

# ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

## BOARD MEETING AGENDA

September 26, 2024

4:30 P.M.

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.

### CONSENT AGENDA

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.

1. Approve Minutes of the Regular Meeting of September 12, 2024

2. Vendor Payments Ratification

Approve vendor payments as presented by staff.

### PRIMARY AGENDA

3. Conflict of Interest Code Public Hearing

The Board will hold a public hearing to receive comments regarding changes to the ASRBGSA's Ordinance 1-24: Conflict of Interest Code.

4. ASRBGSA Model Update & SGMA Annual Reporting

Enter into an agreement and issue a purchase order to Intera Incorporated for the ASRBGSA Water Year 2024 Model Update and the SGMA Annual Reporting.

5. GSA Cost Allocation & Recovery

Discuss the Groundwater Sustainability Agency's cost allocation and recovery.

### COMMENTS BY THE EXECUTIVE DIRECTOR

### COMMENTS BY THE BOARD OF DIRECTORS

### ADJOURN

#### 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)

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

### MINUTES OF THE MEETING OF THE BOARD

September 12, 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*

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

**CALL TO ORDER** The meeting was called to order at 4:37 P.M.

Present: Arne Anselm  
Terry L. Foreman (via teleconference)  
Timothy H. Hoag  
Eugene F. West  
Andrew F. Nelson (via teleconference)

Absent: Jeffrey C. Brown

Staff: Norman Huff, Interim Executive Director  
Jozi Zabarsky, Camrosa Water District  
Art Aseo, Camrosa Water District  
Keith Lemieux, Legal Counsel

#### **PUBLIC COMMENTS**

None

#### **CONSENT AGENDA**

1. **Approve the Minutes of the June 20, 2024 Regular Meeting**
2. **Vendor Payments Ratification**

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

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

#### **PRIMARY AGENDA**

3. **Update Conflict of Interest Code**

The Board 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.

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

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

**4. Fiscal Year 2023-24 4<sup>th</sup> Quarter Results**

Staff presented the FY 2023-24 4<sup>th</sup> Quarter Results. Director West requested a Board discuss future funding for the GSA at the next meeting.

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

**COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR**

Director Anselm, in his role as the Interim Executive for the GMA, called for coordination meeting with other GSAs do discuss possible future fee-sharing arrangement for overlapping areas to help fund this GSA.

**COMMENTS BY THE BOARD OF DIRECTORS**

None

**ADJOURN**

There being no further business, the meeting was adjourned at 4:45 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

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*

### BOARD MEMORANDUM

**DATE:** September 26, 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 \$249.20 is provided for Board information and ratification.

Check Number	Post Date	Vendor Name	Invoice Number	Description	Amount
	8/31/2024	US Bank		Bank Fees	39.20
138	9/18/2024	Lowthorp Richards, LLP	121069	Legal Services	210.00
<b>Total Vendor Payments</b>					<b>\$ 249.20</b>

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

# 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*

ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

## BOARD MEMORANDUM

**DATE:** September 26, 2024

**TO:** Board of Directors

**FROM:** Norman Huff, Interim Executive Director

**OBJECTIVE:** Update Ordinance 1 - Conflict of Interest Code

**ACTION:**

1. Open Public Hearing to receive comments regarding the draft Ordinance 1 – Conflict of Interest Code
2. Close Public Hearing
3. 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.

The proposed changes reflect the change in titles approved by the Camrosa Water District (CWD) Board on June 29, 2024. The proposal reflects CWD's existing organizational structure and those employees whose responsibilities in the ASRGSA would require reporting conflicts of interest. The Public Hearing was noticed in the *Ventura County Star* on September 17, 2024 and September 24, 2024.

The COIC and Ordinance 1-24, Establishing a Conflict of Interest Code for the Arroyo Santa Rosa Basin Groundwater Sustainability Agency, are attached, both in redline and as a clean copy.

Conflict of Interest Codes require that “every elected official and public employee who makes or influences governmental decisions” submit a Statement of Economic Interest, also known as the Form 700. These forms will be distributed to the Board and are due within 30 days of adoption of the COIC.

**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

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing with the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency Board of Directors will be held on:

**--Thursday, September 26, at 4:30pm--**

**CAMROSA WATER DISTRICT**

**7385 Santa Rosa Road - Camarillo, CA 93012**

The purpose of this public hearing is to give the public an opportunity to comment on the following ordinance prior to adoption:

- Ordinance 39 – Conflict of Interest Code



\_\_\_\_\_  
Norman Huff, Executive Director

**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing with the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency Board of Directors will be held on:

**--Thursday, September 26, at 4:30pm--**

**CAMROSA WATER DISTRICT**

**7385 Santa Rosa Road - Camarillo, CA 93012**

The purpose of this public hearing is to give the public an opportunity to comment on the following ordinance prior to adoption:

- **Ordinance 39 – Conflict of Interest Code**

**Norman Huff, Executive Director**

**Publish: September 17, 24, 2024; Ad#10575556**

**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 26<sup>th</sup> day of September 2024.

Signed: \_\_\_\_\_

Print Name: Terry L. Foreman

Title: Chair of the Board

Attest: \_\_\_\_\_

Print Name: Norman Huff

Title: Interim Executive Director



**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER<sup>1</sup></b>
<b>7</b>	<b>Board Member</b>	1	COB
<b>2</b>	<b>Board Alternate</b>	1	COB
<b>1</b>	<b>Executive Director</b>	1	COB
<b>1</b>	<b>Treasurer</b>	1	COB
<b>1</b>	<b>Assistant General Manager, <del>Water Resources and Regulatory Compliance,</del> Camrosa Water District <u>(CWD)</u></b>	1	COB
<u>1</u>	<u>Customer Service Manager, CWD</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>I.T. &amp; 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 &amp; 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>Consultants<sup>2</sup></u>	<u>**</u>	

**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, <del>Water Resources and Regulatory Compliance,</del> CWD	1	COB

# 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:** September 26, 2024

**TO:** Board of Directors

**FROM:** Terry Curson, District Engineer

**OBJECTIVE:** ASRGSA Model Update and SGMA Annual Reporting for Water Year 2024

**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 \$42,830, for the ASRBGSA Water Year 2024 Model Update and the Sustainable Groundwater Management Act (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.

(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.

Intera previously completed and submitted the ASRGSA Model and SGMA Annual Report for Water Years' 2022 and 2023. The updated report will cover Water Year 2024, which includes the period between October 1, 2023, through September 30, 2024. Funding is available from the Fiscal Year 2024-25 GSA Operating Budget.

**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: September 26, 2024

Agreement No.: 2025-86

The undersigned Consultant offers to furnish the following: prepare SGMA annual report and update the numerical groundwater model for the ASRGSA per proposal dated 09/06/24 attached.

Contract price \$: Not to exceed \$42,830 per proposal attached

Contract Term: 09/26/2024 – 06/30/2025

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.



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September 6, 2024

Mr. Norman Huff  
General Manager  
Camrosa Water District

**RE: Proposal for ASRGSA Model Update and SGMA Annual Reporting**

Dear Mr. Huff,

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 2011 to September 2023. To support the 2024 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 2024, 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

# 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*

ANDREW F. NELSON, *Camrosa Water District*

EUGENE F. WEST, *Camrosa Water District*

## BOARD MEMORANDUM

**DATE:** September 26, 2024

**TO:** Board of Directors

**FROM:** Norman Huff, Interim Executive Director

**OBJECTIVE:** Discuss Groundwater Sustainability Agency (GSA) Cost Allocation and Recovery

**ACTION:** Discussion only; no action required.

**DISCUSSION:** Effective groundwater management is crucial to ensuring the long-term sustainability of the basin. A significant aspect of managing these efforts involves administrative and operational costs, which include expenses related to staff, consultants, data management, reporting, and other operational needs. To ensure the success of the GSA's programs, all stakeholders within the basin should share these costs in a manner that is both fair and equitable.

The GSA plays an important role in coordinating efforts to manage and preserve groundwater resources. However, these responsibilities come with financial obligations that require a steady and reliable funding source. As the GSA progresses through the stages of planning, implementation, and monitoring of the Groundwater Sustainability Plan (GSP), administrative costs are expected to increase, particularly with activities such as compliance reporting, project implementation, stakeholder engagement, and ongoing data collection.

The need for shared costs:

- 1) **Collective Benefit:** The sustainable management of groundwater benefits all basin stakeholders, including agricultural, municipal, industrial, and domestic water users. These efforts help ensure a reliable groundwater supply for the future, minimize conflicts over water use, and protect water quality. Given that all stakeholders benefit from these activities, it is reasonable that they share the associated costs.
- 2) **Financial Sustainability:** Currently, the GSA relies on funding and administrative support from the Camrosa Water District, the largest stakeholder in the basin. However, sharing these expenses among all basin stakeholders would provide a more stable financial foundation for the GSA and relieve some of the financial burden from Camrosa.

- 3) **Stakeholder Investment:** When stakeholders contribute to the administrative costs, they are more likely to take an active interest in the management and sustainability of the groundwater basin. This shared investment fosters a collaborative approach to decision-making and encourages compliance with GSP implementation.

Principles for fair and equitable allocation: To ensure that the allocation of administrative costs is seen as fair and equitable, the following principles should be considered:

1. **Proportionality:** Costs should be allocated based on the proportional benefit received and the degree of groundwater use by different stakeholders. Larger users would be assigned a greater share of costs relative to smaller users to reflect their impact on groundwater resources.
2. **Transparency:** The methodology for cost allocation should be clear, transparent, and easily understandable. Stakeholders need to be informed about how costs are calculated and the rationale behind their specific allocations.
3. **Flexibility:** The cost-sharing framework should allow for adjustments as conditions change within the basin, including variations in water use patterns, changes in groundwater levels, or modifications to regulatory requirements.
4. **Inclusiveness:** The allocation process should involve input from all stakeholder groups to build consensus and foster a sense of shared responsibility for the basin's sustainability.

**RECOMMENDATION:** It is recommended that the Board initiate a process to develop a fair and equitable cost-sharing model for administrative expenses. This process could involve consultation with stakeholders to understand their perspectives and concerns. The process might also explore revenue sharing with the Fox Canyon Groundwater Management Agency where there are overlapping areas under management. Additionally, the Board may consider forming a cost-allocation working group comprising representatives from key stakeholders to explore various cost-sharing options and propose a model for Board approval.