

#### DIRECTORS

RICH McGOWAN, President  
STEVE KOEHNEN, Vice President  
RAYME ANTONOWICH, Secretary  
ANDREW MENDONCA, Treasurer  
BILL CHANCE  
CRAIG KNIGHT  
BRIAN MORI  
JAMES PAIVA  
TODD TURLEY



#### OFFICERS

TOVEY GIEZENTANNER  
General Manager

#### ATTORNEY

JOE HUGHES  
Klein DeNatale Goldner

## **REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TUSCAN WATER DISTRICT**

### **AGENDA**

**Wednesday, December 17, 2025 @ 9:00 a.m.**  
**Butte County Association of Governments (BCAG) Board Room**  
**326 Huss Drive, Chico, California 95928**

### **TUSCAN WATER DISTRICT (TWD) REGULAR BOARD MEETING**

1. Call to Order & Pledge of Allegiance
2. Public Comment. Members of the public may address the Board on any matter not already listed below. The Board cannot act at this meeting on requests made under this section of the agenda.

### **REGULAR AGENDA**

3. **Board Meeting Minutes for November 19, 2025**  
Recommendation: Review and Take Appropriate Action
4. **Finances & Payment of the Bills**  
Recommendation: Review and Take Appropriate Action
5. **2026 Election Update**  
Recommendation: Receive Report (informational only)
6. **Investment Account Presentation**  
Recommendation: Receive Presentation from Chad Parker and Take Appropriate Action
7. **Recharge Ad Hoc Committee Update (Informational only)**  
Recommendation: Receive Update
8. **Surface Water Ad Hoc Committee Update (Informational only)**  
Recommendation: Receive Update
9. **2025-26 & 2026-27 Budget Discussion**  
Recommendation: Review, Discuss & Take Appropriate Action.

## **COMMUNICATIONS AND REPORTS**

### 10. General Manager Report & Updates (Information Only)

- a. Vina GSA
- b. Butte County Board of Supervisors
- c. Rock Creek Reclamation District
- d. Other

### 11. Board Member Announcements, Reports and/or Requests for Future Agenda Topics

## **CLOSED SESSION**

### **PUBLIC EMPLOYEES (Govt. Code Section 54957.)**

Employment

Title: General Counsel

## **ADJOURNMENT**

### **NOTES**

In compliance with the American with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services, to participate in this meeting, please email [info@tuscanwaterdistrict.org](mailto:info@tuscanwaterdistrict.org) by Noon the day prior to this meeting.

Written material distributed during a public meeting will be available for public inspection at the meeting, if prepared by the district or a member of its legislative body, or after the meeting if prepared by some other person. Any materials related to an item on this Agenda are available for public inspection online at <https://www.tuscanwaterdistrict.org/>.

# TUSCAN WATER DISTRICT

## Board of Directors Meeting Minutes

Date: November 19, 2025

### 1. Call to Order and Roll Call

The meeting was called to order by President Rich McGowan.

**Directors Present:** Rich McGowan, Todd Turley, Brian Mori, Steve Koehnen, Andrew Mendonca, Craig Knight, Raymond Antonowich, and Jim Paiva.

**Directors Absent:** Bill Chance.

#### **Staff & Consultants Present:**

Tovey Giezentanner (General Manager), Joe Hughes (Legal Counsel - via Zoom).

#### **Public/Agency Representatives Present:**

Kamie Loeser (Director of Water Resource Conservation, Butte County), Dillon McGregor (GSA Program Manager), Jim Graydon, Vina GSA SHAC Member, Susan Schraeder, League of Women Voters representative.

### 2. Public Comment

President McGowan opened the floor for public comment on items not on the agenda. There were no comments from the public.

### 3. Approval of Minutes

The Board reviewed the minutes from the October 15, 2025, meeting.

- **Motion:** Director Brian Mori moved to approve the minutes.
- **Second:** Director Craig Knight seconded.
- **Vote:** Unanimous. Motion carried.

### 4. Financial Report and Payment of Claims

The Board reviewed three invoices for approval:

#### **A. Giezentanner & Associates**

- **Description:** Monthly invoice for \$7,500.

## ITEM 3 - Meeting Minutes

- **Motion:** Director Andrew Mendonca moved to approve.
- **Second:** Director Raymond Antonowich seconded.
- **Vote:** Unanimous. Motion carried.

### B. B-Line (Facility Rental)

- **Description:** Pre-payment of rent for approximately eight months to secure the facility through the end of the fiscal year (June 2026).
- **Discussion:** General Manager Giezentanner clarified that funds are refundable if the facility is not used.
- **Motion:** Director Jim Paiva moved to approve.
- **Second:** Director Steve Koehnen seconded.
- **Vote:** Unanimous. Motion carried.

### C. Legal Counsel (Joe Hughes)

- **Description:** Invoice for legal services.
- **Motion:** Director Raymond Antonowich moved to approve.
- **Second:** Director Todd Turley seconded.
- **Vote:** Unanimous. Motion carried.

## 5. Mission Statement Adoption

The Board reviewed the draft mission statement presented at the previous meeting<sup>23</sup>.

- **Board Discussion:**
  - Director Mendonca expressed support for bullets 1, 2, and 4.
  - Director Koehnen requested clarification on bullet 4 regarding "science-based solutions" and the "Tuscan aquifer," confirming it refers to the underlying aquifer.
  - Director Turley requested verification from Legal Counsel that the statement is consistent with the District's formation documents<sup>26</sup>. Legal Counsel Hughes agreed to verify consistency<sup>27</sup>.
- **Public Comment:** Kamie Loeser suggested language regarding consistency with GSPs (Groundwater Sustainability Plans).
- **Motion:** Director Brian Mori moved to approve the mission statement, predicated on a final legal review by Joe Hughes to ensure consistency with the District's LAFCO and Prop 218 approvals.
- **Second:** Director Todd Turley seconded.
- **Vote:** Unanimous. Motion carried.

## 6. Proposition 4 Readiness and Committee Formation

General Manager Giezentanner presented an item regarding readiness for Proposition 4 funding (\$10 billion bond passed by voters). The goal is to prepare specific projects for

## ITEM 3 - Meeting Minutes

funding guidelines expected within the next 6–9 months.

### A. Formation of Ad Hoc Committees

The Board discussed forming two ad hoc committees to expedite project readiness in anticipation of Proposition 4 funding. The Board established that these committees will work closely with staff and external partners to push their respective projects to a "shovel-ready" or implementation-ready status by the time Prop 4 funding guidelines are issued, which is expected to occur within the next 6 to 9 months.

- **Recharge Ad Hoc Committee**

- *Scope & Objectives:*

- Collaborate with staff and partners to develop the Rock Creek corridor concept (involving approx. 100 acres east of Hwy 99 and a separate 250-acre property) and floodwater capture initiatives.
- Advance the concept to a shovel-ready status to ensure eligibility for funding once Prop 4 guidelines are released (anticipated in 6–9 months).

- *Appointments:* President McGowan appointed the following Directors: **Rich McGowan, Jim Paiva, Brian Mori, and Steve Koehnen.**

- **Surface Water Ad Hoc Committee**

- *Scope & Objectives:*

- Focus on the water supply project by facilitating negotiations and term sheet development with Western Canal Water District, Vina GSA, and other partners as necessary.
- Ensure the project reaches a shovel-ready state to maximize competitiveness for Proposition 4 funding upon the issuance of state guidelines (anticipated in 6–9 months).

- *Appointments:* President McGowan appointed the following Directors: **Raymond Antonowich, Craig Knight, Andrew Mendonca, and Todd Turley.**

### B. Authorization of Technical Support Funding

- **Description:** Request for up to \$10,000 to hire an engineering firm to develop a preliminary report (5–10 pages) modeling hydrology and flood risk reduction benefits for the Rock Creek corridor/Recharge concept<sup>40404040</sup>.

- **Discussion:**

- Director Koehnen confirmed the study would cover multiple properties in the corridor, not just the property immediately east of Hwy 99 and south of Keefer Slough.
- Public member Jim Graydon encouraged the Board to extend invitations to the Vina GSA Board for field visits.

## ITEM 3 - Meeting Minutes

- **Motion:** Director Jim moved to approve up to \$10,000 for the engineering report and directed the General Manager to engage the firm.
- **Second:** Director Andrew Mendonca seconded.
- **Vote:** Unanimous. Motion carried.

### 7. General Manager Report

General Manager Giezentanner provided updates on the following items:

#### A. Vina GSA Ag Stakeholder Meeting (Nov 13)

- **Summary:** The meeting covered the Periodic Evaluation of the GSP (Groundwater Sustainability Plan). Topics included corrective actions required by DWR, well inventory issues, and domestic well vulnerability.
- **Key Issues Discussed:**
  - **Well Inventory:** Concerns regarding the accuracy of well logs and the cutoff date for active wells. Consultants are completing a full inventory to perform a risk assessment.
  - **Monitoring Network:** Consultants are recommending changes to the groundwater level monitoring network, including removing unsuitable wells and adding new ones.
  - **Interconnected Surface Water (ISW):** Discussion on establishing a monitoring network and SMCs for ISW. Staff is urging caution until State Best Management Practices (BMPs) are released.

#### B. Administrative Items

- **2026 Election Process Update:** To be presented in December.
- **Investment Policy:** The presentation on money market options was deferred to the December meeting due to the presenter's schedule.
- **Budget:** A budget review through FY 2025-2026 is upcoming.

### 8. Adjournment

## ITEM 4 - Finances

### TWD Finances

FY 2025-26	2025-26 APPROVED BUDGET (attached)	JUL 2025 Approved	AUG 2025 Approved	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	Billed to Date	Approved Budget Remaining
<b>TWD BUDGET CATEGORY</b>															
Personnel	\$ 266,400	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500								\$ 37,500	\$ 228,900
Office	\$ 81,000	\$ 7,304	\$ 1,005	\$ 165	\$ 1,320	\$ -								\$ 9,794	\$ 71,206
External Support	\$ 97,000	\$ 2,175	\$ 635	\$ 1,580	\$ 953	\$ 953								\$ 6,295	\$ 90,705
Litigation	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ 75,000
Technical Support	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ 50,000
Lobbying & Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -
Reserves	\$ 50,000	\$ 17,399	\$ -	\$ -	\$ -	\$ -								\$ 17,399	\$ 32,601
<b>TOTALS</b>	<b>\$ 619,400</b>	<b>\$ 34,378</b>	<b>\$ 9,140</b>	<b>\$ 9,245</b>	<b>\$ 9,773</b>	<b>\$ 8,453</b>	<b>\$ -</b>	<b>\$ 70,988</b>	<b>\$ 548,412</b>						

### Itemized Bills: August 2025

Category	Description	Amount
Personnel	Giezentanner & Associates - General Manager	\$ 7,500
Office		\$ -
External Support	Klein DeNatale Goldner - General Counsel	\$ 953
	<b>Total</b>	<b>\$ 8,453</b>

# INVOICE

**Giezentanner & Associates**  
 30 Independence Circle, Suite 300  
 Chico, California 95973  
 United States

**Bill to**  
**Tuscan Water District**  
 30 Independence Circle  
 Chico, California 95973  
 United States

**Invoice Number:** 20201293  
**Invoice Date:** November 30, 2025  
**Payment Due:** December 30, 2025

**Amount Due (USD):** \$7,500.00

Items	Amount
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<b>Service</b>	\$7,500.00
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Tuscan Water District Services Performed November 1, 2025 – November 30, 2025

Professional Management and Consulting Services Service period includes comprehensive General Manager responsibilities:

Strategic Oversight & Compliance:

- Facilitated the Board’s adoption of the District’s formal Mission Statement to guide long-term strategic priorities.
- Generated information for the board to anticipate Proposition 4 readiness requirements, working to ensure the District is positioned for this next state funding cycle.

Financial Management:

- Executed financial oversight for the approval of preliminary engineering funds (\$10,000) for the Rock Creek/Keefer Slough recharge concept.

Board Administration:

- Coordinated and executed the November 19, 2025 Board meeting, including board packet development and the establishment of two new Ad Hoc Committees.
- Launched the Western Canal Surface Water Project Ad Hoc Committee to advance term sheet negotiations and infrastructure definition.
- Launched the Rock Creek & Keefer Slough Recharge Ad Hoc Committee to develop multi-benefit flood and recharge concepts.

Stakeholder Engagement:

- Coordinated with Vina GSA and Rock Creek Reclamation District GSA regarding the 2027 GSP Periodic Evaluation and potential amendments.
- Coordinated with Butte County and staff regarding various issues.

**Total:** \$7,500.00

**Amount Due (USD):** \$7,500.00

November 26, 2025

TUSCAN WATER DISTRICT  
\*\*\*\*\*E-MAIL INVOICES\*\*\*\*\*

Invoice No. 1253871  
Client No. 24618  
Matter No. 001  
Billing Attorney: JDH

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### INVOICE SUMMARY

For Professional Services Rendered for the Period Ending: November 18, 2025.

RE: TUSCAN WATER DISTRICT  
GENERAL BUSINESS

Professional Services	\$ .00
Costs Advanced	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ .00</b>
Prior Balance	<u>\$ 952.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u>\$ 952.50</u></b>

**ITEM 4 - Finances**

**KLEIN DENATALE GOLDNER**

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Invoice No. 1253871

November 26, 2025

**TOTAL THIS INVOICE**

**\$ .00**

**ITEM 4 - Finances**

**KLEIN DENATALE GOLDNER**

Invoice No. 1253871

November 26, 2025

**OUTSTANDING INVOICES**

<b>Invoice No.</b>	<b>Date</b>	<b>Invoice Total</b>	<b>Payments Received</b>	<b>Ending Balance</b>
1252404	10/31/25	952.50	.00	952.50

PRIOR BALANCE \$ 952.50

Balance Due This Invoice \$ .00

**TOTAL BALANCE DUE \$ 952.50**

**AGED ACCOUNTS RECEIVABLE**

<b>Current - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 - 120</b>	<b>Over 120</b>	<b>Total</b>
\$ 952.50	\$ .00	\$ .00	\$ .00	\$ .00	\$ 952.50

November 26, 2025

TUSCAN WATER DISTRICT  
\*\*\*\*\*E-MAIL INVOICES\*\*\*\*\*

Invoice No. 1253871  
Client No. 24618  
Matter No. 001  
Billing Attorney: JDH

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**REMITTANCE**

RE: TUSCAN WATER DISTRICT  
GENERAL BUSINESS

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<b>BALANCE DUE THIS INVOICE</b>	<b>\$ .00</b>
Prior Balance	<u>\$ 952.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u>\$ 952.50</u></b>

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**All checks should be made payable to:**  
(Please return this advice with payment.)

Klein DeNatale Goldner  
10000 Stockdale Hwy, Suite 200  
Bakersfield, CA 93311

**For payment by ACH in USD:**  
(Please reference:  
Client-Matter No. 24618-001,  
Invoice No. 1253871)

J.P. Morgan Chase  
Account No. 825707620  
ABA No. 322271627

To pay by credit card, [click here](#) --->: or call Accounting at (661) 395-1000.

**DUE UPON RECEIPT**

**FEDERAL I.D. No. 95-2298220**

*Thank you! Your business is greatly appreciated.*

## ITEM 5 - 2026 Electoral Divisions Update

# MEMORANDUM

**TO:** Board of Directors, Tuscan Water District  
**FROM:** Tovey Giezentanner, General Manager  
**DATE:** December 14, 2025  
**SUBJECT:** Update on 2026 Electoral Divisions and Election Administration

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### **Recommendation**

Receive a presentation from Legal Counsel regarding the transition to division-based elections and the 2026 election timeline.

### **Background and Discussion**

As the Board is aware, the Butte County Board of Supervisors formally established the District's nine electoral divisions on January 28, 2025, satisfying LAFCo Condition No. 9.

During the July 16, 2025, meeting, the Board provided initial direction regarding the structure of the upcoming elections. The Directors expressed a preference for **staggered terms**, with elections for five (5) seats to be held in June 2026 and the remaining four (4) seats in June 2028. This approach ensures continuity of governance and stability during the transition.

### **Election Administration and Contested Races**

Regarding administration, the Board previously discussed the potential need for third-party election management to ensure transparency. However, it is important to clarify that third-party administration—and its associated costs—will primarily be necessary only if specific division races are contested.

If a division race is uncontested, the District may be able to streamline the process significantly, reducing the need for external management.

### **Today's Update**

Alex Dominguez from Klein DeNatale Goldner will present an update on the formal procedures required to implement this direction.

# ITEM 6 - District Reserve Investment Options

## MEMORANDUM

**TO:** Board of Directors, Tuscan Water District  
**FROM:** Tovey Giezentanner, General Manager  
**DATE:** December 14, 2025  
**SUBJECT:** Update on District Reserve Investment Options

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### Purpose

This memo provides context for the upcoming presentation by Chad Parker of Parker Wealth Advisors regarding investment options for the District's reserves and assessment revenue. This item continues the Board's previous discussions on maximizing interest revenue while ensuring the safety and liquidity of public funds.

### Background & Context

- **Initial Discussion (July 16, 2025):** Director Bill Chance reported on an initial meeting with Chad Parker. The Board discussed the potential for moving unallocated funds into federally insured money market accounts or similar instruments to generate higher returns compared to standard county treasury pools or checking accounts.
- **Legal Requirement:** During the July discussion, Legal Counsel Joe Hughes advised that the District must adopt a formal **Investment Policy** before engaging in these investments to ensure compliance with California Government Code.

### Presentation

Chad Parker, CPFA®, of Parker Wealth Advisors (Raymond James) will attend the upcoming meeting to present:

1. **Market Overview:** Current interest rate environment and opportunities for public agencies.
2. **Investment Vehicles:** Options for high-yield, federally insured accounts (e.g., money markets, CDs) suitable for the District's liquidity needs.
3. **Compliance:** Strategies to ensure all investments align with state law and the forthcoming District Investment Policy.

### Recommendation

This item is for information and discussion. Following the presentation, the Board may direct staff and legal counsel to finalize a draft Investment Policy for adoption at a future meeting, paving the way to open investment accounts.

## MEMORANDUM

**TO:** Board of Directors, Tuscan Water District  
**FROM:** Tovey Giezentanner, General Manager  
**DATE:** December 14, 2025  
**SUBJECT:** Updates from Ad Hoc Committees (Agenda Items 7 & 8)

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### 7. Recharge Ad Hoc Committee Update (Informational Only)

**Recommendation:** Receive Update.

**Summary of Activity:**

The Recharge Ad Hoc Committee met recently to review technical data and define the next steps required to position the District for Proposition 4 funding in 2026. The Committee focused on two primary areas:

- **Engineering Work Scope (Rock Creek Corridor):** The Committee reviewed a draft scope of work for engineering services focused on the Rock Creek and Keefer Slough corridor. The strategic goal of this scope is to accelerate engineering design and technical support to transform the Rock Creek/Keefer Slough Flood-MAR concept into a fully defined, "shovel-ready" project by mid-2026. This timeline is critical to ensuring the District is competitive for the first round of Proposition 4 implementation grants.
- **Site A Pilot Test Results (Informational):** To provide context on the type of engineering work currently underway in the Subbasin, the Committee reviewed preliminary data from the recent pilot test at "Site A" (south of Comanche Creek). While not the subject of the current engineering scope, these results were shared to demonstrate valid testing methodologies and highlight another high-potential site for future recharge.
- **Next Steps:** Staff will finalize the Rock Creek engineering scope and continue to monitor Site A Phase 2 testing. Staff and Ad Hoc Committee members will provide further oral reports and/or answer questions during the meeting.

### 8. Surface Water Ad Hoc Committee Update (Informational Only)

**Recommendation:** Receive Update.

**Summary of Activity:**

The Surface Water Ad Hoc Committee is focused on advancing two priority surface water supply projects: connecting the Western Canal Water District (WCWD) system to the Vina Subbasin and facilitating water deliveries from Paradise Irrigation District (PID) via Butte

## ITEM 7 & 8 - Updates from Ad Hoc Committees

Creek.

### Key Focus Areas:

- **Feasibility Analysis Review:** The Committee is reviewing the technical feasibility analysis for both the WCWD connection and the PID transfer options. This review identifies infrastructure needs, conveyance routes, and operational constraints.
- **Project Acceleration Strategy:** A primary objective of the Committee is to develop a strategic plan that addresses two critical hurdles before Prop 4 funding becomes available next year:
  - **Cost Reduction:** Identifying methods to reduce the long-term cost per acre-foot for landowners.
  - **Environmental Readiness:** Accelerating the environmental review process (CEQA/NEPA) to ensure both projects meet the definition of “shovel-ready” by mid-2026.

**Goal:** The Committee’s work is aimed at moving these concepts from “feasibility” to “implementation-ready” within the next 6-12 months to maximize our eligibility for state bond funding.

**Next Steps:** Staff and Ad Hoc Committee members will provide further oral reports and answer questions during the meeting.

# ITEM 9 - 2025-26 & 2026-27 Budget Discussion

## Comprehensive Financial Performance Review (FY 2025-26), Operational Transition Strategy, and Budget Justification for Fiscal Year 2026-27

**TO:** Board of Directors, Tuscan Water District  
**FROM:** Tovey Giezentanner, General Manager  
**DATE:** December 17, 2025  
**SUBJECT:** In-Depth Analysis of Fiscal Year 2025-26 Budget Performance, Implementation of Operational Ramp-Up, and Strategic Justification for FY 2026-27 Budget

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### 1. Executive Summary

This detailed staff report serves as the foundational financial and operational analysis for the Tuscan Water District (TWD) as it navigates the critical transition from its initial formation phase to a fully operational public agency. The purpose of this document is to provide the Board of Directors with a rigorous examination of the District's fiscal stewardship during the 2025-26 fiscal year (FY), outline the strategic imperatives necessitating the operational ramp-up scheduled for March 2026, and provide the technical, legal, and operational justification for the proposed FY 2026-27 budget and the associated assessment levy of \$7.14 per acre next year.

The financial narrative of the past fiscal year is one of disciplined prudence and "thrifty spending." Despite the Board authorizing an operating budget of \$619,400 for FY 2025-26 to ensure sufficient capacity for immediate startup needs, the District's management executed a conservative strategy that will result in projected total expenditures of only \$290,889 by fiscal year-end. This substantial variance is not a result of inactivity but rather a deliberate strategic decision to delay the hiring of permanent executive staff and the leasing of permanent facilities until the third quarter of the fiscal year.

By utilizing cost-effective contract services and leveraging temporary administrative arrangements during the initial quarters, the District has generated a significant projected carryover balance. This carryover is strategically vital, serving not as surplus profit but as essential working capital to bridge cash flow gaps between county tax roll distributions and to seed the District's operating reserves without necessitating early debt issuance.

Looking forward to the 2026-27 fiscal year, the District faces the imperative to operationalize fully to meet its goals under the Sustainable Groundwater Management Act (SGMA) and obligations under the conditions of approval set forth by the Butte Local Agency Formation Commission (LAFCO). The proposed budget for FY 2026-27 assumes a total revenue requirement of approximately \$686,000. This figure is driven by the annualized costs of the operational infrastructure established in late FY 2025-26, including full-time executive management, administrative support, and a permanent physical headquarters.

## 2. Historical Context and Formation Mandates

To fully appreciate the financial planning decisions reflected in the FY 2025-26 and FY 2026-27 budgets, it is essential to contextualize the District's current operational status within its formation history and the complex regulatory environment of California water management.

### 2.1 The "White Area" Governance Gap and SGMA Compliance

Prior to the formation of TWD, the Vina Subbasin and portions of the Butte Subbasin contained vast acreages of groundwater-dependent agricultural land that lacked a focused local agency to represent their specific hydrogeological and economic interests. The "white area" landowners identified a critical governance gap: without a dedicated district, they lacked the institutional mechanism to fund projects, import surface water, or implement recharge programs necessary to achieve sustainability without resorting to potential pumping curtailments. The budget is the fuel required to transform TWD from a concept into an agency capable of securing grant funding, managing complex hydrogeological projects, and forcefully representing landowner interests.

### 2.2 Strict Adherence to LAFCO Conditions of Approval

The approval of TWD's formation by LAFCO was granted subject to Resolution No. 18 2022/23, which imposed conditions driving the District's budget:

- **Condition 12 (Revenue Authority):** Required the District to enact a revenue measure generating sufficient annual revenue, necessitating considerable legal, engineering, and management resources. The FY 2026-27 budget is the demonstration to LAFCO that the District is financially viable and has the stable revenue necessary to operate long-term.
- **Condition 6(b) (Municipal Service Review):** Required significant staff time to prepare necessary technical documentation.
- **Condition 13 (GSA Coordination):** Required TWD to enter into MOUs with the Vina, Rock Creek, and Butte County GSAs, necessitating considerable legal and management resources.
- **Condition 9 (Board Divisions):** Required TWD to transition to electoral divisions based on equal acreage. This involved complex mapping, demographic analysis, and coordination with the County Board of Supervisors, necessitating considerable legal and management resources.

### 2.3 The Proposition 218 Constitutional Framework

The District's revenue model is built upon a "Special Benefit Assessment" under Proposition 218. The Engineer's Report established a "Maximum Assessment Rate Schedule," which acts as a legal cap. The FY 2026-27 proposed rate of \$7.14 per acre corresponds to the Year 2 rate in this schedule.

# ITEM 9 - 2025-26 & 2026-27 Budget Discussion

## 3. Fiscal Year 2025-26 Performance Review: A Strategy of Prudence

The financial performance of the Tuscan Water District in its first full fiscal year (FY 2025-26) is defined by a narrative of fiscal discipline and strategic deferral. Upon formation, the Board approved an initial budget of \$619,400 to provide maximum authorization for hiring and infrastructure. However, management adopted a "thrifty spending" philosophy, recognizing that ramping up expenses before they were strictly necessary would deplete the District's limited initial capital.

### 3.1 Comprehensive Budget vs. Actuals Analysis

The following table provides a detailed comparison of the approved budget versus the projected actual expenditures for FY 2025-26 based on the updated financial data.

**Table 1: FY 2025-26 Budget Performance Summary**

Expense Category	Approved Budget (FY 25-26)	Projected Actuals (FY 25-26)	Variance (Savings)	% of Budget Spent
<b>Personnel</b>	\$266,400	\$151,800	\$114,600	57.0%
<b>Office Expenses</b>	\$81,000	\$39,389	\$41,611	48.6%
<b>External Support</b>	\$97,000	\$48,301	\$48,699	49.8%
<b>Litigation Support</b>	\$75,000	\$0	\$75,000	0.0%
<b>Technical Support</b>	\$50,000	\$30,000	\$20,000	60.0%
<b>Reserves</b>	\$50,000	\$21,399	\$28,601	42.8%
<b>TOTAL</b>	<b>\$619,400</b>	<b>\$290,889</b>	<b>\$328,511</b>	<b>47.0%</b>

### 3.2 Detailed Variance Analysis

**3.2.1 Personnel Savings: The Strategic Deferral** The most significant contributor to the fiscal surplus is the Personnel category. The approved budget of \$266,400 assumed immediate full-time hiring. However, the District utilized contract services for the majority of the year, incurring personnel costs of roughly \$7,500 per month rather than the full payroll run rate. By deferring the hiring of permanent staff until March 1, 2026, the District realized a savings of \$114,600.

**3.2.2 Office Expense Efficiency** The Office Expenses category reflected a disciplined approach to physical infrastructure. Instead of immediately leasing commercial space, the District utilized remote arrangements and temporary workspaces, delaying significant rent

## ITEM 9 - 2025-26 & 2026-27 Budget Discussion

and utility costs until the operational ramp-up in the fourth quarter. Rent expenses were kept to a minimum (\$1,400/month starting in March), resulting in a utilization rate of only 48.6%.

**3.2.3 Strategic Utilization of External Support** Significant efficiency was also realized in External Support. While the budget authorized \$97,000 for consultants, bookkeeping, and outreach, the projected actuals are approximately \$48,301—less than 50% of the authorization. This indicates that while the District engaged essential services—such as Legal Counsel (\$26,296) and Outreach/Website (\$7,005)—it did so judiciously, avoiding unnecessary administrative overhead during the startup phase.

**3.2.4 Litigation and Technical Contingencies** The approved budget included significant contingencies for risk management.

- **Litigation:** The \$75,000 allocated for legal defense was untouched.
- **Technical Support:** The District anticipates utilizing up to **\$30,000** of the \$50,000 allocation. This expenditure reflects the commencement of initial technical reviews and data evaluation necessary for upcoming GSP project implementation, while still remaining well under the budgeted cap.

**3.3 The Strategic Importance of the Carryover Balance** The projected total expenditure of \$290,889 against the \$619,400 approved budget results in a projected carryover balance of approximately \$328,511.27. This carryover provides the necessary liquidity to fund operations during the "dry period" (July-November 2026) before 2026-27 assessment revenue is received, preventing the need for external borrowing.

## 4. Operational Transition Plan: March 1, 2026

The planning budget documents indicate a pivotal strategic shift beginning March 1, 2026. This date marks a proposed official transition of the Tuscan Water District from a "formation/start-up" phase to a "fully operational" phase.

**4.1 Implementation of In-House Executive Management** Starting in March 2026, the District will transition to employing direct staff.

- **General Manager (GM):** Budgeted at \$12,500/month. The GM will focus on inter-agency coordination (Vina/Butte/Rock Creek GSAs) and project implementation, among other things. Please see the attached Job Description for more detail.
- **Office Manager:** Budgeted at \$4,500/month. Responsibilities include assessment administration, communications, and Board clerk duties. Please see the attached Job Description for more detail.

**4.2 Establishment of Permanent District Office** Concurrent with the staffing transition, the District will establish a permanent physical presence.

- **Rent:** Budgeted at ~\$1,400 per month.
- **Utilities/Operations:** Allocations for PG&E, Internet, and other office expenses begin to

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accrue at full rates. Establishing a physical office is a core component of the "Local Control" and "Representation" benefits promised to landowners.

### 5. Fiscal Year 2026-27 Budget Strategy

The proposed planning budget for FY 2026-27 represents the District's first full fiscal year of standard operations. The total projected budget is **\$686,014**, closely aligned with the projected assessment revenue.

**5.1 Revenue Assumptions: The \$7.14 Assessment** The revenue model is predicated on levying the Maximum Assessment Rate authorized by the landowner vote.

- **Assessment Rate:** \$7.14 per acre.
- **Assessable Acreage:** 96,071 acres.
- **Total Projected Revenue:** \$685,946.94.

**5.2 Expense Breakdown and Justification** The FY 2026-27 expenses are strictly aligned with the "Special Benefits" defined in the Engineer's Report.

**Table 2: FY 2026-27 Planning Budget Breakdown**

Expense Category	FY 2026-27 Allocation	Operational Justification
<b>Personnel</b>	\$285,039	Covers 12 months of GM (\$155k) and Office Manager (\$56k) plus ~35% fringe benefits. Essential for executing GSP projects. <a href="#">↗</a>
<b>Office</b>	\$73,375	Includes Rent (\$16.8k), Utilities (\$6.2k), Insurance (\$10k), Supplies (\$12k). <a href="#">↗</a>
<b>External Support</b>	\$102,600	Includes Legal Counsel (\$43k), Bookkeeping (\$12k), and Outreach (\$38k). <a href="#">↗</a>
<b>Litigation Support</b>	\$75,000	A dedicated defensive fund to protect landowner groundwater rights. <a href="#">↗</a>
<b>Technical Support</b>	\$50,000	Funding for engineering consultants to evaluate GSP projects (recharge feasibility). <a href="#">↗</a>
<b>Lobbying/Advocacy</b>	\$50,000	Resources to pursue state and federal grants (e.g., SGMA Implementation Grants). <a href="#">↗</a>
<b>Reserves</b>	\$50,000	Annual contribution to operating reserves for long-term stability. <a href="#">↗</a>
<b>TOTAL</b>	<b>\$686,014</b>	

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**5.3 Inflationary Adjustments (COLA)** The budget incorporates a voter-approved 3.5% Cost of Living Adjustment (COLA) to Personnel and G&A expenses to ensure the District's purchasing power does not erode.

### 6. Proposition 218 Compliance and Justification

The FY 2026-27 budget and the associated \$7.14/acre assessment are fully compliant with Proposition 218.

- **Special Benefits:** The budget funds Local Control, Representation, Funding Advocacy, and Groundwater Defense—benefits legally substantiated by the Engineer's Report.
- **Strict Compliance with Caps:** The revenue requirement of \$686,014 divided by 96,071 acres equals \$7.14 per acre. This aligns precisely with the "Year 2" maximum rate schedule authorized by landowners, demonstrating that the District is not levying an arbitrary amount but adhering strictly to the voter-approved cap.

### 7. Conclusion and Recommendation

The Tuscan Water District is positioned on a strong financial foundation as it concludes its first fiscal year. The disciplined spending and strategic deferrals exercised in FY 2025-26 have provided a healthy reserve cushion that significantly de-risks the transition to full operations in 2026. The proposed FY 2026-27 budget is legally robust, fully compliant with Proposition 218 caps, and strategically aligned with the District's mission to ensure groundwater sustainability through local control.

**Recommendation:** Staff recommends that the Board of Directors:

1. **Receive and file** this financial performance report.
2. **Approve the Operational Transition Plan** for the balance of FY 2025-26, authorizing staff to proceed with the necessary steps for full operational ramp-up.
3. **Direct staff to prepare the final FY 2026-27 Budget Resolution**, reflecting the \$686,014 revenue requirement, for adoption at the January or February regular meeting.

**Alternative Action (Contingency):** If the Board has questions that cannot be resolved during this meeting, staff recommends forming an ad hoc committee to review the budgets, job descriptions, and transition details. This committee would be charged with reporting back to the full Board at the next regular meeting with a recommendation on next steps.

**Attachments:** 2025-26 Planning Budget, 2026-27 Planning Budget, Job Descriptions

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## TWD - 2025-26 PLANNING BUDGET

PROJECTED BUDGET	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	March - June 2026
<b>Personnel</b>													
General Manager	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 110,000
Office Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 18,000
Subtotal	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 128,000
Fringe <span style="float: right; margin-right: 20px;">35%</span>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,950	\$ 5,950	\$ 5,950	\$ 5,950	\$ 23,800
<b>Personnel Subtotal</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 22,950</b>	<b>\$ 22,950</b>	<b>\$ 22,950</b>	<b>\$ 22,950</b>	<b>\$ 151,800</b>
<b>Office</b>													
Rent	\$ -	\$ -	\$ 165	\$ 1,320	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 7,085
PG&E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Phone / Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000
Insurance	\$ 7,304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 17,304
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Trash & Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000
<b>Office Subtotal</b>	<b>\$ 7,304</b>	<b>\$ -</b>	<b>\$ 165</b>	<b>\$ 1,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,150</b>	<b>\$ 15,150</b>	<b>\$ 5,150</b>	<b>\$ 5,150</b>	<b>\$ 39,389</b>
<b>External Support</b>													
Legal Counsel	\$ -	\$ 2,175	\$ 635	\$ 1,580	\$ 953	\$ 953	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 26,296
Outreach, Website & Social	\$ -	\$ 1,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,005
Bookkeeping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000
Additional Accounting Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Assessment Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>External Support Subtotal</b>	<b>\$ 2,175</b>	<b>\$ 1,640</b>	<b>\$ 1,580</b>	<b>\$ 953</b>	<b>\$ 953</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 17,000</b>	<b>\$ 48,301</b>
<b>General &amp; Admin Expenses</b>	<b>\$ 16,979</b>	<b>\$ 9,140</b>	<b>\$ 9,245</b>	<b>\$ 9,773</b>	<b>\$ 8,453</b>	<b>\$ 9,500</b>	<b>\$ 9,500</b>	<b>\$ 9,500</b>	<b>\$ 34,100</b>	<b>\$ 44,100</b>	<b>\$ 34,100</b>	<b>\$ 45,100</b>	<b>\$ 239,490</b>
<b>Litigation Support</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Technical Support</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 30,000</b>					
<b>Lobbying &amp; Funding Advocacy</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Reserves</b>	<b>\$ 50,000</b>	<b>\$ 17,399</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 21,399</b>				
<b>Total</b>	<b>\$ 34,378</b>	<b>\$ 9,140</b>	<b>\$ 9,245</b>	<b>\$ 9,773</b>	<b>\$ 8,453</b>	<b>\$ 9,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 40,100</b>	<b>\$ 50,100</b>	<b>\$ 40,100</b>	<b>\$ 51,100</b>	<b>\$ 290,889</b>

# ITEM 9 - 2025-26 & 2026-27 Budget Discussion

## TWD - 2026-27 PLANNING BUDGET

PROJECTED BUDGET	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	2026-27 TOTALS
<b>Personnel</b>													
General Manager	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 12,938	\$ 155,250
Office Manager	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 4,658	\$ 55,890
Subtotal	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 17,595	\$ 211,140
Fringe <span style="font-size: small;">35%</span>	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 6,158	\$ 73,899
<b>Personnel Subtotal</b>	<b>\$ 23,753</b>	<b>\$ 285,039</b>											
<b>Office</b>													
Rent	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ 16,800
PG&E	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 6,210
Phone / Internet	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 259	\$ 3,105
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Supplies	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ 12,420
Trash & Cleaning	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 6,210
Subscriptions	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 6,210
Memberships	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 6,210
Other	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 518	\$ 6,210
<b>Office Subtotal</b>	<b>\$ 5,281</b>	<b>\$ 15,281</b>	<b>\$ 5,281</b>	<b>\$ 5,281</b>	<b>\$ 73,375</b>								
<b>External Support</b>													
Legal Counsel	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 3,623	\$ 43,470
Outreach, Website & Social	\$ 1,553	\$ 21,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 1,553	\$ 38,630
Bookkeeping	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
Additional Accounting Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500
Assessment Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>External Support Subtotal</b>	<b>\$ 6,175</b>	<b>\$ 26,175</b>	<b>\$ 6,175</b>	<b>\$ 14,675</b>	<b>\$ 102,600</b>								
<b>General &amp; Admin Expenses</b>	<b>\$ 35,210</b>	<b>\$ 55,210</b>	<b>\$ 35,210</b>	<b>\$ 45,210</b>	<b>\$ 35,210</b>	<b>\$ 43,710</b>	<b>\$ 461,014</b>						
<b>Litigation Support</b>	<b>\$ 75,000</b>	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	<b>\$ 75,000</b>
<b>Technical Support</b>	<b>\$ 50,000</b>	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	<b>\$ 50,000</b>
<b>Lobbying &amp; Funding Advocacy</b>	<b>\$ 50,000</b>	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	<b>\$ 50,000</b>
<b>Reserves</b>	<b>\$ 50,000</b>	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	<b>\$ 50,000</b>
<b>Total</b>	<b>\$ 53,960</b>	<b>\$ 73,960</b>	<b>\$ 53,960</b>	<b>\$ 63,960</b>	<b>\$ 53,960</b>	<b>\$ 62,460</b>	<b>\$ 686,014</b>						
<b>Per Parcel</b>	<b>96,071</b>												<b>\$ 7.14</b>

# Position: General Manager

Agency: Tuscan Water District (TWD)  
Reports To: Board of Directors  
Location: Chico, California

## Position Summary

The General Manager (GM) serves as the Chief Executive Officer of the District, acting as the primary strategist, negotiator, and administrator for the Tuscan Water District. This role goes beyond simple administration; it requires a proactive leader capable of navigating the complex intersection of California water policy (SGMA), local agricultural economics, and political landscape.

The GM is responsible for protecting the water reliability of over 100,000 acres of agricultural and working lands in Butte County. This involves directing the District's strategic planning, financial health (including Prop 218 assessments and grant acquisition), and intergovernmental relationships. The GM acts as the District's primary representative to the Vina and Rock Creek Groundwater Sustainability Agencies (GSAs), Butte County, and state/federal regulators, ensuring that TWD landowners retain a strong voice in the region's groundwater future.

## Essential Duties & Responsibilities

### 1. Strategic Water Resource Planning & GSP Implementation

- **Integrated Resource Management:** Develop and implement a long-term strategic vision for the District that aligns surface water importation, flood-MAR (Managed Aquifer Recharge), and conservation efforts with the Vina and Butte Subbasin Groundwater Sustainability Plans (GSPs).
- **Project Development:** Lead the identification, feasibility analysis, and execution of critical infrastructure projects, specifically:
  - The **Rock Creek / Keefer Slough Recharge Corridor** (multi-benefit flood/recharge).
  - **Surface Water Supply Projects** involving Western Canal Water District and other potential partners.
- **SGMA Compliance & Coordination:** Act as the technical and policy lead in coordinating with the Vina and Rock Creek GSAs. Ensure District projects and management actions (PMAs) are consistent with GSP requirements and avoid undesirable results (e.g., subsidence, domestic well impacts).

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- **Threat Management:** Monitor and develop responses to external threats to the District's water supply, including regulatory overreach, third-party litigation, or conflicting water policy from neighboring subbasins or the State Water Resources Control Board.

### 2. Financial Management & Asset Development

- **Budgeting & Forecasting:** Develop and manage the District's annual operating budget. Create long-term forecasting tools to analyze the economic viability of projects and the financial sustainability of the District.
- **Prop 218 Administration:** Oversee the annual levy of special benefit assessments, ensuring strict compliance with Proposition 218 and Article XIII D of the California Constitution. Manage the engineer's report process and tax roll submissions to the County.
- **Grant Acquisition & Management:** Aggressively identify and pursue state (e.g., Prop 68, Prop 4) and federal funding opportunities. Manage grant writing teams, contract administration, and reporting compliance to minimize direct costs to landowners.

### 3. Intergovernmental Affairs & Advocacy

- **Relationship Network:** Establish and manage a robust network of relationships with key stakeholders, including:
  - **Local:** City of Chico, Butte County Board of Supervisors, Vina/Rock Creek GSA Boards, and neighboring water and irrigation districts.
  - **Regional:** GSA boards and stakeholders in neighboring counties.
  - **State/Federal:** DWR, SWRCB, USBR, and elected representatives.
  - **NGOs:** Cultivate constructive dialogue with environmental organizations (e.g., The Nature Conservancy, River Partners, Northern California Regional Land Trust) to facilitate multi-benefit project partnerships.
- **Policy Advocacy:** Represent TWD interests in regional water forums (e.g., SGMA Intergovernmental Coordination efforts, Northern Sacramento Valley Integrated Regional Water Management) and legislative hearings.
- **Negotiation:** Serve as the lead staff negotiator for Memorandums of Understanding (MOUs), water transfer agreements, and cooperative agreements with partner agencies.

### 4. Governance & Board Administration

- **Board Support:** Provide high-level policy analysis and recommendations to the Board of Directors. Prepare agendas, staff reports, and resolutions in full compliance with the Brown Act.
- **Committee Facilitation:** Guide the work of Ad Hoc and Standing Committees (e.g.,

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Finance, Management, Project-Specific Committees) to ensure efficient decision-making.

- **Legal Compliance:** Work closely with Legal Counsel to ensure the District operates within the California Water Code, LAFCo conditions of approval, and Government Code.

### 5. Community & Public Relations

- **Landowner Engagement:** Serve as the primary point of contact for District landowners. Translate complex hydrogeological and legal concepts into clear, actionable information for farmers and domestic well users.
- **Public Outreach:** Manage the District's public image. Oversee the website, newsletters, and press relations to ensure transparency and build community trust.
- **Issue Management:** Engage in proactive strategies to address community concerns regarding recharge projects, assessments, or groundwater levels before they become critical issues.

### Key Projects & Priorities (Current Cycle)

- **Proposition 4 Readiness:** Position TWD to capture early-round funding for climate resilience and groundwater projects.
- **MOU Execution:** Finalize and operationalize project-based governance MOUs with the Vina, Rock Creek and Butte County GSAs.
- **Recharge Infrastructure:** Advance preliminary engineering and landowner negotiations for the Rock Creek detention/recharge basins.
- **Surface Water Conveyance:** Negotiate wheeling and supply terms with Western Canal Water District for surface water importation.

### Qualifications & Requirements

#### Experience:

- Minimum of 7-10 years of experience in public agency management, water resources planning, or agricultural asset management.
- Proven track record of managing complex projects involving multiple regulatory agencies (DWR, CDFW, RWQCB).
- Experience with California water rights, water transfers, and the Sustainable Groundwater

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Management Act (SGMA).

### Skills:

- **Strategic Thinking:** Ability to see the "chess board" of California water politics and position the District advantageously.
- **Technical Proficiency:** Ability to understand and interpret hydrogeological data, engineering reports, and financial pro-formas.
- **Communication:** Excellent written and verbal communication skills, with the ability to speak credibly to both farmers in the field and regulators in Sacramento.
- **Governance:** Deep understanding of the Brown Act, Prop 218, and public agency budgeting.

### Education:

- Bachelor's degree in Agriculture, Public Administration, Business, Civil Engineering, or a related field (Master's degree preferred) or equivalent high-level professional experience.

# Position: Office Manager

Agency: Tuscan Water District (TWD)

Reports To: General Manager

Location: Chico, California

## Position Summary

The Office Manager serves as the operational hub of the District, blending high-level administrative management with strategic project support. This role is the primary point of contact for landowners and the public, ensuring the District functions with transparency, efficiency, and warmth. Beyond daily operations, the Office Manager acts as a key support partner to the General Manager, assisting with grant administration, board governance, and the implementation of groundwater sustainability projects.

## Key Responsibilities

### 1. Board Administration & Governance (Clerk Duties)

- **Brown Act Compliance:** Manage the compilation, posting, and distribution of Board meeting agendas and packets in strict compliance with the 72-hour legal requirement.
- **Official Records:** Attend Board meetings to take accurate minutes; maintain the District's official resolutions, ordinances, and historical records.
- **Regulatory Compliance:** Track and ensure all Directors and staff are up to date with required filings (Form 700/Statement of Economic Interests, Ethics Training).
- **Policy Support:** Assist the GM in drafting administrative policies and operational protocols for Board review.

### 2. Communications & Landowner Services

- **Constituent Interface:** Serve as the first point of contact for landowner inquiries (phone, email, walk-ins). Triage questions regarding assessments, SGMA compliance, and district services with professionalism.
- **Digital Presence:** Manage the District's website and social media channels, ensuring agendas, project updates, and educational materials are current and accessible.
- **Content Creation:** Draft and distribute the monthly newsletter and email blasts (e.g., Mailchimp). Translate complex Board actions into digestible "community updates" that bridge the gap between technical policy and landowner reality.
- **Event Logistics:** Organize logistics for Board meetings, town halls, and workshops (venue booking, AV setup, print materials).

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## 3. Project Coordination & Grant Support

- **Grant Administration:** Support the General Manager in tracking timelines and deliverables for state/federal grants (e.g., Proposition 4, SGM Implementation). Assist in compiling data for reporting requirements.
- **Project Liaison:** Coordinate with consultants and contractors to ensure administrative workflows (invoices, contracts, insurance certificates) move smoothly.
- **Inter-Agency Support:** Assist in scheduling and preparing materials for coordination meetings with Butte County, Vina GSA, and neighboring water districts.

## 4. Financial & Office Operations

- **Financial Administration:** Process accounts payable/receivable, prepare checks for signature, and assist with the compilation of the annual tax roll for County assessments.
- **Vendor Management:** Manage relationships with IT, legal, and office supply vendors.
- **Information Management:** Maintain a highly organized digital and physical filing system for contracts, easements, and grant documents.

## Desired Qualifications

### Experience & Education

- 3+ years of experience in office management, executive assistance, or public administration.
- Experience working with a public agency, special district, or in the agricultural sector is highly desirable.

### Skills & Core Competencies

- **Public Sector Knowledge:** Familiarity with the Brown Act, Public Records Act, and basic parliamentary procedure.
- **Communication:** Strong writing skills with the ability to shift tone from "Rotary-style" warmth (community updates) to strict legal precision (minutes/notices).
- **Tech Savvy:** Proficient in Microsoft Office, Adobe Acrobat, Zoom/Teams, and basic website content management (eg. Canva).
- **AI & LLM Proficiency:** Familiarity with Large Language Models (e.g., ChatGPT, Claude, Gemini) to accelerate drafting, summarization, and content creation is a strong plus.
- **Organizational Rigor:** Fanatical attention to detail regarding financial records, meeting minutes, and compliance deadlines.

### Personal Attributes

- **Adaptable:** Comfortable pivoting between complex administrative tasks and casual conversations with local farmers.
- **Self-Starter:** Ability to anticipate the needs of the General Manager and the Board without constant supervision.