

AGENDA

SPADRA BASIN GSA - EXECUTIVE COMMITTEE MEETING

CITY OF POMONA – CITY HALL
ADMINISTRATIVE BOARD ROOM
505 S. GAREY AVENUE, POMONA, CA 91766
MONDAY, MARCH 4, 2019, AT 3:30 P.M.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the Walnut Valley Water District office, located at 271 S. Brea Canyon Road, Walnut, California.

1. Call to Order and Pledge of Allegiance
2. Roll Call

Party	Representatives	Alternates
City of Pomona	___ Rubio Gonzalez	___ Victor Preciado
Walnut Valley Water District	___ Ted Ebenkamp	___ Jerry Tang

3. Public Comment - Opportunity for members of the public to address the Executive Committee on any Agenda item at the time the item is considered on the agenda
4. Adoption of Agenda (by consensus)
5. Approval of Minutes for Meeting Held January 7, 2019
6. Election of Officers
 - a) Elect President
 - b) Elect Vice President
7. Appointment of Administrative Officer (Brian Teuber) and Treasurer (Josh Byerrum)
8. Addition to Executive Committee – Mr. Jerry Tang, Walnut Valley Water District
9. Consider Award of Contract to Develop the Spadra Basin Groundwater Sustainability Plan
10. 2017 Proposition 1 Sustainable Groundwater Planning Grant (verbal report)
11. Review of Future Discussion Items
Spadra Basin GSA Specific Items:
 - a) Insurance issues
 - b) Other
12. Adjournment to Next Meeting – Monday, April 1, 2019 at 3:00 p.m. (Strategic Planning Meeting)

**SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY
EXECUTIVE COMMITTEE MEETING
Monday, January 7, 2019 – 3:30 P.M.**

City of Pomona – City Hall
Administrative Board Room
505 S. Garey Avenue
Pomona, CA 91766

MINUTES

PRESENT:

Rubio Gonzalez, Representative
Ted Ebenkamp, Alternate
Victor Preciado, Alternate

STAFF PRESENT:

Erik Hitchman, Administrative Officer
Brian Teuber, Treasurer
Jim Ciampa, Legal Counsel

ABSENT:

All present (One vacancy)

OTHERS IN ATTENDANCE

Chris Diggs
Donna DiLaura
Darron Poulsen
Sherry Shaw
Dave Warren

The meeting was called to order at 3:37 p.m. with Mr. Gonzalez presiding.

ITEM 3: PUBLIC COMMENT

No comments were offered. (Item 3)

ITEM 4: ADOPTION OF AGENDA

- ◆ Agenda was adopted by consensus. (Item 4)

ITEM 5: APPROVAL OF MINUTES FOR MEETING HELD NOVEMBER 5, 2018

- ◆ The Executive Committee was asked to approve the minutes for the Executive Committee meeting held on November 6, 2018.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried (2-0), to approve the minutes of the November 6, 2018 Executive Committee meeting as presented. (Item 5)

ITEM 6: REVIEW OF PROPOSED 2019 EXECUTIVE COMMITTEE MEETING SCHEDULE – REVISED TO BI-MONTHLY

- ◆ The Executive Committee was asked to review and approve the 2019 Executive Committee meeting schedule revised from monthly to bi-monthly. The schedule is subject to change as needed.

Meeting Dates

Monday, January 7, 2019
Monday, March 4, 2019
Monday, May 6, 2019
Monday, July 1, 2019
Tuesday, September 3, 2019
Monday, November 4, 2019

Upon consideration thereof, it was moved by Mr. Gonzalez, seconded by Mr. Ebenkamp and unanimously carried (2-0), to approve the revised 2019 Executive Committee meeting schedule, subject to change. (Item 6)

ITEM 7: CONSIDER ADDITION TO IMPLEMENTATION TEAM – MR. CHRIS DIGGS, CITY OF POMONA

- ◆ The Executive Committee was asked to consider adding Mr. Chris Diggs, Water Resources Manager for the City of Pomona, as a member of the Implementation Team.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried (2-0), to add Mr. Chris Diggs as a member of the Implementation Team. (Item 7)

ITEM 8: CONSIDER APPROVAL OF PROPOSAL FROM CV STRATEGIES FOR DEVELOPMENT/DESIGN OF LOGO, WEBSITE AND MISSION STATEMENT

- ◆ The Executive Committee was asked to consider approval of a proposal from CV Strategies to develop and design a logo, website and Mission Statement for the Spadra Basin Groundwater Sustainability Agency.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez and unanimously carried, to approve the CV Strategies proposal, at a not-to-exceed amount of \$2,000. (Item 8)

- ◆ A discussion was held relative to holding two workshops with CV Strategies. It was determined that the workshops will be held in lieu of the regular Executive Committee meetings scheduled for April 1 and June 3.

ITEM 9: UPDATE ON CONFLICT OF INTEREST CODE – APPROVED BY THE COUNTY ON DECEMBER 18, 2018

- ◆ Mr. Ciampa provided a brief update on the final approved Conflict of Interest Code. He noted that Ms. DiLaura is the Filing Officer for the Spadra Basin GSA, and will be in contact with those that are required to file Assuming Office Form 700 forms. As this was an informational item only, no action was required.

ITEM 10: 2017 PROPOSITION 1 SUSTAINABLE GROUNDWATER PLANNING GRANT

- ◆ Mr. Hitchman reported that an initial kickoff meeting (conference call) is scheduled for February 5, 2019 from 1:00 p.m. to 3:00 p.m. Representatives from DWR will review the grant agreement and answer any questions staff may have. Additionally, Mr. Hitchman reported that Ms. Shaw is preparing the Request for Proposal for Development of the Groundwater Sustainability Plan. Staff intends to complete the bid process by the end of February in order to present a proposed agreement to the Executive Committee for approval at the March meeting. As this was an informational item only, no action was required.

ITEM 11: REVIEW OF FUTURE DISCUSSION ITEMS

- ◆ Mr. Hitchman noted the following items for future discussion and possible action:
Spadra Basin GSA Specific Items:
 - a) Insurance issues
 - b) Consideration of JPIA membership
 - c) Other

ITEM 12: ADJOURNMENT – 3:54 P.M.

Upon consideration thereof, it was moved by Mr. Ebenkamp, seconded by Mr. Gonzalez, and unanimously carried, the meeting was adjourned to the next meeting on March 4, 2019. (Item 12)

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

DATE: March 4, 2019

TO: Executive Committee

FROM: Erik Hitchman, Administrative Officer

RE: Appointment of Administrative Officer and Treasurer

ACTION: Request the Executive Committee appoint Mr. Brian Teuber as Administrative Officer and Mr. Joshua Byerrum as Treasurer.

SUMMARY:

In accordance with Spadra GSA's Bylaws and Memorandum of Agreement, staff is recommending the Executive Committee appoint Mr. Brian Teuber as the Administrative Office, replacing Mr. Erik Hitchman. Because Mr. Teuber is currently appointed as the Treasurer, staff further recommends that Mr. Josh Byerrum replace Mr. Teuber as the appointed Treasurer.

SPADRA BASIN GROUNDWATER SUSTAINABILITY AGENCY

DATE: March 4, 2019
TO: Executive Committee
FROM: Sherry Shaw, Implementation Team Member
RE: Spadra Basin Groundwater Sustainability Plan (GSP)
ACTION: 1. Request the Executive Committee approve the budget for the GSP in the amount of \$744,700.
2. Request the Executive Committee authorize WVWD to award a contract to Wildermuth Environmental, Inc. to develop the GSP at a not to exceed cost of up to \$703,389.

SUMMARY:

In February 2019, the Walnut Valley Water District (District), as lead agency for the Spadra GSA, was tasked with preparing a request for proposals for the development of a Groundwater Sustainability Plan (GSP) for the Spadra Basin. The total project cost estimate, used for the grant proposal, was \$677,000 to develop the GSP. The project consists of three phases as outlined below:

1. Establish a model to accurately portray the geohydrology of the Spadra Basin,
2. Apply the model to optimize groundwater production in the basin and determine outcomes, and
3. Develop the Spadra Basin Groundwater Sustainability Plan.

District staff issued a Request for Proposal (RFP) to six qualified consulting firms for the subject services, to which two firms responded. District and City of Pomona staff evaluated the two firms, which are listed below by cost and schedule:

<u>Firm</u>	<u>Total Cost</u>	<u>Design Schedule</u>
Wildermuth Environmental, Inc. (WEI)	\$703,389	Dec. 2021 finish
Daniel B. Stephens & Assoc. (DBS&A)	\$676,992	Dec. 2021 finish

Both proposals were reviewed and it was determined that both firms are well qualified to perform the work required for the project and have met the parameters set forth in the Spadra GSA's RFP. WEI meets the GSA's objectives for this project, especially by leveraging their experience in the region and current work in neighboring groundwater basins. In addition, their referenced projects demonstrate specialized experience as they have prepared many projects of a similar scope of work. Although WEI's fee proposal was \$703,389, staff will try to negotiate the cost down to match the grant proposal cost. It is recommended that the total budget for the GSP be set at \$744,700 (\$677,000 + 10% contingency).

SLS:dd