

Special Meeting: Cuyama Basin Groundwater Sustainability Agency Board of Directors

Derek Yurosek Chairperson, Cuyama Basin Water District
Lynn Compton Vice Chairperson, Co. of San Luis Obispo
Das Williams Santa Barbara Co. Water Agency
Cory Bantilan Santa Barbara Co. Water Agency
Glenn Shephard Co. of Ventura
David Couch Co. of Kern

Paul Chounet Cuyama Community Services District
George Cappello Cuyama Basin Water District
Byron Albano Cuyama Basin Water District
Jane Wooster Cuyama Basin Water District
Tom Bracken Cuyama Basin Water District

Agenda for January 10, 2018

Agenda for a meeting of the Cuyama Basin Groundwater Sustainability Agency Board of Directors to be held on Wednesday, January 10, 2018 at 2:00 PM, at the Cuyama Valley Family Resource Center, 4689 CA-166, New Cuyama, CA 93254. To hear the session live please access via the toll-free number at (888) 222-0475 Code 6375195#.

In compliance with the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services, to participate in this meeting, please contact Jessica Alwan at (916) 915-7337 by 4:00 p.m. on the Friday prior to this meeting. Agenda backup information and any public records provided to the Board after the posting of the agenda for this meeting will be available for public review at 4885 Primero Street, New Cuyama, California. The Cuyama Basin Groundwater Sustainability Agency reserves the right to limit each speaker to three (3) minutes per subject or topic.

- 1. Call to order (Yurosek)**
- 2. Roll call (Yurosek)**
- 3. Pledge of Allegiance**
- 4. Approval of minutes (Yurosek)**
- 5. Report of the Executive Director (Beck)**
 - a. Progress & Next Steps
- 6. Financial Report (Beck)**
 - a. Review and Approval of Budget
 - b. Review and Approval of CB-HG002 Task Order
 - c. Review and Approval of Cost Allocation
- 7. Report of the General Counsel (Hughes)**
- 8. Report of the Standing Advisory Committee and referral of matters to the SAC (Jaffee)**
- 9. Reports of the Ad Hoc Committees**
- 10. Directors' Forum**
- 11. Public comment for items not on the Agenda**

At this time, the public may address the Board on any item not appearing on the agenda that is within the subject matter jurisdiction of the Board. Persons wishing to address the board should fill out a comment card and submit it to the board chair prior to the meeting. Unscheduled comments will be limited to three minutes.

- 12. Adjourn**

Cuyama Basin Groundwater Sustainability Agency Acronyms Listing

BOD	Board of Directors
CA	California
CB	Cuyama Basin
CBGSA	Cuyama Basin Groundwater Sustainability Agency
DMS	Data Management System
DWR	California Department of Water Resources
FY	Fiscal Year
GSA	Groundwater Sustainability Agency
GSP	Groundwater Sustainability Plan
HG	Hallmark Group (Executive Director)
SAC	Standing Advisory Committee
TO	Task Order
WC	Woodard & Curran (GSP Development Consultant)

Cuyama Basin Groundwater Sustainability Agency (GSA)

Draft Board of Directors Meetings Minutes

December 6, 2017

Cuyama Valley Family Resource Center, 4689 CA-166, New Cuyama, CA 93254

The Cuyama Basin GSA Board of Directors met at approx. 4:00 PM.

PRESENT: Directors: Chairman Derek Yurosek, Vice Chair Lynn Compton, Tom Bracken, Jane Wooster, George Cappello, Byron Albano, Cory Bantilan, Das Williams, Paul Chounet, Executive Director Jim Beck, Legal Counsel Joe Hughes.

Alt. Directors: Arne Anselm, Matt Klingchuch

ABSENT: Glenn Shephard, David Couch

1. Call to order

Chair Yurosek calls the meeting to order at approx. 4:00 PM.

2. Roll call

Chair Yurosek calls roll of the Board (shown above).

3. Pledge of allegiance

The pledge of allegiance is led by Chair Yurosek.

4. Chair Yurosek opens to floor to comments on the meeting minutes.

No public comments.

Motion was made by Director Albano to approve the minutes, second by Vice Chair Compton with unanimous approval. Motion passed.

5. Request for RMC Contract Approval (Beck)

Director Compton initiated written comments from her legal team that were reviewed and discussed with the Board. Legal Counsel Joe Hughes felt comfortable working with the respective legal teams to work through contract language.

Lyndel Melton of Woodard & Curran was present and noted that the tasks within the contract are consistent with grant application. The tasks presented will be started now for work through the end of March including Stakeholder engagement plan etc. This will allow time for a clearer understanding of the results of funding from the grant application.

Chair Yurosek opened the floor to public comment. A request was made for clarification of frequency and number of the public meetings tasks through the outreach component. It was noted that the task order only represents one monthly workshop through the task order, which is only through March. Future task orders will ensure additional outreach workshops, anticipated monthly.

Motion was made by Vice Chair Compton to approve and execute the proposed Woodard & Curran contract in substantially the form as presented in the Board packet, subject to the requested modifications. A second was made by Director Chounet. No nay, no abstentions, one absent. Motion passed.

6. Report of the Executive Director (Beck)

Executive Director Beck presented an overview of the program's progress starting with the near-term schedule. It was noted that this along with the overall program schedule will be presented monthly to report on status of current tasks and milestone completion. The notable accomplishments included selection of the GSP consultant, grant application submittal, development of the draft GSP consultant contract and task order, identification of additional support needs, GSP public notification, and convening the Standing Advisory Committee. Current meeting schedule and activities of the Executive Director were reviewed along with additional services that will be needed through the remainder of the year by the GSA including financial administration and outreach for the GSA.

In working with the Budget Ad Hoc Committee, it was noted that there is no acting Treasurer or accounts established for the financial administration of the program. There was discussion around various agency processes for distribution of funds and it was resolved that the Directors requested a review of the existing tasks to compare with the additional tasks at the next session and directed Mr. Beck to develop associated task orders. In addition, cost allocation will be presented at the next session and appropriate policy decisions made to ensure substantial cash flow to support GSA efforts.

It was suggested that EKI provide an overview of their report of the USGS data at the January session, but was later determined that the January session of the Board will be dedicated to review and approval of the 17/18 FY budget.

Due to the upcoming holiday schedule, it was requested by the Board that the January 3rd, 2018 session of the Board of Directors be cancelled. A special session was called by Chair Yurosek to convene on January 10th, 2018 at 2:00pm to review cost allocation and the 17/18 FY budget. Additionally, the Standing Advisory Committee will meet on January 4th, 2018 at 3:00pm to review the draft budget.

7. Financial Report (Beck)

The majority of the financial report was provided during the Executive Director update. It was also requested by the Board that all outstanding invoices be brought before the Board at the January session for review.

8. Report of the General Counsel (Hughes)

Mr. Hughes highlighted for the Board that he presented an overview of the requirements and duties as set forth in the Brown Act to the Standing Advisory Committee at their November session. The purpose was to set expectations and gain a common understanding of the permitting communication within the Committee. It was a good conversation that was followed up with distribution of reference materials for the Committee.

9. Report of the Advisory Committee and referral of matters to the Advisory Committee (Beck)

Robbie Jaffee provided update on SAC, noting it is a very representative cross section of the Cuyama valley. The Committee had requested moving meeting information to family resource center for additional postings. The floor was opened to public comment. It was suggested that the Standing Advisory Committee have a column in the monthly newsletter, Ms. Jaffee agreed.

10. Reports of the Ad Hoc Committees

Executive Director Beck had provided the update on the Budget Ad Hoc Committee during the Report of the Executive Director. The Grant Application Ad Hoc Committee is complete as the grant applications have been submitted. The GSP Consultant Ad Hoc Committee is also complete as Woodard & Curran has been selected and contract near completion.

11. Directors' Forum

Executive Director Beck noted that this section of the agenda is intended for items not covered on the agenda, but provides Directors the ability to have general updates, Board member announcements, or reports. This can also be a request for items to be added to the next meeting agenda. An update was provided that Cuyama Community Services District has received notification from the Department of Water Resources that they are a grant recipient which will be used to complete outreach for water issues throughout the valley. An additional note was made that highway 150 is closed due to the fire.

12. Public comment for items not on the Agenda.

Chair Yurosek opens floor to comments without response.

13. Adjourn

Chair Yurosek adjourns the Cuyama Basin GSA Board of Directors meeting at approximately 5:49 PM.

I, Jim Beck, Executive Director to the Cuyama Basin Groundwater Sustainability Agency Board of Directors, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held on Thursday, December 6, 2017, by the Cuyama Basin Groundwater Sustainability Agency Board of Directors.

Jim Beck

Dated: December 6, 2017

TO: Cuyama Basin Groundwater Sustainability Agency Board of Directors
FROM: Jim Beck, Executive Director
DATE: January 10, 2018
SUBJECT: Agenda Item #5: Report of the Executive Director

Issue

To serve as an ongoing status update for the CBGSA.

Recommended Motion

None required, for reference only.

Discussion

These documents will provide visual aid to the Board and public during the standing report of the Executive Director related to ongoing efforts, accomplishments, and next steps.



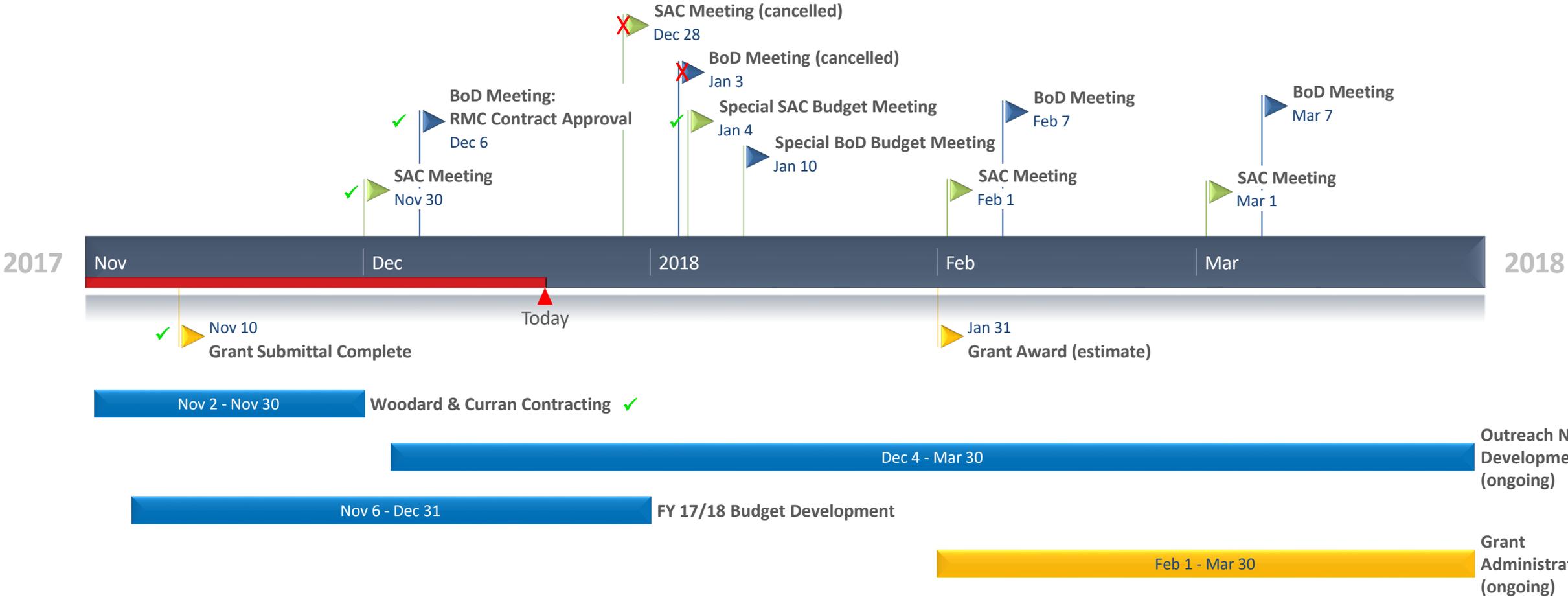
Cuyama Basin Groundwater Sustainability Agency

Executive Director Report

January 10, 2018

Cuyama Basin Groundwater Sustainability Agency

Near-Term Schedule



Accomplishments

- ✓ Draft Budget and Cost Allocation Complete
- ✓ SAC Budget Review and Newsletter Content Determined
- ✓ Initiated refinement of Work Plan
- ✓ Initiated contact with select stakeholders
- ✓ Initiated development of Stakeholder Engagement Strategy Plan
- ✓ Initiated data collection



Next Steps

- Approve CBGSA FY 17/18 Budget
- Approve CBGSA Cost Allocation
- Implement Financial Administration
- Secure Interim Funding
- Continue contact with select stakeholders
- Discuss conceptual stakeholder approach with Strategic Advisory Committee
- Develop Draft Stakeholder Engagement Plan
- Initiate evaluation of alternative Data Management Systems (DMS)
- Continue data collection
- Initiate work on Task 3 - Description of Plan Area, Hydrologic Conceptual Model, and Groundwater Conditions

TO: Cuyama Basin Groundwater Sustainability Agency Board of Directors
FROM: Jim Beck, Executive Director
DATE: January 10, 2018
SUBJECT: Agenda Item #6a: Financial Report, Review and Approval of Budget

Issue

A budget for the 2017/2018 Fiscal Year has not yet been approved by the Cuyama Basin Groundwater Sustainability Agency Board of Directors. The Budget Ad Hoc Committee convened with the Executive Director to develop a fiscal year 2017/2018 budget for consideration by the Board.

Recommended Motion

Approval of the proposed fiscal year 2017/2018 budget as presented.

Discussion

At the December session, the CBGSA Board of Directors requested a Special Session to discuss the proposed budget. The Budget Ad Hoc Committee has worked to develop and review the content as provided which includes the budget. A budget for the 2017/2018 Fiscal Year is presented in draft form contemplating inclusion and exclusion of grant funding scenarios.

**Cuyama Basin Groundwater Sustainability Agency
Draft Annual Budget Fiscal Year 2017/2018**

ADMINISTRATION & OPERATION		Estimated FY 17/18
Staff/ Administration of GSA		
Executive Director - Executed Task Order 1		
GSA Board of Directors Meetings		\$39,150.00
Consultant Management and GSP Development		\$32,850.00
Financial Information Coordination		\$7,650.00
Cuyama Basin GSA Outreach		\$19,800.00
Subtotal		\$99,450.00
Executive Director - Proposed Task Order 2		
Project Management - Budget Development & Admin		\$13,400.00
Project Management - Financial Management		\$28,400.00
Project Management - Outreach Facilitation		\$32,100.00
Travel and Direct Costs		\$2,820.00
Subtotal		\$76,720.00
Legal Counsel		
Legal Counsel		\$30,000.00
Subtotal		\$30,000.00
Public Process/ Meetings		
Website Updates		\$5,700.00
Subtotal		\$5,700.00
Grant Program		
Grant Proposals		\$40,000.00
Subtotal		\$40,000.00
Administrative Overhead		
Insurance		\$12,108.00
Travel/ Conferences/ Training		\$5,000.00
Other		\$2,000.00
Subtotal		\$19,108.00
Contingency		
Contingency		\$20,000.00
Subtotal		\$20,000.00
Subtotal of Administration & Operation Budget		\$290,978.00

**Cuyama Basin Groundwater Sustainability Agency
Draft Annual Budget Fiscal Year 2017/2018**

TECHNICAL	
Project Management for Technical Activities	
GSP Consultant	
<i>Category 1 Tasks</i>	\$162,031.00
<i>Category 2 Tasks</i>	\$570,534.64
<i>Tasks Associated with Santa Barbara County Grant</i>	
Subtotal	\$732,565.64

GRANTS	
DWR Grants	
<i>Category 1 Grant</i>	<i>\$162,031.00</i>
<i>Category 2 Grant</i>	<i>\$570,534.64</i>
<i>Santa Barbara County Grant</i>	<i>\$100,000.00</i>
Subtotal	\$832,565.64

<i>Subtotal of Technical Budget</i>	<i>-\$100,000.00</i>
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TOTAL ANNUAL BUDGET	\$190,978.00
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**Cuyama Basin Groundwater Sustainability Agency
Draft Annual Budget Fiscal Year 2017/2018**

ADMINISTRATION & OPERATION		Estimated FY 17/18
Staff/ Administration of GSA		
Executive Director - Executed Task Order 1		
GSA Board of Directors Meetings		\$39,150.00
Consultant Management and GSP Development		\$32,850.00
Financial Information Coordination		\$7,650.00
Cuyama Basin GSA Outreach		\$19,800.00
Subtotal		\$99,450.00
Executive Director - Proposed Task Order 2		
Project Management - Budget Development & Admin		\$13,400.00
Project Management - Financial Management		\$28,400.00
Project Management - Outreach Facilitation		\$32,100.00
Travel and Direct Costs		\$2,820.00
Subtotal		\$76,720.00
Legal Counsel		
Legal Counsel		\$30,000.00
Subtotal		\$30,000.00
Public Process/ Meetings		
Website Updates		\$5,700.00
Subtotal		\$5,700.00
Grant Program		
Grant Proposals		\$40,000.00
Subtotal		\$40,000.00
Administrative Overhead		
Insurance		\$12,108.00
Travel/ Conferences/ Training		\$5,000.00
Other		\$2,000.00
Subtotal		\$19,108.00
Contingency		
Contingency		\$20,000.00
Subtotal		\$20,000.00
Subtotal of Administration & Operation Budget		\$290,978.00

**Cuyama Basin Groundwater Sustainability Agency
Draft Annual Budget Fiscal Year 2017/2018**

TECHNICAL	
Project Management for Technical Activities	
GSP Consultant	
<i>Category 1 Tasks</i>	\$162,031.00
<i>Category 2 Tasks</i>	\$570,534.64
<i>Tasks Associated with Santa Barbara County Grant</i>	
Subtotal	\$732,565.64

GRANTS	
DWR Grants	
<i>Category 1 Grant</i>	
<i>Category 2 Grant</i>	
<i>Santa Barbara County Grant</i>	
Subtotal	\$0.00

Subtotal of Technical Budget	\$732,565.64
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TOTAL ANNUAL BUDGET	\$1,023,543.64
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**Cuyama Basin Groundwater Sustainability Agency
Draft Program Budget**

	Estimated Annual Fiscal Year 2017-2018 9 months	Estimated Annual Fiscal Year 2018-2019 12 months	Estimated Annual Fiscal Year 2019-2020 7 months
ADMINISTRATION & OPERATION			
Staff/ Administration of GSA			
Executive Director - Executed Task Order 1			
GSA Board of Directors Meetings	\$39,150.00	\$52,200.00	\$30,450.00
Consultant Management and GSP Development	\$32,850.00	\$43,800.00	\$25,550.00
Financial Information Coordination	\$7,650.00	\$10,200.00	\$5,950.00
Cuyama Basin GSA Outreach	\$19,800.00	\$26,400.00	\$15,400.00
Subtotal	\$99,450.00	\$132,600.00	\$77,350.00
Executive Director - Proposed Task Order 2			
Project Management - Budget Development & Admin	\$13,400.00	\$6,700.00	\$0.00
Project Management - Financial Management	\$28,400.00	\$31,700.00	\$20,311.11
Project Management - Outreach Facilitation	\$32,100.00	\$33,600.00	\$19,600.00
Travel and Direct Costs	\$2,820.00	\$3,760.00	\$2,193.33
Subtotal	\$76,720.00	\$75,760.00	\$42,104.44
Legal Counsel			
Legal Counsel	\$30,000.00	\$40,000.00	\$17,500.00
Subtotal	\$30,000.00	\$40,000.00	\$17,500.00
Public Process/ Meetings			
Website updates	\$5,700.00	\$5,700.00	\$5,700.00
Subtotal	\$5,700.00	\$5,700.00	\$5,700.00
Grant Program			
Grant Proposals	\$40,000.00	\$0.00	\$0.00
Subtotal	\$40,000.00	\$0.00	\$0.00
Administrative Overhead			
Insurance	\$12,108.00	\$9,040.00	\$9,040.00
Travel/ Conferences/ Training	\$5,000.00	\$5,000.00	\$5,000.00
Other	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal	\$19,108.00	\$16,040.00	\$16,040.00
Contingency			
Contingency	\$20,000.00	\$20,000.00	\$20,000.00
Subtotal	\$20,000.00	\$20,000.00	\$20,000.00
Subtotal of Administration & Operation Budget			
	\$290,978.00	\$290,100.00	\$178,694.44
TECHNICAL			
Project Management for Technical Activities			
GSP Consultant			
Category 1 Tasks	\$162,031.00	\$486,093.00	\$0.00
Category 2 Tasks	\$570,534.64	\$914,465.36	\$15,000.00
Tasks Associated with Santa Barbara County Grant	\$0.00	\$0.00	\$0.00
Subtotal	\$732,565.64	\$1,400,558.36	\$15,000.00
GRANTS			
Category 1 Grant	\$162,031.00	\$486,093.00	\$0.00
Category 2 Grant	\$570,534.64	\$914,465.36	\$15,000.00
Santa Barbara County Grant	\$100,000.00	\$0.00	\$0.00
Subtotal	\$832,565.64	\$1,400,558.36	\$15,000.00
Subtotal of Technical Budget			
	-\$100,000.00	\$0.00	\$0.00
TOTAL ANNUAL BUDGET			
	\$190,978.00	\$290,100.00	\$178,694.44
TOTAL CUMULATIVE BUDGET			
	\$190,978.00	\$481,078.00	\$659,772.44

**Cuyama Basin Groundwater Sustainability Agency
Draft Program Budget**

	Estimated Annual Fiscal Year 2017-2018 9 months	Estimated Annual Fiscal Year 2018-2019 12 months	Estimated Annual Fiscal Year 2019-2020 7 months
ADMINISTRATION & OPERATION			
Staff/ Administration of GSA			
Executive Director - Executed Task Order 1			
GSA Board of Directors Meetings	\$39,150.00	\$52,200.00	\$30,450.00
Consultant Management and GSP Development	\$32,850.00	\$43,800.00	\$25,550.00
Financial Information Coordination	\$7,650.00	\$10,200.00	\$5,950.00
Cuyama Basin GSA Outreach	\$19,800.00	\$26,400.00	\$15,400.00
Subtotal	\$99,450.00	\$132,600.00	\$77,350.00
Executive Director - Proposed Task Order 2			
Project Management - Budget Development & Admin	\$13,400.00	\$6,700.00	\$0.00
Project Management - Financial Management	\$28,400.00	\$31,700.00	\$20,311.11
Project Management - Outreach Facilitation	\$32,100.00	\$33,600.00	\$19,600.00
Travel and Direct Costs	\$2,820.00	\$3,760.00	\$2,193.33
Subtotal	\$76,720.00	\$75,760.00	\$42,104.44
Legal Counsel			
Legal Counsel	\$30,000.00	\$40,000.00	\$17,500.00
Subtotal	\$30,000.00	\$40,000.00	\$17,500.00
Public Process/ Meetings			
Website updates	\$5,700.00	\$5,700.00	\$5,700.00
Subtotal	\$5,700.00	\$5,700.00	\$5,700.00
Grant Program			
Grant Proposals	\$40,000.00	\$0.00	\$0.00
Subtotal	\$40,000.00	\$0.00	\$0.00
Administrative Overhead			
Insurance	\$12,108.00	\$9,040.00	\$9,040.00
Travel/ Conferences/ Training	\$5,000.00	\$5,000.00	\$5,000.00
Other	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal	\$19,108.00	\$16,040.00	\$16,040.00
Contingency			
Contingency	\$20,000.00	\$20,000.00	\$20,000.00
Subtotal	\$20,000.00	\$20,000.00	\$20,000.00
Subtotal of Administration & Operation Budget			
	\$290,978.00	\$290,100.00	\$178,694.44
TECHNICAL			
Project Management for Technical Activities			
GSP Consultant			
Category 1 Tasks	\$162,031.00	\$486,093.00	\$0.00
Category 2 Tasks	\$570,534.64	\$914,465.36	\$15,000.00
Tasks Associated with Santa Barbara County Grant	\$0.00	\$0.00	\$0.00
Subtotal	\$732,565.64	\$1,400,558.36	\$15,000.00
GRANTS			
Category 1 Grant			
Category 2 Grant			
Santa Barbara County Grant			
Subtotal	\$0.00	\$0.00	\$0.00
Subtotal of Technical Budget			
	\$732,565.64	\$1,400,558.36	\$15,000.00
TOTAL ANNUAL BUDGET			
	\$1,023,543.64	\$1,690,658.36	\$193,694.44
TOTAL CUMULATIVE BUDGET			
	\$1,023,543.64	\$2,714,202.00	\$2,907,896.44

TO: Cuyama Basin Groundwater Sustainability Agency Board of Directors
FROM: Jim Beck, Executive Director
DATE: January 10, 2018
SUBJECT: Agenda Item #6b: Financial Report, Review and Approval of CB-HG002 Task Order

Issue

The Cuyama Basin Groundwater Sustainability Agency has not yet established financial administration systems to implement GSA activities. The need for additional GSA tasks were identified including outreach facilitation and budget development. The Budget Ad Hoc Committee convened with the Executive Director to develop a fiscal year 2017/2018 budget for consideration by the Board inclusive of the proposed tasks.

Recommended Motion

Approval of the proposed Hallmark Group Task Order CB-HG002 as presented.

Discussion

At the December session of the CBGSA Board of Directors, the Board directed Hallmark Group to draft a task order for budget development and administration, financial administration, and outreach facilitation which has been provided and included as a placeholder in the proposed budget.

The CBGSA Board of Directors requested a Special Session to discuss the proposed budget, task order, and cost allocation options.



Cuyama Basin Groundwater Sustainability Agency

Financial Report

January 10, 2018

CBGSA OUTSTANDING INVOICES

Task	Invoice Date	Total
Grant Development	12/20/2017	\$39,151.25
Legal Counsel	12/29/2017	\$17,577.33
Executive Director	12/31/2017	\$27,252.36
Insurance	12/28/2017	\$2,451.00
TOTAL		\$86,431.94

Executive Director Request for Qualifications Scope

“The precise scope of work will be approved by the CBGSA Board in consultation with the successful firm for this RFQ and will be part of a contract entered into with the Cuyama Basin GSA. The scope of work as Executive Director will include the following:

Generally, to perform administrative and management duties in the capacity of a general manager and support staff for a public agency acting as a GSA, more specifically including:”

TASK ORDER COMPARISON

RFQ Task #	RFQ Scope Detail	Task Order 1	Task Order 2
1.	<p>Prepare agendas of meetings of the GSA Board of Directors and any regular committees including and Advisory Committee appointed by the GSA Board, attend those meetings and prepare minutes for those meetings; it is expected on average the GSA Board will meet monthly.</p>	<p>TASK 1 – GSA BOARD OF DIRECTORS AND ADVISORY COMMITTEE MEETINGS Contractor will perform the following meeting management services:</p> <ul style="list-style-type: none"> 1.1 Prepare agendas of meetings of the GSA Board of Directors (anticipated one meeting monthly). 1.2 Board of Directors Meeting attendance. 1.3 Board of Directors Meeting minute development. 1.4 Prepare agendas of meetings of the Advisory Committee (anticipated one meeting monthly). 1.5 Advisory Committee Meeting attendance. 1.6 Advisory Committee Meeting minute development. 	
2.	<p>To coordinate with other consultants retained by the GSA including legal counsel and the firm (s) preparing the GSP and facilitating its development.</p>	<p>TASK 2 – CONSULTANT MANAGEMENT AND GSP DEVELOPMENT Contractor will perform the following consultant management and GSP development services:</p> <ul style="list-style-type: none"> 2.1 Coordinate with other consultants retained by the GSA, including legal counsel and the firm(s) preparing the GSP and facilitating its development. 2.2 Support of consultant contracting, deliverables, invoicing, budget, and schedule. 2.3 Facilitate teleconferences as needed. 	

TASK ORDER COMPARISON

RFQ Task #	RFQ Scope Detail	Task Order 1	Task Order 2
3.	Working with the Treasurer of the GSA to provide financial information to the GSA Board.	TASK 3 – FINANCIAL INFORMATION COORDINATION Contractor will perform the following financial management services: 3.1 Coordinate with the Treasurer of the GSA to provide financial information to the GSA Board.	
4.	To secure any other services needed by the GSA, such as insurance.		
5.	To communicate with residents and landowners within the Cuyama Basin, and other interested parties, as the principle point of contact for the GSA, and to provide for communications such as periodic newsletters	TASK 4 – CBGSA OUTREACH Contractor will perform the following outreach services: 4.1 Monthly email newsletter development, distribution, and website posting.	
6.	Other activities as Directed by the Board of Directors.		Task Order 2

Task Order 1: Deliverable Summary

TASK NUMBER	DELIVERABLE	TARGET DATE
1.1	Develop monthly BoD agenda.	Monthly
1.2	Attend monthly BoD session.	Monthly
1.3	BoD meeting minute development.	Monthly
1.4	Develop monthly Advisory Committee agenda.	Monthly
1.5	Attend monthly Advisory Committee session.	Monthly
1.6	Advisory Committee meeting minute development.	Monthly
3.1	Prepare summary of the monthly revenues, expenses, and annual budget status for monthly CBGSA BoD meeting.	Monthly
4.1	Email newsletter	Monthly

Task Order 2: Deliverable Summary

TASK NUMBER	DELIVERABLE	TARGET DATE
1.1	Present FY 17/18 Budget to Board of Directors for approval	Q1 2018
1.1	Present FY 18/19 Budget to Board of Directors for approval	Q2 2018
2.2	Monthly schedule of receivables	Monthly
2.3	Monthly schedule of payables	Monthly
2.8	Grant report	Quarterly
3.1	Present GSA outreach needs recommendation to Board of Directors	Q2 2018
3.2	Collateral materials (as needed in coordination with Stakeholder Engagement Plan efforts)	Quarterly
3.4	Attend program workshops (1 monthly) with GSP development consultant	Monthly
3.4	Facilitate GSA Outreach Ad Hoc Committee meetings with agenda, meeting notes and meeting materials, action items (2 monthly)	Monthly

TASK ORDER OVERVIEW

CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY EXECUTIVE DIRECTOR - JANUARY 8, 2018

RFQ Task #	RFQ Scope Detail	Task Order 1	Task Order 2
1.	<p>Prepare agendas of meetings of the GSA Board of Directors and any regular committees including and Advisory Committee appointed by the GSA Board, attend those meetings and prepare minutes for those meetings; it is expected on average the GSA Board will meet monthly.</p>	<p>Task 1 – GSA Board of Directors and advisory committee Meetings</p> <p>Contractor will perform the following meeting management services:</p> <ul style="list-style-type: none"> 1.1 Prepare agendas of meetings of the GSA Board of Directors (anticipated one meeting monthly). 1.2 Board of Directors Meeting attendance. 1.3 Board of Directors Meeting minute development. 1.4 Prepare agendas of meetings of the Advisory Committee (anticipated one meeting monthly). 1.5 Advisory Committee Meeting attendance. 1.6 Advisory Committee Meeting minute development. 	

RFQ Task #	RFQ Scope Detail	Task Order 1	Task Order 2
2.	To coordinate with other consultants retained by the GSA including legal counsel and the firm (s) preparing the GSP and facilitating its development.	<p>Task 2 – Consultant Management and GSP Development</p> <p>Contractor will perform the following consultant management and GSP development services:</p> <p>2.1 Coordinate with other consultants retained by the GSA, including legal counsel and the firm(s) preparing the GSP and facilitating its development.</p> <p>2.2 Support of consultant contracting, deliverables, invoicing, budget, and schedule.</p> <p>2.3 Facilitate teleconferences as needed.</p>	
3.	Working with the Treasurer of the GSA to provide financial information to the GSA Board.	<p>Task 3 – Financial Information Coordination</p> <p>Contractor will perform the following financial management services:</p> <p>3.1 Coordinate with the Treasurer of the GSA to provide financial information to the GSA Board.</p>	
4.	To secure any other services needed by the GSA, such as insurance.		

RFQ Task #	RFQ Scope Detail	Task Order 1	Task Order 2
5.	To communicate with residents and landowners within the Cuyama Basin, and other interested parties, as the principle point of contact for the GSA, and to provide for communications such as periodic newsletters	<p>Task 4 – CBGSA Outreach</p> <p>Contractor will perform the following outreach services:</p> <p>4.1 Monthly email newsletter development, distribution, and website posting.</p>	
6.	Other activities as Directed by the Board of Directors.		<p>Task Order 2: Requested by the CBGSA Board on December 6, 2017</p>

TASK ORDER 2: SCOPE OF WORK FOR CBGSA EXECUTIVE DIRECTOR

TASK 1 – BUDGET DEVELOPMENT & ADMINISTRATION

Contractor will perform the following budget development and administration services:

- 1.1 Develop 17/18 FY 18/19 FY Budget, Including Scope, Schedule and Cost
- 1.2 Ad Hoc Committee Meeting Coordination

TASK 2 – FINANCIAL MANAGEMENT

Contractor will perform the following financial management services:

- 2.1 Initial Coordination & Financial Mgt Setup for CBGSA Mgt.
- 2.2 Monthly Invoicing / Accounts Receivable / Collections
- 2.3 Monthly Accounts Payable
- 2.4 Monthly Record Keeping
- 2.5 Annual Coordination with Outside Auditor
- 2.6 Monthly Coordination w Grant Invoicing
- 2.7 Grant Administration (anticipated quarterly)
- 2.8 Grant Reports to DWR

TASK 3 – OUTREACH FACILITATION

Contractor will perform the following financial management services:

- 3.1 Develop Stakeholder Outreach Process
- 3.2 Develop and Review Collateral Materials
- 3.3 Public and Media Relations
- 3.4 Workshop and Ad Hoc Committee Meeting Coordination

TASK NUMBER	DELIVERABLE	TARGET DATE
1.1	Present FY 17/18 Budget to Board of Directors for approval	Q1 2018
1.1	Present FY 18/19 Budget to Board of Directors for approval	Q2 2018
2.2	Monthly schedule of receivables	Monthly
2.3	Monthly schedule of payables	Monthly
2.8	Grant report	Quarterly
3.1	Present GSA outreach needs recommendation to Board of Directors	Q2 2018
3.2	Collateral materials (as needed in coordination with Stakeholder Engagement Plan efforts)	Quarterly
3.4	Attend program workshops (1 monthly) with GSP development consultant	Monthly
3.4	Facilitate GSA Outreach Ad Hoc Committee meetings with agenda, meeting notes and meeting materials, action items (2 monthly)	Monthly

TASK ORDER CB-HG-002

TASK ORDER NO. CB-HG-002

CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY EXECUTIVE DIRECTOR

Task Order No.: CB-HG-002
Contractor: The Hallmark Group
Request for Services: Agreement Number 201709-CB-001
Dated: December 6, 2017
Effective Date: December 6, 2017

DESCRIPTION OF TASK

The Cuyama Basin Groundwater Sustainability Agency (CBGSA) was formed on June 6, 2017 and requests Hallmark Group provide Executive Director services to perform management and administrative duties in the role of a general manager supporting staff for a public agency acting as a Groundwater Sustainability Agency. The role of the Executive Director has expanded, and the tasks below have been identified as additional support needs for the GSA including budget development, financial administration, and outreach planning.

SCOPE OF WORK FOR CBGSA EXECUTIVE DIRECTOR

TASK 1 – BUDGET DEVELOPMENT & ADMINISTRATION

Contractor will perform the following budget development and administration services:

- 1.1 Develop 17/18 FY 18/19 FY Budget, Including Scope, Schedule and Cost
- 1.2 Ad Hoc Committee Meeting Coordination

TASK 2 – FINANCIAL MANAGEMENT

Contractor will perform the following financial management services:

- 2.1 Initial Coordination & Financial Mgt Setup for CBGSA Mgt.
- 2.2 Monthly Invoicing / Accounts Receivable / Collections

- 2.3 Monthly Accounts Payable
- 2.4 Monthly Record Keeping
- 2.5 Annual Coordination with Outside Auditor
- 2.6 Monthly Coordination w Grant Invoicing
- 2.7 Grant Administration (anticipated quarterly)
- 2.8 Grant Reports to DWR

TASK 3 – OUTREACH FACILITATION

Contractor will perform the following financial management services:

- 3.1 Develop Stakeholder Outreach Process
- 3.2 Develop and Review Collateral Materials
- 3.3 Public and Media Relations
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TASK NUMBER	DELIVERABLE	TARGET DATE
1.1	Present FY 17/18 Budget to Board of Directors for approval	Q1 2018
1.1	Present FY 18/19 Budget to Board of Directors for approval	Q2 2018
2.2	Monthly schedule of receivables	Monthly
2.3	Monthly schedule of payables	Monthly
2.8	Grant report	Quarterly
3.1	Present GSA outreach needs recommendation to Board of Directors	Q2 2018
3.2	Collateral materials (as needed in coordination with Stakeholder Engagement Plan efforts)	Quarterly
3.4	Attend program workshops (1 monthly) with GSP development consultant	Monthly

3.4	Facilitate GSA Outreach Ad Hoc Committee meetings with agenda, meeting notes and meeting materials, action items (2 monthly)	Monthly
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TERM

The term of this Task Order is December 6, 2017 through June 30, 2018.

DETAILED COSTS

Contractor shall invoice all services according to the Agreement. The total amount of this Task Order shall not exceed \$76,720.

CONTACT PERSONS

CUYAMA BASIN GROUNDWATER SUSTAINABILITY AGENCY	HALLMARK GROUP
Representative:	Representative: Charles R. Gardner Jr.
	1901 Royal Oaks Drive, Suite 200
	Sacramento, CA 95815
Phone:	Phone: (916) 923-1500
Email:	Email: cgardner@hgcpm.com

AUTHORIZED SIGNATURES

Contractor and the Cuyama Basin Groundwater Sustainability Agency agree that these services will be performed in accordance with the terms and conditions of Standard Agreement Number 201709-CB-001.

**CUYAMA BASIN GROUNDWATER
SUSTAINABILITY AGENCY**

HALLMARK GROUP

Signature

Signature

Date

Date

TASK ORDER CB-HG-002

Estimated Level of Effort Through June 2018

Classification		Executive Director	Project Controls Manager	Project Admin.	Total Hours
Rate / HR		250	200	100	
Total Labor		142	79	226	447
Task 1	Project Management - Budget Development & Administration	32	4	46	82
Task 1.1	Develop 17/18 FY 18/19 FY Budget , Including Scope, Schedule and Cost	14	2	16	32
Task 1.2	Ad Hoc Committee Meeting Coordination	18	2	30	50
Task 2	Project Management - Financial Management	20	75	84	179
Task 2.1	Initial Coordination & Financial Mgmt Setup for CBGSA Mgt.	2	24	12	38
Task 2.2	Monthly Invoicing / Accounts Receivable / Collections	2	3	12	17
Task 2.3	Monthly Accounts Payable	2	3	12	17
Task 2.4	Monthly Record Keeping	2	3	24	29
Task 2.5	Annual Coordination with Outside Auditor	2	4	2	8
Task 2.6	Monthly Coordination w Grant Invoicing	2	18	2	22
Task 2.7	Grant Administration (anticipated quarterly)	2	18	4	24
Task 2.8	Grant Reports to DWR	6	2	16	24
Task 3	Project Management - Outreach Facilitation	90	0	96	186
Task 3.1	Develop Stakeholder Outreach Process	18	0	24	42
Task 3.2	Develop and Review Collateral Materials	6	0	12	18
Task 3.3	Public and Media Relations	12	0	18	30
Task 3.4	Workshop and Ad Hoc Committee Meeting Coordination	54	0	42	96
Total Estimated Hours		142	79	226	447

TASK ORDER CB-HG-002

Estimated Cost Through June 2018

Classification		Executive Director	Project Controls Manager	Project Admin.	Total Cost
Rate / HR		250	200	100	
Total Labor		35,500	15,800	22,600	73,900
Task 1	Project Management - Budget Development & Admin	8,000	800	4,600	13,400
Task 1.1	Develop 17/18 FY 18/19 FY Budget , Including Scope, Schedule and Cost	3,500	400	1,600	5,500
Task 1.2	Ad Hoc Committee Meeting Coordination	4,500	400	3,000	7,900
Task 2	Project Management - Financial Management	5,000	15,000	8,400	28,400
Task 2.1	Initial Coordination & Financial Mgmt Setup for CBGSA Mgt.	500	4,800	1,200	6,500
Task 2.2	Monthly Invoicing / Accounts Receivable / Collections	500	600	1,200	2,300
Task 2.3	Monthly Accounts Payable	500	600	1,200	2,300
Task 2.4	Monthly Record Keeping	500	600	2,400	3,500
Task 2.5	Annual Coordination with Outside Auditor	500	800	200	1,500
Task 2.6	Monthly Coordination w Grant Invoicing	500	3,600	200	4,300
Task 2.7	Grant Administration (anticipated quarterly)	500	3,600	400	4,500
Task 2.8	Grant Reports to DWR	1,500	400	1,600	3,500
Task 3	Project Management - Outreach Facilitation	22,500	0	9,600	32,100
Task 3.1	Develop Stakeholder Outreach Process	4,500	0	2,400	6,900
Task 3.2	Develop and Review Collateral Materials	1,500	0	1,200	2,700
Task 3.3	Public and Media Relations	3,000	0	1,800	4,800
Task 3.4	Ad Hoc Committee Meeting Coordination	13,500	0	4,200	17,700
Total Travel					720
Travel					
Mileage [miles/ \$0.54]					720
Hotel [nights / rooms / \$90 /Approx. 15% tax]					0
Per Diem [days / Persons / \$46]					0
Total Other Direct Costs					2,100
Other Direct Costs					
Printing / Reprographics					1,200
Conference Line [Approx. \$150/ mo based on usage]					900
Total Fee Proposal					76,720

TO: Cuyama Basin Groundwater Sustainability Agency Board of Directors
FROM: Jim Beck, Executive Director
DATE: January 10, 2018
SUBJECT: Agenda Item #6c: Financial Report, Review and Approval of Cost Allocation

Issue

A cost allocation model has not yet been approved by the Cuyama Basin Groundwater Sustainability Agency Board of Directors. The Budget Ad Hoc Committee convened with the Executive Director to develop costs allocation scenarios for consideration by the Board.

Recommended Motion

Approval of the selected cost allocation model.

Discussion

At the December session, the CBGSA Board of Directors requested a Special Session to discuss cost allocation options. The Budget Ad Hoc Committee has worked to develop and review the content as provided which includes cost allocation scenarios.

Two potential cost allocation models have been presented in draft form contemplating inclusion and exclusion of grant funding scenarios.

Cuyama Basin Groundwater Sustainability Agency Draft Cost Sharing Options

Reference to Draft Budget (from "Budget" tab):	Estimate
Subtotal of Administration & Operation Budget	\$ 290,978.00
Subtotal of Technical Budget	\$ (100,000.00)
Total Annual Budget	\$ 190,978.00

NO GRANT MONEY IN BUDGET - TOTAL COST

OPTION (1) Cost Sharing by Varied by Budget Category

Category: Administration & Operation Budget

(Basis: JPA Article 12.2 Allocations)

Cost Sharing	% Share	Share
Cuyama Basin Water District	33.335%	\$ 96,997.52
Santa Barbara County Water Agency	22.222%	\$ 64,661.13
County of Ventura	11.111%	\$ 32,330.57
County of San Luis Obispo	11.111%	\$ 32,330.57
County of Kern	11.111%	\$ 32,330.57
Cuyama Community Services District	11.111%	\$ 32,330.57
<i>Subtotal</i>	<i>100.001%</i>	<i>\$ 290,980.91</i>

Category: Technical Budget

(Basis: Estimated groundwater pumping associated with member agency)

Cost Sharing	% Share	Share
Cuyama Basin Water District	90.000%	\$ (90,000.00)
Santa Barbara County Water Agency	5.000%	\$ (5,000.00)
County of Ventura	5.000%	\$ (5,000.00)
County of San Luis Obispo	0.000%	\$ -
County of Kern	0.000%	\$ -
Cuyama Community Services District	0.000%	\$ -
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ (100,000.00)</i>

Total Budget

Cost Sharing	% Share	Share
Cuyama Basin Water District	3.664%	\$ 6,997.52
Santa Barbara County Water Agency	31.239%	\$ 59,661.13
County of Ventura	14.311%	\$ 27,330.57
County of San Luis Obispo	16.929%	\$ 32,330.57
County of Kern	16.929%	\$ 32,330.57
Cuyama Community Services District	16.929%	\$ 32,330.57
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 190,980.91</i>

Cuyama Basin Groundwater Sustainability Agency Draft Cost Sharing Options

Reference to Draft Budget (from "Budget" tab):	Estimate
Subtotal of Administration & Operation Budget	\$ 290,978.00
Subtotal of Technical Budget	\$ 732,565.64
Total Annual Budget	\$ 1,023,543.64

NO GRANT MONEY IN BUDGET - TOTAL COST

OPTION (1) Cost Sharing by Varied by Budget Category

Category: Administration & Operation Budget

(Basis: JPA Article 12.2 Allocations)

Cost Sharing	% Share	Share
Cuyama Basin Water District	33.335%	\$ 96,997.52
Santa Barbara County Water Agency	22.222%	\$ 64,661.13
County of Ventura	11.111%	\$ 32,330.57
County of San Luis Obispo	11.111%	\$ 32,330.57
County of Kern	11.111%	\$ 32,330.57
Cuyama Community Services District	11.111%	\$ 32,330.57
<i>Subtotal</i>	<i>100.001%</i>	<i>\$ 290,980.91</i>

Category: Technical Budget

(Basis: Estimated groundwater pumping associated with member agency)

Cost Sharing	% Share	Share
Cuyama Basin Water District	90.000%	\$ 659,309.08
Santa Barbara County Water Agency	5.000%	\$ 36,628.28
County of Ventura	5.000%	\$ 36,628.28
County of San Luis Obispo	0.000%	\$ -
County of Kern	0.000%	\$ -
Cuyama Community Services District	0.000%	\$ -
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 732,565.64</i>

Total Budget

Cost Sharing	% Share	Share
Cuyama Basin Water District	73.891%	\$ 756,306.59
Santa Barbara County Water Agency	9.896%	\$ 101,289.41
County of Ventura	6.737%	\$ 68,958.85
County of San Luis Obispo	3.159%	\$ 32,330.57
County of Kern	3.159%	\$ 32,330.57
Cuyama Community Services District	3.159%	\$ 32,330.57
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 1,023,546.55</i>

**Cuyama Basin Groundwater Sustainability Agency
Draft Cost Sharing Options**

Reference to Draft Budget (from "Budget" tab):	Estimate
Subtotal of Administration & Operation Budget	\$ 290,978.00
Subtotal of Technical Budget	\$ 732,565.64
Total Annual Budget	\$ 1,023,543.64

OPTION (2a) Cost Sharing includes a minimum contribution based off voting and all remaining costs allocated by estimated pumping

Total Budget \$ 1,023,543.64

Category: Base Contribution \$30,000 for each participant

Cost Sharing	% Share	Share
Cuyama Basin Water District	33.335%	\$ 10,000.50
Santa Barbara County Water Agency	22.222%	\$ 6,666.60
County of Ventura	11.111%	\$ 3,333.30
County of San Luis Obispo	11.111%	\$ 3,333.30
County of Kern	11.111%	\$ 3,333.30
Cuyama Community Services District	11.111%	\$ 3,333.30
<i>Subtotal</i>	<i>100.001%</i>	<i>\$ 30,000.30</i>

Category: Remaining costs allocated by pumping \$ 993,543.34 Remaining Total Costs

Cost Sharing	% Share	Share
Cuyama Basin Water District	95.000%	\$ 943,866.18
Santa Barbara County Water Agency	1.175%	\$ 11,674.13
County of Ventura	1.175%	\$ 11,674.13
County of San Luis Obispo	1.175%	\$ 11,674.13
County of Kern	1.175%	\$ 11,674.13
Cuyama Community Services District	0.300%	\$ 2,980.63
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 993,543.34</i>

Total Budget	*Without Grant Funding	
Cost Sharing	% Share	Share
Cuyama Basin Water District	93.192%	\$ 953,866.68
Santa Barbara County Water Agency	1.792%	\$ 18,340.73
County of Ventura	1.466%	\$ 15,007.43
County of San Luis Obispo	1.466%	\$ 15,007.43
County of Kern	1.466%	\$ 15,007.43
Cuyama Community Services District	0.617%	\$ 6,313.93
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 1,023,543.64</i>

*With Grant Funding	
% Share	Share
85.312%	\$ 162,929.32
4.481%	\$ 8,558.09
2.736%	\$ 5,224.79
2.736%	\$ 5,224.79
2.736%	\$ 5,224.79
1.998%	\$ 3,816.23
99.998%	\$ 190,978.00

**Cuyama Basin Groundwater Sustainability Agency
Draft Cost Sharing Options**

Reference to Draft Budget (from "Budget" tab):	Estimate
Subtotal of Administration & Operation Budget	\$ 290,978.00
Subtotal of Technical Budget	\$ 732,565.64
Total Annual Budget	\$ 1,023,543.64

OPTION (2b) Cost Sharing includes a minimum equal contribution and all remaining costs allocated by estimated pumping

Total Budget \$ 1,023,543.64

Category: Base Contribution \$30,000 Total

Cost Sharing	% Share	Share
Cuyama Basin Water District	16.667%	\$ 5,000.00
Santa Barbara County Water Agency	16.667%	\$ 5,000.00
County of Ventura	16.667%	\$ 5,000.00
County of San Luis Obispo	16.667%	\$ 5,000.00
County of Kern	16.667%	\$ 5,000.00
Cuyama Community Services District	16.667%	\$ 5,000.00
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 30,000.00</i>

Category: Remaining costs allocated by pumping \$ 993,543.64 Remaining Total Costs

Cost Sharing	% Share	Share
Cuyama Basin Water District	95.000%	\$ 943,866.46
Santa Barbara County Water Agency	1.175%	\$ 11,674.14
County of Ventura	1.175%	\$ 11,674.14
County of San Luis Obispo	1.175%	\$ 11,674.14
County of Kern	1.175%	\$ 11,674.14
Cuyama Community Services District	0.300%	\$ 2,980.63
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 993,543.64</i>

Total Budget	*Without Grant Funding		*With Grant Funding	
Cost Sharing	% Share	Share	% Share	Share
Cuyama Basin Water District	92.704%	\$ 948,866.46	82.694%	\$ 157,929.10
Santa Barbara County Water Agency	1.629%	\$ 16,674.14	3.608%	\$ 6,891.49
County of Ventura	1.629%	\$ 16,674.14	3.608%	\$ 6,891.49
County of San Luis Obispo	1.629%	\$ 16,674.14	3.608%	\$ 6,891.49
County of Kern	1.629%	\$ 16,674.14	3.608%	\$ 6,891.49
Cuyama Community Services District	0.780%	\$ 7,980.63	2.871%	\$ 5,482.93
<i>Subtotal</i>	<i>100.000%</i>	<i>\$ 1,023,543.64</i>	<i>99.998%</i>	<i>\$ 190,978.00</i>

*With Grant Funding	
% Share	Share
82.694%	\$ 157,929.10
3.608%	\$ 6,891.49
3.608%	\$ 6,891.49
3.608%	\$ 6,891.49
3.608%	\$ 6,891.49
2.871%	\$ 5,482.93
99.998%	\$ 190,978.00