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**COUNTY OF INYO  
WATER DEPARTMENT**

September 28, 2017

TO: Owens Valley Groundwater Authority Members  
FROM: Inyo County Water Department  
SUBJECT: Second Draft GSP Development Budget

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The Joint Exercise of Powers Agreement creating the Owens Valley Groundwater Authority (Article II Section 4.1 – GSP Development Budget) requires that:

*...within six months of the formation of the Authority, the Inyo County Water Department shall, with input from any Members and as it otherwise deems appropriate, develop the Authority's initial budget for development of the GSP [Groundwater Sustainability Plan] over a multi-year period (i.e. until the GSP is approved for implementation) within the requirements of the SGMA (hereinafter referred to as the "GSP Development Budget"). The GSP Development Budget shall function as a forecasting tool for the Members to guide them in their respective Funding Contribution decisions...*

*Upon notice from the Inyo County Water Department that the GSP Development Budget is complete and ready for approval, the Authority shall place the matter on the next possible Board meeting agenda. The Board of Directors shall adopt the GSP Development Budget as submitted by the Inyo County Water Department. In other words, approval of the GSP Development Budget shall be a ministerial act of the Board of Directors, provided, however, that it may be modified by the Board at a subsequent meeting(s) by a majority of the votes of the Directors appointed by the Members and Associates.*

The Water Department has prepared a second draft GSP Development Budget, and is soliciting input from the Authority Members concerning the second draft budget. The first draft distributed on September 11 has been modified based on comments from the City of Bishop and information from the DWR SGMA Groundwater Sustainability Plan Preparation Workshop held on September 20 in Clovis, California.

The two tables below make up the GSP Development Budget. Table 1 identifies administrative expenses that will in general be borne by GSA members in one fashion or another. For purposes of budgeting (and demonstrating match requirements in any grant application) the costs of these tasks should be recognized in the budget; however, it is assumed that these tasks could be performed by member agencies and credited against their respective funding commitments or on a contract reimbursement basis. As you review this draft budget, if you believe that your agency may be interested in performing any of the identified administrative tasks, please let us know along with your proposed hourly rate. While discussions of which agency may provide which services can be discussed and agreed upon later, along with the resulting contract agreements, knowing what folks may be interested in doing now, and for what price would be helpful in refining the budget before it is submitted to the JPA Board for Approval.

Table 2 describes tasks that would be undertaken by a contractor preparing the GSP, which may be funded by a grant if the GSA is a successful grant applicant. The GSP Development Budget set out below is assumed to be a three-year project, anticipating that the GSP would be prepared and submitted to DWR for review by mid-2021 and implemented well prior to the January 31, 2022 deadline by which the basin must be managed under a GSP. The Administrative Budget (Table 1) is based on Water Department staffs' experience with grants, proposals, RFP/RFQs, meeting preparation, and contract management. The Plan Preparation Budget (Table 2) was developed based on budgets from other basins, with consideration of basin-specific aspects of the Owens Valley Groundwater Basin. This draft budget is approximate, with a likely range of uncertainty of  $\pm 30\%$ . As noted above, this budget can be modified in the future by the GSA Board of Directors. This budget is not yet refined into annual budgets, but approximate annual budgets can be determined by assuming these figures will be distributed about equally over three years.

As you can see, the Budget seems promising and workable. Even without obtaining a grant that will substantially reduce out-of-pocket costs, \$707,625 for three years equates to \$235,875 per year. Split equally between the 11 member agencies (not accounting for Associate member contributions) the cost is \$21,443 per member per year with each agency sharing equally in voting. If only four (4) of the 11 member agencies agree to fund equal amounts of the GSP (and assuming no partial funding) the cost is \$58,969 per year for those four (4) agencies with each of the four (4) agencies having an equal number of votes. If we are successful in obtaining a grant that covers plan preparation costs, then \$138,125 split among 11 member agencies for three years would be \$4,186 annually, or less if the contract administration is funded through the grant. This analysis is preliminary and we hope, once the Board is constituted and votes apportioned based on funding commitments, that contributions from Associates and/or a successful grant application can reduce Member contributions further.

We are also happy to meet to discuss the draft budget in person, by phone, or by e-mail before the JPA Board meeting which is scheduled for October 5, 2017 at 3PM at the Fire Training Facility in Bishop.

Table 1. GSA Administrative Tasks and Budget

Task	Description	Responsible Party	Deliverable	Approximate hours	Cost
1. Submit JPA to State	Comply with JPA formation requirements.	Inyo	JPA accepted by State	4 - 8	500
2. Submit OVGA GSA notice to DWR	JPA submits required material to DWR to form a GSA.	JPA membership	Notice accepted by DWR	4 - 8	500
3. Withdraw existing GSA notices	Four existing GSA's withdraw their notices so that JPA/GSA can assume GSA status for whole basin	Inyo, Mono, Bishop, TVGMD	Notices withdrawn by DWR	4 - 8	500
4. Preparation of initial budget	Inyo WD prepares initial budget for JPA members to identify funding level.	Inyo, review by OVGA membership	Initial budget adopted by JPA board	5-10	680
5. Website development	Website development and maintenance for meeting information and SGMA related documents.	OVGA member or Contractor	Web site developed and maintained	\$7,700 for devel. + \$2,000/yr maint.	11,700
6. Initial meeting	JPA members commit to funding levels, elect officers.	OVGA members	Meeting held	5-8	600
7. Grant proposal	Develop and submit proposal to DWP for funds to prepare plan.	Inyo	Complete grant proposal submitted to DWR	40 - 80	5,100
8. Grant administration and technical assistance.	Manage contract for plan preparation and provide technical assistance to contractor.	Inyo	Grant billing and reporting maintained.	7% added to grant amount	39,865
9. Meeting preparation and archiving	Notice meetings and public hearings; prepare agendas, minutes, other materials; maintain contact list.	OVGA	18 meetings producing agendas, minutes, & meeting materials	120 - 160 + room rental	12,600
10. GSA counsel	Attorney services to GSA - Brown Act compliance, bylaws preparation.	OVGA member(s)	Legal services for JPA	300 - 450	36,000
11. Associates and interested parties	Contact potential Associates and Interested Parties to determine their interest in participation.	OVGA	Address Article V of JPA	10 - 30	2,200
12. Basin boundary modification	GSA may request a basin boundary modification, either for TV/Owens division or extrication of Starlite	OVGA members desiring basin boundary modification	Submit complete basin boundary modification to DWR	0 - 80	5,100
13. Data submittal to State	CASGEM compliance has to be maintained	CASGEM monitoring entities (Mono, TVGMD)	CASGEM monitoring entities submit data to DWR	20 - 40	2,040
14. Procure consultant	Prepare and circulate RFP/RFQ for contractor to prepare plan, enter contract.	Inyo	RFP/RFQ circulated, contract entered	40	3,400
15. Plan review	Review of contractor's product.	OVGA, stakeholders, public	JPA member review plan	150 - 200	14,960
16. Plan approval	Approval of final plan for submittal.	OVGA	JPA board adopts plan	Budgeted in meetings	--
17. Plan submittal to DWR	Submit plan to DWR.	OVGA, Contractor	Plan is submitted to DWR	4	340
18. DWR plan review	DWR reviews plan.	DWR	DWR identifies revisions to plan	--	--
19. GSP revision and resubmittal to DWR	GSA revises plan as DWR's review may require.	OVGA, Contractor	Revises Plan	20 - 40	2040
<b>GSA Administrative Tasks Total</b>					<b>138,125</b>

Table 2. Groundwater Sustainability Plan Preparation Tasks and Budget

Task	Description	Responsible Party	Deliverable	Approximate Hours	Cost
1. Initial meeting	Plan preparation consultant meets with GSA and public to discuss GSP requirements, GSP goals and objectives, and GSP outline.	OVGA, Contractor	Presentation materials and meeting summary.	60 – 90 + travel	15,000
2. Data and document compilation, review, and management	Consultant works with GSA members to compile available documents and data related to GSP preparation, including technical standards, monitoring plans, reporting protocols, reports, studies, plans, models, and court documents. Describe current basin condition with respect to SGMA sustainability criteria. Data gaps identified. Compilation of groundwater data. Develop a system for storing and accessing documents and data.	OVGA, Contractor	Library of documents; database/repository of groundwater data.	250 – 350	60,000
3. GSP area and GSA information	Describe institutional and jurisdictional framework, demographics, and land use plans and practices, additional information related to gw management in GSA/GSP area.	OVGA, Contractor	Plan content (Description of Plan Area)	100 - 150	22,000
4. Hydrogeologic conceptual model	Describe groundwater system (structural geology, hydrostratigraphy, recharge and discharge zones, hydraulic parameters, basin boundary conditions, water quality). Includes maps, cross-sections, and other graphical rendering of content.	Contractor	Plan content (Basin Setting)	150 - 300	35,000
5. Groundwater conditions	Presentation of existing and historical conditions related to SGMA undesirable results	Contractor	Plan content (Basin Setting)	100 - 150	26,000
6. Water budget	Quantify budgets based on Tasks 2, 4, and 5. Identify basin-wide and management-area water budgets.	Contractor	Plan content (Basin Setting)	200 - 275	47,500
7. Identify management areas	Identify management areas based on hydrogeologic and managerial considerations based on Tasks 2, 3, and 4.	OVGA, Contractor	Plan content (Basin Setting)	175 - 225	24,000
8. Interagency agreements	Develop coordination and data sharing agreements with other agencies that managing groundwater in basin that are not subject to SGMA (LADWP, tribes, State, Feds)	OVGA, Contractor	Plan content ( Interagency Agreements)	100 - 150	25,000
9. Define sustainability criteria	Identify and discuss SGMA undesirable results' applicability to Owens Valley Basin. Show where undesirable results are or are not present. Identify minimum thresholds and measurable objectives.	OVGA, Contractor	Plan content (Sustainable Management Criteria)	125 - 175	27,000
10. Progress report public meeting	Report on progress in a public workshop setting and receive public comment	OVGA, Contractor	Meeting presentation materials and meeting notes	60 – 90 + travel	15,000

11. Develop/refine monitoring program	Refine existing monitoring programs as necessary to track basin conditions with respect to sustainability criteria.	OVGA, Contractor	Plan content (Sustainable Management Criteria)	100 - 150	25,000
12. Identify and describe projects and management actions	Identify projects to mitigate groundwater problems, including monitoring network improvements, studies to circumstances that may lead to undesirable groundwater conditions, revisions and updates to groundwater models, and management area specific projects. Develop goals and objectives, scope, tasks, budget, and schedule for projects.	OVGA, Contractor	Plan content (Projects and Management Actions to Achieve/Maintain Sustainability Goals)	200 - 250	47,000
13. Develop implementation schedule & budget for annual reporting.	Develop schedule and estimate ongoing monitoring, management, and reporting costs for GSA.	Contractor	Plan content (Plan Implementation)	30 - 40	7,000
14. Develop system for annual reporting.	Develop strategy and tools for streamlining annual reporting process.	Contractor	Templates and procedures for producing and submitting annual reports	50 - 70	12,000
15. Compilation, presentation, and submittal of GSP	Compile GSP administrative draft for internal review; revise based on internal review, compile public release draft; attend public hearing; based on public hearing and direction from GSA, compile final draft. Submit final draft to state for review.	Contractor	Final Plan for submittal to DWR	600 - 750	135,000
16. Revise according to DWR evaluation and assessment	Address deficiencies and corrective actions identified by DWR, and resubmit.	Contractor	Revised final plan accepted by DWR	60 - 80	15,000
17. Coordination meetings	Monthly or bimonthly calls with GSA staff to coordinate plan development activities and maintain progress throughout project.	OVGA, Contractor	Call notes and action items	125 - 175	32,000
				<b>Contractor cost subtotal</b>	<b>569,500</b>
18. Contract administration	Administration of DWR contract (contracting, invoicing, reporting)	Inyo	7% of Contractor cost subtotal		39,865
				<b>Plan Preparation Total</b>	<b>609,365</b>

**3-Year Budget Total**

	<b>GSA Administrative Budget</b>	<b>138,125</b>
	<b>Plan Preparation Contractor</b>	<b>569,500</b>
	<b>Total</b>	<b>707,625</b>



## ACTIONS FOR LOCAL AGENCIES TO FOLLOW WHEN DECIDING TO BECOME OR FORM A GROUNDWATER SUSTAINABILITY AGENCY (GSA)

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### INTRODUCTION

The Sustainable Groundwater Management Act (SGMA), which became effective January 1, 2015, established a framework of priorities and requirements to help local agencies sustainably manage groundwater within a basin or subbasin (basin). The information in this document highlights the requirements that should be followed by a local agency in order to become or form a groundwater sustainability agency (GSA) and to be identified as an exclusive GSA by the Department of Water Resources (DWR or department). The GSA formation requirements are located in Division 6 of the Water Code, Part 2.74, Chapter 4, Section (§) 10723 *et seq.* and this document incorporates the amendments made to SGMA by Senate Bill (SB) 13 in September 2015. For reference, the definitions for GSA and local agency as defined in Water Code §10721 are as follows:

*“Groundwater sustainability agency” means one or more local agencies that implement the provisions of this part [Part 2.74]. For purposes of imposing fees pursuant to Chapter 8 (commencing with [Water Code] Section 10730) or taking action to enforce a groundwater sustainability plan, “groundwater sustainability agency” also means each local agency comprising the groundwater sustainability agency if the plan authorizes separate agency action.*

*“Local agency” means a local public agency that has water supply, water management, or land use responsibilities within a groundwater basin.*

One 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 powers authority (JPA), a memorandum of agreement (MOA), or other legal agreement. However, a local agency will only be presumed to be the exclusive GSA within their respective service area or combined service areas. A local agency must define its service area as part of its GSA formation process.

### SUMMARY OF INFORMATION REQUIRED TO BE FILED WITH DWR

A local agency is required to file the following information with DWR in order to complete the GSA formation notification requirements of Water Code §10723.8(a). Effective January 1, 2016, a notice of GSA formation will not be determined complete until all applicable information is submitted – please see **Attachment A**.

- Information that clearly shows the GSA formation notice was submitted to DWR within 30 days of the decision to become or form a GSA – the decision date is generally the date the local agency signed the resolution or legal agreement that formed the GSA.
- A map and accompanying narrative indicating: (1) the local agency’s service area boundaries; (2) the boundaries of the basin or portion of the basin the agency intends to manage; and (3) any other agencies managing or proposing to manage groundwater within the basin.
  - Please include a hard-copy map and GIS shape files. The area of a basin claimed by a local agency in the GSA formation notice should match the area provided in the GIS shape files. DWR’s Region Office staff will contact local agencies if those areas do not match.
- A copy of the resolution or legal agreement forming the new agency.
- A copy of any new bylaws, ordinances, or new authorities developed by the local agency.
- A list of Interested parties developed pursuant to Water Code §10723.2 and an explanation of how their interests will be considered in the development and operation of the GSA and the development and implementation of the GSA’s sustainability plan.

## GSA FORMATION NOTIFICATION GUIDELINES FOR LOCAL AGENCIES

A representative of the local agency deciding to become a GSA, or a designated representative from the group of local agencies deciding to form a GSA, should include a statement in its notification that all applicable information listed in Water Code §10723.8(a) has been provided.

DWR recommends that the local agency submitting the GSA formation notice include a copy of its Government Code §6066 notice, as well as evidence demonstrating that a public hearing in accordance with Water Code §10723(b) was held in the county or counties overlying the basin.

Additional information related to a local agency's decision to be a GSA is welcomed and will help demonstrate to DWR, the State Water Resources Control Board (SWRCB), and other local agencies that a proposed GSA has the long-term technical, managerial, and financial capabilities to sustainably manage basin-wide groundwater resources and prepare a groundwater sustainability plan (GSP) or coordinated GSP for an entire groundwater basin.

### FORMING A GSA AND PUBLIC NOTIFICATION REQUIREMENTS

The following summarizes the public notification and GSA formation requirements identified in SGMA. Relevant Water Code sections are excerpted for reference.

#### Step 1: Decision to Form a GSA

The first step in the GSA formation process is public notification that a local agency is either (1) deciding to become a GSA or (2) deciding to form a GSA together with other local agencies. Water Code §10723(b) requires that a local agency or group of local agencies hold a public hearing(s) in the county or counties overlying the groundwater basin.

SGMA identifies 15 exclusive local agencies created by statute to manage groundwater within their respective statutory boundaries; however, the 15 exclusive local agencies must still decide to become GSAs and follow the same public notification process as all other local agencies. The 90-day period described in Water Code §10723.8(c) does not apply to the 15 exclusive agencies, and no other local agency can decide to be a GSA in those areas unless one of the exclusive agencies opts out of its presumed role. The relevant Water Code sections are excerpted below.

#### WATER CODE §10723

- (a) *Except as provided in subdivision (c), any local agency or combination of local agencies overlying a groundwater basin may decide to become a GSA for that basin.*
- (b) *Before deciding to become a GSA, and after publication of notice pursuant to Section 6066 of the Government Code, the local agency or agencies shall hold a public hearing in the county or counties overlying the basin.*
- (c) *[Includes list of 15 "exclusive" local agencies – these agencies do not become a GSA until they submit a notification of GSA formation to DWR].*

#### GOVERNMENT CODE §6066

*Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.*

## GSA FORMATION NOTIFICATION GUIDELINES FOR LOCAL AGENCIES

### Step 2: Consideration of Interests of Beneficial Uses and Users of Groundwater

Water Code §10723.2 requires GSAs to consider the interests of all beneficial uses and users of groundwater, as well as those responsible for implementing GSPs. An explanation of how those interests will be considered by a GSA when developing and implementing a GSP is required as part of the GSA formation notification requirements. The details of the explanation will be considered by DWR staff when performing its completeness review. The relevant Water Code sections are excerpted below.

#### WATER CODE §10723.2

*The GSA shall consider the interests of all beneficial uses and users of groundwater, as well as those responsible for implementing GSPs. These interests include, but are not limited to all of the following:*

- (a) Holders of overlying groundwater rights, including:
  - (1) Agricultural users.*
  - (2) Domestic Well owners.**
- (b) Municipal well operators.*
- (c) Public water systems.*
- (d) Local land use planning agencies.*
- (e) Environmental users of groundwater.*
- (f) Surface water users, if there is a hydrologic connection between surface and groundwater bodies.*
- (g) The federal government, including, but not limited to, the military and managers of federal lands.*
- (h) California Native American Tribes.*
- (i) Disadvantaged communities, including, but not limited to, those served by private domestic wells or small community water systems.*
- (j) Entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the GSA.*

GSAs are encouraged to engage additional stakeholders in order to develop the relationships and expertise necessary to develop and implement GSPs. As stated in Water Code §10727.8, *"The GSA shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the groundwater basin prior to and during the development and implementation of the GSP."*

### Step 3: Submittal of GSA Formation Information to DWR for Completeness Review

A local agency or group of local agencies must notify DWR and document its intent to become or form a GSA. The requirement for DWR to post complete GSA notices was added by an amendment made by SB 13 and is included in the Water Code references below. DWR will not post GSA formation notifications on its website that are determined incomplete – please see Attachment A.

#### WATER CODE §10723.8

- (a) Within 30 days of deciding to become or form a GSA, the local agency or combination of local agencies shall inform the department of its decision and its intent to undertake sustainable groundwater management. The notification shall include the following information, as applicable:
  - (1) The service area boundaries, the boundaries of the basin or portion of the basin the agency intends to manage pursuant to this part, and the other agencies managing or proposing to manage groundwater within the basin.*
  - (2) A copy of the resolution forming the new agency.*
  - (3) A copy of any new bylaws, ordinances, or new authorities adopted by the local agency.*
  - (4) A list of interested parties developed pursuant to Section 10723.2 and an explanation of how their interests will be considered in the development and operation of the GSA and the development and implementation of the agency's sustainability plan.**



## GSA FORMATION NOTIFICATION GUIDELINES FOR LOCAL AGENCIES

- (b) *The department shall post all complete notices received under this section on its Internet Web site within 15 days of receipt.*

### EXCLUSIVE GSA FORMATION TIMELINE – OVERLAPPING GSA SERVICE AREAS

Water Code §10735.2(a) says the SWRCB, after notice and a public hearing, may designate a high- or medium-priority basin as a probationary basin after June 30, 2017, if a local agency or a collection of local agencies has not decided to become a GSA(s) and develop a GSP(s) for the entire basin – or if a local agency has not submitted an Alternative Plan for the entire basin. A local agency that decides to become a GSA within its service area, or a group of local agencies that decides to form a GSA within their combined service areas, does not effectively become the exclusive GSA for those areas until the provisions of Water Code §10723.8(c) and (d) are met – these provisions address overlapping GSAs and management within a service area. If multiple local agencies form separate GSAs in a basin within a 90-day period, and if any of those GSA formations result in a service area overlap in the areas proposed to be managed, then none of the local agencies will become the exclusive GSA unless the overlap is resolved, which could require making a material change to the posted notice(s). The relevant Water Code sections are excerpted below.

#### WATER CODE §10723.8

- (c) *The decision to become a GSA shall take effect 90 days after the department posts notice under subdivision (b) if no other local agency submits a notification under subdivision (a) of its intent to undertake groundwater management in all or a portion of the same area. If another notification is filed within the 90-day period, the decision shall not take effect unless the other notification is withdrawn or modified to eliminate any overlap in the areas proposed to be managed. The local agencies shall seek to reach agreement to allow prompt designation of a GSA. If agreement is reached involving a material change from the information in the posted notice, a new notification shall be submitted under subdivision (a) and the department shall post notice under subdivision (b).*
- (d) *Except as provided in subdivisions (e) and (f), after the decision to be a GSA takes effect, the GSA shall be presumed to be the exclusive GSA within the area of the basin within the service area of the local agency that the local agency is managing as described in the notice.*

#### WATER CODE §10726.8

- (b) *Nothing in this part shall be construed as authorizing a local agency to make a binding determination of the water rights of any person or entity, or to impose fees or regulatory requirements on activities outside the boundaries of the local agency.*

### CONDITIONS FOR DETERMINING A GSA NOTIFICATION INCOMPLETE

A GSA formation notice could be determined incomplete if the provisions of Water Code §10723.8(a) are not clearly addressed. An incomplete notice will not be posted on DWR's GSA Formation Table – DWR staff will inform local agencies of the reason(s) for not posting. Local agencies will be given an opportunity to provide additional required information, if applicable. A complete notice will be posted within 15 days of being determined complete. Examples of what could deem a GSA formation notification to be incomplete include, but are not limited to, the following:

- Informing DWR of the decision to become a GSA more than 30 days after the decision was made.
- Submitting an incomplete map or insufficient information to clearly define the local agency's service area boundaries with respect to the area of the basin proposed to be managed as a GSA.
  - DWR must be able to determine if one GSA notice overlaps with another GSA notice, and a GIS shapefile may be required to make this determination. *Please submit an accurate shapefile.*
- No copy of a resolution or legal agreement forming the new agency.
- No copy of any new bylaws, ordinances, or new authorities adopted, if applicable.

## GSA FORMATION NOTIFICATION GUIDELINES FOR LOCAL AGENCIES

- An incomplete list of interested parties developed pursuant to Water Code §10723.2 or an insufficient explanation of how their interests will be considered by the GSA when developing a GSP.
- Submitting a GSA formation notification for a basin or portion of a basin where a local agency is already presumed to be the exclusive GSA.
- Deciding to become or form a GSA for an area that is outside the service area boundary of the local agency(s) forming the GSA (without a legal coordination agreement).
- Forming a GSA outside the boundaries of a basin defined in DWR's Bulletin 118.

Questions related to GSA formation can be directed to DWR by contacting Mark Nordberg at [Mark.Nordberg@water.ca.gov](mailto:Mark.Nordberg@water.ca.gov) or calling 916-651-9673. Other information and responses to frequently asked questions are located on DWR's GSA webpage at: <http://water.ca.gov/groundwater/sgm/gsa.cfm>.

Please e-mail your GSA formation notification and GIS shape files, and send via postal mail a hardcopy, to the following DWR staff:

**Mark Nordberg, GSA Project Manager**  
Sustainable Groundwater Management Program  
California Department of Water Resources  
901 P Street, Room 213-B  
P.O. Box 942836  
Sacramento, CA 94236

**DWR Region Office Groundwater Contact**  
<http://water.ca.gov/groundwater/gwinfo/contacts.cfm>  
Bill Ehorn, Northern Region  
Bill Brewster, North Central Region  
Mike McKenzie, South Central Region  
Tim Ross, Southern Region

### SELECT SGMA AND GSA RESOURCES

- Sustainable Groundwater Management Website: <http://water.ca.gov/groundwater/sgm/index.cfm>
- 2014 SGMA Legislation Text with 2015 Legislative Amendments:  
[http://www.water.ca.gov/cagroundwater/docs/2014%20Sustainable%20Groundwater%20Management%20Legislation%20with%202015%20amends%2011-10-2015\\_clean-2.pdf](http://www.water.ca.gov/cagroundwater/docs/2014%20Sustainable%20Groundwater%20Management%20Legislation%20with%202015%20amends%2011-10-2015_clean-2.pdf)
- GSA Frequently Asked Questions: see <http://water.ca.gov/groundwater/sgm/gsa.cfm>
- GSA Formation Table: [http://www.water.ca.gov/groundwater/sgm/gsa\\_table.cfm](http://www.water.ca.gov/groundwater/sgm/gsa_table.cfm)
- GSA Interactive Map: [http://water.ca.gov/groundwater/sgm/gsa\\_map.cfm](http://water.ca.gov/groundwater/sgm/gsa_map.cfm).
- Water Management Planning Tool: <http://water.ca.gov/groundwater/boundaries.cfm>
- Basin Boundaries Assessment Tool: <http://water.ca.gov/groundwater/sgm/bbat.cfm>
- GIC Interactive Map (Data): [http://water.ca.gov/groundwater/MAP\\_APP/index.cfm](http://water.ca.gov/groundwater/MAP_APP/index.cfm)



**ATTACHMENT A**  
**PROCESS FOR REVIEWING GSA FORMATION NOTICES AND ADDRESSING  
OVERLAPPING SERVICE AREA BOUNDARIES**

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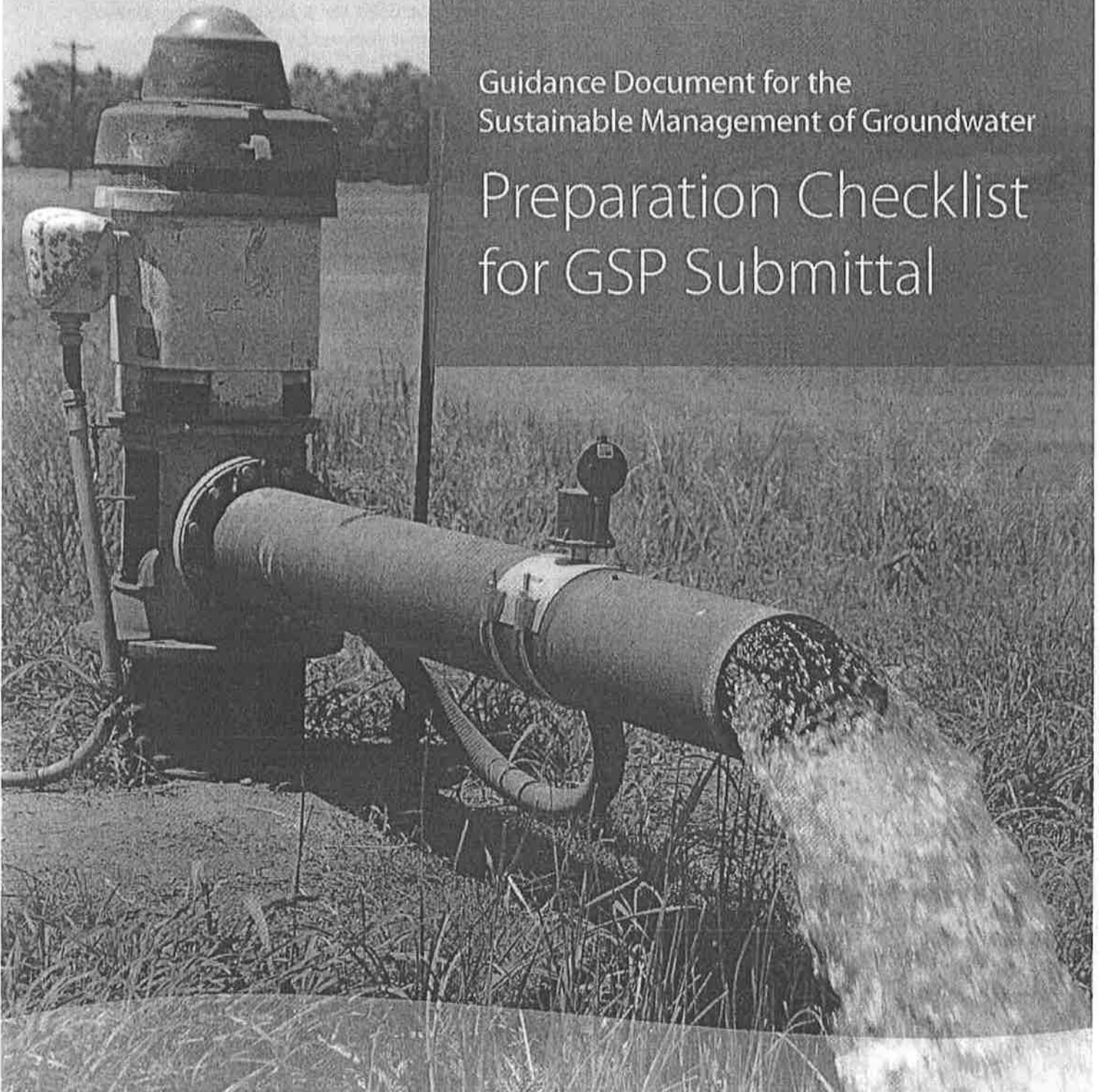
1. DWR receives a GSA formation notification (notification or notice) from a local agency(s).
2. DWR reviews the notice for completeness.
  - a. If incomplete, the local agency(s) is contacted and the notice is not posted. DWR informs the local agency(s) of the reason(s) for being determined incomplete – the local agency will be given an opportunity to make the notification complete.
  - b. If complete, the notice is posted on DWR's GSA Formation Table within 15 days.
3. Complete GSA notifications are posted with (1) the posting date and (2) a date that indicates the posting-date-plus-90-calendar-days. This is the active 90-day period for that portion of the basin.
  - a. The GSA area submitted with the notice is included on DWR's GSA Interactive Map after DWR Region Office staff determines the suitability of the GIS shape files. The area included as a shape file must match the area depicted in the notice.
  - b. The 90-day period does not apply to the statutory boundaries of the exclusive local agencies listed in Water Code §10723(c).
4. If no other local agency(s) submits a notification within the 90-day period in all or a portion of the same basin area, the local agency(s) that submitted the notification will become the "exclusive" GSA for the area of the basin as described in the notice.
  - a. Status as "exclusive" GSA will be indicated on the GSA Formation Table and the area claimed by the GSA will be distinctly colored on the GSA Interactive Map.
  - b. If any other local agency(s) submits a notification for all or a portion of an area managed by an "exclusive" GSA, DWR will determine the notification to be incomplete and will contact that local agency(s).
5. If another local agency(s) submits a complete notification within an active 90-day period, and that notification results in an overlap in all or a portion of the same area of an existing notice, then:
  - a. The notification will be included on the GSA Formation Table with a posting date.
  - b. The column with the posting-date-plus-90-days date for all affected notifications will be labeled with "overlap" to indicate a GSA formation overlap.
  - c. The GIS shape files on the GSA Interactive Map for all affected notifications will be labeled with a color that clearly indicates the extent of the GSA formation overlap.
6. All local agencies that are affected by overlapping notifications will remain in overlap status until the conditions stated in Water Code §10723.8(c) are met.
  - a. "Exclusive" designation of a GSA will not proceed unless conflicting notifications are withdrawn or modified to eliminate any overlap in the areas proposed to be managed.
7. If agreement is reached involving a material change from the information in the posted notice, a new notification shall be submitted in accordance with Water Code §10723.8(a) and the new notification will be reviewed and posted by DWR as described in this process.
  - a. A material change includes, but is not limited to: a significant GSA boundary revision; a change of local agencies forming the GSA; or a consolidation of local agencies or proposed GSAs through a JPA or MOA or other legal agreement.
8. If overlapping GSA notifications exist in a basin after June 30, 2017, then that basin is subject to probationary status by the SWRCB per Water Code §10735.2(a). In addition, the groundwater extraction reporting requirements in Water Code §5200 *et seq.* apply to the portions of that basin where local agencies have not been determined "exclusive" GSAs.



California Department of Water Resources  
Sustainable Groundwater Management Program

December 2016

# Guidance Document for the Sustainable Management of Groundwater Preparation Checklist for GSP Submittal



# Guidance Document for the Sustainable Management of Groundwater Preparation Checklist for GSP Submittal December 2016

The objective of this Guidance Document is to provide Groundwater Sustainability Agencies (GSAs) and other interested stakeholders a checklist of Groundwater Sustainability Plan (GSP) content requirements for the purpose of verifying a GSP is complete and is ready for submission to DWR. Please note that if multiple GSAs develop multiple GSPs for a basin, the coordinated submission of those GSPs shall not occur until the entire basin is covered by GSPs.

The Preparation Checklist for GSP Submittal is only intended to provide a guide to GSAs and other stakeholders. This guidance is optional, since the content of this Guidance Document does not create any new requirements or obligations for the GSA or other stakeholders.

Guidance documents are not a substitute for the GSP Emergency Regulations (GSP Regulations) or the Sustainable Groundwater Management Act (SGMA). Those GSAs submitting a GSP are strongly encouraged to read the GSP Regulations and SGMA. In addition, using this Guidance Document to develop a GSP using does not equate to an approval determination by DWR.

## **Context with GSP Regulations**

The Preparation Checklist for GSP Submittal can be used by GSAs in conjunction with the GSP Annotated Outline Guidance Document as a method to develop a GSP consistent with the requirements of the GSP Regulations and SGMA. The detailed requirements of a GSP may be found in the GSP Regulations, primarily in Article 5 – Plan Contents, and in SGMA, primarily in Chapter 6 beginning with California Water Code (CWC) Section 10727. The checklist includes references to applicable GSP Regulations sections and CWC sections, as well as a brief description of the required GSP information. The checklist also contains a column for GSAs to record the page number, or section of the GSP, where the information for that particular requirement is found. The preparation checklist may also be included in the GSP.

**Table 1** contains the **Preparation Checklist for GSP Submittal**.



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**Table 1. Preparation Checklist for GSP Submittal**

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 3. Technical and Reporting Standards</b>				
352.2		Monitoring Protocols	<ul style="list-style-type: none"> <li>• Monitoring protocols adopted by the GSA for data collection and management</li> <li>• Monitoring protocols that are designed to detect changes in groundwater levels, groundwater quality, inelastic surface subsidence for basins for which subsidence has been identified as a potential problem, and flow and quality of surface water that directly affect groundwater levels or quality or are caused by groundwater extraction in the basin</li> </ul>	
<b>Article 5. Plan Contents, Subarticle 1. Administrative Information</b>				
354.4		General Information	<ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• List of references and technical studies</li> </ul>	
354.6		Agency Information	<ul style="list-style-type: none"> <li>• GSA mailing address</li> <li>• Organization and management structure</li> <li>• Contact information of Plan Manager</li> <li>• Legal authority of GSA</li> <li>• Estimate of implementation costs</li> </ul>	
354.8(a)	10727.2(a)(4)	Map(s)	<ul style="list-style-type: none"> <li>• Area covered by GSP</li> <li>• Adjudicated areas, other agencies within the basin, and areas covered by an Alternative</li> <li>• Jurisdictional boundaries of federal or State land</li> <li>• Existing land use designations</li> <li>• Density of wells per square mile</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 1. Administrative Information (Continued)</b>				
354.8(b)		Description of the Plan Area	<ul style="list-style-type: none"> <li>• Summary of jurisdictional areas and other features</li> </ul>	
354.8(c)	10727.2(g)	Water Resource Monitoring and Management Programs	<ul style="list-style-type: none"> <li>• Description of water resources monitoring and management programs</li> <li>• Description of how the monitoring networks of those plans will be incorporated into the GSP</li> <li>• Description of how those plans may limit operational flexibility in the basin</li> <li>• Description of conjunctive use programs</li> </ul>	
354.8(d)				
354.8(e)				
354.8(f)	10727.2(g)	Land Use Elements or Topic Categories of Applicable General Plans	<ul style="list-style-type: none"> <li>• Summary of general plans and other land use plans</li> <li>• Description of how implementation of the GSP may change water demands or affect achievement of sustainability and how the GSP addresses those effects</li> <li>• Description of how implementation of the GSP may affect the water supply assumptions of relevant land use plans</li> <li>• Summary of the process for permitting new or replacement wells in the basin</li> <li>• Information regarding the implementation of land use plans outside the basin that could affect the ability of the Agency to achieve sustainable groundwater management</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 1. Administrative Information (Continued)</b>				
354.8(g)	10727.4	Additional GSP Contents	<p><b>Description of Actions related to:</b></p> <ul style="list-style-type: none"> <li>• Control of saline water intrusion</li> <li>• Wellhead protection</li> <li>• Migration of contaminated groundwater</li> <li>• Well abandonment and well destruction program</li> <li>• Replenishment of groundwater extractions</li> <li>• Conjunctive use and underground storage</li> <li>• Well construction policies</li> <li>• Addressing groundwater contamination cleanup, recharge, diversions to storage, conservation, water recycling, conveyance, and extraction projects</li> <li>• Efficient water management practices</li> <li>• Relationships with State and federal regulatory agencies</li> <li>• Review of land use plans and efforts to coordinate with land use planning agencies to assess activities that potentially create risks to groundwater quality or quantity</li> <li>• Impacts on groundwater dependent ecosystems</li> </ul>	
354.10		Notice and Communication	<ul style="list-style-type: none"> <li>• Description of beneficial uses and users</li> <li>• List of public meetings</li> <li>• GSP comments and responses</li> <li>• Decision-making process</li> <li>• Public engagement</li> <li>• Encouraging active involvement</li> <li>• Informing the public on GSP implementation progress</li> </ul>	



GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 2. Basin Setting</b>				
354.14		Hydrogeologic Conceptual Model	<ul style="list-style-type: none"> <li>• Description of the Hydrogeologic Conceptual Model</li> <li>• Two scaled cross-sections</li> <li>• Map(s) of physical characteristics: topographic information, surficial geology, soil characteristics, surface water bodies, source and point of delivery for imported water supplies</li> </ul>	
354.14(c)(4)	10727.2(a)(5)	Map of Recharge Areas	<ul style="list-style-type: none"> <li>• Map delineating existing recharge areas that substantially contribute to the replenishment of the basin, potential recharge areas, and discharge areas</li> </ul>	
	10727.2(d)(4)	Recharge Areas	<ul style="list-style-type: none"> <li>• Description of how recharge areas identified in the plan substantially contribute to the replenishment of the basin</li> </ul>	
354.16	10727.2(a)(1) 10727.2(a)(2)	Current and Historical Groundwater Conditions	<ul style="list-style-type: none"> <li>• Groundwater elevation data</li> <li>• Estimate of groundwater storage</li> <li>• Seawater intrusion conditions</li> <li>• Groundwater quality issues</li> <li>• Land subsidence conditions</li> <li>• Identification of interconnected surface water systems</li> <li>• Identification of groundwater-dependent ecosystems</li> </ul>	
354.18	10727.2(a)(3)	Water Budget Information	<ul style="list-style-type: none"> <li>• Description of inflows, outflows, and change in storage</li> <li>• Quantification of overdraft</li> <li>• Estimate of sustainable yield</li> <li>• Quantification of current, historical, and projected water budgets</li> </ul>	
	10727.2(d)(5)	Surface Water Supply	<ul style="list-style-type: none"> <li>• Description of surface water supply used or available for use for groundwater recharge or in-lieu use</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 2. Basin Setting (Continued)</b>				
354.20		Management Areas	<ul style="list-style-type: none"> <li>• Reason for creation of each management area</li> <li>• Minimum thresholds and measurable objectives for each management area</li> <li>• Level of monitoring and analysis</li> <li>• Explanation of how management of management areas will not cause undesirable results outside the management area</li> <li>• Description of management areas</li> </ul>	
<b>Article 5. Plan Contents, Subarticle 3. Sustainable Management Criteria</b>				
354.24		Sustainability Goal	<ul style="list-style-type: none"> <li>• Description of the sustainability goal</li> </ul>	
354.26		Undesirable Results	<ul style="list-style-type: none"> <li>• Description of undesirable results</li> <li>• Cause of groundwater conditions that would lead to undesirable results</li> <li>• Criteria used to define undesirable results for each sustainability indicator</li> <li>• Potential effects of undesirable results on beneficial uses and users of groundwater</li> </ul>	
354.28	10727.2(d)(1) 10727.2(d)(2)	Minimum Thresholds	<ul style="list-style-type: none"> <li>• Description of each minimum threshold and how they were established for each sustainability indicator</li> <li>• Relationship for each sustainability indicator</li> <li>• Description of how selection of the minimum threshold may affect beneficial uses and users of groundwater</li> <li>• Standards related to sustainability indicators</li> <li>• How each minimum threshold will be quantitatively measured</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 3. Sustainable Management Criteria (Continued)</b>				
354.30	10727.2(b)(1) 10727.2(b)(2) 10727.2(d)(1) 10727.2(d)(2)	Measurable Objectives	<ul style="list-style-type: none"> <li>• Description of establishment of the measurable objectives for each sustainability indicator</li> <li>• Description of how a reasonable margin of safety was established for each measurable objective</li> <li>• Description of a reasonable path to achieve and maintain the sustainability goal, including a description of interim milestones</li> </ul>	
<b>Article 5. Plan Contents, Subarticle 4. Monitoring Networks</b>				
354.34	10727.2(d)(1) 10727.2(d)(2) 10727.2(e) 10727.2(f)	Monitoring Networks	<ul style="list-style-type: none"> <li>• Description of monitoring network</li> <li>• Description of monitoring network objectives</li> <li>• Description of how the monitoring network is designed to: demonstrate groundwater occurrence, flow directions, and hydraulic gradients between principal aquifers and surface water features; estimate the change in annual groundwater in storage; monitor seawater intrusion; determine groundwater quality trends; identify the rate and extent of land subsidence; and calculate depletions of surface water caused by groundwater extractions</li> <li>• Description of how the monitoring network provides adequate coverage of Sustainability Indicators</li> <li>• Density of monitoring sites and frequency of measurements required to demonstrate short-term, seasonal, and long-term trends</li> <li>• Scientific rational (or reason) for site selection</li> <li>• Consistency with data and reporting standards</li> <li>• Corresponding sustainability indicator, minimum threshold, measurable objective, and interim milestone</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
354.36		Representative Monitoring	<p><b>(Monitoring Networks Continued)</b></p> <ul style="list-style-type: none"> <li>• Location and type of each monitoring site within the basin displayed on a map, and reported in tabular format, including information regarding the monitoring site type, frequency of measurement, and the purposes for which the monitoring site is being used</li> <li>• Description of technical standards, data collection methods, and other procedures or protocols to ensure comparable data and methodologies</li> <li>• Description of representative sites</li> <li>• Demonstration of adequacy of using groundwater elevations as proxy for other sustainability indicators</li> <li>• Adequate evidence demonstrating site reflects general conditions in the area</li> </ul>	
354.38		Assessment and Improvement of Monitoring Network	<ul style="list-style-type: none"> <li>• Review and evaluation of the monitoring network</li> <li>• Identification and description of data gaps</li> <li>• Description of steps to fill data gaps</li> <li>• Description of monitoring frequency and density of sites</li> </ul>	

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 5. Plan Contents, Subarticle 5. Projects and Management Actions</b>				
354.44		Projects and Management Actions	<ul style="list-style-type: none"> <li>• Description of projects and management actions that will help achieve the basin’s sustainability goal</li> <li>• Measureable objective that is expected to benefit from each project and management action</li> <li>• Circumstances for implementation</li> <li>• Public noticing</li> <li>• Permitting and regulatory process</li> <li>• Time-table for initiation and completion, and the accrual of expected benefits</li> <li>• Expected benefits and how they will be evaluated</li> <li>• How the project or management action will be accomplished. If the projects or management actions rely on water from outside the jurisdiction of the Agency, an explanation of the source and reliability of that water shall be included.</li> <li>• Legal authority required</li> <li>• Estimated costs and plans to meet those costs</li> <li>• Management of groundwater extractions and recharge</li> </ul>	
354.44(b)(2)	10727.2(d)(3)			<ul style="list-style-type: none"> <li>• Overdraft mitigation projects and management actions</li> </ul>

GSP Regulations Section	Water Code Section	Requirement	Description	Section(s) or Page Number(s) in the GSP
<b>Article 8. Interagency Agreements</b>				
357.4	10727.6	<p>Coordination Agreements - Shall be submitted to the Department together with the GSPs for the basin and, if approved, shall become part of the GSP for each participating Agency.</p>	<p><b>Coordination Agreements shall describe the following:</b></p> <ul style="list-style-type: none"> <li>• A point of contact</li> <li>• Responsibilities of each Agency</li> <li>• Procedures for the timely exchange of information between Agencies</li> <li>• Procedures for resolving conflicts between Agencies</li> <li>• How the Agencies have used the same data and methodologies to coordinate GSPs</li> <li>• How the GSPs implemented together satisfy the requirements of SGMA</li> <li>• Process for submitting all Plans, Plan amendments, supporting information, all monitoring data and other pertinent information, along with annual reports and periodic evaluations</li> <li>• A coordinated data management system for the basin</li> <li>• Coordination agreements shall identify adjudicated areas within the basin, and any local agencies that have adopted an Alternative that has been accepted by the Department</li> </ul>	