

## Board Meeting Santa Rosa Plain Groundwater Sustainability Agency

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Regular Meeting Minutes

February 8, 2018

1:00 pm

City of Santa Rosa, Utilities Field Office

35 Stony Point Rd, Santa Rosa, CA 95401

<http://www.sonomacountygroundwater.org>

### Directors

Susan Harvey

Pam Stafford

Tom Schwedhelm

Shirlee Zane

Joe Dutton

Evan Jacobs

Lynda Hopkins

Walt Ryan

Mark Millan

### Alternates

Mark Landman

Jake Mackenzie

Chris Rogers

Susan Gorin

Mel Sanchietti

Michael Spielman

Susan Gorin

John Nagle

Debora Fudge

*City of Cotati*

*City of Rohnert Park*

*City of Santa Rosa*

*County of Sonoma*

*Gold Ridge Resource Conservation District*

*Independent Water Systems*

*Sonoma County Water Agency*

*Sonoma Resource Conservation District*

*Town of Windsor*

### 1. Call to Order and Roll Call

**Lynda Hopkins**, Chairwoman, called the meeting to order at 1:03 pm and noted that a quorum of the board was present, consisting of the following Directors: Joe Dutton, Susan Harvey (departed 3:30pm), Lynda Hopkins, Mark Millan, John Nagle, Tom Schwedhelm, Michael Spielman (for Evan Jacobs), Pam Stafford and Shirley Zane. Others present included Brittany Jensen, Interim Administrator; Simone Peters, GSA Administrative Assistant; Jay Jasperse, Marcus Trotta and Ann DuBay of the Sonoma County Water Agency; Scott Morris, Legal Counsel.

### 2. Consent Calendar

**a. Approve Minutes of August 10, 2017 and November 20, 2017**

**b. Approve Financial Report**

**c. Approve Report on In-kind Contribution Status**

Public Comments: None.

**Director Stafford** moved to approve the Consent Calendar, **Director Harvey** seconded. Motion passed unanimously.

**3. Directors/Subcommittee Report**

None.

**4. Advisory Committee Report**

**a. Advisory Committee Work Plan and Charter**

**Bob Anderson, Advisory Committee Chair**, reported that Advisory Committee meeting attendance is strong, and people are engaged. They are forming their charter and agreeing on what constitutes a quorum. The next meeting is Monday, February 12. There is also a Community meeting planned for March 21 at Finley Community Center.

Public comments: None

No action was taken.

**5. Informational Item**

**a. Introduction of Fee/Rate Study and Update**

**Sally Van Etten**, Raftelis Financial Consultants, Inc. provided an update on the Fee/Rate Study. This presentation was an update of what was given at the Advisory Committee meeting on Dec. 4, 2017.

**Director Hopkins** suggested creating an ad hoc committee meeting so that the Board is involved in the fee/rate decision process. Chairwoman Hopkins appointed **Director Hopkins, Director Millan, Director Nagle and Director Dutton** as members of the ad hoc committee.

Public Comment received from **Mary Grace Pawson**, City of Rohnert Park.

**b. Overview of Basin Boundary Modification Process, Regulations, and Local Considerations**

**Jay Jasperse**, Sonoma County Water Agency, provided an overview.

**Marcus Trotta**, Sonoma County Water Agency, presented the boundary modification process and timing, including considerations for the Eastern and Western boundaries.

No action was taken.

**6. Action Items**

**a. Bylaws.** Adopt proposed Agency bylaws per the Santa Rosa Plain Groundwater Sustainability Agency Joint Powers Agreement.

**Scott Morris, Legal Counsel** presented the proposed Agency bylaws. Changes have been made by the three GSAs: Correction needed - Board meetings start at 1:00pm (Page 10); lower check signing authority to \$10,000 (Page 6); and change one reference to Sonoma Valley GSA to Santa Rosa Plain (Page 2).

Public Comments: None.

**Director Millan** moved to approve bylaws with the above changes, **Director Stafford** seconded. Motion passed unanimously.

- b. Conflict of Interest Code.** Adopt proposed Agency Conflict of Interest Code per Government Code section 87300.  
**Scott Morris, Legal Counsel** presented the Agency Conflict of Interest Code.  
Public Comments: None.  
**Director Harvey** moved to approve as presented, **Director Stafford** seconded. Motion passed unanimously.
- c. Document Retention Policy.** Adopt proposed Document Retention Policy.  
**Scott Morris, Legal Counsel** presented this item.  
One error on page page 65: item 3, should say W4 forms  
Public Comments: None  
**Director Harvey** moved to approve the proposed Document Retention Policy with the one mentioned correction, **Director Schwedhelm** seconded. Motion passed unanimously.
- d. Community Engagement Plan.** Adopt Community Engagement Plan.  
**Ann DuBay, Sonoma County Water Agency** presented the Community Engagement Plan.  
Public Comments: None  
**Director Millan** moved to approve as presented, **Director Harvey** seconded. Motion passed unanimously.
- e. Budget for FY 18/19.** Adopt proposed FY 18/19 budget.  
Brittany presented the proposed FY 18/19 budget.  
Public Comments: None  
**Director Harvey** moved to approve the proposed budget, **Director Stafford** seconded. Motion passed unanimously.
- f. Letter of Agency Support.** Authorize Interim Administrator to submit letters of support on behalf of the Agency with support of the Chair, or in the Chair's absence the Vice-Chair, on legislation that may affect funding for groundwater programs.  
**Ann DuBay,** presented this item.  
Public Comments: None  
**Director Zane** moved to approve submitting a letter of support on behalf of the Agency with the amendment that letters on issued that don't come before the full Board be signed by two directors, **Director Stafford** seconded. Motion passed unanimously.
- g. Amendment of Gold Ridge Resource Conservation District's contract.** Amend contract for

Administrative Services dated June 1, 2017, between the Gold Ridge Resource Conservation District and the Santa Rosa Plain Groundwater Sustainability Agency (GSA) to reduce Santa Rosa Plain GSA's payments under the contract by \$22,000. The new contract amount shall be \$113,287.

**Brittany Jensen** presented amending the contract for Administrative Services.

Public comments: None

**Director Hopkins** recused herself.

**Director Millan** moved to approve as presented, **Director Stafford** seconded. Motion passed unanimously.

**h. Appoint Ann DuBay of the Sonoma County Water Agency to serve as Agency Interim Administrator from March 1, 2018 to June 30, 2018.**

**Brittany Jensen** presented this item.

**Director Hopkins** recused herself.

Public comments: None

**Director Harvey** moved to approve as Ann DuBay to serve as Agency Interim Administrator from March 1, 2018 to June 30, 2018, **Director Millan** seconded. Motion passed unanimously.

**i. Execute contract with the Sonoma County Agency for Administrative Services and approve Ann DuBay as Interim Administrator.** Authorize Interim Administrator to execute Contract with the Sonoma County Water Agency for \$22,000 and approve Ann DuBay to serve as Interim Administrator for the agency from March 1, 2018- June 30, 2018.

**Brittany Jensen** presented this item.

Public Comments: None

**Director Hopkins** recused herself.

**Director Harvey** moved to approved authorizing Interim Administrator to execute Contract with the Sonoma County Water Agency and approve Ann DuBay to serve as Interim Administrator, **Director Stafford** seconded. Motion passed unanimously.

**7. Administrator & Plan Manager Report**

**Brittany Jensen** presented the Administrator update. Upcoming activities include fee/rate study process, attending a public meeting in March and working on a logo. Looking at making a small change in the JPA due to small error.

**Jay Jasperse** presented the Plan Manager update. They are getting ready to start prep of the GSP.

Public Comments: None

No action was taken.

**8. Public comment on matters not listed on the agenda but within the subject matter jurisdiction of the board**

**Director Millan** for **Tom Jansen**, Town of Windsor.

**Director Hopkins** asked that “Public comment on matters not listed on the agenda” be moved earlier on the agenda at upcoming meetings.

**9. Adjournment**

The meeting adjourned at 3:37 pm.