

DRAFT MINUTES

Upper Ventura River Basin Groundwater Sustainability Agency Formation

Casitas Municipal Water District Representative	Steve Wickstrum, General Manager
County of Ventura	Mary Bergen & Pete Kaiser, Directors
Meiners Oaks Water District	Tully Clifford, Watershed Protection District
Ventura River Water District	Mike Hollebrands, General Manager
	Mike Krumpshmidt & Mike Etchart
	Bert Rapp, General Manager
	Bruce Kuebler & Ed Lee
Ventura Water	Shana Epstein, General Manager
BHFS	Russ McGlothlin & Jena Shoaf
Center for Collaborative Policy, CSUS	Mindy Meyer

September 24, 2015

The Upper Ventura River Basin Groundwater Sustainability Agency Formation met at the Casitas Municipal Water District, 1055 Ventura Avenue, Oak View, CA

MEETING CALLED TO ORDER AT 3:00PM

ROLL CALL

Present: Bergen, Clifford, Hollebrands, Krumpshmidt, Rapp, Kuebler, Lee, Epstein, and Meyer.

Absent: Wickstrum, Kaiser, Etchart, McGlothlin and Shoaf.

ITEMS:

1. WELCOME AND OPENING REMARKS

Speakers

Bruce Kuebler and Bert Rapp, Ventura River Water District.

The Committee members went around the room, introduced themselves and welcomed Zoe from the Watershed Protection District.

2. AGENDA REVIEW AND GROUND RULES

Speaker

Mindy Meyer, Center for Collaborative Policy, CSUS
Document

Meeting Ground Rules as stated on page 2 of the agenda.

The Committee members reviewed the Ground Rules as stated on page 2 of the agenda.

3. STAKEHOLDER INTERVIEW PREPARATIONS

Speakers

Mindy Meyer, Center for Collaborative Policy, CSUS, Bert Rapp, Ventura River Water District and Shana Epstein, Ventura Water, and All Participants.

Documents

Draft letter to prospective invitees to participate in an interview related to the development of a GSA and GSP for the Upper Ventura River Subbasin.

Interview Information for the Establishment of a GSA and GSP for the Upper Ventura River Subbasin.

Upper Ventura River Basin GSA Act, GSA Formation Information Sheet.

Upper Ventura Basin Subbasin – GSA Formation and GSP Development Draft Interview Questions, Interview conducted by Center for Collaborative Policy CSUS.

Mindy explained the role of the Coordination Committee consisting of Bert Rapp, Bruce Kuebler, Ventura River Water District, and Shana Epstein, Ventura Water. Mindy also explained the interview process and the purpose, laying the ground work for the stakeholder meetings. Meiners Oaks would like representation as well.

Committee Considerations:

Removed GSA Formal Committee members from interview list and added two farmers.

Questions, What is a GSA? What is the Benefit and Cost?

The Committee moved to omit questions. The vote was as follows: 5 Ayes/0 Noes.

Prepare a letter to add sub-basin manager, discuss confidentially, and give minor edits. The vote was as follows: 5 Ayes/0 Noes.

4. WORK PLAN FOR GSA FORMATION / DECISION MAKING FOR GSA FORMATION COMMITTEE

Speakers

Mindy Meyer, Center for Collaborative Policy, CSUS, and All Participants.

Document

Upper Ventura River Groundwater Sustainability Agency Formation

The Committee members recommended the decision process of a unanimous consensus instead of a majority rules, and checking in with your board when and where coordinating. A motion for a unanimous consent by all fives agencies after by agenizing two times, than a super majority 4/5 may pass the measure/topic. The vote was as follows: 5 Ayes/0 Noes.

5. ALTERNATES FOR GSA BOARD MEMBERS AND GSA VOTING

Speaker

Mike Krumpschmidt, Meiners Oaks

Alternates for the GSA Board and GSA voting; The Alternate item was voted on at the last meeting to not have, but will be back on the work plan to discuss. There was no decision made on the Weighted Voting item, this item will also be back on the work plan.

6. ACTION ITEMS AND NEXT STEPS / CLOSING REMARKS

Speakers

Mindy Meyer, Center for Collaborative Policy, CSUS, Bruce Kuebler, Ventura River Water District.

Document

Draft UVRB SGMA GSA Timeline.

Webinar (Subject needed or title) on Monday, September 28th. Outstanding Issues; DWR and G.S.

5. NEXT MEETING DATE – To be scheduled.

MEETING ADJOURNED AT 5:00P.M.

TIME	AGENDA ITEM	PRESENTER(S)
	<i>the GSA Formation Committee.</i>	
4:40	Alternates for GSA Board Members & GSA Voting <i>Objectives: Mike would like to provide additional discussion regarding the above items because he was not able to be in attendance when they were discussed.</i>	Mike Krumpschmidt, Meiners Oaks
4:50	Action Items and Next Steps <ul style="list-style-type: none"> • Next Formation Committee meeting date • Approximate general stakeholder meeting date Closing Remarks	Mindy Bruce Kuebler, Ventura River Water District
5:00	Adjourn	

Meeting Ground Rules

1. **Honor time.** We have a full agenda and need to spend some time with each topic.
2. **Use common conversational courtesy.** Do not interrupt others, use appropriate language.
3. **Treat each other with respect.** People have different backgrounds, expertise, and interests; seek to understand their concerns and contributions to our work.
4. **All ideas and points of view have value.** Everyone has a right to have her/his own viewpoint. If you do not agree with something, propose an alternative that meets not only your own but the other person's interests.
5. **Avoid editorials.** Avoid judging the value of or ascribing motives to others' actions; instead, explain what you need for your interests to be met.
6. **Stay focused on the agenda.** We are here to develop shared statements on a discrete set of topics, not resolve all the associated issues or all the details.
7. **Humor is welcome.** It just should not be at someone else's expense.
8. **Be comfortable.** Stand if needed. Use the restroom as needed. Refreshments provided.
9. **Electronics courtesy.** Please turn all devices to silent or off to avoid disrupting the conversation.

Hello,

You are invited to participate in an interview related to the development of a groundwater sustainability agency (GSA) and a groundwater sustainability plan (GSP) for the Upper Ventura River Subbasin. Please read the following for a further description of this important project and your key role in it.

Background: In September 2014, Governor Brown signed the Sustainable Groundwater Management Act (SGMA), marking a fundamental shift in the management of water resources in California. Under the legislation local agencies have been charged with the responsibility to form groundwater sustainability agencies (GSA) to create and implement groundwater sustainability plans (GSP) leading to sustainable groundwater basins. There are five agencies serving on a committee to form the GSA for the Upper Ventura River Basin: Ventura River Water District, Meiners Oaks Water District, the City of Ventura, Casitas Municipal Water District, and the County of Ventura.

The ultimate goal is to create a GSA and GSP that is responsive to the interests of beneficial uses and groundwater users while simultaneously protecting the long term reliability of the resource. In order to create a plan that accomplishes both objectives, we need to hear from our key stakeholders, which is why we are reaching out to you today. The feedback we hear, will guide us as we form the GSA and develop the GSP. Success will ultimately depend on the commitment and participation of a large number of people and organizations throughout the development and implementation process.

Interview: The interview is designed to elicit your views on a variety of areas pertaining to GSA and GSP development including:

- GSA Structure
- Primary Interests
- Environmental Concerns that Impact Groundwater in our Subbasin
- Subbasin Boundaries
- Funding Mechanisms for the GSP
- Future Stakeholder Involvement and Preferred Communication Methods

As a key stakeholder, we hope that you will agree to participate in an interview. We have engaged a neutral facilitator to assist us as we move forward in developing our GSA and she will conduct the interview. Her name is Mindy Meyer and she is a Lead Mediator at the Center for Collaborative Policy, a department of California State University of Sacramento. She or her colleague Meagan Wylie will contact you soon to ask if you are willing to participate and, if so; will set up a date and time for an interview. This interview should last no longer than an hour and will be conducted by phone / in person.

Many Thanks,

Signed by Bruce or Bert on behalf of the GSA Formation Committee



Interview Information for the Establishment of a Groundwater Sustainability Agency and Groundwater Sustainability Plan for the Upper Ventura River Subbasin

Thank you for agreeing to participate in interviews that will inform the establishment of a Groundwater Sustainability Agency (GSA) and development of a Groundwater Sustainability Plan (GSP) for the Ventura River Subbasin. The interviews will be conducted by mediators from the Center for Collaborative Policy. The interviews are intended to clarify the range of issues to consider, identify necessary public outreach and communication, and to help design the process for establishing a GSA and GSP.

The Center for Collaborative Policy (Center), California State University, Sacramento, is a nationally recognized organization offering customized mediation, facilitation, assessment, strategic planning, organizational change management, and training services. The Center provides these services to federal, state, and local government agencies throughout California, on a range of public policy issues.

In this case, the Center is providing support to a GSA Formation Committee that includes representatives from Ventura River Water District, Meiners Oaks Water District, Casitas Municipal Water District, the City of Ventura, and the County of Ventura. The Center's services are provided through a contract with the California Department of Water Resources. Center facilitators are not staff to any of these public agencies; they are third-party, independent neutrals.

The notes that Center interviewers take during interviews are confidential to the Center, and are not shared with any of the sponsoring agencies. Interviewers will provide you with a copy of the interview notes for your own records.

At the same time, based on the services requested, Center interviewers do prepare highlights or summaries of interview findings, sometimes verbal and sometimes written, to the sponsoring agencies. However, all findings are provided without attribution of specific items – no organization/agency or individual person is named.

You are welcome to ask the interviewer to keep a comment "off the record," in which case they will not record the comment in their notes or report it in the findings.

Before you start the interview, please ask the interviewer if you have any questions about the interview process.

**Upper Ventura River Subbasin – GSA Formation and GSP Development
Draft Interview Questions**

**Interview conducted by Center for Collaborative Policy
California State University, Sacramento**

1. Tell us about your organization's role and location in the Upper Ventura River Subbasin (UVRS).
2. What issues need to be discussed during the development of the Groundwater Sustainability Agency (GSA) and the Groundwater Sustainability Plan (GSP)? What challenges do you anticipate, and what suggestions do you have for addressing those challenges?
3. What are the essential organizations, groups, or individual stakeholders to include in the development of the GSA and GSP? Are there groups that are often left out or do not attend meetings?
4. Should stewardship be part of GSA's responsibility in the future? If so, what's the future role of the Ventura River Watershed Council?
5. Do you expect to request changes to the subbasin boundary and if so, what is your recommendation for the new boundary footprint?
6. What are the main issues involving groundwater and steelhead? Are there other major environmental concerns involving groundwater in the subbasin? What suggestions do you have for addressing any of these issues?
7. The Formation Committee wants to ensure that all users are heard in the process of developing the GSA and GSP. It is currently proposed to have the GSA include one elected member from each of the founding agencies and then to have those members select one additional member to represent environmental interests, and one additional member to represent agricultural interests. Do you feel that this structure adequately represent all interests? If not, what revisions would you suggest? Do you have any suggestions about the selection process?
~~Is there a benefit in creating advisory committee (s) in policy and technical areas? What type of advisory committees would you recommend? Who should serve on them and how should the members be selected?~~
8. Once a GSA is formed, it will have the authority to develop and implement a GSP, including raising money to fund and operate it. Funding mechanisms could include:
 - a. Pumping fee on groundwater extractions greater than 2 AF per year
 - b. Pumping fee on all groundwater extractions
 - c. Surcharge on all water bills
 - d. Pumping fee plus water bill surcharge
 - e. Creation of benefit assessment district
 - f. Proportionate share from founding agencies.

Which of these mechanisms do you feel would be most appropriate, and why? Is there any mechanisms that should be avoided, and why?

9. How would you like to be involved in the GSA and GSP development process? What are the best ways to keep you informed of the GSA and GSP development progress?
10. If you imagine the UVRs two years down the line, and you are feeling great about how this has all transpired, what would this success look like?
11. Is there anything else you think I should know?
12. Is there anyone else you feel is essential for me to interview?

Upper Ventura River Groundwater Sustainability Agency Formation

Interview Contact Persons						Interview	
Contact Groups	Organization	Contact Person	Phone #	e-mail	In Person	By Phone	
1	Surfrider Foundation	Paul Jenkin		PJenkin@Surfrider.org		X	
2	Friends of the Ventura River	Diane Underhill		DUnderhill@sbcglobal.net			
-	Ojai Valley Land Conservancy	Brian Stark	(805) 649-6852 x 1	Brian@ovlc.org		X	
3	Ojai Valley Green Coalition	Bill O'Brien	(805) 798-7664	bill@ngeneng.com		X	
4	Chumash Representative	Julie Tumamait-Stensile	(805) 646-6214	Jtumamait@Hotmail.com		X	
5	Santa Barbara Channelkeeper	Kira Redmond		Kira@SBCK.org	X		
		Ben Pitterle		Ben@SBCK.org			
6	Los Angeles Regional Water Quality Control Board	Shirley Birosik and Sam Unger (EO)		Shirley.Birosik@waterboards.ca.gov		X	
7	National Marine Fisheries Service	Anthony Spina		Anthony.Spina@noaa.gov		X	
		Mark Capelli		Mark.Capelli@noaa.gov			
7	US Fish and Wildlife	Chris Delith		chris.delith@fws.gov		X	
7	State Fish and Wildlife Service	Daniel Blankenship		dsblankenship@wildlife.ca.gov		X	
8	Farm Bureau	John Krist		John@FarmBureauVC.com		X	
8	COLAB	Lynn Jensen		Lynn@JDSCIVIL.com		X	
9	Southland Sod / <i>Mutual Water Agency</i>	Jurgen Gramckow		Jurgen@sod.com	X	X	
10	City of Ventura	Shana Epstein		SEpstein@ci.Ventura.ca.us		X	
11	County of Ventura	Sup. Steve Bennett, staffer Tully Clifford		Tully.Clifford@Ventura.org		X	
10	Casitas Municipal Water District	Steve Wickstrum	(805)649-2251 x 112	SWickstrum@CasitasWater.com		X	
10	Meiners Oaks Water District	Mike Hollebrands	(805) 646-2114	MikeH2o@MeinersOaksWater.com		X	
10	Ventura River Water District	Bert Rapp	(805) 646-3403	Bert@VenturaRiverWD.com		X	
-	Casitas Mutual Water Co.	Margret Aldrich	(805) 649-2601	ZAldrich@Yahoo.com			
12	Mike Cromer (recommended Mike Etchart)	<i>also get a mutual</i>			X		

B. Emly Ailo

X

Sylvia - Please put these Tuesday nights on my calendar

Draft UVRB SGMA GSA Timeline

(This document will change)

Date	Activity	Tasks
September 15 th	Coordinating Committee (CC) Meeting	Review interview instruments and accompanying materials. Narrow down list of interviewees. <i>as task</i>
September 24 th	UVRB GSA Formation Committee (FC) Meeting (Meeting 1)	Finalize list of interviewees and approve interview instruments and accompanying documents.
Sept. 26-Oct. 24 th	Conduct Interviews and Draft Near Term Work Plan	
Early Nov.	Coordinating Committee (CC) Meeting	Review draft work plan, develop agenda for UVRB GSA Formation Committee, and plan for 1 st public participation meeting
Mid Nov.	UVRB GSA FC Meeting (Meeting 2)	Share findings of interviews and how they informed work plan. Review and approve draft work plan, and plan for 1 st public participation meeting.
Week of Dec. 7 th	Public Participation Meeting	TBD
Mid Dec.	Review and Analyze feedback from Public Participation Meeting.	Report back to CC and GSA FC for January meetings. Incorporate findings into a revised draft of Near Term Work Plan.
HAPPY NEW YEAR 2016!		
2 ND Week of Jan. (Tuesday or Thursday)	CC Meeting	Make appropriate modifications to Near Term Work Plan based on feedback from Public Participation Meeting. Prepare agenda for GSA FC Meeting
3 rd Week of Jan. (Tuesday or Thursday)	GSA FC Meeting GSA Work Plan Meeting 1 (Meeting 3)	Discuss impact of Public Participation Meeting feedback on Near Term Plan. Approve revised draft. Continue GSA Formation

		activities per the Work Plan*.
2 ND Week of Feb. (Tuesday or Thursday)	CC Meeting	Develop Agenda for GSA FC Meeting
3 rd Week of Feb. (Tuesday or Thursday)	GSA FC Meeting GSA Work Plan Meeting 2 (Meeting 4)	TBD*
2 ND Week of March (Tuesday or Thursday)	CC Meeting	Develop Agenda for GSA FC Meeting
3 rd Week of March (Tuesday or Thursday)	GSA FC Meeting GSA Work Plan Meeting 3 (Meeting 5)	TBD*
2 ND Week of April (Tuesday or Thursday)	CC Meeting	Develop Agenda for GSA FC Meeting and plan Public Hearing
3 rd Week of April (Tuesday or Thursday)	GSA FC Meeting GSA Work Plan Meeting 4 (Meeting 6)	Finalize 1 st Draft JPA for GSA Formation.*
May	Public Hearing on GSA Formation	
2 ND Week of June (Tuesday or Thursday)	CC Meeting	Make draft changes to JPA based on input and Public Hearing. Share draft work plan for GSP. Develop Agenda for GSA FC Meeting
3 rd Week of June (Tuesday or Thursday)	GSA FC Meeting GSA Work Plan Meeting 5 (Meeting 7)	Final Discussions and Committee approval of GSA Formation JPA. Begin discussion for GSP work plan if time allows.
2 ND Week of July (Tuesday or Thursday)	CC Meeting	Review and approve agenda
3 rd Week of July (Tuesday or Thursday)	GSA FC Meeting GSP Work Plan Meeting 1 (Meeting 8)	Final discussions on GSP Work Plan and high level Public Participation Plan
August	Deliver final GSP Work Plan and high level Public Participation Plan	

***Necessary Tasks for GSA Formation (not mentioned above):**

- GSA Structure
 - Membership
 - Nomination
 - Term
 - Removal
- Decision Making
 - Method
 - Weighted, specific configuration requirement or other alternative
 - Determine who may be a voting member from a public agency
- Financial Responsibilities and Funding
 - Determine how GSA is funded and each agency or organizations fiduciary responsibility
- Define Roles and Responsibilities of Directors and Staff.
 - Determine staffing for clerical and management functions
- Ensure Updates on Implications of Channelkeeper Lawsuit on GSA/GSP process
- Determine Subbasin Boundaries???
- Prepare Bylaws
- Logistics
 - Determine meeting frequency, dates, location, and facilities
- Other???