



MANAGING RESOURCES FOR A BETTER FUTURE

DIRECTORS  
NICK BRUNO, PRESIDENT  
JEFFREY D. COULTHARD, VICE PRESIDENT  
AMBER MENDOZA, TREASURER  
DANNY HOFFMAN  
LYNN HOFFMAN  
BRIAN PARTRIDGE  
TONI SCARBOROUGH

JULIA D. BERRY, GENERAL MANAGER/SECRETARY  
MIKE CUTTONE, ASSISTANT TREASURER  
BRIAN EHLERS, DISTRICT ENGINEER  
LAUREN D. LAYNE, LEGAL COUNSEL

**MEETING OF THE  
ROOT CREEK WATER DISTRICT  
GROUNDWATER SUSTAINABILITY AGENCY**

**February 10, 2020 at 11:00 A.M.  
The Lodge at Riverstone  
370 Lodge Road South  
Madera, California 93636**

*(or immediately following the Root Creek Water District Board of Directors meeting)*

**AGENDA**

**1. CALL TO ORDER**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**2. ADDITIONS TO THE AGENDA**

*(The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the District after the posting of this Agenda.)*

**3. PUBLIC COMMENT**

Members of the public may address the Board on any matter related to the District that is not included on the Agenda. Comments are limited to five (5) minutes per person.

**4. POTENTIAL CONFLICT(S) OF INTEREST**

*(Any Board member who has a potential conflict of interest may now identify the item and recuse himself or herself from discussing and voting on the matter.)*

**5. APPROVAL OF GSA MEETING MINUTES** – Review and take action to approve minutes

- a. RCWD GSA Minutes from December 9, 2019

**6. CORRESPONDENCE**

*(Members of the Board or Staff may provide comment on any timely matter related to the District that is not included on the agenda.)*

## 7. BOARD ACTION ITEMS

a. **Groundwater Sustainability Plan Annual Report** – Review and Consider action to enter into contract with Provost and Pritchard for consulting services for development and submission of first GSP Annual Report for the Root Creek Water District GSP in the amount of \$40,000.00.

## 8. STAFF REPORT

- a. General Manager
  - i. Madera Subbasin Status Update

## 9. ADJOURN

▪ Items on the Agenda may be taken in any order.  
▪ Action may be taken on any item listed on the Agenda.  
▪ Writings relating to open session Agenda items that are distributed to members of the Board of Directors will be available for inspection at the District office, excluding writings that are not public records or are exempt from disclosure under the California Public Records Acts.  
▪ **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**  
A person with a qualifying disability under the Americans With Disabilities Act of 1990 may request the District to provide a disability-related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the District. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, or by written correspondence to the District at (559) 970-8778 or P.O. Box 27950, Fresno, California 93729, at least 48 hours before a District meeting.



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**Minutes of the Meeting of the Board of Directors  
Root Creek Water District  
Groundwater Sustainability Agency (GSA)  
held on  
December 9, 2019**

**1. Call to Order:**

The regular meeting for the Root Creek Water District GSA was called to order at 12:26 p.m. at the Lodge at Riverstone by President Nick Bruno. Board members present were Nick Bruno, Jeff Coulthard, Lynn Hoffman, Dan Hoffman, Amber Mendoza and Brian Partridge. Board members absent: Toni Scarborough and Dan Hoffman. Members of the public included Julia Berry, Lauren Layne, and Brian Ehlers.

**2. Additions to the Agenda:**

There were no additions made to the agenda.

**3. Public Comment:**

There was no public comment

**4. Potential Conflicts of Interests:**

There were no conflicts identified.

**5. Approval of GSA Meeting Minutes:**

Director Coulthard made a motion to approve the minutes from the November 11, 2019 board meeting, seconded by Director L. Hoffman, and the motion carried.

**6. Correspondence:**

There was no correspondence.

**7. Staff Report:**

The SGMA Portal is available for uploading Groundwater Sustainability Plans. Comments were received from agencies in the Delta Mendota Subbasin on the RCWD GSA GSP, however they were considered late, as they were received after adoption of the GSP by the RCWD GSA. This raises some questions regarding what the legal remedy for the fact that the letters are late. The letters from the North Kings GSA and Fresno Irrigation District claim that groundwater is flowing to the East from inside their GSA boundary to the RCWD Boundary, according to the Madera Subbasin Water Budget.

Staff was given direction to address these questions to Special Counsel on groundwater, Somach Simmons and Dunn.

**8. Adjournment:**

Director L. Hoffman made a motion to adjourn the meeting, seconded by Director Partridge, and the motion carried. The meeting was adjourned at 12:51 PM.

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Julia D. Berry, District Secretary

DRAFT

January 2, 2020

Root Creek WD GSA  
Julia Berry  
PO Box 27950  
Fresno, CA 93729

**Subject: Consulting Services for development and submission of first GSP Annual Report for the Root Creek Water District GSP, as part of the Madera Subbasin, California**

Dear Julia,

Thank you for the opportunity to submit this proposal to provide consulting services for the subject project. This proposal discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

## Project Understanding

We understand that the annual report shall include the following Components:

- Executive Summary
- Groundwater elevation contour maps for each principle aquifer.
- Hydrographs of groundwater elevations and water year type.
- Groundwater Extraction for the preceding year, utilizing best available measurement methods, summarized in a table.
- Surface water supply used or available for use.
- Total water use by sector.
- Change in groundwater storage maps for each principal aquifer.
- A description of progress towards implementing the plan, including achieving milestones.

The GSP is still being developed and will continue to be altered during the course of the next three months. The Data Management System (DMS) is in the process of being established by other basin interests and it is not understood how change in groundwater storage will be accomplished. It is also understood that data captured in the GSP is through 2016. Hence there will be a need in this first annual report to update data through the end of calendar year 2019.

## Scope of Services

From recent discussions with the GSA's within the Madera Sub basin it is clear that the development of the GSP's has been an expensive proposition. Taking on more activity and especially the development and submission of annual report 60 days after submission of the GSP seems a bit ludicrous. Yet the law requires that the annual reports be submitted by April 1 each year.

The following outline lists a suite of activities that could be or need to be accomplished to comply with the GSP activities. In discussion with you, it was thought to try and compile more existing data to form this first submittal to the state.

A simple outline of the report would be expected to consist of

- Chapter 1 - Introduction
- Chapter 2 - Landuse and Surface Water Supplies
- Chapter 3 - Groundwater Pumping
- Chapter 4 - Sustainable Management Criteria
  - 4.1– Sustainable Goal
  - 4.2- Groundwater Levels
  - 4.3- Groundwater Storage
  - 4.4- Groundwater Quality
  - 4.5- Land Subsidence
  - 4.6- Surface to Groundwater Interconnection
- Chapter 5 - Monitoring Network Changes
- Chapter 6 - Groundwater Projects and Management Actions Status

In future years and in order to accomplish these requirements, data will need to be acquired, testing performed, and analysis of the data so that work product can be accomplished and submitted to the state for review. It is still unclear how much of the data acquisition and testing will be performed by the other GSA's. In this scope, budgets are presented that assume for this first year that the GSA's will acquire and submit the data and mapping of contours. It is also assumed that the mapping will fit relatively well and can be submitted to the State without requiring any revisions. Assumptions are documented further in the document as to the responsibilities of the parties and/or level of effort on behalf of the consultant.

The following lists the tasks covered under this scope:

### Task 1: Data Acquisition

Under this task data will be acquired on the following topics:

- Water levels
- Topographic elevations at select points
- Water quality from identified sources
- Surface water diversions
- Groundwater pumping records
  - Meters
  - Satellite imagery converted to use
  - Cropping records

### Task 2 – Data management

This task will provide for the time to take the measurements in task 1 and put into the data management system. It is hoped that the individual GSA's will use a common form such

that inputting the information and checking the data becomes more routine as well as more cost effective.

### Task 3- Field Services

This task covers the multitude of different field services that could be provided. At this time, it is assumed that no field services will be performed for this first annual update. Future services are expected to include:

- Measurement of water level in wells
- Video of wells for determination of construction
- Bailing of wells
- Installation of dedicated monitor wells
- Water quality sampling
- Installation and reading of data loggers
- Survey of land monuments
- Field verification of meters
- Pump tests

### Task 4 – Demand Estimation

The easiest method to tabulate this data is from meters. It is hoped that the cities, industrial users, municipal districts and agencies and will have data from this source. For agriculture there will need to be a method that the group agrees to and this methodology will be used to document demand. It is expected that this method will change in the future as annual reports are generated.

### Task 5 – Analysis

This task brings the data together so that it can be processed and ultimately the following documents prepared:

- Hydrographs and contour maps
- Change in storage

During this task, the levels will be compared to thresholds and if there are readings or information that appears to be erroneous it will be investigated. With three different levels it is expected that there will be three contour maps for spring and fall as well as a minimum of 18 hydrographs.

### Task 6 – Mapping

This task includes assuring that the data being acquired in Task 1 is spatially located and includes the draft and final preparation of the maps.

### Task 7 – Review of plan implementation milestones and project and management actions

This task includes review of the actions of the GSA's as well as documenting the progress in implementing projects and management actions and the costs of these programs.

## Task 8 – Report

It is envisioned that there will be an annual report that is produced summarizing the information and data previously described. It is planned that a draft would be prepared for review by the GSA and then a final document would be submitted to the Plan Manager for delivery to the State of California. This first annual report would update the information from 2016 through 2019.

## Assumptions

- Task 1 –Each of the GSA's have measured the representative wells as well as the other wells that make up the existing groundwater monitoring program.
- Task 1 –Agencies that have meter table will have read the meters and are able to report the information.
- Task 2 – The data acquired from the agencies will not be in the form of the DMS and will need to be input into the system.
- Task 3 – None of these services will be performed.
- Task 5 – The hydrographs will need to be prepared for each of the representative wells. Calculation of the change in storage maps has yet to be determined.
- Task 6 – It is unclear as to how this will be developed for the basin. It is assumed that RCWD GSA will prepare a map for its area.
- Task 7 – Effort will be spent to document current actions and projects that contribute to the projects and management section of the GSP
- Task 8 – A report will be prepared that assembles the information into a package for review by the agencies and submission to the department.
- Task 8 – It is unclear at this time the methodology that will be employed by the State for submission of the annual reports. It is assumed that at this time the document can be uploaded to a share site as one document.
- Items to be provided by the Client are as identified in the previous list
- The existing DMS will be used as the basis for past historical information

## Professional Fees

Provost & Pritchard Consulting Group will perform the services in this Phase on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. It is hard to estimate what the costs for this work will be. If all of the information needed is supplied by the agencies, then minimal time will be needed. As shown on the table below an estimate of about \$40,000 is estimated. For budgeting purposes, our preliminary estimate is that starting in January and continuing over the next three months, a monthly budget of \$13,000 be authorized. These fees will be invoiced monthly as they are accrued. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimated ranges above. If it appears we will need to exceed this budget, we will notify you in writing before we do so and will provide a revised estimate. We will not continue work beyond the initial budget without additional authorization.

Proposed Fee – Project Name	
Phase	Estimated Fee
Task 1	\$5,000
Task 2	\$2,000
Task 3	\$0
Task 4	\$5,000
Task 5	\$12,000
Task 6	\$7,000
Task 7	\$6,000
Task 8	\$3,000
<b>Total Estimated Fee:</b>	<b>\$40,000</b>

## Schedule

Once we receive an executed copy of this Proposal together with the signed Consultant Services Agreement and are authorized to proceed, we can proceed. It is thought that this process will wait until the draft GSP is out for review and we would approach the agencies for information in October. Agency review time is beyond our control. Our schedule is predicated on the responsiveness of the agency review and submission of data and information.

## Additional Services

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.

- Additional office or field services required due to any governmental agency changes in ordinances, codes, policies, procedures or requirements after the date of this agreement.
- Extra work caused by delays beyond Consultant’s reasonable control by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant’s services or instruments of service promptly, or faulty performance by Client or other contractors or governmental agencies.
- Any extra work performed by Consultant due to changed field or other conditions which necessitate clarifications, modifications or other changes to the work product prepared by Consultant.

## Terms and Conditions

If this proposal is acceptable, please sign the Consultant Services Agreement, and return a copy to our office. These documents will serve as our Notice to Proceed. This proposal is valid for 30 days from the date above.

Sincerely Yours,

Provost & Pritchard Consulting Group

Brian Ehlers, RCE 40655  
Principal Engineer

Randy Hopkins, RCE 63538  
Vice President

## Terms and Conditions Accepted

By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date