

ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

BOARD MEETING AGENDA

September 12, 2024

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*

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), two board members will be participating in this meeting via teleconferencing. The following teleconference locations are accessible to the public:

- 4640 East Front Blvd. East Bethel, MN 55092
- 6804 Calle Tania Camarillo, CA 93012

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 June 20, 2024 Regular Meeting
2. Vendor Payments Ratification

Approve vendor payments as presented by staff.

PRIMARY AGENDA

3. Update Conflict of Interest Code

Set a Public Hearing date of September 26, 2024, to formally accept public input and adopt Ordinance 1-24 – Conflict of Interest Code, by roll-call vote.

4. Receive Fiscal Year 2023-24 4th Quarter Results

Staff will present the FY 2023-24 4th Quarter Results.

COMMENTS BY THE EXECUTIVE DIRECTOR

COMMENTS BY THE BOARD OF DIRECTORS

ADJOURN

ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

MINUTES OF THE MEETING OF THE BOARD

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*

CALL TO ORDER

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

Present:

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

Staff:

Norman Huff, Executive Director
Tamara Sexton, Camrosa Water District (via teleconference)
Jozi Zabarsky, Camrosa Water District
Art Aseo, Camrosa Water District
Seth Shapiro, Legal Counsel

PUBLIC COMMENTS

None

CONSENT AGENDA

1. **Approve the Minutes of the March 21, 2024 Regular Meeting**
2. **Vendor Payments Ratification**

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

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

PRIMARY AGENDA

3. **Establish a FY2024-25 Budget**

The Board adopted the FY2024-25 budget as presented.

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

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

4. **Fiscal Year 2023-24 Third Quarter Results**

No action necessary; for information only.

COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR

None

COMMENTS BY THE BOARD OF DIRECTORS

None

ADJOURN

There being no further business, the meeting was adjourned at 5:09 P.M.

Norman Huff
Executive Director

Arroyo Santa Rosa Valley Basin GSA

Terry L. Foreman, Chair
Board of Directors

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

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 EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: September 12, 2024

TO: Board of Directors

FROM: Norman Huff, 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 \$21,703.24 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
133	6/12/2024	Camrosa Water District	2001	ACH Payment for BON 097-10 Modeling and Annual Report Support May 2024	1,531.25
134	6/30/2024	Intera	5-24-61	Track 2-Annual Report services for May 2024	15,005.00
135	6/30/2024	Camrosa Water District	2002	ACH Payment for BON 102-01 Compile County-measured groundwater level data for DWR	331.25
136	6/30/2024	Intera	6-24-41	Track 2-Annual Report services for June 2024	4,315.00
	6/30/2024	US Bank		Bank Fees	49.12
	7/31/2024	US Bank		Bank Fees	74.12
137	9/4/2024	Camrosa Water District	2004	ACH Payment for BON 0102-02 Miscellaneous Coordination, Zoom meeting with Intera	397.50
Total Vendor Payments					\$ 21,703.24

The ASRGSA's bank account as of August 31, 2024 was \$215,096.14.

ARROYO SANTA ROSA BASIN

GROUNDWATER SUSTAINABILITY AGENCY

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EUGENE F. WEST, *Camrosa Water District*

BOARD MEMORANDUM

DATE: September 12, 2024

TO: Board of Directors

FROM: Norman Huff, Executive Director

OBJECTIVE: Update the Conflict of Interest Code (COIC)

ACTION: Set a Public Hearing date of September 26, 2024, to formally accept public input and adopt Ordinance 1-24 – Conflict of Interest Code, by roll-call vote.

SUMMARY: Pursuant to Government Code §87300, public agencies shall adopt and promulgate a Conflict of Interest Code (COIC). Pursuant to Government Code (Gov. Code) § 87306.5, all Conflict of Interest Codes (COICs) must be reviewed, and amended as needed, each even-numbered year. Amendments must be adopted after a public hearing.

Staff recommends amending Ordinance 1 to reflect Agency's existing organizational structure and those employees whose responsibilities would require reporting conflicts of interest. Each position included in the ordinance is required to file the statement of economic interests with the Fair Political Practices Commission.

The adoption procedure for an Ordinance requires that the District publish notice of the hearing to consider the Ordinance at least ten (10) days in advance and post the adopted Ordinance within ten (10) days of adoption. The postings must be in three (3) prominent places within the District. Accordingly, if the Board is in agreement with the proposed changes to the Ordinance as currently written, it is recommended that the Board establish a hearing date of September 26, 2024.

Arroyo Santa Rosa Basin
Groundwater Sustainability Agency

ORDINANCE 1-24

CONFLICT OF INTEREST CODE

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) that contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Arroyo Santa Rosa Basin Groundwater Sustainability Agency (GSA) and along with the attached Exhibit A, which designates positions requiring disclosure, and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the GSA. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 26th day of September 2024.

Signed: _____

Print Name: Terry L. Foreman

Title: Chair of the Board

Attest: _____

Print Name: Norman Huff

Title: Executive Director

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER¹
7	Board Member	1	COB
2	Board Alternate	1	COB
1	Executive Director	1	COB
1	Treasurer	1	COB
1	Assistant General Manager, Water Resources and Regulatory Compliance , Camrosa Water District (CWD)	1	COB
<u>1</u>	<u>Customer Service Manager, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>I.T. & Special Projects Manager, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>District Engineer, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Superintendent of Operations, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Director of Operations, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Director of Administration, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Water Quality & Environmental Compliance Manager, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Control Systems Supervisor, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>System Field Supervisor – Distribution, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Senior Accountant, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Legal Counsel</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Financial Consultant</u>	<u>1</u>	<u>COB</u>
	<u>Consultants²</u>	<u>**</u>	

¹ Filing Officer, Designated County Clerk of Board (COB).

² The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

APPENDIX - DESIGNATING OFFICIALS WHO

MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER
7	Board Member	1	COB
2	Board Alternate	1	COB
1	Executive Director	1	COB
1	Treasurer	1	COB
1	Assistant General Manager, Water Resources and Regulatory Compliance, Camrosa Water District	1	COB

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GROUNDWATER SUSTAINABILITY AGENCY

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BOARD MEMORANDUM

DATE: September 12, 2024

TO: Board of Directors

FROM: Norman Huff, Executive Director

OBJECTIVE: Receive Fiscal Year 2023-24 Fourth Quarter Results

ACTION: No action is necessary; for information only.

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

Arroyo Santa Rosa GSA	Budget FY 23-24	Actuals FY 23-24	Variance
Transfer In			
Camrosa Water District			
Contribution Budgeted	\$ 80,000	\$ 80,000	\$ -
Transfer from Reserves	105,600	101,787	(3,813)
	\$ 185,600	\$ 181,787	\$ (3,813)
Operating Expenses			
Professional Services	\$ 164,500	\$ 175,312	\$ (10,812)
Materials & Supplies	7,100	-	7,100
Legal Services	10,000	656	9,344
Dues & Subscriptions	1,500	4,060	(2,560)
Fees & Charges	500	635	(135)
Insurance	2,000	1,125	875
<u>Total Operating Expenses</u>	\$ 185,600	\$ 181,787	\$ 3,813

Notes:

- (1) *Camrosa Water District contributed \$100,000 to the ASRGSA in FY 2016-17*
- (2) *Camrosa Water District contributed \$650,000 to the ASRGSA in FY2021-22*
- (3) *Camrosa Water District contributed \$80,000 to the ASRGSA in FY2023-24*
- (4) *The Arroyo Santa Rosa GSA's bank account balance as of June, 2024 was \$243,821.96*