

Agenda

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Items not on the agenda

4. ADMINISTRATIVE BUSINESS

4.1 [Approval of December 13, 2017, Board of Directors meeting minutes](#)

4.2 [Election of officers: Chair, Vice Chair and Secretary](#)

4.3 [Approval of the revised 2018 Board of Directors meeting schedule](#)

4.4 Acknowledgement of the appointment of David Baskin from the City of Santa Cruz as an alternate member (replacing Rosemary Menard) to the Santa Margarita Groundwater Agency Board of Directors effective January 9, 2018

5. PRESENTATION

5.1 [Brown Act and Public Records Act \(Legal Counsel Terry Rein\)](#)

6. GENERAL BUSINESS

6.1 [Audio Recording of Meetings](#)

Recommendation: Provide direction to staff

6.2 [Well Owner Representative Ad-hoc Committee](#)

Recommendation: Form a Well Owner Representative ad-hoc committee

7. STAFF REPORTS

- 7.1 Selection Committee update on RFQ processes: Facilitator and Groundwater Model Evaluation (oral – Rosemary Menard and John Ricker)
- 7.2 FY 2019 Budget preparation schedule (oral – Piret Harmon)
- 7.3 Department of Water Resources GSP (Groundwater Sustainability Planning) Grant update
 - Process and timeline
 - Professional services in support of planned activities(oral – Sierra Ryan)

8. DIRECTOR REPORTS

Individual directors' reports (oral)

9. FUTURE AGENDA ITEMS

- Contracts for Facilitation and Groundwater Model Evaluation (April)
- FY 2019 Budget (April and June)
- Records Retention Policy

10. ADJOURNMENT

Date | December 13, 2017 | *Location* Santa Margarita Community Room
2 Civic Center Drive, Scotts Valley, CA 95066

1. Call to Order

Chair Perri called the meeting of the Santa Margarita Groundwater Agency Board of Directors to order at 8:00 p.m.

Roll Call

Board of Directors Present

County of Santa Cruz:	Director John Leopold and Director Bruce McPherson
City of Santa Cruz	Director Doug Engfer
City of Scotts Valley	Director Donna Lind
San Lorenzo Valley Water District:	Director Chuck Baughman and Director Gene Ratcliff
Scotts Valley Water District:	Director Chris Perri and Director Danny Reber
Mt. Hermon Association, Inc:	Director Dale Pollock
Well Owner Representative:	Director Angela Franklin and Director Nick Vrolyk

Alternates Present

City of Scotts Valley:	Director Jack Dilles
Well Owner Representative:	Director Edan Cassidy

Absent

County of Santa Cruz:	Director Robin Musitelli
City of Santa Cruz	Director Rosemary Menard
San Lorenzo Valley Water District:	Director Eric Hammer
Mt. Hermon Association, Inc:	Director Bryan Hayes

Staff

Terry Rein, General Counsel

Piret Harmon, General Manager, Scotts Valley Water District

Brian Lee, District Manager San Lorenzo Valley Water District

Stephanie Hill, Treasurer, San Lorenzo Valley Water District

Jen Michelson, San Lorenzo Valley Water District

John Ricker, Water Resources Division Director, County of Santa Cruz

Sierra Ryan, Water Resource Planner, County of Santa Cruz

Amy Poncato, Administrative Office Assistant, Scotts Valley Water District

2. Oral Communications

There were no oral communications.

3. Administrative Business

3.1 Approval of the revised minutes of August 30, 2017, Santa Margarita Groundwater Agency (SMGWA) Board of Directors meeting

MOTION: Leopold/Baughman to approve the revised minutes of the August 30, 2017, Santa Margarita Groundwater Agency Board of Directors meeting as amended. Motion carried by a voice vote of eleven to zero.

3.2 Approval of the minutes of October 25, 2017, Santa Margarita Groundwater Agency Board of Directors meeting

MOTION: Reber/Pollock to approve the minutes of the October 25, 2017, Santa Margarita Groundwater Agency Board of Directors meeting as submitted. Motion carried by a voice vote of eleven to zero.

3.3 Approval of the 2018 Board of Directors meeting schedule

MOTION: McPherson /Leopold to approve the 2018 Board of Directors meeting schedule. Motion carried by a voice vote of eleven to zero.

3.4 Acknowledgement of the appointment of Robin Musitelli from the County of Santa Cruz as an alternate member (replacing John Ricker) to the Santa Margarita Groundwater Agency Board of Directors

4. General Business

4.1 Authorized Representative with Santa Cruz County Bank

MOTION: Reber/McPherson to adopt Resolution 2017-02 designating the authorized representative for transactions with Santa Cruz County Bank. Motion carried by unanimous roll call vote.

4.2 Joint Powers Insurance Authority Membership

MOTION: Leopold/McPherson to enter the joint protection programs of the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA) and authorize staff to execute the agreement with ACWA JPIA and appoint the Agency Director Representatives to ACWA JPIA.

MOTION: Leopold/Engfer to designate Director Gene Ratcliffe as the JPIA Director Representative and Chris Perri be the alternate Director Representative.

4.3 Selection committee for Facilitation and Groundwater Consultant

MOTION: Leopold/McPherson to direct staff to find specialists in groundwater consultation and facilitation

Dale Pollock/Angela Franklin/Chuck Baughman/Robin Musiteli/Chris Peri

One person from another agency – Piret will contact experts in meantime

4.4 Santa Margarita Groundwater Agency Bylaws

MOTION: Leopold/Vrolyk to adopt Resolution 2017-04 establishing the Bylaws of the Santa Margarita Groundwater Agency.

5. Staff Reports

Directors discussed if staff should audio record future Board of Directors meetings and if so, a policy should be adopted. The Board asks staff to bring recommendations to its next Board meeting.

6. Directors Reports

7. Future Agenda Items

Election of Officers – 1st meeting in 2018

Discuss small meetings

8. Adjournment

MOTION: Leopold/McPherson to adjourn the meeting at 8:53 p.m.

APPROVED BY:

Chris Perri, Chair

Date

ATTEST:

Angela Franklin, Secretary

Date

Officers of the Board of Directors

Pursuant to the Joint Exercise of the Power Agreement (JPA), the Officers – Chair, Vice Chair and Secretary - of the board are elected at the first board meeting and thereafter annually at the first board meeting following January 1st of each year.

On June 14, 2017 the board elected the Chair and Vice Chair

Chair: Chris Perri, Scotts Valley Water District

Vice Chair: Chuck Baughman, San Lorenzo Valley Water District

On August 30, 2017 the board elected the Secretary

Secretary: Angela Franklin, Well Owner Representative

2018 Board of Directors Meeting Schedule

Date	Time	Meeting Location
April 26, 2018	7:00 p.m.	Scotts Valley Water District Santa Margarita Conference Room 2 Civic Center Drive, Scotts Valley, CA 95066
June 28, 2018	7:00 p.m.	Scotts Valley Water District Santa Margarita Conference Room 2 Civic Center Drive, Scotts Valley, CA 95066
August 23, 2018	7:00 p.m.	Scotts Valley Water District Santa Margarita Conference Room 2 Civic Center Drive, Scotts Valley, CA 95066
October 25, 2018	7:00 p.m.	Scotts Valley Water District Santa Margarita Conference Room 2 Civic Center Drive, Scotts Valley, CA 95066
December 27, 2018	7:00 p.m.	Scotts Valley Water District Santa Margarita Conference Room 2 Civic Center Drive, Scotts Valley, CA 95066

AGENDA REPORT

Santa Margarita Groundwater Agency

To: Board of Directors
Date: February 28, 2017
Item: General Business Agenda 6.1
Subject: **Audio Recording of Meetings**

SUMMARY

Recommendation: Provide Direction to Staff

Fiscal Impact: No direct impact from this action

DISCUSSION

The board directed the staff to evaluate the options for audio recordings of the meetings. There are a variety of approaches that public agencies use for capturing meetings. The staff considered different formats and is proposing the following as a framework for Santa Margarita Groundwater Agency:

- 1) Audio recording of board meetings that are subject to Brown Act; retention of such recordings of 60 days and approval of the minutes of the respective meeting
- 2) Audio recording of meetings that are not subject to Brown Act (such as workshops and public events); retention of such recordings to be determined.

The staff is still conducting an assessment of the equipment and solutions required to perform, present and store the recordings. The staff is also working on the formal record retention policy for the agency.

Submitted by,

Piret Harmon
General Manager
Scotts Valley Water District

AGENDA REPORT

Santa Margarita Groundwater Agency

To: Board of Directors

Date: February 28, 2017

Item: General Business Agenda 6.2

Subject: **Well Owner Representative Ad-hoc Committee**

SUMMARY

Recommendation: Form a Well Owner Representative Ad-hoc Committee

Fiscal Impact: No direct impact from this action

DISCUSSION

The Board of Directors of the Santa Margarita Groundwater Agency (SMGWA) consists of 11 members and 7 alternate members representing 5 public agencies, 1 private entity and 1 stakeholder group. The six organizations have an established structure, dedicated staff and allocated resources to support an effective and efficient membership in SMGWA. There are 2 members and 1 alternate member on the board who represent private well owners or small public water systems – a stakeholder group of about 1,100. To support the outreach and collaboration of the 3 members with the group they are representing, staff is recommending a formation of an ad-hoc committee.

The ad-hoc committee is not subject to the Brown Act if it is a temporary advisory committee composed of less than a quorum of the board and has a defined purpose and a time frame to accomplish that purpose. The purpose of the Well Owner Representative committee is to 1) Engage their constituents (private well owners and small water systems), 2) Educate and inform their constituents, 3) Provide a platform for facilitation and consensus building. The ad-hoc committee will be disbanded 6 months after its inception. The board will review the accomplishments of the committee at that time and determine the needs of the larger private well owner group going forward.

Submitted by,

Piret Harmon
General Manager
Scotts Valley Water District