

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING APRIL 11, 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 and Larry Rose. Director Emily Ayala was absent. Also present were: Executive Director and GSP Project Manager Bryan Bondy, Administrative Assistant Cece Vandermeer, and Agency Counsel Jena Acos. Public present were Bert Rapp and John Krist.

- 1) **CALL TO ORDER** – Chairperson Bruce Kuebler called the meeting to order at 1:05 P.M.
- 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 March 14, 2019**
 - b. **Approve Minutes from March 28, 2019**
 - c. **Approve Financial Report for March 2019**

Director Rose motioned to approve the consent items. Seconded by Director Rungren.

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

Director Ayala was absent.

5) DIRECTOR ANNOUNCEMENTS

None

6) EXECUTIVE DIRECTOR'S REPORT

The Executive Director provided the following updates:

- Audit results for partial year 2016-17 and full year 2017-18 will be presented to Board in May.
- Contract with Norm Brown for the Technical Review Group is being put on hold until the TRG begins in Fiscal Year 2020/2021.
- Kickoff meeting for the GSP grant will be held in late April.
- The surface water flow monitoring report is expected to be available in May or June.
- The new Treasurer-Bookkeeper, Karen Palm, is beginning to transition into her new role.
- The Treasurer-Bookkeeper will be applying for a debit card.

- The Agency Administrator, Summer Ward, is expected to start work in mid-May.

Counsel Acos described training requirements for Ethics, the Brown Act, and Sexual Harassment. She described options for obtaining training. Bert Rapp stated it was free and available anytime on-line for members of SDRMA and he will provide details to the Board members. Counsel Acos stated that the directors should provide copies of the training certificates to staff.

7) NON-GSP ITEMS

a. Localizing California Waters Conference

Aja Bulla-Richards representing Watershed Progressive presented information on the Localizing California Waters Conference. The Board discussed being listed as a conference supporter.

No public comments.

Director Kuebler motioned to approve the Agency as a conference supporter. Seconded by Director Rose.

Ayes: Bruce Kuebler, Angelo Spandrio and Larry Rose.

Noes: Diana Engle, Susan Rungren and Glenn Shephard.

Director Ayala was absent.

The motion failed to pass.

b. Agency Administrator

The Executive Director summarized the proposed agreement with Meiners Oaks Water District to provide Agency Administrator services. After discussion about the job description, employee related wording in the last sentence of “Working Conditions and Physical Requirements” will be removed.

No public comments.

Director Engle motioned to authorize the Executive Director to execute the agreement with Meiners Oaks Water District for Agency Administrator services, with the above described change and modification to section 2.2.2.1 (change “...as described in Section 2.2.2.1” to “...as described in Section 2.2.2.”) Seconded by Director Shephard.

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

Director Ayala was absent.

8) GSP ITEMS

a. Multi-Year Budget and Groundwater Extraction Fee (Grant Category (c) – Task 9: Organizational Activities) (1:50 – 3:15pm)

The Executive Director summarized changes to the multi-year budget made pursuant to Board direction provided during the March 28 special meeting and additional review by himself and the Ad Hoc Budget Committee.

Chair Kuebler summarized status of groundwater extraction fee work by Ad Hoc Funding committee. Initial estimates of extractions by private pumpers have been re-evaluated based on site visits and consultation with the well owners, and changes made as appropriate. One well requires further review and is expected to be resolved soon. Total private pumping, originally estimated to be roughly 850 acre-feet, is expected to be close to 355 acre-feet. Chair Kuebler explained the private pumpers understand the fee is high because of the relatively small quantity of pumping in the basin.

The Executive Director stated that staff was told that the extraction numbers were final prior to March 28 special board meeting. He expressed concerns about the magnitude of the change this late in the fee process and the appearance it might give. Director Engle asked how the changes to the private pumping estimates will be documented. Counsel Acos suggested follow-up letters to private pumpers notifying them of their updated estimated 2017 extraction volumes and discussion in the fee study report. The Ad Hoc Funding Committee will draft the letters and obtain Counsel review before sending.

Director Engle stated that MOWD discovered an error in their extraction numbers and will be providing revised numbers.

The Executive Director updated the calculations of estimated extraction fees based on the updated extraction numbers reported at the meeting. The Board discussed the updated draft multi-year budget. The discussion focused on the merits of obtaining an interest-free loan or loans from the Member Agencies to help reduce the extraction fee in early years of the multi-year forecast. The directors from Ventura, MOWD, and VRWD indicated a willingness to seek approval for no-interest loans from their agencies. The Board reached consensus on a target loan amount of \$90,000. The Board agreed that the ideal arrangement would be for Ventura, MOWD, and VRWD each to loan \$30,000 to be repaid in Fiscal Year 2022/2023. The Board also discussed having the directors from each of those agencies seek approval for loans up to \$45,000 as a contingency plan.

Public Comment: John Krist, Ventura County Farm Bureau, thanked the Board for talking with private growers and highlighted difficulty of doing business in the Ojai Valley because of the lower value crops grown here and competition from other areas. Bert Rapp supported no-interest loans and is willing to ask the VRWD Board to make the full \$90,000 loan, if necessary.

Director Kuebler motioned to adopt the multi-year budget including line items for a \$90,000 no interest loan showing repayment in Fiscal Year 2022/2023 and to direct the Directors representing VRWD, MOWD, and the City of Ventura to request approval

from their respective boards for zero interest loans in an amount up to \$45,000 with repayment in Fiscal Year 2022/2023. Seconded by Director Engle.

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

Director Ayala was absent.

b. GSP Development Support Services (Grant Category (c): Task 9: Organizational Activities) (3:15 – 3:20pm)

The Board considered approving a Master Services Agreement with Intera, Inc. for as needed GSP development support services. Director Shephard noted that the vendor’s address is incomplete on the Statement of Work. The Executive Director will add the missing information.

No public comment

Director Rose motioned to approve the Master Service Agreement with Intera. Seconded by Director Shephard.

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

Director Ayala was absent.

9) COMMITTEE REPORT

a. Ad Hoc Stakeholder Engagement Committee

Committee chair Rose said he would be reviewing the Stakeholder Engagement Plan for possible changes and will make a recommendation at the May Board meeting.

10) ADJOURNMENT – The meeting was adjourned at 3:20 pm. The next regular Board meeting will be May 9, 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 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