Special Meeting of the Board
Sloughhouse Resource Conservation District Agenda

When: Friday, October 23, 2020
Where: Via Zoom: https://us02web.zoom.us/j/83734288809
      Call In Number: 1-669-900-9128
      Meeting ID: 837 3428 8809
Time: 12:30pm – 4:00pm

Public Comment- Any member of the public may address the Board concerning any matter on the agenda before or during its consideration of the matter. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations.

Agenda Item Time Frame- All agenda items times are suggested by staff developing the agenda and are an estimate.

1. Call to Order

2. Closed Session: (20 minutes)
   PUBLIC EMPLOYEE PERFORMANCE EVALUATION for Natural Resources Specialist (Government Code section 54957)

3. Report Out from Closed Session* (5 minutes)

4. Public Comment: Any member of the public may address the Board concerning any matter not on the Agenda within the Board’s jurisdiction. Public comment is limited to three minutes per person and no more than fifteen minutes per topic. For good cause, the Board President may waive these limitations. (15 minutes)

5. GSP Readiness/Business Action Plan (160 minutes) (This agenda item will not start before 1:00pm)
   a. Review Drafted Chapters of Action Plan

6. Adjourn Meeting

Notices:
1. The Board reserves the right to discuss or take action on all of the above agenda items.
2. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning (541)981-3459, or writing Sloughhouse Resource Conservation District at 8698 Elk Grove Blvd. Suite 1-207, Elk Grove, CA 95624. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the RCD to provide the requested accommodation.
3. Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection at the meeting or via email as requested. To be placed on the District’s public email distribution list, please notify RCD Secretary at: info@sloughhousercd.org

*Action Items
Prepared by: A. Miller
10/22/2020
# GSP Readiness/Business Action Plan Workshop #4
Friday, October 23, 2020
1:00 p.m. Start, Adjourn 4:00 p.m.
Zoom Meeting

## Workshop Agenda

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<th>#</th>
<th>Time</th>
<th>Content</th>
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<tr>
<td>1.</td>
<td>1:10 p.m.</td>
<td>Call to Order</td>
<td>Austin Miller, SRCD</td>
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<td>- Welcome and Greetings</td>
<td>Lisa Beutler, Stantec</td>
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<td>- Introductions</td>
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<td>- Ground Rules</td>
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<td>2.</td>
<td>1:20 p.m.</td>
<td>Today’s Agenda and Workshop Series Goals</td>
<td>Lisa Beutler</td>
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<td>3.</td>
<td>1:35 p.m.</td>
<td>Review Readiness/Business Action Plan:</td>
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<td>- Chapter 2 (Key Components of the Plan)</td>
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<td>- Chapter 3 (Regulatory Framework)</td>
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<td>- Chapter 4 (Board Member and Staff Roles and Responsibilities)</td>
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<td>- Chapter 5 (Committee Structures and Responsibilities)</td>
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<td>- Chapter 6 (Basic Operating Policies)</td>
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<td>- Chapter 7 (Communications)</td>
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<td>4.</td>
<td>3:50 p.m.</td>
<td>Action Items, Closing Comments, Adjourn</td>
<td>Lisa Beutler, Jillian Young</td>
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</table>
GSP Readiness/Business Action Plan Table of Contents & Status
Below is the GSP Readiness Business/Action Plan Table of Contents and Status of Chapters.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Topics</th>
<th>Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Background and Context</td>
<td>Discussed in Workshop 1</td>
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<td></td>
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<td>Draft text reviewed and discussed in Workshop 3 (October 2)</td>
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<td>2</td>
<td>Key Components of the Plan</td>
<td>Discussed in Workshop 3</td>
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<td></td>
<td>• Vision</td>
<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<td>• Goals</td>
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<td></td>
<td>• Definitions</td>
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<td>3</td>
<td>Regulatory Framework</td>
<td>Discussed in Workshop 1</td>
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<td></td>
<td>GSA/RCD Best Practices</td>
<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<td>4</td>
<td>Board Member and Staff Roles and</td>
<td>Discussed in Workshop 2</td>
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<td></td>
<td>Responsibilities</td>
<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<td>5</td>
<td>Committee Structures and Responsibilities</td>
<td>Discussed in Workshop 3</td>
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<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<td>6</td>
<td>Basic Operating Policies</td>
<td>Discussed in Workshop 2</td>
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<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<td>7</td>
<td>Communications</td>
<td>Discussed in Workshop 1</td>
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<td>Draft text to be reviewed in advance and discussed in Workshop 4</td>
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<tr>
<td>8</td>
<td>References</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
GSP Readiness/Business Action Plan Chapter Review

The following questions are associated with each chapter as they are reviewed in the workshop:

Questions

1. What suggestions do you have for this chapter?
2. Would you like to see more detail?
3. Is there anything you would change, remove, or add?

Chapter 1 – Background and Context (Completed in Workshop #2)
   - Focuses on what a GSP Readiness/Business Action Plan is and provides an overview on SGMA and the Cosumnes and South American Subbasins.

Chapter 2 – Key Components of the Plan
   - States the vision and goals of Sloughhouse RCD and regularly used definitions throughout the Plan.

Chapter 3 – Regulatory Framework
   - Explains the requirements of both an RCD and GSA

Chapter 4 – Board Member and Staff Roles and Responsibilities
   - Defines the roles and responsibilities of each Sloughhouse RCD Board member and staff.

Chapter 5 – Committee Structures and Responsibilities
   - Explains various committees and key responsibilities for each one.

Chapter 6 – Basic Operating Policies
   - Focuses on required policies and practices that need to be in place for Sloughhouse RCD.

Chapter 7 – Communications (Introduction completed in Workshop #3)
   - Addresses GSA outreach requirements, GSP reporting requirements, and recommendations for overall best methods of communication.
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How to Use this GSP Readiness/Business Action Plan

This document has been prepared as a menu so that GSAs may repurpose any or all parts of the document that is useful to them in fulfilling SGMA requirements.

Chapter 1: Introduction and Background provides an overview on SGMA and the Cosumnes and South American Subbasins.

Chapter 2: Mission, Vision, and Goals states the mission, vision, and goals of Sloughhouse RCD.

Chapter 3: Regulatory Framework explains the requirements of both an RCD and GSA.

Chapter 4: Board Member and Staff Roles and Responsibilities defines the roles and responsibilities of each Sloughhouse RCD Board member and staff.

Chapter 5: Committee Structures and Responsibilities explains various committees and key responsibilities for each one.

Chapter 6: Basic Operating Policies focuses on required policies and practices that need to be in place for Sloughhouse RCD.

Chapter 7: Communications addresses GSA outreach requirements, GSP reporting requirements, and recommendations for overall best methods of communication.
Acronyms and Common Terms

<table>
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<tr>
<th>Acronym</th>
<th>Term</th>
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<tr>
<td>Board</td>
<td>Board of Directors</td>
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<td>C&amp;E</td>
<td>communications and engagement</td>
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<td>CSD</td>
<td>Community Service District</td>
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<tr>
<td>GSA</td>
<td>Groundwater Sustainability Agency</td>
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<td>GSP</td>
<td>Groundwater Sustainability Plan</td>
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<td>Handbook</td>
<td>California RCD Directors’ Handbook</td>
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<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>OHWD</td>
<td>Omochumne-Hartnell Water District</td>
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<tr>
<td>PDF</td>
<td>Portable Document Format</td>
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<td>Plan</td>
<td>GSP Readiness/Business Action Plan</td>
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<tr>
<td>RCD</td>
<td>Resource Conservation District</td>
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<tr>
<td>RMCSD</td>
<td>Rancho Murieta Community Services District</td>
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<tr>
<td>SASb</td>
<td>South American Subbasin</td>
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<tr>
<td>SCGA</td>
<td>Sacramento Central Groundwater Authority</td>
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<tr>
<td>SGMA</td>
<td>Sustainable Groundwater Management Act</td>
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<tr>
<td>SRCD</td>
<td>Sloughhouse Resource Conservation District</td>
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</table>
Chapter 1. Background and Context

The Sustainable Groundwater Management Act
The Sustainable Groundwater Management Act (SGMA), effective January 1, 2015, established a framework of priorities and requirements to facilitate sustainable groundwater management throughout California. The intent of the SGMA mandate is for groundwater to be managed by local public agencies (Groundwater Sustainability Agencies [GSAs]) to ensure a groundwater basin is operated within its sustainable yield through the development and implementation of a Groundwater Sustainability Plan (GSP).

Groundwater Sustainability Agencies and Groundwater Sustainability Plans
Any local public agency that has water supply, water management, or land use responsibilities in a basin can decide to become a GSA. A single local agency can decide to become a GSA, or a combination of local agencies can decide to form a GSA by using either a Joint Power Authority, a memorandum of agreement, or another legal agreement. If no agency assumes this role the GSA responsibility defaults to the County; however, the County may decline.

A GSP may be any of the following (California Water Code Section 10727[b]):

- A single plan covering the entire basin developed and implemented by one GSA.
- A single plan covering the entire basin developed and implemented by multiple GSAs.

Sustainability Goal
Each GSP must include a sustainability goal for the basin to manage groundwater in a manner that avoids undesirable results within 20 years of the statutory deadline (i.e., by or before January 31, 2042). “Undesirable result means one or more of the following effects caused by groundwater conditions occurring throughout the basin” (Water Code §10721.x):

1. Chronic lowering of groundwater levels indicating a significant and unreasonable depletion of supply if continued over the planning and implementation horizon. Overdraft during a period of drought is not sufficient to establish a chronic lowering of groundwater levels if extractions and groundwater recharge are managed as necessary to ensure that reductions in groundwater levels or storage during a period of drought are offset by increases in groundwater levels or storage during other periods.
2. Significant and unreasonable reduction of groundwater storage.
3. Significant and unreasonable seawater intrusion.
4. Significant and unreasonable degraded water quality, including the migration of contaminant plumes that impair water supplies.
5. Significant and unreasonable land subsidence that substantially interferes with surface land uses.
6. Depletions of interconnected surface water that have significant and unreasonable adverse impacts on beneficial uses of the surface water.
Resource Conversations Districts and SGMA
Public Resources Code Division 9 established Resource Conservation Districts (RCDs) to conserve soil and water, control runoff, prevent and control soil erosion, manage watersheds, protect water quality, and develop water storage and distribution.

RCDs are special districts of the State of California, set up to be locally governed agencies with their own locally appointed or elected, independent boards of directors. California RCDs implement projects on public and private lands, and educate landowners and the public about resource conservation. Under SGMA, RCDs are a local public agency eligible to serve as a GSA.

SGMA and the Sloughhouse RCD GSAs
Sloughhouse Resource Conservation District GSA – Cosumnes 5-022.16 SAN JOAQUIN VALLEY COSUMNES

The Cosumnes Subbasin, also referred to as San Joaquin Valley-Cosumnes (5-022.16), is a medium priority groundwater basin based on the Groundwater Basin Prioritization by the State Department of Water Resources. The Cosumnes Subbasin’s boundaries are generally defined by the Cosumnes River to the north, the Sierra Nevada foothills to the east, and the San Joaquin and Calaveras County lines to the south. The Cosumnes Subbasin is located in the northeastern section of the San Joaquin Valley basin in Sacramento and Amador Counties.

Seven local agencies that overlay the Cosumnes Subbasin are in a Framework Agreement last updated January 9, 2020 to collaborate and develop a single GSP for the Cosumnes Subbasin. Each member agency has also become a GSA. Following are the seven GSAs incorporated into the new Cosumnes Subbasin:

- Omochumne-Hartnell Water District GSA
- Sloughhouse Resource Conservation District GSA
- Galt Irrigation District GSA
- Clay Water District GSA
- City of Galt GSA
- Amador County Groundwater Management Authority GSA
- Sacramento County GSA
The South American Subbasin (SASb) is a high priority subbasin within the larger Sacramento Valley Groundwater Basin. A majority of the SASb is surrounded by rivers including the American River on the northern boundary, the Cosumnes and Mokelumne Rivers on the south, and the Sacramento River forming the western boundary. The eastern boundary is the only area not bounded by a river, located where the alluvial sediments of the groundwater basin give way to the foothills of the Sierra Nevada. The SASb shares boundaries with five adjacent subbasins, the Yolo Subbasin to the northwest, Solano Subbasin to the west, North American Subbasin to the north, and the Eastern San Joaquin and Cosumnes Subbasins to the south.

South American Subbasin Boundary Modification

In accordance with SGMA, six GSAs including Sloughhouse RCD were formed, and under a collective Memorandum of Understanding (MOU) in Spring of 2020, GSAs agreed to develop one GSP for the SASb.

On August 12, 2020 SRCD withdrew their overlapping GSA notification in Omochumne-Hartnell Water District’s (OHWD) service area and with Sacramento Central Groundwater Authority (SCGA) GSA. SCGA is modifying their notice to describe and map an area of SCGA-GSA-3 that includes all lands to the eastern boundary of “Zone 40” (Urban limit), and all land within the limits of the Kiefer Landfill, as part of SCGAs GSA service area. SRCD modified their current notification for SCGA-GSA-3 to describe and map an area east of the Zone 40 boundary and east of the OHWD boundary, and excluding Kiefer Landfill as the SRCD GSA service area. According to the MOU, all South American Subbasin land within the Rancho Murieta Community Services District (RMSD) will remain a part of the Sacramento County GSA until such time that the RMCS Board of Directors makes a formal decision to be included within the boundaries of another GSA. In a letter dated June 23, 2020, the RMCS Board of Directors expressed their preference for Sloughhouse RCD to represent their District as the overlying GSA. Notice modifications of each party will include all necessary geospatial data.
information needed to identify the new service area boundary for each party. Sacramento County will need to modify their default notice for SCGA-GSA-3 to complete the process.

For the term of plan development, $20,000 from Zone 13 funds collected within SRCDs GSA boundary shall be applied as a credit toward any costs billed to SRCD under Section 7 of the subbasin Working Group MOU.

Public Participation
SGMA includes required actions to ensure that GSPs are developed and implemented in close coordination with stakeholders, interested parties, and members of the public. Examples of this legislative intent include required public hearings, public notifications, and establishment of an interested party database. These requirements were then rolled up within Water Code Section 10723.8 (a)(4), and obligate each GSA to provide a detailed explanation of how the interests of beneficial users would be considered in the development and operation of the GSA and development and implementation of the GSP.

It is the responsibility of each GSA to conduct outreach to its constituencies and fulfill the outreach and engagement requirements of SGMA.

Beneficial Users
California Water Code requires each GSA to consider the interests of all beneficial users and users of groundwater within the Subbasin, as well as those responsible for implementing GSPs. Following are the Required Interested Parties for the purpose of mandated outreach:

- Holders of overlying groundwater rights, including:
- Agricultural users.
- Domestic well owners.
- Municipal well operators.
- Public water systems.
- Local land use planning agencies.
- Environmental users of groundwater.
- Surface water users if there is a hydrologic connection between surface and groundwater bodies.
- The federal government, including, but not limited to, the military and managers of federal lands.
- California Native American tribes.
- Disadvantaged communities, including, but not limited to, those served by private domestic wells or small community water systems.
- Entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the groundwater sustainability agency.
Chapter 2. Mission, Vision, and Goals

This GSP Readiness/Business Action Plan (Plan) is designed to aid Sloughhouse RCD with their RCD and GSA/GSP requirements. Now that Sloughhouse RCD has taken on the role of a GSA, there are specific requirements that need to be met. The goal of this Plan is to detail GSA requirements, communication and engagement activities, update existing policies, procedures, and practices of the RCD and Board functions, and to assist Sloughhouse RCD in assuming its responsibilities as a GSA.

Mission
A mission statement defines the organization’s business, its objectives, and its approach to reach those objectives. Sloughhouse RCD’s mission is as follows:

“Our mission is to serve Sloughhouse RCD/GSA district to become better stewards of our natural resources through education, outreach, and implementing conservation projects to advance the long-term sustainability of working landscapes, rural life, and our unique environment.”

Vision
A vision statement describes the desired future position of the organization that will result from proactive, strategic activities. The California RCD Directors’ Handbook (Handbook), describes the vision of California RCDs is to be ‘Relevant, Excellent, and Visible “go-to” hubs’ for natural resource conservation and agriculture on public and private land- at the local, regional, state, tribal, and federal levels.\(^1\)

Sloughhouse RCD’s vision is as follows:

“Sloughhouse Resource Conservation District will work towards achieving successful groundwater management for the Cosumnes and South American Subbasins to provide reliable water supply for the well-being of humans and the surrounding environment, in unison with the Sustainable Groundwater Management Act.”

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Goals
Goals are desired end state of activities and the foundation of the entire planning process. Goals support and help reach the overall organization’s vision. The following are Sloughhouse RCD’s goals:

1. Have diverse Board members that are representative of the Sloughhouse RCD to work together and build better partnerships with community members
2. Collaborate with agencies and develop partnerships on groundwater sustainability projects
3. Educate stakeholders and the public about groundwater management programs and practices
4. Achieve long-term groundwater sustainability goals to prepare for future changes and needs

Definitions
The following terms are defined to provide guidance as they are commonly used throughout this Plan.

Resource Conservation District (RCD)
Resource Conservation Districts are special districts of the State of California, set up to be locally governed agencies with their own locally appointed or elected, independent boards of directors. California RCDs implement projects on public and private lands and educate landowners and the public about resource conservation².

Sustainable Groundwater Management Act (SGMA)
The California Department of Water Resources stated on September 16, 2014, Governor Jerry Brown signed into law the Sustainable Groundwater Management Act, a three-bill legislative package, composed of AB 1739 (Dickinson), SB 1168 (Pavley), and SB 1319 (Pavley). For the first time in its history, California has a framework for sustainable, groundwater management - “management and use of groundwater in a manner that can be maintained during the planning and implementation horizon without causing undesirable results³.”

Under SGMA, governments and water agencies of high and medium priority basins are required to end overdraft and achieve balanced levels of pumping and recharge in groundwater basins. These basins that qualify under SGMA should reach sustainability within 20 years of implementing sustainability plans. The deadline for critically over-drafted basins is 2040, and 2042 is the deadline for the remaining high and medium priority basins.

Groundwater Sustainability Agency (GSA)
A Groundwater Sustainability Agency (GSA) is a group that oversees a subbasin reaching sustainability if within the high and medium priority basins. A subbasin can have one or more GSAs. Any public agency can elect themselves to be a GSA, which includes city and county governments and public water and irrigation districts. Private water districts are not eligible to be a GSA but may coordinate with GSAs in their subbasin.

²https://www.conservation.ca.gov/DLRP/rcd#:~:text=RCDs%20are%20special%20districts%20of,20public%20about%20resource%20conservation.
³https://water.ca.gov/Programs/Groundwater-Management/SGMA-Groundwater-Management
Groundwater Sustainability Plan (GSP)
A Groundwater Sustainability Plan (GSP) is a plan that describes the condition of the basin and presents a roadmap of how the GSA(s) plan to achieve groundwater sustainability. If there is more than one GSA submitting a GSP within a subbasin, a Coordination Agreement must be developed to describe how the GSAs will coordinate common elements of the GSP.

Chapter 3: Regulatory Framework

RCD Requirements
RCDs are governed by the Public Resources Code Division 9 (Section 9001-9978) and must meet specific basic reporting and training requirements. The RCD requirements must be met because in order for Sloughhouse to be a GSA, they need to be a compliant RCD.

There are basic reporting and training requirements, with an associated codes\(^4\), that Sloughhouse RCD must follow. These activities may be performed directly by the RCD or through delegation to a contracted entity like the California Association of Resource Conservation Districts. The Board and/or the Executive Committee should periodically review the requirements to ensure the RCD is always in compliance with requirements.

1. Submit an annual report to State Controller with the Government Compensation Report (Government Code 53065.5)
2. The Board of Directors (Board) must complete ethics training every two years (Government Code 53235). Training may delivered locally by qualified individuals and an on-line, no cost, approved training program is also available here: [http://localethics.fppc.ca.gov/login.aspx](http://localethics.fppc.ca.gov/login.aspx). When the training is finished, the participant must print the Certification of Completion provided at the end.
3. Form 700 - Statement of Economic Interests (All Directors and designated staff) – must be completed annually including assuming and leaving office (Government Code 87200).
4. The RCD must complete an independent audit each year and the audit or a statement must be filed with the State Controller\(^5\) (Public Resources Code 9528 and Government Code 26909 (5)).
5. The RCD must provide employees with Sexual Harassment Literature (Government Code 12950).
7. 8. Statement of Facts
8. RCDs are required to complete a Statement of Facts (form NP-SF 405) every time the RCD gets a new director or changes their address. The form should be mailed to: Secretary of State P.O. Box 942870 Sacramento, CA 94277-2870.

\(^4\) The text of all relevant State Codes is available at: [http://leginfo.legislature.ca.gov/faces/codes.xhtml](http://leginfo.legislature.ca.gov/faces/codes.xhtml)
\(^5\) [http://www.sco.ca.gov/aud_single_audit_requirement.html](http://www.sco.ca.gov/aud_single_audit_requirement.html)
9. RCDs must ensure its county Local Agency Formation Commission (LAFCo) has updated contact information and respond to request for information required to conduct Municipal Service Reviews.

There are four quarterly and/or monthly requirements specifically from Brown Act Regulations (Government Code Section 54950) that Sloughhouse RCD must complete.

1. The RCD must maintain written records, minutes, and agendas for meetings
2. The RCD must properly post all agendas 72 hours in advance and on their RCD website.
3. The RCD must file and pay appropriate payroll taxes and employers in California must submit the following payroll taxes:
   a. Federal- Federal Withholding (Income tax)
   b. Social Security, Medicare
   c. State- State Income tax
   d. State Disability Insurance
4. The RCD must file reports with the State Board of Equalization

Requirements #3 and #4 above are contracted out through the California Association of RCDs for Sloughhouse RCD. Requirements #1 and #2 are completed as needed.

GSP Requirements

All GSP requirements can be found under the California Code of Regulations, Title 23 (Waters), Division 22 (Department of Water Resources), Chapter 1.5 (Groundwater Management), Subchapter 2 (Groundwater Sustainability Plans). There are several technical and reporting standards and administrative information requirements for the GSP under Section 354 (Plan Contents):

- Subarticle 1 – Administrative Information (§§ 354.2 – 354.10)
- Subarticle 2 – Basin Setting (§§ 354.12 – 354.20)
- Subarticle 3 – Sustainable Management Criteria (§§ 354.22 – 354.30)
- Subarticle 4 – Monitoring Networks (§§ 354.32 – 354.40)
- Subarticle 5 – Projects and Management Actions (§§ 354.42 – 354.44)

Appendix A provides detailed information about each of the Plan contents relating to some form of decision making or discretionary activity associated with that section of the GSP.

California Code of Regulations Section 354.10 states that each Plan (i.e., GSP) shall include a summary of information relating to notification and communication by the Agency with other agencies and interested parties that includes specific details:

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California Code of Regulations Link to GSPs:
1. A description of the beneficial uses and users of groundwater in the basin, including the land uses and property interests potentially affected by the use of groundwater in the basin, the types of parties representing those interests, and the nature of consultation with those parties.
   - Sloughhouse RCD should contribute to the GSP effort to identify the land uses and property interests potentially affected by groundwater use in the basin. It is important to understand the types of parties representing those land use and property interests, and the nature of consultation with those parties. Recognizing the best methods of communication to these parties will be beneficial for a common shared understanding.

2. A list of public meetings at which the Plan was discussed or considered by the Agency.
   - Sloughhouse RCD maintains a record of meeting information.

3. Comments regarding the Plan received by the Agency and a summary of any responses by the Agency.
   - A process needs to be in place to record and respond to GSP Comments that are directed to the GSA. One recommendation is to create an Excel file that tracks who the comment is from, when it was received, and details of the comment. It is also recommended to keep two forms of the public comment through a digital form and a paper copy.

4. A communication section of the Plan that includes the following:
   - An explanation of the Agency's decision-making process.
   - Identification of opportunities for public engagement and a discussion of how public input and response will be used.
   - A description of how the Agency encourages the active involvement of diverse social, cultural, and economic elements of the population within the basin.
   - The method the Agency shall follow to inform the public about progress implementing the Plan, including the status of projects and actions.
     - Chapter 7 describes further detail on the communication requirements and recommendations.

Sloughhouse RCD currently documents outreach through the Cosumnes GSP Working Group, which has an Outreach and Engagement Plan and a database of activities. Sloughhouse RCD provides outreach information to the Cosumnes GSP Working Group facilitators when completed so they can update the database. If Sloughhouse RCD wanted to keep track of their own outreach in a different format, they can develop an outreach form to input information that includes topics covered, audience reached, and event details.

Similar processes are in place for the South American Subbasin GSP Working Group.

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7 Example of GSP outreach form: https://www.surveymonkey.com/r/SAMPLE_GSP_outreach2020
Chapter 4. Board Member and Staff Roles and Responsibilities

A shared understanding of Board member and staff roles and responsibilities is key to the success of Sloughhouse RCD, GSA. Effective organizations have affirmed leadership structures and scopes of authority. Roles and responsibilities are clearly defined and contribute to efficiently meeting requirements, achieving goals, and making decisions.

Directors
The Handbook defines the roles and duties of the RCD Board members: President, Vice President, secretary, treasurer, associate director, and committee members. It is important to remember that while there are specific responsibilities designed for each position, it is the duty of all Board members to exercise due diligence and their fiduciary responsibilities for Sloughhouse RCD.

President
Handbook Section 9306 of Division 9 explains the Board of Directors should elect a president from among the directors. Typical responsibilities of the board president include:

- Developing meeting agendas
- Facilitating meetings
- Suggesting or asking for motions
- Appointing committee meetings
- Assigning committee responsibilities
- Training new board members
- Other duties as determined by the Board

Vice President
The Vice President serves as a back up to the President. He or she will take on the responsibilities of the President when not available. The President may also ask the Vice President, or any other director, to assume some of the duties typically assigned to the President.

Secretary
The secretary oversees the distribution of meeting agendas under the direction of the President. The Secretary keeps track of suggested agenda items for future agendas, and has the responsibility to keep minutes, record committee activities, and initiate correspondence on behalf of the Board. Division 9 states that the Secretary can either be a non-paid director, or a paid staff member.

Treasurer
The board Treasurer plays an important role in district operations. The Treasurer is responsible for the following:

- Keeping complete and accurate records of district expenditures;
- Issuing receipts for money received;

9 http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=9306.&lawCode=PRC
- Paying district bills when approved by the board;
- Making monthly financial reports;
- Completing annual financial reports;
- Depositing checks into the district account;
- Assisting with financial audits.

These duties may be assumed by a non-paid director or paid staff member as the Board determines. In all cases, any transactions involving finances other than incidental expenses should have defined controls.

**Associate Director**

Associate Directors are often a vital part of RCD boards. The position of Associate Director was created to allow the public an opportunity to take an active role in the operation of a district without being a voting member of the board. Often Associate Directors become directors after serving the district as an associate and can assist districts with special projects or activities and serve in an advisory capacity to the Board. To ensure transparency, RCDs are strongly encouraged to develop an Associate Director policy that addresses matters such as appointment, dismissal, duties, etc. and any standing types of responsibilities.

The Sloughhouse RCD Associate Director Policy (Appendix A) should be referenced if a question is raised about roles and responsibilities. Under this policy it is permissible for Associate Directors to lead advisory committees or other projects, then report to the Board. This reduces the day to day workload of a Director and provides more opportunity to an Associate Director.

**Best Practice: Associate Director roles associated with advisory committees and project leadership should be defined in the committee and project charters.**

**Staff**

The Sloughhouse RCD staff roles and responsibilities depends on how the Board of Directors roles are delegated, since the secretary and treasurer positions can be held by staff. As of 2020, there is one staff member that holds the secretary position. This person is responsible for grant and policy writing, working with the President to develop agendas, outreach and education, and more when needed.

**Best Practice: Review staff roles and responsibilities annually to determine if adjustments to the job descriptions and staffing configuration should be adjusted. This should occur prior to the annual budget setting process that typically begins in April with a Preliminary Budget due to the County of Sacramento by June 30. The Final Budget is due by August 31.**

**Volunteers and Internships**

RCDs may retain student interns and volunteers to assist with day to day support of the organization and/or special projects. Volunteers and interns are not “free” even if they are not being paid. Supervision and organizational commitment are required to ensure the RCD continues to produce excellent work and that the individuals offering their time have an enriching experience.

Depending on the arrangement, interns may receive some form of compensation. Even if it is not monetary, it may include school credits of some form. Regardless of the arrangement, it is important to
document the terms of compensation and the roles and responsibilities of all the parties, as it should include some form of time keeping and documentation of service.

**Best Practice:** The RCD should have an intern and volunteer policy that outlines the organizational relationship, including eligibility for reimbursement of expenses and management liability, and the method of documenting labor contributions.

**Best Practice:** Volunteers and interns should have mutually agreed upon a written job description. If needs and activities of the positions change, the job descriptions should be updated.

**Best Practice:** All projects assigned to volunteers and interns should be guided by a project charter. A sample charter is provided in Appendix B.

**RCD and GSA Roles and Responsibilities**

Under SGMA GSAs are local agency, governmental entities capable of self-sustaining projects and programs. SGMA defines a “local agency” to mean a local public agency that has water supply, water management, or land use responsibilities within a groundwater basin. The entities SGMA describes are subject to public meeting and public records requirements (Brown Act), with some form of taxation or fee authority.11

SGMA creates some new authorities for GSAs that do not already reside within the RCD. As stated in Water Code section 10725, a GSA may exercise any of the powers described in Chapter 5 of SGMA, in addition to, and not as a limitation on, any existing authority, if the GSA adopts and submits to DWR a GSP or an Alternative Plan. These powers and authorities include the investigations for the purpose of determining the need for groundwater management, preparation of a GSP, the need for fees for groundwater management and monitoring, and compliance and enforcement (California Water Code, Section 10725.4).12 Existing GSAs may also reorganize, consolidate, or withdraw from managing in all or part of a basin.

The RCD has elected to become a GSA and can only be a GSA because of its status as an RCD. The RCD is ultimately responsible for the roles and responsibilities that SGMA requires as a GSA; however, the RCD is still responsible for implementation of its overarching mission. In the case of Sloughhouse RCD, its GSA is also part of two separate GSP planning processes that affect different parts of its land-based jurisdiction.

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11 See Wat. Code, § 10721. Any local agency or combination of local agencies overlying a groundwater basin is eligible to become a GSA for that basin. The State Water Board addresses GSA eligibility questions on its [website](https://www.waterboards.ca.gov/water_issues/programs/gmp/eligibility.html). A water corporation regulated by the Public Utilities Commission or a mutual water company may participate in a GSA that has been formed by a local agency or a combination of local agencies, but only a local agency may form a GSA. The authorities conferred upon a GSA by SGMA are not conferred to a nongovernmental entity through participation in a GSA.
Given the bifurcated responsibilities of the RCD the Board may establish Policy Options that guide the functional decision-making processes of each of its roles.

Policy Options

**GSP Designated Representatives**

The Board may assign members, and or Associate Directors, staff, consultants, and volunteers, as described under the terms of the adopted Memorandums of Agreement/Understanding, to participate on its behalf in the working group sessions of the two joint GSP development processes. These processes occur in the separate subbasins of which the RCD is a part. These representatives are responsible for adequately projecting the views of the Board in the crafting of the GSP as the ultimate decision to adopt the GSP resides with the Board, not its designees.

**GSP Preferences**

The Board may, by policy, give weight to the preferences of stakeholders and landowners that reside in the different subbasins in the development and implementation GSP as it is possible that there will be differences in the requirements of the GSPs.

The Board may also, by policy, form advisory bodies for each of the subbasins that would inform this process.

**Ultimately the Board must represent the totality of the RCD in all its decision making but it can give the fullest weight of preferences based on its jointly adopted policies.**

**Recourse**

Using collaborative, open and transparent process, it is incumbent on the Board to adopt mutually agreeable GSP development and implementation options that serve all its stakeholders.

In the event those governed by the RCD are dissatisfied by the choices of the Board, the recourse is change of the Board composition through the Board’s appointing authority (the County Board of Supervisors) or ballot box.

**Chapter 5. Committee Structures and Responsibilities**

The Handbook references committee members and various responsibilities they can have. Committees are created to help meet requirements of an RCD and in Sloughhouse’s case, both an RCD and GSA. Committees can focus on education and outreach, recruitment, finances, executive oversight, and more as needed.

**Board Subcommittee**

A Board Subcommittee is a subset of the full Board. These types of committees are formed to perform Board tasks and bring recommendations to the Board when Board actions are required. Depending on

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the committee composition and topics of discussion, the convening of these types of Committees may fall under the Brown Act and require public notice of the convening. The requirements of the subcommittee and the specific charge should be clearly stated and documented at the time they are formed.

Executive Committee
An Executive Committee is composed of the Board Officers and its executive staff. Executive Committees provide for day to day direction of the RCD/GSA that does not require an action of the Board.

Board Member Committee Assignments
Many Directors may serve on or be liaisons to committees convened by the Board and others. Examples of common Board Committees include education, budget, fundraising, legislation and advocacy, and public relations. The Board develops committees based on specific needs of the RCD/GSA. Directors who do not serve the Board as officers have the responsibility of participating in planning, gathering information, and making recommendations to the Board, assuming duties and carrying out tasks as assigned, and participating in all Board meetings.

Working Groups and Committees
Working groups and committees can be created on an as-needed basis. This means if there is a specific project or GSP requirement that may be too much for the Director’s to take on themselves, a committee can be developed to complete the task, with a Director and/or an Associate Director overseeing and reporting to the Directors. Like all groups of volunteers, the Committees require ongoing supervision and maintenance, and their contributions, while very valuable and cost effective, are not free.

Advisory Committees
Advisory Committees are formed to provide advice to the Board. The form and scope of the advice should be clearly articulated in the committee charter. A Board member should either chair or be appointed to be the liaison to the committee to ensure adherence to the Charter. Advisory Groups may also be assigned additional tasks as might be given to a working group, but the primary role of the Advisory Group should be to serve as advisors. Meetings of Advisory Groups may be subject to the Brown Act. The Charter of the group should articulate any Brown Act requirements.

Best Practice: The Board has expressed a desire to increase RCD stakeholder input and receive advice as it relates to the development and implementation of the two unique subbasin GSPs. An Advisory Committee may be appropriate forum this type of consultation.

Recruitment Committee
The Board has identified the potential need for a Recruitment Committee to support and/or oversee all efforts to bring on new volunteers, potential Associate Directors, interns, and more.

Best Practice: The Board should identify the appropriate composition of the Recruitment Committee and prepare a Committee Charter prior to appointing members.
Standing Committees

Standing Committees manage on-going work, for example Finance Committees and Recruitment Committees are often standing committees. If a standing committee includes non-board members, they should be given terms that are described in the Charter (for example 1 – 4-year terms), and the method of appointment should also be defined.

**Best Practice: Non-Standing Committees should have a beginning and end based on its scope of work.**

Considerations for Convening and Leading a Committee

Committees should be created to address specific questions and needs. The number and composition of skills on a committee should be assessed based on the purpose of the committee. This means if a committee has more requirements than another, the number of maximum people should be higher for the committee with more requirements.

Volunteer Recruitment

There are many different methods for securing volunteers. These include:

- Reaching out to similar organizations within the region by leveraging communication efforts because of similar goals
  - Example: Omochumne-Hartnell Water District or Sacramento Farm Bureau
- Contacting local colleges to recruit students
  - Sacramento State College
- Contacting local Future Farmers of America (FFA) programs
  - North Coast Region FFA\(^\text{14}\)
- Post on local community pages via social media
  - Wilton Roundup
- Newspaper advertising
  - Elk Grove Citizen
- Attend public events
  - Wilton public events\(^\text{15}\)

The methods of recruitment should be outlined in a work plan specific to the type of volunteer service requested at the time the Board takes action to move forward with implementation of the Volunteer Policy as described in Chapter 4.

\(^\text{14}\) http://northcoastregion.weebly.com/index.html
\(^\text{15}\) https://www.townplanner.com/wilton/ca/events/
Chapter 6. Basic Operating Policies

The Public Resources Code Division 9 (Section 9001-9978) governs RCDs and has specific policies, plans, and requirements and are associated with State Codes. To ensure a successful RCD, Sloughhouse needs to have by-laws, a formal election process, and documentation and record keeping practices in place.

Annual and Long-Range Plans
As of 2020, Sloughhouse RCD has not completed an annual or long-range plan in the past five years. These types of plans are often required for eligibility for Department of Conservation and Department of Water Resources grants.

Best Practice: Prepare an annual or long-range plan including a vision and goals, and a Strengths, Weaknesses, Opportunities, and Threats analysis.

- Understanding how much the Board can achieve over a specific period of time will be important to the overall success of the plan.
- The plan can also be revised on a yearly basis, which can be a beneficial way to track progress as an RCD and GSA.

Annual Budget
Sloughhouse RCD completes budgets on a yearly basis. The RCD Directors Handbook provides valuable information about budgeting and components of a budget.

Policies and Bylaws
The Board Policies function as the organizational bylaws. These are the rules under which business the Board governs not otherwise dictated by statute.

A list of the required policies is below and have been approved by the Sloughhouse RCD Board of Directors. Sloughhouse RCD will create a handbook of policies for current and future Board of Directors and Associate Directors.

1. Associate Director Policy
2. Bidding Policy
3. Conflict of Interest Code (Government Code 87300)
4. Fee for Services Policy
5. Investment Policy, including Reserve Policy
6. Nondiscrimination Policy
7. Personnel Policy (for RCDs with employees)
8. Public Records Request Policy
9. Reimbursement Policy (Government Code 53232.2.)
10. Vehicle Use Policy

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16 State Codes Link: http://leginfo.legislature.ca.gov/faces/codes.xhtml
11. Volunteer Policy

Other insurance requirements or suggestions include:

1. Errors and Omissions Insurance (Covers Directors)
2. Liability Insurance including special riders for projects
3. Vehicle & Premises Insurance
4. Workers Compensation Insurance (if district has employees)

Sloughhouse RCD has general liability insurance and does not need to complete requirements #2 and #3 from the list above unless there is change of circumstances.

Best Practice: The Board should schedule a review of all the adopted Policies as part of the annual budget development process.

Elections

Board of Director elections, per Public Resources Code Article 7 (District Directors)\(^{18}\) occur every four years. As an alternative to elections, the Board of Directors may appoint directors by presenting a resolution to the Board of Supervisors of the principal county. The Sloughhouse RCD Board of Directors has elected that there will be five members on the Board. Additional members may be added at the pleasure of the Board pursuant to statute.

Documentation and Record Keeping

Sloughhouse RCD currently maintains written records, minutes, and agendas from public Board meetings and workshops. Agendas are posted 72 hours in advance and are on the RCD website. As Sloughhouse RCD takes on responsibilities as a GSA, documentation and record keeping will be essential for keeping organized. For example, as noted in Chapter 3, there are requirements to keep a record of comments for the GSP.

Best Practice: Maintain meeting notes and agendas in two formats: digital and paper. Printing a paper copy can provide backup in case there is a technology failure.

- Another method for documentation is to have a specific method in place to track documents and records. This could mean having one or two people keep track of all documents, have a document log process, and a method for retrieving documents if requested by the public.
- There should be an organized process for tracking the content of documents, so creating a common name convention for digital documents will help organize files.

\(^{18}\) [https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC&sectionNum=9314](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PRC&sectionNum=9314).
Chapter 7. Communications

GSA Boards, agencies, staff, and managers are required to understand the development, adoption, and implementation of the GSP in order to communicate with other GSAs and the public. It is recommended that communication and outreach with the public is provided with a goal to create a common, shared understanding of issues, decisions, and implications.

The process for development of a GSP includes several steps. The GSP Agencies’ decision-making process should be understood and able to be explained easily to the public. There should also be a method in place to inform the public about the GSP’s progress and implementation, including status of projects and actions. Sloughhouse RCD should identify opportunities for public engagement on the GSP. A method should be developed on how public input and response will be used for the GSP. Sloughhouse RCD should also make sure they encourage active involvement of diverse social, cultural, and economic elements of the population.

Communication Requirements

As part of the GSA formation process, each GSA was required to provide a list of interested parties developed pursuant to California Water Code Section 10723.2, and explain how these interested parties would be considered in the development and operation of the GSA and development and implementation of the GSP.

GSAs should:

Assess their initial list of beneficial users and develop tactics or activities to refine the list, identify and fill any gaps.

Establish and maintain an Interested Parties Database and/or participate in a subbasin-wide database.

Provide user friendly information on their website and in SGMA related information materials to explain how interested parties will be considered in the operation of the GSA and development and implementation of the GSP.

In preparing a GSP, SGMA requires specific types of outreach and outlines expected outcomes and documentation of that outreach. Table 7.1 associates the timeframe of the GSP development with the outreach item needed.

Table 7.1 The timeframe and associated action item for each stage of GSP development
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to initiating plan development</td>
<td>Statement of how interested parties may contact the Agency and participate in development and implementation of the plan submitted to DWR. Web posting of same information.</td>
</tr>
<tr>
<td>Prior to plan development</td>
<td>Must establish and maintain an interested persons list. Must prepare a written statement describing the manner in which interested parties may participate in GSP development and implementation.</td>
</tr>
<tr>
<td></td>
<td><strong>Statement must be provided to:</strong></td>
</tr>
<tr>
<td></td>
<td>• Legislative body of any city and/or county within the geographic area of the plan</td>
</tr>
<tr>
<td></td>
<td>• Public Utilities Commission if the geographic area includes a regulated public water system regulated by that Commission</td>
</tr>
<tr>
<td></td>
<td>• DWR</td>
</tr>
<tr>
<td></td>
<td>• Interested parties (see Section 10927)</td>
</tr>
<tr>
<td></td>
<td>• The public</td>
</tr>
<tr>
<td>Prior to and with GSP submission</td>
<td>Statements of issues and interests of beneficial users of basin groundwater, including types of parties representing the interests and consultation process</td>
</tr>
<tr>
<td></td>
<td>Lists of public meetings</td>
</tr>
<tr>
<td></td>
<td>Inventory of comments and summary of responses</td>
</tr>
<tr>
<td></td>
<td>Communication section in plan that includes:</td>
</tr>
<tr>
<td></td>
<td>− Agency decision making process</td>
</tr>
<tr>
<td></td>
<td>− Identification of public engagement opportunities and response process</td>
</tr>
<tr>
<td></td>
<td>− Description of process for inclusion</td>
</tr>
<tr>
<td></td>
<td>− Method for public information related to progress in implementing the plan (status, projects, actions)</td>
</tr>
<tr>
<td>90 days prior to GSP Adoption Hearing</td>
<td>Prior to Public Hearing for adoption or amendment of the GSP, the GSP entities must notify cities and/or counties of geographic area 90 days in advance.</td>
</tr>
<tr>
<td>90 days or less prior to GSP Adoption Hearing</td>
<td>Prior to Public Hearing for adoption or amendment of the GSP, the GSP entities must:</td>
</tr>
<tr>
<td></td>
<td>− Consider and review comments</td>
</tr>
<tr>
<td></td>
<td>− Conduct consultation within 30 days of receipt with cities or counties so requesting</td>
</tr>
<tr>
<td>GSP Adoption or Amendment</td>
<td>GSP must be adopted or amended at Public Hearing.</td>
</tr>
<tr>
<td>Timeframe</td>
<td>Item</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>60 days after plan submission</td>
<td>60-day comment period for plans under submission to DWR. Comments will be used to evaluate the submission.</td>
</tr>
</tbody>
</table>

While the requirements are prescribed, there are a variety of ways to meet those requirements. Each GSA and GSP Working Group can tailor their approach to suit their circumstances.

**Messaging**

Communications should also be tightly linked to project milestones and decision making. For each anticipated decision, Sloughhouse RCD should answer the following questions:

Who is the stakeholder?

An impacted party

A potential planning partner

A potential provider of services or resources

A regulator of the activity

What is the interest of the stakeholder? How will the stakeholder be affected? What are the stakeholders’ needs?

Who is the right messenger for the information?

How should the information be delivered? What are the best methods?

What is the appropriate timing for the messages?

How do we create two-way communication?

Table 7-2, below, illustrates some of these concepts.

**Table 7-2. Message Construction**

<table>
<thead>
<tr>
<th>Who</th>
<th>Interest</th>
<th>Messenger</th>
<th>Delivery</th>
<th>Timing</th>
<th>Knowledge Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Impacted</td>
<td>• How will decision affect?</td>
<td>• Who is a trusted information source?</td>
<td>• What are the best delivery methods?</td>
<td>• When should we conduct outreach?</td>
<td>• What do the stakeholders know that we need to know?</td>
</tr>
<tr>
<td>• Partner</td>
<td>• What will stakeholder need?</td>
<td>• How do we ID and Partner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provider</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Regulator</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Communication and Change Management**

The process of adopting and implementing a GSP will require significant change management. Communication and engagement planning should encompass basic change management approaches.
Messages should also evolve over time and be tied to the planning process and key decision points. Then, for each audience and each major planning step, communications must do the following:

Describe what the actual proposed plan (change) is.

Articulate how the change will directly impact the category of stakeholder involved.

Outline the methods that will be used to implement the plan (change).

Define the costs and benefits of changing and not changing, and what future conditions will be if change does not occur.

Consider unintended consequences and others that may also be impacted by the same change then develop a strategy to engage them.

Offer opportunities for input and for stakeholders and others to improve the approach.

Table 7-3, shown on the next page, provides a sample of early communications that focus on SGMA and groundwater basics.

The communications requirements for large changes are often underestimated. Some experts indicate that messages may need to be delivered up to eight different times to be fully absorbed. Communications needs will also evolve as the GSP planning progresses.
SAMPLE MESSAGE DEVELOPMENT USING A CHANGE MANAGEMENT FRAMEWORK

Following is a sample of message development.

**Table 7-3. Change Management**

<table>
<thead>
<tr>
<th>Element</th>
<th>What the Change Is</th>
<th>How it will affect the Stakeholder</th>
<th>How the change will be Implemented</th>
<th>Why it is a good idea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Phase GSP Development</td>
<td>Locally governed GSAs will work together to sustainably manage groundwater. The Subbasin /Basin is required to ensure Sustainable Groundwater Management by submitting a sustainability plan by 2022. The plan must be implemented and found to result in sustainable management by 2040. Prior to SGMA the use of groundwater was done with a local focus and not subject to state oversight. SGMA requires new requirements.</td>
<td>(Unique to audience type) Changes in the current methods of acquiring and utilizing groundwater may occur. May affect future decisions related to crop types, ecosystem management, and decisions related to conjunctively using surface water. All the basin stakeholders will be required to consider how their individual uses affect others in the basin.</td>
<td>A collaborative approach is being undertaken to prepare the plan with multiple GSAs coordinating with the GSP planning organizer. A GSP plan will guide how collective actions will be taken. Science and data will be used to guide decisions. The information being used to make decisions will be shared and the process will be transparent.</td>
<td>Sustainable and wise use of groundwater allows for the success of future generations and creates greater certainty for today’s beneficial users. Failure to act may result in negative regulatory consequences and undesirable results. By working together stakeholders can reduce undesirable results and ensure that access to the groundwater resource will be available to future generations.</td>
</tr>
</tbody>
</table>
Communication Coordination
Sloughhouse RCD as a GSA is required to perform legally mandated outreach activities and the GSP submission guidelines require a minimum level of engagement. Sloughhouse RCD should coordinate outreach activities. In addition to efficiency and cost savings (the GSAs can share resources), coordinated communications will allow for consistency in messaging and reduce confusion for stakeholders that may not know what GSA jurisdiction they are in, and/or because of extensive property ownership (typically agricultural or ranching stakeholders) are in multiple GSA jurisdictions.

The following are suggested tools and tactics for communications coordination:

- Remote/Virtual engagement
  - Website
  - Meeting calendar
  - Branded informational flyers, templates, PowerPoint presentations, etc.
  - Periodic newsletter
  - GSP related mailing lists
  - Message calendar
  - Outreach documentation
  - Press releases and guest editorials
  - Descriptions of interested parties
- Issues and interest statements for legally mandatory interested parties
- Public workshops
- Speakers Bureau
- Existing group venues

Outreach tools are used to identify, track engagement with, and disseminate information to stakeholders. This section describes a suite of tools that could be utilized by Sloughhouse RCD to conduct SGMA outreach activities. If needed, Sloughhouse RCD should work with the GSP coordinators to make outreach materials available in Spanish.

Remote/Virtual Engagement
Given ongoing Covid-19 restrictions that can be expected during GSP development and early implementation, significant Remote engagement will need to take place. Coordination and communication will require online video meetings, online workshops or webinars, and more frequent check-in phone calls. Not all stakeholders are able to utilize all formats of meeting technology and considerations should be made for stakeholders that require reasonable accommodation. Sloughhouse
RCD should assess requirements for their own stakeholders and ensure stakeholder need are addressed during engagement.

**Website**

A central internet website should be maintained and utilized to provide background information and context; promote public engagement activities; and provide an option for to sign-up to be part of the Interested Parties Database. In addition, Section 10725.2(b) of the California Water Code states that each GSA must “provide notice of the proposed adoption of the groundwater sustainability plan on its Internet Web site and provide for electronic notice to any person who requests electronic notification.”

A website for the Subbasin is currently viewable to the public through Sloughhouse RCD. This website should:

- Serve as the centralized location for SGMA information within the Cosumnes and South American Subbasins
- Identify central points of contact for the RCD
- Be clear to differentiate between the GSP process and the RCD itself
- Allow the public to easily understand and find what they are looking for
- Provide visually accessible links to the other GSA’s website within the subbasins
  - Those websites should include upcoming meetings and events
- Include an educational section that informs the public about SGMA, the GSP, and the Subbasins itself [See Chapter 1 for potential text.]
- Be easily read and include user friendly information that can be utilized by all types of stakeholders, including younger and older generations

All webpages should include a “Last Updated” box to indicate the timeliness of the information.

Basic features of the website should include the following:

- Background information, including map of the Subbasin(s)
- Information on how stakeholders or interested members of the public can get involved
- Method to enroll on the Interested Parties Database
- Public meeting notices and summaries
- Informational materials, including a separate link for Spanish (or other secondary language) materials
- Frequently asked questions
• Links to GSA webpages
• Contact information for Sloughhouse RCD

Message Calendar
Sloughhouse RCD should collaboratively develop a suite of key messages that can be used in SGMA-related materials, websites, presentations, or other outreach tactics. Collaboration with other GSAs is encouraged to ensure key messages have consistency.

[Note: Some GSAs use a working group or Communications Committee for this and other tasks listed in this chapter.]

These key messages should be associated with the planning schedule and each stage of GSP development and implementation and serve as the theme for the communications materials being generated. For example, during the GSA formation period there was a need to communicate the basics of SGMA and groundwater management. During the GSP initiation phase, messages should revisit the SGMA and groundwater basics and add-in the basics of groundwater sustainability and the current state of the subbasin. As the GSP begins to take form, the specifics of the GSP and what it means for each stakeholder should be the focus. A message calendar should be developed to identify the key messages and illustrate how the messages are associated with the GSP development schedule.

Outreach Materials
Sloughouse RCD should collaboratively develop a suite of subbasin-level outreach materials. These outreach materials should have a single look and feel to create ongoing consistency and visual recognition by stakeholders. Check with the subbasin leads to see if a template is developed for use that can be refined or modified by individual needs to be fit-for-purpose or incorporate specific GSA-level information, while maintaining the key messages. The use of templates, shared presentations, and flyers will create efficiencies and reinforce messaging across the subbasin. Outreach materials should evolve over time as the GSP is completed, adopted, and implemented. Potential outreach materials are further described below.

Brochures and Fact Sheets
The purpose of these types of documents is to inform the public and stakeholders about a specific issue. Information in these materials should be kept at a high-level and avoid technical jargon, unless defined in the material itself. The materials should also include the address for the subbasin website(s) and GSA or GSP contact information. The materials can be formatted or printed by each GSA, as needed. Template brochures or fact sheets may be developed to address Subbasin-level issues and incorporate key messages.

Presentation Slides
Template presentation slides provide visual and text content to verbal presentations. The presentation slides should utilize the key messages and answer basic questions about SGMA and the subbasin, including:
• What is SGMA?
• What and when are the major SGMA milestones?
• What is a GSA?
• Who/where are the GSAs in the Subbasin?
• Map illustrating which Subbasin(s) a stakeholder may reside, work or otherwise have an direct interest in.
• What is a GSP?
• What is timeline for developing the Cosumnes and South American Subbasin GSPs?
• How can stakeholders and interested members of the public stay involved?

Template presentation slides should be primarily visual with accompanying talking points or notes and avoid technical jargon, unless defined in the presentation. Presentation slides may be posted on the centralized or individual GSA websites to inform stakeholders unable to attend public meetings or workshops.

Other Outreach Materials
Outreach materials may include, but are not limited to, the following:

• Regular reports at publicly noticed agency meetings
• Newspaper advertisements (throwaways)
• Surveys
• Occasional postcards or mailers
• Broadcast emails
• Daily newspaper
• Neighborhood newsletters

Interested Parties Database
SGMA requires each GSA to establish and maintain an Interested Party Database. Section 10723.4 of the California Water Code states that any person may request, in writing, to be placed on a list to receive notices regarding GSP preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents. In addition, each GSP must include a description of interested parties within the Subbasin.

The GSP coordinator (for Sloughhouse there are two, one at SCGA and one at the Water Forum) and/or each GSA should establish and maintain an Interested Parties Database. GSAs should also develop a process for new stakeholders to add themselves to the database and procedures for
maintaining the database. Interested Parties may self-select to be added to the database through an electronic form located on the GSA or subbasin SGMA website or enroll through written request to their GSA. The Interested Parties Database should seek to include beneficial users, consistent with California Water Code Section 10723.2 (see Subsection 2). Interested Parties Databases should be continually updated throughout GSP development and implementation.

GSAs within the subbasin should use their Interested Parties Database as the email and mailing list for sending out notices regarding GSA and GSP related meetings, workshops, and other activities. In addition, newsletters or other information regarding GSP milestones should be distributed using the Database. Several free or low-cost electronic tools and platforms, such as Mail Chimp and Constant Contact, exist that can assist GSAs in maintaining the database and sending out information to the email list. A central Interested Parties Database may be utilized for GSP related notifications.

**Outreach Documentation**

GSAs should maintain a record of all outreach activities related to SGMA. The record should document all outreach activities conducted to all stakeholder audiences including, but not limited to:

- Presentations to GSA Boards, city councils, boards of supervisors, or other elected bodies
- Presentations to stakeholder or community groups or associations
- Presentations at any meeting open to members of the public
- Public workshops
- Newsletters or other regular methods of communications
- Distribution of informational materials, including bill inserts
- Media alerts, op-eds, or newspaper postings

The information in the outreach record should be used to conduct follow-up with stakeholders and as documentation as part of the GSP. The record should include the date, time, audience, and attendance of each activity. The record may also include local and regional media contacts. GSAs should develop a process for updating the record and consolidating the outreach records for inclusion in the GSP. A sample of an on-line input form is here: [https://www.surveymonkey.com/r/SAMPLE_GSP_outreach2020](https://www.surveymonkey.com/r/SAMPLE_GSP_outreach2020)

**OUTREACH TACTICS**

**GSA Board Meetings and Workshops**

RCD/GSA board meetings are the forum where key GSA decisions are presented, discussed, and decided. Presentations at GSA Board meetings also provide an opportunity to engage with the public and stakeholders in the decision-making process for development of the GSP. GSA representatives should verify with their legal counsel whether their GSA board meetings may be conducted with existing meetings for that agency’s board or elected body (e.g. city council, board of supervisors, board
of directors) without additional public notice as otherwise may be required by the Brown Act. GSA representatives engaged in GSP deliberations should provide regular updates to their GSA boards regarding the status of GSP development and public outreach activities. GSA representatives should assess their board’s level of knowledge regarding groundwater topics early in GSP development process and assess the need for a “groundwater 101” type workshop.

Public and Stakeholder Workshops
In support of GSP development, GSAs may host workshops to present technical findings, exchange information with stakeholders, and solicit public and stakeholder feedback on the public draft GSP or other public documents. Workshops may be planned and implemented by individuals GSAs or coordinated as a Subbasin-wide activity. Coordinated workshops will be planned by GSP representatives and consultant staff at GSP Coordination Group meetings. Sloughhouse RCD should create additional opportunities for input during the GSP planning process to inform stakeholders about and receive feedback on key GSP topics. The timing of these workshops should be closely coordinated with the overall planning schedule.

Remote/Virtual Outreach Options
Governor Newsom’s Executive Order N-29-20 created Public Meeting Act waivers that provide for more flexibility in the delivery of public meetings. The Executive order provides:

“Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act) and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that:

(i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;

(ii) each teleconference location be accessible to the public;

(iii) members of the public may address the body at each teleconference conference location;

(iv) state and local bodies post agendas at all teleconference locations;

(v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
(vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow from members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

**Accessibility Requirements:** If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

(i) **Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation** from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and

(ii) **Advertise** that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

**Notice Requirements:** Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

(i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and

(ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.”
Existing Outreach Venues
Sloughhouse RCD should fully leverage the activities of existing groups. A list should be developed into a full Outreach Venues outreach list. This database should be referenced when there is a need to deploy information. Sloughhouse RCD may conduct informal outreach with the leaders of such groups to determine the best way to interact. Sloughhouse RCD should also determine what communications channels these groups are using and equally leverage these. For example, GSAs may place articles or event postings in group newsletters at little or no charge.

Newsletter
The need for regular communications with stakeholders and members of the public cannot be overstated. One method to ensure regular stakeholder engagement is a periodic newsletter. Given the relatively short GSA development process timeframe and the GSP development requirements for periodic outreach to identified stakeholders, a quarterly schedule would be realistic and achieve compliance with SGMA requirements for periodic updates to stakeholders. The newsletter should be designed so that individual GSAs can add tailored information if they choose to. For Portable Document Format (PDF) versions of the newsletter, Sloughhouse RCD could add a simple one or two page insert, and the edition could be used as a handout or mailer. For a professional looking, email version of the newsletter, free or low-cost services such as Mail Chimp or Constant Contact are available, which can be integrated with mailing lists.

Sloughhouse RCD may add GSA-specific information to an email newsletter through web-links in the email to the PDF page prepared for the hardcopy mailer. An alternative is emailing the entire newsletter PDF as an attachment (although this format is less likely to be read than the mailer services).

Newsletter content may also be utilized in reports to GSA boards and links to the newsletter provided on websites and in other routine correspondence.

Press Releases and Guest Editorials
At some point in the GSP development and implementation process, it is likely that stakeholders will be asked to make changes and/or financially support a sustainability effort. It will be more productive for the GSAs and their GSP collaboration partners to frame discussions about these changes than to have others, perhaps with less knowledge, do so on their behalf. For that reason, there is a need for press releases and/or guest editorials to offer the media and stakeholders accurate information offered in the context of SGMA. This type of outreach should be closely coordinated with adjacent subbasin GSP planning processes as consistency in messages is critical to stakeholder acceptance and there is significant overlap in the region’s media markets.

Elected GSA Board members and key stakeholders are potential authors for this type of media interface.
Sloughhouse RCD may also use press releases, guest editorials, or media alerts to draw media attention to a significant event or GSP milestones. For example, GSAs may use this tactic to promote a public meeting or workshop or alert stakeholders about release of the public draft GSP.

GSP Adoption

Media Relations, Email, and Social Media

Sloughhouse RCD should notify the public and stakeholders of availability of the Public Draft GSP via email or print notices, social media posts, and other communication channels established during the GSP development process. At a minimum, beneficial users and individuals on the Interested Parties Database should be notified.

Specific social media platforms can be used for communication such as Facebook, Twitter, and YouTube. Facebook can be utilized for live videos, event planning, and educational information for the public. Twitter can be used for brief write ups about upcoming events and webinars. YouTube is a video platform where webinars, meetings, and educational material can be viewable to the public. Some agencies and other jurisdictions use Instagram and Pinterest to share visuals with the public.

Sloughhouse RCD may also issue a news release or media advisory in advance of and during the public comment period to alert the public and stakeholders to the availability of the Public Draft GSP.

Public Comment Process

Pursuant to California Code of Regulations Section 354.10, the GSP must include a summary of comments regarding the GSP, as well as a summary of any responses to those comments by the GSA. The GSAs in the Subbasin should establish a procedure for receiving and responding to comments on the GSP. This may include a public hearing and/or a formal or informal public comment and response period. Public comments and responses to comments on the GSP should be documented and included either directly in or as an attachment or appendix to the plan. The format for the public comment and response process should be adapted to the type and needs of the stakeholders and best use of available GSA resources.

Following the public comment process, the GSAs may hold a series of briefings with GSA boards to present the proposed GSP, describe the development and stakeholder engagement process, and provide an overview of public comments. The GSAs should also establish a collaborative process for addressing stakeholder comments on the GSP. Examples of this type of collaboration can be found by consulting with GSAs in critically over-drafted subbasins.

Newspaper Advertisements

Pursuant to Government Code Section 6066, the Sloughhouse RCD or the GSP coordinators as the Subbasin representative, must publish two newspaper advertisements at least five days apart, 14 days prior to a public hearing to adopt the GSP.
Public Hearing to Adopt

Pursuant to California Water Code Section 10728.4, adoption of the final GSP must be held during a public hearing. This hearing must be preceded by newspaper advertisements pursuant to Government Code Section 6066 and, if required, notification to the California Public Utilities Commission pursuant to California Water Code Section 10727.8(a).

Transfer of Knowledge

There are several components to understand the working parts of both an RCD and GSA. It is recommended to have a transfer of knowledge approach in place for when a new Director, Associate Director, and/or working group or committee members are on-boarded. There are several strategies to transfer knowledge.

An orientation guidebook can be developed from this implementation plan to provide:

1. Background context
   a. History and beginning of Sloughhouse RCD
   b. Purpose and requirements of SGMA, GSAs, and GSPs
2. Vision and goals
3. Policies and procedures
4. Roles and responsibilities

The guidebook can be used independently, and/or in tandem with in-person or virtual meetings between who is stepping down and transitioning in. Whomever may be in the next official position can shadow the current members to understand the general process of working towards completing both RCD and GSA requirements.
Appendix A

This appendix consists of Sloughhouse RCD’s adopted policies:

A. Associate Director Policy
B. Conflict of Interest Policy
C. Consultant Selection Policy
SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Associate Director Policy
Adopted October 14, 2020

The purpose of this policy is to guide the process of the Sloughhouse Resource Conservation District (SRCD or the District) in accepting applications, appointing, and retaining Associate Directors. Associate Directors are a vital component of the SRCD. The position is voluntary, with no compensation, however District related expenses may be reimbursed in accordance with the approved policy.

Associate Directors may not vote and cannot assume the official responsibilities of Director. Their duties include offering technical assistance and relevant advice to the board and staff.

1. **Application:** Applicants for the position of Associate Director should submit, in writing, a letter of request to the Board of Directors. Applicants must be 18 years of age or older, have a sincere interest in resource conservation, and be willing to commit the time required to fulfill their duties.

2. **Appointment and Removal:** Associate Directors of the District are appointed by a majority vote of the Board of Directors. An Associate Director may be removed from the position by a majority vote of the Board of Directors for due cause. For this purpose, due cause means acting in a manner which is against the best interests of the District and which substantially harms the District.

3. **Duties:** The SRCD Board of Directors approves duties and tasks specific to each Associate Director. The District’s long-range plan and work plans guide all Directors and Associate Directors’ actions and tasks. Associate Directors’ activities should complement and reinforce existing plans.

4. **Succession:** In the instance of a vacancy on the Board of Directors, Associate Directors may apply for appointment as a full Director. Directors must comply with the requirements of Pub. Resources Code § 9352.

5. **Term of Office:** The appointment as Associate Director is for a period of two years. An Associate Director may resign at any time.

6. **Meeting Attendance:** Associate Directors are encouraged to participate in regular meetings to provide technical support and personal opinions about SRCD programs, long-range plans, and annual plans in connection with the goals and visions of the SRCD.

7. **Expenses:** Associate Directors may be eligible for reasonable reimbursement for actual costs incurred as outlined in the reimbursement policy.

8. **Conflict of Interest:** Associate Directors must comply with the District’s Conflict of Interest Policy.
Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on October 14, 2020 by the following vote:

Ayes: Washburn, Silva, Garms, Schneider  
Noes:  
Abstain:  
Absent: Lopes

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on October 14, 2020 that the Associate Director Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.

[Signature]
SRCD Secretary, Austin Miller

10-14-20
Date
SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Conflict of Interest Policy
Adopted October 14, 2020

I. General Provisions

The Sloughhouse Resource Conservation District follows the State of California conflict of interest codes. The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it, along with the attached Appendix, are incorporated by reference and constitute the Conflict of Interest Code of the Sloughhouse Resource Conservation District.

II. Designated Positions

Government Code 87302(a) requires that persons including governing board members who are listed as designated positions within the Sloughhouse Resource Conservation District, which involve the making or participation in the making, of decisions which may foreseeably have a material effect on any financial interest shall be a designated position. All persons who hold the positions enumerated below are designated positions and must disclose all economic interests set forth.

1. All Board Members
2. All District Employees
3. Legal Staff
4. Consultant

III. Disclosure Categories

The individuals occupying the designated positions shall disclose their economic interests in accordance with the disclosure categories below:

1. Report investments in any business entity located in or doing business in your agency’s jurisdiction in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more at any time during the reporting period.

2. Report the source and amount of gross income received if the amount totals $500 or more and was received from any source which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction.

3. Report interests in real property, located in your agency's jurisdiction, in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more any time during the reporting period.
<table>
<thead>
<tr>
<th><strong>Designated Positions</strong></th>
<th><strong>Disclosure Categories</strong></th>
</tr>
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<tr>
<td>All Board Members</td>
<td>1,2,3</td>
</tr>
<tr>
<td>All District Positions</td>
<td>2</td>
</tr>
<tr>
<td>Legal Staff</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Consultant¹</td>
<td>1,2,3</td>
</tr>
</tbody>
</table>

¹ Disclosure by Consultants shall be subject to the following limitations:
The Chair of the Board 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 in this section. Such written determination shall include a description of Consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on October 14, 2020 by the following vote:

Ayes: Washburn, Silva, Garms, Schneider
Noes:
Abstain:
Absent: Lopes

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on October 14, 2020 that the Conflict of Interest Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.

[Signature]

SRCD Secretary, Austin Miller

10-14-20
SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

Consultant Selection Policy

Adopted October 14, 2020

The purpose of this policy is to affirm and update the Sloughhouse Resource Conservation District (SRCD or the District) Directors’ and Staff’s authority and procedural requirements for professional and consultant services agreements. Professional and consultant services shall be procured as economically as possible, commensurate with the quality needed to provide the best overall value to the District.

The District shall continue to comply with the requirements of the Public Resources Code division 9, chapter 3, article 9, sections 9401-9420 which sets forth the general powers of the Resource Conservation Districts, including the power to contract.

Whenever Staff or a Board Member becomes aware of a need or opportunity for a consultant or procurement, then this information should be made available for the Board to consider. If the estimated amount of the work is $5,000 or less, the Board may prepare a task order and select the contractor of their choosing. If greater than $5,000, a minimum of two, preferably three bids will be sought. The basis for selection of the contractor shall be budgetary considerations, qualifications and experience, and legal recommendations from counsel may also be considered.

1. **Emergency Procurements:** In an emergency, defined as a situation where there is an immediate threat to life or property or where there is, or could be, a disruption of a vital public service; an emergency procurement may be approved verbally by the Chairman of the Board of Directors, after communicating with available directors; which emergency communication is believed to be authorized by the Brown Act. When an emergency purchase is made, the purchase order for the transaction shall be prepared and approved as soon as possible. For emergency procurement exceeding $1,000, a full accounting of such emergency expenditures by Staff will be reported to the Board at the next regular board meeting. Any purchase orders shall include documentation certifying the emergency.

2. **Existing Contracts:** All existing contracts currently in place at the time of adoption of this policy, or any renewal of those contracts for similar term are not required to meet the requirements set forth in this policy.

3. **Conflict of Interest:** District employees with a fiscal relationship with a person or business entity seeking a contract with the District shall not participate in the selection process for that contract. (Cal. Gov. Code § 4527 (b))

Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on October 14, 2020 by the following vote:

Ayes: Washburn, Silva, Garms
Noes: Schneider
Abstain:
Absent: Lopes

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on October 14, 2020 that the Consultant Selection Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.

[Signature]

10-16-20

SRCD Secretary, Austin Miller
Appendix B

A sample project charter is below:

(To be added)