

MINUTES – Approved September 8, 2023

**NKGSA Special Advisory Committee Meeting
August 18, 2023**

IN-PERSON AND TELECONFERENCE

In attendance:

- | | |
|--|--|
| **Scott Redelfs (City of Clovis) | *Roy Jimenez (Fresno County) |
| *Dejan Pavic (City of Fresno) | Kassy Chauhan (NKGSA) |
| *Brent Sunamoto (Fresno Metropolitan Flood Control District) | Andrew Aller (NKGSA legal counsel) |
| *Adam Claes (Fresno Irrigation District) | Ronnie Samuelian (Provost & Pritchard) |
| *Shay Bakman (Bakman Water Company) | Paul Armendariz (City of Clovis) |
| *Nick Keller (Garfield Water District) | Kristen Freberg (City of Clovis) |
| *Jerry Jones (City of Kerman) | Lisa Koehn (Clovis) |
| *Carlos Rodriguez (Biola CSD) | Don Wright (reporter) |
| | Sue Ruiz (Self-Help Enterprises) |

* - Voting representative on Advisory Committee

** - Committee Chair

**Note: *This meeting was conducted in-person at the City of Clovis Public Safety Community Room (1233 Fifth Street, Clovis, CA 93612) as well as via web conference for members of the public wishing to participate remotely.*

This meeting was called as a special meeting.

Item 1. Call to Order

Meeting called to order at 1:31 PM.

Special Instructions:

Instructions for participation by both remote and in-person attendees were given by Executive Officer Kassy Chauhan. Both written and verbal comments are accepted by all attendees and time will be made after each agenda item for comments to be heard.

Members of the Advisory Committee attended in person and were present/absent as follows:

Agency Name	Present/Absent	Name of Person
Bakman Water Company	Present	Shay Bakman
Biola CSD	Present	Carlos Rodriguez
City of Clovis	Present	Scott Redelfs
City of Fresno	Present	Dejan Pavic
City of Kerman	Present	Jerry Jones
Fresno County	Present	Roy Jimenez
Fresno Irrigation District	Present	Adam Claes
Fresno Metropolitan Flood Control District	Present	Brent Sunamoto
Garfield Water District	Present	Nick Keller

Item 2. Public Presentations

There were no public presentations.

Item 3. Approval of Minutes

Item 3a. Approval of Minutes from June 9, 2023, Meeting

Motion to approve the 06/09/23 minutes made by member Keller; second by member Claes. Motion passed unanimously 7-0, with 2 abstaining (Fresno County and FMFCD) since they weren't at the June 9, 2023, meeting.

Item 4. Financial Report

Item 4a. Discussion / Possible Action – Recommend Approval of Expense Reports for May 2023 through June 2023

(Presented by Lia Koehn)

Detailed copies of the expense reports were provided in the meeting packets.

Motion to approve the expense reports for May and June 2023 made by member Claes; second by member Bakman. Motion passed unanimously (9-0).

Item 4b. Discussion / Possible Action – Recommend Approval of Financial Statements as of May 31, 2023

(Presented by Lisa Koehn)

Detailed copies of the financial statements were provided in the meeting packets.

Motion to approve the financial statements as of May 31, 2023, made by member Jimenez; second by member Claes. Motion passed unanimously (9-0).

Item 4c. Review the Draft Financial Statements as of June 30, 2023

(Presented by Lisa Koehn)

Detailed copies of the draft financial statements through June 30, 2023, were provided in the meeting packets. The final audited financial statements through June 30, 2023, will be brought back at a later time upon completion of the Fiscal year 2022-2023 audit. No action was needed at this time.

Item 4d. FY 2022-2023 Audit Update

(Presented by Lisa Koehn)

The fiscal agent sent out RFQ's for an auditor. There was only one response received, from C.J. Brown. NKGSA will be moving forward with C.J. Brown to conduct its audit for the next 5-year term.

Item 5. Receive – Basin Coordination Update

(Presented by Ronnie Samuelian)

The GSP has been approved and the Kings Basin received a letter from DWR with corrective actions needed. The consistency among the Basin will be an advantage as the corrective actions are reviewed. In addition to needing revisions to the plan, the basin needs to provide “periodic evaluations” to DWR, with the first one being due in January 2025. The State Board process for other basins deemed to have incomplete GSPs is being tracked to see how they progress.

With regards to the corrective actions identified by DWR, 12 areas were identified in the letter: (1) groundwater levels; (2) subsidence; (3) interconnected surface water; (4) groundwater quality; (5) Hydrologic Conceptual Model (HCM); (6) adding confined aquifer definition and storage change for that aquifer; (7) water budget; (8) groundwater storage; (9) groundwater quality; (10) monitoring network; (11) projects; and (12) management actions.

There are 3 primary studies we need to initiate: a confined aquifer study, a domestic well mitigation program study, and an interconnected surface water study. We will need to maintain close coordination of language for consistency, which will require meetings with agencies and workgroups in the future. A copy of the planned schedule was included in the meeting packets.

Item 6. Administrative

Item 6a. NKGSA – Board of Directors Selection of Officers – Update

(presented by Kassy Chauhan)

Nominations for Chair and Vice Chair of the NKGSA Board of Directors will be solicited during the August 24, 2023, board meeting. Currently Director Jerry Prieto (Fresno Irrigation District) serves as the Chair of the Board and Supervisor Brian Pacheco (Fresno County) serves as Vice-Chair of the Board. The selection of officers will take place during the August 24th Board meeting as required by the JPA by-laws. Selection of a chair and vice chair is required each July or the first meeting of the JPA following July 1st of each year.

Item 6b. Domestic Well Mitigation Program Study – Provost & Pritchard consulting Group – Kings Subbasin Study – Update *(presented by Kassy Chauhan)*

This study has been committed to in the GSP and will be moving forward. The costs associated with the study have already been included in the budget. Provost & Pritchard will be starting on the study and the cost to complete the study will be shared amongst the GSAs in the Kings Basin.

Item 6c. Interconnected Streams Data Gap Analysis Study – Provost & Pritchard Consulting Group – Update *(presented by Kassy Chauhan)*

This study has been committed to in the GSP and will be moving forward. The costs associated with the study have already been included in the budget. This study is being done in conjunction with the San Joaquin River Restoration Program.

Item 6d. Discussion/Possible Action – Consider Recommending Approval of NKGSA-ACCT-505 – Budget Policy *(presented by Lisa Koehn)*

This policy provides for the creation of the budget each fiscal year, as well as a revised budget mid-year (as necessary).

Member Pavic noted concerns about the phrasing of the final sentence of the policy and requested clarification in the policy to ensure policy updates are brought to the Advisory Committee prior to recommendation to the Board of Directors for approval. After further discussion by the Committee, it was agreed that this clarification should be made to all four financial policies being considered for the NKGSA. The policies will be updated to reflect the agreed upon new wording. There were changes suggested by several members to the last sentence of the Review of Policy section, last sentence. Member Jimenez suggested a revision to: Amendments to the Policy will be recommended by staff to the Board of Directors following approval by the Advisory Committee.

Member Jimenez made a motion and member Keller seconded the motion to recommend approval of NKGSA Policy NKGSA-ACCT-505 with the revision of the last sentence of the policy to: Amendments to the Policy will be recommended by

staff to the Board of Directors following approval by the Advisory Committee. The motion was unanimously approved (9-0).

A similar change is needed in the last sentence of Policy No. NKGSA-ACCT-506 and NKGSA-ACCT-510.

Item 6e. Discussion/Possible Action – Consider Recommending Approval of NKGSA-ACCT-506 – Operating Reserves Policy *(presented by Lisa Koehn)*

This policy provides for minimum operating reserves to be maintained equivalent to 1 year of operating expenses.

Member Pavic noted concerns about the authority to use reserves resting under the Executive Officer rather than the Board of Directors as noted in the Use of Reserves section of the policy. There was discussion about the spending limits granted to the NKGSA Executive Officer per the NKGSA-2021-002 (Signing and Spending Authority). Member Keller inquired about needing to have a special board meeting to use operating reserves. Ms. Chauhan stated the spending limits identified in the NKGSA-2021-002 as \$50,000 if the expense was approved in the budget process and \$5,000 if it wasn't approved by the budget process. Chair Redelfs indicated the limits are stipulated in the Spending and Signing Authority Policy and the Use of Reserves section could be modified to reflect the policy, NKGSA-2021-002.

The suggested change to the Use of Reserves section was to modify the first sentence to: "Use of the Operating Reserves is subject to NKGSA-2021-002 (Signing and Spending Authority Policy) and the three steps below". Member Keller indicated he would like to see the reference to the spending limits policy rather than specific amounts so that if the policy gets changed, the Operating Reserves Policy will still be relevant. was to make the use of operating reserves subject to the limitation set in policy NKGSA-2021-002 "Signing and Spending Authority."

Chair Redelfs inquired about the urgency for getting this policy adopted or if there is time to do a thorough review and bring this back for possible action in the future.

Member Jimenez inquired about the phrase "in consultation with the Advisory Committee" in Item 2 of the Use of Reserves section of the Policy. Ms. Chauhan explained this language provides flexibility to the executive officer for those cases

when there are emergencies and there isn't time to gain pre-approval for use of the reserves.

The same edits suggested for Item 6d under the Review of Policy will apply to this policy, as well. Specifically, the last sentence in Review of Policy will be changed to "Amendments to the Policy will be recommended by staff to the Board of Directors following approval by the Advisory Committee".

Ms. Koehn requested comments be provided on any future drafts prior to the Advisory Committee so that the edits could be considered prior to the public advisory committee meeting.

This item was continued to the next meeting of the Advisory Committee. No action was taken by the Advisory Committee on the NKGSA-ACCT-506.

Item 6f. Discussion/Possible Action – Consider Recommending Approval of NKGSA-ACCT-510 – Financial Reporting Policy *(presented by Kassy Chauhan)*

This policy sets deadlines for bank reconciliations and other financial reporting procedures.

The same edits suggested for Item 6d will apply to this policy, as well. Specifically, the last sentence in Review of Policy will be changed to "Amendments to the Policy will be recommended by staff to the Board of Directors following approval by the Advisory Committee".

Member Jimenez made a motion and member Sunamoto seconded the motion to recommend approval of NKGSA Policy NKGSA-ACCT-510 with the revision of the last sentence of the policy to: Amendments to the Policy will be recommended by staff to the Board of Directors following approval by the Advisory Committee. The motion was unanimously approved (9-0).

Item 6g. Discussion / Possible Action – Consider Recommending Approval of NKGSA-ACCT-538 – Hiring an Auditor Policy *(presented by Kassy Chauhan)*

This policy formalizes procedures for RFPs/RFQs for auditing services, sets audit terms of 5 years, and sets the requirement of 3 proposals by the due date.

Member Jimenez inquired about the process used for the selection of the auditor this year. Ms. Koehn explained that the Board of Directors authorized the Executive Officer and Fiscal Agent to approve the selected auditor. The RFQs were sent and only one response was received. The preference would be to have three responses.

Member Pavic recommended a word change in the policy under Items 6 and 7 from “select” to “recommend” so that the recommendation would be brought back to the Advisory Committee who would then recommend to the board to hire the selected auditor. However, it was discussed that said edit would go against the direction previously provided by the Board of Directors, so that change will not be made. This item can be addressed at the Board of Directors meeting in the event the Board wishes to change directions.

Member Jimenez inquired about who the financial workgroup is. Ms. Chauhan shared the financial workgroup consists of DeAnn Hailey-Stork, Lisa Koehn and Kassy Chauhan. As needs arise, the financial workgroup is convened when there are needs for the NKGSA.

Member Keller made a motion and member Claes seconded the motion to recommend approval of NKGSA Policy NKGSA-ACCT-538 with the revision of the last sentence of the policy to: Amendments to the Policy will be recommended by staff to the Board of Directors following approval by the Advisory Committee. The motion was unanimously approved (9-0).

Item 6h. Discussion / Possible Action – Consider Recommending Approval of Member Agency Projects to be Incorporated into GSP and Completed Project Review *(presented by Kassy Chauhan)*

Copies of the revised project list were included in the meeting packets. There are four new projects included: 3 for FID and 1 for City of Clovis.

Motion to recommend approval made by member Keller; second by member Fresno County. Motion passed unanimously (9-0).

Item 6i. Governor’s Executive Order N-7-22 and N-4-23: Well Permitting Update *(presented by Kassy Chauhan)*

No update has been received from Fresno County on the number of well permits issued since the last meeting. The process has not changed, but the number of permits has declined since this time last year. The next phase of the project will be to verify how many permits led to actual new wells.

Item 6j. Well Intake Portal Development Update *(presented by Kassy Chauhan)*

Work has continued with Break9 to develop the well intake portal. Internal beta testing has been completed and revisions made. External beta testing will take place from October through December, followed by future soft and full launches.

Item 7. Workgroup Updates and Actions

Item 7a. Kings Water Alliance – Stakeholder Advisory Committee Report
(Presented by Lisa Koehn)

There have been no meetings. No update at this time.

Item 8. Member Agency / Committee Member Reports

Item 8a. Advisory Committee/Member Agency Reports/Updates

- i. **Water Supply and Storm Water Routing Update** *(Member Claes)*
Friant Class 1 allocation is currently at 100%; Class 2 is at 15% residual. Millerton is currently at 400k AF. SJR flood releases ended at the end of July.

The most noteworthy item was the Category 4 tropical storm Hilary, which marked the first ever tropical storm watch issued for California. It was also the first tropical storm to hit southern California in 84 years.

- ii. **Others**
There were no further reports.

Item 9. Executive Officer Update
(Presented by Kassy Chauhan)

Item 9a. Groundwater Sustainability Plan Determination Update

This information was covered in Item 5 – Basin Coordination Update (presented by Ronnie Samuelian).

Item 9b. DWR Prop 68 Grant Projects Update

The project for Biola CSD is estimated to be completed by April 2024.

Item 9c. Outreach / External Affairs Update

Routine social media, website, and email outreach continues.

Item 9d. Representative Monitoring Network Update

There are now only 2 wells we currently need access to. Letters have been sent this week to the well owners – one is a private domestic well and one belongs to a business. We are working with a vendor to create a proposal on keeping monitoring equipment on wells (some or all) in the network for long-term data logging.

Item 9e. Miscellaneous

Public comments were revisited. Attendee Sue Ruiz with Self-Help Enterprises described a recent tour of water facilities and the education and perspective that experience provided.

Item 10. Adjourn

Meeting adjourned at 3:25 PM.

Next Meeting: September 8, 2023