



Board of Directors Meeting

Thursday, July 17, 2025, 4:00 p.m.

City of Fillmore City Hall Council Chambers

250 Central Avenue, Fillmore, CA 93015

To participate in the Board of Directors meeting via Zoom, please access:

<https://us02web.zoom.us/j/85480305580?pwd=ZnFBWGhtVU05dXd3REFkM255c0h6UT09>

Meeting ID: 854 8030 5580 Password: FPBGSA

To hear just the audio portion of the meeting, phone into:
Toll-free number: **877 853 5247** Meeting ID: **854 8030 5580**

AGENDA

1. CALL TO ORDER

Pledge of Allegiance

1B Directors Roll Call

1C 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.

1D Approval of Agenda Motion

2. UPDATES

2A Director Announcements/Board Communications:

Oral Reports from the Board.

Fillmore Pumpers Association Stakeholder Director Update

Piru Pumpers Association Stakeholder Director Update

Environmental Stakeholder Director Update

City of Fillmore Member Director Update

United Water Conservation District Member Director Update

County of Ventura Member Director Update

2B Executive Director Update
Information Item

The Executive Director will provide an informational update on Agency activities since the previous Board of Directors meeting of June 19, 2025.

2C Legal Counsel Update
Information Item

Legal Counsel will provide an informational update on Agency's legal issues and concerns since the previous Board of Directors meeting of June 19, 2025.

2D GSP Consultant Update
Information Item

Representatives from Daniel B Stephens & Associates will provide an informational update on the Agency's groundwater sustainability planning activities since the previous Board of Directors meeting of June 19, 2025.

3. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED)

3A Approval of Minutes

The Board will consider approving the Minutes from the Board of Directors meeting of June 19, 2025.

3B Approval of Warrants

The Board will consider approving payment of outstanding vendor invoices:

United Water Conservation District	\$58,912.18
DBS&A	\$10,653.75
Aleshire & Wynder LLP	\$ 1,446.00
Stillwater Sciences	\$ 1,051.00
The Fillmore Gazette	\$ 324.00

3C Monthly Financial Report

The Board will receive the monthly financial report for the Fillmore and Piru Basins Groundwater Sustainability Agency.

3D United Water Conservation District Labor Rates

The Board will receive the United Water Conservation District labor rates for Fiscal Year 2025-2026.

4. MOTION ITEMS

4A Task Orders with Stillwater Sciences for Fiscal Year 2025-2026 Scope of Work

Motion

The Board will consider approving Task Order Number SWS-FY26-01, with Stillwater Sciences, for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

4B Task Orders with United Water Conservation District for Fiscal Year 2025-2026 Scope of Work

Motion

The Board will consider approving Task Order Numbers UWCD-FY26-01, UWCD-FY26-02, and UWCD-FY26-03 with United Water Conservation District, for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

4C Financial Reserve Policy Development

Motion

The Board will receive a presentation from staff on the development of a financial reserve policy and provide comments and directions.

5. FUTURE ITEMS

6. ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting on Thursday, August 21, 2025**, 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 1701 N. Lombard Street in Oxnard 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) July 11, 2025 (time) 3:15 p.m.
At: <https://www.FPBGSA.org>

(attest) Eva Ibarra

Posted: (date) July 11, 2025 (time) 3:30 p.m.
At: <https://www.facebook.com/FPBGSA>

(attest) Eva Ibarra

Posted: (date) July 11, 2025 (time) 3:45 p.m.
At: UWCD, 1701 N. Lombard Street, Oxnard

(attest) Eva Ibarra

Posted: (date) July 11, 2025 (time) 4:00 p.m.
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

(attest) Juana Garcia



Fillmore and Piru Basins
Groundwater Sustainability Agency

Board of Directors Meeting
Thursday, June 19, 2025, at 4:00 p.m.
MINUTES

Directors in Attendance

Director John Garnica (left at 5:07 pm)
Director Brian Hauss
Director Debbie Jackson
Director Gordon Kimball
Director Candice Meneghin

Directors Absent

Director Kelly Long

Staff in Attendance

Anthony Emmert, executive director
Eva Ibarra, clerk of the board
Patrick O'Connell, senior hydrogeologist
Christine Carson, legal counsel
Stephanie Cabrera, it staff

Public in Attendance

Luis Busso, DBS&A (virtual)
Sara Guzman, UWCD (virtual)
Taylor Jones, UWCD (virtual)
Tony Morgan, DBS&A (virtual)
Gus Tolley, DBS&A (virtual)
Brian Zahn, UWCD (virtual)

1. CALL TO ORDER

Director Kimball called the meeting to order at 4:07p.m.

1A Pledge of Allegiance

1B Directors Roll Call

The Clerk called the roll. 4 Directors were present: Garnica, Jackson, Kimball, and Meneghin. Director Long was absent.

1C Public Comments

Director Kimball asked if there were any comments or questions from the public. None were offered.

1D Approval of Agenda

Motion

Director Kimball asked Executive Director Emmert if there were any changes to the agenda. Mr. Emmert responded with no and Director Kimball then asked for a motion.

Motion to approve the agenda, Director Garnica; Second, Director Meneghin. Voice vote: 4 ayes (Garnica, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/1.

2. OATH OF OFFICE

2A Oath of Office and Seating of New Director

Ceremonial

The Clerk of the Board administered the oath of office to newly appointed Board member Brian Hauss.

3. UPDATES

3A Director Announcements/Board Communications:

Oral Reports from the Board.

Fillmore Pumpers Association Stakeholder Director Update

Director Jackson said the Fillmore Basin Pumpers Association Board of Directors had their board meeting where they elected new board members.

Piru Pumpers Association Stakeholder Director Update

No update.

Environmental Stakeholder Director Update

Director Meneghin stated she was re-elected to continue representing the environmental stakeholders.

City of Fillmore Member Director Update

Director Garnica said he met with United Water's General Manager Mauricio Guardado. He said they had a very informative discussion on potential funding options for the Santa Felicia Dam.

United Water Conservation District Member Director Update

Director Kimball said United's groundwater extraction fees are slightly under \$200 and explained that the drivers for the increase are the required capital projects.

County of Ventura Member Director Update

Director was absent.

3B Executive Director Update

Information Item

The Executive Director provided an informational update on Agency activities since the previous Board of Directors meeting of May 15, 2025. He said CA AB-1520-Omnibus bill will change definition of water year for Water Conservation

Districts to align with SGMA reporting requirements. He said DWR approved amended final grant report and staff has uploaded it to the grant's portal, if approved, DWR will be releasing the final \$131,000. He finalized his update with saying staff are working on grant post-performance reports.

3C Legal Counsel Update

Information Item

Legal Counsel Christine Carson provided an informational update on Agency's legal issues and concerns since the previous Board of Directors meeting of May 15, 2025, including an update on AB 1413.

3D GSP Consultant Update

Information Item

Representatives from Daniel B Stephens & Associates provided an informational update on the Agency's groundwater sustainability planning activities since the previous Board of Directors meeting of May 15, 2025. Tony Morgan said he coordinated with United regarding future modeling, assisted with the Agencies' work plan and budget, and uploaded information to DWR's portal.

4. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED)

4A Approval of Minutes

The Board approved the Minutes from the Board of Directors meeting of May 15, 2025.

4B Approval of Warrants

The Board approved payment of outstanding vendor invoices:

DBS&A	\$49,102.18
United Water Conservation District	\$20,732.07
Stillwater Sciences	\$15,940.27
Aleshire & Wynder LLP	\$ 1,277.30
CV Strategies	\$ 1,254.50
The Fillmore Gazette	\$ 216.00

4C Monthly Financial Report

The Board received the monthly financial report for the Fillmore and Piru Basins Groundwater Sustainability Agency.

Motion to approve Consent Calendar, Director Gamica; Second, Director Meneghin. Voice vote: 5 ayes (Garnica, Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 5/0/1.

5. MOTION ITEMS

5A Public Hearing Regarding Proposed Fiscal Year 2025-2026 Groundwater Extraction Fee and Adoption of Resolution 2025-01.

Public Hearing and Motion

The Board agreed to move the presentation from Item 5B on the Fiscal Year 2025-26 Work Plan and Budget before Item 5A. The Board then conducted a public hearing to receive stakeholder comments regarding the proposed groundwater extraction fee of \$13 per acre-foot and adopted Resolution 2025-01 setting the proposed extraction fee to become effective on July 1, 2025

Motion to approve, Director Meneghin ; Second, Director Jackson. Voice vote: 4 ayes (Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/2.

5B Fiscal Year 2025-2026 Work Plan and Budget and Adoption of Resolution 2025-02

Motion

The Board approved adoption of Resolution 2025-02.

Motion to approve, Director Hauss; Second, Director Meneghin. Voice vote: 4 ayes (Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/2.

5C Task Orders with Daniel B. Stephens & Associates for Fiscal Year 2025-2026

Motion

The Board approved Task Orders Numbers DBSA-FY26-01, DBSA-FY26-02, DBSA-FY26-03, DBSA-FY26-04, DBSA-FY26-05, DBSA-FY26-06, DBSA-FY26-07, DBSA-FY26-08, DBSA-FY26-09, and DBSA-FY26-10 with Daniel B. Stephens & Associates, Inc. for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

Motion to approve, Director Meneghin; Second, Director Jackson. Voice vote: 4 ayes (Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/2.

5D Payment Plan for Outstanding Groundwater Extraction Charges

Motion

The Board approved request from Jennifer Trinidad for a payment plan for outstanding groundwater charges totaling \$6,659.34 and to waive the associated late fees and interest in the amount of \$1,956.45 at the completion of payment plan.

Motion to approve, Director Meneghin; Second, Director Jackson. Voice vote: 4 ayes (Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/2.

5E Waiver of Late Penalties and Interest for Sun Pacific

Motion

The Board approved waiving late fees and interest in the amount of \$1,660.55 for Sun Pacific c/o Jose Mari. The Board requested a policy be implemented for future waivers.

Motion to approve, Director Jackson; Second, Director Meneghin. Voice vote: 4 ayes (Hauss, Jackson, Kimball, and Meneghin) none opposed. Motion carries unanimously 4/0/2.

6. FUTURE ITEMS

Late Fees Waiver Policy

7. ADJOURNMENT

Director Kimball adjourned the meeting at 6:22 pm, to the next **Board Meeting on Thursday, July 17, 2025**, 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 June 19, 2025.

ATTEST: _____
Gordon Kimball, Vice Chair, FPBGSA Board of Directors

ATTEST: _____
Eva Ibarra, Clerk of the Board

Check Detail Report
Fillmore and Piru Basins, GSA
July 1-31, 2025

DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
Citizens Business Bank						
23020						
07/09/2025	Bill Payment (Check)	11279	The Fillmore Gazette		Uncleared	-324.00
07/09/2025	Bill Payment (Check)	11279	The Fillmore Gazette			-324.00
23021						
07/09/2025	Bill Payment (Check)	11280	Aleshire & Wynder LLP		Uncleared	-1,446.00
07/09/2025	Bill Payment (Check)	11280	Aleshire & Wynder LLP			-1,446.00
23022						
07/09/2025	Bill Payment (Check)	11281	United Water Conservation District		Uncleared	-58,912.18
07/09/2025	Bill Payment (Check)	11281	United Water Conservation District			-58,912.18
23023						
07/09/2025	Bill Payment (Check)	11282	Stillwater Sciences Inc.		Uncleared	-1,051.00
07/09/2025	Bill Payment (Check)	11282	Stillwater Sciences Inc.			-1,051.00
23030						
07/14/2025	Bill Payment (Check)	11283	Daniel B Stephens & Associates, Inc.		Uncleared	-10,653.75
07/14/2025	Bill Payment (Check)	11283	Daniel B Stephens & Associates, Inc.			-10,653.75



ITEM NO. 3C Consent Item

DATE: July 9, 2025 (for July 17, 2025, meeting)

TO: Board of Directors

VIA: Anthony A. Emmert, Executive Director

FROM: United Water Conservation District Finance

SUBJECT: Monthly Financial Report

SUMMARY

The Board will receive the monthly financial reports for the Fillmore and Piru Basins Groundwater Sustainability Agency (Agency).

BACKGROUND

United Water Conservation District accounting staff has prepared financial reports based on the Agency revenue and expenses for the month of June 2025.

FISCAL IMPACT

None

ATTACHMENTS:

June 30, 2025, Profit and Loss Budget Performance

June 30, 2025, Balance Sheet

Fillmore and Piru Basins, GSA
Budget vs. Actuals: FY_ 2024_2025 - FY25 P&L
July 2024 - June 2025

	JUL - SEP, 2024		OCT - DEC, 2024		JAN - MAR, 2025		APR - JUN, 2025		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
Income										
40001 Groundwater Extraction Charge		0.00	-32.40	0.00	427,429.23	357,500.00		357,500.00	\$427,396.83	\$715,000.00
47000 Other Revenue									\$0.00	\$0.00
47001 Late Fees	4,387.95				9,177.42		-478.22		\$13,087.15	\$0.00
Total 47000 Other Revenue	4,387.95				9,177.42		-478.22		\$13,087.15	\$0.00
Total Income	\$4,387.95	\$0.00	\$ -32.40	\$0.00	\$436,606.65	\$357,500.00	\$ -478.22	\$357,500.00	\$440,483.98	\$715,000.00
GROSS PROFIT	\$4,387.95	\$0.00	\$ -32.40	\$0.00	\$436,606.65	\$357,500.00	\$ -478.22	\$357,500.00	\$440,483.98	\$715,000.00
Expenses										
52200 Professional Services							59.51		\$59.51	\$0.00
52240 Prof Svcs - IT Consulting	1,783.20	2,468.55	1,293.20	2,468.55		2,468.55	1,937.80	2,468.60	\$5,014.20	\$9,874.25
52250 Prof Svcs - Groundwtr/GSP Prep									\$0.00	\$0.00
52252 Prof Svcs - GSP Consultant	22,539.43	5,975.01	1,349.00	5,975.01		5,975.01		5,974.97	\$23,888.43	\$23,900.00
5225A Professional Services Monitoring & Reporting									\$0.00	\$0.00
5225A - A1 Routine GW Monitoring	1,897.20	750.00	29.50	750.00	362.76	750.00		750.00	\$2,289.46	\$3,000.00
5225A - A2 Annual Reports & Online-Database		7,500.00	1,133.52	7,500.00	12,440.75	7,500.00	7,600.53	7,500.00	\$21,174.80	\$30,000.00
5225A - A3 Groundwater Data Gaps	535.55	17,499.99	238.02	17,499.99		17,499.99	7,499.17	17,500.03	\$8,272.74	\$70,000.00
5225A - A4 Biological Data Gaps	10,759.04	24,999.99	45,661.84	24,999.99	22,347.97	24,999.99	10,863.00	25,000.03	\$89,631.85	\$100,000.00
Total 5225A Professional Services Monitoring & Reporting	13,191.79	50,749.98	47,062.88	50,749.98	35,151.48	50,749.98	25,962.70	50,750.06	\$121,368.85	\$203,000.00
5225B Prof. Services- Dom Well Vulnerability									\$0.00	\$0.00
5225B - B1 Desktop Study	119.01	20,000.01	3,487.00	20,000.01	4,121.00	20,000.01	11,139.48	19,999.97	\$18,866.49	\$80,000.00
Total 5225B Prof. Services- Dom Well Vulnerability	119.01	20,000.01	3,487.00	20,000.01	4,121.00	20,000.01	11,139.48	19,999.97	\$18,866.49	\$80,000.00
5225C Prof. Services - Cienega Drought Project									\$0.00	\$0.00
5225C - C1 Needs Assessment & Concept	1,352.28	24,999.99	26,504.83	24,999.99	17,171.41	24,999.99	21,997.99	25,000.03	\$67,026.51	\$100,000.00
Total 5225C Prof. Services - Cienega Drought Project	1,352.28	24,999.99	26,504.83	24,999.99	17,171.41	24,999.99	21,997.99	25,000.03	\$67,026.51	\$100,000.00
5225D Prof. Services - GSP Updates									\$0.00	\$0.00
5225D - D1 GW Model Updates	1,753.54	35,000.01	20,755.68	35,000.01	10,404.10	35,000.01	49,958.19	34,999.97	\$82,871.51	\$140,000.00
Total 5225D Prof. Services - GSP Updates	1,753.54	35,000.01	20,755.68	35,000.01	10,404.10	35,000.01	49,958.19	34,999.97	\$82,871.51	\$140,000.00
5225E Prof. Svcs.- General Programs& Project Dvlpmnt									\$0.00	\$0.00
5225E - E1 Well Permit Review		7,500.00		7,500.00		7,500.00		7,500.00	\$0.00	\$30,000.00
5225E - E2 GW Export Eval & Policy Dvlp		12,500.01		12,500.01		12,500.01		12,499.97	\$0.00	\$50,000.00
5225E - E3 Gen. Support (board mts, grants, adv)	9,082.35	12,500.01	11,507.67	12,500.01	8,685.17	12,500.01	27,221.89	12,499.97	\$56,497.08	\$50,000.00
Total 5225E Prof. Svcs.- General Programs& Project Dvlpmnt	9,082.35	32,500.02	11,507.67	32,500.02	8,685.17	32,500.02	27,221.89	32,499.94	\$56,497.08	\$130,000.00
Total 52252 Prof Svcs - GSP Consultant	48,038.40	169,225.02	110,667.06	169,225.02	75,533.16	169,225.02	136,280.25	169,224.94	\$370,518.87	\$676,900.00
Total 52250 Prof Svcs - Groundwtr/GSP Prep	48,038.40	169,225.02	110,667.06	169,225.02	75,533.16	169,225.02	136,280.25	169,224.94	\$370,518.87	\$676,900.00
52270 Prof Svcs - Accounting	3,318.96	6,249.99	9,789.83	6,249.99	1,438.97	6,249.99	11,526.32	6,250.03	\$26,074.08	\$25,000.00
52275 Prof Svcs - Admin/Clerk of Bd	2,814.71	6,249.99	2,212.72	6,249.99	1,496.84	6,249.99	3,221.46	6,250.03	\$9,745.73	\$25,000.00
52280 Prof Svcs - Executive Director	19,485.25	12,500.01	14,199.37	12,500.01	6,166.88	12,500.01	20,573.54	12,499.97	\$60,425.04	\$50,000.00
52290 Prof Svcs - Other	648.00	2,499.99	849.46	2,499.99	11.58	2,499.99		2,500.03	\$1,509.04	\$10,000.00
Total 52200 Professional Services	76,088.52	199,193.55	139,011.64	199,193.55	84,647.43	199,193.55	173,598.88	199,193.80	\$473,346.47	\$796,774.25
52500 Legal Fees									\$0.00	\$0.00
52501 Legal Counsel	1,855.70	7,500.00	7,751.80	7,500.00	8,536.60	7,500.00	3,639.10	7,500.00	\$21,783.20	\$30,000.00
Total 52500 Legal Fees	1,855.70	7,500.00	7,751.80	7,500.00	8,536.60	7,500.00	3,639.10	7,500.00	\$21,783.20	\$30,000.00
53000 Office Expenses									\$0.00	\$0.00
53010 Public Information		249.99		249.99		249.99	540.00	250.03	\$540.00	\$1,000.00
53020 Office Supplies	38.70	249.99	629.56	249.99	1.00	249.99	176.80	250.03	\$846.06	\$1,000.00
53026 Postage & Mailing	9.10	249.99	213.79	249.99	2.07	249.99	191.08	250.03	\$416.04	\$1,000.00
53110 Travel & Training	157.19	249.99	188.55	249.99	64.12	249.99	242.08	250.03	\$651.94	\$1,000.00
Total 53000 Office Expenses	204.99	999.96	1,031.90	999.96	67.19	999.96	1,149.96	1,000.12	\$2,454.04	\$4,000.00
53500 Insurance									\$0.00	\$0.00
53510 Liability Insurance		689.07	2,487.42	689.07		689.07		689.04	\$2,487.42	\$2,756.25
Total 53500 Insurance		689.07	2,487.42	689.07		689.07		689.04	\$2,487.42	\$2,756.25
70130 Bank Service Charges	135.00	135.00		135.00		0.00		0.00	\$135.00	\$270.00
Total Expenses	\$78,284.21	\$206,517.58	\$150,282.76	\$206,517.58	\$93,251.22	\$206,382.58	\$178,387.94	\$208,382.76	\$500,206.13	\$833,800.50
NET OPERATING INCOME	\$ -73,896.26	\$ -208,517.58	\$ -150,315.16	\$ -208,517.58	\$343,355.43	\$149,117.42	\$ -178,866.16	\$149,117.24	\$ -59,722.15	\$ -118,800.50
Other Expenses										
Depreciation	2,574.99	2,574.99	2,574.99	2,574.99	2,574.99	2,574.99	2,574.99	2,574.99	\$10,299.96	\$10,299.96
Total Other Expenses	\$2,574.99	\$2,574.99	\$2,574.99	\$2,574.99	\$2,574.99	\$2,574.99	\$2,574.99	\$2,574.99	\$10,299.96	\$10,299.96
NET OTHER INCOME	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -2,574.99	\$ -10,299.96	\$ -10,299.96
NET INCOME	\$ -76,471.25	\$ -211,092.57	\$ -152,890.15	\$ -211,092.57	\$340,780.44	\$146,542.43	\$ -181,441.15	\$146,542.25	\$ -70,022.11	\$ -129,100.46

Balance Sheet

Fillmore and Piru Basins, GSA

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10000 Bank of the Sierra	-3,810.10
10100 Citizens Business Bank	1,681,313.07
Total for Bank Accounts	\$1,677,502.97
Accounts Receivable	
11000 Accounts Receivable	364,247.43
Total for Accounts Receivable	\$364,247.43
Other Current Assets	
12000 Undeposited Funds	26.81
12900 Clearing Account	
Total for Other Current Assets	\$26.81
Total for Current Assets	\$2,041,777.21
Fixed Assets	
Fillmore Piru Monitoring Wells (4 Wells)	\$515,000.00
Accumulated Depreciation - Monitoring Wells (4 Wells)	-20,599.92
Total for Fillmore Piru Monitoring Wells (4 Wells)	\$494,400.08
Total for Fixed Assets	\$494,400.08
Other Assets	
Total for Assets	\$2,536,177.29
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	61,733.18
Total for Accounts Payable	\$61,733.18
Credit Cards	
Other Current Liabilities	
20001 Advance from County of Ventura	
California Department of Tax and Fee Administration Payable	
Out Of Scope Agency Payable	
Total for Other Current Liabilities	0
Total for Current Liabilities	\$61,733.18
Long-term Liabilities	
Total for Liabilities	\$61,733.18
Equity	
32000 Retained Earnings	2,029,466.22
Net Income	-70,022.11
30000 Opening Balance Equity	515,000.00
Total for Equity	\$2,474,444.11
Total for Liabilities and Equity	\$2,536,177.29



Item No. 3D Information Item

DATE: July 11, 2025 (for July 17, 2025, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: United Water Conservation District Labor Rates

RECOMENDATION:

The Board will receive the United Water Conservation District labor rates for Fiscal Year 2025-2026.

DISCUSSION

The professional services agreement between the Agency and the United Water Conservation District (District) for staff services, executed on April 19, 2018, and amended on August 23, 2018, makes provision for the District to periodically change the labor rates it charges to the Agency, and requires the District to provide the Agency with notification of such changes. With the adoption of its Fiscal Year 2025-2026 Budget on June 11, 2025, the District's hourly labor rates increased. The District is providing the Agency with an updated labor rates document for the staff members that may be utilized by the Agency (copy attached).

The anticipated labor rates were incorporated into the Agency's Fiscal Year 2025-2026 Budget.

FISCAL IMPACT

The Agency's Fiscal Year 2025-2026 Budget includes sufficient funds to cover the cost of the labor rates change.

ATTACHMENTS

Attachment 1 – United Water Conservation District Labor Rates for Fiscal Year 2025-2026

United Water Conservation District

FY 2025-26 Rates

Step 5

Position	FY 25-26 Billing Rates	FY 24-25 Billing Rates	% Change
Accountant	85.00	80.60	5.46%
Accounting Technician	67.36	64.23	4.86%
Administrative Assistant I	64.89	61.76	5.06%
Administrative Assistant III	71.20	65.08	9.40%
Assistant General Manager	230.35	207.29	11.12%
Associate Controls Systems Programmer	85.00	-	
Associate Dam Operator	93.80		
Associate Engineer	106.69	101.18	5.45%
Associate Environmental Scientist	88.14	84.00	4.93%
Associate Hydrologist	90.94	86.97	4.56%
Capital Projects Grants Specialist	106.78		
Chief Engineer	193.59	191.55	1.07%
Chief Financial Officer	196.84	190.29	3.44%
Chief Human Resources Officer	197.85	190.57	3.82%
Chief Operations Officer	198.22	190.28	4.18%
Chief Park Ranger	141.53	-	
Chief Water Treatment Operator	128.51	123.20	4.31%
Control Systems Programmer	97.91	90.76	7.88%
Controls System Supervisor	129.57	119.15	8.75%
Dam Operator	102.08	97.86	4.31%
Engineer	124.16	118.96	4.38%
Engineering Assistant	106.68	-	
Engineering Manager	158.63	153.47	3.36%
Environmental Scientist	108.93	99.79	9.16%
Environmental Services Field Technician	71.87	68.17	5.42%
Environmental Services Lead Field Technician	81.94	78.21	4.77%
Environmental Services Manager	160.98	154.58	4.14%
Executive Assistant/Clerk of the Board	142.99	135.88	5.23%
Facilities Maintenance Worker II	67.07	64.02	4.76%
Finance Supervisor	128.83	102.21	26.04%
General Manager	364.07	335.57	8.49%
Human Resources Analyst	85.11	80.72	5.44%
Human Resources Specialist	96.33	88.48	8.88%
Hydrogeologist	106.74	102.05	4.60%
Hydrologist Supervisor	149.76	143.63	4.26%
Lead Water Systems Operator	104.70	100.43	4.26%
Operations Supervisor - Distribution	144.49	128.29	12.62%
Operations Supervisor - Water Treatment	151.94	132.06	15.06%
Park Ranger - Cadet	55.24	51.64	6.98%
Park Ranger I	67.55	65.35	3.36%
Park Ranger II	76.79	71.42	7.52%
Park Ranger IV	97.80	93.60	4.48%
Principal Environmental Scientist	141.75	135.50	4.62%
Principal Hydrologist	141.79	135.54	4.61%
Risk and Safety Manager	142.66	136.71	4.35%
Senior Accountant	97.38	95.11	2.39%

Senior Accounting Technician	79.04	75.69	4.42%
Senior Control Systems Technician	122.68	117.57	4.35%
Senior Engineer	141.71	134.32	5.50%
Senior Environmental Scientist	124.21	119.01	4.36%
Senior Hydrogeologist	124.15	119.01	4.32%
Senior Park Ranger	114.70	104.69	9.56%
Senior Technology Systems Specialist	107.35	102.20	5.04%
Supervisory Water Resources Engineer	159.55	153.16	4.17%
Senior Water Resources Technician	88.15	84.00	4.94%
Technology Systems Manager	142.61	136.66	4.36%
Water Resources Engineer	124.15	117.98	5.23%
Water Resources Supervisor	146.34	155.43	-5.85%
Water Systems Operator I	82.51	78.77	4.75%
Water Systems Operator II	92.95	86.60	7.34%
Water Treatment Operator II	88.13	87.21	1.06%
Water Treatment Operator III	93.86	92.10	1.91%
Water Treatment Operator IV	105.18	102.65	2.47%



Item No. 4A Motion Item

DATE: July 8, 2025 (for July 17, 2025, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: Task Order with Stillwater Sciences for Fiscal Year 2025-2026 Scope of Work

RECOMENDATION:

The Board will consider approving Task Order Number SWS-FY26-01 with Stillwater Sciences, Inc. for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

DISCUSSION

The Agency has developed a Fiscal Year 2025-2026 Work Plan and Budget, and the Agency's Board of Directors has approved the scope of work. The Agency has also developed corresponding scopes of work and specific task orders with its consultant team. Stillwater Sciences will work as a subconsultant to Daniel B. Stephens & Associates, Inc. (DBS&A) on several Work Plan items. Stillwater Sciences (Stillwater) will perform the following work directly for the Agency under the Master Professional Services Agreement:

- **Monitoring & Reporting**

- Biological Data Gaps – Task Order SWS-FY26-01
Task Order SWS-FY26-01 will provide as-needed services during Fiscal Year 2025-2026 in addressing biological data gaps, primarily in the East Grove Groundwater Dependent Ecosystem (GDE) area, developing a better understanding of the uses and users of the area, in response to comments letters on the Agency's Groundwater Sustainability Plans (GSPs) from the California Department of Fish and Wildlife and from the National Marine Fisheries Service. Stillwater will coordinate this effort with United Water Conservation District, in order to improve cost-effectiveness of the data gathering effort. Stillwater's scope of work is attached.

The not-to-exceed total of the recommended Task Order with Stillwater Sciences is \$41,762. Staff recommends approval of the task order.

FISCAL IMPACT

The Agency's Fiscal Year 2025-2026 Budget includes sufficient funds to cover the cost of the proposed scopes of work.

ATTACHMENTS

Attachment 1 – Task Order Number SWS-FY26-01

Proposed Motion:

Approve Task Order Number SWS-FY26-01, with Stillwater Sciences, for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

1st: Director _____ 2nd Director _____

Voice/Roll call vote:

Director Garnica:

Director Hauss:

Director Jackson:

Director Kimball:

Director Long:

Director Meneghin:



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. SWS-FY26-01

Consultant's Name:	Stillwater Sciences	Prev. Approved Task Orders:	NA
Agreement Date:	August 15, 2024	FY 2022-23 Authorizations:	NA
1st Amendment Date:	NA	FY 2023-24 Authorizations:	NA
2nd Amendment Date:	NA	This Task Order:	\$ 41,762
3rd Amendment Date:	NA	Total Amount to Date:	\$ 41,762
Project No.:	5225A-A4		
Project Name:	Monitoring & Reporting, Biological Data Gaps, East Grove GDE Study		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2025-2026 to perform data collection and monitoring for aquatic species in the East Grove Groundwater Dependent Ecosystem (GDE) Unit, in coordination with United Water Conservation District.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR THIS TASK ORDER:

\$ 41,762

TIME FOR COMPLETION OF ALL SERVICES UNDER THIS TASK ORDER:

365

Calendar Days

01 Jul 2025

From this Date

Accepted By:

Date:

Sapna Khandwala, President/CEO, Stillwater Sciences

Approved By:

Date: 11 Jul 2025

Anthony A. Emmert, Executive Director

Approved By:

Date:

Kelly Long, Board Chair

SCOPE OF WORK

East Grove GDE Aquatic Monitoring Short-Term Studies 2025-2026

DATE: 30 June, 2025

TO: Anthony Emmert, Fillmore and Piru Basins Groundwater Sustainability Agency

FROM: Matt Drenner, PhD, Stillwater Sciences

BACKGROUND

Determining the beneficial uses and users of interconnected surface waters by special-status aquatic and semi-aquatic species of concern (e.g., steelhead/rainbow trout [*Oncorhynchus mykiss*], southwestern pond turtle [*Actinemys marmorata*], and red-legged frog [*Rana draytonii*]), as expressed in the California Department of Fish and Wildlife's (CDFW 2022) and National Marine Fisheries Services' (NMFS 2024) comment letters, was identified as an important issue in the Fillmore and Piru Groundwater Sustainability Plans (GSPs). To address this issue, the Project and Management Actions section of the resubmitted GSPs for the Fillmore subbasin (DBS&A 2024¹) includes Project 9: Habitat Suitability Assessment, which is the purpose of the study elements described in this scope of work. A key question to address is whether the East Grove GDE serves as summer refugia habitat for aquatic and semi-aquatic species of concern.

Preliminary studies in 2024 by United Water Conservation District (United) and Stillwater Sciences (Stillwater) documented the spatial and temporal variability in habitat and assessed species occurrence. Results from these studies indicated the existence of suitable habitat for aquatic and semi-aquatic species of concern in the East Grove GDE, but that habitat varies spatially, temporally, and is only suitable/accessible for certain life stages (Stillwater Sciences and United Water Conservation District *in prep*).

Building on preliminary studies, this scope of work outlines the initial year of a short-term study plan for monitoring aquatic species and habitat within the East Grove GDE unit. The overall goal of the studies is to evaluate the occurrence of sensitive listed species and their habitat within the East Grove GDE, thereby informing long-term monitoring strategies and addressing the concerns raised by NMFS (2024)² and CDFW (2022)³. The key questions include:

- What aquatic species are utilizing surface water within East Grove?

¹ DBS&A (Daniel B. Stephens & Associates). 2024. Fillmore Basin Groundwater Sustainability Plan. Prepared for Fillmore and Piru Basins Groundwater Sustainability Agency. Revised July 8, 2024. <https://sgma.water.ca.gov/portal/service/gspdocument/download/10248>

² NMFS. 2024. NOAA's National Marine Fisheries Service comments on the Groundwater Sustainability Plan for the Piru Subbasin (Revised July 8, 2024). September 16. <https://sgma.water.ca.gov/portal/service/gspdocument/download/10283>

³ CDFW. 2022. California Department of Fish and Wildlife Comments on the Fillmore Basin Groundwater Sustainability Plan (Final). April 21. <https://sgma.water.ca.gov/portal/service/gspdocument/download/8344>

- Does East Grove serve as summer refugia for *O. mykiss*?
- What are the habitat conditions in East Grove for aquatic species of interest?
- How do habitat conditions change over time?
 - Does groundwater pumping influence habitat conditions?

In other words, the studies seek to evaluate how changing groundwater conditions may affect interconnected surface water availability, and in-turn aquatic habitat conditions. Different aquatic species have different habitat requirements (e.g., depth, velocity, temperature) and understanding the dynamic interaction between groundwater (considering natural and anthropogenically influenced variation), interconnected surface water, and species-specific habitat characteristics will aid the GSA in identifying undesirable results and/or minimum flow thresholds, if warranted. Specific study plan objectives include the following:

- Map the spatial extent of aquatic habitat within the East Grove GDE unit (Task 1).
- Assess the physical and biological conditions of aquatic habitat within the East Grove GDE unit (Task 2).
- Collect continuous temperature and DO data within the East Grove GDE unit (Task 3).
- Monitor the occurrence of sensitive listed aquatic species in the East Grove GDE (Task 4).
- Document and assess potential migration barriers influencing access opportunities from the Santa Clara River into Lost Creek (Task 5).
- Characterize surface water flow variability based on season (Task 6).

TASKS

Task 1 – Habitat Mapping

Habitat mapping was conducted during preliminary aquatic surveys in 2024, but additional mapping of aquatic habitat is needed to document spatial variability in habitat across the East Grove GDE. Habitat mapping under this task includes a combination of field surveys and review of aerial imagery to further map aquatic features within the East Grove GDE. Stillwater biologists will accompany United staff on a single day site visit to map aquatic features and will assist with reviewing historical aerial imagery.

Deliverables:

- Single day field survey
- Result from habitat mapping will be provided as part of Task 7 – Summary Report

Assumptions:

- Aerial imagery will be provided by United
- 2024 LiDAR imagery will be acquired by United or the GSA.

Task 2 – Habitat Assessment

Understanding aquatic habitat suitability in the East Grove GDE for species such as *O. mykiss* is critical for determining surface flow conditions that could lead to undesirable results. Under Task 2, aquatic habitat will be delineated in the field and standard habitat assessment protocols will be evaluated to determine the most suitable approach for quantitatively assessing aquatic habitat in relation to surface flow. Stillwater biologists will accompany United staff on a single day site visit to delineate aquatic habitat along the Lost Creek thalweg.

Deliverables:

- Single day field survey
- Narrative evaluation of habitat assessment protocols will be provided as part of Task 7 – Summary Report

Assumptions:

- Protocols that will be evaluated include (but are not limited to) California Environmental Flows Framework (CEFF), Habitat Criteria Mapping (HCM), and Instream Flow Incremental Methodology (IFIM) and its related models and tools including Habitat Suitability Index (HSI) modelling and Physical Habitat Simulation System (PHABSIM)
- Protocols will not be applied under this task

Task 3 – Water Quality Monitoring

Preliminary water quality monitoring indicated suitable conditions (e.g., temperature and dissolved oxygen) for *O. mykiss* in the Lost Creek portion of the East Grove GDE. Water quality can vary interannually and seasonally, and thus further characterization of water quality in both Lost Creek and the mainstem Santa Clara River is needed to understand temporal variation. Point measurements and data loggers will be used to monitor water quality in relation to flows in the East Grove GDE. Under this task, Stillwater biologists will provide analytical support to summarize and interpret water quality data.

Deliverables:

- Tabular and visual data summaries for water quality variables including but not limited to temperature, dissolved oxygen, pH, conductivity.
- Narrative assessment of water quality suitability will be provided as part of Task 7 – Summary Report

Assumptions:

- United staff will be responsible for data logger deployment, maintenance, and data downloads.

Task 4 – Aquatic Species Monitoring

Understanding the aquatic community present in the East Grove GDE is an essential step towards understanding the types of habitat and environmental conditions, both of which are species specific, that need to be maintained to prevent an undesirable result. Under this task, a combination of snorkel surveys and eDNA analysis will be used to assess aquatic species presence/absence in the East Grove GDE. Under this task, Stillwater biologists will provide analytical support to summarize and interpret results from eDNA analysis.

Deliverables:

- Tabular summary of eDNA analysis results
- Narrative description of post-lab analysis eDNA data processing and interpretation of results will be provided as part of Task 7 – Summary Report

Assumptions:

- eDNA survey equipment will be provided by United.

- United will collect water samples for eDNA analysis, process, and ship samples to the lab.
- United or the GSA will cover eDNA analysis laboratory costs

Task 5 – Critical Riffle Survey

The ability of aquatic species, in particular *O. mykiss*, to access Lost Creek is dependent on suitable passage conditions (e.g., water depth). During preliminary surveys, water depth was identified as potentially limiting to *O. mykiss* being able to access Lost Creek. Under this task, United staff will conduct critical riffle surveys in the downstream regions of Lost Creek. Stillwater staff will provide support by assisting with data analysis/interpretation.

Deliverables:

- Critical riffle survey data interpretation will be provided as part of Task 7 – Summary Report

Assumptions:

- Up to one Stillwater staff will accompany United staff on a single day critical riffle survey.

Task 6 – Surface Water Flow Monitoring

Monitoring stream discharge in Lost Creek will provide additional information for evaluating the relationship between discharge and aquatic habitat quality and availability and how that relationship is influenced by seasonal, climatic, and anthropogenic factors. Under this task, discharge in Lost Creek will be monitored continually using an array of water level data loggers (i.e., pressure transducers) that are calibrated with manual discharge measurements. Stillwater hydrologists will provide support interpreting surface flow monitoring results.

Deliverables:

- Support interpreting surface flow monitoring results in the form of reviewing and providing comments on relevant sections of the Task 7 – Summary Report.

Assumptions:

- United staff will deploy, maintain, and collect data from surface water monitoring instrumentation.
- United staff will draft relevant sections, after which, Stillwater staff will review and provide comments.

Task 7 – Summary Report

A summary report will be developed by United and Stillwater staff. The report will include descriptions of methods and results from the 2025-2026 East Grove GDE monitoring studies. A draft report will be provided to the GSA for their review. This task also includes final edits to the preliminary studies report (Stillwater Sciences and United Water Conservation District *in prep*) based on comments received from the GSA.

Deliverables:

- Draft and final 2025-2026 summary report.
- Final preliminary studies report

Assumptions:

- Stillwater will draft report in collaboration with United
- Stillwater will respond on up to one round of consolidated comments provided by the GSA on both the preliminary studies and the 2025-2026 monitoring reports.

SCHEDULE

Task 1 – anticipated completion in Fall 2025

Task 2 - anticipated completion in Fall 2025

Tasks 3 - 6 - anticipated completion in Spring 2026

Task 7 – anticipated completion by June 2026

BUDGET

Total anticipated not to exceed cost: **\$41,762**

Labor Class	Rate 2025	Rate Staff 2026	Staff	Task 1 - Habitat Mapping HOURS 2025	Task 2 - Habitat Assessment HOURS 2025	Task 3 - Water Quality Monitoring HOURS 2026	Task 4 - Aquatic species monitoring HOURS 2026	Task 5 - Critical riffle surveys HOURS 2025	Task 6 - Discharge monitoring HOURS 2026	Task 7 - Summary report HOURS 2026	TOTAL HOURS	LABOR COST
S/E 13	\$ 179.00	\$ 186.00	Drenner, Matt	20	30	2	2	8	0	30	92	\$16,706
S/E 10	\$ 150.00	\$ 156.00	Dressler, Terra	10	10	8	8	8	0	25	69	\$10,596
S/E 10	\$ 150.00	\$ 156.00	Yaconelli, Danielle	10	10	0	0	8	0	25	53	\$8,100
S/E 15	\$ 200.00	\$ 208.00	Braudrick, Christian	0	0	0	0	0	8	10	18	\$3,744
S/E 19	\$ 256.00	\$ 266.00	Orr, Bruce	0	0	0	0	0	0	8	8	\$2,128
TOTAL STILLWATER HOURS				40	50	10	10	24	8	98	240	
TOTAL STILLWATER LABOR COST				\$6,580	\$8,370	\$1,620	\$1,620	\$3,832	\$1,664	\$17,588		\$41,274
TOTAL EXPENSES:				\$244	\$244	\$0	\$0	\$0	\$0	\$0		\$488
PROJECT COST:				\$6,824	\$8,614	\$1,620	\$1,620	\$3,832	\$1,664	\$17,588		\$41,762



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Item No. 4B Motion Item

DATE: July 11, 2025 (for July 17, 2025, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: Task Order with United Water Conservation District for Fiscal Year 2025-2026 Scope of Work

RECOMENDATION:

The Board will consider approving Task Order Numbers UWCD-FY26-01, UWCD-FY26-02, and UWCD-FY26-03 with United Water Conservation District, for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

DISCUSSION

The Agency has developed a Fiscal Year 2025-2026 Work Plan and Budget, and the Agency's Board of Directors has approved the scope of work. The Agency has also developed corresponding scopes of work and specific task orders with its consultant team. United Water Conservation District (District) will perform the following work for the Agency under the Master Professional Services Agreement:

• **Monitoring & Reporting**

- Groundwater and Surface Water Data Gaps – Task Order UWCD-FY26-01
Task Order UWCD-FY26-01 will provide as-needed services during Fiscal Year 2025-2026 in addressing groundwater and surface water data gaps, primarily in the lower Sespe Creek area and the Sespe Creek-Santa Clara River confluence area. The data gathered by District staff will be utilized by Daniel B. Stephens & Associates, Inc. (DBS&A) to prepare a technical memorandum laying out the Agency's plan to address groundwater and surface water data gaps to develop a future understanding of stream reach-by-stream reach impacts of groundwater pumping on interconnected surface water, which will support the Agency's Periodic Evaluations and updated Groundwater Sustainability Plans (GSPs). The cost estimate is \$24,894.
- Biological Data Gaps – Task Order UWCD-FY26-02
Task Order UWCD-FY26-02 will provide as-needed services during Fiscal Year 2025-2026 in addressing biological data gaps, primarily in the East Grove Groundwater Dependent Ecosystem (GDE) area, developing a better understanding of the uses and users of the area, in response to comments letters

on the Agency's GSPs from the California Department of Fish and Wildlife and from the National Marine Fisheries Service. The use of District field staff will improve the cost-effectiveness of the data gathering effort. The District will coordinate this effort with Stillwater Sciences to produce a technical report, which will be used to support the Agency's Periodic Evaluations and updated GSPs. The scope of work is attached. The cost estimate is \$58,181.

Groundwater & Surface Water Modeling – Task Order UWCD-FY26-03

Task Order UWCD-FY26-03 will provide as-needed services during Fiscal Year 2025-2026 to prepare, update and calibrate a groundwater model of the basins with increased spacial discretion, and run the scenarios developed previously with Board and stakeholders input. The District will prepare a technical report on the results of the modeling, in coordination with DBS&A. DBS&A will utilize the modeling results to address the Recommended Corrective Actions from the California Department of Water Resources, and to prepare the Agency's Periodic Evaluations and updated GSPs. The scope of work is attached. The cost estimate is \$106,271.

The not-to-exceed total of the recommended Task Order with the District is \$189,346. Staff recommends approval of the task order.

FISCAL IMPACT

The Agency's Fiscal Year 2025-2026 Budget includes sufficient funds to cover the cost of the proposed scopes of work.

ATTACHMENTS

Attachment 1 – Task Order Number UWCD-FY26-01

Attachment 2 – Task Order Number UWCD-FY26-02

Attachment 3 – Task Order Number UWCD-FY26-03

Proposed Motion:

Approve Task Order Numbers UWCD-FY26-01, UWCD-FY26-02, and UWCD-FY26-03 with United Water Conservation District, for as-needed technical and planning support services for the Fiscal Year 2025-2026 period.

1st: Director _____ 2nd Director _____

Voice/Roll call vote:

Director Garnica:

Director Hauss:

Director Jackson:

Director Kimball:

Director Long:

Director Meneghin:



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. UWCD-FY26-01

Consultant's Name:	United Water Conservation District	Prev. Approved Task Orders:	NA
Agreement Date:	April 19, 2018	FY 2022-23 Authorizations:	NA
1st Amendment Date:	August 23, 2018	FY 2023-24 Authorizations:	NA
2nd Amendment Date:	NA	This Task Order:	\$ 24,894
3rd Amendment Date:	NA	Total Amount to Date:	\$ 24,894
Project No.:	5225A-A3		
Project Name:	Monitoring & Reporting, Groundwater and Surface Water Data Gaps, Sespe Creek Study		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2025-2026 to perform data collection and monitoring for groundwater and surface water in the lower Sespe Creek with particular focus on the Sespe Creek-Santa Clara River confluence area.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR THIS TASK ORDER:

\$ 24,894

TIME FOR COMPLETION OF ALL SERVICES UNDER THIS TASK ORDER:

365

Calendar Days

01 Jul 2025

From this Date

Accepted By:

Date: 07 Jul 2025

Anthony A. Emmert, Assistant General Manager

Approved By:

Date: 11 Jul 2025

Anthony A. Emmert, Executive Director

Approved By:

Date:

Kelly Long, Board Chair

Memorandum

To: Anthony A. Emmert, Assistant General Manager
FPBGSA Executive Director

Through: Marissa Caringella, Environmental Services Manager *MC*

cc: Patrick O'Connell, Senior Hydrogeologist *PO*
Brian Zahn, Chief Financial Officer *BZ*

From: Evan Lashly, Senior Environmental Scientist *EL*

Date: July 2, 2025

Subject: **2025-2026 Short Term Studies: Sespe Confluence Area Groundwater-Surface Water Data Gaps**

Background and Purpose:

I am pleased to present a proposal for conducting work on behalf of the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) to address certain data gaps identified in the Fillmore Basin Groundwater Sustainability Plan (GSP). Specifically, United Water Conservation District (United) staff will conduct desktop and field investigations into issues specific to both hydrologic and biological data gaps. The GSP specifically identifies shallow groundwater and surface water data gaps around Sespe Creek and recommends addressing these gaps to refine the groundwater model to better understand interconnectedness of surface water and ground water. Additionally, the Stillwater (2021) assessment of groundwater dependent ecosystems within the Fillmore and Piru Basins listed the status of interconnected surface waters near the confluence of Sespe Creek and the Santa Clara River as "uncertain." Herein, we propose a suite of tasks intended to collect information related to shallow groundwater, extent of surface water, and aid in evaluating the groundwater-surface water relationship within this region. These tasks are intended to provide useful information as stand-alone tasks (i.e., in the short term) and may serve as the foundation for a long-term monitoring program.

Information collected during these studies will be delivered to United Water staff and Daniel B. Stephens and Associates staff to further develop and refine the GSP and modeling efforts under development to support the GSP; no summary report will be prepared.



TASKS

Task 1 – Continuous Surface Water Monitoring

Deploy and maintain up to eight data loggers – water level, temperature. Consolidate and process logger data.

Deliverables:

- Tabulated surface water data
 - Water temperature
 - Water level (stage)
 - Discharge

Assumptions:

- Equipment will be provided by United Water

Task 2 – Discharge Monitoring

Conduct up to six handheld discharge measurements to quantify reach-scale discharge and establish rating curves for water level loggers.

Deliverables:

- Tabulated stream discharge values
- Rating tables for water level loggers

Assumptions:

- Equipment will be provided by United Water

Task 3 – Surface Water Mapping

Map the extent of surface flows (i.e., presence of surface water) in lower Sespe Creek via drone or by foot on up to four occasions.

Deliverables:

- Figure displaying changing extent of surface water over time

Assumptions:

- Equipment will be provided by United Water

Task 4 – Shallow Well Monitoring

Acquire access permissions, deploy data loggers, and regularly maintain and download data loggers in up to six shallow well sites.

Deliverables:

- Tabulated groundwater data



Assumptions:

- Equipment will be provided by United Water

SCHEDULE

All tasks will be initiated in summer 2025 and deliverables provided in spring 2026.

BUDGET

		Task 1 - Continuous Surface Water Monitoring	Task 2 - Discharge Monitoring	Task 3 - Surface Water Mapping	Task 4 - Shallow Well Monitoring	Total Hrs	Total labor
FY25-26 Rates	Position						
\$91	Associate Hydrologist	8	40	32	20	100	\$9,094
\$72	Environmental Services Field Technician	32				32	\$2,300
\$82	Environmental Services Lead Field Technician	32	30	30		92	\$7,538
\$124	Senior Environmental Scientist	8	4	4		16	\$1,987
\$124	Senior Hydrogeologist				32	32	\$3,975
Total Hours		80	74	66	52	272	
Total Labor		\$6,643	\$6,593	\$5,865	\$5,794		\$24,894
Expenses							
Project cost		\$6,643	\$6,593	\$5,865	\$5,794		\$24,894



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. UWCD-FY26-02

Consultant's Name:	United Water Conservation District	Prev. Approved Task Orders:	NA
Agreement Date:	April 19, 2018	FY 2022-23 Authorizations:	NA
1st Amendment Date:	August 23, 2018	FY 2023-24 Authorizations:	NA
2nd Amendment Date:	NA	This Task Order:	\$ 58,181
3rd Amendment Date:	NA	Total Amount to Date:	\$ 83,075
Project No.:	5225A-A4		
Project Name:	Monitoring & Reporting, Biological Data Gaps, East Grove GDE Study		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2025-2026 to perform biological data collection, monitoring and analysis for the East Grove Groundwater Dependent Ecosystem area.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR THIS TASK ORDER:

\$ 58,181

TIME FOR COMPLETION OF ALL SERVICES UNDER THIS TASK ORDER:

365

Calendar Days

01 Jul 2025

From this Date

Accepted By:

Date: 07 Jul 2025

Anthony A. Emmert, Assistant General Manager

Approved By:

Date: 11 Jul 2025

Anthony A. Emmert, Executive Director

Approved By:

Date:

Kelly Long, Board Chair

Memorandum

To: Anthony A. Emmert, Assistant General Manager
FPBGSA Executive Director

Through: Marissa Caringella, Environmental Services Manager *MC*

cc: Patrick O'Connell, Senior Hydrogeologist *PO*
Brian Zahn, Chief Financial Officer *BZ*

From: Evan Lashly, Senior Environmental Scientist *EL*

Date: June 30, 2025

Subject: **2025-2026 Studies – East Grove Groundwater Dependent Ecosystem Aquatic Monitoring**

BACKGROUND AND PURPOSE

I am pleased to present a proposal for conducting work on behalf of the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) to address certain data gaps related to groundwater dependent ecosystems (GDE) identified in the Fillmore Basin Groundwater Sustainability Plan (GSP). Specifically, United Water Conservation District (United) staff and Stillwater Sciences (Stillwater) staff will conduct desktop and field investigations into issues specific to biological and hydrologic data gaps identified in the GSP related to the East Grove GDE. The proposed work is aligned with Project 9: Habitat Suitability Assessment as identified in the GSP and the East Grove Groundwater Dependent Ecosystem Study Plan dated June 2025 (Study Plan; *in prep*). Herein, I present a summary of proposed work, including estimated cost and completion schedule. For a brief summary of additional background information, please see the associated Scope of Work from Stillwater Sciences dated June 30, 2025. Detailed study objectives and preliminary results were presented to the FPBGSA board of directors at their April 17, 2025 meeting.

TASKS

Task 1 – Habitat Mapping

Habitat mapping was conducted during preliminary aquatic surveys in 2024, but additional mapping of aquatic habitat is needed to document spatial variability in habitat across the East Grove GDE. Habitat mapping under this task includes a combination of field surveys and review of aerial imagery to further map aquatic features within the East Grove GDE. United staff will conduct two field survey days with two teams to map wetted extent and aquatic features (e.g., thalweg depth, CDFW level 2 habitat typing), review and process aerial imagery and remote sensing data, and prepare preliminary figures for the summary report.



Deliverables:

- Two field survey days; each event one day two teams (four staff total)
- Result from habitat mapping will be provided as part of Task 7 – Summary Report

Assumptions:

- Stillwater staff will provide field support for one survey day
- No cost for imagery acquisition (LiDAR or drone based) is included in this scope

Task 2 – Habitat Assessment

Understanding aquatic habitat suitability in the East Grove GDE for species such as *O. mykiss* is critical for determining surface flow conditions that could lead to undesirable results. Under Task 2, aquatic habitat will be delineated in the field and standard habitat assessment protocols will be evaluated to determine the most suitable approach for quantitatively assessing aquatic habitat in relation to surface flow. United staff will conduct two field survey days with one team to evaluate field assessment protocols and species-specific habitat metrics and conduct a desktop evaluation of potentially suitable quantitative assessment protocols.

Deliverables:

- Two field survey days; each event one day one team (two staff total)
- Narrative evaluation of habitat assessment protocols will be provided as part of Task 7 – Summary Report

Assumptions:

- Protocols will not be applied under this task
- Stillwater staff will provide field support for one survey day

Task 3 – Water Quality Monitoring

Preliminary water quality monitoring indicated suitable conditions (e.g., temperature and dissolved oxygen) for *O. mykiss* in the Lost Creek portion of the East Grove GDE. Water quality can vary interannually and seasonally, and thus further characterization of water quality in both Lost Creek and the mainstem Santa Clara River is needed to understand temporal variation. Point measurements and data loggers will be used to monitor water quality in relation to flows in the East Grove GDE. Under this task, United Water staff will deploy up to six water quality data loggers, regularly (i.e., once monthly) maintain and download these data loggers, and conduct data management.

Deliverables:

- Deploy up to six water quality data loggers; one day two teams (four staff)
- Maintain data loggers; Five (July-November) monthly checks and data downloads, each event: one day one team (two staff total)
- Tabular and visual data summaries for water quality variables including but not limited to temperature, dissolved oxygen, pH, conductivity.
- Narrative assessment of water quality suitability will be provided as part of Task 7 Summary Report

Assumptions:

- Equipment will be provided by United Water.
- Stillwater staff will provide analytical support.



Task 4 – Aquatic Species Monitoring

Understanding the aquatic community present in the East Grove GDE is an essential step towards understanding the types of habitat and environmental conditions, both of which are species specific, that need to be maintained to prevent an undesirable result. Under this task, a combination of snorkel surveys and eDNA analysis will be used to assess aquatic species presence/absence in the East Grove GDE. Under this task, United staff will collect water samples for eDNA analysis, process, and ship the samples to a lab.

Deliverables:

- Twice (spring/fall) eDNA field sampling events; Each event one day two teams (four staff total)
- Narrative description of post-lab analysis eDNA data processing and interpretation of results will be provided as part of Task 7 Summary Report

Assumptions:

- FPBGSA will cover eDNA analysis laboratory costs, estimated \$12,000 for two sampling events (two events, eight sites each event, four replicates plus one field blank per site, 80 total samples, \$150 per sample); UWCD will pay direct invoice and request reimbursement from FBGSA
- Stillwater staff will provide analytical support

Task 5 – Critical Riffle Survey

The ability of aquatic species, in particular *O. mykiss*, to access Lost Creek is dependent on suitable passage conditions (e.g., water depth). During preliminary surveys, water depth was identified as potentially limiting to *O. mykiss* being able to access Lost Creek. Under this task, United staff will conduct two critical riffle surveys in the downstream regions of Lost Creek.

Deliverables:

- Two field survey days; each event two teams (four staff total)
- Critical riffle survey data interpretation will be provided as part of Task 7 – Summary Report

Assumptions:

- Equipment will be provided by United Water
- Potential critical riffle survey sites will be identified during Tasks 1 and 2
- Up to one Stillwater staff will accompany United staff on a single day critical riffle survey

Task 6 – Surface Water Flow Monitoring

Monitoring stream discharge in Lost Creek will provide additional information for evaluating the relationship between discharge and aquatic habitat quality and availability and how that relationship is influenced by seasonal, climatic, and anthropogenic factors. Under this task, United staff will monitor discharge in Lost Creek continually using an array of water level data loggers (i.e., pressure transducers) that are calibrated with manual discharge measurements. United Water staff will deploy up to three data loggers, regularly (i.e., once monthly) maintain and download these data loggers, and conduct data management. Additionally, United staff will collect field data using handheld discharge measurements to calibrate the data loggers up to three times.



Deliverables:

- Deploy up to three data loggers; one field day one team (two staff total)
- Calibrate data loggers with handheld discharge measurements; three field days, each event one team (two staff total)
- Summary and assessment of surface water monitoring will be provided as part of Task 7 – Summary Report
-

Assumptions:

- Stillwater staff will provide analytical support
- Equipment will be provided by United Water

Task 7 – Summary Report

A summary report will be developed by United and Stillwater staff. The report will include descriptions of methods and results from the 2025-2026 East Grove GDE monitoring studies. A draft report will be provided to the GSA for their review.

Deliverables:

- Draft and final 2025-2026 summary report.

Assumptions:

- Stillwater will do initial report drafting with United's support and United will provide review and revisions.
- United and Stillwater will respond on up to one round of consolidated comments provided by the GSA and/or its designee (i.e., Daniel B. Stephens and Associates).

SCHEDULE

Task 1	anticipated completion in Fall 2025
Task 2	anticipated completion in Fall 2025
Tasks 3 - 6	anticipated completion in Spring 2026
Task 7	anticipated completion by June 2026

BUDGET

FY25-26		Task 1 - Habitat Mapping	Task 2 - Habitat Assessment	Task 3 - Water Quality Monitoring	Task 4 - Aquatic Species Monitoring	Task 5 - Critical Riffle Surveys	Task 6 - Discharge Monitoring	Task 7 - Summary Report	Total Hours	Total labor
Rate	Position									
\$91	Associate Hydrologist			8			30		38	\$3,456
\$72	Environmental Services Field Technician	40		40	60		30		170	\$12,218
\$82	Environmental Services Lead Field Technician	20	20	40	20	20		8	128	\$10,488
\$161	Environmental Services Manager							4	4	\$644
\$124	Senior Environmental Scientist	30	30	8	4	30	4	20	126	\$15,650
\$124	Senior Hydrogeologist	10	4				8	8	30	\$3,725
Total Hours		100	54	96	84	50	72	40	496	
Total Labor		\$9,481	\$5,862	\$7,874	\$6,448	\$5,365	\$6,374	\$4,777		\$46,181
Expenses					\$12,000					
Project cost		\$9,481	\$5,862	\$7,874	\$18,448	\$5,365	\$6,374	\$4,777		\$58,181



Fillmore and Piru Basins Groundwater Sustainability Agency

PROFESSIONAL AS-NEEDED CONSULTING SERVICES TASK ORDER

TASK ORDER NO. UWCD-FY26-03

Consultant's Name:	United Water Conservation District	Prev. Approved Task Orders:	NA
Agreement Date:	April 19, 2018	FY 2022-23 Authorizations:	NA
1st Amendment Date:	August 23, 2018	FY 2023-24 Authorizations:	NA
2nd Amendment Date:	NA	This Task Order:	\$ 106,271
3rd Amendment Date:	NA	Total Amount to Date:	\$ 189,346
Project No.:	5225D-D1		
Project Name:	GSP Updates, Groundwater & Surface Water Modeling		

SCOPE OF SERVICES FOR THIS TASK ORDER:

General Description: Provide as-needed technical and planning support during Fiscal Year 2025-2026 to complete preparation of an updated groundwater model and run specified modeling scenarios to inform groundwater sustainability planning.

SEE ATTACHED SCOPE OF WORK

NOT-TO-EXCEED FEE AMOUNT FOR THIS TASK ORDER:

\$ 106,271

TIME FOR COMPLETION OF ALL SERVICES UNDER THIS TASK ORDER:

365

Calendar Days

01 Jul 2025

From this Date

Accepted By:

Date:

07 Jul 2025

Anthony A. Emmert, Assistant General Manager

Approved By:

Date:

11 Jul 2025

Anthony A. Emmert, Executive Director

Approved By:

Date:

Kelly Long, Board Chair

Memorandum

To: Anthony A. Emmert, Executive Director (Fillmore and Piru Basins GSA)

From: Jason Sun, Supervisory Water Resources Engineer

cc: Patrick O'Connell, Senior Hydrogeologist
Bram Sercu, Water Resources Supervisor
Brian Zahn, Chief Financial Officer

Date: July 11, 2025

Subject: **Proposal for FPBGSA Fiscal Year 2025-2026 Task D1 - Groundwater Model Update for 5-Year GSP Evaluations**

Background and Purpose

This proposal contains United Water Conservation District (United)'s scope of work, schedule and budget estimate for the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA)'s fiscal year (FY) 2025-2026 portion of Task D1 – Groundwater Model Update for the upcoming 5-year Groundwater Sustainability Plan (GSP) evaluations. United staff developed a regional scale groundwater model (using MODFLOW-NWT code) for the original Fillmore Basin and Piru Basin GSPs that were submitted in 2022, and over the past year (FY 2024-2025) have been developing a refined groundwater model tailored for the FPBGSA to evaluate more local scale features (e.g., depletions of interconnected surface water) as required in the GSP Regulations. A customized model will provide FPBGSA and United staff with greater flexibility to conduct detailed analyses using a finer model grid for critical, basin-specific issues, to inform the evaluations and updates of the GSPs, which are due to the Department of Water Resources (DWR) by January 2027.

To date, United staff have developed two versions of the customized groundwater model:

- **MODFLOW-NWT Model with Uniform (500 ft) Grid:**
This model uses a uniform grid size of 500 feet and is based on MODFLOW-NWT. Compared to the 2,000 ft. grid model used in the previous GSP, this finer-resolution model offers improved capability to evaluate local issues identified by DWR.
- **MODFLOW-USG Model with Variable (500 ft to 2,000 ft) Grid:**
This version utilizes an unstructured grid and is based on MODFLOW-USG—a more advanced version of MODFLOW relative to MODFLOW-NWT. The unstructured grid allows for targeted refinement in areas of interest. It is anticipated that the MODFLOW-USG model may eventually supersede the 500-ft MODFLOW-NWT model.

United staff plan to calibrate both models; however, because MODFLOW-USG is relatively new and more complex to calibrate, the current focus is on calibrating the 500-ft MODFLOW-NWT model to prioritize the January 2027 deadline for the 5-year GSP evaluations.



Simultaneously, calibration of the MODFLOW-USG model is ongoing, with support from a three-member model review panel that United contracts with separately. A long-term advantage of eventually having a MODFLOW-USG model for the FPBGSA is its ability to be adapted to simulate projects and management actions at finer spatial resolutions at various locations throughout the Fillmore and Piru Basins using less model cells than would be required using MODFLOW-NWT, ensuring more manageable model run times.

For the past 12 months, United staff have completed the following tasks:

1. Construction of the above two groundwater models.
2. Data collection including precipitation, well extractions, stream flow records, and water level measurements, for extending the groundwater model to 2023 from 2019.
3. Precipitation data has been converted for model input.

SCOPE OF WORK

This scope specifies the level of effort for United staff to complete the update of the groundwater model (Task 1), use the model to simulate GSP scenarios (Task 2), and document the updated model (Task 3).

Task 1 – Calibrate Groundwater Model

In this task, United will finish converting well extraction and streamflow datasets into model inputs and calibrating the 500-ft MODFLOW-NWT model against water level measurements observed through 2023. As part of the calibration, United will convert the MODFLOW streamflow package from the STR package to the SFR package with the expectation that it will improve simulation of surface water flows. If calibration of the MODFLOW-USG model is completed before GSP scenario simulations begin, United staff may opt to use the MODFLOW-USG model instead, depending on its readiness and performance.

Deliverables:

- Calibration hydrographs comparing model simulated water levels versus observed water levels
- Summary statistics on calibration of groundwater elevations
- Tables or graphics demonstrating calibration of surface water flows and losing reaches

Assumptions:

- Model calibration is expected to improve as result of grid refinement to 500 ft and conversion of the MODFLOW streamflow routing package to SFR.



Task 2 – Run Model Scenarios

In coordination with United staff, FPBGSA's consultant, Daniel B. Stephens & Associates (DBS&A), has developed a preliminary list of model scenarios for evaluation in the Groundwater Sustainability Plan (GSP) updates. United staff will simulate these model scenarios and provide model outputs for use by DBS&A to inform GSP evaluation and update activities.

Deliverables:

- MODFLOW model scenario outputs
- Technical memorandum documenting the model update

Assumptions:

- The existing model is reasonably calibrated given the current MODFLOW-NWT implementation.
- Model calibration is expected to improve as result of grid refinement and conversion of the streamflow routing package from STR to SFR.

Task 3 – Document Model Update

Following completion of the model runs and confirmation, United staff will prepare a technical memorandum (TM) detailing the model's construction and calibration process. Concurrently, United's three-person model review panel will conduct an independent review of the model and prepare a separate TM summarizing their evaluation and findings.

Deliverables:

- Groundwater model calibration TM
- Expert review panel TM

Assumptions:

- One round of revisions.

SCHEDULE

The estimated schedule for completing this scope of work is as follows:

- Task 1: Completion of groundwater model update by the end of the 1st Quarter of FY 2025-2026.
- Task 2: Perform GSP scenario modeling in the 2nd Quarter of FY 2025-2026.
- Task 3: Release of the Groundwater Model TM and Expert Review TM by the end of the 2nd Quarter of FY 2025-2026.



Proposal for FPBGSA Fiscal Year 2025-2026 Task D1 - Groundwater Model
Update for 5-Year GSP Evaluations
Memorandum
Page 4

BUDGET

United proposes to complete this work with a not-to-exceed (NTE) budget of \$106,271. This budget is based on the estimate of labor hours shown in the table below, which will be charged to the FPBGSA per United's FY 2025-26 rates (shown below rounded to the nearest dollar).

Task No.	Task Description	Labor Hours					Subtotal (Hours)	Subtotal (Cost)
		Supervisory Water Resources Engineer	Water Resources Engineer	Senior Hydrogeologist	Water Resources Supervisor	Associate Hydrologist		
		(\$160/hr)	(\$124/hr)	(\$124/hr)	(\$146/hr)	(\$91/hr)		
1	Calibrate GW model	200	24	24	16	40	304	\$ 43,938
2	Run model scenarios	120	60	32	24	40	276	\$ 37,772
3	Document model calibration	80	40	16	8	40	184	\$ 24,561
						Total	764	\$106,271



Item No. 4C Motion Item

DATE: July 11, 2025 (for July 17, 2025, meeting)

TO: Board of Directors

FROM: Anthony A. Emmert, Executive Director

SUBJECT: Reserve Policy Development

RECOMENDATION

The Board will receive a presentation from staff on the development of a financial reserve policy and provide comments and direction.

DISCUSSION

Creating and maintaining a financial reserve fund to smooth out the impacts of unexpected reductions in revenue or unexpected increases in expenditures is sound financial management. As the Fillmore and Piru Basins Groundwater Sustainability Agency's (Agency) only revenue source is groundwater extraction fees paid by the local cities, agricultural businesses and domestic well owners, rapid and unexpected changes in the Agency's fees are detrimental to the pumpers' financial planning. Extensive cuts to the Agency's expenditure budget to meet a revenue shortfall would likewise lead to challenges in the Agency's compliance with the Sustainable Groundwater Management Act (SGMA). Therefore, establishment of a financial reserve policy is a prudent step for the Agency.

Items for the Agency to consider in establishing the financial reserve's size include:

- Lower than expected revenues due to wetter than average years (several hundred thousand lower during very wet years)
- Grant agreements that require the grant recipient to expend the funds and then seek reimbursement afterwards (up to \$2 million over a two-year period)
- Upcoming projects and programs (several million)
- Litigation (unknown amount)

In January 2025, the Board agreed to establish a reserve fund and set the initial amount in conjunction consideration of the Fiscal 2025-2026 Work Plan and Budget. In June 2025, the Board decided to set the initial financial reserve at a minimum of \$500,000 and a maximum of \$2 million. Attached is a draft reserve policy. After receiving Board comments, staff will bring the final policy back for adoption at the August 2025 meeting.

FISCAL IMPACT

No initial impacts.

ATTACHMENTS

Attachment 1 – Draft Financial Reserve Policy

Proposed Motion:

Provide comments and direction on the draft financial reserve policy

1st: Director _____ 2nd: Director _____

Voice/Roll call vote:

Director Garnica:

Director Hauss:

Director Jackson:

Director Kimball:

Director Long:

Director Meneghin:

RESERVE POLICY

Effective XX 2025

OBEJCTIVES

Minimum reserve levels should be maintained:

- a) At a level required by grant or loan agreements; or
- b) At levels sufficient to absorb unpredictable revenue shortfalls or unforeseen emergency expenditures and to ensure fiscally prudent/desired cash flow levels.

Four important factors should be considered when determining an appropriate minimum reserve level:

- a) The reliability of the fund's revenue sources. A fund that depends upon less reliable revenue sources may need to maintain significantly higher levels of reserves than those that rely upon more stable sources of revenue;
- b) The timing of cash inflows and outflows. Funds whose cash flows are less consistent may need higher cash reserves to maintain liquidity than those with regular cash inflows and outflows;
- c) Frequently the Agency must "front" costs for work that will be reimbursed at a later date (i.e. grants, emergencies, etc.); and
- d) Recognition that funds must be accumulated for the completion/construction of Board approved projects. These funds are often expended over multiple years and not necessarily in one fiscal year. These project designated/committed funds do not constitute a portion of the minimum reserve level set for a fund.

RESERVE REQUIREMENTS

The Agency's goal is to maintain an undesignated reserve balance of no less than \$500,000 and no more than \$2 million. This reserve balance should provide rate stabilization capabilities, funding for one-time unanticipated expenditures, prepare the Agency for grant-funded projects or programs that require advance funding, and emergency funds that are necessary.

- ▶ The Groundwater Extraction Fee is reviewed annually in conjunction with the budget process and should be adjusted as appropriate to maintain reserve goals.
- ▶ Whenever possible, investment earnings (interest) if not needed for operation expenses, should be set aside (designated) to fund all or a portion of the revenue requirement of one-time expenditures (i.e. capital improvement projects).
- ▶ Any amount of funds above the reserve goals should be designated by the Board for one-time costs only.

The Board of Directors may, as part of the annual budget discussions, determine that a reserve level greater than \$2 million is necessary to protect the Agency against uncontrollable conditions such as legal actions, economic impacts, environmental mandates, State fiscal emergencies and/or the need to accumulate funds for future large projects and programs.