



Fillmore and Piru Basins
Groundwater Sustainability Agency

Board of Directors Meeting
Thursday
September 27, 2018 - 6:00 p.m.

City of Fillmore City Hall, City Council Chambers
250 Central Avenue, Fillmore, CA 93015

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Public Comments

Fillmore and Piru Basins Groundwater Sustainability Agency (Agency) will accept public comment concerning agenda items at the time the item is considered and on any non-agenda item within the jurisdiction of the Board during the agendized Public Comment period. No action will be taken by the Board on any non-agenda item. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker per issue.

4. Approval of Agenda

Motion

5. Director Announcements/Board Communications

6. Executive Director Update

Information Item

The Executive Director will provide an informational update on Agency activities since the previous Board meeting of August 23, 2018.

7. CONSENT CALENDAR

7A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of August 23, 2018.

7B Approval of Warrants

The Board will consider approving invoices for the following payments:
OMLO August Legal Services \$805.00

7C Monthly Financial Report

The Board will receive a monthly profit and loss statement for the FPBGSA from UWCD's accounting staff.

8. ACTION ITEMS

8A Consideration of Waiver of Late Fees and Penalties

Motion

The Board will consider waiving late fees and penalties for customers.

8B Consideration of Creating Ad Hoc Committee to review GSP Consultant proposals and rate respondents for consideration/interviews

Motion

The Board will consider creating an ad hoc committee to assist Executive Director Emmert in the review and selection of GSP Consultants for interviews by the Board.

8C Development of Agency Travel Policy for Directors and Staff

Motion

The Board will consider crafting a travel policy addressing approvals, expenses (airfare, lodging, ground transportation/car rental/mileage reimbursement, meals), expense advance vs reimbursement; GSA credit card vs personal credit cards, et cetera.

8D Groundwater Resources Association Membership

Motion

The Board will consider costs and benefits of GRA membership and impact on FY 2018-19 Budget.

9. INFORMATION ITEMS

9A UWCD Staffing Plans and Work Assignments

Information Item

Executive Director Emmert will present an overview of UWCD's staffing plans and work assignments relating to the development of FPBGSA's GSPs.

FUTURE TOPICS FOR BOARD DISCUSSION

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **October 25, 2018** or call of the Chair.

Fillmore and Piru Basins Groundwater Sustainability Agency
Board of Directors Meeting
September 27, 2018
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Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at UWCD's offices at 106 North 8th Street in Santa Paula during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda materials in an alternative format, please contact the UWCD Office at (805) 525-4431 or the City of Fillmore at (805) 524-1500. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved: 
Board Chair Kelly Long

Posted: (date) September 20, 2018 (time) 11a.m. (attest) Kris Sofley
At: United Water Conservation District Headquarters, 106 No. 8th St., Santa Paula, CA

Posted: (date) September 20, 2018 (time) 11:15a.m. (attest) Kris Sofley
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

Posted: (date) September 20, 2018 (time) 11:10a.m. (attest) Kris Sofley
At: <https://www.FPBGSA.org>

Posted: (date) September 20, 2018 (time) 11:05a.m. (attest) Kris Sofley
At: <https://www.facebook.com/FPBGSA/>



Board of Directors Meeting
Thursday
August 23, 2018 – 6:00 p.m.
City of Fillmore City Hall, City Council Chambers
250 Central Avenue, Fillmore, CA 93015

MINUTES

Directors Present

Director Kelly Long, Chair
Director Ed McFadden, Vice Chair/Secretary/Treasurer
Director Carrie Broggie
Director Gordon Kimball
Director Candice Meneghin
Director Glen Pace

Staff Present

Anthony Emmert, Executive Director
Steve O’Neill, Legal Counsel
Kris Sofley, Clerk of the Board

Public Present

Frank Brommenschenkel, Frank B & Associates
Emilio Cervantes, Jr., Newhall Land and Farming
Ryan Kristensen, GHD
John Lindquist, UWCD
Tim Moore, UWCD
Tony Morgan, Daniel B. Stephens & Associates
Steve Zimmer

1. Call to Order 6:02 p.m.

Chair Long called the meeting to order at 6:02p.m.

2. Pledge of Allegiance

Director Broggie led the group in the pledge of Allegiance

3. Public Comments

Chair Long asked if there were any public comments or questions for the Board of Directors. Tim Moore of UWCD asked to address the Board, then stated that he had resigned from his position with UWCD and would no longer be serving as the Agency’s technical services provider and representative. He stated that he had taken a position with Daniel B Stephens & Associates and thanked the Board for the opportunity to work for them over the past 14 months. Chair Long congratulated Mr. Moore and said she had really liked working with him and

appreciated all of the time and energy he provided to the formation of the GSA. Vice Chair McFadden echoed similar sentiments.

Tony Morgan of Daniel B Stephens & Associates presented a comment card regarding Motion item 8A, which Chair Long accepted.

Vice Chair McFadden then asked for item 7B Approval of Warrants to be pulled from the Consent Calendar for a separate discussion.

Chair Long asked if there were any other comments or questions from the public. None were offered.

4. Approval of Agenda

Motion

Motion to approve the agenda with the amendment of removing 7B from the Consent Calendar for separate discussion, Director Broggie; Second Vice Chair McFadden. Voice vote: six ayes (Broggie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Agenda is approved unanimously 6/0/0.

5. Director Announcements/Board Communications

None were offered

6. Executive Director Update

Information Item

The Executive Director reported to the Board that the primary focus of staff over the last month was to move toward issuance of the Agency's Request for Qualifications-Request for Proposals for a consultant to assist the district with preparation of the Groundwater Sustainability Plans as soon as possible.

He stated that he and Mr. Moore had also recently met with the Department of Water Resources grant manager regarding completion of the Groundwater Sustainability Planning grant agreement, and that staff would work to bring the completed grant agreement to the Board in the very near future.

Chair Long asked Mr. Emmert to be sure to change the contact information with the Department of Water Resources and other agencies in light of Mr. Moore's departure. Mr. Emmert said he would change the contacts.

Mr. Emmert addressed Consent Calendar item 7B stating that he understood that there had been prior Board discussion about potentially considering waiving the Agency's late penalties (ten percent late penalty and one percent interest per month on the outstanding balance of the account), considering that this is the first time the Agency has sent out invoices. He stated that the Agency's bylaws allow the Board to waive late fees. He asked for direction from the Board on whether staff

should agendaize this for a future meeting. There was discussion about the Board being able to act on this during the current meeting or whether it would need to be agendaized for a future meeting. Chair Long asked the Clerk to add this motion item to the agenda for the next Board meeting.

7. CONSENT CALENDAR

7A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of July 17, 2018

7C Approval of Amended Service Agreement with UWCD

The Board will consider approving the amended Service Agreement with United Water Conservation District (UWCD) resulting from the Board's approved motion to hire Anthony Emmert as the FPB GSA's Executive Director.

Motion to approve Consent Calendar items 7A and 7C, Vice Chair McFadden; Second, Director Broggie. Voice vote: six ayes (Broggie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Items 7A and 7C approved unanimously 6/0/0.

The Board then addressed item 7B, with Vice Chair McFadden stating that he was asked by United staff for Board direction regarding the its policy and flexibility regarding late payments.

7B Approval of Warrants

The Board will consider approving invoices for the following payments:

Somers Ranches refund of duplicate payment \$518.59

Somers Ranches, refund of duplicate payment \$6.89

Somers Ranches, refund of duplicate payment \$9.69

Petit Ranch Inc., refund of overpayment \$72.00

OMLO July Legal Services \$610.50

Legal Counsel stated that according to the Agency's Bylaws, the Board may elect to refund incidental overpayments at the payee's requests and also has the power to waive interest and penalties on overdue fees; however, the Board cannot act on that during the meeting because the agendaized action item is the approval of warrants, not the waiving of fees.

Chair Long stated that some people were consistently late in paying their bills. Vice Chair McFadden said that 25 payees had paid in full but had paid late incurring a total of \$1400 in penalties and he suggests waiving the first round, which was the suggestion of UWCD finance staff. Director Broggie said there are still outstanding fees that are not paid, and asked whether the Board should waive the fees for those people? Vice Chair McFadden said there was \$41,000 outstanding from one payee, and said he could contact the pumper to see what was going on. Director Kimball

said that the Board could broadly assume that money was not in their budget. Legal Counsel said there are other accounts on the aging list in addition to those who paid, but paid late. Clerk of the Board stated that the financial documents the Board is referencing are not included in the public's Board packet, and that the aging report is only made available to the Directors due to the sensitive nature of the information provided. Legal Counsel said that since the information is not available to the public, the Board will have to come back to discuss the waiving of late fees and penalties. Chair Long asked that a profit and loss statement be added to the agenda under Treasurer's Report on future Board agendas. She also asked for a list on contacts for the late payees by the next Board meeting and that she and Vice Chair McFadden would follow-up with those people.

Motion to approve the warrants listed in item 7B, Vice Chair McFadden; Second, Director Pace. Voice vote: six ayes (Broddie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Item 7B approved unanimously 6/0/0.

8. ACTION ITEMS

8A Draft Request for Qualifications/Request for Proposals (RFP) for Groundwater Sustainability Plan Consultant and Distribute to Groundwater Consultants

Motion

Mr. Emmert reported that staff had provided a draft of the RFQ-RFP for solicitation of consultants to prepare the Groundwater Sustainability Plans for the Fillmore and Piru Basins to the Board for review and comment. He said it was pretty close to being complete, and that staff had broken out the tasks that United would tackle and what tasks the Executive Director would be responsible for, as well as what tasks the consultant would be asked to perform. He said staff had prepared a very comprehensive list of possible consultants, including firms that were familiar with groundwater dependent ecosystems. He said that if these documents are acceptable to the Board, the RFQ-RFP would go out next week.

Mr. Emmert said consultants would have about a month to prepare and submit their statements of qualifications and proposals. He said that staff would review the packages for completeness, and then review the statements of qualifications to prepare a list of qualified proposers. He said that next step would be to rate and rank the proposers and come up with a short list as quickly as possible. Directors suggested that the RFQ-RFP be posted on the Agency's website and promoted through various trade magazines. Mr. Emmert said he thought that the Groundwater Resources Association (GRA) may also offer RFPs postings on its website or through a listserve.

Chair Long asked if there were any questions. Vice Chair McFadden asked if staff had considered other sources such as environmental or other groundwater groups for possible

consultants. Mr. Emmert said staff had included several, but would check for other potential environmental consultants.

Director Pace brought up issues with Page 13 regarding how many GSPs consultants had been involved in putting together and Page 10 relating to the tight timeline. Mr. Emmert agreed that GSP consultants will likely be very busy during this period. Director Pace said that with the news of Mr. Moore leaving and the impact this will have on United's portion of the GSP, he was concerned. Mr. Emmert said that the District is developing a plan to meet the needs of the GSA. Chair Long said she would like Mr. Emmert to talk about United's plan on handling/completing tasks for the GSP with the reduction in staff at the next Board meeting.

Chair Long asked about the award of agreement on page 15, listed as October 15, and questioned the timing of that deadline. She also suggested the Board form an ad hoc committee comprised of two Directors to review and provide suggestions, possibly picking out the top two or three RFPs for the full Board's review. Director Broggie said that process went well with the Board's selection of legal counsel. Director Pace said it made sense for Board involvement and he liked the idea of a couple of Board members sitting down with United staff to narrow the field, although he would probably have to recuse himself from that process.

Chair Long asked Mr. Emmert if he thought the week of October 12 through 19 would be appropriate for proposal review. Director Kimball said he agreed with Director Pace about the Board involvement in the selection process as it was the Board that was contracting with the consultant and they needed to identify the best and most efficient.

Chair Long suggested the formation of an ad hoc committee comprised of two Board members to meet with United staff to review proposals the week of October 12-19 and compile a list of the top candidates for Board review.

Tony Morgan, with Daniel B. Stephens and Associates, then addressed the Board. He said he would like clarification on page 2, the September 9 timeline; asked if the two GSPS would be prepared separately or as a hybrid form; he asked that the Agency's budget and timeline be included as part of the RFP; and asked for clarification as to the primary funding grant, whether United was paid by the grant and the balance available to the consultant. He also asked about stakeholder meetings and again asked about the portion of the budget allocated to United.

Chair Long said the budget and timeline are on the Agency's website. Mr. Morgan replied that the scope of work and timeline are all tied together and depend on the work being performed by United. Mr. Morgan also stated that understanding the funding available from the grant would be important to proposers, so that consultants know what's available as the first line of funding. Mr. Morgan also suggested that there be a 50 page limit to the proposals and that resumes or brief

bios be appendices to the proposal and not considered as part of the 50 page limit. Director Kimball also raised questions about the timeline and shifting responsibility from United to the consultant as to when consultant requires information. Mr. Morgan said that it will require a cooperative relationship and a realistic schedule. Director Pace said costs and schedules provided are sufficient to get RFP out, and that the RFP is a good start. Director Kimball said that consultants can't use information that is proprietary and asked about public information available. He thought the grant work plan, Tim Moore's worksheet, the District's Biennial Basins Report and the GSP timeline should all be included in the RFP and United's work time line. Mr. Emmert said it was reasonable to ask for more detail, but it will take longer to prepare and distribute the RFP. Mr. Morgan said the timeline could be submitted and can always change. Director Kimball said United's schedule for deliverables which the consultant will need to complete tasks should be made available. Chair Long asked Mr. Emmert to include scope of work, grant timeline, grant budget, United's timeline, Tim's worksheet and United's Biennial Basins Report in the RFP.

Director Kimball said these items were critical to the success of the consultant and the GSPs, even if it means a delay in getting the RFP out. Vice Chair McFadden said what United has committed to do must be clear, and what the consultant must commit to do must be clear, so that there is no claim that United is holding up the process. Director Broggie said the September 7 issue date for RFP, week of October 26 through November 2 for review and award professional consultant contract at the November Board meeting would work. Director Meneghin said the Board could also call a Special Board meeting if it needed to address issues sooner. Mr. Emmert asked if the Board wanted to see the final RFP prior to distribution. Chair Long said the Board would want to be copied on the distribution.

Motion to approve the proposed draft of the RFQ-RFP soliciting for a consultant(s) to devise and prepare the Agency's Groundwater Sustainability Plan and the distribution list of possible Groundwater Consultants for consideration with amendments and additional documents as attachments as discussed, Vice Chair McFadden; Second Director Broggie.

Voice vote: six ayes (Broggie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Item 8A approved unanimously 6/0/0.

8B Board approval for Director Attendance at GRA's First Annual Western Groundwater Congress

Motion

Director Meneghin mentioned that at the last Board meeting, she had said she would be interested in attending the GRA Western Groundwater Congress in Sacramento in September. She stated that The Nature Conservancy was hosting a workshop that she felt would be beneficial to the development of the Agency's GSPs and could also provide some budgetary funding opportunities. Chair Long

said her attendance at the Regional GRA meeting was very beneficial and she too was attending the Nature Conservancy's GDE workshop.

Chair Long asked about developing protocols for Directors' travel, specifically cash advances or reimbursements. Director Broggie said that a cash advance of \$1,950 was in keeping with the City's level of advances and then just have Director Meneghin submit receipts to validate expenses. Vice Chair McFadden said he supported Director Meneghin's attending the GRA Congress and supports the cash advance as long as receipts are submitted at the conclusion of the trip.

Chair Long suggested developing a protocol or travel policy for Board members' travel and accommodations, as well as registration fees to participate in educational conferences or other beneficial gatherings or workshops. Chair Long also asked the Clerk of the Board to get information on GRA membership fees.

Motion to approve a cash advance in the amount of \$1,950 to cover registration, travel, hotel accommodation and ground transportation expenses for Environmental Stakeholder Director Candice Meneghin to attend the GRA First Annual Western Groundwater Congress in Sacramento on September 25-27, 2018, Director Broggie; Second, Vice Chair McFadden. Voice vote: six ayes (Broggie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Items 7A and 7C approved unanimously 6/0/0.

8C Approve Letter of Support to Friends of the Santa Clara for a Grant Proposal Submission for FPB GSA Monitoring Well Construction and Groundwater Dependent Ecosystem (GDE) Assessment Funding
MOTION

Director Meneghin provided background information on the Integrated Regional Water Management (IRWM) Prop 1 Grant funding and Wildlife Conservation Board's (WCB) Proposition 1 - Stream Flow Enhancement Program, both of which could provide the Agency with grant funding on a match basis. She also stated that the Friends of the Santa Clara organization will cover the costs of submitting the grant requests. Chair Long asked if the grant match could be from a different grant, to which Director Meneghin replied that federal funds can match state funds, and that DWR funding amount can be matched with in-kind contributions.

The Board discussed various funding opportunities and what could be used for matching funds. Director Pace said that the Board could offer a letter of support and always move NOT to accept the grant award if there were some hidden pitfalls. Vice Chair McFadden asked Mr. Emmert for his thoughts. Mr. Emmert said it doesn't hurt to ask and he thought the submission to IRWM could help in monitoring as there may be a data gap at present.

Chair Long suggested the Board approve a letter of support for the IWRM grant and requested a modification of the support letter.

Motion to approve a letter to the Friends of the Santa Clara in support of Director Meneghin's pursuit of Integrated Regional Water Management (IRWM) Prop 1 Grant funding; and authorize Director Meneghin and Executive Director Emmert to collaborate on a grant submission to secure funding for the construction of one monitoring well and some GDE analysis to support the development of the FPBGSA's Groundwater Sustainability Plans, Vice Chair McFadden; Second, Director Broggie. Voice vote: six ayes (Broggie, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Item 8C approved unanimously 6/0/0.

9. FUTURE TOPICS FOR BOARD DISCUSSION

Board consideration of waiver of fees and penalties for certain customers; present aging report of delinquent accounts for Board consideration; United staffing plan to address Tim Moore's departure; Board consideration of creating ad hoc committee to review and recommend consultant proposals for GSPs; Board consideration of travel policy for Director travel to conference; Board consideration of GRA membership.

ADJOURNMENT 7:21p.m.

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **September 27, 2018** or call of the Chair.

I certify that the above is a true and correct copy of the minutes of the Fillmore and Piru Basins Groundwater Sustainability Agency's Board of Directors meeting of August 23, 2018.

ATTEST: _____
Kelly Long, Chair, FPB GSA Board of Directors

ATTEST: _____
Kris Sofley, Clerk of the Board



BOARD MEETING

August 23, 2018 @ 6:00pm

City Council Chambers, Fillmore City Hall

250 Central Avenue, Fillmore, CA 93015

Name: Steve Zimmer
Organization: self
Phone: _____
E-mail: _____

Name: Tony Morgan
Organization: DSEA
Phone: 905 290 3062
E-mail: TMorgan@Geo-Logic.com

Name: Emilio Cervantes Jr
Organization: Newhall Land & Farming
Phone: 805-490-0454
E-mail: emilio.cervantes@fivepoint.com

Name: Ryan Kristensen
Organization: GHD
Phone: 661 313 5041
E-mail: ryan.kristensen@ghd.com

Name: FRANK B. ROMMENSCHENKOC
Organization: _____
Phone: _____
E-mail: FRANK.B.ROMMENSCHENKOC@VERI.COM.NET

Name: _____
Organization: _____
Phone: _____
E-mail: _____



GROUNDWATER SUSTAINABILITY AGENCY

P O Box 1110, Fillmore, CA 93016

(805) 525-4431

<https://fpbgsa.org>

CHECK REQUEST

Date required: _____ Date Requested: September 27, 2018

Pay to: Olivarez Madruga Lemieux O'Neill, LLP

Address: 4165 E Thousand Oaks Blvd., Suite 350

City, State, Zip: Westlake Village, CA 91362-3852

Amount \$ 805.00

Charge to Account(s): Legal Services

Reason for Check/Petty Cash Request: _____

Requested by: Kris Sofley, clerk of the board

Approved by: _____
Board Secretary/Treasurer

Authorized by: _____
Board Chair

(Attach invoices/receipts/documentation for costs verification)



OLIVAREZ MADRUGA LEMIEUX O'NEILL, LLP

Olivarez Madruga Lemieux O'Neill, LLP.
4165 E. Thousand Oaks Blvd. Suite #350
Westlake Village, CA 91362-3852
Tel: (805) 495-4770 Fax: 805.495.2787
www.omlolaw.com

Fillmore and Piru Basins GSA
Attn: Kelly Long
P.O. Box 1110
Fillmore, CA 93016

Page: 1
August 31, 2018
Client/Matter No. 76.001
Statement No: 4686

Fillmore and Piru Basins GSA

For Professional Services Thru 08/31/2018

FEE TRANSACTIONS

			Rate	Hours	
08/14/2018	SON	Correspondence regarding Emmert agreement; draft same	200.00	0.90	180.00
08/10/2018	WL	Review prototype agreement	185.00	0.20	37.00
08/17/2018	WL	Revise EO contract	185.00	0.80	148.00
08/23/2018	SON	Board meeting	200.00	1.70	340.00
08/27/2018	SON	Draft template agreement for RFP; email Tony E.	200.00	0.40	80.00
08/25/2018	SON	Correspondence with T.E. Regarding terms and conditions for RFP	200.00	0.10	20.00
Total Fee Charges:				4.10	805.00

Timekeeper Summary

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Total</u>
Steve O'Neill	Partners	3.10	\$620.00
Wayne Lemieux	Associates	1.00	\$185.00

Total Current Charges	805.00
Previous Balance	\$610.50

PAYMENT TRANSACTIONS

08/27/2018	07/31/2018 Payment - Thank you, Check # 11020	-610.50
	Balance Due	<u>\$805.00</u>

**FILLMORE AND PIRU BASINS GROUNDWATER
SUSTAINABILITY AGENCY**
250 CENTRAL AVE
FILLMORE, CA 93015

BANK OF THE SIERRA
527 SESPE AVE.
FILLMORE, CA 93015

11022
90-3702/1211



9/21/2018

PAY TO THE ORDER OF Olivarez Madruga Lemeiux O'Neill LLP

\$ **805.00

Eight Hundred Five and 00/100***** DOLLARS

Olivarez Madruga Lemeiux O'Neill LLP
4165 E. Thousand Oaks Blvd, Suite 350
Westlake Village, CA 91362-3852

MEMO

Inv #4686; August 2018 General Counsel

AUTHORIZED SIGNATURE

⑈011022⑈ ⑆121137027⑆ 2801395870⑈

FILLMORE AND PIRU BASINS GROUNDWATER SUSTAINABILITY AGENCY 11022

Olivarez Madruga Lemeiux O'Neill LLP 9/21/2018 805.00
Inv #4686; August 2018 General Counsel

Bank of the Sierra Inv #4686; August 2018 General Counsel 805.00

FILLMORE AND PIRU BASINS GROUNDWATER SUSTAINABILITY AGENCY 11022

Olivarez Madruga Lemeiux O'Neill LLP 9/21/2018 805.00
Inv #4686; August 2018 General Counsel

Bank of the Sierra Inv #4686; August 2018 General Counsel 805.00

Photo Safe Deposit
Details on Back.



Item No. **7C Informational Item**
DATE: **September 27, 2018**
TO: **Board of Directors**
SUBJECT: **Monthly Financial Report**

SUMMARY

Enclosed are financial reports for the Fillmore and Piru Basins Groundwater Sustainability Agency (GSA) as of June 30, 2018 and September 21, 2018.

BACKGROUND

Accounting Method

The enclosed financial reports are prepared on the accrual basis. Under the accrual basis of accounting, revenue is recorded in the period it is earned, regardless of when the cash is collected. Expenses are recorded when they are incurred, regardless of when the cash is disbursed. Consequently, the revenue from groundwater extraction fees for the period of January 1 to June 30, 2018, have been recorded in Fiscal Year 2017-2018, with a fiscal year end of June 30, 2018.

The use of accrual basis is required by the Governmental Accounting Standards Board Pronouncement 34 for operations that are considered to be enterprise funds. One of the criteria for designation as an enterprise fund is that the establishment of fees and charges designed to recover costs, which is the case with Fillmore and Piru Basins GSA. Fox Canyon Groundwater Management Agency also is considered an enterprise fund and uses the accrual basis of accounting.

FY 2017-18

As of June 30, 2018, the GSA has recorded \$473,837 in groundwater extraction charges. The FY 2017-2018 budget included \$256,091 in groundwater extraction charges; however, the budget was prepared on a cash basis rather than an accrual basis and did not include the January through June reporting period.

July through December 2017 total extraction charges were \$287,113 for 33,778 acre feet of pumping compared to \$256,091 budgeted. For this period, groundwater extraction charges were \$31,022, or 3,650 acre feet, higher than budgeted.

January through June 2018 total extraction charges were \$186,724 or 21,968 acre feet compared to \$217,759 budgeted. For this period, groundwater extraction charges were \$31,035 or 3,651 acre feet lower than budgeted.

For FY 2017-2018 in total, extraction charges were only \$12 lower than projected. FY 2017-2018 also had \$7,880 in late fees, which were not included in the budget. Because the adopted budget was

Item No: 7C Monthly Financial Report

September 27, 2018

Page 2

prepared on a cash basis while actual revenues were reported on an accrual basis, FY 2017-2018 revenue appears artificially higher.

FY 2017-2018 expenses totaled \$88,613, or \$95,444 lower than budgeted, resulting in a fund balance of \$393,104 at June 30, which is \$103,312 higher than projected.

FY 2018-2019

No groundwater extraction fees have been assessed yet for FY 2018-2019. Total revenues to date are \$2,015 in late fees.

Expenses to date for FY 2018-2019 total \$3,581.50, or 1.1% of the annual budget. Expenses include legal counsel, public information and travel.

As of September 21, 2018, \$56,591 (20%) is outstanding from the July through December 2017 billing. \$135,584 (73%) is outstanding from the January through June 2018 billing, which was mailed out September 1, 2018.

FISCAL IMPACT

None

Attachments: June 30, 2018 Balance Sheet
June 30, 2018 P/L Budget Performance
September 21, 2018 Balance Sheet
September 21, 2018 P/L Budget Performance
September 21, 2018 Check Detail

Fillmore and Piru Basins GSA
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 2018</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank of the Sierra	152,684.81
Total Checking/Savings	<u>152,684.81</u>
Accounts Receivable	
11000 · Accounts Receivable	271,521.40
Total Accounts Receivable	<u>271,521.40</u>
Total Current Assets	<u>424,206.21</u>
TOTAL ASSETS	<u><u>424,206.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	31,102.45
Total Accounts Payable	<u>31,102.45</u>
Total Current Liabilities	<u>31,102.45</u>
Total Liabilities	31,102.45
Equity	
Net Income	393,103.76
Total Equity	<u>393,103.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>424,206.21</u></u>

Fillmore and Piru Basins GSA Profit and Loss Budget Performance July 2017 through June 2018

	<u>Jul 2017 - Jun 2018</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Income			
40001 · Groundwater Extraction Charge	473,837.34	256,091.00	185.03%
41000 · Grant Revenue			
41001 · State Grants	0.00	0.00	0.0%
Total 41000 · Grant Revenue	0.00	0.00	0.0%
47000 · Other Revenue			
47001 · Late Fees	7,879.74		
Total 47000 · Other Revenue	7,879.74		
Total Income	481,717.08	256,091.00	188.1%
Gross Profit	481,717.08	256,091.00	188.1%
Expense			
52200 · Professional Services			
52230 · Prof Svcs - Grant Solicitation	17,963.75	28,000.00	64.16%
52240 · Prof Svcs - IT Consulting	2,160.00	2,160.00	100.0%
52250 · Prof Svcs - Groundwtr/GSP Prep	34,318.88	69,458.91	49.41%
52260 · Prof Svcs - Admin/Clerk of Bd	8,293.97	17,938.34	46.24%
52270 · Prof Svcs - Accounting	4,951.54	17,000.00	29.13%
52290 · Prof Svcs - Other	530.00	9,290.50	5.7%
Total 52200 · Professional Services	68,218.14	143,847.75	47.42%
52500 · Legal Fees			
52501 · Legal Counsel	14,771.66	35,154.00	42.02%
Total 52500 · Legal Fees	14,771.66	35,154.00	42.02%
53000 · Office Expenses			
53010 · Public Information	618.73	600.00	103.12%
53020 · Office Supplies	1,071.29	1,076.86	99.48%
53026 · Postage & Mailing	785.31	1,000.00	78.53%
53060 · Computer Software	769.81		
Total 53000 · Office Expenses	3,245.14	2,676.86	121.23%
53500 · Insurance			
53510 · Liability Insurance	1,955.24	1,956.00	99.96%
Total 53500 · Insurance	1,955.24	1,956.00	99.96%
70000 · Interest & Debt Service			
70120 · Interest Expense	423.14	423.14	100.0%
Total 70000 · Interest & Debt Service	423.14	423.14	100.0%
Total Expense	88,613.32	184,057.75	48.14%
Net Income	393,103.76	72,033.25	545.73%

Fillmore and Piru Basins GSA
Balance Sheet
As of September 21, 2018

Sep 21, 2018

ASSETS

Current Assets

Checking/Savings

10000 · Bank of the Sierra 189,755.22

Total Checking/Savings 189,755.22

Accounts Receivable

11000 · Accounts Receivable 201,872.17

Total Accounts Receivable 201,872.17

Total Current Assets 391,627.39

TOTAL ASSETS **391,627.39**

LIABILITIES & EQUITY

Equity

32000 · Retained Earnings 393,103.76

Net Income -1,476.37

Total Equity 391,627.39

TOTAL LIABILITIES & EQUITY **391,627.39**

Fillmore and Piru Basins GSA Profit and Loss Budget Performance September 2018

	<u>Jul - Sep 2018</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Income			
40001 · Groundwater Extraction Charge	0.00	473,850.00	0.0%
41000 · Grant Revenue			
41001 · State Grants	0.00	101,808.00	0.0%
Total 41000 · Grant Revenue	0.00	101,808.00	0.0%
47000 · Other Revenue			
47001 · Late Fees	2,105.13		
Total 47000 · Other Revenue	2,105.13		
Total Income	2,105.13	575,658.00	0.37%
Gross Profit	2,105.13	575,658.00	0.37%
Expense			
52200 · Professional Services			
52230 · Prof Svcs - Grant Solicitation	0.00	0.00	0.0%
52240 · Prof Svcs - IT Consulting	0.00	500.00	0.0%
52250 · Prof Svcs - Groundwtr/GSP Prep	0.00	160,609.00	0.0%
52260 · Prof Svcs - Admin/Clerk of Bd	0.00	30,000.00	0.0%
52270 · Prof Svcs - Accounting	0.00	34,000.00	0.0%
52290 · Prof Svcs - Other	0.00	0.00	0.0%
Total 52200 · Professional Services	0.00	225,109.00	0.0%
52500 · Legal Fees			
52501 · Legal Counsel	1,415.50	67,600.00	2.09%
Total 52500 · Legal Fees	1,415.50	67,600.00	2.09%
53000 · Office Expenses			
53010 · Public Information	216.00	17,521.00	1.23%
53020 · Office Supplies	0.00	10,000.00	0.0%
53026 · Postage & Mailing	0.00	4,000.00	0.0%
53110 · Travel & Training	1,950.00		
Total 53000 · Office Expenses	2,166.00	31,521.00	6.87%
53500 · Insurance			
53510 · Liability Insurance	0.00	2,500.00	0.0%
Total 53500 · Insurance	0.00	2,500.00	0.0%
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	0.00	0.0%
Total 70000 · Interest & Debt Service	0.00	0.00	0.0%
Total Expense	3,581.50	326,730.00	1.1%
Net Income	-1,476.37	248,928.00	-0.59%

Fillmore and Piru Basins GSA
Check Detail
September 1 - 21, 2018

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Check	11022	09/21/2018	Olivarez Madruga Lemeiux O'Neill LLP	10000 · Bank of the Sierra	805.00
				TOTAL CHECKS	805.00

Item No: 7A Update on RFP for Legal Services

October 30, 2017

Page 2

**Fillmore and Piru Basins GSA
Customer Balances and Late Fees
September 20, 2018**

#	Balance 9/20/18	Amount of Late Fees
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Customers who paid the May invoice after due date, but before second notice was sent out. They have been charged late fees in system but their statement w/ late fees and second invoice have not been sent out. A determination needs to be made as to these late fees so the second invoice can be sent out to these customers.

1	1,070.46	133.42
2	3.21	3.20
3	943.30	96.02
4	0.10	0.10
5	69.79	11.14
6	135.88	37.19
7	40.21	8.67
8	23.22	3.16
9	280.76	66.39
10	542.67	59.19
11	7.85	2.07
12	19.19	0.57
13	1,026.07	194.85
14	701.40	100.87
15	1,205.10	77.83
16	5.66	0.56
17	20.94	1.90
18	346.74	69.89
19	952.96	151.07
20	316.37	41.22
21	597.52	54.71
22	5.50	0.14
23	159.18	14.59
24	182.99	2.02
25	1,932.71	270.36
26	41.81	33.22
27	18.87	1.87
28	7.55	0.75
29	15.10	1.50
30	18.87	1.87
31	78.15	7.77
Subtotal	10,770.13	1,448.11

Customers who paid May invoice after late notice was sent out and are requesting fee waiver

32	5.85	5.85	
33	77.49	77.49	
34	0.04	0.55	\$0.51 late fees already paid, \$0.04 outstanding
35	0.78	10.14	\$9.36 late fees already paid \$0.78 outstanding
36	97.47	97.47	
Subtotal	181.63	191.50	

Customers who have not yet paid May invoice and are requesting fee waiver

37	964.06	59.40
38	204.61	15.82
Subtotal	1,168.67	75.22

Customers who paid May invoice and paid late fees

39	-	2.96
40	-	80.77
41	-	125.71
42	-	1.78
43	-	0.51

**Fillmore and Piru Basins GSA
Customer Balances and Late Fees
September 20, 2018**

#	Balance 9/20/18	Amount of Late Fees
44	83.50	13.39
45	50.49	6.30
46	-	4.17
47	-	5.84
48	-	0.55
49	0.00	31.90
50	-	3.74
Subtotal	133.99	277.62

Paid May invoice but did not pay late fees. Statement including late fees mailed out 8/16/18

51	161.12	161.12	Well switched to new operator, this account is now inactive
52	405.10	163.27	
53	144.40	20.13	
54	67.24	67.24	
55	319.11	88.84	
56	4.76	0.51	
57	154.93	15.87	
58	7.62	0.82	
59	309.06	45.47	
60	44.80	44.80	
61	68.98	0.49	
62	590.50	46.67	
63	0.07	0.89	Paid \$0.82 late fees, \$0.07 outstanding
64	143.28	24.62	
65	2.84	2.84	
66	160.75	25.60	
67	6.87	0.89	Paid \$0.82 late fees, \$0.07 outstanding
68	5.15	0.66	Paid \$0.61 late fees, \$0.05 outstanding
Subtotal	2,596.58	710.73	

Customers who have not paid May invoice

69	1,429.24	92.19
70	302.30	32.85
71	6,677.38	339.26
72	1,576.56	150.42
73	687.22	33.91
74	13.32	0.90
75	314.52	18.37
76	29.99	2.10
77	231.49	14.99
78	1,399.64	120.64
79	159.46	12.24
80	715.16	43.66
81	18.12	1.12
82	70.97	4.67
83	3,164.41	242.70
84	18.12	1.12
85	212.86	14.72
86	1,515.89	121.54
87	1,628.14	106.63
88	795.78	91.54
89	15,931.40	1,313.01
90	34,632.46	3,984.26
91	18.12	1.12
92	9.05	0.55
93	7.70	0.90

**Fillmore and Piru Basins GSA
Customer Balances and Late Fees
September 20, 2018**

#	Balance 9/20/18	Amount of Late Fees
94	33.51	2.05
95	122.21	7.45
96	27.17	1.67
97	1,655.43	101.12
98	1,126.03	91.15
99	4.80	0.55
100	254.21	17.14
101	14.49	0.89
102	9.05	0.55
103	64.86	4.85
104	59.25	5.36
105	40.67	2.75
106	70.99	5.54
107	1,255.79	108.29
108	7.70	0.90
109	751.34	52.13
Subtotal	77,056.80	7,147.80

Non-reporters who have not paid, amount due is an estimate

110	724.20	44.20
111	14.49	0.89
112	665.87	47.24
113	9.05	0.55
114	18.12	1.12
115	5.11	0.00
116	13.09	1.02
117	637.29	38.89
118	4.26	0.00
Subtotal	2,091.48	133.91

Current amount due is an estimate, 2017-2 amount due no estimate available so no late fees charged

Non-reporters, no estimates available

119	0.02 N/A
120	0.01 N/A
121	0.02 N/A
122	0.02 N/A
123	0.02 N/A
124	0.02 N/A
125	0.02 N/A
126	0.02 N/A
127	0.01 N/A
128	0.02 N/A
129	0.01 N/A
130	0.02 N/A
131	0.02 N/A
132	0.02 N/A
133	0.02 N/A
134	0.02 N/A
135	0.02 N/A
136	0.01 N/A



Item No. **8C Motion**

DATE: **September 22, 2018 (Meeting of September 27, 2018)**

TO: **Board of Directors**

SUBJECT: **Development of Agency Travel Policy for Directors and Staff**

SUMMARY

The Board shall consider crafting a travel policy addressing approvals, expenses (airfare, lodging, ground transportation/car rental/mileage reimbursement, meals), expense advance vs reimbursement; GSA credit card vs personal credit cards, et cetera.

RECOMMENDED ACTION

That Board and Legal Counsel review the draft Fillmore Piru Basins Groundwater Sustainability Agency Expense and Travel Policy and provide comments and direction as to the language proposed in the draft. If so directed, staff will incorporate comments received and agendize the policy for Board consideration at a future meeting.

BACKGROUND

The Sustainable Groundwater Management Act (SGMA) significantly changed the way groundwater is managed in California. The Board members and staff of the Fillmore Piru Basins Groundwater Sustainability Agency (Agency) will face significant technical and regulatory challenges as they work with local stakeholders to implement SGMA requirements. It will be imperative for both Board and staff to stay informed regarding SGMA’s requirements and improve their knowledge of groundwater sustainability tools and techniques. To achieve this end, Agency Board and staff plan to participate in various educational conferences, workshops and seminars. As travel will be required for many of these educational opportunities, it will be useful for the Agency to establish a travel policy, in order to ensure that Agency resources are spent wisely and to establish a clear approval process.

The draft Agency Expense and Travel Policy (Attachment A) is an adaptation of the United Water Conservation District Expense and Travel Policy (Attachment B). It includes approvals; expenses such as airfare, lodging, ground transportation, car rental, mileage reimbursement, and meals; expense advances versus reimbursements; use of personal credit cards versus use of Agency credit cards; etc.

FISCAL IMPACT No fiscal impact.

Proposed Motion: “No motion at this time, but the Board directs staff to make the requested changes/amendments to the draft Expense and Travel Policy, submit to Legal Counsel for review and provided an updated copy for the Board’s review and approval at its October 25 Board meeting.”

FPB GSA UWCD EXPENSE AND BOARD MEMBER COMPENSABLE ACTIVITY POLICY

Effective ~~October~~ July 125, 2018

SCOPE

This policy applies to members of the Board of Directors and to all ~~Agency~~District staff that have occasion to incur expenses on behalf of the ~~Agency~~District.

This policy additionally sets forth the types of activities for which board members may receive compensation, and reimbursement for their actual and necessary expenses thereto in accordance with Government Code Section 53232 et seq.

PURPOSE AND GENERAL PROVISIONS

The intent of this policy is to establish equitable standards and achieve reasonably consistent and fair treatment relating to reimbursement of actual and necessary expenses incurred in the service of the District. It is further intended as a guide for both the preparation of expense reports and for approval of such reports. It is also a means of informing all concerned of their privileges and obligations in the use of ~~Agency~~District funds for travel, education, and other expenses.

The ~~Agency~~ District recognizes that attendance at workshops, seminars, meetings and conferences provides Board members and ~~Agency~~District staff with a vital forum for the exchange of ideas and methods in all areas of governmental administration, for presenting and receiving information, to provide training and professional growth opportunities, and for advocating legislation of benefit to the ~~Agency~~District. It is the ~~Agency~~District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in such activity. Individuals are expected to exercise good judgment in the expenditure of ~~Agency~~District funds. Items deemed to be of a purely personal nature are not reimbursable.

A. ~~Agency~~District Staff

~~Advance Supervisor or Board Department Manager~~ approval is required for ~~the Executive Director's~~ attendance at all training programs, meetings, seminars and conferences, and/or professional growth events. The Executive Director may approve staff requests to attend training programs, meetings, seminars and conferences, and/or professional growth events.

Advance approval by ~~the Board the Department Manager and General Manager~~ is required for ~~the Executive Director's~~ attendance at all training programs, meetings, seminars and conferences, and/or professional growth events beyond Los Angeles and Santa Barbara Counties that require an overnight stay, air travel and/or involves an expense exceeding \$500.

B. ~~Agency~~ District-Board Members

Consistent with the requirements of this policy, Board members may receive reimbursement for their actual and necessary expenses incurred when participating in those activities listed in the "Compensable Activities" section of this policy. Pre-approval of the Board for these expenses is not required.

However, any expenses which are incurred for activities not set forth in the "Compensable Activities" section, or which do not fall within the requirements of this policy (e.g. which exceed the maximum permissible rate), must be approved by the Board of Directors in a public meeting before the expense is incurred, or the expense will not be reimbursed. The only exception to this requirement pertains to lodging expenses, as set forth below.

ALLOWABLE EXPENSES

A. Travel Expenses

1. Airline or other travel accommodations shall be economy or coach class, or a refundable ticket allowing flexibility for priority boarding, or rescheduling if necessary, in the economy or coach class. Exceptions to this policy may be permitted when scheduling restrictions preclude the expedient conduct of District business and with advance approval from the General Manager for District staff. Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a reimbursable expense.

Travel arrangements will be made ~~by the individual traveling through District staff~~. Airline travel will be arranged so as to be as cost efficient to ~~the Agency District~~ as possible. While airline travel will be limited to coach fare, exceptions will be made for additional fees to accommodate for medical disabilities and physical travel needs of the traveler.

- ~~2. District owned vehicles shall be used by executive management staff assigned a District owned vehicle or staff that do not receive a mileage allowance, whenever possible when traveling on District business.~~

- ~~3.2. Personal vehicles~~ may be used if necessary and the Board member or staff shall be reimbursed at the standard IRS mileage rate (i.e. .545 cents a mile for calendar year 2018), but for a total of no more than the cost of round trip airfare. Mileage is to be calculated via the shortest route between the ~~Agency District~~ worksite or point of origin for staff, whichever is less, and from the point of origin for Directors, to the destination and the return. The owner's/driver's auto insurance is responsible for any damage, accident, etc. incurred. ~~Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply.~~ Staff ~~who do not receive a monthly mileage allowance~~ must seek approval from the ~~Executive Director or department manager~~ in advance for use of personal vehicles on ~~Agency District~~ business. ~~Staff Employees~~ must provide the ~~Agency District~~ with evidence of personal auto insurance, including liability insurance, in advance of travel.

- ~~4. Mileage reimbursement~~ for a Board member's use of their personal vehicle shall be from the point of origin to destinations in Southern California, including ~~Agency District~~ offices or facilities, as defined as counties south of and including: Monterey, Kern and Inyo Counties and any other destination involving total round trip mileage equal to or less than such destinations. If the destination is outside these geographic areas (e.g. is in San Francisco, Sacramento, etc.), the individual may elect to drive rather than fly, but shall receive a mileage reimbursement not greater than the cost of a round trip standard economy or coach class airline ticket to that destination. ~~Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply.~~ Board members ~~may be reimbursed for mileage for up to 10 meetings per month in accordance with Section B of the District Board Members: Compensation and Compensable Activities section of this policy.~~

~~3.~~

- ~~5.4. Rental automobile~~ costs are reimbursable when justified by the nature of the trip. If any official or staff member's own vehicle or rented car is damaged by fire, theft or collision while

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on ~~AgencyDistrict~~ related business, the cost of repair must be covered by the owner's/driver's insurance.

~~6.5. Taxi and other local transportation~~ costs incurred to and from businesses, hotels or airports, or in other ~~AgencyDistrict~~-related activities are reimbursable upon submittal of a receipt.

7. ~~Members of the Board of Directors and AgencyDistrict staff~~ shall use government and group rates offered by a transportation provider, when available.

B. Hotels

1. The cost of hotel or motel accommodations incurred on approved business trips is reimbursable. It is expected that an individual will use accommodations appropriate to the nature of the business trip. Accommodations may be reserved for guests attending a ~~AgencyDistrict~~-approved function; however, the ~~AgencyDistrict~~ will reimburse only the cost of the single person room rate.

2. ~~Members of the Board of Directors and AgencyDistrict staff~~ shall use government and group rates offered by a lodging services provider, when available. If a lodging expense is incurred in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq., reimbursement of lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member or ~~AgencyDistrict~~ staff at the time of booking. If lodging is available at the group rate, and a Board member or ~~AgencyDistrict~~ staff elects to stay at a non-group rate hotel which has a higher rate, reimbursement to the director or staff shall not exceed the maximum group rate published by the activity or group sponsor, that is the Board member or staff shall be financially responsible for the difference. If rooms at the group rate are not available, the Board member or staff shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2(c) and (e), respectively. In such event, a Board member or staff may be reimbursed for up to 110% of the group rate, that is the Board member or staff shall be financially responsible for any amount in excess of 110% of the group rate.

The rates specified in the above paragraph refer to base rates and shall not include transient occupancy taxes or parking.

C. Meals

The actual costs of meals, including tips, incurred on approved business trips is reimbursable. Meals for guests in attendance are the responsibility of the individual, except for business guests invited as part of a District-hosted event.

For Board members and staff attending functions, such as training or meetings of professional organizations, the ~~AgencyDistrict~~ will reimburse the cost of the event including meals provided. For functions occurring during normal mealtimes and which do not provide meals, the District will reimburse using the following amounts as maximum individual limits, excluding reimbursement for tips. Excessive tips (greater than 20%) will not be reimbursed unless approved by the ~~BoardGeneral Manager~~. Receipts are required for all meal expenditures.

Daily _____ \$125.00 for full day travel

Breakfast	\$ 25.00 (if traveling one (1) hour prior to the normal travel time on a regular workday.)
Lunch	\$ 35.00 (if departing or arriving more than 1 hour before or after their normal lunch break.)
Dinner	\$ 65.00 (if traveling 1 hour after the end of normal workday hours.)

The per diem meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent for the Agency/District to pay twice for the same meal. Exceptions may be made by the Board/General Manager when the traveler is unable to partake in the meal provided.

The limits for any meal include all aspects of the meal, e.g. appetizer, entrée, dessert and beverages, excluding tip. Meal costs eligible for reimbursement do not include alcohol. Any amount in excess of the maximum limit for the meal (excluding tip) shall be the responsibility of the individual. "Piggybacking" shall be allowed for full day travel, i.e. an unused expense portion for one meal may be used for another meal. For example, if the cost of breakfast is \$20, the \$5 unused portion may be used to increase the \$35 lunch limit to \$40.

~~It is recognized that periodically, District staff may need to use their District issued credit cards (if issued) or directly pay for meals with and for District guests while conducting District business. Reasonable use of this privilege for this purpose is permissible, provided there is adherence to the above limits, and documentation is provided as to the participants and the business discussed. Board members shall not be reimbursed for their guests' meal expenses.~~

D. Communications (Phone calls)

All necessary business calls and messages are reimbursable. It is expected that the least expensive method of communications (i.e. use of a mobile phone in lieu of hotel phone) that is consistent with the best interest of the Agency/District will be used whenever possible. ~~The Board of Directors will be reimbursed \$35.00 per month for District business related phone/fax costs.~~ Each Director is also eligible for reimbursement of business related long distance calls from their personal phone that are not covered by an all-inclusive phone plan upon submittal of their phone bill. ~~Staff receiving a cellular phone allowance will adhere to the District's Cellular Phone Allowance Policy.~~

E. Travel Requiring Advance Approval [District Staff]

~~When overnight lodging is required, a travel authorization form "Request for Travel/Training Approval" must be completed by the staff as follows:~~

- ~~1. The completed travel authorization form must list all actual and anticipated costs associated with attendance at the event, and required approvals per the Purpose and General Provisions section. Please include the account number to be used to pay for the associated expense costs and all background information describing the event and attendance arrangements.~~
- ~~2. When required the travel authorization form is submitted to the General Manager for final approval.~~
- ~~3. If the General Manager's approval is granted, a copy of the request is submitted to the designated Finance personnel. If the request is denied, all paperwork is returned to the Department Manager.~~

F. Advances [Board and District Staff]

If an advance is required for approved travel please indicate such on the "Request for Travel/Training Approval" form. Advances ~~and District issued credit cards~~ are appropriate means of funding Agency/District-related trips. ~~WAs stated above,~~ whenever possible, the Agency/District will prepay hotel, tuition, airline, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be issued to the Board and/or staff. Staff may request an advance for meals, not to exceed the maximum per diem amounts, via a Check/Petty Cash Request form. Upon return, all receipts must be submitted and any excess advance shall be returned to the Agency/District.

G. Non-Use of Advance Paid Reservations

Whenever staff or Board member makes an advance paid reservation, or the AgencyDistrict staff makes a reservation on behalf of the staff or Board member, whether for travel, lodging or meals (e.g. conference meal tickets), if the reservation or ticket is unused and the associated expense is not refundable and the staff or Board member utilizes alternative arrangements, the expense associated with such alternative arrangements is not reimbursable by the AgencyDistrict.

NON-REIMBURSABLE EXPENSES

Examples of the types of personal expenses that are not reimbursable:

- A. Personal entertainment and sight-seeing expenses (not incurred as a necessary part of entertaining a business guest)
- B. Personal reading materials
- C. Hotel/motel movie rentals
- D. Personal medical costs
- E. Political fundraising dinners or parties
- F. Golf fees
- G. Theater tickets
- H. Guests' expenses, except as noted above
- I. Hotel honor bar expenses
- J. Refreshments (snacks/beverages) between meals
- K. Alcoholic Beverages
- L. Any other purely personal expenditures

AGENCYDISTRICT BOARD MEMBERS: COMPENSATION AND COMPENSABLE ACTIVITIES

A. Compensation.

Compensation for members of the Board of Directors is established in accordance with section 74208 of the California Water Code, and increases are authorized in accordance with Water Code Section 20202. Actual and necessary expenses incurred by a Board member in the performance of his duties required or authorized by the Board are reimbursed in accordance with Water Code Section 74208 and the terms of this policy.

B. Compensable Activities.

In accordance with Government Code Section 53232.1, a Board member's attendance at the following occurrences (activities) constitute the performance of official duties on behalf of the AgencyDistrict which qualify a Board member to receive compensation and reimbursement of actual and necessary expenses but limited to one (1) compensable activity per day and 10 compensable activities per month incurred thereto:

- ~~1. Regular, special or emergency meetings of the District Board of Directors.~~
- ~~2. Regular or special meetings of District Board committees, or an advisory body established by the Board of Directors, of which the Board member is a member thereof.~~
- ~~3. Agenda review meeting of President with General Manager, as well as, other meetings of Board members with the District's General Manager or Legal Counsel, as requested by the General Manager.~~

~~4.1.~~ A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq. This includes conferences or educational activities organized by the Association of California Water Agencies (ACWA), the Association of Water Agencies of Ventura County (AWAVC), ~~and the California Special Districts Association (CSDA)~~ and the Groundwater Resources Association (GRA). It shall also include any other training providers approved in advance by the Board of Directors. AWAVC events included within this policy are the Water Wise breakfast series, annual Symposium, Elected Official Night and Year-End Report Event; not included are the ~~Annual BBQ or other~~ events of a strictly social nature.

~~5. Meetings of the board of directors or board committees of governmental or non-governmental entities to which a Board member has been designated by the President, as the District's representative, liaison or alternate. Such designation shall be published at least annually at a District Board meeting. The entities include the Fox Canyon Groundwater Management Agency (FCGMA), Ventura County Local Agency Formation Commission (LAFCO); RiverPark Joint Powers Authority; the AWAVC Board of Directors and the AWAVC Water Issues Committee; Oxnard Chamber of Commerce Water Committee; ACWA; CSDA, and GSA. A District Board member who is a designated representative, liaison or alternate to a non-governmental entity, and who will be unable to attend a scheduled meeting, may request or ask the General Manager to designate another Board member to attend the meeting on his behalf, and attendance at the meeting shall be considered a compensable activity for such other Board member.~~

~~Additionally, any preparatory meetings the Board member needs with the District's General Manager ahead of Board meetings or Board Committees entities in the paragraph above.~~

~~6. At the specific request of the District Board of Directors, Board President, or General Manager, meetings of the board of directors of the Pleasant Valley County Water District (PVCWD), FCGMA, or the Oxnard City Council, or the governing body of any local government entity during which there is discussion of specific matters related to the District.~~

~~7. Meetings by designated District Board members or alternates, with board members or executive management of the entities set forth in No. 5 during which there is substantial and substantive discussion of specific matters related to the District.~~

~~8. Attendance at public meetings hosted by the District (e.g. Section 10 HCP, Vern Freeman Fish Panel) at which there is a presentation of specific matters related to the District.~~

~~9.2.~~ At the specific request of the Agency's District Board of Directors, Board ~~Chair~~President or ~~Executive Director~~General Manager, attendance at meetings with state or federal legislators, or officials of the state or federal administrations (e.g. California Department of Water Resources, U.S. Bureau of Reclamation, etc.), or representatives from other entities during which there is discussion of specific matters related to the Agency~~District~~.

ADMINISTRATION

This policy shall be administered by the ~~Executive Director~~General Manager. The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts for business expenses.

Expenses rendered for reimbursement shall be itemized and sufficiently described as to the nature and intent of the expense. Expense reports should be prepared on a monthly basis and submitted to the ~~Clerk of the Board Finance Division~~ on prescribed forms. To receive reimbursement for authorized travel, please submit a "Travel Expense Claim" form to the ~~Clerk of the Board, who will forward the claim in the accounting services staff for processing Finance Division~~. A separate Travel Expense Claim is to be submitted for each trip taken. Original documents such as receipts or bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt," and receipts for other expenses must be attached to the Travel Expense Claim for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expense. In the event a receipt is lost please provide a written explanation.

The traveler is required to sign the Travel Expense Claim certifying that the amounts included on the report are actual and reasonable. Refunds of unused advances, by a check payable to the ~~Fillmore and Piru Basins Groundwater Sustainability Agency United Water Conservation District~~, should be submitted to the ~~Clerk of the Board Finance Division~~ with the Travel Expense Claim.

It is the responsibility of each individual, as well as each person approving the Travel Expense Claim, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel. During the review of these reports, any questionable or incomplete reports may be returned to the individual in order to obtain additional approval or documentation to support expenses.

The ~~Executive Director Chief Financial Officer~~ shall advise the ~~Board Treasurer General Manager~~ of any outstanding matters relating to the administration of this policy. Exceptions to this policy may be authorized by the ~~Executive Director General Manager~~ or ~~President of the Board Chair and/or Board Treasurer~~, if warranted in individual cases.

~~Accounting services staff The Chief Financial Officer or his/her designee~~ shall provide overall oversight of the reimbursement of expenses, and shall provide a quarterly report to the Board ~~Finance Committee~~ detailing the expenses of the ~~Agency District~~ of at least one hundred dollars (\$100.00) for each individual charge for service or product received. Additionally, in compliance with Government Code §53065.5, by September 30th of each year, the ~~accounting services staff Finance Division~~ will submit a detailed report to the Board's ~~Finance Committee~~ that discloses any reimbursement paid to any one employee or member of the Board by the ~~Agency District~~ within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for service or product received. The report shall be made available for public inspection at the first meeting of the Board of Directors following the ~~report's Finance Committee~~ submittal.

For ~~Agency District~~ Board Members:

1. Expense reports of Board members shall be submitted to the ~~Clerk of the Board General Manager~~, together with receipts, within a reasonable time after incurring the expense, and shall document that the expenses have been incurred for the types of occurrences (activities) authorized by the Board for reimbursement of such expenses.
2. Members of the Board shall provide brief reports on meetings attended at the ~~Agency District's~~ expense at the next regular meeting of the Board of Directors.
3. All documents relating to reimbursable expenditures of Board members as set forth herein are public records subject to disclosure under the California Public Records Act.

UWCD EXPENSE AND BOARD MEMBER COMPENSABLE ACTIVITY POLICY

Effective July 1, 2018

SCOPE

This policy applies to members of the Board of Directors and to all District staff that have occasion to incur expenses on behalf of the District.

This policy additionally sets forth the types of activities for which board members may receive compensation, and reimbursement for their actual and necessary expenses thereto in accordance with Government Code Section 53232 et seq.

PURPOSE AND GENERAL PROVISIONS

The intent of this policy is to establish equitable standards and achieve reasonably consistent and fair treatment relating to reimbursement of actual and necessary expenses incurred in the service of the District. It is further intended as a guide for both the preparation of expense reports and for approval of such reports. It is also a means of informing all concerned of their privileges and obligations in the use of District funds for travel, education, and other expenses.

The District recognizes that attendance at workshops, seminars, meetings and conferences provides Board members and District staff with a vital forum for the exchange of ideas and methods in all areas of governmental administration, for presenting and receiving information, to provide training and professional growth opportunities, and for advocating legislation of benefit to the District. It is the District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in such activity. Individuals are expected to exercise good judgment in the expenditure of District funds. Items deemed to be of a purely personal nature are not reimbursable.

A. District Staff

Advance Supervisor or Department Manager approval is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events.

Advance approval by the Department Manager and General Manager is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events beyond Los Angeles and Santa Barbara Counties that require an overnight stay, air travel and/or involves an expense exceeding \$500.

B. District Board Members

Consistent with the requirements of this policy, Board members may receive reimbursement for their actual and necessary expenses incurred when participating in those activities listed in the "Compensable Activities" section of this policy. Pre-approval of the Board for these expenses is not required.

However, any expenses which are incurred for activities not set forth in the "Compensable Activities" section, or which do not fall within the requirements of this policy (e.g. which exceed the maximum permissible rate), must be approved by the Board of Directors in a public meeting before the expense is incurred, or the expense will not be reimbursed. The only exception to this requirement pertains to lodging expenses, as set forth below.

ALLOWABLE EXPENSES

A. Travel Expenses

1. Airline or other travel accommodations shall be economy or coach class, or a refundable ticket allowing flexibility for priority boarding, or rescheduling if necessary, in the economy or coach class. Exceptions to this policy may be permitted when scheduling restrictions preclude the expedient conduct of District business and with advance approval from the General Manager for District staff. Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a reimbursable expense.

Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible. While airline travel will be limited to coach fare, exceptions will be made for additional fees to accommodate for medical disabilities and physical travel needs of the traveler.

2. District owned vehicles shall be used by executive management staff assigned a District-owned vehicle or staff that do not receive a mileage allowance, whenever possible when traveling on District business.
3. Personal vehicles may be used if necessary and the Board member or staff shall be reimbursed at the standard IRS mileage rate (i.e. .545 cents a mile for calendar year 2018), but for a total of no more than the cost of round trip airfare. Mileage is to be calculated via the shortest route between the District worksite or point of origin for staff, whichever is less, and from the point of origin for Directors, to the destination and the return. The owner's/driver's auto insurance is responsible for any damage, accident, etc. incurred. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Staff who do not receive a monthly mileage allowance must seek approval from their department manager in advance for use of personal vehicles on District business. Employees must provide the District with evidence of personal auto insurance, including liability insurance, in advance of travel.
4. Mileage reimbursement for a Board member's use of their personal vehicle shall be from the point of origin to destinations in Southern California, including District offices or facilities, as defined as counties south of and including: Monterey, Kern and Inyo Counties and any other destination involving total round trip mileage equal to or less than such destinations. If the destination is outside these geographic areas (e.g. is in San Francisco, Sacramento, etc.), the individual may elect to drive rather than fly, but shall receive a mileage reimbursement not greater than the cost of a round trip standard economy or coach class airline ticket to that destination. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Board members may be reimbursed for mileage for up to 10 meetings per month in accordance with Section B of the District Board Members: Compensation and Compensable Activities section of this policy.
5. Rental automobile costs are reimbursable when justified by the nature of the trip. If any official or staff member's own vehicle or rented car is damaged by fire, theft or collision while on District related business, the cost of repair must be covered by the owner's/driver's insurance.
6. Taxis and other local transportation costs incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt.

7. Members of the Board of Directors and District staff shall use government and group rates offered by a transportation provider, when available.

B. Hotels

1. The cost of hotel or motel accommodations incurred on approved business trips is reimbursable. It is expected that an individual will use accommodations appropriate to the nature of the business trip. Accommodations may be reserved for guests attending a District-approved function; however, the District will reimburse only the cost of the single person room rate.

2. Members of the Board of Directors and District staff shall use government and group rates offered by a lodging services provider, when available. If a lodging expense is incurred in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq., reimbursement of lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member or District staff at the time of booking. If lodging is available at the group rate, and a Board member or District staff elects to stay at a non-group rate hotel which has a higher rate, reimbursement to the director or staff shall not exceed the maximum group rate published by the activity or group sponsor, that is the Board member or staff shall be financially responsible for the difference. If rooms at the group rate are not available, the Board member or staff shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2(c) and (e), respectively. In such event, a Board member or staff may be reimbursed for up to 110% of the group rate, that is the Board member or staff shall be financially responsible for any amount in excess of 110% of the group rate.

The rates specified in the above paragraph refer to base rates and shall not include transient occupancy taxes or parking.

C. Meals

The actual costs of meals, including tips, incurred on approved business trips is reimbursable. Meals for guests in attendance are the responsibility of the individual, except for business guests invited as part of a District-hosted event.

For Board members and staff attending functions, such as training or meetings of professional organizations, the District will reimburse the cost of the event including meals provided. For functions occurring during normal mealtimes and which do not provide meals, the District will reimburse using the following amounts as maximum individual limits, excluding reimbursement for tips. Excessive tips (greater than 20%) will not be reimbursed unless approved by the General Manager. Receipts are required for all meal expenditures.

Daily \$125.00 for full day travel

Breakfast \$ 25.00 (if traveling one (1) hour prior to the normal travel time on a regular workday.)

Lunch \$ 35.00 (if departing or arriving more than 1 hour before or after their normal lunch break.)

Dinner \$ 65.00 (if traveling 1 hour after the end of normal workday hours.)

The per diem meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent for the District to pay twice for the same meal. Exceptions may be made by the General Manager when the traveler is unable to partake in the meal provided.

The limits for any meal include all aspects of the meal, e.g. appetizer, entrée, dessert and beverages, excluding tip. Meal costs eligible for reimbursement do not include alcohol. Any amount in excess

of the maximum limit for the meal (excluding tip) shall be the responsibility of the individual. "Piggybacking" shall be allowed for full day travel, i.e. an unused expense portion for one meal may be used for another meal. For example, if the cost of breakfast is \$20, the \$5 unused portion may be used to increase the \$35 lunch limit to \$40.

It is recognized that periodically, District staff may need to use their District-issued credit cards (if issued) or directly pay for meals with and for District guests while conducting District business. Reasonable use of this privilege for this purpose is permissible, provided there is adherence to the above limits, and documentation is provided as to the participants and the business discussed. Board members shall not be reimbursed for their guests' meal expenses.

D. Communications (Phone calls)

All necessary business calls and messages are reimbursable. It is expected that the least expensive method of communications (i.e. use of a mobile phone in lieu of hotel phone) that is consistent with the best interest of the District will be used whenever possible. The Board of Directors will be reimbursed \$35.00 per month for District business related phone/fax costs. Each Director is also eligible for reimbursement of business related long distance calls from their personal phone that are not covered by an all-inclusive phone plan upon submittal of their phone bill. Staff receiving a cellular phone allowance will adhere to the District's Cellular Phone Allowance Policy.

E. Travel Requiring Advance Approval [District Staff]

When overnight lodging is required, a travel authorization form "Request for Travel/Training Approval" must be completed by the staff as follows:

1. The completed travel authorization form must list all actual and anticipated costs associated with attendance at the event, and required approvals per the Purpose and General Provisions section. Please include the account number to be used to pay for the associated expense costs and all background information describing the event and attendance arrangements.
2. When required the travel authorization form is submitted to the General Manager for final approval.
3. If the General Manager's approval is granted, a copy of the request is submitted to the designated Finance personnel. If the request is denied, all paperwork is returned to the Department Manager.

F. Advances [District Staff]

If an advance is required for approved travel please indicate such on the "Request for Travel/Training Approval" form. Advances and District-issued credit cards are appropriate means of funding District-related trips. As stated above, whenever possible, the District will prepay hotel, tuition, airline, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be issued to the staff. Staff may request an advance for meals, not to exceed the maximum per diem amounts, via a Check/Petty Cash Request form. Upon return, all receipts must be submitted and any excess advance shall be returned to the District.

G. Non-Use of Advance Paid Reservations

Whenever staff or Board member makes an advance paid reservation, or the District staff makes a reservation on behalf of the staff or Board member, whether for travel, lodging or meals (e.g. conference meal tickets), if the reservation or ticket is unused and the associated expense is not refundable and the staff or Board member utilizes alternative arrangements, the expense associated with such alternative arrangements is not reimbursable by the District.

NON-REIMBURSABLE EXPENSES

Examples of the types of personal expenses that are not reimbursable:

- A. Personal entertainment and sight-seeing expenses (not incurred as a necessary part of entertaining a business guest)
- B. Personal reading materials
- C. Hotel/motel movie rentals
- D. Personal medical costs
- E. Political fundraising dinners or parties
- F. Golf fees
- G. Theater tickets
- H. Guests' expenses, except as noted above
- I. Hotel honor bar expenses
- J. Refreshments (snacks/beverages) between meals
- K. Alcoholic Beverages
- L. Any other purely personal expenditures

DISTRICT BOARD MEMBERS: COMPENSATION AND COMPENSABLE ACTIVITIES

A. Compensation.

Compensation for members of the Board of Directors is established in accordance with section 74208 of the California Water Code, and increases are authorized in accordance with Water Code Section 20202. Actual and necessary expenses incurred by a Board member in the performance of his duties required or authorized by the Board are reimbursed in accordance with Water Code Section 74208 and the terms of this policy.

B. Compensable Activities.

In accordance with Government Code Section 53232.1, a Board member's attendance at the following occurrences (activities) constitute the performance of official duties on behalf of the District which qualify a Board member to receive compensation and reimbursement of actual and necessary expenses but limited to 1 compensable activity per day and 10 compensable activities per month incurred thereto:

1. Regular, special or emergency meetings of the District Board of Directors.
2. Regular or special meetings of District Board committees, or an advisory body established by the Board of Directors, of which the Board member is a member thereof.
3. Agenda review meeting of President with General Manager, as well as, other meetings of Board members with the District's General Manager or Legal Counsel, as requested by the General Manager.
4. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq. This includes conferences or educational activities organized by the Association of California Water Agencies (ACWA), the Association of Water Agencies of Ventura County (AWAVC), and the California Special Districts Association (CSDA). It shall also include any other training providers approved in advance by the Board of Directors. AWAVC events included within this policy are the Water Wise breakfast series, annual Symposium, Elected Official Night and Year-End Report Event; not included are the Annual BBQ or other events of a strictly social nature.

5. Meetings of the board of directors or board committees of governmental or non-governmental entities to which a Board member has been designated by the President, as the District's representative, liaison or alternate. Such designation shall be published at least annually at a District Board meeting. The entities include the Fox Canyon Groundwater Management Agency (FCGMA), Ventura County Local Agency Formation Commission (LAFCO); RiverPark Joint Powers Authority; the AWAVC Board of Directors and the AWAVC Water Issues Committee; Oxnard Chamber of Commerce Water Committee; ACWA; CSDA, and GSA. A District Board member who is a designated representative, liaison or alternate to a non-governmental entity, and who will be unable to attend a scheduled meeting, may request or ask the General Manager to designate another Board member to attend the meeting on his behalf, and attendance at the meeting shall be considered a compensable activity for such other Board member.

Additionally, any preparatory meetings the Board member needs with the District's General Manager ahead of Board meetings or Board Committees entities in the paragraph above.

6. At the specific request of the District Board of Directors, Board President, or General Manager, meetings of the board of directors of the Pleasant Valley County Water District (PVCWD), FCGMA, or the Oxnard City Council, or the governing body of any local government entity during which there is discussion of specific matters related to the District.
7. Meetings by designated District Board members or alternates, with board members or executive management of the entities set forth in No. 5 during which there is substantial and substantive discussion of specific matters related to the District.
8. Attendance at public meetings hosted by the District (e.g. Section 10 HCP, Vern Freeman Fish Panel) at which there is a presentation of specific matters related to the District.
9. At the specific request of the District Board of Directors, Board President or General Manager, attendance at meetings with state or federal legislators, or officials of the state or federal administrations (e.g. California Department of Water Resources, U.S. Bureau of Reclamation, etc.), or representatives from other entities during which there is discussion of specific matters related to the District.

ADMINISTRATION

This policy shall be administered by the General Manager. The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts for business expenses.

Expenses rendered for reimbursement shall be itemized and sufficiently described as to the nature and intent of the expense. Expense reports should be prepared on a monthly basis and submitted to the Finance Division on prescribed forms. To receive reimbursement for authorized travel, please submit a "Travel Expense Claim" form to the Finance Division. A separate Travel Expense Claim is to be submitted for each trip taken. Original documents such as receipts or bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt," and receipts for other expenses must be attached to the Travel Expense Claim for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expense. In the event a receipt is lost please provide a written explanation.

The traveler is required to sign the Travel Expense Claim certifying that the amounts included on the report are actual and reasonable. Refunds of unused advances, by a check payable to the United Water Conservation District, should be submitted to the Finance Division with the Travel Expense Claim.

It is the responsibility of each individual, as well as each person approving the Travel Expense Claim, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel. During the review of these reports, any questionable or incomplete reports may be returned to the individual in order to obtain additional approval or documentation to support expenses.

The Chief Financial Officer shall advise the General Manager of any outstanding matters relating to the administration of this policy. Exceptions to this policy may be authorized by the General Manager or President of the Board if warranted in individual cases.

The Chief Financial Officer or his/her designee shall provide overall oversight of the reimbursement of expenses, and shall provide a quarterly report to the Board Finance Committee detailing the expenses of the District of at least one hundred dollars (\$100.00) for each individual charge for service or product received. Additionally in compliance with Government Code §53065.5, by September 30th of each year, the Finance Division will submit a detailed report to the Board's Finance Committee that discloses any reimbursement paid to any one employee or member of the Board by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for service or product received. The report shall be made available for public inspection at the first meeting of the Board of Directors following the Finance Committee submittal.

For District Board Members:

1. Expense reports of Board members shall be submitted to the General Manager, together with receipts, within a reasonable time after incurring the expense, and shall document that the expenses have been incurred for the types of occurrences (activities) authorized by the Board for reimbursement of such expenses.
2. Members of the Board shall provide brief reports on meetings attended at the District's expense at the next regular meeting of the Board of Directors.
3. All documents relating to reimbursable expenditures of Board members as set forth herein are public records subject to disclosure under the California Public Records Act.



Item No. **8D Motion**

DATE: **September 22, 2018 (Meeting September 27, 2018)**

TO: **Board of Directors**

SUBJECT: **Groundwater Resources Association Membership (GRA)**

SUMMARY

The Board shall consider costs and benefits of membership in the Groundwater Resources Association of California and the impact membership rates will have on FY 2018-19 Budget.

RECOMMENDED ACTION

Staff recommends the Board consider registering for Organization membership, at a total cost of \$690 per year (\$345 per year for the three member Directors, and three additional memberships for the three stakeholder Directors at \$115 each).

BACKGROUND

At the direction of Board, staff researched the benefits and costs of membership in the Groundwater Resources Association (GRA) of California.

Membership benefits include discounts on GRA Symposia, workshops, webcasts and branch meetings; subscription to the quarterly newsletter Hydrovisions; regional branch activities and programs; networking opportunities; access to presentations from past GRA Symposia and workshops; access to GRA membership director; and organized grassroots advocacy.

The GRA is dedicated to resource management that protects and improves groundwater supply and quality through education and technical leadership, which aligns with the goals and objectives of the Fillmore and Piru Basins Groundwater Sustainability Agency. GRA promotes professional development of those involved in the assessment, development, quality and management of the state's groundwater resources; helps formulate statewide policy on those issues; and develops scientific educational programs that promote the understanding and implementation of groundwater assessment, protection and management. The GRA facilitates the development of alternative technologies and standardization of methods to advance investigation, management and protection of California's groundwater resources and is recognized as a leader in communicating the needs and values of the groundwater industry to government officials and the public.

The GRA organizes educational seminars covering technological advances, new strategies and recent policy developments in groundwater; stages an annual meeting comprised of two full days of seminars and workshops on the latest development in groundwater assessment, remediation and management and encourages exhibits and displays from suppliers presenting the latest in technology and other equipment/tools as well as the submission of technical papers, which are distributed to the membership. Local branches of the GRA meet regularly and feature speakers on current, relevant groundwater topics which serve as valuable networking opportunities to meet and learn more about others involved in various aspects of groundwater management in the local area.

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Additionally, the GRA tracks groundwater and water resources related legislation and identifies critical issues for its Legislative Committee, which in turn keeps members apprised of these issues and proposed legislative impacts. GRA also publishes a newsletter that contains technical papers, legislative developments, and upcoming events.

Both regular individual membership – any person employed or interested in groundwater-related fields (\$125 per individual), and government employee membership (\$100 per individual) are voting memberships. Associate members – anyone interested in groundwater issues (\$125 per individual), are non-voting members. Organization/Corporate Group membership – a group of three or more individuals each of whom satisfies the criteria for regular membership (\$345 for first three employees and \$115 for additional employees) provides voting privileges to each of the individual members. Staff inquired regarding discounted membership rates for Groundwater Sustainability Agencies, and the GRA membership representative said the GRA does not have a reduced rate for GSAs at this time.

Staff would also like to advise the Board of the California Groundwater Coalition (CGC), which identified its organization, formed in 2007, as a “close partner with GRA,” although there is no official collaboration (GRA is a sustaining member of the CGC). The CGC’s mission is to represent groundwater interests at the State Capitol and make sure policy makers have correct information relating to groundwater. It offers a GSA non-voting group membership rate of \$500 for the first two years, then the membership rate reverts to Agency membership based on groundwater pumping (ie. Category 1 0 to 1,000AF = \$4,500 membership rate per year).

FISCAL IMPACT

Sufficient funds exist in the Fiscal Year 2018-2019 budget Administrative Expense category for the recommended \$690 membership expenditure. With membership, the Agency will receive member discounts on future educational events.

Proposed Motion: “Motion to approve the FPB GSA Organization membership in the Groundwater Resources Association of California at a rate of \$690 per year.”

1st: Director _____

2nd: Director _____

Voice/Roll call vote: Director Broggie:

Director Kimball:

Chair Long:

Vice Chair McFadden:

Director Meneghin:

Director Pace:



Item No. **9A Information**

DATE: **September 24, 2018 (Meeting September 27, 2018)**

TO: **Board of Directors**

SUBJECT: **United Water Conservation District Staffing Plans and Work Assignments**

SUMMARY

Executive Director will present an overview of United Water Conservation District's (UWCD) staffing plans and work assignments relating to the development of the Fillmore Piru Basins Groundwater Sustainability Agency's (Agency) Groundwater Sustainability Plans (GSPs).

RECOMMENDED ACTION

Board receive report and provide comments and feedback to Executive Director.

BACKGROUND

Under contract, UWCD provides services to the Agency, including Accounting, Billing, Clerk of the Board, Executive Officer, and as-needed technical support. The Agency is working to procure a consultant to assist it with the preparation of Sustainable Groundwater Management Act (SGMA) compliant GSPs, due to be completed and forwarded to the California Department of Water Resources by January 2022. Under its normal scope of activities, UWCD is working to expand its regional groundwater model to the Fillmore and Piru basins. This groundwater model will be used by the Agency and its consultant to prepare the GSPs for the Fillmore and Piru basins. UWCD has prepared a scope of work for this effort, and included it as Table 1 in the Agency's solicitation for GSP consultants. Table 1 is attached to this report as Attachment A. UWCD's timely completion of the groundwater model expansion will be key to the Agency and its consultant meeting the SGMA GSPs submittal dates.

For several years, two UWCD employees provided close support to the Agency. One employee provided close support to the Board, and the other provided technical support and was actively engaged in the hydrogeology component of the expansion of the groundwater model. Both of those employees are no longer employed by UWCD. UWCD responded to the need by providing assistance to the Agency Board via an Executive Director, and is currently developing a plan to cover the groundwater model work and Agency technical support. In the interim, John Lindquist, Senior Hydrogeologist, will expand his involvement in the Agency activities, providing both ongoing technical support and developing the hydrogeology components of the groundwater model. Mr. Lindquist's assistance has already benefitted the Agency, as he has worked closely with the Agency's Department of Water Resources (DWR) grant manger to re-work the grant scope of work and budget, to achieve DWR's requirements, and to minimize the chances for negative cash flow periods. UWCD is also planning to elevate Eric Elliot, Water Resources Technician, to cover some of the technical duties. Finally, UWCD has initiated a recruitment for the vacant Assistant Hydrogeologist position.

UWCD looks forward to continued support for the Agency's goal of sustainable groundwater management for the Fillmore and Piru basins.

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Item No.: 9A United Water Conservation District Staffing Plans and Work Assignments

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FISCAL IMPACT There are no fiscal impacts.

Table 1. Summary of Planned Scope of Work for Preparation of Fillmore and Piru Basin GSPs
to be Performed by United Water Conservation District (UWCD), including UWCD Deliverables and Estimated Delivery Dates

Task	Description of Work to be Performed by UWCD Staff	UWCD Deliverable(s)	Estimated Delivery Date(s)
Task 1 – Project Management	<ul style="list-style-type: none"> Staff workshops—UWCD staff will aid FPBGSA and its consultant in developing and presenting supporting data and other materials as needed at staff workshops. Agency coordination—UWCD staff will aid FPBGSA and its consultant in coordinating and providing required information as needed to support project management requirements of the FPBGSA and the California Department of Water Resources (DWR). 	<ul style="list-style-type: none"> Attendance at up to four staff workshops, preparation of up to 15 PowerPoint slides for each workshop, participation in up to two 1-hour conference calls with the FPBGSA's consultant prior to each workshop. Attendance at up to twelve 1-hour teleconferences with the FPBGSA, its consultant, and DWR, as needed. 	<ul style="list-style-type: none"> Workshops will be attended as needed; assumed to occur once each in calendar years (CYs) 2019 and 2020, twice in 2021. Teleconferences will be attended as requested, assumed to occur quarterly throughout CY 2019, 2020, and 2021.
Task 2 – Compilation of Existing Data	<ul style="list-style-type: none"> UWCD staff to compile existing data for the Fillmore and Piru basins that are available in UWCD's electronic databases and deliver to FPBGSA's consultant the following: well inventory (including location and construction information), well production records, groundwater elevation data, groundwater and surface water quality data, precipitation data, stream gaging data. Note—construction, location, pumping, and water quality data for private wells will be provided to the FPBGSA's consultant(s) for the sole purpose of analysis and reporting required under SGMA for development of GSPs for the Fillmore and Piru basins. UWCD will release the data only after receiving written agreement from the FPBGSA's consultant that the data will not be used for other purposes or projects. 	<ul style="list-style-type: none"> Compile and provide the listed data to FPBGSA's consultant in Excel, Access, or ESRI shapefile format. 	<ul style="list-style-type: none"> Data—within one month after the FPBGSA's consultant signs an agreement with UWCD regarding use of data from private wells. Assume November 30, 2018.
Task 3 – Assessment of Existing Data and Data Gap Analysis	<ul style="list-style-type: none"> UWCD to provide assistance to FPBGSA's consultant in determining whether and where any notable data gaps (for the purpose of monitoring groundwater sustainability) exist in the groundwater monitoring network present in the Fillmore and Piru basins. UWCD to provide review of a technical memorandum summarizing those data gaps, to be prepared by FPBGSA's consultant. 	<ul style="list-style-type: none"> Staff attendance at up to four 2-hour in-person meetings and four 1-hour conference calls led by FPBGSA's consultant to evaluate data gaps. Staff review of draft data-gap technical memorandum (8 hours review time assumed) and revised-draft memorandum (4 hours review time assumed). 	<ul style="list-style-type: none"> Meetings and calls—as requested; one call and one meeting assumed to occur every other month from February through August 2019. Technical memorandum review—UWCD to complete each review within 21 calendar days of receiving complete versions of the draft and revised draft technical memoranda (assumed to be received in June and September 2019, respectively).
Task 4 – Monitoring Program and Data Management System	<ul style="list-style-type: none"> UWCD to provide assistance to FPBGSA's consultant in evaluating the existing monitoring program in the Fillmore and Piru basins, and in developing recommendations for expansion or changes to the monitoring program, if necessary. UWCD to provide review of a technical memorandum summarizing those recommendations, to be prepared by FPBGSA's consultant. 	<ul style="list-style-type: none"> Staff attendance at up to two 2-hour in-person meetings and two 1-hour conference calls led by FPBGSA's consultant to evaluate the existing monitoring network and develop recommendations for expansion or changes. Staff review of draft technical memorandum (8 hours review time assumed) and revised-draft memorandum (4 hours review time assumed). 	<ul style="list-style-type: none"> Meetings and calls—as requested; one call and one meeting assumed to occur each quarter during the second half of 2019. Technical memorandum review—UWCD to complete each review within 21 calendar days of receiving complete versions of the draft and revised draft technical memorandum (assumed to be received in October and December 2019, respectively).
Task 5 – Water Level and Water Quality Data Collection and Analysis	<ul style="list-style-type: none"> UWCD to provide assistance to FPBGSA's consultant in developing a proposed sampling and analysis program for future SGMA-related water-quality monitoring in the Fillmore and Piru basins. UWCD to provide review of a Sampling and Analysis Plan (SAP), to be prepared by FPBGSA's consultant. 	<ul style="list-style-type: none"> Staff attendance at up to two 2-hour in-person meetings and two 1-hour conference calls led by FPBGSA's consultant to plan a new sampling and analysis program for water quality Staff review of draft SAP (8 hours review time assumed) and revised-draft SAP (4 hours review time assumed). 	<ul style="list-style-type: none"> Meetings and calls—as requested; one call and one meeting assumed to occur each quarter during the first half of 2020. SAP review—UWCD to complete each review within 21 calendar days of receiving complete versions of the draft and revised draft technical memorandum

Table 1. Summary of Planned Scope of Work for Preparation of Fillmore and Piru Basin GSPs to be Performed by United Water Conservation District (UWCD), including UWCD Deliverables and Estimated Delivery Dates

Task	Description of Work to be Performed by UWCD Staff	UWCD Deliverable(s)	Estimated Delivery Date(s)
			(assumed to be received in April and June 2020, respectively).
Task 6 – Develop Water Budget, Hydrogeologic Conceptual Model, and Numerical Flow Model	<ul style="list-style-type: none"> UWCD to develop preliminary water budgets for the Fillmore and Piru basins based on available, historical data, and provide them to the FPBGSA and its consultant, for subsequent inclusion in the GSPs. Note--available data may not be sufficient to provide complete information on each component of the water budgets that will be necessary to complete the GSPs. For the components with insufficient or uncertain data, improved water-budget information is anticipated to be yielded by the numerical groundwater flow model, to be developed later as described below. UWCD to develop a hydrogeologic conceptual model (HCM) that will incorporate preliminary water-budget components, updated hydrostratigraphic information, and a current understanding of other factors that affect groundwater and surface-water flow in the Piru, Fillmore, and Santa Paula basins. The HCM will be used by UWCD as the basis to expand the active domain of UWCD's numerical Ventura Regional Groundwater Flow Model (VRGWFM), as described below. UWCD to expand the active domain of its existing VRGWFM to include the Santa Paula, Fillmore, and Piru basins, based on the HCM described above and calibrated from 1985 through 2015. This model is anticipated to be used to aid in development of sustainability criteria, as well as to aid in evaluation of potential projects and management actions that may be required to achieve or maintain sustainable groundwater conditions in the Fillmore and Piru basins. 	<ul style="list-style-type: none"> Preliminary water budgets will be prepared by UWCD staff (based on existing data) in tabular or spreadsheet format, and shared with the FPBGSA and its consultant at meetings, as well as in Excel or Word format. UWCD will develop a combined HCM for the Piru, Fillmore, and Santa Paula basins. The HCM will be described in a technical memorandum describing expansion of the VRGWFM (to be prepared by UWCD). UWCD will expand the active domain of its VRGWFM to the Piru, Fillmore, and Santa Paula basins and complete historical calibration (for CYs 1985 through 2015). Expansion of the active domain of the VRGWFM will be described in a technical memorandum to be prepared by UWCD. 	<ul style="list-style-type: none"> Preliminary water budgets: March 29, 2019. Technical memorandum describing HCM and VRGWFM expansion: June 30, 2020. Draft water budget, HCM, and modeling text for inclusion in GSPs: September 30, 2020.
Task 7 – Development of Sustainable Management Criteria	<ul style="list-style-type: none"> UWCD to provide draft text for the GSPs that describes the existing monitoring network and its ability to provide useful data for monitoring groundwater conditions relevant to sustainable management criteria. UWCD to provide assistance to FPBGSA's consultant in developing draft text for the GSPs that: <ul style="list-style-type: none"> Describes how each minimum threshold will be quantitatively measured for each relevant sustainability indicator; Evaluates causes of groundwater conditions that would lead to undesirable results; Describes proposed monitoring protocols; Selects and describes representative monitoring sites; Assesses and describes improvements to the existing monitoring network (see Tasks 3 and 4). 	<ul style="list-style-type: none"> Draft text (no more than 20 pages) for a portion of Section 3 of each GSP. Staff attendance at up to two 2-hour in-person meetings and two 1-hour conference calls led by FPBGSA's consultant to assist with developing draft text regarding monitoring the sustainable management criteria, as well as staff review of draft technical memorandum (8 hours review time assumed) and revised-draft memorandum (4 hours review time assumed). 	<ul style="list-style-type: none"> February 2020. As needed following establishment of sustainable management criteria by FPBGSA and its consultant. UWCD to complete review of draft text within 21 calendar days of receiving complete versions of the draft (assumed to be received in February 2020).
Task 8 – Projects and Management Actions	<ul style="list-style-type: none"> UWCD to participate in meetings with the FPBGSA and its consultant to select potential projects and management actions as required to achieve or maintain sustainable groundwater management. 	<ul style="list-style-type: none"> Staff attendance at up to three 2-hour in-person meetings and three 1-hour conference calls led by FPBGSA's consultant. 	<ul style="list-style-type: none"> As requested; one call and one meeting assumed to occur each month from June through August 2020.

**Table 1. Summary of Planned Scope of Work for Preparation of Fillmore and Piru Basin GSPs
to be Performed by United Water Conservation District (UWCD), including UWCD Deliverables and Estimated Delivery Dates**

Task	Description of Work to be Performed by UWCD Staff	UWCD Deliverable(s)	Estimated Delivery Date(s)
Task 9 – Stakeholder Engagement	<ul style="list-style-type: none"> • UWCD to assist FPBGSA and its consultant at seven stakeholder meetings with: <ul style="list-style-type: none"> • Development of presentation materials; • Presentation of technical information; • Receiving public feedback/comments; • Developing responses to comments following each meeting. 	<ul style="list-style-type: none"> • Staff attendance at up to seven 3-hour stakeholder meetings, including interaction with the public (receiving feedback or comments). • Preparation of up to 15 PowerPoint slides for each meeting, including 12 hours staff time each for preparation of slides and other materials; • Participation in up to two 1-hour conference calls with the FPBGSA's consultant prior to each meeting. • Preparation of written responses to technical feedback/ comments provided by stakeholders (assumed to require 4 hours staff time following each meeting). 	<ul style="list-style-type: none"> • Assume two meetings in 2019, three in 2020, and two in 2021, with planning conference calls held 1 month and 1 week before each meeting. • Assume draft presentation materials will be submitted to FPBGSA and its consultant no less than 1 week before scheduled meetings for review. • Assume that the FPBGSA will assign specific comments to UWCD 1 week after each meeting; UWCD will prepare draft responses within 14 days after receiving assignments, and will make revisions (if requested) within 7 days of receiving comments on draft responses.
Task 10 – Prepare Groundwater Sustainability Plan	<ul style="list-style-type: none"> • UWCD to provide draft text, tables, and figures for portions of Section 2 of the GSPs, as follows: <ul style="list-style-type: none"> • Section 2.1.1 maps of: <ul style="list-style-type: none"> • area covered by GSP • adjudicated areas, other agencies within each basin, and areas covered by an alternative plan • jurisdictional boundaries of federal or state land • existing land-use designations • density of wells per square mile • Section 2.1.2 descriptions of: <ul style="list-style-type: none"> • how existing monitoring networks will be incorporated into the GSP • how existing monitoring networks and programs may limit operational flexibility of the basins • any existing conjunctive use programs • Section 2.2.1 description of the HCM, including required maps as described in the GSP regulations. • Section 2.2.2 description of current and historical groundwater conditions, including required maps. • Section 2.2.3 description of selected water budget information, including: <ul style="list-style-type: none"> • existing inflows, outflows, and change of storage • quantification of overdraft (as applicable) • quantification of current, historical, and projected water budget • UWCD to provide assistance to FPBGSA's consultant in developing draft text, tables, and figures for portions of Section 2 of the GSPs, as follows: 	<ul style="list-style-type: none"> • Draft, revised draft, and final versions of text, tables, and figures for portions of Section 2 of the GSPs, as described in the column to the left. Text will be provided in Word documents. Tables will be provided in Word or Excel format. Figures will be provided in ESRI ArcGIS Version 10 or Adobe PDF format. • Staff attendance at up to four 2-hour in-person meetings and four 1-hour conference calls led by FPBGSA's consultant to coordinate and work through revisions of portions of the GSPs prepared by UWCD and by FPBGSA's consultant. • Staff review of complete drafts of the GSPs (40 hours review time assumed for each) and revised-draft GSPS (24 hours review time assumed for each), including preparation of comments and questions. 	<ul style="list-style-type: none"> • Preparation of public-review draft text, tables, and figures by UWCD staff by July 31, 2021. • Participate in meetings and conference calls as needed to coordinate work; assume one call or meeting per month in the 8 months preceding July 2021. • Review of draft text by FPBGSA's consultant—UWCD to complete each review within 21 calendar days of receiving complete versions of the draft text.

**Table 1. Summary of Planned Scope of Work for Preparation of Fillmore and Piru Basin GSPs
to be Performed by United Water Conservation District (UWCD), including UWCD Deliverables and Estimated Delivery Dates**

Task	Description of Work to be Performed by UWCD Staff	UWCD Deliverable(s)	Estimated Delivery Date(s)
	<ul style="list-style-type: none"> • Section 2.2.3 description of selected water budget information, including: <ul style="list-style-type: none"> • estimate of sustainable yield • description of surface-water supply used or available for use for groundwater recharge or in-lieu use • Section 2.2.4 description of selected management areas (if needed), including: <ul style="list-style-type: none"> • Reason for creation of each management area • Level of monitoring and assistance • Description of management areas • Explanation of how management of management areas will not cause undesirable results outside of the management areas • UWCD to provide technical review of all other sections of the GSPs prepared by FPBGSA's consultant. 		
Task 11 – Grant Assistance	•	•	•