



**Wyandotte Creek  
Groundwater Sustainability Agency  
Agenda Transmittal**

**Agenda Item: 7**

**Subject:** 2024 Wyandotte Creek GSA Annual Work Plan

**Contact:** Christina Buck

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**Meeting Date:** October 26, 2023

**Regular Agenda**

**Department Summary:**

The Wyandotte Creek Groundwater Sustainability Agency (GSA) is initiating many activities as part of implementing the subbasin's Groundwater Sustainability Plan (GSP). To help organize and clarify those activities, the GSA Management Committee has prepared a draft 2024 Annual Work Plan. The Work Plan describes the activities anticipated to be conducted by the GSA in 2024 to fulfill its responsibilities under the Sustainable Groundwater Management Act (SGMA).

Tasks in the work plan are organized under five primary functions:

- (1) Administration of GSA Boards and Committees
- (2) Advance projects and management actions of the GSP
- (3) Ongoing SGM program activities
- (4) Administration of the GSA
- (5) Interagency coordination and representation of the GSA

Further, the Work Plan breaks these functions into subtasks and provides a description for each, lists the key outcomes that are anticipated, and details any relevant schedule or timeline considerations.

The Wyandotte Creek GSA Board should consider approving the 2024 Wyandotte Creek GSA Annual Work Plan or provide direction to the Management Committee.

**Fiscal Impact:** None

**Staff Recommendation:** Approve the 2024 Wyandotte Creek GSA Annual Work Plan.



Wyandotte Creek Groundwater Sustainability Agency

Annual Work Plan – 2024

Prepared by Stantec for Butte County Department of Water & Resource Conservation

## Introduction

This Work Plan describes the activities to be conducted by the Wyandotte Creek Groundwater Sustainability Agency (GSA) in 2024 to fulfill its responsibilities under the Sustainable Groundwater Management Act of 2014 (SGMA) to manage the Wyandotte Creek Subbasin (5-021.69) through implementation of the Wyandotte Creek Groundwater Sustainability Plan (GSP), submitted to the California Department of Water Resources (DWR) on January 28, 2022 and subsequently approved July 27, 2023.

The activities in this Work Plan are anticipated to be primarily carried out by the Butte County Department of Water and Resource Conservation (DWRC) Program Manager in coordination with member agency staff. The work serves five primary functions:

- (1) Administration of GSA Boards and Committees,
- (2) Advance Projects and Management Actions of the GSP,
- (3) Ongoing SGM Program Activities,
- (4) Administration of the Wyandotte Creek GSA, and
- (5) Interagency Coordination and Representation of the GSA.

A description of the tasks to be carried out by the Wyandotte Creek GSA and the associated key outcomes and timelines follow.

### 1. Administration of GSA Boards and Committees

#	Task	Description	Key Outcome(s)	Timeline/ Due Date
1.1	<b>Management Committee</b>	Meetings of the Wyandotte Creek GSA Management Committee to handle administrative matters pertaining to the GSA and GSP, including preparation of draft and final agendas and presentation materials for Wyandotte Creek GSA Board and Advisory Committee (WAC) Meetings.	<ul style="list-style-type: none"> <li>• Administration of the GSA and GSP.</li> <li>• Agendas and material development for WAC and Wyandotte Creek GSA Board meetings</li> </ul>	Monthly, as needed
1.2	<b>Wyandotte Creek GSA Board</b>	Meetings of the Wyandotte Creek GSA Board for the purpose of GSA decision-making. May also include convening ad hoc meetings of the Board. Also includes updates or addendums to the Wyandotte Creek GSA Joint Powers Agreement (JPA) and filling vacant Board seats.	<ul style="list-style-type: none"> <li>• Fully functional, transparent, publicly accessible, and representative GSA governance.</li> </ul>	Three meetings, Special meetings as needed

1.3	<b>Advisory Committee (WAC)</b>	Meetings of the WAC to provide input on Projects and Management Actions (PMAs) and prepare recommendations to the GSA Board.	<ul style="list-style-type: none"> <li>• Beneficial uses and users of the subbasin are represented in decision-making</li> <li>• Engagement with the public</li> </ul>	Two meetings, Special meetings as needed
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## 2. Advance Projects and Management Actions of the GSP

#	Task	Description	Key Outcome(s)	Timeline/ Due Date
2.1	<b>SGM Grant Program Administration</b>	Establish grant agreement with DWR and subrecipient agreements. Establish invoicing and reporting procedures for grant management. Complete all reporting and invoicing requirements	<ul style="list-style-type: none"> <li>• Grant Agreement</li> <li>• Subrecipient Agreement(s)</li> <li>• Quarterly invoicing and reporting</li> </ul>	Ongoing, completed by Spring 2026.
2.2	<b>GSP Updates, Data Gaps and Outreach Project (grant funded)</b>	Execute contract with consultant, coordinate with stakeholders, GSA Board and WAC to advance each project task. Communicate progress and activities to the public. Complete grant reporting and invoicing requirements.	<ul style="list-style-type: none"> <li>• Monitoring Network improvements</li> <li>• Five Year GSP Update and Amendments to the GSP</li> </ul>	Ongoing in 2024. Completed by Spring 2026.
2.3	<b>Outreach Program (grant funded)</b>	Execute contract with consultant to conduct outreach program and development educational materials to advance community engagement and coalitions around PMAs and GSA activities	<ul style="list-style-type: none"> <li>• Establish effective lines of communication with stakeholders and the public.</li> </ul>	Ongoing through 2024. Completed by Spring 2026.
2.4	<b>Regional Conjunctive Use Project (grant funded)</b>	Execute contract with consultant to develop regional conjunctive use project.	<ul style="list-style-type: none"> <li>• Initial project design and monitoring</li> </ul>	Ongoing through 2024. Completed by Spring 2026.
2.5	<b>Coordination with Butte County Implemented Grant Projects</b>	Coordinate with DWRC for reporting out and participation in specific, applicable projects.	<ul style="list-style-type: none"> <li>• Comprehensive and timely coordination and participation in applicable project</li> </ul>	Ongoing through 2024. Completed by Spring 2026.

			tasks and submission of reports.	
<b>2.6</b>	<b>Coordination with Thermalito Water and Sewer District (TWSD) Implemented Grant Project</b>	Coordinate with DWRC for reporting out and participation in Water Treatment Plant Capacity Upgrade (grant-funded).	<ul style="list-style-type: none"> <li>Comprehensive and timely coordination and participation in applicable project tasks and submission of reports.</li> </ul>	Ongoing through 2024. Completed by Spring 2026.

### 3. Ongoing SGM Program Activities

#	Task	Description	Key Outcome(s)	Timeline/ Due Date
<b>3.1</b>	<b>Annual Reports</b>	Preparation and submission of annual report on Wyandotte Creek Subbasin conditions for 2023 (October 2022 – September 2023) to DWR. Initiation of 2024 Annual Report for submission in 2025.	<ul style="list-style-type: none"> <li>Timely submission of comprehensive Annual Report on Wyandotte Creek Subbasin conditions for 2023 Water Year.</li> <li>Preparation for 2024 Annual Report.</li> </ul>	<ul style="list-style-type: none"> <li>April 1, 2024: 2023 Annual Report due</li> <li>April 1, 2025: 2024 Annual Report due</li> </ul>
<b>3.2</b>	<b>Groundwater Level Monitoring and Reporting</b>	Data management, including collection, storage, analysis, and access.	<ul style="list-style-type: none"> <li>Reliable, accurate, accessible groundwater data.</li> <li>Maintain compliance with SGMA Portal requirements</li> </ul>	Ongoing
<b>3.3</b>	<b>Interested Parties List</b>	Maintenance and use of the Wyandotte Creek GSA interested parties list to keep members of the public informed of GSA activities and key milestones.	<ul style="list-style-type: none"> <li>Informed members of the public and effective method for distribution of GSA materials or news.</li> </ul>	Ongoing
<b>3.4</b>	<b>Outreach and Engagement Activities</b>	Conduct of outreach and engagement activities that engage varied groundwater user groups, including coordination of logistics for project-related workshops. Also	<ul style="list-style-type: none"> <li>Public understanding and support for GSA and GSP activities</li> <li>Various events or activities</li> </ul>	Ongoing

		includes updates to and maintenance of the Wyandotte Creek GSA website.	<ul style="list-style-type: none"> <li>Up-to-date website</li> </ul>	
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**4. Administration of the Wyandotte Creek GSA**

#	Task	Description	Key Outcome(s)	Timeline/ Due Date
4.1	<b>Wyandotte Creek GSA JPA Amendments</b>	Facilitate longer-term changes to the Joint Powers Agreement to, among other identified actions, ensure continuous Stakeholder Director representation on the Board to avoid periods of vacancies between appointments.	<ul style="list-style-type: none"> <li>Amended Wyandotte Creek GSA JPA</li> </ul>	N/A
4.2	<b>GSA Appointments</b>	Fill any Board Director positions that are or will become vacant.	<ul style="list-style-type: none"> <li>Full GSA Board</li> </ul>	<ul style="list-style-type: none"> <li>Agricultural User seat expires February 2024</li> </ul>
4.3	<b>WAC Charter Amendments</b>	Prepare any amendments to the WAC Charter, at the direction of the Board.	<ul style="list-style-type: none"> <li>Amended WAC Charter</li> </ul>	N/A
4.4	<b>Overall Budgeting, Management, and Reporting for the GSA</b>	Management of the overall Wyandotte Creek GSA budget and fulfillment of reporting requirements.	<ul style="list-style-type: none"> <li>Adopted Budget</li> <li>Financial Reports to GSA Board</li> <li>The Wyandotte Creek GSA remains in good standing from a financial perspective.</li> </ul>	Adopted Budget in June 2024 for following fiscal year, July 2024-June 2025 and ongoing
4.5	<b>GSA Fee Management (e.g., administration of current or future fee needs)</b>	Administration of current or future fees needs for funding GSA activities, such as management of parcel or fee data and coordination with the County assessor.	<ul style="list-style-type: none"> <li>Provide tax roll to County for 2025 fee</li> </ul>	August 2024
4.6	<b>Cost-sharing Agreements and Accounting</b>	Oversight of establishing, updating as needed, and enacting cost-share agreements between different	<ul style="list-style-type: none"> <li>Costs for administering the Wyandotte Creek GSA and GSP are</li> </ul>	Ongoing and as-needed

		parties for funding the Wyandotte Creek GSA.	equitably distributed among the involved parties.	
4.7	<b>Reporting and Accountability (to County, to GSAs, to public)</b>	Fulfillment of reporting and accountability requirements, including: Financial Transaction Report and Government Compensation Report for State Controller, Bi-annual audits, Form 700s, and liability insurance.	<ul style="list-style-type: none"> <li>The Wyandotte Creek GSA remains in good standing from a legal and managerial perspective.</li> </ul>	In keeping with annual deadlines

**5. Interagency Coordination and Representation for the Wyandotte Creek GSA**

#	Task	Description	Key Outcome(s)	Timeline/ Due Date
5.1	<b>Groundwater Resources Association (GRA) Conferences</b>	Representation of the Wyandotte Creek GSA at GRA conferences for the purpose of professional development, networking, and collaboration.	<ul style="list-style-type: none"> <li>Enhanced relationships</li> <li>Information sharing</li> </ul>	June and September 2024
5.2	<b>DWR GSA Forums</b>	Representation of the Wyandotte Creek GSA at DWR GSA Forums for the purpose of coordinating with other GSA managers and as a direct line of contact with DWR.	<ul style="list-style-type: none"> <li>Enhanced relationships with other GSA managers and with DWR</li> <li>Information sharing</li> </ul>	April and November 2024
5.3	<b>Inter-Departmental Coordination</b>	Representation of the Wyandotte Creek GSA within the Butte County Department of Water & Resource Conservation, including coordination with Butte County Department of Water and Resource Conservation to jointly administer the Vina GSA and GSP and to streamline other groundwater-related efforts across the County.	<ul style="list-style-type: none"> <li>Integration with other department efforts for more comprehensive, successful groundwater management.</li> </ul>	Ongoing
5.4	<b>External Coordination</b>	Representation of the Wyandotte Creek GSA in coordination with other	<ul style="list-style-type: none"> <li>Enhanced coordination with external parties</li> </ul>	Ongoing

		planning and management groups, such as neighboring subbasins, Integrated Regional Water Management Groups, and others.		
<b>5.5</b>	<b>Basin Point of Contact</b>	Fulfillment of basin point of contact responsibilities under SGMA including maintaining up to date information on the SGM Portal.	<ul style="list-style-type: none"> <li>• Responsive, cooperative relationship between the Wyandotte Creek Subbasin and DWR</li> </ul>	Ongoing