

**DRAFT UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING NOVEMBER 8, 2018**

The Board meeting was held at Casitas Municipal Water Districts meeting room at 1055 Ventura Avenue, Oak View, CA 93022. Directors present were: Bruce Kuebler, Mary Bergen, Diana Engle, Kevin Brown, Glenn Shephard, and Larry Rose. Director Emily Ayala was absent. Also present were: Executive Director Cece Vandermeer, Attorney Jena Acos, and GSP Project Manager Bryan Bondy. Public present were Burt Handy, Jennifer Tribo, and Mike Hollebrands.

- 1) **CALL TO ORDER**- Chairperson Bruce Kuebler called the meeting to order at 1:02 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 October 11, 2018**
 - b. **Approve Financial Report for October 2018**

Chair Kuebler requested that Item 4b be changed to reflect the warrants pending approval be removed and the Total Expenditures Paid October 2018 is corrected to \$20,056.08. It was also noted that the September should be changed to October on the financial report. Director Rose moved to approve the consent items with the correction. Seconded by Director Bergen.

Ayes: Bruce Kuebler, Mary Bergen, Diana Engle, Kevin Brown, Glenn Shephard, and Larry Rose.
Absent: Emily Ayala.

5) DIRECTOR ANNOUNCEMENTS

Director Brown mentioned Fox Canyon GMA is working on a groundwater extraction allocation ordinance and the Ventura Water Commission is meeting Tuesday night.

Director Shephard reported Cuyama GSA and Fox Canyon GMA will have draft GSPs in 2019.

Director Kuebler mentioned a hearing was scheduled for December 7 concerning the adjudication lawsuit.

Director Bergen reported that she did not win her election and that Casitas will be selecting a new UVRGA director. Director Bergen said she enjoyed working with everyone from the Agency and is thankful for that opportunity. The other Directors thanked Director Bergen for her service.

6) GSP PROJECT MANAGER COMMENTS

Bryan Bondy provided the following updates:

- Groundwater monitoring (data loggers) task: barometric loggers have been installed, discrepancies between County and UVRGA monitoring data at two wells has been investigated, and sites for additional monitoring wells are being evaluated
- Underflow task: Kear is now recommending three monitoring wells instead of one. Bondy will be working with Kear and OVLC to determine access for monitoring well(s).

- Evapotranspiration task: Bondy has requested a scope of work form Kear.
- Surface water tasks: Monitoring is ongoing.
- GSP Grant: DWR headquarters is working on final grant agreement.

7) GSP ACTION ITEMS – 1:15 – 1:55

a. Technical Advisory Committee

Bondy summarized the staff report.

No public comments.

The Board discussed the staff report and draft resolution. The Board reached a consensus concerning TAC member qualifications. Director Rose suggested exploring whether technical experts could be shared with other GSAs and asked if the committee would need to follow Brown Act requirements. Agency Counsel informed the Board and staff that the recommended TAC structure does not include any Board member as required by the JPA for committees. Consideration of the draft resolution was deferred to the next meeting so that Agency Counsel can provide a recommendation.

8) OTHER ACTION ITEMS

a. First Quarter Budget Review

The Board discussed the first quarter budget review prepared by the Ad Hoc Budget Committee.

No action was taken.

b. Member Agency Contributions Discussion

The Board received updates from member agency representatives concerning future member agency contributions.

Director Engle reported that MOWD's contribution for this fiscal year (and previous) will be considered donations, unless fees are established before the end of this fiscal year, in which case MOWD will want to be reimbursed for pro-rated portion of the donation that applies to the period in which fees apply. MOWD expects the GSA to establish fees no later than the end of the current fiscal year. If fees are not established by end of fiscal year, further money from MOWD will be considered a loan, and need to be paid back.

Director Brown reported that the City of Ventura considers the member contributions a donation until fees are established.

Director Shephard reported that the County of Ventura considers their contributions voluntary until through the end of this current fiscal year. The County can make loans after the current fiscal year.

Director Bergen reported the CMWD considers contributions to donations until a fee is in place and suggested that the JPA be amended to clarify this issue.

Director Kuebler reported VRWD contributions were donations with no payback. Once a fee is established, any pumping assessments it pays should be subtracted from its pro-rated contribution share.

The Board took no action.

c. Multi-Year Budget

Director Bergen and Bondy summarized the multi-year budget prepared by the Ad Hoc Budget Committee.

No public comment.

After Board discussion, Director Bergen motioned to approve the multi-year budget; seconded by Director Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Diana Engle, Kevin Brown, Glenn Shephard, and Larry Rose.
Absent: Emily Ayala.

d. Banking Services

Executive Director Vandermeer recommended approving Resolution 2018-06 (re-numbered from 2018-7 after the TAC resolution was deferred) authorizing opening a checking account with Bank of the Sierra to save a \$50 monthly service charge.

No public comment.

Director Bergen motioned to approve opening a bank account with Bank of the Sierra. Seconded by Director Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, Glenn Shephard and Larry Rose.
Absent: Emily Ayala.

e. Financial Audit

Executive Director Vandermeer recommended approving services of Bartlett, Pringle & Wolf, LLP to conduct audits for fiscal years, '16-'17 and '17-'18.

No public comment.

Directors Engle and Shephard asked whether the \$10,000 cost was a fixed price or not to exceed amount. If the latter, the firm's hourly rates should be in contract. There was also a question whether the fee included the \$750 State Controller report. After discussion, Director Engle motioned to authorize contract approval for an amount not to exceed \$11,000 for the audit and State Controller report, pending inclusion of the rate structure; seconded by Director Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, Glenn Shephard and Larry Rose.
Absent: Emily Ayala.

f. Agency Organization Structure

Chair Kuebler summarized the staff report for the new Office Manager position, including the job description and alternative organizational structures.

No public comment.

During discussion, a question was raised about whether the title Office Manager was the most appropriate description. Chair Kuebler recommended deferring approval of the organization structure until the new position has been filled so the structure could be based on the strengths of the new hire.

Director Bergen moved approval of filling the new position, with the title to be determined; seconded by Director Brown.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, Glenn Shephard and Larry Rose.

Absent: Emily Ayala.

g. Principal Office Location

Bondy summarized the need to amend the Bylaws to reflect the recent change in the Agency's office address.

No public comment.

Director Rose moved approval of Resolution 2018-7 (re-numbered from 2018-8 after the TAC resolution was deferred) changing the Agency's principal office address; seconded by Director Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, Glenn Shephard and Larry Rose.

Absent: Emily Ayala.

h. Correction to Agency Resolution Numbers

Agency Counsel Acos summarized the need for Resolution 2018-8 (re-numbered from 2018-9 after the TAC resolution was deferred) correcting errors in resolution numbering.

No public comment.

Director Brown moved approval of Resolution 2018-8 correcting errors in resolution numbering; seconded by Director Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, Glenn Shephard and Larry Rose.

Absent: Emily Ayala.

9) COMMITTEE REPORT

a. Ad Hoc Funding Option Committee

Director Bergen reported it is working with rate consultant Mark Hildebrand on a presentation to the Board and stakeholders on the Agency financing plan for January.

b. Ad Hoc Stakeholder Engagement Committee

Director Ayala reported that she has been keeping her stakeholders informed on funding options. Chair Kuebler is awaiting roll-out of the financing plan to contact Ojai Valley News.

9) EXECUTIVE DIRECTOR'S REPORT

No report.

- 11) ADJOURNMENT** – The meeting was adjourned at 3:09 pm. The next regular Board meeting will be January 10, 2019 at 1:00 pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View, CA 93022.