

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 22, 2026

9:45 A.M.

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

MEMBERS OF THE BOARD

BEN FISCHETTI, *VC Public Works Agency*
HOMER ARREDONDO, *VC 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

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 8, 2026
2. Vendor Payments Ratification
Approve vendor payments as presented by staff.

PRIMARY AGENDA

3. Update Ordinance 1 – Conflict of Interest Code
 - 1) Open Public Hearing to receive comments regarding the draft Ordinance 1 – Conflict of Interest Code
 - 2) Close Public Hearing
 - 3) Adopt Ordinance 1-26 – Conflict of Interest Code, by roll-call vote
 - 4) Authorize the Interim Executive Director to make any non-substantive revisions to the form or content of the ordinance that may be required by the County as part of its review and approval process.
4. SGMA Annual Reporting for Water Year 2026

As per SGMA Requirements (23 CCR § 356.2) all GSAs are required to submit annual reports to the DWR by April 1st of each year following the adoption of the Plan.

COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR; COMMENTS BY DIRECTORS

ADJOURNMENT

ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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

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MINUTES OF THE MEETING OF THE BOARD

Tuesday, September 8, 2026

9:45 A.M.

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

CALL TO ORDER The meeting was called to order at 9:45 A.M.

Present: Terry Foreman, Chair
Eugene West, Vice Chair
Timothy Hoag
Andrew Nelson
Homer Arredondo

Absent: Ben Fischetti

Staff: Norman Huff, Interim Executive Director
Jozi Zabarsky, Camrosa Water District
Kim Nakamura, Camrosa Water District
Terry Curson, Camrosa Water District
Luis Garcia, Camrosa Water District
Keith Lemieux, Legal Counsel

PUBLIC COMMENTS

None

CONSENT AGENDA

1. Approve Minutes of the Regular Meeting of June 23, 2026
2. Vendor Payments Ratification
3. Fiscal Year 2025-26 Fourth Quarter Results

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

Absent: Fischetti

Motion carried unanimously by those present.

PRIMARY AGENDA

4. Update Conflict of Interest Code (COIC)

The Board set a Public Hearing for September 22, 2026, to receive public comment and consider adoption of Ordinance 1-26 – COIC.

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

Absent: Fischetti

Motion carried unanimously by those present.

COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR

None

COMMENTS BY THE BOARD OF DIRECTORS

Director West requested staff to develop a Basin Sustainability Summary Report to share with the pumpers in the area to help them understand the purpose and work of the GSA.

ADJOURN

There being no further business, the meeting was adjourned at 9:49 A.M.

Norman Huff
Interim Executive Director
Arroyo Santa Rosa Valley Basin GSA

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

ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

Camrosa Water District
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BOARD MEMORANDUM

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

DATE: September 22, 2026

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 Basin Groundwater Sustainability Agency in the amount of \$2,941.90 is provided for Board information and ratification.

Check/Pmt. Number	Payment Date	Vendor Name	Invoice Number	Description	Amount
	8/31/2026	US Bank		Bank Fees	80.62
APA000471	9/9/2026	Intera Incorporated	07-26-118	Consulting Services for July 2026	2,776.50
164	9/15/2026	Camrosa Water District	2048	Reimbursement for Web Hosting and Monthly Forwarding Services	84.78
Total Vendor Payments					\$ 2,941.90

The ASRVBGSA's bank account balance as of August 31st, was \$199,718.18.

ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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EUGENE F. WEST, *Camrosa Water District*

DATE: September 22, 2026

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 1-26 – Conflict of Interest Code
2. Close Public Hearing
3. Adopt Ordinance 1-26 – Conflict of Interest Code, by roll-call vote.
4. Authorize the Interim Executive Director to make any non-substantive revisions to the form or content of the ordinance that may be required by the County as part of its review and approval process.

SUMMARY: The current Conflict of Interest Code, Ordinance 1, was last adopted on September 26, 2024, in accordance with the Political Reform Act. Government Code requirements mandate that every public agency review its Conflict of Interest Code (COIC) biennially to determine whether amendments are necessary to accurately reflect the agency's organizational structure and designated positions.

Staff completed its review and recommended amending Ordinance 1 to reflect the Agency's current organizational structure and those positions whose duties require disclosure of economic interests. Employees designated in the ordinance are required to file Statements of Economic Interests pursuant to the Political Reform Act. The proposed modifications were presented to the Board on September 8, 2026, and the Board set the public hearing to adopt the COIC.

Adoption of an ordinance requires that notice of the Public Hearing be published at least ten (10) days prior to the hearing date. Following adoption, the ordinance must be posted within ten (10) days in three (3) prominent locations within the Agency. The Public Hearing was noticed in the *Ventura County Star* on September 14, 2026, and September 21, 2026.

Accordingly, staff recommends that the Board hold the Public Hearing to receive public input and adopt Ordinance 1-26.

Attachment: *Ordinance 1-26 – Conflict of Interest Code*

ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

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EUGENE F. WEST, *Camrosa Water District*

Ordinance 1-26

CONFLICT OF INTEREST CODE

Adopted:

September 22, 2026

ORDINANCE 1-26

**An Ordinance of the
Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency
Amending the Agency's Conflict of Interest Code**

WHEREAS, The Political Reform Act of 1974 (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, The Fair Political Practices Commission ("FPPC") has adopted 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code and may be amended by the FPPC to conform to amendments in the Political Reform Act; and

WHEREAS, The terms of 2 California Code of Regulations Section 18730, together with the designation of positions and disclosure categories contained in the attached Exhibits A and B, constitute the Conflict of Interest Code of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency ("Agency"); and

WHEREAS, Government Code Section 87302 requires the Agency's Conflict of Interest Code to identify designated positions that make or participate in making governmental decisions that may foreseeably have a material effect on financial interests and to identify the types of economic interests that are reportable for each designated position; and

WHEREAS, Pursuant to Government Code Section 87306.5, the Agency is required to review its Conflict of Interest Code in each even-numbered year to determine whether amendments are necessary; and

WHEREAS, The Agency has reviewed its Conflict of Interest Code and determined that amendments are necessary to reflect the Agency's current organizational structure, position titles, duties, and disclosure requirements; and

WHEREAS, The Board of Directors has provided public notice of and conducted a public hearing concerning the proposed amendments and has provided an opportunity for interested persons to comment on the proposed Conflict of Interest Code; and

WHEREAS, Pursuant to Government Code Section 82011, the Ventura County Board of Supervisors is the code-reviewing body for the Conflict of Interest Code of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency and must approve amendments to the Agency's Conflict of Interest Code; and

WHEREAS, The Board of Directors desires to approve the proposed amended Conflict of Interest Code and submit it to the Ventura County Board of Supervisors for review and approval.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency as follows:

SECTION 1. Adoption of Amended Conflict of Interest Code.

The Board of Directors hereby approves and adopts the amended Conflict of Interest Code attached hereto and incorporated herein by reference including Exhibits A and B and Appendix A.

The amended Conflict of Interest Code incorporates by reference 2 California Code of Regulations Section 18730, including any amendments thereto duly adopted by the Fair Political Practices Commission.

SECTION 2. Designated Positions and Disclosure Categories.

The positions designated in Exhibit B are designated positions for purposes of the Agency's Conflict of Interest Code, and the disclosure categories assigned to those positions in Exhibit B establish the types of financial interests required to be disclosed, subject to the provisions of the Political Reform Act and applicable FPPC regulations.

SECTION 3. Statutory Filers and Officials Who Manage Public Investments.

Nothing in this Ordinance or the Agency's Conflict of Interest Code shall be construed to impose duplicative disclosure requirements on a person who is required to file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq. or other applicable law, to the extent such person is subject to the statutory filing requirements in the same capacity.

Appendix A identifies the applicable statutory provisions and regulatory definitions concerning officials who manage public investments.

SECTION 4. Submission to Code-Reviewing Body.

The General Manager, or designee, is authorized and directed to submit the amended Conflict of Interest Code to the Ventura County Board of Supervisors, as the Agency's code-reviewing body, for review and approval.

The General Manager, or designee, is further authorized to make non-substantive revisions to the amended Conflict of Interest Code that may be requested by the Ventura County Board of Supervisors, the Clerk of the Board, or County Counsel in connection with the review and approval process, provided such revisions do not materially alter the positions designated or disclosure categories approved by the Board of Directors.

SECTION 5. Filing Officer.

Statements of Economic Interests required to be filed pursuant to this Conflict of Interest Code by designated positions other than persons subject to Government Code Section 87200.5 shall be filed with the Camrosa Water District, which provides administrative services to the Agency and shall serve as the Filing Officer for such designated positions.

Members of the Agency's Board of Directors and the Agency's Executive Officer, who are required to file pursuant to Government Code Section 87200.5, shall file their Statements of Economic Interests electronically with the Fair Political Practices Commission as required by law.

The Camrosa Water District shall retain Statements of Economic Interests filed with the District pursuant to this Conflict of Interest Code and make such statements available for public

inspection and reproduction as required by Government Code Section 81008 and applicable FPPC regulations.

SECTION 6. Repeal and Supersession.

Upon the effective date of the amended Conflict of Interest Code established by this Ordinance, Ordinance No. 1-24, together with all amendments thereto, is repealed and superseded.

SECTION 7. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance and the application of its provisions to other persons or circumstances shall not be affected thereby.

SECTION 8. Effective Date.

The amended Conflict of Interest Code established by this Ordinance shall become effective upon approval by the Ventura County Board of Supervisors, as the Agency's code-reviewing body, and satisfaction of all other applicable requirements of the Political Reform Act and FPPC regulations.

By Motion of Director _____, Second by Director _____,
this ordinance is

ADOPTED, SIGNED, AND APPROVED this September 22, 2026.

Terry L. Foreman, Chair, Board of Directors
ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

ATTEST:

Norman Huff, Interim Executive Director/Secretary, Board of Directors
ARROYO SANTA ROSA VALLEY BASIN
GROUNDWATER SUSTAINABILITY AGENCY

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Conflict of Interest Code

1. Purpose

The purpose of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency Conflict of Interest Code is to ensure that public officials and designated employees disclose financial interests that may foreseeably be materially affected by their official decisions and to help prevent actual or perceived conflicts of interest in the conduct of Agency business. The Code identifies positions subject to disclosure requirements, specifies the categories of financial interests that must be disclosed based on the duties and responsibilities of each position, and incorporates applicable requirements of the Political Reform Act and regulations of the Fair Political Practices Commission.

2. Incorporation of FPPC Regulation 18730 by Reference

The Political Reform Act of 1974 (Government Code Section 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission ("FPPC") has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. After public notice and hearing, the standard code may be amended by the FPPC to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to that regulation duly adopted by the FPPC, are hereby incorporated by reference into the Conflict of Interest Code of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency ("Agency").

The terms of 2 California Code of Regulations Section 18730, together with the attached Exhibit A – Disclosure Categories and Exhibit B – Designated Positions and Disclosure Categories, constitute the Conflict of Interest Code of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency.

This Conflict of Interest Code shall be interpreted and administered in accordance with the Political Reform Act, the regulations of the FPPC, and applicable amendments thereto.

3. Place of Filing of Statements of Economic Interests

Persons holding positions designated in this Conflict of Interest Code shall file Statements of Economic Interests with the Camrosa Water District, acting as the administrative agency for the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency ("Agency"), except as otherwise required by the Political Reform Act or applicable regulations of the Fair Political Practices Commission.

Persons who are required to file Statements of Economic Interests pursuant to Government Code Section 87200.5 shall file their Statements of Economic Interests electronically with the Fair Political Practices Commission as required by law.

Because the Agency does not employ separate dedicated staff, employees of the Camrosa Water District who perform functions on behalf of the Agency in their capacity as Camrosa Water District employees shall comply with the disclosure and filing requirements applicable to any position designated under this Conflict of Interest Code. Where a Camrosa Water District employee is designated under this Code, the employee shall file with the Camrosa Water District unless otherwise required by law or regulation.

The Camrosa Water District shall retain Statements of Economic Interests filed with the District pursuant to this Conflict of Interest Code and shall make those statements available for public inspection and reproduction as required by the Political Reform Act and applicable regulations of the Fair Political Practices Commission.

Nothing in this Conflict of Interest Code shall be construed to require duplicative filings by a person who is otherwise required to file a Statement of Economic Interests pursuant to Government Code Section 87200, Section 87200.5, or other applicable law.

Exhibit A - Disclosure Categories

The following disclosure categories identify the types of financial interests that designated positions are required to disclose. A designated employee is required to disclose only those financial interests identified in the category or categories assigned to the employee's position in Exhibit B.

CATEGORY 1 – REAL PROPERTY

Persons in this category shall disclose all interests in real property located within the jurisdiction of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency.

Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within the Agency or within two miles outside the boundaries of the Agency, or within two miles of any land owned or used by the Agency.

Interests in real property held by a business entity or trust in which the designated employee holds a direct or indirect interest shall be reportable to the extent required by the Political Reform Act and applicable FPPC regulations.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable, subject to the applicable provisions of the Political Reform Act and FPPC regulations.

CATEGORY 2 – INVESTMENTS AND BUSINESS POSITIONS

Persons in this category shall disclose all investments and business positions in business entities.

CATEGORY 3 – INCOME, GIFTS, LOANS, AND TRAVEL PAYMENTS

Persons in this category shall disclose all sources of income, including gifts, loans and travel payments, as required by the Political Reform Act and applicable FPPC regulations.

CATEGORY 4 – PROCUREMENT AND CONTRACTING

Persons in this category shall disclose investments, business positions and sources of income, including gifts, loans and travel payments, from business entities that manufacture, provide or sell services, supplies, materials, machinery or equipment of a type utilized by the Agency and associated with the duties of the designated position.

CATEGORY 5 – REGULATION, PERMITTING, AND LICENSING

Persons in this category shall disclose investments, business positions and sources of income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the Agency.

CATEGORY 6 – LAND DEVELOPMENT, CONSTRUCTION, AND REAL PROPERTY TRANSACTIONS

Persons in this category shall disclose investments, business positions and sources of income, including gifts, loans and travel payments, from sources that engage in land development, construction, or the acquisition or sale of real property.

CATEGORY 7 – FUNDING AND GRANTS

Persons in this category shall disclose investments, business positions and sources of income, including gifts, loans and travel payments, from sources that receive grants or other funding from or through the Agency.

Exhibit B - Designated Positions and Disclosure Categories

Italicized positions are Camrosa Water District positions are designated positions when the employees holding those positions perform functions on behalf of the Agency in their capacity as Camrosa Water District employees.

<u>Designated Position</u>	<u>Disclosure Categories</u>	<u>Filing Officer</u>
Board of Directors	1, 2, 3	FPPC – Electronic Filing
Executive Officer/Secretary	1, 2, 3	FPPC – Electronic Filing
Legal Counsel	1, 2, 3	Camrosa Water District
<i>Assistant General Manager</i>	2, 3, 4	Camrosa Water District
<i>Finance Manager/Treasurer</i>	2, 3, 4, 7	Camrosa Water District
<i>Senior Accountant</i>	2, 3, 4, 7	Camrosa Water District
<i>Financial Consultant</i>	2, 3, 4, 7	Camrosa Water District
<i>District Engineer</i>	4, 5, 6	Camrosa Water District
<i>Director of Operations</i>	4	Camrosa Water District
<i>Director of Administration</i>	4	Camrosa Water District
Consultants/New Positions	*See below	Camrosa Water District

*Consultants and new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category applicable to the duties performed, subject to the following limitations.

The General Manager, or the General Manager's designee, may determine in writing that a particular consultant or new position, although a designated position, is hired to perform a range of duties that is limited in scope and, therefore, is not required to fully comply with the disclosure requirements applicable to the position.

The written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of the disclosure requirements.

The written determination shall be a public record and shall be retained for public inspection in accordance with Government Code Section 81008 and applicable FPPC regulations.

An individual who performs under contract substantially all of the duties of a designated position shall be subject to the disclosure requirements applicable to that designated position.

Appendix A - Officials Who Manage Public Investments

Members of the Board of Directors and the Executive Officer of a groundwater sustainability agency are required to file Statements of Economic Interests pursuant to Government Code Section 87200.5. In addition, certain other public officials who manage public investments are subject to Government Code Section 87200 et seq. This Appendix provides the applicable definitions and identifies Agency positions that may qualify under the public-investment provisions.

This Appendix identifies the applicable definitions for determining which public officials qualify as "other officials who manage public investments" and identifies the positions of the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency that qualify, or may qualify, under those provisions.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations Section 18704.6, the following definitions apply for purposes of Government Code Section 87200:

1. "Other Public Officials Who Manage Public Investments"

"Other public officials who manage public investments" means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or 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 does not include officers and employees who work under the supervision of the chief or principal investment officers or 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).

2. "Public Investments"

"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"

"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.

"Public moneys" 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"

"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.

POSITIONS SUBJECT TO REVIEW UNDER THE PUBLIC-INVESTMENT PROVISIONS

For purposes of Government Code Section 87200 et seq. and applicable FPPC regulations, the following positions are identified for purposes of determining whether the individual holding the position qualifies as an 'other public official who manages public investments' based upon the actual duties and authority of the position.

<u>Position</u>	<u>Filing Requirement</u>
Board of Directors	Government Code Section 87200 et seq., as applicable
General Manager/Secretary	Government Code Section 87200 et seq., as applicable
Assistant General Manager	Government Code Section 87200 et seq., as applicable
Finance Manager	Government Code Section 87200 et seq., as applicable
Financial Consultant*	Government Code Section 87200 et seq., as applicable

A person who qualifies as an "other public official who manages public investments" shall file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq. and applicable FPPC regulations.

The inclusion of a position in this Appendix does not, by itself, establish that every individual holding that position qualifies as an "other public official who manages public investments." The determination shall be based upon the actual duties and authority of the position and the applicable provisions of the Political Reform Act and FPPC regulations.

A person who is required to file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq. shall not be required to file an additional Statement of Economic Interests under this Conflict of Interest Code for the same position and reporting period to the extent provided by applicable law and FPPC regulations.

*Under §18704.6, a contractual person qualifies only if they perform the same or substantially all of the same functions otherwise performed by the high-level public official who has primary responsibility for managing public investments. A financial consultant who merely provides financial advice, accounting assistance, rate analysis, budgeting assistance, or similar services isn't necessarily a public-investment manager. A consultant shall be subject to Government Code Section 87200 only if the consultant performs the same or substantially all of the functions described in 2 California Code of Regulations Section 18704.6(b)(1)(C).

ARROYO SANTA ROSA VALLEY BASIN

GROUNDWATER SUSTAINABILITY AGENCY

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

BOARD MEMORANDUM

MEMBERS OF THE BOARD

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EUGENE F. WEST, *Camrosa Water District*

DATE: September 22, 2026

TO: Board of Directors

FROM: Luis Garcia, Associate Engineer

OBJECTIVE: SGMA Annual Reporting for Water Year 2026

ACTION: It is recommended that the Board of Directors authorize the Interim Executive Director to execute an agreement and issue a purchase order to Intera Incorporated, in the amount of \$34,244, for 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. 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 ASRVBGSA Model and SGMA Annual Report for Water Years 2022, 2023, 2024, and 2025. The updated report will cover Water Year 2026, which includes the period between October 1, 2025, through September 30, 2026. Funding is available from the Fiscal Year 2026-27 Arroyo Santa Rosa Valley Basin GSA Operating Budget.

ATTACHMENT: *SGMA Annual Report Agreement*

Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency (ASRVBGSA)
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 XX, 2026

Agreement No.:

The undersigned Consultant offers to furnish the following: prepare SGMA annual report for the ASRVBGSA per proposal dated 09/04/2026, attached.

Contract price \$: Not to exceed \$34,244 per proposal dated 09/04/2026

Contract Term: / /20 – / /20

Instructions: Sign and return original. Upon acceptance by the ASRVBGSA, 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 Valley
Basin GSA

Consultant: INTERA Incorporated

By: _____
Norman Huff

By: _____
Abishek Singh, PhD, PE

Title: Executive Director

Title: President – Water Supply & Water
Resources LoB

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with the ASRVBGSA that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the ASRVBGSA, 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 ASRVBGSA'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 ASRVBGSA) 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 ASRVBGSA, 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 ASRVBGSA; but this provision applies regardless of whether or not the ASRVBGSA 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 ASRVBGSA 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 ASRVBGSA.

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

- a. **Additional Insured Status:** The ASRVBGSA, 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 ASRVBGSA, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the ASRVBGSA, 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 ASRVBGSA.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the ASRVBGSA. The ASRVBGSA 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 ASRVBGSA.

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 ASRVBGSA.

Verification of Coverage: Consultant shall furnish the ASRVBGSA 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 ASRVBGSA 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 ASRVBGSA 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 the ASRVBGSA 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 ASRVBGSA, 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 ASRVBGSA.
- 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 ASRVBGSA. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

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



INTERA Incorporated
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INTERA.com



September 4, 2026

Mr. Norman Huff
General Manager
Camrosa Water District

**RE: Proposal for SGMA Annual Reporting Water Year 2026, Arroyo Santa Rosa Valley Basin
Groundwater Sustainability Agency (ASRVBGS)**

Dear Mr. Huff,

Under the direction of the ASRVBGS 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. This annual report will omit updating the numerical groundwater model for this water year; therefore, the streamflow depletion minimum threshold will not be assessed until the following water year 2027.

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: Develop GSP Annual Report.** INTERA will develop the annual report as per SGMA requirements. INTERA will coordinate with the ASRVBGSA project technical advisor, Mr. Bryan Bondy, to collect the necessary data for the GSP update, including: groundwater pumping; groundwater levels; groundwater quality data; and water deliveries/use. Key water budget terms, such as natural recharge and return flows will be estimated based on the data collected. The ASRVBGSA 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 change in groundwater levels to estimate the change in storage based on methods presented in the GSP. Results from previous model versions will also be used to guide the interpolation of groundwater level contours for the principal aquifer.

It is anticipated that the annual report will require input, text, and discussion from the ASRVBGSA project technical advisor and Camrosa support staff on groundwater conditions and plan implementation progress (including achieving interim milestones). INTERA will identify areas for the input and text from the ASRVBGSA technical advisor and Camrosa Support staff and coordinate to obtain and integrate the necessary information into the annual report. INTERA will submit one preliminary draft for review, revisions, and comments by the ASRVBGSA technical advisor. INTERA will respond to one round of comments by the ASRVBGSA technical advisor and submit a draft report for review and comments by the ASRVBGSA Board Members. INTERA will revise the draft report based on the comments received and submit the final annual report and

supporting data to DWR before April 1, 2027.

The estimated budget for the proposed scope is \$34,244, 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 2027 and will ensure the submission of the annual report to DWR before April 1, 2027.

We appreciate the opportunity to support the ASRVBGSA 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 contact Steven Humphrey.

Sincerely,

INTERA Incorporated



Steven Humphrey, PG, CHG
Project Manager
shumphrey@intera.com
c: 303-579-8970



Attachment A: Proposed Budget Water Year 2026 Annual Report		Task 1. Annual Report		Task 2. Project Management	
Labor Category	2027 Rate	Hours	Cost	Hours	Cost
Principal Engineer/Scientist I	\$378				
Principal Engineer/Scientist II	\$330				
Principal Engineer/Scientist III	\$307	12	\$3,684	4	\$1,228
Senior Engineer/Scientist I	\$296				
Senior Engineer/Scientist II	\$273				
Senior Engineer/Scientist III	\$259				
Senior Engineer/Scientist IV	\$241	16	\$3,856		
Engineer/Scientist I	\$228				
Engineer/Scientist II	\$211	60	\$12,660	16	\$3,376
Engineer/Scientist III	\$192	44	\$8,448		
Engineer/Scientist IV	\$174				
Engineer/Scientist Intern	\$112				
Senior Technician	\$184				
Technician	\$118				
Senior Technical Editor	\$170				
Tech Editor	\$124	8	\$992		
Senior CAD/Graphics	\$147				
CAD/Graphics	\$118				
Project Associate	\$118				
Subtotals		140	\$29,640	20	\$4,604
Total					\$34,244