

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, February 11, 2021 via**

ON-LINE OR TELECONFERENCE:

DIAL-IN (US TOLL FREE) 1-669-900-6833

Find your local number: <https://zoom.us/j/92914179188?pwd=bHMyb1VQL3V4L21VTEsXOWJYbURtdz09>

JOIN BY COMPUTER, TABLET OR SMARTPHONE:

<https://zoom.us/j/92914179188?pwd=bHMyb1VQL3V4L21VTEsXOWJYbURtdz09>

Meeting ID: 929 1417 9188

Passcode: 214624

New to Zoom, go to: <https://support.zoom.us/hc/en-us/articles/206175806>

PER CALIFORNIA EXECUTIVE ORDER N-29-20, SECTION 3: A local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. A physical location accessible for the public to participate in the teleconference is not required.

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
REGULAR MEETING AGENDA

February 11, 2021

1. MEETING CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. 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.

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 January 14, 2021 Regular Board Meeting**
- b. Approve Financial Report for January 2021**
- c. Fiscal Year 2019/2020 Financial Statement Audit**

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

The Board will receive an update from the Executive Director concerning miscellaneous matters and Agency correspondence. The Board may provide feedback to staff.

9. ADMINISTRATIVE ITEMS

- a. Fiscal Year 2020/2021 2nd Quarter Budget Report and Mid-Year Budget Modifications**

The Board will consider receiving and filing the 2nd quarter budget report and approving mid-year budget modifications.

- b. Rincon Consultants Work Order No. 4 for CEQA Review of Monitoring Sites Included in the Wildlife Conservation Board Grant**

The Board will consider authorizing the Executive Director to execute Rincon Consultants Work Order No. 4 for an amount not to exceed \$7,545 for CEQA compliance services and approving up to \$2,455 in contingency for potential unanticipated costs, to be authorized at the discretion of the Executive Director.

10. GSP ITEMS

- a. Groundwater Sustainability Plan Update (Grant Category (d); Task 11: GSP Development and Preparation)**

The Board will receive an update from the Executive Director concerning groundwater sustainability plan development and consider providing feedback.

- b. Well Monitoring Network Annual Data Deliverable for Water Year 2019/2020 (Grant Category (b); Task 1)**

The Board will consider receiving and filing the annual groundwater level data deliverable.

c. Rincon Consultants Work Order No. 1 Proposed Budget Increase (Grant Category (a): Grant Administration)

The Board will consider increasing the not-to-exceed authorization from \$25,000 to \$77,500 for groundwater sustainability plan development support.

d. Groundwater Model Update (Grant Category (d); Task 11: GSP Development and Preparation)

The Board will receive an update concerning groundwater model development and will consider providing feedback to staff.

11. COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

The committee will provide an update on Stakeholder Engagement Plan implementation activities since the last Board meeting and receive feedback from the Board.

12. FUTURE AGENDA ITEMS

This is an opportunity for the Directors to request items for future Board meeting agendas.

13. ADJOURNMENT

The next scheduled Regular Board meeting is March 11, 2021.

**DRAFT UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING JANUARY 14, 2020**

The Board meeting was held via teleconference, in accordance with California Executive Order N-25-20. Directors present were Bruce Kuebler, Larry Rose, Susan Rungren, Angelo Spandrio, Glenn Shephard and Chair Diana Engle. Also present: Executive Director Bryan Bondy, Agency Counsel Keith Lemieux and Administrative Assistant Maureen Tucker.

JOIN BY COMPUTER, TABLET OR SMARTPHONE:

<https://zoom.us/j/97754931308?pwd=WkNnV09GOXRuVEF3eUFZSUxmc3RZQT09>

DIAL-IN (US TOLL FREE) 1-669-900-6833

Find your local number: <https://zoom.us/j/97754931308?pwd=WkNnV09GOXRuVEF3eUFZSUxmc3RZQT09>

Meeting ID: 977 5493 1308

Passcode: 068626

1) CALL TO ORDER

Chair Engle called the meeting to order at 1:04 p.m.

2) PLEDGE OF ALLEGIANCE

Chair Engle led the Pledge of Allegiance.

3) ROLL CALL

Executive Director Bondy called the roll.

Directors present: Bruce Kuebler, Larry Rose, Susan Rungren, Angelo Spandrio, Glenn Shephard, and Diana Engle

Directors absent: Emily Ayala

Public present: Burt Handy, Steve Slack, Kelley Dyer, and Bert Rapp

4) APPROVAL OF AGENDA

Chair Engle asked for any proposed changes to the agenda. No changes were requested.

Director Rungren moved to approve the agenda. Director Rose seconded the motion.

Roll Call Vote: B. Kuebler – Y L. Rose – Y D. Engle - Y
S. Rungren – Y G. Shephard – Y A. Spandrio – Y
Absent: E. Ayala

Noes: None

5) PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Chair Engle opened the meeting to public comments for items not appearing on the agenda. No public comments were offered.

6) CONSENT CALENDAR

- a. Approve Minutes from December 10, 2020 Regular Board Meeting**
- b. Approve Financial Report for December 2020**

Director Kuebler asked if the pumping data issues discussed during the December 10, 2020 meeting were addressed. Executive Director Bondy said yes and noted that the draft minutes describe the issues.

Director Rose moved to approve the consent calendar. Director Shepherd seconded the motion.

Roll Call Vote: B. Kuebler – Y D. Engle – Y L. Rose - Y
S. Rungren – Y G. Shephard – Y A. Spandrio – Y

Absent: E. Ayala

Noes: None.

7) DIRECTORS ANNOUNCEMENTS

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

Director Kuebler reported that he has been working with the Ojai School District to obtain access for a monitoring well.

Director Rungren reported that the City's Water Commission will consider water and wastewater rates at its January 26th meeting. No time.

Director Rose reported that he spent four hours seeking access for monitoring wells.

Director Shephard: No report and no time.

Director Engle: No report and no time.

Director Spandrio reported that he was reappointed to serve on the UVRGA Board by Casitas Municipal Water District and Richard Hajas will be the alternate. No time.

8) EXECUTIVE DIRECTOR'S REPORT

Executive Director Bondy reviewed the written staff report with the Board.

Executive Director Bondy reported on a coordination call held on January 13 with the State Water Resources Control Board (SWRCB) and California Department of Fish and Wildlife (CDFW) staff. SWRCB expects to present calibration results from their watershed-wide hydrologic model and unimpaired flow scenario results in spring 2021. CDFW is planning a webinar for February 26 to present results of the San Antonio and Intermittent Reach studies and their draft flow recommendations. A 30-day comment period will follow. The Board briefly discussed whether a comment letter would be needed. Executive Director suggested waiting and seeing what CDFW presents first and that he would note this as a potential agenda item for the March meeting.

Chair Engle mentioned that the SGMA Watershed Coordinator grant application submitted by the Ventura County Resource Conservation District was not successful.

Chair Engle asked for Director comments or questions. None were offered.

Chair Engle asked for public comments. None were offered.

9) ADMINISTRATIVE ITEMS

a. Reappoint Agricultural Stakeholder Director

Executive Director Bondy reviewed the staff report. Chair Engle asked for Agency Counsel confirmation that the Board could make the reappointment despite Director Ayala's absence. Agency Counsel Lemieux confirmed.

Chair Engle asked for public comments. None were offered.

Director Rungren moved to reappoint Emily Ayala as Agricultural Stakeholder Director. Seconded by Director Kuebler.

Roll Call Vote:	B. Kuebler – Y	D. Engle – Y	L. Rose - Y
	S. Rungren – Y	G. Shephard – Y	A. Spandrio – Y

Noes: None.

Absent: E. Ayala

b. Reappoint Environmental Stakeholder Director

Executive Director Bondy reviewed the staff report.

Chair Engle asked for public comments. None were offered.

Director Rungren moved to reappoint Larry Rose as Environmental Stakeholder Director, seconded by Director Kuebler.

Roll Call Vote: B. Kuebler – Y D. Engle – Y L. Rose - Y
 S. Rungren – Y G. Shephard – Y A. Spandrio – Y

Noes: None.

Absent: E. Ayala

Directors Kuebler, Engle, Rungren, and Shephard thanked Director Rose for his willingness to continue serving on the UVRGA Board of Directors.

10) GSP ITEMS

a. Groundwater Sustainability Plan Update (Grant Category (d); Task 11: GSP Development and Preparation)

Executive Director Bondy reviewed the staff report.

Chair Engle asked for Directors comments or questions. None were offered.

Chair Engle asked for public comments. None were offered.

b. GSP Workshop No. 2 (Grant Category) (c); Task 10: Stakeholder Outreach and Engagement)

Executive Director Bondy explained that he recommends scheduling the second GSP Public Workshop for late February or early March. Anticipated workshop topics include an overview of sustainable management criteria (SMC), draft SMC for degraded water quality, and a summary of the numerical model construction and calibration.

The Board discussed the possible workshop dates listed in the staff report.

Chair Engle asked for public comments. None were offered.

Director Kuebler moved to schedule GSP Workshop No. 2 for March 2, 2021, at 4 pm. Seconded by Director Shepherd.

Roll Call Vote: B. Kuebler – Y D. Engle – Y L. Rose - Y
 S. Rungren – Y G. Shephard – Y A. Spandrio - Y

Noes: None.

Absent: E. Ayala

c. GSP Newsletter Volume 2, Issue 1 (Grant Category (c) ; Task 10; Stakeholder Outreach and Engagement)

Executive Director Bondy explained that he recommends issuing the Agency's 3rd newsletter to update stakeholders concerning GSP development status. He stated that the newsletter was reviewed by the Ad Hoc Stakeholder Engagement Committee. He added that the newsletter will be updated with details concerning GSP Workshop No. 2 now that it has been scheduled. He asked if the Board had any changes to the newsletter.

Chair Engle asked for Director comments or questions.

Director Shepherd stated that it looks great and he likes the graphics.

Director Rungren stated the newsletter looks great and thanked Executive Director Bondy.

Chair Engle asked for public comments. Bert Rapp pointed out a typo on page 2.

Director Rose moved to approve GSP Newsletter Volume 2, Issue 1. Seconded by Director Rungren.

Roll Call Vote: B. Kuebler – Y D. Engle – Y L. Rose - Y
 S. Rungren – Y G. Shephard – Y A. Spandrio - Y

Noes: None.

Absent: E. Ayala

d. Degraded Water Quality Sustainability Indicator Discussion (Grant Category (d); Task 11: GSP Development and Preparation)

Executive Director Bondy introduced the item and explained that he is looking for Board feedback on draft sustainable management criteria (SMC) for the degraded water quality sustainability indicator. He explained that he plans to present the draft SMC at the upcoming GSP Public Workshop as a means of seeking stakeholder feedback. He then proceeded to walk the Board through the written staff report.

Board Discussion:

- There was general consensus that it would be helpful to add more explanation of the rationale for using 2/3 of the monitoring locations to indicate undesirable results.
- Director Kuebler expressed concerns about using the term “undesirable results.” He said it is too open for interpretation. Another Director pointed out that the term “undesirable results” is an official SGMA term and that it is appropriate to use in the discussion of SMCs. Executive Director Bondy said he could include more background on the SGMA definition of the term.

- Director Kuebler expressed concerns about the criteria used to define minimum thresholds. He is not sure whether some of the proposed minimum threshold concentrations would necessarily be indicative of significant and unreasonable effects.
- Director Rose expressed concerns about the boron and chloride minimum threshold concentrations. He felt that using the toxicity thresholds is problematic because impacts to crop quality and yields begin occurring at lower concentrations.

Chair Engle asked for public comments. Bert Rapp commented on Ventura River Water District well operational considerations with respect to water quality.

Chair Engle asked the Directors whether the staff report contents should be used as a basis for soliciting stakeholder input. All Directors except for Director Kuebler supported using the staff report contents to solicit public input. Director Kuebler reiterated his concerns about the use of the term “undesirable results.” Executive Director Bondy suggested turning the staff report into a “white paper” and adding clarifications and more background concerning the term “undesirable results.” The white paper would be posted on the website and emailed to the interested parties. The Board agreed with the Executive Director’s proposal.

No motion.

11) COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

Director Rose stated there is nothing to report at this time.

12) FUTURE AGENDA ITEMS

Chair Engle asked the Directors for future agenda items. None were offered.

The Executive Director noted that he would include an item on the March agenda for a comment letter on forthcoming CDWF reports, if warranted.

13) ADJOURNMENT – The meeting was adjourned at 3:29 p.m.

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: February 5, 2021
TO: Board of Directors
FROM: Carrie Troup C.P.A., Treasurer
SUBJECT: Approve Financial Report for January 2021

December 2020 UVRGA Balance \$ 187,350.47

January 2021 Activity:
Revenues:

Groundwater Extraction Fees \$ 167,170.09

January Expenditures Paid:

EFT	Go Daddy.com	\$	131.76
EFT	Dropbox	\$	119.88
EFT	Go Daddy.com	\$	51.16

Checks Pending Signature:

2200	Bondy Groundwater Consulting, In January services	\$	14,917.50
2201	Carrie Troup, C.P.A. January services	\$	2,807.45
2202	Olivarez, Madruga, Lemieux, O'Ne December services	\$	2,557.50

Total Expenditures Paid & To Be Paid December \$ 20,282.45

January 2021 UVRGA Ending Balance: \$ **333,935.31**

Action: _____

Motion: _____ Second: _____

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

The financial report omits substantially all disclosures required by accounting principles generally accepted in the United States of America; no assurance is provided on them.

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Fiscal Year 2019/2020 Financial Statement Audit

SUMMARY

The Fiscal Year 2019/2020 Audit Report is attached for review.

The auditor found that the financial statements were presented fairly, in all material respects and that the financial position of the Upper Ventura River Groundwater Agency as of June 30, 2020 and 2019 and the change in financial position and cash flows for the years then ended are in accordance with accounting principles generally accepted in the United States of America, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

RECOMMENDED ACTIONS

Receive and file the Fiscal Year 2019/2020 Audit Report.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

ATTACHMENTS

A. Fiscal Year 2019/2020 Audit Report

Action: _____

Motion: _____ Second: _____

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

Item 6(c)

Attachment A

Fiscal Year 2019/2020 Audit Report

**UPPER VENTURA RIVER
GROUNDWATER AGENCY**
June 30, 2020 and 2019
FINANCIAL STATEMENTS



BARTLETT, PRINGLE & WOLF, LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

UPPER VENTURA RIVER GROUNDWATER AGENCY

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**UPPER VENTURA RIVER GROUNDWATER AGENCY
GOVERNING BOARD OF DIRECTORS
For the year ended June 30, 2020**

Governing Board of Directors

<u>Name</u>	<u>Office</u>
Diana Engle	Chair
Bruce Kuebler	Vice Chair
Angelo Spandrio	Secretary
Emily Ayala	Director
Susan Rungren	Director
Larry Rose	Director
Glenn Shephard	Director

Administration

Bryan Bondy	Executive Director
Carrie Troup	Treasurer



BARTLETT, PRINGLE & WOLF, LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors
Upper Ventura River Groundwater Agency:**

Report on the Financial Statements

We have audited the accompanying financial statements of the Upper Ventura River Groundwater Agency (the "Agency") as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the Upper Ventura River Groundwater Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, as well as the accounting systems prescribed by the State Controller's Office and state regulations governing special districts; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Upper Ventura River Groundwater Agency as of June 30, 2020 and 2019, and the change in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America, as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 6, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Bartlett, Pringle & Wolf, LLP

Santa Barbara, California
January 20, 2021

UPPER VENTURA RIVER GROUNDWATER AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Upper Ventura River Groundwater Agency (the "Agency"), we offer readers of the Agency's financial statements this narrative overview and analysis of the financial activities for the fiscal years ended June 30, 2020 and June 30, 2019.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Agency's basic financial statements.

This report also contains other supplementary information in addition to the basic financial statements themselves. The basic financial statements are designed to provide readers with a broad overview of the Agency's finances, in a manner similar to a private-sector business. The basic financial statements can be found on pages 7-10 of this report. The Agency is governed by its seven person board of directors, one Member Director from each of its five Member Agencies and two stakeholder directors approved by the Member Directors. The Agency's business is to develop and implement a groundwater sustainability plan (GSP) for the Upper Ventura River Groundwater Basin. For the formation of the Agency, funds were contributed by the five Member Agencies signatory to the Joint Powers Authority.

The *Statement of Net Position* is intended to disclose the financial position of the Agency at a specific point in time, June 30, 2020 and June 30, 2019. It reflects the assets of the Agency, the liabilities and net position (equity). All current assets and current liabilities are liquid. Long-term assets are expected to be collected upon completion of the sustainable groundwater planning in 2022. Long-term liabilities are expected to be paid no later than June 30, 2023.

The *Statement of Revenues, Expenses and Changes in Net Position* is intended to disclose the results of operations over a period of time, the fiscal years ended June 30, 2020 and June 30, 2019. This statement reflects revenues earned (whether collected or not), and expenses incurred (whether paid or not) during the year. This statement differs significantly from the statement of net position, yet coordinates well with that statement. The net earnings of the Agency flows directly into the statement of net position.

The *Statement of Cash Flows* combines aspects of both the statement of net position and the statement of revenues, expenses and changes in net position and discloses how cash flows through the Agency. This statement differs from the statement of revenues, expenses and changes in net position because the statement accounts only for transactions that result in cash receipts or cash disbursements.

The notes to the financial statements provide a description of the accounting policies used to prepare the financial statements and present material disclosures required by generally accepted accounting principles that are not otherwise present in the financial statements.

Financial Analysis and Highlights

The assets of the Agency exceeded its liabilities at the close of the current year by \$248,181 (*net position*). All of this amount is considered unrestricted and may be used to meet the Agency's ongoing obligations to prepare a Groundwater Sustainability Plan (GSP).

UPPER VENTURA RIVER GROUNDWATER AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS

The statement of net position presents information on all of the Agency's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

During the year ended June 30, 2020, the Agency's net position increased by \$123,623 (99.2%). Total assets increased by \$195,814 (134.2%), while total liabilities increased by \$72,191 (337.7%). Total assets increased primarily due to an increase of approximately \$66,174 in unbilled grant receivable pertaining to the preparation of the GSP. The increase in cash in bank of \$86,425 can be attributed to the increase in long-term debt, coupled with the increase in net position during the year. Total liabilities increased primarily due to the \$90,000 in cash advances received from three member agencies during the fiscal year.

Net Position Components				
Description	2020	2019	Change	
			\$	%
Current assets	\$ 306,299	\$ 145,937	\$ 160,362	109.9%
Long-term assets	35,452	-	35,452	100.0%
Total Assets	341,751	145,937	195,814	134.2%
Current liabilities	3,570	21,379	(17,809)	-83.3%
Long-term liabilities	90,000	-	90,000	100.0%
Total Liabilities	93,570	21,379	72,191	337.7%
Unrestricted net position	248,181	124,558	123,623	99.2%
Total Net Position	\$ 248,181	\$ 124,558	\$ 123,623	99.2%

Operating revenues increased by \$310,891 (98.4%) while operating expenses increased by \$249,786 (98.4%). These increases are discussed in further detail below.

Changes in Net Position				
Description	2020	2019	Change	
			\$	%
Operating Revenues				
Groundwater extraction fees	\$ 338,105	\$ -	\$ 338,105	100.0%
Member contributions	-	250,000	(250,000)	-100.0%
Grant revenues	288,655	65,869	222,786	338.2%
Total Operating Revenues	626,760	315,869	310,891	98.4%
Operating Expenses				
Salaries and related items	22,323	23,196	(873)	-3.8%
General and administrative	28,943	11,502	17,441	151.6%
Grant and program expenses	288,655	65,869	222,786	338.2%
Legal fees	28,539	64,660	(36,121)	-55.9%
Professional fees	135,056	88,503	46,553	52.6%
Total Operating Expenses	503,516	253,730	249,786	98.4%
Non-Operating Income				
Other income	379	-	379	100.0%
Total Non-Operating Income	379	-	379	100.0%
Increase in net position	123,623	62,139	61,484	98.9%
Net position, beginning	124,558	62,419	62,139	99.6%
Net Position, Ending	\$ 248,181	\$ 124,558	123,623	99.2%

UPPER VENTURA RIVER GROUNDWATER AGENCY
MANAGEMENT’S DISCUSSION AND ANALYSIS

Analysis of balances and transactions of funds

The Agency is a single purpose, proprietary entity, and as such, does not maintain multiple fund types. Consequently, there are no inter-fund balances. The analysis of balances is shown above in tables one and two, and in the section labeled “Financial Highlights”.

Operating revenues for the year ended June 30, 2020 increased primarily due to the increase in grant revenues awarded in an effort to establish a GSP and fees associated with extraction of water from the Upper Ventura Groundwater Basin. Operating expenses for the year ended June 30, 2020 increased primarily due to increased grant expenses and professional fees, all incurred towards the establishment of a GSP.

Analysis of variations between original and final budget amounts

The Agency adopts its budget in accordance with California law. It is policy to not modify the budget in total, although certain reallocations of expenditures may occasionally be made. The budget is adopted on a projected cash flow basis. There were no variances out of budgetary or legal compliance.

Requests for information

This financial report is designed to provide a general overview of the Agency’s financial position for all those with an interest in the Agency’s finances. Questions or requests for additional financial information should be directed to: Upper Ventura River Groundwater Agency, 202 W. El Roblar Drive, Ojai, CA 93023.

UPPER VENTURA RIVER GROUNDWATER AGENCY
STATEMENT OF NET POSITION
June 30, 2020 and 2019

	2020	2019
ASSETS:		
Current assets:		
Cash in bank	\$ 166,493	\$ 80,068
Accounts receivable	857	-
Unbilled grant receivable	132,043	65,869
Prepaid expenses	6,906	-
Total current assets	<u>306,299</u>	<u>145,937</u>
Long-term assets:		
Unbilled grant retention receivable	14,671	-
Grant retention receivable	20,781	-
Total long-term assets	<u>35,452</u>	<u>-</u>
Total assets	<u>341,751</u>	<u>145,937</u>
LIABILITIES:		
Current liabilities:		
Accounts payable	3,570	19,405
Accrued payroll and related items	-	1,974
Total current liabilities	<u>3,570</u>	<u>21,379</u>
Long-term liabilities:		
Related party notes payable	90,000	-
Total long-term liabilities	<u>90,000</u>	<u>-</u>
Total liabilities	<u>93,570</u>	<u>21,379</u>
NET POSITION:		
Unrestricted	<u>248,181</u>	<u>124,558</u>
Total net position	<u><u>\$ 248,181</u></u>	<u><u>\$ 124,558</u></u>

See accompanying notes

UPPER VENTURA RIVER GROUNDWATER AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the years ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating revenues:		
Groundwater extraction fees	\$ 338,105	\$ -
Member contributions	-	250,000
Grant revenues	288,655	65,869
Total operating revenues	<u>626,760</u>	<u>315,869</u>
Operating expenses:		
Salaries and related items	22,323	23,196
General and administrative	28,943	11,502
Grant and program expenses	288,655	65,869
Legal fees	28,539	64,660
Professional fees	135,056	88,503
Total operating expenses	<u>503,516</u>	<u>253,730</u>
Operating income	<u>123,244</u>	<u>62,139</u>
Non-operating income:		
Other income	379	-
Total non-operating income	<u>379</u>	<u>-</u>
Change in net position	123,623	62,139
Net position, beginning of year	<u>124,558</u>	<u>62,419</u>
Net position, end of year	<u><u>\$ 248,181</u></u>	<u><u>\$ 124,558</u></u>

See accompanying notes

UPPER VENTURA RIVER GROUNDWATER AGENCY
STATEMENT OF CASH FLOWS
For the years ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities:		
Receipts from member agencies	\$ 337,627	\$ 250,000
Receipts from grants	187,029	-
Payments to employees	(24,297)	(22,414)
Payments to vendors and contractors	(503,934)	(219,257)
Net cash and cash equivalents provided (used) by operating activities	<u>(3,575)</u>	<u>8,329</u>
Cash flows from Noncapital Financing Activities		
Proceeds received from related party notes payable	<u>90,000</u>	<u>-</u>
Net cash and cash equivalents provided by noncapital financing activities	<u>90,000</u>	<u>-</u>
Increase in cash and cash equivalents	86,425	8,329
Cash and cash equivalents, beginning of year	<u>80,068</u>	<u>71,739</u>
Cash and cash equivalents, end of year	<u><u>\$ 166,493</u></u>	<u><u>\$ 80,068</u></u>

See accompanying notes

UPPER VENTURA RIVER GROUNDWATER AGENCY
STATEMENT OF CASH FLOWS
For the years ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Change in net position	\$ 123,623	\$ 62,139
Adjustments to reconcile change in net position to net cash provided (used) by operating activities:		
Increase in:		
Unbilled grant receivable	(66,174)	(65,869)
Unbilled grant retention receivable	(14,671)	-
Grant retention receivable	(20,781)	-
Accounts receivable	(857)	-
Prepaid expenses	(6,906)	-
Increase (decrease) in:		
Accounts payable	(15,835)	12,077
Accrued payroll and related items	(1,974)	782
Payable to related party	-	(800)
Net cash and cash equivalents provided (used) by operating activities	<u>\$ (3,575)</u>	<u>\$ 8,329</u>

See accompanying notes

UPPER VENTURA RIVER GROUNDWATER AGENCY
NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Reporting Entity and Summary of Significant Accounting Policies

A) Reporting Entity

The Upper Ventura River Groundwater Agency was formed to develop and implement a groundwater sustainability plan (GSP) for the Upper Ventura River Groundwater Basin as mandated by the 2014 Sustainable Groundwater Management Act (SGMA). The Agency derives its powers and authorities from SGMA and its five Member Agencies. The Agency was formed through a joint powers agreement (JPA) in December, 2016 by the County of Ventura, the City of San Buenaventura, Casitas Municipal Water District, Meiners Oaks Water District, and Ventura River Water District. It is governed by a seven-member Board of Directors, consisting of one representative from each of the five Member Agencies, one representative of environmental interests, and one representative of agricultural interests.

The Upper Ventura River Groundwater Agency (the “Agency”) reporting entity includes all significant operations and revenue sources of which the Agency’s Board of Directors exercises oversight responsibility and is determined under the criteria established by the National Council on Governmental Accounting Statement No. 3, as adopted by GASB. Oversight responsibility is determined on the basis of selection of the governing board, designation of management, ability to significantly influence operations, accountability for fiscal matters, and the scope of public service.

B) Basis of Accounting and Measurement Focus

The Agency is accounted for as an enterprise fund in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the expenses, including depreciation, of providing goods or services to the general public are recovered through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, and other purposes. Because the Agency is accounted for as an enterprise fund, the accrual method of accounting is used for financial statement reporting purposes. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

An enterprise fund is accounted for on a cost of services or “flow of economic resources” measurement focus. This means that all assets and liabilities, whether current or long-term, are included in the statement of net position.

The Agency distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and the producing and delivering of goods in connection with the Agency’s principal ongoing operations. The operating revenues of the Agency during 2020 consist of groundwater extraction fees from its five-member agencies and grant income. Operating expenses of the Agency include grant and program expenses, professional fees, general and administrative, legal fees, and finally, salaries and related items.

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

B) Basis of Accounting and Measurement Focus (Continued)

The financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

C) Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents include cash on hand and funds on deposit with financial institutions available for current use with an initial maturity of three months or less. All deposits are carried at cost plus accrued interest.

D) Budget

The Agency is required to adopt an annual budget. The budget is presented on the basis of the funding sources available. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1. The Agency prepares a tentative budget for the next fiscal year beginning May 1. The operating budget includes proposed expenditures and the means of financing them.
2. Prior to July 1, the final budget is adopted by the Agency. Once a budget is approved, it can be amended by the Board of Directors.

E) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

F) Grant Receivable and Revenue

The Agency recognizes grant revenue when the qualifying expenditures are incurred, all eligibility requirements have been met, and collection of the grant funds is probable. Receipt of funds under the grant is dependent on the approval of submitted expenditures to the Department of Water Resources.

The State withholds 10% of the funds requested by the Agency for reimbursement until the project is completed and the final project completion report is approved.

UPPER VENTURA RIVER GROUNDWATER AGENCY
NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

G) Net Position

Net position represents the difference between assets and liabilities and is classified into three components as follows:

Net investment in capital assets and capacity rights – This component of net position consists of capital assets and capacity rights, net of accumulated depreciation and amortization, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net investment in capital assets and capacity rights excludes unspent debt proceeds. The Agency does not have any capital assets or capacity rights.

Restricted – This component of net position consists of assets which are legally restricted by outside parties for use for a specific purpose. The Agency does not have any restricted assets.

Unrestricted – This component of net position consists of net position that does not meet the definition of “restricted” or “net investment in capital assets.” Dedicated net position represents unrestricted assets which may be segregated by the Board of Directors for specific future uses.

When an expense is incurred for purposes for which both unrestricted and restricted resources are available for use, it is the Agency's policy to apply restricted assets first, then unrestricted resources.

H) Governmental Accounting Standards Board (GASB) Statements – Recent Updates

For the year ended June 30, 2020, the District adopted Statement No. 95 *Postponement of Effective Dates of Certain Authoritative Guidance*. This statement was implemented to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. This was accomplished by postponing pronouncement dates. The adoption of this standard did not have a material impact on the District.

I) Governmental Accounting Standards Board (GASB) Statements – Future Updates

Statement No. 87 *Leases* increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments’ leasing activities. This accounting guidance is effective for periods beginning after June 15, 2021 (FY 21/22) and management is currently evaluating the effect that the updated standard will have on the financial statements and related disclosures.

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTES TO THE FINANCIAL STATEMENTS

Note 2 – State of California Grant

On February 5, 2019, the Agency entered into a Grant Agreement with the Department of Water Resources for the purpose of assistance in financing and planning project activities that will improve sustainable groundwater management, pursuant to Water Code Section 79700. The term of the Grant Agreement is through final payment plus three years. The maximum amount payable by the State under this Grant Agreement may not exceed \$630,061. For the years ended June 30, 2020 and 2019, reimbursable grant expenses were approximately \$289,000 and \$66,000, respectively.

Note 3 – Commitments and Contingencies

Legal proceedings may arise from the normal conduct of business, but in the opinion of management and legal counsel, these matters will not have a materially adverse effect on the financial position or results of operations of the Agency.

Note 4 – Related Party Transactions

On April 12, 2019, the Agency entered into an Agreement to Provide Administrative Support with Meiner Oaks Water District (MOWD) beginning May 1, 2019 until terminated by either party. This agreement covered administration and use of facility and supplies. For the year ended June 30, 2020, the Agency paid MOWD \$18,247 under this agreement. The amount paid to MOWD under this agreement for the year ended June 30, 2019 was immaterial to the financial statements.

On June 30, 2019, the Agency entered into a Cash Advance and Repayment Agreement with three of its member agencies, the City of San Buenaventura, Meiners Oaks Water District, and Ventura River Water District, requesting \$30,000 from each of the aforementioned member agencies for a total of \$90,000 to pay certain administrative costs. The amounts advanced to the Agency shall be repaid in full, with no interest, by June 30, 2023. As of June 30, 2020 and 2019, the related party notes payable balance outstanding was \$90,000 and \$0, respectively.

Effective July 1, 2019, the Board of Directors established a regulatory fee imposed on groundwater use to fund the costs of the GSP. Extraction fee income generated during the year-ended June 30, 2020 from the five member agencies was \$309,426.

Note 5 – COVID-19

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a “Public Health Emergency of International Concern” and on March 11, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economics and financial markets of many countries, including the geographical area in which the Agency operates.

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTES TO THE FINANCIAL STATEMENTS

Note 6 – Subsequent Events

Management has evaluated subsequent events through January 20, 2021, the date which the financial statements were available to be issued.



BARTLETT, PRINGLE & WOLF, LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

January 20, 2021

Board of Directors
Upper Ventura River Groundwater Agency

To the Board of Directors:

We are pleased to present this letter related to our audit of the financial statements of Upper Ventura River Groundwater Agency (the Agency) for the year ended June 30, 2020. This letter is to inform the Board of Directors about significant matters related to the conduct of the annual audit so that it can appropriately discharge its oversight responsibility, and we can comply with professional standards.

The following summarizes various matters which must be communicated to you under auditing standards generally accepted in the United States of America.

The Respective Responsibilities of the Auditor and Management

Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated August 11, 2020, which includes communication regarding the planned scope and timing of our audit and our identification of and planned audit response to significant risks of material misstatement. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities which are also described in that letter.

Significant Accounting Practices, Including Policies, Estimates and Disclosures

Preferability of Accounting Policies and Practices

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Alternative Treatments within Generally Accepted Accounting Principles Discussed with Management

We did not discuss with management any alternative treatments within generally accepted accounting principles for accounting policies and practices related to material items during the current audit period.

Adoption of, or Change in, Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Agency. The following is a description of a significant accounting policy or its application that was either initially selected or changed during the year.

Statement No. 95 *Postponement of the Effective Dates of Certain Authoritative Guidance* addresses the need for temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. This was accomplished by postponing pronouncement dates for statements and implementation guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018 and later. The effective dates of the impacted pronouncements are postponed by at least one year, up to eighteen months. The adoption of this statement did not have a material impact on the Agency.

Significant or Unusual Transactions

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Management's Judgments and Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates when applicable.

Audit Adjustments

An audit adjustment in the amount of \$3,570 was made to accrue for expenses incurred but unpaid within accounts payable at June 30, 2020.

Uncorrected Misstatements

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed with Management

No significant issues arising from the audit were discussed with or were the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Internal Control Matters

We have issued a separate communication dated January 20, 2021 regarding certain deficiencies in internal control that we identified during the planning or performance of our audit of the financial statements.

Significant Written Communications between Management and Our Firm

In conjunction with the audit of the financial statements, we have been provided a letter of certain representations from management dated January 20, 2021.

Conclusion

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Bartlett, Pringle & Wolf, LLP

BARTLETT, PRINGLE & WOLF, LLP
Certified Public Accountants and Consultants



BARTLETT, PRINGLE & WOLF, LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

January 20, 2021

Board of Directors
Upper Ventura River Groundwater Agency
202 W. El Roblar Dr.
Ojai, CA 93023

To the Board of Directors:

In planning and performing our audit of the financial statements of the Upper Ventura River Groundwater Agency (the Agency) for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Agency's internal control over financial reporting as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Prior Year Comments

The following comments appeared in our prior year letter to you dated April 22, 2020.

Control Deficiencies

Proper Year-End Accrual of Accounts Payable

During the prior year audit, we noted proper accruals were not recorded at year-end. Bartlett, Pringle & Wolf, LLP recorded an adjusting journal entry to accurately record accounts payable as of June 30, 2018. It was our understanding that management had decided to utilize Bartlett, Pringle & Wolf, LLP for this function.

Current year status update: In the current year, the Agency took over this function. During the audit, an adjustment was required to accurately record accounts payable as of June 30, 2020. We recommend that in conjunction with the year-end close process, the Agency review disbursements subsequent to year-end for proper cutoff.

Segregation of Duties

A very small number of individuals have the primary responsibility for performing the majority of the accounting and financial duties. As a result, some of the aspects of internal control that rely upon adequate segregation of duties are missing. We recognize that it is not practical from a financial standpoint to employ additional personnel solely for the purpose of segregating duties. However, additional supervision and periodic review procedures could be put in place to help mitigate the lack of proper segregation of duties.

Current year status update: In the current year, the Executive Director and Board of Directors added additional supervision and periodic review procedures to help mitigate the lack of proper segregation of duties. Further, the Agency entered into an agreement with Meiners Oaks Water District (MOWD) to receive administration services. The MOWD Office Administrator makes bank deposits that are reviewed by the Treasurer.

Conclusion

This communication is intended solely for the information and use of the Board of Directors, management, and others within the Agency, and is not intended to be and should not be used by anyone other than these specified parties. This letter does not affect our report dated January 20, 2021 on the financial statements of the Upper Ventura River Groundwater Agency.

Very truly yours,

Bartlett, Pringle & Wolf, LLP

BARTLETT, PRINGLE & WOLF, LLP
Certified Public Accountants and Consultants

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Report

SUMMARY

The following are updates on Agency matters since the last Board meeting:

1. Administrative: *Nothing to report.*
2. Financial:
 - a. Groundwater Extraction Fees:
 - i. *The fourth round of semi-annual extraction fee invoices was mailed on January 15, 2021. Payments are due on February 19, 2021.*
 - ii. *The third round of semi-annual extraction fee invoices was mailed on July 16, 2020. Payments were due August 16, 2020. One entity remains unpaid, totaling \$870.76*
 - b. Audit: *The Fiscal Year 19/20 audit was completed in early February.*
 - c. GSP Grant:
 - i. *Grant Progress Report and Invoice No. 6 were submitted to DWR on November 5 and approved on December 24. Payment in the amount of \$80,848.22 is expected soon.*
 - ii. *Grant Progress Report and Invoice No. 7 were submitted to DWR on January 17, 2021. Payment in the amount of \$77,410.36 is expected in 1-2 months following DWR approval.*
3. Legal: *No reportable activity.*
4. Sustainable Groundwater Management:
 - a. Groundwater Sustainability Plan Development: *Please see Item 10a.*
 - b. Groundwater and Surface Water Monitoring: *The water year 19/20 groundwater level data deliverable was completed. Please see Item 10(b) for further information.*

- c. Camino Cielo Crossing Surface Water Flow Gauge: *The gauge will be activated in Spring 2021.*
 - d. DWR Surface Water Flow Gauge: *Access issues have been resolved and DWR is scheduled to install the gauge in Spring 2021.*
5. Wildlife Conservation Board (WCB) Grant: WCB is expected to announce grant awards on April 22. CEQA compliance for proposed monitoring well sites must be completed at least 15 days prior. The Ad Hoc Stakeholder Engagement Committee continued to pursue access for the monitoring sites. The Executive Director also requested a proposal from Rincon for CEQA compliance.
 6. SWRCB / CDFW Instream Flow Enhancement Coordination: *The Executive Director reported on the January 13 monthly call with SWRCB and CDFW during the January 14 Board meeting.*
 7. Ventura River Watershed Instream Flow & Water Resilience Framework (VRIF): *There was no reportable activity since the last Board meeting.*
 8. Miscellaneous: N/A

RECOMMENDED ACTIONS

Receive an update from the Executive Director concerning miscellaneous matters and Agency correspondence. Provide feedback to staff.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

ATTACHMENTS

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. 9(a)

DATE: February 11, 2021

TO: Board of Directors

FROM: Agency Staff and Ad Hoc Budget Committee

SUBJECT: Fiscal Year 2020/2021 2nd Quarter Budget Report and Mid-year Budget Modifications

SUMMARY

The 2nd quarter budget report and proposed mid-year budget modifications are enclosed (Attachments A and B). The following is a summary of the budget status and recommended budget modifications. It is noted that proposed budget increases are offset by proposed budget decreases; therefore, no net change to the overall budget is proposed.

- Income was slightly over budget because the 1st and 2nd quarter grant invoices were larger than projected.
- Administrative expenses were under budget because the Agency Administrator position was vacated last fall. A \$5,150 decrease in the administrative expenses budget is proposed.
- Professional Services Fees:
 - Agency Administrator fees were significantly under budget because the position was vacated last fall. A \$22,382 decrease in the Agency Administrator budget is proposed because the position is not anticipated to be filled during the current fiscal year.
 - Accounting fees were significantly under budget due to overestimation of the Treasurer's budget. A \$10,000 decrease in the accounting budget is proposed.
 - Legal fees were higher than budgeted as a result of unanticipated litigation. Lawyer fees are anticipated to meet the annual budget. However, a \$5,000 increase is proposed to account for the administrative support that is currently being provided by Agency Counsel's firm.
 - The overall Executive Director fees were approximately 8% under budget through 2nd quarter. Executive Director fees for non-GSP activities were over budget due to the Agency Administrator's departure and the unbudgeted Wildlife Conservation Board (WCB) grant application. Executive Director fees for GSP activities were under budget, but are anticipated to increase during the 3rd and 4th quarters. Model calibration is proving more difficult than anticipated, which is requiring more Executive Director effort than anticipated for oversight and input on model development. Based on the foregoing, a \$10,000 increase in the Executive Director budget is proposed.

- Other Professional Services fees were slightly under budget through 2nd quarter, but are anticipated to increase during 3rd and 4th quarters. Model calibration is proving more difficult than anticipated, which has resulted in more effort by Intera than budgeted. Preliminary activities for the potential WCB grant were also not budgeted in May (monitoring well site access and CEQA). Based on the foregoing, it is proposed that the Other Professional Services budget be increased by \$21,532.

Additional information concerning budget deviations and proposed modifications is provided in the “comments” column of the proposed budget modifications table (Attachment B).

Proposed budget modifications are presented in Attachment B. It is noted that proposed budget increases are offset by proposed budget decreases; therefore, no net change to the overall budget is proposed. The dollar amount, percentage change, and justification for each proposed modification are documented in the rightmost three columns of the table. Further explanation can be provided by the Executive Director during the Board meeting, if desired.

Both the 2nd quarter budget report and proposed mid-year budget modifications have been reviewed favorably by the Ad Hoc Budget Committee.

RECOMMENDED ACTIONS

1. Receive and file the 2nd quarter budget report.
2. Approve the proposed mid-year budget modifications.

BACKGROUND

The Fiscal Year 2020/2021 budget was adopted on May 14, 2020.

FISCAL SUMMARY

Please see Attachments A and B.

ATTACHMENTS

- A. 2nd Quarter Income Statement
- B. Proposed Mid-Year Budget Modifications

Action: _____

Motion: _____ Second: _____

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

Item 9(a)

Attachment A

2nd Quarter Income Statement

Upper Ventura River Groundwater Agency
FY 20/21 Budget v Actual Q1 & Q2 at 01.20.21
July through December 2020

	Total ADMIN				Total GRANT				TOTAL			
	Jul - Dec 20	Budget	\$ Over Budget	% of Budget	Jul - Dec 20	Budget	\$ Over Budget	% of Budget	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
Interest/Penalties	86.39	0.00	86.39	100.0%	0.00				86.39	0.00	86.39	100.0%
41100 · DWR GSP Grant Income	175,842.87	154,301.00	21,541.87	113.96%	0.00				175,842.87	154,301.00	21,541.87	113.96%
43000 · Groundwater Extraction Fee	171,808.87	171,809.02	-0.15	100.0%	0.00				171,808.87	171,809.02	-0.15	100.0%
Total Income	347,738.13	326,110.02	21,628.11	106.63%	0.00				347,738.13	326,110.02	21,628.11	106.63%
Expense												
55000 · Administrative Exp												
55005 · Rent Expense	0.00	300.00	-300.00	0.0%	0.00				0.00	300.00	-300.00	0.0%
55010 · Telephone Expense	0.00	399.98	-399.98	0.0%	0.00				0.00	399.98	-399.98	0.0%
55011 · Computer Maintenance	2,687.81	1,250.02	1,437.79	215.02%	0.00				2,687.81	1,250.02	1,437.79	215.02%
55015 · Postage & Shipping	0.00	375.00	-375.00	0.0%	0.00				0.00	375.00	-375.00	0.0%
55020 · Office Supplies & Software	199.99	750.00	-550.01	26.67%	0.00				199.99	750.00	-550.01	26.67%
55025 · Minor Equipment	0.00	1,249.98	-1,249.98	0.0%	0.00				0.00	1,249.98	-1,249.98	0.0%
55035 · Advertising and Promotion	335.00	375.00	-40.00	89.33%	0.00				335.00	375.00	-40.00	89.33%
55055 · Insurance Expense-SDRMA	0.00	2,000.02	-2,000.02	0.0%	0.00				0.00	2,000.02	-2,000.02	0.0%
55060 · Memberships-CSDA	1,482.00	750.00	732.00	197.6%	0.00				1,482.00	750.00	732.00	197.6%
Total 55000 · Administrative Exp	4,704.80	7,450.00	-2,745.20	63.15%	0.00				4,704.80	7,450.00	-2,745.20	63.15%
58000 · Professional Fees												
58005 · Executive Director /GSP Manag	34,850.05	30,249.98	4,600.07	115.21%	39,844.65	57,999.98	-18,155.33	68.7%	74,694.70	88,249.96	-13,555.26	84.64%
58010 · Legal Fees	31,298.80	25,002.00	6,296.80	125.19%	0.00	0.00	0.00	0.0%	31,298.80	25,002.00	6,296.80	125.19%
58015 · Website	0.00	1,500.00	-1,500.00	0.0%	0.00				0.00	1,500.00	-1,500.00	0.0%
58020 · Accounting	8,941.86	15,000.00	-6,058.14	59.61%	0.00				8,941.86	15,000.00	-6,058.14	59.61%
58030 · Agency Administrator	1,128.00	12,000.00	-10,872.00	9.4%	490.00				1,618.00	12,000.00	-10,382.00	13.48%
58040 · Audit Expense	0.00	6,999.98	-6,999.98	0.0%	0.00				0.00	6,999.98	-6,999.98	0.0%
58050 · Other Professional Services	25,962.04	17,664.52	8,297.52	146.97%	138,318.32	154,988.60	-16,670.28	89.24%	164,280.36	172,653.12	-8,372.76	95.15%
Total 58000 · Professional Fees	102,180.75	108,416.48	-6,235.73	94.25%	178,652.97	212,988.58	-34,335.61	83.88%	280,833.72	321,405.06	-40,571.34	87.38%
Total Expense	106,885.55	115,866.48	-8,980.93	92.25%	178,652.97	212,988.58	-34,335.61	83.88%	285,538.52	328,855.06	-43,316.54	86.83%
Net Ordinary Income	240,852.58	210,243.54	30,609.04	114.56%	-178,652.97	-212,988.58	34,335.61	83.88%	62,199.61	-2,745.04	64,944.65	-2,265.89%
Net Income	240,852.58	210,243.54	30,609.04	114.56%	-178,652.97	-212,988.58	34,335.61	83.88%	62,199.61	-2,745.04	64,944.65	-2,265.89%

Item 9(a)

Attachment B

Proposed Mid-Year Budget Modifications

Upper Ventura River Groundwater Agency
FY 20/21 Budget v Actual Q1 & Q2 at 01.20.21
July through December 2020

	FY Budget Adopted 5/14/2020	Actuals Through Q2	% of Annual Budget	Budget Remaining \$	% of Budget Remaining	Proposed 2Q Budget Update	Budget Change \$	% Change	Comments
Ordinary Income/Expense									
Income									
Interest/Penalties	\$ -	\$ 86		\$ -	N/A	\$ -	\$ -	N/A	Agency does not budget for interest/penalties
41100 · DWR GSP Grant Income	\$ 308,604	\$ 175,843	57%	\$ 132,761	43%	\$ 308,604	\$ -	0%	
43000 · Groundwater Extraction Fee	\$ 343,618	\$ 171,809	50%	\$ 171,809	50%	\$ 343,618	\$ -	0%	
Total Income	\$ 652,221	\$ 347,738	53%	\$ 304,569	47%	\$ 652,221	\$ -	0%	
Expense									
55000 · Administrative Exp									
55005 · Rent Expense	\$ 600	\$ -	0%	\$ 600	100%	\$ -	\$ (600)	-100%	Reduce budget due to lack of Agency Administrator.
55010 · Telephone Expense	\$ 800	\$ -	0%	\$ 800	100%	\$ -	\$ (800)	-100%	Reduce budget due to lack of Agency Administrator.
55011 · Computer Maintenance	\$ 2,500	\$ 2,688	108%	\$ (188)	-8%	\$ 1,000	\$ (1,500)	-60%	\$2,446.56 in e-mail domain fees should have been charged to account 58015; charges will be transferred. Reduce budget due to lack of Agency Administrator.
55015 · Postage & Shipping	\$ 750	\$ -	0%	\$ 750	100%	\$ 750	\$ -	0%	
55020 · Office Supplies & Software	\$ 1,500	\$ 200	13%	\$ 1,300	87%	\$ 750	\$ (750)	-50%	Reduce budget due to lack of Agency Administrator.
55025 · Minor Equipment	\$ 2,500	\$ -	0%	\$ 2,500	100%	\$ 1,000	\$ (1,500)	-60%	Reduce budget due to lack of Agency Administrator.
55035 · Advertising and Promotion	\$ 750	\$ 335	45%	\$ 415	55%	\$ 750	\$ -	0%	
55055 · Insurance Expense-SDRMA	\$ 4,000	\$ -	0%	\$ 4,000	100%	\$ 4,000	\$ -	0%	Insurance bill anticipated in May.
55060 · Memberships-CSDA	\$ 1,500	\$ 1,482	99%	\$ 18	1%	\$ 1,500	\$ -	0%	2021 Mebership fees were paid in November 2020.
Total 55000 · Administrative Exp	\$ 14,900	\$ 4,705	32%	\$ 10,195	68%	\$ 9,750	\$ (5,150)	-35%	Please see above
58000 · Professional Fees									
58005 · Executive Director /GSP Manager	\$ 176,500	\$ 74,695	42%	\$ 101,805	58%	\$ 186,500	\$ 10,000	6%	Actual ED effort through Q2 was higher than budgeted due to departure of Agency Administrator and WCB grant application. Effort on GSP was less than expected through Q2, but is anticipated to increase during Q3 and Q4. Model calibration is proving more difficult than anticipated.
58010 · Legal Fees	\$ 50,000	\$ 31,299	63%	\$ 18,701	37%	\$ 55,000	\$ 5,000	10%	Actual through Q2 was higher than budgeted due to litigation. It is anticipated that legal fees for lawyer services will be within budget at year end. Proposed increase is for admin support.
58015 · Website	\$ 3,000	\$ -	0%	\$ 3,000	100%	\$ 4,000	\$ 1,000	33%	Budget includes email domain fees. Increase budget for website update support.
58020 · Accounting	\$ 30,000	\$ 8,942	30%	\$ 21,058	70%	\$ 20,000	\$(10,000)	-33%	Agency Treasurer - decrease based on YTD actuals.
58030 · Agency Administrator	\$ 24,000	\$ 1,618	7%	\$ 22,382	93%	\$ 1,618	\$(22,382)	-93%	Administrative support is included in legal fees.
58040 · Audit Expense	\$ 14,000	\$ -	0%	\$ 14,000	100%	\$ 14,000	\$ -	0%	Audit is in progress.
58050 · Other Professional Services	\$ 345,306	\$ 164,280	48%	\$ 181,026	52%	\$ 366,838	\$ 21,532	6%	Actual effort on non-grant activity through Q2 was higher than budgeted due to WCB grant application. Effort on GSP was less than expected through Q2. Proposed budget increase if for (1) anticipated to increase in GSP activity during Q3 and Q4, including model calibration, which has proven more difficult than anticipated and (2) preliminary activities for potential WCB grant (monitoring well site access and CEQA NOE).
Total 58000 · Professional Fees	\$ 642,806	\$ 280,834	44%	\$ 361,972	56%	\$ 647,956	\$ 5,150	1%	Please see above
Total Expense	\$ 657,706	\$ 285,539	43%	\$ 372,167	57%	\$ 657,706	\$ -	0%	Please see above
Net Income	\$ (5,485)	\$ 62,200	-1134%	\$ (67,684)	1234%	\$ (5,485)	\$ -	0%	

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Rincon Consultants Work Order No. 4 for CEQA Review of Monitoring Sites
Included in the Wildlife Conservation Board Grant

SUMMARY

Twenty monitoring sites were proposed in the Wildlife Conservation Board (WCB) grant application, including seventeen monitoring well cluster sites and three stream gauge sites. California Environmental Quality Act (CEQA) compliance must be completed fifteen days before the WCB Board Meeting in which the grant awards are approved, which is scheduled for April 22, 2021. Staff anticipates CEQA compliance will consist of a streamlined analysis and execution of a Notice of Exemption (NOE). Proposed Rincon Consultants Work Order No. 4 addresses the streamlined analysis and completion of the NOE. The proposed scope of work and fees are detailed in the attached draft work order (Attachment A). Owing to the short timeframe for completion of CEQA compliance, a larger than normal contingency is recommended.

RECOMMENDED ACTIONS

1. Authorize the Executive Director to execute Rincon Consultants Work Order No. 4 for an amount not to exceed \$7,545 for a streamlined CEQA analysis and preparation of a NOE.
2. Approve up to \$2,455 for potential unanticipated costs, to be authorized at the discretion of the Executive Director.

BACKGROUND

Please see summary.

FISCAL SUMMARY

Costs for CEQA compliance are included in Fiscal Year 2020/2021 mid-year budget update. If the WCB grant is awarded, the costs will be recovered (Item 9(a)).

ATTACHMENTS

- A. Draft Rincon Consultants Work Order No. 4

Action: _____

Motion: _____ Second: _____

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

Item 9(b)

Attachment A

Draft Rincon Consultants

Work Order No. 4

Statement of Work
Work Order No. 4: Monitoring Sites CEQA Compliance for WCB Grant

To: Rincon Consultants, Inc.
180 North Ashwood Avenue
Ventura, California 93003
Attention: Kiernan Brtalik
Email: kbrtalik@rinconconsultants.com

From: Upper Ventura River Groundwater Agency
202 W. El Roblar Dr., Ojai, California 93023
Attention: Bryan Bondy
Email: bbondy@uvrgroundwater.org

In accordance with our Master Services Agreement (“**MSA**”) dated August 18, 2020, the following Statement of Work (“**SOW**”) is entered into by Upper Ventura River Groundwater Agency (“**Customer**”) and Rincon Consultants, Inc. (“**Provider**”) for a new project and/or services (collectively, “**Services**”):

GENERAL NATURE OF SERVICES: CEQA compliance for monitoring sites identified in the Wildlife Conservation Board grant application.

SCOPE OF SERVICES: Conduct a streamlined analysis to document compliance of the project with Class 3, 4, and 6 Categorical Exemption categories. A memorandum will be prepared to accompany a Notice of Exemption (NOE) for the project, describing the compliance of the project with the requirements of CEQA Guidelines Sections 15303, 15304, and 15306. The memorandum will also address project compliance with CEQA Guidelines Section 15300.2, which contains limitations on the use of Categorical Exemptions in certain circumstances. Prepare a NOE for the proposed project pursuant to Sections 15303, 15304, and 15306 of the CEQA Guidelines. The NOE will be accompanied by a graphic depicting the locations of the monitoring sites. Submit an electronic copy of the NOE for one round of review by UVRGA in PDF and/or Word format. See attached proposal for further information.

COMPLETION DATE: March 31, 2021 (UVRGA will consider adoption of the NOE at its March 11, 2021 Board meeting).

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$7,545, without prior written authorization.

Contingency: \$2,455 is reserved for potential unanticipated costs. Use of contingency funds requires prior written authorization by the Executive Director.

Labor Rates are pursuant to MSA.

PAYMENT TERMS

Payments shall be due:

- ☐ upon the completion of the SOW
☒ as follows: Per MSA terms.

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” Rincon Consultants, Inc.	“CUSTOMER” UPPER VENTURA RIVER GROUNDWATER AGENCY
By: Print Name: Jennifer Haddow Title: Principal-in-Charge Date:	By: Print Name: Bryan Bondy Title: Executive Director Date:



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

January 29, 2021

Project No: 20-10008

Attn: Bryan Bondy, Executive Director and GSP Manager

Upper Ventura River Groundwater Agency

202 West El Roblar Drive

Ojai, California 93023

Via Email: bbondy@uvrgroundwater.org

Subject: Proposal to Complete Technical Services (Work Order No. 4): CEQA Documentation

Dear Mr. Bondy:

We are pleased to provide this proposal to complete technical services for the Upper Ventura River Groundwater Agency (UVRGA). As discussed in January 2021, UVRGA is requesting a scope of work and cost estimate to complete CEQA documentation for the monitoring locations proposed in the recent Wildlife Conservation board grant application. The following sections outline our proposed scope of work and estimated schedule and cost to execute the project in a responsive and cost-effective manner.

Scope of Work

Task 1 Notice of Exemption

Rincon anticipates the proposed project will qualify for Class 3, Class 4, and/or Class 6 Categorical Exemptions pursuant to Sections 15303, 15304, and 15306 of the CEQA Guidelines. Section 15303 applies to the construction and location of limited numbers of new, small facilities or structures; Section 15304 applies to minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes; and Section 15306 applies to basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. We assume that avoidance and minimization measures can be developed and incorporated into the project such that no significant environmental impacts would occur as a result of the project. Accordingly, Rincon will prepare a Notice of Exemption (NOE) for the proposed project pursuant to Sections 15303, 15304, and 15306 of the CEQA Guidelines. The NOE will be accompanied by a graphic depicting the locations of the well sites. Rincon will submit an electronic copy of the NOE for one round of review by UVRGA in PDF and/or Word format.

Task 2 Categorical Exemption Memorandum

To document the compliance of the project with the Class 3, 4, and 6 Categorical Exemption categories, Rincon will prepare a memorandum to accompany the NOE, which briefly describes the compliance of the project with the requirements of CEQA Guidelines Sections 15303, 15304, and 15306. The memorandum will also address project compliance with CEQA Guidelines Section 15300.2, which contains limitations on the use of Categorical Exemptions in certain circumstances. We do not expect



any of the exceptions to the use of a Categorical Exemption to apply to the proposed project. Should one of the exceptions (in particular, a significant effect on the environment due to unusual circumstances due to the project's proximity to the Ventura River) prove applicable during the course of our initial site investigation, we will contact UVRGA immediately to discuss the appropriate path forward. This may include adjustments to the project descriptions, or if necessary preparation of an Initial Study-Mitigated Negative Declaration. Rincon will submit an electronic copy of the Categorical Exemption memorandum for review by UVRGA in PDF and/or Word format. No field work will be conducted as part of this scope of work.

Cost

Table 1 presents cost estimates based on the level of effort and assumptions described above. Note that these costs are inclusive of project management and administrative services. Rincon will bill on a time materials basis in accordance with our fee schedule provided as Exhibit B in our Master Services Agreement with UVRGA.

Table 1. Cost Estimates

Tasks	Labor Cost	Direct Expense	Hours
Task 1. Notice of Exemption	\$1,090	\$-	5
Task 2. Categorical Exemption Memorandum	\$6,455	\$-	43

Authorization and Schedule

We are prepared to begin this assignment following your written authorization in accordance with our current Master Services Agreement dated August 18, 2020 with UVRGA. We understand that UVRGA would like to complete the CEQA documentation such that the NOE can be approved by the UVRGA Board during its March 11, 2021 meeting. Our team is prepared to begin work on this assignment immediately and would welcome a kickoff meeting with you at your earliest convenience to discuss project-specific details and schedule.

We sincerely appreciate your consideration of Rincon Consultants for this project. Please do not hesitate to contact us if you have questions about this proposal.

Sincerely,
Rincon Consultants, Inc.

Annaliese Miller
Environmental Planner / Project Manager

Jennifer Haddow, PhD
Principal Environmental Scientist

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Groundwater Sustainability Plan Update (Grant Category (d); Task 11: GSP Development and Preparation)

SUMMARY

Progress on the Groundwater Sustainability Plan (GSP) since the last update includes the following:

1. **GSP:**
 - a. Intera continued to work on the construction and calibration of the groundwater-surface water numerical model. The Executive Director reviewed preliminary model results and provided technical feedback to the modeling team.
 - b. The Executive Director prepared draft sustainable management criteria (SMC) for the degraded water quality sustainability indicator and reviewed the SMC with the Board of Directors during its January 14 meeting. The Executive Director prepared a white paper to incorporate Board feedback on the draft SMC and issued it for stakeholder and public review and feedback.
2. **Outreach:**
 - a. The Executive Director issued GSP Newsletter Volume 2, Issue 1. The newsletter was included in the extraction fee mailings on January 15, 2021, posted on the Agency's website, and e-mailed to the interested parties list.
 - b. The Executive Director made preparations for GSP Public Workshop No 2. Workshop notices were posted on the Agency's website and e-mailed to the interested parties list.
3. **GSP Development Schedule:** The updated GSP Development Schedule is provided in Attachment A. The schedule was updated based on progress to date.
4. **GSP Grant Data Gap Tasks:**
 - a. **Establish Well Monitoring Network:** Rincon completed the third, and final, water year annual data deliverable report required under the grant. The data deliverable report is the subject of Item 10(b).
 - b. All other data gap tasks in the grant have been completed or were deleted upon approval of the grant agreement amendment.

RECOMMENDED ACTIONS

Receive an update from the Executive Director concerning groundwater sustainability plan development and consider providing feedback.

BACKGROUND

Not applicable.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

A. GSP Development Schedule

Action: _____

Motion: _____ Second: _____

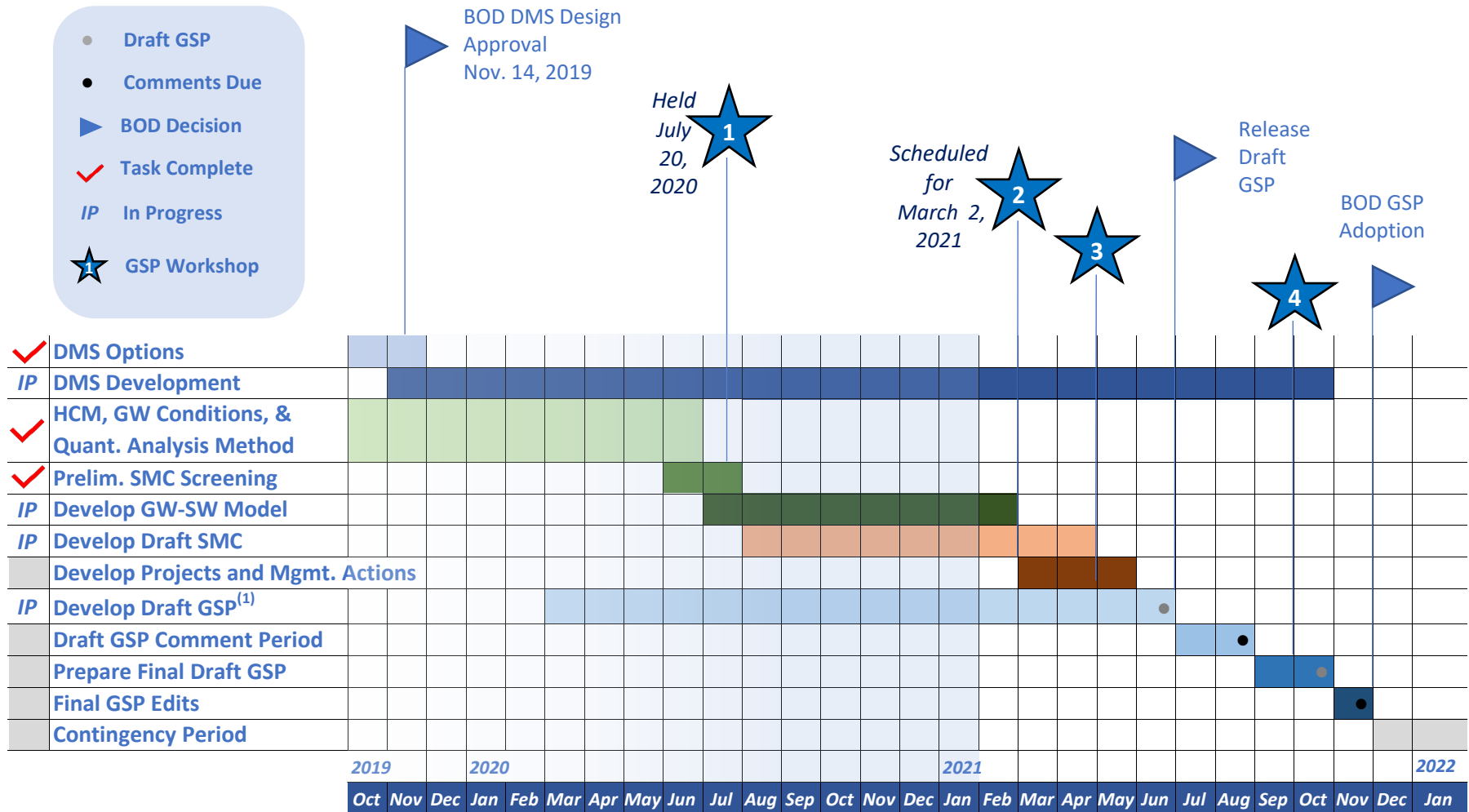
B. Kuebler___ D. Engle___ A. Spandrio___ S. Rungren___ G. Shephard___ E. Ayala___ L. Rose___

Item 10a

Attachment A

GSP Development Schedule

Upper Ventura River Groundwater Agency GSP Development Schedule Updated January 31, 2021



Notes:

(1) GSP topics not listed above generally consist of background or supporting information and will be prepared concurrently with the above-listed tasks.

BOD = Board of Directors; DMS = Data Management System; HCM = Hydrogeologic Conceptual Model; GSA = Groundwater Sustainability Agency;

GSP = Groundwater Sustainability Plan; GW = Groundwater; SW = Surface Water

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Well Monitoring Network Annual Data Deliverable for Water Year 2019/2020 (Grant Category (b), Task 1)

SUMMARY

The third annual data logger report is enclosed (Attachment A). The primary purpose of this report is to document data collection activities, transmit groundwater level data to the Agency, and fulfill deliverable requirements for the DWR grant. The attached data will be integrated into the groundwater sustainability plan (GSP), as appropriate, and/or presented in the first annual report following GSP adoption.

RECOMMENDED ACTIONS

Receive and file the annual data logger report.

BACKGROUND

Grant Task No. 1 includes three years of continuous groundwater level monitoring via data loggers installed in wells located throughout the Basin. The attached data transmittal is the final of three included in the Agency's Proposition 1 grant.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

A. Annual Data Logger Report

Action: _____

Motion: _____ Second: _____

B. Kuebler ___ D. Engle ___ A. Spandrio ___ S. Rungren ___ G. Shephard ___ E. Ayala ___ L. Rose ___

Item 10(b)

Attachment A

Annual Data Logger Report



Annual Data Deliverable Memorandum Water Year 2020

Groundwater Level Monitoring
Ventura County, California

prepared for
Upper Ventura River Groundwater Agency

prepared by
Rincon Consultants, Inc.

January 31, 2021



RINCON CONSULTANTS, INC.

Environmental Scientists | Planners | Engineers

rinconconsultants.com



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

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January 31, 2021
Project No: 20-10008

Bryan Bondy, Executive Director and GSP Manager
Upper Ventura River Groundwater Agency
202 West El Roblar Drive
Ojai, California 93023
Via email: bbondy@uvrgroundwater.org

**Subject: Annual Data Deliverable Memorandum for Water Year 2020
Upper Ventura River Groundwater Agency, Ventura County, California**

Dear Mr. Bondy:

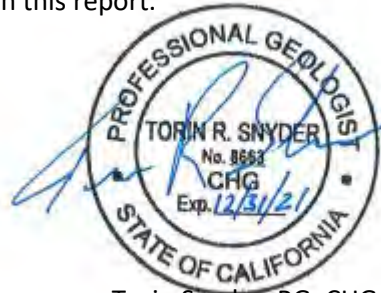
Rincon Consultants, Inc. (Rincon) has prepared the attached Annual Data Deliverable Memorandum for the 2020 Water Year (October 1, 2019 through September 30, 2020) for groundwater elevation monitoring activities performed at nine monitoring wells located within the Upper Ventura River Valley Groundwater Basin in Ventura County California. The memorandum was prepared for Upper Ventura River Groundwater Agency (UVRGA) under the supervision of a licensed California Professional Geologist and in accordance with UVRGA's *Monitoring and Data Collection Protocols and Data Quality Control Review Procedures*

We are pleased to support UVRGA on this important project and look forward to discussing any questions you may have regarding the data presented in this report.

Sincerely,
Rincon Consultants, Inc.

A handwritten signature in black ink, appearing to read "K. Btralik", written over a light blue circular background.

Kiernan Btralik, CPSWQ, QSD/P
Senior Environmental Scientist/Project Manager



Torin Snyder, PG, CHG
Principal Hydrogeologist

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Figure 3a	Groundwater Elevation (north of Baldwin Road)	8
Figure 3b	Groundwater Elevation (south of Baldwin Road)	9

Appendices

Appendix A	Field Data Sheets
Appendix B	Raw Pressure Transducer Data
Appendix C	Processed Pressure Transducer Data

1 Introduction

The Annual Data Deliverable Memorandum for the 2020 Water Year presents data collected between October 1, 2019 and September 30, 2020 from a network of nine groundwater monitoring wells located within the Upper Ventura River Valley Groundwater Basin (Basin) in Ventura County California (Figure 1). This memorandum was prepared for Upper Ventura River Groundwater Agency (UVRGA) under the supervision of a licensed California Professional Geologist. Rincon Consultants, Inc. (Rincon) conducted monitoring activities and data collection, as well as preparation of this memorandum in accordance with the UVRGA's *Monitoring and Data Collection Protocols and Data Quality Control Review Procedures*.

The groundwater monitoring program provides groundwater level and elevation data necessary for the preparation and implementation of UVRGA's Groundwater Sustainability Plan (GSP). In early 2017, UVRGA established a monitoring network comprised of six groundwater monitoring wells located throughout the Basin. This monitoring network was expanded in November 2019 by installing two additional pressure transducers in groundwater monitoring wells located at Foster Park (MW 1 and MW 4). Additionally, in 2019, Meiners Oaks Water District (MOWD) and Ventura River Water District (VRWD) agreed to provide groundwater level data from pressure transducers maintained by the districts in their production wells MOWD # 2 and VRWD No. 5, respectively. On November 19, 2019, UVRGA removed the pressure transducer that was installed in State Well Number 04N/23W-09B01S at the owner's request.

The following section presents a groundwater monitoring well location map (Figure 1) and well information table (Table 1), as well as figures presenting groundwater level as depth-to-water (Figure 2a and 2b) and groundwater elevation as feet above mean sea level (ft. amsl) (Figure 3a and 3b). Appendices include field data sheets, raw pressure transducer data, and the processed pressure transducer data.

Figure 1 Groundwater Monitoring Well Locations

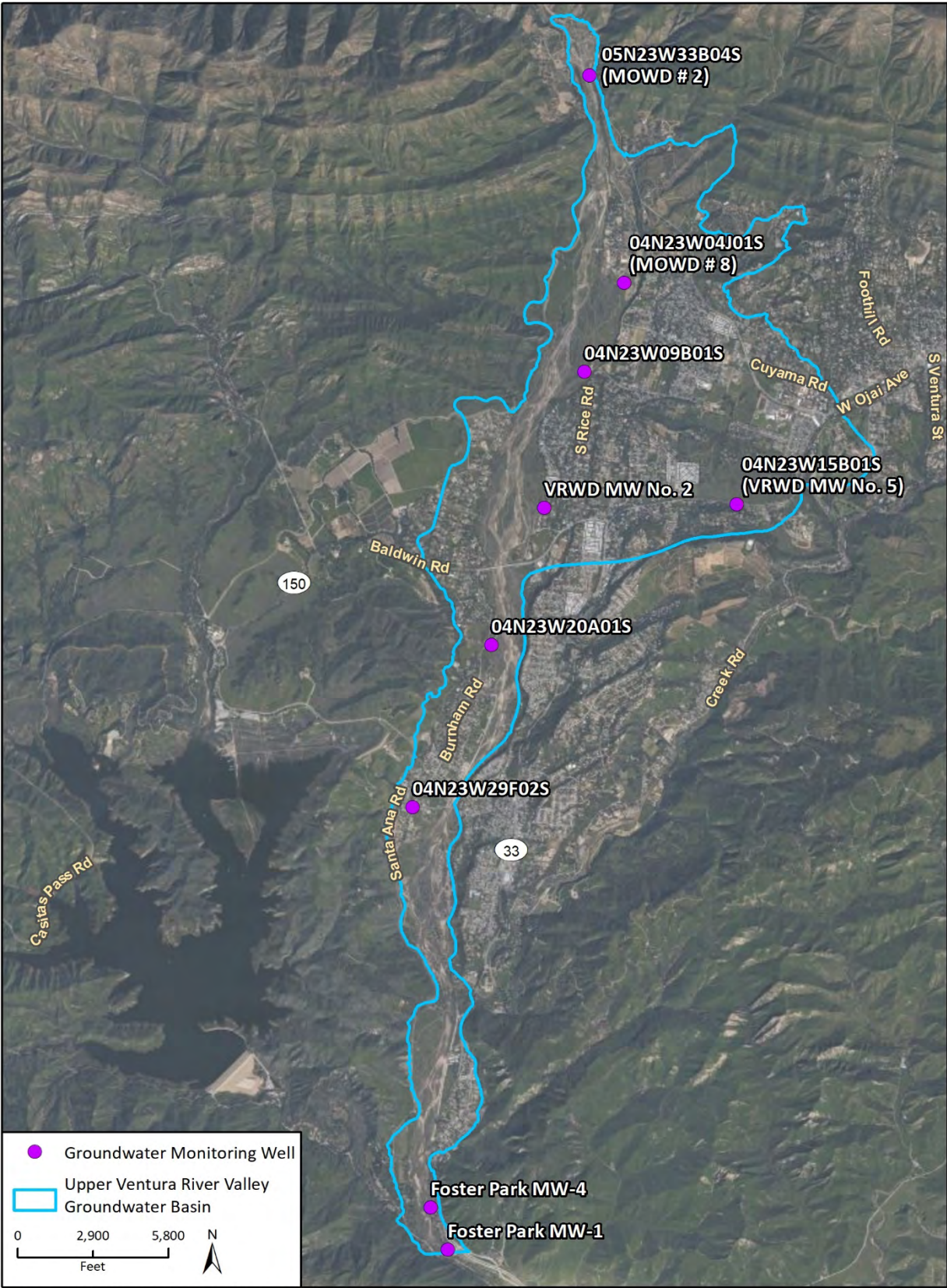


Table 1 Groundwater Monitoring Well Information

State Well Number	Other Name	Owner	Use	Data Source	Reference Point Elevation (ft. amsl)	Coordinates (NAD 83)
05N23W33B04S	MOWD # 2	MOWD	Municipal	MOWD Transducer or Manual Measurements	816.54	34.4771809, -119.291636
04N23W04J01S	MOWD # 8	MOWD	Municipal	UVRGA Transducer	713.00	34.4552614, -119.2868565
04N23W09B01S	N/A	Private	Agricultural	UVRGA Transducer	662.30	34.445844, -119.291794
N/A	VRWD MW No. 2	VRWD	Monitoring	UVRGA Transducer	565.11	34.431363, -119.296737
04N23W15B01S	VRWD MW No. 5	VRWD	Monitoring	VRWD Transducer	686.73	34.4320185, -119.2721482
04N23W20A01S	N/A	Private	Agricultural	UVRGA Transducer	488.89	34.4168, -119.303224
04N23W29F02S	N/A	Private	Domestic/Agricultural	UVRGA Transducer	396.00	34.399551, -119.312975
N/A	Foster Park MW-1	City of Ventura	Municipal	UVRGA Transducer	226.01	34.3527778, -119.3077778
N/A	Foster Park MW-4	City of Ventura	Municipal	UVRGA Transducer	240.84	34.3572222, -119.310
MOWD – Meiners Oaks Water District UVRGA – Upper Ventura River Groundwater Agency VRWD – Ventura River Water District N/A – Not Available ft. amsl – Feet Above Mean Sea Level NAD 88 – North American Datum of 1983						

2 Monitoring Data Summary

Field monitoring activities were conducted on October 9, 2019, February 5 and 7, 2020, and March 4, 2020 by Kear Groundwater, and on October 30, 2020 and November 5, 2020 by Rincon. During these events, manual depth-to-water measurements were collected and pressure transducer data were downloaded. Field data sheets are provided as Appendix A and raw pressure transducer data is provided as Appendix B. Processed data, including a compilation of raw pressure transducer level data are provided as Appendix C. This appendix includes a metadata and Quality Assurance and Quality Control (QA/QC) worksheet to summarize the processed data file deliverable, raw data processing activities, and QA/QC considerations. In addition, Rincon compiled historical data recorded at the nine groundwater monitoring wells to provide a centralized dataset for future data deliverables and record keeping.

Pressure transducer data recorded by Solinst Levelloggers were exported to Microsoft Excel to process groundwater level and elevation. Groundwater level was calculated by subtracting raw pressure transducer level data from the effective logger depth for each pressure transducer.¹ Groundwater elevation was calculated by subtracting the groundwater level from the reference point elevation at the top of well casing, which was provided by UVRGA. Groundwater level data provides insight into how groundwater changes in relation to the land surface, whereas elevation data can provide insight into the direction of groundwater flow. Groundwater level is presented in Figure 2a and Figure 2b, and groundwater elevation is presented in Figure 3a and Figure 3b. For presentation purposes, these figures present monitoring wells located north and south of Baldwin Road.

Groundwater levels during the 2020 Water Year were generally higher during the spring and summer, with levels closest to the surface occurring between April and May in most wells. These groundwater levels followed a similar trend in the 2018 and 2019 Water Years (Kear Groundwater, 2020).

2.1 Quality Assurance and Control Observations

The following provides a summary of specific QA/QC observations for the 2020 Water Year that were identified during the preparation of this data deliverable.

Barometric Compensation

We understand that the effect of barometric fluctuations on groundwater levels may not be of significance in these groundwater monitoring wells. For example, the barometric pressure recorded at State Well 04N23W29F02S and Foster Park MW-4 between September 2018 and November 2020 ranges from 14.3 pounds per square inch (psi) to 14.8 psi, with an average of approximately 14.5 psi. Considering these minor fluctuations around approximately one standard atmosphere, data were not compensated for barometric pressure. This was noted in the 2018 report (Kear Groundwater, 2018) and the processed data file included in the 2020 report (Kear Groundwater,

¹ This effective logger depth is developed using raw pressure transducer level data (including both water pressure and atmospheric pressure) and manual depth to water measurements.

2018) does not present data compensation. For purposes of consistency, Rincon followed previous data processing procedures and did not compensate for barometric fluctuations.

Pressure Transducer Above Water Table

Data recorded by the pressure transducer installed at State Well 04N23W09B01S between October 9, 2019 and February 4, 2020 indicate that the pressure transducer was either removed from the monitoring well or suspended above the water table. As reflected in the figures below and in the processed data (Appendix C), Rincon excluded groundwater level and elevation data recorded during this period. Raw pressure transducer level data is included in Appendix C.

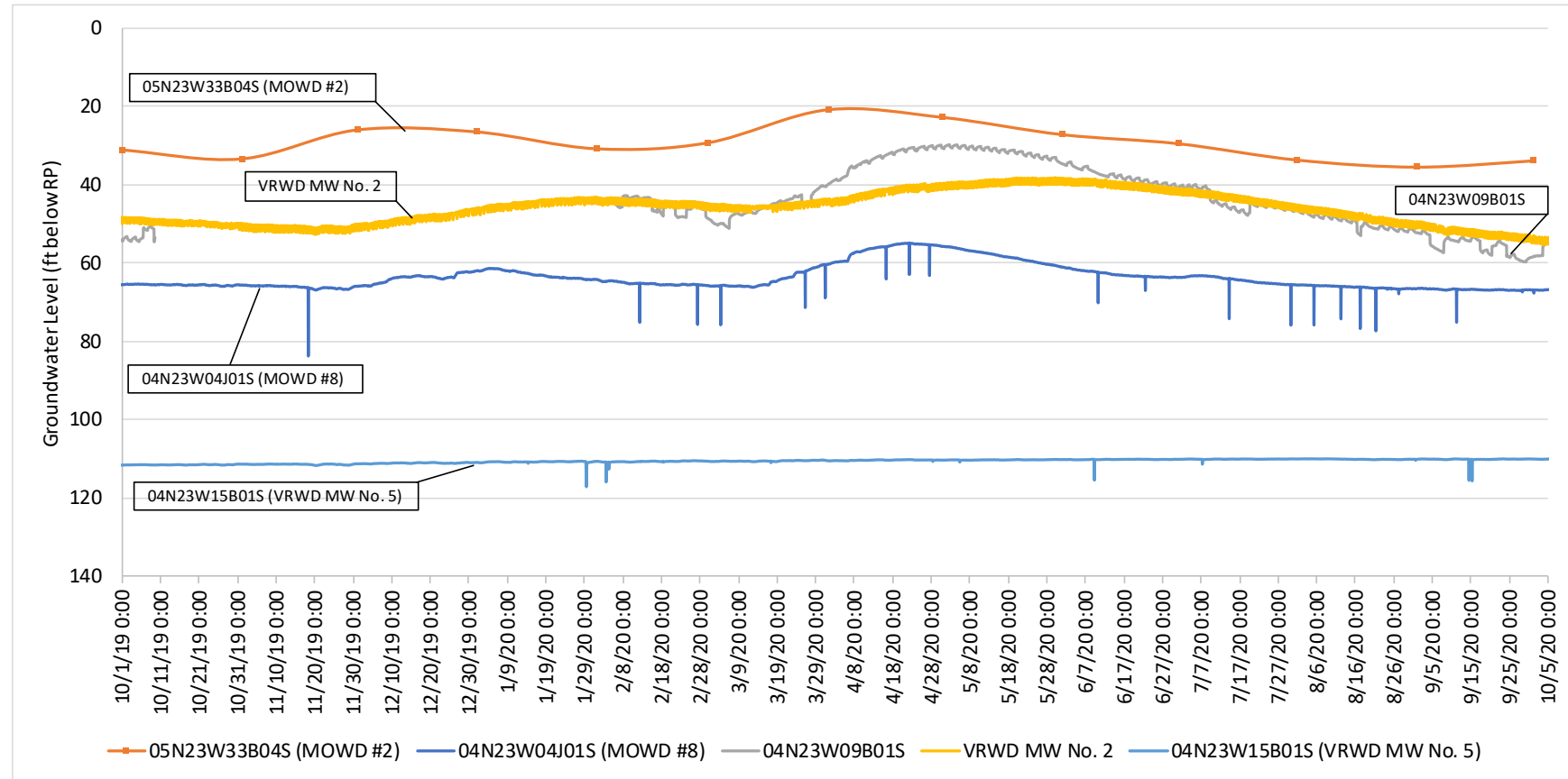
Data Availability for MOWD #2

Due to staff changes at MOWD, continuous pressure transducer data for State Well 05N23W33B04S (MOWD #2) is not included in this report. Monthly manual depth-to-water measurement data were provided by MOWD and have been used in-lieu of the continuous pressure transducer data. As such, the data presented in the figures below reflect these manual measurements. Further, because dates were not provided by MOWD these data are presented by using the first day of each month.

Reference Point Elevation Update

Finally, the reference point elevation for VRWD MW No. 2 was updated as of October 15, 2020. Therefore, the figures and processed data present groundwater elevation using this value. In addition, this reference point elevation has been applied to groundwater elevation calculations for historical data records in Appendix C.

Figure 2a Groundwater Level Below Land Surface (north of Baldwin Road)



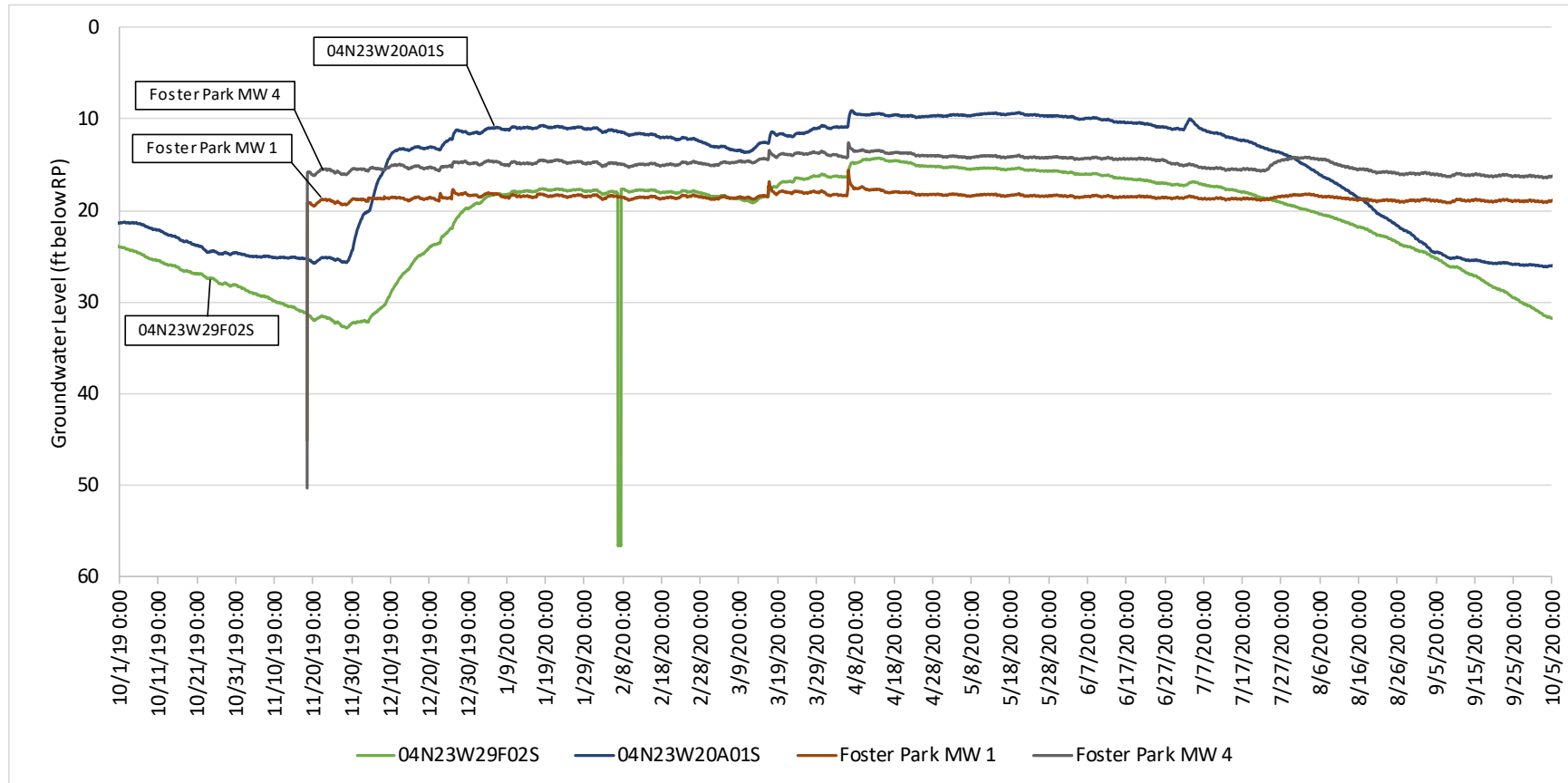
Notes:

To present depth to water relative to the monitoring well's reference point (RP) at ground surface, the y-axis is presented in reverse order.

Continuous pressure transducer data for State Well 05N23W33B04S (MOWD #2) was not available for this report. MOWD provided manual groundwater level measurements.

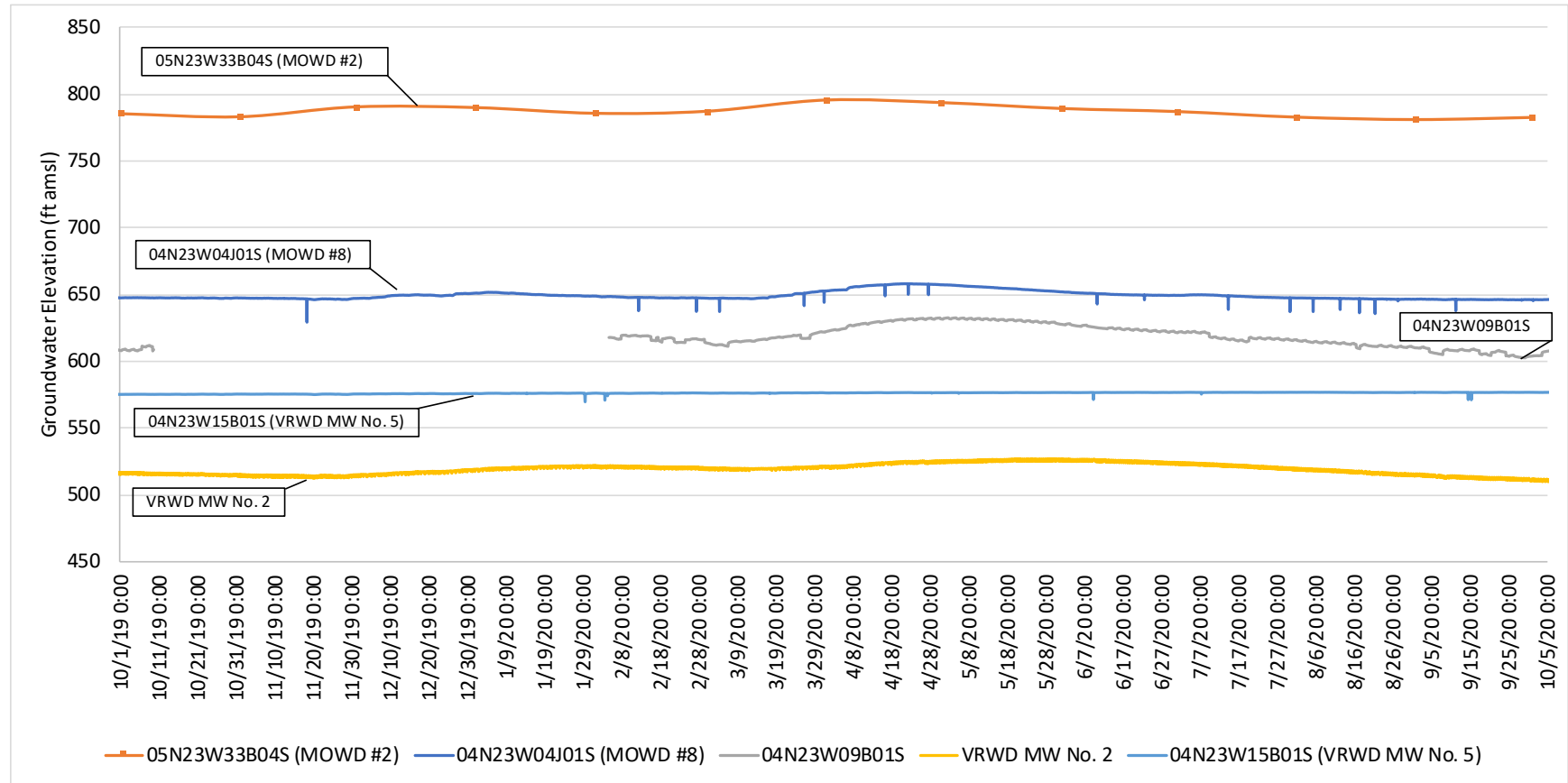
Data recorded at State Well 04N23W09B01S for the time period between October 9, 2020 and February 4, 2020 are not displayed as records indicate the pressure transducer was removed or suspended above the water table.

Figure 3b Groundwater Level Below Land Surface (south of Baldwin Road)

**Notes:**

To present depth to water relative to the monitoring well's reference point (RP) at ground surface, the y-axis is presented in reverse order. Monitoring at the Foster Park groundwater monitoring wells (MW 1 and MW 4) was initiated on November 18, 2019.

Figure 4a Groundwater Elevation (north of Baldwin Road)

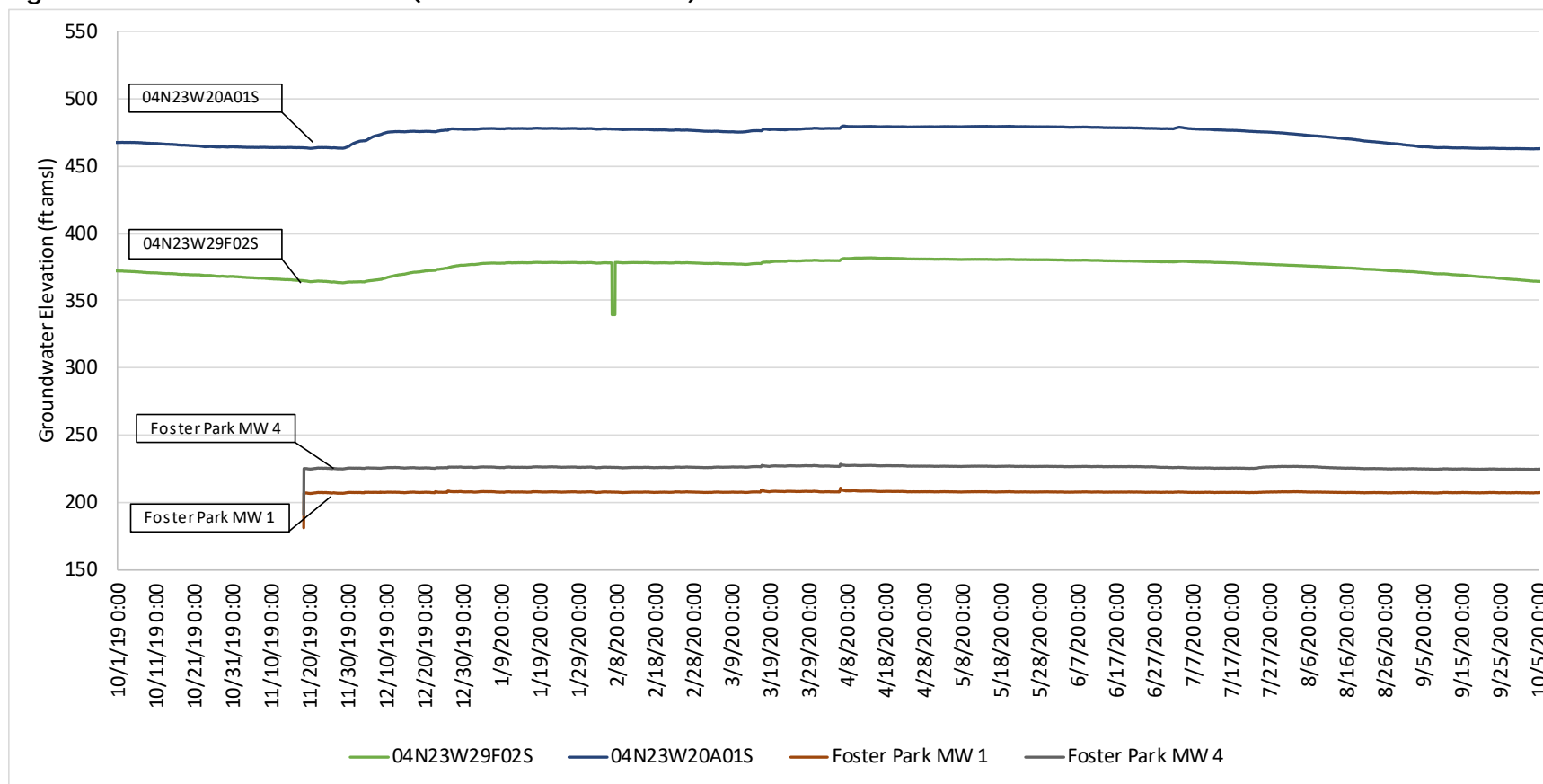


Notes:

Continuous pressure transducer data for State Well 05N23W33B04S (MOWD #2) was not available for this report. MOWD provided manual groundwater level measurements.

Data recorded at State Well 04N23W09B01S for the time period between October 9, 2020 and February 4, 2020 are not displayed as records indicate the pressure transducer was removed or suspended above the water table.

Figure 5b Groundwater Elevation (south of Baldwin Road)

**Notes:**

Monitoring at the Foster Park groundwater monitoring wells was initiated on November 18, 2019.

3 References

UVRGA Monitoring and Data Collection Protocols, Updated and Adopted November 13, 2018.

Kear Groundwater, 2018, *Report of Groundwater Level and Temperature data, spring 2017 to summer 2018 Upper Ventura River Groundwater Basin Ventura County, California.*
September 30, 2018.

Kear Groundwater, 2020, *Report of Groundwater Level and Temperature Data, Spring 2017 to September 2019, Upper Ventura River Groundwater Basin, Ventura County, California.*
January 31, 2020.

Appendix A: Field Data Sheets

GROUNDWATER LEVEL MEASUREMENT FIELD DATA SHEET

A	B	C	D	E	F	G	H
WELL ID	DATE	TIME	RPE (FT AMSL)	RPH (FT AGL)	DTW (FT)	GWE (FT AMSL)	NOTES
Researched	Record	Record	Researched	Measured	Measured	D-F	
CARAS MHP	1/25/18	230PM			45.86		
VEGA	1/25/18	295PM			64.27*		offset, corrected in dataset
1030 Burnham	1/25/18	300PM			45.01*		offset, corrected in dataset
VRWD MWR	1/25/18	318PM			69.96		
Granbow 9BI	1/25/18	400PM			58.55		
MOWD 8	1/25/18	500PM			67.06		
CARAS MHP	7/25/18	1015AM			44.35		
VEGA	7/26/18	245PM			53.22*		offset, corrected in dataset
1030 Burnham	7/26/18	320PM			45.18*		offset, corrected in dataset
VRWD MWR	7/26/18	215PM			69.96		
MOWD 8	7/26/18	130PM			68.87		
Granbow 9BI	7/26/18	350PM			53.08		
CARAS MHP	9/21/18	1300PM			45.89		
1030 Burnham	9/21/18	1030AM			27.63		
VEGA	9/21/18	1035AM			47.59		CABLE REPLACED
MOWD 8	10/9/19	339P			65.58		Data Downloaded
GRANBOW	10/9/19	312P			53.42		Data Downloaded
VRWD MWR	10/9/19	1127P			51.21		Data Downloaded
BURNHAM	10/9/19	1105P			22.15		Data Downloaded
VEGA	10/9/19	1249P			25.79		Data Downloaded
CMHP	10/9/19	1222P			47.48		Data Downloaded

Appendix A – Groundwater Level Field Form



GROUNDWATER LEVEL MEASUREMENT FIELD DATA SHEET

A	B	C	D	E	F	G	H
Well ID	DATE	TIME	RPE (ft amsl)	RPH (ft agl)	DTW (ft)	GWE (ft amsl)	Notes
<i>Researched</i>	<i>Record</i>	<i>Record</i>	<i>Researched</i>	<i>Measured</i>	<i>Measured</i>	<i>D-F</i>	
04N23W09B01S	10/30/2020	11:50	662.3		50.67	611.63	
MOWD #8	10/30/2020	13:53	713		67.34	645.66	
VRWD MW No. 2	10/30/2020	14:58	565.11		58.65	506.46	
04N23W20A01S	10/30/2020	15:25	488.89		26.74	462.15	Solinst equipment failure
04N23W29F02S	10/30/2020	16:04	396		38.52	357.48	
Foster Park MW-1	11/5/2020	10:48	226.01		16.57	209.44	
Foster Park MW-4	11/5/2020	11:08	240.84		14.3	226.54	

Appendix B: Raw Pressure Transducer Data

(Provided Electronically)

Appendix C: Processed Pressure Transducer Data

(Provided Electronically)

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Rincon Consultants Work Order No. 1 Proposed Budget Increase (Grant Category (a): Grant Administration)

SUMMARY

Rincon Consultants Work Order No. 1 is for on-call, as-needed services to support GSP development and grant applications. The original Work Order No. 1 authorization approved on August 13, 2020 was for \$25,000. The current balance remaining is \$4,381. Additional services are needed from Rincon Consultants to complete the GSP. GSP topics that Rincon Consultants would work on include characterization and analysis of groundwater dependent ecosystems, characterization and analysis of environmental beneficial uses of surface water, support for sustainable management criteria development, support for monitoring networks evaluation, and support for other selected GSP topics, as needed. The GSP topics mentioned above are scattered throughout the GSP and are not easily rolled into a single scope of work. Additionally, it is unclear at this time precisely how much support will be needed on the various topics. As such, an on-call, as needed services contracting approach remains the preferred method of contracting with Rincon Consultants for GSP development support. Moreover, given the limited time remaining to develop the GSP, the Executive Director needs the contracting flexibility in order to keep tasks moving in a timely manner. Therefore, it is proposed that the not-to exceed budget for Rincon Consultants Work Order No. 1 be increased from \$25,000 to \$77,500 for the as-needed services described above.

RECOMMENDED ACTIONS

Authorize the Executive Director to increase the not-to-exceed budget for Rincon Consultants Work Order No. 1 to \$77,500.

BACKGROUND

Rincon Consultant's Master Services Agreement and Work Order No. 1 were approved by the Board on August 13, 2020.

FISCAL SUMMARY

The proposed increase to Rincon Consultants Work Order No. 1 budget is offset by a reallocation from Kear Groundwater's on-call contract, as their services are no longer anticipated.

ATTACHMENTS

- A. Rincon Consultants Work Order No. 1

Action: _____

Motion: _____ Second: _____

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

Item 10(c)

Attachment A

Rincon Consultants Work Order No. 1

Statement of Work
Work Order No. 1: As Needed Services

To: Rincon Consultants, Inc.
180 North Ashwood Avenue
Ventura, California 93003
Attention: Kiernan Brtalik
Email: kbrtalik@rinconconsultants.com

From: Upper Ventura River Groundwater Agency
202 W. El Roblar Dr., Ojai, California 93023
Attention: Bryan Bondy
Email: bbondy@uvrgroundwater.org

In accordance with our Master Services Agreement ("MSA") dated August 18, 2020, the following Statement of Work ("SOW") is entered into by Upper Ventura River Groundwater Agency ("Customer") and Rincon Consultants, Inc. ("Provider") for a new project and/or services (collectively, "Services"):

GENERAL NATURE OF SERVICES: As-needed services to be requested by the UVRGA Executive Director, as further described in the Scope of Services. When applicable, Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

SCOPE OF SERVICES: Anticipated services include, but are not limited to, assist with groundwater sustainability plan development in collaboration with the Executive Director and Intera, Inc., assist Executive Director with grant applications and project planning.

COMPLETION DATE: August 19, 2020 through January 31, 2022

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$25,000, without prior written authorization. Labor Rates are pursuant to MSA.

PAYMENT TERMS

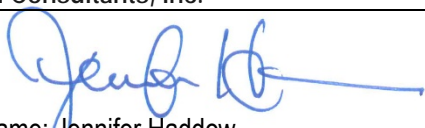

Payments shall be due:

- ☐ upon the completion of the SOW
☒ as follows: Per MSA terms.

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" Rincon Consultants, Inc.	"CUSTOMER" UPPER VENTURA RIVER GROUNDWATER AGENCY
By: 	By: 
Print Name: Jennifer Haddow	Print Name: Bryan Bondy
Title: Principal-in-Charge	Title: Executive Director
Date: 8/18/2020	Date: 8/19/2020

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

DATE: February 11, 2021

TO: Board of Directors

FROM: Executive Director

SUBJECT: Groundwater Model Update (Grant Category (d); Task 11: GSP Development and Preparation)

SUMMARY

The Executive Director and Intera staff will provide a presentation to update the Board and stakeholders concerning the numerical model development status.

RECOMMENDED ACTIONS

Receive an update concerning groundwater model development status and consider providing feedback to staff.

BACKGROUND

Not applicable.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

None.

Action: _____

Motion: _____ Second: _____

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