



**Fillmore and Piru Basins**  
Groundwater Sustainability Agency

**Board of Directors Meeting**  
**Thursday**  
**October 25, 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. Directors Roll Call**

**4. 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 agendaized 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.

**5. Approval of Agenda**

**Motion**

**6. Director Announcements/Board Communications**

**7. Executive Director Update**

**Information Item**

The Executive Director will provide an informational update on Agency activities since the previous Board meeting of September 27, 2018.

**8. CONSENT CALENDAR**

**8A Approval of Minutes**

The Board will consider approving the Minutes from the Board Meeting of September 27, 2018.

**8B Approval of Warrants**

The Board will consider approving invoices for the following payments:  
OMLO August Legal Services \$576.50

**8C Monthly Financial Report**

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

**8D Notification of One Time Waiver of Late Fees and Penalties**

The Board will consider approving the requested Notification of One Time Waiver of Late Fees and Penalties letter to all stakeholders in follow-up to the Board's action at the September 27, 2018 Board of Directors meeting.

**9. ACTION ITEMS**

**9A Approval of Proposed Agency Travel Policy for Directors and Staff**

**Motion**

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

**9B Consideration of Associations and Organizations for Board Membership**

**Motion**

The Board will consider costs and benefits of memberships in Groundwater Resources Association of California; Association of California Water Agencies; Association of Water Agencies – Ventura County; American Water Works Association and National Groundwater Association, as well as the financial impact on the FY 2018-19 Budget and provide direction to staff.

**9C DWR Draft Grant Agreement**

**Motion**

The Board will consider approving the revised draft California Department of Water Resources Proposition 1 Groundwater Sustainability Planning Grant Agreement scope of work, schedule and budget.

## 10. INFORMATION ITEMS

### 10A UWCD Scope of Work and Schedule for Groundwater Sustainability Plans Development

#### Information Item

UWCD's John Lindquist will present an overview of the GSPs' scope of work and schedule.

## 11. FUTURE TOPICS FOR BOARD DISCUSSION

### ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **November 15, 2018** or call of the Chair.

*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 8<sup>th</sup> 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) October 19, 2018 (time) 2:45p.m. (attest) Kris Sofley  
At: United Water Conservation District Headquarters, 106 No. 8<sup>th</sup> St., Santa Paula, CA

Posted: (date) October 22, 2018 (time) 9:00a.m. (attest) Kris Sofley  
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

Posted: (date) October 19, 2018 (time) 3p.m. (attest) Kris Sofley  
At: <https://www.FPBGSA.org>

Posted: (date) October 19, 2018 (time) 3:15p.m. (attest) Kris Sofley  
At: <https://www.facebook.com/FPBGSA/>



**Fillmore and Piru Basins**  
Groundwater Sustainability Agency

**Board of Directors Meeting**  
**Thursday**  
**September 27, 2018 – 6:00p.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

**Directors Absent**

Director Candice Meneghin  
Director Glen Pace

**Staff Present**

Anthony Emmert, Executive Director  
Wayne Lemieux, Legal Counsel  
Kris Sofley, Clerk of the Board

**Public Present**

Bryce Bannatyne, Rancho Resplendor LLC  
Elaine Bannatyne, Rancho Resplendor LLC  
Frank Brommenschenkel, Frank B and Associates  
Emilio Cervantes, Newhall Land  
Erin Gorospe, UWCD  
Rachel Kimball Laenen  
Ryan Kristensen, GHD  
John Lindquist, UWCD  
Manuel Minjares, Supervisor Kelly Long's office  
Tim Moore  
Tony Morgan, DBS&A  
George Reid  
Steve Zimmer

**1. Call to Order 6:01p.m.**

Chair Long called the meeting to order at 6:01p.m.

## **2. Pledge of Allegiance**

Chair Long asked Director Kimball to lead the group in the Pledge of Allegiance.

## **3. Public Comments**

Chair Long welcomed everyone to the meeting and made note of the fact that Director Candice Meneghin was not in attendance as she was returning from the Groundwater Resources Association Congress in Sacramento and that Director Pace was also absent. Chair Long asked if there were any public comments. None were offered.

## **4. Approval of Agenda**

### **Motion**

Motion to approve the agenda, Director McFadden; Second, Director Broggie. Voice vote: four ayes (Broggie, Kimball, Long, McFadden); none opposed; two absent (Meneghin, Pace). Motion carries unanimously 4/0/2.

## **5. Director Announcements/Board Communications**

Chair Long reported on her trip to Sacramento to attend the Groundwater Resources Association's first annual Congress. She reported that there were many workshops and seminars on a variety of topics beneficial to the Agency and its development of groundwater sustainability plans (GSPs) for the Fillmore and Piru Basins, including a workshop on Groundwater Dependent Ecosystems (GDEs), which she attended. Chair Long reported that the GDE Workshop was led by The Nature Conservancy and provided a case study of the Fillmore and Piru Basins. She also said it was very useful to meet some of the many people representing the Sustainable Groundwater Management Act (SGMA) and California Department of Water Resources (DWR), and that she would continue to share information as appropriate. None of the other Directors had announcements or communications.

## **6. Executive Director Update**

### **Information Item**

Mr. Emmert reported that the DWR recommended changes to the structure of the scope of work and budget for the Proposition 1 Groundwater Sustainability Planning grant -- by adding one budget category and shifting tasks to avoid negative cash flow situations. Accordingly, UWCD staff made the recommended adjustments and submitted a revised draft to DWR. DWR is still reviewing the draft, but Mr. Emmert noted that DWR did not anticipate changing the grant amount or matching funding requirements. DWR's Grant Engineering Supervisor asked for clarification on a few items last Friday and has forwarded the revisions to the legal department for its review. Chair Long said that DWR's Eddie Pech should have given direction to the Agency earlier regarding the format, but thinks there is some flexibility with DWR.

Mr. Emmert said that the Request for Qualifications/Request for Proposals for the GSP consultant, including a scope of work and schedule of deliverables, had been distributed to some 59 groundwater consulting contacts. The draft grant scope of work, schedule and budget was not included as it was deemed not helpful at this point. Over the next couple of weeks, Mr. Emmert and staff will collect questions and requests for clarification from proposers, and will then compile responses and distribute those remarks and responses to all of the RFQ/RFP candidates. He reported that proposals are due on October 24.

Mr. Emmert said that he was unaware of the current accumulated grant match value, but that United Water Conservation District (UWCD) would record staff's time spent working on Fillmore and Piru Basins tasks, so that they would qualify for use as grant match. As an example of this, he stated that UWCD staff's work on developing the groundwater model, collecting and analyzing water levels and water quality data, and preparing biennial reports would not be billed to the Agency, but the value of the work will qualify to be used as grant match. Mr. Emmert also said that the estimated \$800,000 cost of the proposed two monitoring wells required a significant grant budget amendment, in order to avoid negative cash flow. The amendment involved pushing the wells further back in the schedule, in order to allow time for the Agency to accumulate the necessary funds through its groundwater charges.

Mr. Emmert added that Agency staff had submitted the official Notifications of Intent to Prepare GSPs for the Fillmore and Piru Basins to DWR. He stated that GSP preparation efforts made prior to the notifications cannot be reimbursed by DWR or counted towards matching funds.

Director Kimball asked Mr. Emmert if the DWR seemed happy with the scope of work and concepts as identified so far and Mr. Emmert responded that he believed the DWR was happy with the level of detail and scope of work.

He also said that UWCD's staff would be making a presentation to the Board at an upcoming meeting regarding UWCD's hydrostratigraphic and numerical modeling plans as a preview on basin work.

Chair Long added that there are different standards for various monitoring projects and that the data doesn't always line-up. Director Broggie said that when it's apples to oranges, who is the final judge? Director Kimball said DWR is always right, but Chair Long said that not all applications through DWR are clear on water rights.

This prompted Legal Counsel to state that there is a case being debated now – Environmental Law Foundation v. State Water Resources Control Board – which kind of “blows everything up.” Mr. Lemieux explained that environmentalists sued the State of California and Siskiyou County on the theory that the government's failure to regulate

groundwater violates the public trust doctrine. This doctrine traditionally applies only to navigable waters and entrusts the government with the responsibility to preserve the land and resources for productive, recreational, and environmental uses. No California court had ever applied the public trust doctrine to groundwater until the Sacramento Superior Court did so in this case. An amicus on behalf of property owners and farmers, asks the Court of Appeal to reverse this unwarranted, vast expansion of the public trust doctrine.

Chair Long asked Mr. Lemieux to keep the Board up to date on this case and ruling.

## **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 2018 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.

Motion to approve Consent Calendar items, Director Broggie; Second, Director Kimball. Voice vote: four ayes (Broggie, Kimball, Long, McFadden); none opposed; two absent (Meneghin, Pace). Motion carries unanimously 4/0/2.

## **8. ACTION ITEMS**

### **8A Consideration of Waiver of Late Fees and Penalties**

#### **Motion**

As explained by UWCD's Erin Gorospe, while the Agency Board's policy is to assess a 10% late penalty when an invoice is not paid within 30 days, and to assess a 1% interest per month on the delinquent amount, some of the Fillmore and Piru Basin GSA customers were not familiar with the GSA and had not budgeted for the groundwater assessment fee or the related penalty charges. As December 1, 2018 is six months after the original due date of the June 1, 2018 billing, by waiving late fees and penalties up until that time, customers will be provided with additional time to pay their invoices and plan for the next billing cycle. After the December 1, 2018 payment deadline, requests for waiver of fees made by customers will be brought to the Board for approval.

Director McFadden asked if people had already paid the late fee and penalty, would those fees be reimbursed. Chair Long said yes, everyone will be treated in the same manner, with the deadline being December 1, 2018.

Director Kimball asked staff to send a letter out to all FPB GSA customers explaining the billing policy and this one time waiver of late fees and penalties for all customers. Ms. Sofley said she would draft a letter explaining the policy and submit it to the Board for its approval before distribution. Ms. Gorospe also stated that she would include a note explaining the one time waiver with late notices.

Motion to waive late fees for customers who have paid their 2017-2 invoice as of September 20, 2018, as well as those who pay their 2017-2 invoice by December 1, 2018, Director McFadden; Second, Director Broggie. Voice vote: four ayes (Broggie, Kimball, Long, McFadden); none opposed; two absent (Meneghin, Pace). Motion carries unanimously 4/0/2.

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

Mr. Emmert said that while UWCD staff are prepared to review proposals and weight them based on experience, understanding of the scope of work and other factors, he felt the Board should create an ad hoc committee to review the proposals once the field was narrowed, and then the committee could take its recommendations to the Board.

Director McFadden said that as long as UWCD staff would rank the proposals based on competency and completeness, and then submit the top candidates with the matrix explaining those firms' initial ranking, he would volunteer to be on the ad hoc committee. Chair Long also volunteered Director Meneghin in her absence. Director Pace was mentioned as a possible committee member, but Chair Long said that he had mentioned having to recuse himself at an earlier meeting as he had relationships with many of the potential candidates.

Motion to form an ad hoc committee comprised of Director Ed McFadden and Director Candice Meneghin, Director Kimball; Second, Director Broggie. Voice vote: four ayes (Broggie, Kimball, Long, McFadden); none opposed; two absent (Meneghin, Pace). Motion carries unanimously 4/0/2.

**8C Development of Agency Travel Policy for Directors and Staff  
Motion**

While the Board was pleased with the initial redlined draft of the proposed 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, the Board decided to table this discussion until its next meeting when the other Directors would be able to discuss and approve the drafted policy.

Chair Long asked Ms. Sofley to make the corrections to the Policy as mentioned by Legal Counsel and correct the formatting of the document for easier understanding and bring it back to the Board for its consideration in October.

## **8D Groundwater Resources Association Membership**

### **Motion**

Staff presented the costs and benefits of membership in the Groundwater Resources Association, based on \$125 per year per individual or \$345 for a group of three for the year, with each additional group member being charged \$115 per year.

Chair Long asked UWCD staff to propose the top five associations or organizations that it felt would be beneficial for the FPB GSA Board – whether for personal education or a resource for GSP development, et cetera – and bring that list with costs and benefits back to the full Board for its consideration in October.

## **9. INFORMATION ITEMS**

### **9A UWCD Staffing Plans and Work Assignments**

#### **Information Item**

Mr. Emmert explained that although there have been a few changes over the last year regarding UWCD staff, the District is honoring its commitment to the FPB GSA. Senior Hydrogeologist John Lindquist and Supervising Hydrogeologist Dan Detmer would be handling most of the geological data and information; Dr. Jason Sun will be developing the groundwater modeling; and Eric Elliott, a water quality technician and geologist, would be available immediately to assist while the District recruits for Tim Moore's replacement. He said the staff would make its best efforts to complete the fundamental work on the GSP and that the chart he included with this staff report outlined the tasks UWCD would complete and the proposed delivery dates for those tasks.

Walking the Board through the planned Scope of Work to be performed by UWCD, including the deliverables and estimated delivery dates, Mr. Emmert said that UWCD staff would work closely with the GSP consultant and would continue to work on the budget to minimize the likelihood of the GSA finding itself in a negative cash flow situation.

Director McFadden asked Mr. Emmert to review the RFQ/RFP schedule, which was issued on September 26. Mr. Emmert said that UWCD staff would assist in clarification and answering questions that may be asked by potential respondents up until the October 10 deadline, and that the full list of questions and calls for clarification would be distributed to all potential candidates as soon as possible.

The deadline for proposal submittals is October 24. UWCD would evaluate proposals by November 7, and would then recommend the top three candidates to the FPB GSA Board's ad hoc committee by November 14 [note: November Board Meeting is scheduled for November 15]. The committee could review candidates and schedule presentations to the Board at its December meeting (December 20, 2018), with the goal of hiring the GSP consultant effective January 1, 2019.

## **FUTURE TOPICS FOR BOARD DISCUSSION**

1. Final Grant Document – scope of work/budget and schedule changes;
2. UWCD Groundwater Modeling presentation

## **ADJOURNMENT 6:50p.m.**

Chair Long adjourned to the next **Regular Board Meeting** on Thursday, **October 25, 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 September 27, 2018

ATTEST: \_\_\_\_\_  
Kelly Long, Chair, FPB GSA Board of Directors

ATTEST: \_\_\_\_\_  
Kris Sofley, Clerk of the Board



**BOARD MEETING**

**September 27, 2018 @ 6:00pm**

**City Council Chambers, Fillmore City Hall**

250 Central Avenue, Fillmore, CA 93015

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

Name: TONY MORGAN  
Organization: DBSEA  
Phone: 805 290 3862  
E-mail: TMORGAN@GEO-LOGIC.COM

Name: John Lindquist  
Organization: UWCO  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: ELAINE BANNATYNE  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: TIM MOORE  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: FRANK BRONNENSCHENKER  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: EMILIO GERVANTES  
Organization: Newhall Land  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: GEORGE REID  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: Steve Zimmer  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: BRYCE BANNATYNE  
Organization: RANCHO RESPALANSON LLC  
Phone: 9310-600 4185  
E-mail: RANCHORESPALANSON@AOL.COM

# EXHIBIT A

## WORK PLAN

**Project Title:** Groundwater Sustainability Plan Development for the Fillmore and Piru Basins

**Project Description:** The Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) project has one component, to prepare a Groundwater Sustainability Plan (GSP) for each basin. Although there will be two GSPs resulting from the project, the intent is to share data, modeling, and hold coordinated outreach efforts during development of the GSPs to maximize efficiency of these efforts to keep costs down. As shown in the Schedule (Exhibit C), the two GSPs are expected to be developed in parallel.

### Category (a): Grant Administration

#### **Task 1: Administration**

This task consists of management of the grant agreement, including compliance with grant requirements and provision of supporting grant documentation as requested by DWR. This task includes preparation and submission of quarterly invoices and progress reports to DWR, as well as a final grant completion report. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

#### Deliverables

- Invoices and Progress Reports
- Final Grant Completion Report

### Category (b): Stakeholder Coordination and Engagement

#### **Task 2: Stakeholder Engagement Plan and Public Outreach**

A plan for stakeholder engagement will be developed to interface with the public on activities needed to develop the GSPs.

As part of the stakeholder engagement plan, the FPBGSA will implement a public outreach plan. This task involves developing materials for public outreach and then holding forums on the GSPs at critical junctures.

Task 2 will also define methods to reach out to disadvantaged community (DAC) groups.

#### Task 2 Deliverables

- Stakeholder engagement plan (which will incorporate a public outreach plan)
- Informational handouts

#### **Task 3: Stakeholder Education**

In April 2015, United Water Conservation District's (United's) Board of Directors held a workshop in Fillmore to begin discussions about local requirements under the Sustainable Groundwater Management Act (SGMA) and to review groundwater conditions in the Fillmore and Piru Basins. Another workshop was held in January 2017 to review SGMA status and basin conditions. This stakeholder education process will continue consisting of stakeholder workshops (meetings) at key times during GSP development. It will be necessary to share with the stakeholders results of important technical studies, the Santa Clara River Basins Groundwater Flow Model

(inputs, outputs, assumptions, and proper use), information about groundwater dependent ecosystems in the basins, and past and proposed actions to manage groundwater.

Task 3 Deliverables

- Agendas and Meeting Materials

**Task 4: Develop Interbasin Agreement**

Develop an Interbasin agreement between the Piru Basin (Basin 4-004.06) and the adjacent Santa Clara River Valley East (Basin 4-004.07). The goal of the interbasin agreement is to ensure that the sustainability goals of the different GSPs not interfere with each other and, if possible, complement each other.

Task 4 Deliverables

- Interbasin Agreement with Santa Clarita Valley GSA

**Category (c): Construction/Implementation**

**Task 5: Additional Monitoring Wells**

Previous work has identified the need for construction of up to two monitoring wells in the boundary area between the Fillmore and Piru Basins and the boundary area between the Fillmore and Santa Paula basins.

Task 5 Deliverables

- Environmental Information Form, all necessary CEQA documents, permits, and access agreements
- Well completion Report
- Final Specifications and Design

**Task 6: Project Monitoring Plan**

Develop and submit a Project Monitoring Plan, as described in Paragraph 18 of this agreement, for the new monitoring-wells installed within the Subbasin. This plan shall incorporate items defined and listed in Exhibit K.

Task 6 Deliverables:

- Final Project Monitoring Plan

**Category (d): Model and GSP Development**

**Task 7: Complete Santa Clara River Basins Groundwater Flow Model**

The Santa Clara River Basins Groundwater Flow Model conceptual framework was started in May 2017 as was the collection of pumping, surface water flow, and precipitation data. The model will specifically serve to provide necessary GSP data and aid in evaluation of potential scenarios necessary for GSP development.

Task 7 Deliverables

- Technical Memorandum summarizing peer review of model
- Final model documentation

## **Task 8: Groundwater Sustainability Plan Development**

Develop a GSP for each subbasin to include, at a minimum, the sections listed and described below.

1. Executive Summary  
Will provide a brief summary of the main findings and recommendations from each GSP.
2. Introductory and Administrative Information  
Will include information about the FPBGSA and describe the organization of the GSPs.
3. Plan Area  
Will include a description of land use (existing and projected), existing water resource monitoring and management, parties affected by each GSP, historical and predicted climate, and historical and current water demands and supplies within each subbasin.
4. Basin Setting  
Will include identification of principal aquifers and aquitards, maps of topography, surficial geology, soils, recharge and discharge areas, other surface water features in each subbasin. This section will also describe: current and historical groundwater conditions including groundwater contour maps, flow direction patterns of groundwater movement, hydrographs for monitoring wells, graphs documenting change in storage, known groundwater quality issues, and areas potentially supportive of GDEs.
5. Water Budget  
Data gathered as part of the model development (Task 5) effort will be used to develop water budgets for the period 1980-2015 for both the Fillmore and Piru basins and will include wet, dry, and normal precipitation years. The model will also provide build-out assessment of water demands through year 2045 necessary to estimate future water budgets (through 2070)
6. Establishment of Basin Sustainability Criteria  
Identify sustainable management criteria, metrics to track sustainability goals, and means of monitoring for undesirable results using minimum thresholds and measurable objectives. Approximately three meetings per basin are anticipated to review and receive input on the significance and unreasonableness of potential impacts (such as impacts to GDEs) and minimum thresholds for the sustainability indicators.
7. Evaluate Monitoring Network  
The existing monitoring network, including facilities managed by United and the County of Ventura, will be evaluated for the capability to monitor undesirable results, minimum thresholds, and to track progress toward GSP sustainability goals. Specific items will be to identify monitoring objectives, review the existing monitoring network and identify any additional data needed to rank GSP sustainability goals, develop monitoring protocols, develop reporting protocols, and outline a plan for review and improvement of the monitoring network.
8. Management Actions  
The FPBGSA will outreach to beneficial users, the public, DWR, and adjacent GSAs to identify potential management actions. Potential projects and programs will be cataloged and then ranked using a weighting scheme based on cost, potential benefits, reliability, objectives and ability to implement. The Santa Clara River Basins Groundwater Flow Model will be used to evaluate potential management actions. The most feasible projects/management actions will be modeled. The result will be a prioritized list of projects, programs, and management actions, if any are needed.
9. Define Plan Implementation Actions

Involves developing a plan of action to implement the GSP, including a schedule, estimate of costs to implement the GSP, data management planning, filling data gaps, and the process for periodic evaluation and annual reporting.

Task 8 Deliverables

- Draft GSP – Fillmore Basin
- Draft GSP – Piru Basin

**Task 9: Preparation of Final GSPs**

Following the FPBGSA, stakeholder, and peer reviews of the draft versions of the GSPs, Final GSPs will be prepared, adopted by the Board, and submitted to the California Department of Water Resources.

Task 9 Deliverables

- Proof of Final GSP submittal to DWR - Fillmore Basin
- Proof of Final GSP submittal to DWR - Piru Basin

DRAFT

**EXHIBIT B  
BUDGET**

<b>Project Budget</b>					
<b>Project Title: Groundwater Sustainability Plan Development for the Fillmore and Piru Basins</b>					
<b>Budget Category</b>		<b>Grant Amount</b>	<b>Required Cost Share (non-state source)*</b>	<b>Other Cost Share**</b>	<b>Total Cost</b>
(a)	Grant Administration	\$0	\$30,228	\$0	<b>\$30,228</b>
(b)	Stakeholder Coordination and Engagement	\$51,912	\$0	\$0	<b>\$51,912</b>
(c)	Construction/Implementation	\$302,970	\$497,030	\$0	<b>\$800,000</b>
(d)	Model and Groundwater Sustainability Plan Development	\$1,145,118	\$0	\$0	<b>\$1,145,118</b>
<b>TOTAL COSTS</b>		<b>\$1,500,000</b>	<b>\$527,258</b>	<b>\$0</b>	<b>\$2,027,258</b>

**NOTES:**

\* Grantee received a 50% Cost Share Waiver resulting from the needs of DACs and SDACs in the Subbasins.

**EXHIBIT C  
SCHEDULE**

<b>Project Schedule</b>			
<b>Project Title: Groundwater Sustainability Plan Development for the Fillmore and Piru Basins</b>			
<b>Budget Category</b>		<b>Start Date</b>	<b>End Date</b>
(a)	Grant Administration	4/24/2017	6/30/2022
(b)	Stakeholder Coordination and Engagement	4/8/2015	9/21/2021
(c)	Construction/Implementation	8/8/2018	6/30/2020
(d)	Model and Groundwater Sustainability Plan Development	10/01/2018	1/30/2022



**GROUNDWATER SUSTAINABILITY AGENCY**

P O Box 1110, Fillmore, CA 93016

(805) 525-4431

<https://fpbgsa.org>

**CHECK REQUEST**

Date required: \_\_\_\_\_ Date Requested: October 25, 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 \$ 576.50

Charge to Account(s) legal services for September 2018

Reason for Check/Petty Cash Request: payment of Agency Legal Counsel for Sept 2018

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  
September 30, 2018  
Client/Matter No. 76.001  
Statement No: 4947

Fillmore and Piru Basins GSA

For Professional Services Thru 09/30/2018

FEE TRANSACTIONS

			Rate	Hours	
09/27/2018	WL	Attend regular Board meeting	185.00	2.00	370.00
09/28/2018	WL	Memorandum on directors compensation	185.00	0.90	166.50
09/29/2018	SON	Review WKL memo regarding compensation	200.00	0.20	40.00
Total Fee Charges:				3.10	576.50

Timekeeper Summary

Timekeeper	Title	Hours	Total
Steve O'Neill	Partners	0.20	\$40.00
Wayne Lemieux	Associates	2.90	\$536.50
Total Current Charges			576.50
Previous Balance			\$805.00
Balance Due			<u>\$1,381.50</u>

Aging of Past Due Amounts

0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days	Total Past Due
\$805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805.00

PRIVILEGED AND CONFIDENTIAL  
Attorney/Client Privilege  
(Evidence Code Section 950 et seq.)

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

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

11024

90-3702/1211



10/18/2018

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

\$ \*\*576.50

Five Hundred Seventy-Six and 50/100\*\*\*\*\* DOLLARS

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

MEMO

Inv #4947; Sep 2018 General Counsel

AUTHORIZED SIGNATURE

⑈011024⑈ ⑆121137027⑆ 2801395870⑈

FILLMORE AND PIRU BASINS GROUNDWATER

SUSTAINABILITY AGENCY

11024

Date	Type	Reference	Original Amt.	Balance Due	10/18/2018 Discount	Payment
10/18/2018	Bill	Olivarez Madruga Lemeiux O'Neill LLP	576.50	576.50		576.50
					Check Amount	576.50

Bank of the Sierra      Inv #4947; Sep 2018 General Counsel      576.50

FILLMORE AND PIRU BASINS GROUNDWATER

SUSTAINABILITY AGENCY

11024

Date	Type	Reference	Original Amt.	Balance Due	10/18/2018 Discount	Payment
10/18/2018	Bill	Olivarez Madruga Lemeiux O'Neill LLP	576.50	576.50		576.50
					Check Amount	576.50

Bank of the Sierra      Inv #4947; Sep 2018 General Counsel      576.50

Photo Safe Deposit® Details on Back.

**Fillmore and Piru Basins GSA**  
**Check Detail**

October 1 - 19, 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
11024	10/18/2018	Olivarez Madruga Lemeiux O'Neill LLP	10000 - Bank of the Sierra	576.50
			TOTAL CHECKS	576.50



## Fillmore and Piru Basins GSA Profit and Loss Budget Performance July through September 2018

	<u>Jul - Sep 18</u>	<u>Annual Budget</u>	<u>% of Budget</u>
<b>Income</b>			
40001 · Groundwater Extraction Charge	0.00	473,850.00	0.0%
<b>41000 · Grant Revenue</b>			
41001 · State Grants	0.00	101,808.00	0.0%
<b>Total 41000 · Grant Revenue</b>	<b>0.00</b>	<b>101,808.00</b>	<b>0.0%</b>
<b>47000 · Other Revenue</b>			
47001 · Late Fees	2,105.13		
<b>Total 47000 · Other Revenue</b>	<b>2,105.13</b>		
<b>Total Income</b>	<b>2,105.13</b>	<b>575,658.00</b>	<b>0.37%</b>
<b>Gross Profit</b>	<b>2,105.13</b>	<b>575,658.00</b>	<b>0.37%</b>
<b>Expense</b>			
<b>52200 · Professional Services</b>			
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%
52270 · Prof Svcs - Accounting	0.00	34,000.00	0.0%
52275 · Prof Svcs - Admin/Clerk of Bd	0.00	30,000.00	0.0%
52290 · Prof Svcs - Other	0.00	0.00	0.0%
<b>Total 52200 · Professional Services</b>	<b>0.00</b>	<b>225,109.00</b>	<b>0.0%</b>
<b>52500 · Legal Fees</b>			
52501 · Legal Counsel	1,415.50	67,600.00	2.09%
<b>Total 52500 · Legal Fees</b>	<b>1,415.50</b>	<b>67,600.00</b>	<b>2.09%</b>
<b>53000 · Office Expenses</b>			
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%
53040 · Membership Dues	0.00		
53110 · Travel & Training	1,950.00		
<b>Total 53000 · Office Expenses</b>	<b>2,166.00</b>	<b>31,521.00</b>	<b>6.87%</b>
<b>53500 · Insurance</b>			
53510 · Liability Insurance	0.00	2,500.00	0.0%
<b>Total 53500 · Insurance</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.0%</b>
<b>70000 · Interest &amp; Debt Service</b>			
70120 · Interest Expense	0.00	0.00	0.0%
<b>Total 70000 · Interest &amp; Debt Service</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
70130 · Bank Service Charges	5.00		
<b>Total Expense</b>	<b>3,586.50</b>	<b>326,730.00</b>	<b>1.1%</b>
<b>Net Income</b>	<b>-1,481.37</b>	<b>248,928.00</b>	<b>-0.6%</b>

# Fillmore and Piru Basins GSA Balance Sheet

As of September 30, 2018

Sep 30, 18

**ASSETS**

Current Assets

Checking/Savings

10000 · Bank of the Sierra 224,385.53

Total Checking/Savings 224,385.53

Accounts Receivable

11000 · Accounts Receivable 167,236.86

Total Accounts Receivable 167,236.86

Total Current Assets 391,622.39

**TOTAL ASSETS** **391,622.39**

**LIABILITIES & EQUITY**

Equity

32000 · Retained Earnings 393,103.76

Net Income -1,481.37

Total Equity 391,622.39

**TOTAL LIABILITIES & EQUITY** **391,622.39**



**Item No.**        **8D Consent Calendar**

**DATE:**        **October 16, 2018 (Meeting of October 25, 2018)**

**TO:**            **Board of Directors**

**SUBJECT:**     **Notification of One Time Waiver of Late Fees and Penalties**

**SUMMARY**

The Board voted unanimously to waive all late fees and penalties for all customers for the first two billing cycles of groundwater extraction fees at the September 27, 2018 Board of Directors meeting and tasked staff with drafting a letter notifying all customers of the one-time waiver of late fees and penalties up to the December 1, 2018 deadline. The attached draft letter is for the Board’s review and approval.

**RECOMMENDED ACTION**

Board will review and approve the draft Notification of One-Time Waiver of Late Fees and Penalties, which will be distributed to all ratepayers within the Fillmore and Piru Basins Groundwater Sustainability Agency’s boundaries. A copy of the letter will also be included with all “late notices” being mailed to customers during the first week of November.

**BACKGROUND**

At its September 27, 2018 Board of Directors meeting, the Board voted unanimously to waive all late fees and penalty assessments for all customers who have paid or will pay their invoices late (beyond the 30 day payment policy) but before the December 1, 2018 deadline. In an effort to communicate the Board’s decision and the fact that this is a one-time waiver of late fees and penalties, providing payments are received by the December 1, 2018 deadline, the Board directed staff to draft a letter conveying their decision to ratepayers and reminding them of the December 1, 2018 deadline. Copies of the approved letter of notification will be send to all ratepayers within the Fillmore and Piru Basins Groundwater Sustainability Agency’s boundaries. Another copy of the letter will be included with the late notices being sent to ratepayers who have not yet paid their invoices, which is anticipated to be sent out the first week in November.

**FISCAL IMPACT**

No fiscal impact.



Post Office Box 1110, Fillmore, CA 93016  
(805) 525-4431 <http://fpbgsa.org>

October 25, 2018

Customer  
Address  
City, State Zip

Re: FPB GSA Groundwater Extraction fee billing, late fees and penalties

Dear Stakeholder:

As we are nearing completion of the Fillmore and Piru Basins Groundwater Sustainability Agency's (Agency) first full water year cycle of assessing and billing for groundwater extraction usage (invoices for July – December 2017 were mailed out in May 2018; and January – June 2018 invoices were mailed out in September 2018), we, the Board, have unanimously decided to waive all late fees and penalties for all ratepayers up until December 1, 2018.

This means that if you have incurred late fees and/or penalties due to late payment of either or both of your FPB GSA invoices (received in May and/or September of this year), the Agency will waive these fees and penalties, as long as your payment in full is received by December 1, 2018. For those of you who may have already paid late fees and/or penalties, the Agency will credit the amount of those late fees and penalties to your next invoice.

For those customers who have not yet paid their invoices, please be advised that AFTER the December 1, 2018, deadline, outstanding balances will be assessed with an interest rate of one (1) percent per month on the delinquent amount of the groundwater fee *and* a ten (10) percent penalty, beginning December 2, 2018.

All of us who serve on the Board greatly appreciate the support and participation of all of the Fillmore and Piru Basins' stakeholders in contributing to the development of the Groundwater Sustainability Plans that will insure access to safe, clean water for generations to come. If you have any questions or would like more information on the activities and objectives of the Agency, please know that we encourage you to reach out to us, your Directors; attend the Agency's monthly Board of Directors meetings; and join us at the various Public Workshops and Outreach activities we host throughout the year.

Regards,

Chair Kelly Long

Vice Chair Ed McFadden

Director Carrie Broggie

Director Gordon Kimball

Director Candice Meneghin

Director Glen Pace

**FPB GSA BYLAWS**  
**ARTICLE 10. FEE ENFORCEMENT**

10.1 Fee Enforcement is based on Wat. Code, § 10730.6:

(a) Groundwater fees will be due and payable to the Agency semi-annually by the Owner or Operator. If the Owner or Operator fails to pay a groundwater fee within thirty (30) days of it becoming due, the Owner or Operator shall be liable to the Agency for interest at the rate of one (1) percent per month on the delinquent amount of the groundwater fee and a ten (10) percent penalty.

(b) In the event of an overpayment of groundwater fees and charges by the Owner or Operator, unless the payor requests a refund, the Agency shall apply the overpaid amount to the Owner or Operator's next billing statement or payment cycle.

(c) Should the Agency decide not to bring suit, the Agency may collect any delinquent groundwater charge and any civil penalties and interest on the delinquent groundwater charge pursuant to the laws applicable to United Water Conservation District, County of Ventura, and City of Fillmore. Collection shall be in the same manner as it would be applicable to the collection of delinquent assessments, water charges, or tolls.

(d) Additionally, the Agency may, after a public hearing, order an Owner or Operator to cease extraction of groundwater until all delinquent fees are paid. The Agency shall give notice to the Owner or Operator by certified mail at least fifteen (15) days in advance of the public hearing.

(e) All remedies specified in this section for collecting and enforcing fees are cumulative and may be pursued alternatively or may be used consecutively as determined by the Agency's Board of Directors.

(f) By an affirmative vote of four (4) Directors, or three (3) Directors in the event a Director is absent, conflicted or prohibited from voting pursuant to 9.3 of the JPAA agreement, the Agency may, in its sole discretion, waive any interest payments, penalties, or overdue fees.



**Item No.**        **9A Motion**  
**DATE:**         **October 16, 2018 (Meeting of October 25, 2018)**  
**TO:**             **Board of Directors**  
**SUBJECT:**     **Agency Travel Policy for Directors and Staff**

**SUMMARY**

The Board shall consider approving the draft travel policy addressing approvals, reimbursable expenses (airfare, lodging, ground transportation/car rental/mileage reimbursement, meals), expense advance vs reimbursement; et cetera.

**RECOMMENDED ACTION**

That Board review and approve the draft Fillmore Piru Basins Groundwater Sustainability Agency Expense and Travel Policy which has been reviewed by Legal Counsel and incorporates the changes and edits recommended by the Board at its last 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) was adapted from the United Water Conservation District Expense and Travel Policy. It includes approval policies; guidelines for reimbursable expenses such as airfare, lodging, ground transportation, car rental, mileage reimbursement, and meals; and guidelines for expense advances and reimbursements.

**FISCAL IMPACT** No fiscal impact.

Proposed Motion: “Motion to approve the draft Expense and Travel Policy as presented.”  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Director Broggie: \_\_\_\_\_ Director Kimball: \_\_\_\_\_ Director Long: \_\_\_\_\_  
Director McFadden: \_\_\_\_\_ Director Meneghin: \_\_\_\_\_ Director Pace: \_\_\_\_\_

# **FPB GSA COMPENSABLE ACTIVITY POLICY**

**Effective October 25, 2018**

## **SCOPE**

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

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 Agency. 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 funds for travel, education, and other expenses.

The Agency recognizes that attendance at workshops, seminars, meetings and conferences provides Board members and Agency 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. It is the Agency'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 funds. Items deemed to be of a purely personal nature are not reimbursable.

### **A. Agency Staff**

Board approval 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 involve an expense exceeding \$500.

The Executive Director may approve staff requests to attend training programs, meetings, seminars and conferences, and/or professional growth events.

### **B. Agency 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 Board. 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. Airline travel will be arranged so as to be as cost efficient to the Agency 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. 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 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. Staff must seek approval from the Executive Director in advance for use of personal vehicles on Agency business. Staff must provide the Agency with evidence of personal auto insurance, including liability insurance, in advance of travel.

3. 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 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

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

5. Taxis and other local transportation costs incurred to and from businesses, hotels or airports, or in other Agency-related activities are reimbursable upon submittal of a receipt.

6. Members of the Board of Directors and Agency 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 an Agency-approved function; however, the Agency will reimburse only the cost of the single person room rate.

2. Members of the Board of Directors and Agency 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 Agency staff at the time of booking. If lodging is available at the group rate, and a Board member or Agency 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 an Agency-hosted event.

For Board members and staff attending functions, such as training or meetings of professional organizations, the Agency will reimburse the cost of the event including meals provided. For functions occurring during normal mealtimes and which do not provide meals, the Agency 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 Board. 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 to pay twice for the same meal. Exceptions may be made by the Board 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.

#### 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 will be used whenever possible. 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.

#### E. Advances [Board and Staff]

If an advance is required for approved travel please indicate such on the "Request for Travel/Training Approval" form. Advances are appropriate means of funding Agency-related trips. Whenever possible, the Agency 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.

#### F. Non-Use of Advance Paid Reservations

Whenever staff or Board member makes an advance paid reservation, or the Agency 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 Agency.

#### 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

#### **AGENCY BOARD MEMBERS: REIMBURSEMENT AND COMPENSABLE ACTIVITIES**

##### A. Reimbursement.

. Actual and necessary expenses incurred by a Board member in the performance of his or her duties required or authorized by the Board are reimbursed in accordance with 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 Agency which qualify a Board member to receive reimbursement of actual and necessary expenses but limited to one (1) compensable activity per day and 10 compensable activities per month incurred thereto:

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), 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 WaterWise breakfast series, annual Symposium, Elected Official Night and Year-End Report Event; not included are the events of a strictly social nature.

2. At the specific request of the Agency's Board of Directors, Board Chair or Executive Director, 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.

## **ADMINISTRATION**

This policy shall be administered by the Executive Director. 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 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. 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 should be submitted to the Clerk of the Board 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 shall advise the Board Treasurer of any outstanding matters relating to the administration of this policy. Exceptions to this policy may be authorized by the Executive Director or Board Chair and/or Board Treasurer, if warranted in individual cases.

Accounting services staff shall provide overall oversight of the reimbursement of expenses, and shall provide a quarterly report to the Board detailing the expenses of the Agency 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 30<sup>th</sup> of each year, the accounting services staff will submit a detailed report to the Board that discloses any reimbursement paid to any one employee or member of the Board by the Agency 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 submittal.

### For Agency Board Members:

1. Expense reports of Board members shall be submitted to the Clerk of the Board, 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'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.



# Fillmore and Piru Basins Groundwater Sustainability Agency

## REQUEST FOR TRAVEL/TRAINING APPROVAL

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE FOR TRIP/NAME OF SEMINAR: \_\_\_\_\_

DEPARTURE DATE/TIME: \_\_\_\_\_

RETURN DATE/TIME: \_\_\_\_\_

REQUEST TO USE PERSONAL VEHICLE (YES) \_\_\_\_\_ (NO) \_\_\_\_\_ INSURANCE \_\_\_\_\_

**ESTIMATED COSTS:**

AIRFARE: (Include Confirmation #) \_\_\_\_\_

PRIVATE AUTO: \_\_\_\_\_

LODGING: \_\_\_\_\_

CAR RENTAL: \_\_\_\_\_

MEALS: \_\_\_\_\_

TUITION: \_\_\_\_\_

BOOKS: \_\_\_\_\_

OTHER: \_\_\_\_\_

**ESTIMATED TOTAL:** \_\_\_\_\_

ARE FUNDS AVAILABLE IN THE ADOPTED BUDGET? (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

CHARGE TO ACCOUNT(S): \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ :

APPROVED BY: \_\_\_\_\_

Executive Director

AUTHORIZED BY ACTION OF THE BOARD. Date: \_\_\_\_\_

Motion Item: \_\_\_\_\_ Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

\*Provide backup materials that describe the purpose of the travel

j:\admin\fillmore piru basins gsa\board meetings 2018\2018-10-25 fpb gsa board meeting\staff reports\9a attachment b request for travel-training approval.doc

Date: 5-12-11





# Fillmore and Piru Basins Groundwater Sustainability Agency

## **EXPENSE ADVANCE/PETTY CASH REQUEST**

This form is to be used for expense advance and petty cash requests other than for normal payables.

Date required: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Charge to Account(s): \_\_\_\_\_

Reason for Advance/Petty Cash Request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Executive Director

Authorized by: \_\_\_\_\_  
Board Treasurer

All reimbursements for petty cash shall be accompanied by an itemized receipt.



**Item No. 9B Motion**

**DATE: October 16, 2018 (Meeting October 25, 2018)**

**TO: Board of Directors**

**SUBJECT: Consideration of Association and Organizations for Board Membership**

**SUMMARY**

The Board shall consider costs and benefits of membership in Groundwater Resources Association of California; Association of California Water Agencies; Association of Water Agencies – Ventura County; American Water Works Association and National Groundwater Association, as well as discuss the financial impact on the FY 2018-19 Budget.

**RECOMMENDED ACTION**

Review membership rates and information (Attachment A) and direct staff as to how to proceed.

**BACKGROUND**

At the direction of Board, staff researched the benefits and costs of membership in the best regarded water-related associations and organizations.

**FISCAL IMPACT**

Varies by membership rates

Proposed Motion: "Motion to approve the FPB GSA membership in \_\_\_\_\_  
at a rate of \$\_\_\_\_\_per year."

1 <sup>st</sup> : Director _____	2 <sup>nd</sup> : Director _____
Voice/Roll call vote: Director Broggie:	Director Kimball:                      Chair Long:
Vice Chair McFadden:	Director Meneghin:                      Director Pace:

Association	Membership rates	About	Benefits	Staff comments
Groundwater Resources Association of California (GRAC) www.grac.org	\$125 per person per year; group rate (min of 3) is \$115 per person	The Groundwater Resources Association of California is dedicated to resource management that protects and improves groundwater supply and quality through education and technical leadership.	Membership provides: Discounts on GRA Symposia, Workshops, Webcasts and Branch Meetings; Quarterly Publication – Hydrovisions; Regional Branch Activities and Programs; Stay Current on Groundwater News and Events; Networking Opportunities; Access to presentation slides for past GRA Symposia and Workshops; Access to GRA Membership Directory; Organized Grassroots Advocacy; Industry Specific Employment Listing Service; Support of GRA's Mission to Protect and Improve Groundwater.	Somewhat of an academic organization, GRAC's conferences and local chapter meetings are not geared toward educating the layperson.
Association of California Water Agencies (ACWA)	Cost of ACWA dues is \$750 per calendar year for the next year (2019). Typically, ACWA dues are based on an agency's O&M two years in arrears. So for 2018, dues would be based on agency's 2016 financials. As newly formed GSAs may not have O&M from two years ago, they would be charged the <b>baseline dues of \$750</b> until they have two years of O&M expenses. Dues are for an agency. ACWA does not offer individual dues. Once any agency becomes a member, every employee and member of its governing body also become ACWA members.	ACWA is the largest statewide coalition of public water agencies in the country. More than 430 public agency members collectively are responsible for 90% of the water delivered to cities, farms and businesses in California. For more than a century, its mission has been clear: to help members promote the development, management and use of good quality water at the lowest practical cost and in an environmentally responsible manner. ACWA serves the water industry and the public by promoting local agencies as the most efficient means of providing water service; sharing reliable scientific and technical information; tracking and shaping state and federal water policy; advocating for sound legislation and regulation; and facilitating cooperation and consensus among all interest groups.	By joining ACWA as a public agency member, your agency will receive: Effective representation in the legislative and regulatory arenas in Sacramento and Washington, D.C.; Access to expertise in water quality, local government, water management and other areas; Discounted registration for all ACWA-sponsored events, including twice-yearly statewide conferences and other workshops and forums; Timely, informative communications on important issues; Access to cost-saving benefits and insurance programs; Access to valuable programs and services through ACWA's Preferred Provider Program; Opportunities to network with local, state and federal officials; Participation in ACWA's active region and committee structure; Subscriptions to ACWA's monthly printed newsletter ACWA News for your board of directors, general manager and up to three other people with your agency; Discounted member rates on all ACWA-sponsored events and publications; Copies of ACWA's annual Summary of Legislation and ACWA's Summary of Appellate Cases; Access to benefits and insurance programs through ACWA JPIA: Health, Dental, Vision, Life, Workers' Comp., Liability, Property, Long-term Disability and Employee Assistance Program. Plus much more! www.acwa.com	
Association of Water Agencies - Ventura County (AWAVC) www.awavc.org	Association/Non-Profit \$250 per year.	To develop and encourage cooperation among entities for the development, protection, conservation and improvement of the total water resources for Ventura County.	Monthly WaterWise Breakfast series; annual Symposium; annual Meet the Elected Officials event; continuing education credits, etc. www.awavc.org	Mostly focuses on operations, but covers some broader topics such as groundwater sustainability
National Groundwater Association (NGWA) www.ngwa.org	Associate memberships (\$140 per person, per year) are offered to any person interested in the work of the NGWA who is not eligible to become a member of another membership section (engineer/scientist; manufacturer; supplier; student). www.ngwa.org	NGWA is a community of groundwater professionals working together to advance groundwater knowledge and the success of our members through education and outreach; advocacy; cooperation and information exchange; and enhancement of professional practices. NGWA's vision is to be the leading groundwater association advocating the responsible development, management, and use of water. NGWA and its members will use its outstanding scientific and technical leadership, knowledge, and resources to pursue innovation, model best practices, and improve the business climate for the groundwater industry. NGWA will be a credible, valued resource on significant and timely issues that impact the groundwater industry and public access to safe, sustainable groundwater. Our community will grow and benefit from the participation of all groundwater professionals. Through NGWA's efforts, the public will be confident there is a sustainable groundwater resource for domestic, municipal, industrial, ecological, and agricultural uses.	Associate member benefits include Free subscriptions to Water Well Journal; Online access to Groundwater and Groundwater Monitoring & Remediation; Advocacy with legislators and policymakers to protect your interests; Networking on members-only discussion groups, where you can seek practical answers and solutions from your peers; Education classes and resources to enhance expertise; Certification programs to give you a competitive edge; Member pricing on bookstore items and NGWA educational programs; Discounts on business services, such as a variety of insurance and HR products; Free online business resources to help you do your job; Free online access to NGWA's extensive collection of safety resources; Tools and calculators that show the true cost of doing business, and help you set the profit level your business needs to succeed; Searchable online directories of consultants, contractors, manufacturers and suppliers, and certified individuals; Discounted member access to NGWA's online Career Center; Discounts on shipping services and more from NGWA partners; Free access to industry solutions, like Best Suggested Practices, White Papers, and Smart Irrigation Month; Timely, reliable industry newsletters and alerts; Discounts on exhibiting and attending Groundwater Week; NGWA member logo to enhance credibility of your marketing materials; Discounted advertising opportunities in NGWA publications, websites, and newsletters.	Probably the largest national scale association of groundwater scientists, practitioners and managers, but not a lot of California-specific information (e.g. SGMA). They produce two well-regarded publications, one focusing on research/academics ("Groundwater") and the other focus on nuts and bolts of managing groundwater resources, such as well construction and contaminant cleanup ("Groundwater Monitoring and Remediation")

<p>American Water Works Association (AWWA) <a href="http://www.awwa.org">www.awwa.org</a></p>	<p>Partner Agency/Institution membership dues are \$1,437 per year PLUS \$192 "Section" dues per year based on CA location. This membership is for government agencies, colleges, universities, libraries and industry associations</p>	<p>The American Water Works Association is an international, nonprofit, scientific and educational society dedicated to providing total water solutions assuring the effective management of water. Founded in 1881, the Association is the largest organization of water supply professionals in the world. Membership includes over 4,000 utilities that supply roughly 80 percent of the nation's drinking water and treat almost half of the nation's wastewater. Our more than 50,000 memberships represent the full spectrum of the water community: public water and wastewater systems, environmental advocates, scientists, academicians, and others who hold a genuine interest in water, our most important resource. AWWA also takes great pride in helping establish two preeminent organizations dedicated to safe water, the Water Research Foundation in 1966 and Water For People in 1991. AWWA unites the diverse water community to advance public health, safety, the economy, and the environment. The AWWA offers education to water professionals; advocates for safe and sustainable water; collects and shares knowledge and creates volunteering opportunities.</p>	<p>Membership benefits help you to keep up with the latest water sector news and technical information. Network with water professionals and industry thought leaders at local and international events. Enhance your team's knowledge with continued education and training opportunities at a significant discount.</p>	<p>Focused on utility operations, but some interest in groundwater (as a raw-water source). Large organization with some good resources</p>
<p>California Water Association (CWA) - <a href="http://www.calwaterassn.com">www.calwaterassn.com</a></p>		<p>The California Water Association (CWA) represents the interests of approximately 100 regulated water utilities as they strive to provide high-quality water utility services to customers throughout California. CWA provides a forum for sharing best management practices; a means of promoting sound water policy by legislators and regulatory agencies; and opportunities for educating the public on the protection and efficient use of water resource</p>		
<p>California Groundwater Association (CGWA) <a href="http://www.groundh2o.org">www.groundh2o.org</a></p>	<p>CA Groundwater Association has four member types: <b>Technical</b> — geologists, hydrologists, engineers and other scientific professionals; <b>Manufacturers and Suppliers</b> — companies providing groundwater equipment and services; <b>Contractors</b> — water well drillers and pump specialists; and <b>Government</b> — employees and officials of federal, state, county and local government entities. Individual \$85 per year; Business \$425 plus \$50 each additional member; Government \$425 agency or \$85 individual; Affiliate \$100 per year</p>	<p>Focused more on the "nuts and bolts" of groundwater, e.g. well drilling, irrigation, remediation of contamination, etc. Affiliated with National Groundwater Association (NGWA)</p>		



**Item No.**        **9C Motion**

**DATE:**         **October 16, 2018 (Meeting of October 25, 2018)**

**TO:**             **Board of Directors**

**SUBJECT:**      **DWR Draft Grant Agreement**

**SUMMARY**

The Board will consider approving the revised draft California Department of Water Resources Proposition 1 Groundwater Sustainability Planning grant agreement scope of work, schedule, and budget.

**RECOMMENDED ACTION**

Approve the revised draft California Department of Water Resources (DWR) Proposition 1 Groundwater Sustainability Planning grant agreement scope of work, schedule, and budget, which includes amendments recommended by the DWR grant manager to maximize the Agency’s flexibility and minimize cash flow problems.

**BACKGROUND**

On May 7, 2018, the California DWR notified the Agency that it had awarded a Proposition 1-funded Groundwater Sustainability Planning grant to the Agency. In mid-May 2018, Agency staff held a phone conference with DWR staff to discuss proposed amendments to the grant scope of work (removal of two memoranda of understanding), and a three-month schedule adjustment. In early June 2018, the Agency submitted the required Environmental Information Form, and the proposed amendments to the grant scope of work and schedule to DWR for consideration.

In late August 2018, DWR provided substantial comments and edits to the proposed grant scope of work and budget. Over the next few weeks, Agency staff corresponded with and held several phone conferences with DWR grant management staff, in an effort to finalize the grant scope of work, schedule and budget. The primary motivation of DWR grant staff’s requests for amendments was to maximize the Agency’s flexibility in carrying out the scope of work, and to minimize the chances that Agency would experience cash flow problems in carrying out the scope of work. Agency staff appreciated these concerns, and provided the requested amendments. In late September 2018, DWR grant staff approved the revised grant scope of work, schedule, and budget, and forwarded it to DWR legal staff for review. The final draft grant scope of work, schedule and budget is attached as Attachment A.

Agency staff expects to receive a final grant agreement from DWR in the near future, and will bring it to the Board for final approval.

**FISCAL IMPACT**

The amended draft grant scope of work, schedule and budget does not change the total grant value, but may minimize the chances that the Agency experiences negative cash flow during the grant period.

**ATTACHMENTS:**

Attachment A – Final Draft Grant Scope of Work, Schedule & Budget

Proposed Motion: "Motion to approve the FPB GSA's DWR Draft Grant Agreement."

1<sup>st</sup>: Director \_\_\_\_\_

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

Voice/Roll call vote: Director Broggie:

Director Kimball:

Chair Long:

Vice Chair McFadden:

Director Meneghin:

Director Pace:

## EXHIBIT A WORK PLAN

**Project Title:** Groundwater Sustainability Plan Development for the Fillmore and Piru Basins

**Project Description:** The Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) project has one component, to prepare a Groundwater Sustainability Plan (GSP) for each basin. Although there will be two GSPs resulting from the project, the intent is to share data, modeling, and hold coordinated outreach efforts during development of the GSPs to maximize efficiency of these efforts to keep costs down. As shown in the Schedule (Exhibit C), the two GSPs are expected to be developed in parallel.

### Category (a): Grant Administration

#### **Task 1: Administration**

This task consists of management of the grant agreement, including compliance with grant requirements and provision of supporting grant documentation as requested by DWR. This task includes preparation and submission of quarterly invoices and progress reports to DWR, as well as a final grant completion report. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

#### Deliverables

- Invoices and Progress Reports
- Final Grant Completion Report

### Category (b): Stakeholder Coordination and Engagement

#### **Task 2: Stakeholder Engagement Plan and Public Outreach**

A plan for stakeholder engagement will be developed to interface with the public on activities needed to develop the GSPs.

As part of the stakeholder engagement plan, the FPBGSA will implement a public outreach plan. This task involves developing materials for public outreach and then holding forums on the GSPs at critical junctures.

Task 2 will also define methods to reach out to disadvantaged community (DAC) groups.

#### Task 2 Deliverables

- Stakeholder engagement plan (which will incorporate a public outreach plan)
- Informational handouts

#### **Task 3: Stakeholder Education**

In April 2015, United Water Conservation District's (United's) Board of Directors held a workshop in Fillmore to begin discussions about local requirements under the Sustainable Groundwater Management Act (SGMA) and to review groundwater conditions in the Fillmore and Piru Basins. Another workshop was held in January 2017 to review SGMA status and basin conditions. This stakeholder education process will continue consisting of stakeholder workshops (meetings) at key times during GSP development. It will be necessary to share with the stakeholders results of important technical studies, the Santa Clara River Basins Groundwater Flow Model

(inputs, outputs, assumptions, and proper use), information about groundwater dependent ecosystems in the basins, and past and proposed actions to manage groundwater.

#### Task 3 Deliverables

- Agendas and Meeting Materials

#### **Task 4: Develop Interbasin Agreement**

Develop an Interbasin agreement between the Piru Basin (Basin 4-004.06) and the adjacent Santa Clara River Valley East (Basin 4-004.07). The goal of the interbasin agreement is to ensure that the sustainability goals of the different GSPs not interfere with each other and, if possible, complement each other.

#### Task 4 Deliverables

- Interbasin Agreement with Santa Clarita Valley GSA

#### **Category (c): Construction/Implementation**

#### **Task 5: Additional Monitoring Wells**

Previous work has identified the need for construction of up to two monitoring wells in the boundary area between the Fillmore and Piru Basins and the boundary area between the Fillmore and Santa Paula basins.

#### Task 5 Deliverables

- Environmental Information Form, all necessary CEQA documents, permits, and access agreements
- Well completion Report
- Final Specifications and Design

#### **Task 6: Project Monitoring Plan**

Develop and submit a Project Monitoring Plan, as described in Paragraph 18 of this agreement, for the new monitoring-wells installed within the Subbasin. This plan shall incorporate items defined and listed in Exhibit K.

#### Task 6 Deliverables:

- Final Project Monitoring Plan

#### **Category (d): Model and GSP Development**

#### **Task 7: Complete Santa Clara River Basins Groundwater Flow Model**

The Santa Clara River Basins Groundwater Flow Model conceptual framework was started in May 2017 as was the collection of pumping, surface water flow, and precipitation data. The model will specifically serve to provide necessary GSP data and aid in evaluation of potential scenarios necessary for GSP development.

#### Task 7 Deliverables

- Technical Memorandum summarizing peer review of model
- Final model documentation

## **Task 8: Groundwater Sustainability Plan Development**

Develop a GSP for each subbasin to include, at a minimum, the sections listed and described below.

1. Executive Summary  
Will provide a brief summary of the main findings and recommendations from each GSP.
2. Introductory and Administrative Information  
Will include information about the FPBGSA and describe the organization of the GSPs.
3. Plan Area  
Will include a description of land use (existing and projected), existing water resource monitoring and management, parties affected by each GSP, historical and predicted climate, and historical and current water demands and supplies within each subbasin.
4. Basin Setting  
Will include identification of principal aquifers and aquitards, maps of topography, surficial geology, soils, recharge and discharge areas, other surface water features in each subbasin. This section will also describe: current and historical groundwater conditions including groundwater contour maps, flow direction patterns of groundwater movement, hydrographs for monitoring wells, graphs documenting change in storage, known groundwater quality issues, and areas potentially supportive of GDEs.
5. Water Budget  
Data gathered as part of the model development (Task 5) effort will be used to develop water budgets for the period 1980-2015 for both the Fillmore and Piru basins and will include wet, dry, and normal precipitation years. The model will also provide build-out assessment of water demands through year 2045 necessary to estimate future water budgets (through 2070)
6. Establishment of Basin Sustainability Criteria  
Identify sustainable management criteria, metrics to track sustainability goals, and means of monitoring for undesirable results using minimum thresholds and measurable objectives. Approximately three meetings per basin are anticipated to review and receive input on the significance and unreasonableness of potential impacts (such as impacts to GDEs) and minimum thresholds for the sustainability indicators.
7. Evaluate Monitoring Network  
The existing monitoring network, including facilities managed by United and the County of Ventura, will be evaluated for the capability to monitor undesirable results, minimum thresholds, and to track progress toward GSP sustainability goals. Specific items will be to identify monitoring objectives, review the existing monitoring network and identify any additional data needed to rank GSP sustainability goals, develop monitoring protocols, develop reporting protocols, and outline a plan for review and improvement of the monitoring network.
8. Management Actions  
The FPBGSA will outreach to beneficial users, the public, DWR, and adjacent GSAs to identify potential management actions. Potential projects and programs will be cataloged and then ranked using a weighting scheme based on cost, potential benefits, reliability, objectives and ability to implement. The Santa Clara River Basins Groundwater Flow Model will be used to evaluate potential management actions. The most feasible projects/management actions will be modeled. The result will be a prioritized list of projects, programs, and management actions, if any are needed.
9. Define Plan Implementation Actions  
Involves developing a plan of action to implement the GSP, including a schedule, estimate of costs to implement the GSP, data management planning, filling data gaps, and the process for periodic evaluation and annual reporting.

#### Task 8 Deliverables

- Draft GSP – Fillmore Basin
- Draft GSP – Piru Basin

#### **Task 9: Preparation of Final GSPs**

Following the FPBGSA, stakeholder, and peer reviews of the draft versions of the GSPs, Final GSPs will be prepared, adopted by the Board, and submitted to the California Department of Water Resources.

#### Task 9 Deliverables

- Proof of Final GSP submittal to DWR - Fillmore Basin
- Proof of Final GSP submittal to DWR - Piru Basin

DRAFT

**EXHIBIT B  
BUDGET**

<b>Project Budget</b>					
<b>Project Title: Groundwater Sustainability Plan Development for the Fillmore and Piru Basins</b>					
<b>Budget Category</b>		<b>Grant Amount</b>	<b>Required Cost Share (non-state source)*</b>	<b>Other Cost Share**</b>	<b>Total Cost</b>
(a)	Grant Administration	\$0	\$30,228	\$0	<b>\$30,228</b>
(b)	Stakeholder Coordination and Engagement	\$51,912	\$0	\$0	<b>\$51,912</b>
(c)	Construction/Implementation	\$302,970	\$497,030	\$0	<b>\$800,000</b>
(d)	Model and Groundwater Sustainability Plan Development	\$1,145,118	\$0	\$0	<b>\$1,145,118</b>
<b>TOTAL COSTS</b>		<b>\$1,500,000</b>	<b>\$527,258</b>	<b>\$0</b>	<b>\$2,027,258</b>

**NOTES:**

\* Grantee received a 50% Cost Share Waiver resulting from the needs of DACs and SDACs in the Subbasins.

**EXHIBIT C  
SCHEDULE**

<b>Project Schedule</b>			
<b>Project Title: Groundwater Sustainability Plan Development for the Fillmore and Piru Basins</b>			
<b>Budget Category</b>		<b>Start Date</b>	<b>End Date</b>
(a)	Grant Administration	<b>4/24/2017</b>	<b>6/30/2022</b>
(b)	Stakeholder Coordination and Engagement	<b>4/8/2015</b>	<b>9/21/2021</b>
(c)	Construction/Implementation	<b>8/8/2018</b>	<b>6/30/2020</b>
(d)	Model and Groundwater Sustainability Plan Development	<b>10/01/2018</b>	<b>1/30/2022</b>



**Item No.**        **10A Information Item**

**DATE:**         **October 19, 2018 (Meeting October 25, 2018)**

**TO:**             **Board of Directors**

**SUBJECT:**      UWCD Scope of Work and Schedule for Groundwater Sustainability Plans Development

**SUMMARY**

UWCD staff will present a summary of the portions of the Fillmore and Piru Basins Groundwater Sustainability Plans (GSPs) that will be prepared and/or supported with data provided by United, as described in the “Request for Qualifications and Proposals for Groundwater Sustainability Plans Preparation for Fillmore Basin and Piru Basin” issued by UWCD on behalf of the Agency on September 26, 2018. Details are provided in the attached Table 1.

**RECOMMENDED ACTION**

Board receive and file report.

**BACKGROUND**

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 31, 2022. Under its normal scope of activities, UWCD has collected abundant groundwater and surface-water data for the Fillmore and Piru basins, has prepared summaries of hydrogeologic conditions in these basins, and is working to expand its regional hydrostratigraphic conceptual model and its numerical groundwater model into the Fillmore and Piru basins. UWCD’s data and modeling can contribute significantly to efforts by the Agency and its consultant to prepare the GSPs for the Fillmore and Piru basins. UWCD has prepared a scope of work for their contributions to the GSPs, and included it as Table 1 in the Agency’s solicitation for GSP consultants.

**FISCAL IMPACT**

The availability of existing groundwater data in UWCD’s electronic databases, together with UWCD’s existing and planned hydrostratigraphic and numerical model information, is anticipated to reduce a consultant’s level of effort for GSP preparation, potentially reducing costs (compared to a consultant preparing the GSPs without any contribution by UWCD). The magnitude of the fiscal impact cannot be quantified until proposals are received from potential consultants and reviewed by the Agency and UWCD.

From RFP/Q for Groundwater Sustainability Plans Preparation for Fillmore Basin and Piru Basin

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"> <li>Staff workshops—UWCD staff will aid FPBGSA and its consultant in developing and presenting supporting data and other materials as needed at staff workshops.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Attendance at up to twelve 1-hour teleconferences with the FPBGSA, its consultant, and DWR, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Workshops will be attended as needed; assumed to occur once each in calendar years (CYs) 2019 and 2020, twice in 2021.</li> <li>Teleconferences will be attended as requested, assumed to occur quarterly throughout CY 2019, 2020, and 2021.</li> </ul>
Task 2 – Compilation of Existing Data	<ul style="list-style-type: none"> <li>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. <b>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.</b></li> </ul>	<ul style="list-style-type: none"> <li>Compile and provide the listed data to FPBGSA's consultant in Excel, Access, or ESRI shapefile format.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
Task 3 – Assessment of Existing Data and Data Gap Analysis	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Staff review of draft data-gap technical memorandum (8 hours review time assumed) and revised-draft memorandum (4 hours review time assumed).</li> </ul>	<ul style="list-style-type: none"> <li>Meetings and calls—as requested; one call and one meeting assumed to occur every other month from February through August 2019.</li> <li>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).</li> </ul>
Task 4 – Monitoring Program and Data Management System	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Staff review of draft technical memorandum (8 hours review time assumed) and revised-draft memorandum (4 hours review time assumed).</li> </ul>	<ul style="list-style-type: none"> <li>Meetings and calls—as requested; one call and one meeting assumed to occur each quarter during the second half of 2019.</li> <li>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).</li> </ul>
Task 5 – Water Level and Water Quality Data Collection and Analysis	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>Staff review of draft SAP (8 hours review time assumed) and revised-draft SAP (4 hours review time assumed).</li> </ul>	<ul style="list-style-type: none"> <li>Meetings and calls—as requested; one call and one meeting assumed to occur each quarter during the first half of 2020.</li> <li>SAP review—UWCD to complete each review within 21 calendar days of receiving complete versions of the draft and revised draft technical memorandum</li> </ul>

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"> <li>• 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. <b>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.</b></li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary water budgets: March 29, 2019.</li> <li>• Technical memorandum describing HCM and VRGWFM expansion: June 30, 2020.</li> <li>• Draft water budget, HCM, and modeling text for inclusion in GSPs: September 30, 2020.</li> </ul>
Task 7 – Development of Sustainable Management Criteria	<ul style="list-style-type: none"> <li>• 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.</li> <li>• UWCD to provide assistance to FPBGSA's consultant in developing draft text for the GSPs that: <ul style="list-style-type: none"> <li>• Describes how each minimum threshold will be quantitatively measured for each relevant sustainability indicator;</li> <li>• Evaluates causes of groundwater conditions that would lead to undesirable results;</li> <li>• Describes proposed monitoring protocols;</li> <li>• Selects and describes representative monitoring sites;</li> <li>• Assesses and describes improvements to the existing monitoring network (see Tasks 3 and 4).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Draft text (no more than 20 pages) for a portion of Section 3 of each GSP.</li> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• February 2020.</li> <li>• 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).</li> </ul>
Task 8 – Projects and Management Actions	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff attendance at up to three 2-hour in-person meetings and three 1-hour conference calls led by FPBGSA's consultant.</li> </ul>	<ul style="list-style-type: none"> <li>• As requested; one call and one meeting assumed to occur each month from June through August 2020.</li> </ul>

**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)
<p>Task 9 – Stakeholder Engagement</p>	<ul style="list-style-type: none"> <li>• UWCD to assist FPBGSA and its consultant at seven stakeholder meetings with:               <ul style="list-style-type: none"> <li>• Development of presentation materials;</li> <li>• Presentation of technical information;</li> <li>• Receiving public feedback/comments;</li> <li>• Developing responses to comments following each meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff attendance at up to seven 3-hour stakeholder meetings, including interaction with the public (receiving feedback or comments).</li> <li>• Preparation of up to 15 PowerPoint slides for each meeting, including 12 hours staff time each for preparation of slides and other materials;</li> <li>• Participation in up to two 1-hour conference calls with the FPBGSA’s consultant prior to each meeting.</li> <li>• Preparation of written responses to technical feedback/ comments provided by stakeholders (assumed to require 4 hours staff time following each meeting).</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assume draft presentation materials will be submitted to FPBGSA and its consultant no less than 1 week before scheduled meetings for review.</li> <li>• 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.</li> </ul>
<p>Task 10 – Prepare Groundwater Sustainability Plan</p>	<ul style="list-style-type: none"> <li>• UWCD to provide draft text, tables, and figures for portions of Section 2 of the GSPs, as follows:               <ul style="list-style-type: none"> <li>• Section 2.1.1 maps of:                   <ul style="list-style-type: none"> <li>• area covered by GSP</li> <li>• adjudicated areas, other agencies within each basin, and areas covered by an alternative plan</li> <li>• jurisdictional boundaries of federal or state land</li> <li>• existing land-use designations</li> <li>• density of wells per square mile</li> </ul> </li> <li>• Section 2.1.2 descriptions of:                   <ul style="list-style-type: none"> <li>• how existing monitoring networks will be incorporated into the GSP</li> <li>• how existing monitoring networks and programs may limit operational flexibility of the basins</li> <li>• any existing conjunctive use programs</li> </ul> </li> <li>• Section 2.2.1 description of the HCM, including required maps as described in the GSP regulations.</li> <li>• Section 2.2.2 description of current and historical groundwater conditions, including required maps.</li> <li>• Section 2.2.3 description of selected water budget information, including:                   <ul style="list-style-type: none"> <li>• existing inflows, outflows, and change of storage</li> <li>• quantification of overdraft (as applicable)</li> <li>• quantification of current, historical, and projected water budget</li> </ul> </li> </ul> </li> <li>• 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:</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of public-review draft text, tables, and figures by UWCD staff by July 31, 2021.</li> <li>• 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.</li> <li>• 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.</li> </ul>

**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**

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