

**MINUTES OF THE  
MEETING OF THE  
BEDFORD-COLDWATER  
GROUNDWATER SUSTAINABILITY AUTHORITY**

**August 15, 2019**

**Board Present**

Paul Rodriguez, TVWD  
Phil Williams, EVMWD  
Jacque Casillas, City of Corona

**Staff Present**

Jeff Pape, TVWD  
Tom Moody, City of Corona  
Katie Hockett, City of Corona  
Margie Armstrong, EVMWD  
Parag Kalaria, EVMWD  
Christy Gonzalez, EVMWD  
Terese Quintanar, EVMWD  
Victor Harris, Stantec  
Manuel Serpa, Olivarez Madruga Lemieux O'Neill, LLP

**1. CALL TO ORDER AND ROLL CALL**

The meeting of the Bedford-Coldwater Groundwater Sustainability Authority was held at its principal offices located at 22646 Temescal Canyon Road, Temescal Valley, California. The meeting was called to order by Chairman Rodriguez at 4:06 p.m.

**2. PUBLIC COMMENT – None.**

**3. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN (MO# 27)**

**ACTION:** Vice-Chairman Williams made a motion, Director Casillas seconded, to appoint Paul Rodriguez as Chairman, and the motion carried unanimously. Vice-Chairman Williams made a motion to appoint Director Casillas as Vice-Chairman, Chairman Rodriguez seconded, and the motion passed unanimously.

**4. CONSENT CALENDAR**

**A. Approval of Minutes of the May 16, 2019 Meeting**

**B. Ratification of Demands**

**ACTION:** Director Williams made a motion, Vice-Chairman Casillas seconded, and the motion carried unanimously to approve Consent Calendar Items 4.A. and 4.B.

Chairman Rodriguez commented that the minutes captured the essence of the discussion of the meeting. He commented on how important the details of discussion are for future clarification and reference.

## 5. BUSINESS CALENDAR

### A. Receive and File Financial Statement

Ms. Armstrong reported that this is the June, unaudited Statement. After it is audited, it will be presented on the Business Calendar. For next year's Financial Statement, a year-to-year comparison will be done, and it will be compared to the budget, so we will be more prepared next year. We don't anticipate any adjustments from the auditor and if any, they should be very minor. There was a carryover from the previous year for Member Agency Contribution, in the amount of \$265,185. Larger expenses for 2019 include the JPA Administrator work by Stantec of \$93,763, Todd Groundwater GSP preparation expenses of \$29,593, EVMWD oversight and management expenses, and the website development. There is a carryover from 2019 to 2020 of \$104,887.

Chairman Rodriguez inquired about the process of reviewing invoices and processing them for payment; specifically, those of Todd Groundwater. Ms. Armstrong responded that Mr. Harris manages the contract and reviews invoices. Once that review is complete, the invoices are forwarded to Ms. Armstrong for payment processing. Chairman Rodriguez requested that invoices be included in the meeting packets for reference. If within Ms. Armstrong's signature authority, it is not necessary for the Board to approve the expense, however, information should be available for review. Ms. Armstrong agreed and added that the new contract approved at the last meeting, with Todd Groundwater, does not apply individually to signature authority for Ms. Armstrong because it has been approved, in entirety, by the Board. Vice-Chairman Casillas agreed that it would be better for transparency to have invoices to reference. She continued that even though the Board authorizes the contract, she would like to see invoices detailing what we are being charged for, as the work is being done. Chairman Rodriguez stated that when we see the invoice, we are assuming the task falls on Mr. Harris to make sure the work is being done in accordance with the contract. He added that, for TVWD invoices, he looks for Mr. Pape's signature, as Mr. Pape reviews with a greater level of scrutiny. Things like phone bills and labor reports would not be necessary to include as backup.

## 6. ADMINISTRATOR'S UPDATE

Mr. Harris reported that periodic phone teleconferences are held with staff. The Data Management System Technical Memorandum has been finalized, which will codify how we will store data. All data and reports are intended to be stored on the sharepoint site. Mr. Harris acknowledged that Vice-Chairman Casillas does not have access to the

sharepoint site at this time, but he would make sure she does. He continued that all information we have is on that site for perpetuity, such as minutes, technical data, depth of water, etcetera. It is also a grant deliverable. We also finalized a Well Canvas Technical Memorandum. Todd Groundwater gathered the data and identified data gaps. One gap is the current status of all the wells in the basin, most importantly the elevations. Commonly, contour maps are created which are dependent on elevation, so he and Ms. Shugart obtained the elevations to enable Todd Groundwater to contour the groundwater maps and also determined the capability of installing a transducer or if one already exists. We are diving into the GSP and Todd Groundwater is on board. A kickoff meeting has been held, and we will meet regularly. The first thing we will see is the recommended field work, including recommendations to fill the gaps in data. We expect to have that information in early September, to discuss with staff. These can be expensive items. They are launching groundwater modeling and a groundwater budget, and they will provide a progress report with invoices to explain what has been done and what will be the next steps. They also will work on certain sections of the GSP, defined by the DWR, which will be reviewed as they are completed. Much time has been spent on grant requirements, including finalizing the second invoice to DWR which includes a progress report. We received comments from DWR on our first report just as we submitted our second. DWR comments are being addressed and the report will be resubmitted. Upcoming work includes administrative, non-technical sections of the GSP, and discussing stakeholder outreach to make sure all are aware we are preparing the GSP.

Vice-Chairman Casillas asked if the recommended field work that Todd Groundwater will provide is part of the proposal just approved or if it is in addition to it. Mr. Harris confirmed that this is included in the scope of work approved. In regard to the feedback from DWR, Chairman Rodriguez asked if there is anything worrisome in the way the project is divided. Mr. Harris responded that there are some costs that cannot be included in the grant, so we need to adjust the detail of how we divide the costs. He continued that this is not anything serious, as it was the first report. Responding to Chairman Rodriguez, Mr. Harris stated that we will adjust based on comments moving forward and we are continuing to learn more about costs we might be getting credits for, and costs we will not receive credits for.

## **7. LEGAL COUNSEL REPORT**

Manuel Serpa noted that JPA Agreement and Bylaws are not specific on procurement but there is no policy contained in the Bylaws. He referenced verbiage regarding Treasurer's duties in Section XIII of the JPA Agreement. Ms. Armstrong responded that a policy was approved by the Board subsequent to the formation of the JPA, which would be provided to him and which also should be available through the sharepoint site. Chairman Rodriguez commented that we are fortunate that the participating agencies are savvy and have their own procedures in place to utilize as we continue to develop, and we should continue to expect we will have questions. Mr. Moody recalled that we kept the policies out of the JPA Agreement to enable the Board to handle them more efficiently and to not have to amend the JPA Agreement when changes are made. This allows the Board the ability to set or change policy. Director Williams

mentioned that changes to the JPA Agreement would have to be approved. Mr. Moody confirmed that changes to a policy within the Agreement would have to be ratified by each of the participating agencies, which would be cumbersome.

**8. COMMENTS OF THE BOARD**

Vice-Chairman Casillas mentioned that meeting dates and meeting minutes are out of date on the website, and she asked if there is a way to directly update the website when minutes are approved. Mr. Harris acknowledged and will attend to the request.

Chairman Rodriguez announced that TVWD has an election this year. Two of the three candidates are incumbents and one is a community member, running for two seats. Ballots are due at the end of this month and all three candidates are in support of work the BCGSA is doing, so we don't expect anything to change, regardless of the election outcome.

**9. ADJOURN**


There being no further business, the August 15, 2019 regular meeting of the Bedford-Coldwater Groundwater Sustainability Authority was adjourned at 4:23 p.m.

**ATTEST:**

  
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Jacquie Casillas, Vice-Chairperson

Date: November 20, 2019

**APPROVED:**

  
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Paul Rodriguez, Chairman

Date: November 7, 2019