

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 1:00 P.M. on Thursday, November 9, 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**

November 9, 2023

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. OCTOBER 12, 2023 CLOSED SESSION REPORT

F 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 October 12, 2023 Regular Board Meeting**
- b. Approve Financial Report for October 2023**
- c. Fiscal Year 2023-2024 First Quarter 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. 2024 Regular Meeting Calendar

The Board will consider setting regular meeting dates for calendar year 2024.

b. Agency Bylaws Amendment Concerning Procedures for Approval of Warrants and Signature of Checks

The Board will consider adopting Resolution 2023-07, a resolution modifying the Agency Bylaws Section 7.2 concerning procedures for approval of warrants and signature of checks.

c. Bank Account Signers

The Board will consider adopting Resolution Nos. 2023-08, 2023-09, and 2023-10 designating signing authorities at the Agency's banks.

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.

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

REGULAR SESSION AGENDA (CONTINUED)

9. ADJOURNMENT

The next Regular Board meeting is scheduled for December 14, 2023 at 1 P.M.

UPPER VENTURA RIVER GROUNDWATER AGENCY MINUTES OF REGULAR MEETING OCTOBER 12, 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, October 12, 2023. Chair Kaiser called the meeting to order at 1:07 p.m.

B. PLEDGE OF ALLEGIANCE

Chair Kaiser led the Pledge of Allegiance.

C. ROLL CALL

Directors Present:

Pete Kaiser, Chair
Bruce Kuebler, Vice Chair
James Kentosh, Director
Vivon Crawford, Director
Jenny Tribo, Director
Emily Ayala, Director

Director Absent: Arne Anselm

Staff Present:

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

Identified Members of the Public:

In Person: Alma Quezada (Alternate Director) and Kelly Dyer (Casitas MWD)

Online: Burt Handy, Mary Bergen (Alternate Director), Gina Dorrington (Alternate Director), Michael Flood (Casitas MWD)

D. APPROVAL OF THE AGENDA

Chair Kaiser asked for any proposed changes to the agenda.

Director Kuebler moved agenda approval. Director Ayala seconded the motion.

Roll Call Vote:	E. Ayala - Y	J. Kentosh – Y	B. Kuebler – Y
	J. Tribo – Y	V. Crawford – Y	P. Kaiser – Y

Item 1(a)

Director Absent: Arne Anselm

E. SEPTEMBER 14, 2023 CLOSED SESSION REPORT

Agency Counsel reported on the September 14, 2023 closed session. Two items were discussed during the closed session: (1) conference with legal counsel - existing litigation – *Santa Barbara Channel Keeper v. City of San Buenaventura* and (2) a performance evaluation of the Executive Director. No reportable action took place on either item.

F. PUBLIC COMMENTS FOR ITEMS NOT APPEARING ON THE AGENDA

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

No comments were provided.

Executive Director Bondy left the room.

REGULAR SESSION AGENDA

1. CONSENT CALENDAR

- a) Approve Minutes from September 14, 2023 Regular Board Meeting
- b) Approve Financial Report for September 2023
- c) Executive Director Contract

Chair Kaiser asked if any Director wanted to pull any items off the consent calendar. It was requested to discuss Item C separately.

Director Ayala moved approval of consent calendar items A & B. Director Tribo seconded the motion.

Roll Call Vote:	E. Ayala - Y	J. Kentosh – Y	B. Kuebler – Y
	J. Tribo – Y	V. Crawford – Y	P. Kaiser – Y

Director Absent: A. Anselm

Public Comments: None

The Board discussed consent calendar item C. Agency Counsel clarified a few changes to the contract. Director Kuebler moved approval of consent calendar item C. Director Kentosh seconded the motion.

Roll Call Vote:	E. Ayala - Y	J. Kentosh – Y	B. Kuebler – Y
	J. Tribo – Y	V. Crawford – Y	P. Kaiser – Y

Director Absent: Anselm

Public Comments: None

Item 1(a)

Executive Director Bondy returned to the room.

2. DIRECTOR ANNOUNCEMENTS

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

Director Ayala: Director Crawford said she is getting married next week.
Director Crawford: No report.
Director Kaiser: No report.
Director Kentosh: No report.
Director Kuebler: No report.
Director Tribo: No report.

Kelly Dyer stated that Casitas Municipal Water District will be hosting public tours on the last Saturday in October and First Saturday in November.

Alma Quezada said the watershed walk will take place this Saturday at 9:00 a.m.

3. EXECUTIVE DIRECTOR'S REPORT

Executive Director Bondy reported on Agency matters since the last Board meeting, including groundwater extraction fees, GSP implementation, Small GSA Coalition efforts to lobby for small GSA funding.

Director Kuebler asked if DWR was involved in the Small GSA Coalition discussions. Executive Director Bondy DWR is sympathetic and supportive of the Small GSA Coalitions efforts but said that any funding should not come out of DWR's budget.

Director Ayala asked if any fish have been seen? Executive Director Bondy said they have not observed any steelhead or lamprey. Kelly Dyer stated that Casitas MWD staff have not seen any either.

No public comments.

4. AGENCY COUNSEL'S REPORT

Agency Counsel Lemieux briefed the Board on the confidentiality of closed sessions.

Agency Counsel Lemieux also informed the Board that AB 779 was signed by the Governor this week and will go into effect January 1, 2024.

AB 779 changes the adjudication process by requiring the Court to consider "the water use of and accessibility of water for small farmers and disadvantaged communities." The new law also allows any party to the adjudication to refer a proposed judgment to the State Water Resources Control Board to evaluate consistency with the basin's GSP.

Director Kuebler asked what the definition of small farmer is. Agency counsel replied that small farmers are defined as between \$10,000 and \$400,000 of annual income.

Item 1(a)

Director Kaiser asked about primacy over court decision. Agency counsel stated the courts do not want to interfere with GSP implementation.

Director Crawford asked if there are two basins and two GSPs, related to adjudication, how is it managed? Agency Counsel stated the basins are managed differently.

5. ADMINISTRATIVE ITEMS

a. Financial Reserve Investment

Director Kuebler gave an update concerning his research on the Agency's reserve investments. He researched local banks and briefed the Board on the following:

Chase:	Local branch does not issue CDs
Bank of America:	CD – 7 month 5%; 13 months 5%
Great Western:	CD - 5 months 5%; 7 months 5%; 13 months 5:15%

Director Kuebler said he is stepping down from handling the financial investments for the Agency. He wants to turn the financial reserve investment over to Carrie Troup, the Agency's Treasurer.

Executive Director Bondy asked Director Kuebler if he would still be willing to make the Agency's bank deposits to Bank of Sierra. Director said yes to bank deposits, but not to CDs.

The Board discussed the investment options. Director Kaiser said they have a fiduciary duty to manage the money and it would be best to make sure the money is insured. Agency Counsel stated that the investment policy that the Board approved requires FDIC insurance for CDs up to \$250,000 per deposit.

Executive Director Bondy was asked if he had any thoughts. Executive Director Bondy said his only concern is that staff and counsel time working on investments is continuing to eat into the forthcoming investment returns.

The Board discussed the amounts to investment and terms.

Public Comments: Mike Flood explained that the public agency funds receive FDIC insurance on the first \$250,000 and amounts more than the FDIC insurance are collateralized by the bank. He referred to Government Code Section 53661 which covers public agency funds.

Director Kuebler requested the Board clarify the procedure to include the treasurer to handle the financial investment.

Executive Director Bondy stated that he has not talked to Carrie Troup about handling the investments yet.

Director Kuebler stated that Pacific Western Bank takes two weeks to approve any investments. There is no time delay with Bank of America.

Director Ayala moved to open accounts at Bank of America and Pacific Western Bank and invest up to \$250,000 into a tiered certificates of deposits 7/13 months or 6/12 months at the current interest rate, if each CD is FDIC insured. Director Tribo seconded the motion.

Item 1(a)

No further public comments.

Roll Call Vote: E. Ayala - Y J. Kentosh – Y B. Kuebler – Y
 J. Tribo – Y V. Crawford – Y P. Kaiser – Y

Director Absent: Arne Anselm

b. Agency Bylaws Amendment for Investment Account

Executive Director Bondy briefed the Board on Resolution 2023-05, to make a minor modification to the Agency's Bylaw Section 7.4 to allow for the opening of investment accounts.

Director Tribo moved adoption of Resolution 2023-05 to modify the Agency's Bylaws. Seconded by Director Ayala.

No public comments.

Roll Call Vote: E. Ayala - Y J. Kentosh – Y B. Kuebler – Y
 J. Tribo – Y V. Crawford – Y P. Kaiser – Y

Director Absent: Arne Anselm

c. Investment Account Authorization

Executive Director Bondy briefed the Board on Resolution 2023-06, to authorize the opening of an investment account. The Board discussed the proposed Resolution. The Board discussed that some banking institutions require their own Resolution. Other institutions will accept a Resolution from the Board or meeting minutes. Agency Counsel confirmed that a single Resolution can address multiple banking institutions.

The Board discussed changes to Resolution 20023-06:

1. Replace "Vice Chair" with "Agency"
2. Insert type of investment: CD.
3. Insert financial institutions: Bank of America and Great Western Bank.
4. Insert amount: up to \$250,000 per financial institution.

Director Kuebler stated that the Agency signed a contract with Bank of Sierra that they would not have any more than \$800,000 in their account. If they do, it will violate their contract. If any deposits would put them over the \$800,000 prior to investing in the CDs, Director Kuebler will hold those deposits until the money is invested into CDs.

Director Ayala moved approval of Resolution 2023-06, as amended. Seconded by Director Kuebler.

Item 1(a)

No public comments.

Roll Call Vote: E. Ayala - Y J. Kentosh – Y B. Kuebler – Y
 J. Tribo – Y V. Crawford – Y P. Kaiser – Y

Director Absent: Arne Anselm

6. GSP IMPLEMENTATION ITEMS

a. Well Registration and Flowmeter Compliance Update

Executive Director Bondy provided an update on the status of well registrations and Flowmeter Compliance.

Director Questions: None.

No public comments.

b. Intera, Inc. Work Order No. 9 for Annual Report Preparation and Numerical Model Update

Executive Director Bondy briefed the Board on Intera, Inc. Work Order No. 9. Annual Reports are required pursuant to the Sustainable Groundwater Management Act (SGMA). The report is due April 1st each year. The proposed work order is to authorize professional services by Intera, Inc. to assist the Executive Director with completion of the annual report for an amount not to exceed \$47,400 and \$4,740 contingency to be authorized at the discretion of the Executive Director (\$52,140 total authorization).

Director Kuebler approval of Intera, Inc. Work Order No. 9 for Annual Report Preparation in an amount not to exceed \$47,400 and \$4,740 contingency to be authorized at the discretion of the Executive Director (\$52,140 total authorization) and Numerical Model Update. Seconded by Director Tribo.

Director Questions: None.

No public comments.

Roll Call Vote: E. Ayala - Y J. Kentosh – Y B. Kuebler – Y
 J. Tribo – Y V. Crawford – Y P. Kaiser – Y

Director Absent: Arne Anselm

7. COMMITTEE REPORTS

a. Ad Hoc Stakeholder Engagement Committee

No report.

8. FUTURE AGENDA ITEMS

Director Ayala wants to calendar the aquatic GDE field trip before the rainy season. Executive Director Bondy will try to schedule the field trip in November or December.

Director Crawford offered the OVLC Steelhead Preserve as a potential meeting location.

9. CLOSED SESSION

Public Comment on Closed Session: None.

The Board adjourned to closed session at 2:37 p.m.

The Board returned to open session at 2:55 p.m.

Agency Counsel Keith Lemieux reported that the Board met in closed session to receive a report on existing litigation.

Agency Counsel to make a report on the closed session at the next Board meeting on November 9, 2023.

10. ADJOURNMENT:

The next Regular Board meeting is scheduled for November 9, 2023 at 1:00 p.m.

The meeting was adjourned at 2:56 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. 6(b)

DATE: November 6, 2023
TO: Board of Directors
FROM: Carrie Troup C.P.A., Treasurer
SUBJECT: Approve Financial Report for October 2023

September 2023 UVRGA Balance \$ 407,344.13

October 2023 Activity**Revenues/ Credits:**

\$ 220,714.64

Total Revenues/Credits

Checks and Electronic payments:

2432	Aleshire & Wynder, LLP	Sept. Services	\$ 3,049.22
2433	Intera Incorporated	Sept. Services	\$ 1,095.00
2434	Rincon Consultants, Inc.	Sept. Services	\$ 5,209.10
2435	Carrie Troup, CPA	Sept. Services	\$ 1,945.40
2436	Rincon Consultants, Inc.	Jul-Aug. Services	\$ 12,321.99
2437	CSDA	Annual Renewal	\$ 1,281.00
2438	Bondy Groundwater Consulting, Inc.	Sept. Services	\$ 6,195.11
2439	Rincon Consultants, Inc.	Sept. Services	\$ 9,293.40
2440	Rincon Consultants, Inc.	Sept. Services	\$ 12,746.15
2441	Rincon Consultants, Inc.	Jul-Aug. Services	\$ 30,656.07

Total Expenditures Paid & To Be Paid \$ 83,792.44

October 2023 UVRGA Ending Balance: \$ 544,266.33

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.

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

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest/Penalties	0.00	0.00	0.00	0.0%
43000 · Groundwater Extraction Fee	461,082.24	117,272.75	343,809.49	393.17%
Total Income	461,082.24	117,272.75	343,809.49	393.17%
Expense				
55000 · Administrative Exp				
55005 · Rent Expense	0.00	539.00	-539.00	0.0%
55011 · Computer Maintenance	0.00	137.00	-137.00	0.0%
55015 · Postage & Shipping	0.00	29.00	-29.00	0.0%
55020 · Office Supplies & Software	242.23	137.00	105.23	176.81%
55025 · Minor Equipment	0.00	69.00	-69.00	0.0%
55035 · Advertising and Promotion	0.00	400.00	-400.00	0.0%
55055 · Insurance Expense-SDRMA	3,842.75	1,240.25	2,602.50	309.84%
55060 · Memberships-CSDA	625.00	441.00	184.00	141.72%
Total 55000 · Administrative Exp	4,709.98	2,992.25	1,717.73	157.41%
58000 · Professional Fees				
58005 · Executive Director /GSP Manager	4,340.18	9,366.00	-5,025.82	46.34%
58010 · Legal Fees	3,139.82	9,366.00	-6,226.18	33.52%
58015 · Website	0.00	799.00	-799.00	0.0%
58020 · Accounting	2,402.00	4,413.00	-2,011.00	54.43%
58050 · Other Professional Services	12,284.31	85,192.03	-72,907.72	14.42%
Total 58000 · Professional Fees	22,166.31	109,136.03	-86,969.72	20.31%
Total Expense	26,876.29	112,128.28	-85,251.99	23.97%
Net Ordinary Income	434,205.95	5,144.47	429,061.48	8,440.25%
Other Income/Expense				
Other Expense				
Capital Projects				
Capital Project-Mon. Well & Str	0.00	18,750.00	-18,750.00	0.0%
Capital Projects- Contingency	0.00	1,875.00	-1,875.00	0.0%
Total Capital Projects	0.00	20,625.00	-20,625.00	0.0%
Contingency - Non Capital Exp	0.00	11,288.72	-11,288.72	0.0%
80001 · Voided Checks	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	31,913.72	-31,913.72	0.0%
Net Other Income	0.00	-31,913.72	31,913.72	0.0%
Net Income	434,205.95	-26,769.25	460,975.20	-1,622.03%

Upper Ventura River Groundwater Agency

Item 1(c)

Balance Sheet

As of September 30, 2023

Sep 30, 23

ASSETS

Current Assets

Checking/Savings

Bank of the Sierra 407,344.13

Total Checking/Savings 407,344.13

Accounts Receivable

11000 · Accounts Receivable 462,710.24

Total Accounts Receivable 462,710.24

Other Current Assets

Vendor Credit 240.21

Total Other Current Assets 240.21

Total Current Assets 870,294.58

TOTAL ASSETS 870,294.58

LIABILITIES & EQUITY

Equity

32000 · Retained Earnings 436,088.63

Net Income 434,205.95

Total Equity 870,294.58

TOTAL LIABILITIES & EQUITY 870,294.58

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 3

DATE: November 9, 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: No reportable activity.
2. Financial:
 - a. Groundwater Extraction Fees:
 - i. Private Well Extraction Fees for the July 1 – December 31, 2022 Semi-Annual Period: Private well owner invoices for this period were issued on April 28, 2023. The last invoice from this batch was paid in September 2023.
 - ii. Private Well Extraction Fees for the January 1 – June 30, 2023 Semi-Annual Period: Private well owner invoices for this period were issued on September 29, 2023 and are due October 29, 2023. The total amount invoiced was \$15,374.24, compared with \$27,246.80 assumed in the fiscal year 2022/2023 budget. As of October 28, two invoices are unpaid, totaling \$1,271.32.
 - iii. Member Agency Extraction Fees for Fiscal Year 2023/2024: Member Agency extraction fee invoices for fiscal year 2023/2024 were issued on September 29, 2023 were due October 29. The total amount invoiced was \$ \$444,080.00, which is in-line with the fiscal year 2023/2024 budget. As of October 28, one member agency invoice was unpaid.
 - b. Fiscal Audit:
 - i. The Fiscal Year 2022/2023 audit is in progress.
 - ii. The Executive Director and Agency Counsel reviewed Gov. Code Section 12410.6, which requires local agencies to switch auditors after six consecutive audits if the lead audit partner or coordinating audit partner having the primary responsibility for or that reviews the audit has not changed during that timeframe. Given that the same firm has performed that Agency's first six fiscal audits, the Executive Director conferred with

Ventura River Water District Staff who contracts for the Agency's audits. It was determined that the auditor has sufficient staff to comply with Gov. Code Section 12410.6 and a new firm would not be needed, unless otherwise directed by the UVRGA Board.

- c. Reserves Investment: UVRGA's CPA met with Bank of America and Pacific Western Bank to determine what documentation is required to open the investment accounts. Please see Item Nos. 5(b) and 5(c) for more information.

3. 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 maintained.
 - iii. Visual Surface Water Monitoring: Monthly monitoring is ongoing.
 - iv. Riparian Groundwater Dependent Ecosystem (GDE) Monitoring: No reportable activity.
 - v. Aquatic GDE Monitoring: Drone flights to acquire aerial imagery were performed in both Aquatic GDE monitoring areas. Analysis of the data collected during water year 23/24 was initiated.
 - vi. LiDAR Topographic Survey: Work on this task was completed in October.
- c. Monitoring Wells:
 - i. An access agreement was executed with the new owners of the Arroyo Mobile Home park to resume groundwater level monitoring of State Well No. 03N23W05B01S. Data collected from this well will help address data gap area "B" identified in the GSP.
 - ii. The Executive Director met with Roger Essick (OVLC and private ranch manager) to assess existing wells for potential addition to the UVRGA groundwater level monitoring network. Three wells were identified as viable candidates (two on OVLC property and one on a private ranch). Access agreements were prepared and sent to OVLC and Mr. Essick for consideration. If access is granted to these wells, the data that would be

collected would help address data gap areas “B” and “D” identified in the GSP.

- iii. The Executive Director requested permission to modify the wellhead and install a sounding tube in State Well No. 04N23W20A01 to facilitate groundwater level monitoring. UVRGA already has an access agreement for this well. If permission is granted, data from this well will address data gap are “E” identified in the GSP.
- d. San Antonio Creek Flow Depletion Assessment: The GSP calls for UVRGA to “coordinate w/ OBGMA and others to assess San Antonio Creek flow depletion.” The target completion date in the GSP for this task is September 2023. However, work on this task was deferred pending approval of the Ojai Valley Basin GSP. Upon learning the Ojai Valley Basin GSP was approved by DWR, the Executive Director reviewed the scope of this task in the GSP and began planning for task initiation.
- e. Actions to Address Indirect Depletion of Interconnected Surface Water: The GSP calls for UVRGA to complete a preliminary feasibility analysis of project(s) and/or management action(s) to achieve the measurable objective for the depletions of interconnected surface water sustainability indicator included in the GSP. The target completion date included in the GSP for this task is June 2026. The Executive Director reviewed the scope of this task in the GSP and began laying out a potential schedule.

4. Outreach and Coordination:

- a. The Aquatic GDE Field Trip was scheduled for November 30, 2023 at 1 PM. Please see the attached draft flyer for more information (Attachment A).
- b. The Executive Director and Casitas Municipal Water District staff discussed potential opportunities to coordinate surface water flow and biological monitoring activities.
- c. The Executive Director was invited to meet with Ventura County Watershed Protection District (VCWPD) staff to discuss the Matilija Dam Ecosystem Restoration Project (Attachment B). The Executive Director met with VCWPD staff on November 1, 2023. VCWDP staff and the Executive Director discussed the potential temporary effects of the dam removal project on groundwater recharge and aquatic habitat and agreed that monitoring will be important for determining the effects and potential impact on achieving the UVRGA GSP sustainability goal. VCWDP staff and the Executive Director agreed that the agencies should coordinate monitoring efforts. To this end, VCWDP staff and the Executive Director are working on an access agreement for UVRGA to begin groundwater level monitoring in a monitoring well constructed by VCWPD on the west bank levee just north of Santa Ana Blvd. If access is granted to this

monitoring well, the data that would be collected would help address data gap area “E” identified in the GSP.

5. Small GSA Coalition: The Small GSA Coalition reached out one-on-one with the small GSAs to better understand their specific interests in the coalition and their ongoing participation. UVRGA’s call was held on October 6.
6. SWRCB / CDFW Instream Flow Enhancement Coordination: No update.
7. 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. Aquatic GDE Field Trip Flyer
- B. Letter from Ventura County Watershed Protection District re: Matilija Dam Ecosystem Restoration Project

Action: _____

Motion: _____

P. Kaiser _ B. Kuebler _ A. Anslem _ E. Ayala _ V. Crawford _ J. Tribo _ J. Kentosh _



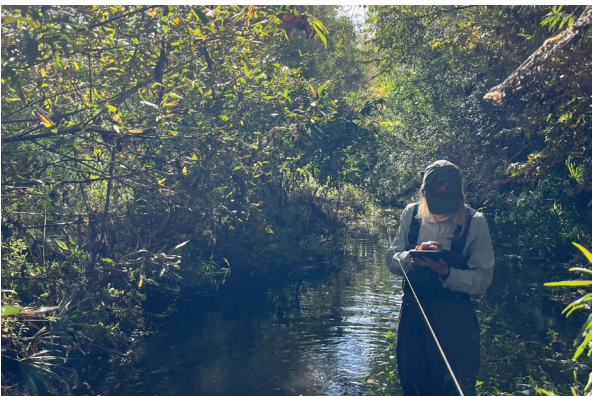
Aquatic GDE Field Trip

Thursday, November 30, 2023

1:00pm – 4:00pm

Foster Park

37 Casitas Road, Ventura 93001



Please join us on November 30 at 1:00pm at Foster Park for UVRGA's first ever Aquatic Groundwater Dependent Ecosystem (GDE) Field Trip. We will be led by UVRGA and Rincon fisheries and aquatic biologists, and environmental scientists. The site visits will start at the Foster Park Aquatic GDE Habitat Area and then we will drive to the Confluence Aquatic GDE Habitat Area. The field trip will begin inside Foster Park for a quick introduction and safety discussion, then we will walk down to the Ventura River where we will talk about the aquatic GDE monitoring programs and receive a "show and tell" of selected monitoring components. After about an hour, we will drive to the Confluence habitat area to discuss the hydrology and ecological characteristics of this aquatic GDE and key differences from a monitoring perspective.

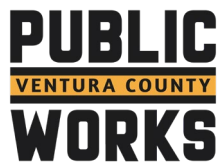
This will be an interactive tour, so please feel free to engage your insights or questions. For more information, please see the approved aquatic GDE monitoring workplans for the **Foster Park** and **Confluence** Aquatic GDE Habitat Areas.

CONTACT:

Bryan Bondy, PG, CHG, UVRGA Executive Director
805-212-0484 | bbondy@uvrgroundwater.org

rincon





COUNTY of VENTURA

Jeff Pratt
Agency Director

David Fleisch
Assistant Director

Central Services
Joan Araujo, Director

Engineering Services
James O'Tousa, Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation
Joseph Pope, Director

Watershed Protection
Glenn Shephard, Director

October 12, 2023

VIA EMAIL

Brian Bondy
Upper Ventura River Groundwater Agency
202 W. El Roblar Dr.
Ojai, CA 93023

Dear Mr. Bondy:

I am writing to you in connection with the Matilija Dam Ecosystem Restoration Project (MDERP), a watershed-wide effort aimed at modernizing public infrastructure, removing the obsolete Matilija Dam, and restoring the health and function of the Ventura River Watershed.

Ventura County Public Works Agency – Watershed Protection (VCPWA-WP) is committed to delivering a transparent, safe, and resilient design and review process for MDERP that meets the needs of our community, the environment, and wildlife. As a water provider with wells within and neighboring the Ventura River floodplain, your input, insights, and concerns are of paramount importance to us regarding this project.

We would like to invite your agency to schedule a one-on-one meeting with VCPWA-WP staff. The purpose of this meeting is to provide you with information about the project status and updates and to hear your concerns and insights regarding the project and its potential impact on your operations.

We are currently scheduling these meetings for this fall and would appreciate the opportunity to meet with your agency. Please contact Mr. Kirk Norman, Project Manager for MDERP, at kirk.norman@ventura.org or (805) 654-2017 to discuss your interest, availability and specific dates that would work for you to schedule a meeting. For your convenience the meeting can be at your office or at the Ventura County Public Works office if you prefer.

Thank you for your engagement and participation in this important endeavor. We look forward to the opportunity to collaborate and address any questions or concerns you may have. If you require any additional information in advance or have specific topics you would like to discuss during the meeting, please let us know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glenn Shephard".

Glenn Shephard, P.E.
Director
Watershed Protection

Attachment: Project Information Flyer



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

DATE: November 9, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: 2024 Regular Board Meeting Calendar

SUMMARY

The Board of Directors currently meets monthly, as needed, on the second Thursday of the month at 1pm. Staff recommends continuing to meet on the second Thursday of the month for consistency.

RECOMMENDED ACTIONS

Adopt the second Thursday of each month at 1 pm as the regular Board meeting schedule for the 2024 calendar year.

BACKGROUND

Please see summary.

FISCAL SUMMARY

Not Applicable.

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: November 9, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Agency Bylaws Amendment Concerning Procedures for Approval of Warrants and Signature of Checks

SUMMARY

During the October 12, 2023 Board meeting, it was requested that Agency Treasurer Carrie Troup open and manage the Bank of America and Pacific Western Bank accounts. The Agency's current depositor, Bank of Sierra, requires account managers to be an owner-authorized signer. It is anticipated that Bank of America and Pacific Western Bank will have similar policies and that Ms. Troup will be unable to open the accounts necessary to secure the certificates of deposit authorized by the Board during its October 12, 2023 meeting.

In addition, because Ms. Troup is not the Bank of Sierra account manager, she does not have access to obtain monthly statements and the bank will not respond to her questions. Currently Ms. Troup coordinates these activities through Vice Chair Kuebler who is the current account manager.

To facilitate the opening of the Bank of America and Pacific Western Bank accounts and transition of the Bank of Sierra account management role to Ms. Troup, it is recommended that the Board modify Article 7.2 of the Agency bylaws to extend check signing authority to the Agency Treasurer. Currently, checks require the signatures of any two Member Directors. The proposed change would add that checks could also be signed by the Agency Treasurer and a Member Director. The proposed changes are shown in red font in Resolution 2023-07 (Attachment A).

RECOMMENDED ACTION

Adopt Resolution 2023-07.

BACKGROUND

Article 7.2 of the Agency Bylaws was last updated on July 8, 2021 via Resolution 2021-03.

FISCAL SUMMARY

Not Applicable

ATTACHMENTS

A. Draft Resolution 2023-07

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. 2023-07

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
REVISING PROCEDURES FOR APPROVAL OF WARRANTS AND SIGNATURE OF
CHECKS**

WHEREAS, Article 7.2 of the Upper Ventura River Groundwater Agency's ("Agency") Bylaws sets forth the requirements for approval of warrants and issuance of checks in payment thereof; and,

WHEREAS, on July 12, 2018, the Board adopted Resolution 2018-04, repealing and replacing Article 7.2 of the Bylaws; and

WHEREAS, on October 11, 2018, the Board adopted Resolution 2018-05, repealing and replacing Article 7.2 of the Bylaws; and

WHEREAS, on July 8, 2021, the Board adopted Resolution 2021-03, repealing and replacing Article 7.2 of the Bylaws; and

WHEREAS, the Board did thoroughly discuss and determine need for revisions to Section 7.2 of the Agency's Bylaws at its November 9, 2023 Board meeting.

NOW, THEREFORE, the Board of Directors of the Upper Ventura River Groundwater Agency does hereby resolve, find, determine and order as follows:

Article 7.2 of the Bylaws is hereby repealed in its entirety and replaced as follows:

7.2 Signature of Checks and Approval of Warrants. Following the review of warrants by the Executive Director, any two Member Directors, or the Treasurer and one Member Director, shall have the authority to approve warrants and issue checks in payment thereof. All approved warrants shall be presented in a financial summary report to the Board at its next regular meeting.

PASSED, APPROVED, AND ADOPTED this 8th day of November 9, 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. 5(c)

DATE: November 9, 2023

TO: Board of Directors

FROM: Executive Director

SUBJECT: Authorized Check Signers

SUMMARY

If approved by the Board, Resolution 2023-07 (Agenda Item No. 5(b)) will modify Agency Bylaws Article 7.2 to extend check signing authority to the Agency Treasurer, Carrie Troup, so that Ms. Troup can open Board-approved bank accounts and serve as the account manager. Resolution Nos. 2023-08 through -10 (Attachments A through C) would need to be adopted by the Board to effect this change with the three Board-authorized banks.

RECOMMENDED ACTION

Adopt Resolution Nos. 2023-08, 2023-09, and 2023-10 designating signing authorities at the Agency's banks.

BACKGROUND

Please see the staff report for Agenda Item No. 5(b).

FISCAL SUMMARY

Not Applicable

ATTACHMENTS

- A. Draft Resolution 2023-08
- B. Draft Resolution 2023-09
- C. Draft Resolution 2023-10

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. 2023-08

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
TO DESIGNATE BANK OF AMERICA ACCOUNT SIGNING AUTHORITY**

WHEREAS, Article 7.2 of the Upper Ventura River Groundwater Agency’s (“Agency”), Bylaws, as amended via Resolution 2023-07 on November 9, 2024, authorizes any two Member Directors, or the Treasurer and one Member Director, to approve warrants and sign checks on behalf of the Agency;

WHEREAS, on June 8, 2023, the Board of Directors (Board) for the Upper Ventura River Groundwater Agency (Agency) adopted Resolution 2023-03 establishing the Agency’s investment policy; and

WHEREAS, on October 12, 2023, the Board directed the Agency to invest up to two hundred and fifty thousand dollars (\$250,000) of the Agency’s financial reserves in certificates of deposit at Bank of America.

WHEREAS, on October 12, 2023, the Board adopted Resolution 2023-06 directing the Agency to open accounts at Bank of America necessary to facilitate investment of Agency as may be directed by the Board of Directors from time to time.

WHEREAS, on November 9, 2024 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:

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

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

1. Carrie Troup in her role as Agency Treasurer and Arne Anselm, Pete Kaiser, James Kentosh, 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 9th day of November 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

BOARD OF DIRECTORS

UPPER VENTURA RIVER GROUNDWATER AGENCY

RESOLUTION NO. 2023-09

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY
TO DESIGNATE PACIFIC WESTERN BANK ACCOUNT SIGNING AUTHORITY**

WHEREAS, Article 7.2 of the Upper Ventura River Groundwater Agency’s (“Agency”), Bylaws, as amended via Resolution 2023-07 on November 9, 2024, authorizes any two Member Directors, or the Treasurer and one Member Director, to approve warrants and sign checks on behalf of the Agency;

WHEREAS, on June 8, 2023, the Board of Directors (Board) for the Upper Ventura River Groundwater Agency (Agency) adopted Resolution 2023-03 establishing the Agency’s investment policy; and

WHEREAS, on October 12, 2023, the Board directed the Agency to invest up to two hundred and fifty thousand dollars (\$250,000) of the Agency’s financial reserves in certificates of deposit at Pacific Western Bank.

WHEREAS, on October 12, 2023, the Board adopted Resolution 2023-06 directing the Agency to open accounts at Pacific Western Bank necessary to facilitate investment of Agency as may be directed by the Board of Directors from time to time.

WHEREAS, on November 9, 2024 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:

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

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

1. Carrie Troup in her role as Agency Treasurer and Arne Anselm, Pete Kaiser, James Kentosh, 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 9th day of November 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

BOARD OF DIRECTORS

UPPER VENTURA RIVER GROUNDWATER AGENCY

RESOLUTION NO. 2023-10

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

WHEREAS, Article 7.2 of the Upper Ventura River Groundwater Agency's ("Agency"), Bylaws, as amended via Resolution 2023-07 on November 9, 2024, authorizes any two Member Directors, or the Treasurer and one Member Director, to approve warrants and sign checks on behalf of the Agency;

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

WHEREAS, On November 9, 2023 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:

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

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

1. Carrie Troup in her role as Agency Treasurer and Arne Anselm, Pete Kaiser, James Kentosh, 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 9th day of November 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: November 9, 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 as of October 28, 2023.

Table 1. Well Registration Status Summary

Category	Oct. Status (# of wells)	Nov. Status (# of wells)	Change (# of wells)	Comment
Registration Not Required	75	77	+2	
Registered	66	71	+5	
Wells Pending Further Evaluation	47	40	-7	
Totals	188	188	0	

Based on calls from several former landowners in September 2022, it was suspected that fifty-one wells had out-of-date contact information on initial registration request letters. The Executive Director received updated contact information for the landowners of these wells from the Ventura County Assessor. Comparison of the original and new assessor data revealed that twenty-three of the fifty-one wells had different contact information and new registration request letters were mailed in late September 2023. The remaining twenty-eight wells had the same contact information and registration follow-up letters (i.e., “2nd request” letters) were mailed in late September 2023.

Attachment A provides a more detailed breakdown of the registration status as of November 4, 2023.

Flowmeter Compliance

UVRGA Ordinance No. 1 requires that all wells that are not inactive or deemed exempt be equipped with flowmeters. Exemptions are provided for any well that extracts less than 2 acre-feet per year (AFY).

Operators of non-exempt wells were required to install flowmeters and provide proof of flowmeter 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 sixty-five registered wells are non-exempt. Table 2 summarizes flowmeter calibration compliance status of the non-exempt wells as of October 28, 2023.

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	12	1 ⁽³⁾	3 ⁽⁴⁾
Totals	26	17	3	6
Notes: (1) Includes two wells that calibration certificate was received but was lacking a date. Staff requested the calibration date September 8, 2023 and followed-up on September 23, 2023. (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 for which a new meter has been removed for repair or replacement, which is scheduled for early October 2023. (4) Includes one well that is on standby and two wells that are pending repairs. 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 with the flowmeter requirements.

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 11/4/23)

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 	47	No further action required.
<ul style="list-style-type: none"> Suspected abandoned or inactive based on County records or information previously compiled by Larry Rose 	25	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	77	
Registered		
<ul style="list-style-type: none"> Registration form received 	71	
Subtotal Registered	71	
Wells Pending Further Evaluation		
<ul style="list-style-type: none"> Did not respond to initial registration inquiry (confirmed ownership per latest Assessor data is same as that used on initial registration request mailing) 	22	Twenty-eight second request letters were mailed in late September 2023.
<ul style="list-style-type: none"> Ownership per latest Assessor data is different than used on initial registration request mailing 	18	Twenty-three initial request letters were mailed to updated contacts in late September 2023.
Subtotal Not Registered	40	
Total	188	