

April 20, 2018

TO: Delta-Mendota Subbasin Coordination Committee
and Interested Parties

FROM: Andrew Garcia

RE: **THURSDAY, April 26, 2018, 10:30 a.m.** Northern Delta-Mendota Region Management Committee, Central Delta-Mendota Region GSA Steering Committee, Central Delta-Mendota Region GSA Management Committee and Interested Parties

Attached for your review in preparation of the April 26, 2018 meeting are:

- 1) Draft March 22, 2018 Meeting Minutes
- 2) Financial & Expenditures Reports
- 3) Cost Estimate for Grant Administration Individual Project (GSP)
- 4) Cost Estimate for Basinwide Grant Administration Support

Should you have questions or concerns regarding this information, please feel free to give us a call.

Thank you.

Northern & Central Delta-Mendota Regions
Activity Agreement Management Committee Meeting

Thursday, March 29, 2018, 10:30 AM
SLDMWA Los Banos Admin Office
842 6th Street, Los Banos, CA

Meeting Minutes

Representatives in Attendance:

Aaron Barcellos (Pacheco Water District)
Maria Encinas (City of Patterson)
Lacey Kiriakou (Merced County)
Amy Montgomery (SNCWD)
Glenn Allen (Fresno County)
Bobby Pierce (West Stanislaus ID)
Becca Akroyd (SLDMWA; by phone)
Walt Ward (Stanislaus County; by phone)
Lauren Layne (TID; by phone)
Kirsten Pringle (Stantec; by phone)
Diane Rathmann (SLDMWA)
Adam Scheuber (DPWD)
Juan Cadena (PWD)
Ben Fenters (SLWD)

Authority Representatives Present

Andrew Garcia

Others in Attendance

Leslie Dumas – Woodard & Curran (by phone)

1. Call to Order/Roll Call

Andrew Garcia/SLDMWA called the meeting to order at approximately 10:30 AM.

2. Opportunity for Public Comment

There were no public comments.

3. Committees to Consider Approval of Meeting Minutes

There were no comments on the draft meeting minutes from the February 22, 2018 Northern and Central Delta-Mendota Coordination Committee meeting. Minutes were approved and finalized.

4. Committees to Consider Approval of Financial & Expenditures Reports

Andrew Garcia/SLDMWA brought hard copies of financial & expenditures reports for attendees to review. Both reports were discussed and approved.

5. Committees to Consider Authority Recommendation and Authorize Temporary Hiring of a Civic Spark Fellow in Conjunction with Merced County, Garcia

Merced County is interested in hiring a Civic Sparks Fellow, however the program requires that two Fellows be hired at a time. Lacey Kiriakou/Merced County proposed having the second Fellow work for the Water Authority on Delta-Mendota related tasks. Lacey and Andrew discussed the work the second Fellow could help with. The Civic Sparks Fellows will work 40 hours per week.

6. Update on the Communications Working Group Branding Ideas, Pringle

Kirsten Pringle/Stantec gave an update on branding ideas discussed during the Delta-Mendota Communications Workgroup meeting on March 27th. She noted that the logo currently used on the Delta-Mendota website was approved by the Coordination Committee for basin-wide use. She then presented sample logos for the Northern and Central Delta-Mendota folk for consideration and discussion. She also noted that the first workshop for SGMA outreach has been planned for the week of May 14th and will be held at 3 locations around the Subbasin.

7. Report on Draft EIR for the Crows Landing Industrial Business Park, Garcia

Andrew noted that a draft EIR has been released for the Crows Landing Industrial Business Park, and that the project, located in the Del Puerto Water District service area, proposes to use shallow and deeper groundwater as its source of water. He initiated a discussion as to the best way to coordinate commenting on the EIR (individually or as a group) and noted that comments are due April 26th. The group decided to do a general comment letter on behalf of the GSAs regarding the applicability of SGMA to the project, and that any individual agency that wanted to comment on their own behalf could also do so.

8. Update on the Coordination Agreement and Cost Share Agreement, Rathmann/Akroyd

Diane Rathmann and Becca Akroyd gave an update on the Coordination Agreement and Cost Share Agreement. Comments have been collected for both agreements and they are close to being finalized.

a. Governance Structure Diagram(s), Garcia

Andrew Garcia/SLDMWA presented the governance structure diagrams that have been developed for the Delta-Mendota Subbasin Coordination Committee and the Northern and Central Delta-Mendota Region governance structure. The diagrams are intended to show the pathway to voting and the flow of authority at the various levels.

b. Discussion of Agreement structure; representation of North and Central DM

Groups

Currently, a proposed change to the Activity Agreement is being worked on to provide direct connection to the Water Authority, through an activity agreement or Memorandum of Understanding (MOU).

c. Documentation of GSA Commitments under Coordination Agreement

A MOU between the GSAs is currently being discussed that outlines commitments from each GSA and flows up to the Water Authority.

d. Next Steps and Timelines (Garcia)

The Authority is currently updating the Coordination Agreement with respect to Brown Act compliance and will distribute final Agreement documents with additional materials (sample resolution, draft staff report, and governance diagrams) prior to the next Committee meeting.

9. Reports Pursuant to Government Code Section 54954.2(a)(2)

Items/actions related to public involvement/outreach were discussed. The following is a list of actions by Woodard & Curran and/or the Communications Working Group relative to outreach:

- A list of interested stakeholders has been developed and an 'introduction' letter to be sent to the interested stakeholders has been drafted.
- Stantec and the Communications Working Group are developing an FAQ sheet and 1-page high-level explanation of SGMA and how the public can participate.
- Preliminary dates for the first public workshop throughout the subbasin have been set for the week of May 14th.

A discussion was held relative to the means by public can participate the GSP development. The following was the agreed-upon approach for public involvement:

- Regular meetings have been set for the Northern and Central Delta-Mendota Coordination Committee as well as other committees and working groups throughout the subbasin, and the public is welcome to attend all these meetings (which are posted on the Delta-Mendota website). There is also GSA participation in other meetings, such as growers' meetings.
- Quarterly flyers inserts and newsletters that can be included in billings sent to customers can/should be prepared.
- A total of 12 meetings and workshops have been planned by the Northern and Central Delta-Mendota Technical Working Group where the public is invited to participate during all stages of the SGMA process.
- SGMA and GSA-related matters are also discussed at city council and board meetings, which are open to the public in accordance to the Brown Act.
- The Delta-Mendota Subbasin website is a tool that can be used by the public to access resources about SGMA and keep track of public meetings they are welcome to attend.

The creation of a Technical Advisory Committee, as an ad hoc committee, was discussed by

attendees as a means of external participation for specific technical topics such as management areas.

10. Adjourn

Andrew Garcia/SLDMWA adjourned the meeting at approximately 12:00 p.m.

DRAFT

From: Andrew Garcia
To: ["Ric Ortega"](#); [Ken Swanson](#); [Ellen Wehr](#); ["Jim Stilwell"](#); [Joe Hopkins](#); ["Allen, Glenn"](#); ["Guzman, Christina"](#); [Jarrett Martin](#); ["palmer@hmr.net"](#)
Subject: Grant Funding Agreement - Cost Estimates from Woodard & Curran
Date: Friday, February 23, 2018 1:26:00 PM
Attachments: [SLDMWA Fee Estimate Grant Mgt_29Jan18.pdf](#)

SLDMWA Fee Estimate_Grant Mgt_29Jan18.PDF – includes 2 sheets/cost estimates, one for GSP-specific support of the funding agreement (i.e. preparing QPRs for an individual GSP for submittal to SLDMWA) and one for basin-wide funding admin (i.e. compiling invoices and progress reports from the various GSPs for submittal to DWR).

I was tasked with providing the grant admin support estimate, apologies for the delay.

The caveat with these estimates is the basin-wide number is larger than the original after our January discussion and Leslie's anticipation for the level of effort this would require.

However, if each agency requests that Woodard & Curran prepare the individual QPRs at the ~18k amount for each 'project' (gsp development), then the basin-wide number drastically reduces. In that instance, they are compiling their own reports for submittal to DWR.

We will discuss this at the next Coordination Committee meeting in March.

Let me know if you have any questions or concerns.

Andrew Garcia, P.E.
Associate Civil Engineer
San Luis & Delta-Mendota Water Authority
209-832-6229

San Luis & Delta-Mendota Water Authority Grant Admin for Individual Project (GSP)

Tasks	Labor				Total Hours	Total Labor Costs (1)	Total Fee
	Leslie Dumas	Lindsey Wilcox	Staff Support	Admin.			
	Project Manger	Funding	Misc.	Graphics and Support			
	\$266	\$222	\$152	\$105			
Task 1: Funding Administration							
Assist in funding agreement exectuion as co-grantee	2	1	2		5	\$1,058	\$1,058
prepare QPRs (8)	1	8	32		41	\$6,906	\$6,906
prepare annotated invoices	1	8	40		49	\$8,122	\$8,122
prepare project completion report	1	2	8		11	\$1,926	\$1,926
Subtotal Task 1:	5	19	82	0	106	\$18,012	\$18,012

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. The RMC Team reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.

San Luis & Delta-Mendota Water Authority Delta-Mendota Basinwide Grant Admin Support to SLDMWA

Tasks	Labor				Total Hours	Total Labor Costs (1)	Total Fee
	Leslie Dumas	Lindsey Wilcox	Staff Support	Admin.			
	Project Manger	Funding	Misc.	Graphics and Support			
	\$266	\$222	\$152	\$105			
Task 1: Funding Administration							
Create tracking table for all deliverables, submit deliverables (for 8 projects)		2	32		34	\$5,308	\$5,308
Create QPR templates; review/compile QPRs (2 yr duration, 8 QPRs, 8 projects)	1	8	70		79	\$12,682	\$12,682
Review/compile invoices, annotate if needed	1	16	70		87	\$14,458	\$14,458
review/compile project completion reports (high level review)	1	2	4	8	15	\$2,158	\$2,158
assist SLDMWA w/ retention requests & letters	1	6	12		19	\$3,422	\$3,422
Assist SLDMWA w/ grant agreement execution & meeting	4	4			8	\$1,952	\$1,952
Subtotal Task 1:	8	38	188	8	242	\$39,980	\$39,980

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