

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

BOARD MEETING AGENDA

June 20, 2024

5:00 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

CALL TO ORDER

NOTE: As authorized by California Government Code section 54953(b), a board member will be participating in this meeting via Zoom video conference. The following video conference location is accessible to the public: 5090 Donovan St. • Franklin, TN 37064

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 March 21, 2024 Regular Meeting.**
2. **Vendor Payments Ratification**
Approve vendor payments as presented by staff.

PRIMARY AGENDA

3. **Establish a FY2024-25 Budget**
The Board will consider adoption of the FY2024-25 budget as presented.
4. **Fiscal Year 2023-24 Third Quarter Results**
No action necessary; for information only.

COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR

COMMENTS BY THE BOARD OF DIRECTORS

ADJOURN

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

MINUTES OF THE MEETING OF THE BOARD

March 21, 2024

4:30 P.M.

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

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ARNE ANSELM, *Ventura County Public Works Agency*
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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
Eugene F. West
Andrew F. Nelson (via teleconference)

Staff:

Norman Huff, Interim Executive Director
Tamara Sexton, Camrosa Water District
Jozi Zabarsky, Camrosa Water District
Art Aseo, Camrosa Water District
Kevin Wahl, Camrosa Water District
Terry Curson, Camrosa Water District
Greg Jones, Legal Counsel (via teleconference)

Guests:

Steven Humphrey, Intera (via teleconference)
Abhishek Singh, Intera (via teleconference)

PUBLIC COMMENTS

None

CONSENT AGENDA

1. **Approve the Minutes of the January 11, 2024 Regular Meeting**
2. **Vendor Payments Ratification**

Motion to approve the Consent Agenda: West. **Second:** Foreman.

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

PRIMARY AGENDA

3. **Adopt Annual Report for Water Years 2022 & 2023**

The Board received a presentation by Intera and adopted the Annual Report for submittal to the DWR by April 1st.

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

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

COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR

None

COMMENTS BY THE BOARD OF DIRECTORS

Gene West discussed that future topics for discussion should include a budget plan with funding mechanisms, a plan to implement GSP projects, and other short- and long-term strategies.

ADJOURN

There being no further business, the meeting was adjourned at 5:00 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

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BOARD MEMORANDUM

DATE: June 20, 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 \$76,407.44 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
124	3/13/2024	Camrosa Water District	1992	ACH Payment for BON01-097-07 Project Management Track 2 February 2024	796.25
	3/31/2024	US Bank		Bank Fees	49.12
125	4/1/2024	Intera	02-24-28	Model post-processing tasks and calibration assessment. Track 2 Feb 2023	6,030.00
125	4/1/2024	Intera	02-24-82	Annual Report_Jan. & Feb. 2024	23,645.00
126	4/17/2024	Intera	03-24-55	Calibration Assessment, Meeting Presentation & Project Mgmt. March 2024	4,755.00
126	4/17/2024	Intera	03-24-65	Annual Report_March 2024	30,602.50
	4/30/2024	US Bank		Bank Fees	49.20
127	5/1/2024	Camrosa Water District	1996	ACH Payment for BON01-097-08 Modeling & Annual Report Support. Track 2 March 2024	2,388.75
128	5/15/2024	Camrosa Water District	1998	ACH Payment for BON01-098 Modeling and Annual Report Support Track 2-April 2024	612.50
129	5/29/2024	Intera	04-24-46	Calibration Assessment, Meeting Presentation & Project Mgmt_April 2024	7,430.00
	5/31/2024	US Bank		Bank Fees	49.12
Total Vendor Payments					\$ 76,407.44

The ASRGSA's bank account as of May 31, 2024 was \$222,206.16.

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BOARD MEMORANDUM

DATE: June 20, 2024

TO: Norman Huff, Interim Executive Director

FROM: Tamara Sexton, Deputy General Manager/Finance, Camrosa Water District

OBJECTIVE: Establish a Fiscal Year (FY) 2024-25 Budget.

ACTION: Adopt the FY 24-25 Budget as presented.

DISCUSSION: The joint powers authority governing the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency (ASRVBGS) contemplates funding the Groundwater Sustainability Plan (GSP) through a cost-sharing arrangement between its two members, the Camrosa Water District and the County of Ventura. Contributions from the County will not continue after FY2021-22. As such, the cost to continue operating the GSA as of now falls to Camrosa. What long-term funding of the GSA will constitute—extraction fees, replenishment fees, or the continuation of Camrosa support—is expected to be taken up by the GSA as a policy matter.

The FY24-25 budget includes the annual reporting, monitoring program, completion of Track updating the numerical model presented in the GSP, project management, and development of a rate pumping fee study. The budget will be funded via contributions from Camrosa Water District. Camrosa has budgeted for this in its FY24-25 operating budget, with anticipated approval by its Board of Directors on June 20, 2024.

Attachment:

- Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency Fiscal Year (FY) 2024-25 Budget

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Fiscal Year 2024-25 Budget

Overview

The Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency (ASRVBGSA) presents the Fiscal Year (FY) 2024-25 budget. It describes the governance and purpose of the ASRVBGSA, the plan for the annual budget, the basis of accounting, and the budgeted amounts for each authorized classification.

Agency Governance

The ASRVBGSA 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. Meetings are publicly noticed.

The GSA is staffed by an Executive Director, treasurer, controller, and auditor, appointed by the Board. The GSA Board appointed Norman Huff, the General Manager of the Camrosa Water District, as Interim Executive Director, and determined that the auditor of the Camrosa Water District's finances should also audit the ASRVBGSA. According to the JPA, the treasurer and controller positions shall be filled by Camrosa Water District staff. Currently Tamara Sexton, Camrosa Deputy General Manager/Finance, acts as treasurer, and Sandra Llamas, Camrosa Senior Accountant, as controller. Other duties and activities necessary to accomplish the ASRVBGSA'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.

FY24-25 Budget Development

The ASRVBGSA 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 FY24-25 GSA budget includes completing updates to the numerical model presented in the GSP, a rate pumping fee study, and administrative functions. Camrosa’s FY24-25 budget has sufficient funds to cover the GSA for the upcoming fiscal year.

Arroyo Santa Rosa GSA Annual Budget FY2024-25			
<u>Transfer In</u>	Object Code	FY23-24 Budget	FY24-25 Budget
Camrosa Water District Contribution Budgeted		\$ 185,600	\$ 80,000
Transfer from Reserves		-	\$ 195,375
TOTAL TRANSFERS IN		\$ 185,600	\$ 275,375
<u>Administrative Fees</u>			
Communications	50210	\$ -	
Outside Contracts	50220	\$ -	\$ -
Audio/Visual (meetings)		\$ -	\$ -
Billing (process TBD)		\$ -	\$ -
Contract Services		\$ -	\$ -
Meter Calibration Program		\$ -	\$ -
Meter Installation		\$ -	\$ -
Room Rental (meetings)		\$ -	\$ -
Professional Services	50230	\$ 164,500	\$ 251,775
Annual Reporting		\$ 55,000	\$ 42,500
Auditing Services		\$ 1,500	\$ -
Engineering Services (Track 2 Intera)		\$ 85,000	\$ 85,000
Grant Reporting		\$ 5,000	\$ -
GSA Administration		\$ -	\$ 50,000
Monitoring Program		\$ 5,000	\$ 5,150
Project Management (Track 2 Bondy)		\$ 13,000	\$ 19,125
Rate Pumping Fee Study		\$ -	\$ 50,000
Materials & Supplies	50260	\$ 7,100	\$ 5,600
Check stock		\$ 500	\$ 500
General postage		\$ 100	\$ 100
Stakeholder meeting supplies		\$ 1,000	\$ -
Printing & mailing		\$ 2,500	\$ 2,500
Public Hearing notification		\$ 2,500	\$ 2,500
Office supplies		\$ 500	\$ -
Legal Services	50280	\$ 10,000	\$ 10,000
Dues & Subscriptions	50290	\$ 1,500	\$ 5,000
ACWA		\$ 1,500	\$ 5,000
Conference & Travel	50300	\$ -	\$ -
Safety & Training	50310	\$ -	\$ -
Board Expenses	50330	\$ -	\$ -
Fees & Charges	50350	\$ 500	\$ 1,000
Banking fees		\$ 500	\$ 1,000
Insurance	50360	\$ 2,000	\$ 2,000
JPIA premiums		\$ 2,000	\$ 2,000
TOTAL ADMINISTRATIVE FEES		\$ 185,600	\$ 275,375

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BOARD MEMORANDUM

DATE: June 20, 2024

TO: Board of Directors

FROM: Norman Huff, Interim Executive Director

OBJECTIVE: Receive Fiscal Year 2023-24 Third Quarter Results

ACTION: No action is necessary; for information only.

SUMMARY: Receive Fiscal Year 2023-24 third quarter results.

Arroyo Santa Rosa GSA	Budget FY 23-24	3rd QTR Actuals	Encumbrances	3rd QTR Actuals plus encumb	Variance
Transfer In					
Camrosa Water District					
Contribution Budgeted	\$ 80,000	\$ 80,000	\$ -	\$ 80,000	\$ -
Transfer from Reserves	105,600	-	-	-	(105,600)
	\$ 185,600	\$ 80,000	\$ -	\$ 80,000	\$ (105,600)
Operating Expenses					
Professional Services	\$ 164,500	\$ 108,246	\$ 85,274	\$ 193,520	\$ (29,020)
Materials & Supplies	7,100	-	-	-	7,100
Legal Services	10,000	656	-	656	9,344
Dues & Subscriptions	1,500	4,060	-	4,060	(2,560)
Fees & Charges	500	487	-	487	13
Insurance	2,000	1,125	-	1,125	875
Total Operating Expenses	\$ 185,600	\$ 114,574	\$ 85,274	\$ 199,848	\$ (14,248)

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 March 2024 was \$210,521.98