

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Upper Ventura River Groundwater Agency (“Agency”) Board of Directors (“Board”) will hold its regular **Board Meeting at 1 P.M. on Thursday, April 13, 2017 at Ojai Valley Land Conservancy, 370 Baldwin Road, Ojai, California, 93023.**

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
AGENDA

Thursday, April 13, 2017

- 1. CALL TO ORDER AND ROLL CALL.**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. DIRECTOR ANNOUNCEMENTS**
- 4. PUBLIC COMMENTS ON 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. The presiding Chair shall limit public comments to three minutes.

- 5. CONSENT ITEMS**
 - a. Approve Minutes from March 9, 2017 regular meeting**
 - b. Approve Minutes from March 9, 2017 special meeting**

- 6. ACTION ITEMS**

- a. Receive Update on Appointment of Treasurer/Auditor**

Staff will provide the Board with an update on the options for appointing a treasurer/auditor.

- b. Adoption of Annual Budget for Fiscal Year 2017**

The ad hoc annual budget committee will present the Board with options for adopting an annual budget through June 30, 2017.

- c. Review of Proposed Budget for Fiscal Year 2018 and Creation of an Ad Hoc Annual Budget Committee to Develop the Budget for Fiscal Year 2018**

** In compliance with the Americans with Disabilities Act, all possible accommodations will be made for individuals so they may attend and participate in meetings.*

The Board shall review the proposed budget for July 1, 2017 – June 30, 2018 developed by the Ad Hoc annual budget committee and create a new Ad Hoc committee to continue to develop the annual budget for FY 2018.

d. Letter Proposal to the Bureau of Reclamation for a Basin Study for the Ventura River

Ventura Water staff will summarize their Letter Proposal to the Bureau of Reclamation for a Basin Study for the Ventura River Watershed and ask the Board to authorize Chair Kuebler to sign the attached letter of support that will be included in the Letter Proposal.

e. Draft Job Description for Executive Director

The Board shall review and discuss the roles and responsibilities and approve the attached job description for the Executive Director position.

f. Preliminary Discussion re Development of Groundwater Sustainability Plan

The Board shall discuss an approach to developing the GSP.

7. COMMITTEE REPORTS

a. Report from Ad Hoc Committee to Draft Bylaws

b. Report from Ad Hoc Committee to Draft Conflict of Interest Code

c. Report from Ad Hoc Committee to Interface with California Water Action Plan Representatives

8. EXECUTIVE DIRECTOR'S REPORT

a. Status of Notification to DWR of Board's Election to be the GSA for the Upper Ventura River Groundwater Basin.

b. Meeting Schedule Pending Becoming the GSA and Casitas Boardroom Construction Impact to Future Meeting Schedule.

9. ADJOURNMENT

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING March 9, 2017**

Directors present were: Shana Epstein, Bruce Kuebler, Mary Bergen, Mike Krumpschmidt, and Emily Ayala. Alternate Directors present were: Glenn Shephard for Jeff Pratt. Also present were: Interim Executive Director Jennifer Tribo and Attorney Jena Acos.

- 1) **CALL TO ORDER**- Chairperson Bruce Kuebler called the meeting to order at 1:00 P.M.
- 2) **PLEDGE OF ALLEGIANCE** – Led by Bruce Kuebler.
- 3) **DIRECTOR ANNOUNCEMENTS** – Chair Kuebler provided a summary (attached) of an American Ground Water Trust workshop he attended on February 21, 2017 focused on developing and implementing groundwater sustainability plans. Bert Rapp has copies of the powerpoint presentations from the conference if anyone is interested in viewing them.
- 4) **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA** – No public comments were received.
- 5) **CONSENT ITEMS**
 - a) **Approve Minutes from February 1, 2017 meeting**
 - b) **Approve Minutes from February 9, 2017 meeting**
Director Krumpschmidt moved to approve the minutes from both meetings. Seconded by Director Bergen. Chair Kuebler called a voice vote. All ayes. None opposed.
 - c) **Approve Transfer of BHFS Invoice (Amount: \$9,972.53) Dated February 9, 2017 from Formation Committee's Budget to Agency's Budget**
Director Bergen moved to approve the budget transfer. Seconded by Director Ayala. Chair Kuebler called a voice vote. All ayes. None opposed.
- 6) **a. Receive Update on Appointment of Treasurer/Auditor.**

Jennifer Tribo summarized the staff report and asked Alternate Director Shephard and Director Epstein to update the Board on the ability of the City or County to serve as Treasurer/Auditor. Alternate Director Shephard stated that the County Treasurer has the capacity and capability to serve as the treasurer/auditor for the Agency, but that they need more information in order to determine the cost. Director Epstein stated that the City Treasurer would be able to perform duties for the Agency, but that the City holds a contract for the auditor position. Staff will coordinate with Alternate Director Shephard and Director Epstein to provide cost estimates for these services at the next meeting. Jena Acos added that she had looked into whether Cece VanDerMeer would qualify to serve as the Treasurer under option 4. Since she is neither an officer or an employee of the agency, then it is Brownstein's legal advice to not contract with Cece for the Treasurer position.
- 6) **b. Coordination for the Development of a Letter Proposal to the Bureau of Reclamation for a Basin Study for the Ventura River.**

Jennifer Tribo summarized the staff report and provided some additional information on the scope of the study and timeline. Bureau of Reclamation has notified Ventura Water that the Ventura River was selected to move forward to the Letter Proposal stage of the process. Ventura Water staff will develop the letter proposal and submit it to the Bureau of Reclamation on April 19th. The Directors asked clarifying questions about who would conduct the study and what the role of the Agency would be. Ventura Water staff replied that the focus of the Bureau of Reclamations involvement would be on evaluating climate change impacts and potential mitigation strategies in the watershed and the level of involvement is the Agency's choice at this point.

The floor was opened for public comments:

Bert Rapp, Ventura River Water District, asked for additional details on the climate change analysis.

Jennifer Tribo responded that the Basin Study will be a stakeholder led process and that those details will be worked out with the Bureau of Reclamation and other study partners further along in the process.

Paul Jenkins, Surfrider, stated that it is important to figure out what we want and be careful what we ask for when inviting the Bureau of Reclamation into the watershed. Added that he was supportive of a Basinwide approach though.

Diana Engle, Meiners Oaks Water District Board of Directors, added that there is a lot of studies going on in the Basin and cautioned the Board on bringing in non local agencies. She stated that the Board should not allow outside interests to dictate what goes in the GSP. She added that we do not know what the instream flow study will recommend.

Return to Board discussion:

Director Bergen asked Jena her opinion on bringing the Bureau into the GSP process.

Jena Acos stated that there are pros and cons and the impact would depend on the scope of the study. She added that there are connections between the components of a basin study and the GSP such as estimates of water supply and demand and water budgets. There are components of the basin study that may produce data that the GSA could use in developing the GSP. However, the GSA will have to address the results from the basin study.

Director Ayala expressed concern that this process is being led by Ventura Water and that there was not much mention of agricultural usage in the letter of interest.

Director Epstein replied that the letter was developed quickly and that agricultural stakeholder input is welcome.

Chair Kuebler added that it is appropriate to support Ventura Water's effort, but not officially participate in the process. He recommended that the Agency write a letter of support and participate as a stakeholder in the Basin Study, but not be the lead agency. Any concerns should be sent to Jennifer Tribo.

Alternate Director Shephard added that the Board can validate this position at the next meeting.

Director Krumpschmidt stated that the purpose of the Agency is to develop GSP with local data. He does not want a top down approach.

Director Bergen moved to authorize Agency staff to coordinate with Ventura Water staff on development of letter of support for a Basin Study for the Ventur River. Seconded by Alternate Director Shephard. Chair Kuebler called a voice vote. All ayes. None opposed.

Staff will bring this item back next month with a copy of the draft letter of support and draft Letter Proposal to determine the level of Agency involvement.

6) d. Appointment of Ad Hoc Committee to Interface with California Water Action Plan Representatives.

Chair Kuebler summarized the staff report and opened the floor for Director questions. Director Ayala asked how many Directors would be on the committee. Jena Acos responded that if the Board does not want to have the committee meetings be subject to the Brown Act, then it should be 3 or less. Director Epstein asked if any of the Directors were planning on serving on the State Board's TAC. Director Ayala stated that she was interested.

The floor was opened for public comments:

Ben Pitterle, Santa Barbara Channel Keeper, stated that someone on GSA should coordinate with CDFW and State Water Board. He was surprised that CDFW is not looking at flow or habitat on the mainstem other than for migration when the primary concern is the low flows.

Chair Kuebler added that he and Director Bergen went out in field with CDFW and he was pleased to learn that CDFW is looking at range of passage of flows.

Chair Kuebler, Director Bergen, and Director Ayala volunteered to serve on the committee.

Director Krumpschmidt moved to establish an ad hoc committee, composed of Directors Ayala, Kuebler, and Bergen, to interface with CDFW and the State Water Board in order to maintain communication to stay informed of issues that may affect the Agency. The committee will dissolve when the GSP or Action Plan is completed. Seconded by Alternate Director Shephard. Chair Kuebler called a voice vote. All ayes. None opposed.

e. Discussion of Desired Roles and Responsibilities of Executive Director and Creation of Ad Hoc Committee to Identify and Recommend Individuals to Act as Executive Director.

Jennifer Tribo summarized the staff report. Chair Kuebler added that the Agency needs to be clear about the roles and responsibilities of the Executive Director in order to select the best candidate.

Director Krumpschmidt moved to not form an ad hoc committee to develop a job description for the Executive Director. Seconded by Director Bergen. Chair Kuebler called a voice vote. All ayes. None opposed.

The Board directed staff to work with the ad hoc annual budget committee to develop a job description and budget for the executive director position for discussion at the next meeting.

7) COMMITTEE REPORTS

a) Report from Ad Hoc Committee to Develop Annual Budget

Director Bergen, committee chair, updated the Board on the progress of the budget committee and asked for input on several items. The committee is working on both annual budget that will end on June 30, 2017 and the FY2018 budget that will begin on July 1, 2017. The committee is considering sharing office space and staff with OBGMA. If the annual budget is greater than \$50,000, then additional member contributions will be necessary. The budget committee will bring forward their budget proposal for adoption at the April 13, 2017 meeting.

b) Report from Ad Hoc Committee to Draft Bylaws

No report.

c) Report from Ad Hoc Committee to Draft Conflict of Interest Code

Director Epstein noted that the committee is working to set up a meeting in March.

8) EXECUTIVE DIRECTOR'S REPORT – Jennifer Tribo updated the Board that the comments on OBGMA's alternative submittal and the thank you letters have been sent. Staff will follow-up with Casitas staff to determine the construction schedule for the Casitas board room and if future Board meetings will need to be rescheduled or relocated.

9) ADJOURNMENT – The meeting was adjourned at 2:29pm.

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF A SPECIAL MEETING March 9, 2017**

Directors present were: Shana Epstein, Bruce Kuebler, Mary Bergen, Larry Rose, and Emily Ayala.

Alternate Directors present were: Mike Hollebrands for Mike Krumpschmidt and Glenn Shephard for Jeff Pratt. Also present were: Interim Executive Director Jennifer Tribo and Attorney Jena Acos.

Two members of the public attended.

1. **CALL TO ORDER** - Chairperson Bruce Kuebler called the meeting to order at 6:30 P.M.
2. **PLEDGE OF ALLEGIANCE** – Led by Director Kuebler.
3. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

None

4. **PUBLIC HEARINGS**

- a. **Public Hearing to Receive Public Comment on Upper Ventura River Groundwater Agency's Election to Act as the Groundwater Sustainability Agency for the Upper Ventura River Groundwater Basin**

Jennifer Tribo read the staff report aloud. Jena Acos outlined the GSA notification process and stated that staff will need direction from the Board regarding stakeholder involvement. The Agency will also need to submit a map of the both the Basin boundaries and the Agency's proposed GSA boundaries.

Chair Kuebler opened the public hearing. There were no public comments. Chair Kuebler closed the public comment period.

Chair Kuebler reviewed the grammatical changes that had been made to the Resolution since the publication of the agenda. Alternate Director Hollebrands moved to approve Resolution No. 2017-2. Seconded by Director Epstein.

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Mike Hollebrands, Shana Epstein, Larry Rose, Emily Ayala. Nos: none, Abstentions: none.

Jena Acos walked the Board through the list of beneficial uses ad users template. Directors provided direction to staff regarding how they would like to include each group of users in the GSP process. Jena Acos will fill out the forms for DWR submittal and review with Chair Kuebler before submitting.

5. **ADJOURNMENT** – Chair Kuebler adjourned the meeting at 7:01pm.

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(a)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Receive Update on Appointment of Treasurer/Auditor

SUMMARY

Article 7 of the Joint Exercise of Powers Agreement (“JPA Agreement”) requires the Agency to appoint a treasurer and auditor consistent with the requirements in the Government Code.

Depending upon the option selected, there may be a fiscal impact associated with this agenda item.

RECOMMENDED ACTION

Receive staff update on treasurer/auditor options and provide input to staff for action on this item at the next Board Meeting.

BACKGROUND

Section 13.3 of the JPA Agreement requires the Agency to appoint a treasurer and auditor consistent with sections 6505, 6505.5 and 6505.6 of the Government Code.

The Government Code identifies the following four options for appointment of a treasurer. Requirements for appointment of an auditor depend on which option the Agency chooses regarding appointment of a treasurer.

1. Appoint the treasurer of one of the member agencies;
2. Appoint the treasurer for Ventura County;
3. Contract with a certified public accountant; or
4. Appoint an officer or employee of the Agency.

Staff reviewed the above options in detail at the February 1, 2017 meeting. The Board of Directors instructed staff to bring forward additional information regarding the feasibility of options 1 and 4. At the March 9, 2017 Board Meeting, Ventura County indicated that the County Treasurer/Auditor had the capability and capacity to act as Treasurer for the Agency, but that additional information was needed to develop a cost estimate. The City of Ventura also indicated that the City Treasurer would be available, but that the auditor is a contracted position. The Board directed staff to return at the next meeting with additional information regarding the estimated cost for appointing the County Treasurer/Auditor as the Agency’s treasurer/auditor.

Staff will provide an update on the cost estimate for the County Treasurer to act as the treasurer/auditor for the Agency.

FISCAL SUMMARY

Depending upon the option selected, there may be a fiscal impact associated with this agenda item.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ M. Krumpschmidt___ S. Epstein___

L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(b)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Adoption of Annual Budget for Fiscal Year 2017

SUMMARY

The Joint Exercise of Powers Agreement (“JPA Agreement”) requires that the Agency adopt a budget for the ensuing fiscal year within one hundred and twenty (120) days after the first meeting, which is May 5, 2017. The Board of Directors established an ad hoc committee on February 9, 2017 to develop an annual budget for the Agency through June 30, 2017.

The fiscal impact of this item is the difference, if any, between the proposed annual budget and the interim budget adopted on February 9, 2017.

RECOMMENDED ACTION

Approve the proposed budget for Fiscal Year 2017 (attached).

BACKGROUND

Section 14.1 of the JPA Agreement requires the Board of Directors to adopt a budget for the Agency for the ensuing fiscal year within one hundred and twenty (120) days after the first meeting, which is May 5, 2017.

The Board of Directors established an ad hoc committee on February 9, 2017 to develop an annual budget for the Agency through June 30, 2017. The Committee received input from the Board on March 9, 2017 and has developed the attached budget for Board consideration and approval.

The proposed budget includes liability insurance, legal fees, DWR filing fees, and data loggers. The ad hoc budget committee proposes that the Agency wait until at least July 1, 2017 to procure office space and staff. The proposed budget is based upon continuing legal services with Brownstein Hyatt Farber Schreck (Brownstein) through July 1, 2017.

The budget also includes a line item for meters and data loggers with an estimated cost of \$10,000 for the current fiscal year. Director Kuebler recommends that the Agency install data loggers in critical wells historically monitored by the County of Ventura to capture the drain down after this above average rain year. The last time this opportunity existed in the basin was in the Spring of 2011. This data could be critical to calibrating the surface water/groundwater model currently being developed by the State.

FISCAL SUMMARY

The proposed budget for Fiscal Year 2017 shows total expenses by June 30, 2017 of \$41,100 or a commitment of about \$9,000 per agency which is less than the current commitment per agency of \$10,000 for the adopted interim budget of \$50,000.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler____ M. Bergen____ J. Pratt____ M. Krumpschmidt____ S. Epstein____

L. Rose____ E. Ayala____

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(c)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Review of Proposed Budget for Fiscal Year 2018 and Creation of an Ad Hoc Annual Budget Committee to Develop the Budget for Fiscal Year 2018

SUMMARY

The Board of Directors established an Ad Hoc Annual Budget Committee on February 9, 2017 to develop an annual budget for the Agency through June 30, 2017. The Board voted that the Annual Budget Committee will be dissolved once the annual budget is approved by the Board of Directors on or before May 5, 2017. The Agency will need to approve a budget for fiscal year 2018 before July 1, 2017. The existing Ad Hoc committee has developed the attached draft budget, but a new committee must be created in order for work to continue.

There is no fiscal impact associated with the creation of the Ad Hoc committee to develop the Agency's Fiscal Year 2018 budget.

RECOMMENDED ACTION

- Create a new Ad Hoc annual budget committee to develop the annual budget for Fiscal Year 2018. A motion creating an Ad Hoc Committee should include the following details:
 - Purpose of Ad Hoc Committee
 - Individuals appointed to Ad Hoc Committee, including at least one Director
 - Date of Ad Hoc Committee's termination
- Review and provide comments on the proposed budget for Fiscal Year 2018 (July 1, 2017 – June 30, 2018) developed by the current Ad Hoc annual budget committee.

BACKGROUND

Article 12 of the of the JPA Agreement provides that the Board of Directors may from time to time appoint one or more advisory committees or establish standing or ad hoc committees to assist in carrying out the purposes and objectives of the Agency. The Board shall determine the purpose and need for such committees and the necessary qualifications for individuals appointed to them. Each committee shall include a Director as the chair thereof. Other members of each committee may be composed of those individuals approved by the Board of Directors for participation on the committee. However, no committee or participant on such committee shall have any authority to act on behalf of the Agency.

The Board of Directors established an Ad Hoc Annual Budget Committee on February 9, 2017 to develop an annual budget for the Agency through June 30, 2017. The Board voted that the Annual Budget Committee will be dissolved once the annual budget is approved by the Board of Directors on or before May 5, 2017. The existing Ad Hoc committee has developed the attached draft budget for Fiscal Year 2018, but the Ad Hoc committee must be reauthorized in order for work to continue.

The primary tasks envisioned in the draft budget for Fiscal Year 2018 include: establishment of an office, implementation of an extraction fee, initial work on the Groundwater Sustainability Plan, and preparation for the first annual report. The draft budget for Fiscal Year 2018 shows total expenses by June 30, 2018 of \$251,400. This equates to a commitment of about \$51,000 per agency. Revenues from an anticipated extraction fee will not likely be available until Fiscal Year 2019.

Office space and staffing

The budget currently includes costs for office space and staffing based upon sharing with the Ojai Basin Groundwater Management Agency. The Board is currently exploring this option along with others. On Thursday March 30th the OBGMA Board voted unanimously in favor of sharing office space and staff with the UVRGA.

Hiring an Executive Director

The Board can continue to use the services provided by the City of Ventura or hire an Executive Director. A job description for the Executive Director has been prepared and included on the April 13th agenda under a separate agenda item. The Budget committee has provided a line item in the budget for Professional Services, Engineering, Geologist, etc. for when the Board needs specialized technical assistance.

Provision of Legal Services

The draft budget is based upon continuing legal services with Brownstein.

Development of an Extraction Fee & Protest Hearing Notice

A large task for Fiscal Year 2018 is the proposed development and implementation of an extraction fee. The budget committee recommends that the Board establish an Ad Hoc committee to develop an approach to the task and determine what consultants may be needed to implement the preparation of an extraction fee and protest hearing notice.

Some of the tasks associated with establishment of an extraction fee are determining which wells are extracting more than 2 acre feet per year, determining the quantity of water expected to be extracted per year, developing an anticipated budget and the amount of revenues needed, determining how quickly meters will be installed, who will own and maintain the meters, who will read the meters, how often they will be read, how the usage will be reported and billed and lastly how the hydrologic data will be organized for sustainable management of the basin.

Meters and Data Loggers

The line item for Meters and Data Loggers includes \$10,000 for the current fiscal year and \$30,000 for next year. Director Kuebler recommends that the GSA install data loggers in critical wells historically monitored by the County of Ventura to capture the

drain down after this above average rain year. The last time this opportunity existed in the basin was in spring of 2011. This data could be critical to calibrating the surface water / groundwater model currently being developed by the State. The \$30,000 budgeted for Fiscal Year 2018 is for possible additional data collector and/or meter needed for the extraction fee implementation.

Preparing for the Annual Report and Groundwater Sustainability Plan

The draft Fiscal Year 2018 budget includes line item 16 for professional services of hydrogeologists, engineers, etc. It is expected that during the coming year the Board will initiate work to organize the Annual Report on the Basin and prepare for a Groundwater Sustainability Plan.

FISCAL SUMMARY

The draft Fiscal Year 2018 budget shows total expenses by June 30, 2018 of \$251,400 or a commitment of about \$51,000 per agency.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ M. Krumpschmidt___ S. Epstein___

L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(d)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Letter Proposal to the Bureau of Reclamation for a Basin Study for the Ventura River.

SUMMARY

The Bureau of Reclamation (“Reclamation”) is seeking non-federal partners to participate in the development of new basin studies. The City of Ventura’s water department (“Ventura Water”) responded with a letter of interest in January proposing a basin study for the Ventura River to complement the California State Water Resources Control Board’s (“State Water Board”) instream flow study. Reclamation informed Ventura Water in March that the Ventura River was selected to proceed to Step 2 of the evaluation process. Ventura Water staff is working with Reclamation State Water Board staff to develop a study proposal for consideration by a Reclamation-wide application review committee. Proposals are due April 19, 2017 and should include letters of support from project partners and stakeholders.

RECOMMENDED ACTION

Authorize Chair Kuebler to sign the attached letter of support on behalf of the Agency for Ventura Water’s Proposal for a Reclamation Basin Study for the Ventura River.

BACKGROUND

In December 2016, Reclamation sought letters of interest from eligible non-federal entities interested in participating in a new basin study. Ventura Water responded with a letter of interest proposing a basin study for the Ventura River to complement the State Water Board’s in stream flow study currently underway.

On March 8, 2017, Reclamation informed Ventura Water that the Ventura River was selected to proceed to Step 2 of the evaluation process. Ventura Water staff is working with Reclamation and State Water Board staff to develop a study proposal for consideration by a Reclamation-wide application review committee. Proposals should include letters of support from project partners and stakeholders, which are due April 19, 2017.

Through basin studies, Reclamation works with state and local partners to conduct comprehensive water supply and demand studies of river basins. Basin studies are conducted over a three year period and include four main elements:

1. Projections of water supply and demand, including the risks of climate change.
2. Analysis of how existing water and power infrastructure will perform in response to changing water realities.

3. Development of adaptation and mitigation strategies to improve operations and infrastructure to supply adequate water in the future.
4. Trade-off analysis of the strategies identified and findings.

Entities must contribute at least half of the total cost as cash or in-kind services. This is not a financial assistance program and Reclamation's share of the study costs will only be used to support the work done by Reclamation or its contractors. If the Ventura River study proposal is selected for funding, then Ventura Water staff will work with Reclamation staff and other stakeholders to develop the Plan of Study for the project and execute Memorandums of Agreement between the study partners. At this time, the study partners are identified as Ventura Water, Reclamation, and the State Water Board. If the Ventura River study is funded, then other partners can be identified at that time.

The study proposal will describe the nexus between the State Water Board's instream flow study for the Ventura River Watershed and a Basin Study for the Ventura River. The Agency may choose to utilize these studies as background to develop the Groundwater Sustainability Plan ("GSP"). The bulk of the non-federal match for the Basin Study will be the \$700,000 that the State Water Board has allocated towards the development of hydrologic models for the Ventura River Watershed. Reclamation will then spend up to \$700,000 developing and modeling climate change scenarios and mitigation strategies for the Ventura River.

There are several elements that are common to the GSP and the Basin Study. In some instances, the GSP element may inform the Basin Study and vice versa. Study partners and stakeholders will coordinate throughout the process to develop both plans efficiently and effectively. The climate change modeling provided by Reclamation could inform the Agency's projected water budget. As a stakeholder in the process, the Agency will also have the opportunity to provide input on the management actions and mitigation strategies that could be implemented to ensure sustainable water supplies in the Upper Ventura River Groundwater Basin and Ventura River Watershed as a whole. While many of the modeling details will be developed during the next phase of the Study, the attached draft work plan provided by Reclamation provides an overview of the Basin Study process.

FISCAL SUMMARY

There is no fiscal impact associated with this agenda item.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ M. Krumpschmidt___ S. Epstein___

L. Rose___ E. Ayala___

Summary Work Plan

Each Basin Study must include four key elements, as detailed in the Reclamation Manual Directives and Standards WTR 13-01¹. These elements include:

- Projections of future water supply and demand, considering specific impacts resulting from climate change, including any risk related to changes in snowpack; changes in the timing and quantity of runoff; changes in groundwater recharge and discharge; and any increase in the demand for water or the rate of reservoir evaporation as a result of increasing temperatures.
- Analysis of how existing water and power infrastructure and operations will perform given any current imbalances between water supply and demand, and in the face of changing water realities due to climate change (including extreme events such as floods and droughts) and population growth. Analysis must consider the extent to which changes in water supply will impact Reclamation operations and facilities, including: water deliveries; hydropower generation; recreation; fish and wildlife habitat; species or habitats protected under the ESA; water quality; flow-dependent ecological resiliency; and flood control.
- Development of appropriate adaptation and mitigation strategies to meet current and future water demands. Adaptation and mitigation strategies may include, but are not limited to, modification of existing reservoir or operating guidelines; new management, operating, or habitat restoration plans; water conservation and demand reduction strategies; new water infrastructure; new or improved models and decision support systems; and monitoring plans and data acquisition to support future analysis.
- Quantitative or qualitative trade-off analysis of identified adaptation and mitigation strategies. Trade-off analysis must examine proposed strategies in terms of their ability to meet the study objectives, the extent to which they minimize imbalances between water supply and demand and address the possible impacts of climate change, the level of stakeholder support, the relative costs (when available), the potential environmental impacts, and other attributes common to the strategies.

The Ventura River Basin Study will address the four required elements through eight technical tasks, summarized below. Tasks 1-8 will each be documented in a technical memorandum. Results from Tasks 1-8 will then be compiled and summarized in a final Basin Study Summary Report. All technical memoranda and the final Basin Study Summary Report will undergo Technical Sufficiency Review as required by the Reclamation Manual Directives and Standards WTR TRMR-65.

¹ Reclamation Manual Directives and Standards (D&S) WTR 13-01 establishes the Bureau of Reclamation's requirements for reviewing, conducting, and approving Basin Studies under the WaterSMART (Sustain and Manage America's Resources for Tomorrow) Basin Study Program. D&S WTR TRMR-65 is available at the following URL: <https://www.usbr.gov/recman/wtr/wtr13-01.pdf>

Task 1: Develop Study Metrics

Task 1 will define a suite of metrics to quantify and characterize current and future climate conditions and water supplies, demands, and operations in the study area. Water supply and demand metrics will address timing and quantity of runoff and reservoir inflow; groundwater recharge, discharge, and aquifer levels; crop evapotranspiration and net irrigation requirement; indoor and outdoor municipal water use; reservoir evaporation rates; and other relevant supply and demand metrics identified by the study partners. Water operations metrics will address the quantity and reliability of surface water and groundwater deliveries, flood control, and hydropower generation, along with relevant metrics or indicators related to recreation, fish and wildlife habitat, species or habitats protected under ESA, water quality, and flow-dependent ecological resiliency.

Task 2: Characterize Climate Change and Sea Level Rise

Task 2 will characterize historical and projected variability and trends in climate and sea levels within the study area based on historical observations and future projections. Analysis and characterization of climate conditions will focus on aspects of climate variability and change that are likely to impact water supplies, demands, and operations in the study area, including, but not limited to, precipitation, temperature, and humidity. Analysis of sea levels will focus on observed and projected changes in mean sea level, with limited consideration of tidal fluctuation and storm surges. Analysis will consider climate and sea level projections from multiple GCMs and emissions scenarios, and may consider multiple downscaling methods.

Task 3: Develop Study Scenarios

Task 3 will develop a set of planning scenarios that will be used to evaluate water supplies, demands, and operations under current and future conditions. Scenarios will represent the broad range of factors that affect water supplies, demands, and operations in the Ventura River basin, including physical factors such as climate and sea levels as well as socioeconomic factors such as population and per capita water use; industrial water use; agricultural practices, including cropping and irrigation patterns; and land use throughout the basin.

A baseline scenario will be developed to represent current conditions within the study area. Future scenarios will then be developed to represent projected changes in climate, sea level, and socioeconomic conditions through the end of the 21st century. Study scenarios will be developed consistent with the requirements and guidelines for developing Groundwater Sustainability Plans under California's Sustainable Groundwater Management Act, to the extent that these requirements and guidelines are consistent with the requirements and objectives of the Basin Study.

Climate scenarios will specify transient (time-varying) sequences of precipitation, temperature, and other climate variables relevant to water supplies and demands. The baseline climate and sea level scenarios will represent recent historical conditions over the period from approximately 1975-2015. Future climate and sea level scenarios will be based on downscaled climate projections and corresponding projections of sea level rise (Task 2). Climate scenarios will be developed using the ensemble-informed hybrid delta method (Reclamation 2014) or the ensemble-informed transient delta method (Reclamation 2013, Reclamation 2016), both of which have been previously used to analyze potential impacts of climate change in California. This study will also consider future climate scenarios developed by the California Water Commission

based on the mean projected climate conditions for the 2030s and 2070s (California Water Commission 2017).

The baseline socioeconomic scenario will represent current conditions within the basin consistent. Future socioeconomic scenarios will be developed to represent a range of plausible trends in population, land use, and other socioeconomic factors that affect water supplies and demands in the Ventura River basin. To the extent possible, future socioeconomic scenarios will be consistent with existing projections of population, land use, and other socioeconomic factors developed by the study partners as part of other recent or concurrent planning efforts.

Task 4: Develop Modeling Tools and Inputs

Task 4 will develop the modeling tools and corresponding input datasets that will be used to evaluate water supplies, demands and operations in the Ventura River basin under baseline and future scenarios (Task 5) and to evaluate proposed adaptation and mitigation strategies (Task 7).

Figure 1 provides a schematic illustration of the conceptual approach to modeling water supplies, demands, and operations for the Basin Study. The conceptual approach includes three main steps:

- (1) Development of model inputs for each scenario;
- (2) Use of models to simulate water supplies, demands, and operations under each scenario and under the No Action Alternative and proposed adaptation and mitigation strategies; and
- (3) Calculation and analysis of study metrics based on model outputs.

SWRCB is currently working with a contractor to update, refine, and expand existing groundwater and surface-water models of the Ventura River basin. The contractor will also develop a nutrient transport model to estimate the amount of nutrients loaded to the surface water from agricultural practices via groundwater. SWRCB is also preparing a separate contract to update an existing water management model of the basin. In addition, Reclamation has developed an ET Demands model to estimate crop evapotranspiration and irrigation requirements for irrigated lands. These models will serve as the primary modeling tools for the Basin Study.

The study team will identify the inputs to each model that must be modified or adjusted to represent baseline and future scenarios, including but not limited to climate inputs (e.g., precipitation and temperature), hydrologic inputs (e.g., streamflow, infiltration, and recharge), and water demand inputs (e.g., stream diversions, groundwater pumping rates, and crop irrigation requirements). Default historical inputs to each model will then be modified to represent each study scenario. For example, precipitation and temperature inputs to the surface-water hydrology model will be modified to reflect projected trends in monthly means and interannual variability under each climate scenario.

It should be noted scenario inputs for one model may depend on the results of another model; these potential dependencies are represented by green arrows in Figure 1. For example, streamflow inputs to the water management model under a given climate scenario will be based

on outputs of the surface-water hydrology model under the same climate scenario. Similarly, inputs to the groundwater hydrology model—e.g., streamflows at the groundwater model boundary, reservoir stage, surface water diversions, and groundwater pumping rates—will likely be based the outputs of the water management model. As part of this task, the study team will identify and map all linkages between model inputs and outputs and develop a workflow for incorporating climate, sea level, and socioeconomic scenarios into all relevant model inputs. The modeling workflow may involve an iterative approach to represent interactions and feedbacks between inputs to the various models.

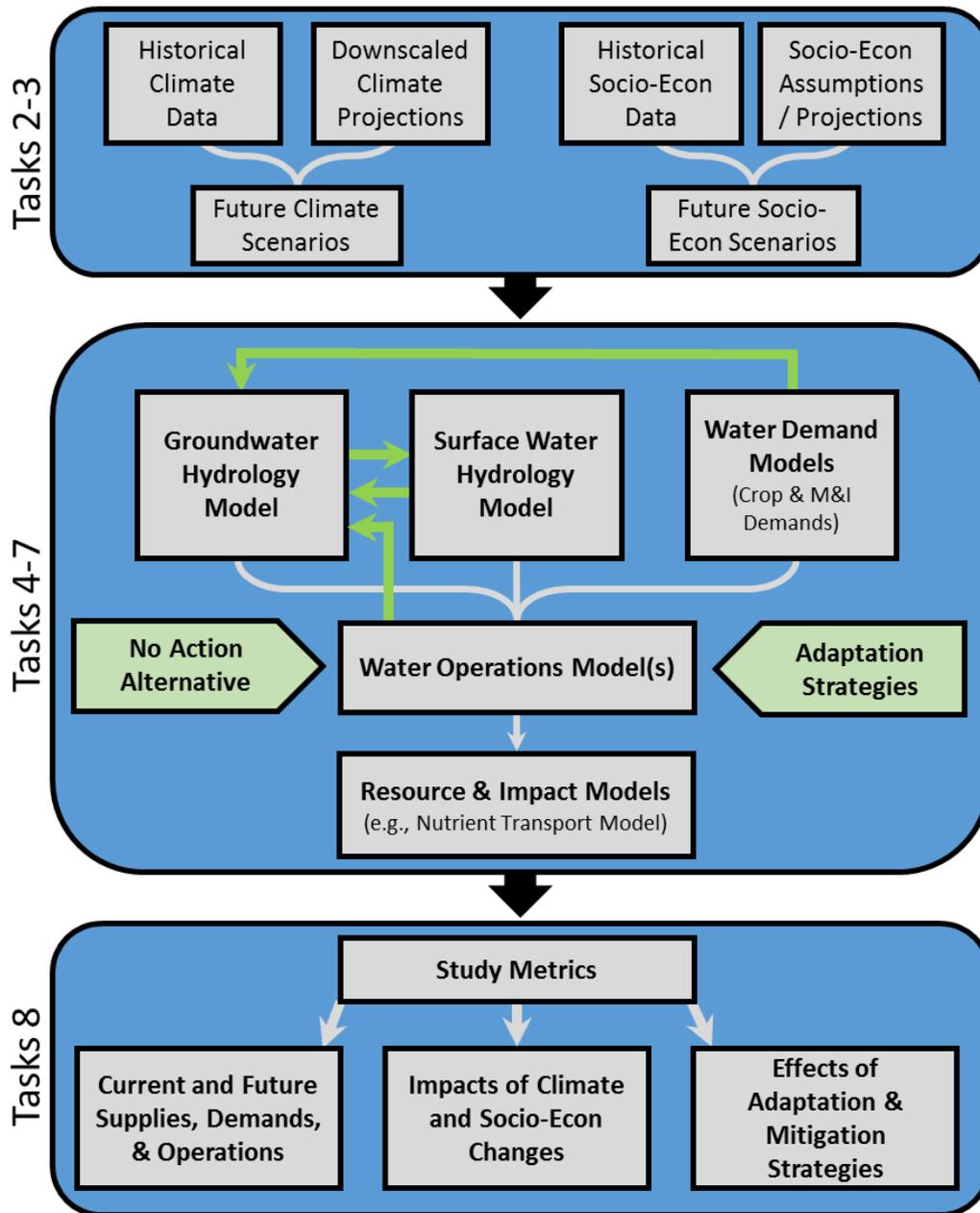


Figure 1: Schematic illustration of conceptual modeling approach. Green arrows represent dependencies between inputs to one model and outputs of another model.

Task 5: Simulate Supplies, Demands, and Operations – No Action Alternative

Task 5 will use the modeling tools, inputs, and workflow developed in Task 4 to evaluate and characterize water supplies, demands, and operations under current and future conditions in the absence of any change in surface water or groundwater management—i.e., assuming no change in water resources infrastructure, operations, or management within the study area, often referred to as the No Action Alternative. Models will be used to evaluate evaluate water supplies, demands, and operations throughout the Ventura River basin, including runoff and streamflow, infiltration and recharge, municipal and agricultural water demands, surface water storage and diversions, and groundwater levels and pumping rates. Study metrics will then be calculated from model results to characterize current and future supplies, demands, and operations and to evaluate potential impacts and risks from climate change, sea level rise, and socioeconomic factors. As noted under Task 4, modeling of water supplies, demands, and operations may involve an iterative approach if needed to represent interactions and feedbacks between inputs to the various models.

Task 6: Develop Adaptation and Mitigation Strategies

In Task 6, study partners will work together and with local stakeholders to identify adaptation and mitigation strategies to address current and projected imbalances between water supplies and demands. Development of adaptation and mitigation strategies will include consideration of any projected imbalances or failure to meet operating objectives under the No Action Alternative (Task 5). Adaptation and mitigation strategies may include, but are not limited to, changes to the operation of existing infrastructure, development of new infrastructure, conjunctive management of surface-water and groundwater resources, and/or water conservation and demand reduction measures. Where applicable, Task 6 will leverage strategies and alternatives developed by the study partners and/or local stakeholders as part of other recent or concurrent efforts.

Task 7: Simulate Supplies, Demands, and Operations – Adaptation and Mitigation Strategies

In Task 7, the Study Team will evaluate and characterize water supplies, demands, and operations under selected adaptation and mitigation strategies. Strategies developed in Task 6 will undergo initial review and screening, potentially including initial analysis based simplified representation of adaptation and mitigation strategy. Selected strategies will then be evaluated in detail using the modeling tools developed in Task 4.

Strategies will be simulated by modifying the configuration and/or input datasets of modeling tools to represent proposed adaptation and mitigation strategies. If it is not possible to represent a given strategy directly in the models, proposed strategies may be represented by post-processing model outputs (e.g., by using a spreadsheet to calculate changes in reservoir storage and surface water diversions under a given alternative). Study metrics will then be calculated from the model results and characterized similar to the No Action Alternative (Task 5). A bracketing approach will be used to evaluate uncertainties regarding future climate and socioeconomic conditions.

Task 8: Analysis and Comparison of Adaptation and Mitigation Strategies

Task 8 will analyze and compare simulated study metrics from Task 5 (No Action Alternative) to simulated study metrics from Task 7 (adaptation and mitigation strategies) to evaluate effects of proposed strategies on water supplies, demands, and operations. Task 8 will consider study

metrics related to the quantity of water supplies and demands, imbalances between supplies and demands, and reliability of water deliveries. Task 8 will also consider metrics and indicators related to flood control, hydropower generation, water quality, recreation, fish and wildlife habitat, species or habitats protected under ESA, and flow-dependent ecological resiliency (see Task 1). In addition to metrics and indicators based on model results from Tasks 5 and 7, Task 8 may consider factors such as relative costs and social acceptance; however, this task will not include a detailed benefit-cost analysis of proposed strategies.

Task 9: Prepare Basin Study Report

Finally, results from Tasks 1-8 will be compiled and summarized in a final study report and executive summary. Technical memoranda detailing the data, methods, and results of each previous task will be included as appendices to the final study report.



April 13, 2017

Mr. Pablo Arroyave, Acting Regional Director
U.S. Dept of the Interior, Bureau of Reclamation
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, California 95825-1898

Re: Support for Ventura River Basin Study

Dear Director Arroyave:

The Upper Ventura River Groundwater Agency (“UVRGA”) is pleased to support the Bureau of Reclamation’s (USBR) development of a Basin Study for the Ventura River. The Basin Study will complement the ongoing efforts in the Ventura River watershed including the Instream Flow Study being conducted by the California State Water Resources Control Board and the Groundwater Sustainability Plan that will be developed by the UVRGA by 2022.

The Basin Study will assist the Ventura River watershed stakeholders in collaborating with the USBR to analyze the potential impacts of climate change to water supplies and demands; identify a broad spectrum of adaptation strategies; identify funding opportunities for future projects; and facilitate communication and collaboration between partner agencies and USBR.

The UVRGA was formed on December 6, 2017 through a Joint Exercise of Powers Agreement (“Agreement”) among the Casitas Municipal Water District, the City of San Buenaventura, the County of Ventura, the Meiners Oaks Water District, and the Ventura River Water District. The Sustainable Groundwater Management Act requires establishment of a groundwater sustainability agency (“GSA”) by June 30, 2017, and adoption of a groundwater sustainability plan (“GSP”) by January 31, 2022 for groundwater basins designated by the California Department of Water Resources (“DWR”) as medium- and high-priority that are not subject to critical conditions of overdraft. The Upper Ventura River Basin is designated as a medium-priority sub-basin. The UVRGA has submitted its intent to serve as the GSA for the Upper Ventura River Basin to DWR.

A Basin Study for the Ventura River will benefit the users of the Upper Ventura River groundwater basin. The Members of the Upper Ventura River Groundwater Agency look forward to working with the USBR, the California State Water Resources Control Board and other watershed stakeholders to ensure the reliability of future water supplies in the Ventura River watershed.

Sincerely,

Bruce Kuebler, Board Chair
Upper Ventura River Groundwater Agency

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(e)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Draft Job Description for Executive Director

SUMMARY

The Joint Exercise of Powers Agreement (“JPA Agreement”) requires the Board of Directors to appoint an Executive Director to act as the chief administrative officer of the Upper Ventura River Groundwater Agency (“Agency”). At its first meeting on January 5, 2017, the Board appointed an interim Executive Director to serve until the annual budget for Fiscal Year 2017-2018 is approved. At its meeting on March 9, 2017 the Board directed the interim Executive Director to work with the budget committee to develop a job description for the Executive Director. The Board should review the attached job description, so that an individual can be appointed by July 1, 2017.

There is no fiscal impact associated with this agenda item.

RECOMMENDED ACTION

1. Review and approve the draft job description for the Executive Director.
2. Provide direction to the ad hoc Budget Committee regarding the budget for this position.

BACKGROUND

Article 10 of the JPA Agreement provides that the Board of Directors shall appoint an Executive Director, who may be, though need not be, an officer, employee, or representative of one of the Members. The Executive Director’s compensation, if any, shall be determined by the Board of Directors.

The Board has three options regarding the organizational functions to be performed by the Executive Director.

1. Executive Director performs all technical, management, and administrative tasks assigned by the Board.
2. Executive Director performs management and administrative tasks and consultants perform technical tasks.
3. Executive Director performs management tasks; consultants perform technical tasks; and an assistant performs administrative tasks.

Staff has prepared the attached job description for a permanent part-time Executive Director according to option 2. The Executive Director will perform the book keeping, clerical, and organizational functions of the agency. Technical tasks will be completed by consultants as directed by the Board. The graphic below depicts the distribution of activities for the Agency. If the Board prefers option 3, then administrative tasks would be shifted from the Executive Director to the assistant resulting in potential cost savings.

Activity Assignments UVRGA				
ACTIVITY	BOARD & BOARD CHAIR	EXEC. DIR.	CONSULTANT	TREASURER
Prepare Agendas				
Prepare Meeting minutes				
Maintain website				
Prepare and Maintain Budget				
Pay bills				
Prepare monthly cost report				
Select consultants				
Interact with public				
Coordinate communication				
Maintain official records				
Coordinate with consultants				
Point of contact with DWR				
Groundwater Sustainability Plan				
Maintain activities calendar				
Prepare audits				
Issues updates to Board				
Handle correspondence				
Create Extraction Fee				
Prepare Annual Report				

The City of Ventura (“Ventura Water”) will continue to provide the services of Jennifer Tribo who is serving as interim executive director through June 30, 2017. If the Board selects option 3, then Ventura Water can continue providing the services of Ms. Tribo at the existing level of effort after June 30, 2017 at a cost of approximately \$800 per month (which would be credited towards Ventura Water’s financial contributions to the Agency budget). Ms. Tribo would continue to prepare agendas and staff reports and take minutes at the meetings, but the Executive Director would retain the Agency management tasks including issuing RFPs, managing contracts, and financial matters. The estimated level of effort for these administrative tasks is 20 hours per month.

FISCAL SUMMARY

The Ad Hoc annual budget committee estimated that expenses related to hiring an Executive Director would be \$40,400 per year.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ M. Krumpschmidt___ S. Epstein___

L. Rose___ E. Ayala___

Job Description

Executive Director

Definition

The Executive Director is an at-will employee who serves at the pleasure of the Board of Directors in a permanent part time position. This position is responsible for planning, organizing and directing the activities and operations of the Upper Ventura River Groundwater Agency. The Executive Director shall be the chief administrative officer of the agency, and is responsible for all aspects of the day-to-day Agency operations, including supervising Agency staff.

Examples of Duties and Responsibilities

- Prepare and post Board agendas.
- Arrange room for meetings
- Take minutes
- Pay bills, deposit receipts, issue bills, post payments and keep financial data
- Maintain electronic and paper data and files
- Maintain email list of stakeholders
- Prepare and send out notices via mail and e-mail
- Run the office - answer phone, stock office supplies
- Keep website up to date with outside technical assistance
- Keep Board aware of issues and deadlines, e.g., Form 700, budget, audit, required reports
- Prepare and oversee the Agency's budget
- Supervise and direct the work of Agency staff
- Respond to and effectively prioritize multiple phone calls and other requests for service
- Provide clerical support work with accuracy and speed
- Process payroll
- Train, supervise and evaluate staff
- Organize, maintain, and update office database and records systems
- Operate modern office equipment, including, word - processing, spreadsheet, accounting and billing software applications.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Desirable Knowledge and Abilities

Knowledge of:

- Agency practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.

- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology.
- Principles of business letter writing.
- Basic principles of record keeping.
- Computation, including ability to make arithmetic calculations and detect unreasonable results.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and Agency staff.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires the ability to stand, walk twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Minimum Qualifications

- Completion of an AA degree in Accounting or 5 years of accounting experience.
- Clerical training and experience.
- Public Agency experience.

Exempt /Non - Exempt

- This is a non-exempt position pursuant to the Fair Labor Standards Act.

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 6(f)

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Preliminary Discussion re Development of Groundwater Sustainability Plan

SUMMARY

Chair Kuebler will lead a discussion of how and when the Board might begin the process of developing the Groundwater Sustainability Plan for the Upper Ventura River Groundwater Basin.

RECOMMENDED ACTION

None.

BACKGROUND

FISCAL SUMMARY

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ M. Krumpschmidt___ S. Epstein___

L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 7

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Committee Reports

a. Report from Ad Hoc Committee to Draft Bylaws

The Bylaws Committee will update the Board of Directors on their progress at the meeting.

b. Report from Ad Hoc Committee to Draft Conflict of Interest Code

The Conflict of Interest Committee will update the Board of Directors on their progress at the meeting.

c. Report from Ad Hoc Committee to Interface with California Water Action Plan Representatives

The Committee will update the Board of Directors on their call with the State Water Resources Control Board on March 14th.

UPPER VENTURA RIVER GROUNDWATER AGENCY

Item No. 8

DATE: April 13, 2017
TO: Board of Directors
SUBJECT: Executive Director's Report

- a. Status of Notification to DWR of Board's Election to be the GSA for the Upper Ventura River Groundwater Basin.**
- b. Meeting Schedule Pending Becoming the GSA and Casitas Boardroom Construction Impact to Future Meeting Schedule.**

Due to recent construction at the Casitas Municipal Water District, the boardroom will be temporarily be unavailable for meetings of the Upper Ventura River Groundwater Agency. Construction is anticipated to last until August/September. The Agency will either need to adjust its meeting schedule or find an alternative location for meetings until October 2017. The Ojai Council Chamber is not available on the second Thursday of the month. There is a meeting room available at the City of Ventura on the second Thursday of the month.