



SLOUGHHOUSE

Resource Conservation District

HERALD | SLOUGHHOUSE | WILTON

Regular Meeting of the Board Sloughhouse Resource Conservation District Agenda

When: Wednesday, May 12, 2021
Where: <https://us02web.zoom.us/j/88615959365>
Meeting ID: 886 1595 9365
Call in Number: +1-669-900-9128

Time: 1:00 pm – 3:00 pm

PUBLIC COMMENT – Any member of the public may address the Board concerning any matter on the agenda before or during its consideration of the matter. Public comment is limited to three (3) minutes per person and no more than fifteen (15) minutes per topic. For good cause, the Board Chairman may waive these limitations.

AGENDA ITEM TIME FRAME – All agenda items are suggested by staff and are an estimate only and subject to change.

OPENING:

1. Call to Order*

PUBLIC COMMENT FROM THE FLOOR (Non-Agenda Items) (15 minutes)

CONSENT CALENDAR:*

Any Board member may request and remove any item from the consent agenda and place that item on the regular portion of the agenda as specified. (10 minutes)

- a. Agenda – May 12, 2021
- b. Minutes – April 14, 2021
- c. Minutes – April 28, 2021
- d. Financial Report – May 2021

REPORTS:

- a. Staff Report (5 minutes)
- b. NRCS Report (5 minutes)
- c. Board Report (5 minutes)

BUSINESS ACTION ITEMS:*

1. Consideration of District Manager Job Description (10 minutes)
2. Fiscal Year 2021-2022 Preliminary Budget (10 minutes)
3. Code of Conduct (10 minutes)
4. Cosumnes Subbasin GSP Development (20 minutes)
 - a. Technical Memo #8 – Water Budget Information
 - Comments Due: June 1, 2021 to Working Group
 - b. GSP Implementation Administrative Entity



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5. South American Subbasin GSP Development (10 minutes)
 - a. Comments on Draft GSP Section 3 – Sustainable Management Criteria
 - Comments Due: May 14, 2021 to Working Group
 - b. GSP Implementation and Funding

6. Groundwater Sustainability Fee (20 minutes)
 - a. Fee Implementation Process and Timeline

IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

- a. Board Members may request items to be placed on future agendas.

Correspondence Received

- a. None

ADJOURNMENT



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8698 Elk Grove Blvd. Ste. 1-207, Elk Grove, CA 95624
541.981.3459 - info@SloughhouseRCD.org

Meeting of the Board - MINUTES Sloughhouse Resource Conservation District

When: Wednesday, April 14th, 2021
Where: via Zoom
Time: 1:00pm – 3:00pm

Board Members: Jay Schneider, Herb Garms, Gary Silva Jr., Barbara Washburn, Lindsey Liebig
Staff: Austin Miller

1. Call to Order*
Garms called the meeting to order 1:03 pm.
2. Public Comment: *Any member of the public may address the Board concerning any matter not on the Agenda within the Board's jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations.*
None
3. Approval of Agenda and Minutes (3/10/21, 3/24/21, and 3/26/21)*
Director Liebig moved to approve the agenda and minutes as presented.
Director Silva seconded the motion.
The motion passed with all in favor.
4. Approval of the Financial Report*
Director Liebig moved to approve the Financial Report as presented.
Director Washburn seconded the motion.
The motion passed with all in favor.
5. Regular Reports
 - a) Staff provided an update on administrative efforts.
 - b) Toney Tillman provided an update regarding the NRCS Field Office opening and that the deadline for EQIP funding will be in June.
 - c) Director Schneider suggested that the Board could consider taking sending suggested criteria for the nexus study to the County and HDR.
6. Consideration of Changing Natural Resources Specialist Position to District Manager*
Director Washburn moved to change the title of the Natural Resources Specialist to District Manager and to have the Chair and Vice Chair update the job description for the Board to consider at the next meeting.
Director Liebig seconded the motion.
The motion passed with all in favor.



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7. Potential Partnership with Rancho Murieta Fire Safe Council
Staff provided an update on their conversations with the Rancho Murieta Fire Safe Council.
8. Comments on Property Tax Exchange Agreement – City of Galt Annexations*
Staff provided an update on the received correspondence from the County of Sacramento. The Board decided not to take any action.
9. SRCD Board Policies*
Director Liebig moved to adopt the presented Agenda Template for future use.
Director Washburn seconded the motion.
The motion passed with all in favor.
10. South American Subbasin GSP Development*
Staff presented on the South American Subbasin Section 2.3. The Board did not take action.
11. Cosumnes Subbasin GSP Development
 - a) Long-Term Governance Committee Update
 - i) The Board discussed the status of the Long-Term Governance Committee.
 - b) Ad Hoc Committee Update
 - i) Tech. Memo. #12, Projects and Management Actions
 - ii) 2021 Monitoring Network Efforts
12. Consideration of Future Agenda Items
The Board approved the follow future agenda items by consensus:
 - Draft Policies
 - Public Records Request
 - Document Retention
 - SRCD's Position on Rancho Murieta re: Cosumnes Subbasin Fee Program
 - Outreach to Constituents re: Cosumnes Subbasin Fee Program
13. Adjourn Meeting
Garms adjourned the meeting at 3:12 pm.



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Meeting of the Board - MINUTES Sloughhouse Resource Conservation District

When: Wednesday, April 28th, 2021
Where: via Zoom
Time: 1:00pm – 3:00pm

Board Members: Jay Schneider, Herb Garms, Gary Silva Jr., Barbara Washburn, Lindsey Liebig
Staff: Austin Miller

1. Call to Order
Garms called the meeting to order 1:03 pm.
2. Public Comment: *Any member of the public may address the Board concerning any matter not on the Agenda within the Board's jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations.*
None
3. Approval of Agenda*
Director Silva moved to add Rancho Murieta Fire Safe Council Letter of Support to the agenda.
Director Liebig seconded the motion.
The motion passed with all in favor.
4. Rancho Murieta Fire Safe Council Letter of Support
By general consensus, the Board directed staff to draft and send a letter of support to Rancho Murieta Fire Safe Council supporting their efforts in applying for two CalFire grants.
5. Cosumnes Subbasin GSP SGMA Working Group
The Board discussed a variety of topics relating to the Cosumnes Subbasin GSP Development and Implementation.
6. South American Subbasin GSP SGMA Working Group Update
This topic was moved to a future agenda.
7. Consideration of Future Agenda Items
The Board approved the follow future agenda items by consensus:
 - None.
8. Adjourn Meeting
Director Garms adjourned the meeting at 3:19 pm.



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Financial Report

Deposits (Revenue):

Date: May 7, 2021

Description	Source	
Interest Income	Interest Income	\$ 1,072.00
Taxes-Other	Taxes-Other	\$ 0.03
Prop Tax Penalties	Prop Tax Penalties	\$ 9.57
Prop Tax PR Unsec	Prop Tax PR Unsec	\$ 11.04
Property Tax Redemption	Property Tax Redemption	\$ 4.13
Property Tax Unitary	Property Tax Unitary	\$ 83.33
Prop Tax Cur Sup	Prop Tax Cur Sup	\$ 1,222.76
Prop Tax Cur Unsec	Prop Tax Cur Unsec	\$ 17.18
Prop Tax Cur Sec	Prop Tax Cur Sec	\$ 50,055.75
	Sub-Total	\$ 52,475.79

New Bills (Expenditures):

Description	Recipient	
Office Supplies (April)	Austin Miller	\$ 76.04
Staff Time (April)	CARCD	\$ 7,968.90
Legal Services (_____) - March, Groundwater	KMT&G	
Legal Services (_____) - March, General	KMT&G	
CSDA General Manager Summit (reimbursable)	Austin Miller	\$ 625.00
CSDA General Manager Summit - Hotel	Austin Miller	\$ 205.91
Website Annual Hosting Fee	Austin Miller	\$ 165.00
	Sub-Total	\$ 9,040.85

Impress Fund Balance: \$500

Total Change in Account Balance \$ 43,434.94



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Position: District Manager

30% - General District Management:

1. Manage Board operations, including pre- and post- meeting logistics:
 - a. Develop agendas and supporting documentation in cooperation with the Board Chairperson.
 - b. Prepare formal minutes for each meeting.
 - c. Prepare and post meeting announcements in accordance with Board policy and Brown Act regulations.
 - d. Maintain and update an online archive of pre- and post-meeting documents.
2. Ensure efficient and effective District operations:
 - a. Safeguard District integrity by carrying out functions that adhere to all statutes, governmental rules, regulations, and compliance requirements pertaining to or affecting Special Districts, Resource Conservation Districts, and Groundwater Sustainability Agencies.
 - b. Set a high standard for District communications, including timely response to phone calls, emails, and other correspondence.
 - c. Prepare and manage contracts with consultants and/or partner agencies.
 - d. Serve as Board liaison with external entities, including legal counsel.
 - e. Provide oversight and leadership for any additional staff brought on by the Board
3. Lead efforts to create new opportunities for the District to meet its Mission and Vision of broad service to multiple constituencies:
 - a. Create/update as needed a long-term strategic plan and complementary annual work plans for Board consideration; implement Board directives and priorities.
 - b. Administer and supervise the District's participation in watershed and community groups, including fostering relationships with potential funders.
 - c. Work with the Board, external partners, and constituents to develop projects and programs in accordance with our mission to protect natural resources within the district.
 - d. Actively seek out and write grant proposals in collaboration with Board members that continue and maintain the work of the RCD at the level of operations directed by the Board.
2. Supervise other staff members
 - a. Assist with the recruitment and hiring of new staff
 - b. Provide daily oversight of staff as necessary

10% - Financial Management:

1. Lead the preparation and editing of the annual budget.
2. Provide ongoing management of the District's finances. These tasks include, but are not limited to:
 - a. Preparing and submitting financial documents on a monthly basis.
 - b. Working with the County of Sacramento's Department of Finance to ensure the District's financial accounts are accurate.

3. Oversee the annual audit, including supplying the auditor with requested financial paperwork.

10% - Outreach:

1. Represent and promote the District at local, state, regional, and federal levels.
2. Serve as a liaison to the Elk Grove office of the NRCS by helping disseminate information about loans, new programs, and new information about soil and water conservation practices.
3. Working with consultants, maintain a website for the District. Prepare content, reply to inquiries, and help maintain the security of the site.
4. Promote the District and successful projects implemented by the District within the community and with the media.

50% - Groundwater Sustainability:

1. Work with the Board to implement the Sustainable Groundwater Management Act. This includes:
 - a. Support the Board in the development, adoption, and implementation of the Cosumnes Subbasin and South American Subbasin Groundwater Sustainability Plans (GSPs).
 - b. Organize and participate in local outreach and educational efforts.
 - c. Assist with intra- and inter-basin coordination.
 - d. Work with local landowners and other stakeholders to facilitate the collection of groundwater data.
 - e. Support the Board in evaluating and summarizing reports from consultants.
 - f. Maintain accurate records of meetings and actions associated with the development of the GSP.
2. Explore other opportunities aimed at improving the groundwater conditions within the District.

Sloughhouse RCD FY 21/22 Preliminary Budget Planning

Activity Area	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budgetted	FY 20/21 To Date (5/5/21)	FY 20/21 Estimated	FY 21/22 Proposed (AM)
Income	\$ 123,216.00	\$ 118,186.00	\$ 122,303.15	\$ 101,150.01	\$ 124,828.18	\$ 124,828.18	\$ 111,600.00
Expenses	\$ 86,416.00	\$ 101,584.00	\$ 160,333.15	\$ 169,925.40	\$ 163,834.37	\$ 239,720.83	\$ 194,216.25
Total Gain/Loss	\$ 36,800.00	\$ 16,602.00	\$ (38,030.00)	\$ (68,775.39)	\$ (39,006.19)	\$ (114,892.65)	\$ (82,616.25)
Year End Account Tot	\$ 626,614.44	\$ 643,216.44	\$ 605,186.44	\$ 536,411.05	\$ 566,180.25	\$ 490,293.79	\$ 407,677.54

Sloughouse RCD FY 21/22 Preliminary Budget Planning

Income

Activity Area	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budgetted	FY 20/21 To Date (5/5/21)	FY 20/21 Estimated Year End	FY 20/21 Estimated % Used	FY 21/22 Proposed (AM)
Prop. Tax Curr. Sec.	\$ 84,639	\$ 95,470	\$ 102,205	\$ 90,000	\$ 112,793	\$ 112,793	125%	\$ 100,000
Prop. Tax Curr. Uns	\$ 2,987	\$ 3,493	\$ 3,802	\$ 3,500	\$ 4,200	\$ 4,200	120%	\$ 4,000
Prop. Tax Curr. Sup	\$ 2,371	\$ 2,673	\$ 2,762	\$ 2,000	\$ 2,146	\$ 2,146	107%	\$ 2,000
Prop. Tax Sec. Del	\$ 576	\$ 663	\$ 705	\$ 700	\$ 914	\$ 914	131%	\$ 700
Prop. Tax Sup. Del.	\$ 103	\$ 131	\$ 150	\$ 150	\$ 141	\$ 141	94%	\$ 100
Prop. Tax Unitary	\$ 155	\$ 167	\$ 100	\$ 100	\$ 172	\$ 172	172%	\$ 100
Prop. Tax Redemption	\$ 4	\$ 4	\$ 5	\$ -	\$ 8	\$ 8	100%	\$ -
Prop. Tax Curr. Pr. Unsec	\$ 86	\$ 36	\$ 50	\$ 100	\$ 80	\$ 80	80%	\$ 100
Prop. Tax Penalties	\$ 16	\$ 17	\$ 17	\$ 100	\$ 27	\$ 27	27%	\$ 100
RDA Residual	\$ 2	\$ 1	\$ 2	\$ 0	\$ 1	\$ 1	6500%	\$ -
Interest Income	\$ 8,717	\$ 14,554	\$ 11,531	\$ 4,000	\$ 2,234	\$ 2,234	56%	\$ 4,000
Home Prop. Tax	\$ 937	\$ 976	\$ 973	\$ 500	\$ 513	\$ 513	103%	\$ 500
Redev Passthru	\$ 1	\$ 1	\$ 1	\$ -	\$ 0	\$ 0	100%	\$ -
Tax Base Total	\$ 100,594.00	\$ 118,186.00	\$ 122,303.15	\$ 101,150.01	\$ 123,228.18	\$ 123,228.18	122%	\$ 111,600.00
Misc. Income	\$ 22,622.00	\$ -	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00	100%	
Total	\$ 123,216.00	\$ 118,186.00	\$ 122,303.15	\$ 101,150.01	\$ 124,828.18	\$ 124,828.18	123%	\$ 111,600.00

Sloughouse RCD FY 21/22 Preliminary Budget Planning

Expenses

Activity Area	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budgetted	FY 20/21 To Date (5/7/21)	FY 20/21 Estimated	FY 20/21 Estimate d % Used	FY 21/22 Proposed (AM)
Conference Expense	\$ 1,203	\$ 749	\$ 2,276	\$ 4,000	\$ 500	\$ 1,000	25%	\$ 4,000
Training	\$ 182	\$ 2,000	\$ 375	\$ 2,000		\$ 1,000	50%	\$ 2,000
Insurance	\$ 2,482	\$ 2,160		\$ 2,250	\$ 2,227	\$ 2,227	99%	\$ 2,500
Office Supplies	\$ 109	\$ 1,328	\$ 1,423	\$ 3,000	\$ 1,741	\$ 3,000	100%	\$ 3,000
Accounting	\$ -	\$ -	\$ -	\$ 9,000	\$ 2,975	\$ 8,925	99%	\$ 3,000
Assessment Collect	\$ 1,184	\$ 1,256	\$ 1,303	\$ 1,250	\$ 1,425	\$ 1,425	114%	\$ 1,250
Other Op. - Prof. Su	\$ 390	\$ 339	\$ 172	\$ 2,000		\$ 1,000	50%	\$ 2,000
Other Op. - Prof. Se	\$ 80,866	\$ 93,218	\$ 154,780	\$ 15,000	\$ 618	\$ 10,000	67%	\$ 10,000
Other Op. - SoAm				\$ 10,000	\$ 9,562	\$ 9,562	96%	\$ 10,000
Other Op. - Cosumnes				\$ 8,000	\$ 8,000	\$ 8,000	100%	\$ 8,000
Legal Services				\$ 45,000	\$ 71,331	\$ 100,000	222%	\$ 40,000
Personnel Services				\$ 67,080	\$ 63,284	\$ 91,236	136%	\$ 107,000
Mail/Postage	\$ -	\$ 8	\$ 4	\$ 500	\$ 1,327	\$ 1,500	300%	\$ 500
Sub Total	\$ 86,416	\$ 101,058	\$ 160,333	\$ 169,080	\$ 162,989	\$ 238,875		\$ 193,250
Membership	\$ -	\$ 526		\$ 845	\$ 845	\$ 845		\$ 966
Total	\$ 86,416	\$ 101,584	\$ 160,333	\$ 169,925	\$ 163,834	\$ 239,721		\$ 194,216



TO: Sloughhouse Resource Conservation District Board of Directors

FROM: Holly Roberson, Scott Morris

DATE: May 6, 2021

RE: Proposed Code of Conduct for SRCD Board Members

After an ethics training the Sloughhouse Resource Conservation District (“District”) Board asked that Kronick prepare a simple code of conduct for its consideration and review. Kronick was directed to keep the proposed code of conduct relatively short and simple. Kronick has prepared the attached draft for SRCD’s review and discussion at its next Board meeting. Kronick can make revisions or facilitate a discussion on this proposed code of conduct upon request.

The District’s Directors and Associate Directors (hereafter “Board”) are committed to ensuring that Board members carry out their duties with integrity and respect, while honorably representing the District and the constituents it serves. The following proposed Code of Conduct establishes ethical standards for Board Members’ performance of the duties of office.

The District may wish to consider if it wishes to direct Kronick to research the scope of the Board’s authority to discipline a Board member for breach of the code of conduct. Item 10 is left blank for the Board to consider including consequences for violation of the code of conduct.

Please contact Holly Roberson at (916) 321-4517 or hroberson@kmtg.com with any questions or requests for revisions of the proposed code of conduct.

Code of Conduct for SRCD Board of Directors and Associate Directors

Board members hereby agree to abide by the following:

- 1) Board members will treat all persons in a fair and respectful manner when participating in the Board’s activities and meetings, or related meetings with other groups, political entities, or organizations. Activities includes phone calls, digital meetings, and correspondence.
- 2) Board members will act at all times in accordance with all applicable laws of the U.S.A. and the State of California in the performance of their official duties.
- 3) Board members will refrain from abusive conduct, including verbal attacks upon the character or motives of other Board members, staff, other groups, political entities, or the public.
- 4) Board members will abide by the processes and rules established by the Board and this Code of Conduct.
- 5) When acting in their capacity as a Board member, Board members will accurately and honestly represent the official policies and positions of the District and support and advocate such policies and measures that serve the best interests of the District, whether or not they agree with those policies personally.
- 6) The Board exercises authority only collectively as a Board. Individual Board members will not state that a matter is the District’s policy, position, or opinion on a matter unless the matter has been previously approved by a majority of the Board.
- 7) Board members will not participate in or attempt to influence a Board decision that could have a reasonably-foreseeable impact on their personal or financial interest.
- 8) Board members will refrain from accepting gifts, favors, or promises of future benefits that might compromise their independent judgment or action as a Board member or give the appearance of being compromised in carrying out their duties as a Board member.
- 9) Board members will keep confidential District’s information that has been provided to them in confidence. Board members will not disclose confidential information without proper authorization from the Board as a whole or use such information to advance their personal, or private, financial interests.
- 10) The Board may {____} for violation of this Code of Conduct.

I have read and agree to abide by this Code of Conduct.

Printed Name of Board Member

Signature of Board Member

Date



Pre-GSP Fee Authority as Defined by: Water Code 10730 “Regulatory Fees Authority”

Developed by: Sloughhouse RCD Staff (May 7, 2021)

The pre-GSP fee authority is defined in Water Code 10730 under the title, ‘Regulatory Fees Authority.’ The statute authorizes a GSA to impose pre-GSP fees on groundwater extraction, including permit fees and fees on ‘other regulated activity’.

Water Code 10730 allows GSAs to impose permit fees and fees on groundwater extraction or other regulated activity fee to cover costs associated with (but not limited to):

- GSP Preparation
- GSP Adoption
- Amendment of a GSP
- Investigations
- Inspections
- Compliance Assistance
- Enforcement
- Program Administration
- Prudent Reserve
- Monitoring Wells (not clarified in statute)

A GSA shall not impose a fee pursuant to this subdivision on a de minimis extractor unless the agency has regulated the users pursuant to this part.

Water Code 10730 Procedural Requirements:

- The GSA shall hold at least one public meeting at which oral or written presentations may be made as part of the meeting.
- At least 20 days prior to the meeting, the GSA shall make available to the public data upon which the proposed fee is based.
- Any action by a GSA to impose/increase a fee shall be taken only by ordinance or resolution.
- Resolution/Ordinance shall be adopted and furnished to the county auditor-controller and Board of Supervisors on or before August 1 of each year that the alternative collection of the fees is being requested and shall include a list of parcels and the amount to be collected for each parcel.

Exemption from Being Considered a “Tax”:

Groundwater pumping charges imposed to fund a local agency’s groundwater conservation and management services, such as replenishing groundwater stores and preventing the degradation of the groundwater supply, are not property-related service fees or charges.

To ensure that groundwater pumping charges are not taxes (and don’t need to follow the more strenuous Proposition 218 requirements), a local agency must satisfy both Proposition 26’s requirement that they be fixed in an amount that is “no more than necessary to cover the reasonable costs of the governmental activity” and the requirement that “the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity.”

Proposed SRCD GSA Timeline:

Date	Activity
April 21, 2021	Develop list of assessed parcels (using irrigated lands as the basis)
April 21, 2021	HDR begins developing nexus study
May 14, 2021	HDR confirms that they can produce the fee study prior to deadline for assessor's office (August 10, 2021)
June 2 and 3, 2021	Cosumnes Subbasin Public Workshop <ul style="list-style-type: none"> • Present fee methodology
June 16, 2021	Notices and Resolutions Finalized <ul style="list-style-type: none"> • Notice • Data upon which the fee is based • Resolution
June 24, 2021 (or earlier, minimum 20 days prior to resolution adoption)	Post notice of proposed fee and data upon which the fee is based. <ul style="list-style-type: none"> • Suggest sending letters to all landowners affected by extraction fee.
July 14, 2021	GSA Board Meeting – Adopt Fee Program Resolution
July 31, 2021	Deadline for Submitting Request for New Direct Levy Number to Auditor's Office
August 10, 2021	Deadline for Submitting Fee Criteria to Auditor's Office <ul style="list-style-type: none"> • include a list of parcels and the amount to be collected for each parcel.