

Scope of Work
Advocacy and Administration
Small Groundwater Sustainability Agencies Coalition

Advocacy. Consultant services may include but are not limited to the following:

- Communicating with key legislators, staff and relevant California agencies on issues facing small Groundwater Sustainability Agencies (GSAs).
- Facilitating meetings with Small GSAs and legislators, key staff and relevant California agencies, including one “Small GSA Coalition legislative day” every two-year legislative session.
- As directed by the Parties, advocating on behalf of the small GSAs on relevant issues, including but not limited to, state funding for small GSAs; inclusion of language in future ballot measures on behalf of small GSAs; and reducing unnecessary regulatory or statutory requirements in the Sustainable Groundwater Management Act (SGMA).
- Identifying and providing guidance on legislation that could affect small GSAs.
- Working with strategic partners to further goals.
- Developing letters and talking points.
- Reviewing and editing fact sheets and other materials.
- Attending monthly meetings.
- Filing quarterly Fair Political Practice Commission reports on behalf of the Parties.

Advocacy deliverables

- Quarterly FPPC reports
- Monthly legislative updates (verbal or written)
- Talking points, updated as needed
- Meetings with legislators, staff or agencies annually
- Biannual Legislative day strategy

Administration. Consultant services may include but are not limited to the following:

- Maintaining financial records and invoicing Parties for payment.
- Assisting with the development of the annual budget.
- Coordinating monthly meetings, including developing meeting agendas; sending out meeting notifications; meeting facilitation; drafting meeting summaries; and follow-up on action items.
- Planning and coordinating an annual strategy meeting.
- Developing and maintaining a roster and database.
- Developing fact sheets, presentations, and other written materials.
- Reviewing and editing letters and talking points.
- Assisting with legislative efforts.
- Working with strategic partners to further goals.
- Provide as-needed support for projects or initiatives, including meeting coordination and facilitation and materials development.

Administration Deliverables

- Annual invoices
- Annual draft budget and final budget
- Monthly meeting agendas
- Monthly meeting summaries
- Annual roster
- Fact sheet developed and revised semi-annually