

Board of Directors Meeting Thursday August 23, 2018 – 6:00 p.m. City of Fillmore City Hall, City Council Chambers 250 Central Avenue, Fillmore, CA 93015

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Public Comments

Fillmore and Piru Basins Groundwater Sustainability Agency (Agency) will accept public comment concerning agenda items at the time the item is considered and on any non-agenda item within the jurisdiction of the Board during the agendized Public Comment period. No action will be taken by the Board on any non-agenda item. In accordance with Government Code § 54954.3(b)(1), public comment will be limited to three (3) minutes per speaker per issue.

4. Approval of Agenda <u>Motion</u>

5. Director Announcements/Board Communications

6. Executive Director Update Information Item

The Executive Director will provide an informational update on Agency activities since the previous Board meeting of July 17, 2018.

7. CONSENT CALENDAR

7A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of July 17, 2018

7B Approval of Warrants

The Board will consider approving invoices for the following payments: Somers Ranches refund of duplicate payment \$518.59 Somers Ranches, refund of duplicate payment \$6.89 Somers Ranches, refund of duplicate payment \$9.69 Petit Ranch Inc., refund of overpayment \$72.00 OMLO July Legal Services \$610.50

7C Approval of Amended Service Agreement with UWCD

The Board will consider approving the amended Service Agreement with United Water Conservation District (UWCD) resulting from the Board's approved motion to hire Anthony Emmert as the FPB GSA's Executive Director.

8. ACTION ITEMS

8A Draft Request for Qualifications/Request for Proposals (RFP) for Groundwater Sustainability Plan Consultant and Distribute to Groundwater Consultants

Motion

The Board will consider approving the proposed draft of the RFQ/RFP soliciting for a consultant(s) to devise and prepare the Agency's Groundwater Sustainability Plan and the distribution list of possible Groundwater Consultants for consideration.

8B Board approval for Director Attendance at GRA's First Annual Western Groundwater Congress

<u>Motion</u>

The Board will consider approving and advancing registration, travel, hotel accommodation and ground transportation expenses for Environmental Stakeholder Director Candice Meneghin to attend the GRA First Annual Western Groundwater Congress in Sacramento on September 25-27, 2018.

8C Approve Letter of Support to Friends of the Santa Clara for a Grant Proposal Submission for FPB GSA Monitoring Well Construction and Groundwater Dependent Ecosystem (GDE) Assessment Funding <u>MOTION</u>

Board will consider 1) approving a letter to the Friends of the Santa Clara in support of Director Meneghin's pursuit of either Wildlife Conservation Board's (WCB) Proposition 1 - Stream Flow Enhancement Program or Integrated Regional Water Management (IRWM) Prop 1 Grant funding; 2) authorizing Director Meneghin and Executive Director Emmert to collaborate on a grant submission to secure funding for the construction of one monitoring well and some GDE analysis to support the development of the FPBGSA's Groundwater Sustainability Plan.

9. FUTURE TOPICS FOR BOARD DISCUSSION

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **September 27, 2018** or call of the Chair.

Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at UWCD's offices at 106 North 8th Street in Santa Paula during normal business hours.

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda materials in an alternative format, please contact the UWCD Office at (805) 525-4431 or the City of Fillmore at (805) 524-1500. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved: _____ Board Vice Chair Edwin T. McFadden III

Posted: (date) August 16, 2018 (time) 4:30p.m. (attest) Kris Sofley At: United Water Conservation District Headquarters, 106 No. 8th St., Santa Paula, CA

(time) 4:30p.m. (attest) Kris Sofley Posted: (date) August 16, 2018 At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

(time) 4:30p.m. Posted: (date) August 16, 2018 (attest) Kris Sofley At: https://www.FPBGSA.org Posted: (date) August 16, 2018 (time) 4:30p.m. (attest) Kris Sofley At: https://www.facebook.com/FPBGSA/



Board of Directors Meeting Tuesday, July 17, 2018 6 p.m. City Council Chambers, Fillmore City Hall 250 Central Avenue, Fillmore, CA 93015

MINUTES

Directors Present

Director Ed McFadden, Vice Chair/Secretary/Treasurer Director Carrie Broggie Director Gordon Kimball Director Candice Meneghin Director Glen Pace

Directors Absent

Director Kelly Long, Chair

Staff Present

Wayne Lemieux, Legal Counsel Kris Sofley, Clerk of the Board

Public Present

Emilio Cervantes, Jr., Newhall Land and Farming Anthony Emmert, UWCD Tim Moore, UWCD Tony Morgan, Daniel B. Stephens & Associates George Reid Steve Zimmer

1. Call to Order 6 p.m.

Vice Chair McFadden called the meeting to order at 6p.m.

2. Pledge of Allegiance

Director Kimball led the group in the Pledge of Allegiance

3. Public Comments

Vice Chair McFadden asked if there were any public comments; none were offered.

Director Broggie suggested a roll call for the meeting. Directors Broggie, Kimball, McFadden, Meneghin, and Pace were all in attendance. Director Long was delayed at a County Supervisors' meeting and would try to join the FPB GSA meeting as soon as possible.

4. Approval of Agenda

<u>Motion</u>

Vice Chair McFadden suggested that the order of motion items be changed to provide the Board with an appropriate chain of decisions, asking that item 8D be followed by 8C, 8A and then 8B. He also advised the Board that while the UWCD invoice in the amount of \$30,136.14 was omitted from the 7B Approval of Warrants motion item under the Consent Calendar, the invoice, supporting documents and check request were included in the full board packet of materials.

Motion to approve the agenda as amended, Director Kimball; Second, Director Broggie. Voice vote: five ayes (Broggie, Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long). Motion carries 5/0/1.

5. Director Announcements/Board Communications

Vice Chair McFadden stated that the FPBGSA's Public Workshop was a very good meeting. Director Broggie agreed, saying that turnout was very good and thanked UWCD staff for their attendance.

Director Meneghin reminded the Board that the Wildlife Conservation Bureau's Stream Flow Enhancement Program's (SFEP) Grant Proposal Solicitation closes September 4. She thought that the FPBGSA's monitoring well project may be appropriate for grant funding, which requires matching funds that the GSA has already budgeted for, and wanted to mention it as an additional source of potential funding.

6. Clerk of the Board Update

Information Item

The Clerk of the Board updated the Board on the Agency's activities since the previous Board meeting of June 19, 2018.

7. CONSENT CALENDAR

7A Approval of Minutes

<u>Motion</u>

Approval of the minutes from the Board Meeting of June 19, 2018.

Director Broggie recused herself from voting on the approval of the Minutes as she was not in attendance at the June 19 Board of Directors meeting.

7B Approval of Warrants <u>Motion</u>

Approval of check payments to: Herald Printing (\$458.31 – printed envelopes); Olivarez Madruga Lemieux O'Neill, LLP (\$400 – June Legal Services); Fillmore Gazette (\$324. = March Basin Boundary Modification Workshop \$108 and July FY2018-19 Budget Workshop \$216); UWCD (\$30,136.14 – Administrative support and technical support).

Motion to approve the Consent Calendar, Director Pace; Second, Director Meneghin. Voice vote: four ayes (Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long); one recused (Broggie). Motion carries 4/0/1/1.

ACTION ITEMS

8D Clarification of duties and responsibilities of the Executive Director and the Proposed GSP Consultant

<u>Motion</u>

UWCD's Anthony Emmert addressed the Board, explaining how Tim Moore had reviewed the matrix created for the May 2018 Board meeting, separating the UWCD provided services from the Executive Director/Consultant services for the proposed Groundwater Sustainability Plan. Then how Mr. Moore separated the Executive Director's services from the Consultant's services for this meeting, and that by reviewing both documents, the Board would have a full grasp of the division of tasks between UWCD, the proposed Executive Director and the proposed GSP Consultant.

Mr. Emmert continued, explaining that, as he saw it, the Executive Director would be the eyes and ears of the agency, communicating to stakeholders and the community as well as others interested in the Agency's activities. He would also provide administrative support in procuring the consultant for the GSP. He added that the first step was to prepare a Request for Qualifications/Request for Proposals.

Director Meneghin asked Mr. Emmert how he determined the Executive Director's role. He said that he wants to be as engaged as he can be, set goals to match the desires of the stakeholders, support the Board in its desires and in meeting those of the stakeholders as well, establishing measurable objectives while also being mindful of the hours both he and the consultant are investing.

Vice Chair McFadden said that he saw the Executive Director function as part Manager and Director of Projects, utilizing the technical expertise to hold true for every single task of the consultant and being the eyes and ears of the Board. Mr. Emmert said that he, Tim Moore and John Lindquist would all try to be thrifty with the hours spent on the Agency's work, to keep costs down. He added that if the Agency hires the correct consultant, managing time across the areas that are important will not be an issue. But he cautioned the Board that they shouldn't want a lowball price and then have the consultant submit change orders. The scope of work should be good from the start. He said he would review work and report to the Board, that Mr. Moore was familiar with the basins and ready and willing to help with the technical review. He said the Agency is starting with a good base of knowledge and data and that the basins are fairly straight forward.

Director Broggie said that the Agency didn't foresee any problems, but they did have a huge To Do list.

Director Meneghin asked if, in reviewing the matrix of tasks, the Executive Director's column could add oversight to items 3.2, 3.3 and 3.4.

Vice Chair McFadden added that was all part of the RFP. He then asked if there was a motion to approve the July 2018 GSP Task list.

Motion to approve the July 2018 version of the GSP Task list, Director Broggie; Second, Director Kimball. Voice vote: five ayes (Broggie, Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long). Motion carries 5/0/1.

8C Amendment to UWCD Service Contract Motion

Vice Chair McFadden reminded the Board of Mr. Emmerts presentation at the previous Board meeting regarding amending the UWCD Service Contract to include the services of Anthony Emmert as Executive Director of the Fillmore Piru Basins Groundwater Sustainability Agency, and asked if the Board had any questions.

Director Broggie asked why there were estimated hours for the administrative support and non-GSP technical support, but no estimate of hours for the GSP support. Mr. Emmert responded that it depends on the division of tasks, as outlined in item 8D. He said his goal was to provide the minimum hours essential to completing the project and to be careful to stick with providing technical support from Tim Moore and John Lindquist and saw his role as being more oversight of the project.

Director Kimball asked if the additional fees were included in the proposed FY 2018-19 budget. Vice Chair McFadden said that, if you looked at the second column of the proposed budget, it included costs for Mr. Emmert as Executive Director, the first column showed costs without his services, and that the costs were a 'best estimate.'

Ms. Sofley interrupted and said that, as with legal counsel, the Executive Director could report to the Board monthly, monitoring hours and adjust hours going forward at the direction of the Board. Vice Chair McFadden said that made sense to him and called for a motion.

Motion to approve an amendment to the UWCD Service Agreement to include Anthony Emmert as Executive Director for the FPB GSA, encompassing administrative support services, technical support services for routine tasks and technical support services for GSP preparation as outlined in the staff report at a minimum increase in costs of \$2,411.50 per month, Director Broggie; Second, Director Meneghin. Voice vote: five ayes (Broggie, Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long). Motion carries 5/0/1.

8A Adoption of <u>Resolution 2018-04</u> Approving and Adopting the Proposed FY 2018-19 Budget <u>Motion</u>

Vice Chair McFadden summarized the Board's efforts in presenting the proposed FY 2018-19 Budget for approval, stating that there had been two well attended public workshops, public comments and several months of discussion and changes.

Motion to adopt <u>Resolution 2018-04</u> approving and adopting the proposed FY 2018-19 Budget, which covers the fiscal period of July 1, 2018 through June 30, 2019, Director Broggie; Second, Director Kimball. Voice vote: five ayes (Broggie, Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long). Motion carries 5/0/1.

8B Amendment to the Bylaws concerning collection practices, write offs, and over collection of fees

<u>Motion</u>

Wayne Lemieux introduced himself to the Board, taking the place of Steve O'Neill who was on vacation. Mr. Lemieux directed the Board's attention to the red line version of the proposed changes to Aticle 10 Fee Enforcement of the Agency's Adopted Bylaws.

Director Broggie asked if there needed to be a public hearing for amending the Bylaws and Mr. Lemieux said that the amendment to the bylaws had been noticed and the discussion was open to the public all in accordance with the Brown Act. She also asked if the proposed amendment was similar to United's policy.

Ms. Sofley said that United's policy was to apply overpayments as credit to future statements and it was her understanding that the Board had wanted to refund overpayments rather than carry them on the Agency's books.

Mr. Lemieux said that the Board could amend the language to apply a credit for overpayment or refund an amount over \$100, for example.

Mr. Moore added that there were typically a few overpayments per billing period based on bad meter reads of using the wrong multiplier when computing groundwater statements.

Director Pace said he remembered the Board wanting to make refunds available on request.

Mr. Lemieux said that item 10.1 (b) would be rewritten to state "In the event of an overpayment of groundwater fees or charges by the Owner or Operator, unless the payer requests a refund, the Agency shall apply the overpaid amount to the Owner or Operator's next billing statement or payment cycle."

Vice Chair McFadden asked if there were any further comments or questions. Director Pace said the change satisfied his concerns.

Motion to approve and adopt the amendment to the FPB GSA Bylaws clarifying collection practices, write offs and process regarding over collection of fees as amended, Director Meneghin; Second, Director Pace. Voice vote: five ayes (Broggie, Kimball, McFadden, Meneghin, Pace); none opposed; one absent (Long). Motion carries 5/0/1.

9. INFORMATION ITEMS

9A Discussion and Direction re Industry Event Participation Information Item

The Board discussed attendance at various Industry Events, with Director Meneghin expressing interest in attending the GRA's First Annual Western Groundwater Congress being held September 25 through 27 in Sacramento and Director Broggie expressed interest in attending the UC Cooperative Extension Groundwater Hydrology Program's Introduction to Groundwater, Watersheds and the Nuts and Bolts of Sustainable Groundwater Plans being held February 5 and 6, 2018 in Davis, CA. Ms. Sofley said she would prepare registration materials for their review and the Board's approval at the next Board meeting.

ADJOURNMENT 6:42p.m.

The Board adjourned at 6:42 p.m. to the next Regular Board Meeting on Thursday, August 23, 2018 or call of the Chair.

ATTEST:

Kelly Long, Chair, FPB GSA Board of Directors

I certify that the above is a true and correct copy of the minutes of the Fillmore and Piru Basins Groundwater Sustainability Agency's Board of Directors meeting of July 17, 2018.

ATTEST: ___

Kris Sofley, Clerk of the Board



BOARD MEETING July 17, 2018 @ 6:00pm City Council Chambers, Fillmore City Hall 250 Central Avenue, Fillmore, CA 93015

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Name: 1014/10RGW DAVIEL B. STEPHENS Organization: #ASSO Z
Phone: 805.290.3862
E-mail: IMONGAN @ GED-LOGIC. COM

Name: Emilio CERMANTES JR.
Organization: NEWHALL LAND & FARMING
Phone: 805-490-0454
E-mail: cmilio . cervantes & fivepoint.com

Name:	
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E-mail:	

Name: Steve Zimmer
Organization: Self
Phone: (661)305-7547
E-mail: Stevent Zimmer@ queail.com
Name: Drange Rang
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Fillmore and Piru Basins Groundwater Sustainability Agency GROUNDWATER SUSTAINABILITY AGENCY P O Box 1110, Fillmore, CA 93016 (805) 525-4431 https://fpbgsa.org

CHECK REQUEST

Date required: August 23, 2018

Date Requested: August 14, 2018

Pay to: Somers Ranches

Address: 2777 W. Young Rd.

City, State, Zip: Fillmore, CA 93015

Amount \$ 518.59

Charge to Account(s): 11000 Accounts Receivable

Reason for Check/Petty Cash Request: <u>Refund of duplicate payment of Inv #55 for Acct. 100-00460-00 for period of 7/1/17 through 12/31/17</u>. Well owner paid invoice and then forwarded invoice to tenant, who also paid. Refund to owner.

Requested by: Erin Gorospe, UWCD

Approved by:

Board Secretary/Treasurer

Authorized by:_

Board Chair

(Attach invoices/receipts/documentation for costs verification)

FILLMORE AND PIRU BASINS GR SUSTAINABILITY AGEN 250 CENTRAL AVE 250 CENTRAL AVE PAY TO THE ORDER OF SOMERS RANCHES Five Hundred Eighteen and 59/100****** SOMERS RANCHES 2777 YOUNG RD FILLMORE, CA 93015-9645 MEMO Refund duplicate pmt. of Inv #55 fr		11016 90-3702/1211 €CHECK AMME 8/16/2018 \$ **518.59 ********** DOLLARS
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SOMERS RANCHES	8/16/2018 Refund duplicate pmt. of Inv #55 for 100-00460-00	518.59
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FILLMORE AND PIRU BASINS GROUNDWATER	SUSTAINABILITY AGENCY	11016
SOMERS RANCHES	8/16/2018 Refund duplicate pmt. of Inv #55 for 100-00460-00	518.59

9:02 AM

08/14/18

Fillmore and Piru Basins GSA All Transactions for 100-00460-00

All Transactions

Ту	be Num	Date	Account	Amount	
Payment	067983	06/15/2018	12000 · Undeposited	518.59	
Payment	30276	06/01/2018	12000 · Undeposited	518.59	
Invoice	55	05/02/2018	11000 · Accounts Re	518.59	
Total					



Post Office Box 1110, Fillmore, CA 93016 (805) 525-4431 http://fpbgsa.org

August 14, 2018

Barbara Sommers Somers Ranches 2777 W. Young Rd. Fillmore, CA 93015

Ms. Sommers,

Enclosed please find three checks related to overpayments to the Fillmore and Piru Basins GSA. The below accounts were paid by you and were also paid by your lessee, Sierra Pacific Farms.

- 1. Inv. #55, Acct. 100-00460-00, \$518.59
- 2. Inv. #62, Acct. 100-00480-00, \$ 6.89
- 3. Inv #67, Acct. 100-00500-00, \$ 9.69

Per our phone conversation, we will send future invoices for these accounts directly to Sierra Pacific Farms. If you have any questions, please feel free to contact me at (805) 317-8978.

Sincerely,

E Gorage

Erin Gorospe on behalf of Fillmore and Piru Basins Groundwater Sustainability Agency



CHECK REQUEST

Date required: August 23, 2018

Date Requested: August 14, 2018

Pay to: Somers Ranches

Address: 2777 W. Young Rd.

City, State, Zip: Fillmore, CA 93015

Amount \$ 6.89

Charge to Account(s): 11000 Accounts Receivable

Reason for Check/Petty Cash Request: <u>Refund of duplicate payment of Inv #62 for Acct. 100-00480-00 for period of 7/1/17 through 12/31/17</u>. Well owner paid invoice and then forwarded invoice to tenant, who also paid. Refund to owner.

Requested by: Erin Gorospe, UWCD

Approved by:

Board Secretary/Treasurer

Authorized by:_

Board Chair

(Attach invoices/receipts/documentation for costs verification)

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9:02 AM

08/14/18

Fillmore and Piru Basins GSA All Transactions for 100-00480-00 All Transactions

Туре	Num	Date	Account	Amount
Payment	067983	06/15/2018	12000 · Undeposited	6.89
Payment	30276	06/01/2018	12000 · Undeposited	6.89
Invoice	62	05/02/2018	11000 · Accounts Re	6.89
Total				



CHECK REQUEST

Date required: August 23, 2018

Date Requested: August 14, 2018

Pay to: Somers Ranches

Address: 2777 W. Young Rd.

City, State, Zip: Fillmore, CA 93015

Amount \$ 9.69

Charge to Account(s): 11000 Accounts Receivable

Reason for Check/Petty Cash Request: <u>Refund of duplicate payment of Inv #67 for Acct. 100-00500-00 for period of 7/1/17 through 12/31/17</u>. Well owner paid invoice and then forwarded invoice to tenant, who also paid. Refund to owner.

Requested by: Erin Gorospe, UWCD ak

Approved by:

Board Secretary/Treasurer

Authorized by:_

Board Chair

(Attach invoices/receipts/documentation for costs verification)

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9:02 AM

08/14/18

Fillmore and Piru Basins GSA All Transactions for 100-00500-00 All Transactions

Туре	Num	Date	Account	Amount	
Payment	067983	06/15/2018	12000 · Undeposited	9.69	
Payment	30276	06/01/2018	12000 · Undeposited	9.69	
Invoice	67	05/02/2018	11000 · Accounts Re	9.69	
Total					

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5/2/2018	Bill	246 🗸		796.20	796.20		796.20	
5/2/2018	Bill	67		9.69	9.69		9.69	
5/2/2018	Bill	62		6.89	6.89		6.89	
5/2/2018	Bill	55		518.59	518.59		518.59	
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Groundwater Sustainability Agency GROUNDWATER SUSTAINABILITY AGENCY P O Box 1110, Fillmore, CA 93016 (805) 525-4431 https://fpbgsa.org

Fillmore and Piru Basins

CHECK REQUEST

Date required: August 23, 2018

Date Requested: August 15, 2018

Pay to: Petit Ranch Inc.

Address: 535 W. Poplar Ave.

City, State, Zip: San Mateo, CA 94402

Amount \$ 72.00

Charge to Account(s): 11000 Accounts Receivable

Reason for Check/Petty Cash Request: <u>Refund overpayment of Inv #477 in the amount of</u> \$72.00. Total for two invoices due was \$4,108.48 but customer wrote check for \$4,180.48.

Requested by: Erin Gorospe, UWCD

Approved by:

Board Secretary/Treasurer

Authorized by:_

Board Chair

(Attach invoices/receipts/documentation for costs verification)

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Bank of the Sierra Refund of overpr	nt of Inv #477 for Acct. 200-017	72.00

12:23 PM

08/15/18

Fillmore and Piru Basins GSA All Transactions for 200-01790-00 All Transactions

Туре	Num	Date	Account	Amount	
Payment	4059	05/18/2018	12000 · Undeposited	2,110.73	
Invoice	447	05/02/2018	11000 · Accounts Re	2,038.73	
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12:23 PM

08/15/18

Fillmore and Piru Basins GSA All Transactions for 200-01800-00 All Transactions

Туре	Num	Date	<u> </u>	Account	Amount	
Payment	4059	05/18/2018	12000 ·	Undeposited	2,069.75	
Invoice Total	448	05/02/2018		Accounts Re	2,069.75	

	REIMER PETIT RANCH INC		4059
	SAN MATEO, CA 94402-1133	Bride 5-14-18	11-35/1210 117
larko	Four thousand one hundreel eighty and 150 Bank of America and Pirk Basins GSA		4,180.48
Harland C	Four thousand one hundred eighty and Too Bank of America	G	Dollars 1 Security Features Back.
	Palo Alto Main 530 Lytton Ave Palo Alto CA 650.324.4433 50	Deely R Att	MP
	#004059# #121000358# 01178***	06458	



Post Office Box 1110, Fillmore, CA 93016 (805) 525-4431 http://fpbgsa.org

August 15, 2018

Petit Ranch Inc. 535 W. Poplar Ave. San Mateo, CA 94402

Dear Sir,

Enclosed please a check related to your overpayment to the Fillmore and Piru Basins GSA. The refunds relate to accounts 200-01790-00 and 200-01800-00, which had a combined balance due of \$4,108.48. The GSA received a check totaling \$4,180.48, resulting in a \$72.00 overpayment. If you have any questions, please feel free to contact me at (805) 317-8978.

Sincerely,

E Gorone

Erin Gorospe on behalf of Fillmore and Piru Basins Groundwater Sustainability Agency

Fillmore and Piru Basins Groundwater Sustainability Agency

GROUNDWATER SUSTAINABILITY AGENCY

P O Box 1110, Fillmore, CA 93016 (805) 525-4431 https://fpbgsa.org

CHECK REQUEST

Date required: _____ Date Requested: <u>August 10, 2018</u>

Pay to: Olivarez Madruga Lemieux O'Neill, LLP

Address: 4165 E. Thousands Oaks Blvd., Suite 350

City, State, Zip: Westlake Village, CA 91362-3852

Amount \$ 610.50

Charge to Account(s): Legal services

Reason for Check/Petty Cash Request: monthly payment for Legal Services - Agency Legal Counsel

Requested by: Kris Sofley, clerk of the board

Approved by:

Board Secretary/Treasurer

Authorized by:

Board Chair

(Attach invoices/receipts/documentation for costs verification)



Olivarez Madruga Lemieux O'Neill, LLP. 4165 E. Thousand Oaks Blvd. Suite #350 Westlake Village, CA 91362-3852 **Tel:** (805) 495-4770 **Fax:** 805.495.2787 www.omlolaw.com

RECEIVED

AUG 1 0 2018

United Water Conservation District

Fillmore and Piru Basins GSA Attn: Kelly Long P.O. Box 1110 Fillmore, CA 93016

Page: 1 July 31, 2018 Client/Matter No. 76.001 Statement No: 4425

Fillmore and Piru Basins GSA

For Professional Services Thru 07/31/2018

FEE TRANSACTIONS

				Rate	Hours	
07/05/2018	MDS	Amen	ded to Article 10 of bylaws and review with SON	185.00	0.40	74.00
07/17/2018	WL	Atten	d Board meeting	185.00	2.80	518.00
07/18/2018	WL	Email	Keith, SON meeting report	185.00	0.10	18.50
		Total	Fee Charges:	_	3.30	610.50
			Timekeeper Summary			
Tim	<u>iekeeper</u>		Title	Hours]	Total
Mai	nuel Ser	rpa	Associates	0.40	\$7	4.00
Wa	yne Len	nieux	Associates	2.90	\$53	6.50
		Total	Current Charges			610.50
		Previo	ous Balance			\$1,509.66
			PAYMENT TRANSACTIONS			
07/11/2018		05/31	/2018 Payment - Thank you, Check # 11011			-1,109.66
07/26/2018		06/30	/2018 Payment - Thank you, Check # 11013			-400.00
		Balan	ce Due			\$610.50

PRIVILEGED AND CONFIDENTIAL Attorney/Client Privilege (Evidence Code Section 950 et seq.)

AMENDMENT NO. 1

to

CONSULTING AGREEMENT DATED APRIL 9, 2018 between FILLMORE PIRU GROUNDWATER SUSTAINABILITY AGENCY And UNITED WATER CONSERVATION DISTRICT

This Amendment No. 1 ("Amendment") to the Consulting Agreement between Fillmore Piru Groundwater Sustainability Agency ("FPGSA") and United Water Conservation District ("United") is dated and made effective as of July 17, 2018, (the "Effective Date") by and among the FPGSA and United, collectively referred to as the "PARTIES". The PARTIES agree as follows:

SECTION 1 - PURPOSE

The FPGSA retained United to furnish services pursuant to the Consulting Agreement dated April 9, 2018, hereinafter called "Original Agreement". The parties desire to modify the Original Agreement to reflect additional costs and amended services. The Original Agreement provided that United would provide certain technical and clerical services. By way of this Amendment, the Parties desire to expand the scope of services provided by United to include Executive Director services.

SECTION 2 - EXPANDED SERVICES OF UNITED

Attachment B, "Scope of Services," to the Original Agreement is amended by adding the following before the first instance of "Administrative Support Services":

"Executive Services:

United shall assign Anthony Emmert to act as the Executive Director for the FPGSA, to perform executive services for the FPGSA, including administrative support services, technical support services for routine tasks, and technical support services for preparation of a Groundwater Sustainability Plan as requested by the FPGSA."

SECTION 3 - EXPANDED SERVICES OF UNITED

Attachment B, "Scope of Services," to the Original Agreement is amended by adding the following before "Job Description: Clerk of the Board" :

"Job Description: Executive Director

The Executive Director shall be the primary executive officer of the Agency. The Executive Director shall serve at the pleasure of the Board of Directors and shall be responsible to the Board for the proper and efficient administration of the Agency. The Executive Director shall have powers designated by the Board or otherwise set forth in the Bylaws.

"Anticipated Activities

It is expected the Executive Director will support the Agency in accomplishing the following:

1. Arrange for the implementation of policies adopted by the Board.

2. Recommend policies to the board.

3. Supervise the activities of persons engaged by the Agency.

4. Report to the Board at regular meetings and, as needed, in accordance with the Brown Act.

5. Submit an annual budget and provide regular reports on the implementation of budgets.

6. Oversee the preparation of a Groundwater Sustainability Plan for the Basins.

SECTION 3 - ESTIMATED COST:

Attachment D, "Estimated Cost" to the Original Agreement is amended by adding the following:

"The FPGSA shall pay United \$2,411.50 per month for Executive Director services."

SECTION 4 - EFFECT OF AMENDMENT

Except as expressly amended, supplemented, and modified herein, nothing in this Amendment in any way alters or amends the restrictions, rights, or obligations under the Original Agreement that are not expressly amended herein, and all other provisions in the Original Agreement are hereby ratified, confirmed, and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date of the latest signature below.

APPROVED:

Fillmore Piru Groundwater Sustainability Agency

By:

Date

Kelly Long, FPGSA Chairperson

APPROVED:

United Water Conservation District

By: General Manager

Date 8/20/18

APPROVED AS TO FORM:

Ву:_____

_____Date _____

Olivarez Madruga Lemieux O'Neill, LLP Agency Counsel

United Water Conservation District

FY 2018-19 Rates Step 5

Desition	Full Exposure Hourly Rate
Position	
Accountant	62.96
Accountant III	71.77
Accounting Technician III	57.29
Administrative Assistant	51.40
Assistant Engineer	83.52
Assistant Hydrogeologist	83.19
Associate Ecologist	97.19
Associate Engineer	97.18
Asst. Ecologist	68.58
Chief Engineer	151.11
Chief Financial Officer	146.23
Chief Operations Officer	143.00
Chief Water Treatment Operator	93.30
Controller	115.91
Dam Operator	80.11
Assistant General Manager	172.25
District Safety Officer/Rchg O&M WII	83.13
Engineering Manager - 7 months	78.04
Engineering Technician	60.48
Env. Planning & Conservation Mgr	132.34
Executive Assistant	69.06
Executive Coordinator	114.49
Facilities Maintenance Worker	48.58
Field Technician	48.42
General Manager	206.70
HR Administrator	73.00
Hydrologist	83.49
Instrument & Elect. Tech	87.24
IT Administrator	85.13
Lead Recharge O&M Worker	81.85
O&M Manager	130.46
Park Services Officer	70.62
Park Services Officer	71.69
Recharge O&M Worker I	64.53
Recharge O&M Worker II	71.69
Senior Accountant	78.06
Senior Ecologist	106.02
Senior Engineer	110.52
Senior Hydrogeologist	110.57
Senior Hydrologist	105.93
Senior Park Services Officer	99.53
Senior Water Treatment Operator	85.14
Sr. Environmental Scientist	97.40
Sr. Hydrogeologist/Modeler	110.67
Staff Hydrogeologist	73.09
cian i farogeologion	. 5.66

Fillmore Piru Basins Groundwater Sustainability Agency

Support Services from United Water Conservation District

Period Fiscal Year 2018-2019

and the second		Est	and the second		and and			
Administrative Suppor	t Services	Hrs/Month	Rate	Units				Totais
Agency Job Title	District Job Title							
Clerk of the Board	Executive Assistant	16	\$ 69.06	/hour	\$	1,104.96		
Executive Director	Assistant General Manager	6	\$ 172.25	/hour	\$	1,033.50		
Staff	Assistant Hydrogeologist	2	\$ 83.19	/hour	\$	166.38		
Finance	Senior Accountant	2	\$ 78.06	/hour	\$	156.12		
					\$	-		
				Total	\$	2,460.96	/month	\$ 29,531.52
Accounting/Billing Ser	nizes - Routine Tasks	Est						
(e.g., A/P-A/R)	nes - notune rese	Hrs/Month	Rate	Units				
Agency Job Title	District Job Title				-			
Clerk of the Board	Executive Assistant	2	\$ 69.06	/hour	\$	138.12		
Executive Director	Assistant General Manager	0	\$ 172.25	/hour	\$	-		
Staff	Assistant Hydrogeologist	2	\$ 83.19	/hour	\$	166.38		
Finance	Senior Accountant	4	\$ 78.06	/hour	\$	312.24		
Finance	Chief Financial Officer	2	\$ 146.23	/hour	\$	292.46		
				Total	\$	909.20	/month	\$ 10,910.40
Technical Support Serv	rices - Routine Tasks -	Est	Rate	Units				
(1 meeting/month)		Hrs/Month	Mate	Units				
Agency Job Title	District Job Title				-			
Clerk of the Board	Executive Assistant	2	\$ 69.06	/hour	5	138.12		
Executive Director	Assistant General Manager	8	\$ 172.25	/hour	5	1,378.00		
Staff	Assistant Hydrogeologist	8	\$ 83.19	/hour	\$	665.52		
Finance	Senior Accountant	0	\$ 78.06	/hour	\$			
Finance	Chief Financial Officer	0	\$ 146.23	/hour	\$			
Staff	Senior Hydrogeologist	4		/hour Total	\$	2,181.64	Imonth	\$ 26,179.68
				TOLON	-	4,101.04	7.00000	20,27 2.00
Accounting/Billing Ser		Est Hrs/6 months	Rate	Units	1			
Extraction Statements	(ZX/year)	montins					1.00	
Agency Job Title	District Job Title							
Clerk of the Board	Executive Assistant	0	\$ 69.06	/hour	\$	•		
Executive Director	Assistant General Manager	0	\$ 172.25	/hour	\$	•		
Staff	Assistant Hydrogeologist	6	\$ 83.19	/hour	\$	499.14		
Finance	Senior Accountant	40	\$ 78.06	/hour	\$	3,122.40		
Finance	Chief Financial Officer	8	\$ 146.23	/hour	\$	1,169.84		
				Total	\$	4,791.38	/6 months	\$ 9,582.76
Finance	Senior Accountant	60	\$ 78.06	/hour	\$	4,683.60	one time initial setup	
Technical Support Serv	rices - GSP Preparation	Est Hrs/Month	Rate	Units				
Agency Job Title	District Job Title	1						
Clerk of the Board	Executive Assistant		\$ 69.06	/hour	\$	-		
Executive Director	Assistant General Manager		\$ 172.25	/hour	\$	•		
Contract of the second s	Senior Hydrogeologist		\$ 110.57	/hour	\$	-		
Staff	and a survey of the second	and the second se						
Staff Staff	Assistant Hydrogeologist		\$ 83.19	/hour	\$	•		
Staff Staff Finance	Assistant Hydrogeologist Senior Accountant		\$ 78.06	/hour	\$	•	1	
Staff	Assistant Hydrogeologist		and the second second	CONTRACTOR OF THE OWNER OWNE	or other states			

76,204.36

CONSULTING AGREEMENT

This Consulting Agreement ("Agreement") is entered into as of April 9, 2018, by and between United Water Conservation District ("Consultant" or "District") and Fillmore and Piru Basin Groundwater Sustainability Agency ("Client" or "Agency"). Consultant and Client may individually be referred to as a "Party" and collectively as "Parties." The above Parties agree as follows:

Client retains the Consultant to provide the services ("Services") described in Attachment B in connection with the following Project:

Project Title:	Administrative and Technical Support Services	
UWCD Project No:	TBD	
Client Project Contact:	Kelly Long, Chair	
Billing and Notice Address:	P.O. Box 1110, Fillmore, CA 93016	-
Telephone & FAX Number:	805-525-4431 / 805-525-2661 fax	
Estimated Start Date:	April 9, 2018	
Estimated Completion Date:	Ongoing, with annual renewals	

The attachments listed below are incorporated herein and made a part of this Agreement by reference:

Attachment A – Terms and Conditions Attachment B - Scope of Work Attachment C - Estimated Schedule Attachment D - Estimated Cost

121

United Water Conservation District:

By:

Title: **General Manager**

Date: April 9, 2018

3018

Fillmore and Piru Basin Groundwater Sustainability Agency:

Date:

ATTACHMENT A - TERMS AND CONDITIONS

1. INVOICES: Invoices will be submitted to Client once a month with payment due within thirty (30) days of the date of the invoice. A late charge at the rate of one and one-half percent (1 ½%) per month, or the highest rate allowed by applicable law, whichever is lowest, will be added to all amounts outstanding after said thirty (30) days. Client shall continue to be responsible for payment of Consultant's charges, along with Client's other obligations hereunder, even if Client requests the invoices to be sent to a third party. Client agrees to pay any and all attorney's fees and court costs should attorneys be utilized or court proceedings initiated to collect any past due amounts arising out of this Agreement.

2. PERFORMANCE. Consultant will exercise reasonable skill and judgment in providing the Services. No other warranties (express or implied) or representations of performance are given. Consultant does not warrant any specific results of any kind. Consultant does not warrant that the Services (or any reports or data based thereon, hereinafter referred to as "Work Product") will be sufficient in form or substance to satisfy any required or desired regulatory agency approval. All Services and resulting Work Product are provided as-is.

3. REQUIRED COURT PROCEEDINGS. Client is responsible for payment of all costs and expenses resulting from Consultant's required attendance at any depositions, judicial or administrative proceedings, meetings, and/or response to subpoenas issued by any Party, third party or court orders in connection with Consultant's provision of the Services hereunder. Charges will be determined in the manner set forth in Attachment D, at the rates in effect at the time the subpoena is served. This Section shall survive the expiration or termination of this Agreement.

4. CLIENT OBLIGATIONS; DISCLAIMER. It is recognized that Client has superior knowledge of the Project and Client is obligated to advise Consultant of all or any of the conditions that may affect Consultant's performance hereunder. Client agrees to provide Consultant with such specifications, plans, studies, documents or other information on surface and subsurface conditions as will be reasonably required by Consultant for proper and timely performance of the Services. Consultant may rely upon information supplied by Client or its contractors or consultants, or information available from generally accepted reputable sources, without independent verification, and assumes no responsibility for the accuracy thereof. Client understands that any geophysical findings provided hereunder will not replace in-situ measurements, and that the identification of subsurface features is contingent on geophysical data being acquired directly over a feature and reasonable assumptions as to depth and site geology, and the interpretation of geophysical data may be to some degree subjective. Consultant shall not be held responsible for any determinations of the structural integrity of the soil or underlying strata or, because of dynamic geologic conditions and construction/development, for any change in subsurface conditions.

5. CONFIDENTIALITY. Client shall not provide Consultant with any confidential information, unless such information is clearly marked. Consultant may disclose confidential information when required by law after giving reasonable notice to the Client, such notice to be reasonably sufficient under the circumstances to give the Client the opportunity to seek confidential treatment, a protective order or similar remedies or relief prior to disclosure. It is understood that Consultant is subject to the California Public Records Act (Gov. Code § 6250 *et seq.*). If Client fails to obtain a court order enjoining disclosure, Consultant will release the requested information on the date required under the California Public Records Act.

6. INDEMNIFICATION AND LIMITATION OF LIABILITY. Client shall indemnify, defend and hold Consultant harmless from all damage, liability, cost, expense, liens, personal injury, property damage, loss or other claim ("collectively "Claims") that may arise from or in connection with the Services and/or the Work Product, except to the extent such Claims arise out of the sole negligence or willful misconduct of Consultant. Consultant shall not be liable for any special, incidental or consequential damages, such as loss of use, loss of profits or revenue, claims of customers of Client, etc., whether based on contract or tort, including negligence or strict liability. This Section shall survive the expiration or termination of this Agreement.

7. DELAYS. Consultant shall have no liability towards Client, or its contractors or consultants, for delays in the performance of the Services, or any part of the Services, caused by actions or occurrences beyond Consultant's reasonable control. The time of Consultant's performance under this Agreement shall be extended to reflect such delays.

8. USE OF WORK PRODUCT. Client may use any final reports, or other work performed or prepared by Consultant under this Agreement only in connection with the Project. Client shall obtain prior written consent from Consultant for any other use of such Work Product.

9. TERMINATION. Either Party may terminate this Agreement upon thirty (30) days advance written notice. All outstanding fees shall be due within thirty (30) days of termination. After thirty (30 days from the date of termination or expiration of this Agreement, Consultant will dispose of any client data unless prior to that date the Client requests in writing that the data be returned.

10. MISCELLANEOUS. The Agreement constitutes the entire understanding of the Parties relating to the Services. Previous proposals, offers, and other communications relative to the Services, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated herein. Any modifications or revision of any provisions hereof or any additional provisions contained in any purchase order, acknowledgement, or other form of the Client is hereby expressly objected to by Consultant and shall not operate to modify this Agreement. This Agreement may not be changed except in writing executed by both Parties. Client may not assign this Agreement without the written consent of the Consultant. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California, with venue in Ventura County, California. If any legal action is necessary to enforce any of the terms or conditions of this Agreement, each Party shall bear their own attorneys' fees. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document. This Agreement may be executed and transmitted to any other Party by PDF, which PDF shall be deemed to be, and utilized in all respects as, an original, wet-inked document.

ATTACHMENT B – SCOPE OF WORK

The Agency requested that the District explore how it could use its existing resources to:

- (1) Function as administrative support staff (i.e., Clerk of the Board) to the Agency;
- (2) Provide accounting/billing services to the Agency;
- (3) Provide **technical staff** to assist the Agency with key issues (e.g., Basin Boundary Modifications, grant applications);
- (4) Lead the **development of the Groundwater Sustainability Plans (GSP)** for the Fillmore and Piru basins.

Administrative Support Services

The primary role for the administrative support services is to function as the Clerk of the Board (COB). The COB will be responsible for the activities identified in the attached Job Description adopted by the Board of Directors on January 29, 2018. It is envisioned that this would be a part-time commitment of existing District personnel. The District will propose a person or persons for the Agency to consider for the Clerk of the Board position. If the Agency does not accept any of the proposed persons, then the Agency is free to directly hire or contract for this position or explore other partnership options with the District. Kris Sofley is currently serving as the Clerk of the Board.

Accounting/Billing Services

The services desired by the Agency include the following:

- District staff will print and mail biannual (2X/year) invoices to groundwater extractors ("pumpers"). The FPBGSA will provide the District staff with the required information (e.g., groundwater extraction fee[s], list of groundwater extractors subject to those fees). The first invoice is expected to be generated within 60 days after contract execution.
- 2) District staff will function as Treasurer to provide accounting controls.
- District will establish an accounting system using readily available, off-the-shelf software (e.g., Quickbooks). All accounting functions for the Agency will be separate from the District's accounting system.
- 4) The Agency will establish a commercial checking account for the agency, to which District staff will make periodic deposits of the payments received from extractors.
- 5) District staff will provide the Clerk of the Board with lists of payments received, bank deposits, bank statements, and outstanding invoices for transmittal to the Agency Treasurer. Bank statements will be provided to the Clerk of the Board, as well. The

Agency Treasurer (or their designee) will oversee the reconciliation of the bank statements and preparation of checks to satisfy Agency accounts payable obligations.

6) At no time will District staff or legal counsel be responsible for any collection activities deemed necessary for delinquent accounts.

Technical Staff

The services desired by the Agency include the following:

- Grant writing assistance for California Department of Water Resources (DWR) Prop

 Grant to support Groundwater Sustainability Plan preparation. The District
 supported the Agency by contracting with a grant writer (on a cost reimbursable
 basis) to prepare the grant application on behalf of the Agency.
- 2) District staff will continue to function as staff to the Agency (e.g., prepare staff reports) and provide guidance to the Agency on technical aspects (e.g., requirements of Sustainable Groundwater Management Act, impact DWR SGMA guidance documents have on Agency operations, DWR reporting requirements relevant to the Agency) associated with its groundwater management mission. John Lindquist and Tim Moore are currently functioning in this role.
- 3) District staff will have a lead role in the preparation the GSPs for the Fillmore and Piru basins. This is envisioned to be a multi-year effort that culminates in a finalization and adoption by the Agency of GSPs for both basins.

JOB DESCRIPTION: CLERK OF THE BOARD

The Fillmore and Piru Basins Groundwater Sustainability Agency

The Clerk of the Board shall be the primary administrative staff of the Fillmore and Piru Basins Groundwater Sustainability Agency (Agency). The Clerk of the Board shall serve at the pleasure of the Board of Directors and shall be responsible to the Board for the proper and efficient administration of the Agency. The Clerk of the Board shall have the powers designated by the Board, or otherwise set forth in the Bylaws.

ANTICIPATED ACTIVITIES

It is expected that the Clerk of the Board will support the Agency in accomplishing the following:

- 1. Making arrangements for the Regular Board meetings approximately once a month.
- 2. Making arrangements for the Special Board meetings and workshops as needed.
- 3. Monthly tracking and reporting on agency activities and budget.
- 4. Coordination of compliance with regulatory and statutory requirements.
- 5. Regular coordination with partners including United Water Conservation District staff.
- 6. Regular communication with key stakeholders and members of the public.

KEY RESPONSIBILITIES

The Clerk of the Board shall serve as a neutral party responsible equally to all Agency Board members and accountable to the collective decisions of the Agency Board.

The Clerk of the Board shall manage Agency administrative operations, provide regular Clerk of the Board Reports, and make recommendations to the Agency Board to ensure proper and efficient administration of the Agency.

The Clerk of the Board shall track expenditures and coordinate the preparation of periodic fiscal information as directed by the Board.

The Clerk of the Board shall develop and maintain professional and collegial relationships with key stakeholders including partners and beneficial users.

The Clerk of the Board shall serve as the Agency's general point of contact for communication with the public, legislators, regulatory agencies, and the media as determined by the Board.

The Clerk of the Board shall serve as a credible and informed spokesperson, representing the Board as directed, anticipating challenges and opportunities that the Agency may encounter, providing information and making recommendations to the Board.

The Clerk of the Board shall perform other duties as detailed in the Bylaws and directed by the Board.

SCOPE OF WORK

The precise scope of work will be determined by the Agency and may change over time. Generally, the Clerk of the Board will perform the following administrative and management duties for the Agency:

- 1. Schedule and coordinate meetings, as necessary, ensuring availability of rooms, equipment, materials, audiovisual equipment, computers, etc.
- Prepare meeting agendas, items for Board consideration, attend meetings, and prepare minutes for all Agency meetings including regular Board meetings, special Board meetings, and any standing committee meetings or ad hoc committee meetings as directed by the Board.
- Compose a variety of standardized reports, resolutions, proclamations, legal notices, or other documents as directed by the Board.
- 4. Prepare or assist with the preparation of requests for proposals, contracts and agreements to retain services as directed by the Board.
- 5. Communicate with key stakeholders and partners regarding the activities of the Agency.
- 6. Monitor the Agency budget including allocation of revenue and expenditures, and provide standardized fiscal reports for the Board.
- 7. Maintain Agency master files.
- Coordinate, or perform if appropriate, updates to the Agency website and social media sites.
- Keep apprised of and convey information regarding relevant legislation, guidelines, Best Management Practices (BMPs), funding opportunities, and other items of interest to the Board.

QUALIFICATIONS

Minimum and desired qualifications will be determined by the Board. The following experience and knowledge may be desired in order to support the key responsibilities and the scope of work:

Experience

- 1. Facilitation of meetings including developing agendas, preparing minutes, and coordination with key partners and stakeholders.
- 2. Budget management and reporting including experience working with granting agencies, fiscal partners, and consultants.
- 3. Experience working with partners, key stakeholders, and beneficial users of groundwater within the Piru and Fillmore basins.
- 4. Experience communicating with members of the public including articulating complex issues in a politically sensitive environment.

Knowledge

- 1. Knowledge of the Piru and Fillmore groundwater basins.
- 2. Familiarity with the Ralph M. Brown Act.

- 3. Familiarity with the Sustainable Groundwater Management Act (SGMA) and associated requirements of Groundwater Sustainability Agencies and Groundwater Sustainability Plans.
- 4. Demonstrated understanding of the Joint Exercise of Powers Agreement creating The Fillmore and Piru Basins Groundwater Sustainability Agency.

ATTACHMENT C – ESTIMATED SCHEDULE

This agreement will continue indefinitely unless terminated by either Party as described in Attachment A Terms and Conditions, Item 9.

The Administrative Support Services, Accounting/Billing Services, and the non-GSP Technical Services are as-needed services that will have varying scopes of work and short-term (e.g., monthly) deliverable timelines.

ATTACHMENT D - ESTIMATED COST

The estimated cost to perform the proposed Services is shown below. Most of the assumptions upon which the cost estimate is made are indicated in Attachment B or as footnotes to the cost estimate. The District intends to work very closely with the Agency to complete the Services efficiently and effectively. The District will not exceed the amounts shown below without written approval from the Client.

The Agency agrees that the services in Attachment B would be performed by the District on a cost reimbursable basis. The District would invoice the Agency quarterly on a time-and-expense basis for services performed.

The Agency would be invoiced at the unit labor rates currently in use for the period of time when the services were performed. Adjustments to the rates are expected to occur in the future, but would be reviewed with the Agency prior to their implementation. The labor rates shown in the attached table are applicable for July 1, 2017-June 30, 2018. The labor rates include salaries and benefits.

If the Clerk of the Board position is filled by existing District personnel, it is likely that periodically the sum of the hours worked for the District and the Agency will exceed 40 hours per week. All overtime hours earned by the Clerk of the Board will be billed at an overtime rate to the Agency, up to the number of hours devoted to Agency business in that given week.

Other direct costs (e.g., software purchases/leases, postage, photocopies, mileage) will be invoiced at cost.

The costs incurred by the District in support of the Agency will be reimbursed to the District no later than 15 days after the check for signing is presented at the monthly Board of Directors meeting.

The attached sheets to this attachment shown the labor rates and the estimated budget.

United Water Conservation District FY 17-18 Step Five

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	Hourly
Position	Rate
Accountant I	60.61
Accounting Technician III	54.65
Administrative Assistant	49.41
Assistant Engineer	80.39
Assistant Hydrogeologist	80.05
Associate Ecologist	93.59
Associate Engineer	93.59
Asst. Ecologist	65.93
Chief Financial Officer	140.84
Chief Operations Officer	140.64
Chief Water Treatment Operator	89.62
Controller	111.44
Dam Operator	76.99
Deputy General Manager	165.72
Deputy GM/GW & Water Resources	141.81
District Safety Officer/Rong O&M WII	78.32
Engineering Manager	124.58
Engineering Technician	58.50
Env. Planning & Conservation Mgr	127.30
Executive Assistant	63.19
Executive Coordinator	110.31
Facilities Maintenance Worker	47.48
General Manager	198.79
HR Administrator	70.29
Hydrologist	80.30
Instrument & Elect. Tech	83.60
IT Administrator	82.04
Lead Recharge O&M Worker	78.67
Park Services Officer	69.18
Recharge O&M Worker I	61.91
Recharge O&M Worker II	70.23
Senior Accountant	75.26
Senior Ecologist	102.01
Senior Engineer	106.37
Senior Hydrogeologist	106.45
Senior Hydrologist	101.92
Senior Park Services Officer	95.65
Senior Payroll Accounting Analyst	64.55
Senior Water Treatment Operator	81.79
Sr. Environmental Scientist	93.59
Sr. Hydrogeologist/Modeler	106.37
Staff Hydrogeologist	70.30
Supervising Hydrogeologist	111.16
Supervising Inst. & Elect. Tech.	91.61
Water Resources Tech	59.62
Water System Electrician	78.32
Water Treatment Operator III	70.29

Administrative Suppor	t Services	Est Hrs/Month	Rate	Units			
Agency Job Title	District Job Title	The synthetic it					
Clerk of the Board	Executive Assistant	16	\$ 63.19	/hour	\$	1,011.04	
Staff	Chief Engineer	2	\$ 141.81	/hour	\$	283.62	
Staff	Assistant Hydrogeologist	2	\$ 80.05	/hour	\$	160.10	
	Senior Accountant	2	\$ 75.26	/hour	\$	150.52	
Finance	Senior Accountant	2	\$ 15.20	/11001	\$	150.52	
				Total	\$	1,605.28	/month
Accounting/Billing Ser	vices - Routine Tasks	Est					
(e.g., A/P-A/R)		Hrs/Month	Rate	Units			
Agency Job Title	District Job Title						
Clerk of the Board	Executive Assistant	2	\$ 63.19	/hour	\$	126.38	
Staff	Chief Engineer	1	\$ 141.81	/hour	\$	141.81	
Staff	Assistant Hydrogeologist	2	\$ 80.05	/hour	\$	160.10	
Finance	Senior Accountant	4	\$ 75.26	/hour	\$	301.04	
Finance	Chief Financial Officer	2	\$ 140.84	/hour	\$	281.68	
				Total	\$	1,011.01	/month
Technical Support Ser	vices - Routine Tasks -	Est			-		
(1 meeting/month)	noutine rasks -	Hrs/Month	Rate	Units			
	Disting to the						
Agency Job Title	District Job Title	-	¢ (2.10	1	*	100.00	
Clerk of the Board	Executive Assistant	2	\$ 63.19	/hour	\$	126.38	
Staff	Chief Engineer	12	\$ 141.81	/hour	\$	1,701.72	
Staff	Assistant Hydrogeologist	8	\$ 80.05	/hour	\$	640.40	
Finance	Senior Accountant	0	\$ 75.26	/hour	\$	•	
Finance	Chief Financial Officer	0	\$ 140.84	/hour Total	\$	-	/month
				TOLAI	\$	2,468.50	/monun
Accounting/Billing Ser	vices - Groundwater	Est Hrs/6					
Extraction Statements		months	Rate	Units			
Agency Job Title	District Job Title						
Clerk of the Board	Executive Assistant	6	\$ 63.19	/hour	\$	379.14	1.
Staff	Chief Engineer	6	\$ 141.81	/hour	\$	850.86	1
Staff	Assistant Hydrogeologist	6	\$ 80.05	/hour	\$	480.30	1.000
Finance	Senior Accountant	40	\$ 75.26	/hour	\$	3,010.40	
Finance	Chief Financial Officer	8	\$ 140.84	/hour	\$	1,126.72	
				Total	\$	5,847.42	/6 month
Finance	Senior Accountant	60	\$ 75.26	/hour	\$	4,515.60	
							initial setup
Technical Support Ser	vices - GSP Preparation	Est Hrs/Month	Rate	Units			
Agency Job Title	District Job Title						
	Executive Assistant		\$ 63.19	/hour	\$	•	
Clerk of the Board	Chief Engineer		\$ 141.81	/hour	\$	-	
and the second se		Contraction of the second s	¢ 00.05	/hour	\$	-	
and the second se	Assistant Hydrogeologist		\$ 80.05	1			
Staff	and the second se		\$ 75.26	/hour	\$	-	
Staff Staff	Assistant Hydrogeologist			the second s			

Page |D-3

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Item No.8A MotionDATE:August 20, 2018 (for August 23, 2018 meeting)

TO: Board of Directors

SUBJECT:Draft Request for Qualifications/Request for Proposals for Groundwater SustainabilityPlan Consultant and Proposed Distribution List

SUMMARY

Preparation of groundwater sustainability plans is a critical project for the FPB GSA, necessary for compliance with the Sustainable Groundwater Management Act. The plans are due to the California Department of Water Resources by January 2022. The Agency plans to complete this effort utilizing a consultant, supported by United Water Conservation District (UWCD) ongoing technical efforts in the region. Selection of the consultant in the very near future is critical to completing the required plans on time. Agency staff recommends issuing the request for qualifications-request for proposals to listed consultants by the end of August 2018, and requests authorization from the Board of Directors.

RECOMMENDED ACTION

The Board will consider approving the proposed draft of the Request for Qualifications and Proposals soliciting for a consultant to prepare the Agency's Groundwater Sustainability Plans and the distribution list of possible consultants for consideration.

BACKGROUND

Preparation of groundwater sustainability plans (GSPs) is a critical project for the FPB GSA, necessary for its compliance with the Sustainable Groundwater Management Act (SGMA). As required by SGMA, the completed GSPs for the Fillmore basin and Piru basin must be submitted to the California Department of Water Resources (DWR) by January 2022. As has been discussed during recent Board meetings, the Agency plans to complete this effort utilizing a consultant, supported by UWCD technical and management staff. UWCD staff will provide the necessary water levels and water quality monitoring data, develop a water budget, create a hydrogeologic conceptual model, and perform model runs to forecast effects of future hydrogeologic and climate conditions on the six SGMA sustainability criteria. The consultant will provide project management, compile existing data, analyze for data gaps, prepare a sampling and analysis plan, develop sustainable management actions, support the stakeholder engagement process, prepare the groundwater sustainability plans, and provide support regarding grant administration.

If approved by the Agency Board of Directors, staff plans to issue the Request for Qualifications-Request for Proposals (Attachment A) by August 31, 2018 to the list of consultants and sub-consultants (Attachment B). Staff proposes for submittals to be due to the Agency by September 28, 2018. Proposers will submit their cost proposals in separate sealed envelopes. The review panel will then review and rank

Item No: 8A Draft Request for Qualifications/Request for Proposals for Groundwater Sustainability Plan Consultant and Proposed Distribution List August 20, 2018 Page 2

submittals, based upon qualifications. If the panel finds that one or more of the submittals to be either non-responsive (incomplete) or finds the submitter to be not qualified, then the Agency will not open the sealed cost proposals for those submittals, but will return them to the submitter. Agency staff will then open the cost proposal of the most qualified proposer, and negotiate a final scope of services and cost proposal for Agency Board of Directors consideration.

FISCAL IMPACT

There are not fiscal impacts from the requested action. Future fiscal impacts will result when the Agency awards a consulting agreement to the selected consultant. The pending Groundwater Sustainability Planning Grant Program grant with the DWR will offset approximately fifty percent of the Agency's costs to prepare the GSPs.

ATTACHMENTS: A – Amendment No. 1 to Consulting Agreement Dated April 9, 2018 Between the Fillmore Piru Basins Groundwater Sustainability Agency and United Water Conservation District

B – List of Groundwater Sustainability Planning Consultants and Sub-consultants

Proposed Motion:							
"Motion to approve the proposed draft Request for Qualifications and Proposals soliciting for a consultant to prepare Agency's Groundwater Sustainability Plans."							
1 st : Director		2 nd : Director _					
Voice/Roll call vote:	Director Broggie: Director Meneghin	Director Kimball:	Director Long: Director	Director McFadden: [•] Pace:			

FILLMORE AND PIRU BASINS GROUNDWATER SUSTAINABILITY AGENCY

Request for Qualifications and Proposals for

Groundwater Sustainability Plans Preparation for Fillmore Basin and Piru Basin

> Date of Issuance: August 31, 2018 Date to Submit: September 28, 2018

Fillmore and Piru Basins Groundwater Sustainability Agency PO Box 1110 Fillmore, CA 93016 (805) 525-4431

NOTICE

RFQ-RFP FOR PREPARATION OF CALIFORNIA SUSTAINABLE GROUNDWATER MANAGEMENT ACT-COMPLIANT GROUNDWATER SUSTAINABILITY PLANS FOR THE FILLMORE AND PIRU GROUNDWATER BASINS

Date of Issuance: August 31, 2018 Date to Submit: September 28, 2018

The Fillmore and Piru Basins Groundwater Sustainability Agency (Agency) invites the submittal of Statements of Qualifications and Proposals from qualified consulting firms interested in providing California Sustainable Groundwater Management Act-compliant groundwater sustainability plans for the Fillmore Groundwater basin and the Piru Groundwater basin. Interested firms shall submit one (1) hard bound copy and one (1) electronic copy in PDF format to the name and address listed below. It is the responsibility of the proposer to verify that the proposal was received by the Agency.

Submittals shall be submitted to the following address:

Attn: Anthony Emmert Executive Director Fillmore and Piru Basins Groundwater Management Agency PO Box 1110 Fillmore, CA 93016 (805) 525-4431 tonye@unitedwater.org

Proposers shall submit all questions for clarification in writing <u>not later than</u> 5:00 PM on September 14, 2018. Any questions submitted after this time may not be considered. The submittal of the proposal is due not later than 5:00 PM on September 28, 2018.

Table of Contents

1.	Background	4
2.	Description of Work	6
3.	Proposal Requirements	13
4.	Proposal Review, Evaluation and Selection	15
5.	Standard Professional Services Agreement	16

1. Background

The Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) is located in Ventura County, California and was created in 2017 under the California Sustainable Groundwater Management Act (SGMA), to fulfill the requirements of the SGMA by bringing the Fillmore basin and Piru basin to a sustainable status by 2042. It is governed by a six-member board of directors, with representation from the County of Ventura, the City of Fillmore, the United Water Conservation District (UWCD), the Fillmore Basin Pumpers Association (FBPA), the Piru Basin Pumpers Association (PBPA), and the Santa Clara River Environmental Groundwater Committee (SCREGC). The County of Ventura has land use planning responsibility and authority within both the Fillmore and Piru basins. The City of Fillmore has land use planning responsibility and authority in the Fillmore basin, and is a groundwater pumper. The UWCD serves to manage and enhance the groundwater of the Santa Clara River watershed, including both the Fillmore and Piru basins, through monitoring and reporting of conditions, capturing and storing stormwater flows, enhancing groundwater recharge, and procurement and importation of a relatively small amount of supplemental water supplies. The FBPA and PBPA were created following the passage of SGMA, with the purpose of representing the needs of the pumpers in the basin through the SGMA implementation process. The FBPA currently includes approximately 100 members, representing approximately 60% of the total pumping in the Fillmore basin, excepting the City of Fillmore and State of California pumping. The PBPA currently includes approximately 25 members, representing approximately 60% of the total pumping in the Piru basin. The SCREGC is comprised of environmental organizations active in the Santa Clara River valley, and includes California Trout, Friends of the Santa Clara River, The Nature Conservancy, Wishtoyo Foundation, Ventura Coastkeeper, Stoecker Ecological, University of California Santa Barbara Riparian Invasion Research Laboratory, Keep the Sespe Wild, Santa Clara Watershed Conservancy, Stillwater Sciences, Ventura Audubon Society, ForestWatch, and Sierra Club Los Padres Chapter. The FPBGSA is staffed by a contract with UWCD, which includes executive director, board clerk, hydrogeologist, and accountant, and by a contract with Olivarez, Madruga, Lemieux & O'Neill for general legal counsel services.

The Fillmore Basin and Piru basins are two of a series of alluvial groundwater basins (subbasins) located along the Santa Clara River valley in Ventura County, California. They lie within the Santa Clara River watershed and fully within Ventura County. The connected subbasins are part of the larger groundwater system of the Santa Clara River valley. The basins are located downstream of the City of Santa Clarita (which is fully within Los Angeles County) and upstream of the Santa Paula basin and the Oxnard coastal plain. The California Department of Water Resources (DWR), in its Bulletin 118 (2016) identifies the Fillmore Basin as 4.004.05 and the Piru Basin as 4.004.006.

DWR categorizes both of the basins as high priority (Draft 2018 SGMA Prioritization), primarily due to the high dependence upon groundwater for municipal, domestic, agricultural and environmental needs; and the critical status of the downstream coastal groundwater basins that have experienced severely depressed groundwater levels and seawater intrusion. The FPBGSA has recently submitted comments to DWR on the May 2018 draft reclassification of Fillmore Basin from medium to high priority. The FPBGSA has also submitted a basin boundary modification request to DWR which if approved, will reopen both basins for another round of prioritization.

As it passes over the groundwater basins, the Santa Clara River, which stretches from unincorporated town of Acton (Los Angeles County) in the east to the Pacific Ocean, is relatively undeveloped and provides habitat for several endangered and threatened species. A significant body of information is available from UWCD on historical water usage, groundwater levels, and water quality in the basins, as summarized in the 2014 and 2015 Piru and Fillmore Basins Biennial Groundwater Conditions Report (UWCD, 2016, Open-File Report 2016-01). Additional information is also available on the Agency's website (www.fpbgsa.org).

UWCD is working to expand its Ventura Regional Groundwater Flow Model (VRGWFM) from the basins of the coastal plain eastward into the basins of the Santa Clara River valley (Santa Paula, Fillmore, Piru). The VRGWFM currently includes the Oxnard plain (including the Forebay), Pleasant Valley, West Las Posas, and Mound groundwater basins. Model documentation for these basins is detailed in the report: United Water Conservation District, 2018, Ventura Regional Groundwater Flow Model and Updated Hydrogeologic Conceptual Model: Oxnard Plain, Oxnard Forebay, Pleasant Valley, West Las Posas, and Mound Basins (UWCD, 2018, Open-File Report 2018-02). Current work is focused upon defining the hydrostratigraphy of Santa Paula, Fillmore and Piru basins, and will be followed by development of the numerical model, calibration, and peer review. UWCD estimates that the model should be available for use in the Fillmore and Piru basins by early 2020.

The FPBGSA has applied for and been awarded a grant through the Sustainable Groundwater Planning Grant Program, administered by DWR. FPBGSA staff anticipates execution of the grant agreement in fall 2018. The grant funds will provide the primary funding source for the GSPs preparation, as well as for several of the activities being undertaken by UWCD.

2. Description of Scope of Work (SOW)

The SOW involves the preparation of portions of groundwater sustainability plans (GSPs), as described further below, for both the Fillmore and Piru basins, per the requirements of the SGMA and DWR (23 CCR Title 23, Division 2, Chapter 1.5, Subchapter 2, commencing at Section 350) (GSP Regulations), concluding with preparation of two completed GSPs ready for submittal by the FPBGSA to the DWR by January 31, 2022. In order to provide the FPBGSA and stakeholders sufficient time to review the GSPs, provide comments, and review any revisions made by the selected consultant, the public draft GSPs will be completed by July 31, 2021. In close coordination with consultant, UWCD expects to provide information and draft text for selected portions of the GSPs, as detailed below. Included in the scope of work would be communications with other agencies and interested parties, as required by Section 354.10 of the GSP Regulations, including facilitating public engagement, as required by the GSP Regulations.

The scope of work shall include, at a minimum, the following:

Task 1 – Project Management

- A. Project Administration
- B. Work Plan. Consultant shall prepare a work plan for approval by the FPBGSA. Include a Gantt chart in MS Project format with start dates and completion dates for all actions leading up to fully completed GSPs that are acceptable to the FPBGSA and DWR. The chart should show actions required, strategies employed, responsibilities (persons, organizations, and agencies), dependencies, and milestones with dates in weeks and months beginning with Notice of Award.
- C. Kickoff Meeting. At the onset of the project, the selected consultant shall review existing background information and attend a kickoff meeting with FPBGSA and UWCD staff.
- D. Monthly Progress Meetings and Reporting
- E. Staff Workshops
- F. Agency Coordination
- G. Presentations

Deliverables

- 1. Draft work plan
- 2. Final work plan
- 3. Monthly progress reports
- 4. Meeting minutes
- 5. Presentation slides and handouts

Task 2 – Compilation of Existing Data

In coordination with staff at UWCD, consultant shall gather and compile available historical and existing data needed to complete the GSPs for the basins. A literature search and file review will be completed, focusing on key datasets including geology, well locations, well construction, water quality, surface water locations and hydrology, land use, groundwater dependent ecosystems, and presence of threatened or endangered species. Historical information on

groundwater and surface water extraction rates, water quality, precipitation records, and land uses will also be gathered.

Deliverables:

- 1. Digital library of collected data, which may include:
 - a. Basins wide well inventory
 - b. Well production records
 - c. Groundwater elevation data
 - d. Groundwater and surface water quality data
 - e. Precipitation data
 - f. Stream gaging data
 - g. Groundwater dependent ecosystems
- 2. Technical Memo: Summary of Existing Data

Task 3 – Assessment of Existing Data and Data Gap Analysis

In coordination with staff at UWCD, consultant shall evaluate the basins' existing monitoring network (including the California Statewide Groundwater Elevation Monitoring [CASGEM]) and other available existing datasets. In coordination with staff at UWCD, consultant shall determine areas where additional information is needed to assess relevant basins conditions. The data gap analysis shall include a detailed review of the existing data, and identifying temporal and spatial data gaps. In addition, consultant shall compare data to that required for GSP development.

Deliverables:

1. Technical Memo: Data Gap Analysis Report

Task 4 – Monitoring Program and Data Management System

In coordination with staff at UWCD, consultant shall evaluate the existing monitoring network and provide recommendations on expanding the network, if necessary, and developing an ongoing monitoring program to include water level monitoring and water quality sampling throughout the GSP implementation phase. The monitoring program shall be sufficient to meet SGMA requirements and ensure that the network will provide sufficient temporal frequency and spatial density to evaluate the effectiveness of GSPs implementation. UWCD maintains an existing database of water levels and water quality that meets the requirements of the GSP Regulations Section 352.6.

Deliverables:

- 1. Technical Memorandum: Monitoring Program
- 2. Data Management System Summary and Location Information

Task 5 – Water Level and Water Quality Data Collection and Analysis

Every two months, UWCD routinely conducts water level monitoring of approximately 55 wells in its groundwater monitoring network. UWCD has installed dedicated pressure transducer and data loggers in nearly half of these wells. In addition, the County of Ventura also measures several wells in the Piru and Fillmore basins. Independent of the water level monitoring, UWCD anticipates conducting semi-annual and quarterly groundwater sampling of approximately 20 wells during each round. A significant body of information is available from UWCD on groundwater levels and water quality in the basins, as summarized in the 2014 and 2015 Piru and Fillmore Basins Biennial Groundwater Conditions Report, 2016 (UWCD, 2016, Open-File Report 2016-01). An update that includes calendar years 2016 and 2017 is currently being prepared by UWCD, and is planned to be finalized in fall of 2018.

In coordination with UWCD, consultant shall prepare a Sampling and Analysis Plan (SAP) that will detail sampling protocol, analytical methods, and quality assurance/quality control requirements. With assistance from UWCD, consultant shall also utilize water level and quality data to determine water level trends and groundwater quality trends for constituents of concern in the Basin.

Deliverables:

- 1. Summary of Water Level Data (Excel data and hydrographs)
- 2. Sampling and Analysis Plan (SAP)

Task 6 – Develop Water Budget, Hydrogeologic Conceptual Model, and Numerical Flow Model

UWCD will develop a water budget and create a hydrogeologic conceptual model to be included in the GSP. The hydrogeologic conceptual model will be used as the basis to expand the active domain of UWCD's existing VRGWFM to include the Piru, Fillmore, and Santa Paula basins. The purpose of the water budget task is to understand current and historical groundwater flow conditions in the basins, based on the best available information, as required under SGMA Regulations, Section 354.16. This information, combined with an understanding of the geometry and characteristics of hydrostratigraphic units, comprises a hydrogeologic conceptual model for the basins. A hydrogeologic conceptual model typically includes groundwater elevation contours and hydrographs, change in groundwater storage, groundwater quality, land subsidence, identification of interconnected surface water systems, and groundwater dependent ecosystems within the basins. The groundwater flow model can be used to forecast effects of future hydrogeologic and climate conditions on the six SGMA sustainability criteria and, if necessary, can be used to evaluate effectiveness of mitigation or yield-enhancement measures that might be needed to achieve sustainable yield. Consultant shall provide expertise to evaluate groundwater dependent ecosystems in the Basins. Consultant shall prepare interpretations of the model outputs.

Deliverables (Provided by UWCD):

- 1. Water Budget
- 2. Hydrogeologic Conceptual Model
- 3. Groundwater Flow Model
- 4. Draft Text for Inclusion in GSPs

Task 7 – Development of Sustainable Management Criteria

The purpose of this task is to gain consensus among stakeholders on the nature and extent of undesirable results, sustainability goals, sustainability indicators, minimum thresholds, interim milestones, and measurable objectives, and to lay the foundation for agreement and practicable solutions. The sustainability goals and measurable objectives should seek to mitigate and avoid any future undesirable results, and to resolve the identified problems, conflicts, and issues. The

objectives are critical to the screening of projects, programs, policies, and alternatives. The SGMA Regulations, Section 354.28, require the establishment of sustainability goals to culminate in the absence of undesirable results within 20 years. The goal of the GSP is to achieve sustainable management by identifying and implementing measures targeted to ensure the Basins are operating within their sustainable yields and avoiding undesirable results caused by groundwater conditions. This task includes evaluation of sustainability indicators and setting minimum thresholds and measurable objectives in accordance with identified undesirable results. It is anticipated that this task will require significant interaction and meetings between consultant and the FPBGSA, UWCD, stakeholders, and the public. The selected consultant shall prepare draft or "strawman" sustainability criteria (sustainability goals, sustainability indicators, minimum thresholds, interim milestones, and measurable objectives) as early as reasonably feasible in the GSP development effort, coordinate with the FPBGSA to present the draft sustainability criteria to the public at two or more workshop-style meetings, and revise the sustainability criteria, in coordination with the FPBGSA prior to completing the draft GSPs.

Deliverables:

- 1. Technical Memo: Draft Basin Sustainable Management Criteria
- 2. Summary of Comments from Public Meetings
- 3. Technical Memo: Final Basins Sustainability Management Criteria, Including Summary of Responses to Comments Received During Public Meetings

Task 8 – Projects and Management Actions

If needed, consultant shall describe projects and management actions that may be needed to achieve the sustainability goals for the basins, as outlined in Task 7, in the GSPs. Work shall include meetings with the FPBGSA and UWCD to discuss and select the projects and management actions. Consultant shall create and execute an evaluation process to select the most cost-effective and efficient projects and management actions to achieve the sustainability goals for the basins. Consultant shall introduce, create and implement this process as an agenda item through meetings with the FPBGSA.

Deliverables:

Technical Memo: Projects and management actions

Task 9 – Stakeholder Engagement

Consultant shall provide support to FPBGSA during stakeholder engagement, including:

- A. Develop Presentation Materials
- B. Present Information in Public Meetings
- C. Receive Feedback/Comments
- D. Respond to Comments

Currently, seven (7) stakeholder meetings are planned for the development of the GSPs. The meetings are contemplated for the following times:

- Introduction of Stakeholders to GSP Process (Public Kick-Off) Feb 2019 (following UWCD release of biennial report of basins conditions)
- Water Budgets for Fillmore & Piru Basins (separate meetings only if necessary)

- Review of Draft Sustainability Criteria for Fillmore & Piru Basins (separate meetings only if necessary)
- Management Actions
- Public Draft GSPs for Fillmore & Piru Basins (separate meetings only if necessary)
- Review of Comments & Responses
- Review of Final GSPs

For each of the stakeholder meetings, the consultant shall develop a draft agenda and prepare presentation materials, as necessary. The meetings will be facilitated by FPBGSA staff. After each meeting, the consultant shall provide a written summary that serves as a record of key discussion topics, majority and minority opinions, and action items. Consultant shall also provide written materials in newsletter format to facilitate public understanding of meeting content.

The FPBGSA is working with the Watersheds Coalition of Ventura County's Disadvantaged Communities Outreach Program to improve its outreach to underserved communities that will be affected by the GSPs development effort. Depending upon this coordination, additional public outreach meetings may be scheduled and require consultant assistance.

Deliverables:

- 1. Agendas prior to the meetings and minutes following the meetings
- 2. Stakeholder meeting materials, as appropriate, including draft deliverables and/or presentation materials

Task 10 – Prepare Groundwater Sustainability Plan

Consultant shall prepare Preliminary Draft GSPs for each basin and make them available to FPBGSA for review and comment. After incorporating comments, prepare and submit the Public Review Drafts for public review. Receive comments and prepare comment responses for consideration by the FPBGSA and incorporate comments as necessary into Final GSPs. Final GSPs will be considered for adoption by FPBGSA, in a timely manner to support regulatory deadlines for the GSPs.

Deliverables:

- 1. Maps detailing area of the basins and boundaries will be provided by UWCD
- 2. Maps identifying existing and potential recharge areas that substantially contribute to the recharge of the basins will be provided by UWCD
- 3. Preliminary Draft Groundwater Sustainability Plans for FPBGSA review
- 4. Draft Groundwater Sustainability Plans
- 5. Responses to Comments on Draft GSPs
- 6. Final Groundwater Sustainability Plans

Task 11 – Grant Assistance

The FPBGSA has applied for and been awarded a grant through the Sustainable Groundwater Planning Grant Program. FPBGSA will administer the grant with DWR. FPBGSA will submit progress reports and invoices to the State. The consultant shall provide information to support FPBGSA's grant administration. Grant information can be found on DWR's Sustainable Groundwater Planning Grant Program page (https://www.water.ca.gov/Work-With-Us/Grants-And-Loans/Sustainable-Groundwater).

- A. Reporting
 - 1. Prepare quarterly progress reports detailing work completed during reporting period. Progress reports will include sufficient information for the DWR program manager to understand and review backup documentation submitted with invoices. Submit reports to FPBGSA. Revise in accordance with DWR comments, if needed.
 - 2. Prepare Draft Project Completion Report and submit to FPBGSA. FPBGSA will submit to DWR for DWR Project Manager's comment and review no later than 90 days after work completion. Revise in accordance with DWR comments, if needed.

Deliverables:

- 1. Quarterly Project Progress Reports
- 2. Project Completion Report
- B. Invoicing
 - 1. Prepare draft invoice for submission to DWR per direction provided by DWR project manager using the invoice template provided by DWR.
 - 2. Collect and organize back-up documentation by task, prepare summary excel document detailing contents of backup documentation organized by task (to match task in grant agreement budget), track budget, and verify math prior to submitting each draft invoice.
 - 3. Respond to DWR project manager's comments on draft invoice in a timely manner.
 - 4. Submit draft and final invoices.

Deliverables:

- 1. Draft and final invoices
- 2. Backup documentation and summary document

Standards

In addition to the reporting requirements required by SGMA, all consultant work shall adhere to the following design standards, regulations, policies, and procedures:

- A. All electronic text document deliverables shall be in the Microsoft Office platform (Word, Excel, PowerPoint, Project, Visio, etc.) version 2010 or newer and in Adobe PDF format.
- B. Geographical Information System (GIS) Deliverables shall also comply with the following:
 - 1. Acceptable vector spatial data formats are file geodatabase (.gdb), personal geodatabases (.mdb) and shapefiles (.dbf, .prj, .sbn, .sbx, .shp, .xml, .shx).
 - 2. Acceptable raster data formats include file geodatabases, georeferenced TIFFs, ERDAS Image files (.img), Mr. Sid and ECW. Imagery should be orthorectified whenever possible.
- C. Consultant shall prepare a comprehensive quality assurance program for all tasks.

Technical Writing Guidelines

Documents delivered under this Scope of Services, such as reports, technical memoranda, presentations and executive summaries, shall be produced in accordance with the following guidelines:

- A. Determine the purpose and use of the document, and what the FPBGSA desires the readers to know or do after reading the document. The objective should be clearly defined and the message presented succinctly, clearly, and accurately.
- B. Direct the document to the intended audience and take into account their level of technical knowledge, and the amount of detail they will need to be appropriately informed of the subject matter, and act upon it. Determine the level of detail required; when to use scientific vocabulary and detailed supporting data, and when to present data in lay terms with clearly understood supporting graphics. The wordsmiths assigned should be skilled at conveying complex technical information to a lay audience.
- C. Organize the data, graphics, and text to support the objective and the audience. Develop an outline of key topics and the data required to support each topic. Extensive data, complex tables, etc. should be included in an appendix.
- D. Assign a seasoned water resources writer or editor to ensure that a single coherent writing style is maintained throughout the document. Graphics and tables should be appropriately positioned and captioned within the text, redundancies and contractions eliminated, and terminology consistently used.
- E. The FPBGSA will review the document for overall content and completion, but does not intend to act as a technical editor or proof-reader. All document submittals shall be of professional quality, using grammatically correct sentence and paragraph structure, and shall meet the standards of TechProse Technical Writing Guidelines or an alternative Agency approved writing standard.
- F. If significant edits are required, or the report cannot be considered a submittal, the edit costs shall be borne by the Consultant.

California Environmental Quality Act (CEQA)

The GSPs are considered to be categorically exempt under California Code of Regulations (CCR), Title 14

3. Proposal Requirements

Complete proposals shall be kept to a maximum of 50 pages. FPBGSA reserves the right to not consider proposals that exceed this length. Each firm submitting a proposal shall include at a minimum, the following items:

- **1.** Introduction and Cover Letter: Provide a cover letter describing your interest in this RFQ-RFP.
 - a. Provide the name, address, phone number, and e-mail address of the primary contact person.
 - b. List of any sub-consultants.
- **2. Statement of Qualifications:** Provide your company background and why the services you offer uniquely qualify you as a Proposer for the work described in this RFQ-RFP.
- **3. Proposer's Background:** Each Proposer shall be skilled and regularly engaged in the general type of work called for in this RFQ-RFP. The Proposer's experience shall be set forth and submitted, as follows:
 - a. Company Ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
 - b. Number of employees, both locally and nationally.
 - c. Location of the office where the majority of the work will be done.
 - d. Project team organization chart and locations from which employees will be assigned.
 - e. Name, address, e-mail address, and telephone number of the Proposer's point of contact for this project.
 - f. Length of time Proposer has been providing services described in this RFQ-RFP. Please provide a brief description.
 - g. Resumes for key staff to be responsible for performance of any contract resulting from this RFQ-RFP.
- 4. Negative History: Proposer shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable, within the last 5 years.

If there is no information to disclose then, Proposer must affirmatively state there is no negative history.

Failure to comply with the terms of this provision will disqualify any to submit a proposal. The FPBGSA reserves the right to reject any proposal based upon the Proposer's prior history with the FPBGSA or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones, or other contractual failures.

- **5. Client References:** A minimum of three references from projects of similar size and scope of work performed must be provided. Information provided shall include:
 - 1. Client name, client Project Manager, address, telephone number, and e-mail address. If client is not a government agency, please indicate the type of business.
 - 2. Type of service provided to client.
 - 3. Project description.
 - 4. Project dates (starting and ending).
 - 5. Staff assigned to that project.
 - 6. Discuss final outcome.
- 6. Project Proposal
- 7. Estimated Project Schedule (with the understanding that time is of the essence)
- 8. Fee Proposal (separate submittal): Fee proposal shall be divided into separate tasks. Each task shall include a cost breakdown. The fee proposal shall be provided in a separate and sealed envelope.
- 9. Any other information which would assist FPBGSA in making a decision (e.g. prompt payment discounts, declarative statement that they accept the Professional Services Agreement language).

4. Proposal Review, Evaluation and Selection

Proposals will first be inspected for completeness and compliance with the requirements set forth in this RFQ/RFP. All incomplete RFQ/RFPs submitted may be determined nonresponsive and removed from the evaluation process. FPBGSA will form a review panel that is responsible for reviewing and evaluating proposals. Proposals will be evaluated based on several categories that include (at a minimum): (1) project approach, (2) project management and team, (3) experience, (4) technical requirements and (5) local knowledge. FPBGSA will not open or consider fee proposals until all other Proposal criteria have been reviewed. The review panel will score the proposals and select the highest scored responsive and responsible proposal. The review panel will review the cost proposal from the highest scored responsive and responsible proposal and determine whether to negotiate with the selected proposer, or make its recommendation without further negotiation. In the event the review panel and highest scored proposal cannot come to agreement on scope, budget, timeline or terms and conditions, the review panel will initiate discussions with the next highest scored proposal. Additionally, the review panel will determine whether interviews or site visits are necessary to make its final selection and recommendation with some or all of the Proposers. The review panel may decide to make its selection on the basis of the original proposal only. The following is an outline of the anticipated schedule for proposal review, evaluation and selection process:

- 1. Issue RFQ-RFP
- 2. Proposal Submittal Deadline
- 3. Proposal Evaluation
- 4. Proposal Selection, Negotiation and Recommendation
- 5. Award of Professional Services Agreement

August 31, 2018 September 28, 2018 October 1 to 12, 2018 October 12 to 19, 2018 October 25, 2018 5. Standard Professional Services Agreement

Fillmore and Piru Basins Groundwater Sustainability Agency Distribution List of Consultants for Groundwater Sustainability Planning

AECOM (Engineering, Construction, Design and Planning Consultant) 999 Town & Country Road Orange, CA 92868 714 567 2400 Zeynep.erdal@aecom.com www.aecom.com

Akel Engineering Group, Inc. (Environmental/Planning Consultant) 7433 N First Street, Suite 103 Fresno, CA 93720 559 436-0600 <u>takel@akeleng.com</u> www.akeleng.com

Albert A. Webb Associates (Engineering, Construction, Design and Planning Consultant) 3788 McCray Street Riverside, CA 92506 951 686 1070 Sam.gershon@webbassociates.com www.webbassociates.com

Analytical Environmental Services (Environmental/Planning Consultant) 1801 7th Street #100 Sacramento CA 95811 916 447 3479 dzweig@analyticalcorp.com www.analyticalcorp.com

Arcadis US Inc. (Engineering, Construction, Design and Planning Consultant) 445 South Figueroa Street, Suite 3650 Los Angeles, CA 90071 213 807 9424 Joyce.C.Ng@arcadis.com www.arcadis.com

Aspen Environmental Group (Environmental/Planning Consultant) 5020 Chesebro Road, Suite 200 Agoura Hills, CA 91301 818 597 3407 <u>business@aspeneg.com</u> www.aspeneg.com Black & Veatch Corporation (Engineering, Construction, Design and Planning Consultant) 10995 Gold Center Drive #100 Ranco Cordova, CA 95670 916 851 0260 carlsondj@bv.com www.bv.com

Blair Church & Flynn Consulting Engineers (Engineering, Construction, Design and Planning Consultant) 451 Clovis Avenue, Suite 200 Clovis, CA 93612 559 326-1400 <u>dlawson@bcf-engr.com</u> www.bcf-engr.com

Blankinship & Associates (Environmental/Planning Consultant) 1590 Drew Avenue, Suite 120 Davis, CA 95618 530-757 0941 <u>mike@h2osci.com</u> <u>www.h2osci.com</u>

Bondy Groundwater Consultants* 10488 Graham Court Ventura, CA 93004 805 340 8391 Bryan@BondyGroundwater.com www.BondyGroundwater.com

Brown and Caldwell (Engineering, Construction, Design and Planning Consultant) 201 N Civic Drive, Suite 300 Walnut Creek, CA 94596 925 937 9010 <u>dleel@brwncald.com</u> <u>www.brownandcaldwell.com</u>

BSK Associates Engineers & Laboratories (Environmental/Planning Consultant) 550 W Locust Avenue Fresno, CA 93650 559-497-2880 www.bakassociates.com Cal Engineering & Geology (Engineering, Construction, Design and Planning Consultant) 1870 Olympic Blvd., Suite 100 Walnut Creek, CA 94596 925 935 9771 mmyers@caleng.com www.caleng.com

Cardno (Engineering, Construction, Design and Planning Consultant) 2300 Clayton Road, Suite 200 Concord, CA 93420 813 367 0956 <u>Nancy.cline@cardno.com</u> www.cardno.com

Carollo Engineers (Engineering, Construction, Design and Planning Consultant) 2700 Ygnacio Valley Road, Suite 300 Walnut Creek, CA 94598 925 932 1710 www.carollo.com

Catalyst Environmental Solutions 315 Montana Avenue Suite 311 Santa Monica, CA 90403 818 317 7716 <u>e.contact@ce.solutions</u> www.catalystenvironmentalsolutions.com

Civiltec Engineering Inc. (Engineering, Construction, Design and Planning Consultant) 118 West Lime Avenue Monrovia, CA 91016 626 357 0588 <u>dbyrum@civiltec.com</u> <u>www.civiltec.com</u>

Concepts in Controls Inc. (Engineering, Construction, Design and Planning Consultant) 225 S. Cotta Court Visalila, CA 93292 559 738 1871 www.conceptsincontrols.com The Covello Group Inc. (Engineering, Construction, Design and Planning Consultant) 1660 Olympic Blvd., Suite 300 Walnut Creek CA 94596 925 933 2300 <u>skrel@covellogroup.com</u> <u>www.covellogroup.com</u>

Daniel B. Stevens & Associates (DBS&A)* (Environmental/Planning Consultant) 3916 State Street, Suite 1A Santa Barbara, CA 93105 805-683-2409 / 805-683-2419 fax Contact: Stephen Cullen, Ph.D., P.G., Senior Vice President scullen@dbstephens.com

Davids Engineering Inc. (Engineering, Construction, Design and Planning Consultant) 1772 Picasso Avenue, Suite A Davis, CA 95618 530 757 6107 www.de-water.com

Dee Jaspar & Associates (Environmental/Planning Consultant) 2730 Unicorn Road Bakersfield, CA 93308 661 393 4796 www.djacivil.com

Dudek (Engineering, Construction, Design and Planning Consultant) 605 Third Street Encinitas, CA 92024 800 450 1818 <u>mforster@dudek.com</u> <u>www.dudek.com</u>

ECORP (Engineering, Construction, Design and Planning Consultant) 2525 Warren Drive Rocklin, CA 95677 916 782 9100 www.ecorpconsulting.com

EKI Environment & Water (Engineering, Construction, Design and Planning Consultant) 577 Airport Blvd., Suite 500 Burlingame, CA 94010-2023 650 292 9100 www.ekiconsult.com GEI Consultants Inc. (Engineering, Construction, Design and Planning Consultant) 2868 Prospect Park Drive #400 Rancho Cordova, CA 95670 916 631 4500 Irodriguez@geiconsultants.com www.geiconsultants.com

GEOSCIENCE Support Services (Environmental/Planning Consultant) P O Box 220 Claremont, CA 91711 909 920 0707 <u>sstewart@geoscience-water.com</u> www.gssiwater.com

Geosyntec Consultants (Environmental/Planning Consultant) 3043 Gold Canal Drive, Suite 101 Rancho Cordova, CA 95670 916 637 8048 <u>banderson@geosyntec.com</u> <u>www.geosyntec.com</u>

GHD* 175 Technology Drive, Suite 200 Irvine, California 92618 949 648-5200 Contact: Ryan Kristensen www.ghd.com/en-us

GSI Water Solutions* 418 Chapala Street, Suite H Santa Barbara, CA 93101 805.895.3956 Contact: Tim Thompson, Principal Water Resources Consultant http://gsiwatersolutions.com/

Harris & Associates (Engineering, Construction, Design and Planning Consultant) 1401 Willow Pass Road, Suite 500 Concord, CA 94520 925 827 4900 jsaunders@harris-assoc.com www.harris-assoc.com HDR Engineering Inc. (Engineering, Construction, Design and Planning Consultant) 2365 Iron Point Road, Suite 300 Folsom, CA 95630 9116 817 4700 <u>Katie.sadler@hdrinc.com</u> <u>www.hdrinc.com</u>

HELIX Environmental Planning (Environmental/Planning Consultant) 7578 El Cajon Blvd San Diego CA 91942 619 462 1515 <u>tiffanyt@helixepi.com</u> <u>www.helixepi.com</u>

Hopkins Groundwater Consultants (Engineering, Construction, Design and Planning Consultant)* P O Box 3596 Ventura CA 93006 805 653 5306 Curtis Hopkins

HydroMetrics Water Resources (Engineering, Construction, Design and Planning Consultant) 1814 Franklin Stree, Suite 501 Oakland, CA 94612 510 903 0458 www.hydrometricsllc.com

ICF (Environmental/Planning Consultant) 630 K Street, Suite 400 Sacramento CA 95814 916 737 3000 Pablo.arroyave@icf.com www.icf.com

Jacobs (Engineering, Construction, Design and Planning Consultant) 2485 Natomas Park Drive, Suite 600 Sacramento CA 95833 916 920 0300 <u>Greg.eldridge@jacobs.com</u> www.jacobs.com Kennedy/Jenks Consultants* (Engineering, Construction, Design and Planning Consultant) 3 Better World Circle Temeculas CA 92590 951 375 5564 www.kennedyjenks.com

Krieger & Stewart Inc. (Engineering, Construction, Design and Planning Consultant) 3602 University Avenue Riverside, CA 92501 951 684-6900 <u>ckrieger@kriegerandstewart.com</u> www.kriegerandstewart.com

Layfield USA Corp (Engineering, Construction, Design and Planning Consultant) 2500 Sweetwater Springs Blvd, Suite 110 Spring Valley, CA 91978 619 631 1283 www.layfieldcontrainment.com

MBK Engineers (Engineering, Construction, Design and Planning Consultant) 455 University Avenuie, Suite 100 Sacramento, CA 95825-6579 916 456 4400 www.mbkengineers.com

Mead & Hunt Inc. (Engineering, Construction, Design and Planning Consultant) 180 Promenade Circle, Suite 240 Sacramento CA 95834 916 971-3961 <u>Sheryl.french@meadhunt.com</u> <u>www.meadhunt.com</u>

MNS Engineering (Engineering, Construction, Design and Planning Consultant) 201 North Calle Cesar Chavez, Suite 300 Santa Barbara, CA 93103 805 692 6921 jaranda@mnsengineers.com www.msnengineers.com

MWH Constructors, Inc. (Engineering, Construction, Design and Planning Consultant) 300 N Lake Avenue, Suite 400 Pasadena CA 91101 626 796 9141 Jaime.burrola@us.mwhglobal.com www.mwhconstructors.com Numeric Solutions LLC 1536 Eastman Avenue Suite D Ventura, CA 93003 805 794 5011 www.numericsolutions.com

Pakpour Consulting Group (Engineering, Construction, Design and Planning Consultant) 5776 Stoneridge Mall Rd #320 Pleasanton CA 94588 925 244 7717 www.pcgenger.com

Parsons (Engineering, Construction, Design and Planning Consultant) 100 West Walnut Street Pasadena, CA 91124 626 440 3744 <u>Steve.hirai@parsons.com</u> <u>www.parsons.com</u>

Provost & Pritchard Consulting (Engineering, Construction, Design and Planning Consultant) 286 W Cromwell Avenue Fresno CA 93711 559 636 1166 www.provostandpritchard.com

Quad Knopf (Environmental/Planning Consultant) 901 E Main Street Visalia, CA 93292 559 733 0440 www.quadknopf.com

Rincon Consultants* (Environmental/Planning Consultant) 180 N Ashwood Avenue Ventura CA 93003 805 644 4455 <u>Ihunter@rinconconsultants.com</u> <u>www.rinconconsultants.com</u>

Richard C. Slade & Associates LLC 1405 Burbank Boulevard Suite 300 Sherman Oaks, CA 91401 818 506 0418 <u>info@rcslade.com</u> <u>www.rcslade.com</u> SPEC Services (Engineering, Construction, Design and Planning Consultant) 10540 Talbert Ave, Suite 100 East Fountain Valley CA 92708 714 963 8077 <u>khenry@specservices.com</u> <u>www.specservices.com</u>

Spiess Construction (Engineering, Construction, Design and Planning Consultant) P O Box 2849 Santa Maria CA 93457 805 937 5859/805 934 4432 www.sccitanks.com

Stantec* (Engineering, Construction, Design and Planning Consultant) 3301 C Street Suite 1900 Sacramento CA 95816 916 418 8407 Kari.Shively@stantec.com www.stantec.com

Stetson Engineers (Engineering, Construction, Design and Planning Consultant) 861 Village Oaks Dr, Suite 100 Convina CA 91724 626 967 6202 www.stetsonengineers.com

Stillwater Sciences (Environmental/Planning Consultant) 2855 Telegraph Avenue, Suite 400 Berkeley, CA 94705 (510) 848-8098 <u>Megan Keever</u> megan@stillwatersci.com <u>www.stillwatersci.com</u>

Vali Cooper & Associates (Engineering, Construction, Design and Planning Consultant) 2000 Powell Street, Suite 550 Emeryville, CA 94608 510 215 0264 www.valicooper.com Water Systems Consulting (Engineering, Construction, Design and Planning Consultant) P O Box 4255 San Luis Obispo CA 93401 805 457 8833 <u>bsmith@wsc-inc.com</u> <u>www.wsc-inc.com</u>

West Yost Associates (Engineering, Construction, Design and Planning Consultant) 2020 Research Park Drive, Suite 100 Davis, CA 95618 925 949 5800 <u>psiepman@westyost.com</u> <u>www.westyost.com</u>

Woodard & Curran Inc. (Engineering, Construction, Design and Planning Consultant) 2175 N California Blvd Suite 315 Walnut Creek CA 94596 925 627 4100 <u>sbailey@rmcwater.com</u> www.woodardcurran.com



Item No. 8B MOTION

DATE: August 23, 2018

TO: Board of Directors

SUBJECT: Board approval for Director Attendance at GRA's First Annual Western Groundwater Congress

SUMMARY

Environmental Stakeholder Director Candice Meneghin is requesting approval of registration, travel and accommodation expenses resulting from her participation at the upcoming GRA First Annual Western Groundwater Congress on September 25 in Sacramento, California.

RECOMMENDED ACTION

Board will consider approving a cash advance in the amount of \$1950 to Director Meneghin to cover estimated expenses: GRA Conference Registration \$780 (non-member rate); Single room at Doubletree by Hilton (Conference location) in Sacramento for three nights \$812.78; Southwest Airlines roundtrip airfare Burbank-Sacramento \$131.96; \$60 per diem for meals for 3 days totaling \$180; taxi/Uber expenses roundtrip Sacramento Airport to Hotel and return (\$20 each way plus tip) \$45. The alternative would be to have Director Meneghin pay for the expenses and then present receipts for reimbursement after the event.

BACKGROUND

In accordance with FPB GSA Bylaws, Article 4.8 EXPENSES. If previously approved by the Board, a Director shall receive actual, reasonable, and necessary reimbursement for travel, meals, lodging, registration, and similar expenses incurred on Agency business. The reimbursement rates for lodging shall not exceed the posted rates for a trade conference, but if a lodging at the posted rates is not available, the reimbursement rate shall be comparable to the posted rates. For travel of 250 miles or less, Directors shall be reimbursed at the IRS rate. For travel over 250 miles. Directors shall be reimbursed at the lowest available rate for public air transportation, as determined by the Administrator, or actual cost, whichever is less. As used herein, "transportation" includes travel to and from terminals. Automobile rental expenses shall be approved in advance. Reimbursement for meals, other than alcoholic beverages, shall be at the rate established by the IRS or actual reasonable cost not to exceed \$60 per day. Directors may declare the amount of the meal under penalty of perjury in lieu of receipts if the amount is less than the IRS rate. Claims for expense reimbursement shall be submitted to the Administrator of the Board on forms provided by the Agency within 30days after the expense has been incurred. The Administrator shall determine whether the claim satisfies the requirements of this section and if the claim is denied, the claimant may appeal to the Board.

FISCAL IMPACT

Total expenses are estimated at \$1950.

Item No: 8B Cash Advance to cover expenses for attending GRA Western Groundwater Congress August 23, 2018 Page 2

Proposed Motion:					
"Motion to approve cash advance for expenses in the amount of \$1950 to Director Meneghin for her attendance and participation at the First annual GRA Western Groundwater Congress, September 25-27 in Sacramento, CA,"					
1 st : Director		2 nd : Director			
Voice/Roll call vote:					
Director Broggie:	Director Kimball:	Director Long:	Director McFadden:		
Director Meneghin:	Director Pace				

Fillmore and Piru Basins

Groundwater Sustainability Agency

GROUNDWATER SUSTAINABILITY AGENCY

P O Box 1110, Fillmore, CA 93016 (805) 525-4431 https://fpbgsa.org

CHECK REQUEST

Date required: _____ Date Requested: August 23, 2018

Pay to: Candice Meneghin

Address:

City, State, Zip:_____

Amount \$ 1,950.

based on estimated expenses as follows: **GRA \$780** Conference Registration Doubletree by Hilton \$812.78 Hotel accommodation Southwest Airlines \$131.96 Airfare roundtrip Burbank-Sacramento Meals \$60 per day x 3 days = \$180. taxi/Uber expenses 20 each way = 45

Charge to Account(s): Outreach/Education/Information

Reason for Check/Petty Cash Request: cash advance for travel/conference participation

Requested by: Kris Sofley, clerk of the board

Approved by:

Board Secretary/Treasurer

Authorized by:

Board Chair

(Attach invoices/receipts/documentation for costs verification)

Registration Invoice

700 R ST STE 200

7374
Registration - First Annual Western Groundwater Congress (/events/151/registrations/5269/) Event Date: Sept. 25, 2018, 8 a.m.
Aug. 13, 2018 02:25 p.m.
Tendered Aug. 13, 2018 02:25 p.m.
\$780.00

Description

Candice Meneghin (candicemeneghin@gmail.com) Email: candicemeneghin@gmail.com Phone: 805 5254431 Address: P O Box 1110 City: Fillmore State: CA Zip: 93016 Country: USA Meal Option: Regular

Registered as: Early-Bird Non-Member Registration

Balance due:	\$780.00
Payments/Credits:	\$0.00
Total:	\$780.00
Sub Total:	\$780.00

Line Amount

\$780.00

Payment - DoubleTree by Hilton Hotel Sacramento



2001 Point West Way, Sacramento, California, 95815, USA +1-916-929-8855

HOORAY! You're just a few clicks away from a worry-free stay:

No booking fees, the best possible rates, and easy changes and cancellations.

Reservation Summary:

- 24 Sep 2018 27 Sep 2018
- 1 room, 1 adult

3 nights

Candice Meneghin

candicemeneghin@gmail.com

Reservation Summary

24 Sep 2018 - 27 Sep 2018, 1 room for 1 adult 24 Sep - 27 Sep 1 room 1 adult Candice Meneghin candicemeneghin@gmail.com

Price Details (USD)

1 KING BED ROOM NON-SMOKING S

FLEXIBLE RATE

Price: \$708.00

Taxes: \$104.78

Loading. Please wait ...

Total for stay: \$812.78

Optional services for an additional charge

Self parking: \$10.00, Over 750 stalls Pets allowed: \$50.00 Non-refundable fee, 50 lbs maximum

Payment Information

All fields are required unless otherwise indicated.

Sorry, this hotel doesn't accept that card type. Please try a different card.

Card type: Select

Card number:

Expiration: 08 Aug 2018

BOOK CONFIDENTLY!

NO DEPOSITS

PAY WHEN YOU STAY.

Guarantee and Cancellation Policy

There is a Credit Card required for this reservation. Free cancellation before 11:59pm local hotel time on 22 Sep 2018.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Optional services for an additional charge

Self parking:\$10.00, Over 750 stallsPets allowed:\$50.00 Non-refundable fee, 50 lbs maximum

Rules & Restrictions

Taxes

- 0.30 % per room per night
- 2.50 % per room per night
- 12.00 % per room per night

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

I have read and accept the Rules and Restrictions and Site Usage Agreement.

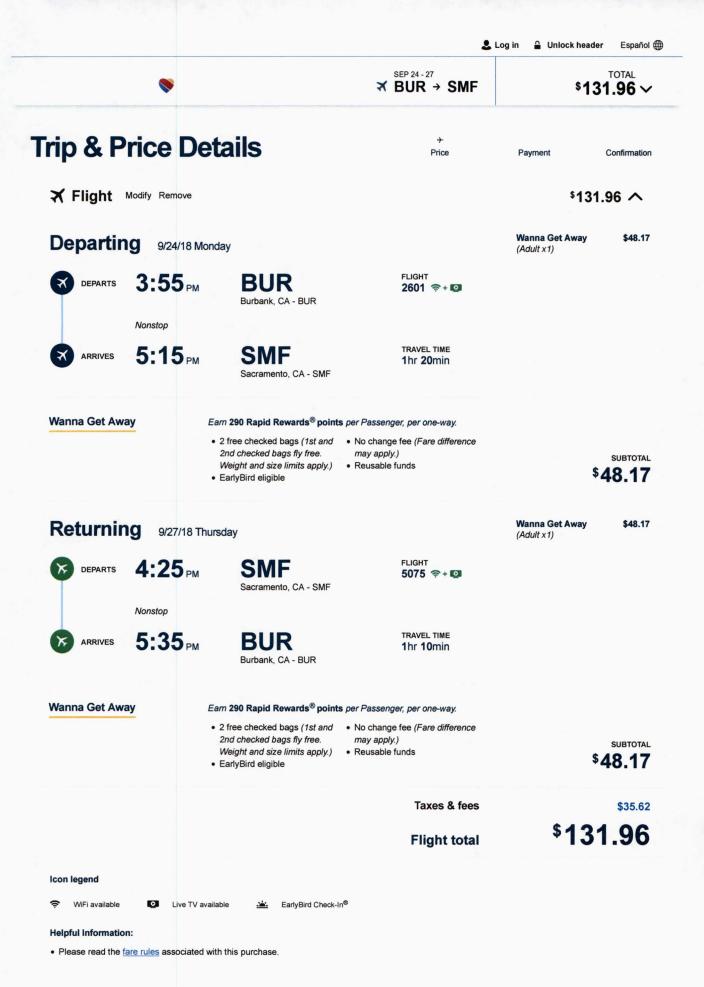
Book Reservation

BOOK WITH CONFIDENCE!

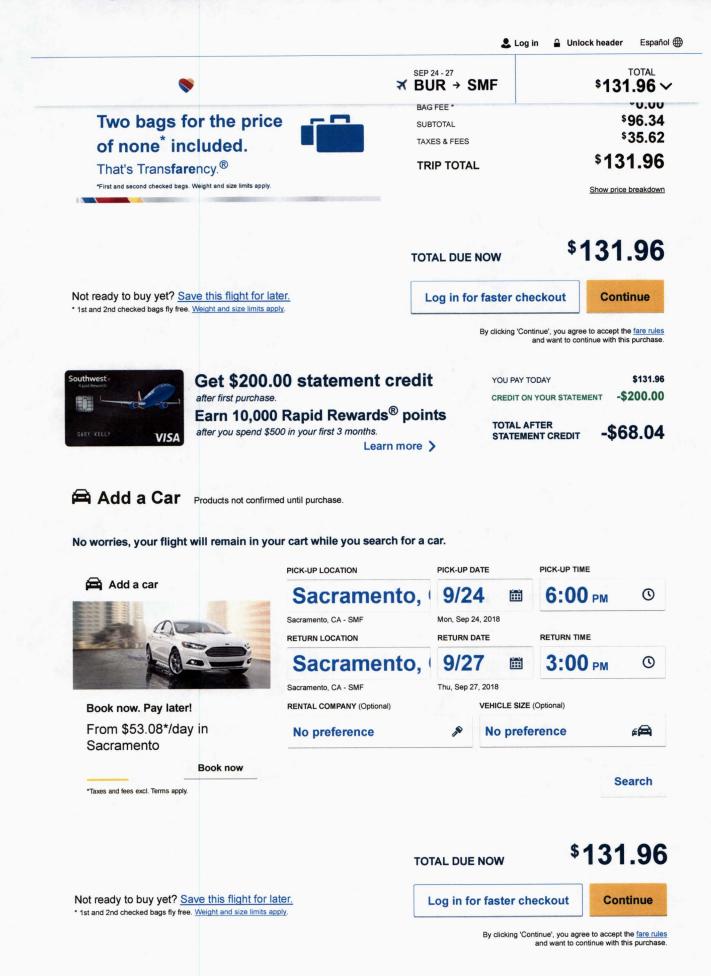
- \$0 due now, no booking fees
- · Easy changes and cancellations

Southwest Airlines - Trip and Price Details

https://www.southwest.com/air/booking/price.html



Southwest Airlines - Trip and Price Details



Southwest Airlines - Trip and Price Details

https://www.southwest.com/air/booking/price.html

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SEP 24 - 27	
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Item No. 8C

DATE: August 23, 2018

TO: Board of Directors

SUBJECT: Approve Letter of Support to Friends of the Santa Clara for a Grant Proposal Submission for FPB GSA Monitoring Well Construction and Groundwater Dependent Ecosystem (GDE) Assessment Funding

SUMMARY

The Sustainable Groundwater Management act requires that the Fillmore and Piru basins be managed by a GSP or coordinated GSPs by January 31, 2022. To develop the GSPs the FPBGSA will need to construct two monitoring wells and consider groundwater dependent ecosystem (GDE) uses and users. There is a current (Wildlife Conservation Board) and a forthcoming (Department of Water Resources) grant solicitation notice to secure additional grant program funding to help fund well construction and GDE analysis. Friends of the Santa Clara River (FSCR) would like to take advantage of these opportunities to offer a cost saving to the FPBGSA stakeholders and ratepayers. FSCR will enter into a memorandum of understanding with the FPBGSA to outline how the project scope will be coordinated and implemented in a collaborative partnership with the FPBGSA.

RECOMMENDED ACTION

Board will consider approving a letter to the Friends of the Santa Clara in support of Director Meneghin's pursuit of either WCB Prop 1 or IRWM Prop 1 Grant funding; directing Director Meneghin and Executive Director Emmert to collaborate on a grant submission to secure funding for the construction of one monitoring well for the FPBGSA and some GDE analysis to support the development of the FPBGSA's Groundwater Sustainability Plan. The grant will require matching funds, which have already been allocated in the approved FY 2018-19 Budget.

BACKGROUND

Funding Opportunities:

Wildlife Conservation Board Stream Flow Enhancement Program: The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1), provides funding to implement the three objectives of the California Water Action Plan (CWAP): 1) more reliable water supplies, 2) the restoration of important species and habitat, and 3) a more resilient, sustainably managed water resources system (e.g., water supply, water quality, flood protection, environment) that can better withstand inevitable and unforeseen pressures in the coming decades.

Proposition 1 amended the California Water Code (CWC) to add among other articles, Section 79733, authorizing the Legislature to appropriate up to \$200,000,000 to the Wildlife Conservation Board (WCB), for projects that result in enhanced stream flows (i.e. a change in the amount, timing and/or quality of the water flowing down a stream, or a portion of a stream, to benefit fish

Item No: 8C August 23, 2018 Page 2

and wildlife). WCB will distribute these funds on a competitive basis through the Stream Flow Enhancement Program (SFEP).

The purpose of the current WCB solicitation is to solicit proposals for multi-benefit ecosystem restoration and protection projects that are consistent with the purposes of Proposition 1 and contribute to the objectives of CWAP, the State Wildlife Action Plan, WCB's Strategic Plan, and other State or federal plans. The deadline for this solicitation is September 4, 2018.

Department of Water Resources Integrated Regional Water Management Program: Integrated Regional Water Management (IRWM) is a collaborative effort to identify and implement water management solutions on a regional scale that increase regional self-reliance, reduce conflict, and manage water to concurrently achieve social, environmental, and economic objectives. This approach delivers higher value for investments by considering all interests, providing multiple benefits, and working across jurisdictional boundaries. Examples of multiple benefits include improved water quality, better flood management, restored and enhanced ecosystems, and more reliable surface and groundwater supplies.

The IRWM story began in 2002 when the Regional Water Management Planning Act (SB 1672) was passed by the Legislature. Since then, various bond acts approved by California voters have provided over \$1.5 billion in State funding to support and advance integrated, multi-benefit regional projects. The local match on the State resources has been impressive; often on the order of 4:1. Cities, counties, water districts, community/environmental groups, Tribes and others across the State have worked collaboratively to organize and establish 48 regional water management groups, covering over 87 percent of the State's area and 99 percent of its population.

The Watersheds Coalition of Ventura County oversees the local IRWM program for Ventura County. WCVC is currently calling for projects in preparation for the forthcoming Prop 1 grant solicitation notice. This is an open stakeholder driven process. Friends of the Santa Clara River will have to submit the project scope to the Santa Clara River Watershed Committee for consideration and approval. The Santa Clara River Watershed Committee in turn then selects representative projects that will be assessed and approved by the Watersheds Coalition of Ventura County, for submission to the Department of Water Resources in 2019.

Applicant:

Friends of the Santa Clara River is a 501 (c)(3) public interest organization formed in 1993 with the mission of protecting and preserving the biological and cultural resources of the Santa Clara River Watershed. The impetus for forming FSCR was provided when the Santa Clara River Enhancement and Management Plan Steering Committee was set up in the early 1990s but lacked any voice from the environmental community. FSCR was soon appointed and served on the Steering Committee for 13 years.

River protection across both Ventura and Los Angeles Counties, has concentrated on a range of issues, including opposition to many large urban development projects that have proposed intrusion into the river's floodplain. This has involved extensive and detailed written comments, testimony at meetings throughout numerous environmental review processes, and involved litigation in both state and federal courts. FSCR owns and oversees the management of Hedrick

Item No: 8C August 23, 2018 Page 3

Ranch Nature Area, the first property in the Santa Clara River Parkway, purchased though State Coastal Conservancy funding. FSCR also participates in countless local outreach events to share our conservation efforts with our local community.

FSCR will oversee grant proposal development and coordinate with FPBGSA Executive Director Anthony Emmert regarding the scope of work for the proposal outline and narrative, to ensure this grant proposal is complementary to the current request for proposal for a GSP consultant. FSCR will coordinate review of the proposal by the FPBGSA directors before submission. FSCR will act as fiscal sponsor for the grant. Respective roles and responsibilities of FSCR and the Executive Director post grant award will be outlined in the grant proposal for approval by the FPBGSA.

Purpose:

FSCR is the environmental representative for the Santa Clara River Environmental Groundwater Committee on the FPBGSA and an active member of the Santa Clara River Steelhead Coalition and Santa Clara River Watershed Committee. Friends is seeking funding to assist the development of two Groundwater Sustainability Plans (GSPs), one for the Santa Clara River Valley Fillmore Basin and one for the Santa Clara River Valley Piru Basin (Basin Numbers 4-004.05 and 4-004.06, respectively). The Fillmore and Piru Basins are designated high priority basins and are required to be managed by a GSP or coordinated GSPs by January 31, 2022.

To support GSP development, activities include installing two monitoring wells, assessing the interaction of groundwater and surface flows, and assessing impacts to groundwater dependent ecosystem uses and users. Both, the monitoring wells and the GDE analysis will provide critical information for the GSPs.

The FPBGSA has already identified these tasks as requirements to develop the GSPs and the associated budget was approved at the July 2018 regular meeting. At no cost to the FPBGSA, FSCR will be pursuing these grant opportunities to secure additional grant funding and offer cost saving to FPBGSA stakeholders and ratepayers. These grant programs both require a 50% match in budget. As such FSCR is requesting a letter of support from the FPBGSA offering their support of the proposals, and a commitment to the 50% match requirement as set out in the existing FPBGSA budget.

FSCR and FPBGSA will enter into a Memorandum of Understanding on how this match and grant funding will be administered, if and/or when the proposal is awarded funding.

FISCAL IMPACT

\$475,000 of which \$400,000 will go towards well construction, and \$75,000 for groundwater dependent ecosystem uses and user analysis. This funding is already approved in the existing FPBGSA budget.

Item No: 8C August 23, 2018 Page 4

Proposed Motion:

"Motion to approve letter of support to Friends of the Santa Clara for grant submission; and authorizing Director Meneghin and Executive Director Emmert to collaborate on a grant submission requesting funding for the construction of a monitoring well and GDE analysis in support of the development of the FPBGSA's Groundwater Sustainability Plan,"							
1 st : Director		2 nd : Director					
Voice/Roll call vote:							
Director Broggie:	Director Kimball:	Director Long:	Director McFadden:				
Director Meneghin:	Director Pace						



Post Office Box 1110, Fillmore, CA 93016 (805) 525-4431 http://fpbgsa.org

August 23, 2018

Friends of the Santa Clara River P.O. Box 7719 Ventura, California 90006

Re: Support for WCB Prop 1 and/or IRWM Prop 1 Grant funding

Dear Friends:

The Board of Directors of the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) would like to express its support of the Friends of the Santa Clara River (FSCR) in its effort to seek potential grant funding to support the planned projects of the FPBGSA. FPBGSA looks forward to working with FSCR to develop sustainability goals for the stakeholders and ratepayers in the Fillmore and Piru basins through a collaborative effort.

It is the Board's understanding that FSCR intends to work in coordination with the FPBGSA to seek and secure funding for the construction of one monitoring well for the FPBGSA and associated analysis of groundwater dependent ecosystems to support the development of the FPBGSA's Groundwater Sustainability Plans (GSPs). Should the grant award require local matching funds, FPBGSA would like to inform FSCR that its Board-approved FY 2018-19 Budget includes local funding that FSCR could designate as local match for the grant.

The Fillmore (Basin No 4-004.05) and Piru (Basin No 4-004.06) basins are designated high priority basins and are required to be managed by a GSP or coordinated GSPs by January 31, 2022. As part of the FPBGSA's GSPs development, it has identified several activities, including installing two monitoring wells, assessing the interaction of groundwater and surface flows, and assessing impacts to groundwater dependent ecosystem uses and users as a means to providing critical information for the GSPs which will contribute toward future sustainability for the basins.

As both the City of Fillmore and community of Piru have been categorized as disadvantaged communities, the Board is especially supportive of FSCR's pursuit of these grant opportunities to secure alternative funding and offset costs, which will effectively reduce the financial obligations of the FPBGSA stakeholders and ratepayers. This collaborative effort will positively benefit all of those who rely on the vitality of the Santa Clara River watershed.

Sincerely,

Chair Kelly Long

Vice Chair/Secretary/Treasurer Edwin T. McFadden III