



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 21, 2020**

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

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

To participate in the Board of Directors meeting via Zoom, please access:
<https://us02web.zoom.us/j/82949040545?pwd=WE02bTUyYU1sbkh5QnhwYU9PSGxRQT09>

Meeting ID: 829 4904 0545 Password: 947186
To call into the meeting (audio only), call: 877 853 5247 US Toll-free
Meeting ID: 829 4904 0545

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.
- 3. ROLL CALL**
- 4. BRIEF OVERVIEW OF ZOOM FEATURES** (mute microphone, open/close camera, raise hand for questions, etc.)
- 5. APPROVAL OF AGENDA**
Motion

6. 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)

6a Approval of Minutes

Motion

The Board will consider approving the Minutes from the April 16, 2020 Regular Mound Basin GSA Board of Directors meeting.

6b Approval of Warrants

Motion

The Board will consider approving payment of outstanding vendor invoices.

6c Monthly Financial Reports

Information Item

The Board will receive monthly profit and loss statements and balance sheets for the month of April 2020.

6d Board Reappointment of UWCD Representative Michael W. Mobley

Motion

The Board will acknowledge, receive, and accept UWCD Resolution 2020-06, reappointing Michael W. Mobley as UWCD's member Director to the Mound Basin GSA Board of Directors for a two-year term beginning June 1, 2020 and concluding May 31, 2022.

7. BOARD MEMBER ANNOUNCEMENTS

7a Directors will provide updates on matters not on the agenda.

7b Directors will provide oral reports of time spent on grant eligible activities since the previous regular Board meeting.

8. EXECUTIVE DIRECTOR UPDATE

Executive Director will provide an informational update on Agency activities since the previous Board meeting, including a recurring GSP Development update.

9. MOTION ITEMS

9a Groundwater Extraction Fee Payment Status

Motion

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

9b GSP Monthly Update (Grant Category (d), Task 4)

Motion

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

9c Fiscal Year 2020/2021 Budget and Long-Range Budget Projections

Motion

The Board will consider approving the Fiscal Year 2020/2021 budget and the long-range budget projections and schedule a public hearing to consider adoption of extraction fees.

9d Intera Work Order No. 5 for GSP Development (Grant Category (d), Task 4)

Motion

The Board will consider approving Work Order No. 5 for Intera for an amount not to exceed \$256,760 for GSP development.

10. FUTURE AGENDA ITEMS

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **June 25, 2020**, or call of the Chair.

Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at UWCD's offices at 1701 North Lombard Street in Oxnard during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs, or activities because of any disability. If you need special assistance to

participate in this meeting, or if you require agenda materials in an alternative format, please contact the Mound Basin Clerk of the Board at (805) 525-4431 or the City of Ventura at (805) 654-7800. Notification of at least 48 hours prior to the meeting will enable the Agency to make appropriate arrangements.

Approved: _____


Executive Director Bryan Bondy

Posted: (date) May 14, 2020

(time) 2pm

(attest) Jackie Lozano

At: <https://moundbasingsa.org>

Posted: (date) May 14, 2020

(time) 2pm

(attest) Jackie Lozano

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

Posted: (date) May 14, 2020

(time) 2pm

(attest) Jackie Lozano

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



MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY
REGULAR BOARD OF DIRECTORS MEETING

Thursday, April 16, 2020 | 1:00 PM
via Webex, due to COVID-19 Meeting Protocol

MINUTES

DIRECTORS IN ATTENDANCE

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

STAFF IN ATTENDANCE

Bryan Bondy, Executive Director
Jackie Lozano, Clerk of the Board

PUBLIC IN ATTENDANCE

Kathleen Kuepper, UWCD
John Lindquist, UWCD
Eddie Pech, DWR Basin Point of Contact and Prop. 1 Grant Manager
Ambry Tibay, UWCD

CALL TO ORDER 1:05 PM

Chair Mobley called the meeting to order at 1:05 PM.

1. PLEDGE OF ALLEGIANCE

Director Rungren led the Pledge of Allegiance.

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

No public comments were received.

3. ROLL CALL

All directors were in attendance.

4. Brief Overview of Webex Features (mute microphone, raise hand, etc.)

Item skipped.

5. APPROVAL OF AGENDA

Motion

Motion to approve the agenda: Director Evert; Second, Director Rungren. Voice vote: five ayes (Chambers, Everts, Rungren, Shephard, Mobley), none opposed. Motion carried 5/0/0.

6. CONSENT CALENDAR

Motion to approve the consent calendar: Director Evert; Second, Director Rungren. Voice vote: five ayes (Chambers, Everts, Rungren, Shephard, Mobley), none opposed. Motion carried 5/0/0.

7. BOARD MEMBER ANNOUNCEMENTS

- 7a** Director Everts reported that he participated in a Sustainable Groundwater Management Act (SGMA) meeting among non-governmental organizations (NGOs) in Sacramento last month. He will forward information concerning the meeting.
- 7b** Director Chambers reported that he read the Mound Basin Water Quality and Isotope Study completed by S.S. Papadopoulos & Associates.

8. EXECUTIVE DIRECTOR UPDATE

Executive Director Bondy reviewed the staff report for the item and provided a brief oral report on additional items not included in the staff report, including:

- Jackie Lozano of UWCD will be taking over the Clerk of the Board role from Kris Sofley.
- Legal counsel is researching one issue with contracting. Depending on results, will brief the Board at the May meeting.
- Regarding potential Department of Water Resources (DWR) Technical Support Services (TSS) for monitoring well installation, Executive Director Bondy added that he is looking into a different well location than previously discussed with the Agency and the City of Ventura. He explained that DWR is looking for “turnkey” well sites for TSS. The prior location that was previously considered is not “turnkey” due to environmental habitat considerations. Consideration is being given to the City of Ventura wastewater treatment plant. He will work with the City of Ventura to explore this further.

9. MOTION ITEMS

9a Agency Officer Appointments and Required Bond

Motion

Chair Mobley asked the Board to consider agency officer appointments for 2020. Directors Everts and Rungren suggested maintaining current appointments for the remainder of this calendar year.

Motion to continue with the current officers, Director Everts; Second, Director Chambers. Voice vote: five ayes (Chambers, Everts, Rungren, Shephard, Mobley), none opposed. Motion carried 5/0/0.

Chair Mobley moved on to discuss obtaining a bond for the Treasurer. The Board discussed briefly, focusing on whether the current bond amount was adequate. Motion to obtain a bond for the Treasurer in the amount of \$5,000, Director Chambers; Second, Director Rungren. Voice vote: five ayes (Chambers, Everts, Rungren, Shephard, Mobley), none opposed. Motion carried 5/0/0.

9b Groundwater Extraction Fee Status

Motion

Executive Director Bondy reported that, as of the prior Board meeting, there were three operators that were past due. Of the three, two have paid the extraction fees. The remaining operator with unpaid extraction fees operates three wells. The unpaid extraction fees are approximately \$16K. Accumulated penalties and interest is approximately \$3K. He explained that he and UWCD have been in communication with the operator and provided the invoices in question on March 2. The operator indicated that they moved their office in 2019 and believes that they did not receive the original invoices.

Executive Director Bondy recommended the MBGSA give them more time to respond and continue to track month-by-month. Chair Mobley asked if there was any indication that they will honor their payment, including the penalties and interest. Executive Director Bondy responded he has no feeling either way; the conversations have been with the bookkeeper who does not have authority to commit the company. Chair Mobley questioned if the operator is farming produce. Executive Director Bondy believes they grow row crops. Director Mobley stated that the operator may be having problems with the lack of demand.

Chair Mobley continued this item to the next meeting.

9c Waiver of Late Fees and Penalties for Santana Family Trust

Motion

Chair Mobley reported Santana paid their fees for the three extraction periods. There was \$1,164 in late fees and penalties. Santana received the invoices, but thought they were phony and was previously unaware of the Mound Basin GSA. They were assured that the Agency is a legitimate entity and not a scam. Santana has been very cooperative, and staff recommends waiving fees. Going forward, Santana will be paying in a timely manner.

Motion to waive late fees and penalties for Santa Family Trust, Director Everts; Second, Director Chambers. Voice vote: five ayes (Chambers, Everts, Rungren, Shephard, Mobley), none opposed. Motion carried 5/0/0.

9d Waiver of Late Fees and Penalties for Duda Farms Fresh Foods

Motion

Executive Director Bondy reported that Duda Farms paid their fees on the first two invoices, but that the third invoice did not get properly routed from their corporate office in Florida to their southern California office for payment due to an oversight. They have since paid the invoice and asked if penalties could be waived. Chair Mobley questioned if they have a local office that pays everything. Executive Director Bondy responded that invoices go to their corporate office in Florida then get routed to the office in southern California for local approval. Experience has been that it may have something to do with the coding, apparently.

Motion to waive late fees and penalties for Duda Farms Fresh Foods, Director Everts; Second, Director Rungren. Voice vote: four ayes (Everts, Rungren, Shephard, Mobley), none opposed, one abstained (Chambers). Motion carried 4/0/1.

9e GSP Monthly Update (Grant Category (d), Task 4)

Motion

Executive Director Bondy explained that he will providing written GSP updates each month, including the GSP development schedule. He then reviewed the staff report for the item and provided a brief oral report additional items not included in the staff report, including:

- GSP development has been slower than expected, due to the following: UWCD staff being occupied with other priorities, delayed receipt of the S.S. Papadopulos & Associates Mound Basin Water Quality and Isotope Study report, and delayed receipt of the "Preliminary Hydrogeological Study—Mound Basin Groundwater Conditions and Perennial Yield Study" by Hopkins Groundwater Consulting (prepared on behalf of the City of Ventura). Executive Director Bondy will work with UWCD senior staff and management to ensure they have adequate staff to maintain the schedule and will determine what work can be moved to INTERA. Map preparation for the GSP has already been moved from UWCD to INTERA. The schedule and process for completing the GSP will be updated in May. Director Mobley commented that we do not want to get behind. John Lindquist, UWCD confirmed Executive Director Bondy's description of UWCD status. He added that UWCD will work with Executive Director

Bondy to play catch-up and will confirm with UWCD management that it is committed to providing the necessary staff resources.

- Executive Director Bondy explained that GSP Workshop No. 1, which was scheduled for May 2020, will have to be cancelled or postponed due to Covid-19. He added that it probably does not make sense to reschedule the workshop in June or July 2020 due to uncertainty about when public gatherings can resume. Executive Director Bondy recommended replacing Workshop No. 1 with an extended version of Workshop No. 2 in fall. In the meantime, the Agency could start to put content on the website such as the HCM, groundwater conditions, and perform outreach. Chair Mobley suggested moving the workshops to August; the other Directors agreed. Director Chambers suggested to restructure workshops, perhaps recording them so others can view it online. Executive Director Bondy stated that Fillmore Piru Basin GSA is also looking into something similar and he will consult with them. The Board recommends working with a vendor and get this budgeted. Director Everts thought it was a good idea to have outreach postings on the web to keep people informed and aware. Executive Director Bondy agreed to evaluate this concept further. Director Everts noted that we need to figure out how to perform outreach measures given the current pandemic. Executive Director Bondy suggested using the Agency's e-mail list, Facebook page, web page, and newsletter. Local stakeholder groups could also help get the message out. Director Rungren suggested a flyer in Ventura Water bills. Director Chambers requested 30-days' notice before workshops.

Executive Director Bondy recognized Eddie Pech, DWR, and asked if he had anything to add. Mr. Pech provided an update on the Prop. 1 Grant. Mr. Pech mentioned he is working remotely to process everything and is starting to catchup on backlog. Will be caught up soon. He also noted that there may be a delay in the July 2020 payment from DWR.

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

10. FUTURE AGENDA ITEMS

- Draft fiscal year and long-range budget for the Board.
- Work with Jackie to bring her up to speed on Webex or use Zoom for the next meeting.
- Potential review of Hopkins Groundwater Consultants' Mound Basin study, if published by May. Director Rungren suggests that Curtis Hopkins could present the results in person to the Board after release of final draft.

ADJOURNED 2:22 PM

The Board adjourned at 2:22 PM to the next **Regular Board Meeting** on Thursday, **May 21, 2020** or call of the Chair.

I certify that above is a true and correct copy of the minutes of the Mound Basin Groundwater Sustainability Agency's Board of Directors meeting of April 16, 2020.

ATTEST: _____
Susan Rungren, Board Secretary

ATTEST: _____
Jackie Lozano, Clerk of the Board

Mound Basin Groundwater Sustainability Agency Check Detail

May 2020

Type	Num	Date	Name	Account	Amount
Bill Pmt -Check	11334	05/13/2020	A.J. Klein, Inc T. Denatale, B. Goldner	10000 · Bank of the Sierra	-560.50
Bill Pmt -Check	11335	05/13/2020	Bondy Groundwater Consulting, Inc	10000 · Bank of the Sierra	-17,013.75
Bill Pmt -Check	11336	05/13/2020	County of Ventura- IT Servces Department	10000 · Bank of the Sierra	-177.64
Bill Pmt -Check	11337	05/13/2020	INTERA Incorporated	10000 · Bank of the Sierra	-5,913.50
Bill Pmt -Check	11338	05/13/2020	Roger, Anderson, Malody & Scott, LLP	10000 · Bank of the Sierra	-8,000.00
Bill Pmt -Check	11339	05/13/2020	S.S. Papadopulos & Associates, Inc.	10000 · Bank of the Sierra	-470.25
Bill Pmt -Check	11342	05/13/2020	United Water Conservation District	10000 · Bank of the Sierra	-3,151.01
					(35,286.65)



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY

Item No. 6(c)

DATE: May 21, 2020
TO: Board of Directors and Executive Director
FROM: Erin Gorospe, UWCD
SUBJECT: Monthly Financial Reports

SUMMARY

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

INFORMATIONAL ITEM

UWCD accounting staff has prepared financial reports based on the Mound Basin GSA revenue and expenses for the month of April 2020.

BACKGROUND

FISCAL SUMMARY

Not applicable.

ATTACHMENTS

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

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

	<u>Jul '19 - Apr 20</u>	<u>Annual Budget</u>	<u>Budget</u>
Income			
40001 · Groundwater Extraction Fees	104,165.85	187,500.00	55.56%
41000 · Grant revenue			
41001 · State Grants	56,710.55	74,667.91	
Total 41000 · Grant revenue	<u>56,710.55</u>	<u>74,667.91</u>	<u>75.95%</u>
47000 · Other Revenue			
47001 · Late Fees	2,507.10	2,449.12	
Total 47000 · Other Revenue	<u>2,507.10</u>	<u>2,449.12</u>	<u>102.37%</u>
Total Income	<u>163,383.50</u>	<u>264,617.03</u>	
Gross Profit	<u>163,383.50</u>	<u>264,617.03</u>	<u>61.74%</u>
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	537.64	893.00	60.21%
52250 · Prof Svcs - Groundwater/GSP Pre			
52252 · Prof Svcs - GSP Consultant	132,171.00	145,000.00	91.15%
52250 · Prof Svcs - Groundwater/GSP Pre - Other	0.00	0.00	
Total 52250 · Prof Svcs - Groundwater/GSP Pre	<u>132,171.00</u>	<u>145,000.00</u>	<u>91.15%</u>
52270 · Prof Svcs - Accounting	16,205.24	17,000.00	95.32%
52275 · Prof Svcs - Admin/Clerk of Bd	3,948.98	5,000.00	78.98%
52280 · Prof Svcs - Executive Director	15,746.25	15,000.00	104.98%
Total 52200 · Professional Services	<u>168,609.11</u>	<u>182,893.00</u>	<u>92.19%</u>
52500 · Legal Fees			
52501 · Legal Counsel	1,621.00	7,500.00	
Total 52500 · Legal Fees	<u>1,621.00</u>	<u>7,500.00</u>	<u>21.61%</u>
53000 · Office Expenses			
53010 · Public Information	588.08	588.08	100.00%
53020 · Office Supplies	22.49	1,015.00	2.22%
53026 · Postage & Mailing	3,326.44	3,600.00	92.40%
53070 · Licenses, Permits & Fees	454.40		
53110 · Travel & Training	254.33	1,000.00	25.43%
Total 53000 · Office Expenses	<u>4,645.74</u>	<u>6,203.08</u>	<u>74.89%</u>
53500 · Insurance			
53510 · Liability Insurance	2,397.72	2,126.00	
Total 53500 · Insurance	<u>2,397.72</u>	<u>2,126.00</u>	<u>112.78%</u>
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	1,238.00	
Total 70000 · Interest & Debt Service	<u>0.00</u>	<u>1,238.00</u>	<u>0.00%</u>
Total Expense	<u>177,273.57</u>	<u>199,960.08</u>	<u>88.65%</u>
Net Income	<u><u>-13,890.07</u></u>	<u><u>64,656.95</u></u>	<u><u>-21.48%</u></u>

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

	A - Grant Administration	B - Model and Studies	Task 03 - Stakeholder Outreach (C - Planning Activities)	Total C - Planning Activities	Task 04 - GSP Development (D - GSP Development)	Total D - GSP Development	Unclassified	TOTAL
Income								
40001 · Groundwater Extraction Fees	0.00	0.00	0.00	0.00	0.00	0.00	104,165.85	104,165.85
41000 · Grant revenue								
41001 · State Grants	17,110.55	39,600.00	0.00	0.00	0.00	0.00	0.00	56,710.55
Total 41000 · Grant revenue	17,110.55	39,600.00	0.00	0.00	0.00	0.00	0.00	56,710.55
47000 · Other Revenue								
47001 · Late Fees	0.00	0.00	0.00	0.00	0.00	0.00	2,507.10	2,507.10
Total 47000 · Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	2,507.10	2,507.10
Total Income	17,110.55	39,600.00	0.00	0.00	0.00	0.00	106,672.95	163,383.50
Gross Profit	17,110.55	39,600.00	0.00	0.00	0.00	0.00	106,672.95	163,383.50
Expense								
52200 · Professional Services								
52240 · Prof Svcs - IT Consulting	0.00	0.00	0.00	0.00	0.00	0.00	537.64	537.64
52250 · Prof Svcs - Groundwater/GSP Pre								
52252 · Prof Svcs - GSP Consultant	19,597.50	35,923.75	1,560.00	1,560.00	69,176.25	69,176.25	5,913.50	132,171.00
Total 52250 · Prof Svcs - Groundwater/GSP Pre	19,597.50	35,923.75	1,560.00	1,560.00	69,176.25	69,176.25	5,913.50	132,171.00
52270 · Prof Svcs - Accounting	1,900.55	0.00	0.00	0.00	0.00	0.00	14,304.69	16,205.24
52275 · Prof Svcs - Admin/Clerk of Bd	0.00	0.00	0.00	0.00	0.00	0.00	3,948.98	3,948.98
52280 · Prof Svcs - Executive Director	0.00	0.00	0.00	0.00	0.00	0.00	15,746.25	15,746.25
Total 52200 · Professional Services	21,498.05	35,923.75	1,560.00	1,560.00	69,176.25	69,176.25	40,451.06	168,609.11
52500 · Legal Fees								
52501 · Legal Counsel	0.00	0.00	0.00	0.00	0.00	0.00	1,621.00	1,621.00
Total 52500 · Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	1,621.00	1,621.00
53000 · Office Expenses								
53010 · Public Information	0.00	0.00	0.00	0.00	0.00	0.00	588.08	588.08
53020 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	22.49	22.49
53026 · Postage & Mailing	0.00	3,147.29	0.00	0.00	0.00	0.00	179.15	3,326.44
53070 · Licenses, Permits & Fees	0.00	0.00	0.00	0.00	0.00	0.00	454.40	454.40
53110 · Travel & Training	0.00	0.00	2.87	2.87	59.76	59.76	191.70	254.33
Total 53000 · Office Expenses	0.00	3,147.29	2.87	2.87	59.76	59.76	1,435.82	4,645.74
53500 · Insurance								
53510 · Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	2,397.72	2,397.72
Total 53500 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00	2,397.72	2,397.72
Total Expense	21,498.05	39,071.04	1,562.87	1,562.87	69,236.01	69,236.01	45,905.60	177,273.57
Net Income	-4,387.50	528.96	-1,562.87	-1,562.87	-69,236.01	-69,236.01	60,767.35	-13,890.07

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

	<u>Apr 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Bank of the Sierra	211,125.82
Total Checking/Savings	<u>211,125.82</u>
Accounts Receivable	
11000 · Accounts Receivable	123,311.19
Total Accounts Receivable	<u>123,311.19</u>
Total Current Assets	<u>334,437.01</u>
TOTAL ASSETS	<u><u>334,437.01</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	35,286.65
Total Accounts Payable	<u>35,286.65</u>
Other Current Liabilities	
20001 · Advance from City of Ventura	55,000.00
20510 · Interest Payable	894.60
Total Other Current Liabilities	<u>55,894.60</u>
Total Current Liabilities	<u>91,181.25</u>
Total Liabilities	91,181.25
Equity	
32000 · Retained Earnings	257,145.83
Net Income	-13,890.07
Total Equity	<u>243,255.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>334,437.01</u></u>



Motion Item No. 6d

DATE: May 21, 2020
TO: Board of Directors
FROM: Clerk of the Board
SUBJECT: Board Reappointment of UWCD Representative Michael W. Mobley

SUMMARY/BACKGROUND

United Water Conservation District's Board of Directors appointed Director Michael W. Mobley to serve as the District's Member Director to the Mound Basin Groundwater Sustainability Agency on May 30, 2017.

In accordance with the Joint Powers of Authority Agreement, Article 6.4 - Director Terms and Removal - Each Member Director shall be appointed by resolution of that Member's governing body to serve for a term of two (2) years. To stagger the terms of the Directors, the initial terms of the Member Directors from the City of San Buenaventura and the United Water Conservation District shall be three (3) years. Subsequent terms for those Directors will be two (2) years. Thus, a resolution from United Water Conservation District reappointing Director Michael W. Mobley to another two year term as a Member Director of the Mound Basin Groundwater Sustainability Agency's Board of Directors was necessitated.

RECOMMENDED ACTION

The Board will acknowledge, receive and accept UWCD Resolution 2020-06 reappointing Michael W. Mobley as UWCD's Member Director to the Mound Basin GSA Board of Directors for a two year term beginning June 1, 2020 and concluding May 31, 2022.

ATTACHMENTS

- A. UWCD Resolution 2020-06

RESOLUTION 2020-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
UNITED WATER CONSERVATION DISTRICT
REAPPOINTING A DIRECTOR TO
THE BOARD OF DIRECTORS OF THE
MOUND BASIN GROUNDWATER SUSTAINABILITY AGENCY**

WHEREAS, the City of Ventura, County of Ventura, and United Water Conservation District ("Member Agencies") entered into a joint exercise of powers agreement ("JPA Agreement") creating the Mound Basin Groundwater Sustainability Agency (MBGSA); and

WHEREAS, the JPA Agreement requires the governing board of each Member agency to appoint a Director to the MBGSA Board of Directors by resolution;

NOW, THEREFORE, BE IT RESOLVED that the UWCD Board of Directors takes the following actions:

1. The Board of Directors appoints the UWCD Director whose District covers a majority of the Mound basin to serve on the MBGSA Board of Directors.
2. The UWCD Board of Directors confirms that Michael W. Mobley is the Director appointed pursuant to this resolution is authorized to represent the District's interests with respect to all matters that come before the MBGSA Board.

PASSED, APPROVED AND ADOPTED this 13th day of May, 2020.

ATTEST: _____

Michael W. Mobley

Michael W. Mobley, Board President

ATTEST: _____

Sheldon G. Berger

Sheldon G. Berger, Board Secretary/Treasurer





Item No. 8

DATE: May 21, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: Executive Director Update

SUMMARY

The following are updates on Agency matters and correspondence since the last Board meeting. The Board may provide feedback to staff.

1. Administrative:
 - a. Jackie Lozano of UWCD continued training to take over as Clerk of the Board.
2. Financial:
 - a. Staff developed draft Fiscal Year 2020-21 and long range budgets for Board consideration. Please see Item 9c.
3. Legal: No update.
4. Sustainable Groundwater Management:
 - a. GSP Development and grant status – Please see Item 9b.
 - b. Groundwater Monitoring Well – DWR Technical Support Services (TSS) – The Executive Director worked with City of Ventura staff to identify a potential drilling site at the City’s wastewater treatment plant located off of Harbor Blvd. DWR is looking for “turnkey” well sites for TSS. The prior location on the other side of Harbor Blvd. that was previously considered is not “turnkey” due to environmental habitat considerations. The new potential well site would likely avoid these issues because the wastewater plant site is already developed. The City is working on determining whether a Coastal Development Permit would be required by the City.
5. Correspondence: None.

INFORMATIONAL ITEM

Receive an update from the Executive Director concerning Agency matters and correspondence. Provide feedback to staff.

BACKGROUND

Not applicable

FISCAL SUMMARY

Not applicable

ATTACHMENTS

None

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



Motion Item No. 9a

DATE: May 21, 2020
TO: Board of Directors
FROM: Staff
SUBJECT: Groundwater Extraction Fee Payment Status

SUMMARY

The latest round of groundwater extraction fees for the 2019-2 semi-annual period (July-December 2019) were due on April 30, 2020. All but one extractor has paid the 2019-2 fees. This extractor also has unpaid extraction fees from prior periods and is the only extractor with any unpaid fees. The extractor’s unpaid groundwater extraction fees, penalties, and interest total \$26,490.70¹. A detailed breakdown of the unpaid amounts is included in Table 1 below.

Executive Director Bondy made contact with the extractor in late February concerning the unpaid invoices for semi-annual periods 2018-2 and 2019-1, issued in April and October, 2019, respectively. The extractor did not receive the invoices in question and believes it may be because they moved their office during 2019. Staff provided the extractor with the unpaid invoices via e-mail on March 2. Follow-ups e-mail communications took place in April and May. The communications are documented in Attachment A to this staff report.

Payment has not been received as of May 13. Staff reached out again on May 13 and is waiting for a response. Staff is seeking direction from the Board concerning non-payment.

Table 1. Summary of Past Due Account

Category	Amounts
2018 – 1 Fee (Issued 9/1/18)	Paid
2018 – 2 Fee (Issued 4/30/19)	\$12,347.20
2019 – 1 Fee (Issued 10/31/19)	\$3,680.95
2019 – 2 Fee (Issued 3/30/20)	7,466.70
Subtotal Unpaid Fees	\$23,494.85
Penalties and Interest ⁽¹⁾	\$2,995.85
Totals	\$26,490.70
Notes: (1)As of March 31, 2020 (2) Well Operator has three wells (accounts); values are combined totals for all accounts.	

¹ Penalty and interest amounts are through March 31, 2020.

RECOMMENDED ACTION

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

BACKGROUND

Please see summary section and Attachment A.

FISCAL SUMMARY

The Agency has collected \$26,490.70 less in cash than it is owed. Any collection efforts that the Agency decides to pursue may have a cost associated with them, which is unknown at this time. Penalties and interest are not included in the current fiscal year budget.

ATTACHMENTS

A. Email Correspondence

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

Bryan Bondy

From: Bryan Bondy
Sent: Wednesday, May 13, 2020 9:21 PM
To: [REDACTED]; Sara Johnston; [REDACTED]
Cc: Erin Gorospe; Ambry Tibay
Subject: RE: MBGSA - [REDACTED] Unpaid Invoices

Dear [REDACTED],

I am writing to follow-up concerning the past due groundwater extraction fees owed to the Mound Basin Groundwater Sustainability Agency (MBGSA). As a courtesy notice, I wanted to let you know that the MBGSA Board of Directors will be meeting on May 21 and will be discussing the past due payments, which now includes the fees for groundwater extracted during the second half of 2019, which were due April 30. The past-due total is now \$23,494.85. As mentioned in my prior emails, MBGSA understands that business operations are not normal these days and we are certainly understanding of that. MBGSA staff remains willing and able to work with you concerning payment timeframe if you are experiencing hardships. However, we cannot do so unless you communicate your status with us. To that end, it would be most helpful if you could please let us know the status and if we need to work something out. Please let us know status and if there is something we can do on our end to help. You are certainly welcome and encouraged to attend the May 21 Board meeting to discuss this directly with the Board. The meeting will be held on-line via Zoom. The meeting agenda will include the meeting info and will be posted to <https://www.moundbasingsa.org/> when it is ready. We look forward to hearing from you and hope that you and others at [REDACTED] are doing well.

We look forward to hearing from you.

Thank you.

Best Regards,

Bryan

--

Bryan Bondy, PG, CHG
Executive Director
MBGSA
[REDACTED]

From: [REDACTED]
Sent: Friday, May 1, 2020 8:39 AM
To: Bryan Bondy; Sara Johnston; [REDACTED]
Cc: Erin Gorospe; Ambry Tibay
Subject: RE: MBGSA - [REDACTED] Unpaid Invoices

Good morning, Bryan-

My apologies for not responding on Wednesday. It has been an extremely challenging time and continues to be. But, I regret that it has delayed my response. I will speak with the Controller about this and let you know as quickly as possible.

Thank you,

[REDACTED]

From: Bryan Bondy <bryan@moundbasingsa.org>

Sent: Wednesday, April 29, 2020 12:40 PM

To: Sara Johnston <Saraj@unitedwater.org>; [REDACTED]

Cc: Erin Gorospe <ErinG@unitedwater.org>; Ambry Tibay <AmbryT@unitedwater.org>

Subject: RE: MBGSA - [REDACTED] Unpaid Invoices

Hi [REDACTED]

I am writing to follow-up again concerning the unpaid Mound Basin GSA groundwater extraction fees. We understand that business operations are not normal these days and we are certainly understanding of that. We are willing and able to work with our Board concerning payment timeframe if you are experiencing hardships. To that end, it would be most helpful if you could please let us know the status and if we need to work something out. Please let us know status and if there is something we can do on our end to help. We look forward to hearing from you and hope that you and others at [REDACTED] are doing well.

Best Regards,

Bryan

--

Bryan Bondy, PG, CHG

Executive Director

MBGSA
[REDACTED]

From: Sara Johnston [<mailto:Saraj@unitedwater.org>]

Sent: Thursday, April 9, 2020 5:45 PM

To: [REDACTED]

Cc: Erin Gorospe; Bryan Bondy; Ambry Tibay

Subject: RE: MBGSA - [REDACTED] Unpaid Invoices

Hi [REDACTED],

I hope you are doing well. I am following up on the attached Mound Basin GSA open invoices I sent to you. Any update on payment status or are there any questions I can answer for you?

Regards,

Sara Johnston |Accountant I

United Water Conservation District

Main 805.525.4431 ♦ Direct 805.317.8974



From: [REDACTED]
Sent: Monday, March 2, 2020 6:22 PM
To: Sara Johnston <Saraj@unitedwater.org>
Cc: Bryan@BondyGroundwater.com; Erin Gorospe <ErinG@unitedwater.org>; Ambry Tibay <AmbryT@unitedwater.org>
Subject: RE: MBGSA - [REDACTED] Unpaid Invoices

[EXTERNAL]
Many thanks, Sara-
I will look through these.

From: Sara Johnston <Saraj@unitedwater.org>
Sent: Monday, March 2, 2020 1:46 PM
To: [REDACTED]
Cc: Bryan@BondyGroundwater.com; Erin Gorospe <ErinG@unitedwater.org>; Ambry Tibay <AmbryT@unitedwater.org>
Subject: FW: MBGSA - [REDACTED] Unpaid Invoices

Hi [REDACTED],

Please see attached all open invoices with statements for the 3 [REDACTED] accounts.

Regards,

Sara Johnston | Accountant I
United Water Conservation District
Main 805.525.4431 ♦ Direct 805.317.8974



From: Bryan Bondy <Bryan@BondyGroundwater.com>
Sent: Friday, February 28, 2020 8:26 AM
To: Erin Gorospe <ErinG@unitedwater.org>; Ambry Tibay <AmbryT@unitedwater.org>
Subject: MBGSA - [REDACTED] Unpaid Invoices

[EXTERNAL]
Hi Erin and Ambry:

[REDACTED] called this morning. They have not received the unpaid invoices. She believes it may be because they moved their office last summer.

In light of this, can you please do the following:

1. Please let me know what address the invoices were sent to.
2. Please email [REDACTED] the unpaid invoices [REDACTED] and please cc me on the email.
3. Please update your billing records for [REDACTED] as follows:
 - a. Billing Contact: [REDACTED]
 - b. Billing Address: [REDACTED]

Thank you!

Best Regards,



Motion Item No. 9b

DATE: May 21, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: **GSP Monthly Update (Grant Category (d), Task 4)**

SUMMARY

The Executive Director will provide a monthly status update on the Groundwater Sustainability Plan (GSP) and associated grant. An updated GSP schedule is attached for discussion.

GSP Development:

1. GSP Status

The hydrogeologic conceptual model (HCM) and description of current and historical groundwater conditions remains the focal point of current GSP development efforts, which is being developed by UWCD staff. As discussed during the April Board meeting, progress on these aspects been slowed due to UWCD staff availability during the latter half of 2019 and the first quarter of 2020.

The Executive Director had several conference calls with UWCD staff, including the Chief Engineer who oversees the groundwater staff and one of the assistant general managers to discuss UWCD's work delays. UWCD staff acknowledged that internal UWCD prioritization of staff resources has been a primary cause of the delays. UWCD staff assured the Executive Director that UWCD is committed to completing the work in order to meet the GSP deadlines. UWCD prepared a revised staffing plan that includes time for two additional staff to help stay on schedule. UWCD staff also doubled-down on the HCM and groundwater conditions development in April and made a considerable amount of progress.

The GSP Development Schedule was updated based on actual progress since the last Board meeting (Attachment A). Key changes include:

1. DMS Development now shows as an ongoing task because additional data may be added to the DMS as the GSP is developed.
2. The HCM and groundwater conditions schedule was extended based on actual progress. As a result, the schedules for other tasks were compressed. The

timing of planned workshops and key board decisions were also adjusted to align with the above-described workflow adjustments.

2. Outreach: No activity since the last Board meeting. Staff will implement the Board's direction on next steps for outreach when the HCM and groundwater condition sections of the GSP are ready for release.

Sustainable Groundwater Planning (SGWP) Grant:

1. Invoices:

- a. Invoice No. 3 for \$15,037.00 was approved by DWR on April 20, 2020.
- b. Invoice No. 4 for \$71,531.43 was submitted to DWR on April 16, 2020. DWR approved this invoice on May 7, 2020.

2. Grant Deliverables:

- a. Mound Basin Groundwater Conditions and Perennial Yield Study – A final draft of this study funded by the City of Ventura was released in mid-March. The report expenses provide a portion of the cost share for the Agency's GSP planning grant. The report will be posted to the Agency's website and submitted to DWR in accordance with the Agency's grant agreement once it is finalized by the City. This report will help inform the GSP.
- b. Other required grant deliverables include quarterly progress reports and invoices, final report, and the GSP. These deliverables will be submitted when due.

RECOMMENDED ACTION

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

BACKGROUND

None.

FISCAL SUMMARY

None.

ATTACHMENTS

- A. GSP Schedule

Action: _____

Motion: _____ 2nd: _____

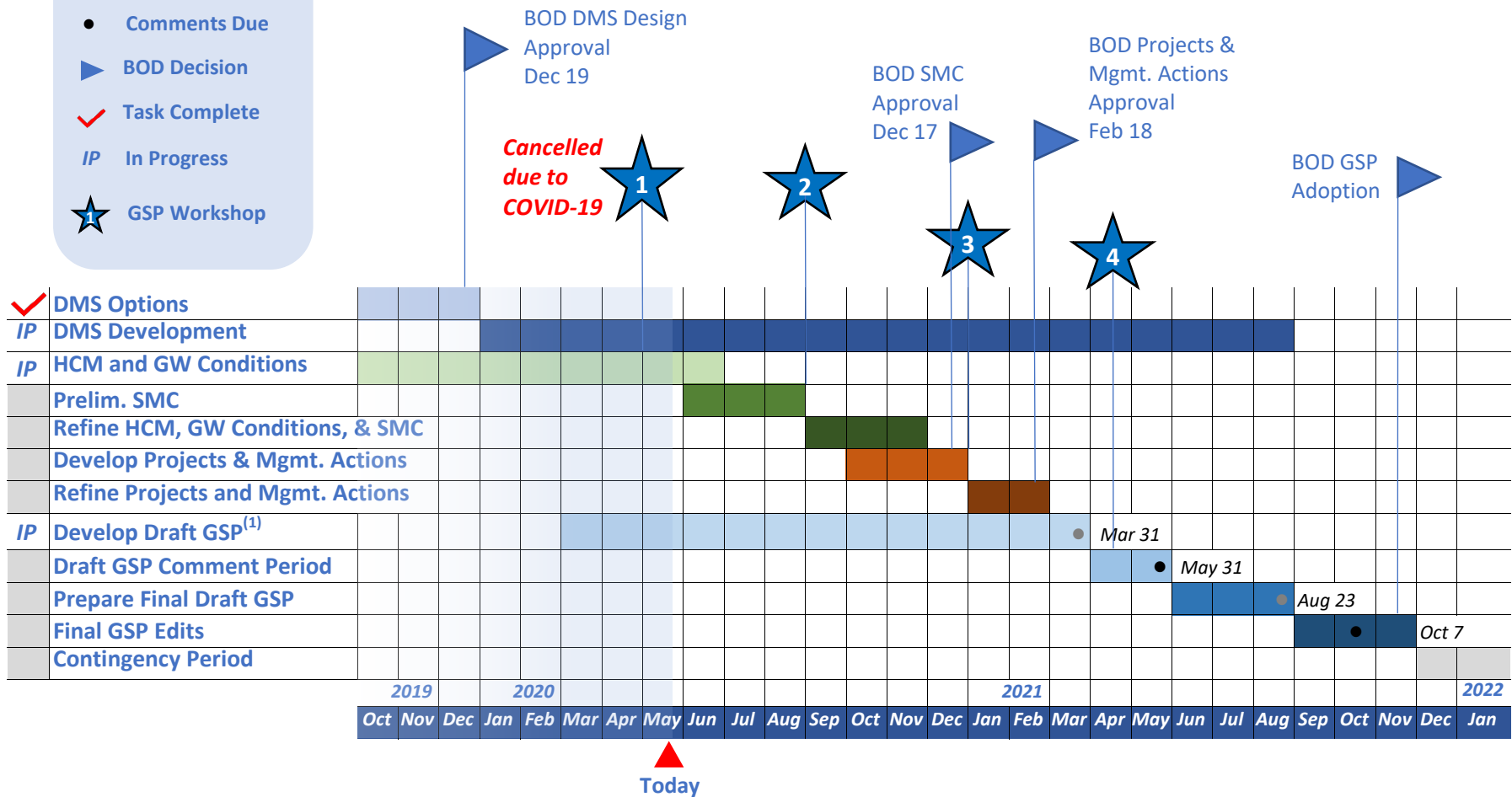
J.Chambers: _____ C.Everts: _____ M.Mobley: _____ S.Rungren: _____ G.Shephard: _____

Mound Basin GSA

GSP Development Schedule

Updated 5/13/2020

- Draft GSP
- Comments Due
- ▶ BOD Decision
- ✓ Task Complete
- IP In Progress
- ★ GSP Workshop



Notes:

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

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

GSP = Groundwater Sustainability Plan; GW = Groundwater



MoundBasin
GROUNDWATER SUSTAINABILITY AGENCY

Item No. 9(c)

DATE: May 21, 2020
TO: Board of Directors
FROM: Executive Director and Erin Gorospe, UWCD
SUBJECT: Fiscal Year 2020/2021 Budget and Long Range Budget Projections

SUMMARY

FY 2020/2021 Budget and 5-Year Financial Projection

The draft Fiscal Year (FY) 2020/2021 budget and long range budget projections are attached for review and approval.

The budget projections were developed following an exhaustive GSP budget verification process completed by the GSP Development Team in April and May 2020. The budget verification was informed by the comprehensive GSP template developed based on DWR's recently released GSP Elements Guide, which has further clarified the work that will be necessary to complete the GSP. Intera and/or the Executive Director will develop the GSP sections that UWCD is not identified as the lead author of. The Executive Director will work very closely with Intera and will contribute content to the GSP, most notably in the background and sustainable management criteria sections. UWCD will review sections prepared by Intera and/or the Executive Director, and vice versa.

The following major assumptions are built into the draft projections:

1. GSP development costs will not deviate from the estimate recently prepared by the GSP Development Team. The team reviewed the GSP budget carefully and feels reasonably confident that the GSP can be delivered within budget. The budget projections include approximately \$20,000 for forecasted UWCD GSP developments cost increases and contingency requested by UWCD for modeling tasks.
2. Legal services costs will remain low.
3. Projections for FY 2022/2023 and beyond only include costs for Agency administration, annual reporting, and ongoing stakeholder engagement, as required by SGMA. Any implementation activities identified in the GSP will need to be budgeted once they are known. Grants will likely be available for certain GSP

implementation measures. The budget projections will be updated each year as more becomes known.

The following is a summary of the current draft budget projections relative to the projections adopted in June 2019:

1. Expenses: There are no major cumulative changes to the total projected expenses. Cumulative projected expenses for the five years ending June 30, 2024 are nearly identical in the draft long range budget projection update, as compared with the prior projection adopted in June 2019. Expenses have been shifted in time based on actual progress.
2. Revenues:
 - a. There are no changes to the total expected grant revenue. Grant revenues have been shifted in time based on actual progress.
 - b. Projected extraction fees are in-line with the June 2019 projections. No changes are proposed to the extraction fees. Extraction fee information is shown at top of the multi-year projection.

Projected cash flow is shown at the bottom of Attachment A. The Agency is projected to have an unreserved cash balance of approximately \$200,000 at the end of FY 2020/2021, which is projected to decline to approximately \$86,000 by the end of FY 2024/2025. This unreserved cash balance is recommended to address uncertainty in the planning estimates and because the Agency may need to pay for a monitoring well if the Department of Water Resources Technical Support Services is not approved. Additionally, it is very important to note that the projections for FY 2022/2023 and beyond do not yet include expenses for any GSP implementation activities that may be identified in the GSP. These will need to be budgeted once they are known. Grants will likely be available for certain GSP implementation measures. The budget projections will be updated each year as more becomes known.

Extraction Fees

Extraction fees for the FY 2020/2021 will need to be adopted by the Board following a public hearing. No changes are proposed to the extraction fees relative to those projected last year. It is recommended that the Board schedule the public hearing for the next Regular Meeting on June 18, 2020 to consider adoption of extraction fees. The would also require adoption of the budget projections today so they can be published at least 10 days before the public hearing, as required by Water Code Section 10730(b)(3).

RECOMMENDED ACTIONS

It is recommended that the Board:

1. Approve the Fiscal Year 2020/2021 budget and the long range budget projections.
2. Schedule a public hearing to consider adoption of extraction fees for FY 2020/2021.

BACKGROUND

Please see summary.

FISCAL SUMMARY

Please see summary.

ATTACHMENTS

- A. Proposed FY 2020/2021 Budget and Long Range Financial Projections

Action: _____

Motion: _____ 2nd: _____

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

Mound Basin Groundwater Sustainability Agency
Draft Long Range and FY 21 Budget

	FY 20 Budget Adopted 2/13/2020	FY 20 Q3 Actuals	FY 20 Year End Projection	Proposed FY 21 Budget	Projected FY 22 Budget	Projected FY 23 Budget	Projected FY 24 Budget	Projected FY 25 Budget	Comments
Income									
Groundwater Extractions (AF)	6,250	3,669	6,419	6,250	6,250	6,250	6,250	6,250	
Groundwater Extraction Fee Prior Budget (\$/AF)	\$30	\$30	\$30	\$24	\$19	\$18	\$17	N/A	Value is weighted average of fees for the two semi-annual billing periods
Proposed Groundwater Extraction Fee (\$/AF)	N/A	N/A	N/A	24.00	19.00	18.00	17.00	17.00	Fees for FY 22-25 do not reflect revenue needed for any GSP implementation actions. Fees for FY 22-25 will be adjusted when more information is available.
40001 · Groundwater Extraction Fees	\$187,500	\$104,166	\$186,652	\$150,000	\$118,750	\$112,500	\$106,250	\$106,250	FY 20 3Q Actual and FY 20 Year End Projection includes \$5,918 credit memo for operator determined to be located outside of MBGSA.
41000 · Grant revenue									
41001 · State Grants	\$74,668	\$51,901	\$119,607	\$493,277	\$128,597	\$0	\$0	\$0	
Total 41000 · Grant revenue	\$74,668	\$51,901	\$119,607	\$493,277	\$128,597	\$0	\$0	\$0	
47000 · Other Revenue									
47001 · Late Fees	\$2,449	\$4,796	\$0	\$0	\$0	\$0	\$0	\$0	
Total 47000 · Other Revenue	\$2,449	\$4,796	\$0	\$0	\$0	\$0	\$0	\$0	
Total Income	\$270,897	\$164,562	\$306,259	\$643,277	\$247,347	\$112,500	\$106,250	\$106,250	
Gross Profit	\$270,897	\$164,562	\$306,259	\$643,277	\$247,347	\$112,500	\$106,250	\$106,250	
Expense									
52200 · Professional Services									
52240 · Prof Svcs - IT Consulting	\$893	\$360	\$480	\$494	\$509	\$525	\$540	\$556	
52250 · Prof Svcs - Groundwater/GSP Pre									
52252 · Prof Svcs - GSP Consultant	\$145,000	\$112,932	\$195,000	\$469,842	\$255,000	\$75,000	\$50,000	\$50,000	Includes UWCD GSP support services, net of UWCD in-kind labor contribution. Expenses for FY 22-25 do not reflect any GSP implementation actions. Expenses for FY 22-25 will be adjusted when more information is available.
Total 52250 · Prof Svcs - Groundwater/GSP Pre	\$145,000	\$112,932	\$195,000	\$469,842	\$255,000	\$75,000	\$50,000	\$50,000	
52270 · Prof Svcs - Accounting	\$17,000	\$6,969	\$12,000	\$15,000	\$25,000	\$7,000	\$17,210	\$17,726	Biennial audit expenses in FY 22 and 24
52275 · Prof Svcs - Admin/Clerk of Bd	\$5,000	\$3,057	\$5,500	\$12,500	\$12,500	\$6,000	\$6,180	\$6,365	
52280 · Prof Svcs - Executive Director	\$15,000	\$10,579	\$22,000	\$45,000	\$45,000	\$30,000	\$30,900	\$31,827	
Total 52200 · Professional Services	\$182,893	\$133,897	\$234,980	\$542,836	\$338,009	\$118,525	\$104,830	\$106,475	
52500 · Legal Fees									
52501 · Legal Counsel	\$7,500	\$1,061	\$3,000	\$35,000	\$35,000	\$15,000	\$10,000	\$10,000	
Total 52500 · Legal Fees	\$7,500	\$1,061	\$3,000	\$35,000	\$35,000	\$15,000	\$10,000	\$10,000	
53000 · Office Expenses									
53010 · Public Information	\$588	\$588	\$1,200	\$5,000	\$5,150	\$656	\$675	\$696	Added expenses for public notices for annual fee adoption and GSP development, including expenses for videography
53020 · Office Supplies	\$1,015	\$19	\$470	\$7,500	\$7,500	\$1,750	\$1,803	\$1,857	Added DropBox cloud storage annual fees; monthly email fees, workshop materials and copies for GSP workshops in FY 21 and 22
53026 · Postage & Mailing	\$3,600	\$3,317	\$3,350	\$200	\$200	\$100	\$103	\$106	FY 20 was abnormally high due to shipping GW samples for isotpoe study.
53070 · Licenses, Permits & Fees	\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	
53110 · Travel & Training	\$1,000	\$254	\$254	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	
Total 53000 · Office Expenses	\$6,203	\$4,183	\$5,275	\$13,700	\$13,880	\$3,567	\$3,674	\$3,784	
53500 · Insurance									
53510 · Liability Insurance	\$2,126	\$2,099	\$2,384	\$2,162	\$2,227	\$2,604	\$2,363	\$2,434	Added treasurer bond every three years
Total 53500 · Insurance	\$2,126	\$2,099	\$2,384	\$3,700	\$3,800	\$3,900	\$4,000	\$4,100	FY 21 large premium increase anticipated based on recent UVRGA increase
70000 · Interest & Debt Service									
70120 · Interest Expense	\$1,238	\$0	\$1,238	\$1,238	\$1,238	\$619	\$0	\$0	City of Ventura Loan
Total 70000 · Interest & Debt Service	\$1,238	\$0	\$1,238	\$1,238	\$1,238	\$619	\$0	\$0	
Total Expense	\$199,960	\$141,239	\$246,877	\$596,474	\$391,927	\$141,610	\$122,504	\$124,359	
Net Income	\$70,937	\$23,323	\$59,382	\$46,802	-\$144,581	-\$29,110	-\$16,254	-\$18,109	

Cash Flow Projection

	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Comments
Starting Cash	\$163,593	\$240,498	\$224,819	\$147,374	\$144,103	\$129,059	FY 20 starting cash is as of March 31.
Grant Payments	\$51,039	\$389,568	\$197,790	\$104,744	\$0	\$0	Timing of grant payments are based on assumption of even invoicing throughout each year and a 3-month duration between end of quarter and payment.
GW Fee Revenue	\$104,166	\$166,486	\$132,500	\$115,250	\$109,000	\$106,250	Based on actual timing of invoicing.
Expenses	-\$78,300	-\$571,733	-\$407,735	-\$161,799	-\$124,044	-\$124,204	Assume 25% of remaining FY 20 expenses will be paid in in FY 21. FY 21 - FY 25 assume 11/12 of expenses are paid in the same year and 1/12 are paid in the following year.
Loan Repayment	\$0	\$0	\$0	-\$61,466	\$0	\$0	City of Ventura \$55,000 loan plus estimated interest
Ending Cash	\$240,498	\$224,819	\$147,374	\$144,103	\$129,059	\$111,105	
Reserve Target	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	
Unreserved Cash	\$215,498	\$199,819	\$122,374	\$119,103	\$104,059	\$86,105	



Motion Item No. 9(d)

DATE: May 21, 2020
TO: Board of Directors
FROM: Executive Director
SUBJECT: Intera Work Order No. 5 for GSP Development (Grant Category (d), Task 4)

SUMMARY

Proposed Intera Work Order No. 5 addresses Intera's scope of work for GSP development (Attachment A).

Proposed Work Order No. 5 was developed following an exhaustive GSP budget verification process completed by the GSP Development Team in April and May 2020. The budget verification was informed by the comprehensive GSP template developed based on DWR's recently released GSP Elements Guide, which has further clarified the work that will be necessary to complete the GSP. Intera and/or the Executive Director will develop the GSP sections that UWCD is not identified as the lead author of. The Executive Director will work very closely with Intera and will contribute content to the GSP, most notably in the background and sustainable management criteria sections. UWCD will review sections prepared by Intera and/or the Executive Director, and vice versa.

Proposed Work Order No. 5 addresses Intera's GSP development role. Intera will be responsible for developing numerous GSP sections, overall GSP document management (i.e. formatting, etc.), comment response, and GSP submission to DWR. Intera's role is further clarified in the proposal attached to proposed Work Order No. 5. Intera's scope of work includes the following tasks, which are further detailed in proposed Work Order No. 5 (Attachment A):

1. Develop Draft GSP – Intera's proposal in Attachment A provides details by GSP section. In addition, Intera will be responsible for overall GSP document management (i.e. formatting, etc.).
2. Respond to Comments, Finalize, and Submit GSP – Intera will take the lead on responding to comments and finalizing and submitting the GSP.
3. Stakeholder Workshops – Intera will provide support and present at workshops.
4. Coordination Meetings – Intera will participate in meetings with other members of the GSP Development Team throughout the project.

5. Project Management – Coordination with Executive Director, invoicing, and budget management.

The proposed fee for Work Order No. 5 is \$256,760. The Executive Director has reviewed the scope of work and fee estimate and believes they are appropriate.

RECOMMENDED ACTION

Approve Work Order No. 5 for Intera for an amount not to exceed \$256,760 for GSP development.

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

Intera Work Order No. 5 costs are included in the draft Fiscal Year 2020/2021 and long range budgets presented in Item 9(c).

ATTACHMENTS

- A. Draft Intera, Inc. Work Order No. 5

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

Statement of Work

Work Order No. 5

GSP Development

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

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

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

GENERAL NATURE OF SERVICES: Groundwater Sustainability Plan development for the Mound Basin, as further described in the attached proposal. Provider shall ensure all work is performed under the supervision of a California Professional Civil Engineer or Professional Geologist. Provider shall ensure all work is performed in accordance with UVRGA’s adopted procedures.

SCOPE OF SERVICES: Please refer to attached proposal dated May 11, 2020.

TERM: May 21, 2020 through January 31, 2022.

COMPENSATION AND PAYMENT: Time and material services, not-to-exceed \$256,760. Labor Rates are pursuant to Intera’s Statement of Qualifications dated February 25, 2019 or attached proposal, whichever is lower.

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 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: <hr/> Print Name: David Jordan Title: Vice President Date:	By: <hr/> Print Name: Bryan Bondy Title: Executive Director Date:

May 11, 2020

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

RE: Scope and Cost for Mound Basin Groundwater Sustainability Agency – INTERA Work Order No. 5

Dear Mr. Bondy,

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

Task 1. Develop Draft GSP

INTERA has worked closely with Mr. Bondy to develop a detailed table of contents and outline of the groundwater sustainability plan (GSP). The GSP outline consists of 7 (seven) Sections and associated Appendices. The outline addresses Department of Water Resources' (DWR) GSP Emergency Regulations. INTERA is currently assisting the United Water Conservation District (UWCD) and Mr. Bondy on draft Sections 3.1 and 3.2 (Groundwater Conditions). Under this task, INTERA will work closely with UWCD and Mr. Bondy to develop the remaining GSP Sections. The following describes the content and approach for each GSP Section:

- Executive Summary: This section will contain an overview of the GSP and description of groundwater conditions in the basin. INTERA will assist Mr. Bondy in the writing of this section once all the GSP Sections are complete.
- Section 1 – Introduction: This section will summarize the content and organization of the GSP, including administrative information, basin setting, sustainable management criteria, monitoring network, and projects and management actions. INTERA assist Mr. Bondy in the writing of this section.
- Section 2 – Administrative Information: This section will contain the description of the groundwater sustainability agency (GSA), the plan area, existing monitoring/management/land-use plans, and details on the notice and stakeholder communication of the GSA. INTERA will provide Mr. Bondy with necessary maps, figures, and assist with development of text for this section.
- Section 3 – Basin Setting: This section will contain details on the hydrogeologic conceptual model, groundwater conditions, the groundwater budget, management areas (if any). Sections 3.1 (hydrogeologic conceptual model) and 3.2 (groundwater conditions) are currently under development by UWCD with support from INTERA. INTERA will assist UWCD and Mr. Bondy to

review and finalize the remaining Section 3, including Section 3.3 (Water Budget) and 3.4 (Management Areas).

- Section 4 – Sustainable Management Criteria: SGMA entails managing the basin based on sustainable management criteria (SMC) for one or more of six undesirable results (or sustainability indicators) – chronic lowering of groundwater levels, reduction in groundwater storage, seawater intrusion, degraded water quality, land subsidence, and depletions of interconnected surface water. SGMA requires the GSP to establish sustainability goals, minimum thresholds, measurable objectives, and interim milestones for each sustainability indicators. As part of Work Order No. 3, INTERA is working with UWCD and Mr. Bondy on a preliminary review of SMCs. As part of this work order, INTERA will develop the text for Section 4. INTERA will work with UWCD and Mr. Bondy to analyze and describe SMCs for each applicable sustainability indicator in this section of the GSP. As part of this task, INTERA will coordinate with UWCD to perform any numerical simulations, using UWCD’s regional groundwater model, to analyze SMCs relative to current or future conditions in the Basin.
- Section 5 – Monitoring Networks: This section will describe the monitoring network and data-collection/reporting protocols to measure key sustainability indicators to ensure sustainable management of the Basin. INTERA will assist UWCD and Mr. Bondy in the writing of this section.
- Section 6 – Projects and Management Actions: This section will describe any project and/or management actions that are developed for the Plan. Description of each project and/or management action will include implementation triggers (based on minimum thresholds or measurable objectives), permitting and regulatory process, implementation approach and timeline, anticipated benefits, costs, and other relevant details. INTERA will assist UWCD and Mr. Bondy in the development and documentation of these projects and/or management actions. INTERA will coordinate with UWCD to perform any numerical simulations, using UWCD’s regional groundwater model, to assess impact of projects and/or management actions on applicable SMC in the Mound Basin.
- Section 7 – References and Technical Studies: INTERA will compile and document all relevant references and technical studies in this section.
- Appendices: INTERA will compile and attach all relevant appendices to the GSP.

In addition to the content of the GSP sections, INTERA will be the lead for formatting, technical editing, version control, and document management of the draft GSP. The draft GSP will be uploaded to the MBGSA website for stakeholder comment. INTERA will assist MBGSA with submittal of the adopted GSP and required associated information to the DWR SGMA Portal.

Task 2. Respond to comments, finalize, and submit GSP

INTERA will compile all stakeholder comments on the draft GSP. INTERA will work with Mr. Bondy and UWCD in responding to comments and revising the GSP, as needed. INTERA will work with Mr. Bondy to finalize the GSP upload the document and associated appendices/attachments on the GSP submittal

website. This will entail filling out the 'elements guide' (provided by DWR), cross-checking the GSP sections against GSP regulations.

Task 3. Stakeholder Workshops

This task includes four stakeholder workshops, as detailed in the MBGSA GSP Development Schedule. As part of this Task, INTERA will support UWCD and Mr. Bondy in preparation of workshop materials and presentation. We will review and analyze feedback from the Stakeholder group and provide recommendations on how to incorporate the feedback into the GSP.

Task 4. Coordination Meetings

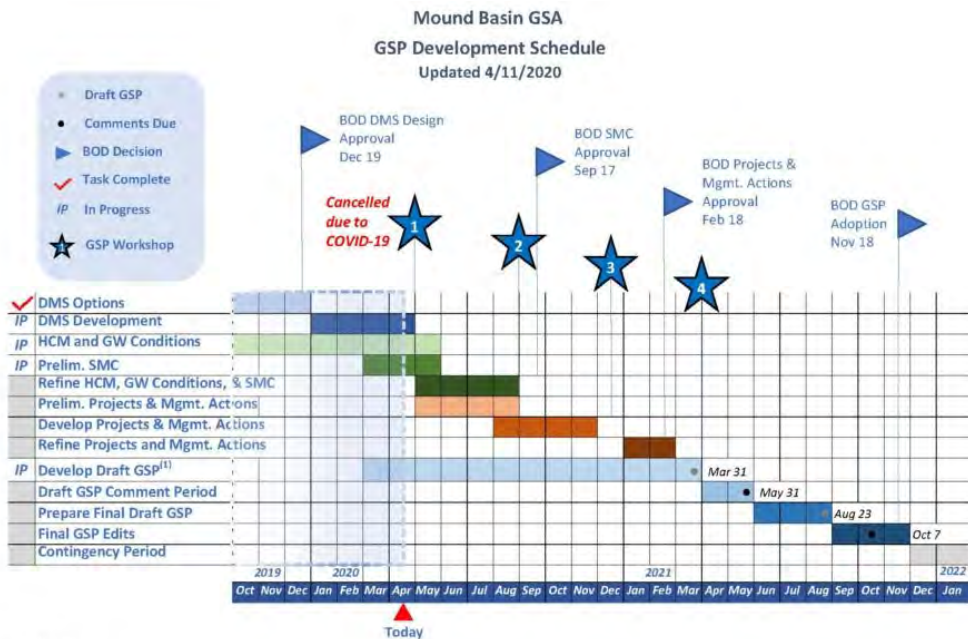
This task includes up-to 6 (six) in-person meetings and weekly one-hour phone calls with Mr. Bryan Bondy and/or UWCD to coordinate and collaborate on the project tasks.

Task 5. Project Management

The project management task includes internal coordination, communication with Mr. Bondy, and generating monthly invoices and tracking scope and budget.

Schedule

INTERA will ensure all tasks, deliverables, and meetings follow the MBGSA GSP schedule below.



Notes:
 (1) GSP topics not listed above generally consist of background or supporting information and will be prepared concurrently with the above-listed tasks.
 BOD = Board of Directors; DMS = Data Management System; HCM = Hydrogeologic Conceptual Model; GSA = Groundwater Sustainability Agency;
 GSP = Groundwater Sustainability Plan; GW = Groundwater

Cost

This cost is based on the items discussed above. The cost for this work is estimated to be approximately \$256,760 and is summarized in the table below.

Labor Category	Proposed Staff	Rate	Task 1. Develop Draft GSP		Task 2. Response to comments, Finalize, Submit GSP		Task 3. Stakeholder Workshops		Task 4. Coordination Meetings		Task 5. Project Management	
			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Principal Engineer/Scientist I		\$250		\$0		\$0		\$0		\$0		\$0
Principal Engineer/Scientist II	David Jordan	\$220		\$0		\$0		\$0		\$0		\$0
Principal Engineer/Scientist III	Abhishek Singh	\$205	160	\$32,800	60	\$12,300	80	\$16,400	40	\$8,200	24	\$4,920
Senior Engineer/Scientist I		\$195		\$0		\$0		\$0		\$0		\$0
Senior Engineer/Scientist II		\$185		\$0		\$0		\$0		\$0		\$0
Senior Engineer/Scientist III	Raghu Suribhatla, Courtney Black	\$170	240	\$40,800	40	\$6,800	80	\$13,600		\$0		\$0
Senior Engineer/Scientist IV		\$155		\$0		\$0		\$0		\$0		\$0
Engineer/Scientist I		\$145		\$0		\$0		\$0		\$0		\$0
Engineer/Scientist II	Patrick O'Connell; Jevon Harding	\$135	240	\$32,400	40	\$5,400	80	\$10,800	24	\$3,240		\$0
Engineer/Scientist III	Erick Fox	\$125	300	\$37,500	60	\$7,500	60	\$7,500	24	\$3,000		\$0
Engineer/Scientist IV	Michael Hodges	\$110		\$0		\$0		\$0		\$0		\$0
Senior Technician		\$115		\$0		\$0		\$0		\$0		\$0
Technician		\$72		\$0		\$0		\$0		\$0		\$0
Senior Technical Editor		\$115		\$0		\$0		\$0		\$0		\$0
Tech Editor	Joanna Stakutis	\$95	80	\$7,600	40	\$3,800		\$0		\$0		\$0
Senior CAD/Graphics		\$87		\$0		\$0		\$0		\$0		\$0
CAD/Graphics		\$76		\$0		\$0		\$0		\$0		\$0
Project Analyst/Assistant		\$105		\$0		\$0		\$0		\$0		\$0
Project Associate		\$75		\$0		\$0		\$0		\$0		\$0
Travel and other Direct Costs								\$1,200		\$1,000		
Subtotals				\$151,100		\$35,800		\$49,500		\$15,440		\$4,920
Total												\$256,760

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

Sincerely,

INTERA Incorporated



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