

# Santa Monica Groundwater Sustainability Agency Bylaws

## Article I. General Provisions

- Section 1. The City of Santa Monica, the Los Angeles Board of Water and Power Commissioners, the City of Beverly Hills, the City of Culver City, and the County of Los Angeles (collectively, the “Parties”) formed the Santa Monica Basin Groundwater Sustainability Agency (“SMBGSA”) through a Memorandum of Understanding (“MOU”), effective May 2017 to manage the Santa Monica Groundwater Basin (“Basin”). The California Department of Water Resources (“DWR”) recognized the GSA in September 2017. The GSA is governed by the terms of the MOU and these bylaws. Pursuant to Section 2.3 of the MOU, however, if any conflict arises between the MOU and these bylaws, the terms of the MOU shall govern.
- Section 2. The SMBGSA shall be represented by a five-member board (the “Board”). Each board member shall be appointed in accordance with Section 4.1 of the MOU. The Board will have both decision-making and advisory responsibilities pertaining to groundwater management in SMBGSA, which DWR has designated as a medium priority basin under the Sustainable Groundwater Management Act (“SGMA”).
- Section 3. The Water Resources Manager of the Santa Monica Department of Public Works, Water Resources Division, shall provide administrative assistance to the Board in presenting information and reports to the SMBGSA.
- Section 4. Specific goals of the Board shall include, but are not limited to the following:
- (a) Lead communication, outreach, and engagement efforts within the Basin.
  - (b) Develop, approve, and implement a Groundwater Sustainability Plan (“GSP”), and complete 5-year GSP updates.
  - (c) Monitor, evaluate, and report progress towards achieving sustainability goals.

**Article II. Powers and Duties of the Board**

**Section 1.** Pursuant to Section 3.1 of the MOU, the Board shall have the following powers and duties:

- (a) Preparing and maintaining a list of interested parties.
- (b) Conducting public outreach and engagement.
- (c) Submitting notification of the formation of the SMBGSA to DWR.
- (d) Consulting and contracting with the United States, State of California, and adjacent water agencies and individual landowners.
- (e) Entering into coordination agreements with other GSAs and watermasters.
- (f) Conducting investigations and analyzing data.
- (g) Developing, adopting, and implementing a GSP.
- (h) Approving and collecting groundwater management fees.
- (i) Pursuing financial assistance through grants or similar opportunities.
- (j) Obtaining third-party services for groundwater modeling, data collection, reports, and other related tasks.

**Section 2.** Pursuant to Section 4.3 of the MOU, all actions of the Board shall be by unanimous consent. To be effective, certain Board actions may require further consent from the Parties' governing bodies.

**Section 3.** The Board shall comply with all SGMA requirements in approving and implementing a GSP including, without limitation, all public notice and participation requirements. It shall hold at least one public hearing before approving the adoption or any amendment of a GSP.

**Article III. Membership**

**Section 1.** The Board shall consist of five Representatives. Pursuant to Section 4.1 of the MOU, each Party shall appoint one Representative to the Board. Each Party may also appoint an Alternate Representative to act in case of its Representative's absence or inability to act.

**Section 2.** The following Representatives shall serve at the pleasure of their respective appointing authority, as follows:

- (a) One Representative appointed by the City Council of the City of Santa Monica.
- (b) One Representative appointed by the City Council of the City of Culver City.
- (c) One Representative appointed by the City Council of the City of Beverly Hills.
- (d) One Representative appointed by the Los Angeles Board of Water and Power Commissioners.
- (e) One Representative appointed by the Los Angeles County Board of Supervisors.

**Article IV. Meetings**

- Section 1. The Board shall establish a regular meeting schedule in accordance with the Ralph M. Brown Act, which shall provide for at least one meeting in every 90-day period. Any Representative may request additional meetings as needed. The Ralph M. Brown Act set forth in the California Government Code Sections 54950–54963, inclusive, shall govern all meetings of the Board.
- Section 2. Three Representatives shall constitute a quorum of the Board.

**Article VI. Election of Chairperson and Vice Chairperson**

- Section 1. The Board shall elect a Chairperson and Vice Chairperson by majority vote at its last meeting each year. The outgoing Vice Chairperson shall be elected as the new Chairperson. The new Vice Chairperson shall be a Board member who did not serve in the year just ended as either Chairperson or Vice-Chairperson. The newly-elected Chairperson and Vice Chairperson shall assume their duties of such office at the first meeting of the new year. There is no limit to the number of terms that an individual can serve as Chairperson and Vice-Chairperson.
- Section 2. The Chairperson or Vice Chairperson may be removed from office and relieved of duties by a unanimous consent of the remaining Board Representatives.

**Article VII. Duties of Chairperson**

- Section 1. The Chairperson shall preside at all meetings of the Board and perform duties consistent with the procedures outlined herein.
- Section 2. In the absence of the Chairperson, the Vice Chairperson shall execute the duties of Chairperson.
- Section 3. The Chairperson shall maintain order and decorum and decide questions of procedure (according to Robert’s Rules of Order) subject to the right of the Board to make the final determination. The Chairperson shall call the meeting to order promptly at the appointed hour and conduct the meeting as prescribed by these procedures and the laws of the State of California.

**Article VIII. Secretarial Assistance**

- Section 1. The functions of this office will be performed by an assigned employee of the City of Santa Monica.
- Section 2. The Secretary to the Board will attend all meetings of the Board and any ad-hoc meetings when requested.
- Section 3. The Secretary shall maintain a record of all sessions and Board attendance.
- Section 4. The agenda for regular and special meetings shall be prepared by the City of Santa Monica in conformance with the Ralph M. Brown Act requirements and distributed by staff to each Board member. Copies of the agenda shall be posted in accordance with the Ralph M. Brown Act and made available at each meeting for the public.