

# Santa Monica Basin Groundwater Sustainability Agency Board Meeting

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APRIL 17, 2024

**Board of Directors**  
**Santa Monica Basin Groundwater Sustainability Agency**  
**Agenda for the April 17, 2024 8:00 AM**

<b>Board of Directors</b>			
<b>Attending</b>	<b>Agency</b>	<b>Board Member</b>	<b>Alternate</b>
	<b>City of Beverly Hills</b>	Robert Welch	Vince Damasse
	<b>City of Culver City</b>	Sean Singletary	
	<b>City of Los Angeles Department of Water and Power</b>	Jesus Gonzalez	John Huynh
	<b>County of Los Angeles</b>	Gina Natoli, <b>Vice-Chair</b>	
	<b>City of Santa Monica</b>	Sunny Wang, <b>Chair</b>	

In addition to attending meetings in person, meetings may be viewed via Zoom. Please note that virtual attendance via Zoom is not required and is offered as a courtesy . Therefore, any technical difficulties shall not require that a meeting be postponed. Instructions for attending meetings in person and virtually are provided below.

**IN-PERSON PARTICIPATION**

Santa Monica City Hall East, Room 219  
1685 Main St., Santa Monica, CA 90401

Parking Instructions

Please note that the entrance to City Hall East is located on Olympic Boulevard next to (west from) the Public Safety Building at 333 Olympic Drive, Santa Monica, CA, 90401. Parking for City Hall East is located at Civic Center Parking Structure located at 333 Civic Center Drive, Santa Monica, CA 90401, across Olympic Blvd from City Hall East.

Instructions for In-Person Public Participation

If a member of the public is interested in speaking during the public comment portion of the Board meeting, please submit a speaking request via email to [Lisette.Gold@santamonica.gov](mailto:Lisette.Gold@santamonica.gov) by 5:00 PM the day before the meeting and specify “in-person participation”. Your name, the agenda item number, agenda item title, and comment summary must be included in the email or the comment will not be added to the speaker list. At the start of each agenda item, the Secretary of the Board will read the names of those who have requested to speak in advance on an agenda item. Public comment must be germane to the specific agenda item you have indicated.

If you wish to comment on an item and have not submitted a public comment request prior to today's meeting, please do so now by filling out a public comment card request. Comment requests cards are available at the back of the room. On the request form, you must include your name, agenda item number and title as well as summary of your comment. If the comment card or request does not contain that information, the comment will not be added to the speaker list. Once you have filled out the request, you may submit it to the Secretary of the Board before the item is called. Public comment cards submitted after the start of the public comment period for the identified agenda item will not be added to the speaker list.

## **VIRTUAL PARTICIPATION**

Register in advance for this meeting by clicking the link below:

<https://bit.ly/3ToK3oQ>

### Instructions for Virtual Public Participation

As a courtesy, the public is invited to attend the meeting virtually via Zoom. In order to have the opportunity to speak during the public comment portion of the Board meeting, please submit a speaking request via email to [Lisette.Gold@santamonica.gov](mailto:Lisette.Gold@santamonica.gov) by 5:00 PM the day before the meeting and specify "virtual participation".

Your name, the agenda item number, agenda item title, and comment summary must be included in the email or the comment will not be added to the speaker list. Public comment must be germane to the specific agenda item you have indicated.

### Instructions for using ZOOM to Speak

After joining the meeting, please make sure you have audio and microphone capabilities enabled on your device. You may follow the prompts on the video version of ZOOM to test your speaker and microphone.

When your name has been called in the meeting, you will be invited to unmute, and you will unmute yourself and be able to speak for up to 3 minutes at the discretion of the chair. When the time allotted to you has expired, you will be muted again.

## **WRITTEN PUBLIC COMMENT**

To submit a written public comment on agenda items, please email [Lisette.Gold@santamonica.gov](mailto:Lisette.Gold@santamonica.gov) with your comment and specify "written public comment only." Please include your name, the agenda item number and agenda item title in the email. Your comment will be placed into the record and distributed appropriately.

## **BASIC GSA MEETING RULES**

### Public Comment

Members of the public have up to 3 minutes at the discretion of the chair to speak on each item. In the interest of allowing enough time to cover the business on the agenda, please be advised that the Chair of the Board has the discretion to reduce the time limits for each speaker or the public comment period for each agenda item. When speaking, please state your name clearly for the record before beginning your remarks.

Materials handed in during the meeting will be uploaded to the website in a timely fashion after the meeting.

Rules of Conduct

The Board will only entertain comments that are civil. Anyone who becomes disruptive, disrespectful, repetitive, does not remain on topic or impedes the orderly conduct of the meeting, will be asked to sit down and given a warning by the Chair of the Board or if attending virtually will be muted. The individual will be asked to leave by the Chair of the Board if they continue with disruptive conduct per Government Code Section 54957.95. No warning is required if the individual is using force or threatening to use force against someone.

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**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call and Determination of a Quorum**
- 4. Closed Session**
  - A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Section 54956.9(d)(1) of the California Government Code)  
*Hillcrest Country Club v. County of Los Angeles, et al*, Los Angeles Superior Court Case No. 23STCV03479
- 5. Disclosure of ex parte communications for board members**
- 6. Consent Items**
  - A. Approval of Minutes from the January 17, 2024 Meeting
- 7. Public Comment**

*This portion of the agenda may be utilized by any member of the public to address and ask questions of the Board of Directors on any matter **not on the agenda** within the jurisdiction of the Santa Monica Basin Groundwater Sustainability Agency. Depending upon the subject matter, the*

*Board of Directors may be unable to respond at this time, or until the specific item is placed on the agenda at a future Board meeting in accordance with the Ralph M. Brown Act.*

**8. Informational Items**

- A. GSP Annual Report
- B. Example ordinances on groundwater extraction wells and monitoring

**9. Action Items**

- A. Approve Cost sharing plan between GSA member agencies (continued from January 17, 2024 SMBGSA Board Meeting)
- B. Approve GSA Bylaws:
  - i. Article IV, Section 1
  - ii. Article VI, Section 1 (continued from July 19 SMBGSA Board Meeting)
- C. Elect new Chair and Vice-Chair

**10. Solicitation of Items to be Discussed at the Next Regular Board Meeting**

**11. Adjournment**

**6A**

Approval of Minutes  
from the January 17,  
2024 Meeting

**Board of Directors  
Santa Monica Basin Groundwater Sustainability Agency  
Minutes for the January 17, 2024**

Board of Directors			
Attending	Agency	Board Member	Alternate
X	<b>City of Beverly Hills</b>	Robert Welch	Vince Damasse
X	<b>City of Culver City</b>	Sean Singletary	
X	<b>City of Los Angeles Department of Water and Power</b>	Jesus Gonzalez	John Huynh
X	<b>County of Los Angeles</b>	Gina Natoli, <b>Vice-Chair</b>	
X	<b>City of Santa Monica</b>	Sunny Wang, <b>Chair</b>	

**MEETING MINUTES**

**1. Call to Order**

The meeting was called to order at 8:07 AM.

**2. Roll Call and Determination of a Quorum**

Sunny Wang, City of Santa Monica (Chair)  
Gina Natoli, County of Los Angeles (Vice Chair)  
Robert Welch, City of Beverly Hills  
Sean Singletary, City of Culver City

Jesus Gonzalez, City of Los Angeles – absent at time of roll call

**3. Pledge of Allegiance**

Chair Wang led the Pledge of Allegiance.

After roll call and determination of a quorum, the Board of Directors went to closed session at 8:09 AM.

**4. Closed Session**

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Section 54956.9(d)(1) of the California Government Code)

*Hillcrest Country Club v. County of Los Angeles, et al*, Los Angeles Superior Court Case No. 23STCV03479

The Board returned from closed session at 8:39 AM and opened the public forum. There were no actions to report from the closed session. It was noted that Director Gonzalez joined during the closed session.

**5. Disclosure of ex parte communications for Board Members**

Vice-Chair Natoli, Chair Wang and Director Welch received two emails from a member of the public, John Davis, and did not respond.

**6. Consent Items**

- A. Approval of Minutes from the regular, quarterly GSA meeting from October 18, 2023. Vice-Chair Natoli requested that “no reportable action” be added under Item 4. Director Singletary had a spelling correction. Director Welch requested that the text, “cost share based on jurisdictional area within the Subbasin, or 2% of all costs,” be clarified to, “the City of Beverley Hills was provided direction from the city council of 2% of all costs.”

Motion by Vice-Chair Natoli, seconded by Director Welch to approve the meeting minutes as amended. A roll call vote was conducted, and the motion carried unanimously.

**7. Public Comment**

The following members of the public provided comment: John Davis and Patricia McPherson.

Director Welch moved to advance Item 9B to the next item. Director Gonzales seconded the motion. A roll call vote was conducted and the motion carried unanimously.

**9B. Motion for Reconsideration of the Hillcrest Country Club Well Application**

The board members discussed the reconsideration and possible conditions to the application.

The following members of the public provided comment: Chris Wessel, Neill Brower, Jason Haas stated they were present on behalf of Hillcrest Country Club and were available for questions. Josh Greer, Hillcrest Country Club, responded to the board members’ discussion. John Davis and Patricia McPherson also provided comments.

Chair Wang moved to provide verification that Hillcrest Country Club’s proposal is not inconsistent with the GSP with the following conditions: (1) Hillcrest Country Club does not extract more than 425 AFY from the five total wells (three existing and two new); (2) all wells (existing and new) will be equipped with monitoring devices agreed upon between Hillcrest Country Club and the GSA consultant to provide daily production data updates at a frequency of quarterly and annually to the GSA; (3) install monitoring capabilities to monitor the groundwater production and its impact on the groundwater basin. The Board is providing two options for the third condition: (1) install three



dedicated monitoring wells around the well field at locations agreed upon with the GSA consultant, or (2) install level transducers and data loggers at each of the five production wells to monitor groundwater levels (the elevation and placement of the level transducer shall be agreed upon between the Hillcrest Country Club and the GSA consultant). The Board also encourages Hillcrest Country Club, through their annual reporting, to provide other information on their efforts to reduce water use and improve water efficiency; such as drought tolerant landscaping, groundwater recharge programs, and maintenance and replacement programs. Chair Gonzales seconded the motion. A roll call vote was conducted, and the motion carried unanimously.

## **8. Informational Items**

### **A. DWR Approval of the Santa Monica Groundwater Subbasin GSP**

There was discussion on how to collaborate with DWR and how the board should provide guidance to the GSA consultant.

The following members of the public provided comment: John Davis, Patricia McPherson and Dr. Margot Griswold.

### **B. Update on DWR Sustainable Groundwater Management (SGM) Round 2 Grant Funding**

Alex Waite (Supervising Civil Engineer, City of Santa Monica) presented. There was discussion about the DWR reasoning for unfunded components, the total amount of the grant application, and the outcomes for the unfunded components.

The following members of the public provided comment: John Davis and Patricia McPherson.

### **C. Vice-Chair Natoli's discussion with the Grassroots Coalition (continued from October 18 SMBGSA Board Meeting)**

Jill Weinberger (Dudek, GSA consultant) provided responses to the technical questions. The legal questions were not answered during this meeting.

The following members of the public provided comment: John Davis and Patricia McPherson.

A break was taken from 10:16 AM to 10:33 AM.

### **D. Board policy on public comment material**

Chair Wang proposed to add the public comment policy as an action item to the next meeting.

The following members of the public provided comment: John Davis, Patricia McPherson and Dr. Margot Griswold.

## 9. Action Items

### A. Board Approval for City of Santa Monica to issue RFP for a Salt and Nutrient Management Plan for the Santa Monica Subbasin

Alex Waite (Supervising Civil Engineer, City of Santa Monica) answered questions from the board members about the RFP.

The following members of the public provided comment: John Davis and Patricia McPherson.

Chair Wang moved to approve the item. Director Singeltary seconded the motion. A roll call vote was conducted, and the motion carried unanimously.

### C. Approve Cost sharing plan between GSA member agencies (continued from October 18 SMBGSA Board Meeting)

The board discussed whether to (1) split the administrative costs of the GSA evenly between each member agency or (2) split costs of the GSA by land area.

The following members of the public provided comment: John Davis and Patricia McPherson.

Vice-Chair Natoli moved to continue Item 9C to the next regularly scheduled meeting. Chair Wang seconded the motion. A roll call vote was conducted, and the motion carried unanimously.

### D. Approve GSA Bylaws:

The board discussed edits to the GSA bylaws.

Public Comment: The following members of the public provided comment: John Davis and Patricia McPherson.

Chair Wang moved to continue Article VI Section 1 to the next board meeting and moved to amend the rest of the bylaws with two proposed additions for Article VIII, Section 1 to include “or GSA consultants” and for the attorneys to suggest text for a public comment policy to be incorporated into the Bylaws as Article IV Section 1. Vice-Chair Natoli seconded the motion. A roll call vote was conducted, and the motion carried unanimously. It was clarified that this vote was for both motions.

**10. Solicitation of Items to be Discussed at the Next Regular Board Meeting**

Election of the chair and vice-chair.

**11. Adjournment**

The meeting was adjourned at 12:14 PM.

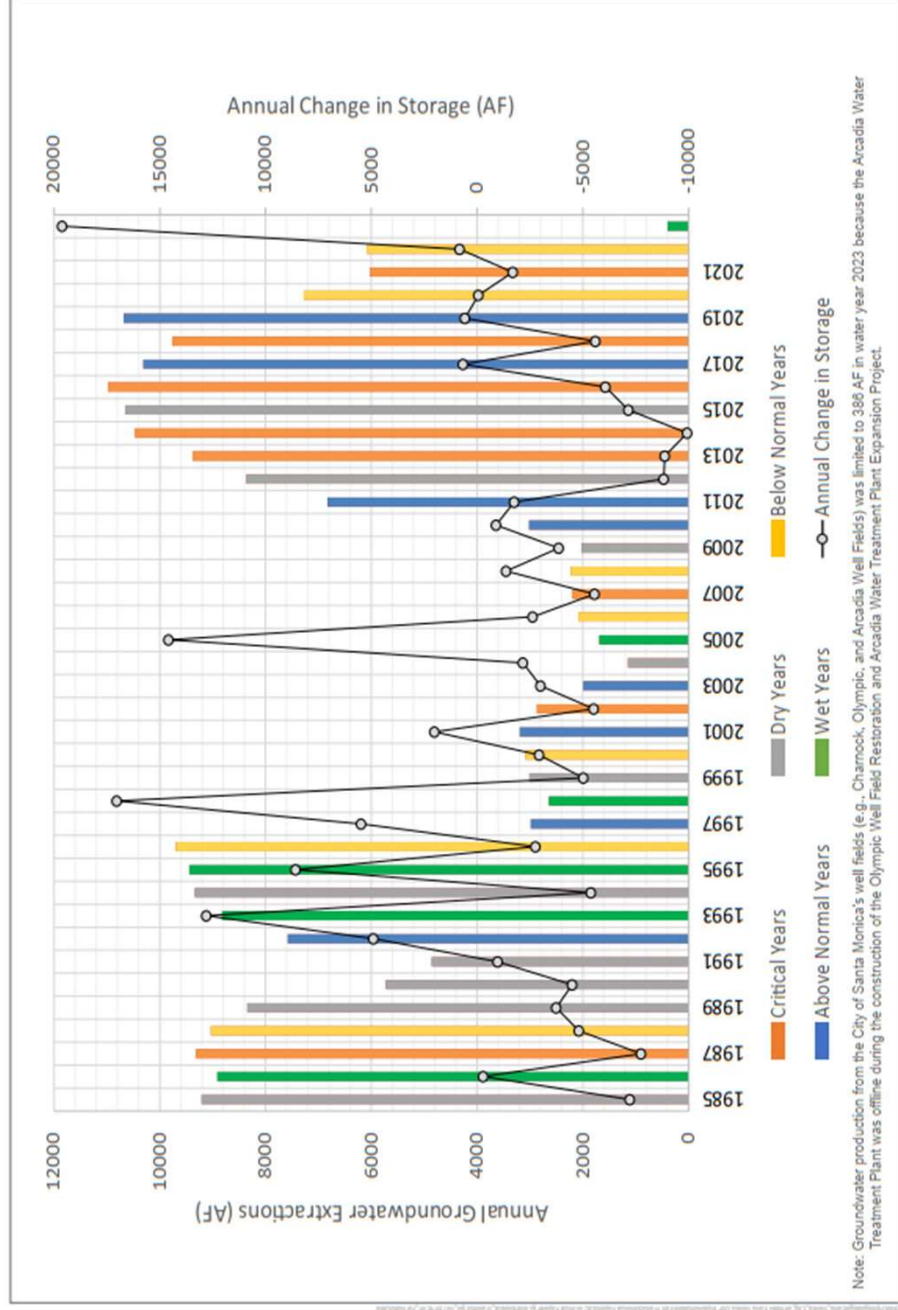
**8A**

# GSP Annual Report

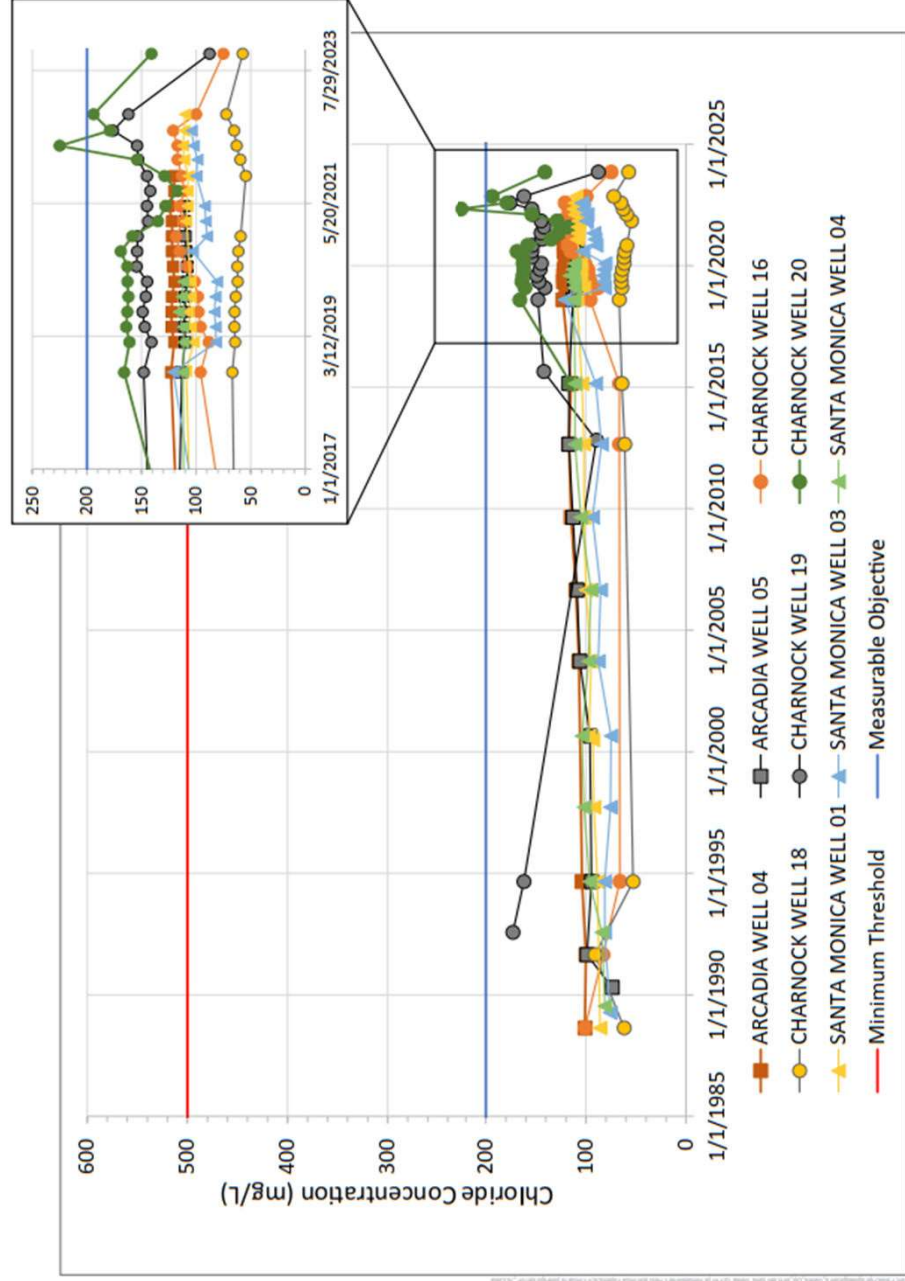
## 8A GSP Annual Report – Water Year 2023

- SMBGSA submitted the 2024 GSP Annual Report on March 28, 2024.
  - The 2024 annual report covers water year 2023 (October 1, 2022 through September 30, 2023)
- City of Santa Monica production wells were offline during the construction of the Olympic Well Field Restoration and Arcadia Water Treatment Plant Expansion Project.
  - Groundwater elevations were higher in water year 2023 than 2022
  - Groundwater in storage increased in water year 2023
- Chloride concentrations at representative monitoring points were below the measurable objective concentration of 200 mg/L in water year 2023.
- The SMBGSA continued to make progress on implementing the GSP.

# GSP Annual Report – 2023 Water Year



# GSP Annual Report – 2023 Water Year



### Implementation

1. Olympic Well Field Restoration and Arcadia Water Treatment Plant Expansion Project
2. US Bureau of Reclamation WaterSMART Drought Response Program grant for drought resiliency projects
3. Sustainable Groundwater Management Grant Program's SGMA Implementation Round 2 award
4. New and/or Replacement Production Well Installation Verification Procedures Within the Santa Monica Subbasin.
5. Coordination with the LARWQCB on a Cleanup and Abatement Order for the Former Douglas Aircraft Company Site



# 8B

## Example Ordinances on Groundwater Extraction Wells and Monitoring

## 8B

# Example Ordinances on Groundwater Extraction Wells and Monitoring - Background

- SGMA gives GSAs the authority to determine the volume of groundwater produced within the groundwater basin (CWC §10731)
- Currently groundwater extraction volumes from the City of Santa Monica production wells are reported to the GSA
- Private groundwater extraction has not been reported
  - Newly installed wells will be monitored
  - Existing wells associated with the owner of any proposed wells will be monitored
- GSAs have developed groundwater extraction well ordinances to address the need to monitor groundwater extractions in both public and private wells throughout the basin

## 8B

# Example Ordinances on Groundwater Extraction Wells and Monitoring – Ojai Groundwater Basin

- Ordinance Requiring Registration, Metering, and Reporting of Groundwater Extractions Within the Boundaries of the Agency
  - Adopted April 29, 1993
- “The operator of an extraction facility shall register any extraction facility with the Agency”
- The ordinance defines (in part):
  - Requirements for groundwater extraction reporting
  - Metering requirements and deadlines for installation
  - Penalties for violation of the ordinance

## 8B

# Example Ordinances on Groundwater Extraction Wells and Monitoring – Fox Canyon Groundwater Management Agency

- Ordinance Requiring Installation and Use of Metering Equipment for Groundwater Extraction Facilities
  - Adopted January 24, 2001
- “Operators of extraction facilities shall install metering equipment on each well that extracts groundwater”
  - Back-up metering equipment is also required
- The ordinance requires (in part):
  - Semi-annual meter reading and reporting
  - The agency to maintain a list of meter manufacturers, distributors, installers, specifications, availability and cost for public distribution
- The ordinance defines (in part):
  - Appeals process for meter disputes
  - Penalties for violation of the ordinance

## 8B

# Example Ordinances on Groundwater Extraction Wells and Monitoring – North Fork Kings GSA

- Article II of the North Fork Kings GSA (NFKGSA) Rules and Regulations addresses groundwater monitoring
  - Adopted December 16, 2020
- “Any new groundwater extraction facilities constructed after January 31, 2021 shall be registered with the NFKGSA within 30 days of the completion of drilling activities”
- The rules define (in part):
  - Registration requirements for new and existing wells
  - Penalties for failure to register
  - The GSA’s authority to measure groundwater extraction
  - Groundwater flow meter requirements
  - The GSA’s authority to establish accounting rules for extraction allocations and carryover
  - The GSA’s authority to propose groundwater extraction fees

**9A**

Approve Cost Sharing  
Plan between GSA  
Member Agencies

# 9A

## Approve Cost Sharing Plan between GSA Member Agencies

Cost Share with Equal Share of Total 5-Year Cost

Jurisdictional Authority	5-Year Cost Share
City of Los Angeles (Department of Water and Power)	\$177,516.00
City of Santa Monica	\$177,516.00
City of Culver City	\$177,516.00
City of Beverly Hills	\$177,516.00
County of Los Angeles	\$177,516.00
<b>Total</b>	<b>\$887,580</b>

Cost Share Based on Land Area in the Basin

Jurisdictional Authority	Area Within Plan Area (acres)	Percent of Plan Area	Percent of Plan Area Without State Lands	Cost Share Amount Based on Land Area (5-year)
<b>Plan Area</b>				
City of Los Angeles (Department of Water and Power)	19,539	62%	65%	\$574,367
City of Santa Monica	5,165	16%	17%	\$151,830
City of Culver City	2,981	9%	10%	\$87,629
City of Beverly Hills	596	2%	2%	\$17,520
County of Los Angeles	1,913	6%	6%	\$56,234
State of California Lands (various agencies)	1,443	5%		
<b>Total</b>	<b>31,637</b>	<b>100%</b>	<b>100%</b>	<b>\$887,580</b>

**9B**

Approve GSA Bylaws



# Santa Monica Groundwater Sustainability Agency Bylaws

As Amended on January 17, 2024

## 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 (each a “Party” and, 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”).

The SMBGSA may only act through unanimous consent of its Board. No Party, nor any Party’s Representative, Alternate Representative, officials, employees, or agents, may bind the Board in any manner, unless expressly agreed to by the Board.

Section 3. The City of Santa Monica has appointed the Water Resources Manager of the Santa Monica Department of Public Works, Water Resources Division, to provide administrative assistance to the Board in presenting information and reports to the SMBGSA. The Water Resources Manager is not, and shall not be considered, an employee of 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. One week in advance of the board meeting, the board packet will be sent to board members and posted on the GSA website. Public comment received 24 hours prior to the start of the board meeting shall be provided in a board packet addendum to the board members prior to the board meeting and posted on the GSA website after the board meeting. Public comment received less than 24 hours prior to the start of the meeting shall be made orally and any materials need to be provided in-person at the meeting.

Section 2. 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 3.2 Subject to Article II, Section 2, three Representatives shall constitute a quorum of the Board; provided however unanimous consent of all five Representatives shall be required for an official action.

Article VI. ~~Election~~ Appointment 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 appointed 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 Representative from the City of Santa Monica currently serves as the Chairperson, and the Representative from the County of Los Angeles currently serves as the Vice Chairperson. Starting in 2024, and each year thereafter, the Vice Chairperson shall automatically become the Chairperson. The Vice Chairperson shall be replaced each year according to the following rotation:~~

1. ~~The Representative from the [Party];~~
2. ~~The Representative from the [Party];~~
3. ~~The Representative from the [Party];~~
4. ~~The Representative from the [Party]; and~~
5. ~~The Representative from the [Party].~~

The newly ~~elected~~ Chairperson and Vice Chairperson shall assume their duties ~~of such office~~ at the first meeting of the new calendar 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 the Secretary to the Board will be performed by an assigned employee of the City of Santa Monica or GSA consultant. The Secretary to the Board is not, and shall not be considered, an employee of the SMBGSA.

Section 2. The Secretary to the Board will attend all meetings of the Board and any ad-hoc meetings when requested. At each Board meeting, the Secretary to the Board shall provide a report to the Board that details any and all correspondence the Secretary to the Board has received pertaining to the SMBGSA.

Section 3. The Secretary to the Board 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. Representatives may request that an item be added to the agenda by notifying the Secretary to the Board at least 10 business days prior to the meeting.

Article IX. Service of Process on the SMBGSA

Section 1. No Party may unilaterally accept service of process for the SMBGSA or for any other Party. To accomplish service of process on the SMBGSA, each Party of the SMBGSA must be served. Each Party's agent for service of process shall be listed on the SMBGSA's website and updated as necessary.

9C

# Elect New Chair and Vice-Chair