

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

**SPECIAL MEETING BOARD AGENDA**

**April 13, 2022**

**5:00 P.M.**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

**MEMBERS OF THE BOARD**

JEFFREY C. BROWN, *Camrosa Water District*  
TERRY L. FOREMAN, *Camrosa Water District*  
AL E. FOX, *Camrosa Water District*  
TIMOTHY H. HOAG, *Camrosa Water District*  
JEFF PRATT, *Ventura County Public Works Agency*  
EUGENE F. WEST, *Camrosa Water District*

ALL AGENDA DOCUMENTS ARE AVAILABLE AT  
THE CAMROSA WATER DISTRICT OFFICE AND  
ONLINE AT [WWW.CAMROSA.COM/SRGS](http://WWW.CAMROSA.COM/SRGS)

**TO BE HELD IN PERSON**

The Board of Directors meeting will be held in person.

**There will be no virtual access.**

The public and guests are welcome to attend at the District office:  
7385 Santa Rosa Road  
Camarillo, CA 93012

**CALL TO ORDER**

**PUBLIC COMMENTS**

At this time, the public may address the Board on any item not appearing on the agenda that is subject to its jurisdiction. Persons wishing to address the Board must make themselves known directly after the Call to Order, through the chat to the host or verbally when the President asks for public comment.

Matters appearing on the Consent Agenda are expected to be noncontroversial and will be acted upon by the Board collectively, without discussion, unless a member of the Board or staff requests an opportunity to address a given item. Approval by the Board of Consent Items means that the recommendation of staff is approved along with the terms and conditions described in the Board Memorandum.

**CONSENT AGENDA**

- 1. Approve the Minutes of the October 6, 2021 Special Meeting**
- 2. Vendor Payments Ratification**  
Approve vendor payments as presented by staff.

## **PRIMARY AGENDA**

### **3. GSP Update**

Bryan Bondy, project manager for the groundwater sustainability plan, will give and update on the plan. No action necessary; for information only.

### **4. Third-Quarter Results**

Staff will present third-quarter results. No action necessary; for information only.

### **5. Adopt New Fiscal Year**

Adopt Resolution 2022-01 changing the Arroyo Santa Rosa Basin Groundwater Sustainability Agency fiscal year to beginning date July 1<sup>st</sup> and ending date June 30<sup>th</sup>.

### **6. Elect Officers**

- 1) Accept nominations for and elect the ASRGSA Chair
- 2) Accept nominations for and elect the ASRGSA Vice Chair
- 3) Adopt Resolution 2022-02

**The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney-client privilege, as authorized by the California Government Code. Any of the above items that involve pending litigation may require discussion in closed session on the recommendation of the GSA's legal counsel.**

## **COMMENTS BY THE EXECUTIVE DIRECTOR**

## **COMMENTS BY THE BOARD OF DIRECTORS**

## **ADJOURN**

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD**

**October 6, 2021**

**5:00 P.M.**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

MEMBERS OF THE BOARD

JEFFREY C. BROWN, *Camrosa Water District*  
TERRY L. FOREMAN, *Camrosa Water District*  
AL E. FOX, *Camrosa Water District*  
TIMOTHY H. HOAG, *Camrosa Water District*  
JEFF PRATT, *Ventura County Public Works Agency*  
EUGENE F. WEST, *Camrosa Water District*

ALL AGENDA DOCUMENTS ARE AVAILABLE AT  
THE CAMROSA WATER DISTRICT OFFICE AND  
ONLINE AT [WWW.CAMROSA.COM/SRGSA](http://WWW.CAMROSA.COM/SRGSA)

**CALL TO ORDER**

The meeting was called to order at 5:00 P.M.

The meeting was held remotely via video teleconference; all attendees participated remotely.

Present: Jeffrey C. Brown  
Terry L. Foreman  
Al E. Fox  
Timothy H. Hoag  
Glenn Shephard (for Jeff Pratt)  
Eugene F. West

Staff: Greg Jones, Legal Counsel  
Ian Prichard, Camrosa Water District  
Sandra Llamas, Senior Accountant  
Tony Stafford, Executive Director

Guests: Abhishek Singh, INTERA  
Bryan Bondy, Bondy Groundwater Consulting, Inc.

**PUBLIC COMMENTS**

None

**SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

None

**CONSENT AGENDA**

1. Approve the Minutes of the August 12, 2021 Meeting
2. Ratify Vendor Payments

**Motion to approve the Consent Agenda:** Hoag. **Second:** Foreman. *A roll call vote was taken and the motion carried unanimously.*

**PRIMARY AGENDA**

**3. GSP Consultant**

The Board authorized the Executive Director to enter into an agreement with and issue a purchase order to INTERA Incorporated in an amount not to exceed \$603,390.00 to complete the Arroyo Santa Rosa Basin Groundwater Sustainability Plan.

**Motion to approve:** Hoag. **Second:** Shephard. *A roll call vote was taken and the motion carried unanimously.*

**4. GSP Project Manager**

The Board authorized the Executive Director to enter into an agreement with and issue a purchase order to Bondy Groundwater Consulting, Inc., in an amount not to exceed \$138,500.00, for GSP management services Tasks 1, 2, and 3 as described in the attached proposal.

**Motion to approve:** Shephard. **Second:** Foreman. *A roll call vote was taken and the motion carried unanimously.*

**ADMINISTRATIVE ITEMS**

None

**INFORMATIONAL ITEMS**

None

**COMMENTS BY THE EXECUTIVE DIRECTOR**

None

**COMMENTS BY THE BOARD OF DIRECTORS**

None

**ADJOURN**

There being no further business, the meeting was adjourned at 5:47 P.M.

\_\_\_\_\_  
Tony L. Stafford  
Executive Director  
**Arroyo Santa Rosa Basin GSA**

\_\_\_\_\_  
Eugene F. West, Chair  
Board of Directors  
**Arroyo Santa Rosa Basin GSA** (ATTEST)

# ARROYO SANTA ROSA BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

### MEMBERS OF THE BOARD

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

## BOARD MEMORANDUM

**DATE:** April 13, 2022

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Ratify vendor payments as presented by Staff.

**ACTION:** Ratify accounts payable.

**SUMMARY:** A summary of accounts payable previously paid by the Arroyo Santa Rosa Groundwater Sustainability Agency in the amount of \$133,588.88 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
	9/30/2021	Union Bank		September 2021 Bank Fees	40
37	10/20/2021	ACWA	2022 Dues	ACWA Dues	765
	10/31/2021	Union Bank		October 2021 Bank Fees	40
38	11/10/2021	Bondy Groundwater Consulting, Inc	077-01	GSP Project Management	2,616
39	11/10/2021	ACWA JOINT POWERS INS	10312021	Liability Insurance	1,125
40	11/10/2021	Hathaway, Perrett, Webster	114871	Legal Services	152.88
41	11/10/2021	Stantec	1842626	GSP Scoping Prof Serv through Sept 17, 2021	1,519.50
	11/30/2021	Union Bank		November 2021 Bank Fees	40
43	12/15/2021	Intera	11-21-09	GSP	23,730
	12/31/2021	Union Bank		December 2021 Bank Fees	40
44	1/4/2022	Bondy Groundwater Consulting, Inc	077-02	GSP Project Management	2,125.50
45	1/5/2022	Bondy Groundwater Consulting, Inc	077-03	GSP Project Management	1,580.50
46	1/10/2022	Intera	12-21-24	GSP Data Collection and Compilation-Services Dec 2021	23,420
	1/31/2022	Union Bank		January 2022 Bank Fees	50
47	2/2/2022	Bondy Groundwater Consulting, Inc	077-04	GSP Project Management	2,561.50
48	2/16/2022	California Surveying & Drafting Supply	91103127	Trimble R2 upgrade for taking elevation points	7,749
49	2/16/2022	Intera	01-22-22	GSP Data Collection & Development of Hydrogeologic Model	42,890
	2/28/2022	Union Bank		February 2022 Bank Fees	40
50	3/2/2022	Bondy Groundwater Consulting, Inc	077-05	GSP Project Management February 2022	2,834
51	3/16/2022	Intera	02-22-64	GSP Development and Preparation	20,270
<b>Total Vendor Payments</b>					<b>\$ 133,588.88</b>

The Arroyo Santa Rosa GSA's bank account balance as of March 31, 2022, was \$104,326.06.

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

**BOARD MEMORANDUM**

**MEMBERS OF THE BOARD**

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

**DATE:** April 13, 2022

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Update the Board on the progress of the GSP.

**ACTION:** No action necessary; for information only.

**SUMMARY:** Bryan Bondy, project manager for the Arroyo Santa Rosa Groundwater Sustainability Plan (GSP), will update the Board on progress made on the GSP to date.

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

**BOARD MEMORANDUM**

**MEMBERS OF THE BOARD**

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

**DATE:** April 13, 2022

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Review FY21-22 Third-Quarter Results.

**ACTION:** No action necessary; for information only.

**SUMMARY:** The ASRGSA's FY21-22 budget was approved at the August 12, 2021, meeting. Staff will present third-quarter results.

Arroyo Santa Rosa GSA	Budget FY 21-22	Actuals Unaudited FY 21-22	Variance
Transfer In			
Camrosa Water District	\$ 238,019	\$ 150,000	\$ 88,019
Invoiced to County of Ventura	\$ 100,000	\$ 663	\$ 99,337
	<b>\$ 338,019</b>	<b>\$ 150,663</b>	<b>\$ 187,356</b>
Operating Expenses			
Outside Contracts	\$ 8,000	\$ 7,749	\$ 251
Professional Services	\$ 306,394	\$ 123,632	\$ 182,762
Materials & Supplies	\$ 8,600	\$ -	\$ 8,600
Legal Services	\$ 10,000	\$ 1,315	\$ 8,685
Dues & Subscriptions	\$ 1,400	\$ 765	\$ 635
Conference & Travel	\$ 2,000	\$ -	\$ 2,000
Fees & Charges	\$ 500	\$ 330	\$ 170
Insurance	\$ 1,125	\$ 1,125	\$ -
<b>Total Operating Expenses</b>	<b>\$ 338,019</b>	<b>\$ 134,916</b>	<b>\$ 203,103</b>

Notes:

- (1) Camrosa Water District contributed \$100,000 to the ASRGSA in FY 2016-17
- (2) Camrosa Water District contributed \$150,000 to the ASRGSA in October 2021 and another \$500,000 in April 2022
- (3) An invoice in the amount of \$66,794 will be sent to the County of Ventura in April 2022
- (4) Contributions from the County of Ventura are capped at \$100,000 per fiscal year
- (5) The Arroyo Santa Rosa GSA's bank account balance as of March 31, 2022 was \$104,326.06



# ARROYO SANTA ROSA BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

### MEMBERS OF THE BOARD

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

### BOARD MEMORANDUM

**DATE:** April 13, 2022

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Adopt a Fiscal Year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

**ACTION:** Adopt Resolution 2022-01 changing the Arroyo Santa Rosa Basin Ground Water Sustainability Agency (GSA) Fiscal Year to beginning date July 1<sup>st</sup> and ending date June 30<sup>th</sup>.

**SUMMARY:** The Joint Powers Agreement indicates in article 13.2 that unless the Board of Directors decides otherwise, the fiscal year for the Authority shall run concurrent with calendar year. For financial reporting purposes, the GSA is considered a blended component unit of the Camrosa Water District, and therefore, the financial statements of the GSA must be included within Camrosa's financial statements, and the fiscal year of both agencies must run concurrently.

The State Controller's Office (SCO) requires that the GSA submits a Financial Transactions Report after the end of each fiscal year, which must tie to audited financial statements. After reviewing the report submitted for FY2020-21, the SCO noted that the Joint Powers Agreement indicated a Fiscal Year different from the Audited Financial Statements' Fiscal Year. The SCO has requested a resolution indicating that the Fiscal Year of the GSA coincides with the Fiscal Year of its Financial Statements.

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

**RESOLUTION OF THE BOARD**

**MEMBERS OF THE BOARD**

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

**RESOLUTION 2022-01**

**Adopting a Fiscal Year Beginning July 1<sup>st</sup> and Ending June 30<sup>th</sup>.**

**Whereas** the Camrosa Water District and the County of Ventura formed a Joint Exercise of Powers Agreement (JPA) creating the Arroyo Santa Rosa Basin Groundwater Sustainability Agency (GSA) to act as the groundwater sustainability agency in compliance with the Sustainable Groundwater Management Act (SGMA) of 2014; and

**Whereas** Article 13.2 of the Joint Powers Agreement indicates that unless the Board of Directors decides otherwise, the Authority’s fiscal year shall run concurrent with calendar year; and

**Whereas** For Financial Reporting Purposes, The Arroyo Santa Rosa Basin Groundwater Sustainability Agency (GSA) is a blended component unit of Camrosa Water District; and

**Whereas** The Financial Statement of a blended component unit must be included within the financial statements of the primary government; and

**Whereas** The Fiscal Year of the GSA must coincide with the Fiscal Year of its Financial Statements;

**Now, Therefore, Be it Resolved**, by the Arroyo Santa Rosa Basin GSA Board of Directors, that the Fiscal Year of the Agency begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**Adopted, signed, and approved** this 13th day of April 2022.

\_\_\_\_\_  
Chair, Board of Directors  
Arroyo Santa Rosa GSA

\_\_\_\_\_  
Tony Stafford, Executive Director  
Arroyo Santa Rosa GSA (ATTEST)

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

MEMBERS OF THE BOARD

**JEFFREY C. BROWN**, *Camrosa Water District*  
**TERRY L. FOREMAN**, *Camrosa Water District*  
**AL E. FOX**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**JEFF PRATT**, *Ventura County Public Works Agency*  
**EUGENE F. WEST**, *Camrosa Water District*

**BOARD MEMORANDUM**

**DATE:** April 13, 2022

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Elect Board Officers

**ACTION:**

1. Accept nominations for and elect the ASRGSA Chair
2. Accept nominations for and elect the ASRGSA Vice Chair
3. Adopt Resolution 2022-02 Electing a Chair and Vice Chair of the Arroyo Santa Rosa Groundwater Sustainability Agency

**SUMMARY:** The Joint Exercise of Powers Agreement creating the Arroyo Santa Rosa Groundwater Sustainability Agency (ASRGSA) instructs the Board of Directors to appoint a Chair and Vice Chair from among the Directors. Officers shall be elected annually by, and serve at the pleasure of, the Board of Directors. Officers shall be elected at the first Board meeting, and thereafter at the first Board meeting following January 1<sup>st</sup> of each year. An officer may serve for multiple consecutive terms, with no term limit. Any officer may resign at any time upon written notice to the Board and may be removed and replaced by a decision of the Board.

The attached resolution allows the names of the Board appointees to be inserted.

**ARROYO SANTA ROSA BASIN**  
**GROUNDWATER SUSTAINABILITY AGENCY**

Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012

**RESOLUTION OF THE BOARD**

**MEMBERS OF THE BOARD**

- JEFFREY C. BROWN**, *Camrosa Water District*
- TERRY L. FOREMAN**, *Camrosa Water District*
- AL E. FOX**, *Camrosa Water District*
- TIMOTHY H. HOAG**, *Camrosa Water District*
- DAVE KLOTZLE**, *City of Camarillo*
- JEFF PRATT**, *Ventura County Public Works Agency*
- EUGENE F. WEST**, *Camrosa Water District*

**RESOLUTION 2022-02**

**Appointing a Chair and Vice Chair of the  
Arroyo Santa Rosa Basin Groundwater Sustainability Agency**

**Whereas** the Camrosa Water District and the County of Ventura formed a Joint Exercise of Powers Agreement (JPA) creating the Arroyo Santa Rosa Basin Groundwater Sustainability Agency (GSA) to act as the groundwater sustainability agency in compliance with the Sustainable Groundwater Management Act (SGMA) of 2014; and

**Whereas** the JPA requires that the Board of Directors appoint a Chair and Vice Chair from among the directors; and

**Whereas** such officers shall be elected annually by, and serve at the pleasure of, the Board of Directors, and be elected at the first Board meeting following January 1st of each year; and

**Whereas** an officer may serve for multiple consecutive terms with no term limit, may resign at any time upon written notice to the Board, and may be removed and replaced by a decision of the Board; and

**Whereas** the Board has deliberated and elected members of the Board to the positions of Chair and Vice Chair; now, therefore, be it

**Resolved**, by the Arroyo Santa Rosa Basin GSA Board of Directors, that \_\_\_\_\_  
act as Chair of the GSA and \_\_\_\_\_ as Vice Chair for the current year.

**Adopted, signed, and approved** this 13<sup>th</sup> day of April 2022.

\_\_\_\_\_  
Chair, Board of Directors  
Arroyo Santa Rosa GSA

\_\_\_\_\_  
Tony Stafford, Executive Director  
Arroyo Santa Rosa GSA (ATTEST)