

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

**February 17, 2022**

**Board Present**

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

**Staff Present**

Jeff Pape, TVWD  
Greg Thomas, EVMWD  
Ganesh Krishnamurthy, EVMWD  
Tom Moody, City of Corona  
Terese Quintanar, EVMWD  
Susie Evans, EVMWD  
Margie Armstrong, EVMWD  
Parag Kalaria, EVMWD  
Victor Harris, Stantec  
Martin Koczanowicz, Olivarez Madruga Lemieux O'Neill, LLP  
Katie Hockett, City of Corona  
Kelly Shugart, Stantec

**CALL TO ORDER AND ROLL CALL**

The meeting of the Bedford-Coldwater Groundwater Sustainability Authority was held via teleconference allowed under the waivers of the Brown Act in response to the COVID19 epidemic. Participants joined by accessing information posted on the meeting Agenda, posted at least 72 hours prior to the meeting start time. The meeting was called to order by Chairman Rodriguez at 3:00 p.m.

**PUBLIC COMMENT** – None. Opportunity for public comment was provided to attendees for the entire duration of the meeting.

**1. CONSIDER ADOPTION OF A RESOLUTION AUTHORIZING CONTINUANCE OF REMOTE TELECONFERENCE MEETINGS**

Mr. Koczanowicz explained that this is a reoccurring resolution to be acted upon as long as the Governor's Emergency Order is effective, and it allows the Board to continue to meet remotely, in compliance with the Brown Act.

**ACTION:** Vice-Chairperson Casillas made a motion, Director Williams seconded, and the motion carried unanimously to Adopt Resolution No. 22-01

## 2. CONSENT CALENDAR

- A. Approval of Minutes of the November 18, 2021 Regular Meeting
- B. Financial Statement
- C. Ratification of Demands
- D. Back-up Information for Major Contracts
- E. Outside Contract Summary Report

**ACTION:** Director Williams made a motion, Vice-Chairperson Casillas seconded, and the motion carried unanimously to approve the Consent Calendar.

## 3. BUSINESS CALENDAR

### A. Adoption of Proposed Fiscal Year 2022-23 Budget (MO# 37)

Margie Armstrong reported that annually, BCGSA analyzes current financial activities and project future expenditure requirements in order to develop a proposed budget for the following year. The total proposed budget for FY 2022-23 is \$584,918 with \$48,918 in administration costs for the Authority and \$536,000 in Groundwater Sustainability Plan (GSP) implementation costs.

All expenditures in the proposed FY 2022-23 Budget, net of grant reimbursements, are recoverable by member-agency contributions. The member contribution carryover for FY 2022-23 budget is estimated at \$275,000 by fiscal year end. There is no proposed member contribution for FY 2022-23 for each of the member agencies, as grant reimbursements in the amount \$570,000 for expenses incurred in FY 2021-22 are anticipated to be received in FY 2022-23.

Ms. Armstrong explained the detail of the JPA Administration-related costs reflect Stantec's services and JPA Oversight costs include EVMWD's support, and we also have consultants for Website and Domain Software assistance. Legal Expenses are projected to be \$5,000 and we are projecting higher budget numbers for auditing services because the receipt of grant funds next year will result in the need for a single audit in FY 2024. Insurance costs, bank fees, and dues and Memberships are also included in the proposed budget. These proposed costs have been reviewed by all three of the JPA agencies.

Mr. Harris explained GSP actions required by SGMA and projects span over multiple years, and the costs will also spread out over multiple years. He explained Management actions, one being the collection, compilation and storage of information required for annual reports and the submittal of those annual reports. The cost estimate to complete Management Action 1 is \$60,000. Management Action Two involves routinely recording groundwater levels and taking any action necessary. Estimated cost

for this action is \$9,000. Management Action Three includes monitoring selected groundwater quality constituents and coordinating that information with the Regional Water Quality Control Board, and this anticipated cost is \$26,000 a year. Management Action Four will be to track trends in groundwater levels near the Temescal Wash and to take any action necessary. Management Action Five is reviewing the inSAR data on the DWR Dataviewer during 5-year updates, and the proposed cost is \$4,000 per year. There are also one-time projects and Mr. Harris explained that Project 1 Investigating Groundwater and Surface water along the Temescal Wash. Project 2 will be to initiate a survey of active private wells and will include a consultant, and Project 3 will be to evaluate interaction of aggregate pits and groundwater flow. Project 3 will be completed utilizing a specialty consultant and the cost estimate is \$250,000, over three years.

Confirming for Chairman Rodriguez, Mr. Harris answered that tasks in Management Action 3 and work planned for Project 1 are related, as we have production wells near the Temescal Wash that will be monitored. However, the wells are not ideal, as we would prefer shallow monitoring wells. Once the study is done and monitoring wells are installed, those wells will be used.

Chairman Rodriguez asked if the level of effort in Management Action Four, in regard to some comments received during the development of the GSP would be satisfactory responses to those comments. Mr. Harris agreed that the riparian areas is of great interest and that during the preparation of the GSP, Todd Groundwater demonstrated that Management Action Four is not sufficient to resolve data gaps associated with the pumping in the riparian areas, resulting in the project to obtain more detail.

A five year update was provided, listing the effort and estimated cost of \$350,000 over two years. Next, a summary of GSP costs was provided and Ms. Armstrong explained that the proposed budget totals \$584,920 and we are expecting a grant reimbursement in the amount of \$570,000 for next fiscal year, for the remaining work being done on the drilling of the well. Anything invoiced in calendar year 2022 will be received in 2023. We have a Member Contribution Fund carry-over of \$275,000, due to the timing of the expenses for those items that are grant reimbursable which we had to front this year due to the delay in payment. In regard to the Operating and Non-Operating reserves, expenses in both of those categories have gone down. As per the reserve policy adopted by the Board on May 16, 2019, the Operating and Non-Operating Reserves have both been set at 25% of the proposed budgets. The reserve requirements for FY 2022-23 have been incorporated in the proposed budget. Total revenue is \$910,000 and therefore, we do not expect a Member-Agency Contribution requirement in 2023.

**ACTION:** Vice-Chairperson Casillas made a motion, Director Williams seconded, to:

1. Approve proposed BCGSA FY 2022-23 Budget.

**B. Consider Approval of Amendment No. 4 for Professional Services Agreement with Geoscience Support Services, Inc. (MO# 38)**

Mr. Harris reported that the approved grant work plan calls for the construction of two new monitoring wells in the Bedford Coldwater basin. Geoscience, in collaboration with Helix Environmental Planning was selected to provide CEQA permitting, develop technical specifications, and provide construction management services for the wells. One well (MW-2) has been completed and a second well is in progress.

Prior to and during construction of the monitoring well MW-2, Geoscience and Helix experienced increased scope of work and costs related to Tribal consultation. In July 2021, the Pechanga, Soboba and Rincon Bands of Luiseño Indians were notified of proposed monitoring well construction but did not respond. As the construction schedule approached, the tribes were contacted again in November 2021. Thereafter, in a meeting with the tribes, they requested the development of a Cultural Resources Monitoring Plan (CRMP) and on-site archaeological monitoring by tribal representatives and professional archaeologists from Helix. The CRMP was completed and transmitted to the tribes on November 22, and the cost for the on-site monitoring is provided for in this amendment.

Additional construction management services are related to increased field time and coordination with the drilling contractor due to delays in construction change in drilling method, and additional meetings and coordination. Additionally, the change in drilling method and difficult drilling conditions due to dense consolidated strata at depth resulted in increased inspection time.

Staff reviewed the Geoscience proposed scope of service and costs and recommended approval of Amendment No. 4 to the PSA with Geoscience in the amount of \$15,146. This amount includes additional expenses related to the additional tribal consultation and construction management services. The Amendment also includes a term extension to April 30, 2022.

**ACTION:** Director Williams made a motion, Director Vice-Chairperson Casillas seconded, to:

1. Approve Amendment No. 4 for Professional Services Agreement (PSA) with Geoscience Support Services, Inc. (Geoscience) in the amount of \$15,146; and,
2. Authorize the Deputy Treasurer to execute the appropriate documents on behalf of Bedford Coldwater Groundwater Sustainability Authority.

**C. Consider Approval of Amendment 4 to the Professional Services Agreement with Todd Groundwater to Complete Four (4) Annual Groundwater Sustainability Plan Reports (MO# 39)**

Mr. Harris reported that the Groundwater Sustainability Plan (GSP) adopted by the Board in the November 2021 public meeting was submitted to the Department of Water

Resources (DWR) on January 12, 2021, via the SGMA web portal. This completes a major milestone deliverable to the DWR, which was due no later than January 31, 2022.

The next steps required by the Sustainable Groundwater Management Act (SGMA) process involve implementation of the management actions and projects described in the GSP, and submittal of annual reports to the DWR on April 1st of each year. The annual reports describe conditions of the previous water year (October through September) and include required elements such as groundwater elevation and extraction data, water supplies, total water use, change in groundwater storage, and progress in implementing the GSP. The first annual report is due on April 1, 2022. This first annual report requires significantly more analysis and data reporting than the subsequent annual reports because it covers not only the previous year, but the time period since the end of the GSP study period of water year 2018.

Todd Groundwater (Todd) completed the GSP with a budget surplus of approximately of \$190,000. Todd submitted a proposal to complete the first annual report in the amount of \$75,255. Staff has authorized Todd to complete the first annual report under the existing authorized GSP budget.

Staff also requested a proposal from Todd to complete four (4) additional annual reports due on April 1st of 2023 through 2026. Todd submitted a proposal for four additional annual reports at a cost of \$41,880 per year, for a total of \$167,520. This would complete required submittals to the DWR until January 2027, when a relatively substantial GSP review and update is required. This substantial five-year update to the GSP is not a part of Todd's proposal.

Staff reviewed Todd's proposed scope of service and costs and recommended approval of Todd's proposal in the amount of \$167,520. As there are surplus funds remaining in the existing PSA, an amendment of \$56,000 is required to cover the proposed addition to the scope of work. Chairman Rodriguez referenced page 77 of the meeting packet and asked for clarification on the process being followed regarding amendments. In regard to staff assigning work in cases where the budget is available, he asked if the work was in the original scope of contract. Mr. Harris responded that the work was not included in the original contract, however, in the effort to move quickly to continue the work it made sense. Ms. Armstrong explain that Amendment 3 was processed, which included the work, and because there was no additional commitment of funds, it was done at an administrative level.

Mr. Koczanowicz advised that the signatories to a contract are generally the authorized parties to amend a contract. Vice-Chairperson Casillas agreed that staff needs the flexibility to keep projects moving, however, process for approving is also important. Ms. Armstrong explained that it would be helpful to review current policy for cases such as this.

Mr. Koczanowicz recommended ratification of action taken by staff in the 3<sup>rd</sup> Amendment by amending the 4<sup>th</sup> Amendment to include the language of Amendment

No.3, and that he would assist with drafting this language into Amendment No. 4. He also recommended consideration of guidelines or pre-authorization for staff to take particular actions, if necessary, to maintain momentum on time-sensitive work between the quarterly meetings.

**ACTION:** Director Williams made a motion, Director Vice-Chairperson Casillas seconded, to:

1. Approve Amendment 4 to the Professional Services Agreement (PSA) with Todd Groundwater to complete four (4) annual Groundwater Sustainability Plan reports as amended to include amendments to the scope of services described in Amendment No. 3, effectively ratifying Amendment No. 3; and,
2. Authorize the Deputy Treasurer to execute the appropriate documents on behalf of Bedford Coldwater Groundwater Sustainability Authority.

#### **4. Administrator's Update**

Mr. Harris referenced page 93 of the meeting packet and reported on Stantec's and Todd Groundwater's work. Regarding the well drilling, red brown moist silt and gravel was found at 54', but below that was grey, hard and cemented fine silt clay. A design diagram of the design of MW-2 was shared and Mr. Harris explained some of the hurdles identifying potential locations and equipment setup at the MW-1 Site. Mr. Harris concluded with the remainder of the status of grant invoicing and the Administrator's Update materials in the packet. He also announced that he will be retiring once a replacement administrator is identified.

#### **5. Legal Counsel Report**

Mr. Koczanowicz had nothing significant to report.

#### **6. Comments of the Board**

Vice-Chairperson Casillas announced the arrival of her new baby daughter.

Chairman Rodriguez explained that the Temescal Valley Water District will be appointing another representative for BCGSA and that this would be his last meeting. He expressed appreciation for the support over the last five years.

#### **7. Adjourn**

There being no further business, the February 17, 2022, Special meeting of the Bedford-Coldwater Groundwater Sustainability Authority was adjourned at 3:57 p.m.

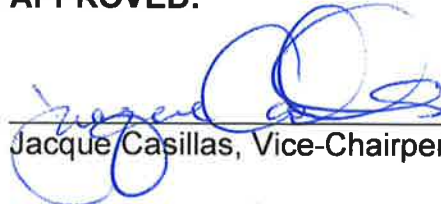
**ATTEST:**



Phil Williams, Director

Date: 7-19-22

**APPROVED:**



Jacquie Casillas, Vice-Chairperson

Date: 7-13-22