

MEETING MINUTES

Amended 10/28/2019

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

A regular meeting of the Groundwater Sustainability Agency (GSA) for the Central Management Area (CMA) in the Santa Ynez River Groundwater Basin was held on Wednesday, 16 May 2018, at the Buellton City Hall Planning Dept. Conference Room, 107 West Highway 246, Buellton, California

Committee Present: Ed Andrisek Art Hibbits Cynthia Allen (Alternate)

Staff Present: Bill Buelow Rose Hess Amber Thompson
 Matt Young Bruce Wales

Others Present: Paeter Garcia (Santa Ynez River Water Conservation District, ID No. 1)
 Cary Boles (citizen), Charles Boles (citizen), Neal Olinger (citizen)

I. Call to Order

Mr. Buelow called the meeting to order at 10:30 a.m. and welcomed all in attendance and requested public comments from audience. There were no comments.

II. Designation of CMA GSA Committee

Mr. Buelow requested all Committee and Staff Members in attendance announce who they are and what entity they are from. Mr. Young announced County Supervisor Joan Hartmann and Ms. Elizabeth Farnum, both unavailable to attend today's meeting, will be the two non-voting members of the CMA GSA on behalf of the County of Santa Barbara. One or both may attend meetings in the future.

III. Additions, if any, to the Agenda

No additions were made.

IV. Public Comment

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

V. Election of Committee Officers

Mr. Hibbits made a MOTION to nominate Mr. Andrisek for the Chair position of CMA GSA. Mr. Andrisek seconded. Mr. Andrisek made a MOTION to nominate Mr. Hibbits for the Vice-Chair position of CMA GSA. Mr. Hibbits seconded. Having been elected as Chair, Mr. Andrisek took over running of meeting and following the Agenda.

VI. Conflict of Interest and Form 700 Requirements

Mr. Buelow advised, per SGMA regulations, the CMA GSA must establish a Conflict of Interest Code is required to be adopted by Resolution within six months of today's meeting. Additionally, each CMA 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. Hibbits made a MOTION for Staff to create a Conflict of Interest Code by the next meeting. Mr. Andrisek seconded.

VII. 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 CMA GSA Memorandum of Agreement, the SYRWCD was identified as the coordinating agency for the CMA. 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

Ms. Thompson will provide Secretarial Support with direction and oversight from the GSA Coordinator.

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 and share cost as needed. Discussion and agreement from all in attendance.

VIII. 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 will complete and submit the requirements.

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.

IX. Consider authorization to notify the State of California, Department of Water Resources of the Initiation of Groundwater Sustainability Plan Activities for the CMA 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 CMA 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. Hibbits made a MOTION to approve the letter as drafted and submit, instructed Mr. Buelow to complete the online form and approved the posting of CMA GSA information and documents to the County of Santa Barbara website. Mr. Andrisek seconded.

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

Mr. Buelow reviewed the Memorandum of Agreement between the SYRWCD, City of Buellton and County of Santa Barbara. Mr. Young reiterated that the County of Santa Barbara is a non-voting agency and has no financial responsibilities to the GSA. Mr. Buelow reiterated that SYRWCD and the City of Buellton (the City), are the only voting agencies in the CMA GSA and will share costs incurred by the CMA GSA. Each agency will bear costs for its staff to participate on the GSA committee. Costs for outside contractors and/or support costs will be split 50/50 between the SYRWCD and the City. 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 CMA 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. Rose Hess from the City indicated that SYRWCD staff and

City of Buellton staff will discuss and create plan for payables and reimbursement to help minimize the turn-around time for reimbursement. The committee requested that a pro-forma budget is established, and a list of payables will be submitted to the committee at meetings.

It was agreed that SYRWCD will maintain the CMA GSA bank accounts and manage the bookkeeping support on behalf of the GSA. SYRWCD will receive contribution from the City for its share of the costs. The contribution will be placed in a separate interest-bearing account (i.e. LAIF).

Grant reimbursements will be handled separately, as per the requirements of DWR. The City and the SYRWCD will pay contractor invoices for GSP work on a net-30 basis. On a periodic basis, established by DWR, the CMA GSA will submit paid invoices and request reimbursement. Reimbursement funds will be placed in a non-interest-bearing account and redistributed to the SYRWCD and the City.

Mr. Andrisek made a MOTION to approve the cost share plan of 50/50 between SYRWCD and the City of Buellton. Mr. Hibbits seconded.

XI. Consider authorization to request Consultant Services

Mr. Buelow described the need for consultant services for four tasks including: 1) website and email communication services; 2) stakeholder engagement planning services; 3) data management planning services; 4) Technical Coordination Memorandum for Hydrogeologic Conceptual Model methods and assumptions; 5) Hydrogeologic Conceptual Model services.

A. Website and Email Communications

Mr. Buelow described the need for the CMA GSA to have a web-site for stakeholder engagement, to post agendas, minutes, community participation and notifications. All agreed.

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). The costs for the design, development and operations of the website would be split three ways. All agreed.

Mr. Young offered to let the three GSAs (including the CMA 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. Mr. Buelow proposed that the cost of the website be shared between the three GSAs in the basin. Each GSA would have its own separate page. All agreed.

B. Stakeholder Engagement Plan

Mr. Buelow described the need for a Stakeholder Engagement Plan for the CMA 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. 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, Matt Young advised there are several “off the shelf” products available and offered to share them with Mr. Buelow. Mr. Young added that the commercially available products could be tailored for the Basin’s Data Management System.

D. 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.

E. Hydrogeologic Conceptual Model

Mr. Buelow described the components of the Hydrogeologic Conceptual Model as a requirement for the GSP. The committee discussed gathering, evaluating and using existing data to use in the hydrogeologic conceptual model to potentially reduce costs. All agreed.

Mr. Andrisek made a MOTION to have Mr. Buelow issue Requests for Proposals to outside contractors for items listed in XI, Items A-E. Mr. Hibbits seconded.

XII. Determination of next meeting date.

The next meeting is scheduled for **July 18, 2018 at 10:30 a.m.** at the Buellton City Hall Planning Dept. Conference Room, 107 West Highway 246, Buellton, California with larger back up location of Buellton City Council Chambers, if needed.


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

Deadline of June 1, 2018 for Committee to request items to be included on the next Agenda. All requests to be given to Mr. Buelow at SYRWCD.

XIV. Adjournment

There being no further business, Chairman Andrisek adjourned the meeting at 11:55a.m.

Respectfully submitted,



William J Buelow, Secretary

ATTEST:



Art Hibbits, Vice Chairman