

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING April 12, 2018**

The Board meeting was held at Casitas Municipal Water Districts meeting room at 1055 Ventura Avenue, Oak View, CA 93022. Directors present were: Bruce Kuebler, Mary Bergen, Emily Ayala, Diana Engle and Kevin Brown; alternate director present was: Glenn Shephard for Jeff Pratt. Director Larry Rose was absent. Also present were: Executive Director Cece Vandermeer, Attorney Jena Acos, and GSP Project Manager Bryan Bondy. Public present were; Bert Rapp, Mike Hollebrands, Jordan Kear, Jennifer Tribo and Ben Pitterle.

1) CALL TO ORDER- Chairperson Bruce Kuebler called the meeting to order at 1:03 P.M.

2) PLEDGE OF ALLEGIANCE – Led by Bruce Kuebler.

3) PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA – Mike Hollebrands, with MOWD, announced that a customer of MOWD was a FAA drone pilot and he offered his services to video the basin free of charge.

4) CONSENT ITEMS

a. Approve Minutes from March 8, 2018

Engle stated that Jordan Kear's presentation needed to be added to the minutes as stated in the minutes. Bergen requested Vandermeer to add the names of absent directors to the meeting minutes going forward. Shephard moved to approve the meeting minutes as corrected. Seconded by Bergen.

Ayes: Bruce Kuebler, Glenn Shephard, Diana Engle, Kevin Brown and Mary Bergen. Emily Ayala abstained.

b. Financial Reports for February and March 2018

Vandermeer presented the Treasurer's Report for February and March 2018 with an update to show the correct bank balance is \$75,707.04. Kuebler stated that we will be sending out the second invoice for the current fiscal year and the balance of contributions to be billed for four of the participating agencies is \$16,302.94, since the agencies have already been billed for some of the work that has been completed, for their total commitment of \$49,000.00. VRWD's contribution is \$12,882.38 because they have already paid some additional bills. Kuebler stated that the balance for the Agency would be \$153,858 at the end of the fiscal year, minus any payments made in May and June, and that a reserve fund could be established for any monies left over at the end of the fiscal year.

The corrected Financial Reports were received and filed.

5) DIRECTOR ANNOUNCEMENTS

Shephard stated that the County of Ventura has one item coming to the Board of Supervisors, on April 17, which is a nonobjection letter regarding the sale of contracted water by the City of Ventura and CMWD.

Brown reported that the City of San Buenaventura is in the process of completing some of their studies in the Santa Clara River estuary and proceeding with their water resources plan which includes desalination and direct potable reuse, the latter requiring a connection with State Water Project.

Bergen reported that Casitas is selling this year's entitlement to State Water to San Gorgonio Pass Water Agency. Casitas will be able to get 40% of the amount back within 10 years.

Engle requested information on the interface with California Water Action Plan. Kuebler explained that the he will be reporting on that in Agenda Item 10.

Kuebler reported he had received the official Grant notification award for UVRGA by email from the Department of Water Resources with a letter to follow. Kuebler stated that there will be a Chautauqua meeting on April 15 dealing with water, and he has prepared an information sheet about the UVRGA that will be included in the handout. He is on the panel with Mary Bergen and others. He also reported on status update meeting about removal of Matilija Dam and expressed concern at meeting about fine sediments plugging Ventura River bottom resulting from Thomas fire. Kuebler reported an Appellate Court decided that Ventura can cross complain against upstream water users in SBCK v. City of San Buenaventura and he had requested Agency counsel to look into options, such as a stay in the proceedings.

6) GSP PROJECT MANAGER COMMENTS

Bondy mentioned that there will be a DWR workshop on GSPs in Ventura on April 25, 2018.

7) GSP ACTION ITEMS (This item began @ 1:25 pm)

a. GSP Task 1

i. Standard Operating Procedures and QA/QC

This item was moved to a special board meeting on May 3, 2018.

ii. Conflict of Interest Policy

The Board considered approval of the amended version of the Agency's conflict of interest policy. Acos stated that the changes to the Conflict of Interest Policy require that the designated agency for filing the UVRGA form 700 is the County of Ventura. Acos reported that the County has a new on line filing procedure for the form 700 and requested that Vandermeer contact the Clerk of the Board staff member to set up this up for the Directors. Kuebler requested a change on Attachment D, Designated Positions, regarding Alternate Directors to be corrected to 5 alternates instead of 7. Engle requested input on Director's emails to be giving to the Clerk of the Board for the filing requirement. Acos requested Vandermeer to contact each Director and request their email preferences.

No public comments.

Shephard motioned to approve Resolution 2018-04 as amended. Bergen seconded

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Diana Engle, Kevin Brown, Emily Ayala

iii. Policy and Process for Timekeeping re Local Cost Share for Grant.

The Board considered approval of a policy and timekeeping mechanism for Directors and staff to record time spent on reimbursable costs for the GSP grant. Bondy reported that he recommended getting a timekeeping policy and process for the Agencies cost share. Bondy explained that most of the cost share comes from Director's time; he explained that Kuebler and Engle prepared the policy with Bondy's and Vandermeer's input. Engle prepared a draft timekeeping excel spreadsheet. Engle recommended that the Board use the retroactive beginning date of August 2017 for the start of GSP time tracking. Ayala suggested Google Drive as a form of timekeeping. Engle stated that she would work on a Google drive option for

concatenation of timekeeping. Acos recommended signing the printed timesheets at the Board meetings.

No public comments

Bergen motioned to adopt the proposed timekeeping policy, with minor edits to be made by Engle, and to transfer from Excel Spreadsheet to Google Drive. Seconded by Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Diana Engle, Kevin Brown, Emily Ayala.

b. GSP Task 2.2

This item was moved to the May 10, 2018 Board meeting.

c. GSP Task 2.5

This item was moved to the May 10, 2018 Board meeting.

d. GSP Task 2.6

This item was moved to the May 10, 2018 Board meeting.

e. GSP Task 3.1

i. The Board discussed the draft Stakeholder Engagement Plan. Several changes were suggested, including from the public. Directors were asked to provide any additional comments to Kuebler so the Plan can be approved in May.

ii. The Board discussed adding an additional director to the Ad Hoc Committee on Funding Options and Budget Review to help prepare funding plan based on a groundwater extraction fee. Director Ayala was asked to serve and she agreed.

No public comment.

Shephard motioned to appoint Ayala to the Ad Hoc Committee on Funding Options and Budget Review. Seconded by Brown.

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Diana Engle, Kevin Brown, Emily Ayala.

8) OTHER ITEMS (This began at 3pm)

a. OBGMA Groundwater Management Plan Update

The Board discussed preparing comments on the OBGMA Groundwater Management Plan Update. Comments are due by April 26. Bondy and Acos recommend commenting because it is an adjoining basin.

No public comments.

Shephard motioned to request Bondy to review document and submit comments as appropriate after approval by Kuebler. Seconded by Ayala.

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Diana Engle, Kevin Brown, Emily Ayala.

b. MOU for cooperation on water supply security.

The Board discussed approval of the MOU and designates the Board Chair to represent the Agency. Ventura is now a participant in the process, Brown having attended latest meeting.

No public comments

Bergen moved to approve the MOU and to designate Chair Kuebler to represent the Agency. Seconded by Shephard.

Ayes: Bruce Kuebler, Mary Bergen, Glenn Shephard, Diana Engle, Kevin Brown, Emily Ayala

c. Liability Insurance

The Board discussed approval of the quote from Special District Risk Management Authority (SDRMA) for General Liability and Worker's Compensation Insurance.

Vandermeer presented two quotes for General Liability Insurance and one quote for Worker's Compensation Insurance. Vandermeer stated that the quote from SDRMA, for a total of \$3,117.36, includes General Liability Insurance, Worker's Compensation Insurance and annual membership dues of \$420.00 with a three year commitment to their program. Kuebler asked if Vandermeer would like to pursue another quote. Vandermeer stated that she would pursue another quote. Board direction was to return item at next meeting with new quote.

d. Agenda Procedure

Kuebler described a new process for putting items on Board agenda. Bondy will be point of contact and will work closely with Kuebler, Vandermeer, and Acos. That group will be meeting after today's meeting to go over details of process.

No public comment.

e. Change of Office Location

Bergen stated that the current office is small and inefficient. Kuebler explained that the current office rent is \$385/month and is shared equally with OBGMA. The new office rent would be \$800/month and shared equally resulting, in an increase in the annual cost for office rent of \$2,580. No decision has been made and OBGMA will discuss on April 26.

No public comments

Board's guidance to Executive Director was to support the potential office move to a bigger location.

9) EXECUTIVE DIRECTOR'S REPORT

Vandermeer stated that the Agency emails have been established. Vandermeer stated that she is still working on the website modifications with the web designer.

10) COMMITTEE REPORTS

a. Ad Hoc Committee to Interface with California Water Action Plan Representatives.

Kuebler presented the attached handout he prepared from information provided by Kevin Delano of the Water Board.

- 11) **ADJOURNMENT** – The meeting was adjourned at 3:43 pm. The Board will hold a Special Meeting to discuss the QA/QC document of Task 1 on May 3, 2018, location to be determined. The next regular Board meeting will be May 10, 2018 at 1:00 pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View, CA 93022.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler___ M. Bergen___ J. Pratt___ D. Engle___ K. Brown___

L. Rose___ E. Ayala___