



**NOTICE IS HEREBY GIVEN that the
Mound Basin Groundwater Sustainability Agency (“Agency”)
Board of Directors (“Board”) will hold its
REGULAR BOARD OF DIRECTORS MEETING
at 1:00 p.m. on Monday, October 28, 2024, at the City of Ventura,
Public Works Facility, Assembly Conference Room,
336 San Jon Road, Ventura, CA 93002.**

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

<https://us02web.zoom.us/j/87239483889?pwd=ZHBZWjhsdzBhcklRQUZmeUd2QXBzZz09>

Meeting ID: 872 3948 3889 | Passcode: MBGSA

To call into the meeting (audio only), call: (877) 853-5247 (US Toll-free)

Meeting ID: 872 3948 3889

AGENDA

OPEN SESSION – CALL TO ORDER 1:00 P.M.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

The Clerk of the Board will call roll.

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

Approve the Minutes from August 26, 2024, Regular Agency Board meeting. A meeting cancellation notice was emailed to the Board and interested parties list as well as posted to the Mound Basin GSA website, Facebook page, and at the City of Ventura and United Water Conservation District regarding its September 23, 2024, Regular Board of Directors meeting.

5b. Approval of Warrants

Motion

Receive and review a summary report of the September 2024 approved warrants as well as consider approving payment of outstanding vendor invoices for October 2024.

5c. Monthly Financial Report

Information Item

Receive the profit and loss statement and balance sheet for the month of September 2024.

5d. Fiscal Year-end 2023-2024 Budget Report

Motion

The Board will consider receiving and filing the year-end budget report for fiscal year 2023-2024.

6. BOARD MEMBER ANNOUNCEMENTS

Provide updates on matters not on the agenda.

7. EXECUTIVE DIRECTOR UPDATE

Information Item

Provide an informational update on activities since the previous Board meeting.

8. MOTION ITEMS

8a. INTERA Inc. Work Order No. 13 for Water Year 2023/2024 Groundwater Sustainability Plan Annual Report

Motion

The Board will consider approving INTERA Inc.'s Work Order No. 13 for preparation of the water year 2023/2024 annual report in an amount not-to-exceed \$37,910 and \$3,790 (10%) of contingency to be authorized at the Executive Director's discretion (\$41,700 total authorization).

8b. Stakeholder Engagement Plan Annual Review

Motion

The Board will consider approving the Stakeholder Engagement Plan, as is, until the next annual review.

8c. Proposed Mound Basin GSA Regular Board of Directors Meeting Schedule for Calendar Year 2025

Motion

The Board will consider approving the 2025 Regular Board of Directors Meeting Schedule as submitted or as modified by the Board.

9. FUTURE AGENDA ITEMS

The Board may suggest issues and/or topics they would like to address at future meetings.

10. ADJOURNMENT

The next regular **Board of Directors Meeting** is scheduled for **Thursday, November 21, 2024**, 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 the office of United Water Conservation District located at 1701 North Lombard Street, Suite 200, 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 Agency'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: Friday, October 25, 2024 **(time)** 1:00 p.m. **(attest)** Jackie Lozano
At: <https://moundbasingsa.org>

Posted: Friday, October 25, 2024 **(time)** 1:00 p.m. **(attest)** Jackie Lozano
At: <https://www.facebook.com/moundbasingsa/>

Posted: Friday, October 25, 2024 **(time)** 1:00 p.m. **(attest)** Tracy Oehler
At: United Water Conservation District, 1701 N. Lombard Street, Oxnard, CA 93030

Posted: Friday, October 25, 2024 **(time)** 1:00 p.m. **(attest)** Tracy Oehler
At: City of Ventura, 336 San Jon Road, Ventura, CA 93002



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 5(a)

DATE: October 24, 2024
TO: Board of Directors
FROM: Clerk of the Board
SUBJECT: Approval of Minutes

RECOMMENDATION

The Board will consider approving Minutes from the August 26, 2024, Regular Board of Directors meeting.

ATTACHMENT

Draft Meeting Minutes

Action: _____
Motion: _____ 2 nd : _____
A.Anselm: _____ J.Chambers: _____ C.Everts: _____ C.Keeling: _____ J.Tribo: _____



**THE MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
REGULAR BOARD OF DIRECTORS MEETING**

was held on Monday, August 26, 2024, at 1:00 p.m. via Zoom and
at the City of Ventura, Public Works Facility, Assembly Conference Room,
336 San Jon Road, Ventura, CA 93002.

MINUTES

DIRECTORS IN ATTENDANCE

Catherine Keeling, Chair
Jennifer Tribo, Vice Chair/Secretary
Arne Anselm, Treasurer
James Chambers

DIRECTOR ABSENT

Conner Everts

STAFF IN ATTENDANCE

Bryan Bondy, Executive Director
Alex Dominguez, Legal Counsel (online)
Jackie Lozano, Clerk of the Board

PUBLIC IN ATTENDANCE

Sara Guzman, UWCD
Burt Handy
Mohammed Hasan, UWCD
Taylor Jones, UWCD
Zachary Plummer, UWCD

OPEN SESSION

Chair Catherine Keeling called the meeting to order at 1:02 p.m.

1. PLEDGE OF ALLEGIANCE

Chair Keeling led the participants in reciting the Pledge of Allegiance.

2. BOARD OF DIRECTORS ROLL CALL

Motion

Four Directors were present (Anselm, Chambers, Keeling, and Tribo). In accordance with Teleconferencing Rules under AB 2449, Director Conner Everts informed the Agency's Executive Director, the Clerk of the Board, and legal counsel of his need to participate remotely for the reason of "just cause" (B) having a contagious illness.

No action was taken as Director Everts did not participate in the meeting.

3. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None were offered.

4. APPROVAL OF AGENDA

Motion

Action: M/S/C (Anselm, Tribo) to approve the August 26, 2024, Agenda.

Vote: Ayes: Anselm, Chambers, Keeling, and Tribo; Noes: None; Absent: Everts.

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

Review and approve the Minutes of the June 24, 2024 Regular Agency Board meeting.

5b. Approval of Warrants

Motion

Review a summary report of the July 2024 approved warrants as well as approved payment of outstanding vendor invoices for August 2024.

5c. Monthly Financial Report

Information Item

Review the profit and loss statement and balance sheet for the month of July 2024.

Action: M/S/C (Chambers, Anselm) to approve the June 24, 2024 Minutes, accept and file the Warrants for July 2024, approve the Warrants for August 2024, and receive and file the July 2024 Financial Reports.

Vote: Ayes: Anselm, Chambers, Keeling, and Tribo; Noes: None; Absent: Everts.

6. BOARD MEMBER ANNOUNCEMENTS

None were offered.

7. EXECUTIVE DIRECTOR UPDATE

Information Item

Executive Director Bondy summarized the written staff report describing Agency activities since the last regular Board of Directors meeting of June 24, 2024. He mentioned that he would collaborate with the Clerk of the Board to review and identify areas of the Agency's website to update.

Regarding the Small GSA Coalition, there was discussion during its August 6, 2024, meeting to formalize the coalition and create a public website. There was also a general discussion on how small GSA's can support each other. These topics will be discussed further during an upcoming Small GSA Coalition workshop.

There were no questions or comments from the Directors or the public.

8. MOTION ITEMS

8a. Reappointment of Stakeholder Directors

Motion

The Board acknowledged and accepted MBAWG's renomination of James Chambers as its Agriculture Director representative to the Board. The Board also acknowledged and accepted Santa Clara River Environmental Groundwater Committee's renomination of Conner Everts as its Environmental Stakeholder Director representative to the Board.

Action: M/S/C (Tribo, Anselm) to reappoint the current Stakeholder Directors, James Chambers and Conner Everts, for a new one-year term, August 1, 2024, through July 31, 2025.

Member Director Only Vote: Ayes: Anselm, Keeling, and Tribo; Noes: None; Absent: None.

8b. Resolution 2024-05 Amending the Agency's Conflict of Interest Code

Motion

The Clerk of the Board summarized this motion for the Board. It was requested by the Board for the Clerk to work with the Agency's legal counsel before the next update in 2026 to provide a thorough review of the roles and positions to ensure accuracy.

Action: M/S/C (Anselm, Chambers) adopt Resolution 2024-05 approving the amendments to the Agency's Conflict of Interest Code as provided.

Vote: Ayes: Anselm, Chambers, Keeling, and Tribo; Noes: None; Absent: Everts.

8c. Monitoring Well B Permitting Support Services

Motion

Executive Director Bondy summarized this request to the Board. He referred to a map (provided as Attachment B to the staff report) and described the proposed monitoring well location. He also describes potential challenges with a bike path that runs through the construction area. It is unclear who has jurisdiction over the bike path.

Director Chambers asked, "who owns the road right-of-way that the proposed well site is located within, the County of Ventura or City of

Ventura?” Executive Director Bondy said the mapping performed by the surveyor for MBGSA shows it was granted to the County. Director Tribo said she would investigate. It is possible that it was transferred to the City of Ventura.

A public comment was made by Mr. Burt Handy. He asked if the vacant area adjacent to the mobile home park across Harbor Boulevard could be a location for the well. Executive Director Bondy said that area was ruled out because of its proximity to homes.

Executive Director Bondy summarized the proposed scope of work and budget for permitting support. He also explained that a request for proposals was issued to ten firms and two responses were received. He recommended approving a contract with the lowest bidder. He also provided justification for the proposed 25% contract contingency.

No further comments or questions were offered from the Directors or the public.

Action: M/S/C (Chambers, Tribo) authorize the Executive Director to execute a contract with Jensen Design and Survey, Inc. subject to Agency Counsel review, for an amount not-to-exceed \$43,927, with an additional \$10,982 (25%) contingency to be authorized at the discretion of the Executive Director (\$54,909 total authorization).

Vote: Ayes: Anselm, Chambers, Keeling, and Tribo; Noes: None; Absent: Everts.

8d. Groundwater Extraction Fees Follow-Up Discussion

Motion

Executive Director Bondy explained that the Board requested an agenda item for a follow-up discussion concerning the split of extraction fees between the City of Ventura (City) and others. He walked the Board through a table (Attachment A) showing historical groundwater extractions and fees paid by the City and non-City well owners. The City has pumped approximately 43% of the groundwater since fees were implemented and has paid 41% of the extraction fees to date. The projection for the next five years shows the City extracting 54% of the water and paying 53% of the fees.

Director Chambers expressed his appreciation for the table and said that it really helped provide perspective and understanding. Executive Director Bondy suggested updating the table every year and providing it during the budgeting process. The Board agreed with the recommendation.

Action: M/S/C (Chambers, Tribo) on an annual basis, update the table as shown (Attachment A) and include it as part of the annual budget presentation.

Vote: Ayes: Anselm, Chambers, Keeling, and Tribo; Noes: None; Absent: Everts.

9. FUTURE AGENDA ITEMS

Chair Keeling polled the Directors of any agenda items they would like to hear about in the future. None were offered.

10. ADJOURNMENT

Chair Keeling adjourned the meeting at 1:44 p.m. The next regular Board of Directors Meeting is scheduled for Monday, September 23, 2024, or call of the Chair.

I certify that the above is a true and correct copy of the minutes of the Mound Basin Groundwater Sustainability Agency's Board of Directors meeting of August 26, 2024.

ATTEST: _____
Jennifer Tribo, Vice chair/Secretary

ATTEST: _____
Jackie Lozano, Clerk of the Board



Motion Item No. 5(b)

DATE: October 23, 2024
TO: Board of Directors and Executive Director
FROM: Sara Guzman, UWCD
SUBJECT: Approval of Warrants

SUMMARY

The Board will review a summary report for the September and October 2024 warrants as well as consider approving payment of outstanding vendor invoices for the Mound Basin GSA.

RECOMMENDATION

UWCD accounting staff has prepared the attached September and October 2024 warrants based on the Mound Basin GSA payables and is recommending approval. All expenditures are in accordance with the Board approved budget and have been reviewed by the Executive Director.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. Warrant Register Report and Invoices for September 2024
- B. Warrant Register Report and invoices for October 2024

Action: _____
Motion: _____ 2 nd : _____
A. Anselm: _____ J. Chambers: _____ C. Everts: _____ C. Keeling: _____ J. Tribo: _____

Check Detail Report

September 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Bank of the Sierra	1948							
Bank of the Sierra	1948	09/19/2024	Bill Payment (Check)	11548	A.J. Klein, Inc T. Denatale, B. Goldner		Uncleared	-\$1,325.00
Bank of the Sierra	1948	09/19/2024	Bill Payment (Check)	11548	A.J. Klein, Inc T. Denatale, B. Goldner			-\$1,325.00
Bank of the Sierra	1949							
Bank of the Sierra	1949	09/19/2024	Bill Payment (Check)	11549	Bondy Groundwater Consulting, Inc		Uncleared	-\$2,763.40
Bank of the Sierra	1949	09/19/2024	Bill Payment (Check)	11549	Bondy Groundwater Consulting, Inc			-\$2,763.40
Bank of the Sierra	1950							
Bank of the Sierra	1950	09/19/2024	Bill Payment (Check)	11550	insureCAL Insurance Agency		Uncleared	-\$2,098.90
Bank of the Sierra	1950	09/19/2024	Bill Payment (Check)	11550	insureCAL Insurance Agency			-\$2,098.90

Klein · DeNatale · Goldner

ATTORNEYS AT LAW

10000 STOCKDALE HWY, SUITE 200
BAKERSFIELD, CA 93311

(661) 395-1000
FAX (661) 326-0418
E-MAIL accounting@kleinlaw.com

June 28, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
PO BOX 3544
VENTURA, CA 93006

Invoice No. 1228700
Client No. 23234
Matter No. 001
Billing Attorney: JDH

INVOICE SUMMARY

For Professional Services Rendered for the Period Ending: June 19, 2024.

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

Professional Services	\$ 995.00
Costs Advanced	\$.00
TOTAL THIS INVOICE	\$ 995.00

Reviewed by BB 9/15/24
Account 52501 Legal Counsel

Invoice No. 1228700

June 28, 2024

PROFESSIONAL SERVICES

Date	Init	Description	Hours	Amount
5/22/24	KSH	RESEARCHED AND PREPARED E-MAIL MEMORANDUM FOR A. DOMINGUEZ REGARDING THE MBGSA'S ENVIRONMENTAL LIABILITY POLICY.	2.50	575.00
5/23/24	AND	PREPARED FOR AND ATTENDED BOARD MEETING.	1.00	300.00
5/30/24	AND	EXCHANGED E-MAILS WITH INSURANCE BROKER REGARDING RENEW OF POLICY.	.20	60.00
5/31/24	AND	REVIEWED REVISED INSURANCE POLICY; RESPONDED TO E-MAIL FROM INSURANCE BROKER REGARDING SAME.	.20	60.00

TOTAL PROFESSIONAL SERVICES \$ 995.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Rate	Hours	Total
DOMINGUEZ, ALEX	AND	300.00	1.40	420.00
HIRE, KELSEY	KSH	230.00	2.50	575.00
Total			3.90	\$ 995.00

TOTAL THIS INVOICE \$ 995.00

Klein · DeNatale · Goldner

ATTORNEYS AT LAW

10000 STOCKDALE HWY, SUITE 200
BAKERSFIELD, CA 93311

(661) 395-1000

FAX (661) 326-0418

E-MAIL accounting@kleinlaw.com

June 28, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
PO BOX 3544
VENTURA, CA 93006

Invoice No. 1228700
Client No. 23234
Matter No. 001
Billing Attorney: JDH

REMITTANCE

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

BALANCE DUE THIS INVOICE

\$ 995.00

All checks should be made payable to:
(Please return this advice with payment.)

Klein DeNatale Goldner
10000 Stockdale Hwy, Suite 200
Bakersfield, CA 93311

For payment by wire in USD:
(Please reference:
Client-Matter ,
Invoice No. 1228700)

J.P. Morgan Chase
Account No.
ABA No.

To pay by credit card, click here [-->:Pay Now](#) or call Accounting at (661) 395-1000.

DUE UPON RECEIPT

FEDERAL I.D. No. 95-2298220

Thank you! Your business is greatly appreciated.

July 31, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
C/O UNITED WATER CONSERVATION DISTRICT
1701 N. LOMBARD ST., SUITE 200
OXNARD, CA 93030

Invoice No. 1230236
Client No. 23234
Matter No. 001
Billing Attorney: JDH

INVOICE SUMMARY

For Professional Services Rendered for the Period Ending: July 19, 2024.

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

Professional Services	\$ 330.00
Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 330.00
Prior Balance	<u>\$ 995.00</u>
TOTAL BALANCE DUE	<u>\$ 1,325.00</u>

Reviewed by BB 9/15/24
Account 52501 Legal Counsel

PAST DUE

KLEIN DENATALE GOLDNER

Invoice No. 1230236

July 31, 2024

PROFESSIONAL SERVICES

Date	Init	Description	Hours	Amount
6/24/24	AND	REVIEWED RESOLUTION AND MEMORANDUM REGARDING GROUNDWATER EXTRACTION FEE; REVIEWED BOARD AGENDA; PREPARED FOR AND ATTENDED BOARD MEETING.	.30	90.00
6/24/24	AND	ATTENDED BOARD MEETING.	.80	240.00

TOTAL PROFESSIONAL SERVICES \$ 330.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Rate	Hours	Total
DOMINGUEZ, ALEX	AND	300.00	1.10	330.00
Total			1.10	\$ 330.00

TOTAL THIS INVOICE \$ 330.00

KLEIN DENATALE GOLDNER

Invoice No. 1230236

July 31, 2024

OUTSTANDING INVOICES

Invoice No.	Date	Invoice Total	Payments Received	Ending Balance
1228700	6/28/24	995.00	.00	995.00

PRIOR BALANCE \$ 995.00

Balance Due This Invoice \$ 330.00

TOTAL BALANCE DUE **\$ 1,325.00**

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$.00	\$ 995.00	\$.00	\$.00	\$.00	\$ 995.00

Klein · DeNatale · Goldner

ATTORNEYS AT LAW

10000 STOCKDALE HWY, SUITE 200
BAKERSFIELD, CA 93311

(661) 395-1000

FAX (661) 326-0418

E-MAIL accounting@kleinlaw.com

July 31, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
C/O UNITED WATER CONSERVATION DISTRICT
1701 N. LOMBARD ST., SUITE 200
OXNARD, CA 93030

Invoice No. 1230236
Client No. 23234
Matter No. 001
Billing Attorney: JDH

REMITTANCE

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

BALANCE DUE THIS INVOICE	\$ 330.00
Prior Balance	<u>\$ 995.00</u>
TOTAL BALANCE DUE	<u>\$ 1,325.00</u>

All checks should be made payable to:
(Please return this advice with payment.)

Klein DeNatale Goldner
10000 Stockdale Hwy, Suite 200
Bakersfield, CA 93311

For payment by wire in USD:
(Please reference:
Client-Matter
Invoice No. 1230236)

J.P. Morgan Chase
Account No.
ABA No.

To pay by credit card, click here [--->:Pay Now](#) or call Accounting at (661) 395-1000.

DUE UPON RECEIPT

FEDERAL I.D. No. 95-2298220

Thank you! Your business is greatly appreciated.

Bondy Groundwater Consulting, Inc.
Invoice for Professional Consulting Services
Mound Basin GSA Groundwater Sustainability Plan Support Services
Client Contract No. N/A
Invoice Period: August 1-31, 2024

Bondy Groundwater Consulting, Inc.
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Client: Mound Basin GSA
 P.O. Box 3544
 Ventura, CA 93006-3544
 Project #: 100
 Invoice #: 100-08
 Invoice Date: 9/1/2024

Description of Services

Labor	Hours	Rate	Subtotal
<u>Executive Dir. - GSP Implementation (Acct: 52250)</u>	3.75	\$220.00	\$825.00
<ul style="list-style-type: none"> • Respond to DWR inquiry re: Monitoring Well A • Receive and review proposals for permitting support services for Monitoring Well B • Prepare staff report re: contractor selection for Monitoring Well B permitting support services • Prepare GSP implementation portion of Executive Director's report for August Board meeting • Attend 8/26 Board meeting (GSP implementation items) • 8/26 Board meeting follow-ups (GSP implementation items) 			
<u>Executive Director - Management (Acct: 52280)</u>	8.75	\$220.00	\$1,925.00
<ul style="list-style-type: none"> • Coordination re: website and email transitions • Review staff report and resolution re: conflict of interest code amendments for August Board meeting • Review staff reports re: director reappointments for August Board meeting • Prepare administrative portion of Executive Director's report for August Board meeting • Review and edit draft minutes of June Board meeting • Review finance staff reports for August Board meeting • Respond to landowner questions about basin boundary • Attend 8/26 Board meeting (management items) • 8/26 Board meeting follow-ups (management items) • Coordination w/ other small GSAs re: lobbying for small GSA funding • Misc. coordination w/ finance staff • Misc. coordination w/ Board clerk • Review vendor invoices 			
Subtotal Labor:			\$2,750.00

Expenses

Date	Description	Units	Rate	Subtotal
<u>Executive Director - Management (Acct: 52280)</u>				
8/26/2024	Mileage RT Ventura - Board Meeting	20	\$0.670	\$13.40
Subtotal Expenses for Exec. Dir - Management (52280):				\$13.40
Subtotal Expenses:				\$13.40

Invoice Total (Please pay this amount): **\$2,763.40**

Thank you for your business. The opportunity to add value is appreciated!

Mound Basin Groundwater Sustainability Agency

1701 N Lombard St, 200
Oxnard, CA 93030

INVOICE

Invoice No: 201501048INV

Invoice Date: 08/20/2024				
Description	Policy Number	Eff Date	Line of Business	Due
Renewal Payment			Professional Liability	\$2,098.90

Total: \$2,098.90

**Reviewed by BB 9/15/24
Account: 53510 - Liability Insurance
Class: Unclassified**

Detach and return this portion with your payment

Customer: Mound Basin Groundwater Sustainability Agency

Invoice No: 201501048INV

MAIL TO:

insureCAL Insurance Agency
3508 Dale Rd
Modesto, CA 95356

Due Date: 10/16/2024	
Amount Due	Enclosed
\$2,098.90	



1.800.441.4535

T.509.242.1819

INSURANCE INDICATION

August 5, 2024

Insured: Mound Basin Groundwater Sustainability Agency

DBA:

Address: PO BOX 3544

Ventura, CA 93006

Producer: insureCAL Insurance Agency

Fax: (209) 633-5799

Reference Number: 3175523

Expiring Policy Number: POL0953584-05

Commission: 10%

Carrier: Indian Harbor Insurance Company

SIR: 5,000 Each Claim

*See Carrier Quote

Coverage: Professional Liability

Retroactive Date: 10/18/2018

Policy Term: 10/18/2024 to 10/18/2025

Minimum Earned Premium: \$1500 or 25% whichever is greater

Limits:

1,000,000 Public Officials Management Limit

*See Carrier Quote

Premium:	\$1,500.00	Terrorism Coverage	NOT APPLICABLE
Fee Schedule:	Carrier Policy Fee \$195.00 Broker Fee \$350.00	Terrorism Premium:	
Taxes:	\$3.05 \$50.85	Additional Taxes:	
Total without Terrorism:	\$2,098.90	Total with Terrorism:	\$2,098.90

Terms and Conditions:

To Bind:

*Written request to bind or complete the bind request online via Cochrane's Portal

*Diligent search form

Payment due upon receipt.

PLEASE REFERENCE THE ATTACHED COMPANY QUOTE FOR A COMPLETE LIST OF FORMS AND ENDORSEMENTS APPLICABLE TO THIS QUOTE

Down payment amount is 25% of the premium plus all shown fully earned taxes and fees. The producer is responsible for all earned premiums.

Bind Requests can be emailed to bind@cochraneco.com. When emailing, please include reference number 3175523 in the subject line of your email so your email will be handled on a priority basis. Requests may also be faxed to (916) 673-2010. Unless otherwise noted above, coverage may be bound by faxing a written request to our office and satisfying all requirements of this indication as outlined above.

No flat cancellations.

Cochrane & Company may be charging a fee for providing the basic services set forth herein. The amount of the mutually agreed upon fee, if any, is the amount included on your invoice. The general services we perform include, but are not limited to, searching our relevant market(s) for appropriate combination(s) of price, coverage and security for a particular risk. Cochrane & Company may also be entitled to receive compensation, directly or indirectly, from the insurer that accepted and bound your business, even when you have been charged a fee.
Reference #: 3175523

-

AUTOMATIC RENEWAL LETTER

-

Indian Harbor Insurance Company is pleased to advise that the captioned insured qualifies for our automatic renewal process. A renewal submission will not be necessary, **all that is required is a written request to bind the below captioned terms prior to the expiration date.** After such request, please consider this letter as your Binder. We will then provide you with the policy with your full terms and conditions along with your invoice. **Please note that all policy forms, endorsements, and conditions of your policy will apply to the renewal policy. Please let this letter also serve as notice that we are agreeable to renewing this policy subject to the following: The PGU 1140 Consumer Protection Laws Exclusion Endorsement will be added to the policy. A copy is attached for your review.**

Insured: Mound Basin Groundwater Sustainability Agency
Policy #: POL0953584-05-REN
Effective Date: 10/18/2024
Carrier: Indian Harbor Insurance Company

Coverage	Limits	Retention	Premium	Fee
Public Officials Management & Employment Practices Liability	1,000,000 Per Claim 1,000,000 Aggregate Excluded EPL	5,000 Retention	1,500.00	195.00

Conditions:

- As your agency is responsible for the surplus lines filings, we require the name of licensee, agency name, address, and surplus lines license number prior to binding, as well as, a copy of the license.

Comments:

- Minimum Earned Premium is the GREATER of \$1,500 or 25% of annual premium
- We will not cancel flat after inception date
- Policy Fee is non-refundable
- Payment is due 15 days from the effective date of coverage.
- *PGU Not Responsible for Tax Filings

If you have any questions about this Automatic Renewal Notice or about coverage for the coming year, please let us know.

Thank you,

IMPORTANT NOTICE:

- 1. The insurance policy that you are applying to purchase is being issued by an insurer that is not licensed by the State of California. These companies are called “nonadmitted” or “surplus line” insurers.**
- 2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.**
- 3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.**
- 4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or “surplus line” broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website www.insurance.ca.gov. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC’s internet website at www.naic.org. The NAIC—the National Association of Insurance Commissioners—is the regulatory support organization created and governed by the chief insurance regulators in the United States.**
- 5. Foreign insurers should be licensed by a state in the United States and you may contact that state’s department of insurance to obtain more information about that insurer. You can find a link to each state from this NAIC internet website:
https://naic.org/state_web_map.htm.**
- 6. For non-United States (alien) insurers, the insurer should be**

licensed by a country outside of the United States and should be on the NAIC's International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or "surplus line" broker to obtain more information about that insurer.

7. California maintains a "List of Approved Surplus Line Insurers (LASLI)." Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm.

8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker's fee charged for this insurance will be returned to you.

Date: _____

Insured: _____

D-1 (Effective January 1, 2020)

NOTICE REGARDING CANCELLATION OF YOUR POLICY:

Your policy will contain a Minimum Earned Premium condition. This condition provides that when the policy is cancelled by Cochrane & Company or the carrier, the premium for the period from the effective date of cancellation to the expiration date will be refunded pro rata. When the policy is cancelled by the named insured, the minimum earned or retained premium shall not be less than the minimum earned premium shown on this quote, plus any fees. These fees may include policy and/or inspection fees. A cancellation for non-payment of premium shall be considered a cancellation request by the Insured.

Check Detail Report

October 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Citizens Business Bank	1968							
Citizens Business Bank	1968	10/24/2024	Bill Payment (Check)	1155	A.J. Klein, Inc T. Denatale, B. Goldner		Uncleared	-\$480.00
Citizens Business Bank	1968	10/24/2024	Bill Payment (Check)	1155	A.J. Klein, Inc T. Denatale, B. Goldner			-\$480.00
Citizens Business Bank	1969							
Citizens Business Bank	1969	10/24/2024	Bill Payment (Check)	1156	Bondy Groundwater Consulting, Inc		Uncleared	-\$1,485.00
Citizens Business Bank	1969	10/24/2024	Bill Payment (Check)	1156	Bondy Groundwater Consulting, Inc			-\$1,485.00
Citizens Business Bank	1970							
Citizens Business Bank	1970	10/24/2024	Bill Payment (Check)	1160	United Water Conservation District		Uncleared	-\$2,596.36
Citizens Business Bank	1970	10/24/2024	Bill Payment (Check)	1160	United Water Conservation District			-\$2,596.36

Klein · DeNatale · Goldner

ATTORNEYS AT LAW

10000 STOCKDALE HWY, SUITE 200
BAKERSFIELD, CA 93311

(661) 395-1000

FAX (661) 326-0418

E-MAIL accounting@kleinlaw.com

September 30, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
C/O UNITED WATER CONSERVATION DISTRICT
1701 N. LOMBARD ST., SUITE 200
OXNARD, CA 93030

Invoice No. 1232890
Client No. 23234
Matter No. 001
Billing Attorney: JDH

INVOICE SUMMARY

For Professional Services Rendered for the Period Ending: September 19, 2024.

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

Professional Services	\$ 480.00
Costs Advanced	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 480.00

Reviewed by BB 10/20/24
Account 52501 Legal Counsel

KLEIN DENATALE GOLDNER

Invoice No. 1232890

September 30, 2024

PROFESSIONAL SERVICES

Date	Init	Description	Hours	Amount
8/21/24	AND	TELEPHONE CALL WITH B. BONDY REGARDING MEETING MINUTES; E-MAILED B. BONDY REGARDING SAME; REVIEWED AND RESPONDED TO E-MAIL FROM J. LOZANO REGARDING BOARD MEETING PREPARATION; TELEPHONE CAL WITH J. LOZANO REGARDING SAME.	.50	150.00
8/22/24	AND	REVIEWED AGENDA PACKET REGARDING CONFLICT OF INTEREST CODE AMENDMENTS; EXCHANGED E-MAILS WITH J. LOZANO REGARDING SAME.	.30	90.00
8/26/24	AND	PREPARED FOR AND ATTENDED BOARD MEETING.	.80	240.00

TOTAL PROFESSIONAL SERVICES \$ 480.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Init	Rate	Hours	Total
DOMINGUEZ, ALEX	AND	300.00	1.60	480.00
Total			1.60	\$ 480.00

TOTAL THIS INVOICE \$ 480.00

Klein · DeNatale · Goldner

ATTORNEYS AT LAW

10000 STOCKDALE HWY, SUITE 200
BAKERSFIELD, CA 93311

(661) 395-1000

FAX (661) 326-0418

E-MAIL accounting@kleinlaw.com

September 30, 2024

MOUND BASIN GROUNDWATER SUSTAINABILITY
C/O UNITED WATER CONSERVATION DISTRICT
1701 N. LOMBARD ST., SUITE 200
OXNARD, CA 93030

Invoice No. 1232890
Client No. 23234
Matter No. 001
Billing Attorney: JDH

REMITTANCE

RE: MOUND BASIN GROUNDWATER SUSTAINABILITY
GENERAL BUSINESS

BALANCE DUE THIS INVOICE

\$ 480.00

All checks should be made payable to:
(Please return this advice with payment.)

Klein DeNatale Goldner
10000 Stockdale Hwy, Suite 200
Bakersfield, CA 93311

For payment by wire in USD:
(Please reference:
Client-Matter No.
Invoice No. 1232890)

J.P. Morgan Chase
Account No.
ABA No.

To pay by credit card, click here [-->:Pay Now](#) or call Accounting at (661) 395-1000.

DUE UPON RECEIPT

FEDERAL I.D. No. 95-2298220

Thank you! Your business is greatly appreciated.

Bondy Groundwater Consulting, Inc.
Invoice for Professional Consulting Services

Mound Basin GSA Groundwater Sustainability Plan Support Services

Client Contract No. N/A

Invoice Period: September 1-30, 2024

Bondy Groundwater Consulting, Inc.

Client: Mound Basin GSA
P.O. Box 3544
Ventura, CA 93006-3544

Project #: 100

Invoice #: 100-09

Invoice Date: 10/1/2024

Description of Services

Labor	Hours	Rate	Subtotal
<u>Executive Dir. - GSP Implementation (Acct: 52250)</u>	0.50	\$220.00	\$110.00
• Review Governor's EO N-3-24 repealing GSA review of well permit applications and coord. w/ Ventura County			
• Coordination w/ Santa Clara River Watershed Committee re: next meeting (GSP implementation outreach)			
<u>Executive Director - Management (Acct: 52280)</u>	6.25	\$220.00	\$1,375.00
• Coordination w/ Clerk re: insurance matters			
• Coordination w/ Clerk re: September regular board meeting cancellation			
• Coordination w/ Clerk re: website updates			
• Contracting - prepare draft MSA and work order for Jensen review for monitoring well "B" permitting			
• Review / respond to public comment on GSA / basin boundary map			
• Coordination w/ other small GSAs re: lobbying for small GSA funding			
• Review vendor invoices			
• Misc. coordination w/ finance staff			
• Misc. coordination w/ Board clerk			
Subtotal Labor:			\$1,485.00

Expenses

Date	Description	Units	Rate	Subtotal
Subtotal Expenses:				\$0.00

Invoice Total (Please pay this amount): **\$1,485.00**

Thank you for your business. The opportunity to add value is appreciated!



August 1, 2024

Invoice #64
Administrative & Accounting Services
Mound Basin Groundwater Sustainability Agency and Groundwater Sustainability Plan

July 2024

General & Administrative Personnel Position	Hourly Rate	# of Hours	Total
Administrative Assistant III - RP Jackie Lozano	65.08	14.25	927.39
<i>Subtotal Administrative Staff</i>			927.39
Chief Financial Officer, Brian Zahn	190.29	0.50	95.15
Finance Supervisor, Sara Guzman	102.21	0.50	51.11
Accountant, Taylor Jones	80.60	1.50	120.90
Accountant - RP, Jeanessa Lopez	80.60	3.25	261.95
Accountant - OT, Jeanessa Lopez	120.90	0.50	60.45
<i>Subtotal Accounting Staff</i>			589.56
Total Personnel		20.50	1,516.95
Non-Personnel Expenses Description	Total		
Administrative Expenses			
Mileage Reimbursement			16.15
Postage			2.72
Copies, presentation covers			1.50
Total Non-Personnel			20.37

Reviewed by BB 9/15/24

Account: 52270 · Prof Svcs - Accounting: \$589.56
Account: 52275 · Prof Svcs - Admin/Clerk: \$927.39
Account: 53020 · Office Supplies: \$1.50
Account: 53026 · Postage and Mailing: \$2.72
Account: 53110 · Travel and Training: \$16.15

TOTAL

1,537.32



Time and Attendance History Report- PA account

Payroll Set: 01 - United Water Conservation District

Employee Number: [1108](#) Employee Name: **Guzman, Sara Katherine** Department: Finance - Finance

Position: Finance Supervisor - Finance Supervisor

Date	Activity	Hours	Status	Description	Project Account	Project Name
07/18/2024	RP - 50 - Reimbursable	0.5	Transferred	Review AP checks & Invoice #63.	3310200	Mound Basin GSA - Salary
Guzman - Finance Supervisor Total:		0.5				
Guzman Total:		0.5				

Employee Number: [1197](#) Employee Name: **Jones, Taylor Nicole** Department: Finance - Finance

Position: Accountant - Accountant

Date	Activity	Hours	Status	Description	Project Account	Project Name
07/17/2024	RP - 50 - Reimbursable	1.5	Transferred	MBGSA AP Work: Entering Invoices, Cutting Checks, Running Reports	3310200	Mound Basin GSA - Salary
Jones - Accountant Total:		1.5				
Jones Total:		1.5				

Employee Number: [1180](#) Employee Name: **Lopez, Jeannessa** Department: Finance - Finance

Position: Accountant - Accountant

Date	Activity	Hours	Status	Description	Project Account	Project Name
06/24/2024	RP - 50 - Reimbursable	0.25	Transferred	Send Invoice #62 to AR.	3310200	Mound Basin GSA - Salary
07/11/2024	OT -- 510 -- Overhead Overtime	0.5	Transferred	Research QB charge for Invoice #63	3310200	Mound Basin GSA - Salary
07/17/2024	RP - 50 - Reimbursable	3	Transferred	Invoice #63 prep	3310200	Mound Basin GSA - Salary
Lopez - Accountant RP Total:		3.25				
Lopez - Accountant OT Total:		0.5				
Lopez Total:		3.75				

Employee Number: [1114](#) Employee Name: **Lozano, Jacquelyn Elaine** Department: Admin - Admin

Position: Admin Asst III - Administrative Assistant III

Date	Activity	Hours	Status	Description	Project Account	Project Name
06/24/2024	RP - 50 - Reimbursable	6	Transferred	MBGSA, prepared for and attended GSA regular meeting and public hearing in Ventura; upon return to office processed/mailed checks, scanned resolution/minutes, uploaded finalized docs to Dropbox; followed up with an email to CV strategies	3310200	Mound Basin GSA - Salary
06/26/2024	RP - 50 - Reimbursable	2	Transferred	MBGSA, updated website with new meeting info; added attachment 8(e) to agenda packet (shared during mtg); added to website approved mtg minutes, resolution, updated agenda packet; downloaded COI for INTERA, uploaded to Drive and Dropbox	3310200	Mound Basin GSA - Salary
07/03/2024	RP - 50 - Reimbursable	2	Transferred	MBGSA, drafting 06-24 meeting minutes	3310200	Mound Basin GSA - Salary
07/08/2024	RP - 50 - Reimbursable	1	Transferred	MBGSA, drafted, posted, and emailed cancellation notice for July BOD meeting	3310200	Mound Basin GSA - Salary
07/11/2024	RP - 50 - Reimbursable	0.5	Transferred	MBGSA, filed agency documents	3310200	Mound Basin GSA - Salary
07/12/2024	RP - 50 - Reimbursable	0.5	Transferred	MBGSA, completed creating folders and filing of agency documents	3310200	Mound Basin GSA - Salary
07/15/2024	RP - 50 - Reimbursable	1	Transferred	MBGSA, prepared and emailed revised VC Treasury Form and sent request for signature to Directors; forwarded notice of address change to Bank of the Sierra; emailed Ventura IT requesting domain info be sent to CV strategies	3310200	Mound Basin GSA - Salary
07/17/2024	RP - 50 - Reimbursable	1	Transferred	MBGSA, worked with staff and insureCAL to complete GL insurance for the GSA, filed with ins records; phone SDRMA to inquire about insurance; emailed Dirs to set a meeting to sign checks	3310200	Mound Basin GSA - Salary
07/18/2024	RP - 50 - Reimbursable	0.25	Transferred	MBGSA, communicated w-Dir Tribo, will meet on Monday	3310200	Mound Basin GSA - Salary
Lozano - Administrative Assistant III Total:		14.25				
Lozano Total:		14.25				

Employee Number: [1148](#) Employee Name: Zahn, Brian H Department: Finance - Finance

Position: CFO T3 - Chief Financial Officer

Date	Activity	Hours	Status	Description	Project Account	Project Name
07/17/2024	RP - 50 - Reimbursable	0.5	Transferred	Working on bank account	3310200	Mound Basin GSA - Salary
Zahn - Chief Financial Officer Total:		0.5				
Zahn Total:		0.5				



Project Account Distribution Report

Payment Date Range: 7/1/2024 - 7/31/2024

Expense Date Range: -

By: Employee

Payroll Set: 01 - United Water Conservation District

EARNINGS

Employee: 1108 - Guzman, Sara Katherine

EARNINGS

Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		7.98 %	Regular Salary	RP	Finance Supervisor	07/26/2024	07/26/2024	0.04
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		7.98 %	Regular Salary	RP	Finance Supervisor	07/26/2024	07/26/2024	0.04
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		84.03 %	Regular Salary	RP	Finance Supervisor	07/26/2024	07/26/2024	0.42
Earnings Total:											0.5

1108 - Guzman, Sara Katherine Total: 0.5

Employee: 1114 - Lozano, Jacquelyn Elaine

EARNINGS

Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		46.37 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	06/30/2024	4.64
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		0.13 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	06/30/2024	0.01
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		46.37 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	07/12/2024	4.64
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		0.50 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	07/12/2024	0.05
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		3.00 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	07/12/2024	0.3
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		3.00 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	06/30/2024	0.3
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		0.50 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	06/30/2024	0.05
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		0.13 %	Regular Salary	RP	Administrative Assistant III	07/12/2024	07/12/2024	0.01
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		0.50 %	Regular Salary	RP	Administrative Assistant III	07/26/2024	07/26/2024	0.02
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		93.00 %	Regular Salary	RP	Administrative Assistant III	07/26/2024	07/26/2024	3.95
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-100-51110		6.50 %	Regular Salary	RP	Administrative Assistant III	07/26/2024	07/26/2024	0.28
Earnings Total:											14.25

1114 - Lozano, Jacquelyn Elaine Total: 14.25

Employee: 1148 - Zahn, Brian H

EARNINGS

Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		5.00 %	Regular Salary	AA	Chief Financial Officer	07/26/2024	07/26/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		5.00 %	Regular Salary	RP	Chief Financial Officer	07/26/2024	07/26/2024	0.03
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		5.00 %	Regular Salary	RP	Chief Financial Officer	07/26/2024	07/26/2024	0.03
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		89.99 %	Regular Salary	RP	Chief Financial Officer	07/26/2024	07/26/2024	0.44
Earnings Total:											0.5

1148 - Zahn, Brian H Total: 0.5

Employee: 1180 - Lopez, Jeanessa

EARNINGS

Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.48 %	Regular Salary	RP	Accountant	07/12/2024	06/30/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.29 %	Regular Salary	RP	Accountant	07/12/2024	07/12/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.48 %	Regular Salary	RP	Accountant	07/12/2024	07/12/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.77 %	Regular Salary	RP	Accountant	07/12/2024	06/30/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.29 %	Regular Salary	RP	Accountant	07/12/2024	06/30/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.29 %	Regular Salary	RP	Accountant	07/12/2024	06/30/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		48.11 %	Regular Salary	RP	Accountant	07/12/2024	07/12/2024	0.12
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.77 %	Regular Salary	RP	Accountant	07/12/2024	07/12/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		48.21 %	Regular Salary	RP	Accountant	07/12/2024	06/30/2024	0.13
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		0.29 %	Regular Salary	RP	Accountant	07/12/2024	07/12/2024	0
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		90.00 %	Regular Salary	RP	Accountant	07/26/2024	07/26/2024	2.7
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		10.00 %	Regular Salary	RP	Accountant	07/26/2024	07/26/2024	0.3
RP Earnings Total:											3.25
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 510-110-51160		90.00 %	Over-time Sal	OT	Accountant	07/26/2024	07/26/2024	0.45
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 510-110-51160		10.00 %	Over-time Sal	OT	Accountant	07/26/2024	07/26/2024	0.05
OT Earnings Total:											0.5

1180 - Lopez, Jeanessa Total: 3.75

Employee: 1197 - Jones, Taylor Nicole

EARNINGS

Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		90.01 %	Regular Salary	RP	Accountant	07/26/2024	07/26/2024	1.34
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		5.00 %	Regular Salary	RP	Accountant	07/26/2024	07/26/2024	0.08
3310	Mound Basin GSA SGT 3310 Mound Bsn GSA		Mound Basin GSA - S: 050-110-51110		5.00 %	Regular Salary	RP	Accountant	07/26/2024	07/26/2024	0.08
Earnings Total:											1.5

1197 - Jones, Taylor Nicole Total: 1.5

Report Total: 20.5

August 1, 2024

Office Supplies and Postage Usage, July 2024
 Invoice #64

Jackie:

Date	Description	# of imprints	# of items mailed	cost per manilla env. (\$0.65)*	cost for postage (\$0.68)	cost for postage - other	cost per copy (\$0.25)	SUBTOTAL	# of covers	cost per cover (\$0.77)	SUBTOTAL COVERS	TOTAL
07/12/24	Printed VC Auditor Controller Form for signature	1	0	\$0.00	\$0.00	\$0.00	\$0.25	\$0.25	0	\$0.00	\$0.00	\$0.25
07/23/24	Copied and mailed checks	4	3	\$0.00	\$2.04	\$0.00	\$1.00	\$3.04	0	\$0.00	\$0.00	\$3.04
07/30/24	Mailed executed VC Auditor Controller form; made copy for files	1	1	\$0.00	\$0.68	\$0.00	\$0.25	\$0.93	0	\$0.00	\$0.00	\$0.93
TOTAL		6	4	\$0.00	\$2.72	\$0.00	\$1.50	\$4.22	0	\$0.00	\$0.00	\$4.22

*Agency purchased its own #10 letter-sized envelopes. This cost is for larger 9 x 12 manilla envelopes.

Total Office Supplies	\$1.50
Total Postage	\$2.72
Total	\$4.22

July 2024

Jackie:

Date	Item	From	To	Purpose	Total Miles	Reimbursement (@rate: 0.67)	GSA/UWCD
07/23/24	Mileage, roundtrip (11.1 miles one-way)	HQs, Oxnard 1701 N. Lombard Street	City of Ventura, Ventura 336 San Jon Road	Met w-Director Tribo to get checks and bank form signed	11.1	\$7.44	Mound Basin
07/23/24	Mileage, one-way (6.9 miles one-way)	City of Ventura, Ventura 336 San Jon Road	County of Ventura 800 S. Victoria Avenue	Met w-Director Anselm to get checks and bank form signed; also delivered documents to Nancy Phillips for Director Long FPBGSA	6.9	\$4.62	Mound Basin
07/23/24	Mileage, one-way (6.1 miles one-way)	County of Ventura 800 S. Victoria Avenue	HQs, Oxnard 1701 N. Lombard Street	Returned to HQs	6.1	\$4.09	Mound Basin

Mound Basin	\$16.15
Total	\$16.15

September 1, 2024

Invoice #65
Administrative & Accounting Services
Mound Basin Groundwater Sustainability Agency and Groundwater Sustainability Plan

August 2024

General & Administrative Personnel Position	Hourly Rate	# of Hours	Total
Administrative Assistant III - RP Jackie Lozano	65.08	11.75	764.69
<i>Subtotal Administrative Staff</i>			764.69
Finance Supervisor, Sara Guzman	102.21	1.50	153.32
<i>Subtotal Accounting Staff</i>			153.32
Total Personnel		13.25	918.01
Non-Personnel Expenses Description			Total
Administrative Expenses			
Mileage Reimbursement			40.53
Postage			3.40
Copies, presentation covers			96.00
USPS Credit Card Fee - GSA Change of Address			1.10
Total Non-Personnel			141.03
TOTAL			1,059.04

Reviewed by BB 10/20/24

 Account: 52270 · Prof Svcs - Accounting: \$153.32
 Account: 52275 · Prof Svcs - Admin/Clerk: \$764.69
 Account: 53020 · Office Supplies: \$96.00
 Account: 53026 · Postage and Mailing: \$4.50
 Account: 53110 · Travel and Training: \$40.53



Time and Attendance History Report- PA account

Payroll Set: 01 - United Water Conservation District

Employee Number: 1108 **Employee Name:** Guzman, Sara Katherine **Department:** Finance - Finance

Position: Finance Supervisor - Finance Supervisor

Date	Activity	Hours	Status	Description	Project Account	Project Name
07/24/2024	RP - 50 - Reimbursable	1.5	Transferred	May and June bank rec. for BOS & VC. Upload to dropbox. Review entry of FY 24/25 budget to QB.	3310200	Mound Basin GSA - Salary

Guzman - Finance Supervisor Total: 1.5

Guzman Total: 1.5

Employee Number: 1114 **Employee Name:** Lozano, Jacquelyn Elaine **Department:** Admin - Admin

Position: Admin Asst III - Administrative Assistant III

Date	Activity	Hours	Status	Description	Project Account	Project Name
07/22/2024	RP - 50 - Reimbursable	0.75	Transferred	MBGSA, SDRMA completed insurance inquiry questionnaire re: liability ins. forwarded to BB for approval and then to SDRMA	3310200	Mound Basin GSA - Salary
07/23/2024	RP - 50 - Reimbursable	2.5	Transferred	MBGSA, Prepared bank doc and checks for signature; traveled to Ventura met w-Dirs Tribo and Anselm to get checks signed and bank record; processed checks upon return to office	3310200	Mound Basin GSA - Salary
07/31/2024	RP - 50 - Reimbursable	0.75	Transferred	MBGSA, prepared staff report and attachments for reappointment of stakeholder directors	3310200	Mound Basin GSA - Salary
08/01/2024	RP - 50 - Reimbursable	1.5	Transferred	MBGSA, drafted August agenda, finalized staff report for stakeholder reappointments, uploaded financial document, staff reports, agenda and June mtg minutes to Dropbox	3310200	Mound Basin GSA - Salary
08/07/2024	RP - 50 - Reimbursable	0.5	Transferred	MBGSA, review and discussion of Conflict of Interest Code w- Exec Assistant;	3310200	Mound Basin GSA - Salary
08/14/2024	RP - 50 - Reimbursable	4.5	Transferred	MBGSA, updated August's draft agenda, researched and prepared COIC documents (Resolution 2024-05, staff report, Exhibits, and 2024 Local Agency Biennial Notice; emailed to Tracy for review/input	3310200	Mound Basin GSA - Salary
08/15/2024	RP - 50 - Reimbursable	1.25	Transferred	MBGSA, followed up on request for billing email address; continued updating spreadsheet - capturing GSP agenda items	3310200	Mound Basin GSA - Salary

Lozano - Administrative Assistant III Total: 11.75

Lozano Total: 11.75



United Water Conservation District, CA

Project Account Distribution Report

Payment Date Range: 8/1/2024 - 8/31/2024

Expense Date Range: -

By: Employee

Payroll Set: 01 - United Water Conservation District

Employee: 1108 - Guzman, Sara Katherine

EARNINGS											
Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-110-51110				84.01 %	Regular Salary	RP	Finance Supervisc	08/09/2024	08/09/2024	1.26
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-110-51110				8.00 %	Regular Salary	RP	Finance Supervisc	08/09/2024	08/09/2024	0.12
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-110-51110				8.00 %	Regular Salary	RP	Finance Supervisc	08/09/2024	08/09/2024	0.12
Earnings Total:											1.5

1108 - Guzman, Sara Katherine Total: 1.5

Employee: 1114 - Lozano, Jacquelyn Elaine

EARNINGS											
Project #	Project Name	Proj. Acct. #	Proj. Acct. Name	GL Account #	%	GL Account Name	Pay Code	Position Code	Pay Date	Exp. Date	Units
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				0.50 %	Regular Salary	RP	Administrative As	08/09/2024	08/09/2024	0.03
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				93.00 %	Regular Salary	RP	Administrative As	08/09/2024	08/09/2024	5.11
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				6.50 %	Regular Salary	RP	Administrative As	08/09/2024	08/09/2024	0.36
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				6.50 %	Regular Salary	RP	Administrative As	08/23/2024	08/23/2024	0.41
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				0.50 %	Regular Salary	RP	Administrative As	08/23/2024	08/23/2024	0.03
3310	Mound Basin GSA SGM3310 Mound Bsn C Mound Basin GSA - S050-100-51110				93.00 %	Regular Salary	RP	Administrative As	08/23/2024	08/23/2024	5.81
Earnings Total:											11.75

1114 - Lozano, Jacquelyn Elaine Total: 11.75

September 1, 2024

Office Supplies and Postage Usage, August 2024
 Invoice #65

Jackie:

Date	Description	# of imprints	# of items mailed	cost per manilla env. (\$0.65)*	cost for postage (\$0.69)	cost for postage - other	cost per copy (\$0.25)	SUBTOTAL	# of covers	cost per cover (\$0.77)	SUBTOTAL COVERS	TOTAL
08/26/24	Agenda packet for Board meeting, packet is 104 pages (7 copies, double-sided)	364	0	\$0.00	\$0.00	\$0.00	\$91.00	\$91.00	0	\$0.00	\$0.00	\$91.00
08/26/24	Copied and mailed checks	5	4	\$0.00	\$2.72	\$0.00	\$1.25	\$3.97	0	\$0.00	\$0.00	\$3.97
08/26/24	June Meeting Minutes	5	0	\$0.00	\$0.00	\$0.00	\$1.25	\$1.25	0	\$0.00	\$0.00	\$1.25
08/26/24	Resolution	1	0	\$0.00	\$0.00	\$0.00	\$0.25	\$0.25	0	\$0.00	\$0.00	\$0.25
08/27/24	Printed and mailed to file with the County of Ventura executed 2024 Local Agency Biennial Notice and COIC amendment	9	1	\$0.00	\$0.68	\$0.00	\$2.25	\$2.93	0	\$0.00	\$0.00	\$2.93
TOTAL		375	4	\$0.00	\$3.40	\$0.00	\$96.00	\$99.40	0	\$0.00	\$0.00	\$99.40

*Agency purchased its own #10 letter-sized envelopes. This cost is for larger 9 x 12 manilla envelopes.

Total Office Supplies	\$96.00
Total Postage	\$3.40
Total	\$99.40

August 2024

Jackie:

Date	Item	From	To	Purpose	Total Miles	Reimbursement(@rate: 0.67)	GSA/UWCD
08/22/24	Mileage, one-way (12.1 miles one-way)	HQs, Oxnard 1701 N. Lombard Street	City of Ventura, Ventura 336 San Jon Road	MBGSA, posted agenda at the City's office	12.1	\$8.11	Mound Basin
08/23/24	Mileage, roundtrip (12.1 miles one-way)	HQs, Oxnard 1701 N. Lombard Street	City of Ventura, Ventura 336 San Jon Road	MBGSA, posted amended agenda at the City	24.2	\$16.21	Mound Basin
08/26/24	Mileage, roundtrip (12.1 miles one-way)	HQs, Oxnard 1701 N. Lombard Street	City of Ventura, Ventura 336 San Jon Road	MBGSA, traveled to the City's office for the GSA meeting	24.2	\$16.21	Mound Basin
						Mound Basin	\$40.53
						Total	\$40.53

Jackie Lozano

From: U.S. Postal Service <ChangemyAddress@usps.gov>
Sent: Wednesday, May 29, 2024 1:31 PM
To: Jackie Lozano
Subject: Your USPS Change-of-Address Confirmation

Proceed with caution. This email originated from outside the District.



Hi, Mound Basin GSA!

Thanks for submitting your Change-of-Address .

Your Change-of-Address:

Order Submission: May 29, 2024	Start Forwarding Date: May 31, 2024
Mound Basin GSA: 2415-0900-0052-4550	

[View your order](#)

Mail should arrive at your new address 7-10 postal business days after your move-effective date OR your file date, whichever date is later.

This email is your official receipt for the \$1.10 Credit Card Identity Verification fee you were charged during the Change-of-Address request.



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

Information Item No. 5(c)

DATE: October 23, 2024
TO: Board of Directors and Executive Director
FROM: Sara Guzman, 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 2024.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. September 2024 Profit/Loss Statement
- B. September 2024 Balance Sheet

Budget vs. Actuals_Budget FY 24-2025__Report

July 1-September 30, 2024

ACCOUNT	JULY 2024		AUGUST 2024		SEPTEMBER 2024		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
Income	--	--	--	--	--	--	--	--
42000 Investment Income	\$6,238.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,238.15	\$0.00
47000 Other Revenue	--	--	--	--	--	--	\$0.00	\$0.00
47001 Late Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$1,790.93	\$0.00	\$1,790.93	\$0.00
Total for 47000 Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$1,790.93	\$0.00	\$1,790.93	\$0.00
Total for Income	\$6,238.15	\$0.00	\$0.00	\$0.00	\$1,790.93	\$0.00	\$8,029.08	\$0.00
Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gross Profit	\$6,238.15	\$0.00	\$0.00	\$0.00	\$1,790.93	\$0.00	\$8,029.08	\$0.00
Expenses	--	--	--	--	--	--	--	--
52200 Professional Services	--	--	--	--	--	--	\$0.00	\$0.00
52250 Prof Svcs - Post GSP Adoption	\$1,112.73	\$12,323.37	\$838.40	\$12,323.37	\$110.00	\$12,323.37	\$2,061.13	\$36,970.11
52270 Prof Svcs - Accounting	\$0.00	\$865.17	\$0.00	\$865.17	\$742.88	\$865.17	\$742.88	\$2,595.51
52275 Prof Svcs - Admin/Clerk of Bd	\$0.00	\$643.17	\$0.00	\$643.17	\$1,692.08	\$643.17	\$1,692.08	\$1,929.51
52280 Prof Svcs - Executive Director	\$550.00	\$1,688.20	\$1,925.00	\$1,688.20	\$1,375.00	\$1,688.20	\$3,850.00	\$5,064.60
52240 Prof Svcs - IT Consulting	\$0.00	\$708.33	\$0.00	\$708.33	\$0.00	\$708.33	\$0.00	\$2,124.99
Total for 52200 Professional Services	\$1,662.73	\$16,228.24	\$2,763.40	\$16,228.24	\$3,919.96	\$16,228.24	\$8,346.09	\$48,684.72
52500 Legal Fees	--	--	--	--	--	--	\$0.00	\$0.00
52501 Legal Counsel	\$0.00	\$535.94	\$330.00	\$535.94	\$480.00	\$535.94	\$810.00	\$1,607.82
Total for 52500 Legal Fees	\$0.00	\$535.94	\$330.00	\$535.94	\$480.00	\$535.94	\$810.00	\$1,607.82
53000 Office Expenses	--	\$0.00	--	\$0.00	--	\$0.00	\$0.00	\$0.00
53020 Office Supplies	\$0.00	\$93.69	\$0.00	\$93.69	\$133.45	\$93.69	\$133.45	\$281.07
53026 Postage & Mailing	\$0.00	\$58.50	\$0.00	\$58.50	\$7.22	\$58.50	\$7.22	\$175.50
53110 Travel & Training	\$0.00	\$64.63	\$0.00	\$64.63	\$56.68	\$64.63	\$56.68	\$193.89
53010 Public Information	\$0.00	\$115.94	\$0.00	\$115.94	\$0.00	\$115.94	\$0.00	\$347.82
53070 Licenses, Permits & Fees	\$0.00	\$94.50	\$0.00	\$94.50	\$0.00	\$94.50	\$0.00	\$283.50
Total for 53000 Office Expenses	\$0.00	\$427.26	\$0.00	\$427.26	\$197.35	\$427.26	\$197.35	\$1,281.78
53500 Insurance	--	--	--	--	--	--	\$0.00	\$0.00
53510 Liability Insurance	\$0.00	\$0.00	\$2,098.90	\$0.00	\$0.00	\$0.00	\$2,098.90	\$0.00
Total for 53500 Insurance	\$0.00	\$0.00	\$2,098.90	\$0.00	\$0.00	\$0.00	\$2,098.90	\$0.00
71000 Bank Service Charges	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00	\$0.00	\$135.00	\$0.00
53111 Office Expenses - Other	\$0.00	\$13.13	\$0.00	\$13.13	\$0.00	\$13.13	\$0.00	\$39.39
Total for Expenses	\$1,707.73	\$17,204.57	\$5,237.30	\$17,204.57	\$4,642.31	\$17,204.57	\$11,587.34	\$51,613.71
Net Operating Income	\$4,530.42	-\$17,204.57	-\$5,237.30	-\$17,204.57	-\$2,851.38	-\$17,204.57	-\$3,558.26	-\$51,613.71
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$4,530.42	-\$17,204.57	-\$5,237.30	-\$17,204.57	-\$2,851.38	-\$17,204.57	-\$3,558.26	-\$51,613.71

Mound Basin, GSA

Item 5(c), ATTACHMENT B

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Bank of the Sierra	3,088.61
10100 Ventura County Investment Pool	506,778.78
10200 Citizens Business Bank	401,043.47
Total Bank Accounts	\$910,910.86
Accounts Receivable	
11000 Accounts Receivable	136,004.14
Total Accounts Receivable	\$136,004.14
Other Current Assets	
12000 Undeposited Funds	0.00
12900 Clearing Account	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,046,915.00
TOTAL ASSETS	\$1,046,915.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	4,561.36
Total Accounts Payable	\$4,561.36
Other Current Liabilities	
20001 Advance from City of Ventura	0.00
20002 Advance from County of Ventura	0.00
20003 Cash Advance to Open Account	0.00
20510 Interest Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$4,561.36
Total Liabilities	\$4,561.36
Equity	
32000 Retained Earnings	1,045,911.90
Net Income	-3,558.26
Total Equity	\$1,042,353.64
TOTAL LIABILITIES AND EQUITY	\$1,046,915.00



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Information Item No. 5(d)

DATE: October 25, 2024
TO: Board of Directors
FROM: Sara Guzman, UWCD and Executive Director
SUBJECT: Fiscal Year 2023-24 Budget Report

SUMMARY

The Board will receive and file the year-end financial reports for the Mound Basin Groundwater Sustainability Agency (Agency).

MOTION ITEM

United Water Conservation District accounting staff have prepared financial reports based on the Agency's revenue and expenses for the fiscal year (FY) 2023-24.

BACKGROUND

The FY 2023-24 budget was adopted by the Board of Directors on May 22, 2023. The budget was revised concurrently with the mid-year budget report on May 23, 2024. The mid-year update was based on year-to-date projections available at that time. Attachment A shows both the revised budget amounts for comparison with the actual income and expenses.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. FY 2023-24 Profit/Loss Statement - Final
- B. FY 2023-24 Balance Sheet - Final
- C. FY 2023-24 Cash Flow - Final

Mound Basin, GSA

Budget vs. Actuals: Budget FY 23-2024 - FY24 P&L

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
40001 Groundwater Extraction Fees	377,140.36	331,345.00	113.82 %
42000 Investment Income	540.63	3,125.00	17.30 %
Total Income	\$377,680.99	\$334,470.00	112.92 %
GROSS PROFIT	\$377,680.99	\$334,470.00	112.92 %
Expenses			
52200 Professional Services			
52240 Prof Svcs - IT Consulting	2,583.65	1,113.00	232.13 %
52250 Prof Svcs - Post GSP Adoption	56,158.34	51,119.00	109.86 %
52270 Prof Svcs - Accounting	20,176.61	20,625.00	97.83 %
52275 Prof Svcs - Admin/Clerk of Bd	9,033.06	7,350.00	122.90 %
52280 Prof Svcs - Executive Director	18,174.39	19,294.00	94.20 %
Total 52200 Professional Services	106,126.05	99,501.00	106.66 %
52500 Legal Fees			
52500 Legal Fees		0.00	
52501 Legal Counsel	5,120.00	6,125.00	83.59 %
Total 52500 Legal Fees	5,120.00	6,125.00	83.59 %
53000 Office Expenses			
53010 Public Information	654.52	1,325.00	49.40 %
53020 Office Supplies	808.81	1,071.00	75.52 %
53026 Postage & Mailing	331.01	669.00	49.48 %
53060 Computer Software	2,160.00		
53070 Licenses, Permits & Fees	2,160.00	1,080.00	200.00 %
53110 Travel & Training	348.13	739.00	47.11 %
Total 53000 Office Expenses	6,462.47	4,884.00	132.32 %
53111 Office Expenses - Other			
53111 Office Expenses - Other		150.00	
53500 Insurance			
53510 Liability Insurance	12,256.92	7,296.00	168.00 %
Total 53500 Insurance	12,256.92	7,296.00	168.00 %
71000 Bank Service Charges			
71000 Bank Service Charges	567.50	540.00	105.09 %
81000 Contingency - Non Capital Expen			
81000 Contingency - Non Capital Expen		0.00	
82000 Capital Expenditures			
82001 Capital Project Expenditures	4,750.00		
82001 Capital Project Expenditures	4,180.00	10,000.00	41.80 %
82002 Contingency - Capital		0.00	
Total 82000 Capital Expenditures	8,930.00	10,000.00	89.30 %
Total Expenses	\$139,462.94	\$128,496.00	108.53 %
NET OPERATING INCOME	\$238,218.05	\$205,974.00	115.65 %
NET INCOME	\$238,218.05	\$205,974.00	115.65 %

Mound Basin, GSA

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Bank of the Sierra	418,007.75
10100 Ventura County Investment Pool	500,540.63
Total Bank Accounts	\$918,548.38
Accounts Receivable	
11000 Accounts Receivable	160,292.63
Total Accounts Receivable	\$160,292.63
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,078,841.01
TOTAL ASSETS	\$1,078,841.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	32,929.11
Total Accounts Payable	\$32,929.11
Other Current Liabilities	
20001 Advance from City of Ventura	0.00
20002 Advance from County of Ventura	0.00
20003 Cash Advance to Open Account	0.00
20510 Interest Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$32,929.11
Total Liabilities	\$32,929.11
Equity	
32000 Retained Earnings	807,693.85
Net Income	238,218.05
Total Equity	\$1,045,911.90
TOTAL LIABILITIES AND EQUITY	\$1,078,841.01

Cash Flow

	FY 2023-24
Beginning Cash Balance, July 1	\$ 574,813.65
Total Cash Inflows	\$ 465,509.74
Total Cash Outflows	<u>\$ (116,235.23)</u>
Ending Cash Balance, June 30	\$ 924,088.16
Designated for Operating Reserves	\$ 52,500.00
Designated for Capital Reserves	<u>\$ 871,588.16</u>
Projected Unreserved Cash, June 30	\$ -



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Information Item No. 7

DATE: October 28, 2024
TO: Board of Directors
FROM: Executive Director
SUBJECT: Executive Director Update

SUMMARY

The following are updates on Agency activities since the last Board meeting.

1. Administrative:

- a. The Clerk of the Board and Executive Director began working on refreshing the Agency's website.

2. Financial:

- a. Groundwater extraction fee invoices for the 2024-1 semi-annual period (January–June 2024) were issued on September 14, 2024, with payment due October 15. The total amount billed was \$130,251. This is compared with the \$113,840 projection presented in May 2024. Overall, the total actual extraction fee billed for fiscal year 2023/24 was \$377,798 compared with the fiscal year budget of \$572,300 and the \$331,345 yearend projection presented in May 2024. One 2024-1 invoice in the amount of \$3,646.24 is unpaid.
- b. Bank of the Sierra account closure is pending resolution of disputed fees.

3. Legal: No reportable activity.

4. Groundwater Sustainability Plan (GSP) Implementation:

- a. GSP: The Department of Water Resources released three draft guidance documents that describe approaches for quantifying depletion of interconnected surface water (ISW) for groundwater sustainability plans. Comments on the documents are due by November 18, 2024. The Executive Director is participating in a Groundwater Resources Association of California technical committee review of the documents and also plans to submit comments separately on MBGSA letterhead.

- b. Small GSA Coalition: The Small GSA Coalition met on-line on August 6. A coalition strategic planning session has been scheduled for November.
 - c. Groundwater Monitoring Well B: The Executive Director issued a contract to Jensen Design and Survey, Inc. for assistance with permitting for Monitoring Well B. A kickoff meeting is scheduled for November 6.
 - d. Groundwater Level Monitoring Well 02N22W16K01S: This private well is included in the GSP groundwater level monitoring program and the owner intends to destroy it. The owner is open to transferring responsibility for the well if we MBGSA would like to continue monitoring the well. MBGSA is agreeable if the well is in good condition. On May 31, 2024, the well owner agreed to perform a downhole inspection of the well. The downhole inspection is anticipated to occur this fall or winter.
 - e. Shallow Groundwater Level Monitoring: Monitoring activities are ongoing by UWCD on behalf of MBGSA.
5. Miscellaneous: None.
6. Correspondence: None.

INFORMATIONAL ITEM

Receive an update from the Executive Director on activities since the previous Board meeting.

BACKGROUND

Not applicable.

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

None.



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 8(a)

DATE: October 28, 2024
TO: Board of Directors
FROM: Executive Director
SUBJECT: INTERA Inc. Work Order No. 13 for Water Year 2023/2024
Groundwater Sustainability Plan Annual Report

RECOMMENDATION

Authorize the Executive Director to issue INTERA Inc. (INTERA) Work Order No. 13 for preparation of the water year 2023/2024 annual report in an amount not-to-exceed \$37,910 and \$3,790 (10%) of contingency to be authorized at the Executive Director's discretion (\$41,700 total authorization).

SUMMARY

Annual reports are required pursuant to the Sustainable Groundwater Management Act (SGMA). The purpose of this item is to authorize professional services by INTERA to assist the Executive Director with completion of the annual report. The annual report requirements are listed in the Background section of this staff report.

INTERA's proposed budget for the model update and annual report services is \$37,910 (Attachment A). The Executive Director recommends adding \$3,790 (10%) of contingency to the requested amount, making the total recommended work order authorization \$41,700. Use of any contingency funds would require a written request by INTERA and written approval by the Executive Director. Because Work Order No. 13 is a time-and-materials contract, the Mound Basin Groundwater Sustainability Agency (Agency) will only be billed for the actual effort necessary to complete the remaining assigned work.

BACKGROUND

The required annual report elements include the following for the preceding water year:

- General information, including an executive summary and a location map depicting the basin covered by the report.
- A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

- Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:
 - Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.
 - Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.
- Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.
- Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.
- Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.
- Change in groundwater in storage shall include the following:
 - Change in groundwater in storage maps for each principal aquifer.
 - A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.
- A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

FISCAL SUMMARY

INTERA has a master services agreement with the Agency that was awarded following a competitive selection process. The master services agreement was approved by the Board on April 10, 2019.

The current fiscal year budget includes \$39,337 for the annual report. The estimated cost for INTERA is \$37,910. Additional costs for the annual report include input and reviews by the Executive Director and United Water Conservation District staff. It is anticipated that the total cost to prepare and submit the annual report will be approximately \$47,000. The difference between the budget and anticipated costs (approximately \$7,663) will be funded from the \$21,412 non-capital contingency line item included in the approved Fiscal Year 24/25 budget.

ATTACHMENT

A. Proposed INTERA Inc. Work Order No. 13

Action: _____
Motion: _____ 2 nd : _____
A.Anselm: _____ J.Chambers: _____ C.Everts: _____ C.Keeling: _____ J.Tribo: _____

Statement of Work

Work Order No. 13

Fourth GSP Annual Report

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

From: Mound Basin Groundwater Sustainability Agency
c/o United Water Conservation District
1701 N. Lombard Street, Suite 200
Oxnard, CA 93030
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:

1. Prepare Fourth GSP Annual Report covering water year October 1, 2023 through September 30, 2024 in compliance with all applicable sections of the GSP Emergency Regulations.
2. Services rendered shall result in final annual report submittal to DWR no later than March 31, 2025.
3. Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

SCOPE OF SERVICES: Prepare annual report in accordance with all applicable sections of the GSP Emergency Regulations. See attached proposal for further information (Exhibit A).

TERM: October 28, 2024 through March 31, 2025.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$37,910, without prior written authorization. Labor Rates are pursuant to the attached proposal dated September 6, 2024.

Contingency: An additional \$3,790 is reserved for potential unanticipated costs. 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: _____	By: _____
Print Name: David Jordan	Print Name: Bryan Bondy
Title: Vice President	Title: Executive Director
Date:	Date:



INTERA Incorporated
3838 W. Carson Street, #380
Torrance, CA 90503
+1 (424) 275 4055
INTERA.com



September 6, 2024

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

RE: Proposal for MBGSA SGMA Annual Reporting

Dear Mr. Bondy,

Under the direction of the MBGSA Board and Executive Director, INTERA has supported the development of the Mound Basin Groundwater Sustainability Plan (GSP). As per SGMA Requirements (23 CCR § 356.2) all Groundwater Sustainability Agencies (GSAs) are required to submit annual reports to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Plan. This proposal presents the scope, level of effort, and budget for the annual report.

As per SGMA requirements, the GSP annual report shall include the following components for the preceding water year:

(a) General information, including an executive summary and a location map depicting the basin covered by the report.

(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:

(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.

(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.

(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.

(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.

(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.

(5) Change in groundwater in storage shall include the following:

(A) Change in groundwater in storage maps for each principal aquifer in the basin.

(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.

(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

INTERA will develop the annual report as per SGMA requirements, listed above. INTERA will coordinate with the MBGSA Executive Director to collect the necessary data for the GSP update, including: groundwater pumping; groundwater water levels; groundwater quality; and water deliveries/use through water year 2024. The MBGSA data management system will be updated with the relevant hydrologic, water quality, pumping, and water use datasets. INTERA will use the data to develop appropriate graphs, maps, and tables for the GSP annual reporting purposes.

It is anticipated that the annual reports will require input, text, and discussion from the MBGSA Executive Director on groundwater conditions and plan implementation progress (including achieving interim milestones). INTERA will identify areas for the input and text from the MBGSA Director and coordinate with him to obtain and integrate the necessary information into the annual report. INTERA will submit one preliminary draft for review, revisions, and comments by the MBGSA Executive Director. INTERA will respond to one round of comments by the MBGSA Executive Director and submit a draft report for review and comments by the MBGSA Board Members. INTERA will revise the draft report based on the comments received and submit the annual report and supporting data to DWR before April 1, 2025.

The estimated budget for the proposed scope is \$39,910, as detailed in Attachment A. We expect to start the work on the proposed scope upon getting the notice to proceed and will ensure submittal of the annual report before April 1, 2025.

We appreciate the opportunity to support the MBGSA on the development and submittal of the GSP Annual Report for the Mound Groundwater Basin. If you have questions, comments, or concerns please do not hesitate to Abhishek Singh or Steven Humphrey.

Sincerely,

INTERA Incorporated



Abhishek Singh, PhD , PE
President, Water Resources & Supply Line of Business



Steven Humphrey, PG
Project Manager

Attachment A

Labor Category	Proposed Staff	Rate	Task 1. Annual Report		Task 2. Project Management	
			Hours	Cost	Hours	Cost
Principal Engineer/Scientist I	Abhishek Singh	\$295	4	\$1,180		\$0
Principal Engineer/Scientist II		\$265		\$0		\$0
Principal Engineer/Scientist III		\$250		\$0		\$0
Senior Engineer/Scientist I		\$235		\$0		\$0
Senior Engineer/Scientist II	Steven Humphrey	\$215	24	\$5,160	10	\$2,150
Senior Engineer/Scientist III		\$200		\$0		\$0
Senior Engineer/Scientist IV		\$190		\$0		\$0
Engineer/Scientist I	Erick Fox	\$180	48	\$8,640		\$0
Engineer/Scientist II	Mackenzie Dughi	\$170	64	\$10,880		\$0
Engineer/Scientist III	Mitsuyo Tsuda Spencer Jordan	\$150	50	\$7,500		\$0
Senior Technician		\$150		\$0		\$0
Technician		\$90		\$0		\$0
Senior Technical Editor	Joanna Stakutis	\$150	8	\$1,200		\$0
Tech Editor	Katrina Ortiz	\$100	12	\$1,200		\$0
Senior CAD/Graphics		\$130		\$0		\$0
CAD/Graphics		\$100		\$0		\$0
Project Associate		\$95		\$0		\$0
Travel and other Direct Costs		\$0		\$0		\$0
Subtotals			210	\$35,760	10	\$2,150
Total						\$37,910



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 8(b)

DATE: October 28, 2024
TO: Board of Directors
FROM: Executive Director
SUBJECT: Stakeholder Engagement Plan Annual Review

SUMMARY

The Executive Director is charged with performing annual reviews of the Mound Basin Sustainability Agency’s (Agency) Stakeholder Engagement Plan (SEP) and presenting any recommended updates for Board consideration.

Last year, the SEP was updated to reflect the fact that the Groundwater Sustainability Plan (GSP) was approved by the California Department of Water Resources (DWR) and outreach activity was incorporated based on DWR’s Recommended Corrective Actions for the GSP.

The Executive Director has reviewed the current SEP and concluded that no additional changes are necessary at this time. The current SEP is available online at: <https://moundbasingsa.org/wp-content/uploads/2024/01/MBGSA-Stakeholder-Engagement-Plan-Update-Adopted-11-27-23.pdf>.

RECOMMENDED ACTIONS

Approve the current SEP as is until the next annual review.

BACKGROUND

The SEP was adopted by the Board on October 18, 2018, and states that the SEP will be updated annually.

FISCAL SUMMARY

The SEP reviews and updates are included in the Agency’s annual budget.

Action: _____ Motion: _____ 2 nd : _____ A.Anselm: _____ J.Chambers: _____ C.Everts: _____ C.Keeling: _____ J.Tribo: _____



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Motion Item No. 8(c)

DATE: October 23, 2024

TO: Board of Directors

FROM: Clerk of the Board

SUBJECT: Proposed Mound Basin GSA Regular Board of Directors Meeting Schedule for Calendar Year 2025

RECOMMENDATION

Board review and approval of the proposed meeting schedule (attached) for calendar year 2025. The Mound Basin Groundwater Sustainability Agency typically schedules regular board meetings on the fourth Monday of each month at 1:00 p.m. in the afternoon and meets as needed.

<p>Proposed 2025 Board of Directors Meeting Dates</p> <p>* Meetings rescheduled from their typical meeting dates due to observed holidays.</p>	<p>Monday, January 27</p> <p>Monday, February 24</p> <p>Monday, March 24</p> <p>Monday, April 28</p> <p>Thursday, May 22*</p> <p>Monday, June 23</p> <p>Monday, July 28</p> <p>Monday, August 25</p> <p>Monday, September 22</p> <p>Monday, October 27</p> <p>Thursday, November 20*</p> <p>Thursday, December 18*</p>
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ATTACHMENT

Proposed 2025 Board Meeting Dates

Action: _____
Motion: _____ 2 nd : _____
A.Anselm: _____ J.Chambers: _____ C.Everts: _____ C.Keeling: _____ J.Tribo: _____

**MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
PROPOSED 2025 MEETING CALENDAR**

January						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			