



## STEERING COMMITTEE MEETING

### AGENDA

Wednesday, November 13<sup>th</sup>, 2024

8:30 a.m. – 11:00 a.m.

San Joaquin County Public Works  
1810 E. Hazelton Avenue, Stockton, CA 95205

San Joaquin Valley Air Pollution Control District,  
1990 E. Gettysburg Avenue, Sierra Room, Fresno, CA 93726

[MS Team Meeting Link](#)

#### I. Call to Order/Roll Call

#### II. Scheduled Items – *Presentation Materials to be Posted on ESJGroundwater.org and Emailed Prior to the Meeting.*

##### A. Discussion/Action Items

1. Approval of the September 11, 2024, Steering Committee Minutes [Page 3](#)
2. Presentation and Possible Recommendation on the Development of a Demand Management Program
3. Presentation and Possible Recommendation on Draft Communications and Engagement Plan
4. Receive Financial Report
5. Recommendation to Amend the 2024-2025 ESJGWA Budget by Increasing Appropriations for the Annual Report by \$10,586 and Decreasing Appropriations for Professional Services Public Works Administration by the Same Amount [Page 5](#)
6. Update on Staff Transition Plan Implementation
7. Recommendation to Direct the Chair to Form an Ad Hoc Executive Committee [Page 6](#)

#### III. Staff Reports

1. DWR Report
2. Other Items
3. Communications

#### IV. Public Comment (items not on the agenda)

#### V. Director Comments

#### VI. Future Agenda Items

## VII. Adjournment

### **Next Scheduled Meeting**

Wednesday, December 11th, 2024

8:30 am to 10:00 am

San Joaquin County Council of Governments

555 E. Weber Avenue, Stockton, CA 95205

## Eastern San Joaquin Groundwater Authority Steering Committee Meeting Minutes

Wednesday, September 11<sup>th</sup>, 2024

### I. Call to Order/Roll Call

The Eastern San Joaquin Groundwater Authority (GWA) Steering Committee meeting was held at the Council of Governments building at 555 Weber Avenue, in Stockton, CA at approximately 8:30 a.m., the meeting was called to order by Robert Holmes.

Roll Call, in attendance were Directors and Alternates: Jason Colombini, Mike Henry, Robert Holmes, Dante Nomellini, Christy McKinnon, Fritz Buchman, Justin Hopkins and Mitch Maidrand.

### II. Scheduled Items

#### A. Discussion/Action Items

##### 1. Approval of the August 14<sup>th</sup>, 2024, Meeting Minutes.

**Motion:** Mike Henry

**Second:** Justin Hopkins

All in favor.

##### 2. Financial Report

Brandon Nakagawa reported that \$310,000.00 was activated from Reserves for the GSP Update and an additional \$262,000.00 came in from grant reimbursements. AARP funding has been transferred and the Westgate Landing well drilling is expected to begin.

**Motion:** Jason Colombini

**Second:** Dante Nomellini

##### 3. Presentation on Post-GSP Update ESJGWA Work Plan

Katie Cole from Woodard & Curran shared the GSP Amendment Schedule. GSA's have been sent all administrative draft documents and they are due back on Friday. The GSA Open House will be held September 25<sup>th</sup>, 2024, at the Robert Cabral Agricultural Center. October 1<sup>st</sup>, 2024, is the anticipated date of the release of the Public review Draft GSP for a 30 day comment period. All comments will be reviewed and addressed in the final GSP document which will be ready around November 27<sup>th</sup>, 2024.

##### 4. Recommendation on Amendment to Extend Staff Services with SSJID

Brandon Nakagawa shared the SSJID board approved an extension for him to continue to provide staff services to the GWA. The SSJID Board is concerned about the amount of work that needs to be done and the ESJGWA not having a plan going forward. Brandon stated the GWA has many needs, requirements and constituents. Staff is working on a 4-pronged approach to put the ESJGWA on solid footing: 1) Executive Director,

Executive Committee, consultant help, , and continuing to utilize County staff to clerk the Board of Directors and perform the financial functions..

**Motion:** Dante Nomellini

**Second:** Justin Hopkins

**In favor:** Jason Colombini, Mike Henry, Dante Nomellini, Christy McKinnon, Justin Hopkins and Mitch Maidrand.

**Abstain:** Robert Holmes

**5. Recommendation to Release RFQ for On-call Technical Services**

Brandon Nakagawa recommends using an RFQ process to solicit interest to consultants that have a background in SGMA, then develop a list to choose from to assign specific tasks. A workplan can then be created, assigned, and coordinated with consultants to complete the projects. An RFQ was attached to the agenda packet.

**Motion:** Jason Colombini

**Second:** Mike Henry

All in favor.

**III. Staff/DWR Reports**

1. Staff Report – None
2. DWR Report – Chelsea Spier from DWR shared the surface water documents will be out by September 20<sup>th</sup> with a public webinar and comment period.

**IV. Director’s Comments** – Mitch Maidrand of the City of Stockton, announced his retirement at the end of October of 2024.

**V. Public Comment** – Mary Elizabeth shared there hasn’t been any stakeholder meetings since September of 2020. Mary shared there were rich conversations held at these meetings, it was a diverse group and to consider having any Ad Hoc meetings open to the public.

**VI. Future Agenda Items** – Mary Elizabeth commented that DWC released guidance regarding SB55 Drought Contingency Planning effort. She would like to know how the GWA is working to initiate the public planning effort.

**VII. Adjournment at 9:52 am**

NOTE\* - Meeting presentation material can be found on the website at [www.esjgroundwater.org/](http://www.esjgroundwater.org/).



**TO:** ESJGWA Steering Committee

**FROM:** Brandon Nakagawa, Interim Staff to the ESJGWA

**SUBJECT:** Recommendation to Amend the 2024-2025 ESJGWA Budget by Increasing Appropriations for the Annual Report by \$10,586 and Decreasing Appropriations for Professional Services Public Works Administration by the Same Amount

**Date:** November 13, 2024

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### Recommendation

Staff recommends that the ESJGWA Steering Committee recommend to the Board of Directors to amend the 2024-2025 ESJGWA Budget by increasing appropriations for the Annual Report by \$10,586 and decreasing appropriations for Professional Services Public Works Administration by the same amount. There is no net increase in total appropriations for the proposed amended ESJGWA Budget.

### Reasons for Recommendation

Woodard & Curran was asked to provide a proposal to complete the Annual Report for the 2023-2024 Water Year and the proposed a not to exceed fee of \$75,586. The change in format and increase in DWR requirements triggered the need for additional time spent on the Annual Report. DWR has messaged consistently that annual reports would be looked at with more rigor and could possibly be the trigger for recommendation to Probationary Status and referral to the State Water Resources Control Board for enforcement.

The current ESJGWA budget was adopted on June 12, 2024, and totals \$3,352,000 in both revenues and appropriations. Appropriations for the GSP Annual Report were approved at \$65,000. The Secretary of the ESJGWA has the authority to sign consultant agreements for items that are included in the budget and within the appropriations limits. Staff is recommending for the maximum transparency that the Board of Directors approve a budget adjustment to allow the Secretary to authorize the full \$75,586 fee for the Annual Report.

### Fiscal Impact

The Secretary has approved Woodard & Curran to begin work under his current spending authority of \$65,000. The proposed Budget Amendment is an increase in appropriations for the Annual Report by \$10,586 and a decrease in appropriations for Professional Services Public Works Administration by the same amount. If approved, there is no net increase in total appropriations for the proposed ESJGWA Budget amendment and therefore would not affect the current allocation of dues to Member GSAs.



**TO:** ESJGWA Steering Committee  
**FROM:** Brandon Nakagawa, Interim Staff to the ESJGWA  
**SUBJECT:** Recommendation to Form an Ad Hoc Executive Committee  
**AGENDA DATE:** November 13, 2024

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### RECOMMENDATION

Staff recommend that the Steering Committee make a recommendation to the Board of Directors that the Chair form an Ad Hoc Executive Committee. The charge of the Ad Hoc Executive Committee would be limited to the following tasks:

1. To develop the process for and conduct the search for an Executive Director, and,
2. To work with staff and consultants to implement the Eastern San Joaquin Groundwater Authority (ESJGWA) staffing transition plan prior to the hiring of an Executive Director, and,
3. To set the monthly agendas for the Steering Committee and Board of Directors and to bring forth recommendations on the annual work plan and budget and other items of importance.

The Ad Hoc Executive Committee is also recommended to be formed on a trial basis for a period of one year. Prior to, the ESJGWA will have the option to extend or terminate the term of the Ad Hoc Executive Committee or elect to form a standing committee.

If recommended by the Steering Committee at the November 13<sup>th</sup> meeting, the Board of Directors would consider directing the Chair to act on the recommendation at the December 11, 2024, meeting. Staff would immediately work with the Chair on Ad Hoc Executive Committee appointments following Board approval.

### BACKGROUND

In January 2024, the Chair of the Eastern San Joaquin Groundwater Authority, acting on the recommendation of the Steering Committee, approved the formation of an Ad Hoc Project Management Committee (PMC). The PMC is charged with the task of working with Woodard & Curran (W&C) to develop the Groundwater Sustainability Plan (GSP) Amendments and to communicate back to the Steering Committee and Board of Directors on GSP Amendment progress. The PMC is scheduled to be dissolved after all 16-GSA Members adopt the GSP Amendments in January 2025.

There are five members appointed to the PMC. By design, the PMC has been nimble, decisive, and effective in delivering on its assignment. The executive committee concept is also borne from the notion that a smaller group of GSA representatives can efficiently vet complex technical and policy issues and make succinct recommendations to the Steering Committee and Board of Directors.

Based on the success of the PMC, staff envision a similar role for the Ad Hoc Executive Committee to ensure that items brought forth to the Steering Committee and Board of Directors are timely, well presented, and proactive. It is envisioned that Ad Hoc Executive Committee meetings will serve as the primary venue for recognizing the diverse perspectives of GSA Members and to develop a collaborative dialogue with the Executive Director and staff to shape items to be brought before the ESJGWA. A draft Ad Hoc Executive Committee Charter and a draft Executive Director Job Description are attached to this staff report.

### **FISCAL IMPACT**

The cost to form and administer the Ad Hoc Executive Committee includes staff time to prepare meeting materials and attend meetings. These staff costs are included in the ESJGWA's Annual Budget. There is no compensation for GSA Member representatives serving on the Ad Hoc Executive Committee. In addition, the PMC is set to be disbanded once the GSP Amendments are submitted to DWR in January 2025.

### **ATTACHMENT**

DRAFT Ad Hoc Executive Committee Charter  
DRAFT Executive Director Job Description

## **DRAFT Ad Hoc Executive Committee Charter**

- (A) **Membership:** The Committee consists of three to four GSA representatives (staff or elected) with a working knowledge of SGMA. The GSA representatives would not be compensated by the ESJGWA for their service.
- (B) **Experience:** The Committee would be best served by accomplished professionals or elected officials with backgrounds in executive leadership, business administration, technical profession, knowledge of local water issues, legal (specifically compliance with the Brown Act), collaboration in small groups, and outreach and engagement.
- (C) **Time Commitment:** The Committee is intended to meet up to 2-times per month. Committee Members should also expect to spend additional time to prepare for meetings and follow-up on action items (estimated total of 4-6 hours per month).
- (D) **Term of Ad Hoc Committee:** The initial term of the Committee is for up to 1-year on a trial basis.
- (E) **Ad Hoc Executive Committee Charge:**
  - 1. To develop the process and conduct a search for an Executive Director.**
    - a) Develop Process for soliciting, screening, and bringing forth candidates for ESJGWA Board consideration.
    - b) Recommend terms of engagement and compensation rate to the Board of Directors for the Executive Director.
    - c) On-boarding of new Executive Director.
  - 2) To work with staff to implement the ESJGWA staffing transition plan.**
    - a) Until the Executive Director is hired, check in with San Joaquin County Public Works point of contact on staff assignments.
    - b) Review consultant scopes of work proposed to the ESJGWA and make recommendations on consultant engagements.
  - 3) To set the monthly agendas for the Steering Committee and Board of Directors and to bring forth recommendations on the annual work plan and budget and other items of importance.**
    - a) Work with the Executive Director, the Chair and staff to develop monthly Steering Committee and Board meeting agendas.
    - b) Develop recommendations on annual work plan and budget for recommendation and approval by the Steering Committee and Board.
    - c) Alert the Steering Committee and Board to items of tactical and strategic importance.





## Executive Director

### JOB SUMMARY

The Executive Director serves as the chief executive officer of the Eastern San Joaquin Groundwater Authority (ESJGWA), a joint powers authority comprised of 16 groundwater sustainability agencies (GSA) within the Eastern San Joaquin Subbasin. The Executive Director directs the administrative and technical functions of the ESJGWA ensuring the completion of management actions assigned to the ESJGWA and listed in the Eastern San Joaquin Groundwater Sustainability Plan (GSP). The Executive Director will have direct oversight of day-to-day activities including the annual budget, finances, staff and consultant management, communication to and engagement with stakeholders, and coordination among adjacent subbasins.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Executive Director receives direction and authority from the ESJGWA Board of Directors to perform the following functions:

#### **Leadership and Vision:**

- To provide leadership to the ESJGWA promoting a culture of accountability, consensus cooperation, and community.
- To work with the Board of Directors on the development and implementation of the ESJGWA Strategic Plan.

#### **Administrative Management:**

- To promote accountability and transparency within the ESJGWA for the benefit of GSA Members, stakeholders, and the public.
- To ensure ESJGWA meetings of its legislative body, standing committees, and/or ad hoc committees are compliant with the ESJGWA's By-laws, Fair Political Practices Act, the Brown Act and other state and federal laws.
- To procure consultants and actively manage the delivery of consultant and staff services.
- To develop appropriate internal policies to comply with existing laws and regulations using industry standards and best management practices.
- To develop and implement internal workflows and processes for day-to-day ESJGWA activities including the project and task schedules, the annual budget, grants administration, financial transactions, job cost accounting, financial reports, etc.
- To ensure that data collected by the ESJGWA is appropriately archived and readily accessible.

#### **Program Development and Oversight:**

- To work with the ESJGWA Board of Directors and other Committees to develop and refine management actions and initiatives necessary for GSP implementation.

- To develop and implement the ESJGWA’s Annual Work Plan and Budget.
- To monitor Department of Water Resources publications and messaging regarding new standards, requirements, and/or guidance affecting the compliance with SGMA.

**Stakeholder Engagement:**

- To implement the ESJGWA Stakeholder Communications and Engagement Plan.
- To build and maintain strong relationships with stakeholders from local governments, water agencies, farmers, businesses, and community organizations.
- To represent the ESJGWA in public forums, community meetings, and with State agencies.
- To identify and pursue grant funding opportunities and partnerships, and to support GSA Members’ advocacy for project funding.

**DESIRED ABILITIES**

- Take direction from and build consensus among the ESJGWA Board of Directors and its various committees.
- Articulate and present complex topics both verbally and in writing.
- Work Cooperatively with member agency staff and consultants.
- Organize, lead, motivate, develop, and set clear objectives, directions, and performance expectations with staff and consultant resources.
- Comprehend and navigate complex State, Regional and local issues.
- Develop and maintain key relationships throughout the region.
- Strategically evolve the organization for future success.

**DESIRED QUALIFICATIONS**

- Bachelor’s Degree or higher with emphasis in business administration, geology, engineering, planning, water management, groundwater, and/or regulatory compliance is preferred; professional registration/certification in related a field is also desired.
- Minimum ten years of experience with increasing responsibilities in a municipal or special district organization, or as a technical consultant of which 5-years having served in a supervisory or project management capacity.

**COMPENSATION**

Negotiable.