

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, March 28, 2019 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

March 28, 2019

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. ACTION ITEMS

a. Agency Job Descriptions and Organization Chart

The Board will consider approving job descriptions and an organization chart.

b. Agency Bookkeeper – Treasurer

The Board will consider approving an employment agreement with Karen Palm to serve as the Agency Bookkeeper-Treasurer and appointing Ms. Palm as Agency Treasurer. The Board will also consider setting a bond amount for the Treasurer pursuant to Government Code section 6505.1 and directing the Treasurer to post a bond in that amount.

c. Agency Administrative Assistant

The Board will consider changing Ms. Vandermeer’s title from Executive Director and Treasurer to Administrative Assistant.

d. Multi-Year Budget and Groundwater Extraction Fee (Grant Category (c) - Task 9: Organizational Activities)

The Board will review the draft multi-year budget update prepared by the Ad Hoc Budget Committee, discuss development of a groundwater extraction fee, and will consider providing direction to the Ad Hoc Budget Committee, Ad Hoc Funding Committee, and/or staff.

5. ADJOURNMENT

The next scheduled Board meeting will be on April 11, 2019 at 1pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave, Oak View, CA 93022.

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 4(a)

DATE: March 28, 2019

TO: Board of Directors

FROM: Executive Director

SUBJECT: Agency Job Descriptions and Organization Chart

SUMMARY

The Board requested an updated job description for the Executive Director during its March 14, 2019 meeting. Job descriptions were also prepared for the other Agency positions. Lastly, an organization chart was prepared to illustrate the positions and reporting structure.

RECOMMENDED ACTIONS

It is recommended that the Board approve the job descriptions and organization chart.

BACKGROUND

See summary

FISCAL SUMMARY

Not applicable

ATTACHEMENTS

- A. Draft Organization Chart
- B. Draft Agency Job Descriptions

Action: _____

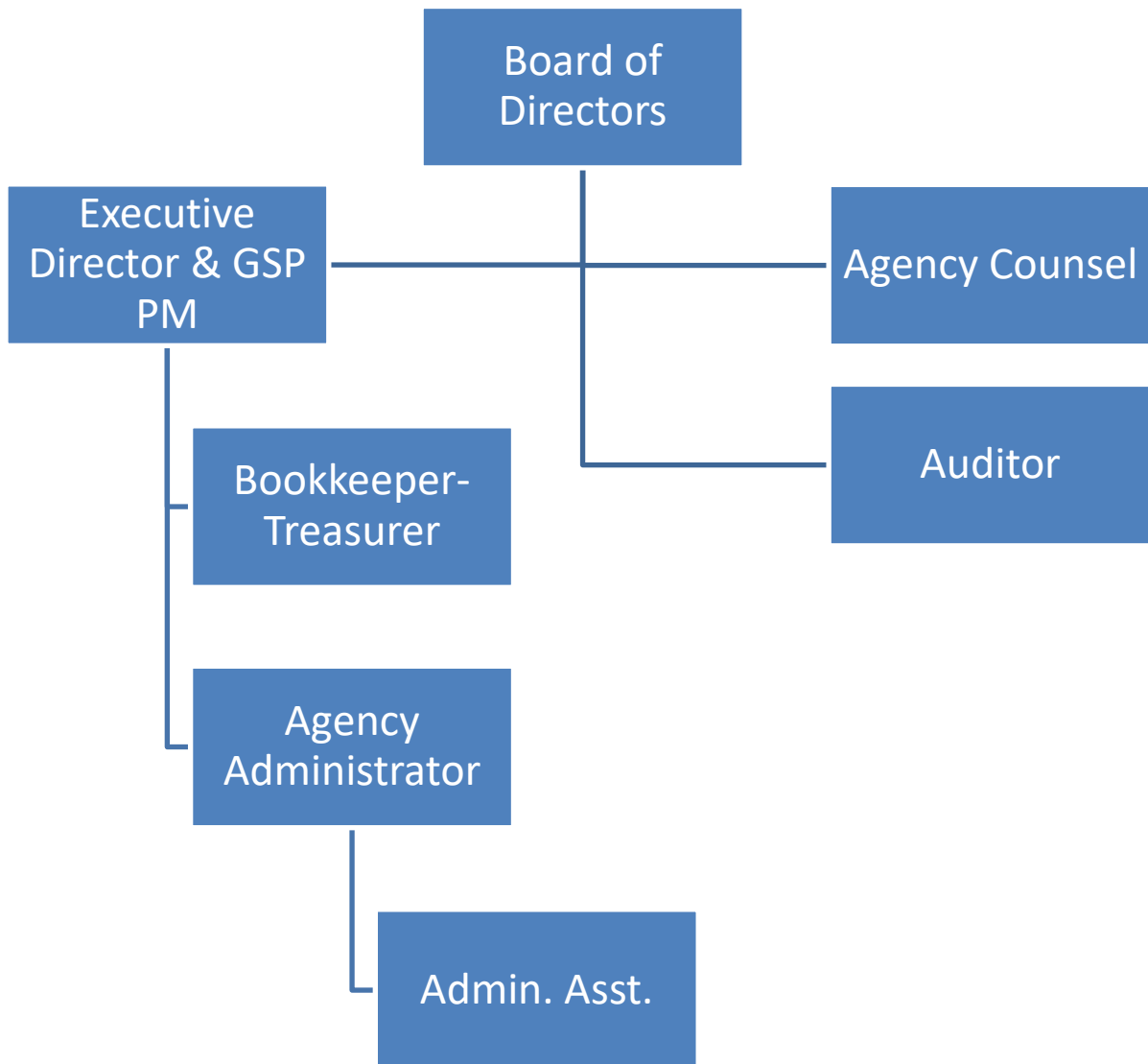
Motion: _____ Second: _____

B. Kuebler____ D. Engle____ A. Spandrio____ S. Rungren____ G. Shephard____ E. Ayala____ L. Rose____

Item No. 4a - Attachment A



DRAFT Organization Chart
3-18-19



Item 4(a)

Attachment B

Draft Agency Job Descriptions

Job Description

Executive Director

General Description

The Executive Director is a part-time, at-will employee, contractor, or Member Agency officer, employee, or representative who serves at the pleasure of the Board of Directors ("Board"). The Executive Director shall be the chief administrative officer of the Upper Ventura River Groundwater Agency ("Agency") responsible for the proper and efficient administration of the Agency. The Executive Director shall have the powers designated by the Board, or otherwise as set forth in the Bylaws. The Executive Director may also serve as GSP Project Manager, as directed by the Board.

Duties and Responsibilities

- Oversees the efficient administration of the Agency, including preparing for and running meetings of the Board;
- Executes authorities delegated by the Board;
- Advises the Board on matters concerning the Agency;
- Refers matters to Agency General Counsel for legal review;
- Manages Agency staff and contractors, including, but not limited to, the Agency Administrator and Bookkeeper-Treasurer;
- Represents the Agency in matters with other entities;
- Maintains positive relationships with other public agencies, stakeholders, and the public;
- Abides by the Agency's joint powers agreement ("JPA Agreement"), Bylaws, and any current or future Agency policies, including but not limited to, the Agency's Email Policy and Conflict of Interest Policy; and
- Performs other duties as directed by the Board.

Desirable Experience, Knowledge, and Abilities

- Minimum of ten (10) years of responsible management experience at public agencies and/or private corporations (public agency experience is highly desirable);
- Ability to plan and manage projects, including supervision of staff and contractors;
- Ability to meet schedules and budgets, and identify schedule, budget or project issues requiring change before the issues become unworkable;
- Ability to succinctly summarize issues affecting the Agency and present options for Board of Director consideration;
- Ability to communicate effectively with the Board, staff, stakeholders, and public;
- Familiarity with public agency procedures;
- Knowledge of the Brown Act;

- Knowledge of Sustainable Groundwater Management Act, Groundwater Sustainability Plan ("GSP") Regulations, and other water-related and public agency related statutes and regulations is desirable;
- Knowledge of modern office practices, methods, computer equipment, tablets, and projectors;
- Knowledge of word processing methods and programs; and
- Ability to use of Microsoft Word, Excel, and PowerPoint and Adobe Acrobat.

Working Conditions and Physical Requirements

This position may require sitting for a prolonged time using a computer and requires the ability to stand, walk, twist, reach, bend, crouch and kneel. An incumbent must have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the Agency.
- If also serving as GSP Project Manager, California Professional Geologist ("P.G.") or Professional Engineer ("P.E.") (Civil) with groundwater experience.

Exempt/Non - Exempt

- For employees, this is a non - exempt position pursuant to the Fair Labor Standards Act and United States Department of Labor regulations.

Job Description

GSP Project Manager

General Description

Pursuant to Section 4.10 of the Agency Bylaws, the GSP Project Manager is a consultant hired by the Upper Ventura River Groundwater Agency ("Agency") who serves at the pleasure of the Board of Directors. The GSP Project Manager shall assist the Agency with preparation and implementation of a Groundwater Sustainability Plan (GSP).

Duties and Responsibilities

- Manages development of a GSP for the Upper Ventura River Groundwater Basin;
- Manages grants;
- Provides technical information and reports to the Board of Directors as needed and/or directed by the Board;
- Following adoption of the GSP, is responsible for all work needed to implement the GSP, including preparation of annual reports; and
- Performs other duties as directed by the Board of Directors.

Desirable Experience, Knowledge, and Abilities

- Minimum of 10 years of professional hydrogeology experience;
- Minimum of 10 years of project management experience;
- Ability to plan and manage projects, including supervision of contractors;
- Ability to meet schedules and budgets and/or identify issues requiring change before they become unworkable;
- Ability to succinctly summarize issues affecting the Agency and present options for Board of Director consideration;
- Ability to communicate effectively with the Board of Directors, staff, stakeholders, and public; and
- Knowledge of Sustainable Groundwater Management Act, Groundwater Sustainability Plan Regulations, and other water-related regulations.

License Requirements

- California Professional Geologist ("P.G.") or Professional Engineer ("P.E.") (Civil) with groundwater experience..

Job Description

Bookkeeper – Treasurer

General Description

The Bookkeeper – Treasurer is an at-will employee or contractor who serves at the pleasure of the Executive Director of the Upper Ventura River Groundwater Agency (“Agency”) in a part time position. This position is responsible for performing bookkeeping duties and serving as the Agency Treasurer. Under general direction, the employee plans, organizes, directs, and coordinates activities necessary to manage the fiscal activities of the Agency and serves as point of contact for annual audits. The Bookkeeper – Treasurer reports to the Agency Executive Director.

Duties and Responsibilities

The Bookkeeper – Treasurer shall serve as the Agency’s fiscal agent and Treasurer.

Bookkeeping duties shall include:

- Perform billing (semi-annual or annual groundwater extraction fees);
- Maintain accounts receivable, process cash receipts, and make bank deposits;
- Maintain accounts payable, issue checks for signature, and submit payment to vendors;
- Process payroll, make associated United States Internal Revenue Service (“IRS”) and State of California Employment Development Department (“EDD”) deposits, file quarterly payroll returns, and prepare year-end payroll reporting;
- Employee benefits, maintain vacation and sick time files;
- Abide by the Agency’s joint powers agreement (“JPA Agreement”), Bylaws, and any current or future Agency policies, including but not limited to, the Agency’s Email Policy and Conflict of Interest Policy; and
- Other duties, as assigned by the Executive Director or the Agency Board of Directors.

In accordance with the Agency Bylaws, the Treasurer duties include, but are not limited to:

- Be depository for and have the responsibility for all money of the Agency from whatever source;
- Strictly account for all funds of the Agency;
- Prepare regular reports of all receipts and disbursements during the fiscal year, as requested by the Board;
- Maintain the books and financial records of the Agency and make them available for inspection by the Member and Stakeholder Directors;

- Provide strict accountability of Agency funds in accordance with Government Code sections 6505 and 6505.5 and all other applicable provisions of law, including any amendments thereto; and
- Perform all other duties assigned to the Treasurer in the Agency Bylaws.

Desirable Experience, Knowledge, and Abilities

- Minimum of ten (10) years of responsible accounting, bookkeeping, or business management experience including accounts payable, accounts receivable, payroll, general ledger and financial reports;
- Ability to perform several tasks concurrently with ease and professionalism;
- Ability to operate calculator, computer, and other general office equipment;
- Knowledge of computerized accounting (QuickBooks), but must be able to do a manual set of books;
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns;
- Ability to communicate clearly and concisely, verbally and in writing, in English;
- Must be able to keep certain Agency matters strictly confidential;
- Must have excellent interpersonal skills; and
- Prior experience in Business Management or public agency experience preferred.

Working Conditions and Physical Requirements

This position may require sitting for a prolonged time using a computer and requires the ability to stand, walk, twist, reach, bend, crouch and kneel. An incumbent must have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the Agency's insurance carrier.
- Contractors filling this position must be a Certified Public Accountant.

Exempt / Non - Exempt

- For employees, this is a non - exempt position pursuant to the Fair Labor Standards Act and United States Department of Labor regulations.

Job Description

Agency Administrator

General Description

The Agency Administrator is a part-time, at-will employee, contractor, or Member Agency employee who serves at the pleasure of the Executive Director of the Upper Ventura River Groundwater Agency ("Agency"). Under direction of the Executive Director, the Agency Administrator shall serve as Clerk of the Board and be responsible for the administrative functions of the Agency.

Duties and Responsibilities

- Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Public Records Act, Political Reform Act, and Sustainable Groundwater Management Act;
- Serves as Clerk of the Board: coordinates meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares the development and preparation of public notices and publications, agendas, packets, minutes, contracts, ordinances, and resolutions;
- Oversees, or serves as Filing Officer for Fair Political Practices Commission (FPPC) economic interest statements; in conjunction with the FPPC, initiates conflict of interest codes and biennial code filings, conflict of interest and financial records;
- Preparation of or assisting Executive Director in preparation of, correspondence, memoranda, and staff reports;
- Responds to stakeholders in person and on the phone;
- Maintains Agency website;
- Arranges rooms for meetings;
- Performs clerical work with accuracy and speed;
- Processes outgoing and incoming mail;
- Maintains Agency files and official records;
- Maintains list of persons interested in the GSP process and email notices as requested by Executive Director;
- Assists Executive Director in his role as Grant Manager in preparing quarterly progress reports to Department of Water Resources as required by Agency's grant agreement;
- Maintains timekeeping for Board member time spent on GSP tasks;
- Maintains compliance with Form 700 filings; and
- Perform related duties and other responsibilities as required.

Desirable Experience, Knowledge, and Abilities

- Clerk of Board functions and responsibilities;
- Listen carefully during Board meetings, seek clarification during Board meetings as necessary to understand proceedings, and use recording equipment for preparation of accurate meeting minutes;
- Brown Act and familiarity with public agency procedures;
- FPPC requirements and procedures;
- Modern office practices, methods, computer equipment, tablets, and projectors;
- Word processing methods and programs;
- Perform routine tasks using Microsoft Word, Excel, and PowerPoint and Adobe Acrobat;
- Principles of business letter writing;
- Basic principles of record keeping;
- Vocabulary, spelling, grammar, and punctuation;
- Make accurate arithmetic computations;
- Perform responsible clerical support work with accuracy, speed, and minimal supervision;
- File materials alphabetically, chronologically, and numerically;
- Enter and retrieve data from a computer with enough speed and accuracy to perform assigned work; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

This position may require sitting for a prolonged time using a computer and requires the ability to stand, walk, twist, reach, bend, crouch and kneel. An incumbent must have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the Agency's insurance carrier.

Exempt/Non - Exempt

- For employees, this is a non - exempt position pursuant to the Fair Labor Standards Act.

Job Description

Administrative Assistant

General Description

The Administrative Assistant is a part-time, at-will employee, contractor, or Member Agency employee who serves at the pleasure of the Executive Director of the Upper Ventura River Groundwater Agency ("Agency"). Under direction of the Agency Administrator, the Administrative Assistant shall assist with executing the administrative functions of the Agency.

Duties and Responsibilities

- Assist the Agency Administrator with day-to-day administrative functions of the Agency including, but not limited to, responding to stakeholders in person and on the phone; maintaining the Agency website; meeting coordination, clerical work, processing mail, and maintaining Agency files and official records.
- Perform related duties and other responsibilities, as required.

Desirable Experience, Knowledge, and Abilities

- Modern office practices, methods, computer equipment, tablets, and projectors;
- Word processing methods and programs;
- Perform routine tasks using Microsoft Word, Excel, and PowerPoint and Adobe Acrobat;
- Performs clerical work with accuracy and speed;
- Basic principles of record keeping;
- Vocabulary, spelling, grammar, and punctuation;
- Make accurate arithmetic computations;
- File materials alphabetically, chronologically, and numerically;
- Enter and retrieve data from a computer with enough speed and accuracy to perform assigned work; and
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

This position may require sitting for a prolonged time using a computer and requires the ability to stand, walk, twist, reach, bend, crouch and kneel. An incumbent must have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the Agency's insurance carrier.

Exempt/Non - Exempt

- For employees, this is a non - exempt position pursuant to the Fair Labor Standards Act.

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 4(b)

DATE: March 28, 2019

TO: Board of Directors

FROM: Executive Director

SUBJECT: Agency Bookkeeper – Treasurer

SUMMARY

On March 14, 2019, the Board directed staff to pursue an employment agreement with Karen Palm to serve as the Agency Bookkeeper – Treasurer. Ms. Palm has reviewed the attached employment agreement and is ready to move forward. Agency Counsel has reviewed the employment agreement.

RECOMMENDED ACTIONS

1. Approve the draft employment agreement with Karen Palm to serve as the Agency Bookkeeper-Treasurer;
2. Appoint Ms. Palm as Agency Treasurer;
3. Set a bond amount for the Treasurer pursuant to Government Code section 6505.1; and
4. Direct the Treasurer to post a bond in the amount determined by the Board.

BACKGROUND

See summary

FISCAL SUMMARY

The Fiscal Year 18/19 Budget and proposed Multi-Year Budget update include increased costs associated with the positions (please see Agenda Item 4d).

ATTACHEMENTS

A. Draft Employment Agreement

Action: _____

Motion: _____ Second: _____

B. Kuebler____ D. Engle____ A. Spandrio____ S. Rungren____ G. Shephard____ E. Ayala____ L. Rose____



Post Office Box 1779
Ojai, CA 93024
(805) 640-1247
<https://uvrgroundwater.org/>

March 28, 2019

Karen Palm



RE: Employment Agreement – Bookkeeper-Treasurer

Dear Ms. Palm:

We are pleased to make this formal offer of employment with Upper Ventura River Groundwater Agency (“UVRGA” or “Agency”) as the Agency’s Bookkeeper-Treasurer.

The Bookkeeper – Treasurer position has the following characteristics:

- Duties: See attached Bookkeeper – Treasurer Job Description (“Job Description”)
- Part time, hourly position
- Weekly hours will vary depending on Agency needs, but are anticipated to average approximately 5 hours per week.
- Fringe benefits:
 - Sick Leave: Pursuant to California law, currently accrual of 1 hour per 30 hours worked
 - This position does not include any other fringe benefits
- Place of work:
 - This position is primarily intended to be a telecommuting position, with occasional work occurring at the Agency’s Principal Office, as needed to interface with the Agency Administrator, etc.
 - You will be expected to travel locally to obtain signatures, make deposits, and attend meetings, in accordance with the duties in the Job Description. Travel will be reimbursed at the then current United States Internal Revenue Service (“IRS”) mileage rate.
- Start date: April 1, 2019.

If you accept this offer, you will be paid an hourly wage in the amount of \$65.00 (less applicable deductions authorized by you or required by law), which will be paid on a twice monthly basis (payroll dates to be determined). UVRGA may, in its sole judgment and discretion, modify your hourly wage on periodic review.

We are very pleased to extend this offer of employment and look forward to a mutually rewarding relationship together. Please understand, however, that this offer is conditioned on your satisfaction of all of the UVRGA’s pre-employment requirements, including, but not limited

to, your presentation of acceptable documents establishing your eligibility to work in the United States.

You will be employed by UVRGA on an at-will basis for no specified term. You or the UVRGA may terminate your employment at any time, with or without cause and with or without prior notice. Although your job title, compensation, and benefits may change from time to time, the at-will nature of your employment shall not change, and this letter, sets forth the terms of your at-will employment with UVRGA and may not be modified or amended except by a written agreement, approved by the UVRGA Board of Directors and signed by you in writing. This offer letter supersedes all prior or contradictory offer letters or discussions.

To indicate your acceptance of UVRGA's offer, please sign and date where indicated on the last page of this letter, and return the signed copies of those documents to the Executive Director, Bryan Bondy.

We look forward to welcoming you to UVRGA. If you have any questions, please feel free to contact Bryan Bondy at [REDACTED].

Sincerely,

Bruce Kuebler, Chair, UVRGA

Accepted By: _____ Date: _____
Karen Palm

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 4(c)

DATE: March 28, 2019

TO: Board of Directors

FROM: Executive Director

SUBJECT: Agency Administrative Assistant

SUMMARY

On March 14, 2019, the Board appointed a new Executive Director and directed staff to pursue an employment agreement for a new Treasurer. These positions were previously held by Ms. Vandermeer who remains employed by the Agency as an administrative professional. Ms. Vandermeer's title should be changed reflect her new position of Administrative Assistant.

RECOMMENDED ACTIONS

It is recommended that the Board approve a change in Ms. Vandermeer's title from Executive Director and Treasurer to Administrative Assistant.

BACKGROUND

See summary

FISCAL SUMMARY

Not applicable

ATTACHEMENTS

None

Action: _____

Motion: _____ Second: _____

B. Kuebler____ D. Engle____ A. Spandrio____ S. Rungren____ G. Shephard____ E. Ayala____ L. Rose____

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 4(d)

DATE: March 28, 2019

TO: Board of Directors

FROM: Executive Director

SUBJECT: Multi-Year Budget and Groundwater Extraction Fee (Grant Category (c) - Task 9: Organizational Activities)

SUMMARY

Discussion of the multi-year budget and groundwater extraction fee was continued from the March 14, 2019 Board meeting to this special meeting.

Concerns have been expressed about the increases reflected in the draft multi-year budget. Staff has prepared a table explaining the increases to help focus the discussion (Attachment A).

Staff notes that the maximum extraction fee will be driven by the year with the peak revenue needs, which occurs in Fiscal Year (FY) 19/20, per the draft budget update. The maximum fee can be decreased by reducing expenses in FY 19/20. Options for decreasing FY 19/20 expenses include setting a smaller reserve requirement (and/or funding the reserve over sequential years) and deferring some GSP work until FY 20/21 and FY 21/22, subject to the grant schedule and other constraints. The Executive Director can provide guidance on what work is most easily deferred.

RECOMMENDED ACTIONS

It is recommended that the Board review the draft multi-year budget update prepared by the Ad Hoc Budget Committee, discuss development of a groundwater extraction fee, and consider providing direction to the Ad Hoc Budget Committee, Ad Hoc Funding Committee, and/or staff.

BACKGROUND

See summary

FISCAL SUMMARY

Not applicable

ATTACHEMENTS

- A. Summary of Draft Multi-Year Budget Increases
- B. Draft Multi-Year Budget
- C. Multi-Year budget adopted on November 8, 2018

Action: _____

Motion: _____ Second: _____

B. Kuebler____ D. Engle____ A. Spandrio____ S. Rungren____ G. Shephard____ E. Ayala____ L. Rose____

Summary of Draft Multi-Year Budget Increases

Increase (rounded)	Expense	Reason for Increase
\$130,000	Reserve	Reserve increase from \$50K to \$180K per Ad Hoc Funding Committee recommendation.
\$110,500	Technical Review Group (TRG)	TRG formed by the Board on 1/10/19 ***NOT REQUIRED BY SGMA OR GRANT AGREEMENT***
\$100,000	Legal	Estimated costs increased per counsel advice, based on effort to date and projected effort going forward.
\$59,000	Admin – Payroll & Accounting	Increased for reorganization
\$55,000	SWRCB Flow Study Participation	Previous budget did not include funding for Executive Director to participate in Flow Study TAC meetings and review and comment on Flow Study work products. ***NOT REQUIRED BY SGMA OR GRANT AGREEMENT***
\$49,000	Task 11: Plan Area and Basin Setting	Increased for assumption Lorraine W. will not be available to prepare non-technical sections and to address analytical modeling needs.
\$38,500	Task 1: Establish Well Monitoring Network	Increased for Board-approved actions to fill data gaps, add barologgers, and coordination. <i>(Note: adding wells to the monitoring network is not required by SGMA or Grant, but is prudent for long-term objectives of the Agency).</i>
\$21,500	Task 2: Project Monitoring Plan & Task 6: Subsurface Inflow Data	Increased to address added DWR requirements, obtain drilling access, prevailing wage requirement for driller, and address Kear recommendation for three monitoring wells vs one <i>(Note: three wells are not required by SGMA or Grant, but three wells are needed to achieve overall objective of the task).</i>
\$21,000	Admin – Insurance	SDRMA and CSDA fees were not included in prior budgets.
\$16,300	Task 12: GSP Reviews and Approvals and Final Document Preparation	Increased for assumption Lorraine W. will not be available to prepare non-technical sections.
\$14,300	Task 11: GSP Introduction, Exec. Summary, References, & Appendices	Increased for assumption Lorraine W. will not be available to prepare non-technical sections.
\$5,000	Task 9: Organizational Activities	Increased due to extra effort by counsel and GSP PM supporting fee development process, TRG development, and TRG member recruiting.

Item 4(d), Attachment A

Increase (rounded)	Expense	Reason for Increase
<i>The following budget adjustments are not real increases; rather, a mistake is being fixed. The funds were accidentally omitted from prior multi-year budget when rebalancing the grant budget after DWR eliminated GSA formation and grant application cost share. Rebalancing the grant budget by reduced the overall budget for these tasks. However, the estimated costs should have remained in the agency budget because they are real expenses to the agency. The expenses are being added back now.</i>		
\$40,000	Task 11: Sustainable Mgmt. Criteria	
\$24,400	Task 11: GSP Chapter 4: Projects and Management Actions	
\$10,000	Task 11: GSP Chapter 5: Plan Implementation	

Item No. 4d - Attachment B

Upper Ventura River Groundwater Agency Long Range Budget FY 18/19 through FY 23/24
Based on UVRGA LONG RANGE BUDGET-DRAFT JANUARY 16, 2019

Spandrio-March 1st, 2019

	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total		
EXPENSE								Comments	Increase*
Labor									
Payroll	\$ 18,700.00	\$ 38,586.00	\$ 39,744.00	\$ 40,936.00	\$ 42,164.00	\$ 43,429.00	\$ 223,559.00	Increased for reorganization. Assume Agency Admin replaces current admin: 15 hrs/wk, \$45/hr and payroll taxes	\$ 55,380.00
Insurance	\$ 3,900.00	\$ 5,150.00	\$ 5,305.00	\$ 5,464.00	\$ 5,628.00	\$ 5,796.00	\$ 31,243.00		\$ (1,100.00)
Total Labor	\$ 22,600.00	\$ 43,736.00	\$ 45,049.00	\$ 46,400.00	\$ 47,792.00	\$ 49,225.00	\$ 254,802.00		\$ 54,280.00
Office									
Rent	\$ 5,000.00	\$ 5,150.00	\$ 5,305.00	\$ 5,464.00	\$ 5,628.00	\$ 5,796.00	\$ 32,343.00		
Utilities	\$ 600.00	\$ 1,030.00	\$ 1,061.00	\$ 1,093.00	\$ 1,126.00	\$ 1,159.00	\$ 6,069.00		
Postage	\$ 300.00	\$ 309.00	\$ 318.00	\$ 328.00	\$ 338.00	\$ 348.00	\$ 1,941.00		
Supplies	\$ 1,700.00	\$ 618.00	\$ 637.00	\$ 656.00	\$ 675.00	\$ 696.00	\$ 4,982.00		
Office Equipment	\$ 235.00	\$ 1,545.00	\$ 1,591.00	\$ 1,639.00	\$ 1,688.00	\$ 1,739.00	\$ 8,437.00		
Bank Charges	\$ 500.00	\$ 618.00	\$ 637.00	\$ 656.00	\$ 675.00	\$ 696.00	\$ 3,782.00		
Insurance Expense-Special District Risk Management Authority-SDRMA	\$ 1,748.66	\$ 1,801.12	\$ 1,855.15	\$ 1,910.81	\$ 1,968.13	\$ 2,027.18	\$ 11,311.05		
Memberships-California Special Districts Association-CSDA	\$ 1,612.75	\$ 1,661.13	\$ 1,710.97	\$ 1,762.30	\$ 1,815.16	\$ 1,869.62	\$ 10,431.93		
Total Office	\$ 11,696.41	\$ 12,732.25	\$ 13,115.12	\$ 13,509.11	\$ 13,913.29	\$ 14,330.80	\$ 79,296.98		\$ 21,080.98
Professional services (non-grant)									
GSP Manager	\$ 44,000.00	\$ 45,320.00	\$ 46,680.00	\$ 48,080.00	\$ 24,000.00	\$ 24,720.00	\$ 232,800.00		
Legal	\$ 96,000.00	\$ 98,880.00	\$ 101,846.00	\$ 104,902.00	\$ 35,000.00	\$ 36,050.00	\$ 472,678.00	Per counsel, increase from \$6,000/mo to \$8,000/mo through GSP adoption	\$ 100,407.00
Website	\$ 1,000.00	\$ 1,030.00	\$ 1,061.00	\$ 1,093.00	\$ 1,126.00	\$ 1,159.00	\$ 6,469.00		
Accounting	\$ 15,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.00	\$ 11,255.00	\$ 11,593.00	\$ 69,684.00		\$ 5,000.00
Annual Report	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 41,200.00	\$ 81,200.00		
Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,900.00	\$ 60,900.00		
Technical Review Group Mtgs	\$ -	\$ 32,500.00	\$ 32,500.00	\$ 32,500.00	\$ 6,500.00	\$ 6,500.00	\$ 110,500.00	TRG meetings added per Board action on 1/10/19. Assume \$6,500 per meeting and 5 meetings per year during GSP development, one meeting per year other years. Will be billed to grant if allowable	\$ 110,500.00
SWRCB Flow Study Participation	\$ -	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ 55,000.00	Per Board direction to participate in flow study. GSP PM participation in Flow Study, TAC meetings and other briefings. GSP PM to review & comment on study work products, with support from Kear and others. Will be billed to grant if allowable	\$ 55,000.00
Total Professional Services (non-grant)	\$ 156,000.00	\$ 203,030.00	\$ 212,696.00	\$ 217,502.00	\$ 147,881.00	\$ 152,122.00	\$ 1,089,231.00		\$ 270,907.00
Grant Tasks									
Category A - Grant Admin									
Project Administration-Grant Mgmt	\$ 15,000.00	\$ 19,000.00	\$ 19,000.00	\$ 20,000.00	\$ -	\$ -	\$ 73,000.00		\$ 117.00
Category B - Data Gaps									
Task 1: Establish Well Monitoring Network (was 2.1)	\$ 20,000.00	\$ 28,300.00	\$ -	\$ -	\$ -	\$ -	\$ 48,300.00	Increased for Board approved actions to fill data gaps, add barologgers and coordination	\$ 38,550.00
Task 2: Project Monitoring Plan (new)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Requirement added by DWR in grant agreement	\$ -
Task 3: Surface Water-Groundwater Interface Monitoring (was 2.2)	\$ 20,000.00	\$ 17,695.00	\$ -	\$ -	\$ -	\$ -	\$ 37,695.00		
Task 4: Groundwater Extraction Estimates (was 2.3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ (5,000.00)
Task 5: Water Year Hydrologic Data Analysis (was 2.4)	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00		
Task 6: Subsurface Inflow Data (was 2.5)	\$ 4,000.00	\$ 45,000.00	\$ 7,500.00				\$ 56,500.00	Increased to address access agreement, prevailing wage requirement and Kear recommendations for three wells vs. one	\$ 21,460.00
Task 7: Surface Water Flow Data (was 2.6)	\$ 10,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00		
Task 8: Natural Habitat EVT Analysis (was 2.7)	\$ 600.00	\$ 1,870.00	\$ 1,870.00	\$ -	\$ -	\$ -	\$ 4,340.00		\$ (4,400.00)
Category B - Data Gaps Total	\$ 54,600.00	\$ 110,865.00	\$ 9,370.00	\$ -	\$ -	\$ -	\$ 174,835.00		\$ 50,610.00
Category C - Planning Activities									
Task 9: Organizational Activities (was 3.1)	\$ 42,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 47,000.00	Increased due to extra effort by counsel and GSP PM supporting fee development, TRG development, TRG member recruiting and consultant selection	\$ 5,000.00

Item No. 4d - Attachment B

Upper Ventura River Groundwater Agency Long Range Budget FY 18/19 through FY 23/24
Based on UVRGA LONG RANGE BUDGET-DRAFT JANUARY 16, 2019

Spandrio-March 1st, 2019

	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total		
EXPENSE								Comments	Increase*
Task 10: Stakeholder Outreach and Engagement (new)	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 30,000.00	New task resulting from DWR's reorganization of grant tasks.	\$ 30,000.00
Category C - Planning Activities Total	\$ 42,000.00	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 77,000.00	Budget moved from GSP tasks to this task (no increase).	\$ 35,000.00
Category D - GSP Development									
Task 11: Plan Area and Basin Setting (was 4)	\$ 7,000.00	\$ 120,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 187,000.00	Increased assuming Lorraine W. will not be availble to prepare non-technical sections and for analytical modeling	\$ 48,600.00
Task 11: Sustainable Management Criteria (was 5)	\$ -	\$ 10,000.00	\$ 145,000.00	\$ 65,000.00	\$ -	\$ -	\$ 220,000.00	Apparent increase is due to rebalancing grant after elimination of GSA formation and grant application cost share by DWR (costs were largely deducted from this grant task; however, estimated costs for this task should have remained in the budget).	\$ 39,825.00
Task 11: GSP Chapter 4: Projects and Management Actions	\$ -	\$ 5,000.00	\$ 40,000.00	\$ 15,000.00	\$ -	\$ -	\$ 60,000.00		\$ 24,449.00
Task 11: GSP Chapter 5: Plan Implementation	\$ -	\$ 2,500.00	\$ 10,000.00	\$ 17,000.00	\$ -	\$ -	\$ 29,500.00		\$ 9,880.00
Task 11: GSP Introduction, Executive Summary, References & Appendices	\$ -	\$ 7,500.00	\$ 15,000.00	\$ 10,000.00	\$ -	\$ -	\$ 32,500.00	Increased based on aasumption Lorraine W. will not be available	\$ 14,349.00
Category D - GSP Development Total	\$ 7,000.00	\$ 145,000.00	\$ 270,000.00	\$ 107,000.00	\$ -	\$ -	\$ 529,000.00		\$ 137,103.00
Category E - GSP Reviews and Approvals									
Task 12: GSP Reviews, Approvals and Final Document Preparation	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	Increased based on assumption Lorraine W. will not be available	\$ 16,340.00
Total Grant Activities	\$ 118,600.00	\$ 289,865.00	\$ 308,370.00	\$ 187,000.00	\$ -	\$ -	\$ 903,835.00		\$ 239,170.00
Subtotal Expense	\$ 308,896.41	\$ 549,363.25	\$ 579,230.12	\$ 464,411.11	\$ 209,586.29	\$ 215,677.80	\$ 2,327,164.98		\$ 585,437.98
Funding for Reserve	\$ -	\$ 180,000.00	\$ -	\$ -	\$ -	\$ -	\$ 180,000.00	Reserve amount revised per Ad Hoc Funding Committee discussion	\$ 130,000.00
Total Expense	\$ 308,896.41	\$ 729,363.25	\$ 579,230.12	\$ 464,411.11	\$ 209,586.29	\$ 215,677.80	\$ 2,507,164.98		\$ 715,437.98
REVENUE									
Total Revenue Needed	\$ 308,896.41	\$ 729,363.25	\$ 579,230.12	\$ 464,411.11	\$ 209,586.29	\$ 215,677.80	\$ 2,507,164.98		
Fixed Balance from Prior FY	\$ 69,748.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,748.00		
Anticipated Grant Payments	\$ -	\$ 125,000.00	\$ 213,000.00	\$ 180,000.00	\$ 112,061.00	\$ -	\$ 630,061.00		
Member Agency Contribution	\$ 249,200.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,200.15	Member agency contributions for FY 18/19 will be prorated if extraction fee is in place before end of FY	
Total Revenue	\$ 318,948.15	\$ 125,000.00	\$ 213,000.00	\$ 180,000.00	\$ 112,061.00	\$ -	\$ 949,009.15		
Anticipated Funding Required to Balance Budget	\$ (10,051.74)	\$ 604,363.25	\$ 366,230.12	\$ 284,411.11	\$ 97,525.29	\$ 215,677.80	\$ 1,558,155.83		
RESERVES									
Reserve Balance	\$ -	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	N/A	Reserve amount revised per Ad Hoc Funding Committee discussion	
YEAR END FUND BALANCE									
Year End Fund Balance	\$ -	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	N/A		

*From UVRGA Preliminary Draft Long Range Budget dated September 30, 2018

Item No. 4d - Attachment C

Adopted 11/8/18

UVRGA PRELIMINARY DRAFT LONG RANGE BUDGET - SEPTEMBER 30, 2018							
	FY 19	FY 20	FY 21	FY 22	FY23	FY24	Total
EXPENSE							
Labor							
Payroll	\$ 26,000	\$ 26,780	\$ 27,583	\$ 28,411	\$ 29,263	\$ 30,141	\$ 168,179
Insurance	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 32,342
Total Labor	\$ 31,000	\$ 31,930	\$ 32,888	\$ 33,875	\$ 34,891	\$ 35,937	\$ 200,521
Office							
Rent	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 32,342
Utilities	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	\$ 6,468
Postage	\$ 300	\$ 309	\$ 318	\$ 328	\$ 338	\$ 348	\$ 1,941
Supplies	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	\$ 3,881
Office Equipment	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 9,703
Bank Charges	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	\$ 3,881
Total Office	\$ 9,000	\$ 9,270	\$ 9,548	\$ 9,835	\$ 10,130	\$ 10,433	\$ 58,216
Professional Services (non grant)							
GSP Manager	\$ 44,000	\$ 45,320	\$ 46,680	\$ 48,080	\$ 24,000	\$ 24,720	\$ 232,800
Legal	\$ 72,000	\$ 74,160	\$ 76,385	\$ 78,676	\$ 35,000	\$ 36,050	\$ 372,271
Website	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	\$ 6,468
Accounting	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	\$ 11,593	\$ 64,684
Annual Report	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 41,200	\$ 81,200
Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,900	\$ 60,900
Total Professional (non grant)	\$ 127,000	\$ 130,810	\$ 134,734	\$ 138,776	\$ 141,381	\$ 145,622	\$ 818,323
Grant Tasks							
2.1 Well Monitoring	\$ 4,875	\$ 4,875	\$ -	\$ -	\$ -	\$ -	\$ 9,750
2.2 Interface Monitoring	\$ 20,000	\$ 17,695	\$ -	\$ -	\$ -	\$ -	\$ 37,695
2.3 Private Well Use	\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ 5,000
2.4 Water Year Analysis	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
2.5 Subsurface Inflow	\$ -	\$ 32,520	\$ 2,520	\$ -	\$ -	\$ -	\$ 35,040
2.6 Surface Water Flow Data	\$ 10,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
2.7 Natural Habitat Evapotranspiration Analysis	\$ 5,000	\$ 1,870	\$ 1,870	\$ -	\$ -	\$ -	\$ 8,740
3.1 Organizational Activities	\$ 42,000		\$ -	\$ -	\$ -	\$ -	\$ 42,000
4 Plan Area and Basin Setting	\$ 10,000	\$ 64,200	\$ 64,200	\$ -	\$ -	\$ -	\$ 138,400
5 Sustainable Mgmt Criteria	\$ -	\$ 30,000	\$ 103,917	\$ 46,258	\$ -	\$ -	\$ 180,175
6 GSP Chapter 4: Projects and Management Actions	\$ -	\$ 5,000	\$ 20,469	\$ 10,082	\$ -	\$ -	\$ 35,551
7 GSP Chapter 5: Plan Implementation	\$ -	\$ 2,500	\$ 11,470	\$ 5,650	\$ -	\$ -	\$ 19,620
8 GSP Introduction, Executive Summary, References & Appendices	\$ -	\$ 2,500	\$ 10,486	\$ 5,165	\$ -	\$ -	\$ 18,151
9 GSP Reviews and Approvals and Final Document Preparation	\$ -	\$ -	\$ -	\$ 33,660	\$ -	\$ -	\$ 33,660
10 Project Administration (Grant Management)	\$ 19,961	\$ 16,481	\$ 16,481	\$ 19,961	\$ -	\$ -	\$ 72,883
Total Grant Tasks	\$ 116,836	\$ 195,641	\$ 231,413	\$ 120,776	\$ -	\$ -	\$ 664,665
Funding for Reserve	\$ 41,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Subtotal Expense	\$ 324,836	\$ 376,651	\$ 408,583	\$ 303,261	\$ 186,401	\$ 191,993	\$ 1,791,725
REVENUE							
Total Revenue Needed	\$ 324,836	\$ 376,651	\$ 408,583	\$ 303,261	\$ 186,401	\$ 191,993	\$ 1,791,725
Fund Balance from Prior FY	\$ 69,748						\$ 69,748
Anticipated Grant Payments	\$ 35,784	\$ 89,046	\$ 212,771	\$ 179,953	\$ 112,506	\$ -	\$ 630,061
Anticipated Funding Needed From Members &/or Fees	\$ 219,304	\$ 287,604	\$ 195,812	\$ 123,308	\$ 73,895	\$ 191,993	\$ 1,091,916
RESERVES							
Reserve Balance	\$ 41,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A
YEAR END FUND BALANCE							
Year End Fund Balance	\$ 41,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	N/A