

UPPER VENTURA RIVER GROUNDWATER AGENCY

NOTICE OF REGULAR MEETING

NOTICE IS HEREBY GIVEN that the Upper Ventura River Groundwater Agency (“Agency”) Board of Directors (“Board”) will hold a Regular **Board Meeting at 1 P.M. on Thursday, May 10, 2018 at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View California 93022.**

UPPER VENTURA RIVER GROUNDWATER AGENCY BOARD OF DIRECTORS
REGULAR MEETING AGENDA

May 10, 2018

1. MEETING CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. 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. The presiding Chair shall limit public comments to three minutes.

4. CONSENT ITEMS

- a. Approve Minutes from April 12, 2018**
- b. Approve Financial Report for April 2018**

5. DIRECTOR ANNOUNCEMENTS

6. GSP PROJECT MANAGER REPORT

7. GSP ACTION ITEMS

a. GSP Task 1

i. Monitoring and Data Collection Protocols

The Board will consider approving this document prepared by Jordan Kear and reviewed by the GSP Project Manager, which establishes groundwater and surface water monitoring and data collection protocols for use by Agency staff and consultants working for the Agency. The adopted protocols will be incorporated into the Groundwater Sustainability Plan to comply with GSP Emergency Regulations § 352.2.

ii. Drug Free Workplace Policy

The Board will consider approving a drug free workplace policy, as required pursuant to Government Code Section 8355 and to satisfy GSP grant eligibility requirements.

b. GSP Task 2.2 – Surface Water-Groundwater Study (a.k.a. Wet-Dry Interface Monitoring)

The Board will consider approving Kear Groundwater to perform professional services necessary to complete the GSP Task 2.2 technical scope of work, which involves tracking the terminus of active surface water flow in the wet-dry transition zone through 2019 and preparation of a surface-water groundwater interface report.

c. GSP Task 2.6 – Surface Water Flow Monitoring and Reporting

The Board will consider approving Kear Groundwater to perform professional services necessary to complete the GSP Task 2.6 technical scope of work, which involves monthly surface water flow monitoring through 2019 and preparation of wet reach surface water flow annual reports.

d. GSP Task 3.1 – Stakeholder Engagement Plan

The Board will consider approving a Stakeholder Engagement Plan.

8. COMMITTEE REPORT

a. Ad Hoc Budget Committee

The committee will present a draft FY 2019 budget for discussion.

9. EXECUTIVE DIRECTOR'S REPORT

10. ADJOURNMENT: The next scheduled Board meeting will be on June 14, 2018 at 1pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave, Oak View, CA 93022

**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 meetings 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 Geronio 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___

FINANCIAL REPORT FOR APRIL 2018 4(b)

DATE: May 10, 2018
TO: Board of Directors
FROM: Cece Vandermeer, Executive Director
SUBJECT: Executive Director Financial Report

MARCH Bank Balance: \$75,707.04

APRIL 2018 ACTIVITY:

| | | |
|-------------------------|---------------------------------------|----------|
| Brownstein Hyatt Farber | Attorney 3/18 | 6,674.40 |
| Cece Vandermeer | Medical 4/18 | 300.00 |
| OBGMA | Office Share Expense 4/18 | 526.83 |
| Cece Vandermeer | Payroll 4/18 | 1,497.08 |
| Bondy Groundwater | April 2018 invoice | 9,993.35 |
| IRS | 1 st Qtr payroll tax 941 | 557.44 |
| IRS | 1 st Qtr payroll tax 940 | 20.57 |
| EDD | 1 st Qtr payroll tax State | 154.25 |

Total APRIL 2018 \$19,723.92

Ending Bank Balance April 2018 \$55,983.12

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(a)(i)

DATE: May 7, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Monitoring and Data Collection Protocols

SUMMARY

Pursuant to the Groundwater Sustainability Plan (GSP) Emergency Regulations § 352.2, monitoring protocols for data collection are a required GSP element. Because the Agency is preparing to authorize several data gap tasks involving monitoring and data collection activities, the GSP Project Manager has recommended that the Board adopt protocols to govern those activities and for inclusion in the GSP.

The Monitoring and Data Collection Protocols document was prepared by Jordan Kear and reviewed and edited by the GSP Project Manager. The Board provided comments on the draft document during its May 3, 2018 special meeting. The comments have been addressed and a proposed final document is included in the meeting packet for reference. Any comments that have not been addressed will be described during the meeting.

RECOMMENDED ACTION

It is recommended that the Board approve the Monitoring and Data Collection Protocols document.

BACKGROUND

Pursuant to GSP Emergency Regulations § 352.2(b), the Agency may rely on protocols included in the best management practices (BMPs) developed by the Department of Water Resources (DWR) or may adopt similar monitoring protocols that will yield comparable data. The applicable DWR BMP is the *Groundwater Monitoring Protocols, Standards, and Sites Best Management Practice*, dated December 2016. Where possible, the Draft Monitoring and Data Collection Protocols document adopts the DWR BMPs with minor edits or clarifications to address UVRGA's particular circumstances.

FISCAL SUMMARY

Not applicable

ATTACHMENT

Final Draft Monitoring and Data Collection Protocols

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___

FINAL DRAFT
MONITORING AND DATA COLLECTION PROTOCOLS

*****NOT AVAILABLE AT TIME OF PUBLICATION*****

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(a)(ii)

DATE: May 7, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: Drug Free Workplace Policy

SUMMARY

Pursuant to Government Code Section 8355, the Agency is required to have a drug free workplace policy. The Agency must have a policy in place to move forward with the GSP grant.

The Board Chair has prepared the attached policy, which is based on those used by other public agencies.

RECOMMENDED ACTION

It is recommended that the Board approve the Drug Free Workplace Policy

BACKGROUND

A Drug Free Workplace Policy is required by DWR to receive grant funds. The attached Workplace Policy is excerpted from the Ventura River Water District policy.

FISCAL SUMMARY

Not applicable

ATTACHMENT

Drug Free Workplace Policy

Action:

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___

UPPER VENTURA RIVER GROUNDWATER AGENCY

DRUG FREE WORKPLACE POLICY

ADOPTED MAY 10, 2018

A. POLICY

It is the policy of the Upper Ventura River Groundwater Agency (Agency) to maintain a workplace environment free of drugs and alcohol.

B. APPLICATION

This Policy applies to all Agency employees, whether full or part-time and each employee is required to abide by its terms.

C. DRUG TESTING

An employee will be subject to alcohol and drug testing if there is reasonable suspicion the employee is under the influence of alcohol or legal or illegal drugs. An employee's refusal to consent to a drug or alcohol test may result in disciplinary action, up to and including termination.

D. VIOLATION OF POLICY

Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal or legal drug or of alcohol will be subject to either discharge or the issuance of a "Last Chance Agreement" for continued employment. An employee who has violated this Policy and has been offered a "Last Chance Agreement" may return to work under the following conditions: he or she has successfully completed a rehabilitation/treatment program; he or she has submitted to follow-up drug or alcohol testing, depending on the failed test; or he or she has received a verified negative test result.

E. DRUG TESTING

Lab procedures will be administered by a third party medical testing facility selected by the Agency. Alcohol testing will be conducted by using a breath-testing device approved by the National Highway Traffic Safety Administration. Drug testing will be conducted by obtaining a urine specimen from an employee. The specimen will be sent to the lab and screened. The Agency will test for the following substances: amphetamines/methamphetamines; cocaine; opiates; phencyclidine (PCP); and marijuana.

F. PERSONNEL

All records pertaining to drug and alcohol testing shall be in a confidential file kept under control of the Agency. The Agency shall provide each employee with a copy of the policy and obtain a written acknowledgement from each employee that the policy has been received and read. The Agency shall make any changes to this Policy at any time to ensure continued compliance with State and Federal laws or regulations.

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(b)

DATE: May 7, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: GSP Task 2.2 – Surface Water-Groundwater Study

SUMMARY

The Board will consider approving Kear Groundwater to perform professional services necessary to complete the GSP Task 2.2 technical scope of work, which involves tracking the terminus of active surface water flow in the wet-dry transition zone through 2019 and preparation of a surface-water groundwater interface report.

The attached proposal by Kear Groundwater includes weekly visual flow observations and reporting (tasks 2.2a and 2.2c., respectively). The proposal includes a third optional task (2.2b) to complete up to two twenty-four hour high frequency surveys. The purpose of the optional twenty-four hour high frequency surveys is to assess variability in the location of the active flow starting point throughout a twenty-four hour period that may be resulting from diurnal cycles in evapotranspiration and pumping. The results of the high-frequency survey(s) will be used to identify the optimal time of the day for the weekly monitoring, with the goal of ensuring consistent and representative observations. Staff recommends completing an initial twenty-four hour survey and then evaluating the need for a second survey based on the initial survey results.

RECOMMENDED ACTION

1. Approve the professional services for Task 2.2a, 2.2b (one of two high frequency surveys), and 2.2c for an amount not- to- exceed \$26,000; and
2. Authorize the Board Chair to approve Task 2.2b (second of two high frequency surveys) for an amount not-to-exceed \$6,000, as needed, based on the initial survey results.

BACKGROUND

The Board discussed a prior Kear Groundwater proposal for GSP Grant Tasks 2.2 and 2.6 during its March 8, 2018 meeting. The Board requested more information concerning labor hours and rates, procedures, and better alignment with the GSP grant tasking. Kear Groundwater has worked with the GSP Project Manager to separate the work into separate proposals for GSP Grant Tasks 2.2 and 2.6 and address the other requests.

The attached proposal covering GSP Grant Task 2.2 has been reviewed by the GSP Project Manager. It is noted that the total fee listed on page three of the proposal should be \$32,000, not \$35,000.

FISCAL SUMMARY

The professional services will be performed in FY 18 and FY 19. Costs for the current fiscal year are anticipated to be within the current overall budget, but individual line items might be exceeded.

The GSP Grant application assumed a \$9,600 fee for this work. The proposed professional services will exceed the GSP Grant by \$10,400 to \$22,400, depending on the number of optional high frequency surveys approved. As noted in the staff report for agenda item 7(c), the Agency anticipates an approximate \$9,240 savings compared to the assumed fee to complete the technical scope of work for GSP Task 2.6. These savings would offset some of the exceedance for GSP Task 2.2.

ATTACHMENT

Kear Groundwater proposal dated April 8, 2018

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___



April 8, 2018

Bruce Kuebler
Upper Ventura River Basin Groundwater Agency
PO Box 1779
Ojai, California 93024

**Re: *Proposed Professional Hydrogeologic Services
Monitor Ventura River Surface Water-Groundwater Interface Task 2.2***

Greetings Chair Kuebler:

Per our discussions and your request, Kear Groundwater (KG) has prepared this brief proposal to conduct various types of surface water flow monitoring and to map locations of daylighting groundwater such as at the north end of the live reach of the Ventura River. This proposal is prepared to meet the intent of Grant Subtask 2.2, summarized below.

As with many watersheds in arid and tectonically active regions, the Ventura River Watershed exhibits a very dynamic and mobile, ephemeral and intermittent network of streams. Surface flow from most streams exit the headwaters and infiltrate into the subsurface as the streams enter the groundwater basins, namely the Ojai Basin and the Upper Ventura River Groundwater Basin. Given the cobble and boulder substrate of the river beds, gauging the flow is difficult except for where bridges or impoundments exist and have created an engineered river bottom of planar concrete. A network of gauges exist at many bridge locations, but these are at areas where flow is often absent while the live reaches flow over areas where measuring the flow can be difficult and inaccurate due to the mobile river bed gravels.

To accommodate this phenomenon, KG and other researchers have been monitoring the southern edges of surface flow on the losing reaches and the northern edges of surface flow on the gaining reaches in this generally north-to south flowing system. By conducting this mapping on as frequently as a weekly basis using GPS tools, a long-term database is being constructed. By correlating the latitudes of the daylighting groundwater with measured flow, the latitudes can be used as a rating-shifted proxy for river and stream flow, without the uncertainty of measurements in the mobile substrate. Unique to each stream system, such a network can be used to graph the relationship between flow components and simplify the flow model of the stream system and interacting groundwater.

The southerly portion of Ventura River is usually a wet reach and the northerly portion a dry reach. When and where surface water ceases flowing in the dry reach and appears in the wet reach are important data for modeling the interaction of surface water and

KEAR GROUNDWATER



groundwater. Two water agencies on the UVRGA Board have been conducting regular on-the-ground river monitoring that includes 1) mapping the southern edge of the river's surface flow in the dry reach (begun in January 2014) and 2) noting at 100-meter intervals along the entire reach where the riverbed is wet, dry, or intermittent (begun in February 2008 for assessment of steelhead passage flows).

This task involves tracking the position of the river extent in the transition between the wet and dry reaches for three years, through the end of water year 2019. These monitoring data will be compiled, reconciled, and analyzed, along with data logger readings to help develop the hydrogeologic conceptual model and help calibrate the SWRCB surface water-groundwater model. This monitoring may continue beyond September 2019 as part of long-term monitoring.

A report will be developed describing the dynamic occurrence and movement of the surface water-groundwater interface.

KG proposes to support the UVRGA by conducting a weekly spot check of the northerly edge of surface flow in the live reach, and conduct a pressure-logger and GPS based survey of the migration of the northern edge of the live reach when it is in a conveniently measureable location (e.g., just south of Santa Ana Road) to better the understanding of the dynamic nature of the daylighting point.

Note that when surface flow is continuous across the basin, KG will measure flow near Santa Ana Road Bridge and/or Highway 150 bridge (as safely feasible) and compare to the Camino Cielo Bridge and Casitas Vista Bridge flow monitoring points. This is described separately in Task 2.6.

Task 2.2a: Weekly spot check:

When surface water flow is not continuous across the UVRGB, KG proposes to map the latitude and longitude of daylighting groundwater at the north end of the live reach on a weekly basis. Typically this will be on Friday afternoons when MOWD measures south end of surface flow at the losing reach of river to the north. We will accompany MOWD personnel on their checking when feasible.

Surface flow is considered continuous as measured up the river from the confluence of San Antonio Creek. The southernmost point at which this flow can no longer be seen will be mapped as the point of daylighting groundwater.

Task 2.2b: High Frequency survey (optional task):

To observe the north end of daylighting groundwater on a detailed, short-term, and high frequency basis, KG proposes to dedicate personnel on the north edge of surface flow and map (Via GPS and tape, as well as a datalogger in the downstream portion that will be saturated throughout this survey) its migration north and/or south to observe diurnal fluctuations over a 24-hour period. Field data will be recorded at 10-minute intervals along an estimated 300-ft north to south reach of the river where daylighting. Position of



daylighting flow, water temperature, latitude of northernmost flowing water will all be recorded. These data will be compared to logger data set in river in pool near the daylighting point. We will also compare to diurnal fluctuations in the groundwater levels at most proximal monitored well. Two 24 - hour surveys are proposed, one in late spring 2018 (estimate June) and another in autumn (estimate November) 2018.

Task 2.2c: Reporting

KG personnel will incorporate data collection, data review, logger data and incorporation into ongoing dataset and presentation. In accordance with the GSP Grant, KG will prepare a "Surface and Groundwater Interaction Report" that describes the dynamic occurrence and movement of the surface water-groundwater interface at both the north and south edges of the dry reach. This report will incorporate data collected by MOWD and be submitted in draft form following the end of water year 2018/2019 (September 30 2019 and finalized before January 1, 2020. KG will provide a map showing the results of the weekly spot check and a graph by the last day of each month. For budgeting purposes, we assume a more formal presentation to the Board every six months.

**ESTIMATED FEE FOR PROFESSIONAL SERVICE
(FIELD WORK THROUGH SEPTEMBER 30, 2019):**

| | |
|--------------------------------------------------------------------------------------|-----------------|
| Task 2.2a: Weekly spot check (\$200/week for 75 weeks): | \$15,000 |
| [per week, 1 hour principal time at \$200/hour or 2 hours staff time at \$100/hour]: | |
| Task 2.2b: Two surveys with 10-min time point collection over 24 hours: | \$12,000 |
| [30 hours principal time at \$200/hour and 60 hours staff time at \$100/hour]: | |
| Task 2.2c: Report preparation | \$5,000 |
| [10 hours principal time at \$200/hour and 30 hours staff time at \$100/hour]: | |
| Total, all Tasks: | \$35,000 |
| Total, excluding optional task: | \$20,000 |

Best Regards,

Jordan Kear
California Certified Hydrogeologist No. 749
(805) 512-1516

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(c)

DATE: May 7, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: GSP Task 2.6 – Surface Water Flow Monitoring and Reporting

SUMMARY

The Board will consider approving Kear Groundwater to perform professional services necessary to complete the GSP Task 2.6 technical scope of work, which involves monthly surface water flow monitoring through 2019 and preparation of wet reach surface water flow annual reports.

RECOMMENDED ACTION

Approve the professional services for an amount not- to- exceed \$15,400.

BACKGROUND

The Board discussed a prior Kear Groundwater proposal for GSP Grant Tasks 2.2 and 2.6 during its March 8, 2018 meeting. The Board requested more information concerning labor hours and rates, procedures, and better alignment with the GSP grant tasking. Kear Groundwater has worked with the GSP Project Manager to separate the work into separate proposals for GSP Grant Tasks 2.2 and 2.6 and address the other requests.

The attached proposal covering GSP Grant Task 2.6 has been reviewed by the GSP Project Manager.

FISCAL SUMMARY

The professional services will be performed in FY 18 and FY 19. Costs for the current fiscal year are anticipated to be within the current overall budget, but individual line items might be exceeded.

The GSP Grant application assumed a \$24,640 fee for this work. Based on the proposed fee of \$15,400, an approximate \$9,240 savings is anticipated compared to the fee in the GSP Grant application.

ATTACHMENT

Kear Groundwater proposal dated April 8, 2018

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___



April 8, 2018

Bruce Kuebler
Upper Ventura River Basin Groundwater Agency
PO Box 1779
Ojai, California 93024

Re: *Proposed Professional Hydrogeologic Services*
Monthly Ventura River Flow Measurements UVRGA Task 2.6

Greetings Chair Kuebler:

Per our discussions and your request, Kear Groundwater (KG) has prepared this brief proposal to conduct surface water flow monitoring at key locations along the Ventura River. This proposal is prepared to meet the intent of Grant Subtask 2.6, summarized below.

Surface flow is measured near the top of the basin upstream of the dry reach, on San Antonio Creek upstream of the confluence, and just outside the basin downstream of the wet reach. Flow data are insufficient in the transition zone between wet and dry reaches with which to fully understand surface water-groundwater interactions and correlate surface flow with water table changes.

This data gap will be filled by measuring river flow at a location close to the wet reach's monitoring well. Flow will be measured by identifying a suitable cross-section, creating a profile of the river bottom to obtain cross-sectional area, and using a propeller meter for velocity. The first measurements were taken in September 2017 and will continue through 2019. The site will likely become part of the UVGSA's ongoing, long-term monitoring. After the first water year, the collected data will inform the development of Chapter 2 and the hydrogeologic conceptual model. Filling this data gap will help develop the hydrogeologic conceptual model and improve calibration of SWRCB's model.

Deliverables for this task will be wet reach surface flow annual reports, including draft submittals for comment prior to finalizing by January 1 of the following year.

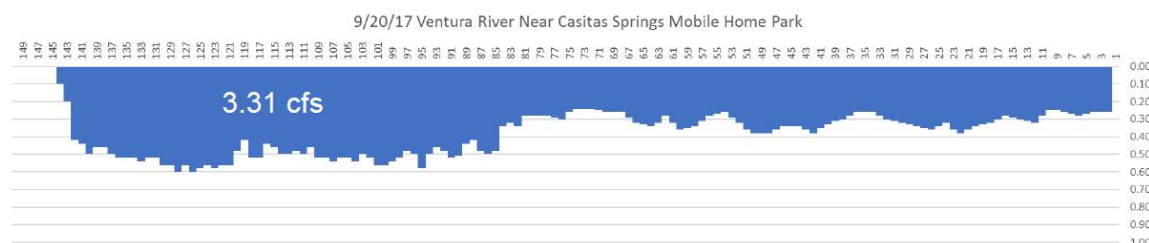
Task 2.6a - Monthly flow measurements:

Similar to what we have done on September 20 and October 20, 2017, KG will obtain 1) depth to water in the Casitas Mobile Home park well, 2) surface water flow at the measurable portion at Latitude 34.3721° N (approximately). By the last day of each month, KG will submit an excel spreadsheet with the data and the measured surface flow (e.g., USGS Casitas Vista and our measurements) and groundwater depth at the Mobile

KEAR GROUNDWATER



home park well. For budgeting purposes, it is assumed KG will provide a summary presentation to the Board every six months.



Our flow measurements will be made along a measured transect of the stream perpendicular to flow direction, at typically 0.1-ft lateral intervals measuring depth to the nearest 0.05-foot and velocity to the nearest 0.2-ft/sec using our Global Probe hand-held digital flow meter. Average velocities at each measured point will be used in calculations. These methods generally follow the USGS techniques for current-meter measurements for data collected while wading.

Note that when surface flow is continuous across the basin, KG will measure flow near Santa Ana Road Bridge and/or Highway 150 bridge (as safely feasible) and compare to the Camino Cielo Bridge and Casitas Vista Bridge flow monitoring points.

Task 2.6b - Reporting

KG personnel will incorporate data collection, data review and incorporation into ongoing dataset and presentation. For each water year, KG will prepare a "Wet REach Surface Flow Annual Report" that describes the snapshot flow measurements, Annual reports will be submitted in draft form following the end of the water year (September 30) 2018 and 2019 and finalized before January 1, 2019 and 2020, respectively.



ESTIMATED FEE FOR TASK 2.6 PROFESSIONAL SERVICE IS AS FOLLOWS:

Task 2.6a: Monthly Flow Measurements: \$12,000
(\$600/month for 20 months
[2 hours principal time at \$200/hour and 2 hours staff time at \$100/hour]):

Task 2.6b: Report preparation: \$3,400
(5 hours principal at \$200/hour and 24 hours staff time at \$100/hour)

Total, all Tasks: \$15,400

Best Regards,

A handwritten signature in black ink, appearing to read 'Jordan Kear'.

Jordan Kear
California Certified Hydrogeologist No. 749
(805) 512-1516

UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 7(d)

DATE: May 7, 2018

TO: Board of Directors

FROM: Agency Staff

SUBJECT: GSP Task 3.1 – Stakeholder Engagement Plan

SUMMARY

The Board will consider approving a Stakeholder Engagement Plan.

RECOMMENDED ACTION

Approve the Stakeholder Engagement Plan and direct the Executive Director to post the plan on the Agency's website.

BACKGROUND

The GSP Emergency Regulations require Groundwater Sustainability Plans (GPSs) to include a communication section that (1) explains the agency's decision-making process; (2) identifies opportunities for public engagement and a discussion of how public input and response will be used; (3) describes how the agency encourages the active involvement of diverse social, cultural, and economic elements of the population within the basin; and (4) explains the method the agency will follow to inform the public about progress implementing the Plan. The reason for developing Stakeholder Engagement Plan early in the GSP development process is to encourage the active involvement of individual stakeholders, stakeholder organizations, and other interested parties in the development and implementation of the GSP.

The plan was adapted from engagement plans developed by San Diego County for two SGMA basins. It includes a component of "Additional Opportunities" to expand the plan, such as development of an advisory committee. The opportunities will be considered as the GSP development progresses and stakeholder interests evolve and become more specific. The Board discussed a draft version of the plan during its April 12, 2018 meeting. The attached final draft was prepared by the Board Chair and addresses the Board's comments as well as comments received from Agency Counsel and the GSP Project Manager.

FISCAL SUMMARY

Not applicable.

ATTACHMENT

Final Draft Stakeholder Engagement Plan

Action: _____

Motion: _____ Second: _____

B. Kuebler___ M. Bergen___ G. Shephard___ D. Engle___ K. Brown___ L. Rose___ E. Ayala___

**STAKEHOLDER ENGAGEMENT PLAN
UPPER VENTURA RIVER GROUNDWATER BASIN
(4-003.01) VENTURA COUNTY, CALIFORNIA**

**SUSTAINABLE GROUNDWATER MANAGEMENT ACT
(SGMA) PROGRAM**

**PREPARED AND ADOPTED BY THE UPPER VENTURA
RIVER GROUNDWATER AGENCY, _____, 2018**

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1 INTRODUCTION

This Stakeholder Engagement Plan (Engagement Plan) summarizes the strategies to educate and involve stakeholders (those individuals and representatives of organizations who have a direct stake in the outcome of the planning process) and other interested parties in the preparation and implementation of a Groundwater Sustainability Plan (GSP) for the Upper Ventura River Groundwater Basin (UVR Basin) – Department of Water Resources (DWR) Basin No. 4-003.01 (Figure 1). This GSP will be prepared in accordance with the Sustainable Groundwater Management Act (SGMA), which was signed by Governor Brown in September 2014 and became effective January 1, 2015.

SGMA provides a framework to regulate groundwater for the first time in California’s history. The intent of SGMA is to strengthen local management of specified groundwater basins that are most critical to the state’s water needs by regulating groundwater and land use management activities. SGMA also aims to preserve the jurisdictional authorities of cities, counties and water agencies within groundwater basins while protecting existing surface water and groundwater rights.

The Upper Ventura River Groundwater Agency (UVRGA or Agency), a Groundwater Sustainability Agency (GSA), was formed by five local agencies: County of Ventura (County), City of San Buenaventura (City), Casitas Municipal Water District (CMWD), Meiners Oaks Water District ((MOWD), and Ventura River Water District (VRWD). There was extensive stakeholder engagement during that process. The governing board consists of one representative from each of those agencies plus two stakeholder directors representing environmental and agricultural interests. The GSA is responsible for developing a GSP for the UVR Basin to achieve long-term groundwater sustainability. Additionally, SGMA requires and directs GSAs to encourage active involvement of stakeholders and interested parties in the process to sustainability manage the basin.

2 PURPOSE

The purpose of the outreach activities described in this Engagement Plan is to encourage the active involvement of individual stakeholders and stakeholder organizations, and other interested parties in the development and implementation of the GSP for the UVR Basin. This GSP is required under SGMA to be completed no later than January 31, 2022. The projects and management actions necessary to implement the GSP could affect individuals and groups who have a stake in ensuring the basin is sustainably managed as required by SGMA.

In an effort to understand and involve stakeholders and their interests in the decision- making and activities, the UVRGA has prepared this Engagement Plan to encourage broad, enduring and productive involvement during the GSP development and implementation phases. This Engagement Plan will assist the UVRGA in providing timely information to stakeholders and receive input from interested parties during GSP development. This Engagement Plan will identify stakeholders who have an interest in groundwater in the UVR Basin, and recommend outreach, education and communication strategies for engaging those stakeholders during the development and implementation of the GSP. The plan also includes an approach for evaluating the overall success of stakeholder engagement and education of both stakeholders and the public. In consideration of the interests of all beneficial uses and users of groundwater in the basin, this Engagement Plan has been developed pursuant to California Water Code Section 10723.2.

Additionally, this Engagement Plan has been developed to encourage the active involvement of diverse social, cultural, and economic elements of the population within the UVR Basin, in accordance with GSP Regulations Section 354.10.

3 GENERAL INFORMATION

The following personnel will serve as contacts for the public during GSA formation and GSP preparation.

3.1 Executive Director

For general information about UVRGA and the GSP status, contact:

Cece Vandermeer, Executive Director, (805) 640-1247, email uvrgal@gmail.com.

3.2 GSP Project Manager

The UVRGA's GSP Project Manager will be available for stakeholders and the public seeking specific detailed information about the GSP. Contact:

Bryan Bondy, Hydrogeologist (805) 212-0484, email BBondy@uvrgroundwater.org

4 OUTREACH ACTIVITIES

The UVRGA will implement the following outreach activities to maximize stakeholder involvement during the development of the GSP and throughout SGMA implementation.

4.1 Public Notices

To ensure that the general public is apprised of local activities and allow stakeholders to access information, SGMA specifies several public notice requirements for GSAs. Refer to Table 1 in Appendix A for a summary of statutory requirements. Three sections of the California Water Code require public notice before establishing a GSA, adopting (or amending) a GSP, or imposing or increasing fees:

- Section 10723(b). "Before electing to be a groundwater sustainability agency, and after publication of notice pursuant to Section 6066 of the Government Code, the local agency or agencies shall hold a public hearing in the county or counties overlying the basin."
- Section 10728.4. "A groundwater sustainability agency may adopt or amend a groundwater sustainability plan after a public hearing, held at least 90 days after providing notice to a city or county within the area of the proposed plan or amendment. ..."
- Section 10730(b)(1). "Prior to imposing or increasing a fee, a groundwater sustainability agency shall hold at least one public meeting, at which oral or written presentations may be made as part of the meeting....(3) At least 10 days prior to the meeting, the groundwater sustainability agency shall make available to the public data upon which the proposed fee is based."
- In accordance with California Water Code Section 10723(b), the following was noticed to the public: On March 9, 2017, the UVRGA held a public hearing to consider becoming

a GSA for the UVR Basin. The public hearing was noticed in the *Ventura County Star* and *Ojai Valley News* in accordance with Government Code Section 6066.

- Future noticing will occur as required by SGMA.

4.2 Stakeholder Identification

SGMA mandates that a GSA establish and maintain a list of persons interested in receiving notices regarding plan preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents. The UVRGA compiled a list of interested persons for this purpose that will be maintained throughout the GSA formation and GSP development phases. An initial list of stakeholders and interested parties include, but are not limited to, the following:

- a) Holders of overlying groundwater rights.
 - 1) Agricultural well owners
 - 2) Domestic well owners
- b) Water Districts
 - 1) Casitas Municipal Municipal Water District
 - 2) Meiners Oaks Water District
 - 3) Ventura River Water District
 - 4) City of San Buenaventura
- c) Public water systems
 - 1) Tico Mutual Water Company
 - 2) Casitas Mutual Water Company
 - 3) North Forks Springs Mutual Water Company
 - 4) Rancho Del Cielo Mutual Water Company
 - 5) Krotona Institute of Theosophy
 - 6) Ojala Mutual Water Company
 - 7) Rancho Matilija Mutual Water Company
 - 8) Sheriff's Honor Farm
 - 9) Del Vasco Mutual Water Company
 - 10) Villanova Road Water Well Association
- d) Local land use planning agencies
 - 1) County of Ventura.
 - 2) City of Ojai
- e) Environmental and Ecosystem
 - 1) California Department of Fish and Wildlife
 - 2) State Water Resources Control Board, Instream Flow element of California Water Action Plan

- 3) Los Angeles Regional Water Quality Control Board
 - 4) National Marine Fisheries Service
 - 5) Santa Barbara Channelkeeper
 - 6) Matilija Coalition
 - 7) Surfrider Foundation
 - 8) Friends of the Ventura River
- f) Surface water users, if there is a hydrologic connection between surface and groundwater
- 1) City of San Buenaventura
 - 2) Casitas Municipal Water District
 - 3) Meiners Oaks Water District
 - 4) Ernest Ford
 - 5) Michael Cromer
- g) The federal government
- 1) United States Forest Service
- h) California Native American Tribes
- 1) Barbareno-Ventureno Band of Chumash
- i) Disadvantaged communities, including, but not limited to, those served by private domestic wells or small community water systems
- 1) Casitas Springs
 - 2) Ojala
- j) Entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the groundwater sustainability agency – The County of Ventura has filed and maintains California Statewide Groundwater Elevation Monitoring (CASGEM) monitoring data with the DWR.

The UVRGA intends to work cooperatively with partner agencies, stakeholders, and interested parties to develop and implement the GSP for the UVR Basin and will maintain a list of stakeholders and interested parties to be included in the formation of the GSP. A person can be added to the interested parties list by following directions on the UVRGA website: <http://www.uvrgroundwater.org> or by contacting the Executive Director.

4.3 Integrated Regional Water Management

The Ventura River Watershed Council is actively involved in the community on a wide range of issues affecting the watershed, including the UVR Basin. The Council prepared a watershed management plan in 2015. Since this group provides a forum for the discussion of issues that are important to the community, it is important for this group to be well informed throughout GSP development. Representatives from the UVRGA attend Council meetings to provide up-to-date information and hear feedback from Council members.

4.4 Public Hearings/Meetings

4.4.1 Planning Commission

Periodic updates on SGMA implementation will be provided to the Ventura County Planning Commission and the public will be invited to listen. No action will be taken during these meetings. Planning Commission hearings can be viewed online at: <http://www.vcrma.org>.

4.4.2 Public Meetings

Comprehensive stakeholder involvement will include regularly scheduled public meetings to aid in developing and implementing the GSP. Each GSP chapter will be the subject of a public meeting to receive comments prior to approval. In addition to signing up to receive information about GSP development at the UVRGA webpage, interested parties may participate in the development and implementation of the GSP by attending and participating in public meetings (Water Code Section 10727.8(a)). Prior public meetings have been held at the Casitas Municipal Water District, 1055 Ventura Avenue, Oak View, or the Oak View Community Center, 18 Valley Rd, Oak View. Future public meetings will likely be held at these locations. Special meetings may be held at different locations to accommodate a larger attendance. Each meeting will have a scheduled time for public comments. Information about upcoming meetings can be found on the UVRGA website: <http://www.uvrgroundwater.org>.

4.4.3 Local Agency Meetings

To ensure their constituency is kept informed of the progress of GSP development and implementation, the Directors representing UVRGA member agencies, which consist of County of Ventura, City of San Buenaventura, Casitas Municipal Water District, Meiners Oaks Water District, and Ventura River Water District have committed to providing periodic updates during their regularly scheduled board meetings. These meetings offer a chance for the public to receive information and provide comment. Information about upcoming meetings are provided on the following agency websites, or by the means each agency currently meets its legal noticing requirements, whichever is appropriate:

<http://venturariverwd.com>

<http://casitaswater.org>

<http://meinersoakswater.com>

<http://cityofventura.ca.gov>

<http://ventura.org> (Board of Supervisors)

4.5 Direct Mailings/Email

Public meetings and project information will be disseminated through email, from the Agency office, or direct mail under special circumstances if requested. This communication will provide information for the Ventura River valley community, public agencies, and other interested persons/organizations about milestones, meetings, and the progress of GSP development. Property owners with groundwater wells within the basin are notified via email and/or direct mailings about the establishment of an interested persons list and given the opportunity to receive future notices.

4.6 Newsletters/Columns

Periodic updates will be provided to the *Ventura County Star* and the *Ojai Valley News* newspapers to advise, educate, and inform the public on SGMA implementation.

4.7 UVRGA Website

Regular updates on the GSP development and implementation will be provided on the UVRGA website. In addition, general information about SGMA and groundwater conditions will be produced by the UVRGA. This information will include maps, timelines, frequently asked questions, groundwater information, and schedules/agenda of upcoming meetings and milestones. This information will be accessible on the UVRGA webpage located at: <http://www.urvgroundwater.org>. UVRGA staff will update the website regularly and invite users to request information or be added to the interested persons list.

4.8 Database

To distribute information about GSP development, an email list has been compiled into a database of interested persons and stakeholders. The database will be updated regularly to add names of attendees at public meetings along with those requesting information via email or the through the UVRGA website.

4.9 Tribal Engagement

Portions of the Barbareno-Ventureno Band of Chumash are located within the UVR Basin. Although the tribe is not subject to the requirements of SGMA, any federally recognized Indian tribe may voluntarily participate with GSAs in the preparation or administration of a GSP.

Since tribal participation is integral to the success of groundwater sustainability in the UVR Basin, tribal participation is encouraged. After the UVRGA was formed, communication was established with the Tribal Elder, Julie Tumamait, to determine the preferred level of involvement throughout GSP development and implementation. UVRGA will maintain close contact with Barbareno-Ventureno Band of Chumash throughout the GSP development process and GSP implementation.

4.10 Additional Opportunities

Additional opportunities for stakeholder participation (e.g., an advisory committee) will be considered as GSP development progresses and as stakeholder interests evolve.

5 EVALUATION

To determine the level of success of the Engagement Plan, the UVRGA will implement the following measures:

5.1 Attendance/Participation

A record of those attending public meetings will be maintained throughout the GSP development process. The UVRGA will utilize sign-in sheets and request feedback from attendees to determine adequacy of public education and productive engagement in the GSP development and implementation process. Meeting minutes will also be prepared and will be provided on the UVRGA website once approved.

5.2 Adherence to Schedule

Public participation in developing projects and management actions for inclusion in the GSP is instrumental to the success of the GSP. Keeping these tasks on schedule will be an important indicator of stakeholder involvement.

5.3 Plan Update

This Plan will be updated at least annually.

APPENDIX A

TABLE 1

| <i>During GSA Formation:</i> | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| “Before electing to be a groundwater sustainability agency... the local agency or agencies shall hold a public hearing.” | Water Code Sec. 10723 (b) |
| “A list of interested parties [shall be] developed [along with] an explanation of how their interests will be considered.” | Water Code Sec. 10723.8.(a)(4) |
| <i>During GSP Development and Implementation:</i> | |
| “A groundwater sustainability agency may adopt or amend a groundwater sustainability plan after a public hearing”. | Water Code Sec. 10728.4 |
| “Prior to imposing or increasing a fee, a groundwater sustainability agency shall hold at least one public meeting”. | Water Code Sec. 10730(b)(1) |
| “The groundwater sustainability agency shall establish and maintain a list of persons interested in receiving notices regarding plan preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents”. | Water Code Sec. 10723.4 |
| “Any federally recognized Indian Tribe... may voluntarily agree to participate in the preparation or administration of a groundwater sustainability plan or groundwater management plan... A participating Tribe shall be eligible to participate fully in planning, financing, and management under this part”. | Water Code Sec. 10720.3(c) |
| “The groundwater sustainability agency shall make available to the public and the department a written statement describing the manner in which interested parties may participate in the development and implementation of the groundwater sustainability plan”. | Water Code Sec. 10727.8(a) |
| <i>Throughout SGMA Implementation:</i> | |
| “The groundwater sustainability agency shall consider the interests of all beneficial uses and users of groundwater”. | Water Code Sec. 10723.2 |
| “The groundwater sustainability agency shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the groundwater basin”. | Water Code Sec. 10727.8(a) |