

**UPPER VENTURA RIVER GROUNDWATER AGENCY  
MINUTES OF THE SPECIAL BOARD MEETING MARCH 28, 2019**

The Board meeting was held at Casitas Municipal Water Districts meeting room at 1055 Ventura Avenue, Oak View, CA 93022. Directors present were: Diana Engle, Glenn Shephard, Susan Rungren, Angelo Spandrio, Emily Ayala, Larry Rose and Bert Rapp, Ventura River Water District alternate. Director Bruce Kuebler arrived at 2:10 P.M. and replaced alternate director Rapp. Also present were: Administrative Assistant Cece Vandermeer, Attorney Jena Acos (arrived at 1:24 P.M.), and Executive Director Bryan Bondy. Public present were Jennifer Tribo.

- 1) **CALL TO ORDER-** Vice-Chairperson Diana Engle called the meeting to order at 1:01 P.M.
- 2) **PLEDGE OF ALLEGIANCE** – Led by Vice-Chairperson Diana Engle
- 3) **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA** – None
- 4) **ACTION ITEMS**

**a. Agency Job Descriptions and Organization Chart**

Mr. Bondy summarized the draft job descriptions and draft organization chart that were included in the meeting packet.

No public comments.

Director Shephard asked if the Executive Director job description was an exempt position. Director Rapp recommended that the Executive Director job description stay as a non-exempt position and suggested that if the position as filled by an employee in the future, then the Board could revisit the job description at that time. The Board decided to leave it as a non-exempt position.

Director Spandrio motioned to approve the organization chart and job descriptions for the Executive Director, GSP Project Manager, Bookkeeper-Treasurer, Agency Administrator, and Administrative Assistant with edits clarifying that the Bookkeeper-Treasurer and administrative positions report to the Executive Director instead of at the pleasure of the Executive Director. Seconded by Director Rose

The motion passed unanimously.

**b. Agency Bookkeeper - Treasurer**

Mr. Bondy summarized the draft employment agreement with Karen Palm to serve as the Agency Bookkeeper – Treasurer. Mr. Bondy reported that Ms. Palm has reviewed the employment agreement and is comfortable with it. Agency Counsel has also reviewed the employment agreement.

No public comment.

Mr. Bondy stated that the Treasurer position is required to post a bond. The Board discussed possible bond amounts and decided on a \$5,000 bond.

Director Rapp motioned to approve the employment agreement with Karen Palm to serve as the Agency Bookkeeper-Treasurer; appoint Ms. Palm as Agency Treasurer; set a bond in the amount of \$5,000; and direct the Treasurer to post a bond for \$5,000. Seconded by Director Rose.

The motion passed unanimously.

**c. Agency Administrative Assistant**

Mr. Bondy recommended that the Board change Ms. Vandermeer's title from Executive Director and Treasurer to Administrative Assistant.

No public comment.

Director Shephard motioned to approve changing Ms. Vandermeer's title from Executive Director and Treasurer to Administrative Assistant. Seconded by Director Ayala.

The motion passed unanimously.

**d. Multi-Year Budget and Groundwater Extraction Fee (Grant Category (c) – Task 9: Organizational Activities) 2:00-3:21**

Mr. Bondy summarized the proposed increases to the budget. Director Bruce Kuebler arrived during Mr. Bondy's comments at 2:10 P.M. and replaced alternate director Rapp.

Mr. Bondy reported that the updated extraction estimate for fee development is 4,537 acre-feet and that he had programmed that amount into a fee calculator shown on the board room screens and was prepared to evaluate the impact of budget modifications on potential extraction fees on the fly.

The Board reviewed the draft multi-year budget update. Concerns about costs were expressed by Directors Ayala, Rose, and Kuebler. Mr. Bondy made suggestions on items that could be reduced, eliminated, or deferred. He also suggest further consideration of a loan to help reduce to high extraction fee that would be needed for Fiscal Year 2019/2020. The Board considered various budget adjustments and the impacts on potential extraction fees.

No public comment.

General consensus amongst the directions was achieved on the following changes to the draft budget:

- Rent/Utilities – reduce due to transfer of the Agency's office to MOWD;
- Technical Review Group – no funding for FY 19/20, half funding for FY 20/21, and full funding for FY 21/22;
- Legal – move the proposed increase to reserve;
- Loan – include a \$50,000 loan in FY 19/20 with pay off in FY 22/23 and FY 23/24; and
- Reserve – reserve funding in FY 19/20 was reduced to \$50,000;
- Other – determine correct carryover amount for FY 18/19 to FY 19/20.

Director Ayala left at 3:12 near the end of the discussion.

There was general consensus to consider adopting the budget at the April 11 regular Board meeting, subject to outcomes of additional outreach to be performed by the Ad Hoc Funding Committee.

- 5) ADJOURNMENT** – The meeting was adjourned at 3:21 pm. The next scheduled Board meeting is April 11, 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 \_\_\_