

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

### BOARD MEETING AGENDA

**JULY 13, 2023**

**4:45 P.M.**

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

#### MEMBERS OF THE BOARD

ARNE ANSELM, *Ventura County Public Works Agency*

JEFFREY C. BROWN, *Camrosa Water District*

TERRY L. FOREMAN, *Camrosa Water District*

TIMOTHY H. HOAG, *Camrosa Water District*

ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

ALL AGENDA DOCUMENTS ARE AVAILABLE ONLINE  
AT [WWW.ASRGSA.COM](http://WWW.ASRGSA.COM)

#### 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 fill out a speaker card and are subject to a five-minute time limit.

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 May 25, 2023 Regular Meeting**
2. **Vendor Payments Ratification**

Approve vendor payments as presented by staff.

#### PRIMARY AGENDA

3. **Adopt FY2023-24 Budget**

The Board will consider adoption of the FY2023-24 budget as presented.

#### COMMENTS BY THE EXECUTIVE DIRECTOR

#### COMMENTS BY THE BOARD OF DIRECTORS

#### ADJOURN

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

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

**May 25, 2023**

**4:30 P.M.**

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

MEMBERS OF THE BOARD

ARNE ANSELM, *Ventura County Public Works Agency*

JEFFREY C. BROWN, *Camrosa Water District*

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TIMOTHY H. HOAG, *Camrosa Water District*

ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

**CALL TO ORDER**

The meeting was called to order at 4:30 P.M.

Present:

Arne Anselm  
Jeffrey C. Brown  
Terry L. Foreman  
Timothy H. Hoag  
Andrew F. Nelson  
Eugene F. West

Staff:

Tony Stafford, Executive Director  
Tamara Sexton  
Kevin Wahl  
Jozi Zabarsky  
Seth Shapiro, Legal Counsel

Guests:

Bryan Bondy, Bondy Groundwater Consulting, Inc.

**PUBLIC COMMENTS**

None

**CONSENT AGENDA**

- 1. Approve the Minutes of the April 20, 2023 Regular Meeting**
- 2. Vendor Payments Ratification**

**Motion to approve the Consent Agenda: West Second: Brown**  
**Motion carried unanimously.**

**PRIMARY AGENDA**

- 3. Groundwater Sustainability Plan (GSP) Public Hearing**

The Board took the following actions:

- 1) Convened a Public Hearing at 4:32 P.M. for the purpose of accepting public testimony regarding the adoption of the GSP; and

- 2) Closed the Public Hearing at 4:37 P.M. with no public comment; and
- 3) Adopted the GSP.

**Motion to approve:** Nelson **Second:** West

**Rollcall:** Nelson-Yes; Brown-Yes Hoag-Yes; Foreman-Yes; Anselm-Yes

**5. Management of the Arroyo Santa Rosa Valley Basin Sustainability Plan MOU** *(item moved ahead of Item #4)*

Enter into a MOU with Fox Canyon Groundwater Management Agency (FCGMA) regarding the management of the ASRVB Groundwater Basin.

**Motion to approve:** West **Second:** Hoag

**Motion carried unanimously.**

**4. GSP Numerical Groundwater Model Update**

Enter into an agreement with Intera Inc. to update the numerical model presented in the GSP.

**Motion to approve:** West **Second:** Brown

**Motion carried unanimously.**

**COMMENTS BY THE EXECUTIVE DIRECTOR**

No Comments

**COMMENTS BY THE BOARD OF DIRECTORS**

Director West provided kudos to Brian Bondy and Terry Foremen for completing the GSP.

**ADJOURN**

There being no further business, the meeting was adjourned at 4:42 P.M.

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

\_\_\_\_\_ (ATTEST)  
Terry L. Foreman, Chair  
Board of Directors  
**Arroyo Santa Rosa Valley Basin GSA**

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

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

MEMBERS OF THE BOARD

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EUGENE F. WEST, *Camrosa Water District*

### BOARD MEMORANDUM

**DATE:** July 13, 2023

**TO:** Board of Directors

**FROM:** Tony Stafford, Executive Director

**OBJECTIVE:** Ratify Vendor Payments as presented by staff.

**ACTION:** Ratify accounts payable.

**DISCUSSION:** A summary of accounts payable previously paid by the Arroyo Santa Rosa Valley Groundwater Sustainability Agency in the amount of \$14,205.72 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
97	5/17/2023	The Hathaway Law Firm, LLP	203848	GSA Legal Services April 2023	336.34
				Reimbursement for EFT Payment to Bondy Groundwater Consulting-Invoice 077-19. GSP Project Management for	
98	5/31/2023	Camrosa Water District	1966	April 2023	5,737.50
99	5/31/2023	Intera	04-23-28	GSP Development and Preparation April 2023	7,775.00
	6/1/2023	Union Bank		May 2023 Bank Fees	40.00
100	6/14/2023	Ventura County Star	5632060	Public Hearing Notice	316.88
<b>Total Vendor Payments</b>					<b>\$ 14,205.72</b>

The ASRGSA's bank account as of June 30, 2023, was \$162,211.65.

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## GROUNDWATER SUSTAINABILITY AGENCY

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

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## BOARD MEMORANDUM

**DATE:** July 13, 2023

**TO:** Tony Stafford, Executive Director

**FROM:** Tamara Sexton, Finance Manager, Camrosa Water District

**OBJECTIVE:** Establish a FY2023-24 Budget.

**ACTION:** Adopt the fiscal year (FY) 23-24 Budget as presented.

**DISCUSSION:** The groundwater sustainability plan (GSP) is complete and has been submitted to DWR. The GSP may be accessed by visiting the following link: <https://asrgsa.com/public-information/groundwater-sustainability-plan/>.

The administrative functions of the GSA, including updating the numerical model presented in the GSP, will be funded via contributions from Camrosa Water District.

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

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

### Fiscal Year 2023-24 Budget Message

#### MEMBERS OF THE BOARD

ARNE ANSELM, *Ventura County Public Works Agency*

JEFFREY C. BROWN, *Camrosa Water District*

TERRY L. FOREMAN, *Camrosa Water District*

TIMOTHY H. HOAG, *Camrosa Water District*

ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

#### Overview

This memorandum serves as a cover message for the Arroyo Santa Rosa Groundwater Sustainability Agency's (ASRGSA) Fiscal Year (FY) 2023-24 budget. It describes the governance and purpose of the ASRGSA, the plan for the annual budget, and the basis of accounting.

#### Agency Governance

The ASRGSA is organized under a joint powers of authority agreement (JPA) between the Camrosa Water District and the County of Ventura. Camrosa is the water purveyor for the Santa Rosa Valley and the largest producer of groundwater from the Santa Rosa Basin; the County retains land-use jurisdiction over the unincorporated valley. The six-member Board of Directors holds meetings as necessary, though it intends to establish a regular schedule this fiscal year. Meetings are publicly noticed.

The GSA is staffed by an Executive Director, treasurer, controller, and auditor, appointed by the Board. The GSA Board appointed Tony Stafford, the General Manager of the Camrosa Water District, as Executive Director, and determined that the auditor of the Camrosa Water District's finances should also audit the ASRGSA. According to the JPA, the treasurer and controller positions shall be filled by Camrosa Water District staff. Currently Tamara Sexton, Camrosa Finance Manager, acts as treasurer, and Sandra Llamas, Camrosa Senior Accountant, as controller. Other duties and activities necessary to accomplish the ASRGSA's business are carried out by Camrosa Water District employees.

#### Agency Purpose

The purpose of the ASRGSA is, as defined by the Sustainable Groundwater Management Act (SGMA), the agency's enabling legislation, to achieve sustainability within the Santa Rosa Basin by 2042. The vehicle for achieving this, and the primary focus of the agency this fiscal year, is the groundwater sustainability plan, or GSP.

The GSP is a management plan document that evaluates sustainability as it relates to six indicators of basin health: groundwater levels, groundwater storage, seawater intrusion, water quality, land subsidence, and groundwater-surface water interconnection. The GSP will set minimum thresholds for each of the applicable criteria and develop associated management actions to avoid undesirable results and achieve sustainability.

## **FY23-24 Budget Development**

The GSP began in FY21-22. INTERA, a geotechnical consulting firm, was hired to do the technical work of the GSP and Bryan Bondy, of Bondy Groundwater, Inc., was engaged to act as a consulting project manager, overseeing INTERA's work, organizing public outreach, and contributing to chapters of the GSP. The GSP has been finalized and submitted to Department of Water Resources (DWR).

The ASRGSA was initially funded through matched contributions from Camrosa Water District and the County of Ventura. Contributions from the County ended in FY2021-22. The ASRGSA received a Proposition 1 Sustainable Groundwater Planning Grant of \$177,081, which has been fully invoiced to the DWR.

The ongoing administration of the GSA is now funded solely by Camrosa Water District. The FY23-24 GSA budget includes updating the numerical model presented in the GSP and administrative functions. Camrosa's FY23-24 budget has sufficient funds to cover the GSA for the upcoming fiscal year.

**Arroyo Santa Rosa GSA  
Annual Budget  
FY2023-24**

<u>Transfer In</u>	Object Code	FY23-24 Budget
JPA Member Assessment		\$ 185,600
Extraction Fees		-
Replenishment Fees		-
<b>TOTAL TRANSFERS IN</b>		<b>\$ 185,600</b>
<b><u>Administrative Fees</u></b>		
<b>Communications</b>	<b>50210</b>	<b>\$ -</b>
<b>Outside Contracts</b>	<b>50220</b>	<b>\$ -</b>
Audio/Visual (four meetings)		\$ -
Billing (process TBD)		\$ -
Contract Services		\$ -
Meter Calibration Program		\$ -
Meter Installation		\$ -
Room Rental (four meetings)		\$ -
<b>Professional Services</b>	<b>50230</b>	<b>\$ 164,500</b>
Auditing Services		\$ 1,500
Grant Reporting		\$ 5,000
Annual Reporting		\$ 55,000
Monitoring Program		\$ 5,000
Engineering Services (Track 2 Intera)		\$ 85,000
Project Management (Track 2 Bondy)		\$ 13,000
<b>Materials &amp; Supplies</b>	<b>50260</b>	<b>\$ 7,100</b>
Check stock		\$ 500
General postage		\$ 100
Stakeholder meeting supplies		\$ 1,000
Printing & mailing		\$ 2,500
Public Hearing notification		\$ 2,500
Office supplies		\$ 500
<b>Legal Services</b>	<b>50280</b>	<b>\$ 10,000</b>
<b>Dues &amp; Subscriptions</b>	<b>50290</b>	<b>\$ 1,500</b>
ACWA		\$ 1,500
<b>Conference &amp; Travel</b>	<b>50300</b>	<b>\$ -</b>
<b>Safety &amp; Training</b>	<b>50310</b>	<b>\$ -</b>
<b>Board Expenses</b>	<b>50330</b>	<b>\$ -</b>
<b>Fees &amp; Charges</b>	<b>50350</b>	<b>\$ 500</b>
Banking fees		\$ 500
<b>Insurance</b>	<b>50360</b>	<b>\$ 2,000</b>
JPIA premiums		\$ 2,000
<b>TOTAL ADMINISTRATIVE FEES</b>		<b>\$ 185,600</b>