

ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

BOARD MEETING AGENDA

JANUARY 11, 2024

4:30 P.M.

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

Camrosa Water District - 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 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 July 13, 2023 Regular Meeting**
- 2. Vendor Payments Ratification**
Approve vendor payments as presented by staff.

PRIMARY AGENDA

- 3. Appoint Interim Executive Director**
Adopt a resolution appointing Norman Huff as the Interim Executive Director.
- 4. Fiscal Year 2022-23 Year End Results**
Receive FY 2022-23 year end results.
- 5. Fiscal Year 2023-24 1st Quarter Results**
Receive FY 2023-24 first quarter results.
- 6. ASRGSA Model Update & SGMA Annual Reporting**
Execute an agreement and issue a purchase order in Intera Inc. for the ASRGSA Model Update & SGMA Annual Reporting.

7. Accept Nominations for the Santa Rosa GSA Board Officers and Accept the 2024 Calendar

- 1) Accept nominations and elect Chair and Vice Chair of the GSA.
- 2) Adopt the Camrosa Water District's Board Calendar to establish the Santa Rosa GSA's regularly scheduled meetings.

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

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*

CALL TO ORDER

The meeting was called to order at 4:45 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
Joe Willingham
Jozi Zabarsky
Greg Jones, Legal Counsel

PUBLIC COMMENTS

None

CONSENT AGENDA

- 1. Approve the Minutes of the May 25, 2023 Regular Meeting**
- 2. Vendor Payments Ratification**

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

PRIMARY AGENDA

- 3. Adopt FY2023-24 Budget**

The Board adopted the FY2023-24 budget as presented.

**Motion to approve: West Second: Hoag
Motion carried unanimously.**

COMMENTS BY THE EXECUTIVE DIRECTOR

None

COMMENTS BY THE BOARD OF DIRECTORS

None

ADJOURN

There being no further business, the meeting was adjourned at 4:46 P.M.

Norman Huff
Interim 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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 TIMOTHY H. HOAG, *Camrosa Water District*
 ANDREW F. NELSON, *Camrosa Water District*
 EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: January 11, 2024

TO: Board of Directors

FROM: Norman Huff, Interim 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 \$90,447.70 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
101	7/5/2023	Camrosa Water District	1969	GSP Project Management May 2023-Bondy Groundwater Consulting Invoice 077-20	2,333.76
102	7/5/2023	Intera	5-23-125	GSP Development and Preparation May 2023	3,105.00
103	7/5/2023	The Hathaway Law Firm, LLP	204117	GSA Legal Services	428.07
104	7/5/2023	Camrosa Water District	077-21	GSP Project Management June 2023-Bondy Groundwater Consulting Invoice 077-21	1,237.50
105	7/19/2023	Intera	6-23-22	GSP Development and Preparation June 2023-Track 2	3,160.00
105	7/19/2023	Intera	6-23-21	GSP Development and Preparation June 2023-Track 1	11,715.00
106	8/17/2023	Intera	7-23-65	Updating numerical model GSP	17,280.00
107	8/17/2023	The Hathaway Law Firm, LLP	204723	Legal Services	336.34
	8/31/2023	US Bank		July 2023 Bank Fees	46.95
	9/30/2023	US Bank		August 2023 Bank Fees	46.95
108	10/4/2023	Camrosa Water District	077-22	GSP Project Management July 2023-Bondy Groundwater Consulting Invoice 077-22	735.00
109	10/18/2023	ACWA	2024 GSA	2024 Annual Agency Dues	4,060.00
110	10/18/2023	Camrosa Water District	1977	GSP Project Management & Consulting Services September 2023-BON01-077-24 & 097-02	3,062.50
111	10/18/2023	Intera	08-23-94-Re	GSP and GW Model Track 2 August 2023	11,910.00
111	10/18/2023	Intera	09-23-26	GSP and GW Model Track 2 September 2023	16,425.00
112	10/18/2023	The Hathaway Law Firm, LLP	205274	GSA Legal Services September 2023	91.73
	10/31/2023	US Bank		September 2023 Bank Fees	46.95
113	11/1/2023	Camrosa Water District	1980	Liability Insurance ACW02-GSA-100122	1,125.00
114	11/15/2023	Camrosa Water District	1981	GSP Project Management & Consulting Services October 2023-BON01- 097-03	367.50
115	11/15/2023	Intera	10-23-45	GSP and GW Model Track 2 October 2023	4,820.00
	11/30/2023	US Bank		October 2023 Bank Fees	46.95
116	12/21/2023	Camrosa Water District	1984	Review grant agreement requirements for grant completion report BON077-25 & GSP Project Management & Consulting Services Nov 2023 BON01-097-04	1,837.50
117	12/21/2023	Intera	11-23-58	GSP and GW Model Track 2 November 2023	6,230.00
Total Vendor Payments					\$ 90,447.70

The ASRGSA's bank account as of November 30, 2023 was \$159,336.86.

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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ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: January 11, 2024

TO: Board of Directors

OBJECTIVE: Appoint an Interim Executive Director

ACTION: It is recommended that the Board of Directors adopt a resolution of the Board appointing Norman Huff to the position of Interim Executive Director.

DISCUSSION: Following the retirement of Tony L. Stafford, Executive Director, on December 31, 2023, the Board desires to appoint an Interim Executive Director.

Attachment:

- Resolution 24-01

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

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*
ANDY F. NELSON, *Camrosa Water District*
EUGENE F. WEST, *Camrosa Water District*

RESOLUTION OF THE BOARD

RESOLUTION 2024-01

**Appointing Norman Huff to the Position
of Interim Executive Director**

Whereas, the Board of Directors has regrettably accepted the resignation of Tony L. Stafford from the position of Executive Director, upon the occasion of his retirement from public service; and,

Whereas, the effective date of the resignation of Mr. Stafford was December 31, 2023.

Whereas, the Board of Directors desires to fill the vacant Executive Director position on an interim basis until a permanent appointment can be made; and,

Whereas, Norman Huff, in his current capacity as Assistant General Manager of the Camrosa Water District, is immediately available;

Now, Therefore, Be It Resolved by the Arroyo Santa Rosa Valley Basin GSA Board of Directors that Norman Huff is hereby appointed to the position of Interim Executive Director effective immediately; and,

Be It Further Resolved that this appointment is effective immediately.

Adopted, Signed, and Approved this 11th day of January 2024.

Terry Foreman, Chair
Board of Directors
Arroyo Santa Rosa Valley Basin GSA

Norman Huff, Interim Executive Director
Arroyo Santa Rosa Valley Basin GSA (ATTEST)

ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

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

BOARD MEMORANDUM

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*

DATE: January 11, 2024
TO: Board of Directors
FROM: Norman Huff, Interim Executive Director
OBJECTIVE: Receive Fiscal Year 2022-23 Year End Results
ACTION: No action necessary; for information only.
SUMMARY: Receive Fiscal Year 2022-23 Year End results.

Arroyo Santa Rosa GSA	Budget FY 22-23	Actuals FY2022-23	Variance
Transfer In			
JPA Member Assesment			
Camrosa Water District	\$ 531,900	\$ -	\$ (531,900)
County of Ventura	-	-	-
	<hr/>	<hr/>	<hr/>
	\$ 531,900	\$ -	\$ (531,900)
Operating Expenses			
Outside Contracts	\$ 13,000	\$ 505	\$ 12,495
Professional Services	486,500	274,074	212,426
Materials & Supplies	14,600	2,392	12,208
Legal Services	10,000	4,831	5,169
Dues & Subscriptions	2,800	918	1,882
Conference & Travel	2,000	-	2,000
Fees & Charges	500	439	61
Insurance	2,500	1,125	1,375
<u>Total Operating Expenses</u>	<hr/>	<hr/>	<hr/>
	\$ 531,900	\$ 284,284	\$ 247,616
Non-Operating Revenues			
Grant Revenue	-	177,081	177,081
	<hr/>	<hr/>	<hr/>

Notes:

(1) Camrosa Water District contributed \$100,000 to the ASRGSA in FY 2016-17

(2) Camrosa Water District has contributed \$650,000 to the ASRGSA in FY2021-22

(3) The Arroyo Santa Rosa GSA's bank account balance as of June 30, 2023 was \$162,211.65

ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

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

BOARD MEMORANDUM

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*

DATE: January 11, 2024
TO: Board of Directors
FROM: Norman Huff, Interim Executive Director
OBJECTIVE: Receive Fiscal Year 2023-24 First Quarter Results
ACTION: No action necessary; for information only.
SUMMARY: Receive Fiscal Year 2023-24 first quarter results.

Arroyo Santa Rosa GSA	Budget FY 23-24	1st QTR Budget	1st QTR Actuals	1st QTR Encumbrances	1st QTR Actuals plus encumb	Variance
Transfer In						
JPA Member Assesment						
Camrosa Water District	\$ 185,600	\$ 46,400	\$ -	\$ -	\$ -	\$ (46,400)
County of Ventura	-	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 185,600	\$ 46,400	\$ -	\$ -	\$ -	\$ (46,400)
Operating Expenses						
Professional Services	\$ 164,500	\$ 41,125	\$ 18,015	\$ 186,652	\$ 204,667	\$ (163,542)
Materials & Supplies	7,100	1,775	-	-	-	1,775
Legal Services	10,000	2,500	336	-	336	2,164
Dues & Subscriptions	1,500	375	-	-	-	375
Fees & Charges	500	125	201	-	201	(76)
Insurance	2,000	500	-	-	-	500
Total Operating Expenses	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 185,600	\$ 46,400	\$ 18,552	\$ 186,652	\$ 205,205	\$ (158,805)

Notes:

(1) Camrosa Water District contributed \$100,000 to the ASRGSA in FY 2016-17

(2) Camrosa Water District has contributed \$650,000 to the ASRGSA in FY2021-22

(3) The Arroyo Santa Rosa GSA's bank account balance as of September 30, 2023 was \$202,027.49

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

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

MEMBERS OF THE BOARD

ARNE ANSELM, *Ventura County Public Works Agency*

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TERRY L. FOREMAN, *Camrosa Water District*

TIMOTHY H. HOAG, *Camrosa Water District*

ANDY F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: January 11, 2024

TO: Board of Directors

FROM: Norman Huff, Interim Executive Director

OBJECTIVE: ASRGSA Model Update and SGMA Annual Reporting

ACTION: It is recommended that the Board of Directors authorize the Executive Director to execute an agreement and issue a purchase order to Intera Incorporated in the amount of \$54,260.00, for ASRGSA Model Update and SGMA Annual Reporting.

SUMMARY: As per SGMA Requirements (23 CCR § 356.2) all Groundwater Sustainability Agencies (GSAs) are required to submit annual reports to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Plan. The annual report will also require updating the numerical groundwater model with the latest available hydrologic and water use data and performing model simulations to estimate streamflow depletions. As per SGMA requirements, the GSP annual report shall include the following components for the preceding water year:

(a) General information, including an executive summary and a location map depicting the basin covered by the report.

(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:

(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.

(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.

(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions. December 21, 2023.

(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.

(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.

(5) Change in groundwater in storage shall include the following:

(A) Change in groundwater in storage maps for each principal aquifer in the basin.

(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.

(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

Arroyo Santa Rosa Groundwater Sustainability Agency
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: INTERA Incorporated
3838 W. Carson St. #380
Torrance, CA 90503

DATE: January 11, 2024

Agreement No.: 2024-86

The undersigned Consultant offers to furnish the following: prepare SGMA annual report and update the numerical groundwater model for the ASRGSA per proposal dated 12/21/2023 attached.

Contract price \$: Not to exceed \$54,260 per proposal attached

Contract Term: 01/14/2024 – 06/30/2024

Instructions: Sign and return original. Upon acceptance by Arroyo Santa Rosa GSA, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Arroyo Santa Rosa GSA

Consultant: INTERA Incorporated

By: _____
Norman Huff

By: _____
Abhishek Singh, PhD, PE

Title: Interim Executive Director

Title: President - Water Supply & Water Resources LoB

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with ASRGSA that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the ASRGSA, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the ASRGSA's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the ASRGSA) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the ASRGSA, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the ASRGSA; but this provision applies regardless of whether or not the ASRGSA has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the ASRGSA requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the ASRGSA.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** ASRGSA, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the ASRGSA, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the ASRGSA, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the ASRGSA.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the ASRGSA. The ASRGSA may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the ASRGSA.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the ASRGSA.

Verification of Coverage: Consultant shall furnish the ASRGSA with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the ASRGSA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The ASRGSA reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to ASRGSA at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the ASRGSA, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the ASRGSA.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the ASRGSA. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The ASRGSA may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

December 21, 2023

Mr. Tony Stafford
Executive Director
Arroyo Santa Rosa Valley Basin Groundwater
Sustainability Agency (ASRGSA)
Camrosa Water District

RE: Proposal for ASRGSA Model Update and SGMA Annual Reporting

Dear Mr. Stafford,

Under the direction of the ASRGSA Board, INTERA has supported the development of the Arroyo Santa Rosa Valley Groundwater Basin (ASRVGB) Sustainability Plan and the numerical groundwater model for GSP associated analysis. As per SGMA Requirements (23 CCR § 356.2) all Groundwater Sustainability Agencies (GSAs) are required to submit annual reports to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Plan. This proposal presents the scope, level of effort, and budget for the annual report. The annual report will also require updating the numerical groundwater model with the latest available hydrologic and water use data and performing model simulations to estimate streamflow depletions. As such, this proposal also includes scope, level of effort, and budget for the model update and streamflow depletion calculations.

As per SGMA requirements, the GSP annual report shall include the following components for the preceding water year:

- (a) General information, including an executive summary and a location map depicting the basin covered by the report.
- (b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:
 - (1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:
 - (A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.
 - (B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.
 - (2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector, and identifies the method of measurement (direct or estimate) and accuracy of measurements, and a map that illustrates the general location and volume of groundwater extractions.

(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.

(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.

(5) Change in groundwater in storage shall include the following:

(A) Change in groundwater in storage maps for each principal aquifer in the basin.

(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.

(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

The tasks and level of effort involved in the above tasks are summarized below:

1) Task 1: Model Update. The annual report requires “description of progress towards implementing the Plan, including achieving interim milestones”. This will entail assessing all sustainability indicators against the minimum thresholds, interim milestones, and measurable objectives developed in the GSP. A key sustainability indicator for ASRVGB is streamflow depletion, which cannot be directly measured and must be computed using the numerical groundwater model. The current numerical groundwater model covers the hydrologic period from October 1996 to September 2022. To support the 2023 annual report, the numerical model will be updated with hydrologic, pumping, and return-flow data through the most recent period with complete datasets (anticipated to be water year 2023, dependent on data availability). INTERA will coordinate with the ASRGSA project technical advisor, Mr. Bryan Bondy, to collect the required datasets including: groundwater pumping; streamflows; diversions; precipitation; evaporation; and water deliveries/use. Key water budget terms, such as natural recharge and return flows will be estimated based on the data collected. Transient model boundary conditions will be updated accordingly. For the purpose of this proposal, we have assumed no other changes to the model properties or numerical set-up.

2) Task 2: Develop GSP Annual Report. INTERA will develop the annual report as per SGMA requirements. INTERA will coordinate with the ASRGSA project technical advisor to collect the necessary data for the GSP update, including: groundwater pumping; groundwater water levels; groundwater quality data; and water deliveries/use. The ASRGSA data management system will be updated with the relevant hydrologic, water quality, pumping, and water use datasets. INTERA will use the data to develop

appropriate graphs, maps, and tables for the GSP annual reporting purposes. INTERA will use the updated model (Task 1) to develop estimates of streamflow depletions and water budget components. Similar to the GSP, INTERA will develop two scenarios: 1) historical conditions, and 2) historical conditions *without* groundwater extraction from proximal wells (within 1,000 ft) along the Arroyo Conejo and Conejo Creek. Streamflow depletions from groundwater pumping will be calculated by taking the difference in streamflow conditions at various locations between the two simulations. The model will also be used to generate maps depicting change in storage in the basin, as required by SGMA annual reporting regulations.

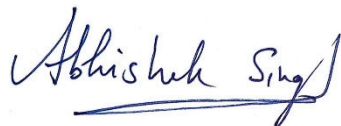
It is anticipated that the annual reports will require input, text, and discussion from the ASRGSA project technical advisor on groundwater conditions and plan implementation progress (including achieving interim milestones). INTERA will identify areas for the input and text from the ASRGSA technical advisor and coordinate with him to obtain and integrate the necessary information into the annual report. INTERA will submit one preliminary draft for review, revisions, and comments by the ASRGSA technical advisor. INTERA will respond to one round of comments by the ASRGSA technical advisor and submit a draft report for review and comments by the ASRGSA Board Members. INTERA will revise the draft report based on the comments received and submit the annual report and supporting data to DWR before April 1, 2024.

The estimated budget for the proposed scope is \$54,260, as detailed in attachment A. The scope for this annual report update is limited to meeting the DWR requirements as discussed above; any additional work requested will require scope amendments. We expect to start the work on the proposed scope when data becomes available in early January 2024 and will ensure submittal of the annual report to DWR before April 1, 2024.


We appreciate the opportunity to support the ASRGSA on the development and submittal of the GSP Annual Report for the ASRVGB. If you have questions, comments, or concerns please do not hesitate to Abhishek Singh or Steven Humphrey.

Sincerely,

INTERA Incorporated



Abhishek Singh, PhD , PE
President, Water Resources & Supply Line of Business



Steven Humphrey, PG
Project Manager

Attachment A: Detailed Budget

Labor Category	Proposed Staff	Rate	Task 1. Model Update		Task 2. Annual Report		Task 3. Project Management	
			Hours	Cost	Hours	Cost	Hours	Cost
Principal Engineer/Scientist I	Abhishek Singh	\$285	4	\$1,140	16	\$4,560		\$0
Principal Engineer/Scientist II		\$255		\$0		\$0		\$0
Principal Engineer/Scientist III		\$240		\$0		\$0		\$0
Senior Engineer/Scientist I		\$225		\$0		\$0		\$0
Senior Engineer/Scientist II		\$205		\$0		\$0		\$0
Senior Engineer/Scientist III	Steven Humphrey	\$190	16	\$3,040	40	\$7,600	8	\$1,520
Senior Engineer/Scientist IV		\$180		\$0		\$0		\$0
Engineer/Scientist I	Erick Fox	\$170	24	\$4,080	40	\$6,800		\$0
Engineer/Scientist II	Melanie Beck	\$160	48	\$7,680	40	\$6,400		\$0
	Nathan Hatch							
Engineer/Scientist IV	Mitsuyo Tsuda	\$130	24	\$3,120	40	\$5,200		\$0
Senior Technician		\$145		\$0		\$0		\$0
Technician		\$90		\$0		\$0		\$0
Senior Technical Editor	Joanna Stakutis	\$145		\$0	16	\$2,320		\$0
Tech Editor	Mary Wilkins	\$100		\$0	8	\$800		\$0
Senior CAD/Graphics		\$125		\$0		\$0		\$0
CAD/Graphics		\$100		\$0		\$0		\$0
Project Associate		\$90		\$0		\$0		\$0
Travel and other Direct Costs		\$0		\$0		\$0		\$0
Subtotals			116	\$19,060	200	\$33,680	8	\$1,520
Total								\$54,260

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

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*

ANDY F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: January 11, 2024

TO: Board of Directors

FROM: Tamara Sexton, Executive Director

OBJECTIVE: Accept nominations for the Santa Rosa GSA Board Officers and accept the 2024 Calendar

ACTION:

- 1) Accept nominations and elect Chair and Vice Chair of the GSA; and
- 2) Adopt the Camrosa Water District's Board Calendar to establish the Santa Rosa GSA's regularly scheduled meetings.

SUMMARY: The Joint Exercise of Powers Agreement (JPA) creating the Arroyo Santa Rosa Valley Groundwater Sustainability Agency (ASRVGSA) states 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 following January 1st 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 JPA also requires that the Board meet at least once a quarter. It is recommended that the Board set the meetings to be held on the same dates and immediately preceding the regular meetings of the Camrosa Water District meetings. The Arroyo Santa Rosa GSA may cancel in advance the regularly scheduled meeting if there is no business to be considered by the GSA.

2024 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
													31							

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30							

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				24	25	26	27	28	29	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

2024 Holidays
January 1 st & 2 nd - New Year's Holiday (Observed)
February 19 th - President's Day
May 27 th - Memorial Day
July 4 th - Independence Day
September 2 nd - Labor Day
November 11 th - Veteran's Day
November 28 th & 29 th - Thanksgiving
December 24 th & 25 th - Christmas
December 31 st - New Year's Eve

2024 Conferences
CASA Winter Conf. (Palm Springs) Jan. 24 th - 26 th
ACWA Spring Conf. (Sacramento) May 7 th - 9 th
CASA 69 th Annual Conf. (Monterey) July 31 st - Aug. 2 nd
ACWA Fall Conf. (Palm Desert) Dec 3 rd - 5 th

2024 AWA Meetings
"Water Issues" Third Tuesday (except Apr., Aug., Dec.)
AWA Board Meetings (See orange on calendar)
Waterwise Breakfast (See yellow on calendar)
April 18 th - Annual Symposium
August - DARK (No Meetings or Events)
September 19 th - Reagan Library Reception
December 12 th - Holiday Mixer

2024 VCSA Meetings
February 6 th - Annual Dinner
April 2 nd
June 4 th
August 6 th
October 1 st
December 3 rd

Camrosa Water District
 7385 Santa Rosa Road
 Camarillo, CA 93012

Note: Camrosa Board Meetings are highlighted in **RED**. Board Meetings are held on the **2nd & 4th Thursday** of each month at 5pm unless indicated.

Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM