



Agenda

San Miguel Groundwater Sustainability Agency

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Gib Buckman, Director

Joseph Parent, Vice President
Ashley Sangster, Director

THURSDAY, JUNE 28, 2018

6:00 P.M. opened session / Adjournment at 6:15 P.M.

BOARD OF DIRECTORS MEETING AGENDA

**SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451**

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. **Call to Order:** **6:00 PM (15 min.)**
- II. **Pledge of Allegiance:**
- III. **Roll Call:** *Green___ Parent___ Buckman___ Kalvans___ Sangster___*
- IV. **Approval of GSA Meeting Agenda:**

M_____ S_____ V_____

V. **ADJOURN TO CLOSED SESSION:**

A. **CLOSED SESSION AGENDA:** None

VI. **Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**

VII. **Public Comment and Communications for items not on the Agenda:**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VIII. **Special Presentations/Public Hearings/Other:**

IX. **Staff & Committee Reports – Receive & File:**

- 1. Update on GSA (Groundwater Sustainability Agency) and GSP (Groundwater Sustainability Plan)- Blaine

X. **CONSENT CALENDAR:**

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion.

XI. **BOARD ACTION ITEMS:**

- 1. **Review, Discuss, Receive and File the Invoice SM20180606-1 for payment for proportional share of the "Paso Robles Basin GSP" (HydroMetrics WRI invoice # 2018066 dated 5/25/2018)**

Public Comments: (Hear public comments prior to Board Action)

M_____ S_____ V_____

XII. BOARD COMMENT:

This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

XIII. ADJOURNMENT TO NEXT GSA MEETING October 2018

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on June 22, 2018

Date: June 22, 2018

Tamara Parent
Tamara Parent, Board Clerk/ Accounts Manager

Rob Roberson
Rob Roberson, Fire Chief/Interim General Manager

John Green 6-15-2018

Approved by: President Green



San Miguel Groundwater Sustainability Agency

Board of Directors Staff Report

June 28, 2018

AGENDA ITEM: IX. 1

SUBJECT: Status Report by the District Engineer regarding the issues relevant to the San Miguel Groundwater Sustainability Agency (GSA) including an update on the Groundwater Sustainability Plan (GSP) preparation

STAFF RECOMMENDATION:

Receive and File

BACKGROUND:

On October 27, 2016, the District Board adopted Resolution 2016-34, wherein the Board determined to become a GSA for all of those portions of the Paso Robles Groundwater Basin that lie within the District's service area and sphere of influence. The District's application to form a GSA was filed with the DWR on November 22, 2016. Other GSA's were also formed within the Paso Robles Groundwater Basin, including the following agencies:

- County of San Luis Obispo
- City of Paso Robles
- Heritage Ranch CSD
- Shandon – San Juan Water District

One of the primary initial obligations of a GSA is to prepare a Groundwater Sustainability Plan (GSP). For the purposes of efficiency and cost control, the parties to the MOA determined that it was in the best interest of all GSA's in the basin to participate in the preparation of a single basin-wide GSP. To assure that some measure of cooperation and collaboration is effective in preparing a Paso Robles Groundwater Basin GSP document, the Board directed the Interim General Manager to execute a Memorandum Agreement (MOA) which sets forth the terms and conditions for determining, among other things, how the allocation of costs for the GSP preparation are to be distributed among the eligible agencies. The Interim General Manager executed the MOA on August 29, 2017.

Proposals for professional engineering & hydrogeological services as required to prepare a Groundwater Sustainability Plan (GSP) for the Paso Robles Groundwater Basin were received on December 4, 2017 and a "short list" of three (3) firms were selected for interview by the Cooperative Committee staff. The interviews were held on January 11, 2018. Based on the results of the interviews, the Hydrometrics team was selected as the top candidate. The City of Paso Robles entered into a professional services contract with Hydrometrics for the preparation of the GSP. The costs associated with the GSP preparation are to be reimbursed by the District, and the other GSA's. on a proportional basis. The District's share of the costs is 3%.

To offset the cost of the GSP preparation, an application to the DWR for grant funding for the preparation of the Paso Robles Groundwater Basin GSP was completed and submitted in November 2017. We were notified in February that \$1,500,000 in grant funds were awarded to partially fund the preparation of the Paso Robles Groundwater Basin GSP. The grant funds are to be used for reimbursement of direct costs by the GSA's which are party to the MOA.

Because, the City of Paso Robles is the agency that was awarded the grant funds, under the terms of the MOA, they will be invoiced by the GSP consultant and in turn the City will invoice the other GSA's their proportionate share. On May 31, 2018 the City of Paso Robles received the first invoice from Hydrometrics in the amount of \$109,027.56 (see attached). The City in turn has issued an invoice to the District for its 3% share in the amount of \$3,270.83.

The City will submit the Hydrometrics invoice to DWR for reimbursement from grant funds. As the grant funds are received, they will be used to pay future invoices and possibly cover other GSP related costs.

FUNDING:

Funding for this project will come from the Water Fund.

STAFF RECOMMENDATION

Receive and File.

PREPARED BY:

APPROVED BY:

Blaine T. Reely

Rob Roberson

Blaine T. Reely, P.E., District Engineer

Interim General Manager



City of Paso Robles
 Administrative Services Department
 821 Pine Street, Suite A
 Paso Robles, CA 93446

INVOICE
INVOICE #SM20180606-1
CUSTOMER # 5922

DATE: JUNE 6, 2018

TO:
 San Miguel Community Services District
 Attn: Rob Roberson, Interim General Mgr.
 1150 Mission Street
 San Miguel, CA 93451
 Email: rob.roberson@sanmiguelcsd.org

FOR SERVICE PROVIDED BY:
 City of Paso Robles
 Public Works Department
 1000 Spring Street
 Paso Robles, CA 93446-7392
 Phone (805) 237-3861 Fax (805) 237-3904

GL 407-23090

DESCRIPTION	Total Invoice	Share %	AMOUNT
Proportional Share of the "Paso Robles Basin GSP"			
HydroMetrics WRI Invoice No. 2018066 Dated 05/25/2018 (copy attached)	109,027.56	3%	3,270.83
TOTAL DUE:			\$3,270.83

Make all checks payable to: City of Paso Robles
And return to: City of Paso Robles
Attn: Ryan Cornell, Finance Mgr.
821 Pine Street, Suite A
Paso Robles, CA 93446-2881

PLEASE INCLUDE COPY OF INVOICE WITH YOUR PAYMENT
*****Remittance Copy*****



1814 Franklin St., Suite 501
Oakland, CA 94612

Mr. Dick McKinley
Director of Public Works
City of El Paso de Robles
1000 Spring St.
Paso Robles, CA 93446

May 31, 2018

Subject: Invoice for March and April Work on the Paso Robles Basin GSP

Mr. McKinley,

HydroMetrics WRI has attached one invoice for work conducted in March and April, 2018 on the above referenced project. During March and April, the HydroMetrics WRI team initiated the project, held a number of orientation meetings for the Cooperative committee and the public, collected data, and initiated work on the sustainable management criteria. The communication and engagement outreach plan was both initiated and drafted during this time. Specific activities of each team member are listed on the attached invoice.

The project appears to be on schedule and on budget. The budget summary is included in the table below.

Budget	\$1,363,515.00
Previously Invoiced	\$0
Current Invoice	\$109,027.56
Total Invoices to Date	\$109,027.56
Remaining Budget (%)	\$1,254,487.44 (92%)

*Jim
OK to pay*

Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Derrik Williams". The signature is written in a cursive style with a large, prominent initial "D".

Derrik Williams, President
HydroMetrics Water Resources Inc.

HydroMetrics Water Resources Inc.
 1814 Franklin Street, Suite 501
 Oakland, CA 94612

Invoice

Invoice Date:	Invoice #:
5/25/2018	2018066

Bill To:
City of El Paso de Robles-City Hall Dick McKinley, Project Manager 1000 Spring Street Paso Robles, CA 93446

Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
March-April 2018	Derrick Williams	GSP PREPARATION Travel to and attend March 22 staff meeting. Work on project schedule. Call with Willy Cunha. Set up kick-off meetings. Work with Strategy Driver to help on initial meetings. Call with Angela regarding Cooperative Committee. Write approach on how Cooperative Committee interacts with Staff. Set up kickoff meeting. Hold consultant kickoff meeting. Review WRAC water law information. Develop 2-year schedule. Prepare items for April 25 Cooperative Committee meeting. Initiate Outreach and Engagement Plan. April 3 call with County regarding outreach and engagement. Schedule meetings. Review data supplied by Willy Cunha. Develop project schedule. Set up bi-weekly staff meetings. Data requests. Attend April 9 meeting in Paso Robles with County. Propose and assess advantages and disadvantages of informal meetings with stakeholders. Set up meetings. Get additional model data from County. Develop agenda for April 23 meeting. Call to outline project actions. Call to outline groundwater law discussion. Meeting	103.75	240.00	24,900.00

Total		
Payments/Credits		
Balance Due		

Phone #	Fax:	E-Mail
(510) 903-0458	(510) 903-0468	accounting@HydroMetricsWRI.com

HydroMetrics Water Resources Inc.
 1814 Franklin Street, Suite 501
 Oakland, CA 94612

Invoice

Invoice Date:	Invoice #:
5/25/2018	2018066

Bill To:
City of El Paso de Robles-City Hall Dick McKinley, Project Manager 1000 Spring Street Paso Robles, CA 93446

Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
		requested by Dana Merrill. Prepare for April 23 meeting. Weekly consultant Staff meeting. Prepare for and present at April 23 information meeting. Review values questionnaire. Follow up meeting to April 23 informations meeting. Outline questionnaire for values that inform Minimum Thresholds. Prepare approach to obtain feedback on which projects may be acceptable. Call with Projects and Programs team. Prepare for and present at April 25 Cooperative Committee meeting. Prepare signs for April 30 meeting.			
		REIMBURSABLE EXPENSES Expenses from meetings on March 22			
		Zipcar: Derrick Williams (driver): charge 1 day, and 20 extra miles + tax		88.49	88.49
		La Quinta Inn lodging: 1/2 of total cost		71.76	71.76
		Subtotal Reimbursable Expenses			160.25
		Markup		10.00%	16.03
		Total Reimbursable Expenses			176.28
		REIMBURSABLE EXPENSES			

Total
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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
		Expenses from meetings on April 9, April 23 and April 25			
		Meals		246.06	246.06
		Lodging: Madonna Inn, April 9		140.12	140.12
		Zipcar: Derrick Williams (driver): 1/2 of total cost		109.15	109.15
		Flipchart easel for April 23 meeting		131.43	131.43
		Signs for informational meeting on April 25		87.28	87.28
		Material for sandwich board for meeting signs		47.86	47.86
		Subtotal Reimbursable Expenses			761.90
		Markup		10.00%	76.19
		Total Reimbursable Expenses			838.09
		REIMBURSABLE SUBCONTRACTOR EXPENSES			
	Strategy Driver	For services rendered March 2018			
	Ellen Cross	Team call. Send GEI request for framework for Communication and Engagement Plan. Call with Derrick on Communication and Engagement Plan preparation.	1.25	250.00	312.50
		Subtotal Reimbursable Subcontractor Expenses			312.50

Total

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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
		Markup applied on Subcontractors Expenses Total Reimbursable Subcontractor Expenses		10.00%	31.25 343.75
	Montgomery and Associates, Inc.	REIMBURSABLE SUBCONTRACTOR EXPENSES For services rendered March 2018			
	Tim Leo	Project Management: Prepare draft project schedule.	17	195.00	3,315.00
	Juliet McKenna	Project Management: Coordinate with Team via web meeting.	5.5	157.00	863.50
		Subtotal Reimbursable Subcontractor Expenses			4,178.50
		Markup applied on Subcontractors Expenses		10.00%	417.85
		Total Reimbursable Subcontractor Expenses			4,596.35
		REIMBURSABLE SUBCONTRACTOR EXPENSES			

Total

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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
	O'Laughlin & Paris ...	For services rendered April 2018			
	Valerie Kincaid	Team meeting kick off and project summary. Review legal issues draft from Committee; review outstanding issues for Basin. Team meeting update. Call with Derrick Williams regarding groundwater rights and powerpoint presentation, issues in the Paso Robles Basin surface water rights research project. Review and finalize powerpoint for groundwater presentation. Call with Angela from County, revise slides, add slides on backstop, send final powerpoint presentation.	19.1	350.00	6,685.00
	Ryan Stager	Legal research on prescriptive and Pueblo groundwater rights and SGMA provisions related to water rights and limitations on extractions; draft powerpoint outline related to groundwater rights and SGMA's impact on groundwater rights. Conference with Valerie Kincaid regarding legal research, anticipated contact, and timeline for completion. Legal research for usufructuary nature of groundwater rights, SGMA provisions related to impact on water rights and authority to limit extractions, and status of prescriptive groundwater rights during periods of shortage. Build and complete powerpoint presentation	23.1	250.00	5,775.00

Total
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City of El Paso de Robles-City Hall Dick McKinley, Project Manager 1000 Spring Street Paso Robles, CA 93446

Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
	Strategy Driver	<p>on SGMA's impact on groundwater rights, conference with Valerie Kincaid regarding presentation contents and progress. Research on Paso Robles Basin surface water rights holders. Conference with Valerie Kincaid regarding feedback on draft SGMA's groundwater rights presentation, edit presentation and send presentation to Valerie for final review. Legal research regarding de minimis user provisions under SGMA and draft memorandum. Review Paso Robles Supplemental Supply Options Report provided by Derrik Williams. send summary to Valerie Kincaid. Complete review of post-1914 appropriate surface rights holders in San Luis Obispo County; teleconference with Valerie regarding accessing eWRIMS database to locate pre-1914 appropriate surface water rights holders; compile spreadsheet and send to Valerie for review.</p> <p>Subtotal Reimbursable Subcontractor Expenses Markup applied on Subcontractors Expenses Total Reimbursable Subcontractor Expenses</p> <p>REIMBURSABLE SUBCONTRACTOR EXPENSES For services rendered April 2018</p>		10.00%	12,460.00 1,246.00 13,706.00

Total

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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
	Ellen Cross	Coordination call, Review of Communication and Engagement Plan, Discussion of noticing for April 23 prep meeting, call with Derrick on approach with Angles/Maria, call with Tim Leo on overall project organization and approach/debrief on Communication and Engagement Plan. (Task 1)	2.75	250.00	687.50
		Emails to Derrick on C&E Plan. Review proposal, background information. Attend Stakeholder meetings. Travel to meeting on April 23-25. Discussion with Juliet on meeting schedules. (Task 2)	77.5	250.00	19,375.00
		Misc expenses: Meals, supplies for meeting, Hotel		659.44	659.44
		Subtotal Reimbursable Subcontractor Expenses			20,721.94
		Markup applied on Subcontractor Expenses		10.00%	2,072.19
		Total Reimbursable Subcontractor Expenses			22,794.13
	Ellen Cross	REIMBURSABLE MILEAGE 750 total miles to April 25 presentation on C&E and travel to April 30 meeting.	750	0.545	408.75
	Montgomery and	REIMBURSEABLE SUBCONTRACTOR EXPENSES For services rendered April 2018			

Total		
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Balance Due		

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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
	Associates, Inc.	PROJECT MANAGEMENT Manage project activities, participate in conference calls. Prepare for, travel to/from and participate in public meetings and other project meetings in Paso Robles. Review and execute contract and work orders. Review and provide input on project materials and correspondences. Prepare project schedule and coordinate printing. Timothy Leo Juliet McKenna Cynthia Stefan Phyllis Leach Various expenses for Hotel, Meals, lodging, parking Subtotal Reimbursable Subcontractor Expenses Markup applied on Subcontractor Expenses Total Reimbursable Subcontractor Expenses			
			38.5	195.00	7,507.50
			56.5	157.00	8,870.50
			4.5	85.00	382.50
			0.5	66.00	33.00
				1,378.23	1,378.23
					18,171.73
				10.00%	1,817.17
					19,988.90
	Montgomery and Associates, Inc.	REIMBURSABLE MILEAGE Juliet McKenna	254	0.54	137.16

Total

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Terms	Project:	Client Ref #
Net 30	C-GSP Pre...	

Period of Effort	Consultants	Description	Hours/Qty	Rate	Amount
	Montgomery and Associates, Inc.	REIMBURSABLE SUBCONTRACTOR EXPENSES For services rendered April 2018 GROUNDWATER MODELING Print and bind project reports. Coordinate and guide modeling work. Prepare water budget presentation for public meeting. Review groundwater model. Research and compile model information and data. Coordinate with project Team on data acquisition and other model-related activities.			
		Timothy Leo	29	195.00	5,655.00
		Juliet McKenna	1.5	157.00	235.50
		Christopher Peters	81	157.00	12,717.00
		Colin Kikuchi	2.5	142.00	355.00
		Anna Urizar	0.5	85.00	42.50
		Anne Brown	4.5	47.00	211.50
		Subtotal Reimbursable Subcontractor Expenses			19,216.50
		Markup applied on Subcontractor Expenses		10.00%	1,921.65
		Total Reimbursable Subcontractor Expenses			21,138.15

Total	\$109,027.56
Payments/Credits	\$0.00
Balance Due	\$109,027.56

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