

**UPPER VENTURA RIVER GROUNDWATER AGENCY
MINUTES OF REGULAR MEETING JUNE 14, 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, Emily Ayala and Larry Rose; alternate director present was: Susan Rungren for Kevin Brown. Director Glen Shephard was absent. Also present were: Executive Director Cece Vandermeer, Attorney Jena Acos, and GSP Project Manager Bryan Bondy. Public present were; Mike Hollebrands, Bert Rapp and Jennifer Tribo.

1) CALL TO ORDER- Chairperson Bruce Kuebler called the meeting to order at 1:01 P.M.

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

3) PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA – None

4) CONSENT ITEMS

a. Approve Minutes from May 3, 2018

Director Engle moved to receive and file the May 3, 2018 minutes. Seconded by Director Ayala.

Ayes: Bruce Kuebler, Emily Ayala and Larry Rose. Rungren, Bergen and Engle abstained because they were not in attendance at the May 3, 2018 Board Meeting. Absent: Glenn Shephard.

b. Approve Minutes from May 10, 2018

Director Engle moved to receive and file the May 10, 2018 minutes. Seconded by Director Bergen

Ayes: Bruce Kuebler, Mary Bergen, Diana Engle, Susan Rungren and Larry Rose. Ayala abstained because she was not in attendance at the May 10, 2018 meeting. Absent: Glenn Shephard.

c. Financial Reports for May and June 2018

Vandermeer presented the Financial Report for May and June 2018. There was discussion about how Directors could review invoices before Board approval and it was noted that legal invoices would not be made public because of attorney-client privilege. As a result, the Board requested staff to prepare an amendment to the Bylaws to provide a procedure for approval of invoices at the next meeting. It was also noted that there should not be a ending balance for the current month because additional financial transactions would occur between Board meetings and the end of each month. Director Bruce moved to approve the May 2018 Financial Report and the June 2018 expenditures for Bondy Groundwater, Kear Groundwater and Brownstein Hyatt Farber & Schreck, pending review by the Directors who will be signing the checks, with the understanding that any questions will be resolved in discussions with the contractors and if un-resolved, the invoice would be brought back to the Board next month. Seconded by Director Engle.

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

5) DIRECTOR ANNOUNCEMENTS

Director Engle reported that she had attended the Democratic Club of Ojai panel discussion of Ojai Valley water supply security. CMWD was criticized for its delay and lack of commitment to bring SWP water to the valley.. She attended an ACWA webinar on groundwater where Bondy was a presenter with The Nature Conservancy's on groundwater dependent ecosystems. There are data

sets showing plant communities commonly associated with groundwater. Engle also attended the Groundwater Resources Association of California's First Annual Groundwater Sustainability Agency Summit, a three-day conference in Sacramento. Important items included the relationship between GSPs and county general plans, stakeholder engagement, and data from Northern California showing interaction between pumping and streamflow. Director Kuebler mentioned Ventura County's General Plan update and suggested that Susan Curtis, one of the leaders in the update, be invited to one of our meetings when more detail is known about portions of the plan what will address groundwater management. Kuebler will contact her to discuss timing.

Director Bergen stated that CMWD is hiring a consultant to prepare a comprehensive water plan and has hired Rincon Consultants to assist with public communications.

6) GSP PROJECT MANAGER COMMENTS

Bryan Bondy noted that DWR intends to reclassify the Lower Ventura River Groundwater basin to medium priority which will result in a GSP being required.

He met with Director Engle to address her questions about Task 2.2. It is focused on monitoring movement of the surface water - groundwater interface.

Bondy will be co-chairing a committee of ACWA dealing with groundwater dependent ecosystems. He attended the GRAC First Annual Groundwater Sustainability Agency Summit in Sacramento and emphasized the importance of the Stakeholder Engagement Plan having policies for engagement, speakers, and an administrative record of engagement activities. He also highlighted adaptive management as Plan, Do, Evaluate, and React.

On the grant status, he mentioned we had met the 14-day requirements and the 45 day requirements are due tomorrow, June 15. This will be discussed under another agenda item.

Bryan Bondy talked to Eddie Pech, our DWR point of contact, regarding updating the budget and how to reflect the time prior to the GSA formation. The Board discussed gathering time spent on UVRGA from January 1, 2015. Chair Kuebler stated that he had a spreadsheet with the Director's time and would provide it to Vandermeer. Jena Acos stated that she would have her assistant get past agendas to add to the spread sheet that Vandermeer would be preparing. Bryan Bondy stated that meetings and workshops need to be included in the time keeping spreadsheet and the Board member's rates would be determined in consultation with DWR.

7) GSP ACTION ITEMS

a. GSP Task 1- Options for Data Quality Control Review (Time: 2:01 to 2:40 pm)

The Board considered options for implementing a data quality assurance review process and provide feedback to staff.

Bryan Bondy, project manager, described how and where data quality control review fits into the GSP development process and provided potential options for implementing a data quality control review process.

Public comments. Bert Rapp recommended not spending too much time and money on this issue because data being collected are basic with standard procedures, e.g., flow measurements and water levels using data loggers.

Directors discussed the three data reviewer options and there was consensus for option 3 whereby data quality control review would be incorporated into the GSP workflow under direction of the GSP PM. The Board discussed how the criteria for data performance/acceptance would be developed. The Board settled on asking Bondy and Kear to prepare draft criteria and engage one or more independent technical experts to peer review the draft data performance/acceptance criteria. There was consensus for this approach.

Director Bergen made a three-part motion to:

- 1) approve Jordan Kear and Bryan Bondy to jointly draft review criteria for data performance/acceptance, at a cost to be negotiated with Chair Kuebler within Chair Kuebler's \$5,000 authorization limit;
- 2) request Bryan Bondy to bring back the draft review criteria to the next Board meeting with a list of recommended third party technical consultants to evaluate the draft review criteria whom the Board will engage; and
- 3) request Bondy to bring back the revised draft incorporating the third party technical consultant's comments for Board consideration and approval of the review criteria for data performance/acceptance.

Seconded by Engle.

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

b. GSP Task 3.1 (Time: 2:40 to 3:08)

i. GSP Grant Work Plan Update

The Board discussed the GSP Grant Work Plan and will provide feedback to staff concerning potential changes for discussion with the Department of Water Resources (DWR) during Sustainable Groundwater Planning Grant agreement negotiations.

No Public Comments

GSP PM Bondy outlined his suggested changes to the grant work plan as part of the 45-day response to DWR required by June 15. These included modifying task dates to provide more flexibility in GSP preparation and to reflect current scheduling and progress; and to negotiate a reduction in the total cost share from 53% to the minimum required 50% to help speed reimbursement. Alternate Director Rungren suggested incorporating a TAC for data quality control review into the GSP work plan. Bondy recommended against doing so because DWR would require documentation of TAC activities and the Board has not approved a TAC. After discussion there was consensus on Bondy's suggestion. Bondy also mentioned the importance of gathering supporting data for Board costs in creating the JPA and GSA going back to January 1, 2015. Chair Kuebler has a matrix showing attendance at all formation committee and JPA meetings until the GSA was formed on July 20, 2017 including estimates for hourly rates for each participant and he will provide that to Vandermeer and Bondy.

Director Engle motioned to approve the proposed GSP Grant schedule and to authorize the GSP Project Manager to work with DWR for a reduction in cost share from 53% to 50% between cost share and grant share to expedite reimbursement. Seconded by Ayala.

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

ii. GSP Task 3.1 – Appoint Ad Hoc Stakeholder Engagement Committee to Implement the Stakeholder Engagement Plan (Time: 3:08 to 3:11)

The Board considered creating an Ad-hoc committee to implement the Stakeholder Engagement Plan.

GSP PM Bondy emphasized the importance of an aggressive, well documented stakeholder engagement program and the need to develop specific actions to implement the Agency's Stakeholder Engagement Plan. He recommended the Board take the following actions:

- 1) Create an Ad Hoc Stakeholder Engagement Committee consisting of no more than three directors with a termination date of January 31, 2022;
- 2) Direct the committee to develop a project management tool for Plan implementation;
- 3) Direct the committee to perform Plan implementation;
- 4) Direct the committee to provide monthly updates to the Board during which it will seek Board guidance on Plan implementation;
- 5) Direct the committee to perform ongoing review of the Plan and provide recommended Plan updates to the Board no less frequently than each May; and
- 6) Direct the committee to perform other stakeholder outreach-related tasks as determined by the Board from time to time.

No public comment.

Chair Kuebler recommended the Committee be chaired by Director Rose with Director Ayala and himself as the other members. Director Bergen motioned to accept the recommended actions as listed with Kuebler's recommendations for membership. Seconded by Director Engle

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

8) OTHER ACTION ITEMS

a. Fiscal Year 2018/2019 Budget

The Board considered approving the draft fiscal year 2019 budget prepared by the Ad-Hoc Budget Committee.

No public comment.

Director Engle motioned to adopt the fiscal year 2019 budget increasing "accounting" line item by \$4,000 to \$10,000 and decreasing the "reserve" line item by \$4,000 to \$41,000, and to add a note to the budget stating the Board's intent to implement an extraction fee program during the year that may result in the Board deciding to return a portion of Member Agency contributions pursuant to Article 14 of the JPA. Seconded by Rungren.

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

b. Basis of Accounting

The Board considered adopting a resolution modifying the bylaws to specify the Agency's basis of accounting.

No public comment.

Director Bergen motioned to adopt Resolution 2018-2 modifying the bylaws to establish a cash basis of accounting. Seconded by Ayala

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

c. Financial Audit Period

The Board considered specifying either an annual or biennial financial audit period.

No public comment.

Director Engle motioned to approve Resolution 2018-3 establishing an annual financial audit.
Seconded by Bergen.

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

Director Ayala excused herself and left the meeting at 3:35.

d. Liability Insurance

The Board considered approving the Executive Director's recommendation to purchase liability insurance.

Vandermeer recommended purchasing general liability and worker's compensation insurance from the Special District Risk Management Authority (SDRMA). During Board discussion, a question was raised about cost of the compensation insurance because the Agency' actual payroll is about twice the amount in SDRMA's quote. The Board's intent was for approval provided the total cost doesn't increase to more than \$5,000. Also, the agreement requires the Agency to designate a person responsible for risk management and for safety.

Director Engle motioned to approve and sign the six recommended actions included in the agenda, provided the total fee doesn't exceed \$5,000 and to designate the Executive Director, Vandermeer, as Risk Manager, as Safety Officer, and as any other role that need to be fulfilled.
Seconded by Bergen.

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

9) COMMITTEE REPORT

a. Ad Hoc Funding Options Committee

Director Bergen reported on a committee meeting with legal counsel to plan for extraction fee program. Counsel is soliciting proposals from potential fee consultants to assist in developing the program.

10) EXECUTIVE DIRECTOR'S REPORT

Vandermeer stated that the office moved on May 18, 2018 and the new address is: 417 Bryant Circle. Vandermeer stated that she received the May 2018 time sheets; Director Engle suggested that they review the time keeping process.

- 11) ADJOURNMENT** – The meeting was adjourned at 4:00 pm. The next regular Board meeting will be July 12, 2018 at 1:00 pm at the Casitas Municipal Water District Meeting Room, 1055 Ventura Ave., Oak View, CA 93022.

Action: _____

Motion: _____ 2nd: _____

B. Kuebler____ M. Bergen____ G. Shephard____ D. Engle____ K. Brown____
E. Ayala____ L. Rose____