

# Paso Basin Cooperative Committee

**NOTICE IS HEREBY GIVEN** that the Paso Basin Cooperative Committee will hold a Special Meeting at **4:00 P.M. on Wednesday, August 21, 2019** at the City of Paso Robles Council Chambers (1000 Spring St., Paso Robles, CA 93446).

NOTE: The Paso Basin Cooperative Committee reserves the right to limit each speaker to three (3) minutes per subject or topic. In compliance with the Americans with Disabilities Act, all possible accommodations will be made for individuals with disabilities so they may attend and participate in meetings.

**John Hamon**, Treasurer, City of Paso Robles  
**Joe Parent**, Vice Chairperson, San Miguel CSD  
**John Peschong**, Chairperson, County of SLO  
**Matt Turrentine**, Secretary, Shandon-San Juan WD

**Steve Martin**, Alternate, City of Paso Robles  
**Kelly Dodds**, Alternate, San Miguel CSD  
**Debbie Arnold**, Alternate, County of SLO  
**Kevin Peck**, Alternate, Shandon-San Juan WD

## **Agenda** **August 21, 2019**

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1. **Call to order**
2. **Pledge of Allegiance**
3. **Roll call**
4. **Public Comment – items not on Agenda**
5. **Approval of July 24, 2019 Meeting Minutes**
6. **Receive Draft Scope of Work and approach to Consultant Selection Process for First Annual Report development and consider recommending that the GSAs approve a budget increase in an amount not-to-exceed \$100,000**
7. **Receive Presentation on Compiled Paso Basin GSP – Public Draft**
8. **Committee Member Comments** – Committee members may make brief comments, provide status updates, or communicate with other members, staff, or the public regarding non-agenda topics
9. **Upcoming meeting(s)**
  - a. Regular Meeting – October 23, 2019
  - b. Special Meeting – November 20, 2019
10. **Future Items**
11. **Adjourn**

*For more information, please visit [www.pasogcp.com](http://www.pasogcp.com) and the Groundwater Sustainability Agency websites at:*  
• County of San Luis Obispo – [www.slocounty.ca.gov/sgma](http://www.slocounty.ca.gov/sgma) • Shandon-San Juan Water District – [www.ssjwd.org](http://www.ssjwd.org)  
• City of Paso Robles – [www.prcity.com](http://www.prcity.com) • San Miguel CSD – [www.sanmiguelcgsd.org](http://www.sanmiguelcgsd.org)

**Paso Basin Cooperative Committee  
Minutes (DRAFT)  
July 24<sup>th</sup>, 2019**

**The following members or alternates were present:**

**John Peschong**, Chairperson, County of San Luis Obispo  
**Joe Parent**, Vice Chairperson, San Miguel CSD  
**Matt Turrentine**, Secretary, Shandon-San Juan WD  
**John Hamon**, Treasurer, City of Paso Robles

1. Call to Order	Chairperson Peschong: calls the meeting to order at 4:00 p.m.
2. Pledge of Allegiance	Chairperson Peschong: leads the Pledge of Allegiance.
3. Roll call	City Staff, Angela Ruberto: calls roll.
4. Public Comment – items not on Agenda	<p><i>Meeting Audio: Item start ~ 00:00:55</i>            Chairperson Peschong: opens the floor for public comment.</p> <p>Greg Grewal: asks if public comments from Committee meetings are being recorded on the groundwater communication portal, along with those being submitted online; asks who represents GSAs during staff meetings; comments on Committee direction to provide footnotes for Draft Chapter content; comments on the reduction of safe yield amounts and use as described in the Draft Plan; asks that water allocation amounts pertaining to a court order be accounted for in the Plan; states concern over best management practices and frost protection in Shandon-San Juan area; asks if a map is available showing the different water quantities reflected in previous/current Paso Basin boundaries.</p> <p>Cody Ferguson: asks for clarification on the previously mentioned 14,000 AFY of groundwater deficit and asks how its determined; states concern over best management practices and frost protection in Shandon-San Juan area and activities taking place between Cooperative Committee meetings.</p> <p>George Tracy: comments on the meeting minutes format and what comments are included.</p> <p>Robin Chapman: asks for clarification on over-pumping fees associated with the County’s Water Conservations Ordinance related to the Paso Basin.</p> <p>Chairperson Peschong: comments that the County’s water conservation ordinance is specific to the County of San Luis Obispo, adding he would address the question after the meeting; asks for additional public comments, seeing none, brings the item back to the Board; asks if staff could provide a response to the question of posting public comments to the groundwater communication portal.</p>

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	<p>City Staff, Dick McKinley: responds that all public comments from the Paso Robles GSA/City Council meetings are transcribed and uploaded to the online portal.</p> <p>County Staff, Angela Ruberto: comments that all documents received during Cooperative Committee meetings are posted to the online portal, including attachments submitted with public comments, adding that the commenters can verify that their submissions have been received by visiting the portal and confirming that the material is posted.</p> <p>Chairperson Peschong: reiterates that those who've submitted documents or comments can verify that their submissions have been posted to the online portal and asks to be notified if any discrepancies exist to ensure all material is made publicly available; responds Greg Grewal's question regarding footnotes, explaining that the consultant developing the GSP is currently adding footnotes to the Plan per direction from the Committee.</p> <p>City Staff, Dick McKinley: responds to Cody Ferguson's question, clarifying that the 14,000 AFY originates from the last page of Draft Chapter 6 – written as 13,700 AFY – or “about” 14,000 AFY.</p>																									
<p><b>5. Approval of May 22, 2019 Meeting Minutes</b></p>	<p><i>Meeting Audio: Item start ~ 00:12:30</i> Audio from the May 22, 2019, Paso Basin Cooperative Committee Meeting is available at: <a href="http://www.slocounty.ca.gov/pasobasin">www.slocounty.ca.gov/pasobasin</a></p> <p>Chairperson Peschong: opens discussion for Agenda Item 5 – Approval of May 22, 2019 Cooperative Committee Meeting Minutes; asks for comments from the Board, and then from the public; there are none.</p> <p><b>Motion by:</b> Secretary Turrentine <b>Second by:</b> Vice Chairperson Parent <b>Motion:</b> The Committee moves to approve the May 22, 2019 Meeting Minutes.</p> <table border="1" data-bbox="553 1465 1511 1661"> <thead> <tr> <th>Members</th> <th>Ayes</th> <th>Noes</th> <th>Abstain</th> <th>Recuse</th> </tr> </thead> <tbody> <tr> <td>John Peschong (Chairperson)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joe Parent (Vice Chairperson)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Matt Turrentine (Secretary/Clerk)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>John Hamon (Treasurer)</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Members	Ayes	Noes	Abstain	Recuse	John Peschong (Chairperson)	X				Joe Parent (Vice Chairperson)	X				Matt Turrentine (Secretary/Clerk)	X				John Hamon (Treasurer)	X			
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<p><b>6. Project Status Update</b> a) Overview of compiled Draft Plan to be published in Mid-August</p>	<p><i>Meeting Audio: Item start ~ 00:13:02</i> Meeting presentations and materials for Agenda Item #6 are available at: <a href="http://www.slocounty.ca.gov/pasobasin">www.slocounty.ca.gov/pasobasin</a></p> <p>Montgomery &amp; Associates, Derrik Williams: provides a Project Status</p>																									

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<p>b) Schedule</p>	<p>Update <a href="#">Presentation</a> on Draft Chapters 1-8 of the compiled Draft Plan to be published in Mid-August.</p> <p>Chairperson Peschong: asks for questions or comments from the Board.</p> <p>Treasurer Hamon: asks at what point the basin would fall out of compliance if not meeting the sustainability criteria.</p> <p>Montgomery &amp; Associates, Derrick Williams: responds that all five sustainable management criteria must be met simultaneously, adding that each criterion has some flexibility regarding how it is met.</p> <p>Chairperson Peschong: asks what criteria is used to determine the two basin areas that have subsidence.</p> <p>Montgomery &amp; Associates, Derrick Williams: responds that ground surface elevation maps are available from DWR on a monthly basis.</p> <p>Chairperson Peschong: asks if the if DWR coordinates with USGS to produce the surface elevation maps.</p> <p>Montgomery &amp; Associates, Derrick Williams: responds that DWR produces two sets of maps, one of which is coordinated with USGS, adding that surface elevation fluctuations are common in many areas as “the earth breaths”, meaning the ground surface seasonally moves up and down from activities such as groundwater pumping, fault movements, and the tilling of soil; explains that measurements will be taken annually to check these seasonal surface elevation fluctuations; speaks to the DWR error analysis of the data which could be up to an inch of error in either direction, and is not considered significant; adds that the amount of fluctuation in the “yellow area” [shown on presentation slide 8 map], about an inch and a half, is outside of the margin of error and will be monitored.</p> <p>Chairperson Peschong: suggests scheduling a meeting between himself, Derrick Williams and members of the public to further address concerns regarding subsidence.</p> <p>Montgomery &amp; Associates, Derrick Williams: agrees to meet.</p> <p>County Staff, Courtney Howard: provides a Project Status Update Presentation on Draft Chapters 9-12 of the compiled Draft Plan to be published in Mid-August.</p>
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	<p>Chairperson Peschong: asks for clarification on the timing of when the full compiled Draft Plan will be released for public review, including what that process entails.</p> <p>County Staff, Courtney Howard: replies that August 14, 2019 is the target date for releasing the full compiled Draft Plan, and that this date will mark the start of a new 45 day public comment period for all Chapters, which will remain open until September 29, 2019.</p> <p>Chairperson Peschong: asks for questions and comments from the Board, seeing none, opens the floor for public comment.</p> <p>Greg Grewal, Robert Galbraith, Cody Ferguson, George Tracy, and Robin Chapman: speak.</p> <p>Chairperson Peschong: asks for questions or comments from the Board and reiterates that August 14, 2019 will mark the start of a new round of public comments for the Complete Draft Plan, and will remain open until September 29, 2019; reminds attendees that comments can be submitted via the online comment portal or by calling him directly, if preferred.</p>
<p><b>7. Committee Member Comments</b> – Committee members may make brief comments, provide status updates, or communicate with other members, staff, or the public regarding non-agenda topics</p>	<p><i>Meeting Audio: Item start ~ 01:11:49</i></p> <p>Chairperson Peschong: reminds attendees of the upcoming Special Meeting on August 21, 2019.</p> <p>County Staff, Angela Ruberto: provides an overview of upcoming key dates; reiterates that all GSP Draft Chapters will be compiled into a single Draft document and published on August 14, 2019, which will begin a final public comment period that will last through September 29, 2019; explains that any input received from public comments will be considered for the Final Plan which is scheduled to be published on November 13, 2019 and brought back to the Cooperative Committee on November 20, 2019 to consider recommending that each GSA adopt the Plan; GSAs will consider adopting Plan and submitting it to DWR before the State’s submission deadline of January 31, 2020.</p>
<p><b>8. Upcoming meeting(s)</b> a. Special Meeting - August 21, 2019</p>	<p>Next Meeting: Special Meeting set for Wednesday, August 21, 2019 at 4:00PM, Location: Paso Robles - City Council Chamber.</p>
<p><b>9. Future Items</b></p>	<p>Chairperson Peschong: asks for any future items to be brought before the Board; there are none</p>
<p><b>10. Adjourn</b></p>	<p>Chairperson Peschong: adjourns the meeting.</p>

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I, Matt Turrentine, Secretary to the Paso Basin Cooperative Committee, do hereby certify that the foregoing is a fair statement of the proceedings of the meeting held on May 22, 2019, by the Paso Basin Cooperative Committee.

Matt Turrentine, Secretary of the Paso Basin Cooperative Committee.  
Drafted by: Joey Steil and Angela Ruberto, County of San Luis Obispo

DRAFT

## PASO BASIN COOPERATIVE COMMITTEE

August 21, 2019

### **Agenda Item #6 – Receive Draft Scope of Work and approach to Consultant Selection Process for First Annual Report development and consider recommending that the GSAs approve a budget increase in an amount not-to-exceed \$100,000**

#### **RECOMMENDATION**

It is recommended that the Paso Basin Cooperative Committee (Committee):

1. Receive the Draft Scope of Work and approach to Consultant Selection Process for development of the First Annual Report; and
2. Consider recommending that the GSAs approve a budget increase for their percentage share of an amount not-to-exceed \$100,000.

#### **PREPARED BY**

Angela Ruberto, County of San Luis Obispo

#### **BACKGROUND**

The Sustainable Groundwater Management Act (SGMA) Final GSP Emergency Regulations<sup>1</sup> require that GSAs submit an annual report to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Groundwater Sustainability Plan (GSP). The GSP for the Paso Basin is required to be adopted by the GSAs by January 31, 2020. Therefore the first annual report will be due to DWR by April 1, 2020.

##### *Basis for Continued Cooperation*

To meet the requirements of submitting the first annual report, the GSAs may need to coordinate activities that are (1) related to implementation and (2) after GSP adoption by the GSAs. The Memorandum of Agreement (MOA) between the GSAs contemplates the cooperation of the GSAs and participation of the Committee on activities related to both GSP development and initial implementation efforts.<sup>2</sup>

##### *Draft Scope of Work*

GSA staff has prepared a draft scope of work (see attachment) to be used to initiate a request for proposals (RFP) for the preparation of the first annual report. The draft scope of work is subject to change based on Committee input and further staff review.

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<sup>1</sup> Title 23 California Code of Regulations Section 350, et seq.

<sup>2</sup> MOA Section 1: "This MOA may also serve as the basis for continued cooperation among the Parties in the management of the Basin *during the period between adoption of the GSP by each Party and approval of the GSP by DWR.*" MOA Section 4.4: "The Cooperative Committee shall conduct activities related to GSP development and *SGMA implementation* at the pleasure and under the guidance of the Parties, including, but not limited to [...]" MOA Section 6: "It is anticipated that the Cooperative Committee will desire to retain the services of one or more consultants in conducting the activities identified in Section 4.4 above, including, *but not necessarily limited to*, its development of the GSP. (emphasis added)

### *Consultant Selection Process*

1. (Today) Committee receives the Draft Scope of Work and approach to Consultant Selection Process and considers recommending that the GSAs approve a budget increase for their percentage share of the total cost of such services which shall not exceed \$100,000.
2. (September) City issues a Request for Proposals (RFP) for development of the First Annual Report; GSAs consider approving a budget increase for their percentage share.
3. (early October) GSA staff reviews proposals, presentations with selected firm(s) and recommends a Consultant to the Committee.
4. (October 23, 2019) Committee considers Consultant selection to recommend to the Paso Robles City Council for contract award.
5. (early November) City Council considers awarding contract for development of the First Annual Report; proposals are made public; City issues notice to proceed and Consultant begins work on the First Annual Report.

It is anticipated that the GSAs' GSP Adoption Resolutions will include language related to implementation activities, including the preparation and submission of this annual report.

### *Funding*

Annual Reporting is a SGMA requirement (Water Code Section 10728) that follows GSP adoption and was not part of the GSP development process. Therefore, it is recommended that the Committee recommend the GSAs approve a budget increase to fund development of the Annual Report pursuant to the MOA<sup>3</sup>.

GSA staff anticipate costs for development of the First Annual Report to range between \$35,000 and \$75,000. Since estimates vary greatly and actual costs for developing the reports are unknown due to the fact that this is a new requirement, it is recommended that each GSA approve a budget increase for their percentage share of an amount not to exceed \$100,000.

### **ATTACHED**

- i. Draft Scope of Work for Paso Robles Subbasin GSP 2020 Annual Report

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<sup>3</sup> MOA Section 5.5: "The Cooperative Committee shall make recommendations related to any additional non-budgeted funding needs..."

# DRAFT SCOPE OF WORK

## PASO ROBLES SUB-BASIN GSP 2020 ANNUAL REPORT

Section 356.2 of the Sustainable Groundwater Management Act (SGMA) Emergency Regulations outlines the requirements of the Groundwater Sustainability Plan (GSP) Annual Report, which must be submitted to DWR by April 1 of each year following the adoption of the GSP. The subject GSP will be completed and submitted to the DWR by January 31, 2020 and the Draft Paso Basin Annual Report will need to be public by January 20, 2020 to meet the GSA review process. The groundwater level and aquifer storage data that is reported in the GSP is current through 2016. It is important to note that the regulations require that the components of the report be based on the preceding water year, which covers the period of October 1 to September 30. Because this will be the first GSP Annual Report for the Paso Robles Sub-Basin, the 2020 Annual Report will report on data from October 1, 2017 through September 30, 2019.

The annual report must meet SGMA GSP regulatory requirements, including but not limited to SGMA GSP Article 5 - Plan Content and Article 7- Annual Reports and Periodic Evaluations related to plan implementation, as well as the reporting standards as discussed in the SGMA GSP regulations, Article 3 - Technical and Reporting Standards.

The annual report must include the following components (numbering system follows the format and convention of the regulations):

- a. General information, including an executive summary, a location map of the basin, introduction, background, basin setting, methodology of data collection with QA/QC, data results, data analysis/interpretation with a discussion on how this data shows progress towards a sustainable groundwater basin and meets the measurable objectives and minimum thresholds for each undesirable results as discussed in the GSP, and a supporting conclusion with recommendations.
- b. A detailed description and graphical representation of:
  1. Groundwater elevation data from monitoring wells in the Plan network analyzed and displayed as follows:
    - A. Groundwater elevation contour maps for each principal aquifer (the principal aquifers in the Paso Basin are the Alluvial Aquifer and the Paso Robles Formation Aquifer). The maps must illustrate the seasonal high and seasonal low groundwater conditions. NOTE: Although the report is intended to cover the water year from October 1 through September 30, the fall water level readings by the County are typically performed in October of each year, so the 2020 Paso Robles Basin annual report (and subsequent reports) should include water level data from October 1 2017 through October 30 2019.
    - B. Hydrographs of groundwater elevations. It is assumed that this task would update the existing hydrographs presented in the GSP with data through October 2019. (Note: The GSP contains 30 well hydrographs that will need to be updated).
  2. Groundwater extraction for the preceding water year, including use by water sector, method of measurement, accuracy of measurements, and a map showing the general location and volume of extractions.

3. Surface water supply used or available for use, for groundwater recharge or in-lieu use, based on quantitative data that describes the annual volume and sources for the preceding water year.
4. Total water use, by water sector, water source type, method of measurement, and accuracy of measurements.
5. Change in groundwater in storage, including:
  - A. Change in groundwater in storage maps for each principal aquifer.
  - B. A graph showing water year type, groundwater use, annual change in storage, and cumulative change in storage. NOTE: Although it is understood that the best means of calculating change in groundwater for the basin is based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year. Although the storage use of in storage is through use of the existing model, the Paso Robles Sub-Basin GSA's have determined that such an update cannot be performed for the annual report without updating the model with current data, which will not be performed until the first 5-year interim report. Thus, the Consultants should utilize a methodology whereby the change in groundwater in storage would be calculated through GIS calculation of volume change based on the water elevation contour maps, factored by the average storage coefficient (S) value assumed by the existing GSP groundwater model. The average storage coefficient (S) values will be provided to the Consultant.
6. The report appendices shall include the following data , but not limited to, the Groundwater Monitoring Program Well Information, Field Logs; Field Methods; Hydrographs, Precipitation and Streamflow Data; Groundwater Storage Calculation Example and Specific Yield Estimates; and data used to prepare for the groundwater storage and water budget (i.e., Agricultural Water Use Estimate, Land Use, Water Use Areas, and etc.).
7. The Consultant will prepare a Groundwater Storage Sensitivity Analysis which will potential sources of error, data gaps and other issues which should be considered when assessing the information contained in the Annual Report. The Groundwater Storage Sensitivity Analysis shall be included in the Annual Report and provided as an appendix.
- c. A discussion describing the progress towards a sustainable groundwater basin by implementing the GSP Plan, including achieving interim milestones, and implementation of projects or management actions.
- d. Perform general project management and coordination activities including progress reports; cost, budget, and schedule tracking; and status updates.
- e. The Consultant shall be responsible for submitting the FINAL Annual Report to the DWR in accordance with the agency's requirements. It is anticipated that this work item will require that the Consultant upload the FINAL Annual Report to the DWR SGMA Portal.
- f. Deliverables and Meetings will include the following:
  1. Attend up to five (5) GSA staff meetings (not public), including one (1) kick-off meeting to be held a week after the contract is signed. Consultant to prepare all Annual Report meeting materials and provide meeting minutes on the Annual Report.

2. Submit an Administrative Draft Report for review and approval by the GSA staff members and the four (4) GSA's overlying the Paso Basin. Address comments received on the administrative draft.
3. Prepare Draft Report with GSA's Project Manager's written approval. Submit the Draft Report for review by the Paso Basin Cooperative Committee and public. Consultant to document and address all comments received on the Draft Report to be published, including all comments received from the GSAs webpages, emails, meetings, and workshops during this process.
4. Facilitate and lead a public workshop on the Draft Report, prepare meeting materials and presentation, and presents the Draft Report. Consultant to document and address all comments received. The workshop should follow a Paso Basin Cooperative Committee meeting located at the City of Paso Robles Council Chambers. Consultant will coordinate meeting details with GSA staff. Meeting outreach will be performed by GSA(s) staff.
5. Attend up to two (2) meetings, prepare and present meeting material on the Draft Annual Report (one meeting will be a summary of the published Draft Report before the workshop and the other meeting will be an introduction/status update), and receive all comments on at the Paso Basin Cooperative Committee. Consultant to document and address all comments received.
6. Prepare the Final Report with GSA's Project Manager's written approval. Final Report to include Consultant's professional stamp and signature and signature blocks for each GSA signature/date.
7. During DWR's Annual Report review process, the Consultant will attend up to two (2) meetings, address questions, and perform revisions to the Final Report to address DWR's questions.

**Optional Task:** Consultant to prepare optional cost to be included in the proposal.

- f. Upon written approval from the GSA's Project Manager, the Consultant shall prepare additional material for the annual report to address DWR's questions. This includes one (1) round of revisions and attending up to two (2) GSA CC staff meetings. If required, this work shall be paid for in accordance with the Consultant's schedule of fees, which shall be included in the Proposal.

**Timeline** - To meet SGMA requirements and submit the Annual Report to the Department of Water Resources (DWR) by March 31, 2020. Please provide a timeline of the proposed Annual Report to be completed by March 31, 2020 and incorporate necessary time for review and four GSAs to approve the Annual Report for submittal to DWR. Key milestone to include is the Draft Annual Report must be completed and published by January 20, 2020.