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**MINUTES**  
**MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, May 16, 2019**

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

Vice Chair/Treasurer Glenn Shephard

**STAFF**

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

**PUBLIC**

John Lindquist, UWCD  
Kathleen Kuepper, UWCD

**CALL TO ORDER 1:00 p.m.**

**1. PLEDGE OF ALLEGIANCE**

Chair Mobley asked those present to join him in reciting the Pledge of Allegiance.

**2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

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

**3. ROLL CALL**

Directors Chambers, Everts, Mobley and Rungren are present. Director Shephard is not in attendance.

**4. APPROVAL OF AGENDA**

**Motion**

Motion to approve the agenda, Director Everts; Second, Director Chambers. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; 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)

A typo in the minutes was noted: Item 8a, second paragraph, fourth sentence, “not” should be changed to “no.” Motion to approve all matters listed under the Consent Calendar, with correction of the noted typo, Director Everts; Second, Director Rungren. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion carries 4/0/1.

**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**

None were offered.

**7. EXECUTIVE DIRECTOR UPDATE**

Executive Director Bondy reported that he met with Kris Sofley and UWCD’s IT administrator to discuss his ability to access files for the GSA (which are stored both electronically and in paper form at UWCD) and file sharing software, which he hopes to have in place by June. Executive Director Bondy said this access would improve functionality and could also include secure and confidential folders for Bank statements, reconciliations and other confidential documents in secure folders for the Board.

Executive Director Bondy reminded the Board that Director Shephard’s term expires in June 2019 and that he would need to be reappointed by the Ventura County Board of Supervisors. He also said that Stakeholder Directors will need to be reappointed in August. Appointment procedures were briefly discussed.

Executive Director Bondy updated the Board on DWR’s draft reprioritization of the Mound Basin from medium priority to high priority. He stated that SGMA doesn’t really distinguish between medium and high priority rankings. Director Everts asked if the deadline for submitting the GSP is the same and Executive Director Bondy replied that the deadlines are the same and the ranking has no advantages for grants either. He added that the priority ranking will be finalized this summer.

Reporting on the Agency’s grant, Executive Director Bondy summarized a kickoff meeting with the Department of Water Resources (DWR) grant manager Eddie Pech and the combined accounting staff of both the MBGSA and the Upper Ventura River Groundwater Agency (UVRGA), which saved time and money. The first quarter report for the grant is due August 15 and quarterly reports and invoices will follow from there out. Executive Director Bondy added that no grant funds are expected to be received during this calendar year. He explained that the grant is divided into four categories – management, studies,

outreach and GSP development and the MBGSA needs to meet the cost share amount before the Agency begins receiving reimbursement from DWR. He explained that as each category reaches cost share amount, then the Agency can invoice for reimbursement and will be paid, less 10 percent holdback. It also takes a while for the invoices to be processed. Executive Director Bondy provided additional details concerning the cost share breakouts.

Executive Director Bondy also stated that he is working with UWCD's Erin Gorospe on developing a time keeping system for Board member in-kind labor, which the Agency gets cost share credit for. Executive Director Bondy explained that if a Board member reviews GSP drafts or other GSP related documents outside of the regular Board meetings, the Agency can request cost share credit for those hours. Going forward, Executive Director Bondy suggested that there be an agenda item to accommodate Directors' verbal reports of the number of hours each have spent on the various grant tasks categories as a means of documentation for the grant's cost share credit. He also suggested that Directors keep a log of time spent reviewing items.

Regarding the Agency's isotope study, Executive Director Bondy received a memo from the consulting geochemist hired by the Agency that lays out procedures for UWCD staff to use when collecting groundwater samples for the study. After reviewing the recommendations with UWCD's Kathleen Keupper and John Lindquist, it was determined that the isotope sampling will require a different sampling methodology than typically used by UWCD. He explained that the sampling budget of approximately \$5,000 might be exceeded. He also explained that they will be operating at the limits of the sampling equipment in the deeper monitoring wells and there is some risk that it not possible to collect samples in some wells. UWCD's John Lindquist introduced Kathleen Keupper to the Board, stating that she is leading the sampling effort. At present, he said, there are three wells or rather three clusters of wells, each of varying depth. Ms. Keupper said that some of the perforations are over 1,000 feet. Chair Mobley asked if the District had the equipment required to go that deep for sampling. Ms. Keupper said that equipment would need to be rented, including a bladder pump and tubing. Mr. Lindquist added that staff can perform the sampling, but isotopes require a different sampling process. He thought it was a gray area, but if there is a budget, they can do the work. With the estimates for rentals, additional staff time, and he is still waiting for some quotes but wanted the Board to be aware of the potential for increased costs.

Executive Director Bondy said that he is still pursuing information from DWR concerning the Technical Support Services (TSS) program regarding drilling the new monitoring well. The latest report from DWR was that the driller is not able to drill to the depths required by the Agency. DWR is initiating another driller contract for 2020 with a driller that should be able to drill deeper, so he is going to go ahead and apply. He will continue to ask for information, and believes it is likely that a biological survey may be needed since the proposed well site is near the river, and that will be an additional cost. Executive Director Bondy said that there are numerous unresolved issues with regard to the proposed well site and the TSS program. He said he thought it was best to start the process, but is concerned about too much spending money and taking time away from the GSP to go through the process with DWR without certainty that DWR will approve the TSS for the monitoring well.

Executive Director Bondy said the next steps will be to start the application and manage the process as best he can until he gets to the point where it gets too costly. He said he will move forward cautiously, monitoring costs versus risk, and that it may take six months to get an answer from DWR as to whether or not the driller can get to the depth required. A monitoring well is part of the GSP but the Agency could develop the GSP, close out the grant and legally, he doesn't know if the Agency is tied to constructing the monitor well at that time or if it can be addressed later.

Director Everts asked if there was only one driller for all of southern California. Executive Director Bondy said there is one driller for southern California and one for northern California and the current contractor can only drill to 800 feet.

Executive Director Bondy reported on upcoming SGMA events, including the Groundwater Resources Association's Second Annual Groundwater Sustainability Agency (GSA) Summit in Fresno on June 5 and 6. He said it was a good program and exclusively focused on GSAs, with nuts and bolts presentations on what various GSAs are doing. He is planning on attending the event and proposed that MBGSA cover a portion of his time at the conference, shared with UVRGA and another client.

Executive Director Bondy said there had been questions about the groundwater extraction fee in response to the issue Fillmore Piru Basins GSA (FPBGSA) billing for periods prior to the Agency's establishment of fees. MBGSA legal counsel identified the issue and provided alternate language in the MBGSA fee resolution that avoids the issue. MBGSA legal counsel checked with FPBGSA legal counsel and verified that the wording used in MBGSA resolution is satisfactory and the Agency. Executive Director Bondy said it was a good catch on counsel's part and both attorneys think MBGSA is complying with the Water Code.

Director Chambers asked if any non-reporting wells had shown up. Executive Director Bondy said three or four have not reported to UWCD but should be, and that UWCD is working on getting the reporting. From the previous billing period, one invoice remains unpaid. He said he would address this with the Board if the invoice remains unpaid after the second invoice due date passes.

## 8. ACTION ITEMS

### 8a. Auditor Selection and Contract Approval

#### Motion

Executive Director Bondy reported that UWCD's Erin Gorospe received four proposals for auditing services from qualified agencies. The firm of Rogers, Anderson, Malody & Scott (RAMS) was the second lowest cost wise, but ranked highest on the overall scoring. Staff recommends contracting with RAMS and he supports her recommendation.

Ms. Sofley added that Ms. Gorospe also believed that she could negotiate a lower price (than what was proposed) for MBGSA services. Director Rungren said she read that in the staff report.

Executive Director Bondy said that UVRGA had spent \$10,000 for its fiscal year audit and the UVRGA's books are not in as good a shape as MBGSA's are, and

they had more transactions to audit. He added that the economy of scale achieved by combining the two agencies should provide for greater cost savings.

The Board discussed whether an audit of both fiscal years is required. Executive Director Bondy stated that he was not sure, but thought that an audit of Fiscal Year 2017/2018 might not be needed because the Agency did not have a bank account and did not receive any revenue until Fiscal Year 2018/2019.

Chair Mobley asked if the amount should be stated as "not to exceed" because it would likely be less. Executive Director Bondy said not to exceed would be appropriate.

Motion to authorize the Executive Director to negotiate and finalize a professional services agreement with RAMS, in an amount not to exceed \$5,555 for FY 2018-19 auditing services, Director Everts; Second, Director Chambers. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion carries 4/0/1.

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

**Motion**

Executive Director Bondy explained that the proposed work order for Intera was for them to get up to speed. He said the work is estimated at \$10,000 for the review of background reports, setting up a GSP document template and to participate in project planning with the Executive Director and UWCD staff. Intera will meet with Executive Director Bondy and UWCD in an effort to get everyone's consensus regarding the work required over the next three years. In keeping with the Master Service Agreement template, the work order form is in a not-to-exceed amount and a short proposal with estimated from Intera is attached to the Work Order.

Motion to approve Work Order No. 1 for Intera, for the review of background information, creation of a GSP document template, and other preparatory activities outlined in the work order in an amount not to exceed \$10,000, Director Chambers; Second, Director Rungren. Voice vote: four ayes (Chambers, Everts, Mobley, Rungren); none opposed; one absent (Shephard). Motion carries 4/0/1.

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

**Motion**

Executive Director Bondy said he wanted to review the regularly scheduled Board meetings because the remainder of 2019 will be focused on developing the first grant invoice and progress report and initial GSP development activities, which do not require Board involvement. He wanted to propose that the Board cancel several of its scheduled monthly regular Board meetings between June and the end of the year. He said he anticipates that there will be little GSP material to review in the months ahead, but keeping in mind that the JPA requires at least quarterly meetings. He suggested meeting in June to adopt a budget for FY 2019-20 and approve the audit report, and cancel July and August meetings. Ms. Sofley reminded him of the reappointment of Stakeholder directors in August and/or September. Executive Director Bondy said he would have to review the JPA and bylaws to see if there are any issues.

It was mentioned that August and September would be final financial reporting for the FY 2018-19; that there was a lot going on in the background and that going into 2020 the Board needed to consider a stakeholder workshop in the early part of the year. Chair Mobley said there was also a need to present the UWCD groundwater model to the public. Executive Director Bondy said that he would like to have initial work product to take to stakeholders as conceptual information is harder for stakeholders to understand. Director Chambers asked if the model was available now and Executive Director Bondy replied that it was available now. Mr. Lindquist added that the model documentation including the Mound Basin was available now on the UWCD website.

Executive Director Bondy said that groundwater reports and the model were the basis for a lot of the Agency's work and will want to be presented to stakeholders. He said that with the work that Intera and UWCD are doing, there are several milestones to reach before stakeholder engagement in 2020 and he thinks that meeting quarterly will likely be sufficient for the time being.

Another issue with quarterly meetings is vendor payment. Papadopoulos invoices monthly as does Intera and they may not be okay with waiting for payment. Executive Director Bondy said the bylaws could be amended for directors to approve invoices between regular meetings.

Executive Director Bondy said he would be on vacation during the proposed August meeting date. Director Everts asked if there were requirements through SGMA other than the JPA quarterly board meetings. Executive Director Bondy said there was no specificity. He also suggested doing pre-meeting outreach through the MBGSA contacts list.

The Board did not make a motion regarding this item.

**9. INFORMATION ITEMS**

None.

**10. FUTURE AGENDA ITEMS**

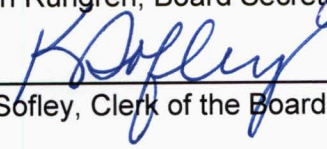
FY2019-20 Budget; Stakeholder Director appointments; possible Audit Report, and UWCD's Kathleen Keupper to provide an update on the isotope study deep well sampling.

**ADJOURNMENT 2:05p.m.**

Chair Mobley adjourned the meeting at 2:05p.m. to the next **Regular Board Meeting** on Thursday, **June 20, 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 May 16, 2019.

ATTEST:   
Susan Rungren, Board Secretary

ATTEST:   
Kris Sofley, Clerk of the Board



MOUND BASIN GSA BOARD OF DIRECTORS MEETING  
May 16, 2019

Name: Conner Zverts

Organization: \_\_\_\_\_

Phone: (370) 804-6615

E-mail: connerz@gmail.com

Name: John Lindquist

Organization: United WCD

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: Kathleen Kuepper

Organization: United Water

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