SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
Thursday, July 20, 2017 - 7:00 p.m.
Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, California

AGENDA

1. Call to Order

2. Roll Call

3. Public Comments

4. Consent Agenda
4.1 Approve Minutes from May 18, 2017 Board Meeting (No Memo)

5. General Business
5.1 Elections for Chair, Vice Chair, and Secretary
5.2 Report from the Santa Cruz Mid-County Groundwater Agency's Working Group on Groundwater Sustainability Plan Development on Recommended Advisory Committee Charge, Initial Problem Statement, and Next Steps between July and December 2017
5.3 Recommendations on Contracting for Groundwater Sustainability Plan Technical & Planning Process Support

6. Informational Updates from Directors and Staff
6.1 Treasurer's Report
6.2 Biennial Review and Report
6.3 Report on Groundwater Sustainability Plan Advisory Committee Candidates and Process
6.4 Outreach Reports (No Memo)
6.5 Board Member Reports (No Memo)
6.6 Staff Reports (No Memo)

7. Adjournment

Guidance for Public Input during MGA Board Meetings
All information furnished to the MGA Board of Directors with this agenda is provided on the MGA website located here: http://www.midcountygroundwater.org/committee-meetings.

Submittal of Written Correspondence and Informational Materials
Submittal of written correspondence and/or informational materials (e.g., handouts) must be received by 5:00 pm on the Monday of the week prior to the scheduled board meeting (10 days prior to the meeting) to be included in the meeting materials for board review (commonly referred to as the board packet). Due to holidays and other factors there may be instances when even the above deadline is not adequate. Submittals received after the deadline but prior to the start of the board meeting will be included in the meeting materials for the next board meeting. Submittals received after the deadline may not have time to reach board members or be read by them prior to the consideration of an item. Materials may also be submitted in-person immediately preceding the start of a board meeting by giving those materials directly to the Board Chair. Organized groups wishing to make a presentation are asked to contact Julia Townsend at jtownsend@cfscc.org or 831.662.2051 prior to the board meeting. Soquel Creek Water District serves as the designated administrative headquarters of the MGA. Written correspondence and materials may be directed to: Santa Cruz Mid-County Groundwater Agency, c/o Soquel Creek Water District, Attention: Karen Reese, 5180 Soquel Drive, Soquel, CA 95073.

Public Comments
At the outset of the meeting during the time set aside for public comment, members of the public can comment on any item not on the agenda as long as it is related to the subject matter of the MGA. Each speaker will be limited to a single presentation of up to three minutes. The maximum time set aside for public comment will be 15 minutes total for all speakers. Time limits may be increased or decreased at the Board Chair's discretion. Comments may also be given during the remainder of the meeting pertaining to each agenda item. Each speaker will be limited to up to three minutes per agenda item. The maximum time set aside for public comment will be 15 minutes total for all speakers. Time limits may be increased or decreased at the Board Chair's discretion. Those wishing to speak should come to the front of the room and be recognized by the Board Chair. Speakers must address the entire board: dialogue will not be permitted either between speakers and board members or amongst board members. For items listed on the agenda, the board will deliberate and take action after speakers have concluded their remarks. Additional comments may be given at the Board Chair's discretion related to specific items listed on the agenda. Additional public comment will not be allowed during the board's deliberation unless the Board Chair specifically calls on someone in the audience.

Disability Access
The meeting room is wheelchair accessible. Please contact Julia Townsend at jtownsend@cfscc.org or 831.662.2051 if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the Americans with Disabilities Act.

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY
Draft Meeting Minutes
May 18, 2017

1. Call to Order
The meeting was called to order at 7:04 p.m. by Chair Jaffe.

2. Roll Call
Board Members Present: B. Jaffe, C. Abramson, C. Mathews, D. Baskin, J. Kerr, J. Benich, J. Leopold, J. Kennedy, R. Marani, B. Daniels (Alternate), J. Ricker (Alternate)

Board Members Absent: T. LaHue, Z. Friend

Staff Present: D. Pruitt, J. Townsend, R. Bracamonte, R. Duncan, R. Menard, S. Ryan, T. Carson

Others Present: There were approximately 6 members of the public in attendance, Central Water District (M. Romanini) & 1 alternate board member (R. Schultz)

Presentations
There were no presentations given during this meeting.

3. Public Comments
None.

4. Consent Agenda
The chair asked if anyone would like to pull any items from the Consent Agenda. Mr. Baskin requested to pull items 4.1, 4.3 & 4.4.

4.1 Approve Minutes from March 16, 2017 Board Meeting
Mr. Baskin noted that on page 5, the motion to approve the meeting minutes from November was not unanimous because he abstained.

MOTION: Mr. Leopold; Second: Mr. Kennedy. To approve the meeting minutes from March 2017. Motion passed with one abstention (B. Daniels).

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4.2 Accept Engagement Letter from Auditor

MOTION: Mr. Leopold; Second: Mr. Daniels. To authorize the Treasurer to sign the audit engagement letter with noted revisions and engage the services of Fedak & Brown LLP for the 2017/17 audit. Motion passed unanimously.

4.3 Adopt Records Retention Policy and Schedule

Mr. Baskin asked if the policy from Soquel Creek Water District had been reviewed by legal counsel since August 2014. Ms. Menard replied that it had not. Mr. Baskin requested that the policy be reviewed by counsel, and moved that the group conditionally adopt the policy. If any changes need to be made, it can be updated at the next board meeting.

MOTION: Mr. Baskin; Second: Ms. Mathews. To adopt the Records Retention Policy conditionally, and update at the July board meeting per legal counsel's review. Motion passed unanimously.

4.4 Adopt Guidelines for Public Input during Meetings

Ms. Mathews suggested the following addition to page 29 of the packet in the first sentence under Public Comments: "…members of the public can comment on any item not on the agenda as long as it is related to the subject matter of the MGA."

Ms. Mathews suggested the following addition to the third paragraph under Public Comments: "Speakers must address the entire board; dialogue will not be permitted either between speakers and board members or amongst board members."

MOTION: Ms. Mathews; Second: Mr. Leopold. To adopt the guidelines for public input during board meetings with the edits mentioned above. Motion passed unanimously.

5. General Business

5.1 Report from the MGA Working Group on Groundwater Sustainability Plan (GSP) Development and recommendations to:

A. Accept a preliminary process and schedule for the development of a Groundwater Sustainability Plan;

B. Form a Groundwater Sustainability Plan Development Committee (Committee), including establishing the interests to be represented on the Committee;

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C. Conduct an application process and time frame for appointing non-MGA Board representatives to the Committee, including recommended application form and time frame, and appointment of a Board Nomination Committee to oversee the screening, interviewing and identification of appointees to recommend to the full MGA Board for appointment at the Board's September 15th meeting; and

D. Provide feedback to the MGA Working Group on the Draft GSP Development Committee charge and initial problem statement.

Mr. Kennedy spoke about the overall schedule, and asked the board to approve the makeup of the committee and process for bringing people on board. He commented that staff would be responsible for creating the plan, and the committee for making policy recommendations to the board. The group reviewed and discussed the charge.

Mr. Baskin suggested an edit to the first sentence of the charge on p.43: "The GSP Development Committee will provide guidance to staff and the board of directors regarding the creation of the GSP."

Mr. Baskin suggested an edit to the first bullet point listed on p.43: modify to say "evaluate scientific information and recommendations from staff…"

He continued that the Committee's work will be a collaborative process with staff, and that staff will drive the product and should be mentioned in the charge. Mr. Daniels agreed that the role of staff should be clarified in the charge. The group debated how much work would be done by staff versus the Committee. Mr. Kennedy suggested that the committee would focus solely on policy issues, whereas staff would address the technical aspects of plan development. Mr. Jaffe commented that it depends on the members of the Committee.

Ms. Mathews noted that she thinks the Committee should be made up of non-expert generalists to be a sounding board rather than to do the technical analysis. Mr. Leopold commented that one of the values of the Committee should be to build public support. Committee members should have constituencies that they represent, and be able to contribute to the education and engagement of the community. He suggested asking organizations that represent others (e.g., the Farm

Bureau) to generate potential Committee members that represent their interests (e.g., Farm Bureau to find agricultural user, Chambers of Commerce to find business nominee). In this case, the MGA would still review these nominations. Ms. Mathews suggested looking for diversity of sectors as well as geography, and making an effort to get the word out in all of the sectors.

The group suggested clarifying in the charge that the work will be demanding for a couple of years, but important. Additionally, Committee members would be expected to actively communicate with their constituencies. The group suggested adding a question to the application regarding how applicants would communicate with their community members.

Mr. Baskin reiterated his concerns that individuals might be misled into thinking that they would be working on the technical aspects of the plan. He suggested changing the name to Advisory Committee in lieu of Development Committee. Ms. Mathews agreed. Mr. Jaffe replied that he does not want to preclude individuals contributing their expertise that might have technical capabilities to guide plan development. Ms. Menard referenced Attachment 2, and highlighted the role of the working groups to engage technical experts as needed. Mr. Marani suggested including the California Department of Fish & Wildlife, and increasing the level of expertise within this group whenever possible.

Mr. Jaffe reviewed the suggested edits to the draft charge:

- Replace Development with Advisory in the name of the Committee
- Change first sentence on p.43 to: "…will provide guidance to staff and the board of directors regarding the creation of the GSP"
- Change the first bullet on p.43 to: "Evaluate scientific information and recommendations from staff on the impacts to the Basin…"

MOTION: Mr. Baskin; Second: Mr. Daniels. To make the above edits to the Draft GSP Development Committee Charge. Motion passed. No: Mr. Kennedy.

Public Comment: Becky Steinbruner expressed her desire to create buy-in and make everyone feel like they have a chance at the table. She inquired about the criteria for the committee selection process, and suggested that a professional panel work

with an advisory group to meld different recommendations. She added that she would like to see a greatear number of spots at the table, and regular public meetings moving forward.

MOTION: Mr. Leopold; Second: Mr. Abramson. To add a question on the application regarding how the prospective applicant plans to community with their community members and related experience. Motion passed unanimously.

Mr. Kerr acknowledged that the application process will generate lists that can help with building working groups.

Public Comment: Ms. Steinbruner asked that the board make the job description and criteria for selection clear on the application so that people know about the expectations.

Mr. Daniels stated that he is a member of the Association of California Water Agencies (ACWA) which has a groundwater committee. He encouraged board members to attend those meetings, and shared insights from a recent session on the GSP development process. The California Department of Water Resources recommends that agencies submit plans early.

Mr. Duncan noted that the MGA intends to join ACWA in the future, which would allow board members and staff to attend future ACWA events.

Mr. Abramson suggested limiting the Committee to "up to 13 members," in case exceptional candidates can represent more than one interest group. The group confirmed that the Nomination Committee will evaluate the candidates and make recommendations to the board. No public comment given.

MOTION: Mr. Abramson; Second: Mr. Kennedy. To limit the GSP Development Committee to up to 13 members; the Nomination Committee would evaluate the candidates and make recommendations to the board. Motion failed. Ayes: Mr. Leopold, Mr. Kennedy, Mr. Marani, Mr. Abramson. Noes: All Others

MOTION: Mr. Baskin; Second: Mr. Lepold. To approve the working group's recommendations for Items A, B & C, excepting the Nomination Committee section which will be discussed subsequently. Motion passed unanimously.

Public Comment: Ms. Steinbruner asked if there was a way to view draft proposals submitted by other GSAs. Not at this time.

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Ms. Mathews suggested that board members and alternates that would like to participate on the Nomination Committee contact the board chair by June 1, 2017. The chair will pick an odd number of candidates to form the Nomination Committee.

Public Comment: the Nomation Committee should have a Private Well Owner representative as part of the committee.

MOTION: Mr. Leopold; Second: Mr. Kennedy. To direct the board chair to appoint the Nomination Committee. For board members and alternates to notify the chair of their interest by June 1, 2017. Motion passed unanimously.

The group requested that staff develop a fact sheet to accompany the application package. Ms. Menard will circulate the application package to board members to disseminate.

5.2 Approve Annual Budget for Fiscal Year 2017-2018

Mr. Carson reviewed the proposed budget which incorporate decisions made at the last board meeting. Mr. Carson reviewed the options and recommendation for use of the FY 2016-17 unspent funds and the proposed agency allocations FY 2017-18. Ms. Mathews asked if $70,000 is adequate to cover technical funding for the advisory group. Ms. Menard replied that it should be adequate given that the group will not be active until the fall.

Mr. Daniels reported that DWR has an upcoming grant opportunity with funding from Proposition 1 for Groundwater Sustainability Plans (GSPs) and Projects. The maximum awards will be up to $1.5 million per basin. He encouraged staff to explore and pursue this opportunity.

Public Comment: Ms. Steinbruner added that there will be Proposition 1 workshops this summer and hoped staff would attend.

MOTION: Mr. Leopold; Second: Mr. Baskin. To approve the proposed MGA planning budget, approve crediting the unspent funds from FY 16/17 to reduce FY 17/18 contributions, and reconfirm the intent for each agency allocation presented for FY 17/18. Motion passed unanimously.

6. Informational Updates from Directors and Staff

6.1 Treasurer's Report

Informational, no motion necessary. Mr. Leopold suggested that staff include who can vote as part of future memos (e.g., with respect to budget items).

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6.2 Outreach Reports

Ms. Ryan provided updates on the work of the outreach committee which also includes Ms. Pruitt & Ms. Cross. The committee plans to host a public meeting on June 27th or 29th, and is preparing press releases for that event as well as the GSP Development Committee application process. The outreach committee plans to send 2600 post cards to private well owners and small water systems. Agencies will do outreach as well. Other channels include road signs, Facebook, Next Door, and the MGA website. The committee is developing a brochure about the GSP entitled "Who Cares About Groundwater," which should be ready by the end of June.

Public Comment: What about rural land owners that have not yet constructed wells, do those individuals have rights?

Public Comment: With cooperatives, one person gets the outreach materials but does not always distribute it to the community. Ms. Ryan replied that that was a problem in the past and will be fixed this time around by sending materials to all properties.

Public Comment: Ms. Steinbruner suggested the use of radio, signs in plumbing supply shops, and pump repair stores.

6.3 Board Member Reports

Mr. Daniels reported from the ACWA meeting last week, the JPIA has agreed to provide liability insurance depending on how many members of the MGA are already members of JPIA. The MGA currently has two members which could mean half of the cost on $60 million coverage. He continued that the reprioritization of basins will start in June and be completed by the end of the year. Mr. Daniels suggested that the Technical Advisory Committee reconvene to make sure the model is sound before it is used.

Mr. Kennedy expressed concern with cannabis growing in the hills, and conveyed potential projections that could represent double the current water usage. He reported that he received a phone call from a constituent that is worried about redwood health, stream health, and related pesticide use. Mr. Leopold responded that the Board of Supervisors has been working on cannabis rules for years, and is doing a full Environmental Impact Report which will be done in June. This is going to be a challenge throughout California. He acknowledged that there is a lot of water use that is unknown not withstanding cannabis growth. The group discussed the cannabis licensing process, and making it easier for cultivation to occur on existing commercial agricultural properties.

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6.4 Staff Reports

Mr. Duncan provided an update on the process of signing contracts for helicopter work to locate the offshore seawater interface. Work should start on Monday. He recognized Mr. Carson's efforts on the logistics, and Ms. Ryan's work to bring the project to the table. Mr. Duncan made a note to communicate with the Sierra Club member that attended the last board meeting. He added that the contract was divided into two pieces, essentially the MGA will reimburse the Soquel Creek Water District to lower the risk to the MGA which does not yet have insurance.

Mr. Ricker provided an update on surrounding groundwater basins; the item will go to the Board of Supervisors next week to adopt the JPA for the Margarita Basin. He expects the GSA to be official for the two medium priority basins by June 30th. The county plans to become the GSA for the West Santa Cruz Terrace and Purisima Highlands until those areas are reprioritized as low priority basins.

Mr. Carson reported that he has his eye on the Proposition 1 grants. There is a 50% cost share that can go back to May 2016 and recoup costs retroactively. He added that costs are eligible for reimbursement starting July 1, 2017. Mr. Carson thanked Mr. Bracamonte for putting him in touch with ACWA.

Mr. Carson reminded all the meeting packet will continue to typically posted at the website one week in advance of the meeting (http://www.midcountygroundwater.org/committee-meetings). As required by the Brown Act, the packet will always be posted and materials available on the website a minimum of 72 hours prior to the meeting and notification posted at the meeting location. Advertisement of the meeting is also included in the MGA's email newsletter ("e-blast"). In addition, meeting notification will be sent via email to board members, alternates, the executive team, staff, and interested parties with the notification in the subject line. This process is intentionally duplicative to ensure the board and public are informed of the meeting.

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7. Adjournment

The group adjourned at 8:55 p.m.

SUBMITTED BY:

Julia Townsend
Program Associate
Regional Water Management Foundation

APPROVED BY:

Cynthia Mathews
Board Secretary
City of Santa Cruz

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July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 5.1

Title: Elections for Chair, Vice Chair, and Secretary

On March 17, 2016 the Joint Exercise of Powers Agreement (JPA) was executed creating the Santa Cruz Mid-County Groundwater Agency. The JPA included the following guidance in Article 7 regarding the duties and election of officers:

> 7.1 Officers. Officers of the Agency shall be a Chair, Vice Chair, Secretary, and Treasurer. The Treasurer shall be appointed consistent with the provisions of Section 14.3. The Vice Chair, or in the Vice Chair's absence, the Secretary, shall exercise all powers of the Chair in the Chair's absence or inability to act.
>
> 7.2 Appointment of Officers. Officers shall be elected annually by, and serve at the pleasure of, the Board of Directors. Officers shall be elected at the first Board meeting, and thereafter at the first Board meeting following January 1st of each year, or as duly continued by the Board. An Officer may serve for multiple consecutive terms, with no term limit. Any Officer may resign at any time upon written notice to the Board, and may be removed and replaced by a simple majority vote of the Board.

Subsequently, the MGA Bylaws were approved on May 19, 2016 and included the following text in Article 4 on eligibility and election of officers:

> 4.1 Officers. The Officers of the Agency are the Chair, Vice-Chair, and Secretary, as provided for in Article 6 of the Agreement. All Directors are eligible to serve as an Officer. The Chair, the Vice Chair, and the Secretary must be Directors. The Treasurer shall be appointed consistent with the provisions of Section 14.3 of the Agreement, will not be a Director.
>
> 4.2 Election of Officers. At the first meeting of the Board of each fiscal year, nominations for the Officers will be made and seconded by a Director. If more than two (2) Directors are nominated for any one office, voting occurs until a nominee receives a majority of the votes cast. The initial term of the elected Officers shall run from the date of their election to office until June 30, 2017. Thereafter, each Officer shall serve a term of one (1) year. An Officer may succeed himself/herself and may serve any number of consecutive or nonconsecutive terms.

Possible Board Actions:

1. By MOTION, elect or re-elect the Board Chair, Vice-Chair, and Secretary per the process outlined above.

2. Take no action.

By
_____
Tim Carson
Program Director
Regional Water Management Foundation

July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 5.2

Title: Report from the Santa Cruz Mid-County Groundwater Agency's Working Group on Groundwater Sustainability Plan Development on Recommended Advisory Committee Charge, Initial Problem Statement, and Next Steps between July and December 2017

Attachments

1. Recommended Charge and Initial Problem Statement for the GSP Development Committee

Groundwater Sustainability Plan Advisory Committee Charge and Initial Problem Statement

At its board meeting in November 2016 the MGA established a temporary working group to bring recommendations to the board regarding the development of the Groundwater Sustainability Plan (GSP). The working group has been meeting since December 2016 and provided an update to the board at their March 16th and May 18, 2017 meetings. Following the board's May 18th meeting, the working group met twice more and completed its work on June 2, 2017. The working group's last product is the recommended GSP Advisory Committee Charge and Initial Problem Statement included as Attachment 1.

As discussed at the board's May meeting, the purpose of providing the planned GSP Advisory Committee with a charge is to give the committee a clear sense of its purpose, the resources it has to help it meet its purpose (including staff and consulting support), and the timeframe in which the necessary work must be completed. A well written charge supports effective expectation management for both parties.

The GSP Advisory Committee Charge and Initial Problem Statement were presented and discussed at the board's May meeting and have been revised as a result , including changing the name from GSP Development Committee to GSP Advisory Committee.

The MGA Working Group recommends that the board adopt the recommend Charge and Initial Problem Statement as its guidance to the proposed GSP Development Committee as it begins its work.

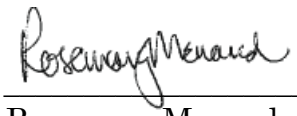
Next Steps between July and December 2017
Phase 1 of the proposed GSP planning process provides additional opportunities for MGA Board members to be involved in planning activities needed to support the GSP process. A key area of focus for participation during the last half of calendar year 2017 would be working with staff and consultant support resources to plan the four proposed orientation sessions intended to engage the larger community; as well as to help new Committee members become familiar with the topics that the Committee will be working on over the coming two years. Rather than proposing appointment of a working group, however, staff believes a more ad hoc approach to participation would work well in this case. Board members interested in working with staff and consultants on this effort would be invited to no more than one or two meetings during August and September to help design the planned orientation sessions.

If the board agrees with a more ad hoc approach to board involvement in planning for the orientation sessions, board members interests should be assessed during the meeting and no more than five board members should be identified to participate. At the September 15, 2017 board meeting staff will provide an action item on the planned approach to the orientation sessions. Proposed dates, times, locations and agendas for the sessions will be included in this action item.

Possible Board Actions:

1. By MOTION, approve the Working Group's recommended GSP Advisory Committee Charge and Initial Problem Statement; or

2. By MOTION, take no action and provide direction to staff on these materials.

By 

Rosemary Menard
Director
City of Santa Cruz Water Department

GSP Committee Charge (from the MGA):

The Groundwater Sustainability Plan Advisory Committee will provide guidance to staff and the MGA Board for the creation of the Groundwater Sustainability Plan. The Committee will analyze and provide recommendations to the MGA Board on key policy issues that will form the Plan. Final Plan recommendations are due at the MGA's July 2019 Board Meeting.

Committee members will represent diverse interest groups within the Basin. They will deliberate based on scientific data to understand current and projected basin conditions. The Committee will work collaboratively in an open and public process to ensure community concerns are addressed in the Plan.

The Committee will recommend strategies to the MGA Board to achieve a sustainable groundwater basin by 2040:

- Evaluate scientific information, make recommendations on the impacts to the Basin, and assess various management approaches to reach sustainability,
- Consider the effect of changing climate and sea level on groundwater conditions,
- Establish objectives and thresholds for State mandated sustainability indicators,
- Analyze options and recommend supplemental water supply alternatives to meet projected demand,
- Promote public education about Plan decisions and the Basin's sustainability, and
- Recommend approaches to funding projects and allocation of project costs.

The Advisory Committee will be tasked to work with staff and consultants to develop the Plan. They will provide the MGA Board with recommendations on how to address key policy issues required by the State's legal mandate. The Committee will make periodic reports to the MGA Board for input and feedback. They will report on key milestones in the development of the Plan, including: groundwater pumping impacts, key alternatives to reach groundwater sustainability, thresholds and measurable objectives for each sustainability indicator, possible program funding strategies, and recommendations for Plan implementation.

Problem Statement:

Our only source of drinking water in the Mid-County Basin is groundwater. Our Basin has been in overdraft for over 30 years. Lowered groundwater levels have allowed seawater intrusion and pose the threat of more widespread saltwater contamination if left unabated. Local streams are losing water flow, which adversely impacts aquatic ecosystems. We need to provide safe, reliable, and sufficient water resources to support our community and the natural environment.

July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 5.3

Title: Recommendations on Contracting for Groundwater Sustainability Plan Technical & Planning Process Support

Attachments

1. Working Draft HydroMetrics GSP Scope of Work
2. Request for Qualifications for GSP Process Support Consultant

The MGA is initiating work on the Groundwater Sustainability Plan (GSP) for the Santa Cruz Mid-County Basin with the appointment of an Advisory Committee (Committee) to provide the MGA with advice about key policy issues that will be addressed during the planning process. Staff has been anticipating that the work of developing the GSP will require additional technical support as well as support for the Committee's process, and has included funds in the FY18 adopted budget for consultants to provide these services.

This item provides a progress report and staff recommendations to the MGA Board on proceeding to develop consultant service contracts for both HydroMetrics Water Resources Inc. (HydroMetrics) and Kerns and West that would be finalized and brought to the board for approval at its September 21, 2017 meeting.

1. Working Draft Technical Support Scope of Work with HydroMetrics

Staff recommends using HydroMetrics as a sole source provider of technical support for the planned GSP Advisory Committee process. There are three key reasons for this recommendation:

1. It would be more costly and time consuming to bring another consultant up to speed on the many technical details of the history and current status of the Santa Cruz Mid-County Basin.
2. HydroMetrics is under contract and has an existing scope of work related to groundwater modeling. Groundwater modeling results will be a significant information source for the Committee, so HydroMetrics will need to be engaged with the Committee's process in some form in any case.
3. Key HydroMetrics staff members have been and continue to be actively involved in ongoing Sustainable Groundwater Management Act developments at the state level. The MGA benefits from HydroMetrics' role on many levels, for example, having access to information about approaches to defining sustainability that are being considered by state regulators.

Since the May 18, 2017 board meeting, staff has been working with HydroMetrics on a draft scope of work for Committee support during the GSP development effort. Attachment 1 is a working draft of that scope of work and includes a budget based on the assumptions that have been developed between staff and HydroMetrics in a series of conversations held in the last four weeks. These key assumptions include:

1. MGA staff will write the plan, often using technical memos, modeling documentation, and other materials prepared by HydroMetrics as sources.
2. In many cases, HydroMetrics staff will provide "review and comment" support for sections of the GSP as they are being prepared by MGA staff.
3. Due to HydroMetrics' ongoing groundwater modeling role, major parts of the technical support work that will need to be produced and presented to the Committee will be produced under the existing MGA contract with HydroMetrics. The Working Draft Scope of Work included in Attachment 1 explicitly includes assumptions about products being developed under HydroMetrics' existing scope of work that will cross over to the Committee's process and does not double count those costs.
4. HydroMetrics will not be playing a leading role in supporting the Committee's process, but will play an ongoing role as part of the Committee's support team. This team will include a potential process planning, design, and facilitation consultant, MGA and member agency staff, and any leadership structure that is established for the Committee.

These assumptions were used to divide responsibilities for technical support between MGA staff and HydroMetrics staff. HydroMetrics will provide technical support from two contracts: 1) work being completed under an existing contract that focuses on groundwater modeling and other related activities, and 2) work planned under a new contract that will focus on supporting the GSP Advisory Committee's process as well as technical support for the anticipated ongoing community engagement associated with the planning process. Attachment 1 is the working draft scope of work for the new contract. The draft scope of work includes several references to the assumptions articulated above and indicates a few places where HydroMetrics staff suggests that those assumptions be reviewed and potentially revised to include additional work.

With respect to the preliminary budget included in Attachment 1, it should be noted that the working draft scope of work is based on the set of assumptions described above, estimates of time required, and several conversations between staff from HydroMetrics, the MGA, , and partner agencies. Every effort has been made to be clear, thoughtful and realistic in estimating what will be required to support the Committee's work and meet the regulatory requirements for the GSP. If every underlying assumption proves correct, this scope will support plan development and

the Committee's process. If not, adaptations will be needed and future scope and budget modifications will be required. Such modifications will be reviewed and approved by the board if and as needed. Also, HydroMetrics has already identified a few issues in its submittal, and questioned a couple of assumptions that have been made in the process used to develop this scope. Staff will work to resolve these issues and any changes resulting will be reflected in the version the board sees in September.

Staff recommends that the MGA Board review and discuss Attachment 1 and provide any questions or issues to be considered in finalizing this scope of work. Staff will then work with HydroMetrics to bring a final contract and scope of work to the board for its review and action at the board meeting on September 21, 2017.

2. Process Support

In early June, staff issued a Request for Qualifications (RFQ) for process support services that could cover a range of possible services including overall process planning, meeting process design, and meeting facilitation. Four Statements of Qualifications (SOQs) were received by the June 30, 2017 due date. Specifically SOQs were received from the following organizations and project managers:

- The Center for Collaborative Policy, Marci DuPraw (www.csus.edu/ccp/)
- Fox Mediation, Carie Fox (www.foxmediation.com)
- Kearns & West, Eric Poncelet (www.kearnswest.com)
- Management Partners, Greg Larson (www.managementpartners.com)

MGA Executive Team members and the MGA's Senior Planner, Darcy Pruitt reviewed the SOQs and considered the various teams' experience with similar projects and responses to the questions included in the RFQ. Based on this review, staff is recommending that the board direct staff to engage with Kearns & West to develop a scope of work and budget for GSP support services for consideration at the September 21, 2017 board meeting.

Should the MGA Board accept this recommendation, the next step would be to invite Kearns & West staff to a meeting to discuss the GSP planning process and to begin the development of a scope of work for board consideration. As recommended in Agenda Item 5.2, developing a process support scope of work would be a good topic in which to engage some board members in an ad hoc manner.

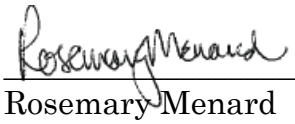
Possible Board Actions:

1. Through discussion, provide direction to staff on the working draft scope of work for the HydroMetrics GSP technical support contract for board review and action at its September 21, 2017 meeting; *and*

2. By MOTION, approve the recommendation to engage with Kearns & West to develop a scope of work and contract for GSP process support services for board review and action at its September 21, 2017 meeting; *or*

3. By MOTION, take only action 1 or 2 above; *or*

4. Take no action.

By 

Rosemary Menard
Director
City of Santa Cruz Water Department

Scope Based on MGA Assumptions

HydroMetrics Water Resources Inc. (HMWRI) has prepared this updated scope of work for assisting the Santa Cruz Mid-County Groundwater Agency (MGA) with its GSP development. This scope was outlined using the MGA comments received from our Excel spreadsheet that assigned responsibility to each item in the GSP outline guide.

Some items (underlined and bold) have been added in addition to those indicated by MGA. These activities were added because we believe HMWRI will need to provide assistance beyond what is available in any existing document or covered under an existing scope.

1 Introduction

MGA did not request that HMWRI budget any time for preparing or reviewing the introduction section. Therefore, HMWRI has not budgeted any time for this section.

2 Plan Area and Basin Setting

MGA is responsible for drafting this section of the GSP. HMWRI will prepare for and present at two (2) Workshops:

- Workshop #1:
  - State of the basin,
  - Key topics to be addressed in the GSP, and
  - Draft problem statement
- Workshop #2:
  - Develop Draft Sustainability Goal using Problem Statement as background,
  - Setting Sustainability Management Criteria guided by the Sustainability Goal

HMWRI will additionally prepare for and present at two (2) Working Group meetings:

- Land use (Section 2.1.3)
- Groundwater dependent ecosystems

2.1.2 Water Resources Monitoring and Management Programs

HMWRI will review and comment on a draft GSP section produced by MGA

WORKING DRAFT

2.1.4. Additional GSP Elements

HMWRI will provide analysis needed for the GSA to:

- Conjunctive use and underground storage
- Groundwater contamination cleanup, recharge, diversions to storage, conservation, water recycling, conveyance, and extraction projects
- Land use plans and efforts to coordinate with land use planning agencies to assess activities that potentially create risks to groundwater quality or quantity
- Impacts on groundwater dependent ecosystems

HMWRI will review an additional GSP elements section drafted by MGA

2.2 Basin Setting

2.2.1 Hydrogeologic Conceptual Model

HMWRI will review and comment on draft Hydrogeologic Conceptual model subsection produced by MGA.

We have adopted the MGA assumption that this subsection and the necessary cross-sections can be extracted from the Groundwater Model Report and other documents.

2.2.2 Current and Historical Groundwater Conditions

HMWRI has not budgeted any time for providing information for this subsection, or for reviewing this subsection. We have adopted the MGA assumption that this subsection can be extracted from Biennial Reports, the last GMP, and HM work on Section 2.1.4 for Identification of Groundwater-Dependent Ecosystems.

We anticipate that HMWRI will need to provide input on Identification of Interconnected Surface Water Systems as comprehensive identification is not part of existing scope or documents. We have included a line item cost for this effort in our budget.

2.2.3 Water Budget Information

HMWRI has not budgeted any time for providing information for this subsection, or for reviewing this subsection. We have adopted the MGA assumption that this subsection can mostly be extracted from the Groundwater Model Report.

WORKING DRAFT

We anticipate that HMWRI will need to provide input on sustainable yield as it applies to the GSP, because this is not part of any existing scope or document and its limited application in the GSP needs to be clearly communicated. We have included a line item cost for providing guidance on using sustainable yield in SGMA.

2.2.4 Management Areas (as Applicable)

We anticipate that HMWRI will need to provide input on management areas because this is not part of any existing scope of work, and is not included in any existing. Additionally, management areas are closely related to sustainability criteria, and Projects and Actions that HMWRI is providing assistance with. We have included a line item cost for attending two meetings and drafting a subsection of the GSP regarding management areas in our budget.

HMWRI will additionally participate in discussion of management areas as part of Workshop #5 on Current Impacts and Planned Projects and Actions listed under Section 4, including discussion of findings from impact analysis.

3 Sustainable Management Criteria

New work as requested by MGA to guide and develop sustainable management criteria that includes the subsections below (3.1 – 3.4). Deliverable will be the draft sections of the GSP. Other work involves technical support to Advisory Committee and Work Groups

3.1 Sustainability Goal
3.2 Measureable Objectives
3.3 Minimum Thresholds
3.4 Undesirable Results

Additionally, HMWRI will prepare for and present at two (2) Workshops:

- Workshop #3:
  - Preliminary Measureable Objectives, Minimum Thresholds, and Undesirable Results
- Workshop #4:
  - Draft Measureable Objectives, Minimum Thresholds, Undesirable Results, Sustainability Goal

WORKING DRAFT

HMWRI has budgeted time to prepare for and present at up to four (4) Working Group meetings while this section is being developed and drafted.

3.5 Monitoring Network

MGA did not request that HMWRI budget any time for preparing or reviewing subsections 3.5.1 and 3.5.2. **However, we believe that MGA will need significant input from HMWRI on this subsection because the level of detail required in a GSP addressing selection of representative monitoring sites and how they relate to sustainable management criteria has not been documented elsewhere. HMWRI has NOT included a line item in the estimated budget for any work on this subsection yet.**

3.5.3 Representative Monitoring

New work as requested by MGA to guide the selection of a representative monitoring network. This work is closely linked to Section 3.5.1. HMWRI will deliver a draft sub section of the GSP regarding representative monitoring sites.

3.5.4 Assessment and Improvement of Monitoring Network

New work as requested by MGA to guide suggestions for improving the existing monitoring network. HMWRI will deliver a draft subsection of the GSP regarding monitoring network improvements.

4 Projects and Management Actions to Achieve Sustainability Goal

HMWRI has not budgeted any time for providing information for this subsection, or for reviewing this subsection. We have adopted the MGA assumption that this section can be written by MGA from work currently being completed by The City of Santa Cruz and Soquel Creek Water District.

Technical support will mostly be in the form of workshops.

HMWRI will prepare for and present at four (4) Workshops:

- Workshop #5:
  - Current Impacts and Planned Projects and Actions
  - Discussion of possible Management Areas based on findings from impact analysis
- Workshop #6:
  - Supplemental Projects and Actions required to achieve Sustainability Goal

WORKING DRAFT

- Workshop #7:
  - Projects and Management Actions, and their relationship to Minimum Thresholds and Measurable Objectives
- Workshop #8:
  - Projects and Management Actions, and their relationship to Minimum Thresholds and Measurable Objectives

HMWRI believes we will need to provide some new modeling work because Projects and Management Actions are iteratively adjusted based on whether they meet sustainability criteria, and vice versa. We have NOT included a line item in our budget for this effort yet, which may be more appropriately included in future groundwater modeling budgets

5 Plan Implementation

MGA did not request that HMWRI budget any time for preparing or reviewing any work under Plan Implementation. Therefore, no HMWRI time is budgeted for this effort.

Other Assumptions

1. HMWRI's review and comment activities do not allow for rewriting sections or subsections. If comments are substantial, there may be significant rewrite time for the MGA which may impact project schedule. If needed, HMWRI can rewrite sections, but this will be an add-on expense.
2. MGA is responsible for taking all meeting notes
3. MGA to provide turnaround time for review and comments by HMWRI
4. In addition to the Workshops specifically identified above, HMWRI has budgeted for one senior staff member to attend each Advisory Committee meeting during Phase II. Based on our revised schedule estimate, we believe Phase II may take up to 20 months, Advisory Committee meetings held every month. Eight Advisory Committee meetings are budgeted as Workshops in the work described above. This leaves an additional 12 advisory committee meetings that we have budgeted as a separate line item. We have also budgeted for one senior staff member to attend each Board of Directors meeting during phases I and II (12 total). Additional staff can attend either the advisory committee or Board of Directors meetings, if necessary, for an additional cost.

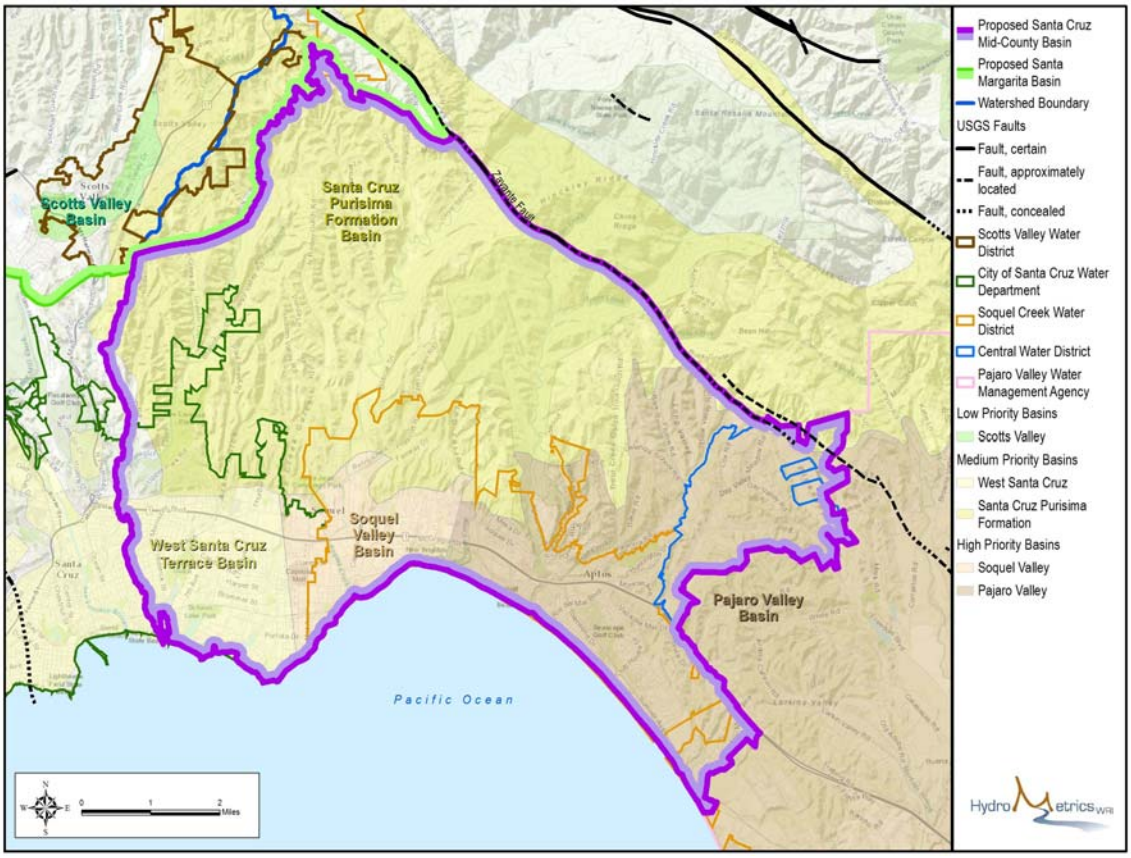
WORKING DRAFT

HydroMetrics WRI Cost Estimate to Provide GSP Support to the Santa Cruz Mid-County Groundwater Agency

Item	Cost Estimate
Phase I: Convening and Orientation of GSP Development Committee	$22,400
Phase II: GSP Sections 2 - 4	
2. Plan Area and Basin Setting, sustainable yield, management areas, and interconnected groundwater	$103,640
3. Sustainable Management Criteria, representative monitoring, monitoring program improvement	$225,520
4. Projects and Management Actions to Achieve Sustainability Goal	$26,880
Phase III: Finalize GSP Section 5	$0
Prepare for and Attend 12 Advisory Committee Meetings	$30,500
Prepare for and Attend 12 Board of Directors Meetings	$30,000
Total	$416,540.00

WORKING DRAFT

Request for Qualifications
for
Facilitation Services
for the
Santa Cruz Mid-County
Groundwater Sustainability Plan Advisory Committee



Qualifications Due: 4:00 p.m., June 30, 2017

I. Request for Qualifications

The Santa Cruz Mid-County Groundwater Agency (MGA) is soliciting Statements of Qualifications (SOQ) from individuals or firms with expertise in citizen's advisory committee process planning, design and facilitation.

The MGA has not yet determined the extent or type of process planning, design or facilitation services that will be employed and will consider suggested options or proposals made as part of the SOQ submittals as well as considering approaches described in SOQs based on responder's experience elsewhere.

II. Background – Santa Cruz Mid-County Groundwater Sustainability Plan Advisory Committee

A. Requirement for Groundwater Sustainability Plan

California's Sustainable Groundwater Management Act (SGMA) became law on January 1, 2015. SGMA required the State Department of Water Resources (DWR) to assess groundwater basins into High, Medium, Low and Very Low priority classifications. DWR's Basin classifications are based on a variety of criteria, including the local population's dependence on groundwater and local groundwater levels. All basins classified as medium and high priority must prepare a Groundwater Sustainability Plan (GSP) by 2022. High priority basins that are also classified in critical overdraft must complete their GSPs by January 31, 2020. GSPs will replace groundwater management plans that were required under AB3030. Groundwater Management Plans had some of the features of a GSP, but did not include State mandated sustainability indicators or mandatory deadlines to reach sustainable groundwater management goals. In contrast, SGMA requires medium and high priority basins to make measurable progress toward sustainability, to report that progress annually, and to achieve ongoing sustainability. Basins in critical overdraft must achieve sustainability by 2040. The Santa Cruz Mid-County Groundwater Basin is a high priority basin in critical overdraft.

B. Groundwater Sustainability Plan Advisory Committee

During the work of the Soquel-Aptos Groundwater Management Committee's Groundwater Sustainability Agency Formation Subcommittee (GSA Formation Subcommittee), the Subcommittee considered several possible approaches to meeting the Sustainable Groundwater Management Act's (SGMA) requirement for broad stakeholder engagement in the development and implementation of GSPs.

The agencies that formed the MGA Board purposefully included three positions on the Board as a first step to meeting the SGMA's requirements for stakeholder involvement. However, the GSA Formation Subcommittee recognized that even with those Board slots, it would be desirable to expand the engagement of stakeholders in the GSP development process.

Under a grant provided by the State Water Resources Control Board, resources from the California State University and Sacramento's Center for Collaborative Policy were made

available to the SAGMC to create a Community Engagement Plan[1]. As part of the GSA Formation Subcommittee's process, it considered a range of options of broadening engagement of stakeholders in the development of the GSP. The recommendation included in the Community Engagement Plan was to create an advisory committee with expanded representation of key interests as well as MGA Board members. This committee would be tasked with working with staff and consultants to develop the Groundwater Sustainability Plan (GSP) and provide the Board with recommendations on how to address key policy issues that will need to be covered by the plan.

After considering the range of relevant stakeholders and interests that it would be desirable to include in a committee to advise the Board on the GSP, the MGA Working Group recommends that the Board create a committee of 13 individuals representing the following interests:

Interest Group	Number of Seats
MGA Member Agencies	4
MGA Board Member Private Well Owners Representative	1
Institutional User	1
Agricultural User	1
Business Interest	1
Environmental Interest	1
Small Water System Management	1
Water Utility Rate Payer	1
Representatives of the Community At Large	2
Total	**13**

These particular interests were chosen for inclusion in the GSP Advisory Committee by the MGA Working Group because they cover the key user groups and interests. Tribal and state or federal fish and wildlife agencies were not included because the MGA Working Group provided for their involvement on an as needed basis through the use of short term working groups that would operate during the planning process.

As a committee that is advisory to the MGA Board, the GSP Advisory Committee would be subject to the (State of California) Brown Act, and all meetings would be publically noticed and open to the public.

C. Draft Committee Charge

The Groundwater Sustainability Plan Advisory Committee will provide guidance to staff and the MGA Board for the creation of the Groundwater Sustainability Plan. The Committee will analyze and provide recommendations to the MGA Board on key policy issues that will form the Plan. Final Plan recommendations are due at the MGA's July 2019 Board Meeting.

Committee members will represent diverse interest groups within the Basin. They will deliberate based on scientific data to understand current and projected basin conditions. The Committee

[1] The Final Community Engagement Plan for the Santa Cruz Mid-County Groundwater Basin is available for review on the Mid-County Groundwater Basin's website at: http://www.midcountygroundwater.org/sites/default/files/uploads/Final%20Community%20Engagement%20Plan_2-19-16_v2.pdf

will work collaboratively in an open and public process to ensure community concerns are addressed in the Plan.

The Committee will recommend strategies to the MGA Board to achieve a sustainable groundwater basin by 2040:

- Evaluate scientific information and recommendations on the impacts to the Basin, and assess various management approaches to reach sustainability,
- Consider the effect of changing climate and sea level on groundwater conditions,
- Establish objectives and thresholds for State mandated sustainability indicators,
- Analyze options and recommend supplemental water supply alternatives to meet projected demand,
- Promote public education about Plan decisions and the Basin's sustainability, and
- Recommend approaches to funding projects and allocation of project costs.

The Advisory Committee will be tasked to work with staff and consultants to develop the Plan. They will provide the MGA Board with recommendations on how to address key policy issues required by the State's legal mandate. The Committee will make periodic reports to the MGA Board for input and feedback. They will report on key milestones in the development of the Plan, including: groundwater pumping impacts, key alternatives to reach groundwater sustainability, thresholds and measurable objectives for each sustainability indicator, possible program funding strategies, and recommendations for Plan implementation.

D. Schedule

The MGA Board expects to appoint members to the GSP Advisory Committee at it September 15, 2017 meeting and the Committee's process would be initiated immediately following appointment. The GSP Advisory Committee's work would need to be completed by June 30, 2019.

III. RFQ Process

A. Process

Parties interested in being considered to provide facilitation services are requested to submit their SOQs on or before 4:00 p.m., June 30, 2017. SOQs will be evaluated by an Evaluation Committee comprised of MGA member agency staff and MGA Board members using the criteria established in Section V. The top rated firm will be asked to prepare a proposal for the purpose of negotiating a contract. Where no clear winner is determined, semi-finalists may be asked for supplemental information and may be invited to interview with the Evaluation Committee. During the interview, semi-finalists may be asked to:

- Make an oral presentation, and/or
- Respond to pre-established questions.

All responsive firms will be given equal opportunity to provide any requested additional information to the Agency. Any interviews will be scheduled on a mutually agreed upon date and will be at no cost to the Agency. The Evaluation Committee will use all available information to rank the semi-finalists in order of their ability to best meet the needs of the Agency.

B. Timeline

The tentative timeline for the selection process is as follows.

June 30, 2017---------- SOQs Due

July 12, 2017 --------- Evaluation of SOQs complete and start negotiation with top rated firm

August 25, 2017---------- Award of Contract

C. Information Disclosure to Third Parties

SOQs are a matter of public record and are open to inspection under the California Public Records Act. If any respondent claims any part of its SOQ is exempt from disclosure and copying, they shall so indicate in the transmittal letter. By responding to this RFQ, respondents waive any challenge to the Agency's decision in this regard.

If any SOQ contains confidential information, the respondent shall clearly label and stamp the specific portions that are to be kept confidential. The respondent is urged to identify the truly confidential portions of the SOQ and not simply mark all or substantially all response as confidential. Notwithstanding the foregoing, respondents recognize that the Agency will not be responsible or liable in any way for loses that the respondents may suffer from the disclosure of information or materials to third parties.

D. MGA Rights and Options

The MGA, at its sole discretion, reserves the following rights:

1. To reject any, or all SOQs or information received pursuant to this RFQ;
2. To supplement, amend, substitute or otherwise modify this RFQ at any time by means of written addendum;
3. To cancel this RFQ with or without the substitution of another RFQ or prequalification process;
4. To request additional information;
5. To verify the qualifications and experience of each respondent;
6. To require one or more respondents to supplement, clarify or provide additional information in order for the Agency to evaluate SOQs submitted;
7. To hire multiple contractors to perform the necessary duties and range of services if it is determined to be in the best interests of the Agency: and
8. To waive any minor defect or technicality in any SOQ received.

E. Questions/Clarification Request

The respondent shall, in the SOQ, identify the Project Manager and key staff. The Project Manager shall be the primary contact for the Agency.

For the MGA, the primary contact is:
Darcelle Pruitt

During the SOQ process, interested parties shall direct all questions via email to the MGA's primary contact listed above.

IV. Submittal of SOQs

The SOQs shall provide the information requested and be organized into sections as follows:

- Cover Letter
- Company Qualifications
- Key Project Staff Experience and Qualifications
- Client References

In preparing SOQ responses, consultants may want to consider directly responding to the following questions, which will assist evaluators in considering the range of potential services that may ultimately be included in any contract:

- What experience have you had in only working behind-the-scenes in the planning and design of a collaborative process? How would you describe your effectiveness in this type of situation versus one in which you are working on both process planning and design and process facilitation in which you have more of a relationship-with-the-principals?
- How might the planning steps be different for a process in which your role is limited to behind the scenes process planning and design versus those that would occur if your role included both process planning and design and interaction with the committee?
- What are the critical success factors for assuring an effective process, especially given that the planning process is expected to take 20 months?
- What experiences do you have in collaborating with technical consultants during a process, and what are key factors that need to be attended to in order to make this relationship work most effectively?

A. Cover Letter

The SOQs shall include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the proposing firm or joint venture. The cover letter shall provide the name, address, email, telephone and facsimile numbers of the proposed Project Manger, serving as the primary contact for the company.

B. Company Qualifications

The SOQs shall describe examples of previous work involving citizen's advisory committee process planning, design and facilitation efforts for topics involving both significant technical information and public policy issues as well as a diverse committee with members having varying interests and backgrounds. The examples must clearly demonstrate that the respondent has the experience, skill and expertise necessary to plan for and support the committee in successfully completing its work. Preference will be given to respondents that have experience working with groups on issues related to water or impact based financial assessments.

C. Key Project Staff Experience and Qualifications

The SOQ must include a listing of the key personnel (including subconsultants when applicable) performing the work including a description of their background, qualifications, and recent similar experience and responsibility. Clearly specify the individual designated as the Project Manager.

D. Client References

Client references, including contact person and current telephone numbers. References should focus on projects in which the personnel listed in Item C had responsibilities.

V. Evaluation Criteria and Selection

The MGA will evaluate each respondent's experience and expertise with citizen's advisory committee process planning, design and facilitation. Firms will be evaluated on the information presented in the SOQ. Final selection may be based on the SOQ as well as any supplemental information or interviews conducted. Evaluation factors used to select the semi-finalists shall include the following:

1. Qualifications as they relate to this project (50%).
    a. Firm's range of experience on similar projects and with the full range of duties that may be included in a contract.
    b. Qualifications of proposed key personnel on similar projects and with the full range of duties that may be included in a contract.
    c. Communication skills.
2. Apparent ability to provide the required services in a timely matter (25%).
    a. Accessibility of staff.
    b. Flexibility and readiness to complete specified work.
3. Firm's reputation for successful completion of similar efforts, integrity and competence (25%).

On Tuesday, June 13, 2017 the MGA will hold a question and answer conference call with prospective Project Managers at 10:30 AM Pacific Time. To participate in the question and answer session, please contact Darcelle Pruitt at dpruitt@cfscc.org no later than Monday, June 12, 2017. She will provide call-in information to all participants.

Contract negotiations will begin immediately with the first choice candidate after the evaluation process. If an agreement on scope and cost is not reached within ten (10) working days, the next highest ranked candidate will be contacted and negotiations with that candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

If a clear choice is not evident, interviews will be scheduled with those semi-finalists of exceptional rating.

VI. Response Format

Five (5) copies of the Statement of Qualifications and as well as an electronic copy shall be submitted to Darcelle Pruitt by the stated deadline. Statements of Qualifications shall be no longer than 20 individual sheets in length (proposal may be printed on both sides of sheet), including resumes and attachments. Firms are encouraged to use a double-sided format and recycled paper when possible.

Parties interested in being considered for this project are requested to submit their Statements of Qualifications **by 4:00 p.m., June 30, 2017** to:

Darcelle Pruitt, Senior Planner
Santa Cruz Mid-County Groundwater Agency
C/O Soquel Creek Water District
Attention Darcell Pruitt
5980 Soquel Drive,
Soquel, CA 95073

Submit electronic copies to: dpruitt@cfscc.org

The MGA reserves the right to determine the extent, duration and limit of consultant's services. Such services shall be described in an overall work program to be developed by the consultant and approved by the MGA promptly upon notification of selection. Any deviation from the scope and general work-hour duration of the work program must be approved beforehand in writing by the MGA.

July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 6.1

Title: Treasurer's Report

Attachments

1. Treasurer's Report for the Period Ending June 30, 2017

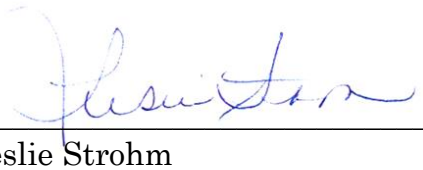
Attached is the Treasurer's Report for May and June 2017. The report contains three sections:

- Statement of Changes in Revenues, Expenses and Net Position
  - This interim financial statement provides information on the revenue that has been invoiced to the member agencies and the expenses that have been recorded as of June 30, 2017. This report does not include June invoices that have yet to be received. Those accrued payments will be reflected in the year-end financial statements.
- Statement of Net Position
  - This interim financial statement details the cash balance at Wells Fargo Bank, the depository institution for the Santa Cruz Mid-County Groundwater Agency (MGA), and the resulting net income as reported on the Statement of Changes in Revenues, Expenses and Net Position from the preceding page.
- Warrants
  - The list of warrants reflects all payments made by the MGA, either by check or electronic means, for the period covered by the Treasurer's Report.

The Treasurer's Report is provided on a monthly basis according to statutory requirement and to promote transparency of the agency's financial transactions.

Possible Board Actions:

1. Informational, no motion necessary.

By 

Leslie Strohm
Treasurer
Santa Cruz Mid-County Groundwater Agency

Treasurer's Report

Santa Cruz Mid-County Groundwater Agency
For the period ended June 30, 2017

Prepared by
Leslie Strohm

Prepared on
June 30, 2017

This report reflects the cash position as of June 30, 2017, but excludes accruals.

Statement of Revenues, Expenses and Changes in Net Position

May - June, 2017

	Total
INCOME	
Total Income	
GROSS PROFIT	**0.00**
EXPENSES	
5100 Groundwater Management Services	22,802.76
5120 Grndwtr Mgmt - Groundwater Model	33,246.83
5315 Office Services	744.30
5340 Computer Services	80.00
5410 Outreach Supplies	828.40
5416 Outreach Services - Advertising	451.00
5510 GSP Consulting Services	4,063.04
Total Expenses	**62,216.33**
NET OPERATING INCOME	**-62,216.33**
NET INCOME	**$ -62,216.33**

Statement of Net Position

As of June 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Wells Fargo Business Checking	658,309.73
Total Bank Accounts	**658,309.73**
Total Current Assets	**658,309.73**
TOTAL ASSETS	**$658,309.73**
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	
Net Income	658,309.73
Total Equity	**658,309.73**
TOTAL LIABILITIES AND EQUITY	**$658,309.73**

Warrants

May - June, 2017

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
Bill Payment (Check)						
06/26/2017	Bill Payment (Check)	10030	Soquel Creek Water District (2)	0000260		-40.00
						-40.00
06/26/2017	Bill Payment (Check)	10031	Hydrometrics Water Resources, Inc.			-45,185.54
						-45,185.54
06/26/2017	Bill Payment (Check)	10032	Nuz Inc DBA Good Times	221514		-451.00
						-451.00
06/20/2017	Bill Payment (Check)	10025	Santa Cruz Signs			-828.40
						-828.40
06/20/2017	Bill Payment (Check)	10026	First Alarm Security & Patrol, Inc.	12110013		-744.30
						-744.30
06/20/2017	Bill Payment (Check)	10027	Soquel Creek Water District (2)	0000260		-40.00
						-40.00
06/20/2017	Bill Payment (Check)	10028	Hydrometrics Water Resources, Inc.			-12,584.01
						-12,584.01
06/20/2017	Bill Payment (Check)	10029	Balance Hydrologics, Inc.			-2,343.08
						-2,343.08
05/22/2017	Bill Payment (Check)	10022	Hydrometrics Water Resources, Inc.			-33,981.12
						-33,981.12
05/22/2017	Bill Payment (Check)	10023	Soquel Creek Water District (2)	0000260		-135.96
						-135.96

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
05/22/2017	Bill Payment (Check)	10024	Regional Water Management Foundation			-34,422.60
						-34,422.60

July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 6.2

Title: Biennial Review and Report

Attachments

1. Biennial Review and Report - Executive Summary Water Years 2015-16

The Biennial Review and Report (BRR) was prepared by HydroMetrics WRI to describe the state of the Mid-County Groundwater Basin during the Water Years of 2015 to 2016. The full report is available for viewing online (link to report). The BRR also provides a summary of the status of groundwater management activities. These reports were prepared on an annual basis since 2009 until this report, which covers a two year period. The elements of this report have been modified somewhat to begin to address elements required by the Sustainable Groundwater Management Act (SGMA).

The report indicates that the basin is showing recovery in terms of both groundwater levels and indications of seawater intrusion. The observed recovery is likely the result of the significant emergency curtailment of water use by the municipal water agencies during recent years, which has resulted in the lowest amount of pumpage since 1977. Average groundwater levels in Water Year 2016 met established protective elevations at 8 of 13 coastal monitoring wells. However, five wells still have average groundwater levels below established protective elevations. Seawater intrusion is still evident, but has improved somewhat in the Pleasure Point area and has not worsened in the Seascape area. While there has been improvement, full basin recovery has not been achieved and the basin is still considered to be in long-term overdraft.

The Executive Summary of the BRR is attached to this staff report and the full report is available for review on the MGA website listed above. The final version of this report reflects the review and comments of agency staff. The report will provide the background information for the Groundwater Sustainability Plan Advisory Committee and we anticipate a presentation from the consultant and discussion of this report and its findings when that Committee is convened.

Possible Board Actions:

1. By MOTION, accept the 2015-16 Biennial Basin Report.

2. Take no action.

By

John Ricker
Water Resources Division Director
County of Santa Cruz

EXECUTIVE SUMMARY – WATER YEAR 2015-16

INTRODUCTION

This Biennial Review and Report (BRR) is part of the implementation of the Groundwater Management Plan (GMP) for the Soquel-Aptos groundwater management area approved by Soquel Creek Water District (SqCWD) and Central Water District (CWD) in 2007 (SqCWD and CWD, 2007). The BRR summarizes groundwater conditions in the Santa Cruz Mid-County Groundwater Basin for Water Years 2015 and 2016 and documents the status of groundwater management activities. The report updates a living document that has been updated annually starting with the Water Year 2009 report and will be updated biennially beginning with this report. This report is presented to the Santa Cruz Mid-County Groundwater Agency (MGA), the Groundwater Sustainability Agency for the Santa Cruz Mid-County Groundwater Basin, which has taken over implementation of the GMP until the MGA adopts a Groundwater Sustainability Plan (GSP). The MGA is a Joint Powers Authority of CWD, SqCWD, the City of Santa Cruz, and Santa Cruz County with three private well representatives as Board members. This BRR includes a number of changes from previous ARRs that reflect implementation of the Sustainable Groundwater Management Act (SGMA).

GROUNDWATER CONDITIONS

Long-term overdraft of the basin has led to ongoing risk of seawater intrusion. As a result of long-term recovery and an acceleration of recovery over the last two years, average groundwater levels in Water Year 2016 met the established protective elevations at the most monitoring wells since the wells were installed. Average groundwater levels in Water Year 2016 met established protective elevations at 8 of 13 of the wells. Since five wells have average groundwater levels below established protective elevations, full basin recovery has not been achieved and the basin is still considered in long-term overdraft. (Figure ES- *1*). Recovery of the basin and overdraft will be eliminated when coastal groundwater levels rise to protective elevations at all coastal wells. The MGA will also need to reevaluate the established protective elevations for the GSP.

In Water Year 2015, rainfall in the Santa Cruz Mid-County Basin was below average for the fourth straight year, but rainfall in Water Year 2016 was above average. In Water Year 2015, SqCWD and the City of Santa Cruz continued

Stage 3 water shortage emergency with a drought curtailment target of 25% and CWD continued a Stage 2 water shortage alert with a drought curtailment target of 20%. In Water Year 2016, the lower than average rainfall over the preceding five years led SqCWD and CWD to maintain these curtailment targets. In Water Years 2015 and 2016, municipal production of 4,121 and 3,928 acre-feet were the lowest totals since 1977.

Figure ES- 2 shows groundwater level trends for the productive aquifer units across the basin over the last five years. Groundwater level trends in the western Purisima area where both SqCWD and City pump from the Purisima A and AA Units and sub-Purisima Tu Unit have shown slight declines over the last five years. However, groundwater levels at coastal wells in this area (Moran Lake, Pleasure Point, Soquel Point, and SC-1A) have increased over Water Year 2015-2016. Groundwater level trends in the western Purisima area where SqCWD is the municipal pumper that pumps primarily from the Purisima A Unit have shown increases over the last five years with accelerated recovery over Water Years 2015 and 2016, including in coastal wells for the area (SC-3A and SC-5A). Groundwater level trends in the central Purisima areas (BC and DEF units) also have been increasing over the last five years with accelerated recovery over Water Years 2015 and 2016, including in coastal wells for the area (SC-9C and SC-8D). The groundwater level trend in coastal wells in the Aromas area (SC-A1, SC-A8, SC- A2, SC-A3, and SC-A4) has generally been stable or increasing over the last five years while wells further inland in the Aromas area have shown declines over the last five years (Figure ES- 2).

There is ongoing risk of seawater intrusion into the productive units of the Santa Cruz Mid-County Basin due to coastal groundwater levels being below protective elevations. Observed Total Dissolved Solids (TDS) and chloride concentrations are used to assess seawater intrusion. Figure ES- 3 and Figure ES-4 show TDS and chloride concentrations from Fall 2016 for the productive aquifer units across the Basin, which are representative of recent conditions in the Basin. The occurrence of seawater intrusion varies by area in the Santa Cruz Mid-County Basin:

- TDS and chloride concentrations do not suggest seawater intrusion at SqCWD's monitoring wells in the western Purisima area (A, AA, and Tu-units).
- TDS and chloride concentrations show seawater intrusion has not affected SqCWD production wells in the western Purisima area (A, AA, and Tu-units).

- TDS and chloride concentrations in one of the City of Santa Cruz's monitoring wells indicate seawater intrusion in the westernmost Purisima area (A-unit), but concentrations in this Soquel Point Medium monitoring well show a decreasing trend Concentrations in the Moran Lake Medium monitoring well indicated seawater intrusion in the past but no longer suggest seawater intrusion and continue to decline. However, TDS and chloride concentrations show seawater intrusion has not affected City of Santa Cruz production wells in the westernmost Purisima area (A, AA, and Tu units)
- TDS and chloride concentrations do not suggest seawater intrusion at SqCWD's monitoring wells in the central Purisima area (BC and DEF-units).
- TDS and chloride concentrations show seawater intrusion has not affected SqCWD production wells in the central Purisima area (BC and DEF-units).
- TDS and chloride concentrations continue to indicate seawater intrusion in deep monitoring wells installed below the freshwater-saltwater interface in the Aromas area (Purisima F-unit and Aromas Red Sands).
- At the Aromas area monitoring wells where the saltwater interface has risen into after being installed above the saltwater interface, concentrations continue to indicate intrusion but do not appear to be continuing to increase.
- However, TDS and chloride concentrations show seawater intrusion has not affected SqCWD and CWD production wells in the Aromas area.

Naturally occurring constituents such as iron and manganese in the Purisima Formation and Chromium VI in the Aromas Red Sands continue to have high concentrations in groundwater. A drinking water standard for chromium VI was in effect from 2014 through 2016 and concentrations at several SqCWD production wells exceeded the standard. High nitrate concentrations were detected at the Sells well which caused its removal from service in Water Year 2009. All delivered water met drinking water standards for constituents found in groundwater.

STATUS OF GROUNDWATER MANAGEMENT

The status of basin management objectives (BMO) is updated through Water Year 2016. The main basin management objectives of concern are BMO 1-1 to pump within the sustainable yield and BMO 2-2 to maintain groundwater levels to prevent seawater intrusion. New measurable objectives will be required for

the Groundwater Sustainability Plan. In addition, the groundwater model under development will be used to evaluate sustainable yield and groundwater management alternatives to achieve sustainability.

Basin management elements are specific projects, programs, and policies for meeting basin management objectives. The status of elements is also updated in this report.

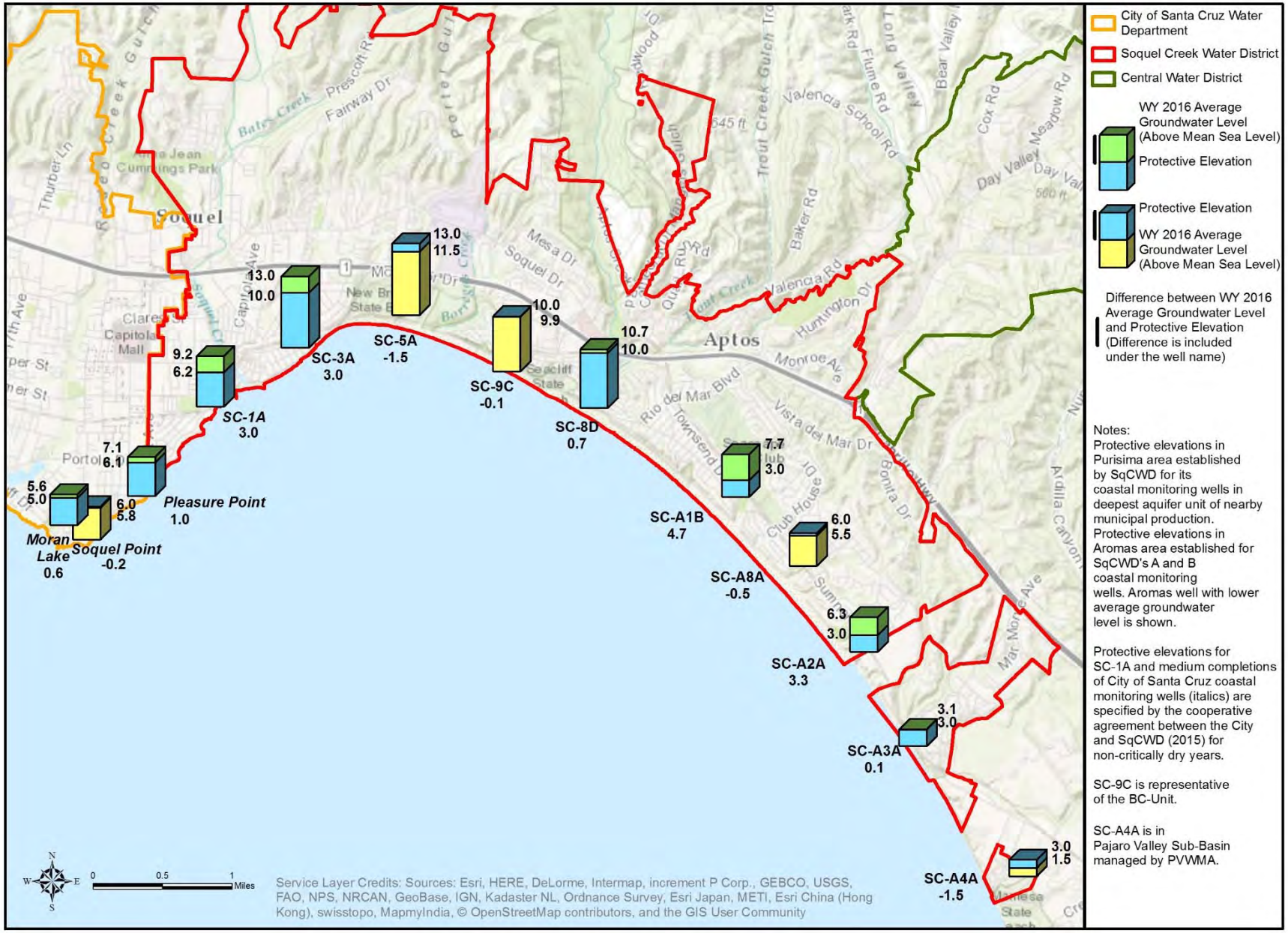


Figure ES- 1 (2016): Average Water Year 2016 Groundwater Levels at Coastal Monitoring Wells Relative to Protective Elevations

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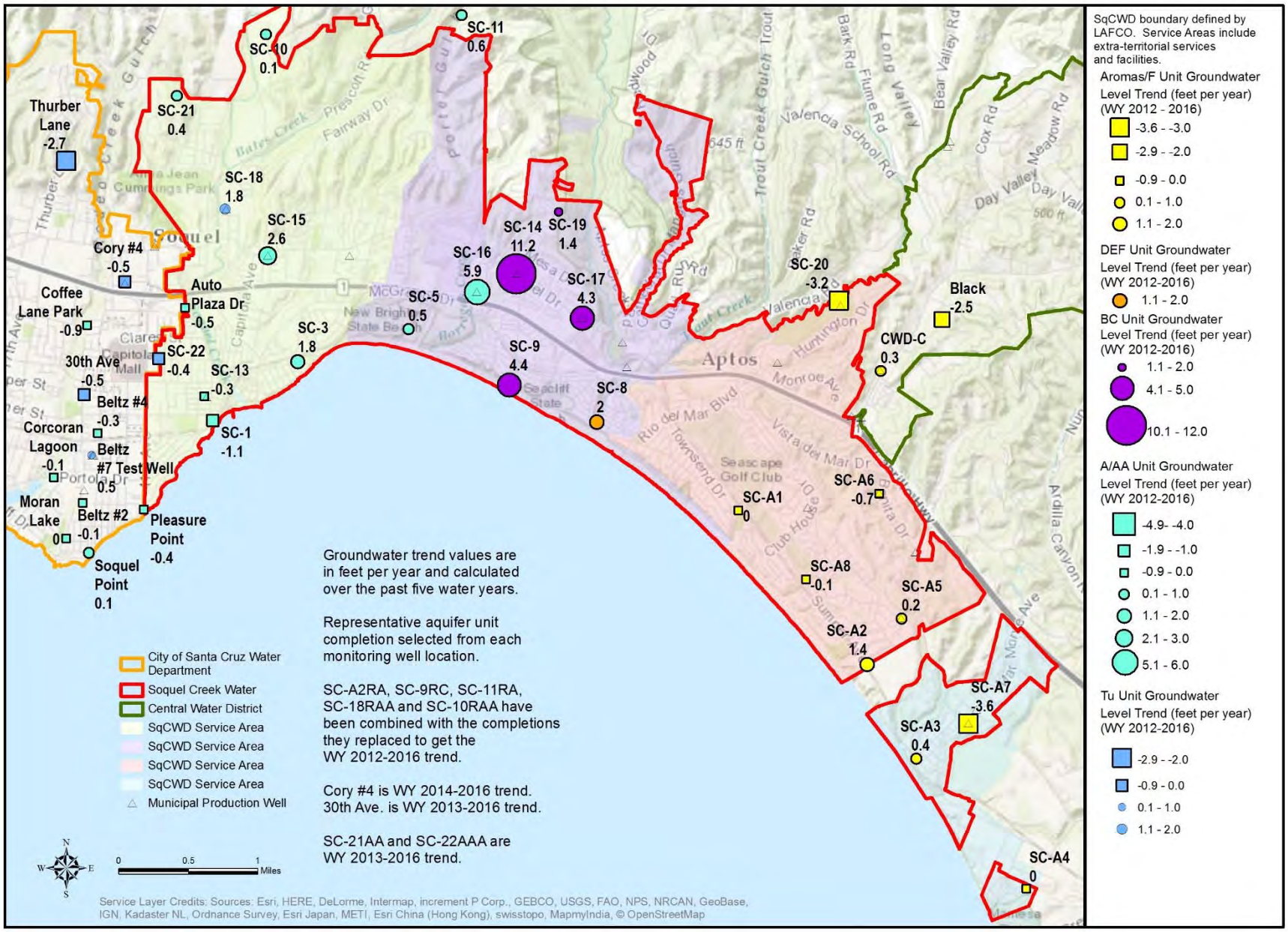

Figure ES- 2 (2016): Groundwater Level Trends Water Years 2012-2016 at Representative Monitoring Wells

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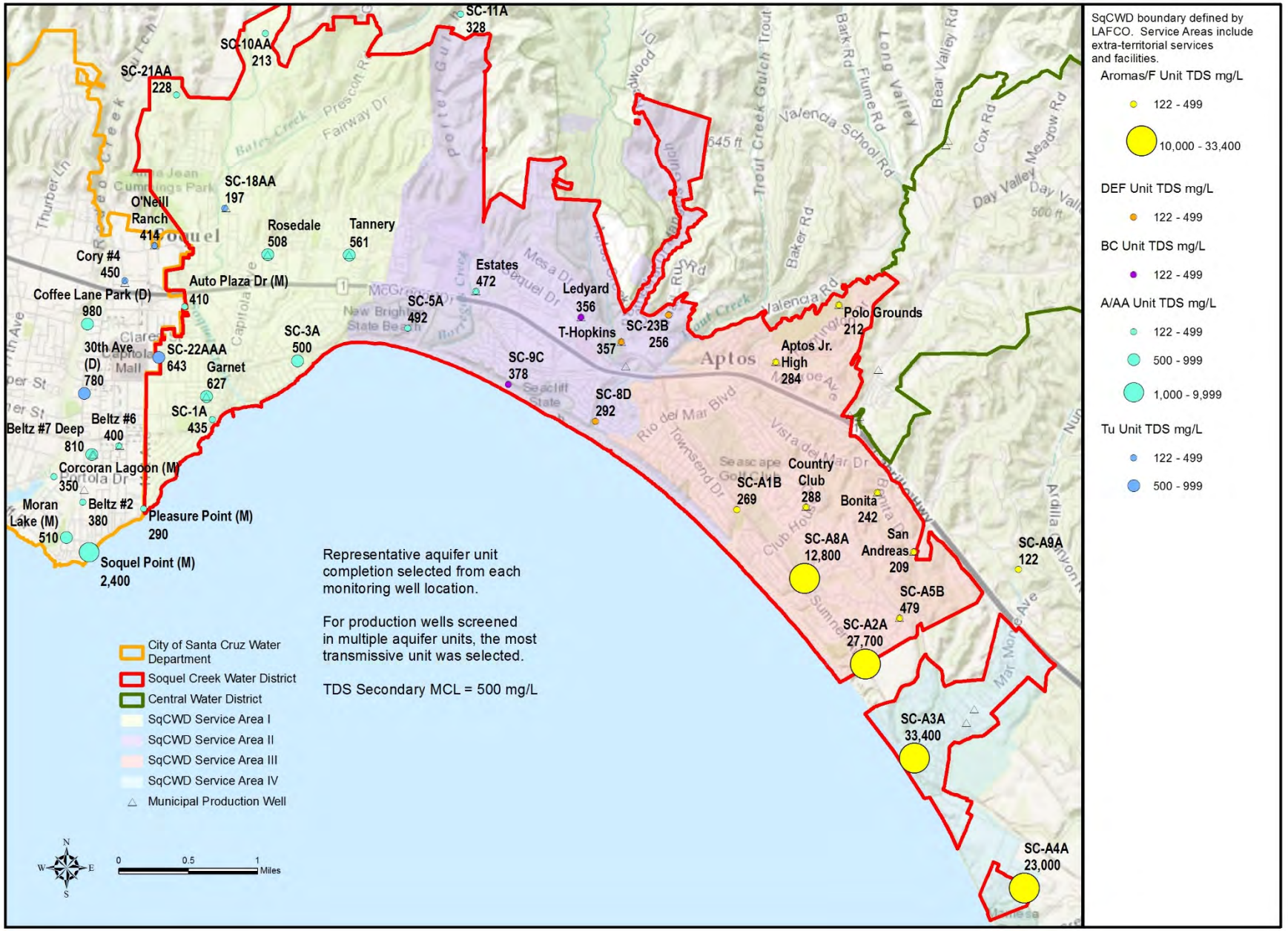

Figure ES- 3 (2016) Concentrations of Total Dissolved Solids in Groundwater, Fall 2016

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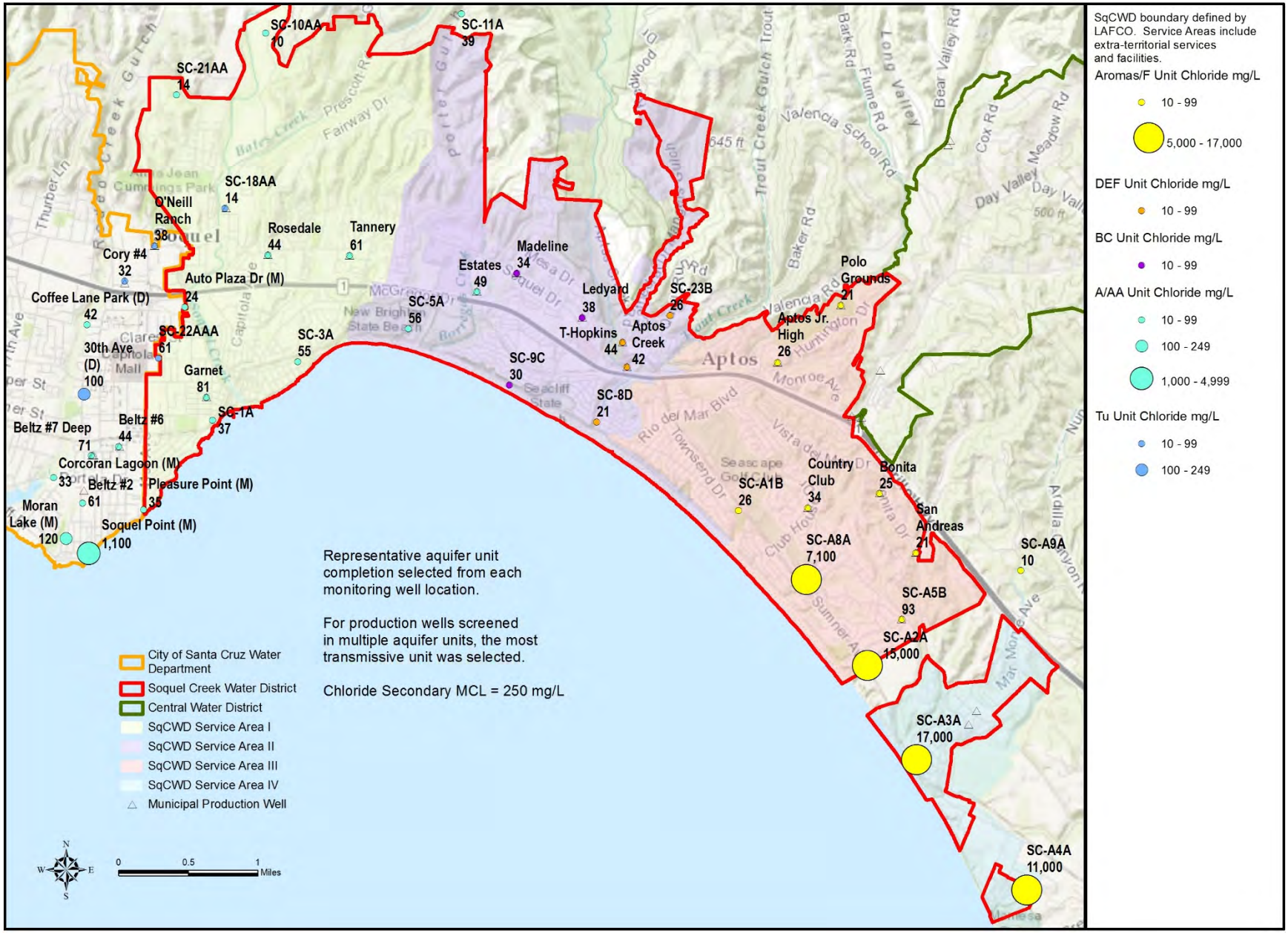

Figure ES- 4 (2016). Concentrations of Chlorides in Groundwater, Fall 2016

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July 20, 2017

MEMO TO THE MGA BOARD OF DIRECTORS

Subject: Agenda Item 6.3

Title: Report on Groundwater Sustainability Plan Advisory Committee Candidates and Process

Attachments

1. GSP Advisory Committee Application
2. GSP Advisory Committee Fact Sheet
3. GSP Advisory Committee Press Release
4. GSP Advisory Committee Advertisement

As directed by the MGA Board at its May 18, 2017 meeting, MGA Staff completed the Groundwater Sustainability Plan (GSP) Advisory Committee Application Materials (e.g. application, fact sheet, press release, ad, and draft recruitment emails). The GSP Advisory Committee recruitment opened on June 5, 2017 and closed at 4:00 p.m. on July 20, 2017.

The Sentinel and Aptos Times printed information from the MGA press release to publicize Advisory Committee recruitment and an informational meeting scheduled for June 29, 2017 at the Congregational Church of Soquel. Advertisements were placed in the Good Times June 21 & 28, 2017 editions and road signs were placed at four locations on June 23, 2017 to advertise the GSP Advisory Committee recruitment and informational meeting.

Staff will provide an oral report on the number and quality of applications received during the board meeting.

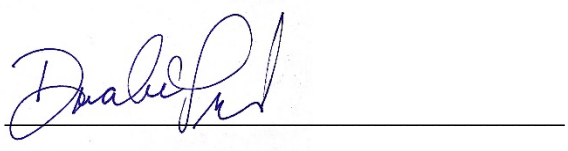
The MGA Board of Directors also directed the board chair to assemble a GSP Advisory Committee nominating committee from members of the board. The board chair has identified one representative from each member entity and one Private Well Owner Representative for service. The selected nominating committee members as proposed are: James Kerr, Private Well Owner Representative; Robert Marani, Central Water District; Cynthia Matthews, City of Santa Cruz; John Leopold, County of Santa Cruz; and Bruce Jaffe, Soquel Creek Water District.

Possible Board Actions:

1. By MOTION, approve nominating committee structure and members as proposed.

2. By MOTION, approve nominating committee with same structure but different membership than proposed.

3. By MOTION, approve alternative nominating committee structure and membership after further input from the public and discussion by the board.

By 

Darcelle Pruitt
Senior Planner
Santa Cruz Mid-County Groundwater Agency

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY (MGA)

APPLICATION FOR APPOINTMENT TO THE GSP ADVISORY COMMITTEE

Applications will be accepted from stakeholders of the Santa Cruz Mid-County Groundwater Basin boundary. An interactive boundary map is available at: www.midcountygroundwater.org

Application Deadline is 4:00 PM Pacific Time on July 20, 2017

NAME _____ DATE _____

RESIDENCE ADDRESS _____ CITY _____ ZIP _____

DAYTIME PHONE _____ EVENING PHONE _____ EMAIL _____

EMPLOYER _____ OCCUPATION _____

HAVE YOU PREVIOUSLY SERVED ON AN ADVISORY COMMITTEE? YES ☐ NO ☐ IF YES, Please list_____

_____

ARE YOU PRESENTLY SERVING ON AN ADVISORY COMMITTEE? YES ☐ NO ☐ IF YES, Please list_____

_____

PERSONAL REFERENCE (Optional) _____ PHONE _____

GROUNDWATER SUSTAINABILITY PLAN
ADVISORY COMMITTEE PURPOSE

The Groundwater Sustainability Plan (GSP) Advisory Committee will analyze groundwater sustainability information and provide recommendations to the MGA Board on key policy issues that will form the Plan. Members will represent diverse interests within the Basin and deliberate as a committee on groundwater sustainability. They will establish objectives and thresholds for State mandated sustainability factors. They will evaluate various approaches to managing the Basin, including project funding and allocation of costs. The Committee will recommend strategies to achieve a sustainable groundwater basin by 2040.

Volunteer Committee members will be selected to represent Sustainable Groundwater Management Act (SGMA) mandated groundwater interests. Please indicate your interest (check all that apply):

- ☐ Agricultural User
- ☐ Small Water System Management
- ☐ Environmental Interest
- ☐ At Large Representatives (2)
- ☐ Institutional User
- ☐ Business Interest
- ☐ Water Utility Rate Payer

GSP Advisory Committee members will work collaboratively with MGA staff and the MGA Board. Committee members will receive background information and training from MGA staff and from the MGA's technical consultants. The planning process is likely to be iterative with provisional recommendations revised as sustainability data is compared between each of the State mandated sustainability factors. The time commitment is likely to vary, but is expected to require approximately 10 hours/month from September 2017 through July 2019.

Personal information on this form will become a matter of public record subject to disclosure under the California Public Records Act (California Government Code section 6250 et. seq.).

When are you available to attend committee meetings?

☐ Weekday Mornings ☐ Weekday Afternoons ☐ Weekday Evenings

Supplemental Questions

(Attach additional sheets as needed, please do not exceed 4 additional pages total)

1) Why are you interested in participating in the Groundwater Sustainability Plan Advisory Committee?

2) Provide an example of a time you worked on a project that involved collaboration with other participants. Explain the purpose and results of your efforts.

Supplemental Questions (continued)

(Attach additional sheets as needed, please do not exceed 4 additional pages total)

3) Describe your qualifications and any experience you feel would help in your service on the Groundwater Sustainability Plan Advisory Committee.

4) Indicate which interest group(s) you would like to represent. Check as many as apply: ☐ Agricultural User, ☐ Small Water System Management, ☐ Institutional User, ☐ Business Interest, ☐ Environmental Interest, ☐ Water Utility Rate Payer, ☐ At Large Representative, ☐ Other (describe). Please explain your qualifications to represent the group(s) you have selected.

Supplemental Questions (continued)

(Attach additional sheets as needed, please do not exceed 4 additional pages total)

5) Describe your experience communicating issues of concern with other people, including groups you are involved with and/or represent. How do you convey information, discuss issues, and obtain feedback from groups with whom you are networked?

6) How did you hear about the GPS Advisory Committee opening? ☐ MGA Website ☐ MGA Board Meeting ☐ Community Advertisement ☐ Word of Mouth ☐ Other (explain)

_____

I certify the information submitted is true, accurate, and complete.

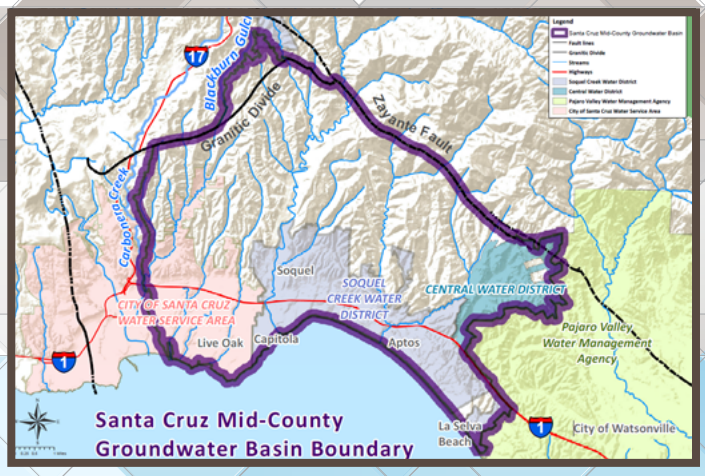
_____
Applicant's Signature

Application Deadline is 4:00 PM Pacific Time on July 20, 2017
Signed applications may be submitted electronically (via email) or hard copy to:

Santa Cruz Mid-County Groundwater Agency
C/O Soquel Creek Water District
Attn: Darcelle Pruitt
5180 Soquel Drive
Soquel, CA 95073
Email: dpruitt@cfscc.org

GROUNDWATER SUSTAINABILITY PLAN ADVISORY COMMITTEE

SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY



Devlop a Sustainable Groundwater Plan

Advise on • Sustainability Goals • Project Funding • Plan Implementation

The Santa Cruz Mid-County Groundwater Agency (MGA) oversees groundwater management in the Santa Cruz Mid-County Groundwater Basin. The MGA is a collaboration of local agencies, water districts, and private well owners created in response to California's Sustainable Groundwater Management Act.

The MGA is looking for volunteers to serve on its Groundwater Sustainability Plan Advisory Committee. The Advisory Committee will make groundwater sustainability recommendations to the MGA Board, review technical information, advise on Basin sustainability goals, project funding, plan implementation guidance, and other topics identified by the Committee and the MGA Board. The time commitment will vary but is expected to take 10 hours per month from September 2017 through July 2019.

A public meeting will be held on June 29, 2017 from 7-9 PM at the Congregational Church of Soquel at 4951 Soquel Dr., Soquel CA 95073 to provide the public with more information about the MGA and the role of the Advisory Committee.

MGA Basin residents may apply for Advisory Committee positions from June 1 – July 20, 2017. To verify that you live within the MGA Basin, please check our interactive map at http://www.midcountygroundwater.org/mid-county-basin-area/interactive-map.

California's Sustainable Groundwater Management Act became law on January 1, 2015. The MGA Basin is high priority and in critical overdraft. The MGA must complete its Groundwater Sustainability Plan by 2020 and permanently avoid the undesirable impacts of groundwater overdraft by 2040.

Please direct completed applications and questions to Darcelle Pruitt, Senior Planner for the Santa Cruz Mid-County Groundwater Agency at:

831-662-2052 | dpruitt@cfscc.org | midcountygroundwater.org

For Immediate Release
Contact: Darcelle Pruitt, Senior Planner (831) 662-2052
dpruitt@cfscc.org

COMMITTEE MEMBERS NEEDED FOR MID-COUNTY GROUNDWATER AGENCY

Soquel (June 5, 2017) -The Santa Cruz Mid-County Groundwater Agency (MGA) is looking for volunteers to serve on its Groundwater Sustainability Plan (GSP) Advisory Committee. Applications for Committee members will be accepted from June 5 through July 20, 2017. A public meeting will be held on June 29, 2017 from 7-9 PM at Congregational Church of Soquel, 4951 Soquel Dr. Soquel CA to provide the public with more information about the MGA and the role of the GSP Advisory Committee.

The GSP Advisory Committee will assist with planning the Santa Cruz Mid-County Basin's future. The Committee's purpose is to make groundwater sustainability recommendations to the MGA Board. Committee members will review technical information, give advice on Basin sustainability goals, plan objectives, project funding, plan implementation, and other topics as identified by the Committee and the Board. The time commitment will vary and is expected to take 10 hours per month from September 2017 through July 2019.

The Mid-County Groundwater Agency was formed in 2016 in response to California's Sustainable Groundwater Management Act of 2014, which requires groundwater basins be sustainably managed by 2040. The Mid-County Groundwater Agency is responsible for managing the Santa Cruz Mid-County Basin, which is in critical overdraft.

For more information on the GSP Advisory Committee contact Darcelle Pruitt, Senior Planner for the Mid-County Groundwater Agency at (831) 662-2052 or at dpruitt@cfscc.org. For more information on the Mid-County Groundwater Agency visit http://www.midcountygroundwater.org/

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SANTA CRUZ MID-COUNTY GROUNDWATER AGENCY

The Santa Cruz Mid-County Groundwater Agency (MGA) is looking for Volunteers to Serve on its Groundwater Sustainability Plan (GSP) Advisory Committee.

Attend the public meeting for more information about the MGA and the role of the GSP Advisory Committee.

June 29, 2017 • 7-9 pm

Congregational Church of Soquel
4951 Soquel Drive Soquel CA 95073

Applications for Committee volunteers will be accepted from June 5 – July 20, 2017.

For more information on the Mid-County Groundwater Agency visit www.midcountygroundwater.org/