

**AGENDA
GROUNDWATER BANKING JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

February 1, 2021

Due to COVID-19, this meeting will be conducted as a teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act. Members of the public may not attend this meeting in person.

Participation by members of the Board of Directors will be from remote locations. Public access and participation will only be available telephonically/electronically.

To virtually attend the meeting and to be able to view any presentations or additional materials provided at the meeting, please join online using the link and information below:

Via Web: <https://zoom.us/j/83815086560>
Meeting Number (Access Code): 838 1508 6560
Meeting Password: 982590
Telephone Dial In: (669) 900-6833

As courtesy to the other participants, please mute your phone when you are not speaking.

PLEASE NOTE: Participants joining the meeting will be placed into the lobby when the Board enters closed session. Participants who remain in the "lobby" will automatically be returned to the open session of the Board once the closed session has concluded. Participants who join the meeting while the Board is in closed session will be placed in the waiting room. When the Board has returned to open session, the participants will be automatically added to the meeting.

CALL TO ORDER 2:00 p.m.

ROLL CALL Directors Pierucci, Selvidge, Reinhart, Swan

**PUBLIC COMMENT
NOTICE**

If you wish to address the Board of Directors on any item, please submit a request to speak via the "chat" feature available when joining the meeting virtually. Remarks are limited to three minutes per speaker on each subject. You may also submit a public comment in advance of the meeting by emailing mmisuraca@rbwsd.com before 5:00 pm. on January 31, 2021.

ALL VOTES SHALL BE TAKEN BY A ROLL CALL VOTE

1. COMMUNICATIONS TO THE BOARD

- a) Written:
- b) Oral:

2. ITEMS RECEIVED TOO LATE TO BE AGENDIZED

3. CONSENT ITEMS

- a) Regular Board Meeting Minutes- November 2, 2020
- b) Special Board Meeting Minutes- December 28, 2020

4. JPA ADMINISTRATIVE ACTIONS

5. KERN FAN GROUNDWATER STORAGE PROJECT

- a) Environmental Update
- b) Property Acquisition Update
- c) Engineering Report

6. GENERAL MANAGER'S REPORT

- a) General Manager Transition
- b) Grant Funding Update
- c) Update on Reconciliation
- d) Update on Key Agreements with DWR and CDFW
- e) Groundwater JPA Tasks

7. OTHER BUSINESS

Pursuant to Government Code Section 54954.2, members of the Board of Directors or staff may ask questions for clarification, make brief announcements, and make brief reports on his/her own activities. The Board or a Board member may provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting concerning any matter, or direct staff to place a matter of business on a future agenda. Such matters may be brought up under the General Manager's Report or Directors' Comments.

8. CLOSED SESSION

- a) CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code Section 54956.8:

Property: Parcels 103-110-02; 103-110-04; 103-110-09; 103-120-14; 103-120-15; 103-120-16; 103-120-17; 103-130-01; 103-130-03; 103-130-05; 103-130-07; 103-140-02; 103-140-05; 103-140-06; 103-140-12; 103-140-15; 103-140-16; 103-140-17; 103-140-18; 103-140-19; 103-180-01; 103-180-05; 103-180-07; 103-190-13; 103-190-14; 103-200-23; 103-200-25; 103-200-26; 103-200-27; 103-200-28; 103-200-29, County of Kern

Agency negotiators: Rob Jacobson

Negotiating parties: Belluomini Ranches, LP, Tech Ag Financial Group, Inc. and Rosedale-Rio Bravo Water Storage District

Under negotiation: Price and Terms of Payment

b) **CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Pursuant to Government Code Section 54956.8:**

Property: Various Parcels

Agency negotiators: Rob Jacobson

Negotiating parties: Various parties and Groundwater Banking Joint Powers Authority

Under negotiation: Price and Terms of Payment

c) **CLOSED SESSION – Potential Litigation Exposure Pursuant to Government Code Sections 54956.9 (d)(2) and/or 54956.9(d)(4) Two Matters**

9. OPEN SESSION

General Counsel may announce any reportable actions taken during Closed Session.

10. ADJOURN

Availability of agenda materials: Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the above-named Board in connection with a matter subject to discussion or consideration at an open meeting of the Board are available for public inspection by contacting Megan Misuraca at mmisuraca@rrbwsd.com. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available to the public at the same time as they are distributed to Board Members, except that if such writings are distributed one hour prior to, or during, the meeting, they will be available electronically during the meeting.

Groundwater Banking Joint Powers Authority Board of Directors' Meeting

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Accommodations: Upon request, the Authority will provide for written agenda materials in appropriate alternative formats, and reasonable disability-related modification or accommodation to enable individuals with disabilities to participate in and provide comments at the meeting. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, or alternative format requested at least two days before the meeting. Requests should be emailed to mmisuraca@rbwsd.com. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

DECLARATION OF POSTING: I, Megan Misuraca, declare under penalty of perjury, that I am employed by the Rosedale-Rio Bravo Water Storage District and I posted the foregoing Agenda at the District Office on or before January 29, 2021. I, Kristine Swan, declare under penalty of perjury, that I am employed by the Irvine Ranch Water District and I posted the foregoing Agenda at the District Office on or before January 29, 2021.

**BOARD OF DIRECTORS
GROUNDWATER BANKING JOINT POWERS AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING**

November 02, 2020
2:00 P.M.

Note: This meeting was conducted by teleconference pursuant to and in conformance with Executive Order N-29-20 relating to public meetings during the State of Emergency that was declared as a result of COVID-19

DIRECTORS AND ALTERNATES PRESENT

Roy Pierucci
Jason Selvidge
Peer Swan
Doug Reinhart

DIRECTORS ABSENT

None

OTHERS PRESENT

Eric Averett-RRBWSD
Dan Bartel- RRBWSD
Megan Misuraca- RRBWSD
Ray Bennett- IRWD
Cheryl Clary- IRWD
Eileen Lin- IRWD
Fiona Sanchez- IRWD
Robert Jacobson- IRWD
Natalie Palacio- IRWD
Paul Cook- IRWD
Paul Weghorst- IRWD
Kellie Welch- IRWD
Dan Raytis – Interim General Counsel
Matt Klassen- Landowner

CALL TO ORDER

President Pierucci called the meeting to order at approximately 2:00 PM.

PUBLIC COMMENT NOTICE

There were no public comments.

1. COMMUNICATIONS TO THE BOARD

- a). Written: None.
- b). Oral: None.

2. ITEMS RECEIVED TOO LATE TO BE AGENDIZED

None

3. Consent Items

- a) Special Board Meeting Minutes- August 25, 2020 – A motion was made by Director Swan with a second by Director Selvidge to adopt and accept the meeting minutes as presented. A roll call vote was taken and the motion was unanimously passed.

4. JPA Administrative Actions

- a) Consideration of FY 2021 Budget and Funding – Mr. Averett and Ms. Sanchez presented the draft 2021 budget to the Board and discussed future cash calls. Mr. Averett noted that the staff was working on the reconciliation of past costs. A motion was made by Director Swan with a second by Director Pierucci to adopt and approve the 2021 budget as presented, and to authorize the first cash call for the 2021 calendar year in the amount of \$144,949 to each member of the JPA. A roll call vote was taken and the motion was unanimously passed.
- b) Consideration of Financial Policies – Mr. Averett presented financial policies for expenditure authorization, competitive bidding, change orders and variances, professional services, and real property. A motion was made by Director Swan with a second by Director Selvidge to adopt the financial policies as presented with the following revisions and additions: (1) revise Section 3a.(1) of the Policy for Approval/Authorization of Change Orders and Variances to Existing Contracts to reflect that the applicable time period should read “calendar year” as opposed to “calendar quarter”; and (2) add language to the same policy at the end of Sections 3a. and 3b. which states, “The Finance Committee and the Board shall receive a report on all change orders authorized under this policy at least quarterly.” A roll call vote was taken and the motion was unanimously passed.
- c) Consideration of Banking Resolution – Ms. Clary reviewed the Bank of America Banking resolution and Certificate of Incumbency with the Board. A motion was made by Director Swan with a second by Director Selvidge to approve and authorize staff to execute the banking resolution as presented. A roll call vote was taken and the motion was unanimously passed.
- d) Consideration of Approval of Assistant Treasurer – Ms. Sanchez discussed the need to appoint an Assistant Treasurer to act in the absence of the Treasurer. This item was addressed and acted upon along with the following agenda item (4e).
- e) Consideration of Alternates for JPA Committees- Ms. Sanchez discussed the appointment of alternates of the Project and Finance Committees. After discussion, a motion was made by Director

Selvidge with a second by Director Reinhart to appoint Rob Jacobson as the Assistant Treasurer, and to authorize the respective JPA member Boards to appoint alternates to the JPA Project and Finance Committee as the member Boards deem necessary. A roll call vote was taken and the motion was unanimously passed.

5. KERN FAN GROUNDWATER STORAGE PROJECT

a) Administrative Update – Ms. Sanchez briefed the Board on the Kern Fan Project public meeting that was held and the JPA’s efforts made with DWR regarding the proposed project turnout from the California Aqueduct. Ms. Sanchez also gave a brief report on the WIIN Act funding status. She also noted staff has begun the reconciliation of costs associated with the project between the 2 entities. Ms. Sanchez reported that staff would begin focusing on the financial reconciliation between the members of the JPA.

b) Engineering Update

i. Consideration of Technical Memos 1 and 2 - Mr. Bartel briefed the Board on the status of Technical Memos 1 and 2 noting they are at approximately 90% complete, but remain subject to the acquisition of land and its location. After discussion of the technical memos, including the assumptions that went into developing the same, Director Reinhart requested additional time to study the technical memos and have them considered by the project committee before the Board takes action. The matter was tabled.

Consideration of Technical Proposals for Tech Memos 5-8 – Mr. Bartel presented proposals for Tech Memos 5 – 8 to the Board. A motion was made by Director Reinhart with a second by Director Selvidge authorizing staff to enter in Technical Services Agreements with Dee Jaspar and Associates and Bill Zeiders Consulting for a total amount not to exceed \$60,000 for Priority 2 technical memorandums. A roll call vote was taken and the motion was unanimously passed.

c) Property Acquisition Update- The item was deferred after closed session. No action was taken at this time.

6. GENERAL MANAGERS REPORT

a) Consideration of Engaging General Legal Counsel – Mr. Averett reported that staff sent requests for proposals/qualifications to multiple law firms and received one response with others declining to submit a proposal. The Board was presented with a proposal from Doug Gosling of Braun Gosling in Bakersfield. A motion was made by Director Selvidge with a second by

Director Reinhart authorizing staff to enter into agreement with Braun Gosling for General Counsel legal services. A roll call vote was taken and the motion was unanimously passed.

7. OTHER BUSINESS

None

8. CLOSED SESSION

At 3:08 p.m. Director Pierucci announced the Board would enter closed session. The Board reconvened to open session at 3:53 p.m.

9. OPEN SESSION

Mr. Raytis announced there were no reportable actions taken in closed session.

10. ADJOURN

Director Pierucci adjourned the meeting at 3:54 p.m.

**BOARD OF DIRECTORS
GROUNDWATER BANKING JOINT POWERS AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING**

December 28, 2020
1:00 P.M.

Note: This meeting was conducted by teleconference pursuant to and in conformance with Executive Order N-29-20 relating to public meetings during the State of Emergency that was declared as a result of COVID-19

DIRECTORS AND ALTERNATES PRESENT

Roy Pierucci
Jason Selvidge
Peer Swan
Doug Reinhart

DIRECTORS ABSENT

OTHERS PRESENT

Megan Misuraca- RRBWSD
Dan Raytis- Belden Blaine Raytis
Eric Averett-RRBWSD
Dan Bartel- RRBWSD
Ray Bennett- IRWD
Cheryl Clary- IRWD
Eileen Lin- IRWD
Fiona Sanchez- IRWD
Robert Jacobson- IRWD
Natalie Palacio- IRWD
Paul Cook- IRWD
Paul Weghorst- IRWD
Kellie Welch- IRWD
JoAnn White- IRWD
Anthony Hicke- Richard Slade & Associates
James Bodnar- Metropolitan Water District
Jennifer Jacobus- Environmental Science Associates
Kristina Budak- City of Bakersfield
Curtis Skaggs- Dee Jaspar and Associates
John Ocana- KWBA
Tom McCarthy- Kern County Water Agency
Monica Tennant- Kern County Water Agency
Jolene, Metropolitan Water District
Greg Hammett- West Kern Water District
Marcia Scully- Metropolitan Water District
Doug Gosling- Braun Gosling, ALC

CALL TO ORDER

President Pierucci called the meeting to order at approximately 1:00 PM.

PUBLIC COMMENT NOTICE

There were no public comments.

1. COMMUNICATIONS TO THE BOARD

- a). Written: None.
- b). Oral: None.

2. ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Mr. Averett requested a motion per Gov.C. § 54954.2(b)(2) to add item 8c to the agenda- [Potential Litigation Exposure Gov. Code, § 54956.9 (d)(2)] - as an item that required immediate action and the need for action came to the attention of the local agency subsequent to the agenda being posted. A motion was made by Director Swan with a second by Director Selvidge to add item 8c to the agenda as requested. A roll call vote was taken and the motion was unanimously passed.

3. Consent Items

None at this time.

4. JPA Administrative Actions

- a) Consideration and possible action of Resolution 2020-02 – A Resolution of the Groundwater Banking Joint Powers Authority Adopting the State CEQA Guidelines as the Joint Powers Authority's CEQA Guidelines- Mr. Averett presented Resolution 2020-02 to the Board for the adoption of the State of California CEQA Guidelines of the Groundwater Banking Joint Powers Authority. A motion was made by Director Swan with a second by Director Reinhart to adopt Resolution No. 2020-02 setting the State CEQA guidelines as the Groundwater Banking JPA CEQA Guidelines. A roll call vote was taken and the motion was unanimously passed.

5. KERN FAN GROUNDWATER STORAGE PROJECT

- a) Administrative Action
 - i. Hearing to consider and possible action of FEIR Kern Fan Groundwater Storage Project, State Clearinghouse (SCH) No. 2020049019- A detailed discussion was presented by staff of the proposed project and the past and future actions detailed in the FEIR. Mr. Averett then briefed the Board on the concerns from various entities and the written and verbal responses to the concerns. Mr. Averett then opened the hearing/meeting for public comment and received verbal comments from Mr. McCarthy of the Kern County Water Agency, Mr. Hammett of West Kern Water District, and Ms. Budak from the City of Bakersfield. This item was deferred to be considered until after closed session. At 2:34 p.m., the Board returned to open session, and Mr. Averett concluded the hearing of the FEIR on the Kern Fan Groundwater Storage Project and directed the Board to Resolution No. 2020-03.

1. Resolution 2020-03 – Certifying FEIR SCH No. 2020049019 for proposed banking project;
2. Adopt and Approve Findings of Fact and Mitigation Monitoring and Reporting Program as required by PR Code §§ 21081, 21081.6; and CEQA Guidelines 15091, 15092.

A motion was made by Director Selvidge with a second by Director Swan to adopt Resolution No. 2020-03 certifying SCH No. 2020049019 for the Kern Fan Groundwater Storage Project and adopt and approve Findings of Fact and Mitigation Monitoring and Reporting as required. A roll call vote was taken and the motion was unanimously passed.

- ii. Consideration and possible action of Acknowledgment Letter to ESA- Mr. Averett reviewed the letter to be delivered to Environmental Science Associates on their highly accomplished performance on the preparation of the Kern Fan Groundwater Storage Project FEIR. A motion was made by Director Reinhart with a second by Director Selvidge to authorize staff to finalize, execute and send the appreciation letter to Leslie Moulton-Post, CEO of Environmental Associates. A roll call vote was taken and the motion was unanimously passed.

b) Engineering Update

- i. Consideration and possible action of Technical Memos 1, 2, and 3- Item 5b was taken up as the first item of the meeting to accommodate Mr. Skaggs schedule. Mr. Bartel introduced Mr. Curtis Skaggs of Dee Jaspar and Associates who presented technical memos 1, 2, and 3 to the Board. A motion was made by Director Selvidge with a second by Director Reinhart to ratify the approval of technical memos 1, 2, and 3 as presented and previously approved by the Project Committee. A roll call vote was taken and the motion was unanimously passed.

- c) Property Acquisition Update- The item was deferred until after closed session. No action was taken at this time.

6. GENERAL MANAGERS REPORT

- a) Funding Update- Ms. Sanchez briefed the board on the status of funding noting the Kern Fan Groundwater Storage Project did not make the initial list for WIIN Act funding at this time.

- b) Groundwater JPA Tasks- Ms. Sanchez gave a brief overview on the status of the Groundwater Banking JPA Formation Tasks.

7. OTHER BUSINESS

None

8. CLOSED SESSION

At 2:01 p.m. Director Pierucci announced the Board would enter closed session. The Board reconvened to open session at 2:33 p.m.

9. OPEN SESSION

After returning to open session, Mr. Gosling announced Staff was directed on pending real property negotiations and there was no other reportable action taken.

10. ADJOURN

Director Pierucci adjourned the meeting at 2:40 p.m.

ATTEST:

Authority Secretary

TO: GBJPA Board
 FROM: Dan W. Bartel
 DATE: February 1, 2021
 RE: Kern Fan Project Construction Team

Agenda Item: 5c.

Discussion:

The Kern Fan Project Construction Team (Ray Bennett, Curtis Skaggs, Markus Nygren, Bill Zeiders and myself) has begun weekly meetings to begin facilitation of project design and construction process. As part of the process we have developed a plan to create technical memoranda addressing various aspects of the project. The premises of the technical memoranda are to:

- Document the previously developed preliminary design work provided by Curtis Skaggs.
- Incorporate RRBWSD and IRWD design, construction, and operational experience into the design process.
- Provide a forum for agreement by the Districts on design decisions prior to hard design process.
- Perform Value Engineering as previously discussed by the Districts.
- Provide thorough project documentation for clarity of client expectation to be used for RFP and final design purposes.

Content and development priority has been established by the team. Progress to date is listed below.

Priority 1

- | | |
|--|--------------|
| 1. Project Phasing and Design / Contractor Selection | Approved |
| 2. Conveyance Capacity Requirements | Approved |
| 3. Pipeline Requirements | Approved |
| 4. Pump Station Requirements | 95% Complete |

Priority 2

- | | |
|---|--------------|
| 5. Geotechnical Report | 60% Complete |
| 6. Canal Liner and Turnout Requirements | 10% Complete |
| 7. Well Drilling and Equipping Requirements | 10% Complete |
| 8. ROW Acquisitions | |

Priority 3

- | | |
|---|--------------|
| 9. Recharge Basin Requirements | 10% Complete |
| 10. Facility Operation and SCADA Requirements | 10% Complete |
| 11. Engineer's Estimates | 10% Complete |

The team is also beginning to develop RFP documents for upcoming design firm selection. Property acquisition continues to be the critical path item.

| Memo # | Title | Key Elements |
|--------|---|---|
| 1 | Project Phasing and Design / Contractor Selection | Project Schedule Project Phasing (Construction Bid Packages) Design Firm Selection Contractor Selection |
| 2 | Conveyance Capacity Requirements | Recharge Pond Infiltration & filling rates In-Lieu Demands Goose Lake Channel Other Opportunities Pump Stations and reach Capacities |
| 3 | Pipeline Requirements | PVC, HDPE, Wet SpunRCP & Dry Spun RCP, Cement Mortar Lined and Coated Steel Pipe for: Aqueduct Turnout Siphon Crossings Phase II Property Turnouts West Basin Turnouts Canal Extension Well Conveyance |
| 4 | Pump Station Requirements | Pump Station Design Standard Pump Configuration Discharge pipe Sizing Special Considerations (Appurtances) Modeling Requirements Voltage Requirements Utility Interface Control Building |
| 5 | Geotechnical Report | Recharge Facility Soils Work Conveyance Soils Work Pump Station Soils Work Well Pad Soils Work |
| 6 | Canal Liner and Turnout Requirements | HDPE, Earth, Shotcrete, Concrete Pipeline Extension Option Turnout Requirements |
| 7 | Well Drilling and Equipping Requirements | Impact Analysis Well Layout Requirements Well Design Requirements Well Equipping Requirements Well Site Requirements |
| 8 | ROW Acquisitions | ROW Requirements Land Valuations Crop Valuations Phase I Assessment Title Work Land Surveying |
| 9 | Recharge Basin Requirements | Basin Layout/Orientation Levee Slopes/Design Freeboard Habitat Elements Interbasin Structures Fence Requirements |
| 10 | Facility Operaton and SCADA Requirements | Conveyane Canal / Pump Station Control Philosophy Conveyance / Pump Station Instrumentation Recovery Well Instrumentation Canal Turnout Instrumentation SCADA Platforms Radio Survey SCADA Monitoring and Control |
| 11 | Engineer's Estimates | Phase 1, Phase 2, Phase N. |

Recommendations:

1. None.

Exhibit "A"

Groundwater Banking JPA Formation Tasks

Updated 1/26/21

Items not yet completed are **bolded**.

| Task | Citation | Timeline | Explanation/Notes | Completed |
|--|----------------------------|---|--|--|
| Draft joint exercise of powers agreement | GC § 6502 GC § 6503 | | An agreement must contain information required by the Act | IRWD and RRB executed the Agreement on April 8, 2020, and the Agreement became effective July 1, 2020 |
| Each founding agency approves Agreement | GC § 6502 | | Each member agency to the JPA must approve the Agreement | IRWD and RRB each approved the Agreement |
| File Form Notice and copy of Agreement with Secretary of State | GC § 6503.5 | Within 30 days of Agreement approval | The JPA may not issue bonds or incur indebtedness until this filing is complete | Filed with the Secretary of State on July 29, 2020 |
| File Form and copy of Agreement with the State Controller | GC § 6503.6 | After filing a Notice of a Joint Powers Agreement | After filing a Notice of Joint Powers Agreement with the Secretary of State, file a copy of the full text of the Agreement with the State Controller | Filed with the State Controller on July 29, 2020 |
| Send Registry of Public Agencies (Form SF-405) to the Secretary of State | GC § 53051 | Within 70 days of creation of the agency | The JPA is a new entity so must file this notice; filing ensures full benefits of the shorter statute of limitations under the Government Claims Act | Filed July 29, 2020 |
| Send Registry of Public Agencies (Form SF-405) to County Clerk | GC § 53051 | Within 70 days of creation of the agency | The JPA is a new entity so must file this notice; filing ensures full benefits of the shorter statute of limitations under the Government Claims Act | Filed August 5, 2020 with Kern County Clerk |
| IRWD & RRB boards each appoint two persons and an alternate to serve on JPA Board of Directors | | Prior to first JPA Board meeting | <p>Agreement § 5(A) provides JPA Board consists of 4 members:</p> <ul style="list-style-type: none"> • IRWD appoint 2, including 1 IRWD Board member and 1 other. • IRWD appoint 1 alternate who is an IRWD Board member or a designee. • RRB appoint 2, including 1 RRB Board member and 1 other. • RRB appoint 1 alternate who is an RRB Board member or a designee. | <p>Board Members appointed at August 25, 2020 Board Meeting of the Authority.</p> <p>Alternates have not yet been appointed.</p> |
| Designate, and file an official bond for, the treasurer or other officer in charge of the JPA property | GC § 6505.5 GC § 6505.1 | At first JPA Board meeting | The JPA must name an officer and bond them for the management of JPA property, debts, and equity | Not yet completed. |

| Task | Citation | Timeline | Explanation/Notes | Completed |
|---|--------------------------|---------------------------------------|--|---|
| | | | | Agreement § 11 says Treasurer and General Manager shall file bonds |
| Designate a General Manager and Treasurer | GC § 6505 | At first JPA Board meeting | The JPA must name these officers pursuant to the Agreement. Agreement § 6 says the General Manager shall be from RRB Agreement § 7 says the Treasurer shall be from IRWD Both can be from other member agency but both shall not be from same member agency | General Manager and Treasurer appointed at August 25, 2020 Board Meeting of the Authority. |
| Designate Legal Counsel, which also will serve as Secretary | Agreement § 9 | | Agreement § 9 provides JPA Board will select Legal Counsel, which also shall serve as Secretary | Completed. |
| Establish reporting requirements, including requirements for quarterly reports and designate an auditor to make annual audits | GC § 6505 GC § 6505.5 | | The JPA must name an officer in charge of making quarterly reports on the amount of debt and equity held by the JPA and to conduct an annual audit of the JPA | Not yet completed. Agreement, § 13 provides that JPA board shall designate reporting requirements and appoint an independent CPA will make annual audits and reports to the JPA's board |
| Establish a regular meeting time and place | GC § 54954(a) | At first JPA Board meeting | State law dictates the JPA Board must set time and location of regular meetings by ordinance, resolution, or in bylaws Agreement, § 5(B) says the JPA Board will set regular meetings by resolution at its first meeting | Established by Resolution at August 25, 2020 Board Meeting of the Authority. |
| Adopt Bylaws | Agreement § 5(E) | | Agreement § 5(E) requires JPA Board to adopt bylaws detailing how the Board will conduct business. | Adopted at August 25, 2020 Board Meeting of the Authority. |
| Adopt a Conflict of Interest Code | GC § 87303 | 6 months; then reviewed every 2 years | Conflict of Interest Code must be submitted to the code reviewing body for approval | Not yet completed. |
| Adopt an Investment Policy | GC § 53646(a)(2) | Annually | The treasurer or CFO may annually render a statement of investment policy | Not yet completed. |

| Task | Citation | Timeline | Explanation/Notes | Completed |
|---|-------------------------|---------------------|---|---|
| Adopt a Debt Management Policy | GC § 8855(i)(1) | Before issuing debt | A debt policy shall include: (A) The purposes for which the debt proceeds may be issued (B) The types of debt that may be issued (C) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget (D) Policy goals related to the issuer's planning goals and objectives (E) The Internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use | Not yet completed. |
| Adopt JPA-specific CEQA Guidelines | PRC § 21082 | | A public agency shall adopt, by resolution, rule, or regulation, objective, criteria, and procedures for the evaluation of environmental impacts from a proposed project pursuant to CEQA | Adopted December 28, 2020. |
| JPA Board appoint standing Project Committee | Draft Bylaws § 6(a)(i) | | Draft Bylaws § 6(a)(i) provides JPA Board will appoint a standing Project Committee as follows: <ul style="list-style-type: none"> • 1 IRWD JPA Board member and 1 other; • 1 RRB JPA Board member and 1 other; • JPA General Manager; and • JPA Treasurer. | Appointed at August 25, 2020 Board meeting. |
| JPA Board appoint standing Finance Committee | Draft Bylaws § 6(a)(ii) | | Draft Bylaws § 6(a)(ii) provides JPA Board will appoint a standing Finance Committee as follows: <ul style="list-style-type: none"> • 1 IRWD JPA Board member; • 1 RRB JPA Board member; • JPA General Manager; and • JPA Treasurer. | Appointed at August 25, 2020 Board meeting. |
| Finance Committee recommend to JPA Board one or more policies on insurance coverage to be maintained by JPA | Draft Bylaws § 12 | | | Not yet completed. |
| RRB and IRWD each contribute \$2,500 to open JPA bank account(s) | Draft Bylaws § 10(b)(3) | | Draft Bylaws § 10(b)(3) says initial contributions to occur upon JPA formation | Bank account opened. Initial deposits pending. |

| Task | Citation | Timeline | Explanation/Notes | Completed |
|--|-------------------------|----------|---|---|
| RRB and IRWD each contribute "main initial funding to start up" JPA operations | Draft Bylaws § 10(b)(3) | | Draft Bylaws § 10(b)(3) provides that at JPA's initial Board meeting, the JPA Board shall adopt resolution specifying initial funding contributions to be made by RRB and IRWD, which shall have been submitted to and approved by the RRB and IRWD Boards in advance of the JPA's first Board meeting. | Budget and funding contributions approved November 2, 2020. |