

**NOTICE IS HEREBY GIVEN that the
Mound Basin Groundwater Sustainability Agency ("Agency")
Board of Directors ("Directors") will hold a
REGULAR BOARD MEETING
at 1:30 P.M. on Thursday, October 15, 2020**

In accordance with the **California Governor's Executive Stay at Home Order** and the **County of Ventura Health Officer Declared Local Health Emergency and Be Well at Home Order** resulting from the novel coronavirus (COVID-19), the Ventura City Hall is closed to the public. Therefore, the Mound Basin GSA will hold its Regular Board of Directors meeting virtually using the Zoom video conferencing application.

If you are new to Zoom,
please click on this link and watch the short video tutorial:
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

To participate in the Board of Directors meeting via Zoom, please access:
<https://us02web.zoom.us/j/84384530467>
Meeting ID: 843 8453 0467

To call into the meeting (audio only), call: 1-888-788-0099 US Toll-free
Meeting ID: 843 8453 0467

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
BOARD OF DIRECTORS MEETING AGENDA

CALL TO ORDER 1:30 P.M.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. 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.

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 September 17, 2020, 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 month of September 2020.

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

The Executive Director will provide an informational update on non-GSP activities since the previous Board meeting.

8. INFORMATION ITEM

None.

9. MOTION ITEMS

9a GSP Monthly Update (Grant Category (c), Task 3 and Category (d), Task 4)

Motion

The Board will receive an update from the Executive Director concerning development of the Agency's Groundwater Sustainability Plan and grant status. The Board may provide feedback or direction to staff.

9b Stakeholder Engagement Plan Annual Review

Motion

The Board will consider approving updates to the Stakeholder Engagement Plan.

9c Fiscal Year 2019-2020 Budget Report

Motion

The Board will consider receiving and filing the year-end budget report for fiscal year 2019-2020.

9d Intera, Inc. Work Order No. 6 for Monitoring Well Coastal Development Permitting

Motion

The Board will consider authorizing the Executive Director to execute Work Order No. 6 for Intera, Inc. for an amount not-to-exceed \$18,840 to prepare monitoring well Coastal Development Permit materials and approving up to \$5,000 in contingency for unanticipated costs, to be authorized at the discretion of the Executive Director.

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** scheduled for Thursday, **November 19, 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 1701 North 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 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.

Posted: October 12, 2020

(time) 9:45 A.M.

(attest) Jackie Lozano

At: <https://moundbasingsa.org>

Posted: October 12, 2020

(time) 10:00 A.M.

(attest) Jackie Lozano

At: <https://www.facebook.com/moundbasingsa/>

Posted: October 12, 2020

(time) 10:15 A.M.

(attest) Jackie Lozano

At: United Water Conservation District, 1701 North Lombard Street, Oxnard CA 93030

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
REGULAR BOARD OF DIRECTORS MEETING

Thursday, September 17, 2020 | 1:00 PM
via Zoom, due to COVID-19 Meeting Protocol

MINUTES

DIRECTORS IN ATTENDANCE:

Mike Mobley, Chair
Susan Rungren, Secretary
Glenn Shephard, Treasurer
Jim Chambers
Conner Everts

STAFF IN ATTENDANCE:

Bryan Bondy, Executive Director
Joseph Hughes, Agency Legal Counsel
Jackie Lozano, Clerk of the Board

PUBLIC IN ATTENDANCE:

Dan Detmer, UWCD
Burt Handy
Kathleen Kuepper, UWCD
John Lindquist, UWCD
Eddie Pech, DWR

CALL TO ORDER 1:02 PM

Chair Mobley called the meeting to order at 1:02 PM.

1. PLEDGE OF ALLEGIANCE

Chair Mobley led the participants in reciting 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.&4. ROLL CALL AND APPROVAL OF AGENDA

Motion

Clerk of the Board Jackie Lozano commenced Roll Call in tandem with Approval of Agenda. Roll Call and Motion to approve the agenda, Director Everts; Second, Director Rungren. Roll call vote: five ayes (Chambers, Everts, Mobley, Rungren, Shephard); none opposed. Motion carried unanimously 5/0.

5. CONSENT CALENDAR

5a Approval of Minutes

Motion

The Board will consider approving the Minutes from the August 20, 2020, 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 the monthly profit and loss statements and balance sheets for the month of August 2020.

No comments or questions were offered by the Directors.

No public comments were offered.

Motion to approve the Consent Calendar, Director Everts; Second, Director Rungren. Roll call vote: five ayes (Chambers, Everts, Mobley, Rungren, Shephard), none opposed. Motion carried unanimously 5/0.

6. BOARD MEMBER ANNOUNCEMENTS

6a Director Rungren announced the proposed physical solution for the Ventura River adjudication has been released and can be accessed via www.venturariver.com. It is also on the City's website.

6b The Directors spent no time on grant eligible activities.

7. EXECUTIVE DIRECTOR UPDATE

Executive Director Bondy provided an update on the Agency's nine past due accounts, six of which have been paid and three remain outstanding. Staff issued invoices and statements to the entity responsible for the three outstanding individual wells and will continue to monitor until payment is received in full.

Additionally, Executive Director Bondy provided an update on the proposed groundwater monitoring well, advising that the Coastal Development Permit application was received from the City of Ventura Planning Department and he will follow-up with DWR regarding the status of the funding opportunity.

No comments or questions from the Directors.

No public comments were offered.

8. INFORMATION ITEM

**8a GSP Stakeholder Workshop No. 1 Recap (Grant Category (c), Task 3)
Information Item**

Executive Director Bondy provided a thorough overview of the feedback received from the poll responses and recommendations for further public/stakeholder engagement.

The Board discussed potential methods for additional outreach. Concepts discussed included providing more information about MBGSA on the City of Ventura website, noticing meetings in the Ventura Water monthly newsletter, requesting a newspaper article in the Ventura County Star, further outreach by the Environmental stakeholder director to his constituents, participation in the Santa Clara River Watershed Committee meetings by the Executive Director and stakeholder directors, and possible booths at community events. Executive Director Bondy stated that he would like to see the results of the recent outreach effort using Ventura Water bill stuffers to determine if that helped.

No further comments or questions by the Directors.

No other public comments or questions were offered.

9. MOTION ITEMS

9a Groundwater Sustainability Plan Monthly Update (Grant Category (c), Task 3 and Category (d), Task 4)

Motion

Executive Director Bondy provided an update to the staff report regarding the groundwater model and GSP development.

The model is scheduled to be completed in October and then the Agency will need to prepare the future projected water balance using the model, starting with a baseline run. The analysis will consider future pumping, climate change, potential future hydrology, and future land use. SGMA requires a 50-year period based on historical data for analysis in understanding the range of the hydrologic conditions. The Agency is collaborating with Fillmore Piru Basin GSA because it covers some of the same area. The data period covered is 1944 through 2018, a 75-year period. DWR also requires GSAs to address climate change in the analysis and provides factors to apply to both rainfall and streamflow, which would be used in the Agency's planning. Assumptions regarding baseline pumping demands and future pumping, including the City of Ventura's water supply planning goal of 4,000-acre feet per year of production, would also be included in the baseline planning value.

Executive Director Bondy displayed a chart of historical pumping broken down between agriculture and municipal and industrial uses, explaining that the trend of agricultural pumping does not provide a clear basis for establishing an assumption for future agricultural pumping. He has requested a recommendation from MBAWG and plans to use it in the modeling. Land use change is another future assumption to consider and a land use map was presented to the Board. The Basin's agricultural land is within the Save Open-Space and Agricultural Resources (SOAR) Ordinance limits, except for one small parcel that is already pending development. Executive Director Bondy recommends no changes in land agricultural land use for the future projections, and that assumption can be revisited during GSP updated based on actual events.

Director Chambers said he planned to share the pumping graph with his tenants to gather data on their business plans over the five and ten-year leases, in terms of crop rotations and pumping expectations, which he will share with the Agency. Executive Director Bondy asked Director Chambers if he could complete that request over the next couple of weeks and thanked him for his efforts.

Direction Rungren asked if she could look at the land use map and talk with the City's planning department to see if they heard of any other parcels going into development. Executive Director Bondy said he will e-mail the materials to Director Rungren and will also include the materials in the meeting minutes.

Director Chambers asked about a timeframe for the Board to discuss higher levels of pumping and Director Rungren said the information is being developed for the next urban water management plan, for which the City looks at operational issues as well as other water supply sources and when the plan is completed, she will share the information.

Director Shephard thought the precipitation data shown on the graph looked wrong, but the data was later confirmed as correct by UWCD's John Lindquist.

Director Everts asked if environmental water needs were being considered along with agriculture and urban needs, saying the general trend with agriculture pumping and sometimes with urban needs too, the demand drops over time.

Executive Director Bondy replied that for agriculture, changes in irrigation practices and crops could impact demand, but he would like MBAWG's input to confirm. For urban demand, the City of Ventura supplies the water and has multiple water sources, so the variability is more operational than demand oriented. The Agency, he said, can use the 4,000 acre feet per year planning value without worrying much about how urban water demand will affect the projections.

Chair Mobley reiterated the question about how environmental usage would be tracked or measured and Executive Director Bondy said that shallow groundwater that interacts with the Santa Clara River and the estuary is not pumped by wells. The water balance portion of the GSP will include estimates of the evapotranspiration of native vegetation in these areas, but it is not something that will probably be directly measured.

Director Everts also had a concern about expectations of certain water amounts from different users when the basin reaches times of extended dryness or resulting from climate change, and asked what impact that would have on surface flows during times of pumping. Executive Director Bondy said that in the Mound basin, there appears to be little interaction between pumping and the shallow zone groundwater or surface water, so it will not likely be a groundwater management focus.

Director Chambers asked if the graphs could be sent out to agricultural users for feedback. Executive Director Bondy said he had forwarded the information to Neal Maguire, MBAWG's attorney for distribution.

No further comments or questions by the Directors.

No public comments were offered.

Motion to receive and file the GSP monthly update, Director Everts; Second, Director Rungren. Roll call vote: five ayes (Chambers, Everts, Mobley, Rungren, Shephard), none opposed. Motion carried unanimously 5/0.

9b Sustainability Goal (Grant Category (d), Task 4)

Motion

Executive Director Bondy noted that no public comments on the draft sustainability goal had been received to date and received was an email Neal Maguire on behalf of MBAWG stating MBAWG supports the goal as presented in the Board packet.

Executive Director Bondy explained that the redline edits were developed based on Board member feedback during the prior board meeting and recommended adopting the Sustainable Goal as presented. Legal Counsel Joe Hughes reviewed the wording and approved the document. There were no legal concerns.

Director Everts asked for an explanation of why 4c was redlined out. Executive Director Bondy explained that at the last meeting the Board requested the item be removed during its discussion. Additionally, there was a concern that the Agency would be expected to enhance the ecosystems or spend a lot of potential money on projects to do so. There was another agency that had a similar discussion and outcome on the same topic.

Chair Mobley agreed with the change of 4c and in support of the change was Director Chamber. It was mentioned the language was not too specific and could be misleading regarding expectations.

Director Everts preferred to keep the language, saying that the words *where possible* leaves the language open for change and wondered if there was slightly different language that the Board would consider.

Director Everts made a motion to approve the sustainability goal with the redline changes, with the exception of item 4c. The motion did not receive a second.

No further comments or questions by the Directors.

No public comment was offered.

Motion to adopt the Sustainability Goal as presented, Director Rungren; Second, Director Chambers. Roll call vote: four ayes (Chambers, Mobley, Rungren, Shephard), one opposed (Everts). Motion carried 4/1.

Chair Mobley suggested to Director Everts that if he felt strongly about the item, he could propose a language change for item 4c at the next meeting and seek input from other groups for feedback.

10. FUTURE AGENDA ITEMS

None were offered by the Directors.

On a separate note, Executive Director Bondy requested from legal counsel to confirm the voting requirements in the bylaws as they related to the vote on Item 9b. Legal Counsel Joe Hughes reviewed the bylaws and reported that a simple majority of three out of five was required for the motion to pass.

ADJOURNED 2:10 PM

Chair Mobley adjourned the meeting at 2:10 PM to the next **Regular Board Meeting** on **Thursday, October 15, 2020**, or call of the Chair.

I certify that above is a true and correct copy of the minutes of the Mound Basin Groundwater Sustainability Agency's Board of Directors meeting of September 17, 2020.

ATTEST: _____
Susan Rungren, Board Secretary

ATTEST: _____
Jackie Lozano, Clerk of the Board

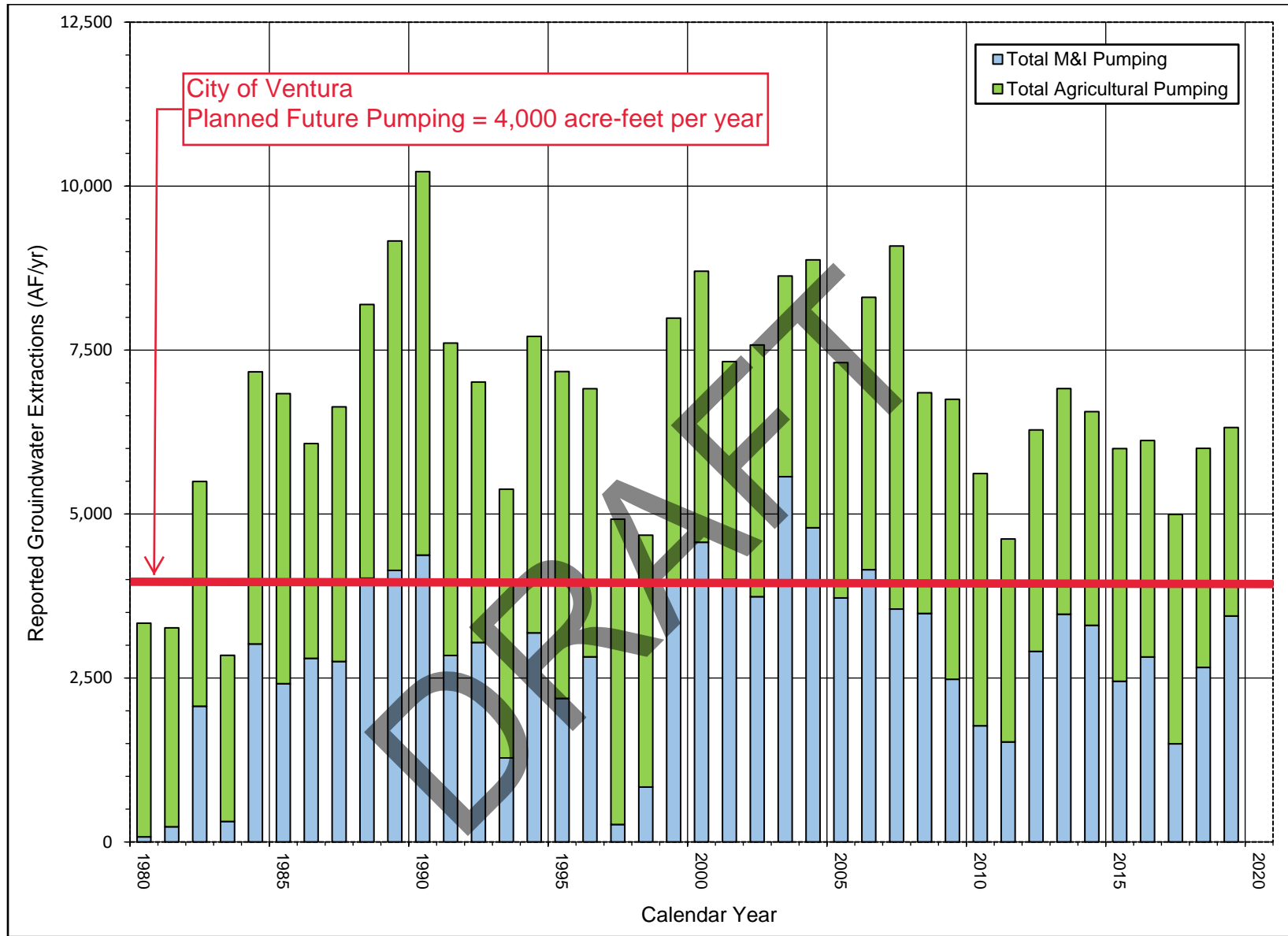
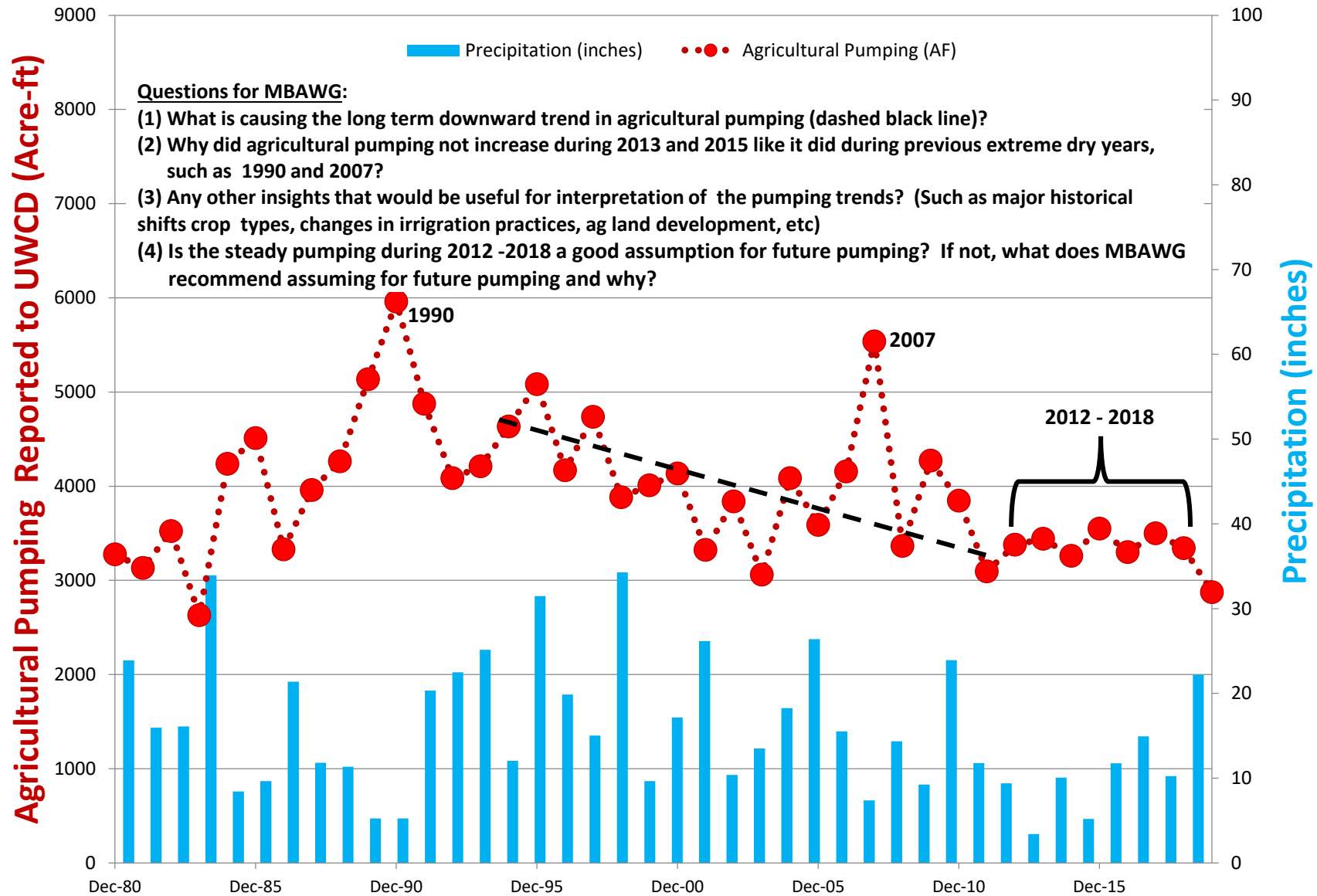


Figure 3.1-27 Graph of Historical (1980-2019) Pumping from Mound Basin by Use Sector.

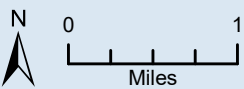
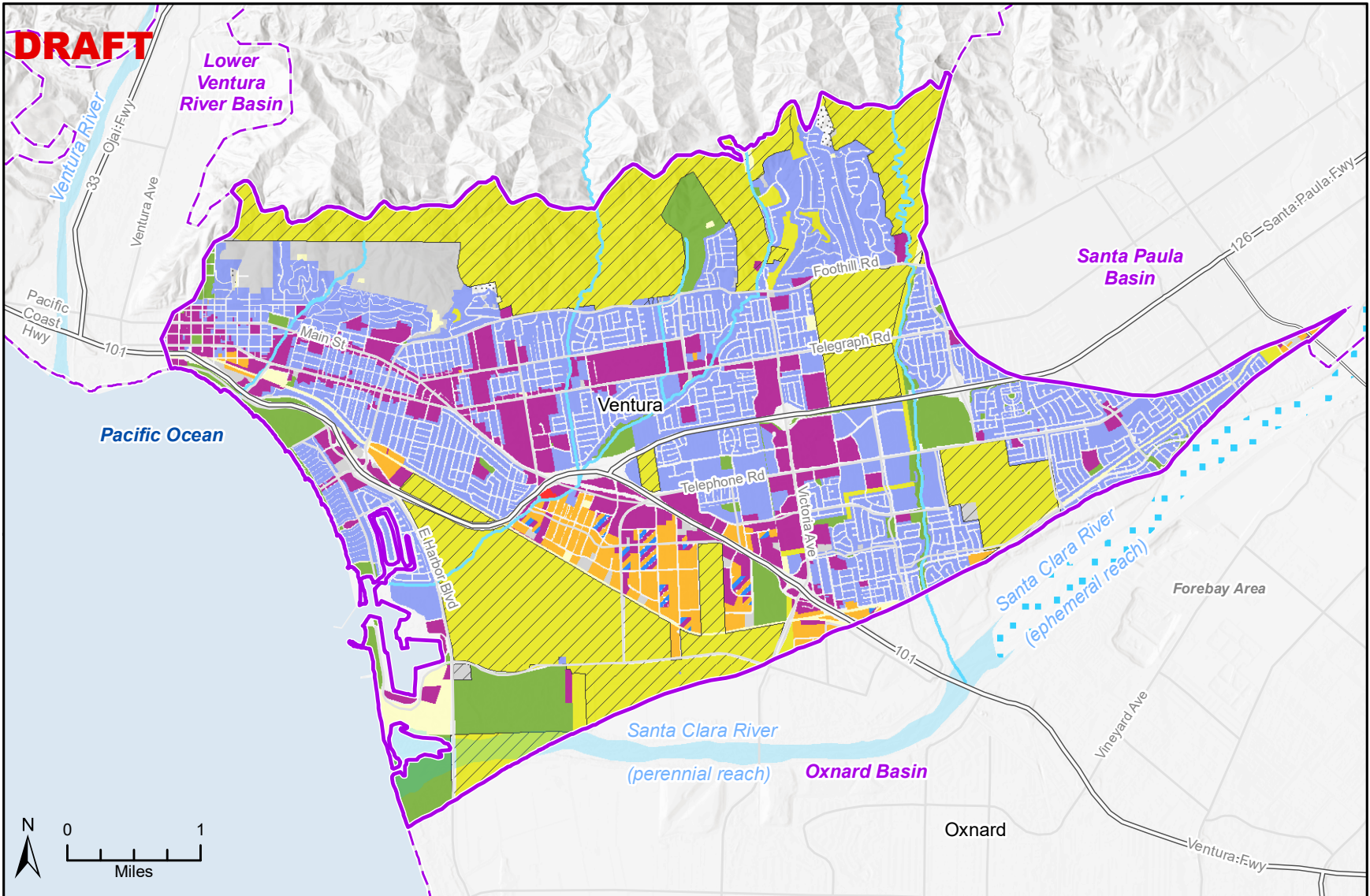
DRAFT

Mound Basin Agricultural Pumping and Precipitation



Note: Precipitation is annual calendar year totals for VCWPD Station 222A (County Gov. Center)

DRAFT



Mound Basin	SCAG Land Use 2016 (grouped)	Mixed Res/Comm/Ind	Transportation/Utilities
Other Groundwater Basin	Residential	Agriculture	Vacant or Unknown
SOAR Protected Land	Comm/Govt/Office/Education	Open Space/Parks & Rec	Protected/Undevelopable
	Industrial	Military	

Mound Basin Groundwater Sustainability Agency
Check Detail
October 7, 2020

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	11361	10/07/2020	Bondy Groundwater Consulting, Inc	10000 · Bank of the Sierra	-7,300.00
Bill Pmt -Check	11362	10/07/2020	County of Ventura- IT Servces Department	10000 · Bank of the Sierra	-41.28
Bill Pmt -Check	11363	10/07/2020	Infosend, Inc.	10000 · Bank of the Sierra	-1,775.60
Bill Pmt -Check	11364	10/07/2020	INTERA Incorporated	10000 · Bank of the Sierra	-8,772.50
Bill Pmt -Check	11365	10/07/2020	Stratum Reservoir (Isotech), LLC	10000 · Bank of the Sierra	-1,210.00
Bill Pmt -Check	11366	10/07/2020	United Water Conservation District	10000 · Bank of the Sierra	-3,709.21
					<u>\$ (22,808.59)</u>



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Information Item No. 5(c)

DATE: October 15, 2020
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 September 2020.

BACKGROUND

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. September 2020 Profit/Loss Statement
- B. September 2020 Profit/Loss by Class
- C. September 2020 Balance Sheet

Mound Basin Groundwater Sustainability Agency
Profit & Loss Budget Performance
July through September 2020

	Jul - Sep 20	Annual Budget	Budget
Income			
40001 · Groundwater Extraction Fees	-0.12	150,000.00	
41000 · Grant revenue			
41001 · State Grants	0.00	493,277.00	
Total 41000 · Grant revenue	0.00	493,277.00	
Total Income	-0.12	643,277.00	
Gross Profit	-0.12	643,277.00	
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	41.28	494.00	8.36%
52250 · Prof Svcs - Groundwater/GSP Pre			
52252 · Prof Svcs - GSP Consultant	94,313.11	469,842.00	
Total 52250 · Prof Svcs - Groundwater/GSP Pre	94,313.11	469,842.00	20.07%
52270 · Prof Svcs - Accounting	2,902.77	15,000.00	19.35%
52275 · Prof Svcs - Admin/Clerk of Bd	3,327.95	12,500.00	26.62%
52280 · Prof Svcs - Executive Director	4,750.00	45,000.00	10.56%
Total 52200 · Professional Services	105,335.11	542,836.00	19.40%
52500 · Legal Fees			
52501 · Legal Counsel	855.50	35,000.00	
Total 52500 · Legal Fees	855.50	35,000.00	2.44%
53000 · Office Expenses			
53010 · Public Information	2,417.92	5,000.00	48.36%
53020 · Office Supplies	9.28	7,500.00	0.12%
53026 · Postage & Mailing	191.15	200.00	95.58%
53110 · Travel & Training	72.23	1,000.00	7.22%
Total 53000 · Office Expenses	2,690.58	13,700.00	19.64%
53500 · Insurance			
53510 · Liability Insurance	1,945.00	3,700.00	
Total 53500 · Insurance	1,945.00	3,700.00	52.57%
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	1,238.00	
Total 70000 · Interest & Debt Service	0.00	1,238.00	
Total Expense	110,826.19	596,474.00	18.58%
Net Income	-110,826.31	46,803.00	-236.79%

Mound Basin Groundwater Sustainability Agency
Profit & Loss by Class
July through September 2020

	Task 03 - Stakeholder Outreach			Task 04 - GSP Development			
	A - Grant Administration	(C - Planning Activities)	Total C - Planning Activities	(D - GSP Development)	Total D - GSP Development	Unclassified	TOTAL
Income							
40001 · Groundwater Extraction Fees	0.00	0.00	0.00	0.00	0.00	-0.12	-0.12
Total Income	0.00	0.00	0.00	0.00	0.00	-0.12	-0.12
Gross Profit	0.00	0.00	0.00	0.00	0.00	-0.12	-0.12
Expense							
52200 · Professional Services							
52240 · Prof Svcs - IT Consulting	0.00	0.00	0.00	0.00	0.00	41.28	41.28
52250 · Prof Svcs - Groundwater/GSP Pre							
52252 · Prof Svcs - GSP Consultant	3,150.00	2,950.00	2,950.00	88,213.11	88,213.11	0.00	94,313.11
Total 52250 · Prof Svcs - Groundwater/GSP Pre	3,150.00	2,950.00	2,950.00	88,213.11	88,213.11	0.00	94,313.11
52270 · Prof Svcs - Accounting	1,363.54	0.00	0.00	0.00	0.00	1,539.23	2,902.77
52275 · Prof Svcs - Admin/Clerk of Bd	0.00	170.55	170.55	149.23	149.23	3,008.17	3,327.95
52280 · Prof Svcs - Executive Director	0.00	0.00	0.00	0.00	0.00	4,750.00	4,750.00
Total 52200 · Professional Services	4,513.54	3,120.55	3,120.55	88,362.34	88,362.34	9,338.68	105,335.11
52500 · Legal Fees							
52501 · Legal Counsel	0.00	0.00	0.00	0.00	0.00	855.50	855.50
Total 52500 · Legal Fees	0.00	0.00	0.00	0.00	0.00	855.50	855.50
53000 · Office Expenses							
53010 · Public Information	0.00	1,775.60	1,775.60	0.00	0.00	642.32	2,417.92
53020 · Office Supplies	0.00	0.00	0.00	0.00	0.00	9.28	9.28
53026 · Postage & Mailing	0.00	0.00	0.00	0.00	0.00	191.15	191.15
53110 · Travel & Training	0.00	0.00	0.00	0.00	0.00	72.23	72.23
Total 53000 · Office Expenses	0.00	1,775.60	1,775.60	0.00	0.00	914.98	2,690.58
53500 · Insurance							
53510 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	1,945.00	1,945.00
Total 53500 · Insurance	0.00	0.00	0.00	0.00	0.00	1,945.00	1,945.00
Total Expense	4,513.54	4,896.15	4,896.15	88,362.34	88,362.34	13,054.16	110,826.19
Net Income	-4,513.54	-4,896.15	-4,896.15	-88,362.34	-88,362.34	-13,054.28	-110,826.31

Mound Basin Groundwater Sustainability Agency
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank of the Sierra	125,161.76
Total Checking/Savings	<u>125,161.76</u>
Accounts Receivable	
11000 · Accounts Receivable	144,196.24
Total Accounts Receivable	<u>144,196.24</u>
Total Current Assets	<u>269,358.00</u>
TOTAL ASSETS	<u><u>269,358.00</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	22,808.59
Total Accounts Payable	<u>22,808.59</u>
Other Current Liabilities	
20001 · Advance from City of Ventura	55,000.00
20510 · Interest Payable	1,958.30
Total Other Current Liabilities	<u>56,958.30</u>
Total Current Liabilities	<u>79,766.89</u>
Total Liabilities	<u>79,766.89</u>
Equity	
32000 · Retained Earnings	300,417.42
Net Income	-110,826.31
Total Equity	<u>189,591.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>269,358.00</u></u>



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Item No. 7

DATE: October 15, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: Executive Director Update

SUMMARY

The following are updates on non-GSP matters since the last Board meeting.

1. Administrative: Jackie Lozano continued training to take over as Clerk of the Board.
2. Financial:
 - a. Extraction fee invoices for the 2020-1 semi-annual period (January-June 2020) were issued in mid-September. Payments are due October 15.
 - b. Three past due invoices totaling \$7,466.70 from the 2019-2 semi-annual period (July-December 2019) remain unpaid. The invoices were issued in March 2020 and are associated with a single operator. Staff sent statements with the 2020-1 period invoices in September via certified, return receipt mail. Delivery confirmation was received.
3. Legal: No activity.
4. Groundwater Monitoring Well – DWR Technical Support Services (TSS): The Coastal Development Permit Application was received from the City of Ventura's planning department. MBGSA staff has been conversing with the City planning department staff to clarify what application elements are actually required.
5. Correspondence: None.

INFORMATIONAL ITEM

Receive an update from the Executive Director concerning non-GSP matters since the previous board meeting.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 9a

DATE: October 10, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: GSP Monthly Update (Grant Category (c), Task 3 and (d), Task 4)

SUMMARY

The following is a monthly status update on the Groundwater Sustainability Plan (GSP) and associated grant. An updated GSP development schedule is attached for discussion (Attachment A).

GSP Development:

1. GSP Status:
 - a. UWCD continued work on groundwater model development. Model availability has been delayed approximately one month.
 - b. MBGSA staff worked with UWCD and Fillmore-Piru GSA staff and consultants on developing consistent inputs for modeling future conditions (e.g. climate change assumptions, etc.).
 - c. The Board of Directors adopted the Sustainability Goal on September 17.
2. Outreach:
 - a. Ventura Water worked on website updates concerning Mound Basin GSA.
3. GSP Development Schedule: The updated GSP Development Schedule is provided in Attachment A. The schedule has been modified to account for the delay in model availability.

Sustainable Groundwater Planning (SGWP) Grant:

1. Invoices:
 - a. Grant Progress Report and Invoice No. 5 were submitted to DWR on July 14. DWR approved the invoice on October 1. Payment in the amount of \$53,253 is expected in 1-2 months.

2. Grant Deliverables:

- a. Remaining grant deliverables include quarterly progress reports and invoices, final report, and the GSP. These deliverables will be submitted as they become due.

RECOMMENDED ACTION

Receive an update from the Executive Director concerning Groundwater Sustainability Plan development and associated grant and consider providing feedback or direction to staff.

BACKGROUND

None.

FISCAL SUMMARY

None.

ATTACHMENTS

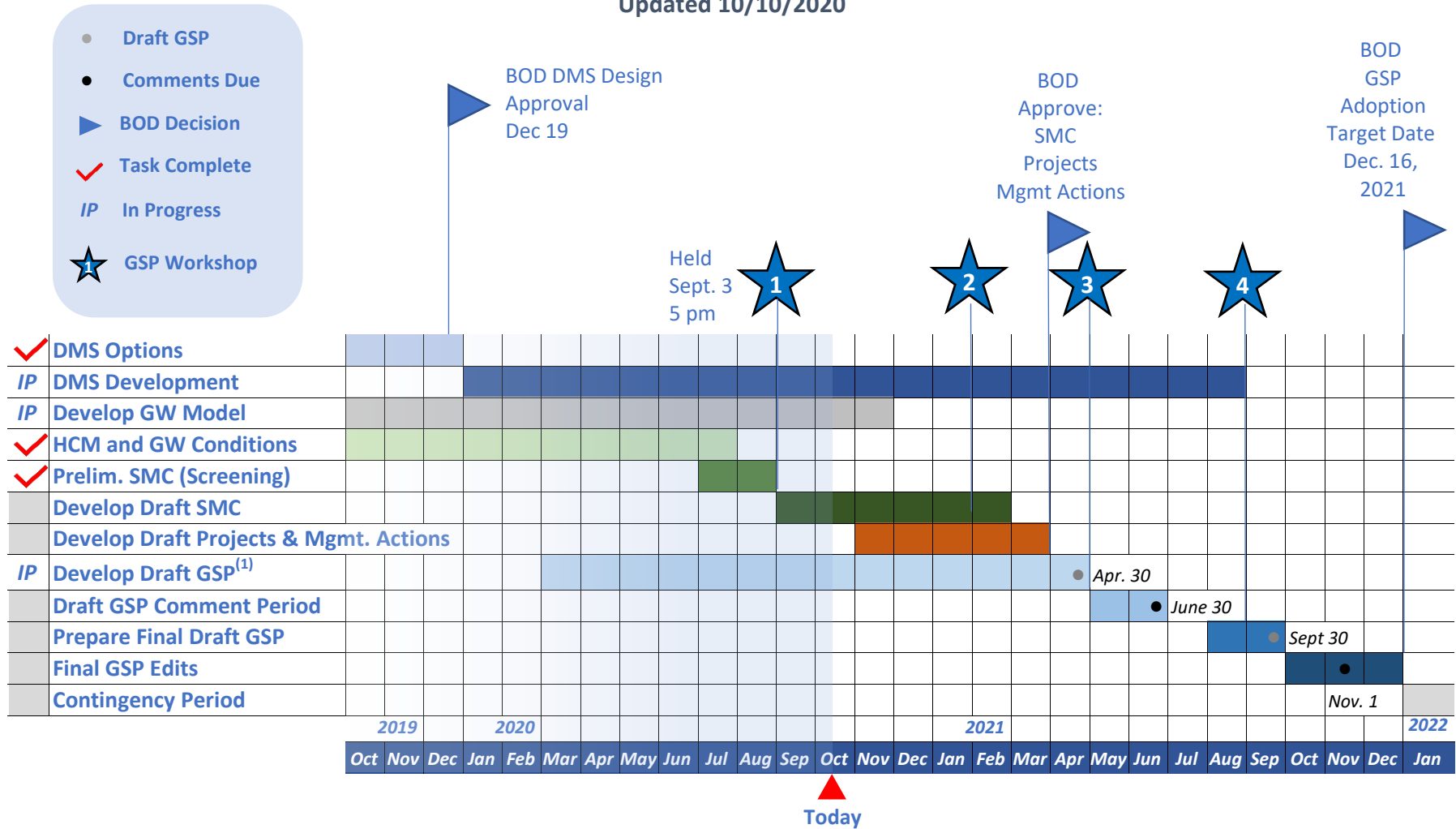
A. GSP Schedule

Action: _____

Motion: _____ 2nd: _____

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

Mound Basin GSA GSP Development Schedule Updated 10/10/2020



Notes:

(1) GSP topics not listed above generally consist of background or supporting information and will be prepared concurrently with the above-listed tasks.

BOD = Board of Directors; DMS = Data Management System; HCM = Hydrogeologic Conceptual Model; GSA = Groundwater Sustainability Agency;

GSP = Groundwater Sustainability Plan; GW = Groundwater



Motion Item No. 9b

DATE: October 15, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: Stakeholder Engagement Plan Annual Review

SUMMARY

Staff has completed an annual review of the Agency's Stakeholder Engagement Plan (Plan), as required pursuant to Section 5.3 of the Plan. Recommended plan updates are indicated in Attachment A.

RECOMMENDED ACTION

Staff recommends approving updates to the Stakeholder Engagement Plan.

BACKGROUND

The Stakeholder Engagement Plan was adopted on October 18, 2018 and was last updated on October 17, 2019.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

A: Draft Stakeholder Engagement Plan Update dated October 15, 2020

Action: _____

Motion: _____ 2nd: _____

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

STAKEHOLDER ENGAGEMENT PLAN
MOUND BASIN
(4-004.03) VENTURA COUNTY, CALIFORNIA

SUSTAINABLE GROUNDWATER MANAGEMENT ACT
(SGMA) PROGRAM

PREPARED BY THE MOUND BASIN GROUNDWATER
SUSTAINABILITY AGENCY

UPDATED AND ADOPTED OCTOBER ~~17~~15, ~~2019~~2020

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1 INTRODUCTION

This Stakeholder Engagement Plan (Engagement Plan) summarizes the strategies to educate and involve stakeholders (those individuals and representatives of organizations who have a direct stake in the outcome of the planning process) and other interested parties in the preparation and implementation of a Groundwater Sustainability Plan (GSP) for the Mound Basin – Department of Water Resources (DWR) Basin No. 4-004.03 (Figure 1). This GSP will be prepared in accordance with the Sustainable Groundwater Management Act (SGMA), which was signed by Governor Brown in September 2014 and became effective January 1, 2015.

SGMA provides a framework to regulate groundwater for the first time in California's history. SGMA's intent is to strengthen local management of specified groundwater basins that are most critical to the state's water needs by regulating groundwater and land use management activities. SGMA also aims to preserve the jurisdictional authorities of cities, counties and water agencies within groundwater basins while protecting existing surface water and groundwater rights.

The Mound Basin Groundwater Sustainability Agency (MBGSA or Agency), a Groundwater Sustainability Agency (GSA), was formed by three local agencies: County of Ventura (County), City of San Buenaventura (City), and United Water Conservation District (UWCD). There was extensive stakeholder engagement during that process. The governing board consists of one representative from each of those agencies plus two stakeholder directors representing environmental and agricultural interests. The GSA is responsible for developing a GSP for the Mound Basin to achieve long-term groundwater sustainability. Additionally, SGMA requires and directs GSAs to encourage active involvement of stakeholders and interested parties in the process to sustainability manage the basin.

2 PURPOSE

The purpose of the outreach activities described in this Engagement Plan is to encourage the active involvement of individual stakeholders and stakeholder organizations, and other interested parties in the development and implementation of the GSP for the Mound Basin. This GSP is required under SGMA to be completed no later than January 31, 2022. The projects and management actions necessary to implement the GSP could affect individuals and groups who have a stake in ensuring the basin is sustainably managed as required by SGMA.

In an effort to understand and involve stakeholders and their interests in the decision-making and activities, the MBGSA has prepared this Engagement Plan to encourage broad, enduring and productive involvement during the GSP development and implementation phases. This Engagement Plan will assist the MBGSA in providing timely information to stakeholders and receive input from interested parties during GSP development. This Engagement Plan will identify stakeholders who have an interest in groundwater in the Mound Basin, and recommend outreach, education and communication strategies for engaging those stakeholders during the development and implementation of the GSP. The plan also includes an approach for evaluating the overall success of stakeholder engagement and education of both stakeholders and the public. In consideration of the interests of all beneficial uses and users of groundwater in the basin, this Engagement Plan has been developed pursuant to California Water Code Section 10723.2. Additionally, this Engagement Plan has been developed to encourage the active involvement of diverse social, cultural, and economic elements of the population within the Mound Basin, in accordance with GSP Regulations Section 354.10.

3 GENERAL INFORMATION

The following personnel will serve as contacts for the public during GSA formation and GSP preparation.

3.1 Clerk of the Board

For general information about MBGSA and the GSP status, contact:

~~Jackie Lozano~~~~Kris Sofley~~, Clerk of the Board, (805) 525-4431, email ~~Jackiel@unitedwater.org~~~~kriss@unitedwater.org~~.

3.2 Executive Director

MBGSA's Executive Director will be available for stakeholders and the public seeking specific detailed information about the GSP. Contact:

Bryan Bondy, Executive Director, (805) 212-0484, email bryan@bondygroundwater.com.

4 OUTREACH ACTIVITIES

MBGSA will implement the following outreach activities to maximize stakeholder involvement during the development of the GSP and throughout SGMA implementation.

4.1 Public Notices

To ensure that the general public is apprised of local activities and allow stakeholders to access information, SGMA specifies several public notice requirements for GSAs. Refer to Table 1 in Appendix A for a summary of statutory requirements. Three sections of the California Water Code require public notice before establishing a GSA, adopting (or amending) a GSP, or imposing or increasing fees:

- Section 10723(b). "Before electing to be a groundwater sustainability agency, and after publication of notice pursuant to Section 6066 of the Government Code, the local agency or agencies shall hold a public hearing in the county or counties overlying the basin." In accordance with California Water Code Section 10723(b), the following was noticed to the public: On June 22, 2017, the MBGSA held a public hearing to consider becoming a GSA for the Mound Basin. The public hearing was noticed in the *Ventura County Star* in accordance with Government Code Section 6066.
- Section 10728.4. "A groundwater sustainability agency may adopt or amend a groundwater sustainability plan after a public hearing, held at least 90 days after providing notice to a city or county within the area of the proposed plan or amendment. ..."
- Section 10730(b)(1). "Prior to imposing or increasing a fee, a groundwater sustainability agency shall hold at least one public meeting, at which oral or written presentations may be made as part of the meeting....(3) At least 10 days prior to the meeting, the groundwater sustainability agency shall make available to the public data upon which the proposed fee is based." In accordance with California Water Code Section 10730(b)(1), the following was noticed to the public: On August 23, 2018, the MBGSA held a public hearing to consider establishing a groundwater extraction fee. The public hearing was noticed in the *Ventura County Star* in accordance with Government Code Section 6066 and data upon which the fee is based was posted to the MBGSA website and mailed to all entities on the interested parties list prior to the meeting.

- Future noticing will occur as required by SGMA.

4.2 Stakeholder Identification

Pursuant to Water Code Sections 10723.8(a)(4) and 10723.2, the Agency will consider the interests of all beneficial uses and users of groundwater, as well as those responsible for implementing a GSP.

MBGSA has engaged stakeholders in the development of the Agency to serve as the GSA. For example, during development of the joint powers authority agreement (“JPA Agreement”) forming the Agency, the signatory members held numerous public meetings to discuss important terms to be included in the JPA Agreement. The signatory members also held multiple stakeholder outreach meetings to engage and educate stakeholders within the Mound Basin about the SGMA requirements the JPA Agreement, and the Agency’s intention to form a GSA for the Mound Basin. In addition to the Agency’s public outreach efforts, it also designated two seats on its five-seat Board of Directors for Stakeholder Directors: one seat is reserved for an Agricultural Stakeholder Director and one seat is reserved for an Environmental Stakeholder Director.

The Agency plans to continue its practice of seeking broad stakeholder engagement in management of the Mound Basin’s groundwater resources as it undertakes the process to develop and implement the Plan for the Mound Basin over the next several years.

SGMA mandates that a GSA establish and maintain a list of persons interested in receiving notices regarding plan preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents. The MBGSA compiled a list of interested persons for this purpose that will be maintained throughout the GSA formation and GSP development phases. An initial list of stakeholders and interested parties include, but are not limited to, the following:

a) Holders of overlying groundwater rights, including:

- 1) Agricultural well owners - There are agricultural users of groundwater operating on land overlying the Basin. To account for these users’ interests, the Agency designated a seat on its five-member governing board to be filled by an Agricultural Stakeholder Director. The Agricultural Stakeholder Director will be appointed from nominations received by the Mound Basin Ag Water Group (MBAWG) or the Ventura County Farm Bureau. The Agricultural Stakeholder Director is responsible for engaging the Basin’s agricultural users of groundwater and representing their interests before the Agency.
- 2) Domestic well owners - There are domestic wells overlying the Basin. It is believed that the majority of these domestic well owners are de minimus users, as defined by SGMA. The Agency anticipates that the Plan will address the collective interests of domestic users of groundwater wells and plans to engage in outreach to domestic well owners throughout the development of the Plan through inviting their participation in the Agency’s public meetings.
- 3) Industrial well owners – Two industrial wells have been identified in the basin: Saticoy Lemon Association (lemon packing facility cooperative) and Ivy Lawn Cemetery Association. Given Saticoy Lemon Association’s ties to agriculture, the Agricultural Stakeholder Director will be responsible for engaging this stakeholder. The Executive Director will be responsible for engaging Ivy Lawn Memorial.
- 4) Other – The County of Ventura operates a well for landscape irrigation at the

County Government Center. The County is represented on the Agency's Board of Directors.

- b) Municipal Well Operators - The Agency is a joint powers authority created by three local public agencies. ~~Two~~ One of the Agency's signatory members—the City of San Buenaventura ~~and the County of Ventura (irrigation)~~—operates municipal wells within the Basin and ~~are~~ is represented on the Agency's Board of Directors.:
- c) Public water systems
 - 1) Ventura Water (City of San Buenaventura)

The City of San Buenaventura is a signatory member to the JPA Agreement forming the Agency and is represented on the Agency's Board of Directors.
 - d) Local land use planning agencies - Both the County of Ventura (“County”) and the City of San Buenaventura have land use planning authority on land overlying the Basin. Both are signatory members to the JPA Agreement forming the Agency and are represented on the Agency's Board of Directors.
 - e) Environmental - There are several environmental organizations dedicated to preserving and maintaining environmental values operating within the boundaries of the Basin. To account for these users' interests, the Agency designated a seat on its five-member governing board to be filled by an Environmental Stakeholder Director. The Environmental Stakeholder Director will be appointed from nominations received from local environmental nonprofit organizations supportive of the Basin's groundwater sustainability. The Environmental Stakeholder Director is responsible for engaging stakeholders within the Basin and representing environmental interests before the Agency.
 - f) Surface ~~water~~ ~~Water users~~ Users, if there is a hydrologic connection between surface and groundwater. Not applicable.
 - g) The federal government – No land overlying the Mound Basin is managed by the Federal Government.
 - h) California Native American Tribes - The Agency will ensure that a representative of overlying California Native American tribes is on the Agency's interested parties list, in order to receive notices of all Agency meetings and other stakeholder involvement opportunities.
 - i) Disadvantaged communities, including, but not limited to, those served by private domestic wells or small community water systems. The City of San Buenaventura (City) serves the areas indicated by DWR as Disadvantaged Communities (DACs) and Severely Disadvantaged Communities (SDACs). Outreach to DAC's shall be accomplished via bill stuffers or other means through the City's water department (Ventura Water), including materials provided in Spanish.
 - j) Entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the groundwater sustainability agency. The County is the designated California Statewide Groundwater Elevation Monitoring (“CASGEM”) entity for the Basin. The County is a signatory member to the JPA Agreement forming the Agency and represented on the Agency's Board of Directors.

MBGSA intends to work cooperatively with partner agencies, stakeholders, and interested parties to develop and implement the GSP for the Mound Basin and will maintain a list of

stakeholders and interested parties to be included in the formation of the GSP. A person can be added to the interested parties list by submitting an inquiry via the MBGSA website: <http://moundbasingsa.org/contact-us/> or by contacting the Clerk of the Board.

4.3 Integrated Regional Water Management

The Watershed Coalition of Ventura County (WCVC) prepared an Integrated Regional Water Management Plan in 2006 and has been updated multiple times since. The Santa Clara River Watershed Committee, a sub organization of WCVC, is actively involved in the community on a wide range of issues affecting the watershed, including the Mound Basin. Since this group provides a forum for the discussion of issues that are important to the community, it is important for this group to be well informed throughout GSP development. Representatives from the MBGSA attend Council meetings and provide up-to-date information and hear feedback from Council members.

4.4 Public Hearings/Meetings

4.4.1 Planning Commission

Periodic updates on SGMA implementation will be provided to the City of Ventura Planning Commission and the Ventura County Planning Commission and the public will be invited to listen.

4.4.2 Public Meetings

Comprehensive stakeholder involvement will include regularly scheduled public meetings to aid in developing and implementing the GSP. ~~Each GSP chapter~~ Logical subdivisions of the GSP will be the subject of ~~a~~ public meetings to receive comments prior to approval. In addition to signing up to receive information about GSP development at the MBGSA webpage, interested parties may participate in the development and implementation of the GSP by attending and participating in public meetings (Water Code Section 10727.8(a)). ~~Prior p~~Public meetings ~~have~~ are generally been held at Ventura City Hall, 501 Poli Street, Ventura, California 93001. Future public meetings will generally be held at this location, although some meetings may be moved to other locations depending on meeting room availability. Each meeting will have a scheduled time for public comments. While the California Governor's Executive Stay at Home Order and the County of Ventura Health Officer Declared Local Health Emergency and Be Well at Home Order remain in effect, meetings will be held on-line. When appropriate, on-line meetings will include polling features to facilitate stakeholder input. Information about upcoming meetings can be found on the MBGSA website: <http://moundbasingsa.org/>.

4.4.3 Local Agency Meetings

To ensure their constituency is kept informed of the progress of GSP development and implementation, the Directors representing MBGSA member agencies, which consist of County of Ventura, City of San Buenaventura, and United Water Conservation District have committed to providing periodic updates during their regularly scheduled board meetings. These meetings offer a chance for the public to receive information and provide comment. Information about upcoming meetings is provided on the following agency websites, or by the means each agency currently meets its legal noticing requirements, whichever is appropriate:

<http://cityofventura.ca.gov>

<http://ventura.org> (Board of Supervisors)

<https://www.unitedwater.org/>

4.5 Direct Mailings/Email

Public meetings and project information will be disseminated through email, from the Agency office, or direct mail under special circumstances if requested. This communication will provide information for the community, public agencies, and other interested persons/organizations about milestones, meetings, and the progress of GSP development. Property owners with groundwater wells within the basin are notified via email and/or direct mailings about the establishment of an interested persons list and given the opportunity to receive future notices.

4.6 Newsletters/Columns

Periodic GSP newsletters will be developed and sent to the interested parties and posted on the website. Periodic updates may be provided to the *Ventura County Star* newspapers to advise, educate, and inform the public on SGMA implementation.

4.7 MBGSA Website

Regular updates on the GSP development and implementation will be provided on the MBGSA website. This information will include maps, timelines, frequently asked questions, groundwater information, and schedules/agenda of upcoming meetings and milestones. This information will be accessible on the MBGSA website: <http://moundbasingsa.org/>. MBGSA staff will update the website regularly and invite users to request information or be added to the interested persons list. In addition, general information about SGMA and groundwater conditions will be available on UWCD's website.

4.8 Database

To distribute information about GSP development, an email list has been compiled into a database of interested persons and stakeholders. The database will be updated regularly to add names of attendees at public meetings along with those requesting information via email or the through the MBGSA website.

4.9 Tribal Engagement

Portions of the Barbareno-Ventureno Band of Chumash are located within the Mound Basin. Although the tribe is not subject to the requirements of SGMA, any federally recognized Indian tribe may voluntarily participate with GSAs in the preparation or administration of a GSP. MBGSA will inform the Tribal Elder, Julie Tumamait, and Tribal representative Walter Viar throughout the GSP development process and GSP implementation.

4.10 Additional Opportunities

Additional opportunities for stakeholder participation (e.g., an advisory committee) will be considered as GSP development progresses and as stakeholder interests evolve.

5 EVALUATION

To determine the level of success of the Engagement Plan, the MBGSA will implement the following measures:

5.1 Attendance/Participation

A record of those attending public meetings will be maintained throughout the GSP development process. MBGSA will utilize sign-in sheets and request feedback from attendees to determine adequacy of public education and productive engagement in the GSP development and implementation process. Meeting minutes will also be prepared and will be provided on the MBGSA website once approved.

5.2 Polling

Polls will be used to determine how stakeholders are receiving notices about GSP status and meetings and if any stakeholder categories require additional outreach. Polls will also be used to determine topics of most interest and the level of information that is desired for specific topics. Outreach methods will be tailored based on polling response.

5.2 Adherence to Schedule

Public participation in developing sustainable management criteria and projects and management actions for inclusion in the GSP is instrumental to the success of the GSP. Keeping these tasks on schedule will be an important indicator of stakeholder involvement. GSP development updates will be provided at each Regular Board of Directors meeting. A GSP development schedule will be developed and updated monthly.

5.3 Plan Update

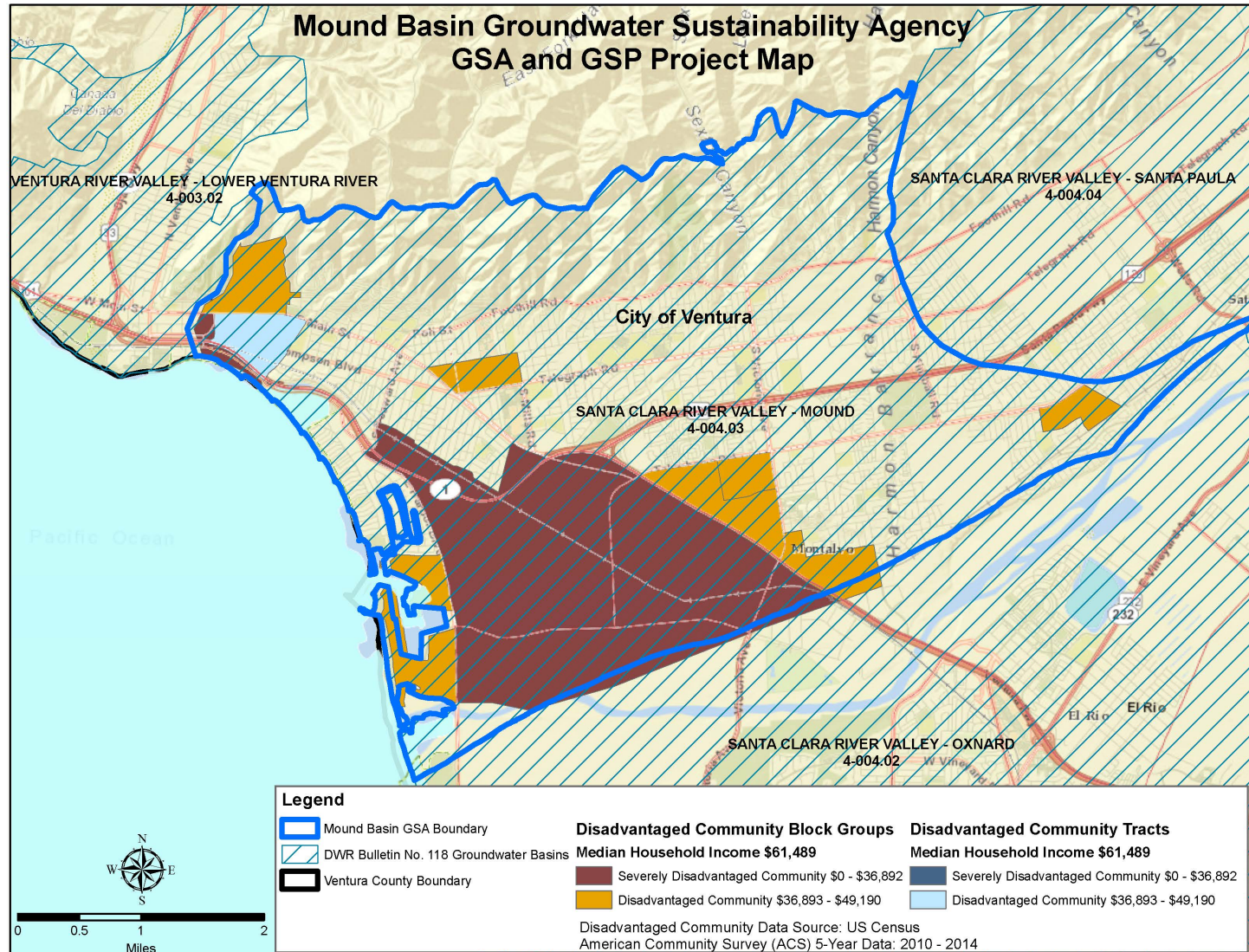
This Plan will be updated at least annually.

APPENDIX A

TABLE 1

<i>During GSA Formation:</i>	
“Before electing to be a groundwater sustainability agency... the local agency or agencies shall hold a public hearing.”	Water Code Sec. 10723 (b)
“A list of interested parties [shall be] developed [along with] an explanation of how their interests will be considered.”	Water Code Sec. 10723.8.(a)(4)
<i>During GSP Development and Implementation:</i>	
“A groundwater sustainability agency may adopt or amend a groundwater sustainability plan after a public hearing”.	Water Code Sec. 10728.4
“Prior to imposing or increasing a fee, a groundwater sustainability agency shall hold at least one public meeting”.	Water Code Sec. 10730(b)(1)
“The groundwater sustainability agency shall establish and maintain a list of persons interested in receiving notices regarding plan preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents”.	Water Code Sec. 10723.4
“Any federally recognized Indian Tribe... may voluntarily agree to participate in the preparation or administration of a groundwater sustainability plan or groundwater management plan... A participating Tribe shall be eligible to participate fully in planning, financing, and management under this part”.	Water Code Sec. 10720.3(c)
“The groundwater sustainability agency shall make available to the public and the department a written statement describing the manner in which interested parties may participate in the development and implementation of the groundwater sustainability plan”.	Water Code Sec. 10727.8(a)
<i>Throughout SGMA Implementation:</i>	
“The groundwater sustainability agency shall consider the interests of all beneficial uses and users of groundwater”.	Water Code Sec. 10723.2
“The groundwater sustainability agency shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the groundwater basin”.	Water Code Sec. 10727.8(a)

FIGURE 1





MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 9(c)

DATE: October 15, 2020
TO: Board of Directors
FROM: Erin Gorospe, UWCD and Executive Director
SUBJECT: Fiscal Year 2019-2020 Budget Report

SUMMARY

The Board will receive and file the year-end financial reports for the Mound Basin GSA.

MOTION ITEM

UWCD accounting staff has prepared financial reports based on the Mound Basin GSA revenue and expenses for the fiscal year 2019-2020.

BACKGROUND

The fiscal year 2019-2020 budget was adopted in June 20, 2019. The budget was revised concurrently with the mid-year budget report on February 20, 2020. The mid-year update was based on year-to-date projections available at that time. Attachment A shows both the original and revised budget amounts for comparison with the actual income and expenses. It is noted that the categories with the largest deviations from the adopted budget (grant income and professional services) fall in-between the original and revised budget projections. The deviation in these categories is the result of underestimating the pace of work on the GSP during the second half of the fiscal year.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. FY 19-20 Profit/Loss Statement - Final
- B. FY 19-20 Profit/Loss by Class - Final
- C. FY 19-20 Balance Sheet - Final

Action: _____

Motion: _____ 2nd: _____

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

Mound Basin Groundwater Sustainability Agency
Profit & Loss Budget Performance
July 2019 through June 2020

	Jul '19 - Jun '20	Original Budget	Revised Budget	% to Revised Budget
Income				
40001 · Groundwater Extraction Fees	170,353.67	187,500.00	187,500.00	90.86%
41000 · Grant revenue				
41001 · State Grants	115,879.99	153,778.00	74,667.91	
Total 41000 · Grant revenue	115,879.99	153,778.00	74,667.91	155.19%
47000 · Other Revenue				
47001 · Late Fees	3,550.35	0.00	2,449.12	
Total 47000 · Other Revenue	3,550.35	0.00	2,449.12	144.96%
Total Income	289,784.01	341,278.00	264,617.03	
Gross Profit	289,784.01	341,278.00	264,617.03	109.51%
Expense				
52200 · Professional Services				
52240 · Prof Svcs - IT Consulting	1,548.64	893.00	893.00	173.42%
52250 · Prof Svcs - Groundwater/GSP Pre				
52252 · Prof Svcs - GSP Consultant	191,135.53	269,830.00	145,000.00	131.82%
52250 · Prof Svcs - Groundwater/GSP Pre - Other	0.00	0.00	0.00	
Total 52250 · Prof Svcs - Groundwater/GSP Pre	191,135.53	269,830.00	145,000.00	131.82%
52270 · Prof Svcs - Accounting	18,091.92	18,560.00	17,000.00	106.42%
52275 · Prof Svcs - Admin/Clerk of Bd	5,386.20	20,000.00	5,000.00	107.72%
52280 · Prof Svcs - Executive Director	19,890.00	50,000.00	15,000.00	132.60%
Total 52200 · Professional Services	236,052.29	359,283.00	182,893.00	129.07%
52500 · Legal Fees				
52501 · Legal Counsel	2,270.00	21,600.00	7,500.00	
Total 52500 · Legal Fees	2,270.00	21,600.00	7,500.00	30.27%
53000 · Office Expenses				
53010 · Public Information	588.08	0.00	588.08	100.00%
53020 · Office Supplies	26.62	1,015.00	1,015.00	2.62%
53026 · Postage & Mailing	3,337.19	102.00	3,600.00	92.70%
53070 · Licenses, Permits & Fees	454.40			
53110 · Travel & Training	322.42	0.00	1,000.00	32.24%
Total 53000 · Office Expenses	4,728.71	1,117.00	6,203.08	76.23%
53500 · Insurance				
53510 · Liability Insurance	2,397.72	2,126.00	2,126.00	
Total 53500 · Insurance	2,397.72	2,126.00	2,126.00	112.78%
70000 · Interest & Debt Service				
70120 · Interest Expense	1,063.70	2,363.00	1,238.00	
Total 70000 · Interest & Debt Service	1,063.70	2,363.00	1,238.00	85.92%
Total Expense	246,512.42	386,489.00	199,960.08	123.28%
Net Income	43,271.59	-45,211.00	64,656.95	66.92%

Mound Basin Groundwater Sustainability Agency
Profit & Loss by Class
July 2019 through June 2020

	A - Grant Administration	B - Model and Studies	Task 03 - Stakeholder Outreach (C - Planning Activities)	Total C - Planning Activities	Task 04 - GSP Development (D - GSP Development)	D - GSP Development - Other (D - GSP Development)	Total D - GSP Development	Unclassified	TOTAL
Income									
40001 · Groundwater Extraction Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170,353.67	170,353.67
41000 · Grant revenue									
41001 · State Grants	23,942.61	39,600.00	0.00	0.00	0.00	52,337.38	52,337.38	0.00	115,879.99
Total 41000 · Grant revenue	23,942.61	39,600.00	0.00	0.00	0.00	52,337.38	52,337.38	0.00	115,879.99
47000 · Other Revenue									
47001 · Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,550.35	3,550.35
Total 47000 · Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,550.35	3,550.35
Total Income	23,942.61	39,600.00	0.00	0.00	0.00	52,337.38	52,337.38	173,904.02	289,784.01
Gross Profit	23,942.61	39,600.00	0.00	0.00	0.00	52,337.38	52,337.38	173,904.02	289,784.01
Expense									
52200 · Professional Services									
52240 · Prof Svcs - IT Consulting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,548.64	1,548.64
52250 · Prof Svcs - Groundwater/GSP Pre									
52252 · Prof Svcs - GSP Consultant	21,498.75	37,133.75	1,560.00	1,560.00	130,943.03	0.00	130,943.03	0.00	191,135.53
Total 52250 · Prof Svcs - Groundwater/GSP Pre	21,498.75	37,133.75	1,560.00	1,560.00	130,943.03	0.00	130,943.03	0.00	191,135.53
52270 · Prof Svcs - Accounting	2,443.86	0.00	0.00	0.00	0.00	0.00	0.00	15,648.06	18,091.92
52275 · Prof Svcs - Admin/Clerk of Bd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,386.20	5,386.20
52280 · Prof Svcs - Executive Director	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,890.00	19,890.00
Total 52200 · Professional Services	23,942.61	37,133.75	1,560.00	1,560.00	130,943.03	0.00	130,943.03	42,472.90	236,052.29
52500 · Legal Fees									
52501 · Legal Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,270.00	2,270.00
Total 52500 · Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,270.00	2,270.00
53000 · Office Expenses									
53010 · Public Information	0.00	0.00	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	0.00	0.00	26.62	26.62
53026 · Postage & Mailing	0.00	3,147.29	0.00	0.00	0.00	0.00	0.00	189.90	3,337.19
53070 · Licenses, Permits & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	454.40	454.40
53110 · Travel & Training	0.00	0.00	2.87	2.87	59.76	0.00	59.76	259.79	322.42
Total 53000 · Office Expenses	0.00	3,147.29	2.87	2.87	59.76	0.00	59.76	1,518.79	4,728.71
53500 · Insurance									
53510 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,397.72	2,397.72
Total 53500 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,397.72	2,397.72
70000 · Interest & Debt Service									
70120 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,063.70	1,063.70
Total 70000 · Interest & Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,063.70	1,063.70
Total Expense	23,942.61	40,281.04	1,562.87	1,562.87	131,002.79	0.00	131,002.79	49,723.11	246,512.42
Net Income	0.00	-681.04	-1,562.87	-1,562.87	-131,002.79	52,337.38	-78,665.41	124,180.91	43,271.59

Mound Basin Groundwater Sustainability Agency

Balance Sheet

As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank of the Sierra	236,004.82
Total Checking/Savings	<u>236,004.82</u>
Accounts Receivable	
11000 · Accounts Receivable	152,205.72
Total Accounts Receivable	<u>152,205.72</u>
Other Current Assets	
12000 · Undeposited Funds	12,347.20
Total Other Current Assets	<u>12,347.20</u>
Total Current Assets	<u>400,557.74</u>
TOTAL ASSETS	<u><u>400,557.74</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	43,182.02
Total Accounts Payable	<u>43,182.02</u>
Other Current Liabilities	
20001 · Advance from City of Ventura	55,000.00
20510 · Interest Payable	1,958.30
Total Other Current Liabilities	<u>56,958.30</u>
Total Current Liabilities	<u>100,140.32</u>
Total Liabilities	<u>100,140.32</u>
Equity	
32000 · Retained Earnings	257,145.83
Net Income	43,271.59
Total Equity	<u>300,417.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>400,557.74</u></u>



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 9(d)

DATE: October 15, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: Intera Work Order No. 6 for Monitoring Well Coastal Development Permitting

SUMMARY

The purpose of proposed Intera Work Order No. 6 is to complete the Coastal Development Permit application that is required for the proposed monitoring well at the City of Ventura's wastewater treatment plant. Proposed Work Order No. 6 is included as Attachment A and is intended to address the required permit application elements identified in Attachment B.

RECOMMENDED ACTION

1. Authorize the Executive Director to execute Work Order No. 6 with Intera, Inc. for an amount not-to-exceed \$18,840 to prepare the monitoring well Coastal Development Permit materials.
2. Approve up to \$5,000 in contingency for unanticipated costs, to be authorized at the discretion of the Executive Director.

BACKGROUND

Additional monitoring wells are needed to meet the requirements of SGMA during the GSP implementation period. The highest priority need is at least two additional monitoring wells near the coast to provide an adequate monitoring network for seawater intrusion. The proposed monitoring well at the City of Ventura's wastewater treatment plant would partially address this need.

Department of Water Resources (DWR) has indicated that Technical Support Services (TSS) funding for a monitoring well will likely remain available in 2021. MBGSA is still eligible for funding, if any remains when we become eligible. MBGSA is required to complete the Coastal Development Permitting process and CEQA before TSS funding can be locked-in. The avoided cost of constructing the monitoring well through TSS is approximately \$600,000 - \$750,000.

On July 7, MBGSA staff held an on-line meeting with Ventura Water and City of Ventura Planning Department staff to discuss construction of a DWR-funded monitoring well at the

City's wastewater treatment plant. The City is amenable to a no-fee site use license (lease) for the monitoring well site.

City Planning Department staff indicated that an administrative Coastal Development Permit will be required by the City. Because this is a non-standard permit, the Planning Department staff indicated that they would need to prepare a custom, streamlined application for MBGSA to use.

However, on September 15, MBGSA staff received a complete standard planning permit application from City Planning Department staff. MBGSA Staff have since been working with Planning Department clarify the permitting requirements because most of the standard application elements do not appear to apply to a monitoring well project. MBGSA Staff have received some clarifications, but a number of requirements are pending further clarification from Planning Department staff. Proposed Work Order No. 6 includes costs to address the elements that remain in question, to the best of our knowledge at this time.

FISCAL SUMMARY

Work Order No. 6 costs are not included in the Fiscal Year 2020/2021 and long range budget. It is recommended that the Fiscal Year 2020/2021 budget be updated to include these costs during the mid-year budget review.

ATTACHMENTS

- A. Draft Intera, Inc. Work Order No. 5
- B. Coastal Development Permit Application

Action: _____

Motion: _____ 2nd: _____

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

Statement of Work

Work Order No. 6

Monitoring Well Coastal Development Permitting

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@moundbasingsa.org

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: Develop Coastal Development Permit application materials for a proposed monitoring well at the City of Ventura’s wastewater treatment plant. Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer.

SCOPE OF SERVICES: Please refer to attached proposal dated October 6, 2020.

TERM: October 15, 2020 through September 30, 2021.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$18,840. Labor Rates are pursuant to Intera’s Statement of Qualifications dated February 25, 2019 or attached proposal, whichever is lower.

Contingency: An additional \$5,000 is reserved for potential unanticipated costs, such as response to City Planning staff questions or requests for additional documentation. Use of contingency funds requires prior written authorization by the Executive Director.

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.

[Signature page follows]

ACCEPTED AND AGREED:

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

October 6, 2020

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 Coastal Development Permit (CDP) Application for Monitoring Well(s) – INTERA
Work Order No. 6**

Dear Mr. Bondy,

The Mound Basin Groundwater Sustainability Agency (MBGSA) desires to construct a nested or cluster monitoring well(s) on the Ventura Water Reclamation Facility (VWRF) property. The well will be constructed on previously disturbed VWRF property. A Coastal Development Permit (CDP) is required for the project. The permit application will be reviewed and approved by the City of Ventura.

INTERA will prepare the application for the CDP and deliver it to MBGSA for final submittal to the City of Ventura. The application will focus on CDP application areas (attached) identified by Mr. Jared Rosengren of the City of Ventura in email correspondence dated 9/29/20.

The base application package will include the Planning Application Form, Environmental & Project Information Form, Site Plan, Photographs, and a project-appropriate soils report. The work includes one site visit, and a preliminary title report for the parcel on which the well(s) will be located. Assumptions related to the base proposal are as follows:

- AutoCAD or GIS files will be made available by the appropriate contact at the City
- All plans developed for the application will be letter or ledger size and will not be prepared in AutoCAD.
- Setbacks and easements will be noted on the preliminary title report or existing plans obtained from the City
- Project does not require variances
- Information needed to complete the Environmental & Project Information Form, including site history, hazardous materials, soil & groundwater analysis, environmental setting info will be obtained from the appropriate contact at the City
- No attendance at meetings is required
- No surveying is included

The work will be completed within 2 weeks of notice to proceed and receipt of requested documents. The estimated budget for the base application is \$13,110. If the Elevations, Landscape Plan, or a Gradients, Drainage, and Utility Plan are required for the CDP application it is assumed that the submittals will be developed by relying on existing data and reports. If required, the additional costs for these optional services is estimated to be \$5,730. The total cost with the optional services is \$18,840.

Rate	\$195	\$140	\$120				
Labor Category	Principal Eng./Sci	Eng./Sci II	Eng./Sci IV				
Task: Support for CDP Application	Hours			Labor	ODCs	Total	Assumptions
Planning Application Form, preparation of submittal	4	12	4	\$2,940	\$1,000	\$3,940	<i>Includes Preliminary Title Report</i>
Environmental & Project Info Form	4	8	0	\$1,900	-	\$1,900	<i>Interview contact at City to obtain information</i>
Site Plan	4	8	16	\$3,820	\$200	\$4,020	<i>Site visit, mileage & expenses, obtain files from City</i>
Photographs	0	4	0	\$560	-	\$560	<i>Taken during site visit</i>
Soils Report	2	4	8	\$1,910	-	\$1,910	<i>Assume soil data and depth to groundwater can be obtained from GSP datasets</i>
Elevations (Optional)	2	4	8	\$1,910	-	\$1,910	<i>Assume no grading - existing elevation map with contour intervals</i>
Landscape Plans (Optional)	2	4	8	\$1,910	-	\$1,910	<i>Assume no change - refer to City of Ventura landscape plan or Aerial Imagery</i>
Grading, Drainage & Utility Plan (Optional)	2	4	8	\$1,910	-	\$1,910	<i>Assume no grading, site plan with utility locations, 811 call</i>
Project management	4	0	0	\$780	-	\$780	
Total w.o. Optional	18	36	28	\$11,910	\$1,200	\$13,110	
Total w. Optional	24	48	52	\$17,640	\$1,200	\$18,840	

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.

Sincerely,

INTERA Incorporated



Abhishek Singh, PhD, PE
Project Manager
Vice President, Western Region

ATTENTION APPLICANTS

Planning staff will not accept applications that do not include the minimum Submittal Requirements.

- Property owner signature on Planning Application or Authorization of Agent form
- Complete, legible plan set
- Identification of all utility easements on the site plan
- All plan sets need to be folded
- Preliminary Title Report
- MS4 submittal – see Application Requirements Detail
- Fees

Advisories:

- Contacting the [Neighborhood Community Council](#) regarding your project is strongly recommended.
- Contacting other City Departments (Building & Safety_805/654-7869, Fire Prevention_805/658-4717, Ventura Water_805/667-6500) prior to submitting you project is strongly encouraged.

ALL PLANS TO BE FOLDED

Applicants Guide SUBMITTAL REQUIREMENTS

Material and Plans required for projects which require consideration at a public meeting:

- Administrative Hearing
- Design Review consideration
- Planning Commission Hearing and Design Review recommendation
- Administrative Hearing and Design Review recommendation
- Planning Commission Hearing

ITEMS REQUIRED	# OF COPIES
<input type="checkbox"/> Planning Application Form	1
<input type="checkbox"/> Environmental and Project Information Form	1
<input type="checkbox"/> Supplemental Application(s)	1
<input type="checkbox"/> Required Findings	1
<input type="checkbox"/> Site Plan (Full Size)	3
<input type="checkbox"/> Elevations (Full Size)	3
<input type="checkbox"/> Floor Plans (Full Size)	3
<input type="checkbox"/> Landscape Plans (Full Size)	3
<input type="checkbox"/> Zoning Matrix	1
<input type="checkbox"/> Solar Shading	1
<input type="checkbox"/> Property Line/Height Survey	1
<input type="checkbox"/> Hillside Survey Data	1
<input type="checkbox"/> Reduced copy of plans (11x17)	1
<input type="checkbox"/> Electronic Submittal (of all material/plans)	1
<input type="checkbox"/> Photographs (sets)	1
<input type="checkbox"/> Colors/Materials Board	1
<input type="checkbox"/> Color Rendering	1
<input type="checkbox"/> Sign Design Plans	3
<input type="checkbox"/> Preliminary Title Report	1
<input type="checkbox"/> Inclusionary Housing Plan	1
<input type="checkbox"/> Stormwater Compliance Study	1
<input type="checkbox"/> Soils Report	1
<input type="checkbox"/> Grading, Drainage and Utility Plan	1
<input type="checkbox"/> Wireless Telecommunication Facility Application	1
Application Fees	See adopted fee schedule

The **Application Requirements Details** form provides a detailed description of the above required submittal items.

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: 805-654-7725

MAILING ADDRESS: 501 Poli Street, Ventura, CA 93001*Once determined to be "complete for filing", additional copies will be required.

DISCRETIONARY PLANNING PERMITS APPLICATION REQUIREMENTS DETAIL

The Planning Division of the Community Development Department reviews proposals for new developments, as well as changes to existing uses and development. Generally, the review is to ensure conformance with the City's General Plan and compliance with the City's Zoning Ordinance. Developments that require discretionary permits (ie., Planned Development Permit, Use Permit, Administrative Variance, Design Review, Coastal Development Permit, etc.) are subject to a public hearing process.

PROCESS - The review process and the submission of materials, plans, and number of copies required varies depending on the type of discretionary planning permit(s) applied for. Information regarding the various permits is available from the Planning Division.

FEES are made payable to the City of Ventura. Fees are established by City Council Resolution. A list is available from the Planning Division.

APPLICATION SUBMITTAL STANDARDS

- ☐ Projects that require multiple discretionary permits (including Tentative Parcel and Tract Maps) shall be filed concurrently.
- ☐ Incomplete applications or poor quality graphics will not be accepted.
- ☐ Plans shall be drawn at a standard architect or engineer scale and shall show the name, address, phone number and State license number of the design professional that prepared the plans.
- ☐ Plans shall be folded and assembled into the number of sets listed in the Submittal Requirements for the permit type and shall easily fit into an 8.5 x 14-inch envelope. **Rolled plans will not be accepted except for the color rendering.**
- ☐ Plans submitted with the initial application are distributed for review by other City departments. Once an application is deemed complete, you will be contacted to provide additional full size plans, as needed.
- ☐ When a PowerPoint Presentation is required, it shall be submitted once the application has been deemed complete.

Application Materials

- ☐ Letter describing project with all requested variances, entitlements and design methodology.
- ☐ Historic - Submit materials for 5-Day Posting (required for properties containing structures that are over 40 years old/refer to 5-Day Posting Required/Submittal Requirements form)
- ☐ If your project requires an Exception and/or Warrant, please provide a design rationale supporting the needed Exception and/or Warrant findings.
- ☐ If your project requires a Variance, please provide responses to the required Variance findings.
- ☐ Please submit either proof of ownership or an agent authorization form.
- ☐ Please provide a title report that covers all properties included in the application and that was prepared within six months of the application submittal (or for smaller projects that were acquired at the time the property was purchased). Confirm parcel validity (the Title Report should include a legal description that identifies which LOT _____ OF TRACT _____ UNIT _____ OF MAP BOOK _____ PAGE _____ RECORDED ON _____).
- ☐ Please complete an electronic zoning matrix that evaluates your project against all standards from the zone district your project is located (as well as the building type you've selected if your project is located in a specific plan zone). You can obtain this by calling 805-654-7725.
- ☐ Please submit an operations plan explaining activities that should be expected as part of your development including hours of operation.

Site Plan

- ☐ A complete written description of the scope of work on the Site Plan.
- ☐ Title block.
- ☐ North arrow and scale of drawing.
- ☐ Vicinity map showing property location within the City of Ventura.
- ☐ Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines.
- ☐ Points of access (vehicular and pedestrian from each street).
- ☐ All property lines and their dimensions.
- ☐ All existing and proposed buildings, their dimensions and setbacks from property lines, and finished floor elevations.

- ☐ All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
- ☐ All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions.
- ☐ All existing and proposed landscaped areas.
- ☐ All trash enclosures and recycling facility locations. Identify if they are covered. The trash enclosure must be designed per the Refuse and Recycling Enclosure Minimum Standards and Guidelines.
- ☐ All existing and proposed ground mounted (monument) signs and their dimensions.
- ☐ Location of the nearest building on abutting lots illustrated with edge line, estimated finished floor elevation, and use type identified.
- ☐ Required setback illustrated by a dashed line with measurement labeled. Identify and encroachments into setback areas with cross-hatching.
- ☐ Easement locations illustrated by a dashed line with measurements and purpose labeled. Also identify the location of water and sewer connection to the public system.
- ☐ All existing and proposed pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, water meter(s) and service(s), sewer lateral(s), gas meters, free standing mailboxes, and type/location of lighting.
- ☐ Identify all of the existing public improvements, including water and sewer mains, immediately abutting the project site.
- ☐ All existing and proposed fences including height and type.
- ☐ A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) impermeable paved area; 4) permeable paved area; and 5) landscape area.
- ☐ A summary table that includes total number of parking spaces and includes a breakdown of the number of standard compact and ADA compliant parking spaces.
- ☐ A summary table of the total gross and net floor area and proposed or existing use thereof.
- ☐ Exterior fire protection equipment.
- ☐ Impervious pavement (show the locations).
- ☐ Fire access – lane widths, turnaround areas and emergency fire apparatus staging areas.

Elevations (applications that result in no exterior changes do not require elevations)

- ☐ Title block.
- ☐ Elevations labeled appropriately north, south, east and west of all existing and proposed buildings and structures.
- ☐ Height from top of curb at front property line to highest point of structure.
- ☐ Height from adjacent grade to highest point of structure.
- ☐ General architectural features of buildings (window or door locations, trim, materials and colors).
- ☐ Proposed and existing roof pitches on the elevation.
- ☐ Zoning Ordinance allowed height illustrated with a dashed line and with measurement labeled.
- ☐ Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment.
- ☐ All trash and recycling enclosures.
- ☐ All wall-mounted equipment, gutters, and down spouts. Provide lighting cut-sheets.
- ☐ Exterior fire protection equipment.

Floor Plans

- ☐ Title block.
- ☐ Use, dimensions and square feet of all existing and proposed areas.
- ☐ All entrance and exit points, including doors, windows, stairways, and etcetera.
- ☐ All balconies and/or abutting decks/patios.
- ☐ All enclosed and/or covered parking areas.
- ☐ Identify if the building is proposed to be equipped with an automatic fire sprinkler.
- ☐ For restaurants show customer service areas (square feet of customer service area vs. noncustomer service area).

Roof Plans

- ☐ Title block.
- ☐ Roof plans depicting all roof-top access, equipment and screening.

Grading, Drainage and Utility Plans (needed to inform relative heights of structures, compliance with Hillside Policies).

- ☐ Title block.
- ☐ Existing and proposed contour lines at 5-foot as appropriate. Label contour elevations.
- ☐ With shading or cross-hatching, identify slopes at or greater than 20%, and slopes at or greater than 30%.
- ☐ Provide estimated cubic-yards of cut/fill.
- ☐ Identify all approximate locations of underground utilities onsite. Identify nearest public sewer and water service lines and points of connection offsite. Show and call out existing and proposed sewer lateral(s), backflow preventers, water meter(s) and service(s). If you need assistance determining the location of sewer and water infrastructure, contact Felix Yzaguirre, Senior Engineering Technician, within the Capital Design and Land Development Division at (805) 654-7829 or at fyzaguirre@ci.ventura.ca.us.

Landscape Plans

- ☐ Title block.
- ☐ Required site plan shall be used as base map.
- ☐ All existing and proposed landscape (both onsite and within parkways) including trees, shrubs, and ground cover with names (common and scientific), quantities, sizes, location, and climate zone (i.e. per Water Use Classification of Landscape Species (WUCOLS)).
- ☐ Irrigation plans.
- ☐ WUCOLS rating.
- ☐ Identify the location of all stormwater infiltration systems (above and below ground).
- ☐ Any MS4 permit related items (i.e. grassy swales).
- ☐ Impervious pavement (show the locations).

Solar Shading Study (for all new development greater than one story; Exception to the rule: this study is not required for the development of a single family home unless a height Variance is being requested)

- ☐ Solar shading study shall be required along the northern property line interface between commercial or mixed-use and residential uses and between residential uses.
- ☐ Solar fence height of 12 feet for single family residential adjacent to any non-single-family residential uses.
- ☐ Solar fence height of 18 feet for all other instances.
- ☐ Analysis shall use a solar angle of 27 degrees on December 21 at 1 pm.
- ☐ Plans shall indicate method of analysis, including software type if used.

Property Line/Height Survey

- ☐ Required elevation points shown on the site plan in feet (a separate sheet is not acceptable).
- ☐ Signature of licensed Civil Engineer, Land Surveyor or Architect.
- ☐ Existing grade elevation, in feet, at all corners of the property.
- ☐ Existing mid-point grade elevation of the front property line.
- ☐ Existing elevation at the top of the curb.
- ☐ Existing elevation of street level on each side and at mid-point adjacent to front property.
- ☐ Finished grade at all corners of proposed or altered buildings.
- ☐ Finished floor elevation of proposed or altered buildings.
- ☐ Setbacks from existing/proposed buildings to the existing property lines.

Hillside Height Survey (for properties located in the hillside area including DTSP hillside areas per Code Section 24.405.050)

- ☐ Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line.
- ☐ Elevation in feet at base of new construction.
- ☐ Elevation in feet to top, highest point of existing and/or proposed structure.
- ☐ Calculations based on the City's Hillside Height Ordinance formula.
- ☐ Measurement that clearly shows height between slab to ceiling top plate.
- ☐ Roof plan clearly showing all ridges and valleys.
- ☐ Signature of licensed Civil Engineer, Land Surveyor or Architect.

Reduced Plan Copies

- ☐ One copy of each full size plan sheet (24" by 36" or 18" by 24") reduced to 11" by 17"
- ☐ Copies are to be reproducible.

Electronic Submittal

- ☐ Complete plan set in one Adobe Acrobat (.pdf) document.
- ☐ Digital photographs with file names identifying content (e.g. "East of project site," "100 E. Main Street," etcetera).
- ☐ All digital documents to include all reports, studies, description letter, etc. placed on a disc or thumb drive with applicant's name.

Photographs

- ☐ Color photos of the site and adjacent sites within 100 feet along the same street showing existing conditions and/or buildings.
- ☐ Color photos taken from subject site showing adjacent sites within 100 feet along the same street.
- ☐ Photos labeled to identify content and date taken.

Colors/Materials Board

- ☐ One board not to exceed 8.5" by 14"
- ☐ Maximum thickness of board, including materials samples, not to exceed ¼" (a quality photo that accurately and correctly represents the project can be substituted for the actual materials).
- ☐ Samples of each proposed color including name and code number.
- ☐ Sample of each proposed type and texture of materials.
- ☐ Colors/materials keyed to indicate location on exterior building elevation plan.

Color Rendering

- ☐ Exterior artist' perspective that accurately represents the completed project not to exceed 11" by 17". Sign Design Plan

Sign Design Plans

- ☐ For ground mounted signs show location, orientation and distance from property line and nearest building.
- ☐ For wall signs clearly show location on elevation in relation to windows, doors, roofline, fascia and other architectural elements.
- ☐ Dimensions of overall sign area.
- ☐ Dimensions of letters and type of font.
- ☐ All sign plans shall include the exact style, size, colors and materials proposed.
- ☐ All existing ground mounted and/or wall signs, including type and size.
- ☐ For wall signs clearly show linear feet dimension of storefront for each proposed sign location.
- ☐ Sign program shall describe and pictorially represent location, dimensions, colors, letter style, letter height, and sign type of all proposed and possible future signs for an entire site.

Inclusionary Housing Plan

- ☐ The location, type of structure (attached, semi-attached, or detached) and size of the proposed market-rate and inclusionary units.
- ☐ A site plan depicting the location of the inclusionary units.
- ☐ A floor plan and elevations of the proposed inclusionary units.
- ☐ The income levels to which each inclusionary unit will be made affordable.
- ☐ For phased development, a phasing plan that provides for the timely development of the number of inclusionary units proportionate to each proposed phase of development.
- ☐ A request for any incentives pursuant to Section 24R.250.510.
- ☐ Include equation for density bonus calculation.

Stormwater Compliance Study (MS4)

- ☐ Site designed per the 2011 Technical Guidance Manual.
- ☐ Achievement of effective impervious area.
- ☐ Applicable treatment control measures.

- ☐ For Conceptual Projects... Submit a letter report from a registered civil engineer summarizing the project's proposal to comply with the MS4 requirements. The letter report must include the following:
 - ☐ Project area.
 - ☐ Total impervious area.
 - ☐ Allowable effective impervious area.
 - ☐ Volume to be retained.
 - ☐ Size and type of retention BMPs selected to the maximum extent possible.
 - ☐ Reasons for technical infeasibility, if applicable.
 - ☐ Volume for biofiltration.
 - ☐ Size and type of biofiltration BMPs selected.
 - ☐ Whether 5%EIA is achieved.
 - ☐ Need for alternate compliance.
 - ☐ Mitigation volume, if applicable.
 - ☐ Volume for treatment control measures.
 - ☐ Size and type of onsite treatment control measures selected.
- ☐ For Formal Projects Only... Fill out the MS4 spreadsheet with supporting information. The spreadsheet can be found at the following website: <http://www.cityofventura.net/page/land-development-engineering>
- ☐ For Formal Projects Only... Soils report (show soil type and depth of ground water).
- ☐ For Formal Projects Only... Percolation test (as specified in Appendix C of the Technical Guidance Manual)

Wireless Telecommunication Facilities Applications

- ☐ Property owner signature on Planning Application or letter of authorization for applicant
- ☐ The name, address, telephone number and title of the person responsible for the accuracy of the applicant's materials and who will serve as a contact for the city.
- ☐ A project description fully describing the proposed facility, including a description of proposed lighting and noise-generating equipment, and the projected useful life of the facility.
- ☐ A site plan of the proposed project including existing and proposed walls and fences, proposed equipment, lighting and access to the facility.
- ☐ A landscape plan showing all existing vegetation and identifying landscaping that is to be retained on the site and any additional vegetation that is proposed to screen the facility from adjacent land uses and public views.
- ☐ If ground mounted, a topographic map showing existing and proposed contours, including access.
- ☐ A narrative and map description (including coverage) of the all other applicant's existing and proposed Wireless Telecommunications Facilities within the city.
- ☐ Visual impact assessment, including existing site photos and photo simulations from a minimum of four vantage points. The photo simulation is to be an accurate representation that includes a worst-case impact on the view from the public realm and shall encompass a radius of at least 1,000 feet from the proposed site. The assessments shall consider views from public areas as well as from nearby private residences.
- ☐ An alternate site analysis presenting various locations considered, which would minimize the number, size, and adverse visual impacts of facilities necessary to provide telecommunication services to the public. When the decision-making authority determines that an alternate location is more desirable, the burden of proof shall be on the applicant to show that the alternate location is not feasible or reasonable for signal access.

Link to the Wireless Telecommunication Ordinance:

https://library.municode.com/ca/san_buenaventura/codes/code_of_ordinances?nodeId=DIV24ZORE_CH24.497STWITEFA

Certification

I (print name) _____, applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within the *Discretionary Planning Permits Application Requirement Details* form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

Signature

Date

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

APPLICATION SUBMITTAL: Shall be made to the City Planning Division by appointment only.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.
Check City website at www.cityofventura.ca.gov

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: 805-654-7725

MAILING ADDRESS: 501 Poli Street, Ventura, CA 93001

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805-654-7894 or by contacting the California Relay Service.

AUTHORIZATION OF AGENT FORM

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

To the City of San Buenaventura, Planning Division:

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign and file the documents necessary to obtain approvals for my project.

Project Location or Address: _____

Project Description:

Authorized Agent's Name: _____

Address: _____

Phone Number: _____

Email: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Number: _____

Property Owner's Email: _____

Property Owner's Signature: _____

For Staff Use Only:

PROJECT NUMBER: _____

**USE PERMIT
SUPPLEMENTAL FORM**

PROJECT NO.	
CASE NO.	

A. Number of employees: _____

B. Number of members/clients/students/etc. anticipated at any one time: _____

C. Days, types of activity, hours of operation of the proposed use:

Days of Operation	Types of Activity Which Occur Each Day	Hours that the Activity Occurs	Hours of Alcohol Sales
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

D. If the clients/students are brought to the site by a vehicle operated by your use, please explain how:

E. Other information which will clearly explain the project and activities (additional information may be attached):

**APPLICATIONS FOR NEW OR MODIFIED ALCOHOLIC BEVERAGE ESTABLISHMENTS
ALSO REQUIRE THE FOLLOWING INFORMATION:**

F. The type of ABC license the applicant is seeking for the alcoholic beverage establishment:_____

G. The true and complete name and address of each lender or share holder with a 5 percent or more financial interest in the proposed business or any other person to whom a share or percentage of the income of the establishment is to be paid:

H. The name and address of all existing schools, churches, hospitals, parks, playgrounds or other alcoholic beverage establishments within 300 feet of the proposed alcoholic beverage establishment: _____

I. Provide establishment's proposed "Operations & Training Plan" outlining consistency with applicable standards in Sec. 24.460.410 through 24.460.440. (Attach copy)

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.
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LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7725

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099

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ENVIRONMENTAL AND PROJECT INFORMATION

The following information shall be completed by the applicant and submitted with the Planning Application. It will enable City staff to understand the proposed project and prepare the necessary environmental documents. Please contact Planning Staff if you have questions in completing this form. If a question is beyond the scope of your project, please indicate not applicable and why. Attach additional sheets if needed to respond to the following questions.

Notice of Filing and Processing Fees

The following applies to projects requiring preparation of a Negative Declaration (ND) or Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA). If the proposed project is approved by the city, the applicant must provide the City of Ventura with all environmental filing fees, including the County Clerk processing fee (\$50) and the Department of Fish and Game (DFG) filing fee (\$1876.75 for ND or \$2606.75 for EIR), within five days of project approval.

Effective January 1, 2007, DFG eliminated the "de minimis" fee exemption for projects determined to have a de minimis effect on wildlife. This is replaced with a fee exemption, issued by DFG, for eligible project that have "no effect on wildlife." A project applicant asserting a project will have no effect on fish and wildlife should contact DFG for their review and determination. Contact should occur during the public review period for the environmental document to allow adequate time for DFG review prior to city action on the project proposal. If DFG determines the project has "no effect", it will provide the applicant with documentation of exemption from the filing fee requirement. (Note: At this time, DFG anticipates less than 5% of projects would qualify for the "no effect" standard.) More information of DFG fees and requirements is available at www.dfg.ca.gov.

General Information: _____ Date: _____

1. Applicant: _____

2. Project Address/Location: _____

3. Assessor's Parcel Number(s): _____

4. List and describe any other related permits and other public agency approvals required for this project by other local, State, or Federal agencies including: Fish and Game, Water District, EPA, etc. Please attach pertinent information and submit to the Planning Division. _____

5. Is this property identified on the Cortese List? (The updated Cortese List can be found at the following internet website: http://www.dtsc.ca.gov/sitecleanup/cortese_list.cfm) ☐ Yes ☐ No

Description of Proposed Project:

6. Project Description: _____

7. Future tenant (if known): _____

8. Site Data: _____

Site Use	Square Feet Existing	Square Feet Proposed	Percentage Existing	Percentage Proposed
Area covered by building (s)				
Area paved for parking or walkways				
Area landscaped				
Total	0	0	100%	100%

9. Building Data:

Number of Stories	Number of Buildings	Gross Floor Area	Building Height
One story			
Two Stories			
Three Stories			
Four Stories			
Total	0	0	0

10. Residential Units:

Type of Unit	Existing Number of Units	Proposed Number of Units	Estimated Range of Sales Price or Rent
Single Family			
Duplex			
Condominium/Townhouse			
Apartment:			
Studio			
One Bedroom			
Two Bedrooms			
Three Bedrooms or more			
Mobile Home			
Total number of units	0	0	\$0.00

11. Parking information:

Type	Existing spaces on-site	New spaces on-site
Open		
Garage		
Carport		
Total	0	0

12. Interior garage/carport dimensions: _____

13. Dimension of uncovered parking spaces: _____

14. Number of compact parking spaces: _____

15. If commercial, indicate the type and whether neighborhood, City or regionally oriented, and square footage of sales area: _____

16. If commercial, indicate estimated number of employees per shift: _____

17. Indicate the function, and community benefits to be derived from the project: _____

18. Does the project involve any grading or alteration of ground contours? If so what is the amount of soil to be imported and/or exported? _____

19. Will there be changes in bay, creek, or groundwater quality or quantity, or alteration of existing drainage patterns?

20. Will the project result in an increase in any dust, ash, smoke, fumes, odors, or other emissions?

21. Will the project involve, or result in, increased noise levels to surrounding properties?

22. Is special equipment such as generators, compactors, blowers, etc., planned in conjunction with this project?

23. Will the project, or use of this site, involve chemical discharge into the City's sanitary sewer system?

If so, please explain.

24. Will the project, or use of the site, increase the amount of sewage discharge into the City's sanitary sewer system?

If so, please explain.

25. Has adequate space been set aside for recycling facilities (e.g., trash separation)?

26. Will the project include any new public improvements, such as streets, parkway landscaping, sidewalks, streetlights, etc.? If so, please list the improvements.

27. Will the project include a homeowner's association or other incorporated organization for the care and maintenance of common areas? If so, please describe.

28. Are there any existing Heritage Trees on this property? If so, please attach an arborist report.



Site History

29. State all known or suspected prior uses, operations, or other activities on the site. _____

30. Has the site ever been used for any type of agricultural purpose including, but not limited to, orchards, crops, or greenhouses? _____

31. Has the site ever been used for any type of commercial or industrial operations such as manufacturing, photo processing, dry cleaning, exterminating, plating, use of semiconductor components, etc.? Please specify. _____

32. Was the site ever occupied by a gas station or auto repair facility? If so when was the operation terminated? _____

33. Has there ever been an operation on this site involving the use, handling, or storage of radioactive, acids, paints, lacquers, solvents, petroleum base products, biological products, or other volatile materials? Please specify. _____

Hazardous Materials – Current Site Uses

34. Are hazardous materials proposed or currently being used as part of the present business operating on the site? _____

35. Have all appropriate State and Federal permits been obtained for the use, handling, and storage of these hazardous materials? If so, does the owner/operator have a Hazardous Material Storage Permit? _____

36. List those permits and agencies from which they were obtained. _____

Soil and Groundwater Analysis

37. Are there any abandoned or active water wells on this property? If so, please explain. _____

38. Have any soil/groundwater tests ever been conducted on this property? If so, were they reviewed by any local, State, or Federal agency? _____

39. Was site remediation of hazardous materials ever performed? _____

40. Is there any discharge of contaminated groundwater into the City's sewer system or creeks?

If so, has a Liquid Waste Discharge Permit been obtained? _____

Attach any test reports and clearance documents from government agencies.

Environmental Setting:

41. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. _____

42. Describe all existing structures on the site, and the use of each structure. Attach photographs of the site (snapshots or Poloroid photos will be accepted). _____

43. Describe the surrounding properties, including information on plants and animals, and any cultural historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (single-family v. apartment houses, grocery v. department stores, etc.); and scale of development (height, frontage, setback, rear yard, etc.). Attach photos of the vicinity. _____

Certification:

I hereby certify that the information furnished above, and in the attached exhibits, including all data and information required for the project's evaluation, and the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: _____

To be completed by City Planning Staff

Assigned Case No(s): _____

Date Received: _____

Received By: _____

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