

**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, November 8, 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**

**November 8, 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 October 11, 2018**
- b. Approve Financial Report for October 2018**

**5. DIRECTOR ANNOUNCEMENTS**

**6. GSP PROJECT MANAGER REPORT**

**7. GSP ACTION ITEMS**

**a. Technical Advisory Committee**

The Board will consider adopting Resolution 2018-06 establishing a Technical Advisory Committee and directing staff to begin the recruitment process for two at-large TAC members.

**8. OTHER ACTION ITEMS**

**a. First Quarter Budget Report**

The Board will receive a first quarter budget report from the Ad Hoc Budget Committee and will consider approving budget adjustments.

**b. Member Agency Contributions Discussion**

The board will receive updates from member agency representatives concerning future member agency contributions.

**c. Multi-Year Budget**

The Board will consider adopting a multi-year budget prepared by the Ad Hoc Budget Committee.

**d. Banking Services**

The Board will consider adopting Resolution 2018-07 authorizing opening a checking account with the Bank of the Sierra.

**e. Financial Audit**

The Board will consider approving professional services to perform an audit for fiscal years 2016/2017 and 2017/2018.

**f. Agency Organization Structure**

The Board will consider approving an organizational chart and changes to staffing.

**g. Principal Office Location**

The Board will consider adopting resolution 2018-08 to change UVRGA's principal office location.

**h. Correction to Agency Resolution Numbers**

The Board will consider adoption of Resolution 2018-09 to correct an error in the resolution number of previously adopted resolutions.

**9. COMMITTEE REPORT**

**a. Ad Hoc Ad Hoc Funding Option Committee**

The committee will provide an update on the fee study.

**b. Ad Hoc Stakeholder Engagement Committee**

The committee will provide an update on implementation of the Stakeholder Engagement Plan.

**10. EXECUTIVE DIRECTOR'S REPORT**

**11. ADJOURNMENT**

The next scheduled Board meeting will be on December 13, 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 OCTOBER 11, 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, Diana Engle, Kevin Brown, Glenn Shephard, and Larry Rose. Director Emily Ayala was absent. Also present were: Executive Director Cece Vandermeer, Attorney Jena Acos, and GSP Project Manager Bryan Bondy. Public present were Paul Jenkin, Bert Rapp, and Mike Hollebrands.

**1) CALL TO ORDER-** Chairperson Bruce Kuebler called the meeting to order at 1:00 P.M. Agency Counsel noted for the record that the correct date on the fifth line of the agenda should be October 11, 2018, but that the meeting could proceed as scheduled because the tenth line lists the correct date.

**2) PLEDGE OF ALLEGIANCE** – Led by Chairperson Bruce Kuebler.

**3) PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA** – Paul Jenkin expressed concern over what he thought was a reduction in groundwater monitoring frequency and stressed the importance of that and measuring surface flows because of river bottom plugging caused by Thomas fire and the work going ahead with removal of Matilija dam. GSP Project Manager explained that the groundwater monitoring frequency is not being reduced and additional monitoring wells are under consideration.

**4) CONSENT ITEMS**

- a. **Approve Minutes from September 13, 2018**
- b. **Approve Financial Report for September 2018**
- c. **Approve Outstanding Invoices**

Several corrections were identified by Directors and GSP Project Manager and those are incorporated in the corrected minutes. Director Bergen moved to approve the consent items: Approve Minutes as corrected from September 13, 2018; Approve Financial Report for September 2018; and Approve Outstanding Invoices. Seconded by Director Brown.

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

**5) DIRECTOR ANNOUNCEMENTS**

Director Brown announced Ventura Water Commission will meet on Oct 30 and the City's draft EIR on Potable Water Reuse will be released soon.

Director Engle attended the SWRCB 9-24-18 TAC meeting on the geologic analysis.

Director Shephard announced a large diameter pipeline will be put under Hwy 33 in Casitas Springs to eliminate flooding from Fresno Canyon.

Director Kuebler mentioned the adjudication action filed by City of Ventura and he will attend the steelhead summit in Ventura on Dec. 3. Director Bergen said she will also attend. Director Keubler also mentioned that he and Director Bergen will be working on staffing options during the next month.

**6) GSP PROJECT MANAGER COMMENTS**

Bryan Bondy reported he also attended the TAC geology meeting and is evaluating additional wells to be added to monitoring program.

## **7) GSP ACTION ITEMS**

### **a. 2017 Prop 1 Sustainable Groundwater Planning (SGWP) Grant Agreement**

Bryan Bondy handed out copies of the final staff report which was not included in the agenda packet. Bryan Bondy summarized the grant agreement which is essentially final. It reflects a cost share reduction from 50% to 26%, although Sacramento hasn't formally approved that change but it is expected. All tasks have been collapsed into three categories and this requires the cost share to be reached in a category before reimbursement. It is important to continue using the existing more detailed task numbers for time keeping and to use action verbs tied to GSP when describing time spent. He recommended the Board authorize Board Chair to execute the agreement with no substantial changes following official DWR approval. This will save time in getting the final document.

No public comments.

Director Shephard motioned to authorize Board Chair to execute the agreement with Department of Water Resources for the 2017 SGWP Planning Grant, subject to non-substantive changes on the final version received from DWR headquarters. Seconded by Director Bergen.

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

### **b. State Water Resources Control Board Groundwater-Surface Water Workshop**

Bryan Bondy provided background on the workshop and explained that it will be streamed live and available later on the internet so he recommended to save Agency money by viewing on-line. Chair Kuebler won't travel because workshop in on same day as steelhead conference.

No public comments.

Director Engle motioned to authorize the GSP Project Manager remotely attend the workshop. Seconded by Director Brown. .

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

## **8) OTHER ACTION ITEMS**

### **a. Multi-Year Budget**

The Board discussed the revised multi-year budget. No significant changes were recommended, but it was noted that the following item might generate further discussion and potential changes. The Board discussed approving the budget at the next Board meeting.

The Board took no action.

## **b. Member Agency Budget Contributions**

The Board discussed member agency funding contributions pending implementation of the extraction fee program. All Directors indicated contributions to date are not expected to be returned. After the fee system is in place, Director Shephard said the County would not contribute but could make a loan, with interest, to help with Agency cash flow. Director Engle stated that Meiner's Oaks Water District doesn't want both a fee and contribution. Director Bergen said the intent is for member agency pumpers to provide equal support so any pumping charge would be deducted from an expected contribution. Director Brown will check with the City Council for their position. Chair Kuebler asked all member agency directors to check with their governing boards regarding any contribution concerns and report back at the next Board meeting. This is an important step before approving the multi-year budget.

Public comment. Mike Hollebrands asked whether member agency contributions were a gift of public funds and therefore a violation of the Government Code. Counsel Acos explained the GSP is a public benefit and, therefore, not a gift of public funds.

The Board took no action.

## **c. Invoice Approval Procedures**

Bryan Bondy explained the recommended change in procedures to streamline invoice payments by removing requirement for Board approval of each invoice. This will allow timely payment if the Board skips a meeting to reduce costs. Chair Kuebler recommended changing Resolution 2018-5 by adding the phrase "warrants from GSP Project Manager" after "of" in the sentence in the middle of paragraph 7.2 starting with "Checks for payment of ...".

Director Sheppard motioned that the Board of Directors approve the amended the Resolution 2018-5 amending the Agency's bylaws to implement revised invoice approval procedures. Seconded by Bergen.

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

## **d. California Wildlife Conservation Board Grant**

The Board discussed the grant application submitted on September 4, 2018 on behalf of the Ventura County Resource Conservation District and whether to take a position. Several Directors expressed concerns. It was also noted that there were many support letters and it is probably too late in the review process.

No public comment.

The Board took no action.

## **e. Ventura County Watershed Protection District (VCWPD) request for comments on Application for Waiver of Water Well and Permit Prohibitions**

Directors Engle and Shephard recused themselves and left the room while this item was discussed. Alternate Director Mike Hollebrands sat in for Director Engle. Agency Counsel handed out copies of the final staff report which was not included in the agenda packet.

The Board discussed the County's request. Counsel explained the Agency has no authority to approve or deny a well permit and can't evaluate the permit application. The Agency should only suggest comments the County may want to add to a permit if granted. Those suggestions would be the same in response to any request for comments from the County on any permit application.

No public comment.

Director Bergen moved that Chair Kuebler send a letter to VCWPD stating that if VCWPD decides to approve the waiver request, the Agency recommends the approval include the following conditions: 1. Pumping shall be restricted to no more than 2 acre-feet per year until adoption of the GSP with a meter installed on well output and pumping amounts reported semi-annually to VCWPD; 2. Groundwater use shall be restricted to parcels 018-0-021-375 & -355; and 3. Applicant shall be required to perform a geophysical log of the borehole and provide a copy to the County and Agency (SP, short-normal, and long-normal). Seconded by Director Rose.

Ayes: Bruce Kuebler, Mary Bergen, Mike Hollebrands, Kevin Brown, and Larry Rose.  
Absent: Emily Ayala and Glen Shephard.

## **9) COMMITTEE REPORT**

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

Chair Kuebler handed out copies of the revised schedule for the study plan presented by Kevin DeLano, project manager for the flow study, at the TAC on September 24. (see attachment) One change on that schedule is a 60-day comment window for model development report in Spring, 2021. This late date for the model report will have a major effect on the GSP approach and this will be discussed with DWR point of contact Eddie Pech.

### **b. Ad Hoc Stakeholder Engagement Committee**

Director Rose reported he had set up social media accounts for the Agency on YouTube and Facebook. Chair Kuebler reported he talked with Ojai Valley News reporter Perry Van Houten about an article about the GSP and its challenges. Such an article could be about extraction fees.

### **c. Ad Hoc Funding Options Committee**

Data on water use is being collected by consultant. There will be one more Ad Hoc Committee meeting with consultant then the plan will be brought forward for a Board/Stakeholder meeting probably in January 2019.

## **10) EXECUTIVE DIRECTOR'S REPORT**

Vandermeer reported she is looking into changing banks to avoid a \$50/month fee at Wells Fargo. A proposal will be presented at the next meeting.

## **11) ADJOURNMENT** – The meeting was adjourned at 3:55 pm. The next regular Board meeting will be November 8, 2018 at 1:00 pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View, CA 93022.

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

B. Kuebler\_\_ M. Bergen\_\_ G. Shephard\_\_ D. Engle\_\_ K. Brown\_\_ L. Rose\_\_ E. Ayala\_\_\_\_\_

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 4(b)**

**DATE:** November 8, 2018, 2018  
**TO:** Board of Directors  
**FROM:** Cece Vandermeer, Executive Director  
**SUBJECT:** Approve Financial Report for October 2018

---

September Bank Balance: \$132,019.18

**OCTOBER 2018 ACTIVITY:**

Revenues: -0-

September Expenditures Paid:

Auto	Wells Fargo	Bank Service Charge	34.18
On line	IRS	P/R Tax 940 3 <sup>rd</sup> Qtr	.60
On line	IRS	P/R Tax 941 3 <sup>rd</sup> Qtr	746.02
On line	EDD	P/R Tax State 3 <sup>rd</sup> Qtr	56.58
1127	Cece Vandermeer	Medical 10/18	150.00
1128	CSDA	Membership 2019	573.75
1129	OBGMA	Office Share Exp 10/18	616.71
1130	Cece Vandermeer	Payroll 10/18	1,416.47

Total Expenditures Paid October 2018 \$ 3,594.31

October Warrants Pending Approval \$ 16,461.77

October Ending Bank Balance \$111,963.10

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala

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

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Agency Staff

**SUBJECT:** Technical Advisory Committee (TAC) (GSP Task 10 - Planning Activities)

**SUMMARY**

During its September 13, 2018 meeting, the Board discussed creating a four member TAC consisting of the GSP PM, Kear Groundwater (Jordan Kear), and two other “at-large” technical professionals to be selected by the Board. The Board asked staff to develop draft guidelines for selecting the two at-large members for Board discussion and approval.

Staff recommends the following selection guidelines:

Qualifications:

The following minimum qualifications are recommended for TAC members:

1. Degree from a state-accredited college or university with educational background in groundwater hydrology applicable to the Upper Ventura River Basin.
2. State of California professional licensure, as required by the California Business and Professions Code, as follows:
  - a. Professional Geologist and Certified Hydrogeologist or
  - b. Professional Engineer [Civil] with demonstrated hydrogeology experience.
3. Minimum of 10 years of professional experience focused on basin-scale hydrogeology projects, planning, or studies.

Additionally, desired qualifications would include educational and/or professional experience working in the Upper Ventura River Basin, educational and/or professional experience assessing groundwater – surface water interactions, and familiarity with the Sustainable Groundwater Management Act.

### Selection Process for At-Large TAC Members:

The recommended selection process is as follows:

Month	Action	Responsibility
January	1. Issue Request for Qualifications (RFQ) (i.e. resume / CV)	GSP PM
February	2. RFQ responses due	Responders
March	3. Report to Board - Board selects two at-large TAC members OR appoints Board committee to conduct interviews	GSP PM
April	4. If necessary, Board Committee candidate interviews and Board Approval	Board Committee

Pursuant to the Board's direction to control costs, the TAC at-large member recruitment will be advertised as volunteer positions, unless staff is directed otherwise. The Board could consider offering a stipend to increase interest. The RFQ will be posted on the Agency's website and, where possible, advertised through local organizations such as the Ventura Watershed Council, Watersheds Coalition of Ventura County, Association of Water Agencies of Ventura County, and the Central Coast Branch of the Groundwater Resources Association of California.

### **RECOMMENDED ACTION**

It is recommended that the Board discuss TAC member qualifications, adopt Resolution 2018-06 establishing a Technical Advisory Committee, and direct staff to begin the recruitment process for two at-large TAC members.

### **BACKGROUND**

In early 2018, some Board members expressed an interest in forming a TAC to weigh-in on the Agency's data gap tasks and Groundwater Sustainability Plan. At the July 12, 2018 Board meeting, the GSP PM briefed the Board on the possible TAC duties, TAC member qualifications, and various TAC design options. During its September 13, 2018 meeting, the Board discussed creating a four member TAC consisting of the GSP PM, Kear Groundwater (Jordan Kear), and two at other hydrogeologists to be selected by the Board. The Board asked staff to develop guidelines for selecting two members for Board discussion and approval.

### **FISCAL SUMMARY**

Implementation of a TAC will increase Agency costs by approximately \$2,500 per TAC meeting for administration and GSP PM and Jordan Kear participation. TAC meeting costs will be greater if the Board chooses to provide a stipend for at-large TAC member participation.

### **ATTACHMENTS**

- A. Draft Resolution 2018-6

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

**BOARD OF DIRECTORS**  
**UPPER VENTURA RIVER GROUNDWATER AGENCY**

**RESOLUTION NO. 2018-06**

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY  
(AGENCY) ESTABLISHING A TECHNICAL ADVISORY COMMITTEE**

**WHEREAS**, Article 6.1 of the Upper Ventura River Groundwater Agency’s (“Agency”) Bylaws authorizes the formation of standing or ad hoc advisory committees for the purpose of making recommendations to the Board of Directors (Board) on various activities of the Agency and

**WHEREAS**, the Board did thoroughly discuss and determine need for a Technical Advisory Committee at its November 8, 2018 Board meeting.

**NOW, THEREFORE**, the Board of Directors of the Upper Ventura River Groundwater Agency does hereby resolve as follows:

1. Technical Advisory Committee Formation: A Technical Advisory Committee is hereby formed as a standing committee consisting of the following four members: the Agency GSP Project Manager, data collection hydrogeologist under contract with agency (Jordan Kear as of resolution adoption date), and two additional at-large members to be approved by the Board of Directors. The Board of Directors may appoint additional temporary members, as needed, to obtain advice on specific technical issues.
2. Technical Advisory Committee Member Minimum Qualifications: All Technical Advisory Committee Members shall have the following minimum qualifications:
  - a. Degree from a state-accredited college or university with educational background in groundwater hydrology, applicable to the Upper Ventura River Basin.
  - b. State of California professional licensure, as required by the California Business and Professions Code, as follows:
    - i. Professional Geologist and Certified Hydrogeologist or
    - ii. Professional Engineer [Civil] with demonstrated hydrogeology experience.
  - c. Minimum of 10 years of professional experience with a focus on basin-scale hydrogeology projects, planning, or studies.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

3. Technical Advisory Committee Duties: The Technical Advisory Committee duties shall consist of the following:
- a. Review and comment on scopes of work for data gap tasks;
  - b. Review and comment on draft reports for data gap tasks;
  - c. Provide input on data interpretation and analysis methods;
  - d. Review data interpretations and data analysis results proposed for inclusion in the Groundwater Sustainability Plan; and
  - e. Other duties as may be assigned by the Board of Directors from time to time.
4. Technical Advisory Committee Meetings: Until Groundwater Sustainability Plan adoption, the Technical Advisory Committee shall meet only as necessary to complete the above-listed duties and shall not meet more than four times per Agency fiscal year without prior authorization by the Board of Directors. Following Groundwater Sustainability Plan adoption, the Technical Advisory Committee shall meet once per Agency fiscal year to review the Agency Annual report and as requested by the Board of Directors.

PASSED, APPROVED, AND ADOPTED this 8th day of November, 2018.

\_\_\_\_\_  
Bruce Kuebler, Board Chair

ATTEST:

\_\_\_\_\_  
Cece Vandermeer  
Executive Director

APPROVED AS TO FORM

\_\_\_\_\_  
Upper Ventura River Groundwater Agency  
General Counsel

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(a)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Ad Hoc Budget Committee

**SUBJECT:** First Quarter 2018/2019 Budget Review

**SUMMARY**

Actual expenditures for the first quarter of the 2018/2019 fiscal year are compared to the budget for the quarter. Member agencies have made the expected contributions and expenditures are approximately 60 percent of the budgeted amount.

**RECOMMENDED ACTION**

It is recommended that the Board of Directors discuss the first quarter budget review prepared by the Ad Hoc Budget Committee.

**BACKGROUND**

Income and expenses from July 1 to September 30, 2108 are compared to the budget for the first quarter in Attachment A. Although all expenditures are shown, some expenditures have not been allocated to specific grant activities. And the budget for the grant has not been revised in accordance to expected changes in the grant agreement.

All contributions have been received from the Member Agencies. Overall expenses are approximately 70% of the expected budget.

Two items, office supplies and well monitoring, are well over budget. At the moment, rent and telephone expense are included in office supplies. These will be put into the proper categories before the next expense report. Well monitoring has exceeded the annual budget of \$2,000.

**FISCAL SUMMARY**

None

**ATTACHMENTS**

- A. Profit and Loss Budget vs. Actual for July 1 to September 30, 2018

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_

UVRGA  
Profit & Loss Budget vs. Actual

Accrual Basis

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 · Member Contributions	124,200.15	125,000.00	-799.85	99.4%
41000 · Grant Income				
41100 · DWR GSP Grant Income	0.00	0.00	0.00	0.0%
<b>Total 41000 · Grant Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>124,200.15</b>	<b>125,000.00</b>	<b>-799.85</b>	<b>99.4%</b>
<b>Expense</b>				
50001 · Personnel Expenses				
50100 · Salaries Expense	3,958.39	5,750.00	-1,791.61	68.8%
50200 · Payroll Taxes	2.65	750.00	-747.35	0.4%
50300 · Medical Reimbursement	450.00	450.00	0.00	100.0%
50400 · Worker's Comp Insurance	0.00	800.00	-800.00	0.0%
<b>Total 50001 · Personnel Expenses</b>	<b>4,411.04</b>	<b>7,750.00</b>	<b>-3,338.96</b>	<b>56.9%</b>
55000 · Administrative Exp				
55005 · Rent Expense	400.00	1,250.00	-850.00	32.0%
55010 · Telephone Expense	49.47	250.00	-200.53	19.8%
55015 · Postage & Shipping	0.00	75.00	-75.00	0.0%
55020 · Office Supplies	1,407.38	150.00	1,257.38	938.3%
55025 · Minor Equipment	0.00	375.00	-375.00	0.0%
55030 · Bank Service Charges	132.95	150.00	-17.05	88.6%
55055 · Insurance Expense	2,793.66			
55000 · Administrative Exp - Other	1,549.00			
<b>Total 55000 · Administrative Exp</b>	<b>6,332.46</b>	<b>2,250.00</b>	<b>4,082.46</b>	<b>281.4%</b>
58000 · Professional Fees				
58005 · GSP Manager	7,265.24	11,000.00	-3,734.76	66.0%
58010 · Legal Fees	13,912.38	18,000.00	-4,087.62	77.3%
58015 · Website	0.00	250.00	-250.00	0.0%
58020 · Accounting	0.00	2,500.00	-2,500.00	0.0%
<b>Total 58000 · Professional Fees</b>	<b>21,177.62</b>	<b>31,750.00</b>	<b>-10,572.38</b>	<b>66.7%</b>
60000 · Grant/Program Expenses				
61000 · Well Monitoring - 2.1	2,550.00	500.00	2,050.00	510.0%
61100 · Interface Monitoring - 2.2	1,388.00	6,000.00	-4,612.00	23.1%
61200 · Private Well Use - 2.3	0.00	1,250.00	-1,250.00	0.0%
61300 · Water Year Analysis - 2.4	0.00	2,500.00	-2,500.00	0.0%
61400 · Subsurface Inflow - 2.5	0.00	7,500.00	-7,500.00	0.0%
61500 · Surface Water Flow Data - 2.6	1,540.00	2,500.00	-960.00	61.6%
61600 · Evapotranspiration - 2.7	0.00	1,250.00	-1,250.00	0.0%
61700 · Organization Activities - 3.1	10,257.77	10,500.00	-242.23	97.7%
61800 · Plan Area & Basin Setting - 4	0.00	15,000.00	-15,000.00	0.0%
61900 · Sustainable Mgmt Criteria - 5	0.00	4,000.00	-4,000.00	0.0%
62000 · Project Admin -10				
62200 · Travel	154.66			
62000 · Project Admin -10 - Other	1,045.00	3,250.00	-2,205.00	32.2%
<b>Total 62000 · Project Admin -10</b>	<b>1,199.66</b>	<b>3,250.00</b>	<b>-2,050.34</b>	<b>36.9%</b>
60000 · Grant/Program Expenses - Other	14,709.37			
<b>Total 60000 · Grant/Program Expenses</b>	<b>31,644.80</b>	<b>54,250.00</b>	<b>-22,605.20</b>	<b>58.3%</b>
<b>Total Expense</b>	<b>63,565.92</b>	<b>96,000.00</b>	<b>-32,434.08</b>	<b>66.2%</b>
<b>Net Ordinary Income</b>	<b>60,634.23</b>	<b>29,000.00</b>	<b>31,634.23</b>	<b>209.1%</b>
<b>Net Income</b>	<b>60,634.23</b>	<b>29,000.00</b>	<b>31,634.23</b>	<b>209.1%</b>

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(b)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Staff

**SUBJECT:** Member Agency Contributions Discussion

**SUMMARY**

The board will receive updates from member agency representatives concerning future member agency contributions.

**RECOMMENDED ACTIONS**

Board discussion of funding contribution comments from member agency representatives.

**BACKGROUND**

The Board discussed member agency funding contributions pending implementation of the extraction fee program at its October 11, 2018 meeting. All member agency directors were asked to check with their governing boards regarding their contribution plans and any concerns and report back at the next Board meeting. This is being done in the context of approval of the multi-year budget.

**FISCAL SUMMARY**

None.

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(c)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Ad Hoc Budget Committee

**SUBJECT:** Multi-Year Budget

**SUMMARY**

During its October 11, 2018 meeting, the Board discussed considering approval of the multi-year budget at its next regular meeting.

**RECOMMENDED ACTION**

It is recommended that the Board of Directors approve the multi-year budget prepared by the Ad Hoc Budget Committee.

**BACKGROUND**

The Board reviewed the draft multi-year budget during its September 13 and October 11, 2018 meetings. The budget presented during the October meeting addressed comments Board comments made in September and included changes made based on the draft Prop 1 Sustainable Groundwater Planning (SGWP) grant agreement, which was received after the September meeting. The Board did not request any further changes to the budget during its October meeting.

The multi-year budget includes the current fiscal year through FY 23/24. Grant income and expenditures are estimated through FY 22/23. After the grant, expenses for legal and GSP Manager are expected to be reduced by 50%. Monitoring and production of an Annual Report will be necessary starting in FY23/24. Continuing expenses such as labor and office support are multiplied by 3% per year to account for inflation. Anticipated funding needed is included for discussion by the Ad Hoc Funding Options Committee and the Board.

**FISCAL SUMMARY**

None

**ATTACHMENTS**

- A. Draft Multi-Year Budget

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_



**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(d)**

**DATE:** November 8, 2018, 2018  
**TO:** Board of Directors  
**FROM:** Cece Vandermeer, Executive Director  
**SUBJECT:** Banking Services

**SUMMARY**

UVRGA has an existing bank account with Wells Fargo Bank. The monthly service charge is approximately \$50.00.

**RECOMMENDED ACTION**

The Board will consider approving Resolution 2018-07 authorizing opening a checking account with Bank of the Sierra.

**BACKGROUND**

When the bank account was initially open, Wells Fargo was the only bank that would open an account for a JPA.

**FISCAL SUMMARY**

A savings of approximately \$50.00 a month

**ATTACHMENTS**

Resolution 2018-07

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**BOARD OF DIRECTORS**

**UPPER VENTURA RIVER GROUNDWATER AGENCY**

**RESOLUTION NO. 2018-07**

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY  
(AGENCY) APPROVING OPENING A CHECKING ACCOUNT WITH BANK OF THE  
SIERRA**

**WHEREAS**, the Board of Directors (Board) for the Upper Ventura River Groundwater Agency (Agency) directs the actions of the Executive Director; and

**WHEREAS**, the Agency’s bank account was initially established at Wells Fargo Bank, N.A; and

**WHEREAS**, certain banking fees can be avoided by banking with the Bank of the Sierra.

**NOW, THEREFORE**, the Board does hereby resolve, find, determine and order as follows: The Executive Director is directed to open a checking account with Bank of the Sierra and close the Agency’s Wells Fargo Bank account.

PASSED, APPROVED, AND ADOPTED this 8th day of November, 2018.

\_\_\_\_\_  
Bruce Kuebler, Board Chair

ATTEST:

\_\_\_\_\_  
Cece Vandermeer  
Executive Director

APPROVED AS TO FORM

\_\_\_\_\_  
Upper Ventura River Groundwater Agency  
General Counsel

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(e)**

**DATE:** November 8, 2018, 2018  
**TO:** Board of Directors  
**FROM:** Cece Vandermeer, Executive Director  
**SUBJECT:** Financial Audit

**SUMMARY**

UVRGA needs to complete an audit for 2016/2017 and 2017/2018.

**RECOMMENDED ACTION**

The Board approve the professional services of Bartlett, Pringle & Wolf, LLP to perform the two year audit

**BACKGROUND**

The Board has previously directed staff to have annual audits..

**FISCAL SUMMARY**

The cost of the two year audit is \$10,000.

**ATTACHMENT**

Bartlett, Pringle & Wolf, LLP Bid Proposal



October 31, 2018

Upper Ventura River Groundwater Sustainability Agency  
Cece VanDerMeer  
417 Bryant Circle  
Ojai, CA 93023

Dear Cece:

Bartlett, Pringle & Wolf, LLP ("BPW") appreciates the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

You have requested that we audit the financial statements of Upper Ventura River Groundwater Sustainability Agency (the Agency), which are comprised of the statement of net position as of June 30, 2017 and 2018, with an option to extend two years, and the related statements of revenue, expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the Agency's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

The statement we present to you will include the following additional information that will not be subject to the auditing procedures applied in our audit of the basic financial statements and for which our report will disclaim an opinion:

- Organization of the Agency
- Schedule of Selected Operating Expenses

Our engagement will also include the preparation of the annual Special District Report to the State Controller for the years ended June 30, 2017 and 2018.

### **Objective**

The objective of our audits is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audits will be conducted in accordance with GAAS and the Minimum Audit Requirements of the State Controller's Office. Our professional standards as defined by GAAS require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audits will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the Agency and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audits or form an opinion, we may disclaim an opinion or not issue a report.

### **Audit Procedures**

Our audits will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the Agency and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests

of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of each audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audits are properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Agency's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during each audit.

Our responsibility as auditors is, of course, limited to the period covered by our audits and does not extend to any other periods.

Danna McGrew is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Bartlett, Pringle & Wolf's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Responsibilities of Management and Those Charged with Governance**

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of the Agency acknowledges and understands that the final responsibility for the preparation and fair presentation of the

financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of the Agency is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of the Agency is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the Agency and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of the Agency is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Agency received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Agency complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation, tax services, and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of each audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

The Agency agrees that it will not include our reports, or otherwise make reference to us, in any public or private securities offering without first obtaining our permission. Any such request is also a matter for which separate arrangements will be necessary. After obtaining our permission, the Agency also agrees to provide us with printer's proofs or master of such offering documents for our review and approval before printing and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Agency seeks our permission, we will be under no obligation to grant such permission or approval.

### **Written Report**

We expect to issue a written report upon completion of each audit of the Agency's financial statements. Our report will be addressed to the board of directors of the Agency. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

### **Other Matters**

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs, such as report production, typing, and postage. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due in excess of 90 days, at our election, we may stop all work until your account is brought current, or withdraw from this engagement. The Agency acknowledges and agrees that we are not required to continue work in the event of the Agency's failure to pay on a timely basis for services rendered as required by this engagement letter. The Agency further acknowledges and agrees that in the event we stop work or withdraw from this engagement as a result of the Agency's failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our

ceasing to render services. Our fees for the 2017 and 2018 audits will be approximately \$10,000. These estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audits. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In addition, you further agree that in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written, or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by Bartlett, Pringle & Wolf, LLP in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates specified in our engagement letter, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

It is our policy to keep records related to this engagement for seven years. However, Bartlett, Pringle & Wolf, LLP does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Bartlett, Pringle & Wolf, LLP shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

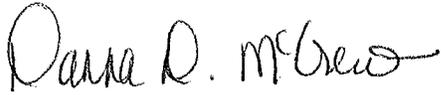
We will be pleased to discuss this letter with you at any time.

Upper Ventura River Groundwater Sustainability Agency  
October 31, 2018  
Page 7

If the foregoing is in accordance with your understanding, please sign this letter in the space provided and return it to us.

Very truly yours,

**BARTLETT, PRINGLE & WOLF, LLP**  
*Certified Public Accountants and Consultants*



Danna D. McGrew  
Partner

DDM/jf  
Enclosure

Approved:

---

Signature

**UPPER VENTURA RIVER  
GROUNDWATER  
SUSTAINABILITY AGENCY**

PROPOSAL FOR AUDIT SERVICES

SUBMITTED BY  
DANNA D. MCGREW, PARTNER



**BARTLETT, PRINGLE & WOLF, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

1123 Chapala Street, P.O. Box 90860  
Santa Barbara, CA 93190-0860  
Telephone: 805-963-7811  
Facsimile: 805-564-2103  
Email: [dmcgrew@bpw.com](mailto:dmcgrew@bpw.com)

BPW FEIN: 95-2089835  
BPW State Board License: PAR1382

**UPPER VENTURA RIVER GROUNDWATER  
SUSTAINABILITY AGENCY**

---

**TABLE OF CONTENTS**

	<u>Page</u>
I. Firm Qualifications.....	1-2
II. Partner, Supervisor and Staff Qualifications and Experience .....	2-4
III. Audit Methodology.....	4-7
IV. Independence .....	7
V. License to Practice.....	7
VI. Reviews.....	7
VII. Peer Review .....	7
VIII. Audit Fees .....	8
IX. Client References.....	9
X. Peer Review Report .....	10



October 31, 2018

Upper Ventura River Groundwater Sustainability Agency  
Cece VanDerMeer, Executive Director  
417 Bryant Circle, Suite #112  
Ojai, CA 93023

Dear Cece:

Thank you for the opportunity to present our qualifications to provide professional financial audit services to the Upper Ventura River Groundwater Sustainability Agency (the Agency). In accordance with the request for proposals, we welcome the opportunity to serve you for the fiscal years ending June 30, 2017 and 2018.

Included in our audit proposal is a commitment to provide the Agency with the following:

1. Provide the Agency with audited financial statements performed in accordance with Governmental Auditing Standards issued by the Comptroller General of the United States and the State Controller's Minimum Audit Requirements for California Special Districts.
2. Evaluate the adequacy of the internal control system and, where weaknesses are noted, make appropriate recommendations for improvements. Submit a written management letter which communicates suggested improvements in the Agency's financial operations, and any deficiencies in internal controls that need to be addressed by Agency.
3. Inform the Agency of new guidance and developments that may affect water and/or wastewater district accounting and finance.
4. Provide financial advice and counsel on significant matters occurring throughout the year that would affect the annual reports and sound accounting practices.
5. Review the Agency's status with regards to guidelines and requirements of the Single Audit Act. If necessary, be available to perform a single audit.
6. Prepare the Special District Financial Transaction Report to the State Controller's Office as required under California Government Code section 53891.

7. Provide five copies of the auditor's report, financial statements, supporting schedules, and management letters by January 31, 2019. The partner in charge and/or manager will be available to attend an Administrative/Finance Committee meeting as well as the Board of Directors' meeting.
8. Retain all working papers, at the firm's expense, for a minimum of seven years, or longer, if required to do so.

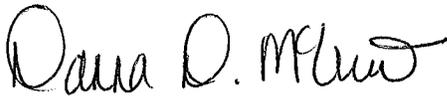
Thank you for the opportunity to present our qualifications to provide professional independent auditing services to the Upper Ventura River Groundwater Sustainability Agency. The enclosed statement of qualification includes sections outlining our experience/qualifications, the experience and availability of proposed staff, and our audit approach.

Our commitment to quality and timely service, our locally available range of services, and our depth of industry experience are unique and make our firm the best choice for the Upper Ventura River Groundwater Sustainability Agency.

Very truly yours,

**BARTLETT, PRINGLE & WOLF, LLP**

*Certified Public Accountants and Consultants*



Danna D. McGrew, CPA

Partner

DDM/jf

Enclosures

**Contact Information:**

Danna D. McGrew  
Bartlett, Pringle & Wolf, LLP  
1123 Chapala Street  
Santa Barbara, CA 93101  
Phone: 805-963-7811  
Fax: 805-564-2103  
[dmcgrew@bpw.com](mailto:dmcgrew@bpw.com)

# UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

## I. FIRM QUALIFICATIONS

BPW is a 70-person, full service local accounting and consulting firm, including six partners, located in Santa Barbara. The firm has been in business for over 60 years, our experienced professionals provide a range of sophisticated accounting, audit, tax and other business advisory services to publicly traded and private companies. BPW currently serves as auditors and consultants for various organizations that provide a wide range of services. Approximately 55% of the firm's audit practice is nonprofit and government. We bring a great deal of technical expertise to each of our engagements, using a team of experienced professionals able to work efficiently and effectively with our clients.

BPW is a member of the Private Companies Practice Section of the American Institute of CPAs Division of Firms. As part of the membership requirements of the Division of Firms, the firm undergoes a peer review of our accounting and auditing practice quality control system every three years. Enclosed please find a copy of our last review report. The peer review included audits performed in accordance with Governmental Auditing Standards and Circular A-133, "Audits of State, Local Governments and Nonprofit Organizations". We are proud to report that we have not received any findings or a letter of comments as a result of our peer reviews over a twelve year period, less than 10% of CPA firms receive such an accolade.

BPW subscribes to the accounting and audit literature that is provided by the American Institute of Certified Public Accountants, Financial Accounting Standards Board and Governmental Accounting Standards Board, including new pronouncements, statements of position, exposure drafts, other authoritative literature, and the audit and accounting guides. Members of our professional staff attend various annual AICPA national conferences.

BPW is a member of the RSM Network, a nationwide affiliation of independent accounting and consulting firms. The RSM Network's mission is to provide services and resources to its member firms that will help them further meet the needs of their clients. As a member of the RSM Network, we have the ability to access a wide variety of comprehensive resources to satisfy any type of public sector entity.

The core team we propose to conduct the audit will serve the District on a full-time basis until completion of the engagement, and will be comprised of professionals, including an engagement partner, concurring review audit partner, and audit manager. In addition, we will utilize audit staff with CPA candidates as needed to supplement the core team.

Our clients have found that our experienced staff has the ability to recognize and deliver tailored services for every entity.

## UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

As you are well aware, BPW does much more than just audits. BPW has experienced professionals who provide consulting services for many of our governmental clients including assistance in budgeting, operational and performance auditing, debt coverage ratio calculations, and other services.

BPW is prepared to help answer any questions you and your staff may have about your daily operations. Many times throughout the year questions arise concerning debt issuance, revenue bond compliance, accounting procedures, budgeting, local government operations, and other matters. We believe that you will find it reassuring to have experienced professionals at BPW to seek advice whenever needed.

### **II. PARTNER, SUPERVISOR AND STAFF QUALIFICATIONS AND EXPERIENCE**

We bring a great deal of technical expertise to our Special District Clients. Our firm is an active member of the American Institute of Certified Public Accountants (AICPA), California Society of CPAs, and the California Special District Association (CSDA).

The following is a brief resume of the engagement partner, concurring partner and manager directly responsible for your engagement. Our Special District team includes nine staff members who have met the governmental educational requirement for providing governmental audits. In addition to the partners and manger listed below, we anticipate assigning staff accountants with varying levels of experience to your engagement. It is anticipated that the team would remain consistent over the term of the contract. We would obtain the Agency's approval prior to making any changes to supervisory level personnel assigned to your engagement.

#### Danna McGrew, CPA

##### *Engagement Partner*

Danna McGrew is a CPA with over 25 years of experience in coordinating, managing and executing audits. She has been involved in all aspects of financial statement reporting, specializing in governmental and regulatory audits. She annually attends National AICPA Governmental and Nonprofit Training Conferences, the RSM McGladrey National Alliance Forum, California Special District Annual Conferences, as well as other relevant governmental accounting seminars. She was awarded the *Meritorious Award of Accountant of the Year* by the CSDA. She consults frequently with national experts in both governmental and nonprofit accounting through BPW's affiliation with the RSM Alliance. Danna McGrew would have responsibility for the conduct of the engagement, and directly supervise accountants working on the job.

## UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

### John Britton, CPA

#### *Partner in Charge of Audit and Accounting*

John Britton has over 25 years of audit and accounting experience and would also have responsibility for the engagement. John would perform the overall review of the reports. He has extensive experience in both Financial and Governmental/Non Profit accounting and reporting. John is the partner in charge of BPW's audit and accounting practice. He strongly believes in the benefits of ongoing financial training and coaching for both clients and staff in order to foster continuing improvements in processes and operations.

### Jason Atyabi, CPA

#### *Engagement Manager*

Jason received his Bachelors of Science in Accountancy from California State University at Northridge and graduated summa cum laude. He started his career with KPMG where he spent over 6 years planning, executing, and managing audits across several industries. He then spent many years in the private sector helping lead accounting departments for both technology startups and publicly traded companies across the Central Coast and applies this varied experience into public accounting.

### ***Training***

Our professional personnel are provided with current and relevant training, which is designed to keep them abreast of the ever-changing environment in which we practice. We conduct formal training programs covering current technical developments in the governmental accounting and auditing fields. While professional standards require at least 40 hours of continuing professional education per year, your team members usually receive significantly more through a combination of local in-house training and outside programs offered by organizations, such as the California Society of Certified Public Accountants. In addition, all of the Public Sector team receives at least 24 hours every 2 years in continuing professional education (CPE) meeting the "Yellow Book" requirements. Due to our expertise and large clientele, our audit team has received extensive training and work experience in governmental accounting and grant compliance audits. On our audits, team members assigned are all auditing specialists, that is, performing audits is all they do, and should any questions regarding tax law arise, they will be addressed by qualified members of our tax team who also spend full time in their specialization.

### ***Management Information Systems (MIS)***

Our MIS department comprises an important part of our practice. The MIS department staff includes computer consultants who spend most of their time assisting clients in evaluating hardware and software needs and in solving computer related problems. We presently support Microsoft Business Solutions and Great Plains accounting software as licensed representatives.

# UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

BPW utilizes Microsoft Office Products such as Word and Excel as well as a sophisticated paperless audit software program Prosystem FX.

### III. AUDIT METHODOLOGY

We have expertise in conducting audits in accordance with Auditing Standards Generally Accepted in the United States of America as adopted by the American Institute of Certified Public Accountants (AICPA), the provisions of the AICPA *Audits of State and Local Governmental Units and the AICPA Audits of States, Local Government, and Not-For-Profit Organizations Receiving Federal Awards*, the financial, compliance, and internal control requirements prescribed by *Government Auditing Standards*, the Single Audit Act, the OMB's Compliance Supplement and other applicable Circulars issued by OMB. Our audit will include examination of compliance with policies and procedures established by the Agency applicable state and federal laws and regulations.

#### *Audit Requirements*

The audit will be performed in accordance with auditing standards generally accepted in the United States of America. These are the standards set forth in the professional standards promulgated by the American Institute of Certified Public Accountants. The audit of the financial statements will also be performed in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and the U.S. General Accounting Office. This publication, also known as the "Yellow Book", provides additional standards for financial and compliance audits and for performance audits of governmental entities.

The Governmental Accounting Standards Board (GASB) sets the accounting and financial reporting standards for the state and local government sector. GASB standards are incorporated into the Government Finance Officers Association's *Governmental Accounting, Auditing and Financial Reporting* manual.

When conducting an audit engagement, an independent auditor is responsible for compliance with auditing standards generally accepted in the United States of America as approved and adopted by the membership of the American Institute of Certified Public Accountants. These standards relate to the measures of the quality and objectives of the procedures performed in the audit process.

Audits performed by BPW will comply with all of the above requirements.

# UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

## *Audit Process*

Audit planning and interim audit procedures begin one or two months before closing. Then once the closing of the books is complete, we will begin the fieldwork portion of the audit, using our audit team. During this phase of the audit, we will place our emphasis on the testing of account balances and the propriety of the report and supporting schedules, as well as completing any remaining interim projects.

Prior to the conclusion of our audit, we will conduct a conference with staff and/or audit committee to go over the draft of the report and the draft of the management letter. We believe this conference allows proper input from the staff and board members regarding the report, prior to the report being issued in final form.

## *Planning*

During this phase, we will develop our audit program which includes report disclosure checklists, critical audit areas, confirmation requirements, preliminary analytical review, materiality levels, and our preliminary assessment of control risk and fraud risk. We will present to the Agency a listing of preparatory data we will need for the audit and an internal control questionnaire to be completed.

Audit programs are developed in all areas included in the audit and are tailored to meet the specific needs and requirements of the Agency.

During the planning phase we will review new laws and regulations issued to determine the impact on the audit work to be performed.

## *Fieldwork*

The Agency is expected to prepare all schedules requested by BPW showing details of account balances, prepare audit confirmations, pull all requested invoices and supporting information, answer an internal control questionnaire and be available during the audit to answer questions. All requested items should be ready on the first day of interim and audit fieldwork or otherwise as agreed to in the planning meeting.

Our procedures during this phase of the audit will include tests of documentary evidence supporting the transactions recorded in the accounts, as well as direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors and banks. We will also perform analytical procedures to balance sheet, revenue and expense accounts.

## UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY

---

The sample size will be determined based on the sampling approach used and the nature of the population. The engagement team will determine if statistical monetary sampling or nonstatistical audit sampling is more efficient and effective. The engagement team will consider items such as assessed risk of material misstatement, characteristics of the population, the established materiality limit and tolerable misstatements of the engagement and required degree of assurance from the sample being tested. A statistical monetary sample will be used in all cases where set-up time and sample selection time will be more efficient than selecting and testing a nonstatistical sample.

BPW will evaluate the Agency's system of internal control to assess the extent it can be relied upon to ensure accurate information, to ensure compliance with laws and regulations, and to provide for efficient and effective operations. Our evaluation will include:

1. Review of the system, which is primarily the process of obtaining information about the organization and the procedures prescribed and is intended to serve as the basis for tests of compliance and for evaluation of the system.
2. Conduct tests of compliance, which are made to provide reasonable assurance that the accounting control procedures are being applied as prescribed.

### ***Data Processing Review***

A review is to be made to compare the calculating operations of the computer with the desired results by tests of transactions. A review of controls used in the computer center to assure protection of files and prevention of processing errors and a review of the data processing operation shall also be made.

### ***Audit Completion***

During the course of the audit, we will develop recommendations and suggestions on various items which we believe could enhance internal controls, processes and/or procedures. These items will be presented to the Agency in a management letter.

We will discuss these items and the audit adjustments with appropriate personnel and officials during audit fieldwork and prior to the issuance of the final audited financial statements. Management can, at their discretion, add their responses to the comments in the body of the management letter as well.

We will issue a draft report and management letter, as well as meet with appropriate personnel to review the report in detail. Upon the approval of the draft

**UPPER VENTURA RIVER  
GROUNDWATER SUSTAINABILITY AGENCY**

---

report, we will issue the final reports to the Agency. We will be available for the presentation of the audit report to the Audit Committee and Board of Directors of the Agency.

Throughout the engagement, we will keep the Agency personnel updated on the status of the audit on a weekly basis or more frequently, if necessary. An exit conference with management will be held at the conclusion of the audit fieldwork.

***Identification of Anticipated Potential Audit Problems***

Any problems encountered will be discussed immediately with the Agency's management to allow them time to resolve the issues. We will provide assistance to the Agency in order to resolve the audit problem. Assistance may include consultations with the management team or Board as well as possible recommendations for additional work/services to be performed by the Agency or audit team, as agreed to by both parties.

**IV. INDEPENDENCE**

BPW is independent of the Agency defined by the American Institute of Certified Public Accountants (AICPA) auditing standards generally accepted in the United States of America, and Government Auditing Standards issued by the Comptroller General of the United States. We have had no professional relationships involving the Agency for the past five years.

**V. LICENSE TO PRACTICE**

BPW is properly licensed in the State of California for public practice. Our professionals are licensed to practice as a certified public accountant in the State of California.

**VI. REVIEWS**

There has been no regulatory action taken by any oversight body against the Firm.

**VII. PEER REVIEW**

Our peer review was conducted by HKG, LLP, a national CPA firm. After thorough study of our policies and procedures, the reviewers concluded that our firm complies with the stringent quality control standards established by the AICPA. Our firm is committed to periodic peer reviews to foster quality performance.

**UPPER VENTURA RIVER  
GROUNDWATER SUSTAINABILITY AGENCY**

---

---

**VIII. AUDIT FEES**

Our audit fees for the audit are based upon the value of services performed and time required by individuals assigned to the engagement. We propose that our fees for the 2017 and 2018 audits will be \$10,000.

**UPPER VENTURA RIVER  
GROUNDWATER SUSTAINABILITY AGENCY**

---

**IX. References (Similar Engagements with Other Government Entities)**

The following are references from clients to which we are currently providing audit and consulting services. Additional references for both Governmental and For Profit clients are available upon request. Danna McGrew has served as engagement partner for each of the engagements, with John Britton as concurring partner.

Montecito Sanitary District  
1042 Monte Cristo Lane  
Santa Barbara, CA 93108  
Office Manager – Toni McDonald  
General Manager – Diane Gabriel  
805-963-9532

Santa Ynez Water District  
3622 Sagunto Street  
Santa Ynez, CA 93460  
General Manager – Chris Dahlstrom  
Office Manager – Mary Martone  
805-688-6015

Goleta West Sanitary District  
PO Box 4  
Goleta, CA 93116  
General Manager – Mark Nation  
Office Manager – Diane Powers  
805-968-2617

Cachuma Operation and Maintenance Board  
3301 Laurel Canyon Road  
Santa Barbara, CA 93105  
Administration Manager - Janet Gingras  
805-687-4011

Cachuma Conservation Release Board  
PO Box 3767  
Santa Barbara, CA 93105  
Executive Director – Peter Cantle  
Bookkeeper - Antoinette Crawford  
805-844-5334

Ventura River Water District  
409 Old Baldwin Road  
Ojai, CA 93023  
General Manager – Bert Rapp  
Accounting Manager – Amy Joy Bakken  
805-646-3403

## Report on the Firm's System of Quality Control

March 27, 2017

To the Owner of  
Bartlett Pringle & Wolf LLP  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Bartlett Pringle & Wolf LLP (the firm) in effect for the year ended September 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bartlett Pringle & Wolf LLP in effect for the year ended September 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Bartlett Pringle & Wolf LLP has received a peer review rating of pass.



HKG, LLP  
Arcadia, CA

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(f)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Staff

**SUBJECT:** Agency Organization Structure

**SUMMARY**

Creation of an organizational structure and changes in staffing.

**RECOMMENDED ACTION**

Approve organization chart and approve filling of Office Manager Position.

**BACKGROUND**

The Board has been briefed on needed changes in staffing to eliminate potential workload conflicts with OBGMA. DWR's grant agreement requires an organization chart. Together these resulted in an evaluation of a new structure and staffing that will support preparation of the GSP.

The JPA specifies Board officers, including Secretary, an Executive Director (ED), and a Treasurer. The ED shall be the chief administrative officer.

The By-Laws describe duties of those positions, including delegation Secretary tasks to the ED. Also described is the GSP Project Manager position. There is no description of the DWR grant manager.

The recommendation is to combine GSP Project Manager and DWR grant manager functions with ED and have Bryan Bondy serve in that position. A new Office Manager (OM) position would be created and report to the ED. Its duties would include all functions performed by current Executive Director Vandermeer. Rigorous accounting procedures needed for DWR grant would be accomplished by ED supervising OM.

One alternative structure could be to have the Office Manager duties include those of clerk of the board, delegations from the Secretary, and supervision of a newly created position of Administrative Assistant (AA). Cece Vandermeer would be the AA. Division of duties between OM and AA would occur after selecting the OM and could change as workloads change. Accounting procedures would be accomplished

primarily by OM supervising AA with ED providing additional oversight but demanding less ED time.

A different approach could be to leave structure open until the Office Manager position is filled and match the structure with the skills of each position.

Among the goals of these changes is cost reduction, greater financial accountability, and allowing Bryan Bondy to focus more on GSP tasks without losing control of the process.

After Board approval, the OM position will be advertised, interviews conducted by Bondy, Chair Kuebler and Secretary Engle. The position will be part-time at an estimated to 24 hours/month and will be an employee. Compensation would be in range of \$30 - \$40/hr and dependent on qualifications.

**FISCAL SUMMARY**

There would be new costs for the OM that would be somewhat offset by reductions in time spent by GSP PM on administrative tasks.

**ATTACHMENTS**

Organization Chart

Office Manager Position Description

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_

**UPPER VENTURA RIVER GROUNDWATER AGENCY**  
**Office Manager**

**Definition**

The Office Manager is a part-time, at-will employee who serves at the pleasure of the Executive Director. Under direction of the Executive Director, the Office Manager shall be responsible for the administrative functions of the Agency. This includes functions such as Clerk of the Board, maintaining the Agency's website, financial records, accounts receivable, and accounts payable.

The Agency shares an office with Ojai Basin Groundwater Management Agency (OBGMA) at 417 Bryant Circle, Suite #112 in Ojai. Board meetings are usually monthly and take place at 1 pm on the second Thursday of the month at Casitas Municipal Water District office, 1055 Ventura Ave in Oak View. Duration is usually 4 hours including post-meeting wrap up.

Some of the duties must be performed at the Agency office while others could be done at home. While in the office, the Office Manager may be sharing it with OBGMA Secretary whose is there on Monday, Wednesday, and Friday from 9 am to 1 pm. She currently performs Agency's functions and would be available to provide start-up assistance. The office is usually unoccupied on Tuesday and Thursday.

There is no guaranteed minimum number of hours to be worked. A rough estimate is 10 hours per week but could vary widely depending on workload. Initially it may be more as functions are organized and setup but then decrease after the Agency adopts a Groundwater Sustainability Plan (GSP).

Compensation will depend on qualifications and experience but will be in the range of \$30 to \$40/hr.

**Examples of Duties and Responsibilities**

- Manages and initiates administrative programs and performs functions mandated by law and California statutes including the Brown Act, Public Records Act, Political Reform Act, and Sustainable Groundwater Management Act
- Serves as Clerk of the Board: coordinates meetings and the accurate recording and validation of proceedings of the Board of Directors; provides for timely and thorough access to public records; prepares the development and preparation of public notices and publications, agendas, packets, minutes, contracts, ordinances, and resolutions.
- Oversees, or serves as Filing Officer for Fair Political Practices Commission economic interest statements; in conjunction with the FPPC, initiates conflict of interest codes and biennial code filings, conflict of interest and financial records.
- Preparation of, or assisting Executive Director in preparation of, correspondence, memoranda, staff reports .
- Respond to stakeholders in person and on the phone.
- Maintain website and update as necessary for efficient function.

- Process outgoing and incoming mail.
- Maintain Agency files and official records.
- Maintain list of persons interested in the GSP process and email notices as requested by Executive Director.
- Assist Executive Director in his role as Grant Manager in preparing quarterly progress reports to Department of Water Resources as required by Agency's grant agreement and maintain financial records in the form and detail required by that agreement.
- Perform financial and accounting related duties, including preparation of monthly financial statements, invoice payments, working with financial auditor, and tax reports.
- Responsible for Agency banking.
- Maintain timekeeping for Board member time spent on GSP tasks.
- Maintain compliance with Form 700 filings.
- Perform related duties and other responsibilities as required.

### **Desirable Knowledge and Abilities**

#### **Knowledge of:**

- Modern office practices, methods, computer equipment, tablets, and projectors.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Knowledge of basic accounting principles
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Clerk of Board functions and responsibilities.
- Brown Act

#### **Ability to:**

- Perform routine tasks using Microsoft Word, Excel, and Powerpoint and Adobe Acrobat
- Maintain the Agency's books using Intuit Quickbooks
- Make accurate arithmetic computations.
- Listen carefully during Board meetings, seek clarification during Board meetings as necessary to understand proceedings, and use recording equipment for preparation of accurate meeting minutes.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Working Conditions and Physical Requirements**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although walking is required to attend meetings.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. May occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Requires carrying some small equipment, files and miscellaneous items necessary for Board meetings between car and meeting room

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Minimum Qualifications**

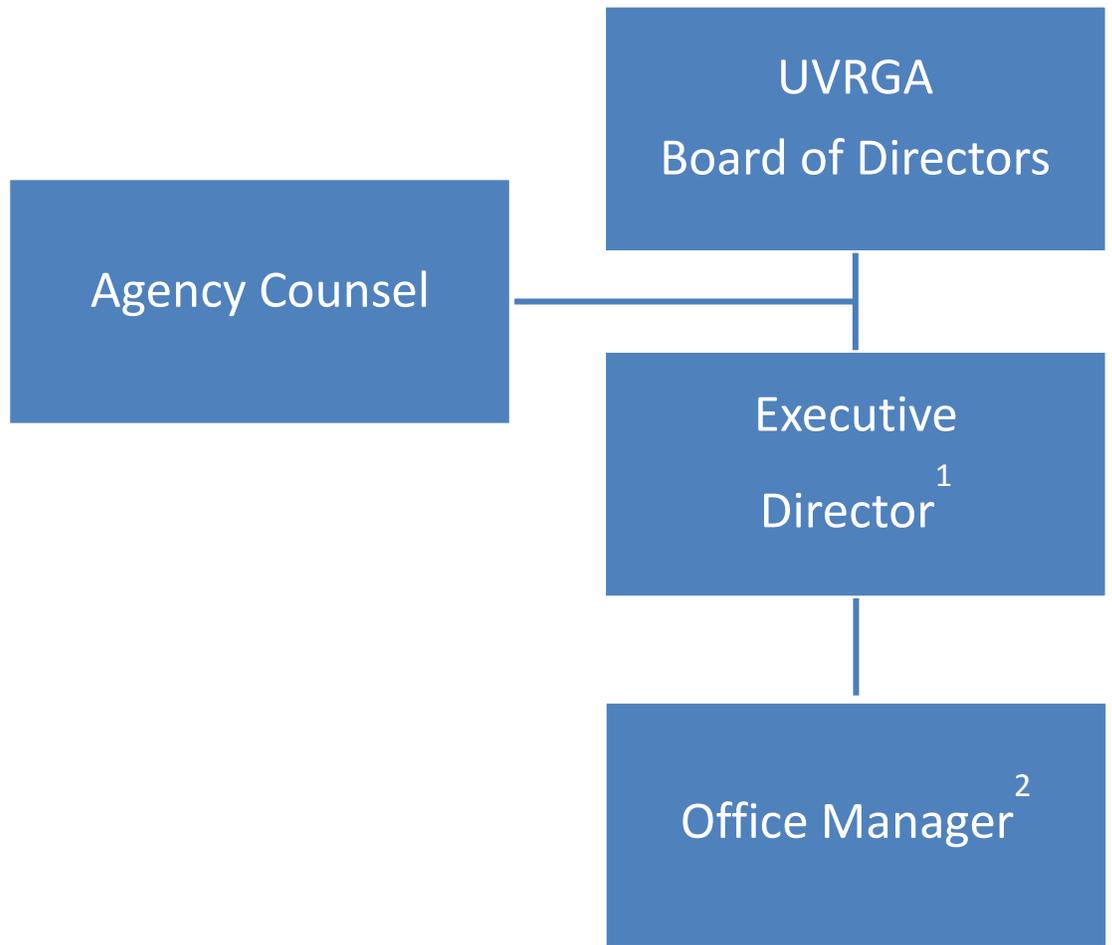
- Previous clerical training and experience is highly desirable.

### **License Requirements**

- Possess a Class C California driver's license and a driving record acceptable to the Agency's insurance carrier.

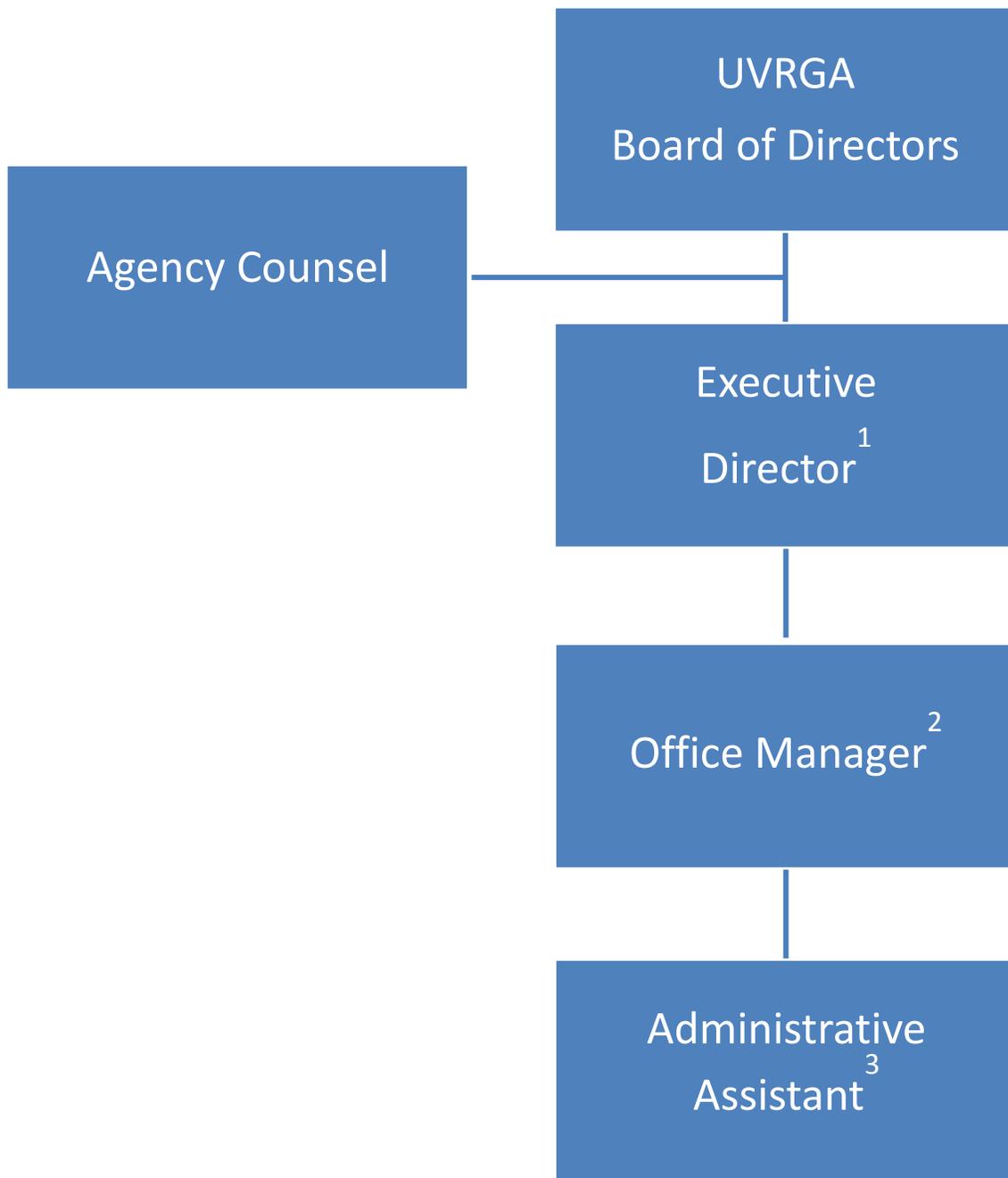
### **Exempt /Non - Exempt**

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



Notes:

- 1) Serves as GSP Project Manager, DWR Grant Manager, and Finance Supervisor
- 2) Serves as Clerk of the Board and performs AP and timekeeper duties



**Notes:**

- 1) Serves as GSP Project Manager and DWR Grant Manager
- 2) Serves as Clerk of the Board and Finance Supervisor
- 3) Performs AP and timekeeper duties

**UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(g)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Staff

**SUBJECT:** Consider adoption of Resolution No. 2018-08 to change Upper Ventura River Groundwater Agency's Principal Office Location

**SUMMARY**

The Upper Ventura River Groundwater Agency (Agency) recently moved its principal office to 417 Bryant Circle, Suite #112, Ojai, California 93023. As a result of this move, the Agency must revise its Bylaws to reflect its new principal office location. Adoption of attached Resolution No. 2018-8 would amend Articles 2.2 and 4.6 of the Agency's Bylaws to designate the new Principal Office address as 417 Bryant Circle, Suite #112, Ojai, California 93023.

Article 7.3 of the Agency's Joint Exercise of Powers Agreement also requires an affirmative vote of the Board of Directors ("Board") to change (or establish) the Agency's principal office.

**RECOMMENDED ACTIONS**

1. Approve attached Resolution No. 2018-8, titled "A Resolution of the Upper Ventura River Groundwater Agency Changing its Principal Office Address," which if adopted will amend the Article 2.2 and 4.6 of the Agency's Bylaws to change its principal office address to 417 Bryant Circle, Suite #112, Ojai, California 93023.
2. Approve the change in location of the Agency's principal office by an affirmative vote of the Board.

**BACKGROUND**

The Agency has relocated its Principal Office to 417 Bryant Circle, Suite #112, Ojai, California 93023 and must update its Bylaws accordingly. Under Article 16.1 of the Bylaws, the Agency can only be amended its Bylaws by a resolution of the Board of Directors. Staff recommends that the Board adopt a resolution to amend Articles 2.2 and 4.6 of the Agency's Bylaws to reflect the new Principal Office address.

Upon adoption of Resolution No. 2018-8, the Agency Bylaws will be amended as follows:

**Article 2.2 Principal Office of the Agency.** The principal office of the Agency is located at 417 Bryant Circle, Suite #112, Ojai, California 93023.

**Article 4.6 Principal Office.** The principal office of the Agency is 417 Bryant Circle, Suite #112, Ojai, California 93023. It may be changed at any time by a vote of the Board.

The Joint Powers Authority must also establish this new address as its Principal Office by an affirmative vote of the Board under Article 7.3 of the Joint Exercise of Powers Agreement. Staff recommends taking an affirmative vote to approve establish the Joint Powers Authority's Principal Office at 417 Bryant Circle, Suite #112, Ojai, California 93023.

**FISCAL SUMMARY**

None.

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

B. Kuebler\_\_\_ M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

**BOARD OF DIRECTORS**  
**UPPER VENTURA RIVER GROUNDWATER AGENCY**  
**RESOLUTION NO. 2018-8**

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY**  
**CHANGING ITS PRINCIPAL OFFICE ADDRESS**

**WHEREAS**, Article 16.1 of the Bylaws of the Upper Ventura River Groundwater Agency (Agency) requires the Board of Directors (Board) to amend its Bylaws by resolution of the Board; and

**WHEREAS**, Article 2.2 establishes the Principal Office of the Agency; and,

**WHEREAS**, Article 4.6 establishes the Principal Office of the Board Officers, Executive Directors and Staff; and,

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

1. Article 2.2 of the Bylaws is hereby repealed in its entirety and replaced as follows:

**2.2** Principal Office of the Agency. The principal office of the Agency is located at 417 Bryant Circle, Suite #112, Ojai, California 93023.

2. Article 4.6 of the Bylaws is hereby repealed in its entirety and replaced as follows:

**4.6** Principal Office. The principal office of the Agency is 417 Bryant Circle, Suite #112, Ojai, California 93023. It may be changed at any time by a vote of the Board.

**PASSED, APPROVED, AND ADOPTED** this 8th day of November, 2018.

\_\_\_\_\_  
Bruce Kuebler, Board Chair

ATTEST:

\_\_\_\_\_  
Cece Vandermeer  
Executive Director

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

APPROVED AS TO FORM

---

Upper Ventura River Groundwater Agency  
General Counsel

## **UPPER VENTURA RIVER GROUNDWATER AGENCY Item No. 8(h)**

**DATE:** November 8, 2018

**TO:** Board of Directors

**FROM:** Staff

**SUBJECT:** Consider adoption of Resolution No. 2018-09 to correct an error in the resolution number of previously adopted resolutions

### **SUMMARY**

Clerical errors resulted in the Board of Directors (“Board”) of the Upper Ventura River Groundwater Agency (“Agency”) approving two separate Resolutions numbered 2018-4. Adoption of attached Resolution No. 2018-09 would correct this error.

### **RECOMMENDED ACTIONS**

1. Approve attached Resolution No. 2018-09, titled “A Resolution of the Upper Ventura River Groundwater Agency Correcting Errors in Resolution Numbering,” which if adopted will revise the Resolution titled “A Resolution of the Upper Ventura River Groundwater Agency Adopting a Conflict of Interest Code” (one of the two resolutions currently numbered 2018-4) to Resolution No. 2018-1B and ratify revised Resolution No. 2018-1B.
2. Ratify Resolution No. 2018-4 titled “A Resolution of the Upper Ventura River Groundwater Agency Designating Check Signing Authority and Establishing Invoice Review Procedures.”
3. Upon adoption, direct Agency’s executive director to file Resolution No. 2018-1B with the Ventura County Clerk
4. Make corrections to the minutes of the Agency’s April 12, 2018 meeting by replacing references to Resolution No. 2018-4 with Resolution No. 2018-1B.

### **BACKGROUND**

The Board inadvertently approved two resolutions identified as resolution number 2018-4 this year. The titles of these two resolutions are: (1) “A Resolution of the Upper Ventura River Groundwater Agency Adopting a Conflict of Interest Code,” which was approved on April 12, 2018; and (2) “A Resolution of the Upper Ventura River Groundwater Agency Designating

Check Signing Authority and Establishing Invoice Review Procedures,” which was approved on July 12, 2018. To maintain the chronological order of the Agency’s resolutions, Agency Counsel recommends changing the resolution number for the resolution titled “A Resolution of the Upper Ventura River Groundwater Agency Adopting a Conflict of Interest Code” to Resolution No. 2018-1B. The Agency’s other resolution numbers remain unaffected.

Upon adoption of Resolution No. 2018-09, the resolutions approved by the Board are as follows:

<b>Resolution Number</b>	<b>Resolutions</b>	<b>Approval Date</b>
<b>2018-1</b>	Resolution of the Upper Ventura River Groundwater Agency in Support of the “Water Supply and Water Quality Act of 2018” Initiative	3-8-2018
<b>2018-1B</b>	A Resolution of the Upper Ventura River Groundwater Agency Approving Conflict of Interest Code	4-12-2018
<b>2018-2</b>	A Resolution of the Upper Ventura River Groundwater Agency Establishing a Basis of Accounting	6-14-2018
<b>2018-3</b>	A Resolution of the Upper Ventura River Groundwater Agency Establishing an Annual Financial Audit	6-14-2018
<b>2018-4</b>	A Resolution of the Upper Ventura River Groundwater Agency Designating Check Signing Authority and Establishing Invoice Review Procedures	7-12-2018
<b>2018-5</b>	A Resolution of the Upper Ventura River Groundwater Agency Revising Invoice Approval Procedures	10-11-2018

**FISCAL SUMMARY**

None.

**ATTACHMENTS**

Resolution No. 2018-09

Action: \_\_\_\_\_  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
B. Kuebler\_\_\_M. Bergen\_\_\_ G. Shephard\_\_\_ D. Engle\_\_\_ K. Brown\_\_\_ L. Rose\_\_\_ E. Ayala\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

**BOARD OF DIRECTORS**

**UPPER VENTURA RIVER GROUNDWATER AGENCY**

**RESOLUTION NO. 2018-9**

**A RESOLUTION OF THE UPPER VENTURA RIVER GROUNDWATER AGENCY  
CORRECTING ERRORS IN RESOLUTION NUMBERING**

**WHEREAS**, on April 12, 2018 the Board of Directors (Board) for the Upper Ventura River Groundwater Agency (Agency) adopted Resolution No. 2018-4 titled “A Resolution of the Upper Ventura River Groundwater Agency Adopting a Conflict of Interest Code”; and

**WHEREAS**, on July 12, 2018 the Board adopted Resolution No. 2018-4 titled “A Resolution of the Upper Ventura River Groundwater Agency Designating Check Signing Authority and Establishing Invoice Review Procedures”; and

**WHEREAS**, although the resolutions referenced in the above recitals were given the same resolution number, they cover different topics; and

**WHEREAS**, the Board wishes to correct this clerical error resulting in the same resolution number being assigned to two different resolutions.

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

1. Resolution No. 2018-4, “A Resolution of the Upper Ventura River Groundwater Agency Adopting a Conflict of Interest Code” is now Resolution No. 2018-1B and is ratified as Resolution No. 2018-1B.
2. Resolution No. 2018-4 titled “A Resolution of the Upper Ventura River Groundwater Agency Designating Check Signing Authority and Establishing Invoice Review Procedures” is ratified as Resolution No. 2018-4.
3. Directs the Agency’s Executive Director to file Resolution No. 2018-1B with the Clerk for the County of Ventura.
4. Direct the Agency’s Executive Director to correct the meeting minutes for the Agency’s April 12, 2018 meeting by replacing references to Resolution No. 2018-4 with references to Resolution No. 2018-1B.

**PASSED, APPROVED, AND ADOPTED** this 8th day of November, 2018.

\_\_\_\_\_  
Bruce Kuebler, Board Chair

ATTEST:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

---

Cece Vandermeer  
Executive Director

APPROVED AS TO FORM

---

Upper Ventura River Groundwater Agency  
General Counsel