



Vina GSA

Administration & Management and Financing Options

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Overview:

Administration

- ▶ How the GSA operates
 - ▶ Understanding the administrative and technical needs of the GSA
 - ▶ Understanding the expenses for administration and operation of GSA


Financial

- ▶ How the GSA can be funded
 - ▶ Identifying the options for funding and revenues



JPA, Article 12. Operations and Management

- ▶ 12.1 – Administrator and Plan Manager
- ▶ 12.2 – Treasurer and Controller. The County of Butte shall act as treasurer and controller for the for the Agency.
 - ▶ Independent audit
 - ▶ Depositor and custody of all money
- ▶ 12.2 – Legal Counsel and Other Consultants
 - ▶ Appoint legal counsel
 - ▶ Appoint and contract for the services of other officers, consultants, advisers and independent contractors as it deemed necessary for the business of GSA.
 - ▶ The appointed legal counsel and other officers shall not be employees or contractors of one or more of the Members.



JPA, Article 12. Operations and Management

- ▶ 12.3 – Employees and Management.
 - ▶ The Agency will not have any employees.
 - ▶ In lieu of hiring employees, the Agency may engage one or more Members to manage any or all of the business of the Agency on terms and conditions acceptable to the Board.
 - ▶ Any Member so engaged shall have such responsibilities as set forth in an agreement...which shall be approved by a super-majority vote.
 - ▶ The Agency shall have the power to employ competent registered civil engineers and other consultants...to carefully devise a plan or plans to carry out and fulfill the objects and purposes of SGMA, and complete a GSP.



General GSA Administrative Services and Operating Expenses

- ▶ Administration & Management
 - ▶ GSA Coordinator/Manager
- ▶ Professional Services
 - ▶ Legal Services
 - ▶ Financial Services
 - ▶ Outreach
 - ▶ Grant Writing
- ▶ Technical Consultants
 - ▶ Monitoring, Annual Reports, Data Management, Data Gaps
 - ▶ GSP PMAs Implementation, GSP 5 year Updates / Evaluations
- ▶ Supplies/Miscellaneous
 - ▶ Office supplies/expenses (postage, printing, website costs etc.)
 - ▶ Venues

Administration

General Administrative Responsibilities

- Ongoing daily, weekly, monthly management and operational activities of the GSA
- Oversees management of:
 - Board Meetings / Administration (trainings / form 700s / requests, policy updates)
 - Finances / Budgeting
 - Advisory, Joint Management, Ad-hoc and/or Technical Committees
 - Professional Services Consultants (legal, financial, outreach, facilitation)
 - Technical Consultants
 - GSP Implementation
 - Legislative Tracking
 - Short- and Long-term Work Planning
 - Public Requests



Legal Services

Roles

- ▶ General Counsel to GSA
- ▶ Legal Consultation and Defense



Financial Services

Roles

- ▶ Audits/Auditor
- ▶ Bookkeeping / Budgeting / Government Reporting
- ▶ Grants Administration
- ▶ GSP Implementation Funds (i.e., grants, fees and assessments, if applicable)



Public Outreach

Responsibilities

- Administers Board and Advisory Committee (agendas/packets, minutes, correspondence, meetings)
- Implements Communication and Engagement Plan
- Meeting/educational materials, Presentations
- Website Maintenance
- Public Informational and News Requests / Emails
- Maintaining Interested Parties List



Grant Writing Services

Functions

- ▶ SGM Grant Applications
- ▶ Other Grant Applications



Technical Consultants

GSP Implementation

1. Monitoring
2. Data Management
3. Data Gaps
4. Annual Reporting
5. GSP PMAs Implementation
6. GSP 5-year Updates/Evaluations



Office Supplies

General Supplies/Expenses

- ▶ Insurance
- ▶ Postage
- ▶ Printing/Outreach Materials
- ▶ Website
- ▶ Supplies
- ▶ Board Stipends
- ▶ Venues



Who administers the GSA?

Administrative Options: GSA Coordinator/Manager

1. Member Agency employee(s) contracted by GSA
2. GSA employee serving as staff (requires amendment to JPA 12.3)
3. Independent Contractor
4. Professional Consultant
5. Other / Combination




Article 15. Financial Provisions

- ▶ 15.1 – Agency Funding and Contributions
 - ▶ Initially funded through a GSP grant and in-kind contributions of members
 - ▶ Voluntary contributions by members
- ▶ 15.2 – Budgets
 - ▶ Prior to the commencement of each fiscal year
- ▶ 15.3 – Long-term Funding
 - ▶ The Board of Directors shall work on the development, adoption and implementation of a long-term funding plan to cover the operating and administrative expenses of the Agency.



What are you funding?

1. GSA Administration
 - a) GSA Coordinator
 2. Legal Services
 3. Financial Services
 4. Public Outreach
 5. Grant Writing
 6. Technical Consultants
 7. Office Supplies
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What are you funding?

7. GSP Implementation *(if not funded by grants)*
 - a) Development, coordination and implementation of PMAs
 - b) Meeting SGMA requirements, i.e., annual reports, 5-yr updates/evaluations
 - c) Monitoring and filling data gaps
 - d) Projects and Management Actions
 - e) Technical consultants (for any of the above)

Example/Draft Budget:

- ▶ Example budget categories based on review of budgets and fee studies conducted by other GSAs
- ▶ Items in **red** were included in the GSP, Chapter 6

Revenues and Expenses	
Revenues	
Member Agency Contributions	
Fees/Assessments	
Prop 218 Fes	
Prop 26 Fees	
Other Fees	
SGM Grant Program	
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Subtotal Revenues	
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Expenses (as identified in GSP)	
Administrative Costs	
Staff	150,000
General Legal	30,000
Public Outreach	25,000
Other*(Office Supplies/Website)	20,000
Monitoring	
Groundwater Levels	20,000
Groundwater Quality	8,000
Data Analysis Activities	
Data Management System	5,000
Review of Groundwater Data	5,000
Reporting and Evaluation	
Annual Report	30,000
5-year Evaluation Report	100,000
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Expenses Subtotal	393,000
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Other Expenses	
Additional Legal	
GSP Legal and Litigation Reserve	
Financial	
Audits	
Technical	
Fees Election & Implementation	
Grant Writing	
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Subtotal Other Expenses	



Ways to Fund GSA

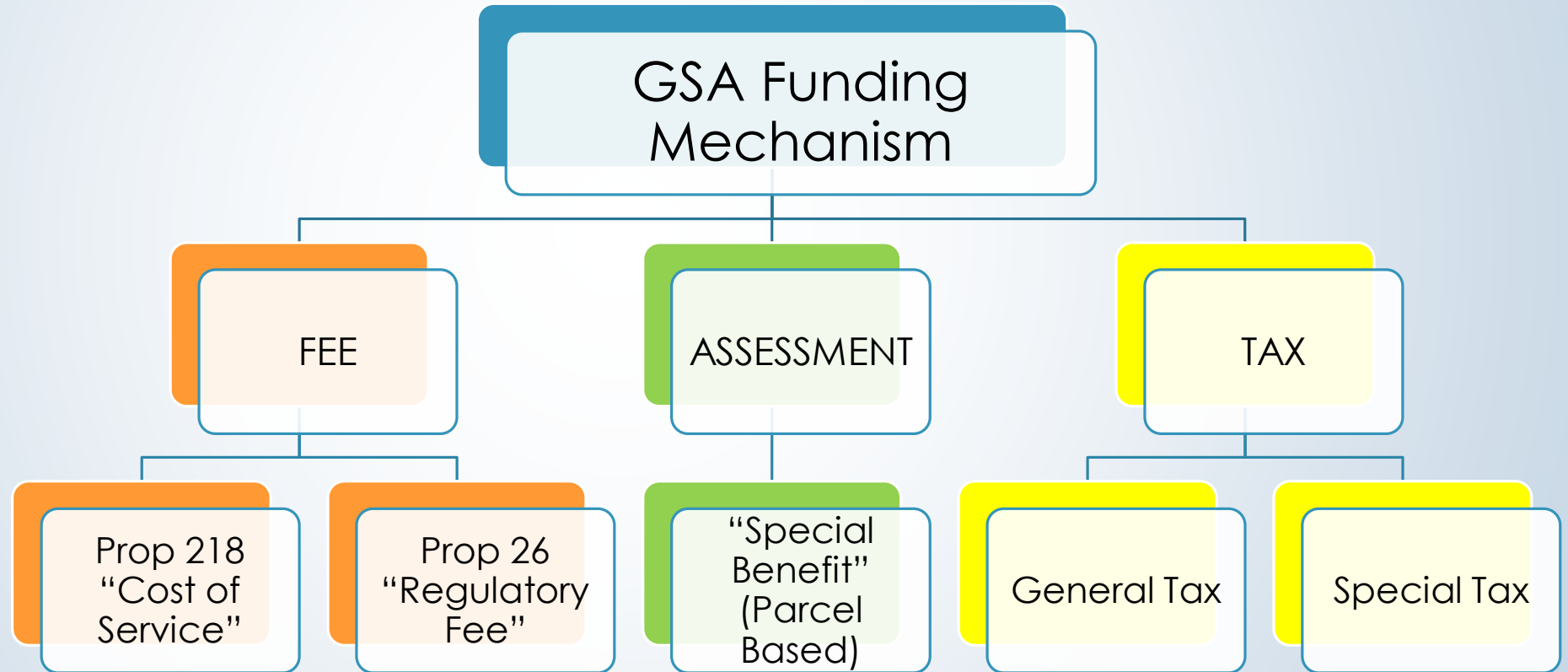
GSA Administration

- ▶ Member Agency Contributions
- ▶ Fees, Assessments, and Taxes

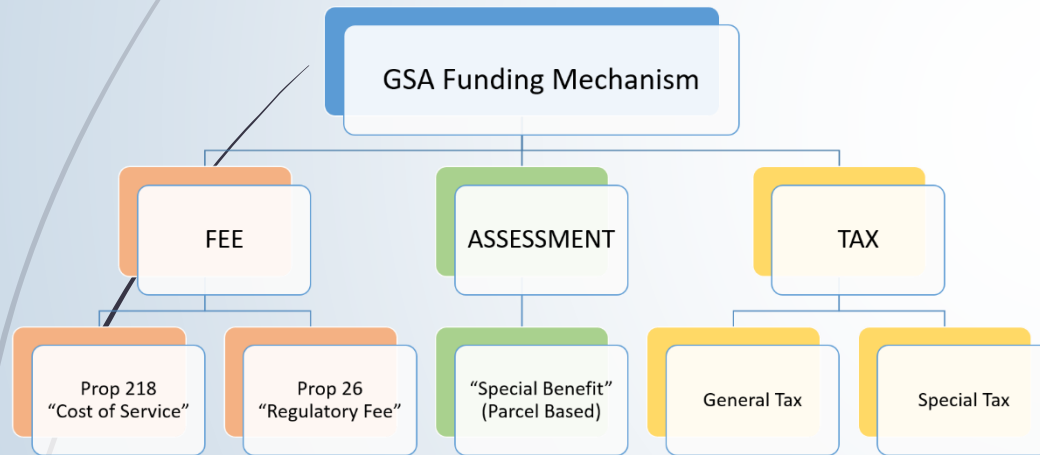
GSP Implementation

- ▶ Grants can fund:
 - ▶ GSP PMAs and Project Management
 - ▶ Feasibility Studies
 - ▶ Data Gaps
 - ▶ Annual Reports
 - ▶ GSP Updates
 - ▶ And more...
- ▶ Fees, Assessments, and Taxes

GSA Funding Options




GSA Funding Mechanisms



- Due to Constitutional limitations imposed through California's Propositions 13, 218, and 26, there are strict distinctions between, and regulations associated with, fees, special assessments, and taxes.
- Taxes and assessments require voter approval.
- Property-related fees and assessments under Proposition 218 are subject to noticing, a majority protest proceeding, and when required, a subsequent ratification election.
- However, fees, as well as other charges, are identified as exempt from the definition of a tax under Proposition 26, and thus can be adopted by the governing body of the Agency imposing the fee.



Examples of Types of Fees

- ▶ Fee per acre
 - ▶ Volumetric / usage extraction fee
 - ▶ Well head fee
 - ▶ Parcel tax / special tax
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Funding Methods

- ▶ Service Fees – governed by Prop 218
 - ▶ “Property-related” fees
 - ▶ Charges related to property ownership or occupation
 - ▶ Fee charged to any parcel must be proportional to the cost of providing service to that parcel
 - ▶ Subject to mandatory noticing and majority protest of affected parcel owners



Funding Methods



- ▶ Regulatory Fees - governed by Prop 26
 - ▶ Fees intended to recover the cost of regulation,
 - ▶ Fees cannot exceed the cost of governmental activity associated with regulation, and
 - ▶ Fee amount allocated to any payor must bear a fair or reasonable relationship to the payor's benefits from or burdens on the regulatory activity.
 - ▶ Fees can be imposed without voter approval.




Funding Methods

- ▶ Parcel Tax

- ▶ considered to be special taxes under Prop 13
- ▶ must be approved by voters by 2/3 voter approval threshold to go into effect

Possible Timelines:

Approach	May	June	June – July	Aug – Sept	Oct - Nov
Ad Hoc Committee	Discusses budget, funding options	Ad Hoc makes recommendations to Board	<ul style="list-style-type: none"> Initiate funding mechanism process Board adopts budget 		
Prop 218			A study/studies to calculate fees	Public Notice and Protest Hearing	Hearing, set date for collection of fees
Prop 26			A study/studies to calculate fees	Adopt fee and set date for collection	Collection of fees
Taxes & Assessments			A study/studies to calculate fees	Initiate election process	Voter election for fees



Discussion

- Approaches to Funding
 - Prop 218, Prop 26, Assessment or Taxes
- Potential Timelines for Funding
- Next Steps:
 - Possible Ad Hoc Committee
 - Direction to Staff