

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 12:30 P.M. on Thursday, September 14, 2023 at the Ventura River Water District Meeting Room, 409 Old Baldwin Road, Ojai, CA 93023.**

ON-LINE / TELECONFERENCE ACCESS FOR REMOTE PUBLIC PARTICIPATION:

DIAL-IN: Toll Free US 1 (888) 788-0099 or 1 (877) 853-5247

JOIN BY COMPUTER, TABLET OR SMARTPHONE:

<https://us02web.zoom.us/j/88500007127?pwd=aXp5NWIDLzBEVHh5RDJWL0RqVWg2QT09>

Meeting ID: 885 0000 7127 Passcode: 680259

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS **REGULAR MEETING AGENDA**

September 14, 2023

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E 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.

REGULAR SESSION AGENDA

1. 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 July 13, 2023 Regular Board Meeting**
- b. Approve Financial Report for July 2023**
- c. Approve Financial Report for August 2023**
- d. Fiscal Year 2022/2023 Year-End Budget Report**

2. DIRECTOR ANNOUNCEMENTS

Directors may provide oral reports on items not appearing on the agenda.

3. EXECUTIVE DIRECTOR'S REPORT

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

4. AGENCY COUNSEL'S REPORT

The Board will receive a verbal update from Agency Counsel concerning Agency matters. The Board may provide feedback to Agency Counsel.

5. ADMINISTRATIVE ITEMS

a. Regular Board Meeting Schedule

The Board will discuss and consider modifying the regular board meeting schedule.

b. Financial Reserve Investments

The Board will receive an update from Director Kuebler concerning investment research. The Board may discuss investment options and may provide direction to Director Kuebler and/or staff.

c. Authorized Check Signers

The Board will consider adopting Resolution 2023-04 to update the list of authorized check signers.

6. GSP IMPLEMENTATION ITEMS

a. Well Registration and Flowmeter Compliance Update

The Executive Director will provide an update on the well registration on flowmeter compliance. The Board may provide feedback or direction to staff concerning compliance and/or penalties for non-compliance.

b. Intera, Inc. Work Order No. 8 for As-Needed Services

The Board will consider approving Intera, Inc. Work Order No. 8 for as-needed services in an amount not-to-exceed \$50,000.

7. 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.

8. FUTURE AGENDA ITEMS

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

CLOSED SESSION AGENDA

- 1. Conference with Legal Counsel – Existing Litigation (§ 54956.9): Name of Case: Santa Barbara Channelkeeper v. City of San Buenaventura**

2. Public Employee Performance Evaluation (§ 54957) Title: Executive Director

REGULAR SESSION AGENDA (CONTINUED)

9. ADJOURNMENT

The next Regular Board meeting is scheduled for October 12, 2023 at TBD.

UPPER VENTURA RIVER GROUNDWATER AGENCY MINUTES OF REGULAR MEETING JULY 13, 2023

A. CALL TO ORDER:

A regular meeting of the Board of Directors of Upper Ventura River Groundwater Agency was held in the offices of the Ventura River Water District, 409 Old Baldwin Road, Ojai, CA 93023 on Thursday, July 13, 2023. Chair Etchart called the meeting to order at 12:34 p.m.

B. PLEDGE OF ALLEGIANCE

Bryan Bondy led the Pledge of Allegiance.

C. ROLL CALL

Directors Present:

Mike Etchart, Chair
Alma Quezada, Alternate Director (replaced by Bruce Kuebler at 12:45 p.m.)
Mary Bergen, Alternate Director
Vivon Crawford, Director
Betsy Cooper, Alternate Director
Bruce Kuebler, Vice Chair (arrived at 12:45 p.m.)
Arne Anselm, Director (arrived at 12:59 p.m.)

Director Absent: Emily Ayala

Staff Present:

Bryan Bondy, Executive Director
Keith Lemieux, Agency Counsel
Maureen Tucker, Administrative Assistant

Identified Members of the Public:

In person: Jim Kentosh (Alternate Director)

Online: Michael Flood (Casitas MWD), Kelly Dyer (Casitas MWD), Burt Handy, Kevin DeLano (SWRCB), Kiernan Brtalik (Rincon), and Justin Martinez (MOWD)

D. APPROVAL OF THE AGENDA

Chair Etchart asked for any proposed changes to the agenda.

Director Quezada moved agenda approval. Director Bergen seconded the motion.

Item 1(a)

Roll Call Vote: A. Quezada – Y V. Crawford – Y M. Bergen – Y
 M. Etchart – Y B. Cooper - Y

Directors Absent: E. Ayala and A. Anselm

E. PUBLIC COMMENTS FOR ITEMS NOT APPEARING ON THE AGENDA

Chair Etchart asked for public comments on items not appearing on the agenda.

No comments were provided.

1. CLOSED SESSION AGENDA

The Board adjourned to closed session at 12:38 p.m. to discuss anticipated litigation pursuant to Government Code Section 54956.9(b). The Board returned to open session at 12:54 p.m. Agency Counsel Lemieux reported that the Board met in closed session to discuss anticipated litigation and no reportable action took place.

REGULAR SESSION AGENDA

1. CONSENT CALENDAR

- a) Approve Minutes from June 8, 2023 Regular Board Meeting
- b) Approve Financial Report for June 2023

Chair Etchart asked if any Directors wanted to discuss any of the consent calendar items. No requests were made.

Director Bergen moved approval of the consent calendar items. Director Crawford seconded the motion.

Roll Call Vote: B. Kuebler – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Directors Absent: E. Ayala and A. Anselm

2. DIRECTOR ANNOUNCEMENTS

Directors may provide an oral report on items not appearing on the agenda.

Director Anselm: No report.
Director Bergen: No report.
Director Crawford: Reported that OVLC performed a prescribed burn at the Steelhead Preserve to target star thistle. OVLC has engaged consultants to evaluate how OVLC can help more with water issues.
Director Etchart: No report.
Director Kuebler: Reported he will be attending the Mark Capelli talk about steelhead.
Director Cooper: No report.

3. EXECUTIVE DIRECTOR'S REPORT

Executive Director Bondy reported on Agency matters since the last Board meeting.

Director Kuebler requested an update on the Ventura River modeling and flow objective.

No public comments.

4. ADMINISTRATIVE ITEMS

a. Agency Officer Appointment

In accordance with the Agency Bylaws, the Board is required to appoint Officers at the beginning of each fiscal year. Only Member Directors are eligible for appointment.

Chair Etchart stated that he will be resigning from the Board due to a scheduling conflict.

Director Bergen stated that Pete Kaiser is willing to serve as Chair. Director Bergen nominated Peter Kaiser for Chair. Director Kuebler seconded the motion.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent: E. Ayala

Director Kuebler stated is willing to continue serving as Vice-Chair.

Director Bergen nominated Bruce Kuebler for Vice-Chair. Director Anslem seconded the motion.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent: E. Ayala

Director Anslem asked about the Secretary's duties. Executive Director Bondy described the duties. Director Anslem volunteered to be Secretary.

Director Kuebler nominated Arne Anslem for Secretary. Director Cooper seconded the motion.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent: E. Ayala

5. GSP IMPLEMENTATION ITEMS

a. Well Registration and Flowmeter Compliance Update

Executive Director Bondy provided an update on the status of well registrations and compliance with flowmeter requirements. Executive Director Bondy reviewed Attachment A to the staff report which provides a detailed breakdown of the registration status as of June 2, 2023.

Director Cooper asked for clarification about the relationship between the numbers in Tables 1 and 2. Executive Director Bondy said Table 2 only includes the subset of wells from Table 1 that are required to have a flow meter.

No public comments.

b. Groundwater Levels Update

Executive Director Bondy provided an update on groundwater level data.

Executive Director Bondy responded to an inquiry from Director Kuebler about the monitoring well located near Santa Ana Blvd.

Director Anslem asked for clarification about Executive Director Bondy's comment that Well VRWD No. 5 is not connected to the main aquifer in the basin. Executive Director Bondy explained that the Department of Water Resources established the basin boundary based on the age of geologic formations without regard to whether they function as an aquifer. The geologic formation at VRWD Well No. 5 meets that DWR age criteria as older alluvium; however, the formation not very permeable and does not respond to river levels like the younger alluvium.

Public Comments:

Burt Handy asked whether the southerly wells respond to Coyote Creek. Executive Director Bondy said those wells respond principally to the Ventura River and that there is not much flow in Coyote Creek due to the Casitas Dam.

c. PUBLIC HEARING

Proposed Amendment to Groundwater Well Registration, Metering, and Extraction Reporting Ordinance (Ordinance No. 3)

Chair Etchart opened the public hearing at 1:30 p.m.

Agency Counsel Lemieux explained the formal requirements of a public hearing.

Executive Director Bondy briefed the Board on the history of this Ordinance.

Director Kuebler moved to approve Ordinance No. 3, Proposed Amendment to Groundwater Well Registration, Metering, and Extraction Reporting Ordinance. Director Anslem seconded the motion.

Director Crawford inquired about the nature of the non-domestic wells that would be exempted. Executive Director Bondy stated that the wells in question are used for minor amounts of irrigation. He said there are approximately four wells that fall into this category.

Item 1(a)

Director Kuebler inquired about “charges” in the staff report. Executive Director Bondy stated there was a typo in the staff report. There are no fees associated with this item.

Hearing no requests for public comment, Chair Etchart closed the public hearing at 1:39 p.m.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent : E. Ayala

d. Rincon Consultants, Inc. Master Services Agreement Amendment No. 1.

Executive Director Bondy explained that the Master Services Agreement (MSA) between UVRGA and Rincon Consultants, does not have a mechanism for labor rate increases. The proposed solution is to (1) amend the MSA to include updated rates and allow for reasonable annual rate increases and (2) amend all existing work orders so they refer to the MSA rates. The second step is the subject of the next agenda item that would modify Work Order Nos. 8 through 10 to point to the MSA for rates. The proposed rate sheet would replace the rate sheet in Exhibit B of the MSA, effective July 1, 2023. It would increase 3 ½% per year through 2026.

Director Bergen moved to approve Rincon Consultants, Inc. Master Services Agreement Amendment No. 1 and Rincon Consultants, Inc. Work Order Nos. 8 through 10 Amendments. Director Kuebler seconded the motion.

Public Comments:

Burt Handy inquired about the percentage increase after 2026. Executive Director Bondy stated that will be negotiated at that time.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent: E. Ayala

e. Rincon Consultants, Inc. Work Order Nos. 8 through 10 Amendments

Item 5e was addressed and approved jointly with item 5d above.

f. Rincon Consultants, Inc. Work Order No. 7 Amendment

Executive Director Bondy explained there are two proposed amendments to Work Order No. 7. Much of the work contemplated under Work Order 7 was deferred. It is proposed that the work order be extended from September 30, 2023 to September 30, 2025. It is also proposed that the budget for Work Order No. 7 be increased from \$15,050 not-to-exceed, plus \$1,500 contingency (\$16,500 total authorization) to \$20,525 not-to-exceed plus \$2,475 contingency (\$23,000 total authorization) to redo work affected by flooding and address rate increases since the work order was originally issued.

Item 1(a)

Director Kuebler moved to authorize the Executive Director to execute the amendment to Rincon Consultants, Inc. Work Order No. 7 Amendment. Director Anselm seconded the motion.

No public comments.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Directors Absent: E. Ayala

g. Rincon Consultants, Inc. Work Order No. 11 for As-Needed Services

Executive Director Bondy explained that Rincon previously provided as-needed services for GSP development under former Work Order No. 1. A new work order for as-needed services is requested to address small tasks that arise during GSP implementation. The proposed term is from July 1, 2023 to January 31, 2027.

Director Cooper asked if this is already in the budget. Executive Director Bondy stated yes.

Director Cooper moved to authorize the Executive Director to issue Work Order No. 11 to Rincon Consultants, Inc. for As-Needed Services in an amount not to exceed \$50,000. Director Crawford seconded the motion.

Director Kuebler inquired about the Executive Director's spending authority. Executive Director Bondy said the Board has not specified a specific spending authority. Executive Director Bondy said the purpose of the work order is to give the Executive Director the ability to authorize small tasks as needs arise. This approach prevents delays and reduces administrative costs. He added that any large tasks would require a proposal and work order approved by the Board.

No public comments.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Director Absent: E. Ayala

h. Rincon Consultants, Inc. Work Order No. 12 for Water Year 2023/2024 and 2024/2025 Groundwater Level, Streamflow, and Riparian GDE Monitoring Services

Executive Director Bondy explained Rincon Consultants, Inc. Work Order No. 12 is for water year 2023/2024 and 2024/2025 groundwater level, streamflow, and riparian GDE monitoring services. This is a continuation of the services Rincon is providing under Work Order No. 5 through the end of the current water year.

Director Cooper asked why the completion date is December 31, 2025. Executive Director Bondy said time is needed after the end of the water year to process and transmit data to UVRGA.

Item 1(a)

Director Cooper moved to authorize the Executive Director to issue Work Order No. 12 to Rincon Consultants, Inc. in an amount not to exceed \$114,725, plus contingency in the amount of \$29,000 for Water Year 2023/2024 and 2024/2025 Groundwater Level, Streamflow, and Riparian GDE Monitoring Services. Director Crawford seconded the motion.

No public comments.

Roll Call Vote: B. Kuebler – Y A. Anselm – Y M. Bergen – Y
 V. Crawford – Y M. Etchart – Y B. Cooper - Y

Directors Absent: E. Ayala

6. COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

Director Crawford said the Ad Hoc Stakeholder Engagement Committee did not meet.

Director Kuebler inquired if they should just drop the Ad Hoc Stakeholder Engagement Committee.

Director Bergen asked if it is time for a public workshop. Executive Director Bondy suggested doing a public workshop once there is more data and some conclusions to present concerning the groundwater dependent ecosystems.

Director Kuebler will talk to Director Ayala about setting up an ad hoc committee meeting.

7. FUTURE AGENDA ITEMS

- Discussion of Board meeting time.
- Executive Director Bondy will talk to Kevin DeLano, State Water Resources Control Board, about an update on the Ventura River modeling and flow objective.

8. ADJOURNMENT:

The next Regular Board meeting is scheduled for August 10, 2023 at 12:30 p.m.

The meeting was adjourned at 1:57 p.m.

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 1(b)

DATE: August 5, 2023
TO: Board of Directors
FROM: Carrie Troup C.P.A., Treasurer
SUBJECT: Approve Financial Report for July 2023

June 2023 UVRGA Balance \$ 393,684.90

July 2023 Activity:

Revenues/ Credits:

Extraction Fees	\$ 162.80
DWR Retention	\$ 63,006.06
Total Revenues/Credits	\$ 63,168.86

Checks and Electronic payments:

2414 Rincon Consultants, Inc.	June Services	\$ 2,327.11
2415 Rincon Consultants, Inc.	June Services	\$ 2,528.75
2416 Rincon Consultants, Inc.	June Services	\$ 1,586.25
2417 Rincon Consultants, Inc.	June Services	\$ 3,811.86
2418 Bondy Groundwater Consulting, Inc	June Services	\$ 6,717.73
2419 Carrie Troup, CPA	June Services	\$ 1,241.54
2420 Aleshire & Wynder, LLP	June Services	\$ 2,598.60
2421 SDRMA	Year 23/24	\$ 3,903.61
2422 Rincon Consultants, Inc.	June Services	\$ 1,869.50
Total Expenditures Paid & To Be Paid		\$ 26,584.95

July 2023 UVRGA Ending Balance: \$ 430,268.81

Action: _____

Motion: _____ Second: _____

B. Kuebler___ A. Anselm___ M. Etchart___ P. Kaiser___ J. Tribo___ V. Crawford___ 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.

Item 1(b), Page 1 of 1

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 1(c)

DATE: September 7, 2023
TO: Board of Directors
FROM: Carrie Troup C.P.A., Treasurer
SUBJECT: Approve Financial Report for August 2023

July 2023 UVRGA Balance \$ 430,268.81

August 2023 Activity:

Revenues/ Credits:

Checks and Electronic payments:

2423	Aleshire & Wynder, LLP	July Services	\$	2,198.22
2424	Bondy Groundwater Consulting, Inc.	July Services	\$	6,209.93
2425	Carrie Troup, CPA	July Services	\$	1,200.65
Total Expenditures Paid & To Be Paid			\$	9,608.80

August 2023 UVRGA Ending Balance: \$ 420,660.01

Action: _____

Motion: _____ Second: _____

B. Kuebler___ A. Anselm___ M. Etchart___ P. Kaiser___ J. Tribo___ V. Crawford___ 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.

Item 1(c), Page 1 of 1

Item 1(d)

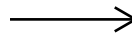
Upper Ventura River Groundwater Agency
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget	Comments
Ordinary Income/Expense					
Income					
Interest/Penalties	35.00	0.00	35.00	N/A	No interest or penalties are assumed in the budget.
43000 · Groundwater Extraction Fee	564,899.72	596,884.00	-31,984.28	94.64%	Private well owners not yet invoiced for Jan-June 2023 due to pending meter issues
Total Income	564,934.72	596,884.00	-31,949.28	94.65%	
Expense					
55000 · Administrative Exp					
55005 · Rent Expense	0.00	2,038.83	-2,038.83	0.0%	
55011 · Computer Maintenance	0.00	525.00	-525.00	0.0%	
55015 · Postage & Shipping	30.59	105.00	-74.41	29.13%	
55020 · Office Supplies & Software	339.79	525.00	-185.21	64.72%	
55025 · Minor Equipment	0.00	262.50	-262.50	0.0%	
55035 · Advertising and Promotion	814.81	1,529.13	-714.32	53.29%	Public notices for extraction fee adoption.
55055 · Insurance Expense-SDRMA	3,568.69	4,725.00	-1,156.31	75.53%	
55060 · Memberships-CSDA	1,875.00	1,680.00	195.00	111.61%	
Total 55000 · Administrative Exp	6,628.88	11,390.46	-4,761.58	58.2%	
58000 · Professional Fees					
58005 · Executive Director /GSP Manage	29,091.08	35,679.61	-6,588.53	81.53%	
58010 · Legal Fees	13,239.64	35,679.61	-22,439.97	37.11%	
58015 · Website	2,205.83	3,058.25	-852.42	72.13%	
58020 · Accounting	13,188.98	16,820.39	-3,631.41	78.41%	
58040 · Audit Expense	13,000.00	14,271.84	-1,271.84	91.09%	
					Under budget due to less effort than anticipated for groundwater management, coordination, and outreach and deferral of planning for monitoring wells due to flooding and grant application. These funds will be used in 2023/2024 to resurvey river channels and update the numerical model.
58050 · Other Professional Services	163,733.38	237,178.65	-73,445.27	69.03%	
Total 58000 · Professional Fees	234,458.91	342,688.35	-108,229.44	68.42%	
Total Expense	241,087.79	354,078.81	-112,991.02	68.09%	
Net Ordinary Income	323,846.93	242,805.19	81,041.74	133.38%	
Other Income/Expense					
Other Expense					
Capital Projects					
Capital Project-Mon. Well & Str	0.00	92,069.36	-92,069.36	0.0%	Capital projects deferred due to flooding and grant application - moved to reserves.
Capital Projects- Contingency	0.00	9,206.94	-9,206.94	0.0%	Contingency not used - moved to reserves.
Total Capital Projects	0.00	101,276.30	-101,276.30	0.0%	
Contingency - Non Capital Exp	0.00	34,268.83	-34,268.83	0.0%	See comment for 58050 - Other Professional Services.
Total Other Expense	0.00	135,545.13	-135,545.13	0.0%	
Net Other Income/Expense	0.00	-135,545.13	135,545.13	0.0%	
Net Income	323,846.93	107,260.06	216,586.87	301.93%	

Upper Ventura River Groundwater Agency
Balance Sheet
As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the Sierra	393,684.90
Total Checking/Savings	<u>393,684.90</u>
Accounts Receivable	
11000 · Accounts Receivable	
11001 · DWR Grant Retention 10%	63,006.06
11000 · Accounts Receivable - Other	1,790.80
Total 11000 · Accounts Receivable	<u>64,796.86</u>
Total Accounts Receivable	64,796.86
Other Current Assets	
13000 · Prepaid Expenses	0.00
Total Other Current Assets	<u>0.00</u>
Total Current Assets	<u>458,481.76</u>
TOTAL ASSETS	<u><u>458,481.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-240.21
Total Accounts Payable	<u>-240.21</u>
Total Current Liabilities	-240.21
Long Term Liabilities	
28000 · Notes Payable	
28100 · Member Agency Zero-Int Loan	0.00
Total 28000 · Notes Payable	<u>0.00</u>
Total Long Term Liabilities	<u>0.00</u>
Total Liabilities	-240.21
Equity	
32000 · Retained Earnings	134,875.04
Net Income	323,846.93
Total Equity	<u>458,721.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>458,481.76</u></u>

Year-End Cash Breakdown Operating Reserve:\$100,000 Capital Reserve: \$268,676 Unreserved Cash: \$25,009 Total Cash:\$393,685
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UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 3

DATE: September 14, 2023

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:

- a. Jim Kentosh has replaced Michel Etchart as Meiners Oaks Water District's (MOWD) director on the UVRGA Board. MOWD's general manager, Justin Martinez, is MOWD's new alternate director.
- b. Betsy Cooper recently announced her retirement from Ventura Water. Ventura Water's general manager, Gina Dorrington, is Ventura Water's new alternate director.
- c. The Executive Director reached out to the directors and alternate directors concerning AB 1234 ethics training.

2. Financial:

- a. Groundwater Extraction Fees: Private well owner invoices for the July 1 – December 31, 2022 semi-annual period were issued on April 28, 2023. One of eleven invoices totaling \$1,628.00 are past due. A past due notice was mailed in early June.
- b. GSP Development Grant: DWR officially closed out the GSP development grant. As part of the closeout process, DWR evaluated UVRGA's performance as a grantee and UVRGA received a perfect score. A copy of the grant closeout letter is provided in Attachment A.

3. Legal: No reportable activity.

4. GSP Implementation:

- a. Well Registration and Flowmeter Compliance: The Executive Director assisted well owners with completing their flowmeter compliance. Please see Item No. 6(a) for more information.

b. Monitoring Networks:

- i. Groundwater Level Monitoring: Monitoring is ongoing.
- ii. Surface Water Flow Monitoring: The Camino Cielo gage was deployed in July.
- iii. Visual Surface Water Monitoring: Monthly monitoring is ongoing.
- iv. Riparian Groundwater Dependent Ecosystem (GDE) Monitoring: No reportable activity.
- v. Aquatic GDE Monitoring: Activities in both Aquatic GDE monitoring areas included deployment of water quality monitoring equipment, surface water flow monitoring, aquatic habitat mapping, snorkel surveys, fish mortality surveys, and drone flights.
- vi. LiDAR Topographic Survey: AirView worked on processing the raw LiDAR data. Rincon worked on surveying selected channel cross sections to validate the LiDAR data.

5. Outreach: No reportable activity.

6. Small GSA Coalition: The Small GSA Coalition met multiple times since the last UVRGA Board meeting to develop talking points (Attachment B) and a letter to Governor Newsom concerning bond priorities (Attachment C).

7. SWRCB / CDFW Instream Flow Enhancement Coordination: SWRCB staff is preparing to submit a revised version of the Draft VRW GW-SW Model and Report, which will be called the Peer Review Draft VRW GW-SW Model and Report, to the Water Board's facilitated external peer review process. The external peer review is expected to take 3-4 months. More information about the peer review process can be found at https://www.waterboards.ca.gov/resources/peer_review/.

8. Correspondence: None

RECOMMENDED ACTIONS

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

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

ATTACHMENTS

- A. DWR GSP Development Grant Closeout Letter
- B. Small GSA Coalition Talking Points
- C. Small GSA Bond Priorities Letter to Governor Newsom

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

STATE OF CALIFORNIA – CALIFORNIA NATURAL RESOURCES AGENCY

GAVIN NEWSOM, Governor

DEPARTMENT OF WATER RESOURCES

P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



August 10, 2023

Bryan Bondy
P.O. Box 1779
Ventura, CA 93006

Subject: Grant Closure – Upper Ventura River Groundwater Agency
2017 Proposition 1 Sustainable Groundwater Planning (SGWP) Grant
Agreement 4600012714, Grant Closure

Dear Mr. Bondy,

This letter acknowledges that the CA Department of Water Resources (DWR) has released retention in the amount of \$63,006.06 for the subject grant agreement. Please provide us notice when you receive your retention payment.

This letter serves as notification that contractual obligations for the above referenced grant agreement between Upper Ventura River Groundwater Agency and DWR have been fulfilled. Therefore, no further reporting for the grant is required by DWR.

Please be mindful that the Grantee is obligated to continue records retention as there is a potential for a post completion audit of the Grant.

Also, transmitted with this letter is a performance evaluation for you to retain for your records.

Thank you for your interest in the 2017 Proposition 1 Sustainable Groundwater Planning (SGWP) Grant Program and your effort to manage water resources in your area. If you have any questions, please contact Brian Moniz at Brian.moniz@water.ca.gov or (916) 707-1157.

Sincerely,

Kelley List

Kelley List
Supervising Engineering Geologist
Financial Assistance Branch
Division of Regional Assistance



GRANT PERFORMANCE EVALUATION FORM

☒ Final ☐ Annual *Period:* 1/2/2015 – 4/30/2022

SGM Grant Program Prop 1, Planning, Round 2

<i>Grantee Information:</i>		<i>Agreement No.:</i>
WCVC: Upper Ventura River Groundwater Agency		4600012714
<i>Address:</i> P.O. Box 1779, Ventura, CA 93024		<i>Start Date:</i>
		2/4/2019
		<i>End Date:</i>
		4/30/2022
<i>Contact:</i> Bryan Bondy	<i>Phone:</i> (805) 212-0484	<i>email:</i> bbondy@uvrgroundwater.org
<i>Grant Amount:</i>	<i>Reqd. Funding Match / Cost Share:</i>	<i>Other Cost Share:</i>
\$630,061	\$221,373	\$0
		<i>Total Cost:</i>
		\$851,434

<i>Grant Title/Agency (if applicable):</i>	<i>Start Date:</i>	<i>Original End Date:</i>	<i>Revised End Date:</i>	<i>No. of Amend:</i>
Upper Ventura River Basin GSP	02/2019	04/2022	04/2022	2

Amendments and Reason(s) for Each:

Amendment 1: Removed three (3) tasks and modified an additional three (3) because the work was no longer needed to complete the GSP. The Budget was adjusted to move grant share from Budget Category (b) to (d) to reflect the changes to the Work Plan.

Amendment 2: Re-allocated the Budget to move unused grant funds from Category (a) and cost share from Category (e), into the overspent Category (d). In addition, Task 12 was re-organized under Category (d) and Category (e) was removed from the Work Plan.

GRANTEE PERFORMANCE					
<i>Rate questions by assigning appropriate values—Acceptability Level: A = Always, B = Most of the times, C = Sometimes, D = Never</i>	A	B	C	D	Notes
Grantee maintained consistent and regular communication with DWR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grantee maintained consistent and regular communication with Local Project Sponsors (LPS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Progress Reports were consistent with the agreement requirements, including work progress according to the Work Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports were submitted on time (Quarterly)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invoices were submitted on time (Quarterly)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draft invoices accompanied by adequate and correct backup documentation, consistent with the workplan, only included eligible costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project deliverables were submitted on schedule and as per the workplan requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grantee always maintained the compliance with all agreement requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Grantee Performance Rating:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------	--------------------------	--------------------------

Grant Performance Summary:

Overall, the Grantee's performance was always of an acceptable level. The Grantee stayed in consistent communications with DWR, submitted the appropriate deliverables in a timely manner, and maintained compliance with the grant agreement.

DWR – DIVISION OF REGIONAL ASSISTANCE – FINANCIAL ASSISTANCE BRANCH

Grant Manager's (GM) Name & Title:

For/ **Eddie Pech**
Engineer, Water Resources

GM's
Signature: Pakiza Chatha
Date: 8/10/2023

Email: Pakiza.chatha@water.ca.gov

Programmatic Project Manager's (PPM) Name & Title:

Kelley List
Supervising Engineering Geologist

PPM's
Signature: Kelley List
Date: 8/10/2023

Email: Kelley.List@water.ca.gov

DWR Grant Performance Evaluation Form (Rev. 01/2021)

8-17-23 TALKING POINTS: GSAs MANAGING SMALL BASINS

- We are part of informal coalition of GSAs responsible for very small basins (annual pumping under 10,000 AFY) that have come together because we share the characteristic of managing small basins and facing many of the same issues.
- We've successfully put together GSPs because of past bond funding that recognized the importance of SGMA implementation at a time when GSAs were trying to get up off the ground.
- Our GSAs are facing real challenges to raise funding at the local level to cover basic administrative functions and have the staffing to move forward.
- Small basins that have completed fee studies found that **costs can be as high as \$200-\$400 per acre foot of groundwater pumped annually** for managing groundwater sustainability
- We are concerned that very small basins **could fail to comply with SGMA without state assistance**
- Compounding this issue is that the Round 2 SGM implementation grant funding was announced in June, and unfortunately, of the 82 applicants, only 31 were recommended for funding, including only 5 very small basins.
- Others in our coalition missed out on funding recommendations by one point and given our funding constraints we cannot afford to miss.
- So we see the climate resilience bond as an opportunity to keep us on track to implement SGMA and we think any final bond product should have clear language that there is funding available for SGMA implementation with a preference for GSAs managing very small basins.

A coalition of GSAs responsible for small basins is asking for help as follow:

- Current language in both climate bond measures AB 1567 and SB 867 specifies the types of projects that should be funded and focuses on multi-benefit projects. GSAs with limited staff and capacity will struggle to coordinate complex multi-benefit projects. Critical state funding should help ALL basins implement GSPs – including those with plans that focus on programs and management actions rather than projects to achieve sustainability.
- **REQUESTED ACTION: Revise climate bond language to allow GSAs to receive grant funding to simply implement Groundwater Sustainability Plans**, without specifying project or program type.
- GSAs in small basins often don't have the capacity to develop grant proposals that can compete with larger basins (note that only 5 very small basins are recommended for funding in the current SGMA implementation round).
- **REQUESTED ACTION: Provide GSAs managing very small basins a leg-up by giving them funding preference, by adding the following language:** *(d) Preference shall be given to implement the Sustainable Groundwater Management Act (Part 2.74 (commencing with Section 10720) of Division 6 of the Water Code) by groundwater sustainability agencies that manage a basin or sub-basin with an annual groundwater yield of no more than 10,000 acre feet per year.*

Item 3, Attachment C



August 21, 2023

The Honorable Gavin Newsom
Governor, Senate of California
1021 O St., Ste. 9000
Sacramento, CA 95814

The Honorable Toni Atkins
Pro Tempore of the Senate
1021 O St., Ste. 8518
Sacramento, CA 95814

The Honorable Ben Allen
Senator, 24th District
1021 O St., Ste. 6610
Sacramento, CA 95814

The Honorable Robert Rivas
Speaker of the Assembly
1021 O St., Ste. 8330
Sacramento, CA 95814

The Honorable Eduardo Garcia
Assemblymember, 36th District
1021 O St., Ste. 8120
Sacramento, CA 95814

Re: Small Groundwater Sustainability Agency Bond Priorities

Dear Governor Newsom, Senate Pro Tem Atkins, Assembly Speaker Rivas, Senator Allen, and Assemblymember Garcia:

We, the undersigned Groundwater Sustainable Agencies (GSAs) representing a coalition of small GSAs in California, write in support of the effort to pass a general obligation bond in the 2023 legislative session to fund water and climate resilience to protect the future of our state. Currently there are two natural resources bonds moving through the legislative process: AB 1567 (E. Garcia, et al) and SB 867 (Allen, et al.), both of which dedicate funding to projects that further the sustainability of groundwater resources which is urgently needed given the enormity of the problem and the oversubscription of Department of Water Resources' second round of Sustainable Groundwater Management Act (SGMA) implementation funding. Our coalition requests that the final bond proposal include at least \$250 million for SGMA implementation, and that preference be given to small GSAs.

Across California, from the North Coast down to San Diego through the Central Valley and out into the desert, groundwater sustainability agencies are working hard to implement the requirements of SGMA. GSAs, akin to the groundwater basins they are established to manage, range in size and capacity. Some GSAs manage basins that have small groundwater yields on an annual basis, with those signed onto this letter managing basins with annual pumping yields less than 10,000 acre-feet. The ability of small GSAs to assess fees on users is difficult as we are challenged to spread the cost across the low volume of groundwater pumpers. Accordingly, we must be extremely cost-conscious and careful in staffing our agencies and navigating the requirements of SGMA. Our budgets and capabilities to construct competitive grant applications are also challenged as can be seen in the DWR's Round 2 funding determinations.

DWR's Round 2 solicitation received 82 applications requesting more than \$790 million, four times more than the \$187 million of available funding. This is clear evidence that a climate bond must include robust funding for SGMA implementation. Moreover, the Round 2 solicitation awarded funding to only five small GSA basin applications out of a possible 23. Several small GSA applicants missed out on funding by one point, frustrating for any applicant but even more critical for small GSAs that depend on these grants to keep operations going. It is for this reason that we request the climate resilience bond to give preference to small GSAs to implement SGMA.

We are grateful for the hard work and dedication that has gone into the climate resilience bonds to date and for the ongoing leadership all of you have demonstrated in funding programs that position California to respond to the threat of climate change. We appreciate your consideration of our priorities as laid out above and we look forward to a final bond proposal that moves SGMA implementation forward to the benefit of all communities including those with small annual groundwater yields.

If you have any follow up questions please feel free reach out to us individually or to contact Mark Fenstermaker at mark@pacificpolicygroup.com, 916.798.8008.

Sincerely,

Ann DuBay
Community & Government Affairs
Sonoma Water

Sierra Ryan
Water Resources Manager
Santa Cruz County GSAs

Piret Harmon
General Manager
Salinas Valley GSA

Bryan Bondy
Executive Director
Upper Ventura River GSA
Mound Basin GSA

Erik Cadaret
General Manager
Ukiah Valley Basin GSA

Bill Keene
Administrator
Petaluma GSA
Sonoma Valley GSA

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 5(a)

DATE: September 14, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Regular Board Meeting Schedule

SUMMARY

This is an opportunity for the Board to review and consider whether the current regular meeting schedule should be modified.

Historically, regular board meetings have typically been held on the second Thursday of the month at 1:00 p.m. The meeting time was moved up to 12:30 p.m. effective January 2023 to accommodate former Chair Etchart's schedule. As Michel Etchart is no longer a director, the Board could consider moving the meeting time back to 1:00 p.m. to avoid the lunch hour. The Board could also consider whether a different day of the month and/or different time would be preferred.

RECOMMENDED ACTIONS

Discuss and consider modifying the regular board meeting schedule.

BACKGROUND

Please see summary.

FISCAL SUMMARY

Not applicable

ATTACHMENTS

None.

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 5(b)

DATE: September 14, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Financial Reserves Investments

SUMMARY

Director Kuebler will provide an update concerning his research on investment options for the agency's reserves. The Board may discuss investment options and provide direction to Director Kuebler and/or staff.

As of the end of Fiscal Year 2022/2023, UVRGA had \$368,676 in reserves, including \$100,000 in operating reserves and \$268,676 in capital reserves. Staff recommends a liquid investment vehicle for operating reserves. It is not anticipated that capital reserves will be drawn on for at least one year, so a less liquid option such as a certificate of deposit could be considered if it provides a higher return on investment.

RECOMMENDED ACTIONS

Receive an update from Director Kuebler concerning investment research. Discuss investment options and provide direction to Director Kuebler and/or staff.

BACKGROUND

On June 8, 2023, the Board adopted Resolution 2023-03 adding an investment policy to the Agency bylaws. Director Kuebler volunteered to perform research on investment options and execute any Board-approved investments.

FISCAL SUMMARY

Not applicable

ATTACHMENTS

None

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 5(c)

DATE: September 14, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Authorized Check Signers

SUMMARY

Due to the recent changes in the appointments to the UVRGA Board, it is necessary to update the authorized check signers on the Agency's Bank of the Sierra (BOS) account. BOS requires a resolution to delete and add check signers to the account. Adopting Draft Resolution 2023-04 would provide the required documentation. Only those Member Directors who are willing to complete the BOS onboarding process and are willing to sign checks should be included on resolution.

RECOMMENDED ACTION

Adopt draft Resolution No. 2023-04

BACKGROUND

On July 8, 2021, the Board approved Resolution 2021-03 updating Article 7.2 of the Agency Bylaws concerning invoice review procedures and check signing authority.

FISCAL SUMMARY

Not Applicable

ATTACHMENTS

- A. Draft Resolution 2023-4

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

BOARD OF DIRECTORS

UPPER VENTURA RIVER GROUNDWATER AGENCY

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
TO DESIGNATE CHECK SIGNING AUTHORITY**

WHEREAS, Article 7.2 of the Upper Ventura River Groundwater Agency's ("Agency") Bylaws authorizes any two Member Directors to approve warrants and sign checks on behalf of the Agency;

WHEREAS, The Agency holds Bank of The Sierra Account No. 3701611998;

WHEREAS, Member Agency Meiners Oaks Water District appointed James Kentosh to replace Michel Etchart on the Agency Board of Directors, effective August 15, 2023; and

WHEREAS, the Board clarified that the following individuals holding the following positions are authorized to sign checks on behalf of the Agency, consistent with the Agency Bylaws:

- Member Director, Arne Anselm
- Member Director, James Kentosh
- Member Director, Pete Kaiser
- Member Director, Bruce Kuebler
- Member Director, Jennifer Tribo

NOW, THEREFORE, the Board does hereby resolve, find, determine and order as follows:

1. Michel Etchart is not authorized to sign checks on behalf of the Agency, effective August 15, 2023.
2. Arne Anselm, James Kentosh, Pete Kaiser, Bruce Kuebler, and Jennifer Tribo, in their roles as Member Directors are authorized to sign checks on behalf of Agency consistent with the Agency Bylaws.

PASSED, APPROVED AND ADOPTED this 14th day of September 2023.

[Signature page follows]

Pete Kaiser, Board Chair

ATTEST:

Bryan Bondy
Executive Director

APPROVED AS TO FORM:

Keith Lemieux, General Counsel
Upper Ventura River Groundwater Agency

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

DATE: September 14, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Well Registration and Flowmeter Compliance Update

SUMMARY

The purpose of this item is to update the Board on well registration and flowmeter compliance.

Well Registration Status

On September 16, 2022, letters were mailed to the owners of all parcels on which County of Ventura records indicate a potentially active well is present (i.e., any well with a County-noted status other than “destroyed”). The letters explained the new ordinance, including the well registration requirements, and provided instructions for registering wells and providing flowmeter documentation. A total of 116 letters were mailed addressing 188 potentially active wells identified in County records. Table 1 summarizes the updated registration status.

Table 1. Well Registration Status Summary

Category	July Status (# of wells)	Aug. Status (# of wells)	Change (# of wells)
Registration Not Required	89	89	0
Registered	63	63	0
Unregistered	36	36	0
Totals	188	188	0

Attachment A provides a detailed breakdown of the registration status as of September 8, 2023. The Executive Director received updated contact information from the Ventura County Assessor’s Office for the 36 unregistered wells and plans to send new registration request letters for these wells.

Flowmeter Compliance

UVRGA Ordinance No. 1 requires that all wells that are not inactive or deemed exempt be equipped with flowmeters. Currently exemptions are provided for all domestic wells that extract less than 2 acre-feet per year (AFY) (i.e., *de minimis* wells). The Board also approved amending Ordinance No. 3, which expanded the exempt definition to include non-domestic wells that extract less than 2 AFY.

Operators of non-exempt wells were required to install flowmeters on wells and provide proof of calibration within a range of plus or minus 5% by June 30, 2023. The proof of calibration for wells that extract 100 or more AFY must be less than 3 years old. Proof of calibration for wells that extract less than 100 AFY must be less than five years old.

Twenty-six of the 63 registered wells are non-exempt. Table 2 summarizes flowmeter calibration compliance status of the non-exempt wells.

Table 2. Flowmeter Calibration Compliance Summary

Acre-Feet Per Year	Well Count	Active Well In Compliance	Active Well Out of Compliance	Well Not Operational (Well on standby or pending repairs)
>=100	10	6	2 ⁽¹⁾	2 ⁽²⁾
<100	16	7	5	4 ⁽³⁾
Totals	26	12	8	6
Notes: (1) Includes two wells that calibration certificate was received but was lacking a date. Staff requested calibration date. (2) Includes two wells that are pending repairs. Proof of meter calibration is required prior to bringing wells back into service. (3) Includes one well that is on standby, two wells that are pending repairs, and one well that was damaged by flooding in early 2023. Proof of meter calibration is required prior to bring wells back into service.				

The Executive Director has been following up with the owners of the non-compliant active wells to encourage and facilitate compliance.

FISCAL SUMMARY

Not applicable.

RECOMMENDED ACTIONS

Receive an update on well registration and flowmeter compliance. The Board may provide feedback or direction to staff concerning compliance and/or penalties for non-compliance.

BACKGROUND

The Groundwater Well Registration, Metering, and Extraction Reporting Ordinance was adopted on July 14, 2022 and became effective August 14, 2022.

ATTACHMENTS

A. Well Registration Status Table

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

Item 6(a), Attachment A
Well Registration Status (updated 9/8/23)

Status	Count	Comment
Registration Not Required		
<ul style="list-style-type: none"> Confirmed abandoned or inactive based on conversation with landowner and/or information provided by landowner 	44	
<ul style="list-style-type: none"> Suspected abandoned or inactive based on County records or information previously compiled by Larry Rose 	40	No further action proposed.
<ul style="list-style-type: none"> Dedicated monitoring well 	4	
<ul style="list-style-type: none"> Well is actually a surface water diversion 	1	
Subtotal Registration Not Required	89	
Registered		
<ul style="list-style-type: none"> Registration form received 	63	
Subtotal Registered	63	
Not Registered		
<ul style="list-style-type: none"> Listed as active on County records 	36	Mostly domestic wells. Includes five wells for which the letter recipient is no longer the landowner, suggesting that contact information for these wells may no longer be valid. Follow-up letters are pending receipt of contact information requested from Ventura County Assessor's Office.
Subtotal Not Registered	36	
Total	188	

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

DATE: September 14, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Intera, Inc. Work Order No. 8 for As-Needed Services

SUMMARY

Proposed Intera, Inc. Work Order No. 8 is for is for as-needed services. Intera previously provided as-needed services for GSP development under former Work Order No. 1. A new Work Order is requested to facilitate as-needed services during GSP implementation. As-needed services would be requested by the Executive Director to address small miscellaneous needs that arise from time-to-time and that are not covered under another work order. This approach provides operational flexibility and reduces the administrative burden of executing numerous work orders for small tasks.

FISCAL SUMMARY

As-needed services are incorporated into the adopted fiscal year budget and multi-year projection.

RECOMMENDED ACTIONS

Authorize the Executive Director to issue Work Order No. 8 to Intera, Inc. in an amount not to exceed \$50,000.

BACKGROUND

Intera, Inc. has a master services agreement with the Agency that was awarded following a competitive selection process. The master services agreement was approved by the Board on April 12, 2019.

ATTACHMENTS

A. Proposed Intera, Inc. Work Order No. 8

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler_ A. Anslem _ E. Ayala_ V. Crawford_ J. Tribo _ J. Kentosh_

Statement of Work

Work Order No. 8

As-Needed Services – GSP Implementation

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

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

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

GENERAL NATURE OF SERVICES:

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. Provider shall ensure all work is performed in accordance with UVRGA’s adopted procedures and the UVRGA Groundwater Sustainability Plan.

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

TERM: June 1, 2023 through January 31, 2027

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$50,000 without prior written authorization. Labor Rates are pursuant to the attached rate sheet.

PAYMENT TERMS

Payments shall be due:

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

ADDITIONAL TERMS AND CONDITIONS

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

[signature page follows]

ACCEPTED AND AGREED:

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

2024 Disc. Rates, State/Local Gov't

15% risk mgmt fee on all ODCs

Labor Category	Hourly Rate
Discounted, State & Local Government	
Principal Engineer/Scientist I	\$285
Principal Engineer/Scientist II	\$260
Principal Engineer/Scientist III	\$245
Sr. Engineer/Scientist I	\$230
Sr. Engineer/Scientist II	\$210
Sr. Engineer/Scientist III	\$200
Sr. Engineer/Scientist IV	\$190
Engineer/Scientist I	\$175
Engineer/Scientist II	\$160
Engineer/Scientist III	\$150
Engineer/Scientist IV	\$140
Engineer/Scientist Intern	\$95
Sr. Technician	\$150
Technician	\$95
Sr. Tech Editor	\$150
Tech Editor	\$95
Sr. CAD/Graphics	\$130
CAD/Graphics	\$95
Project Associate	\$90
Mileage	\$0.655/mi IRS Rate

Rates will be subject to 3.5% Annual Escalation, unless annual Consumer Price Index increases by more than 6%, in which case the rates may be revised subject to renegotiation.