

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTICE OF REGULAR MEETING

NOTICE IS HEREBY GIVEN that the Upper Ventura River Groundwater Agency (“Agency”) Board of Directors (“Board”) will hold a **Regular Board Meeting at 1 P.M. on Thursday, June 13, 2019 at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View California 93022.**

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
REGULAR MEETING AGENDA

June 13, 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. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker per issue.

4. APPROVAL OF AGENDA

5. PUBLIC HEARING

Resolution 2019-4: A Resolution of the Upper Ventura River Groundwater Agency Establishing a Regulatory Fee within the Upper Ventura River Sub-basin of the Ventura River Valley Groundwater Basin (Department of Water Resources Sub-basin # 4-003.01) to Fund the Costs of a Groundwater Sustainability Program

Board Chair will open a Public Hearing regarding the proposed resolution that would establishing a regulatory fee to fund the costs of a groundwater sustainability program, including, but not limited to, preparation, adoption, and amendment of a groundwater sustainability plan, and investigations, inspections, compliance assistance, enforcement, and program administration, including a prudent reserve for the Upper Ventura River Sub-Basin of the Ventura River Valley Groundwater Basin (Department of Water Resources Sub-Basin # 4-003.01). The proposed regulatory fee will be imposed on groundwater use, in an amount not to exceed \$79.16 per acre-foot. If adopted, the fees will become effective July 1, 2019. The Agency is seeking feedback from stakeholders concerning the proposed regulatory fee.

Chair will open the public hearing and the Board of Directors will accept public comment at this time.

Any interested person may present written testimony, oral testimony, or both at the Public Hearing. Written comments may be filed at any time prior to the conclusion of the Public Hearing and comments should be addressed to: UVRGA Board of Directors, Post Office Box 1779, Ojai, CA 93024.

Chair will close the public hearing.

The Board will consider adopting Resolution 2019-4 establishing a regulatory fee to fund the costs of a groundwater sustainability program for the Upper Ventura River Sub-basin.

6. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments.

- a. Approve Minutes from May 9, 2019**
- b. Approve Financial Report for May 2019**

7. DIRECTOR ANNOUNCEMENTS

- a. Directors may provide oral reports on items not appearing on the agenda.
- b. Directors shall report time spent on cost-share eligible activities for the 2017 Proposition 1 Sustainable Groundwater Management Planning (SGWP) Grant.

8. EXECUTIVE DIRECTOR'S REPORT

9. ADMINISTRATIVE ITEMS

a. Fiscal Year 2019/2020 Budget

The Board will consider adopting a budget for Fiscal Year 2019/2020.

b. Principal Office Change of Address

The Board will consider adopting resolution 2019-5 to change the Agency's principal office location.

c. Approval of Intera Work Order No. 1

The Board will consider approving Work Order No. 1 for Intera, for the review of background information, creation of a GSP document template, and other preparatory activities outlined in work order.

10. GSP GRANT ELIGIBLE ITEMS

**a. Stakeholder Engagement Plan Annual Review and Update (Grant Category (c):
Task 10: Stakeholder Outreach and Engagement)**

The Board will consider approving updates to the Agency's Stakeholder Engagement Plan recommended by the Ad Hoc Stakeholder Engagement Committee pursuant to its annual plan review.

11. COMMITTEE REPORTS

None

12. ADJOURNMENT

The next scheduled Board meeting will be on July 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. 5

DATE: June 13, 2019

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Resolution 2019-4: A Resolution of the Upper Ventura River Groundwater Agency Establishing a Regulatory Fee within the Upper Ventura River Sub-basin of the Ventura River Valley Groundwater Basin (Department of Water Resources Sub-basin # 4-003.01) to Fund the Costs of a Groundwater Sustainability Program (Grant Category (c): Task 9: Organizational Activities)

SUMMARY

On May 9, 2019, the Board of Directors approved the Ad Hoc Funding Committee's (Committee) recommendation to schedule a public hearing on June 13, 2019 to consider adopting a maximum groundwater extraction fee of \$79.16, set the first year extraction fee at \$77.89, and to perform extraction fee invoicing every six months. If adopted, these fees would apply to the fifteen pumpers who are estimated to extract more than two acre-feet per year from the Upper Ventura Groundwater Basin (Basin): four public agencies; two mutual water companies; and nine private pumpers.

Resolution 2019-4, attached hereto (Attachment A), has been prepared to establish the regulatory fee in accordance with the Board's direction provided on May 9, 2019. Resolution 2019-4 would establish a regulatory fee that will be imposed on groundwater extraction (with the exception of de minimis extractors as defined by Water Code (WC) Section 10721(e)), in an amount not to exceed \$79.16 per acre-foot. If adopted, the fees will become effective July 1, 2019. The fee for Fiscal Year 2019/2020 (July 1, 2019 through June 30, 2020) would be \$77.98 per acre-foot and would be billed on a semi-annual basis. The resolution also establishes penalties and interest for nonpayment pursuant to the WC Section 10730.6 and protest procedures pursuant to WC Section 10731. Resolution 2019-4 has been reviewed by Agency Counsel.

The Agency has complied with all applicable noticing requirements for the public hearing by (1) publishing a public hearing notice pursuant to Government Code section 6066 in the Ojai Valley News and the Ventura County Star on May 31, 2019 and June 7, 2019, (2) posting the public hearing notice on the Agency's website (available at <https://uvrgroundwater.org/>) and at the meeting location, (3) mailing the notice to any interested party who filed a written request with the Agency for mailed notices; and (4) posting the Upper Ventura River Groundwater Agency 2019 GSA Fee Study Report to the Agency website (<https://uvrgroundwater.org/>) and otherwise making it available to the public at least ten (10) days before the public hearing. A copy of the public hearing notice is provided in Attachment B.

Agricultural Stakeholder Director Emily Ayala, who is unable to attend this Board meeting, has provided the attached letter of support (Attachment C).

RECOMMENDED ACTIONS

1. Conduct a public hearing regarding the proposed resolution that would establish a regulatory fee to fund the costs of a groundwater sustainability program.
2. Adopt Resolution 2019-4 establishing a regulatory fee within the Upper Ventura River Sub-basin of the Ventura River Valley Groundwater Basin (Department of Water Resources Sub-basin # 4-003.01) to fund the costs of a groundwater sustainability program.

BACKGROUND

In collaboration with the Upper Ventura River Groundwater Agency's (Agency) fee consultant, the Committee developed groundwater extraction estimates and estimated regulatory fees.

The extraction estimates were based on available data. The Committee focused on historical groundwater usage during 2017 which pre-dates the catastrophic 2018 Thomas Fire, which had a material impact on water usage.

Water production data from public agencies is based meter records, which are publicly available. In general, the Committee used 5-year water production averages to establish the annual groundwater extraction estimates for each of the five public agencies that extract groundwater from the Basin.

Wellheads for mutual water companies (MWC) and other private pumpers, on the other hand, are not necessarily metered. Further, even when the wellheads are metered, the data isn't necessarily reported or a part of public record. Some well owners, however, are required to self-report their annual groundwater production to the State Water Resources Control Board (SWRCB) and, in some cases, the Division of Drinking Water (depending on the installation year and the size of the well). Since both MWCs in the Basin are required to report their annual water production, the Committee used the reported values for 2017 as the basis for estimated groundwater extractions for this group of pumpers. The water usage by other private pumpers (who are primarily growers) within the Basin were estimated based primarily on calculation from aerial photography coupled with known information regarding crop water requirements. These desktop calculations were supplemented by any modifications offered by the private pumpers in response to letters that were sent by Agency requesting data or information that should be considered in changing the estimate¹. Agency representatives also physically inspected a number of properties to verify type of crop/condition of wells and called or met individually with as many landowners as possible to discuss estimated extraction amounts.

¹ Initial letters with estimated extraction amounts were sent out on February 8, 2019. Based on responses to these letters and personal outreach by Committee members, estimated extractions for several private pumpers were modified (including reducing four private pumpers' extractions to a de minimis amount). Follow-up letters with final estimated extraction amounts were sent to all (non-de minimis) private pumpers on April 19, 2019. Personal contact by Committee members was attempted with as many of these private pumpers as possible to confirm receipt of these letters.

The regulatory fee was then calculated using the multi-year budget adopted by the Board on April 11, 2019 and the above-described extraction estimates, by dividing the Agency’s fee revenue requirements by basin-wide groundwater extraction estimates (in AF). The results of this calculation by fiscal year are summarized in Table 2 of the UVRGA 2019 Fee Study report, which is reprinted below.

Table 2 from UVRGA 2019 Groundwater Fee Study Report

	FY2019/20	FY2020/21	FY2021/22	FY2022/23	FY2023/24
Fee Revenue Requirements:	\$339,294	\$344,806	\$279,078	\$182,028	\$210,011
Estimated Groundwater Extractions (AF):	4,355.8	4,355.8	4,355.8	4,355.8	4,355.8
GSA Fees (\$/AF)	\$77.89	\$79.16	\$64.07	\$41.79	\$48.21

The Committee recommended charging an annual Pre-GSP regulatory fee that meets the expected fee revenue requirements for each respective fiscal year. However, since the Agency’s budgetary estimates and assumptions may have over-estimated or underestimated the revenue requirements for each year, and in order to both ensure revenue sufficiency for Agency and avoid over-charging the Basin pumpers, the Committee proposed that the Agency adopt the highest per AF amount it intends to charge over the 5-year period (\$79.16). Upon adoption, the Agency will then have the authority to charge up to this amount on a per AF basis each year. At its discretion and based on actual budgetary requirements, the Agency will also have the ability to set the actual per AF fee at a lower amount. For example, recommended fee for Fiscal Year 2019/202 is \$77.89 per AF. If the Agency’s budgetary assumptions are correct, the actual Pre-GSP Fees assessed by Agency will mirror those shown in Table 2 from the UVRGA 2019 Fee Study report (reprinted above). Additional information regarding the proposed recommended fee is available in the 2019 UVRGA Groundwater Fee Study is available on-line at <https://uvrgroundwater.org>.

FISCAL SUMMARY

The 2019 UVRGA Groundwater Fee Study is available on-line at <https://uvrgroundwater.org>.

ATTACHEMENTS

- A. Draft Resolution 2019-4
- B. Public Hearing Notice
- C. Letter from Agricultural Stakeholder Director Emily Ayala

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

BOARD OF DIRECTORS

UPPER VENTURA RIVER GROUNDWATER AGENCY

RESOLUTION NO. 2019-4

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
ESTABLISHING A REGULATORY FEE WITHIN THE UPPER VENTURA RIVER
SUB-BASIN OF THE VENTURA RIVER VALLEY GROUNDWATER BASIN
(DEPARTMENT OF WATER RESOURCES SUB-BASIN # 4-003.01) TO FUND THE
COSTS OF A GROUNDWATER SUSTAINABILITY PROGRAM**

WHEREAS, the California Legislature has adopted, and the Governor has signed into law, the Sustainable Groundwater Management Act of 2014 ("Act"), which authorizes local agencies to manage groundwater in a sustainable fashion; and

WHEREAS, the legislative intent of the Act is to provide for sustainable management of groundwater basins, to enhance local management of groundwater, to establish minimum standards for sustainable groundwater management, and to provide local agencies with the authority to sustainably manage groundwater; and

WHEREAS, the Act requires the formation and/or designation of Groundwater Sustainability Agencies ("GSA") for the purpose of achieving groundwater sustainability through the development, adoption, and implementation of a Groundwater Sustainability Plans ("GSP") for all groundwater basins designated by the Department of Water Resources ("DWR") as medium- or high-priority; and

WHEREAS, DWR has designated the Upper Ventura River Valley Sub-basin of the Ventura River Valley Groundwater Basin (DWR Sub-Basin # 4-003.01) ("Basin") as a medium-priority basin; and

WHEREAS, on March 9, 2017, the Upper Ventura River Groundwater Agency ("Agency") adopted Resolution No. 2017-2 electing to become the GSA for the Basin; and

WHEREAS, prior to the adoption of a GSP, the Act authorizes a GSA to impose regulatory fees to fund the costs of a groundwater sustainability program, including, but not limited to, preparation, adoption, and amendment of a GSP, and investigations, inspections, compliance assistance, enforcement, and program administration, including a prudent reserve; and

WHEREAS, the Agency has undertaken a study to determine its annual expenses associated with funding the costs of a groundwater sustainability program; and

WHEREAS, on May 9, 2019, the Agency adopted a report entitled *Upper Ventura River Groundwater Agency 2019 GSA Fee Study* ("Report"), which details the data upon which the Agency's proposed regulatory fee on groundwater use ("Regulatory Fee") is based; and

WHEREAS, the Regulatory Fee complies with the requirements of the California Constitution and state law, including the Act; and

WHEREAS, the Agency has held numerous public meetings concerning development and establishment of the Regulatory Fee and undertaken extensive efforts to individually contact Basin stakeholders subject to the Regulatory fee, including sending notices advising each stakeholder subject to the Regulatory Fee of his or her estimated groundwater extraction and associated estimated Regulatory Fee; and

WHEREAS, the Agency has complied with all applicable noticing requirements for the public hearing by (1) publishing the public hearing notice pursuant to Government Code section 6066 in the Ojai Valley News and the Ventura County Star on May 31, 2019 and June 7, 2019, (2) posting the public hearing notice on the Agency's website (available at <https://uvrgroundwater.org/>), and (3) mailing the notice to any interested party who filed a written request with the Agency for mailed notices; and

WHEREAS, the Agency has uploaded the Report to its website (<https://uvrgroundwater.org/>) and otherwise made it available to the public at least ten (10) days before the public hearing; and

WHEREAS, on this day, the Agency held a public hearing to consider establishment of a Regulatory Fee to fund the costs of a groundwater sustainability program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Upper Ventura River Groundwater Agency, as follows:

- 1. Incorporation of Recitals.** All recitals in this resolution are true and correct and supported by substantial evidence in the record.
- 2. Findings.** Based upon substantial evidence in the record, the Agency's Board of Directors makes the following findings: The revenues derived from the Regulatory Fee (a) will not exceed the funds required to fund the costs of a groundwater sustainability program, as authorized by Water Code section 10730, and will not be used for any other purpose; and (2) bear a fair or reasonable relationship to the payor's benefits received from development and adoption of a groundwater sustainability program.
- 3. Establishment of Regulatory Fee.** In accordance with the Report, the Agency hereby adopts and establishes an annual Regulatory Fee not to exceed \$79.16 per acre-foot on all persons who extract groundwater from the Basin, except for those persons who extract, for domestic purposes, two (2) acre-feet or less per year (i.e. de minimis extractors as defined by section 10721(e) of the Water Code). This Regulatory Fee will become effective July 1, 2019 and will remain in effect unless superseded or rescinded by action of the Agency's Board of Directors.
- 4. Setting of Regulatory Fee for 2019/2020 Fiscal Year.** Based on adopted budgetary requirements for the Agency's 2019/2020 fiscal year, the Agency hereby sets its Regulatory Fee at \$77.89 per acre-foot.

- 5. Review of Regulatory Fee.** Annually during its budget review and adoption process, the Agency will review the Regulatory Fee to determine if the Regulatory Fee is sufficient to cover its authorized expenses and, based on that review, the Agency has the authority to increase or decrease the Regulatory Fee up to the not-to-exceed amount of \$79.16 per acre-foot. Notwithstanding the previous sentence, the Agency may increase the Regulatory Fee above \$79.16 per acre-foot amount as necessary or appropriate in compliance with the California Constitution, section 10730 of the Water Code, and other applicable state law.
- 6. Billing and Collection of Regulatory Fee.** The Regulatory Fee will be billed semiannually with billing periods covering January 1 through June 30 and July 1 through December 31 of each calendar year. The Agency directs the Executive Director to prepare and send out invoices in accordance with this schedule.
- 7. Penalties and Interest for Nonpayment.** Consistent with section 10730.6 of the Water Code, persons who fail to pay his or her Regulatory Fee within thirty (30) days of it becoming due will be charged interest at the rate of one percent (1%) per month on the delinquent amount of the Regulatory Fee and a ten percent (10%) penalty. Any interest payments, penalties or overdue fees may be waived upon a finding of good cause by an affirmative vote of the Agency's Board of Directors.
- 8. Protest.** In compliance with section 10731 of the Water Code, any person subject to the Regulatory Fee may file a protest of the Agency's determination of his or her estimated amount of groundwater production, the Regulatory Fee, interest, and/or penalties no later than twenty (20) days after the Agency has mailed a written notice of such determination. If a protest is filed pursuant to this authority, the Agency will hold a hearing to determine the total amount of the groundwater production and the Regulatory Fee, interest, and penalties. Notice of the hearing will be mailed to each protestant at least twenty (20) days before the date fixed for the hearing. Following the hearing, notice of the Agency's determination will be mailed to each protestant who will have twenty (20) days from the date of mailing of the determination to pay the Regulatory Fee, interest, and penalties determined by the Agency.
- 9. Additional Authorization.** The Executive Director is hereby authorized and directed to take such other and further actions as may be necessary or appropriate to implement the intent and purposes of this resolution.
- 10. Effective Date of Resolution.** This resolution will take effect immediately upon passage and adoption.

WE, THE UNDERSIGNED, do hereby certify that the above and foregoing Resolution No. 2019-4 was duly adopted and passed by the Board of Directors of the Upper Ventura River Groundwater Agency as a public hearing held on the 13th day of June 2019, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Kuebler, Board Chair

ATTEST:

Bryan Bondy
Executive Director

APPROVED AS TO FORM:

Upper Ventura River Groundwater Agency
General Counsel



PUBLIC HEARING NOTICE

DATE AND TIME: Thursday, June 13, 2019, at 1:00 p.m., or as soon thereafter as possible.

LOCATION: Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View California 93022.

PURPOSE: Notice is hereby given that the Upper Ventura River Groundwater Agency Board of Directors will hold a public hearing to consider adopting a resolution establishing a regulatory fee to fund the costs of a groundwater sustainability program, including, but not limited to, preparation, adoption, and amendment of a groundwater sustainability plan, and investigations, inspections, compliance assistance, enforcement, and program administration, including a prudent reserve for the Upper Ventura River Sub-Basin of the Ventura River Valley Groundwater Basin (Department of Water Resources Sub-Basin # 4-003.01). The proposed regulatory fee will be imposed on groundwater use, in an amount not to exceed \$79.16 per acre-foot. If adopted, the fees will become effective July 1, 2019.

The data upon which the proposed fee is based is available for review at <https://uvrgroundwater.org/>.

All interested persons are invited to attend, participate, and present written testimony, oral testimony, or both. Written communications may be filed at any time prior to the conclusion of the public hearing and should be addressed to: UVRGA Board of Directors, Post Office Box 1779, Ojai, CA 93024.

Note: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Bryan Bondy by email at Bryan@BondyGroundwater.com or by phone at (805) 212-0484.

For further information, contact Bryan Bondy, Executive Director, by email at Bryan@BondyGroundwater.com or by phone at (805) 212-0484.

Bryan Bondy
Executive Director

Publication Dates: May 31, 2019 and June 7, 2019

Item 5, Attachment C

May 29, 2019

Re. UVRGA

Fee adoption for Upper Ventura Groundwater extraction

To All Concerned,

I am unable to be at the June 13th, 2019 meeting for the Upper Ventura River Groundwater Agency. As the Agricultural stakeholder on the Agency I have been to most of the meetings prior to and since the formation of the agency, closely following the development of funding for the Agency. I have also been on the Ad Hoc Funding Committee which has been working since last fall in developing a fee structure for the Agency.

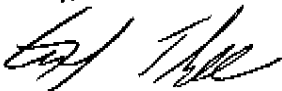
Thus far the five member agencies have been voluntarily funding the formation of the agency and activities through June of this year. We should all be grateful that these agencies have been here for us as they continue to provide much of the expertise and infrastructure in developing our Groundwater Sustainability Plan (GSP). Using local knowledge and expertise in developing our GSP is much less costly in the long run than doing nothing or having the state decide on how to manage our water basin.

I do feel that the adoption of a fee up to \$79.16/acre foot from fiscal year 2019/20 through 2023/24 is the best fit. Charging a per acre fee based on pumping records from 2017 is the most practical and equitable solution. It may seem that the maximum fee is quite high at \$79.16 and as a board we will do our best to keep our costs down and hopefully come in under budget through this period. We do not want the expense of having to re-structure our fees until after our groundwater plan has been adopted (plan is due January 2022 and must then be approved by the state Department of Water Resources). After our plan is approved and we begin implementing it we will revisit funding options.

There are many, many hours of work that have gone into developing this fee and many options have been considered. Adopting a maximum charge of \$79.16 per acre pumped is fair, practical and easy to implement.

If anyone has questions specifically for me you are welcome to reach me at the e-mail below.

Sincerely,



Emily Ayala

emily@friendsranches.com

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING MAY 9, 2019**

The Board meeting was held at the Casitas Municipal Water District meeting room at 1055 Ventura Avenue, Oak View, CA 93022. Directors present were: Bruce Kuebler, Diana Engle, Glenn Shephard, Susan Rungren, Angelo Spandrio, Larry Rose, and Emily Ayala. Also present were: Executive Director and GSP Project Manager Bryan Bondy, Administrative Assistant Cece Vandermeer, and Agency Counsel Jena Acos. No public were present.

- 1) **CALL TO ORDER AND ROLL CALL** – Chairperson Bruce Kuebler called the meeting to order at 1:00 P.M. All directors were present at roll call.
- 2) **PLEDGE OF ALLEGIANCE** – Led by Chairperson Bruce Kuebler.
- 3) **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA** – None
- 4) **CONSENT ITEMS**
 - a. **Approve Minutes from April 11, 2019**
 - b. **Approve Financial Report for April 2019**
 - c. **Receive and File 3rd Quarter Budget Report**

Director Spandrio requested that the adopted long-range budget be appended to the minutes.

Director Rose motioned to approve the consent items with direction to staff to add the adopted long-range budget to the minutes. Seconded by Director Shephard.

Ayes: Bruce Kuebler, Diana Engle, Glenn Shephard, Susan Rungren, Angelo Spandrio and Larry Rose.

Director Ayala abstained.

5) DIRECTOR ANNOUNCEMENTS

Director Rungren reported that the City of San Buenaventura Council approved an interest free loan to the Agency in an amount up to \$45,000.

Director Engle reported that the Meiners Oaks Water District (MOWD) Board of Directors approved an interest free loan to the Agency in an amount up to \$45,000. Director Engle stated that the MOWD Board requests that the loan agreement state that the funds will be repaid even in the event of an Agency budget shortfall.

Director Engle expressed concern that the Agency was represented on a panel at the Localizing California Waters Conference. She requested an item on a future Board meeting agenda to discuss parameters for Board member representation of the Agency outside of the Board meetings.

Director Kuebler reported that the Ventura River Water District (VRWD) Board of Directors approved an interest free loan to the Agency in an amount up to \$45,000.

Director Kuebler also provided brief updates on the water rights litigation, VRWD discussions with State Water Resources Control Board, and the Association of Water Agencies of Ventura County Annual Symposium.

6) EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided the following updates:

- Karen Palm is doing a great job as Bookkeeper-Treasurer. A monthly and quarterly workflow for accounts payable and reporting is being developed.
- Summer Ward's start date for Agency Administrator has been delayed until late June or early July.
- Administrative issues that need to be worked once Ms. Ward starts working for the Agency include the following:
 - Move office to MOWD
 - Email system needs to be fixed or replaced
 - Computers – obtain computer for Agency Administrator and/or Bookkeeper-Treasurer
 - Software – software was shared with OBGMA, Agency will need to procure its own software
 - File sharing system – need to develop electronic file sharing so all staff can share files
 - Website –
 - Staff currently relies on a contractor for website updates; goal is to get Ms. Ward trained the website can be maintained in-house
 - Website needs cleanup
- Groundwater Sustainability Plan Grant:
 - Kickoff meeting held was April.
 - First quarterly report and invoice are due on August 15. Agency is not likely to receive any grant funds this calendar year.
 - Executive Director will reach out to directors individually to get caught up on timekeeping for in-kind labor.
 - Going forward Executive Director requests that directors report their time for the past month at each board meeting.
- GRAC Second Annual Groundwater Sustainability Agency (GSA) Summit will be held in Fresno on June 5 and 6, 2019. The summit will include sessions that provide information for GSAs working to comply with the SGMA. The Executive Director

said he was planning to attend and will invoice his time spent in sessions, split between UVRGA, MBGSA, and possibly one other client.

7) ADMINISTRATIVE ITEMS

a. Resolution of Appreciation for Cece Vandermeer

Director Kuebler thanked Ms. Vandermeer for her service and read the draft resolution.

No public comments.

Director Engle motioned to approve Resolution 2019-2. Seconded by Director Ayala.

The motion passed with a unanimous vote.

Chair Kuebler adjourned the meeting for a brief recess at 1:22 pm for a reception in Ms. Vandermeer's honor. Chair Kuebler reconvened the meeting at 1:31 pm.

b. Fiscal Year 2017/2018 Audit Report

The Executive Director noted that an audit of Fiscal Year 2016/2017 was not required because the Agency had no amounts recorded as of June 30, 2017.

The Executive Director then summarized the audit report for Fiscal Year 2017/2018. The financial statements were found to be fairly presented in all material aspects and generally accepted accounting principles were followed. The Executive Director noted that the Agency is required to use the accrual method of accounting because the Agency is accounted for as an enterprise fund. A later item on the agenda will formalize this. The Executive Director explained that the auditor is requiring a few adjusting journal entries to correctly accrue certain income and expenses as of June 30, 2018. The Executive Director explained that the auditor noted that some aspects of internal control that rely on segregation of duties are lacking because of the limited number of Agency personnel. A later item on the agenda proposes procedures to mitigate this concern.

No public comments.

Director Engle Rose motioned to receive and file the Fiscal Year 2017/2018 audit report. Seconded by Director Rungren.

The motion passed with a unanimous vote.

c. Basis of Accounting

The Executive Director explained that the audit report states that the accrual method of accounting must be used because the Agency is accounted for as an enterprise fund. He recommended that the Board adopt draft Resolution 2019-03 to formally recognize that practice.

No public comments.

Director Shephard motioned to approve Resolution 2019-3. Seconded by Director Engle.

The motion passed with a unanimous vote.

d. Financial Review Procedures

The Executive Director summarized the audit findings concerning lack of segregation of duties. He explained measures the Agency has taken to increase supervision, which mitigates the risk of having limited segregation of duties.

No public comments.

Director Ayala motioned to adopt the following financial review procedures:

- Payroll Review:
 - Executive Director is approving timesheets and employee expenses prior to payroll and expense entry into financial system by Bookkeeper-Treasurer; and
 - Officers that sign payroll checks are confirming timesheet approval by Executive Director prior to signing payroll checks.

- Review of bank statements and bank account reconciliation reports:
 - Monthly review is being completed by the Executive Director; and
 - Bank statements and reconciliation reports are being made available to Officers who sign checks. In the future, the statements and reports will instead be made available to all directors for review via an online folder (online folder will be established after Agency Administrator begins working).

Seconded by Director Rose.

The motion passed with a unanimous vote.

e. Regular Board Meetings for June through December 2019

The Executive Director summarized upcoming tasks for the agency through the end of the calendar year. He reviewed the regular board meeting schedule and suggested topics for various meetings and potentially cancelling certain meeting dates that may be unnecessary.

No public comments.

There was consensus among the Board members concerning the proposed approach.

No motion.

f. Fiscal Year 2019/2020 Budget

The Executive Director explained that the Board must adopt a budget for Fiscal Year 2019/2020 at the June Board meeting. He recommended that the Board consider adopting the Fiscal Year 2019/2020 as shown in the long-range budget to serve as an initial budget with the understanding that the budget will be reviewed and revised later during the fiscal year, as needed.

No public comments.

There was consensus among the Board members concerning the proposed approach.

No motion.

8) GSP GRANT ELIGIBLE ITEMS

a. Fee Study Report (Grant Category (c) – Task 9: Organizational Activities) (began at 1:55pm)

The Executive Director provided a summary of the fee study report. One needed correction was noted: Page 7, Section 2.2, third line, five Member Agencies instead of four.

No public comments.

Director Rungren motioned to receive and file the report with the noted correction. Seconded by Director Ayala.

The motion passed with a unanimous vote.

b. Extraction Fee Recommendations (Grant Category (c): Task 9: Organizational Activities)

Chair Kuebler, in his capacity as Chair of the Ad Hoc Funding Committee, reported that he received communications from one pumper, Jurgen Gramckow, since the last meeting.

Chair Kuebler read Mr. Gramckow's email into the record:

“Thanks for pointing me toward the GSA Fee Study Report. I understand the fees are simply the estimated costs divided by the estimated water use. Fair enough as far as it goes. I had a conversation with Emily, and I can't remember whether you and I discussed this, but the bulk of our water use is reported as surface diversion under a 1902 adjudicated right entitling us to a specific flow rate, which we are far below. We take the surface water at an infiltration gallery up at the «Narrows» near Kennedy Canyon. UVRGSA has estimated our groundwater use

for 2017 at 70 AF. For the wells within the GSA boundary we reported 51 AF in 2017.

For the time being, I am fine with the 70 AF as a basis for cost sharing, but I want to get on the record that we have a pre-1914 surface right and that it is not yet clear where surface water ends and groundwater begins and that the water taken from our wells near Rice Rd and Lomita could very well be underflow of surface water subject to our surface right. I expect the UVRGSA and State of California technical studies will shed light on the question.”

The Board discussed whether a follow-up letter was necessary. Agency Counsel advised that a follow-up letter is not necessary and stated that the extraction is presumed to be groundwater because it was reported to the State as groundwater extraction.

Chair Kuebler summarized the committee’s fee recommendations described in the staff report.

Director Ayala stated that she will not be able to attend the June 13 Board meeting. She recommended inviting the pumpers and to hold the public hearing toward the beginning of the meeting.

No public comments.

Director [REDACTED] motioned to adopt the Ad Hoc Funding Committee recommendation to schedule a public hearing on June 13 to consider adopting a maximum groundwater extraction fee of \$79.16, set the first year extraction fee at \$77.89, and to perform extraction fee invoicing every six months.

Seconded by Director [REDACTED].

The motion passed with a unanimous vote.

9) COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

Committee chair Rose stated that he is in the process of performing annual review of the Stakeholder Engagement Plan and will bring any plan amendments to the June Board meeting.

Chair Kuebler reopened the Executive Director’s report at the request of the Executive Director.

The Executive Director requested that the Ad Hoc Funding Committee members forward any updates on addresses for the upcoming public hearing mailings.

The Executive Director reported that Kevin Delano, State Water Resources Control Board, called and indicated that Chair Keubler had stated that the report on pumping volumes that is being prepared by the Ad Hoc Funding Committee would be delivered in mid-May. The Executive Director stated that the report needs to be reviewed staff and counsel and approved by the Board prior public release.

10) ADJOURNMENT – The meeting was adjourned at 2:32 pm. The next regular Board meeting will be June 13, 2019 at 1:00 pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View, CA 93022.

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 6(b)

DATE: June 13, 2019
TO: Board of Directors
FROM: Karen Palm, Bookkeeper-Treasurer
SUBJECT: Approve Financial Report for May 2019

April UVRGA Ending Balance: \$ 96,658.65

May 2019 Activity:

Revenues: \$ -

May Expenditures Paid:

2031 Karen Palm	Payroll 5/15	\$	792.60
2032 Cece Vandermeer	Payroll 5/15	\$	159.86

Checks Pending Signature:*

2033 Karen Palm	Payroll 5/31	\$	670.97
2034 Bondy Groundwater	5/19 Services & 4/19 unpaid expense	\$	7,244.20
2035 Brownstein Hyatt	4/30 Services	\$	5,286.98
2036 OBGMA	Office Share Exp 5/19	\$	449.75

Total Expenditures Paid & To Be Paid - May \$ 14,604.36

May UVRGA Ending Balance: \$ 82,054.29

*Due to current lack of access to UVRGA mailbox, some bills/invoices may not have been received and, therefore, are not reflected in this report.

Action: _____

Motion: _____ Second: _____

B. Kuebler___ G. Shephard___ D. Engle___ A. Spandrio___ S. Rungren___ L. Rose___ E. Ayala

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 9(a)

DATE: June 13, 2019

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Fiscal Year 2019/2020 Budget

SUMMARY

During the May 9, 2019 Board meeting, the Executive Director explained that the Board must adopt a budget for Fiscal Year 2019/2020 at the June Board meeting. He recommended that the Board consider adopting the Fiscal Year 2019/2020 column in the long-range budget to serve as an initial budget with the understanding that the budget will be reviewed and revised later during the fiscal year, as needed. There was consensus among the Board members concerning the proposed approach.

RECOMMENDED ACTIONS

Adopt the Fiscal Year 2019/2020 column from the adopted multi-year budget as the Fiscal Year 2019/2020 budget.

BACKGROUND

None.

FISCAL SUMMARY

Please see summary and Attachment A.

ATTACHEMENTS

- A. Multi-Year Budget, Adopted April 11, 2019.

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

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; Revised 3-28-19
Revised 4-1-19; Revised 4-2-19; **Adopted 4-11-19**

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total	Comments
EXPENSE							
Labor							
Payroll	\$ 38,586.00	\$ 39,744.00	\$ 40,936.00	\$ 42,164.00	\$ 43,429.00	\$ 204,859.00	Increased for reorganization. Assume Agency Admin replaces current admin: 15 hrs/wk, \$45/hr and payroll taxes
Insurance	\$ 5,150.00	\$ 5,305.00	\$ 5,464.00	\$ 5,628.00	\$ 5,796.00	\$ 27,343.00	
Total Labor	\$ 43,736.00	\$ 45,049.00	\$ 46,400.00	\$ 47,792.00	\$ 49,225.00	\$ 232,202.00	
Office							
Rent	\$ 600.00	\$ 618.00	\$ 636.54	\$ 655.64	\$ 675.31	\$ 3,185.49	Revised 4-2-19
Utilities	\$ 1,030.00	\$ 1,061.00	\$ 1,093.00	\$ 1,126.00	\$ 1,159.00	\$ 5,469.00	
Postage	\$ 309.00	\$ 318.00	\$ 328.00	\$ 338.00	\$ 348.00	\$ 1,641.00	
Supplies	\$ 618.00	\$ 637.00	\$ 656.00	\$ 675.00	\$ 696.00	\$ 3,282.00	
Office Equipment	\$ 4,195.00	\$ 1,741.00	\$ 1,789.00	\$ 1,838.00	\$ 1,889.00	\$ 11,452.00	\$2500 added to FY19/20 for laptops/software for Agency Administrator and Bookkeeper-Treasurer; Add \$150/year for all years for cloud file sharing/storage service - Revised 4-2-19
Bank Charges						\$ -	Revised 4-2-19
Insurance Expense-Special District Risk Management Authority-SDRMA	\$ 1,801.12	\$ 1,855.15	\$ 1,910.81	\$ 1,968.13	\$ 2,027.18	\$ 9,562.39	
Memberships-California Special Districts Association-CSDA	\$ 1,661.13	\$ 1,710.97	\$ 1,762.30	\$ 1,815.16	\$ 1,869.62	\$ 8,819.18	
Total Office	\$ 10,214.25	\$ 7,941.12	\$ 8,175.65	\$ 8,415.93	\$ 8,664.11	\$ 43,411.06	
Professional services (non-grant)							
GSP Manager	\$ 45,320.00	\$ 46,680.00	\$ 48,080.00	\$ 24,000.00	\$ 24,720.00	\$ 188,800.00	Per counsel, increase from \$6,000/mo to \$8,000/mo through GSP adoption; Revised 3-28-19
Legal	\$ 74,880.00	\$ 77,846.00	\$ 80,902.00	\$ 35,000.00	\$ 36,050.00	\$ 304,678.00	
Website	\$ 1,030.00	\$ 1,061.00	\$ 1,093.00	\$ 1,126.00	\$ 1,159.00	\$ 5,469.00	
Accounting	\$ 10,300.00	\$ 10,609.00	\$ 10,927.00	\$ 11,255.00	\$ 11,593.00	\$ 54,684.00	
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	\$ -	\$ 16,250.00	\$ 32,500.00	\$ 6,500.00	\$ 6,500.00	\$ 61,750.00	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; Revised 3-28-19
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
Total Professional Services (non-grant)	\$ 146,530.00	\$ 172,446.00	\$ 193,502.00	\$ 147,881.00	\$ 152,122.00	\$ 812,481.00	

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; Revised 3-28-19
Revised 4-1-19; Revised 4-2-19; **Adopted 4-11-19**

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total	
Grant Tasks							
Category A - Grant Admin							
Project Administration-Grant Mgmt	\$ 19,000.00	\$ 19,000.00	\$ 20,000.00	\$ -	\$ -	\$ 58,000.00	
Category B - Data Gaps							
Task 1: Establish Well Monitoring Network (was 2.1)	\$ 28,300.00	\$ -	\$ -	\$ -	\$ -	\$ 28,300.00	Increased for Board approved actions to fill data gaps, add barologgers and coordination
Task 2: Project Monitoring Plan (new)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Requirement added by DWR in grant agreement
Task 3: Surface Water-Groundwater Interface Monitoring (was 2.2)	\$ 17,695.00	\$ -	\$ -	\$ -	\$ -	\$ 17,695.00	
Task 4: Groundwater Extraction Estimates (was 2.3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Task 5: Water Year Hydrologic Data Analysis (was 2.4)	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
Task 6: Subsurface Inflow Data (was 2.5)	\$ 45,000.00	\$ 7,500.00				\$ 52,500.00	Increased to address access agreement, prevailing wage requirement and Kear recommendations for three wells vs. one
Task 7: Surface Water Flow Data (was 2.6)	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	
Task 8: Natural Habitat EVT Analysis (was 2.7)	\$ 1,870.00	\$ 1,870.00	\$ -	\$ -	\$ -	\$ 3,740.00	
Category B - Data Gaps Total	\$ 110,865.00	\$ 9,370.00	\$ -	\$ -	\$ -	\$ 120,235.00	
Category C - Planning Activities							
Task 9: Organizational Activities (was 3.1)	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	Increased due to extra effort by counsel and GSP PM supporting fee development, TRG development, TRG member recruiting and consultant selection
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. Budget moved from GSP tasks to this task (no increase).
Category C - Planning Activities Total	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ 35,000.00	
Category D - GSP Development							
Task 11: Plan Area and Basin Setting (was 4)	\$ 120,000.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 180,000.00	Increased assuming Lorraine W. will not be available to prepare non-technical sections and for analytical modeling
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).
Task 11: GSP Chapter 4: Projects and Management Actions	\$ 5,000.00	\$ 40,000.00	\$ 15,000.00	\$ -	\$ -	\$ 60,000.00	
Task 11: GSP Chapter 5: Plan Implementation	\$ 2,500.00	\$ 10,000.00	\$ 17,000.00	\$ -	\$ -	\$ 29,500.00	
Task 11: GSP Introduction, Executive Summary, References & Appendices	\$ 7,500.00	\$ 15,000.00	\$ 10,000.00	\$ -	\$ -	\$ 32,500.00	Increased based on assumption Lorraine W. will not be available
Category D - GSP Development Total	\$ 145,000.00	\$ 270,000.00	\$ 107,000.00	\$ -	\$ -	\$ 522,000.00	
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
Total Grant Activities	\$ 289,865.00	\$ 308,370.00	\$ 187,000.00	\$ -	\$ -	\$ 785,235.00	
Subtotal Expense	\$ 490,345.25	\$ 533,806.12	\$ 435,077.65	\$ 204,088.93	\$ 210,011.11	\$ 1,873,329.06	
Funding for Reserve	\$ 74,000.00	\$ 24,000.00	\$ 24,000.00	\$ -	\$ -	\$ 122,000.00	Reserve amount revised per Ad Hoc Funding Committee discussion; Revised 3-28-19
Loan Reimbursement	\$ -	\$ -	\$ -	\$ 90,000.00	\$ -	\$ 90,000.00	Revised 4-1-19; Revised 4-2-19, Revised 4-11-19
Total Expense	\$ 564,345.25	\$ 557,806.12	\$ 459,077.65	\$ 294,088.93	\$ 210,011.11	\$ 2,085,329.06	

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; Revised 3-28-19
 Revised 4-1-19; Revised 4-2-19; **Adopted 4-11-19**

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Total	
REVENUE							
Total Revenue Needed	\$ 564,345.25	\$ 557,806.12	\$ 459,077.65	\$ 294,088.93	\$ 210,011.11	\$ 2,085,329.06	
Fixed Balance from Prior FY	\$ 10,051.74	\$ -	\$ -	\$ -	\$ -	\$ 10,051.74	
Anticipated Grant Payments	\$ 125,000.00	\$ 213,000.00	\$ 180,000.00	\$ 112,061.00	\$ -	\$ 630,061.00	
Member Agency Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Member agency contributions for FY 18/19 will be prorated if
Loan	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -	\$ 90,000.00	extraction fee is in place before end of FY; Revised 4-1-19
Total Revenue	\$ 225,051.74	\$ 213,000.00	\$ 180,000.00	\$ 112,061.00	\$ -	\$ 730,112.74	Revised 4-2-19, Revised 4-11-19
Anticipated Funding Required to Balance Budget	\$ 339,293.51	\$ 344,806.12	\$ 279,077.65	\$ 182,027.93	\$ 210,011.11	\$ 1,355,216.32	
RESERVES							
Reserve Balance	\$ 74,000.00	\$ 98,000.00	\$ 122,000.00	\$ 122,000.00	\$ 122,000.00	N/A	Reserve amount revised per Ad Hoc Funding Committee discussion; Revised 3-28-19

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 9(b)

DATE: June 13, 2019

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Principal Office Change of Address

SUMMARY

Pursuant to Agency Resolution 2018-7, Agency Bylaws Sections 2.2 and 4.6 currently designate the Agency’s principal office as 417 Bryant Circle Suite #112. The principal office location should be changed to Meiners Oaks Water District (MOWD) in accordance with the agreement between MOWD and the Agency for administrative support. JPA Section 7.3 and Agency Bylaws Section 4.6 require a vote of the Board to change the principal office location.

RECOMMENDED ACTIONS

Adopt Resolution 2019-5 to change the Agency’s principal office location.

BACKGROUND

None.

FISCAL SUMMARY

None.

ATTACHEMENTS

- A. Resolution 2019-5

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

BOARD OF DIRECTORS

UPPER VENTURA RIVER GROUNDWATER AGENCY

RESOLUTION NO. 2019-5

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
CHANGING ITS PRINCIPAL OFFICE ADDRESS**

WHEREAS, Article 16.1 of the Bylaws of the Upper Ventura River Groundwater Agency (Agency) requires the Board of Directors (Board) to amend its Bylaws by resolution of the Board; and

WHEREAS, Article 2.2 establishes the Principal Office of the Agency; and,

WHEREAS, Article 4.6 establishes the Principal Office of the Board Officers, Executive Directors and Staff; and,

NOW, THEREFORE, the Board of Directors of the Upper Ventura River Groundwater Agency does hereby resolve, find, determine and order as follows:

1. Resolution 2018-7 is hereby repealed.
2. Article 2.2 of the Bylaws is hereby repealed in its entirety and replaced as follows:
 - 2.2 Principal Office of the Agency. The principal office of the Agency is located at 202 W. El Roblar Dr., Ojai, California 93023.
3. Article 4.6 of the Bylaws is hereby repealed in its entirety and replaced as follows:
 - 4.6 Principal Office. The principal office of the Agency is 202 W. El Roblar Dr., Ojai, California 93023. It may be changed at any time by a vote of the Board.
4. Effective Date of Resolution. This resolution shall take effect on July 1, 2019.

PASSED, APPROVED, AND ADOPTED this 13th day of June, 2019.

Bruce Kuebler, Board Chair

ATTEST:

Bryan Bondy
Executive Director

APPROVED AS TO FORM:

Upper Ventura River Groundwater Agency
General Counsel

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 9(c)

DATE: June 13, 2019

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Approval of Intera Work Order No. 1

SUMMARY

The Board will consider approving Work Order No. 1 for Intera, Inc. to perform preliminary activities related to the GSP. Specifically, the work order will authorize a \$18,700 budget for Intera, Inc. to review background information concerning the basin, create a GSP document template, and consult with the Executive Director and Kear Groundwater concerning planning and scheduling for GSP development.

RECOMMENDED ACTIONS

It is recommended that the Board approve Intera, Inc. Work Order No. 1.

BACKGROUND

On April 11, 2019 the Board authorized execution of a master services agreement with Intera, Inc. for as-needed GSP development support.

FISCAL SUMMARY

None.

ATTACHEMENTS

- A. Draft Intera, Inc. Work Order No. 1

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

Statement of Work

Work Order No. 1 UVRGA Preliminary GSP Activities

To: Intera, Inc.
3838 W Carson St, Ste 380
Torrance, CA 90503
Attention: Abhishek Singh
Email: ASingh@intera.com

From: Upper Ventura River Groundwater Agency
202 W. El Roblar Dr.
Ojai, CA 93023
Attention: Bryan Bondy
Email: bryan@bondygroundwater.com

In accordance with our Master Services Agreement (“**MSA**”) dated April 12, 2019, the following Statement of Work (“**SOW**”) is entered into by Upper Ventura River Groundwater Agency (“**Customer**”) and Intera, Inc. (“**Provider**”) for a new project and/or services (collectively, “**Services**”):

GENERAL NATURE OF SERVICES: Preliminary GSP activities as detailed in scope of services below. Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

SCOPE OF SERVICES: Review background information concerning the basin, create a GSP document template, and consult with the Executive Director and Kear Groundwater concerning planning and scheduling for GSP development. See attached proposal.

TERM: June 13, 2019 through December 31, 2019.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$18,700, without prior written authorization. Labor Rates are pursuant to Intera’s Statement of Qualifications dated February 25, 2019.

PAYMENT TERMS

Payments shall be due:

- upon the completion of the SOW
- as follows: Billing will occur on a monthly basis and shall be based on time and materials. All invoices will be payable on a Net-30 basis. Invoices are due on the 5th business day of each month. Invoices received after the 5th business day of the month are payable on a Net-60 basis. Payment may be delayed up to 30 days beyond these terms in the event of Board of Directors meeting cancellations.

ADDITIONAL TERMS AND CONDITIONS

This SOW will be governed by the terms and conditions of the MSA. In the event of any conflict between the terms set forth in this SOW and the MSA, the MSA shall be deemed to control the relationship between the parties with respect to the SOW.

ACCEPTED AND AGREED:

“PROVIDER” INTERA, INC.	“CUSTOMER” UPPER VENTURA RIVER GROUNDWATER AGENCY
By: _____ Print Name: David Jordan Title: Vice President Date: _____	By: _____ Print Name: Bryan Bondy Title: Executive Director Date: _____

June 3, 2019

Mr. Bryan Bondy
Executive Director
Upper Ventura River Groundwater Agency
P.O. Box 1779
Ojai, CA 93024

RE: Scope and Cost for Initial Ventura River Groundwater Agency Work (Work Order No. 1)

Dear Mr. Bondy,

INTERA is pleased to submit this scope and estimated cost to the Upper Ventura River Groundwater Agency (UVRGA) for three initial tasks to begin work on the Upper Ventura River Groundwater Basin Sustainability Plan (GSP):

Task 1. Review Existing Background Documents

INTERA will review all relevant background references necessary to develop the GSP. Key references for the UVRGA include: basin boundary modification submittals, the GSP grant application and grant scope of work, Geohydrology of the Ventura River System (Turner, 1971), Ventura River Watershed Management Plan (Ventura River Watershed Council, 2015); Sustainable Water Use in the Ventura River Watershed (Gardner et al., 2013); Groundwater Management Plan for the Upper and Lower Ventura River Basin (DBS&A, 2010); Ventura River Watershed Hydrology Model Report (Tetra Tech, 2009); and Surface-Water and Groundwater Interaction Report (Entrix, 2001), among others.

Task 2. Create a Word Template for the GSP

This task includes the development of a Microsoft Word template for authors to use as they write the GSP. Using the Potential GSP Outline and California Department of Water Resources logo and colors, INTERA will provide an editable template for the main text of the GSP. In addition to the main template, INTERA will also develop a matching template for appendices to include many of the same styles and layout with an abbreviated setup for the appendix title and contents. To accompany these two template documents, INTERA will also provide a short guide of the specific styles and features in the templates to aid authors in applying them properly.

Development will involve setting up consistent margins, headers, footers, and page numbering for the primary template and appendix template. The main template will include a cover page, executive summary, linked tables of contents, an acronyms and abbreviations section, numbered multi-level list headings for the main text, styles for text, styles for bullets and numbered lists, and a reference section. In the main body of the text, headings will be populated with text from the Potential GSP Outline.

Task 3. Coordinate with the UVRGA Executive Director

This task will include up to 8 hours for the Project Manager to interface with the UVRGA Executive Director to develop a GSP schedule and to perform other necessary project planning.

Task 4. Kickoff Meeting with UVRGA Executive Director and Kear Groundwater

This task will include travel to Ojai and a 2-hour meeting kickoff with the UVRGA Executive Director and Kear Groundwater.

Cost

This cost is based on the items discussed above. The cost for this work is estimated to be approximately \$18,700 and is summarized in the table below.

Labor Category	Proposed Staff	Rate	Task 1. Background Document Review		Task 2. Create GSP Document Template		Task 3. Coordinate with Executive Director		Task 4. Kickoff Meeting	
			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal Engineer/Scientist I		\$250		\$0		\$0		\$0		\$0
Principal Engineer/Scientist II	David Jordan	\$225		\$0		\$0		\$0		\$0
Principal Engineer/Scientist III		\$210		\$0		\$0		\$0		\$0
Senior Engineer/Scientist I	Abhishek Singh; Erik Anderson	\$195	40	\$7,800	2	\$390	8	\$1,560	8	\$1,560
Senior Engineer/Scientist II		\$180		\$0		\$0		\$0		\$0
Senior Engineer/Scientist III	Raghu Suribhatla	\$165	40	\$6,600		\$0		\$0		\$0
Senior Engineer/Scientist IV	Joan Blainey	\$150		\$0		\$0		\$0		\$0
Engineer/Scientist I		\$140		\$0		\$0		\$0		\$0
Engineer/Scientist II	Jevon Harding; Patrick O'Connell	\$130		\$0		\$0		\$0		\$0
Engineer/Scientist III		\$120		\$0		\$0		\$0		\$0
Engineer/Scientist IV	Erick Fox	\$110		\$0		\$0		\$0		\$0
Senior Technician		\$115		\$0		\$0		\$0		\$0
Technician		\$72		\$0		\$0		\$0		\$0
Senior Technical Editor		\$115		\$0		\$0		\$0		\$0
Tech Editor	Joanna Stakutis	\$83		\$0	8	\$664		\$0		\$0
Senior CAD/Graphics		\$87		\$0		\$0		\$0		\$0
CAD/Graphics		\$76		\$0		\$0		\$0		\$0
Project Analyst/Assistant		\$105		\$0		\$0		\$0		\$0
Project Associate		\$75		\$0		\$0		\$0		\$0
Mileage								\$0.58	200	\$116
Subtotals				\$14,400		\$1,054		\$1,560		\$1,676
Total										\$18,690

Mr. Bryan Bondy
June 3, 2019
Page 4

We look forward to beginning work on this project and await your approval of this scope. If you have questions, comments, or concerns please do not hesitate to contact me or Abhishek Singh.

Sincerely,

INTERA Incorporated



David Jordan, PE
Project Principal
Vice President, Western Region



Abhishek Singh, PE, PhD
Project Manager
California Operations Manager

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 10(a)

DATE: June 13, 2019

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Stakeholder Engagement Plan Annual Review and Update (Grant Category (c): Task 10: Stakeholder Outreach and Engagement)

SUMMARY

The Agency’s Ad Hoc Stakeholder Engagement Committee has completed its annual review of the Stakeholder Engagement Plan and is recommending adoption of the proposed plan updates detailed in Attachment A.

RECOMMENDED ACTIONS

It is recommended that the Board approve updates to the Agency’s Stakeholder Engagement Plan recommended by the Ad Hoc Stakeholder Engagement Committee pursuant to its annual plan review.

BACKGROUND

The Stakeholder Engagement Plan was adopted by the Board on May 10, 2018. Section 5.3 of the plan states that the plan will be updated at least annually. The Agency’s Ad Hoc Stakeholder Engagement Committee is charged with performing ongoing review of the plan and recommending plan updates each May.

FISCAL SUMMARY

None.

ATTACHEMENTS

- A. Proposed Stakeholder Engagement Plan Updates

Action: _____

Motion: _____ Second: _____

B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

Item 10a, Attachment A

*****Not Available at Time of Print*****