

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the Upper Ventura River Groundwater Agency (“Agency”) Board of Directors (“Board”) will hold a **Special Board Meeting at 1 P.M. on Thursday, May 3, 2018 at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View California 93022.**

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
SPECIAL MEETING AGENDA

May 3, 2018

1. MEETING CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT FOR ITEMS NOT APPEARING ON THE AGENDA

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion or take any action on any items presented during public comments. Such items may only be referred to the Executive Director or other staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. The presiding Chair shall limit public comments to three minutes.

4. DIRECTOR ANNOUNCEMENTS

5. GSP PROJECT MANAGER REPORT

6. GSP ACTION ITEMS

a. GSP Task 1

i. Discussion of Draft Monitoring and Data Collection Protocols

The Board will discuss and provide comments on draft monitoring and data collection protocols (prepared by Kear Groundwater) for the Agency’s use during development of its Groundwater Sustainability Plan.

7. OTHER ACTION ITEMS

a. Appoint Ad Hoc Budget Committee to Develop Budget Recommendations and Perform Ongoing Budget Review

The Board will consider creating an ad-hoc committee to perform annual budget development, develop a proposed multi-year budget through fiscal year 2022 (including a recommended operating reserve), perform budget review and quarterly budget reporting, and perform other budget-related tasks as determined by the Board from time to time.

b. Funding Options and Budget Review Ad Hoc Committee Modifications

The Board will consider deleting budget review from the ad hoc committee's duties and title and extending the committee termination date.

8. EXECUTIVE DIRECTOR'S REPORT

9. ADJOURNMENT: The next scheduled Board meeting will be on May 10, 2018 at 1pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave, Oak View, CA 93022

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 6(a)(i)

DATE: April 25, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Discussion of Draft Monitoring and Data Collection Protocols

SUMMARY

Pursuant to the Groundwater Sustainability Plan (GSP) Emergency Regulations § 352.2, monitoring protocols for data collection are a required GSP element. Because the Agency is preparing to authorize several data gap tasks involving monitoring and data collection activities, the GSP Project Manager has recommended that the Board adopt protocols to govern those activities and for inclusion in the GSP. The Board is requested to provide comments on the draft monitoring protocols document. It is noted that the title of the document has been changed from “Standard Operating Procedures and QA/QC” to “Monitoring and Data Collection Protocols” in order to maintain consistency with terminology found in the GSP Emergency Regulations.

The Draft Monitoring and Data Collection Protocols was prepared by Jordan Kear and reviewed and edited by the GSP Project Manager.

RECOMMENDED ACTION

It is recommended that the Board provide comments on the Draft Monitoring and Data Collection Protocols document.

BACKGROUND

Pursuant to GSP Emergency Regulations § 352.2(b), the Agency may rely on protocols included in the best management practices (BMPs) developed by the Department of Water Resources (DWR) or may adopt similar monitoring protocols that will yield comparable data. The applicable DWR BMP is the *Groundwater Monitoring Protocols, Standards, and Sites Best Management Practice*, dated December 2016. Where possible, it is proposed that UVRGA utilize the DWR BMPs with minor edits or clarifications to address UVRGA’s particular circumstances.

The protocols addressed are summarized in Table 1 on the following page. A surface water quality sampling protocol has not been developed because the agency is not currently contemplating surface water sampling. A surface water quality sampling protocol could easily be added to the document if this changes.

**Table 1
Summary of Monitoring and Data Collection Protocols in Draft**

Activity	DWR BMP?	Comment
Data Management	Yes	DWR BMP adopted
Monitoring Site Information	No	Custom protocol developed
Groundwater Level Monitoring	Yes	DWR BMP adopted
Stream flow measurements	Yes	DWR BMP adopted
Visual surface water flow monitoring	No	Custom protocol developed
Monitoring well construction	Yes	DWR BMP adopted
Groundwater quality sampling	Yes	DWR BMP adopted
Groundwater Extraction Measurement	No	Protocols will added after the Agency selects groundwater extraction measurement method(s)

FISCAL SUMMARY

Not applicable

ATTACHMENT

Draft Monitoring and Data Collection Protocols

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(a)

DATE: April 25, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Creation of Ad Hoc Budget Committee to Develop Budget Recommendations and Perform Budget Review Tasks

SUMMARY

Pursuant to the Agency's bylaws, the fiscal year (FY) 2018 budget will automatically be adopted for FY 2019 unless the Board adopts a new budget before June 30. A multi-year budget is also needed for the Ad Hoc Funding Options and Budget Review Committee to utilize for developing fee recommendations. The Ad Hoc Funding Options and Budget Review Committee is not authorized to develop the aforementioned budgets; rather, its authority is currently limited to reviewing the FY 2018 budget during the current fiscal year.

The Board will consider creating an ad-hoc committee to perform annual budget development, develop a proposed multi-year budget through FY 2022 including a recommended operating reserve, perform budget review and quarterly budget reporting, and perform other budget-related tasks as determined by the Board. It is noted that the Ad Hoc Funding Options and Budget Review Committee currently performs budget review activities for FY 2018. Staff believes it would be more efficient for the Ad Hoc Budget Committee to perform this function.

RECOMMENDED ACTION

1. Create an Ad Hoc Budget Committee consisting of no more than three directors with a termination date of June 30 2019;
2. Direct the Ad Hoc Budget Committee to develop a proposed FY 2019 budget for Board review at the May 10, 2018 Board meeting;
3. Direct the Ad Hoc Budget Committee to develop a proposed multi-year budget through fiscal year 2022 with an operating reserves recommendation by June 30, 2018;
4. Direct the Ad Hoc Budget Committee to review the budget and expenditures on an ongoing basis, including preparation of quarterly budget reports together with any budget adjustment recommendations for Board review;
5. Direct the Ad Hoc Budget Committee to develop a proposed FY 2020 budget for Board review no later than May 2019; and
6. Perform other budget-related tasks as may be directed by the Board from time to time.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(b)

DATE: April 25, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Modifications to Ad Hoc Funding Options and Budget Review Committee

SUMMARY

As noted in the staff report for the prior agenda item, Staff believes it would be more efficient for the Ad Hoc Budget Committee to perform ongoing review of the budget instead of the Ad Hoc Funding Options and Budget Review Committee.

The Ad Hoc Funding Options and Budget Review Committee termination date is June 30, 2018, which does not provide sufficient time for the committee to develop funding option recommendations. This work is anticipated to continue for at least one or two months beyond the current termination date.

RECOMMENDED ACTION

1. Remove budget review from the ad hoc committee’s list of duties;
2. Change the committee’s title to Ad Hoc Funding Options Committee; and
3. Extend the committee termination date by six months to December 31, 2018.

BACKGROUND

The Board created the Ad Hoc Funding Options and Budget Review Committee on June 8, 2017 to explore funding options and review the budget throughout the year. The ad hoc committee originally included Directors Bergen (chair), Kuebler, and Krumpschmidt. Director Ayala replaced former Director Krumpschmidt on April 12, 2018. The current termination date for the ad hoc committee is June 30, 2018.

FISCAL SUMMARY

Not applicable

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___