSO and VVCSD. This includes costs for secretarial support and financial services (i.e., bookkeeping services). Mr. Buelow will provide a task list with actual costs at the next WMA GSA meeting.

Management of the Grant will be done by the SYRWCD staff. It is anticipated that the City and SYRWCD will need to pay invoices first, and then submit paid invoices for reimbursement to DWR.

It was discussed that SYRWCD will maintain the WMA GSA bank accounts and manage the bookkeeping support on behalf of the WMA GSA. All agreed.

Grant reimbursements will be handled separately, as per the requirements of DWR. On a periodic basis, established by DWR, the WMA GSA will submit paid invoices and request reimbursement.

There was discussion and agreement from all in attendance, including one alternate cost sharing scenario proposed by Director Bruce Nix (MHCSO). Mr. Nix's suggestion was to make cost sharing proportional to total groundwater pumped. No other entities supported that idea.

Mr. Mosby made a MOTION to approve the cost share plan of 50%, 25%, 12.5%, and 12.5% respectively, between SYRWCD, the City, MHCSO and VVCSD. Mr. Brooks seconded. The motion passed unanimously.

XIII. Consider authorization to request Consultant Services.

Mr. Buelow described the need for consultant services for tasks including: 1) website and email communication services; 2) stakeholder engagement planning services; 3) technical support for Basin Coordination; 4) data management planning services; 5) hydrogeologic conceptual model; 5) water budget/numeric model; and 6) sustainable management criteria analysis.

A. Website and Email Communications

Mr. Buelow described the need for the WMA GSA to have a web-site for stakeholder engagement, to post agendas, minutes, community participation and notifications. Mr. Buelow suggested the formation of one website for the Basin and a subpage for each of the three GSAs in the Basin (WMA, CMA and EMA). In the meantime, the County of Santa Barbara offered to let the three GSAs (including the WMA GSA) use the County's SGMA page to post agenda and meeting minutes on an interim basis until the three Santa Ynez Valley Basin GSAs get their own website established. All agreed.

B. Stakeholder Engagement Plan

Mr. Buelow described the need for a Stakeholder Engagement Plan for the WMA GSA. The plan would document the stakeholder engagement that has already occurred as part of the GSA formation and would outline how the public would be notified and involved in the future. Mr. Buelow described that the Stakeholder engagement plan would likely be the first deliverable to DWR. All agreed.

C. Technical Support for Basin Coordination

Mr. Buelow described that a basin can submit one or multiple GSPs. Our basin has elected to submit multiple GSPs (one for each GSA/Management Area). However, as per SGMA statute, if multiple GSPs are submitted they need to be submitted under a Coordination Agreement. Mr. Buelow outlined the need to have a Technical Memorandum describing the methods and assumptions to be used for multiple GSPs in the Basin so that the plans use the same assumptions, methods, and meet the same data quality objectives. The end goal is for the entire Basin to be working toward sustainability in concert. Mr. Buelow indicated that the proposed Technical Memorandum should be written prior to the start of any hydrogeologic technical work. The Technical Memorandum will outline expectations and will help avoid confusion and potential rework. All agreed.

D. Data Management Plan

Mr. Buelow described the need to create an electronic database with a web-interface. Mr. Buelow also described the benefit to having one database for all three GSAs in the Santa Ynez Basin. All agreed.

Mr. Buelow described the need to develop a Data Management Plan that would outline the specifics of the data management system and how it would be used for other GSP activities. The Data Management Plan would be the second deliverable to DWR.

To save costs, Mr. Buelow and Mr. Young advised there are several “off the shelf” products available.

E. Hydrogeologic Conceptual Model

Mr. Buelow described the components of the Hydrogeologic Conceptual Model (HCM) as a requirement for the GSP. The HCM describes the inflows and outflows of groundwater in the basin and in turn is used to develop a Water Budget and Numeric Model. All agreed.

F. Water Budget/Numeric Model

Mr. Buelow described that a Water Budget is a required element for a SGMA Compliant GSP. As part of developing a Water Budget under future scenarios, a Numeric Model will be developed. The output from the Water Budget and Numeric Model are used as part of the Sustainable Management Criteria Analysis. All agreed.

G. Sustainable Management Criteria Analysis

Mr. Buelow described the components of Sustainable Management Criteria Analysis which includes development of sustainability goals, minimum thresholds, interim milestones and analysis of the six undesirable results. All agreed.

Mr. Jordan made a MOTION to have Mr. Buelow issue Requests for Proposals to outside contractors for items listed in XIII, Items A-G. Mr. Mosby seconded. The motion passed unanimously.

XIV. Determination of next meeting date

The next meeting is scheduled for **July 20, 2018 at 10:00 a.m.** at the City of Lompoc Water Treatment Plant, 601 E. North Ave., Lompoc, California with back up location of Lompoc City Council Chambers, if needed.


XV. Requests from the Committee for items to be included on the next Agenda

Deadline of July 6, 2018 was decided for Committee to request items to be included on the next agenda. All requests are to be given to Mr. Buelow at SYRWCD.

XVI. Adjournment

There being no further business, Chairman Brooks adjourned the meeting at 11:32 a.m.

Respectfully submitted,


William J. Buelow, Secretary

ATTEST:



Chris Brooks