



# UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

## NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Ukiah Valley Basin Groundwater Sustainability Agency (“Agency”) Board of Directors (“Board”) will hold its regular Board Meeting at:

**1:30 P.M.- Thursday, June 15, 2017**  
**Ukiah Civic City Council Chambers,**  
**300 Seminary Avenue, CA 95482**

## AGENDA

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**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. CONSENT ITEMS**

**a. Approve Minutes from May 10, 2017 Regular Meeting**

**4. ACTION ITEMS**

**a. Noticed Public Hearing to Receive Public Comment on the Ukiah Valley Basin Groundwater Sustainability Agency’s Election to Act as the Groundwater Sustainability Agency for the Ukiah Valley Basin**

The Board will hold a public hearing to consider comments on the Agency’s election to act as the Groundwater Sustainability Agency for the Ukiah Valley Basin.

**b. Discussion and Possible Action to Adopt an Appointment Process for the Agricultural Seat**

The Board shall review the proposed process for appointment of an Agricultural Seat.

**c. Discussion and Possible Action Including Adoption of the 2017 Board of Directors Master Meeting Calendar**

The Board shall review a master meeting calendar for the remaining 2017 calendar year.



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### **d. Discussion and Possible Action Regarding the Development of Bylaws and Conflict of Interest Code**

The Board will review example bylaws and example conflict of interest code and provide direction on development.

### **e. Discussion and Possible Action Regarding a Proposed FY 2017-18 Budget**

The board will review the current financial status of the Agency and provide direction on the proposed FY 2017-2018 budget.

## **5. DIRECTOR REPORTS**

## **6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion or take any action on any items presented during public comments. Such items may only be referred to staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. The presiding Chair shall limit public comments to three minutes.

## **7. ADJOURNMENT**

The Ukiah Valley Basin Groundwater Sustainability Agency complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Mendocino County Executive Office by calling (707) 463-4441 at least five days prior to the meeting.

Please reference the Mendocino County website to obtain additional information for the Ukiah Valley Basin Groundwater Sustainability Agency: <http://www.mendocinocounty.org/uvbgsa>



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	3.a.
Date:	6/15/17
To:	Board of Directors
Subject:	Approval of Minutes from May 10, 10, 2017 Regular Meeting
Consent Agenda <input checked="" type="checkbox"/> Regular Agenda <input type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

#### Summary:

Approval of Minutes from May 10, 10, 2017 Regular Meeting

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#### Recommended Action:

Approve May 10, 2017, meet minutes.

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#### Background:

The Agency convened on May 10, 2017.

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#### Fiscal Summary: N/A

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Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_



# UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

501 Low Gap Rd., Rm. 1010 ♦ Ukiah ♦ California 95482 ♦ (707)463-4441 ♦ fax (707)463-7237

**1:30 P.M.- Wednesday, May 10, 2017**  
**Mendocino County Board of Supervisors Chambers,**  
**501 Low Gap Road, Room 1070, CA 95482**

## **ACTION MINUTES**

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### **1. CALL TO ORDER AND ROLL CALL (1:31 P.M)**

Director Carre Brown noted that roll call will be heard under Item No. 3

### **2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by: Director Carre Brown

### **3. ACKNOWLEDGMENT AND INTRODUCTION OF DIRECTORS (AND ROLL CALL)**

Present: Director Carre Brown; Director Douglas Crane; Director Jerry Cardoza; and Director Alfred White.

### **4. ACTION ITEMS**

#### **4(b) Discussion and Possible Appointment of Tribal Seat**

Presenter/s: Director Carre Brown.

Board Action: Upon motion by Director Douglas Crane, seconded by Director Alfred White, and carried unanimously; IT IS ORDERED that Ms. Brandi Brown shall be appointed to the Tribal Director Seat and Mr. Sonny Elliott shall be appointed to the Tribal Alternate Director Seat.

*DIRECTOR BRANDI BROWN PRESENT AT 1:39 PM*

#### **4(a) Discussion and Possible Appointment of Officers**

Presenter/s: Director Carre Brown; and Ms. Sarah Dukett.

Board Action: Upon motion by Director Douglas Crane, seconded by Director Alfred White, and carried unanimously; IT IS ORDERED that Director Carre Brown shall be appointed as Chair of the Ukiah Valley Basin Groundwater Sustainability Agency.

Board Action: Upon motion by Director Jerry Cardoza, seconded by Director Alfred White, and carried unanimously; IT IS ORDERED that Director Douglas Crane shall be appointed as Vice Chair of the Ukiah Valley Basin Groundwater Sustainability Agency.

Board Action: Upon motion by Director Alfred White, seconded by Director Jerry Cardoza, and carried unanimously; IT IS ORDERED that Director Brandi Brown shall be appointed as Secretary of the Ukiah Valley Basin Groundwater Sustainability Agency.



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### **4(c) Discussion and Possible Action Regarding a Permanent Meeting Location and Regular Meeting Schedule**

Presenter/s: Chair Carre Brown; Ms. Carmel J. Angelo; Ms. Nicole French; and Ms. Sarah Dukett.

Board Directive: GENERAL CONSENSUS OF THE BOARD THAT the Board shall meet on the Second Thursday of the month at 1:30 P.M. in the Mendocino County Board of Supervisors Chambers; initially meeting monthly, then transitioning to quarterly meetings.

### **4(e) Discussion and Possible Action Regarding Creation of Internal Committees to Develop a Budget, Bylaws and Conflict of Interest Code**

Presenter/s: Chair Carre Brown; Ms. Carmel J. Angelo; Ms. Sarah Dukett; and Ms. Devon Jones.

Board Directive: BY ORDER OF THE CHAIR direction to the Chair to meet with the Mendocino County Chief Executive Officer, Mendocino County Assistant Chief Executive Officer, and Mendocino County Administrative Analyst to develop a draft Conflict of Interest Code and draft budget for presentation at the June 15, 2017 Ukiah Valley Basin Groundwater Sustainability Agency meeting.

### **4(f) Discussion and Possible Direction Regarding Development of an Agency Website and Email Address**

Presenter/s: Chair Carre Brown.

Board Action: Upon motion by Director Douglas Crane, seconded by Director Brandi Brown, and carried unanimously; IT IS ORDERED that the Board authorizes the County of Mendocino, on behalf of the Agency, to develop an official website and email address to be used for communication and noticing.

### **4(d) Discussion and Possible Action to Set a Public Hearing to Serve as Groundwater Sustainability Agency (“GSA”)**

The Board shall authorize a Public Hearing to be held at the June 15, 2017 meeting regarding the Agency’s proposal to serve as the GSA for the Ukiah Valley Basin. The Board shall designate posting sites for the hearing that meet the requirements of Government Code section 6066.

Presenter/s: Chair Carre Brown; and Ms. Sarah Dukett.

Board Action: Upon motion by Director Alfred White, seconded by Director Jerry Cardoza, and carried unanimously; IT IS ORDERED that the Public Hearing to Serve as the Groundwater Sustainability Agency for the Ukiah Valley Basin shall be held on June 15, 2017 at 1:30 P.M. at 300 Seminary Avenue, Ukiah, California in the Ukiah City Council Chambers and authorize the County of Mendocino on behalf of the Agency to notice the public hearing and prepare the required documentation.

## **5. DIRECTOR REPORTS**

Presenter/s: Director Brandi Brown; Chair Carre Brown; Ms. Sarah Dukett; and Director Jerry White.

Public Comment: Mr. Brian Wallace, and Mr. Frost Pauli.



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## 6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Presenter/s: None.

## 7. ADJOURNMENT (2:15 P.M.)

Attest: BRANDI BROWN  
Secretary

\_\_\_\_\_  
CARRE BROWN, Chair

DRAFT



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	4.a
Date:	6/15/17
To:	Board of Directors
Subject:	Noticed Public Hearing to Receive Public Comment on the Ukiah Valley Basin Groundwater Sustainability Agency's Election to Act as the Groundwater Sustainability Agency for the Ukiah Valley Basin
Consent Agenda <input type="checkbox"/> Regular Agenda <input type="checkbox"/> Noticed Public Hearing <input checked="" type="checkbox"/>	

#### Summary:

Noticed public hearing, to receive public comment on the Ukiah Valley Basin Groundwater Sustainability Agency's election to act as the Groundwater Sustainability Agency for the Ukiah Valley Basin, pursuant to the Sustainable Groundwater Management Act.

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#### Recommended Action:

- 1.) Adopt Resolution electing the Agency to become the Groundwater Sustainability Agency (GSA) for the Ukiah Valley Basin.
  - 2.) Authorize the County of Mendocino, on behalf of the Agency; provide notice to the Department of Water Resources (DWR) of the Agency's election to be the GSA for the Ukiah Valley Basin.
- 

#### Background:

In order to comply with SGMA, the Agency must form a GSA by June 30, 2017. In order to form a GSA, the Water Code requires that the Agency hold a public hearing in Mendocino County after publication of notice pursuant to Section 6066 of the Government Code.

The following items are attached for Board Consideration:

1. Resolution
2. Draft DWR Questionnaire
3. Map and Service Area Boundaries
4. Stakeholder List



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

5. Affidavit of Publication for the Noticed Public Hearing

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**Fiscal Summary:** N/A

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**Action:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **2nd:** \_\_\_\_\_

**BOARD OF DIRECTORS**

**UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY**

**RESOLUTION NO. 17-01**

**RESOLUTION OF THE UKIAH VALLEY GROUNDWATER SUSTAINABILITY AGENCY TO BE ELECTED AS THE GROUNDWATER SUSTAINABILITY AGENCY FOR THE UKIAH VALLEY BASIN PURSUANT TO THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT**

WHEREAS, the California Legislature has adopted, and the Governor has signed into law, the Sustainable Groundwater Management Act of 2014 ("Act"), which authorizes local agencies to manage groundwater in a sustainable fashion; and

WHEREAS, the legislative intent of the Act is to provide for sustainable management of groundwater basins, to enhance local management of groundwater, to establish minimum standards for sustainable groundwater management, and to provide local agencies with the authority and the technical and financial assistance necessary to sustainably manage groundwater; and

WHEREAS, in order to exercise the authority granted in the Act, a local agency or combination of local agencies must elect to become a groundwater sustainability agency ("GSA"); and

WHEREAS, the Ukiah Valley Basin Groundwater Sustainability Agency ("Agency") is a local agency, as the Act defines that term; and

WHEREAS, the Agency exercises jurisdiction upon land overlying the entire Ukiah Valley Basin (designated basin number 1-52 in the Department of Water Resources' ("DWR") Bulletin 118); and

WHEREAS, the Agency is committed to sustainable management of the Basin's groundwater resources; and

WHEREAS, the Act requires that a GSA be formed for all basins designated by DWR as a medium- or high-priority basins by June 30, 2017; and

WHEREAS, the Basin is designated as a medium-priority basin pursuant to the DWR's initial prioritization; and

WHEREAS, it is the intent of the Agency to work cooperatively with other local stakeholders, as may be appropriate, to sustainably manage the Basin and ensure that the Act's goals are satisfied; and

WHEREAS, notice of a hearing on the Agency's election to become a GSA for the Basin ("Notice") has been published in the Ukiah Daily Journal as provided by law; and

WHEREAS, on this day, the Agency held a public hearing to consider whether it should elect to become a GSA for the Basin; and

WHEREAS, it would be in the best interest of the Basin for the Agency to become a GSA for the Basin, and to begin the process of preparing a groundwater sustainability plan ("Sustainability Plan"); and

WHEREAS, the Agency's process to develop the Sustainability Plan for the Basin will include stakeholder outreach and will provide multiple opportunities for public involvement; and

WHEREAS, adoption of this resolution does not constitute a "project" under California Environmental Quality Act Guidelines Section 15378(b)(5), including organization and administrative activities of government, because there would be no direct or indirect physical change in the environment.

THEREFORE, BE IT RESOLVED by the Board of Directors of the Ukiah Valley Basin Groundwater Sustainability Agency, as follows:

1. All the recitals in this resolution are true and correct and the Agency so finds, determines and represents.
2. The Agency hereby elects to become the GSA for the Ukiah Valley Basin.
3. Within thirty days of the date of this resolution, the Agency is to provide notice to DWR of the Agency's election to be the GSA for the Basin ("Notice of GSA Election") in the manner required by law.
4. One of the elements of the Notice of GSA Election is the boundaries the Agency intends to manage as the GSA for the Basin. Until further action of the Agency, the boundaries of the GSA shall be the entire boundary of the Basin defined by Bulletin 118, the entirety of which currently falls within the Agency's jurisdiction.
5. Upon submission of the Notice of GSA Election, the Agency's Board of Director's shall begin discussions with interested stakeholders and beneficial users within the Basin in order to begin the process of developing a Sustainability Plan for the Basin.
6. This resolution shall take effect immediately upon passage and adoption.

NOW, THEREFORE, BE IT RESOLVED that the Ukiah Valley Basin Groundwater Sustainability Agency does hereby certify that the above and foregoing Resolution was duly adopted and passed by the Board of Directors.

The foregoing Resolution introduced by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_

, and carried this 15 day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

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Carre Brown, Board Chair  
Ukiah Valley Basin Groundwater Sustainability  
Agency

ATTEST:

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Brandi Brown  
Secretary  
Ukiah Valley Basin Groundwater Sustainability  
Agency

## **A. GSA Eligibility Determination**

*1. Provide a description of your local agency's water supply, water management, or land use responsibilities within the groundwater basin / basins you intend to manage.*

The UVBGSA is a joint powers authority consisting of a variety of local public agencies with water supply, water management and land use responsibilities. These include the County of Mendocino, the City of Ukiah, the Upper Russian River Water Agency and the Russian River Flood Control and Water Conservation and Improvement District. The boundaries of these agencies and the Agency are shown in the maps provided in section D. The County of Mendocino exercises land use authority on the land overlying the basin. The City of Ukiah is a local municipality that exercises water supply, water management and land use authority within the City's boundaries. Upper Russian River Water Agency is a joint powers authority representing Millview County Water District, Willow County Water District, Calpella County Water District and Redwood Valley Water District within the Ukiah Valley Basin. The County Water Districts have water supply and water management responsibilities within the Ukiah Valley Basin. The Russian River Flood Control and Water Conservation and Improvement District is a special district created by State Statute (State of California Statute – Act 4830). The District exercise water supply and water management authority within the Ukiah Valley Basin.

*2. Are you an "exclusive local agency" listed in Water Code §10723(c)?*

No

## **B. Decision to Become a GSA**

*1. Please enter the date your local agency, or agencies, decided to become or form a GSA.*

June 15, 2017

*2. Upload a copy of resolution forming the new agency.*

Resolution from Public Hearing PDF

*3. If desired, please upload or provide additional information related to your local agency's decision to become or form a GSA.*

## **C. Type of GSA Formation and Contact Information**

*1. GSA Name*

Ukiah Valley Basin Groundwater Sustainability Agency (UVBGSA)

*2. Select a Point of Contact (POC) for your GSA.*

County of Mendocino

Attn: Sarah Dukett - Mendocino County Water Agency

501 Low Gap Road, Room 1010

Ukiah, CA 95482

Phone: (707) 463-4441

Email: [uvbgsa@co.mendocino.ca.us](mailto:uvbgsa@co.mendocino.ca.us)

*If you anticipate submitting multiple GSA notices on behalf of your local agency/GSA, please consider adding a "Local ID" for reference purposes to distinctly identify separate areas you intend to manage.*

N/A

3. *Is this a Single-Agency or Multiple-Agency GSA?*

Single Agency

#### **D. Map & Service Area Boundaries**

1. *Upload a PDF map that clearly defines: (1) the service area boundaries of each local agency that is part of your GSA; and (2) the boundaries of the basin(s) or portion of the basin(s) your GSA intends to manage.*

UVBGSA Map PDF

2. *Upload service area boundary GIS shape file.*

Ukiah Valley Basin Shape File Zip

3. *Upload GSA area boundary GIS shape file.*

Ukiah Valley Basin Shape File Zip

4. *If desired, please provide information that clarifies your service area boundary and GSA boundary, if those boundaries are different.*

N/A

#### **E. Required Documents**

1. *Provide a list of interested parties developed pursuant to Water Code Section 10723.2 and an explanation of how their interests will be considered in the development and operation of the GSA and the development and implementation of the GSP.*

Stakeholders List PDF

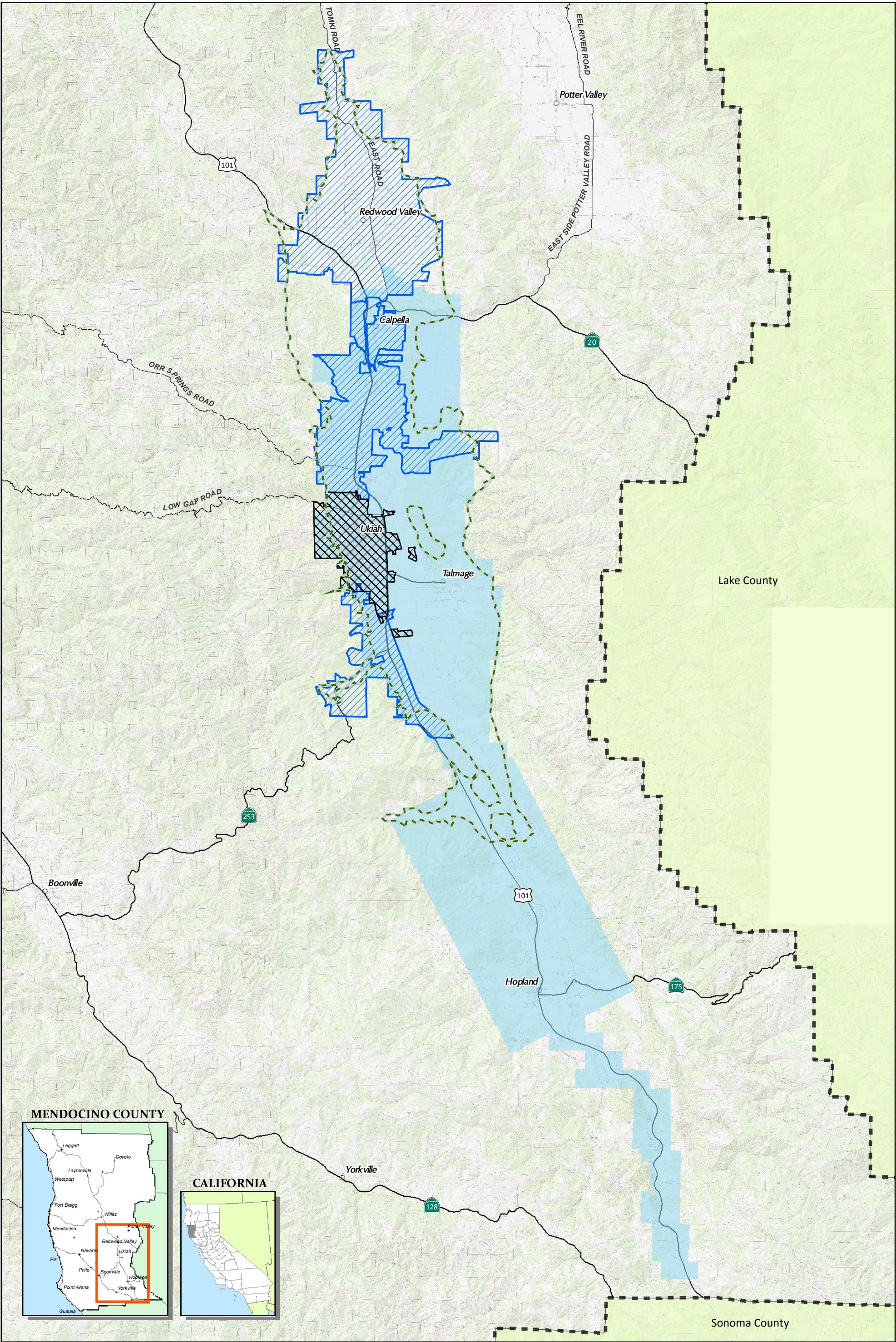
2. *Provide a list of the other agencies managing or proposing to manage groundwater within the basin, or upload a document or map that provides the same information.*

N/A

None

*3. Provide a description or upload a copy of any new by laws, ordinances, or new authorities adopted by the local agency.*

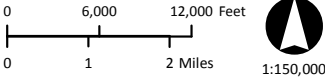
JPA Agreement PDF



Map produced by the Mendocino County Planning & Building Svcs. Dept., June, 2017  
Coordinate System: NAD 83, Calif. State Plane Zone II  
Projection: Lambert Conformal Conic  
Parcel Data: Mendocino County Information Services, October, 2016  
Aerial Imagery: US Dept. of Agriculture/ArcGIS Online mosaic  
Topographic Data: USGS 7.5 minute quad series Mount Diablo Base & Meridian  
Parcel numbers are for tax purposes only and do not represent legal or salable parcels.  
All spatial data is approximate. This map is not a substitute for a proper land survey.

- |                        |                                    |
|------------------------|------------------------------------|
| ○ Major Towns & Places | ▣ County of Mendocino              |
| — Highways             | ▨ Upper Russian River Water Agency |
| — Major Roads          | ▦ Russian River Flood District     |
| ▣ City of Ukiah        | ▤ Ukiah Valley Groundwater Basin   |

UKIAH VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY



DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES  
THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.

## UKIAH VALLEY BASIN (1-52)

### LIST OF BENEFICIAL USES AND USERS OF GROUNDWATER

Pursuant to Water Code Sections 10723.8(a)(4) and 10723.2, the Agency will consider the interests of all beneficial uses and users of groundwater, as well as those responsible for implementing a Sustainability Plan. These interests include, but are not limited to, all of the following:

- Agricultural Users
  - Mendocino County Farm Bureau
  - Mendocino County Wine Growers Association
  - Landowners
- Domestic Well Owners
  - Private well owners
  - CASGEM participants
- Commercial and Industrial Users
  - There are no known commercial and industrial users of groundwater within the GSA. However the Agency will work with interested parties when developing a GSP.
- Municipal Well Operators
  - City of Ukiah
- Public Water Systems
  - Russian River Flood Control
  - Upper Russian River Water Agency
  - Redwood Valley County Water District
  - Millview County Water District
  - Willow County Water District
  - Calpella County Water District
  - Sonoma County Water Agency
- Land Use Planning Agencies
  - County of Mendocino
  - City of Ukiah
- Surface Water Users
  - Russian River Flood Control
  - Redwood Valley County Water District
  - Millview County Water District
  - Willow County Water District
  - Calpella County Water District
  - Sonoma County Water Agency
  - City of Ukiah
  - Landowners
- Resource Management
  - Mendocino County Resource Conservation District
- State Agencies

- UC Davis and its Cooperative Extension
  - California Department of Water Resources
  - North Coast Regional Water Quality Control Board
- Federal Agencies
  - There are no known Federal Agency users of groundwater within the GSA.  
However the Agency will work with interested parties when developing a GSP.
- Other Government Agencies
  - Inland Water and Power Commission
- California Native American Tribes
  - Redwood Valley Rancheria
  - Coyote Valley Reservation
  - Pinoleville Pomo Nation
  - Potter Valley Rancheria
  - Guidiville Rancheria
  - Hopland Reservation.
- Private Water Companies
  - City of 10,000 Buddhas
  - Rogina Water Company
  - Yokayo Water Systems
- Ukiah Valley Basin Residents
- Disadvantaged Communities
  - Portions of the Ukiah Valley Basin
- Environmental Interest
  - There are no known environmental users of groundwater within the GSA.  
However the Agency will work with interested parties when developing a GSP.

During the GSA development process the County of Mendocino held nine Formation Committee meetings. All Formation Committee meetings were open to the public. The specific entities mentioned above participated during the formation process. The Agency's and other stakeholders' roles and responsibilities will be further developed and defined in its Bylaws and the Sustainability Plan. The Agency's staff welcomes feedback during this process from the state, any of the agencies or organizations listed herein, and any other interested stakeholders.

In addition the Agency has an Agricultural and Tribal seat on the Board of Directors and a Technical Advisory Committee pursuant to the Joint Powers Agreement attached under section E-3. The GSA will regularly conduct publicly noticed meetings in which stakeholders and interested parties will be invited to participate in the decision making process (e.g. development of a GSP, grant applications, etc.). The above list represents the initial group of interested parties that have been identified; however, it is possible that this list will grow over time as basin management becomes more defined.

# Ukiah Daily Journal

617 S. State St  
Ukiah, California 95482  
(707) 468-3500  
sfullbright@ukiahdj.com

3513872

MENDOCINO COUNTY EXECUTIVE OFFICE  
501 LOW GAP RD  
UKIAH, CA 95482

## PROOF OF PUBLICATION (2015.5 C.C.P.)

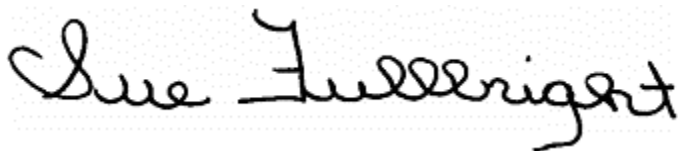
### STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**06/01/2017, 06/08/2017**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,  
June 8th, 2017



Sue Fullbright, LEGAL CLERK

Legal No. **0005966943**

**2736-17**

**6-1,8/17**

#### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT The Ukiah Valley Basin Groundwater Sustainability Agency Board of Directors will hold a Public Hearing on June 15th, 2017, 1:30 p.m., at the Ukiah Civic Center Council Chambers, 300 Seminary Avenue, Ukiah, CA 95482, to consider a proposed Resolution to become a Groundwater Sustainability Agency (GSA) for the Ukiah Valley Basin, pursuant to the Sustainable Groundwater Management Act (SGMA); California Water Code Section 10723(b); and California Government Code 6066. The boundaries of the proposed Groundwater Sustainability Agency are the boundaries of the Ukiah Valley Basin (Basin number 1-52), as described in the California Department of Water Resources Bulletin 118. The draft Resolution and other details are available at the office of the Mendocino County Clerk of the Board, 501 Low Gap Road, Ukiah, CA 95482 during regular business hours, or on the Agency's website at: [www.mendocinocounty.org/government/affiliated-agencies/ukiah-valley-basin-gsa](http://www.mendocinocounty.org/government/affiliated-agencies/ukiah-valley-basin-gsa). All interested parties are hereby invited to be present and heard on the matters described in this notice. If you have any questions or concerns, please contact [uvbgsa@mendocinocounty.org](mailto:uvbgsa@mendocinocounty.org) or telephone (707) 463-4441.

CARMEL J. ANGELO  
Chief Executive Officer  
Clerk of the Board



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	4.b
Date:	6/15/17
To:	Board of Directors
Subject:	Discussion and Possible Action to Approve an Appointment Process for the Agricultural Seat
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

#### Summary:

The JPA requires the Agricultural Seat nominees be submitted to the Board by the Mendocino County Farm Bureau (MCFB) pursuant to a process in the bylaws or otherwise directed by the Board. The Board should review the proposed appointment process and applicant information form submitted by the MCFB.

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#### Recommended Action:

Approve the Agricultural Seat appointment process and direct the process be included in the Bylaws.

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#### Background:

On May 10, 2017, the Board requested an item be brought back to the Board regarding the development of an Agricultural Seat appointment process.

#### JPA Requirements:

7.1.2. Two (2) Stakeholder Directors, one (1) of which shall be representative of agricultural stakeholders and interests within the Basin; and one (1) of which shall be representative of tribal stakeholders and interests within the Basin. The two (2) Stakeholder Directors shall meet the following qualifications: ¶

(a) One (1) Agricultural Stakeholder Director. The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.

7.3.2. Stakeholder Directors. The two (2) Stakeholder Directors shall be appointed as follows:

(a) One (1) stakeholder shall be chosen by the Member Directors to represent agricultural interests within the Ukiah Valley Groundwater Basin. This stakeholder shall meet the qualifications as described in 7.1.2. (a). This stakeholder shall be selected from a list of three (3) nominations submitted from the Mendocino County Farm Bureau, but the three (3) nominees need not be a member of the organization. Nominees shall be submitted to the Member Directors pursuant to a process specified in the Bylaws, unless directed otherwise by the Member Directors. The Member Directors shall consider the nominees at a regular meeting of the Board and shall appoint the Agricultural Stakeholder Director upon simple majority vote of all Member Directors.

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**Fiscal Summary: N/A**

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**Action:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **2nd:** \_\_\_\_\_

**Ukiah Valley Groundwater Sustainability Agency**  
**Mendocino County Farm Bureau Agricultural Director and Alternate Agricultural  
Director Nomination Process**

Mendocino County Farm Bureau (Farm Bureau) will follow the process described below when making nominations to the GSA for the Agricultural Director and Alternate Agricultural Director positions.

The process includes the following steps:

- 1) Develop an Agricultural Director Applicant Information Form (Information Form). This Information Form will be used to obtain information about, and attestation of, the individual applicant's qualification under paragraph 7.1.2 (a) of Article 7 in the Joint Powers Agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA). A copy of the Information Form is attached.
- 2) Farm Bureau will request individuals interested in serving as the Agricultural Director or Alternate Agricultural Director complete the Information Form.
- 3) Farm Bureau's Board of Directors will choose three individuals from those who have completed Information Forms or are otherwise known to qualify to serve as Agricultural Director or Alternate Agricultural Director.
- 4) Farm Bureau will send a letter to the GSA identifying the three nominees and requesting the GSA select the Agricultural Director and Alternate Agricultural Director from those individuals. Farm Bureau will submit the letter and Applicant Information Form to the GSA by providing a copy to the GSA Secretary by mail and electronically at: 501 Low Gap Road, Room 1010, Ukiah, CA 95482 and [uvbgsa@mendocinocounty.org](mailto:uvbgsa@mendocinocounty.org).

## Agricultural Director Applicant Information Form

According to paragraph 7.1.2(a) of Article 7 of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA), nominees for the agricultural stakeholder director and alternate are to be selected by Mendocino County Farm Bureau and are required to meet the following criteria:

*The Agricultural Stakeholder Director shall meet the following criteria, determined at the sole discretion of the Board Members: (1) be a resident of Mendocino County; (2.a) own/ lease real property in active commercial agricultural production overlying the Basin or (2.b) be an employee of a commercial agricultural production operation overlying the basin involved with water use decisions and (3) extract groundwater from the Basin for the irrigation/frost protection of at least fifteen (15) acres of agricultural crops in commercial operation. The Agricultural Stakeholder may not be a party to any pending litigation against the Agency or any of its Members.*

As a nominee for the position to be considered for the Ukiah Valley Basin GSA agricultural stakeholder director and alternate, please verify that you meet the following criteria<sup>1</sup>:

1. Are you a resident of Mendocino County? (please circle one) **YES** **NO**

2. Please fill out (a) or (b) below.

(a) Please provide physical address or APN numbers of commercial agricultural property that you own or lease within the boundaries of the Ukiah Valley ground water basin.

---

(b) If you are employed by a commercial agricultural production operation within the boundaries of the Ukiah Valley ground water basin, please list the name of the operation and the physical address or APN numbers for the related properties.

---

3. Do you use groundwater for frost protection or irrigation on the properties listed above?  
(Please circle one) **YES** **NO**

Please list which commercial agricultural commodities are produced on the properties listed above.

---

Do the properties listed above meet the minimum size requirement of 15 acres?  
(Please circle one) **YES** **NO**

---

<sup>1</sup> Applicants may be asked to show documentation to support the information provided in the answers to the questions in this Information Form.

**Nominee Contact Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I declare under penalty of perjury that the information provided above and within supporting documentation is true and correct.

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Date

**Section Below For Use By Mendocino County Farm Bureau**

Based on the information provided, does the nominee meet the requirements of Article 7.1.2(a) of the joint powers agreement forming the Ukiah Valley Basin Groundwater Sustainability Agency (GSA)?  
( Please circle one)      **YES**      **NO**

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

Nominee submitted to GSA on \_\_\_\_\_ (Date)



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	4.c
Date:	6/15/17
To:	Board of Directors
Subject:	Discussion and Possible Action Including Adoption of the 2017 Board of Directors Master Meeting Calendar
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

#### Summary:

The Joint Power Agreement requires that the Board of Directors meet at least quarterly (Section 8.2). Therefore, the Board of Directors should consider the proposed 2017 Board of Directors Master Meeting Calendar.

---

#### Recommended Action:

Adopt the 2017 Board of Directors Master Meeting Calendar.

---

#### Background:

On May 10, 2017 the general consensus of the Board was the Board shall meet on the Second Thursday of the month at 1:30 P.M. in the Mendocino County Board of Supervisors Chambers; initially meeting monthly, then transitioning to quarterly meetings.

---

#### Fiscal Summary: N/A

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**Action:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **2nd:** \_\_\_\_\_

# 2017

## UVBGS MEETING DATES

### JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### MARCH

S	M	T	W	T	F	S
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26	27	28	29	30	31	

### APRIL

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

### MAY

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28	29	30	31			

### JUNE

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### JULY

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30	31					

### AUGUST

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### SEPTEMBER

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24	25	26	27	28	29	30

### OCTOBER

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15	16	17	18	19	20	21
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### NOVEMBER

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### DECEMBER

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

May 10

Regular Meeting

June 15

Public Hearing

July 13

Regular Meeting

August 10

Regular Meeting

September 14

Regular Meeting

October 12

Regular Meeting

November 9

Regular Meeting

December 14

Regular Meeting

Meeting Location

501 Low Gap Rd. Room 1070, Ukiah, CA 95482

Meeting Time

1:30 p.m.

Ukiah Valley Basin GSA

501 Low Gap Road, Room 1010

Ukiah, CA 95482

760.463.4441

[uvbgsa@mendocinocounty.org](mailto:uvbgsa@mendocinocounty.org)

[www.mendocinocounty.org/uvbgsa](http://www.mendocinocounty.org/uvbgsa)



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	4.d
Date:	6/15/17
To:	Board of Directors
Subject:	Discussion and Possible Action Regarding the Development of Bylaws and Conflict of Interest Code
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

#### Summary:

The Joint Powers Agreement (JPA) requires that the Agency adopt Bylaws and a local conflict of interest code pursuant to the schedule and provisions described below. For Board reference the following examples of GSA bylaws are attached:

- Tehama County Groundwater Sustainability Groundwater Commission Bylaws
- West Turlock Subbasin Groundwater Sustainability Agency Bylaws

For Board reference, the state statute governing the development of a conflict of interest code is attached. In addition, example local conflict of interest codes from Mendocino County and Mendocino County Tourism Commission are attached.

---

#### Recommended Action:

Authorize the creation of the following three committees and determine who will serve on each.

1. Bylaws Committee
2. Conflict of Interest Code Committee

---

#### Background:

Section 18.3 requires at or as soon as practicable after the first Board of Directors meeting the Board draft and approve Bylaws of the Agency to govern day-to-day operations of the Agency.

Section 8.4 requires the Board adopt a local conflict of interest code pursuant to the provisions of the Political Reform Act of 1974 (Government Code sections 81000, et seq.).



## **Ukiah Valley Basin Groundwater Sustainability Agency**

### **Agenda Summary**

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**Fiscal Summary:** N/A

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**Action:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **2nd:** \_\_\_\_\_



Groundwater Sustainability Agency Groundwater Commission  
 Meeting Date: February 22, 2017  
 Prepared By: Nichole Bethurem  
 Preparer Phone: 530-385-1462 ext 3045  
 Preparer Email: nbethurem@tcpw.ca.gov  
 Regular Item

## **Review of Groundwater Sustainability Agency Groundwater Commission Draft Bylaws**

### **Requested Action(s)**

Discussion and possible approval of the draft bylaws developed for the Groundwater Sustainability Agency Groundwater Commission.

### **Background Information:**

An ad-hoc committee was formed to develop bylaws for the Groundwater Commission. Attached for review is the committee's final draft. Staff and the ad-hoc committee met with Trisha Weber of County Counsel's office to discuss the needs of the Commission and review bylaws from other agencies. The bylaws presented for review were created based on the AB3030 Technical Advisory Committee Bylaws.

Staff would like to thank Chairperson Parker, Vice-Chairperson Grine and Commissioner Hamer for volunteering their time to assist in developing the bylaws. A special thanks to County Counsel's office for their time in reviewing the bylaws.

Once approved by the Commission the bylaws will be presented to the District Board of Directors for final approval.

# Tehama County Groundwater Sustainability Agency Groundwater Commission Bylaws

## Article I. General Provisions

- Section 1. The Tehama County Groundwater Sustainability Agency Groundwater Commission shall be a Commission with both decision-making and advisory responsibilities pertaining to groundwater management in the eleven, or quantity thereafter modified to, subbasins or portions thereof for which the Tehama County Flood Control and Water Conservation District has been designated as the Groundwater Sustainability Agency under the Sustainable Groundwater Management Act.
- Section 2. The Executive Director or designee of the Tehama County Flood Control and Water Conservation District shall serve as staff to the Commission, and shall assist the Commission in presenting information and reports to the District Board of Directors.
- Section 3. The Commission will operate on principles of collaboration. Commission members are sought who are committed to work together with other interests for the long- term benefit of Tehama County groundwater resources and the people who rely on these resources.
- Section 4. Specific goals of the Commission shall include, but are not limited to the following:
- Lead communication, outreach, and engagement efforts within the basin.
  - Develop and implement a GSP (Groundwater Sustainability Plan), and complete 5-year GSP updates.
  - Monitor, evaluate, and report progress towards achieving sustainability goals.
- Section 5. The members of the Commission shall receive as compensation the sum of twenty-five dollars each for their attendance at each meeting or special meeting, not to exceed fifty dollars each per month. In addition thereto, each member shall be allowed reasonable travel expenses as provided by the Tehama County Travel Policy for official travel approved by the Commission, provided that appropriations therefor have been included in the District budget.

## Article II. Powers and Duties of the Commission

- Section 1. The Commission shall oversee the development of a Groundwater Sustainability Plan pursuant to Water Code sections 10727 et seq., and any amendments thereto, and any implementing rules and regulations of the District. The Commission shall make a written recommendation to the Board of Directors on the adoption or amendment of a Groundwater

Sustainability Plan or any implementing rule or regulation of the District. A recommendation for approval shall be made by the affirmative vote of not less than a majority of the total membership of the Commission. The Commission shall hold at least one public hearing before approving a recommendation on the adoption or amendment of a Groundwater Sustainability Plan or any implementing rule or regulation of the District.

- Section 2. The Commission shall conduct investigations to determine the need for groundwater management, monitor compliance and enforcement, or propose or update fees or other revenue measures, and make recommendations to Board of Directors thereon.
- Section 3. The Commission shall review all proposed District grant applications relating to groundwater management, and advise the Board of Directors regarding grant funding opportunities.
- Section 4. In the event that the District establishes any discretionary permitting or similar regulations relating to sustainable groundwater management, it is the intent of the Board of Directors to provide for such permits to be issued by the Commission, subject to appeal to the Board of Directors.
- Section 5. In the event that the District establishes an administrative enforcement hearing process pursuant to Water Code section 10732, subdivision (b)(2), it is the intent of the Board of Directors to provide for such enforcement hearings to be conducted and decisions rendered by the Commission, subject to appeal to the Board of Directors.
- Section 6. The Commission shall provide ongoing advice to Board of Directors regarding any other matters relevant to the management in groundwater in Tehama County.

### **Article III. Membership**

- Section 1. Membership of the Commission shall consist of eleven voting members as set forth in this Article
- Section 2. The following members shall serve at the pleasure of their respective appointing authority:
- One member appointed by the City Council of the City of Red Bluff.
  - One member appointed by the City Council of the City of Corning.
  - One member appointed by the City Council of the City of Tehama.
  - One member appointed by the Board of Directors of the El Camino Irrigation District.
  - One member appointed by the Board of Directors of the Los Molinos Community Services District.
  - One member appointed by the Board of Directors of the Rio Alto Water District.

- Section 3. Five members shall be appointed by the Board of Directors of the Tehama County Flood Control and Water Conservation District, upon recommendation of the majority of the members of the Commission then appointed and serving.
- Section 4. The Commission and Board of Directors shall take into consideration all of the following criteria when recommending and appointing members. These criteria are neither exclusive nor mandatory, and the Board of Directors may deviate from these criteria upon recommendation of the Commission for good cause.
- One member should be a resident, property owner, or groundwater user within Tehama County Supervisorial District One.
  - One member should be a resident, property owner, or groundwater user within Tehama County Supervisorial District Two.
  - One member should be a resident, property owner, or groundwater user within Tehama County Supervisorial District Three.
  - One member should be a resident, property owner, or groundwater user within Tehama County Supervisorial District Four.
  - One member should be a resident, property owner, or groundwater user within Tehama County Supervisorial District Five.
  - Two members should represent the interests of agencies or districts that supply surface water.
  - Two members should represent the interests of private groundwater pumpers.
  - One member should represent the interests of the general public.
- Section 5. No two members should be officers, employees, or agents of the same agency, district, or public or private corporation.
- Section 6. Notwithstanding the foregoing, any member appointed under this subdivision may be removed by a four-fifths vote of the Board of Directors after consultation with the Commission.
- Section 7. All Commission members shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this ordinance.
- Article IV. Membership Qualifications and Responsibilities**
- Section 1. All Commission members shall have technical expertise in a water-related field, preferably involving local groundwater issues. Members should be residents of Tehama County, and/or be employed in Tehama County, and have an economic interest in preservation, protection and enhancement of the groundwater resources of Tehama County.

**Article V. Nomination Criteria for Members Appointed by the Tehama County Flood Control and Water Conservation District Board of Directors**

Section 1. The Groundwater Sustainability Agency Board of Directors will call for nominations to the Commission at a regular Flood Control and Water Conservation District Board meeting. Nomination forms will be made available through the District Office in Gerber and on the District's website.

Section 2. Individuals can nominate themselves. Nomination forms shall provide:

- Sufficient information relative to application Process
- Address and phone number and email
- Education and career highlights
- Training or experience
- Knowledge of groundwater issues
- Demonstrated commitment to cooperative solution development
- Area of interest to be represented

Section 3. The nominations will be provided to the District Board of Directors from the Commission for review and appointment.

The positions appointed by the Board will be nominated and seconded by Board members, and voted upon by the entire Board.

- All members appointed to the Commission must meet with the approval of at least a majority of the voting Board members.
- In making their appointments to the Commission, the Board shall strive to appoint a body that reflects geographically balanced representation in the county.
- When considering appointments, the Board will appoint members who, in the opinion of the Board, best represent the areas of concern.

**Article VI. Vacancies**

Section 1. All vacancies shall be filled pursuant to the Maddy Act (Government Code sections 54970 et seq.).

**Article VII. Term of Service**

Section 1. The term of office of such Commissioners shall be four years, except that the initial five members appointed under Article III, Section 3 shall classify themselves by lot, with one member serving a term of one year, one member serving a term of two years, one member serving a term of three years, and two members serving a term of four years, so that the Commissioners' terms are evenly staggered.

Those terms having been previously chosen by lot are determined and the expiration dates of those initial terms are as follows:

Tehama County Supervisorial District One: 2018

Tehama County Supervisorial District Two: 2020

Tehama County Supervisorial District Three: 2019

Tehama County Supervisorial District Four: 2017

Tehama County Supervisorial District Five: 2020

The six agency appointed members serve at the pleasure of their respective appointing authority.

Section 2. Thereafter all members shall be appointed for the full term of four years, except when a position is vacated mid-term. The new member would be appointed for the remainder of the term.

Section 3. Terms shall end on the month and day of original appointment, and the new terms beginning on the termination date.

Section 4. There are no term limits for commissioners so long as each commissioner satisfies the nomination and confirmation requirements set forth herein.

#### **Article VIII. Article V: Meetings and Quorum**

Section 1. The Commission shall establish a regular meeting schedule in accordance with the Ralph M. Brown Act, which shall provide for at least one meeting in every ninety-day period. The Executive Director of the District has the authority to call additional meetings as needed.

Section 2. The majority of the total Commission members shall constitute a quorum.

#### **Article IX. Attendance**

Section 1. The Chairperson of the Commission shall contact any Member who has exceeded 2 consecutive unexcused absences from regular Commission meetings or missed more than three meetings in an 18-month period due to unexcused absences.

If no response is received from the member within 30 days or if the member states that he/she does not wish to remain a member, the respective appointing authority shall be notified to remove the member and appoint a replacement in accordance with the respective procedure.

If the member states that he/she wishes to remain with the Commission, he/she shall be considered a member in good standing, unless otherwise provided by the respective appointing authority.

## **Article X. Election of Chairperson and Vice Chairperson**

- Section 1. The Chairperson and Vice Chairperson shall be elected each year at the last meeting of the Commission and shall assume the duties of such office at the first meeting of the new year. There is no limit to the number of terms that an individual can serve.
- Section 2. The Chairperson or Vice Chairperson may be removed from office and relieved of duties by a majority of the Commission.

## **Article XI. Duties of Chairperson**

- Section 1. The Chairperson shall preside at all meetings of the Commission and perform duties consistent with the procedures outlined herein.
- Section 2. The Chairperson shall make an annual report to the Tehama County Flood Control and Water Conservation District Board of Directors in December of each year or more often as recommended by the Executive Director of the District.
- Section 3. In the absence of the Chairperson, the Vice Chairperson shall execute the duties of Chairperson.
- Section 4. The presiding officer shall maintain order and decorum and decide questions of procedure (according to Robert's Rules of Order) subject to the right of the Commission to make the final determination. He/she shall call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by these procedures and the laws of the State of California.
- Section 5. For any motion voted on by the Commission where the vote results in a tie, the Chairperson will re-open discussion on the topic. Once discussion has been exhausted a second vote will be taken. If the vote remains a tie, the motion will fail having not received a majority vote.

## **Article XIII. Secretarial Assistance**

- Section 1. The functions of this office will be performed by an assigned Tehama County Flood Control and Water Conservation District employee, designated by the Executive Director of the District.
- Section 2. This employee is not a voting member of the Commission. In the event District resources preclude this, the office of Secretary shall be established with the following duties:
- Section 3. The Secretary to the Commission will attend all meetings of the Commission, and also any ad-hoc meetings when requested.
- Section 4. The Secretary shall maintain a record of all sessions and Commission attendance.

- Section 5. The agenda for regular and special meetings shall be prepared by the Executive Director or designee in conformance with Brown Act requirements and distributed by staff to each Commission member. Copies of the agenda shall be posted in accordance with the Brown Act and made available at each meeting for the public.

#### **Article XIV. Technical Resources**

- Section 1. The Commission will use the existing Technical Advisory Committee (TAC) as a resource to provide technical expertise as the need arises. The TAC will be a valuable resource for both the District Board and Commission during the development of the Groundwater Sustainability Plan.
- Section 2. If a need arises outside of the capabilities of the TAC, the Commission shall make recommendations to the District Board for the purpose of obtaining and utilizing resources drawn from a “Technical Pool”.
- Section 3. The Technical Pool shall consist of a list of individuals or groups employed with local, state and federal resource agencies, consultants, environmental groups, local businesses and industry, and other areas.
- Section 4. Any such recommendation that would incur a financial cost to the District must be first approved by the Board of Directors.
- Section 5. Technical Pool participants will work with staff and the Commission to provide additional technical support where needed.
- Section 6. The Executive Director of the District or designee shall act as the liaison between the Commission and the Technical Pool.

#### **Article XV. Committees**

- Section 1. The Commission may create ad-hoc committees and standing committees. Staff shall serve in an advisory capacity to any such Committees. The Chairperson shall appoint committee members with the concurrence of the individual appointed.
- Section 2. All standing committees shall comply with the Ralph M. Brown Act, set forth in the California Government Code sections 54950-54963, inclusive.
- Section 3. Standing Committee: May be established by the Commission as needed. A “standing committee” has either “continuing subject matter jurisdiction” or a regular meeting time and is comprised solely of less than a quorum of members of the body.
- Section 4. Ad Hoc Committee: May be established by the Commission as needed. An “ad hoc” committee has a specific task or assignment and the Committee does not survive completion of the task and is comprised solely of less than a quorum of the members of the body. Ad hoc committees are not subject to the Brown Act.

**BYLAWS FOR THE**

**WEST TURLOCK SUBBASIN  
GROUNDATER SUSTAINABILITY AGENCY**

**ADOPTED [DATE]**

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DRAFT

## **PREAMBLE**

These Bylaws are adopted and effective as of March xxx, 2017, pursuant to the Joint Powers Agreement of the WEST TURLOCK SUBBASIN GROUNDWATER SUSTAINABILITY AGENCY (Agreement).

## **ARTICLE 1. THE AGENCY**

1.1 NAME OF AGENCY. The name of the Agency created by the Agreement shall be the West Turlock Subbasin Groundwater Sustainability Agency (Agency).

1.2 OFFICE OF AGENCY. The principal office of the Agency shall be at the Turlock Irrigation District, 333 E. Canal Drive, Turlock, CA 95380, or at such other location as the Board may designate by resolution.

1.3 POWERS. The powers of the Agency shall be as set forth in Article 4 of the Agreement.

## **ARTICLE 2. BOARD OF DIRECTORS**

2.1 BOARD OF DIRECTORS. The Agency shall be governed by a Board of Directors (Board) as set forth in Article 6 of the Agreement.

### **2.2 PROCEDURE FOR APPOINTMENT OF BOARD MEMBERS**

2.2.1 Appointment. Each Member Agency is responsible for appointing a Board Member and an alternate Board Member, pursuant to its own procedures and authorities.

2.2.2 Notification. Each Member shall notify the Agency when it appoints or changes its Board Member and/or alternate Board Member.

## **ARTICLE 3. BOARD MEETINGS**

3.1 MEETINGS. The Board shall meet regularly, at least once per quarter on the first Thursday of the month for the quarter, at 6:00 PM, at Turlock Irrigation District, 333 E. Canal Drive, Turlock, CA 95380 and more often as needed. Special meetings of the Board may be called by the Chair or any four directors by written request. Board meetings shall be conducted in

compliance with all applicable laws, and as further specified herein. Meeting agendas shall be posted 72 hours before each meeting in compliance with the requirements of the Ralph M. Brown Act.

3.2 QUORUM. In determining a quorum as defined by Section 9.1 of the Agreement, Alternate Directors attending meetings shall not be counted as part of any meeting quorum unless such Alternate Director is formally representing an absent appointed Director.

3.3 ORDER OF BUSINESS. In general, at the regular meetings of the Board, the following will be the order of business:

3.3.1 Call to Order.

3.3.2 Roll Call.

3.3.3 Approval of Minutes of the Previous Meeting.

3.3.4 Staff Updates.

3.3.5 Public Comment Period

3.3.6 Agenda Items, including any appropriate combination of consent items, regular business items, public hearing items or closed session items.

3.3.7 Comments from the Board.

3.3.8 Adjournment.

3.4 ACTION BY THE BOARD. Action by the Board on all resolutions or ordinances shall be taken using a roll- call vote and shall be recorded in writing, signed by the Chair, and attested to by the Secretary. All other actions of the Board shall be by motion recorded in written minutes. The Chair shall announce the results of the vote including the names of the Directors, if any, voting in the minority.

3.5 RULE OF ORDER. All rules of order not otherwise provided for In these Bylaws shall be determined, to the extent practicable, in accordance with "Rosenberg's Rules of Order;"

provided, however, that no action of the Board shall be invalidated or its legality otherwise affected by the failure or omission to observe or follow "Rosenberg's Rules of Order."

#### **ARTICLE 4. OFFICERS**

4.1 OFFICERS. The Officers of the Agency are the Chair, Vice-Chair, and Secretary, as provided for in Article 8 of the Agreement. All Directors are eligible to *serve* as an Officer. The Chair and the Vice Chair must be Directors.

4.2 ELECTION OF OFFICERS. At the first meeting of the Board, nominations for the Officers will be made and seconded by a Director. If more than two (2) Directors are nominated for any one office, voting occurs until a nominee receives a majority of the votes cast. The initial term of the elected Officers shall run from the date of their election to until the Board meeting two years after the election. Thereafter, each Officer shall *serve* a term of two (2) years. An Officer may succeed himself/herself and may serve any number of consecutive or non-consecutive terms.

4.3 REMOVAL OF OFFICERS. An Officer may be removed, with or without cause, by a majority vote of the Board at a regular or special meeting.

4.4 VACANCIES. Any vacancy in the offices because of death, resignation, removal, disqualification, or any other cause will be filled for the balance of the vacated term in the manner prescribed in these Bylaws for regular appointments to that office; provided, however, that such vacancies may be filled at any regular or special meeting of the Board.

4.5 RESIGNATION OF OFFICERS. Any Officer may resign at any time by giving written notice to the Board Chair or Secretary. Any resignation takes effect at the date of the receipt of that notice or at any later time specified in that notice. Unless otherwise specified in that notice, the acceptance of the resignation is not necessary to make it effective.

#### **4.6 RESPONSIBILITIES OF OFFICERS.**

4.6.1 Chair of the Board. The Chair of the Board shall preside at meetings of the Board and exercise and perform such other powers and duties as may be assigned to him/her by the Board or prescribed by these Bylaws. The Chair shall have the power to enforce meeting decorum and rules of order consistent with Rosenberg's Rules, unless overruled

by the Board.

4.6.2 Vice-Chair of the Board. The Vice-Chair of the Board shall fulfill all the duties of the Chair in his/her absence and exercise and perform such other powers and duties as may be assigned to him/her by the Board.

4.6.3 Secretary. The Secretary shall perform duties assigned by the Board, such duties shall include, but not be limited to, the following:

- i. Book of Minutes. Keep or cause to be kept, at the principal executive office of the Agency or such other place as the Board may direct, a book of minutes of all meetings and actions of Directors and Committees of the Agency, with the time and place of holding the meeting, whether regular or special, and, if special, how authorized, the notice given, the names of those present and absent at such meetings and the proceedings of such meetings. Minutes will be in the form of Action Minutes and a meeting summary.
- ii. Notices and Other Duties. Prepare, give, or cause to be given, notice of, and agendas for, all meetings and/or hearings of the Board and committees of the Agency.
- iii. Exercise and perform such other powers and perform such other duties as may be assigned to him/her by the Board.

## **ARTICLE 5. BOARD COMMITTEES, WORKING GROUPS, AND ADVISORY COMMITTEES**

5.1 BOARD COMMITTEES. The Board may establish temporary or permanent Board Committees composed entirely of Board Members to facilitate conduct of its work. Temporary Board Committees will have a specific charge and operational duration not to exceed six months and are not subject to the Brown Act unless they include more than six Directors as Committee members. Permanent Committees will be given a specific role and regardless of the number of Directors appointed shall be subject to compliance with the Brown Act. All Board Committees will provide regular updates to the full Board about their activities and the progress of their work.

5.2 WORKING GROUPS. Informal working groups may be formed from time to time to provide opportunities for a small subset of Directors to work with staff on specific planning, analytical, or community engagement activities. Such working groups will have a defined area as the focus for its work and may function for a duration of up to six months, and may include such membership as needed to accomplish the objectives for which the working group was created.

5.3 ADVISORY COMMITTEES. Pursuant to Section 13 of the Agreement, the Board may establish one or more advisory committees to assist in carrying out the purposes and objectives of the Agency.

5.3.1 In establishing an Advisory Committee, the Board shall provide specific direction to the Committee as to its charge, expected duration for completion of its charge, and a summary of the resources, including staff or consultant support available to the Committee in performing its work.

5.3.2 Advisory Committee membership and appointments shall be at the Board's discretion based on the creating the membership needed to meet the purpose for which the Advisory Committee was created.

5.3.3 Any advisory committee shall exercise such powers as may be delegated to it, except that no committee may:

- i. Take any final action on matters which, under the Agreement, require approval by a majority vote of the Board;
- ii. Amend or repeal the Bylaws or adopt new Bylaws;
- iii. Amend or repeal any resolution of the Board; or
- iv. Appoint any other committees of the Board or the members of these committees.

5.3.4 Advisory committees shall meet at the call of their respective committee chairs. All advisory committee meetings shall be conducted in accordance with the Ralph M. Brown Act (California Government Code sections 54950 et seq.). Minutes of committee meetings shall be recorded and upon approval shall be distributed to the Board.

## **ARTICLE 6. AGENCY ADMINISTRATION, MANAGEMENT AND STAFFING**

6.1 COLLABORATIVE MANAGEMENT. Except for the Agency's Treasurer function, Agency administration and management will be conducted using a collaborative staffing model in which the professional and technical staff of the member agencies work together to provide staff leadership, management and administration of the agency.

6.1.1 Staffing Support for Agency Officers and Board Members. Staff will work together to provide support for the Agency Officers and Board members. Board agenda and meeting materials will generally be prepared by or reviewed by one or more members of the staff prior to being finalized. Should member agency staff not be in agreement on any topic, the Agency Board Chair and Vice-Chair will be consulted to provide the necessary direction. Any issue not resolvable by staff and the Agency Board Chair and Vice-Chair will be referred to the full Board for decision.

6.1.2 Staffing for Development of GSA and GSP. Both staff from the Agreement member agencies and other professional and technical staff from the member agencies will be involved in providing staff support for the Agency. In addition, to the extent the Agency decides necessary, it may hire outside consultants and/or employ staff.

6.2 TREASURER. The Treasurer shall be the depository and have custody of all the money of the Agency from whatever source, and shall provide strict accountability of said funds in accordance with Government Code Sections 6505 and 6505.5. The Treasurer shall possess the powers of, and shall perform those functions required by Government Code Sections 6505, 6505.5, and all other applicable laws and regulations, including any subsequent amendments thereto.

6.2.1 The Board has appointed a staff member of the Turlock Irrigation District as Agency Treasurer and will reimburse the District for the staff's services for the Agency. Reimbursement will include necessary staff time as well as the purchase and maintenance of any necessary materials and/or equipment required by the Treasurer in order to complete the work.

6.2.2 Treasurer's Duties. Particularly, the Treasurer shall perform, but not be limited to, the following duties:

- i. Books of Account. Keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of Agency, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account will be open to inspection by any Director at all reasonable times.
- ii. Deposit and Disbursement of Money and Valuables. Consistent with the provisions of Article 9 of the Agreement, deposit all money and other valuables in the name and to the credit of the Agency within such depository funds and accounts as may be designated by the Board; disburse the funds of the Agency as may be ordered by the Board; and render to the Board, whenever requested, an account of all of his/her transactions as Treasurer and of the financial condition of the Agency.
- iii. On a quarterly basis provide the Directors with a Treasurer's report that includes a bank reconciliation report on cash, summary of revenue and expenditure activity to date for the current fiscal year.
- iv. Exercise and perform such other powers and perform such other duties as may be assigned to him/her by the Board.

**6.3 STAFFING STRATEGY REVIEW UPON COMPLETION OF THE GROUNDWATER SUSTAINABILITY PLAN.** The collaborative staffing model for the Agency will be reviewed and revised as needed. In particular, the performance of the collaborative staffing model in meeting the Agency's needs and the proposed role of the Agency in developing the GSA and GSP will be considered when determining the potential future staffing needs of the Agency.

## **ARTICLE 7. FINANCES**

**7.1 DEPOSIT AND DISBURSEMENT OF FUNDS.** All funds of the Agency shall be deposited in one or more depository accounts as may be designated by the Board. Such accounts shall be independent of any account owned by or exclusively controlled by any of the Members. No disbursements of such funds shall be made unless the disbursements have been approved in the annual operating budget, or otherwise specifically approved by the Board. All disbursements shall be by check. Disbursements of not more than five thousand dollars (\$5,000) may be issued pursuant to the Treasurer's sole signature. Disbursements in excess of five thousand dollars

(\$5,000) may only be issued upon the signature of the Treasurer and Chair, or in the Chair's absence, the Vice-Chair. The Treasurer may establish and implement a protocol allowing for electronic signatures by the Chair or Vice-Chair in order to facilitate efficient operation of the Agency.

7.2 BUDGET. The Agency shall operate pursuant to an operating budget to be adopted prior to the beginning of each new fiscal year. The Agency shall endeavor to operate each year pursuant to an annually balanced budget so that projected annual expenses do not exceed projected annual revenues. Budget adjustments to the annual budget shall be reviewed and acted upon by the Board at a regularly or specially scheduled Board meeting occurring after January 1 of each calendar year. The Board may take action to amend the budget at other times if circumstances require more immediate action.

## **ARTICLE 8. DEBTS AND LIABILITIES**

The debts, liabilities and obligations of the Agency are not and will not be the debts, liabilities or obligations of any or all of the Members. However, nothing in this Article or in the Agreement prevents, or impairs the ability of, a Member or Members, from agreeing, in a separate agreement, to be jointly and/or severally liable, in whole or in part, for any debt, obligation or liability of the Agency, including but not limited to, any bond or other debt instrument issued by the Agency.

## **ARTICLE 9. RECORDS RETENTION**

9.1 MAINTENANCE OF THE AGENCY RECORDS. The Agency will keep:

9.1.1 Adequate and correct books and records of account; and of the Board.

9.1.2 Minutes in written form of the proceedings of its Board, and committees, and advisory committees, if any.

9.1.3 All such records will be kept at the Agency's principal office.

9.2 RECORDS RETENTION POLICY AND SCHEDULE. The Board may review and adopt a Records Retention Policy and Schedule that specifies the retention period of different categories of materials. Implementation of this Policy will be the responsibility of Agency staff.

### 9.3 INSPECTION RIGHTS.

9.3.1 Any Member may inspect the accounting books and records and minutes of the proceedings of the Board and committees of the Board, at any reasonable time, for a purpose reasonably related to such person's interest.

9.3.2 Any inspection and copying under this Section may be made in person or by an agent or attorney or the entity entitled thereto and the right of inspection includes the right to copy.

9.4 MAINTENANCE AND INSPECTION OF AGREEMENT AND BYLAWS. The Agency will keep at its principal executive office the original or copy of the Agreement and these Bylaws as amended to date, which will be open to inspection by the Agency or any Member at all reasonable times during office hours.

9.5 INSPECTION BY DIRECTORS. Every Director has the absolute right at any reasonable time to inspect all non-confidential books, records, and documents of every kind and the physical properties of the Agency. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

9.6 PUBLIC RECORDS ACT REQUESTS.

## **ARTICLE 10. ETHICS AND CONFLICTS OF INTEREST**

The Agency shall be subject to the conflict of interest rules set forth in the Political Reform Act (commencing with Section 81000 of the Government Code of the State of California) and Sections 1090 et seq. of the Government Code of the State of California, and the Agency shall adopt an ethics policy as well as a conflict of interest code as required and as provided by the implementing regulations of the Political Reform Act.

## **ARTICLE 11. AMENDMENT**

These Bylaws may be amended from time to time by resolution of the Board duly adopted upon majority of the Board at a regular or special meeting of the Board; provided, however, that no such amendment shall be adopted unless at least thirty (30) days written notice thereof has

previously been given to all members of the Board. Such notice shall identify the Article to be amended, the proposed amendment, and the reason for the proposed amendment.

## **ARTICLE 12. DEFINITIONS AND CONSTRUCTION**

Unless specifically defined in these Bylaws, all defined terms shall have the same meaning ascribed to them in the Agreement. If any term of these Bylaws conflicts with any term of the Agreement, the Agreement's terms shall prevail, and these Bylaws shall be amended to eliminate such conflict of terms. Unless the context or reference to the Agreement requires otherwise, the general provisions, rules of construction, and definitions in the California Civil Code will govern the construction of these Bylaws.



# California

## LEGISLATIVE INFORMATION

[Home](#)[Bill Information](#)[California Law](#)[Publications](#)[Other Resources](#)[My Subscriptions](#)[My Favorites](#)Code:  Section: [Up^](#)[Add To My Favorites](#)**GOVERNMENT CODE - GOV****TITLE 9. POLITICAL REFORM [81000 - 91014]** ( Title 9 added June 4, 1974, by initiative Proposition 9. )**CHAPTER 7. Conflicts of Interest [87100 - 87505]** ( Chapter 7 added June 4, 1974, by initiative Proposition 9. )**ARTICLE 3. Conflict of Interest Codes [87300 - 87314]** ( Article 3 added June 4, 1974, by initiative Proposition 9. )

**87300.** Every agency shall adopt and promulgate a Conflict of Interest Code pursuant to the provisions of this article. A Conflict of Interest Code shall have the force of law and any violation of a Conflict of Interest Code by a designated employee shall be deemed a violation of this chapter.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87301.** It is the policy of this act that Conflict of Interest Codes shall be formulated at the most decentralized level possible, but without precluding intra-departmental review. Any question of the level of a department which should be deemed an "agency" for purposes of Section 87300 shall be resolved by the code reviewing body.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87302.** Each Conflict of Interest Code shall contain the following provisions:

(a) Specific enumeration of the positions within the agency, other than those specified in Section 87200, which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest and for each such enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. An investment, business position, interest in real property, or source of income shall be made reportable by the Conflict of Interest Code if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of his or her position.

(b) Requirements that each designated employee, other than those specified in Section 87200, file statements at times and under circumstances described in this section, disclosing reportable investments, business positions, interests in real property and income. The information disclosed with respect to reportable investments, interests in real property, and income shall be the same as the information required by Sections 87206 and 87207. The first statement filed under a Conflict of Interest Code by a designated employee shall disclose any reportable investments, business positions, interests in real property, and income. An initial statement shall be filed by each designated employee within 30 days after the effective date of the Conflict of Interest Code, disclosing investments, business positions, and interests in real property held on the effective date of the Conflict of Interest Code and income received during the 12 months before the effective date of the Conflict of Interest Code. Thereafter, each new designated employee shall file a statement within 30 days after assuming office, or if subject to State Senate confirmation, 30 days after being appointed or nominated, disclosing investments, business positions, and interests in real property held on, and income received during the 12 months before, the date of assuming office or the date of being appointed or nominated, respectively. Each designated employee shall file an annual statement, at the time specified in the Conflict of Interest Code, disclosing reportable investments, business positions, interest in real property and income held or received at any time during the previous calendar year or since the date the designated employee took office if during the calendar year. Every designated employee who leaves office shall file, within 30 days of leaving office, a statement disclosing reportable investments, business positions, interests in real property, and income held or received at any time during the period between the closing date of the last statement required to be filed and the date of leaving office.

(c) Specific provisions setting forth any circumstances under which designated employees or categories of designated employees must disqualify themselves from making, participating in the making, or using their official position to influence the making of any decision. Disqualification shall be required by the Conflict of Interest Code

when the designated employee has a financial interest as defined in Section 87103, which it is reasonably foreseeable may be affected materially by the decision. No designated employee shall be required to disqualify himself or herself with respect to any matter which could not legally be acted upon or decided without his or her participation.

(d) For any position enumerated pursuant to subdivision (a), an individual who resigns the position within 12 months following initial appointment or within 30 days of the date of a notice mailed by the filing officer of the individual's filing obligation, whichever is earlier, is not deemed to assume or leave office, provided that during the period between appointment and resignation, the individual does not make, participate in making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. Within 30 days of the date of a notice mailed by the filing officer, the individual shall do both of the following:

(1) File a written resignation with the appointing power.

(2) File a written statement with the filing officer on a form prescribed by the commission and signed under the penalty of perjury stating that the individual, during the period between appointment and resignation, did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

*(Amended by Stats. 1992, Ch. 441, Sec. 1. Effective January 1, 1993. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87302.3.** (a) Every candidate for an elective office that is designated in a conflict of interest code shall file a statement disclosing his or her investments, business positions, interests in real property, and income received during the immediately preceding 12 months, as enumerated in the disclosure requirements for that position. The statement shall be filed with the election official with whom the candidate's declaration of candidacy or other nomination documents to appear on the ballot are required to be filed and shall be filed no later than the final filing date for the declaration or nomination documents.

(b) This section does not apply to either of the following:

(1) A candidate for an elective office designated in a conflict of interest code who has filed an initial, assuming office, or annual statement pursuant to that conflict of interest code within 60 days before the deadline specified in subdivision (a).

(2) A candidate for an elective office who has filed a statement for the office pursuant to Section 87302.6 within 60 days before the deadline specified in subdivision (a).

*(Added by Stats. 2007, Ch. 348, Sec. 3. Effective January 1, 2008.)*

**87302.6.** Notwithstanding Section 87302, a member of a board or commission of a newly created agency shall file a statement at the same time and in the same manner as those individuals required to file pursuant to Section 87200. A member shall file his or her statement pursuant to Section 87302 once the agency adopts an approved conflict-of-interest code.

*(Added by Stats. 2002, Ch. 264, Sec. 1. Effective January 1, 2003.)*

**87303.** No conflict of interest code shall be effective until it has been approved by the code reviewing body. Each agency shall submit a proposed conflict of interest code to the code reviewing body by the deadline established for the agency by the code reviewing body. The deadline for a new agency shall be not later than six months after it comes into existence. Within 90 days after receiving the proposed code or receiving any proposed amendments or revisions, the code reviewing body shall do one of the following:

(a) Approve the proposed code as submitted.

(b) Revise the proposed code and approve it as revised.

(c) Return the proposed code to the agency for revision and resubmission within 60 days. The code reviewing body shall either approve the revised code or revise it and approve it. When a proposed conflict of interest code or amendment is approved by the code reviewing body, it shall be deemed adopted and shall be promulgated by the agency.

*(Amended by Stats. 1997, Ch. 455, Sec. 4. Effective September 24, 1997. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87304.** If any agency fails to submit a proposed conflict of interest code or amendments, or if any state agency fails to report amendments pursuant to subdivision (b) of Section 87306 within the time limits prescribed pursuant to Section 87303 or 87306, the code reviewing body may issue any appropriate order directed to the agency or take

any other appropriate action, including the adoption of a conflict of interest code for the agency. If the code reviewing body does not issue an appropriate order or take other action within 90 days of the deadline imposed on the agency as prescribed in Section 87303 or 87306, the commission may issue any appropriate order directed to the agency or take any other appropriate action, including the adoption of a conflict of interest code for the agency. The commission shall consult with the agency before ordering the adoption of a conflict of interest code for the agency.

*(Amended by Stats. 1991, Ch. 491, Sec. 4. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87305.** If after six months following the deadline for submission of the proposed Conflict of Interest Code to the code reviewing body no Conflict of Interest Code has been adopted and promulgated, the superior court may, in an action filed by the commission, the agency, the code reviewing body, any officer, employee, member or consultant of the agency, or any resident of the jurisdiction, prepare a Conflict of Interest Code and order its adoption by the agency or grant any other appropriate relief. The agency and the code reviewing body shall be parties to any action filed pursuant to this section.

*(Amended by Stats. 1980, Ch. 765. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87306.** (a) Every agency shall amend its Conflict of Interest Code, subject to the provisions of Section 87303, when change is necessitated by changed circumstances, including the creation of new positions which must be designated pursuant to subdivision (a) of Section 87302 and relevant changes in the duties assigned to existing positions. Amendments or revisions shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. If after nine months following the occurrence of those changes the Conflict of Interest Code has not been amended or revised, the superior court may issue any appropriate order in an action brought under the procedures set forth in Section 87305.

(b) Notwithstanding subdivision (a), every state agency shall submit to the code reviewing body a biennial report identifying changes in its code, including, but not limited to, all new positions designated pursuant to subdivision (a) of Section 87302, changes in the list of reportable sources of income, and relevant changes in the duties assigned to existing positions. These reports shall be submitted no later than March 1 of each odd-numbered year.

*(Amended by Stats. 1991, Ch. 491, Sec. 5. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87306.5.** (a) No later than July 1 of each even-numbered year, the code reviewing body shall direct every local agency which has adopted a Conflict of Interest Code in accordance with this title to review its Conflict of Interest Code and, if a change in its code is necessitated by changed circumstances, submit an amended Conflict of Interest Code in accordance with subdivision (a) of Section 87302 and Section 87303 to the code reviewing body.

(b) Upon review of its code, if no change in the code is required, the local agency head shall submit a written statement to that effect to the code reviewing body no later than October 1 of the same year.

*(Added by Stats. 1990, Ch. 1075, Sec. 5.)*

**87307.** An agency may at any time amend its Conflict of Interest Code, subject to the provisions of Section 87303, either upon its own initiative or in response to a petition submitted by an officer, employee, member or consultant of the agency, or a resident of the jurisdiction. If the agency fails to act upon such a petition within ninety days, the petition shall be deemed denied. Within thirty days after the denial of a petition, the petitioner may appeal to the code reviewing body. The code reviewing body shall either dismiss the appeal or issue an appropriate order to the agency within ninety days.

*(Added June 4, 1974, by Initiative Proposition 9.)*

**87308.** Judicial review of any action of a code reviewing body under this chapter may be sought by the commission, by the agency, by an officer, employee, member or consultant of the agency, or by a resident of the jurisdiction.

*(Amended by Stats. 1980, Ch. 765. Note: This section was added on June 4, 1974, by initiative Prop. 9.)*

**87309.** No Conflict of Interest Code or amendment shall be approved by the code reviewing body or upheld by a court if it:

- (a) Fails to provide reasonable assurance that all foreseeable potential conflict of interest situations will be disclosed or prevented;
- (b) Fails to provide to each affected person a clear and specific statement of his duties under the Code; or
- (c) Fails to adequately differentiate between designated employees with different powers and responsibilities.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87310.** If the duties of a designated employee are so broad or indefinable that the requirements of Section 87309 cannot be complied with, the Conflict of Interest Code shall require the designated employee to comply with the requirements of Article 2 of this chapter.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87311.** The review of proposed Conflict of Interest Codes by the Commission and by the Attorney General and the preparation of proposed Conflict of Interest Codes by state agencies shall be subject to the Administrative Procedure Act. The review and preparation of Conflict of Interest Codes by local government agencies shall be carried out under procedures which guarantee to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87311.5.** (a) Notwithstanding the provisions of Section 87311, the review of the Conflict of Interest Code of an agency in the judicial branch of government shall not be subject to the provisions of the Administrative Procedure Act. The review and preparation of Conflict of Interest Codes by these agencies shall be carried out under procedures which guarantee to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views.

(b) Conflict of Interest Codes of the Judicial Council, the Commission on Judicial Performance, and the Board of Governors and designated employees of the State Bar of California shall not be subject to the provisions of subdivision (c) of Section 87302.

*(Added by Stats. 1984, Ch. 727, Sec. 8. Operative July 1, 1985, by Sec. 12 of Ch. 727.)*

**87312.** The Commission shall, upon request, provide technical assistance to agencies in the preparation of Conflict of Interest Codes. Such assistance may include the preparation of model provisions for various types of agencies. Nothing in this section shall relieve each agency of the responsibility for adopting a Conflict of Interest Code appropriate to its individual circumstances.

*(Added June 4, 1974, by initiative Proposition 9.)*

**87313.** No person shall make a gift of fifty dollars (\$50) or more in a calendar month on behalf of another, or while acting as the intermediary or agent of another to a person whom he knows or has reason to know may be required to disclose the gift pursuant to a conflict of interest code, without disclosing to the recipient of the gift both his own full name, street address, and business activity, if any, and the full name, street address, and business activity, if any, of the actual donor. The recipient of the gift shall include in his Statement of Economic Interests the full name, street address, and business activity, if any, of the intermediary or agent and the actual donor.

*(Amended by Stats. 1984, Ch. 931, Sec. 9.)*

**87314.** (a) A board, commission, or agency of a public pension or retirement system shall attach to its Conflict of Interest Code an appendix entitled "Agency Positions that Manage Public Investments for Purposes of Section 87200 of the Government Code." The appendix shall list each position with the board, commission, or agency for which an individual occupying the position is required to file a Statement of Economic Interests as a public official who manages public investments within the meaning of Section 87200. The board, commission, or agency shall post the appendix on its Internet Web site in a manner that makes it easily identifiable and accessible by persons who view that Web site.

(b) (1) For purposes of this section, "public official who manages public investments" includes a salaried or unsalaried member of a committee, board, commission, or other entity that exists as, or within, a governmental agency and that possesses decisionmaking authority.

(2) A committee, board, commission, or other entity possesses decisionmaking authority for purposes of this section if any of the following apply:

(A) The entity may make a final governmental decision.

(B) The entity may compel a governmental decision or prevent a governmental decision, either by virtue of possessing exclusive power to initiate the decision or by having veto authority that may not be overridden.

(C) The entity makes substantive recommendations that are, and over an extended period of time have been, regularly approved, without significant amendment or modification, by another public official or governmental agency.

(3) A committee, board, commission, or other entity does not possess decisionmaking authority for purposes of this section if it is formed for the sole purpose of researching a subject and preparing a report or recommendation for

submission to another governmental entity that has final decisionmaking authority.

*(Added by Stats. 2010, Ch. 702, Sec. 1. Effective January 1, 2011.)*

**CONFLICT OF INTEREST CODE  
COUNTY OF MENDOCINO**

The Political Reform Act, Government Code §§81000-91015, requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, found in Title 2, California Code of Regulations, §18730, which contains the terms of a standard Conflict of Interest Code. This code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments of the Political Reform Act. The terms of the standard Conflict of Interest Code in Title 2, California Code of Regulations, §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference by Resolution of the Board of Supervisors of Mendocino County, along with attached Appendixes A through D, in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified. Such terms and amendments and Appendixes shall constitute the Conflict of Interest Code of the County of Mendocino.

Designated employees shall file statements of economic interest with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing as indicated on Appendix C attached.

## APPENDIX A

### CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

#### PART I - DESIGNATED EMPLOYEES

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions, which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to the County of Mendocino hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Chief Executive Officer may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer shall forward a copy of this determination to the Board of Supervisors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

<b><u>DESIGNATED POSITIONS</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>	
<b><u>(BU 1010) CLERK OF THE BOARD</u></b>		
Clerk of the Board of Supervisors	3	
<b><u>(BU 1020) EXECUTIVE OFFICE</u></b>		
Assistant Chief Executive Officer	1	
Deputy Chief Executive Officer	1	
Administrative Analyst I/II	1	
Economic Development Coordinator	1	
Senior Administrative Analyst	1	
<b><u>(BU 1110) AUDITOR-CONTROLLER</u></b>		
Auditor-Controller	3	
Assistant Auditor-Controller	3	
<b><u>(BU 1120) ASSESSOR</u></b>		
Assessor Clerk -Recorder	1	
Assistant Assessor	1	
Chief Property Appraiser	1	
Real Property Appraiser I/II/III	1	
Senior Auditor-Appraiser	1	
Auditor-Appraiser	1	

<b><u>(BU 1130) TREASURER-TAX COLLECTOR</u></b>		
Assistant Treasurer-Tax Collector	1	
<b><u>DESIGNATED POSITIONS</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>	
<b><u>(BU 1160) GENERAL SERVICES AGENCY</u></b>		
General Services Agency Director	1	
Buyer	3	
<b><u>(BU-1210) COUNTY COUNSEL</u></b>		
Chief Deputy County Counsel	1	
Deputy County Counsel I/II/III/IV	1	
<b><u>(BU 1320) HUMAN RESOURCES</u></b>		
Director of Human Resources	3	
Human Resources Manager	3	
<b><u>(BU 1410) ELECTIONS</u></b>		
Assistant Registrar of Voters	3	
<b><u>(BU 1610) BUILDING AND GROUNDS</u></b>		
Facility and Fleet Division Manager	3	
<b><u>(BU 1620) GARAGE</u></b>		
Supervising Auto Mechanic	3	
<b><u>(BU 1910) DOT: LAND IMPROVEMENTS</u></b>		
Deputy Director of Transportation: Land Improvements	1	
County Surveyor	1	
Civil Engineer	1	
<b><u>(BU 1941) COUNTY CLERK</u></b>		
Assistant Clerk Recorder	3	
<b><u>(BU 1960) INFORMATION SERVICES</u></b>		
Information Services Division Manager	3	
Information Systems Operations Manager	3	
Information Systems Network Manager	3	
<b><u>(BU 2070) DISTRICT ATTORNEY</u></b>		
Administrative Services Manager	3	
Assistant District Attorney	1	
Chief Deputy District Attorney	1	
<b><u>(BU 2080) PUBLIC DEFENDER</u></b>		
Public Defender	3	
Assistant Public Defender	3	
<b><u>(BU 2085) ALTERNATE PUBLIC DEFENDER</u></b>		
Alternate Defender	3	

<b><u>(BU 2090) CHILD SUPPORT SERVICES</u></b>		
Child Support Services Director	3	
Chief Child Support Attorney	1	
<b><u>DESIGNATED POSITIONS</u></b>	<b><u>DISCLOSURE CATEGORY</u></b>	
<b><u>(BU 2310) SHERIFF/CORONER</u></b>		
Sheriff-Coroner	1	
Undersheriff	1	
Sheriff's Captain	1	
Sheriff's Lieutenant	1	
Administrative Services Manager I/II	3	
<b><u>(BU 2510) JAIL</u></b>		
Correction's Lieutenant	3	
Sheriff's Captain	3	
<b><u>(BU 2550) JUVENILE HALL</u></b>		
Probation Division Manager	3	
<b><u>(BU 2560) PROBATION</u></b>		
Administrative Services Manager	3	
Chief Probation Officer	3	
Probation Division Manager	3	
<b><u>(BU 2710) AGRICULTURE</u></b>		
Agricultural Commissioner/Sealer of Weights and Measures	2	
Assistant Agricultural Commissioner/Sealer of Weights Measures	2	
<b><u>(BU 2851) PLANNING AND BUILDING SERVICES</u></b>		
Planning and Building Services Director	1	
Planner I/II/III	1	
Chief Planner	1	
Senior Planner	1	
Code Enforcement Officer I/II	2	
Chief Building Inspector	2	
Senior Building Inspector	2	
Building Inspector I/II/III	2	
<b><u>(BU 2860) ANIMAL CARE &amp; CONTROL</u></b>		
Program Administrator	1	
<b><u>(BU 3010) TRANSPORTATION (DOT)</u></b>		
Transportation Director	1	
Assistant Transportation Director	1	
Deputy Director of Transportation: Admin/Business Services	1	

Deputy Director of Transportation: Engineering	1	
Deputy Director of Transportation: Maintenance Services	1	
Maintenance Operations Coordinator	3	
Civil Engineer	1	
Engineer I/II	1	
Senior Civil Engineer	1	
Right of Way/Environmental Agent	1	
Equipment Superintendent	3	
<b><u>DESIGNATED POSITIONS</u></b>	<b><u>DISCLOSURE RE CATEGORIES</u></b>	
<b><u>(BU 4010) PUBLIC HEALTH BRANCH (PH)</u></b>		
Director of Public Health Branch	1	
Public Health Officer	1	
<b><u>(BU 4011) PH: ENVIRONMENTAL HEALTH</u></b>		
Director Environmental Health	1	
Environmental Health Specialist I/II	2	
Senior Environmental Health Specialist	3	
Environmental Health Manager	3	
<b><u>(BU 4012) PH: ALCOHOL/OTHER DRUG</u></b>		
Alcohol/Drug Program Deputy Director	3	
<b><u>(BU 4013) PH: NURSING</u></b>		
Public Health Nursing Deputy Director	3	
<b><u>(BU 4050) MENTAL HEALTH BRANCH</u></b>		
Mental Health Branch Director	3	
Chief Psychiatrist	3	
Administrative Services Manager II	3	
<b><u>(BU 4510) DOT: SOLID WASTE</u></b>		
Deputy Director of Transportation: Solid Waste	1	
<b><u>(BU 5010) SOCIAL SERVICES BRANCH</u></b>		
Social Services Branch Director	3	
Deputy Director Social Services	3	
Staff Services Administrator	3	
Program Manager	3	
Veterans' Service Officer	3	
Deputy Public Guardian/Administrator	3	
Senior Program Manager	3	
Program Administrator	3	
<b><u>(BU 5020) HEALTH AND HUMAN SERVICES AGENCY</u></b>		
Health and Human Services Agency Director	3	
Health and Human Services Agency Assistant Director	3	

<b><u>(BU 6110) LIBRARY</u></b>		
County Librarian/Director	3	
Assistant County Librarian	3	
<b><u>(BU 7110) MUSEUM</u></b>		
Museum Director	3	

## PART II - DESIGNATED BOARDS, COMMISSIONS AND EMPLOYEES

Under the provisions of the standard code, the following Boards and Commissions and their designated members and employees make or participate in the making of decisions which may foreseeably have a material effect on any financial interest:

	<u>CATEGORY</u>
<u>Airport Land Use Commission</u> (all Commissioners)	2
<u>Air Quality Management District</u> (all Board members)	2
Air Pollution Control Officer	2
Senior Air Quality Specialist	2
Air Quality Management District Hearing Board	2
Air Quality Program Coordinator	2
<u>Archaeological Commission of Mendocino County</u> (all Commissioners)	2
<u>Building Appeals Board</u> (all Board members)	2
<u>Gualala Municipal Advisory Council</u> (all members)	1
<u>Laytonville Municipal Advisory Council</u> (all members)	1
<u>Mendocino Historical Review Board</u> (all Board members)	2
<u>Mendocino County Indian Gaming Local Community Benefit Committee</u> (all Committee members)	1, 2, 3
<u>Solid Waste Hearing Board</u> (all Board members)	2
<u>Water Agency</u> (all Board members)	1
General Manager	1
Hydrologist	1

## PART III: CONSULTANTS

*(As of September 23, 2008 - this area is not applicable and is to be left blank)*

## APPENDIX B

### CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

#### ***DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS (EMPLOYEES, COMMISSION AND BOARD MEMBERS) AND CONSULTANTS***

CATEGORY 1: All sources of income, relative to investments in businesses and real estate (except principal place of residence). \*Consultants<sup>1</sup>

CATEGORY 2: All investments, sources of income and interest in real property subject to the regulatory, permit or licensing authority of the employee's department.

CATEGORY 3: All investments and sources of income derived from sources, which are:

- A. Contractors or subcontractors engaged in the performance of work or services of the type utilized by the County of Mendocino or the employees' department, or
- B. Manufacturers, sellers or lessors of supplies, machinery or equipment of the type utilized by the County of Mendocino or the employee's department.

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<sup>1</sup> \*Consultants.

Consultants shall disclose pursuant to Category subject to the following limitation:

The Chief Executive Officer of the County may determine in writing that a particular Consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## APPENDIX C

### CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

#### ***PLACE OF FILING***

##### ***PART I - DESIGNATED EMPLOYEES***

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The County Clerk shall furnish to each designated employee upon his or her appointment and termination, and annually during such designated employee's tenure, a Form 700 - Statement of Economic Interests. The designated employees will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

##### ***PART II - BOARDS, COMMISSIONS AND COMMITTEES (and designated employees of same)***

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The County Clerk shall furnish to each designated member upon his or her appointment and termination, and annually during such designated member's tenure, a Form 700 - Statement of Economic Interests. The members will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

### **PART III - CONSULTANTS**

Where: County Clerk-Recorder  
County of Mendocino  
Administration Center  
501 Low Gap Rd., Rm. 1020  
Ukiah, CA 95482

The Assessor-County Clerk-Recorder shall furnish each designated Consultant upon his or her contract commencement and termination, and annually during such designated Consultants tenure, a Form 700 - Statement of Economic Interests. The Consultant will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

### **APPENDIX D**

County Officers, Boards and Commissions required to file Conflict of Interest Disclosure Statements pursuant to Government Code §87200 et seq. are not subject to County Conflict of Interest Code:

Board of Supervisors (all Supervisors)  
County Treasurer- Tax Collector  
District Attorney  
Chief Executive Officer  
County Counsel  
County Planning Commissioners  
Retirement Board Members



## **MENDOCINO COUNTY TOURISM COMMISSION CONFLICT OF INTEREST CODE**

The Political Reform Act, Government Code Section 81000 et seq, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of CCR 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and along with the attached Appendix in which members and employees are designated and disclosure categories are set forth constitute the conflict of interest code of Mendocino County Tourism Commission.

Designated employees and members of the Board of Directors shall file statements of economic interests with the agency. Upon receipt of the statements of the members of the Board of Directors, the agency shall make and retain a copy and forward the original of these statements to the Clerk of the Board of Supervisors of the County of Mendocino. The original statements for all other designated employees will be retained by the agency.

# **APPENDIX A**

## **CONFLICT OF INTEREST CODE**

### **OF THE**

### **MENDOCINO COUNTY TOURISM COMMISSION**

### **DESIGNATED EMPLOYEES**

Under the provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making of or participation in the making of decisions which could affect private financial interests as defined by 2 CCR 18701 materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally. .

It has been determined that the positions listed below are officials who manage public investments:

Members of the Board of Directors

Executive Director

1

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<sup>1</sup> Individuals holding one of the above listed positions may contact the FPPC for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by Government Code Section 87200.

## **DESIGNATED POSITIONS**

### **GOVERNED BY THE CONFLICT OF INTEREST CODE**

#### **DESIGNATED EMPLOYEES'** **TITLE OR FUNCTION**

#### **DISCLOSURE SCHEDULES**

Executive Director

A-1, A-2, B, C, D, E, F

Consultants shall be included in the list of Designated Employees and shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Disclosure for designated employees pursuant to Schedule E, Gifts, shall be limited to gifts with a value of \$50 or more received from persons doing business with the Mendocino County Tourism Commission.



## Ukiah Valley Basin Groundwater Sustainability Agency

### Agenda Summary

Item No.:	4.e
Date:	6/15/17
To:	Board of Directors
Subject:	Discussion and Possible Action Regarding a Proposed FY 2017-18 Budget
Consent Agenda <input type="checkbox"/> Regular Agenda <input checked="" type="checkbox"/> Noticed Public Hearing <input type="checkbox"/>	

#### Summary:

The Joint Powers Agreement (JPA) requires that the Agency adopt a budget pursuant to the schedule and provisions described below. The Board should review the current financial status and consider the proposed FY 2017-2018 budget. The Board should consider requesting authorization from its initial members to contribute \$5,000 towards the Agency's operational costs and solidify the cost in the bylaws. The Board should review the proposed budget administration by the Mendocino County Water Agency.

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#### Recommended Action:

1. Direct Initial Members to seek authorization from their respective governing boards to contribute \$5,000 towards the Agency's operational costs.
  2. Provide direction regarding the preparation of the Agency's FY 2017-2018 budget.
  3. Include the Treasurer Controller financial administration policy for the Agency in the Bylaws.
- 

#### Background:

Section 15.1 requires within (90) days after the first meeting of the Governing Board of the Agency (August 7, 2017), and thereafter prior to the commencement of each fiscal year, the Board of Directors adopt a budget for the Agency for the ensuing fiscal year.

Section 15.2 of the JPA sets forth the following option for agency funding: In order to provide the needed capital to initially fund the Agency, the Agency shall be initially funded by a contribution from initial Members in the amount established in the bylaws, which contribution shall be set at an equal dollar amount for initial Members. In subsequent years, the Agency may



## **Ukiah Valley Basin Groundwater Sustainability Agency**

### **Agenda Summary**

be funded through additional voluntary contributions by all Members, and as otherwise provided in Chapter 8 of SGMA (commencing with Section 10730 of the Water Code).

During the Formation Committee process the group identified \$5,000 from each initial agency as a potential funding amount. The proposed budget was developed assuming a \$5,000 contribution from the 4 initial member agencies. The proposed budget totals \$13,000.

#### **Budget Administration**

- In order to simplify the financial oversight, a Trust Account will be set up to hold the funds of the Agency. The Mendocino County Water Agency (MCWA) will charge the Agency Administration cost to the trust account on a quarterly basis. The UVBGSA Board will review the Quarterly report on the activities of the fund.
- MCWA receives an annual independent audit coordinated by the Mendocino County Auditor. Under MCWA, the Trust Account will be included in the audit fulfilling the Treasurer/Controller provision in Section 12.1 of the JPA.
- Professional Services contracts with the UVBGSA will need to utilize the County boiler plate contract, allowing MCWA to pay the invoices from UVBGSA approved contracts. The Contract process will need to be included in the Bylaws of the Agency.

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#### **Fiscal Summary: \$20,000**

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**Action:** \_\_\_\_\_

**Motion:** \_\_\_\_\_ **2nd:** \_\_\_\_\_

**UVBGSA Proposed FY 2017-2018 Budget**

Accounts	Dollar Amount	Comments
<b>Revenues</b>		
Other Govt Aid	0	
Other	0	
Grant Revenue	0	
Fees	0	
Membership Dues	20,000	\$5,000 contribution per initial member
<b>Total Revenues</b>	<b>20000</b>	
<b>Administrative Services</b>		
Annual Audit		Coordinated by Mendocino County Auditor
Video Technician	1,000	provided by Mendocino County - live stream/video recording
DCOB	2,000	provided by Mendocino County - records management/publicans/agendas
Analyst	4,000	provided by Mendocino County - agendas/administrative support
<b>Total Administrative Services</b>	<b>7,000</b>	
<b>Services &amp; Supplies</b>		
Communications	150	public noticing
Insurance - General	0	
Maint - Equip	0	
Memberships	0	
Office Expense	850	supplies/mail
Education & Training	0	
Prof/Spec Svcs - Other	4,000	clerking/minutes and legal services
Rent/Lease Equip	0	
Small Tool/Instrument	0	
Spec Dept Expense	1,000	reserved for unexpected expenses
Travel	0	
<b>Total Services &amp; Supplies</b>	<b>6000</b>	
<b>Fixed Assets</b>		
Equipment	0	
<b>Total Fixed Assets</b>	<b>0</b>	
<b>Other Charges</b>		
Pmt Other Gov Agency	0	
<b>Total Other Charges</b>	<b>0</b>	
<b>Total Net Appropriations</b>	<b>13,000</b>	
<b>Carry Over</b>	<b>7,000</b>	

\*projected cost - the agency depending on activity may see cost savings\*