



Post Office Box 3544
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**NOTICE IS HEREBY GIVEN that the
Mound Basin Groundwater Sustainability Agency (“Agency”)
Board of Directors (“Directors”) will hold a
REGULAR BOARD MEETING
at 1:00 P.M. on
Thursday, December 19, 2019
at Ventura City Hall, Santa Cruz Conference Room #223
501 Poli Street, Ventura, California 93001**

**MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
BOARD OF DIRECTORS MEETING AGENDA**

CALL TO ORDER 1:00 p.m.

1. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

The Board will receive public comments on items not appearing on the agenda and within the subject matter jurisdiction of the Agency. The Board will not enter into a detailed discussion or take any action on any items presented during public comments. Such items may only be referred to the Executive Director or other staff for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on specific agenda items should do so at the time specified for those items. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker per issue.

3. ROLL CALL

**4. APPROVAL OF AGENDA
Motion**

5. 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)

**5a Approval of Minutes
Motion**

The Board will consider approving the Minutes from the October 17, 2019 Regular Mound Basin GSA Board of Directors meeting.

5b Approval of Warrants

Motion

The Board will consider approving payment of outstanding vendor invoices.

5c Monthly Financial Reports

Information Item

The Board will receive monthly profit and loss statements and balance sheets for the months of July through November 2019.

5d Board Meeting Schedule for Calendar Year 2020

Information Item

The Board will consider approving the 2020 Regular Board Meeting Schedule as submitted or as modified by the Board.

6. BOARD MEMBER ANNOUNCEMENTS

6a Directors will provide updates on matters not on the agenda.

6b Directors will provide oral reports of time spent on grant eligible activities since the previous regular Board meeting.

7. EXECUTIVE DIRECTOR UPDATE

Executive Director will provide an informational update on Agency activities since the previous Board meeting.

8. MOTION ITEMS

8a Groundwater Extraction Fee Payment Status

Motion

The Board will receive an update from Director Chambers on the status of outreach concerning late groundwater extraction fees and consider providing direction to staff.

8b Request to Refund Groundwater Extraction Fees for CW Produce

Motion

The Board will consider refunding \$5,918 in groundwater extraction fees to CW Produce.

8c Loan from the County of Ventura

Motion

The Board will consider canceling the \$50,000 loan request from the County of Ventura.

8d Approval of Intera, Inc. Work Order No. 4

Motion

The Board will consider approving Intera Work Order No. 4 for an amount not-to-exceed \$15,640 to develop the MBGSA Data Management System and populate

it with data for GSP development and up to \$5,000 in contingency, to be authorized at the discretion of the Executive Director.

9. INFORMATION ITEMS

None.

10. FUTURE AGENDA ITEMS

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **January 16, 2020**, 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 8th Street in Santa Paula during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda materials in an alternative format, please contact the Mound Basin Clerk of the Board at (805) 525-4431 or the City of Ventura at (805) 654-7800. Notification of at least 48 hours prior to the meeting will enable the Agency to make appropriate arrangements.

Approved: _____


Executive Director Bryan Bondy

Posted: (date) December 16, 2019 (time) 12:30p.m. (attest) *Kris Sofley*
At: <https://moundbasingsa.org>

Posted: (date) December 16, 2019 (time) 12:45p.m. (attest) *Kris Sofley*
At: <https://www.facebook.com/moundbasingsa/>

Posted: (date) December 16, 2019 (time) 12:40p.m. (attest) *Kris Sofley*
At: United Water Conservation District, 106 N 8th Street, Santa Paula CA 93060

Posted: (date) December 16, 2019 (time) 12:50p.m. (attest) *Debra Gallegos*
At: Ventura City Hall, 501 Poli Street, Ventura, California 93001



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

MINUTES

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY BOARD MEETING

1:00 P.M.

Thursday, October 17, 2019

Ventura City Hall, Santa Cruz Conference Room #223
501 Poli Street, Ventura, California 93001

DIRECTORS IN ATTENDANCE

Mike Mobley, Board Chair
Susan Rungren, Board Secretary
Jim Chambers
Conner Everts

DIRECTORS ABSENT

Glenn Shephard, Board Treasurer

STAFF IN ATTENDANCE

Bryan Bondy, Executive Director
Kris Sofley, Clerk of the Board

PUBLIC IN ATTENDANCE

Erin Gorospe, UWCD Controller
Burt Handy
Margo McLaughlin Ferris
Tovil Raymond, McLoughlin Ranch
Kelley Raymond, McLoughlin Ranch
Lara Shellenbarger, Ventura County Watershed Protection District
Ambry Tibay, UWCD Senior Accountant

CALL TO ORDER 1:00 p.m.

Chair Mobley called the meeting to order at 1p.m.

1. PLEDGE OF ALLEGIANCE

Chair Mobley led the participants in the Pledge of Allegiance

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Chair Mobley asked if there were any public comments. None were offered.

3. ROLL CALL

Directors Chambers, Everts, Mobley and Rungren were present. Director Shephard was absent.

4. APPROVAL OF AGENDA

Motion

Motion to approve the agenda as presented, Director Everts; Second, Director Chambers. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Agenda approved 4/0/1.

5. 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)

Motion to approve the Consent Calendar, Director Rungren; Second, Director Everts. Roll call vote: four ayes (Conner, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Consent Calendar items approved 4/0/1.

5a Approval of Minutes

Motion

The Board will consider approving the Minutes from the July 18, 2019 Regular Mound Basin GSA Board of Directors meeting and the Special Board Meeting which also took place on July 18, 2019.

5b Approval of Warrants

Motion

The Board will consider approving payment of outstanding vendor invoices.

5c Monthly Financial Reports

Information Item

The Board will receive monthly profit and loss statements and balance sheets for the months of July, August, and September 2019.

6. BOARD MEMBER ANNOUNCEMENTS

6a Directors will provide updates on matters not on the agenda.

Director Rungren reported that the Ventura Water's final Environmental Impact Report for its State Water Interconnection Project was certified and presented to the Ventura City Council.

6b Directors will provide oral reports of time spent on grant eligible activities since the previous regular Board meeting.

None of the Directors had any activities to report at this time.

7. EXECUTIVE DIRECTOR UPDATE

Executive Director Bondy reported that the Agency has submitted its first invoice and progress report (in compliance with the Prop 1 Grant administration) to the Department of Water Resources (DWR). The invoice and report begins at the time of eligibility covers expenses through June 30, 2019, and he is currently waiting from comments from DWR. Executive Director Bondy added that Eddie Pech, the Agency's contact at DWR, had been temporarily reassigned in September, which was the main reason for the delay.. The second invoice for grant reimbursement is due on November 15.

Margie McLaughlin asked what expenses were covered by the Grant and Executive Director Bondy replied that it covers work on the Groundwater Sustainability Plan (GSP). Executive Director Bondy address additional questions from Ms. McLaughlin about director expenses.

8. MOTION ITEMS

8a Groundwater Extraction Fee Payment Status

Motion

Executive Director Bondy referred the Board to the summary table of unpaid extraction fees to date in the meeting packet and a copy for Board members with operator names. Executive Director Bondy then summarized the status..

Executive Director Bondy spoke with the Agency's legal counsel Joe Hughes, and reviewed Article 10 of the bylaws concerning fee enforcement. Pursuant to the Joint Powers Agreement the Agency relies on the County's rules and procedures. . Legal Counsel and the Executive Director recommend proceeding with informal approaches to collect on these outstanding invoices first, and recommended that Director Chambers reach out to the well owners with past due accounts, which may be members of MBOG. Legal Counsel suggested sending a letter as a next step.

Director Chambers asked if it would be a letter or just an invoice. UWCD's Erin Gorospe said that statements and invoices with other statements had been sent to the operators in question. Executive Director Bondy clarified that the first invoice was followed by two statements; and that the second invoice and a statement had also been sent.

Director Chambers said he had reached out to Operator No. 1 and he still hadn't paid.

Ms. McLaughlin said that there may be some confusion between the Mound Basin Agricultural Water Group (MBAWG) fee and the MBGSA fee, and maybe that needs to be more clearly explained. Executive Bondy said that is exactly why he thinks the Agency needs to reach out to these operators. Director Chambers said that they may just assume it's a double billing issue.

Executive Director Bondy asked finance staff to provide copies of the invoices and statements to Director Chambers. Director Chambers said he would try to reach

out through MBAWG and will mention to the other members, too. Then he asked for copies of the invoices and contact information for the operators.

Chair Mobley suggested tryin the outreach and if there is no response by the next Board meeting, then consider sending a letter from the Agency's attorney.

Ms. McLaughlin asked what the interest and penalty fees were. Ms. Gorospe replied that there is a 10 percent penalty fee plus a charge of 1 percent per month interest fee on the outstanding balance. Ms. McLaughlin suggested sending a copy of the Articles of Incorporation with the statement.

Director Chambers asked if there were any unidentified wells, or wells with no meters. Executive Director Bondy said that MBGSA relies on extraction reports made to UWCD. There are four wells that currently do not report and UWCD is working on obtaining compliance. .

No motion.

8b. Waiver of late fees for CW Produce

Motion

Executive Director Bondy explained that the purpose of this item is to consider a request by CW Produce to waive late fees associated extraction fees for the July – December 2018 period.

Executive Director Bondy said that CW Produce's well was in an area of overlap with Fox Canyon Groundwater Management Agency (FCGMA), which was resolved in the Basin Boundary Modification. CW Produce was therefore subject to fees from both agencies. In light of this, staff is recommending waiving the late fees and will bring back a recommendation to refund all fees paid to MBGSA in addition to the late fees due. The Operator had been reporting to FCGMA and Executive Director Bondy has made an inquiry to confirm fees were paid to FCGMA in 2018.

Director Chambers said he thought it was a reasonable request. Motion to waive late fees and penalties for CW Produce, Director Chambers; Second, Director Rungren. Roll call vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion to waive late fees for CW Produce approved 4/0/1.

8c Stakeholder Engagement Plan Update

Motion

Executive Director Bondy reported that he completed the annual review of the Agency's Stakeholder Engagement Plan, as required by the plan. The plan has been updated to reflect Tribal Engagement as the representative information for the Chumash has been received and the Agency's map has been updated to reflect the Basin Boundary Modification that was approved by DWR in early 2019.

Director Chambers inquired about the list of interested parties and groundwater users. Executive Director Bondy said that the Agency does have that information,

but due to confidentiality, those documents are not posted on the Agency's website or released to the public.

Director Chambers commented that there are many organizations with many meetings about water issues and that it is hard to determine what meetings to attend. A discussion followed concerning how directors and MBAWG members can get meeting information about water meetings. Lara Shellenbarger, Ventura County Watershed Protection District (VCWPD) mentioned the Santa Clara River Watershed Committee (SCRWC) has GSA updates and offered to add people to the email list. SCRWC can also assist with disadvantaged community outreach.

Executive Director Bondy reminded the Board that the agenda item is about the GSAs engagement and outreach and that discussion of attending other water group's meetings is not really related except to the extent that those groups can be used as a conduit for MBGSA's outreach, which is not really what the original question was about. Executive Director Bondy asked the Clerk to add links to the website concerning water-related groups and stated that he would work with SCRWC for MBGSA outreach.

Motion to adopt the updated Stakeholder Engagement Plan, Director Everts; Second, Director Chambers. Roll call vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion to adopt updates to the Agency's Stakeholder Engagement Plan carries 4/0/1.

8d GSP Development Update

Motion

Executive Director Bondy reported that in early October, Intera and John Lindquist of United Water Conservation District reviewed United's scope of work and progress and the game plan for the sequencing of work, incorporating the lessons learned from the Fox Canyon Groundwater Management Agency process. Executive Director Bondy said there are a fair amount of GSP components that don't drive management decisions and recommends focusing on those components that directly affect management. Executive Director Bondy then walked the Board through the GSP Work Tasks Overview table (Attachment A to the staff report) pointing out key milestones and tasks.

Executive Director Bondy said the first task is to determine the options for a data management system, compile the data, and enter into the system. This will be done upfront so that there are no questions about what data is being used so data can be shared amongst with GSP development team and stakeholders, if requested.

The hydrogeologic concept model and groundwater conditions sections will come first, as they provide the technical foundation for evaluating sustainable management criteria (SMC). Timeframe is early 2020. These aspects would then be presented at a workshop in Spring 2020 along with a preliminary assessment of the SMC. The goal is to get identify and focus on the key groundwater management and policy issues early in the process.

The SMC will then be refined information based on the feedback and then presented again at a second workshop that would also begin to discuss what kind of projects or management actions might be needed to address the SMCA third workshop will be held to further define or refine the projects or management actions. Throughout March 2020 to March 2021 other pieces that don't require policy input and other technical pieces that do not drive management decisions will be addressed, all of which will fold into a draft GSP that will be presented at a fourth workshop in or around March 2021. A 90-day comment period would be opened from. A final draft GSP would be prepared around September 2021, with a target adoption date of November 2021, leaving three months to work through issues prior to the submission deadline.

Executive Director Bondy then asked John Lindquist of UWCD if he had anything to add. Mr. Lindquist said he thought it was a great way to approach the development of the GSP and United staff is fully behind this approach.

Executive Director Bondy said he had identified four workshops but he is flexible with the process and if issues require additional workshops. Chair Mobley said the stakeholder outreach, and workshops too, were a good way to do outreach and educate stakeholders. Director Chambers asked if there were specific milestones to hit and Chair Mobley asked if specific locations were better for attracting participation. Director Everts also added different times of day to accommodate all the various schedules people have. Chair Mobley said he approved of the update. Executive Director Bondy said it is important to receive updates and provide feedback as this is a living plan and needs to have flexibility. Chair Mobley agreed.

Ms. McLaughlin said that timing and noticing is crucial. Ms. McLaughlin reminded the Board that a lot of the stakeholders are working farmers and the longer the lead time, the better. Executive Director Bondy said the FCGMA held its workshops in the early evening and participants had multiple opportunities to engage.

Director Everts asked how the Board will measure success and if it should try different ways of outreach. Executive Director Bondy said the Agency will have to find out how people heard of the events and what got them there to participate and then see if a pattern emerges. Director Everts said it's all different and part of the education process, but encouraged long lead times and giving stakeholders a real reason to be there and be engaged.

Motion to receive the update of the overview of the GSP development from the Executive Director, Director Everts; Second Director Chambers. A voice vote was taken: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion to receive the GSP Development Update carries 4/0/1.

8e Approval of Intera Work Order Nos. 2 and 3

Motion

Executive Director Bondy summarized the reported that the Agency had two work orders from Intera. Work Order No. 2 provides budget to develop options for a MBGSA data management system (DMS), which is required as an element of the

GSP. The GSP regulations concerning the DMS are vague, so some thought needs to be put into MBGSA's needs and options.. Work Order No. 3 provides a budget to review the hydrogeologic concept model (HCM) developed by UWCD and support the Executive Director with the review of sustainability management criteria leading up to the first workshop.

Executive Director Bondy reviewed the proposed work orders. Chair Mobley said that \$75,000 was serious money but he read through the proposal and thought it looked good. Executive Director Bondy said that there was \$270,000 budgeted and this work order represented the first piece of that. Chair Mobley asked what Bondy and United's costs were and if this was still covered by the first \$50,000 of in-kind services from UWCD. Executive Director Bondy said the Agency would be close to the in-kind services cap later in this fiscal year.

Motion to approve Intera Work Order No. 2 and Work Order No. 3, for the development of a data management system, support for development of a hydrogeologic conceptual model (HCM), support for preliminary review of sustainability criteria, and support for a public workshop concerning the aforementioned topics, Director Everts; Second, Director Rungren. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion to approve Work Orders No. 2 and No. 3 for Intera carries 4/0/1.

9. INFORMATION ITEMS

9a **Fiscal Year 2018/2019 Budget Report** **Information Item**

The Board received annual financial reports for fiscal year 2018-19.

Executive Director Bondy said that in reviewing the profit/loss statement and the balance sheet for fiscal year 2018-19, it's obvious the Agency is well under budget and this is primarily due to the fact that GSP development did not start as early as previously anticipated.

Chair Mobley inquired about Joe Hughes (legal counsel) activities.. Executive Director Bondy said Mr. Hughes is available to him when he seeks out legal advice but his meeting attendance continues to be on an as-needed basis consistent with prior practice.

10. FUTURE AGENDA ITEMS

Director Chambers said he would not be available for the November 21 Board meeting. Executive Director Bondy said the next meeting may wait until December. Chair Mobley suggested keeping the November meeting on the calendar and the meeting could be canceled later.

ADJOURNMENT 2:14p.m.

Chair Mobley adjourned the meeting at 2:14p.m. to the next **Regular Board Meeting** on Thursday, **November 19, 2019**, or call of the Chair.

I certify that the above is a true and correct copy of the minutes of the Mound Basin Groundwater Sustainability Agency's Board of Directors meeting of October 17, 2019.

ATTEST: _____
Susan Rungren, Board Secretary

ATTEST: _____
Kris Sofley, Clerk of the Board

Mound Basin Groundwater Sustainability Agency

Check Detail

December 1 - 12, 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	DEBIT 01	12/11/2019	Merchants Bonding Company	10000 · Bank of the Sierra	(100.00)
Bill Pmt -Check	11310	12/11/2019	County of Ventura- IT Servces Department	10000 · Bank of the Sierra	(40.00)
Bill Pmt -Check	11311	12/11/2019	INTERA Incorporated	10000 · Bank of the Sierra	(3,487.63)
Bill Pmt -Check	11312	12/11/2019	S.S. Papadopoulos & Associates, Inc.	10000 · Bank of the Sierra	(522.50)
Bill Pmt -Check	11313	12/11/2019	United Water Conservation District	10000 · Bank of the Sierra	(1,473.06)
Bill Pmt -Check	11314	12/12/2019	Bondy Groundwater Consulting, Inc	10000 · Bank of the Sierra	(536.25)
				TOTAL	(6,159.44)



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 5(c)

DATE: December 19, 2019
TO: Board of Directors and Executive Director
FROM: Erin Gorospe, UWCD
SUBJECT: Monthly Financial Reports

SUMMARY

The Board will receive the monthly financial reports for the Mound Basin GSA.

INFORMATIONAL ITEM

UWCD accounting staff has prepared financial reports based on the Mound Basin GSA revenue and expenses for the month of November 2019.

BACKGROUND

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. November 2019 Profit/Loss Statement
- B. November 2019 Profit/Loss by Class
- C. November 2019 Balance Sheet

**Mound Basin Groundwater Sustainability Agency
Profit & Loss Budget Performance
July through November 2019**

	<u>Jul - Nov 19</u>	<u>Annual Budget</u>	<u>Budget</u>
Income			
40001 · Groundwater Extraction Fees	0.00	187,500.00	0.00%
41000 · Grant revenue			
41001 · State Grants	0.00	153,778.00	0.00%
Total 41000 · Grant revenue	0.00	153,778.00	0.00%
47000 · Other Revenue			
47001 · Late Fees	2,270.67		
Total 47000 · Other Revenue	2,270.67		
Total Income	2,270.67	341,278.00	0.67%
Gross Profit	2,270.67	341,278.00	0.67%
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	200.00	893.00	22.40%
52250 · Prof Svcs - Groundwater/GSP Pre			
52252 · Prof Svcs - GSP Consultant	25,663.50	269,830.00	9.51%
52250 · Prof Svcs - Groundwater/GSP Pre - Other	10,495.00	0.00	0.00%
Total 52250 · Prof Svcs - Groundwater/GSP Pre	36,158.50	269,830.00	13.40%
52270 · Prof Svcs - Accounting	2,792.68	18,560.00	15.05%
52275 · Prof Svcs - Admin/Clerk of Bd	1,273.88	20,000.00	6.37%
52280 · Prof Svcs - Executive Director	2,583.75	50,000.00	5.17%
Total 52200 · Professional Services	43,008.81	359,283.00	11.97%
52500 · Legal Fees			
52501 · Legal Counsel	972.00	21,600.00	4.50%
Total 52500 · Legal Fees	972.00	21,600.00	4.50%
53000 · Office Expenses			
53010 · Public Information	588.08	0.00	0.00%
53020 · Office Supplies	5.47	1,015.00	0.54%
53026 · Postage & Mailing	3,313.79	102.00	3248.81%
53110 · Travel & Training	124.93	0.00	0.00%
Total 53000 · Office Expenses	4,032.27	1,117.00	360.99%
53500 · Insurance			
53510 · Liability Insurance	2,099.24	2,126.00	98.74%
Total 53500 · Insurance	2,099.24	2,126.00	98.74%
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	2,363.00	0.00%
Total 70000 · Interest & Debt Service	0.00	2,363.00	0.00%
Total Expense	50,112.32	386,489.00	12.97%
Net Income	-47,841.65	-45,211.00	105.82%

Mound Basin Groundwater Sustainability Agency

Profit & Loss by Class

July through November 2019

	A - Grant Administration	B - Model and Studies	Task 03 - Stakeholder Outreach (C - Planning Activities)	Task 04 - GSP Development (D - GSP Development)	D - GSP Development - Other (D - GSP Development)	Unclassified	TOTAL
Income							
40001 · Groundwater Extraction Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47000 · Other Revenue							
47001 · Late Fees	0.00	0.00	0.00	0.00	0.00	2,270.67	2,270.67
Total 47000 · Other Revenue	0.00	0.00	0.00	0.00	0.00	2,270.67	2,270.67
Total Income	0.00	0.00	0.00	0.00	0.00	2,270.67	2,270.67
Gross Profit	0.00	0.00	0.00	0.00	0.00	2,270.67	2,270.67
Expense							
52200 · Professional Services							
52240 · Prof Svcs - IT Consulting	0.00	0.00	0.00	0.00	0.00	200.00	200.00
52250 · Prof Svcs - Groundwater/GSP Pre							
52252 · Prof Svcs - GSP Consultant	11,115.00	7,494.75	97.50	5,445.00	0.00	1,511.25	25,663.50
52250 · Prof Svcs - Groundwater/GSP Pre - Other	0.00	10,495.00	0.00	0.00	0.00	0.00	10,495.00
Total 52250 · Prof Svcs - Groundwater/GSP Pre	11,115.00	17,989.75	97.50	5,445.00	0.00	1,511.25	36,158.50
52270 · Prof Svcs - Accounting	1,253.91	0.00	0.00	0.00	0.00	1,538.77	2,792.68
52275 · Prof Svcs - Admin/Clerk of Bd	0.00	0.00	0.00	0.00	0.00	1,273.88	1,273.88
52280 · Prof Svcs - Executive Director	0.00	0.00	0.00	0.00	0.00	2,583.75	2,583.75
Total 52200 · Professional Services	12,368.91	17,989.75	97.50	5,445.00	0.00	7,107.65	43,008.81
52500 · Legal Fees							
52501 · Legal Counsel	0.00	0.00	0.00	0.00	0.00	972.00	972.00
Total 52500 · Legal Fees	0.00	0.00	0.00	0.00	0.00	972.00	972.00
53000 · Office Expenses							
53010 · Public Information	0.00	0.00	0.00	0.00	0.00	588.08	588.08
53020 · Office Supplies	0.00	0.00	0.00	0.00	0.00	5.47	5.47
53026 · Postage & Mailing	0.00	3,147.29	0.00	0.00	0.00	166.50	3,313.79
53110 · Travel & Training	0.00	0.00	0.00	45.06	5.22	74.65	124.93
Total 53000 · Office Expenses	0.00	3,147.29	0.00	45.06	5.22	834.70	4,032.27
53500 · Insurance							
53510 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	2,099.24	2,099.24
Total 53500 · Insurance	0.00	0.00	0.00	0.00	0.00	2,099.24	2,099.24
Total Expense	12,368.91	21,137.04	97.50	5,490.06	5.22	11,013.59	50,112.32
Net Income	-12,368.91	-21,137.04	-97.50	-5,490.06	-5.22	-8,742.92	-47,841.65

Mound Basin Groundwater Sustainability Agency

Balance Sheet

As of November 30, 2019

Nov 30, 19

ASSETS

Current Assets

Checking/Savings

10000 · Bank of the Sierra 220,224.42

Total Checking/Savings 220,224.42

Accounts Receivable

11000 · Accounts Receivable 51,133.80

Total Accounts Receivable 51,133.80

Total Current Assets 271,358.22

TOTAL ASSETS 271,358.22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 6,159.44

Total Accounts Payable 6,159.44

Other Current Liabilities

20001 · Advance from City of Ventura 55,000.00

20510 · Interest Payable 894.60

Total Other Current Liabilities 55,894.60

Total Current Liabilities 62,054.04

Total Liabilities 62,054.04

Equity

32000 · Retained Earnings 257,145.83

Net Income -47,841.65

Total Equity 209,304.18

TOTAL LIABILITIES & EQUITY 271,358.22



Informational Item No. 5d

DATE: December 19, 2019
TO: Board of Directors
FROM: Kris Sofley, Clerk of the Board
SUBJECT: Board Meeting Schedule for Calendar Year 2020

SUMMARY

As the Mound Basin GSA typically meets on the third Thursday of each month at 1p.m. in the afternoon, staff has prepared a calendar for 2020 Mound Basin GSA meeting dates.

2020 Meeting Dates for Mound Basin GSA
Thursday, January 16, 2020
Thursday, February 20, 2020
Thursday, March 19, 2020
Thursday, April 16, 2020
Thursday, May 21, 2020
Thursday, June 18, 2020
Thursday, July 16, 2020
Thursday, August 20, 2020
Thursday, September 17, 2020
Thursday, October 15, 2020
Thursday, November 19, 2020
Thursday, December 17, 2020

FISCAL SUMMARY

no fiscal impact is associated with this item



Motion Item No. 8a

DATE: December 19, 2019
TO: Board of Directors
FROM: Staff
SUBJECT: Groundwater Extraction Fee Payment Status

SUMMARY

There are three well operators who have unpaid groundwater extraction fees, penalties, and interest totaling \$20,605.02¹. During the October 17, 2019 Board meeting, it was decided that Director Chambers would reach out to these well operators. Depending on Director Chamber’s report, the Board may consider providing direction to staff concerning next steps for fee collection.

RECOMMENDED ACTION

Receive an update from Director Chambers on the status of outreach concerning late groundwater extraction fee payments and consider providing direction to staff.

BACKGROUND

Table 1. Summary of Past Due Accounts

Category	Well Operator #1	Well Operator #2**	Well Operator #3	Totals
2018 – 1 Fee (Issued 9/1/18)	\$2,530.00	-	-	\$2,530.00
2018-1 Accrued Penalties and Interest*	\$354.20	-	\$134.55	\$488.75
2018 – 2 Fee (Issued 4/30/19)	\$2,968.40	\$8,562.00	\$3,785.20	\$15,315.60
2018-2 Accrued Penalties and Interest*	\$542.07	\$1,198.68	\$529.92	\$2,270.67
Totals	\$6,394.67	\$9,760.68	\$4,449.67	\$20,605.02
* Interest is as of September 30, 2019				
**Well Operator #2 has two wells (accounts); values in this table are combined totals for both accounts.				

FISCAL SUMMARY

¹ Interest amounts are through September 30, 2019.

The Agency has collected at least \$20,605.02 less in cash than it is owed. Any collection efforts that the Agency decides to pursue may have a cost associated with them, which is unknown at this time.

ATTACHMENTS

None.

Action: _____

Motion: _____ 2nd: _____

J.Chambers: _____ C.Everts: _____ M.Mobley: _____ S.Rungren: _____ G.Shephard: _____



Motion Item No. 8b

DATE: December 19, 2019
TO: Board of Directors
FROM: Erin Gorospe, UWCD and Executive Director
SUBJECT: Request to Refund Groundwater Extraction Fees for CW Produce

SUMMARY

Central West Produce paid groundwater extraction fees totaling \$5,918. The well in question was subject to the dual jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA) and MBGSA until the basin boundary modification 2019 eliminated this overlap in early 2019.

Now that this well is no longer located in the Mound Basin, it will not be subject to further invoices from Mound Basin GSA. A refund of extraction fees is requested as this well is not within MBGSA boundaries.

RECOMMENDED ACTION

Staff recommends refunding groundwater extraction fees of \$5,918.

BACKGROUND

Central West Produce was invoiced for the 2018-2 billing period (\$925.20) and the 2019-1 billing period (\$4,992.80). Their well was determined to be outside of the MBGSA after the basin boundary modifications and was subject to the jurisdiction of both MBGSA and FCGMA during the 2018-2 and 2019-1 billing period.

The Board waived this customer’s interest and penalties at the October 17, 2019 Board meeting upon the customer’s request.

FISCAL SUMMARY

Refunding the groundwater extraction fees will result in a forfeiture of \$5,918 in revenue. Late fee revenue was not included in the adopted budget.

Action: _____
Motion: _____ ^{2nd} : _____
J.Chambers: _____ C.Everts: _____ M.Mobley: _____ S.Rungren: _____ G.Shephard: _____



Motion Item No. 8c

DATE: December 19, 2019
TO: Board of Directors
FROM: Erin Gorospe, UWCD and Executive Director
SUBJECT: Loan from County of Ventura

SUMMARY

A loan from the County of Ventura was planned to provide initial operating cash for the GSA. The GSA has sufficient operating cash and the loan is no longer needed.

RECOMMENDED ACTION

Staff recommends canceling the loan request from the County of Ventura for \$50,000.

BACKGROUND

When the GSA was formed, it requested loans from the City of Ventura (\$55,000) and the County of Ventura (\$50,000) to provide initial operating cash. The loan from the City of Ventura was received in October 2018. The loan in from the County of Ventura has not yet been made.

During Fiscal Year 2018-19 and FY 19-20 to date, the GSA has realized more than \$50,000 in cost savings for administrative, finance and executive director services. As of November 2019, the GSA had over \$220,000 in cash in its checking account and the loan is no longer needed.

FISCAL SUMMARY

Foregoing the loan from the County of Ventura will result in savings in interest expense at the annual LAIF rate. Savings is estimated at approximately \$1,100 per year. The GSA will also have a lower cash balance as a result, but will still have enough cash to cover operations.

Action: _____
Motion: _____ 2 nd : _____
J.Chambers: _____ C.Everts: _____ M.Mobley: _____ S.Rungren: _____ G.Shephard: _____



Motion Item No. 8d

DATE: December 12, 2019
TO: Board of Directors
FROM: Executive Director
SUBJECT: Approval of Intera, Inc. Work Order No. 4

SUMMARY

The Executive Director and Intera have reviewed data management system (DMS) requirements for GSPs and evaluated DMS options. Groundwater Sustainability Plan (GSP) Emergency Regulations were reviewed and the Executive Director consulted with Department of Water Resources (DWR) staff concerning DMS requirements. DMS requirements under SGMA are vague and DWR does not offer a minimum standard or other guidance. Essentially, a DMS is required to support reporting, but the design and capabilities are up to the GSA.

The Executive Director and Intera have briefly reviewed DMS developed by GSA for critical overdraft basins that have already or will soon be submitting GSPs. The DMS range broadly in scope and design, from spreadsheets to sophisticated on-line data visualization tools. Some GSAs do not appear to have a DMS, or at least did not discuss them in their GSPs.

MBGSA's current need is to simply house the data for GSP development in one place so that it can be accessed by everyone on the GSP development team (UWCD, Executive Director, and Intera). This will ensure there are no questions as to what data were used in the GSP. The DMS will also support annual reporting after the GSP is adopted and will aid in responding to any data requests.

The proposed DMS consists of a simple Microsoft Access database for time series data and a Geographic Information System (GIS) files for spatial data (i.e. ESRI file geodatabase). This DMS design is sufficient to meet MBGSA's needs for now and has low development and maintenance costs. This design does not readily support web-based data access or visualization. If the need for web-based data access or viewing arises, that could be considered in the future, but is not included in the Agency's current budget.

Work Order No. 4 addresses design and development of the MBGSA DMS and data entry. Data will be reviewed prior to entry. Questionable data will be flagged, as appropriate. The proposed fee for Work Order No. 2 is \$15,640. The Executive Director has reviewed the scope of work and fee estimate and believes they are appropriate. However, because the exact nature and volume of the data are not completely understood, there is uncertainty in the level of effort needed to complete this task. Therefore, the Executive Director recommends including \$5,000 contingency in the authorization.

RECOMMENDED ACTION

1. Approve Intera, Inc. Work Order No. 4 for an amount not-to-exceed \$15,640 to develop the MBGSA Data Management System and populate it with data for GSP development.
2. Approve up to \$5,000 in contingency, to be authorized at the discretion of the Executive Director.

BACKGROUND

On March 21, the Board authorized execution of a master services agreement with Intera, Inc. for as-needed GSP development support, subject to negotiation of agreement terms to the satisfaction of the Chair, Agency Counsel and Executive Director. The agreement was executed on April 10, 2019.

FISCAL SUMMARY

The Agency's Fiscal Year 2012/2020 budget includes \$269,830 for professional services related to GSP development. This approval does not cause a cumulative exceedance in the fiscal year budget.

ATTACHMENTS

- A. Draft Intera, Inc. Work Order No. 4, DMS Development and Data Integration

Action: _____
Motion: _____ 2 nd : _____
J.Chambers: _____ C.Everts: _____ M.Mobley: _____ S.Rungren: _____ G.Shephard: _____

Statement of Work

Work Order No. 4

DMS Development and Data Integration

To: Intera, Inc.
3838 W Carson St, Ste 380
Torrance, CA 90503
Attention: Abhishek Singh
Email: ASingh@intera.com

From: Mound Basin Groundwater Sustainability Agency
P.O. Box 3544
Ventura, CA 93006-3544
Attention: Bryan Bondy
Email: bryan@bondygroundwater.com

In accordance with our Master Services Agreement (“**MSA**”) dated April 10, 2019, the following Statement of Work (“**SOW**”) is entered into by Mound Basin Groundwater Sustainability Agency (“**Customer**”) and Intera, Inc. (“**Provider**”) for a new project and/or services (collectively, “**Services**”):

GENERAL NATURE OF SERVICES: Design and develop a Data Management System (DMS), as required pursuant to GSP Emergency Regulations § 352.6. Populate the DMS with data that will be used to develop the MBGSA GSP.

SCOPE OF SERVICES: Please refer to attached proposal dated December 10, 2019.

TERM: December 19, 2019 through June 30, 2020.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$15,640.

Contingency: An additional contingency budget of \$5,000 is reserved for potential unanticipated costs. Use of contingency funds requires prior written approval by the Executive Director.

Labor Rates are pursuant to Intera’s Statement of Qualifications dated February 25, 2019.

PAYMENT TERMS

Payments shall be due:

- upon the completion of the SOW
- as follows: Billing will occur on a monthly basis and shall be based on time and materials. All invoices will be payable on a Net-30 basis. Invoices are due on the 5th business day of each month. Invoices received after the 5th business day of the month are payable on a Net-60 basis. Payment may be delayed up to 30 days beyond these terms in the event of Board of Directors meeting cancellations.

ADDITIONAL TERMS AND CONDITIONS

This SOW will be governed by the terms and conditions of the MSA. In the event of any conflict between the terms set forth in this SOW and the MSA, the MSA shall be deemed to control the control the relationship between the parties with respect to the SOW.

ACCEPTED AND AGREED:

“PROVIDER” Intera, Inc.	“CUSTOMER” MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
By: <hr/> Print Name: David Jordan Title: Vice President Date:	By: <hr/> Print Name: Bryan Bondy Title: Executive Director Date:

December 10, 2019

Mr. Bryan Bondy, PG, CHG
Executive Director
Mound Basin Groundwater Sustainability Agency
P.O. Box 3544
Ventura, CA 93006-3544

RE: Scope and Cost for Mound Basin DMS Development and Data Integration (Work Order No. 4)

Dear Mr. Bondy,

INTERA is pleased to submit this scope and estimated cost to the Mound Basin Groundwater Sustainability Agency (MBGSA) to develop a Data Management System (DMS) in support of the Groundwater Sustainability Plan (GSP) development:

Task 1. Data Review and Data Management System (DMS) Integration

INTERA will compile data including, but not limited to:

- Well data such as pumping records, water levels, water quality
- Streamflow data such as flows and stage information

Based on our communication with Mr. Bondy, currently there are approximately less than 50 active wells with available water level and water quality data. Data will be reviewed prior to entry into the DMS. Preliminary well and stream hydrographs will be created to assist in the review process. Any missing metadata will be added to the data and organized in the DMS. Reviewed data will be assigned review qualifiers and input into the Agency's DMS.

INTERA will develop an ESRI file geodatabase to contain the DMS's spatial data. All spatial data developed for the DMS will be projected to NAD83 California State Plane Zone V Feet (EPSG 2229). In addition to the groundwater data discussed above, the geodatabase will contain other datasets such as land use, soil type, administrative boundaries, etc. that will be helpful in contextualizing the groundwater data. These data are assumed to be publicly available from government agencies or provided to INTERA by MBGSA as necessary. An Access database will also be created to store transient data such as streamflow gage measurements, water levels, pumping, and water quality. Functions will be included to enter new data and run queries and reports in support of the requirements of the GSP. DWR requirements and guidelines for the GSP submittal and data-upload will be instrumental in database, queries, and report design and development.

Schedule

This task will be completed within 60 days of the notice to proceed.

Cost

This cost is based on the items discussed above. The cost for this work is estimated to be approximately \$15,640 and is summarized in the table below.

			Task 1. Data Review & DMS	
Labor Category	Proposed Staff	Rate	Hours	Cost
Principal Engineer/Scientist I		\$250		\$0
Principal Engineer/Scientist II	David Jordan	\$225		\$0
Principal Engineer/Scientist III		\$210		\$0
Senior Engineer/Scientist I	Abhishek Singh; Erik Anderson	\$195	16	\$3,120
Senior Engineer/Scientist II		\$180		\$0
Senior Engineer/Scientist III	Raghu Suribhatla	\$165	16	\$2,640
Senior Engineer/Scientist IV	Kevin Smith	\$150	8	\$1,200
Engineer/Scientist I		\$140		\$0
Engineer/Scientist II	Jevon Harding; Patrick O'Connell	\$130	16	\$2,080
Engineer/Scientist III		\$120		\$0
Engineer/Scientist IV	Erick Fox	\$110	60	\$6,600
Senior Technician		\$115		\$0
Technician		\$72		\$0
Senior Technical Editor		\$115		\$0
Tech Editor	Joanna Stakutis	\$83		\$0
Senior CAD/Graphics		\$87		\$0
CAD/Graphics		\$76		\$0
Project Analyst/Assistant		\$105		\$0
Project Associate		\$75		\$0
Total				\$15,640

We look forward to beginning work on this project and await your approval of this scope. If you have questions, comments, or concerns please do not hesitate to contact me or Abhishek Singh.

Sincerely,

INTERA Incorporated



David Jordan, PE
 Project Principal
 Vice President, Western Region



Abhishek Singh, PE, PhD
 Project Manager
 California Operations Manager