



Post Office Box 3544
Ventura, CA 93006-3544
(805) 525-4431
<https://moundbasingsa.org>

**NOTICE IS HEREBY GIVEN that the
Mound Basin Groundwater Sustainability Agency (“Agency”)
Board of Directors (“Directors”) will hold a
REGULAR BOARD MEETING at 1:00 P.M. on
Thursday, May 16, 2019
at Ventura City Hall, Santa Cruz Conference Room #223
501 Poli Street, Ventura, California 93001**

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

CALL TO ORDER 1:00 p.m.

1. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

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

3. ROLL CALL

**4. APPROVAL OF AGENDA
Motion**

5. CONSENT CALENDAR

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

**5a Approval of Minutes
Motion**

The Board will consider approving the Minutes from the March 21, 2019 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 a monthly profit and loss statement and balance sheet.

6. BOARD MEMBER ANNOUNCEMENTS

7. EXECUTIVE DIRECTOR UPDATE

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

8. ACTION ITEMS

**8a. Auditor Selection and Contract Approval
Motion**

The Board will review proposals from various auditing agencies, consider a staff recommendation regarding the selection of an auditing firm, and consider authorizing the Executive Director to execute a professional services agreement with the selected firm, subject to negotiation of agreement terms to the satisfaction of the Chair, Agency Counsel, Executive Director, and finance staff.

**8b. Approval of Intera Work Order No.1
Motion**

The Board will consider approving Work Order No. 1 for Intera, for the review of background information, creation of a GSP document template, and other preparatory activities outlined in work order.

**8c. Schedule and Board Meetings for June through December 2019
Motion**

The Board will discuss and provide feedback to staff concerning proposed work activities and utilization of scheduled regular Board meetings for the remainder of 2019.

9. INFORMATION ITEMS

None.

10. FUTURE AGENDA ITEMS

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **June 20, 2019** or call of the Chair.

Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at UWCD's offices at 106 North 8th Street in Santa Paula during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda materials in an alternative format, please contact the Mound Basin Clerk of the

Mound Basin GSA Board of Directors Meeting Agenda

May 16, 2019

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Board at (805) 525-4431 or the City of Ventura at (805) 654-7800. Notification of at least 48 hours prior to the meeting will enable the Agency to make appropriate arrangements.

Approved:



Executive Director Bryan Bondy

Posted: (date) May 9, 2019 (time) 1:00p.m. (attest) *Kris Sofley*
At: <https://moundbasingsa.org>

Posted: (date) May 9, 2019 (time) 1:05p.m. (attest) *Kris Sofley*
At: <https://www.facebook.com/moundbasingsa/>

Posted: (date) May 9, 2019 (time) 1:05p.m. (attest) *Kris Sofley*
At: United Water Conservation District, 106 N 8th Street, Santa Paula CA 93060

Posted: (date) May 9, 2019 (time) 3p.m. (attest) *Debra Martinez*
At: Ventura City Hall, 501 Poli Street, Ventura, California 93001



MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
REGULAR BOARD OF DIRECTORS MEETING

Thursday, March 21, 2019, at 1p.m.
Ventura City Hall, Santa Cruz Conference Room (Room No. 223)
501 Poli Street, Ventura, California 93001

MINUTES

DIRECTORS IN ATTENDANCE:

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

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

Burt Handy
Margo Ferris, McLaughlin Ranch
John Lindquist, UWCD
Mark McLaughlin, McLaughlin Ranch
Neil Maguire, Ferguson Case Orr Paterson

CALL TO ORDER 1:00 p.m.

Chair Mobley called the meeting to order at 1:01p.m. and asked everyone to join him in reciting the Pledge of the Allegiance.

1. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

No public comments were offered.

3. ROLL CALL

Director Chambers, Director Everts, Director Mobley, Director Rungren were in attendance, Director Shephard was absent from the meeting.

4. APPROVAL OF AGENDA

Motion

Chair Mobley asked if there were any comments or questions regarding the agenda. None were offered.

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

5. CONSENT CALENDAR

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

5a Approval of Minutes

Motion

The Board will consider approving the Minutes from the February 21, 2019 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 a monthly profit and loss statement and balance sheet for the Mound Basin GSA from UWCD's accounting staff.

Chair Mobley asked if there were any discussions required of the Consent Calendar items. None were requested.

Motion to approve the Consent Calendar, Director Everts; Second, Director Rungren. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed/none abstaining; one absent (Shephard). Motion carries 4/0/1.

6. BOARD MEMBER ANNOUNCEMENTS

Director Rungren reported that the Ventura Water Commission would be meeting on March 26 at 5:30p.m. and would be addressing the State Water Interconnection Project. Director Mobley reported that the agreement for UWCD technical services was approved yesterday.

7. EXECUTIVE DIRECTOR UPDATE

Mr. Bondy updated the Board on the Agency's geochemical isotope study work plan, which Mr. Bondy had received for review and comment. He will send the work plan to United staff and work with staff to get on the District's calendar for sampling. United will collect the samples and then send them to the laboratory for analysis, on behalf of the MBGSA.

Mr. Bondy reported that the Agency's Prop 1 grant agreement has been signed and delivered to Sacramento. The next step in the process will be to organize a kick-off meeting with DWR project manager and the financial team.

Mr. Bondy reviewed Ventura Water's environmental impact report (EIR) for water-supply, and noted that currently there are no plans for projects in the Mound basin but that the EIR discussed the Mound Basin at length. Early in Ventura's planning effort for their aquifer storage and recovery (ASR) project, some ASR sites in Mound basin were under consideration; however, at present the only sites under consideration are in the Oxnard basin. Mr. Bondy suggested that the EIR should not discuss the Mound Basin if no projects are proposed in the Mound Basin. Mr. Bondy stated that he may submit comments on the EIR to this effect. Director Rungren said she would look into the issue and coordinate with Mr. Bondy.

Director Chambers asked where the isotope study was starting – which wells were being tested. Mr. Bondy answered that the monitoring wells located at Marina Park, Camino Real Park, and Community Park will be sampled. The sampling analysis will also identify the age of the water and will help him and UWCD staff to understand the flow system.

Chair Mobley asked if there were any comments or questions.

Neal Maguire stated that he felt the MBGSA should comment on Ventura Water's EIR, as suggested by Mr. Bondy.

8. ACTION ITEMS

8a. GSP As-Needed Support Services (Grant Category (c): Planning Activities; Task 2: Organizational Activities)

Motion

Chair Mobley asked if any proposals had been received. Mr. Bondy reported that six requests for qualifications were sent out with a one month submittal deadline, which he believed was a reasonable response time. He had conversations with several of the firms and three had planned to submit qualifications. However, two of those three firms ultimately declined to submit. The proposal received was submitted by Intera, Inc. Mr. Bondy stated that he is very familiar with Intera. He explained that he has managed Intera's contract with Calleguas Municipal Water District in his capacity as the Calleguas Groundwater Manager. He also stated that Intera and he have worked side-by-side on a groundwater study for the City of San Diego, where Intera and Mr. Bondy's firm were separate subcontractors to the prime engineering firm for the project. Mr. Bondy stated that he is very comfortable working with Intera and that he thinks Intera manages its work efficiently and has competitive billing rates. He also knows the strengths and weaknesses of Intera's staff. Overall, he said it would be pretty seamless and efficient to work with Intera. He explained that neither Intera nor he has ever had any contractual or employment relationship with each other and that he has no financial interest of any kind in Intera. He reported that Upper Ventura River Groundwater Agency (UVRGA), who is also hiring Intera to work under his supervision, had its counsel review the facts and applicable conflict of interest statutes. UVRGA counsel concluded there is no conflict of interest concern. He also said that he did not ask MBGSA's legal counsel for review because he felt the UVRGA counsel's opinion would suffice given that the facts are identical for both

agencies. He added that the UVRGA Board of Directors voted to move forward with contracting with Intera last week.

Chair Mobley asked about Intera's fee schedule. Mr. Bondy said the firm's fee schedule is less than similar firms he is familiar with. Mr. Bondy said Intera's rates are lower because some Intera staff is based in Texas and New Mexico, so they can offer lower rates due to lower cost of living. He explained that there have been not issues working with staff in other states and that the main points-of-contact are located in Torrance, CA. Mr. Bondy added that Intera's staff includes some of the brightest young professionals in the industry, which also contributes to lower rates. He added that it is an on-call, support services contract, mainly to fill in the gaps between himself and UWCD. He anticipates that UVRGA will have a greater need for the firm's help, but wants to make sure he has a full bench to keep the ball moving forward.

Chair Mobley said that it was a very impressive proposal and that United has good relationships with the firm for quite a few years. Mr. Bondy said that Intera likes working with him, that they know they have a good fit, and that having the same executive director and the same consultant for Mound Basin and Upper Ventura River makes it easier to manage and balance workloads.

Motion to authorize Chair to execute a professional services agreement with Intera, Inc., subject to negotiation of agreement terms to the satisfaction of the Chair, Agency Counsel and Executive Director; Director Everts; Second, Director Chambers. Voice vote: four ayes (Rungren, Mobley, Chambers, Everts); none opposed/none abstaining; one absent (Shephard). Motion carries 4/0/1.

8b. Request for Proposal for Joint Audit Services

Motion

Mr. Bondy explained that the GSA is required to have an annual audit and submit a copy of its audited financial statements to the County of Ventura by June 30, 2019, which requires hiring an outside audit firm. He said that since MBGSA and FPBGSA have both contracted with UWCD to handle accounting and administrative services, the opportunity to package the auditing services together for the selection of one auditor to serve both agencies is preferred for an efficiency standpoint.

The Board was in agreement, but asked that the deadline for proposals be extended to April 24 to allow for more time to prepare and submit proposals.

Motion to approve the Joint RFP to solicit bids for an auditor along with the Fillmore and Piru Basins GSA, Director Everts; Second, Director Rungren. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed/none abstaining; one absent (Shephard). Motion carries 4/0/1.

Chair Mobley then said he had a conflict with the next Board meeting date of April 18, and suggested moving the Board meeting to April 25. Mr. Bondy said that the next couple of months may be slow, and that aside from negotiating the terms of the service agreement with Intera and getting them started, the Board had no real policy issues, just the selection of an auditor, which could be decided on April 25. Chair Mobley said that the Board could review the proposal on the fly and would appreciate a recommendation from staff.

Director Chambers asked about stakeholder engagement. Mr. Bondy said there wasn't really any tangible information to share as yet. Director Chambers asked about a timeline and Mr. Bondy said he would discuss this with UWCD staff and come up with a refined schedule for the Board's consideration.

Chair Mobley asked around the second round of extraction fee billing and Mr. Bondy responded that he expected invoices to go out later this month.

Margie Ferris asked if everyone who had been billed has paid and Mr. Bondy responded that of the 32 wells encompassed in the Mound Basin GSA, only two were unpaid for a total of about \$3,000. Four wells were not reporting to UWCD, three of which were owned by the same entity, and UWCD was working on securing that pumping information.

9. INFORMATION ITEMS

None

10. FUTURE AGENDA ITEMS

None were offered

ADJOURNED 1:33p.m.

The Board adjourned at 1:33p.m. to the next **Regular Board Meeting** on Thursday, **April 25, 2019** or call of the Chair.

I certify that the above is a true and correct copy of the minutes of the Mound Basin Groundwater Sustainability Agency's Board of Directors meeting of March 21, 2019.

ATTEST: _____
Susan Rungren, Board Secretary

ATTEST: _____
Kris Sofley, Clerk of the Board



MoundBasin

GROUNDWATER SUSTAINABILITY AGENCY

Post Office Box 3544
Ventura, CA 93006-3544
(805) 525-4431
<https://moundbasingsa.org>

MOUND BASIN GSA BOARD OF DIRECTORS MEETING

March 21, 2019

Name: John Lindquist

Organization: United WCA

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: Bret Hardy

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: Ned Maguire

Organization: MRAWG

Phone: 805-659-6800

E-mail: NMaguire@COPLAN.com

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: Susan Rungren

Organization: Ventura Water

Phone: 805-652-4523

E-mail: _____

Name: Margo McLaughlin Margo

Organization: McLaughlin Ranch

Phone: 714-231-1020

E-mail: margoferris@gmail.com

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Mound Basin Groundwater Sustainability Agency

Check Detail

May 9, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
11269	05/09/2019	A.J. Klein, Inc T. Denatale, B. Goldner	10000 · Bank of the Sierra	(54.00)
11270	05/09/2019	Bondy Groundwater Consulting, Inc	10000 · Bank of the Sierra	(2,292.18)
11271	05/09/2019	S.S. Papadopulos & Associates, Inc.	10000 · Bank of the Sierra	(3,866.50)
11272	05/09/2019	Bondy Groundwater Consulting, Inc	10000 · Bank of the Sierra	(1,952.72)
			TOTAL CHECKS	(8,165.40)

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 5(c)

DATE: May 16, 2019
TO: Board of Directors and Executive Director
FROM: Erin Gorospe, UWCD
SUBJECT: Monthly Financial Reports

SUMMARY

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

INFORMATIONAL ITEM

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

BACKGROUND

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

- A. April 2019 Profit/Loss Statement
- B. April 2019 Balance Sheet

Mound Basin Groundwater Sustainability Agency
Profit and Loss Budget Performance
July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Income			
40001 · Groundwater Extraction Fees	164,673.64	204,000.00	80.72%
41000 · Grant revenue			
41001 · State Grants	0.00	9,540.00	0.0%
Total 41000 · Grant revenue	<u>0.00</u>	<u>9,540.00</u>	<u>0.0%</u>
47000 · Other Revenue			
47001 · Late Fees	488.75		
Total 47000 · Other Revenue	<u>488.75</u>		
Total Income	<u>165,162.39</u>	<u>213,540.00</u>	<u>77.34%</u>
Gross Profit	165,162.39	213,540.00	77.34%
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	1,774.68	2,400.00	73.95%
52250 · Prof Svcs - Groundwater/GSP Pre			
52252 · Prof Svcs - GSP Consultant	25,289.00		
52250 · Prof Svcs - Groundwater/GSP Pre - Other	0.00	114,430.00	
Total 52250 · Prof Svcs - Groundwater/GSP Pre	<u>25,289.00</u>	<u>114,430.00</u>	<u>22.1%</u>
52270 · Prof Svcs - Accounting	1,672.82	17,000.00	9.84%
52275 · Prof Svcs - Admin/Clerk of Bd	3,651.10	20,000.00	18.26%
52280 · Prof Svcs - Executive Director	12,079.40	50,000.00	24.16%
Total 52200 · Professional Services	<u>44,467.00</u>	<u>203,830.00</u>	<u>21.82%</u>
52500 · Legal Fees			
52501 · Legal Counsel	7,526.33	42,400.00	17.75%
Total 52500 · Legal Fees	<u>7,526.33</u>	<u>42,400.00</u>	<u>17.75%</u>
53000 · Office Expenses			
53010 · Public Information	463.84	1,500.00	30.92%
53020 · Office Supplies	2.59	1,000.00	0.26%
53026 · Postage & Mailing	27.26		
53070 · Licenses, Permits & Fees	0.00	500.00	0.0%
53110 · Travel & Training	197.45		
Total 53000 · Office Expenses	<u>691.14</u>	<u>3,000.00</u>	<u>23.04%</u>
53500 · Insurance			
53510 · Liability Insurance	2,064.44	1,955.00	105.6%
Total 53500 · Insurance	<u>2,064.44</u>	<u>1,955.00</u>	<u>105.6%</u>
Total Expense	<u>54,748.91</u>	<u>251,185.00</u>	<u>21.8%</u>
Net Income	<u>110,413.48</u>	<u>-37,645.00</u>	<u>-293.3%</u>

Mound Basin Groundwater Sustainability Agency

Balance Sheet

As of April 30, 2019

Apr 30, 2019

ASSETS

Current Assets

Checking/Savings

10000 · Bank of the Sierra 61,784.63

Total Checking/Savings 61,784.63

Accounts Receivable

11000 · Accounts Receivable 217,692.43

Total Accounts Receivable 217,692.43

Total Current Assets 279,477.06

TOTAL ASSETS 279,477.06

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 8,165.40

Total Accounts Payable 8,165.40

Other Current Liabilities

20001 · Advance from City of Ventura 55,000.00

20002 · Advance from County of Ventura 50,000.00

Total Other Current Liabilities 105,000.00

Total Current Liabilities 113,165.40

Total Liabilities 113,165.40

Equity

32000 · Retained Earnings 57,850.90

Net Income 108,460.76

Total Equity 166,311.66

TOTAL LIABILITIES & EQUITY 279,477.06

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 8(a)

DATE: May 16, 2019
TO: Board of Directors and Executive Director
FROM: Erin Gorospe, UWCD
SUBJECT: Auditor Proposals

SUMMARY

The Board will review proposals from various auditing agencies and consider staff recommendations regarding the selection of an auditing firm for the Agency.

RECOMMENDED ACTION

It is recommended that the Board authorize the Executive Director to negotiate and finalize a service agreement with Rogers, Anderson, Malody & Scott (RAMS) as the Agency's auditors to audit Fiscal Years 2017-18 and 2018-19 and to prepare the State Controller's Report.

BACKGROUND

Mound Basin GSA issued a joint RFP with Fillmore and Piru Basins GSA for auditing services in March 2019. Four firms responded. The proposals were reviewed by the Executive Director of the Mound Basin GSA and the CFO and Senior Accountant of United Water Conservation District. The proposals were scored on five criteria: 1) proposed cost for the Mound Basin GSA audit, 2) proposed cost of the Fillmore and Piru Basins GSA audit, 3) proposed cost for preparation of the State Controller's report, 4) relevant governmental audit experience, and 5) proposed cost of a Single Audit (a single audit is not currently needed by the GSA as the GSA does not receive more than \$750,000 in Federal funds). Scoring was done on a scale of 1 – 4, with 4 being the highest.

RAMS received the highest total score based on the above criteria. Their cost was the second lowest overall, but they were competitive on the other criteria had the lowest cost for preparation of the State Controller's Report. While RAMS had the highest score overall, their proposed cost for auditing the Mound Basin GSA was the same as their proposed cost for auditing Fillmore and Piru Basins GAS (\$5,195). However, due to the fact that Mound Basin GSA is a much smaller agency in terms of number of transactions, staff recommends negotiating the price with the firm prior to entering into a contract. Other firms who responded to the RFP proposed costs for Mound that were \$500 to \$800 lower than Fillmore and Piru Basins GSA.

In keeping with full transparency, RAMS is also currently under contract to audit United Water Conservation District; their contract expires after the completion of the FY 2018-19 audit. RAMS is proposing using a different team for their GSA engagements, which will provide separation. Per United's auditor rotation policy, we will be securing the services of another auditing services firm for the next three to five year period.

FISCAL SUMMARY

Mound Basin Board of Directors Meeting

May 16, 2019

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Entering into a contract for auditing services and preparation of the State Controller's Report with RAMs would have a not-to-exceed cost of \$5,755 for FY 2017-18. The cost would be the same for FY 2018-19.

ATTACHMENTS

- A. Auditor Proposal Scoring for Mound Basin and Fillmore and Piru Basins GSAs

Auditor Proposals for Fillmore Piru and Mound Basin GSAs

	Bartlett Pringle Wolf	R a n k	Vasquez & Co.	R a n k	Moss Levy & Hartzheim	R a n k	Rogers Anderson Malody & Scottt	R a n k
FY 17-18 Price - FPB	8,500	2	4,200	4	12,250	1	5,195	3
FY 18-19 Price - Mound	7,500	2	3,000	4	12,250	1	5,195	3
Proposal for State Controller's Report	1,500 (FPB), 1,000 (MB)	2	1,770	1	850	3	560	4
Experience	Upper Ventura River GSA, Motecito Sanitary Dist, Santa Ynez WD, Goleta West San Dist, Ventura River WD	4	> 50 gov't entities listed incl: Met Water, MWD of Orange Cnty, Upper San Gabirel Valley MWD, Walnut Valley WD, City of Agoura Hills, City of Westlake Village	3	> 50 gov't entities incl: County San Dist of LA Cnty, LA Cnty Flood Ctrl Dist, Trinfuo San Dist, Foothill MWD, City of Westlake Village	3	> 50 gov't entities incl: Mojave Water Agency, Elsinore Valley MWD, Western MWD, Crestline-Lake Arrowhead WA, San Bernardino Valley MWD	3
Cost of Single Audit (not currently needed)*	9,000	2	listed in RFP as \$0 but that is unlikely; left voicemail with firm to follow up but have not returned call	2	3,000 minimum + \$2,500 per add'l program/grant	4	4,150	3
Years Experience of Senior Staff	> 25		> 20 years		40		24	
Years Firm in Business	> 60		> 50 years		62		70	
Information on Staff Provided	Y		Y		Y		Y	
Location	Santa Barbara		Glendale		Culver City		San Bernardino	
Peer Reviews	Yes. No issues noted.		Yes. No issues noted.		Yes. No issues noted.		Yes. No issues noted.	
Other Notes	Left voicemail with questions; have not heard back as of end of day on 5/8/19		Left voicemail with questions; have not heard back as of end of day on 5/8/19		Could do both 17-18 and 18-19 audits at same time or separate		Could do both FY at same time or different. Recommend doing 17- 18 in July-Aug to get it done ASAP before they get busy with other audits	
					Pricing would be cheaper for Mound if they are both selected, around \$9,000		UWCD has used this firm for the past 4 years but they propose a different audit team for for these GSAs. FY 18-19 will be UWCD's last year with them per auditor rotation policy	
Total Score		12		14		12		16

* Single audits are required when an entity receives more than \$750,00 in Federal funding per year

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 8(b)

DATE: May 16, 2019
TO: Board of Directors
FROM: Executive Director
SUBJECT: Approval of Intera, Inc. Work Order No. 1

SUMMARY

The Board will consider approving Work Order No. 1 for Intera, Inc. to perform preliminary activities related to the GSP. Specifically, the work order will authorize a \$10,000 budget for Intera, Inc. to review background information concerning the basin, create a GSP document template, and consult with the Executive Director and UWCD staff concerning planning and scheduling for GSP development.

RECOMMENDED ACTION

It is recommended that the Board approve Intera, Inc. Work Order No. 1.

BACKGROUND

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

FISCAL SUMMARY

The Agency's budget includes costs for GSP development support.

ATTACHMENTS

- A. Draft Intera, Inc. Work Order No. 1

Action: _____

Motion: _____ 2nd: _____

J. Chambers ___ C. Everts ___ M. Mobley ___ S. Rungren ___ G. Shephard ___

Statement of Work

Work Order No. 1 MBGSA Preliminary GSP Activities

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

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

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

GENERAL NATURE OF SERVICES: Preliminary GSP activities as detailed in scope of services below. Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist.

SCOPE OF SERVICES: Review background information concerning the basin, create a GSP document template, and consult with the Executive Director and UWCD staff concerning planning and scheduling for GSP development. See attached proposal.

TERM: May 16, 2019 through December 31, 2019.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$10,000, without prior written authorization. Labor Rates are pursuant to Intera’s Statement of Qualifications dated February 25, 2019.

PAYMENT TERMS

Payments shall be due:

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

ADDITIONAL TERMS AND CONDITIONS

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

ACCEPTED AND AGREED:

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

May 9, 2019

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

RE: Scope and Cost for Initial Mound Basin Work (Work Order No. 1)

Dear Mr. Bondy,

INTERA is pleased to submit this scope and estimated cost to the Mound Basin Groundwater Sustainability Agency (MBGSA) for three initial tasks to begin work on the Mound Basin Groundwater Sustainability Plan (GSP):

Task 1. Review Existing Background Documents

INTERA will review all relevant background material necessary to develop the GSP. Key references for the MBGSA include: Ventura Regional Groundwater Flow Model and Updated Hydrogeologic Conceptual Model (UWCD, 2018); Groundwater and Surface Water Conditions Report (UWCD, 2015); Hydrogeologic Assessment of the Mound Basin (UWCD, 2012); and Simulation of Groundwater/ Surface Water Flow in the Santa Clara-Calleguas Basin (Hanson, 2003). We also understand that the City of Ventura will be completing a basin study in the near future.

Task 2. Create a Word Template for the GSP

This task includes the development of a Microsoft Word template for authors to use as they write the GSP. Using the Potential GSP Outline and California Department of Water Resources logo and colors, INTERA will provide an editable template for the main text of the GSP. In addition to the main template, INTERA will also develop a matching template for appendices to include many of the same styles and layout with an abbreviated setup for the appendix title and contents. To accompany these two template documents, INTERA will also provide a short guide of the specific styles and features in the templates to aid authors in applying them properly.

Development will involve setting up consistent margins, headers, footers, and page numbering for the primary template and appendix template. The main template will include a cover page, executive summary, linked tables of contents, an acronyms and abbreviations section, numbered multi-level list headings for the main text, styles for text, styles for bullets and numbered lists, and a reference section. In the main body of the text, headings will be populated with text from the Potential GSP Outline.

Task 3. Coordinate with the Mound Basin GSA Executive Director and the United Water Conservation District

This task will include up to 8 hours for the Project Manager to interface with the Mound Basin Executive Director and the staff of the United Water Conservation District to develop a GSP schedule and project planning.

Cost

This cost is based on the items discussed above. The cost for this work is estimated to be approximately \$10,000 and is summarized in the table below.

Labor Category	Proposed Staff	Rate	Task 1. Background Document Review		Task 2. Create GSP Document Template		Task 3. Coordinate with Executive Director	
			Hours	Cost	Hours	Cost	Hours	Cost
Principal Engineer/Scientist I		\$250		\$0		\$0		\$0
Principal Engineer/Scientist II	David Jordan	\$225		\$0		\$0		\$0
Principal Engineer/Scientist III		\$210		\$0		\$0		\$0
Senior Engineer/Scientist I	Abhishek Singh; Erik Anderson	\$195	24	\$4,680	2	\$390	8	\$1,560
Senior Engineer/Scientist II		\$180		\$0		\$0		\$0
Senior Engineer/Scientist III	Raghu Suribhatla	\$165	16	\$2,640		\$0		\$0
Senior Engineer/Scientist IV	Joan Blainey	\$150		\$0		\$0		\$0
Engineer/Scientist I		\$140		\$0		\$0		\$0
Engineer/Scientist II	Jevon Harding; Patrick O'Connell	\$130		\$0		\$0		\$0
Engineer/Scientist III		\$120		\$0		\$0		\$0
Engineer/Scientist IV	Erick Fox	\$110		\$0		\$0		\$0
Senior Technician		\$115		\$0		\$0		\$0
Technician		\$72		\$0		\$0		\$0
Senior Technical Editor		\$115		\$0		\$0		\$0
Tech Editor	Joanna Stakutis	\$83		\$0	8	\$664		\$0
Senior CAD/Graphics		\$87		\$0		\$0		\$0
CAD/Graphics		\$76		\$0		\$0		\$0
Project Analyst/Assistant		\$105		\$0		\$0		\$0
Project Associate		\$75		\$0		\$0		\$0
Subtotals				\$7,320		\$1,054		\$1,560
Total								\$9,934



Mr. Bryan Bondy
May 9, 2019
Page 3

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

Sincerely,

INTERA Incorporated



David Jordan, PE
Project Principal
Vice President, Western Region



Abhishek Singh, PE, PhD
Project Manager
California Operations Manager

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 8(c)

DATE: May 16, 2019
TO: Board of Directors
FROM: Executive Director
SUBJECT: Schedule and Board Meetings for June through December 2019

SUMMARY

Now that contracting has been completed to put the Agency's GSP team in place and the GSP grant kickoff has occurred, staff is prepared to turn its focus to the GSP. The remainder of 2019 will be focused on initial GSP development activities and preparing the first GSP grant progress report and invoice, which is due August 15.

Going forward, it will only be necessary for the Board to meet when there are time-sensitive administrative items and/or GSP issues or work products to discuss. The Executive Director has met with UWCD staff to discuss schedule for the initial GSP tasks. Initial tasks will focus on data compilation, which requires little, if any, Board input. The first milestones in the GSP development process are the basin hydrogeologic conceptual model (HCM) and water budgets, which are scheduled for completion in late 2019.

Based on the foregoing, staff anticipates that there will be little GSP material to review with the Board in the coming months. Keeping in mind that the JPA requires board meetings be held no less frequently than quarterly, staff proposes the following tentative utilization of scheduled regular Board meetings through the remainder of the year (Table 1). Regular meetings will not be cancelled until a week before the scheduled meeting date to allow flexibility in the event a meeting is needed for an urgent matter.

Table 1.

Regular Meeting	Proposed Primary Business or Status
June	Fiscal year 19/20 budget adoption, audit report
July	Plan to cancel regular meeting
August	Plan to cancel regular meeting
September	GSP development overview and schedule, final financials for FY 18/19
October	Plan to cancel regular meeting
November	Plan to cancel regular meeting
December	GSP development update, review of draft HCM and water budgets

RECOMMENDED ACTION

It is recommended that the Board provide feedback to staff concerning proposed work activities and utilization of scheduled regular Board meetings for the remainder of 2019.

BACKGROUND

See summary

FISCAL SUMMARY

Holding fewer Board meetings reduces administrative costs.

ATTACHMENTS

None

Action: _____

Motion: _____ 2nd: _____

J. Chambers ___ C. Everts ___ M. Mobley ___ S. Rungren ___ G. Shephard ___