

REVISED ATTACHMENTS



**Board of Directors Meeting
Thursday
November 21, 2019 – 5:00 p.m.**

**City of Fillmore City Hall, City Council Chambers
250 Central Avenue, Fillmore, CA 93015**

AGENDA

1. Call to Order – First Open Session

2. Pledge of Allegiance

3. Directors Roll Call

4. 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 agendaized 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.

**5. Approval of Agenda
Motion**

**6. Director Announcements/Board Communications
Information Item**

**7. Executive Director Update
Information Item**

The Executive Director will provide an informational update on Agency activities since the previous Board meeting of September 27, 2019.

**8. Legal Counsel Update
Information Item**

Legal Counsel will provide an informational update on Agency's legal issues and concerns since the previous Board meeting of September 27, 2019.

9. Groundwater Sustainability Plans Development Update
Information Item

Representatives from Daniel B. Stephens and Associates will provide an informational update on Agency's Groundwater Sustainability Plans development activities since the previous Board meeting of September 27, 2019, including an update on the ad hoc committee meetings regarding developing the Agency's Communication and Engagement Plan.

10. CONSENT CALENDAR

10A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of September 27, 2019.

10B Approval of Warrants

The Board will consider approving the following invoices for payment this month:

County of Ventura IT Services Dept.	\$ 40.00	monthly web hosting
Daniel B. Stephens & Associates, Inc.	\$27,620.49	GSP Consulting Services
Olivarez Madruga Lemeiux O'Neill LLP	\$ 869.50	Legal Services
United Water Conservation District	\$ 8,401.60	3 rd Q Finance&Admin

10C Monthly Financial Report

The Board will receive an updated cash position for the Agency from United Water Conservation District's (UWCD) accounting staff.

11. MOTION ITEMS

11A Letter of Support for Santa Clarita Valley Groundwater Sustainability Agency's Proposition 68 Round 3 Groundwater Sustainability Planning Grant

Motion

The Board will consider approving a letter supporting the Santa Clarita Valley Groundwater Sustainability Agency's (SCV-GSA) Proposition 68 Round 3 Groundwater Sustainability Planning Grant for conducting studies on potential groundwater recharge.

11B Letter of Support for Upper Santa Clara River Integrated Regional Water Management Region's Proposition 1 Round 1 Grant Application Regarding the Santa Clarita Sanitation District Valencia Water Reclamation Plant Advanced Water Treatment Facility Project to Remove Chloride from Treated Wastewater

Motion

The Board will consider approving a letter supporting the Upper Santa Clara River Integrated Regional Water Management (IRWM) Region's Proposition 1 IRWM Round 1 Implementation Grant application for the Santa Clara Valley Sanitation District's Valencia Water Reclamation Plant (WRP) Advanced Water Treatment Facility (AWTF) Project to remove chloride from treated wastewater.

11C Development of Guidelines and/or Policy regarding appropriate FPBGSA Social Media (Facebook) and Website Posts

Motion

The Board will consider developing guidelines and/or adopting a policy outlining appropriate material for posting on the Agency's social media platforms and website.

11D Formalize composition of Ad Hoc Stakeholder Engagement Committee

Motion

The Board will consider formalizing the composition of the Ad Hoc Stakeholder Engagement Committee.

11E Review Draft Guiding Principles

Motion

The Board will review and provide direction to Ad Hoc Stakeholder Engagement Committee regarding the Agency's draft Guiding Principles.

11F Review Draft Work Plan

Motion

The Board will review and provide direction to Ad Hoc Stakeholder Engagement Committee regarding the Agency's draft Work Plan.

11G Review of Bylaws

Motion

The Board will review and provide direction to Legal Counsel and ad hoc Stakeholder Engagement committee regarding the Agency's Bylaws on Committees.

12 INFORMATIONAL ITEMS

12A Ad Hoc Committee presentation of draft Stakeholder Engagement Contact List
Informational Item

The Board will receive and review the draft Stakeholder Engagement Contact list.

12B Identify Outreach and Engagement Challenges and Opportunities Work Plan Task 2) and Identify Key Messages (Work Plan Task 3)
Informational Item

The Board will identify, review and discuss Outreach and Engagement Challenges and Opportunities and identify key messages.

13. FUTURE TOPICS FOR BOARD DISCUSSION

ADJOURNMENT

The Board will adjourn to the next Regular Board Meeting on Thursday, December 19, 2019 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 Chair Kelly Long

Posted: (date) November 18, 2019 (time) 4:30pm (attest) Kris Sofley
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

Posted: (date) November 18, 2019 (time) 4:45pm (attest) Kris Sofley
At: <https://www.FPBGSA.org>

Posted: (date) November 18, 2019 (time) 4:50pm (attest) Kris Sofley
At: <https://www.facebook.com/FPBGSA/>

Posted: (date) November 18, 2019 (time) 4:55pm (attest) Kris Sofley
At: United Water Conservation District Headquarters, 106 No. 8th St., Santa Paula, CA



Board of Directors Meeting
September 27, 2019
City Council Chambers, Fillmore City Hall
250 Central Avenue, Fillmore, CA 93015

MINUTES

Directors Present

Director Kelly Long, Chair
Director Ed McFadden, Vice Chair/Secretary/Treasurer
Director Lynn Edmonds (arrived at 4:18pm)
Director Gordon Kimball
Director Glen Pace
Director Candice Meneghin

Staff Present

Anthony Emmert, executive director
Wayne Lemieux, legal counsel
Kris Sofley, clerk of the board

Public Present

Dan Detmer, UWCD
Dr. Zachary Hanson, UWCD
Tim Moore, DBS&A
George Reid

1. Call to Order – First Open Session

Chair Long called the meeting to order at 4:02p.m.

2. Pledge of Allegiance

Chair Long asked everyone to join her in reciting the Pledge of Allegiance

3. Directors Roll Call

Chair Long instructed the Clerk of the Board to take roll. Chair Long, Vice Chair McFadden, Director Gordon Kimball, Director Candace Meneghin, Director Glen Pace were all present. Director Lynn Edmonds was not present at the time of roll call but arrived to the meeting later at 4:18 and apologized to the room for her late arrival.

4. Public Comments

Chair Long, in accordance with Government Code § 54954.3(b)(1), asked if there were any public comments. None were offered

**5. Approval of Agenda
Motion**

Motion to approve the agenda, Vice Chair McFadden; Second, Director Pace. Voice vote: five ayes (Kimball, Long, McFadden, Meneghin, Pace); none opposed; one absent (Edmonds).

**6. Director Announcements/Board Communications
Information Item**

Chair Long asked the Directors if they had participated in any activities that were of interest to the GSA. Vice Chair McFadden stated that he had participated in the ad hoc stakeholder communication and engagement committee meeting during which time the committee worked on drafting guiding principles for the GSA which would be presented to the Board for input at a later date.

Chair Long asked if there were any other updates from Directors. Director Kimball reported that the Fillmore and Piru Pumpers Associations had held a joint Board meeting and while there was no action to report from the meeting, there was a general interest among the pumpers as to when the GSA would have something for the pumpers to look at regarding the Groundwater Sustainability Plans.

**7. Executive Director Update
Information Item**

Executive Director Emmert reported that the second ad hoc stakeholder engagement meeting was held and that the committee's primary effort was in the development of a comprehensive stakeholder list. Chair Long provided a contact list that provided a substantial foundation from which to build upon. The committee is also working on drafting Guiding Principles for the Board's adoption. He believes that the committee will have finished product for the Board's review at its next meeting and, after the Board adopts the work plan, the public workshops will begin.

Mr. Emmert reported that groundwater billing for the January through June 2019 period has gone out and that the auditors are working on auditing the past two year's financial records.

UWCD staff continue to follow up with new GSA customers; Dan Detmer and Zachary Hanson will be providing a groundwater model update under item 11A and there will also be a groundwater sustainability plan update from Tim Moore of DBS&A as Tony Morgan couldn't be at the meeting today.

Chair Long asked Mr. Emmert to include Director Meneghin on the ad hoc stakeholder engagement committee as she'd like to join in for public comment. Mr. Emmert said he would add her to the agenda distribution for the committee's next meeting.

8. Legal Counsel Update
Information Item

Mr. Wayne Lemieux addressed the Board, reporting that he was sitting for Steve O'Neil and had nothing to report regarding legal issues or concerns.

9. Groundwater Sustainability Plans Development Update
Information Item

Tim Moore, representing Daniel B. Stephens and Associates, reported that the ad hoc stakeholder committee members have all accepted their assignments and then addressed the Draft GSP Preparation Timeline with Major Milestones paper (see attached) that he had provided to the Directors. Mr. Moore walked the Board through the various benchmarks and projected completion dates that will culminate with the Board's submission of the Fillmore and Piru basins Groundwater Sustainability Plans before the January 31, 2022 deadline. He also stated that DBS&A plans to produce the final draft for Board review in early December, 2021. He added that uploading the GSP to the SGMA portal is an arduous process, so they want to add some time to deal with potential challenges. Mr. Moore asked if the Board had any questions.

Director McFadden asked if the slow portal was due to the fact that everyone is doing the same thing when submitting data. Mr. Moore said from start to finish it takes about a week, and said that when everyone was uploading Basin Boundary Modifications earlier in the year, the system crashed.

Chair Long suggested that the consultants send a copy of the final draft GSPs to Eddie Pech directly to let him know the plans are being submitted, just in case there are problems. Mr. Moore said the Board would also need to sign a resolution approving the GSPs prior to being submitted.

Director Pace questioned the timeline as he thought it seemed like the GSA was waiting until the 11th hour to share it with the public and that seems problematic. He said he didn't want any surprises and would prefer to release each segment of the GSPs for public

comment and feedback as it is prepared or drafted. He said that he thought it would be better to provide answers along the way instead of waiting until the entire plan was completed.

Mr. Moore said that was a great question, and explained that the timeline highlights the major milestones but that technical memorandums and correspondence will be delivered for each “chapter” of the GSP and Tony Morgan will develop appendices to the GSPs as well as an executive summary of all of the data presented in the GSPs, which will make it easier. Chair Long asked if it would be better to release those as they are drafted. Vice Chair McFadden pointed out that technical memos are released after December 2020. Mr. Moore added that the first draft of the sampling analysis technical memo will be delivered in April 2020. Director Pace asked if there was a concept and Mr. Moore responded that it is already established and the data network is already fairly robust, and while there are data gaps, they are working on explanations for how to fill those data gaps. Director Pace stated that the draft groundwater model is available in May 2020, and sustainable management criteria (SMC) is to be adopted in October. Is there somewhere where all this history lives as there is 90 years of data and the basins have been general sustainable. He asked if we can determine problems and report them out as generally, pumpers think we’re all good and this GSP is just a formality.

Chair Long asked about the water budget in November. Mr. Moore said that the budget is based on sustainable management scenarios, written and then run through the model, and factoring in things like climate change, all to establish a minimum threshold. Chair Long then asked about the deadline for the SMC and Mr. Moore responded that the UWCD groundwater model will be able to have that information by October 2020.

Director Meneghin asked how these milestones track against the agency’s grant milestones. Mr. Moore reported that the GSP development milestones are holding pace with the grant and that DBS&A is tracking all that information.

Director Kimball asked if the administrative draft of the GSPs are for the Board’s review only, or will they be made available to the public. Mr. Moore said that the administrative draft will be provided to the Board, UWCD and consultants, but that he wasn’t sure if it was to be made available to the public. There was some discussion about reviewing it in closed session, but Ms. Sofley said that the draft GSPs do not meet the criteria for closed session discussions. Director Kimball asked if the public could be advised that the draft is not for comment and Director Pace suggested public could comment directly to the Board members and then have a later “official” public comment period. Director Kimball agreed and called it a soft release. Chair Long suggested watermarking DRAFT on the document and reminded everyone that the Board needs to be transparent.

Director Kimball suggested that the concept of the technical memos was to keep the Board informed but not put out for public comment. He said that as the Agency gets somewhere, it should share that information with stakeholders so that they get comfortable with the process and share comments in a timely manner. Chair Long added that the public can comment on agenda items.

Mr. Moore said that on the issue of subsidence, the information is available to the public and data should be taken care of quickly. Stillwater Science is updating moving forward with shallow water level data, comparing that to groundwater dependent ecosystem information and the methodology for analyzing vegetation. Director McFadden added that two years seems like a long time.

10. CONSENT CALENDAR

Motion to approve the items on the Consent Calendar, Vice Chair McFadden; Second Director Kimball. Voice Vote: six ayes (Edmonds, Kimball, Long, McFadden, Meneghin, Pace), none opposed. Motion carries 6/0/0.

10A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of July 18, 2019.

10B Approval of Warrants

The Board will consider approving the following invoices for payment this month:

Daniel B Stevens & Associates	\$10,623.04	GSP consultant Jun-Jul
Daniel B Stevens & Associates	3,577.60	GSP consultant Aug
Fillmore Gazette	216.00	Budget/Rate Setting Notice
Olivarez Madruga Lemieux O'Neill	1,444.50	Legal services Jul
Olivarez Madruga Lemieux O'Neill	74.00	Legal services Aug
Daniel B. Stevens & Associates	2,742.10	GSP Consultant Aug-Sep
UWCD Quarterly Invoice	14,235.49	Admin/Financial/Grant

10C Monthly Financial Report

The Board will receive an updated cash position for the Agency from United Water Conservation District's (UWCD) accounting staff.

11. INFORMATIONAL ITEMS

11A Groundwater Model Progress Presentation

Informational Item

UWCD's Supervising Hydrogeologist Dan Detmer and Assistant Hydrogeologist Dr. Zachary Hanson provided a presentation (see attached) on the District's progress in expanding its regional groundwater model to the Fillmore and Piru basins. Dr. Hanson explained that as the model is set up, it will be calibrated to ensure it aligns with historical data, and the time periods and data are correct. Director Meneghin asked about the number of major storm events during the 31-year period of data that will be used for the model. Dr. Hanson said there were a few major storms and then Mr. Detmer added that the model will represent both wet and dry years and extreme events. Director Meneghin said she just wanted to make sure that enough data is included and Mr. Detmer assured her that groundwater production and pumping records go back to 1985, which is very helpful for model calibration purposes. Mr. Detmer also stated that USGS gauges have provided over a century of data and that UWCD staff have collected some 500 flow measurements from points along the river. UWCD staff also started using pressure transducers since 2007, which have resulted in 23,000 records of water level elevations. He added that there is lots of data to help in building the model and Dr. Sun and UWCD staff expect to be test driving it soon.

Mr. Detmer went on to say that mapping of aquifers will tell which wells produce water from which aquifer; sources of information include existing well logs, geophysical logs, the lithology and well construction information, water levels and well production data, and more, all of which can help define the framework or architecture of the groundwater flow model. He then asked if the Board had any questions.

Chair Long commented that the model incorporates a great deal of data and it will be interesting to see the various scenarios as they are run. Mr. Detmer said he's looking at late spring for model completion and if it doesn't make that deadline it's on UWCD, not on DBS&A. Chair Long requested that Mr. Detmer correct the directional legends on some of the cross sections presented, then asked the clerk to post the corrected presentation on the Agency's website. Mr. Detmer said the UWCD staff are making progress and want to keep the Board up to date. He added that staff have been through this with Fox Canyon GMA and thinks it's best to bring everyone along as they go, with workshops and as calibrations are tested as the Agency needs the tool to be accepted by technical reviewers and the public.

Chair Long agreed saying that it is important to keep everyone -- the stakeholders, pumpers, environmental groups and the Board -- involved in the process because there is so much data. Mr. Detmer proposed a two-hour workshop to properly present a demonstration of how the model works and Director Kimball suggested inviting everyone and getting feedback.

Director Pace asked Mr. Detmer about his experiences when presenting this to the public. He added that he is an engineer and wants to make sure it operates well and how it is calibrated and see it to the end. Mr. Detmer explained that the model was developed prior to SGMA, when Tony Morgan was at the District and thought staff needed a better tool. Staff finished it for the GMA to use and three groundwater experts have confirmed that it's a good model, including Fox Canyon GMA's consultant who is a professor at Stanford.

Director Pace said that the validation period is good, the historical data shows how water levels have changed and by developing scenarios for alternative situations, the model will show what would happen going forward. Mr. Detmer said using real data the model did simulate what had actually happened and that by working on Santa Paula, Fillmore and Piru together, UWCD will have a fully capable model all the way to the coast.

Director Meneghin asked if Fox Canyon GMA did an independent evaluation. Mr. Detmer said its consultant had. Vice Chair McFadden said the proofing period should be made public, too. Chair Long agreed, saying that the directors and stakeholders should all be engaged. Mr. Detmer added that may be in late spring.

Director Pace suggested a peer review group may make some recommendations or suggestions and that it is good validation to prove the model by involving respected people to test and validate. Then he asked if the Board should hire an expert to validate the model independent from UWCD and DBS&A. He said that the whole experience will be valuable for communication and keeping the public engaged so they fully understand how extensive this process is. Mr. Detmer said it took longer than expected because staff wanted to get it right. Chair Long thanked him for sharing the lessons learned and said that she appreciates all the time and effort.

12. MOTION ITEMS

12A Resolution 2019- 05 Modifying Agency Bylaws – Disbursement Approval Procedures Motion

Chair Long asked why the Board was considering Resolution 2019-05 modifying the Agency's disbursement approval procedures contained in Section 7.1 of the Agency's Bylaws. Mr. Emmert explained that when the August meeting was canceled, for example, invoices could be paid and by the time of the next meeting, some of the invoices were already late. He said this is a potential mechanism for addressing timely payment of invoices even when the Board doesn't have a meeting. It also prevents the need for a full Board meeting just to pay bills. He added that the Mound Basin GSA recently adopted a similar resolution for the same purpose. He said that staff recommends a process that doesn't set a cap on expenditure, but one could be inserted if the Board prefers to come back to this item. The process proposed by staff provides for two Board members to pay routine bills, up to \$12,000 per month.

Chair Long suggested amending the Resolution to go up to \$20,000. Mr. Lemieux asked how much money the Agency typically has in the bank. Vice Chair McFadden said about \$160,000. Mr. Emmert said he would advise setting a cap. Chair Long suggested disbursements up to \$20,000 approved by the Treasurer and Chair.

Mr. Emmert said that most invoices are net 30 days and if the Board isn't meeting on a monthly basis and there is no alternative way to pay the bills between meetings, the Agency could incur penalties and or interest on outstanding invoices.

Motion to adopt Resolution 2019-05, amending Section 7.1 of the Agency's Bylaws, and authorizing the Board Chair and Vice Chair/Treasurer to approve disbursements in between Board meetings up to \$20,000 per expenditure and to require the Executive Director to review disbursements prior to Board approval, Vice Chair McFadden; Second, Director Meneghin. Roll call vote: six ayes (Edmonds, Kimball, Long, McFadden, Meneghin, Pace); none opposed. Motion carries unanimously 6/0/0.

13. FUTURE TOPICS FOR BOARD DISCUSSION

Suggested future topics for Board discussion include a motion item to add Director Meneghin to the ad hoc committee; feedback from the ad hoc committee and agreement among the Board as to whether the committee should be made a standing committee, and

if committee membership should be limited to three members, as four expressed interest in being involved with the Stakeholder Engagement ad hoc committee.

ADJOURNMENT 5:31p.m.

Chair Long adjourned the meeting at 5:31p.m. to the next Regular Board Meeting on Thursday, October 17, 2019 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 September 27, 2019.

ATTEST: _____
Kris Sofley, Clerk of the Board



BOARD MEETING & PUBLIC HEARING

September 27, 2019 @ 4:00pm

City Council Chambers, Fillmore City Hall

250 Central Avenue, Fillmore, CA 93015

Name: Zach Hanson

Organization: United water

Phone: _____

E-mail: _____

Name: De. Delmer

Organization: UWD

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: TIM MOORE

Organization: DBS & A

Phone: _____

E-mail: _____

Name: C. Reed

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: _____

Organization: _____

Phone: _____

E-mail: _____

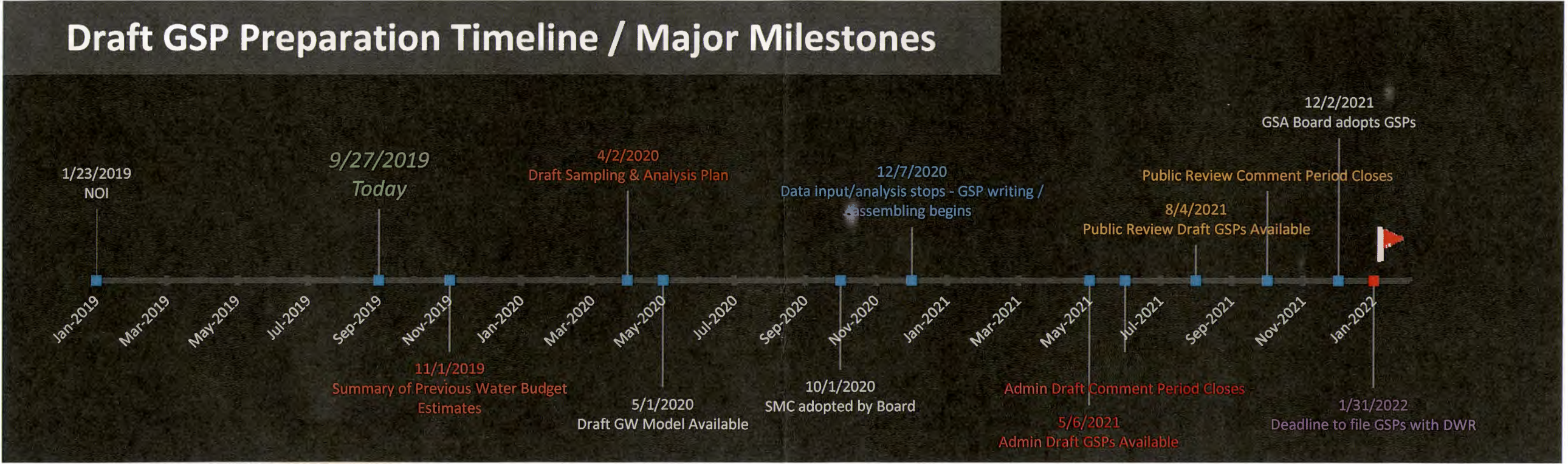
Name: _____

Organization: _____

Phone: _____

E-mail: _____

Draft GSP Preparation Timeline / Major Milestones

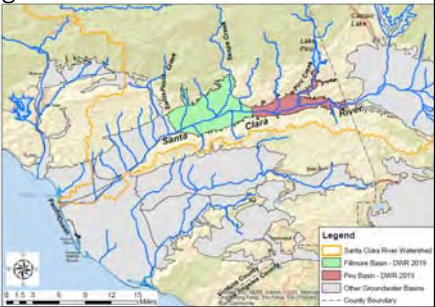


Fillmore and Piru Basins: Groundwater Model Progress

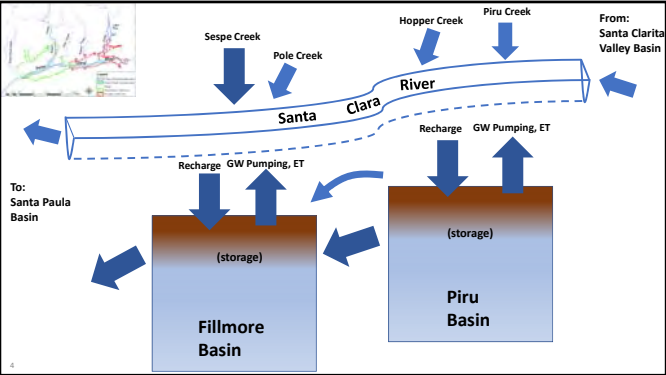
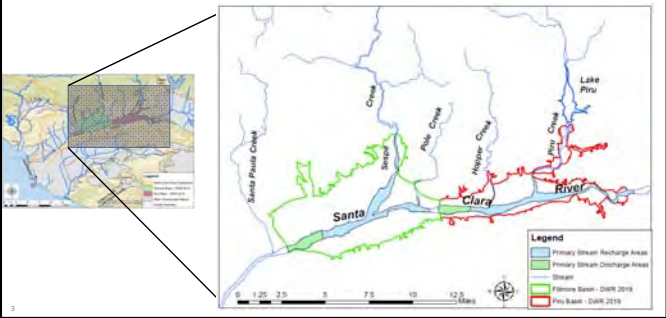
Zach Hanson, PhD, Assistant Hydrogeologist, United Water
Dan Detmer, PG, CHG, Supervising Hydrogeologist, United Water

Fillmore and Piru Basins GSA Board of Directors Meeting
Friday, September 27, 2019

Regional Setting

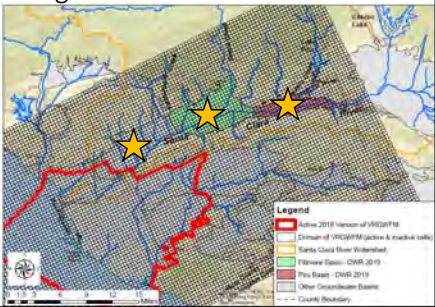


Fillmore & Piru Basins



Numerical Modeling

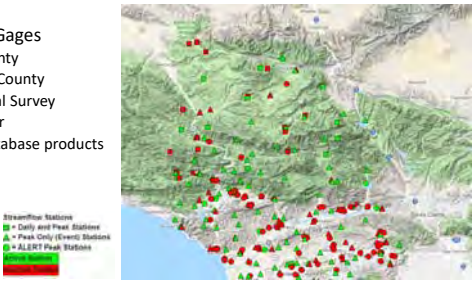
- Extension of coastal plain model (2018)
 - Dr. Jason Sun
- Modeling Period
 - 1985 – 2015
- Validation Period
 - 2016 – 2019



Model Inputs

Model Inputs - Precipitation

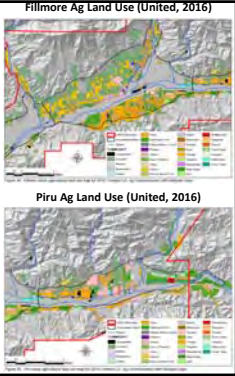
- Precipitation Gages
 - Ventura County
 - Los Angeles County
 - US Geological Survey
 - United Water
 - Research database products



Ventura County Precipitation Gage Network

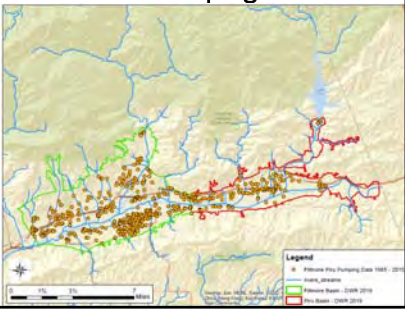
Model Inputs - Recharge

- Groundwater Recharge to Aquifers
 - Precipitation (minus Evapotranspiration)
 - Return flows




Model Inputs – Groundwater Pumping

- ~500 wells with records
 - 1985 - 2015



Model Inputs – Boundary inflows

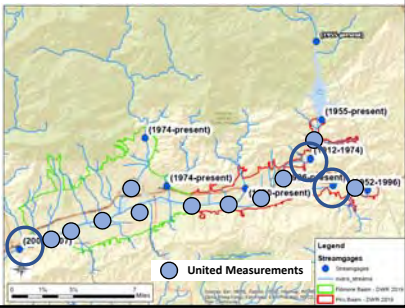
- Streamflow gaging sites
 - 9 USGS and Ventura County gages
 - Daily average discharge
 - Decades of data
- Mountain Front Recharge



Model Development

Model Development - Streamflow

- Streamflow gaging sites
- Percolation rates within stream channel
- United measurements
 - 500 + along Santa Clara River and tributaries
 - Majority 1999 - present



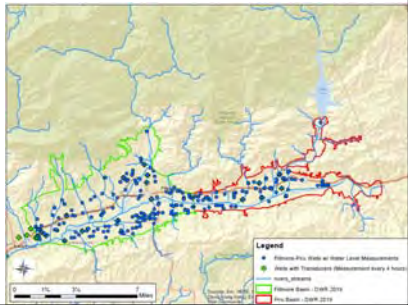
Model Development – Groundwater Levels

- Pressure Transducers
 - 4-hour intervals
 - 23 wells
 - 260,000+ records



Model Development – Groundwater Levels

- Pressure Transducers
 - 4-hour intervals
 - 23 wells
 - 260,000+ records
- Water Level Elevations
 - Single measurements
 - 254 wells
 - 23,000+ records



Model Inputs (continued)

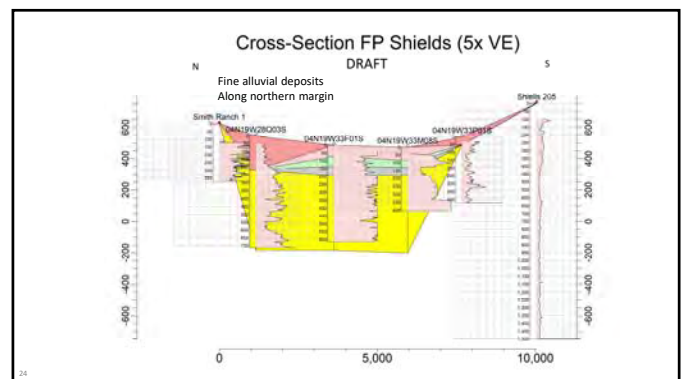
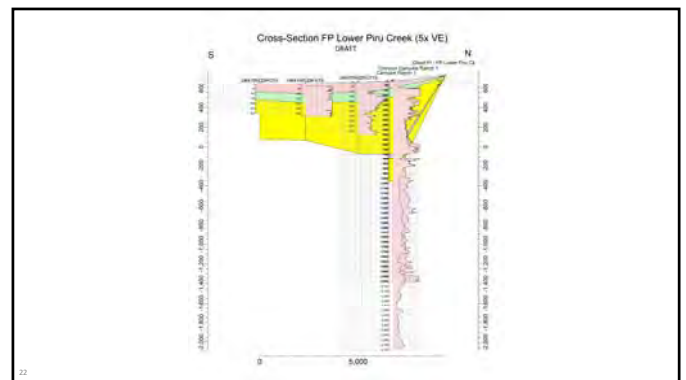
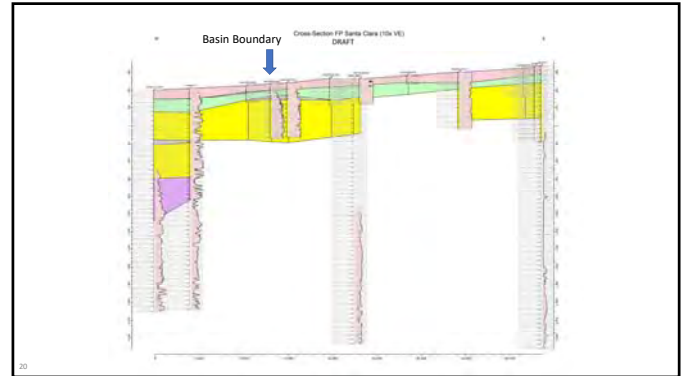
Mapping of Hydrostratigraphic Units

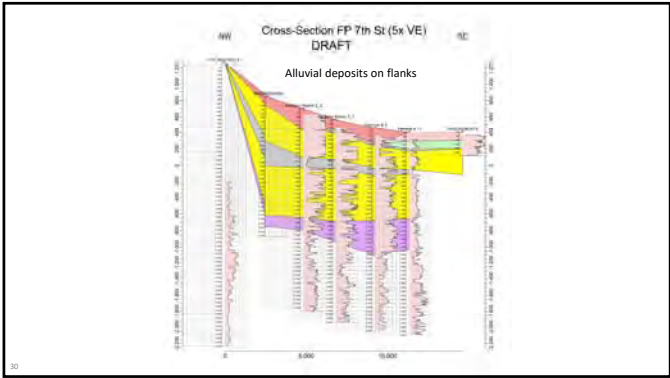
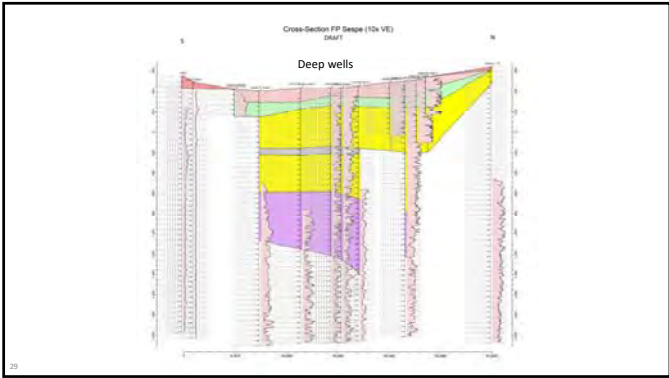
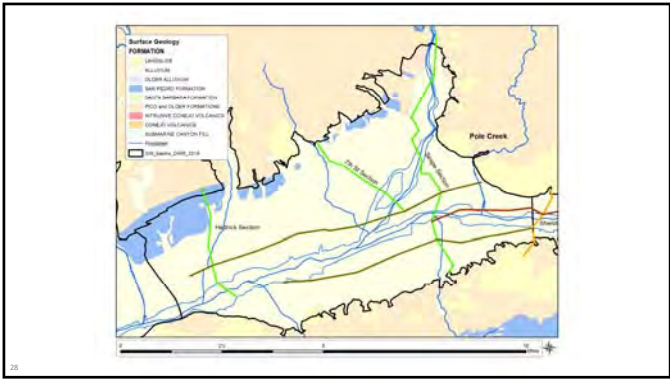
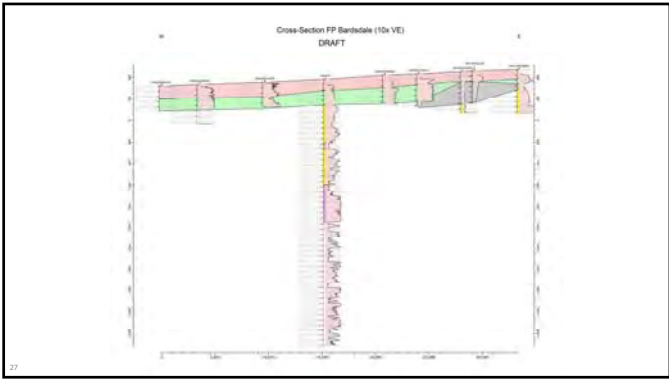
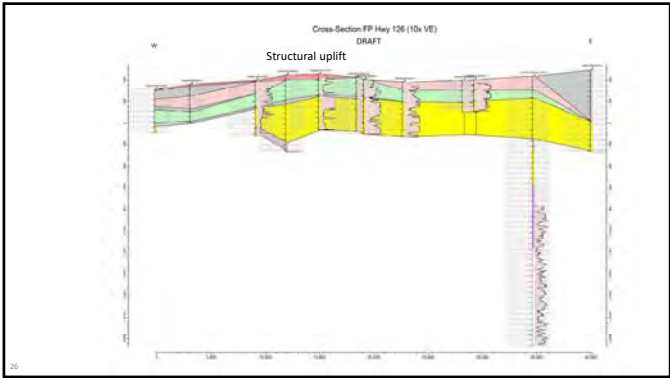
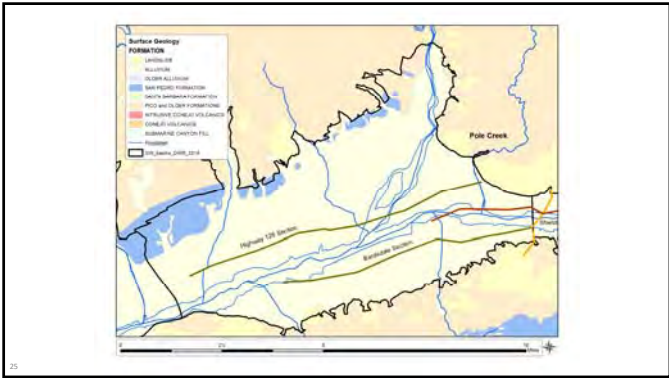
- United staff also needed to map subsurface hydrostratigraphic units (aquifers)
- Used information from existing water and oil wells
 - Geophysical well logs
 - Description of lithology (sand, cobbles, silt, clay)
 - Well construction information (screened zones)
 - Other information (water levels, well production)

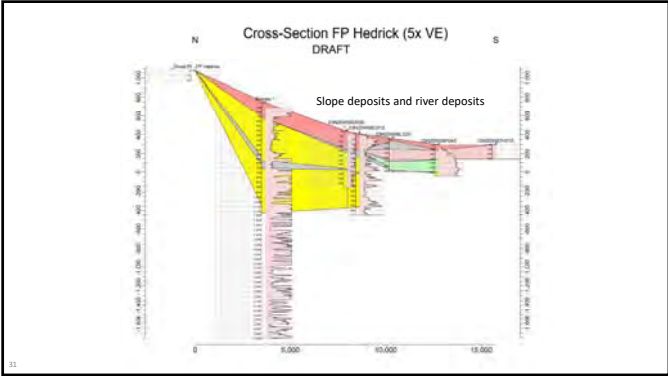
This mapping of units forms the framework/architecture of the groundwater flow model

Section lines in the Piru and Fillmore basins









Questions?

32

Fillmore and Piru Basins GSA

10B

Check Detail

November 1 - 13, 2019

Type	Num	Date	Name	Account	Amount
Bill Pmt -Check	11058	11/12/2019	County of Ventura IT Services Department	10000 · Bank of the Sierra	(40.00)
Bill		09/23/2019		52240 · Prof Svcs - IT Consulting	40.00
TOTAL					40.00
Bill Pmt -Check	11059	11/12/2019	Daniel B Stephens & Associates, Inc.	10000 · Bank of the Sierra	(27,620.49)
Bill		10/28/2019		52252 · Prof Svcs - GSP Consultant	105.60
				52252 · Prof Svcs - GSP Consultant	11,768.43
				52252 · Prof Svcs - GSP Consultant	775.00
				53110 · Travel & Training	12.53
				53110 · Travel & Training	12.53
				52252 · Prof Svcs - GSP Consultant	14,946.40
TOTAL					27,620.49
Bill Pmt -Check	11060	11/12/2019	Olivarez Madruga Lemeiux O'Neill LLP	10000 · Bank of the Sierra	(869.50)
Bill		09/30/2019		52501 · Legal Counsel	869.50
TOTAL					869.50
Bill Pmt -Check	11061	11/12/2019	United Water Conservation District	10000 · Bank of the Sierra	(8,401.60)
Bill		09/30/2019		52280 · Prof Svcs - Executive Director	1,759.97
				52270 · Prof Svcs - Accounting	895.65
				52280 · Prof Svcs - Executive Director	1,353.83
				52280 · Prof Svcs - Executive Director	270.77
				52280 · Prof Svcs - Executive Director	2,482.01
				52275 · Prof Svcs - Admin/Clerk of Bd	1,255.69
				52270 · Prof Svcs - Accounting	358.26
				53026 · Postage & Mailing	25.42
TOTAL				TOTAL CHECKS	(36,931.59)



Item No. **10C Consent Calendar**

DATE: **November 15, 2019 (November 21, 2019 Meeting)**

TO: **Board of Directors**

SUBJECT: **Monthly Financial Report**

SUMMARY

The Board will receive the monthly financial report for the Fillmore and Piru Basins Groundwater Sustainability Agency (Agency).

BACKGROUND

UWCD accounting staff has prepared financial reports based on the Agency revenue and expenses for the month of October 2019.

FISCAL IMPACT

None

Attachments: October 31, 2019 P/L Budget Performance
 October 31, 2019 Balance Sheet

Fillmore and Piru Basins GSA
Balance Sheet
As of October 31, 2019
Oct 31, 19

ASSETS

Current Assets

Checking/Savings

10000 · Bank of the Sierra 202,365.79

Total Checking/Savings 202,365.79

Accounts Receivable

11000 · Accounts Receivable 66,448.46

Total Accounts Receivable 66,448.46

Total Current Assets 268,814.25

TOTAL ASSETS 268,814.25

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 36,931.59

Total Accounts Payable 36,931.59

Total Current Liabilities 36,931.59

Total Liabilities 36,931.59

Equity

32000 · Retained Earnings 265,536.58

Net Income -33,653.92

Total Equity 231,882.66

TOTAL LIABILITIES & EQUITY 268,814.25

Fillmore and Piru Basins GSA

Profit & Loss Budget Performance

October 2019

	Jul - Oct 19	Annual Budget	% of Budget
Income			
40001 · Groundwater Extraction Charge	-1.61	668,964.00	0.0%
41000 · Grant Revenue			
41001 · State Grants	21,190.77	154,485.32	13.72%
Total 41000 · Grant Revenue	21,190.77	154,485.32	13.72%
47000 · Other Revenue			
47001 · Late Fees	845.75		
Total 47000 · Other Revenue	845.75		
Total Income	22,034.91	823,449.32	2.68%
Gross Profit	22,034.91	823,449.32	2.68%
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	120.00	980.00	12.24%
52250 · Prof Svcs - Groundwtr/GSP Prep			
52251 · Prof Svcs - UWCD GW Services	0.00	25,800.00	0.0%
52252 · Prof Svcs - GSP Consultant	41,304.53	242,914.00	17.0%
52250 · Prof Svcs - Groundwtr/GSP Prep - Other	0.00	0.00	0.0%
Total 52250 · Prof Svcs - Groundwtr/GSP Prep	41,304.53	268,714.00	15.37%
52270 · Prof Svcs - Accounting	1,253.91	10,000.00	12.54%
52275 · Prof Svcs - Admin/Clerk of Bd	1,255.69	7,000.00	17.94%
52280 · Prof Svcs - Executive Director	5,866.58	42,000.00	13.97%
52200 · Professional Services - Other	3,169.25		
Total 52200 · Professional Services	52,969.96	328,694.00	16.12%
52500 · Legal Fees			
52501 · Legal Counsel	2,388.00	25,000.00	9.55%
Total 52500 · Legal Fees	2,388.00	25,000.00	9.55%
53000 · Office Expenses			
53010 · Public Information	216.00	1,000.00	21.6%
53020 · Office Supplies	0.00	500.00	0.0%
53026 · Postage & Mailing	25.42	2,000.00	1.27%
53110 · Travel & Training	89.45	4,000.00	2.24%
Total 53000 · Office Expenses	330.87	7,500.00	13.24%
53500 · Insurance			
53510 · Liability Insurance	0.00	2,500.00	0.0%
Total 53500 · Insurance	0.00	2,500.00	0.0%
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	0.00	0.0%
Total 70000 · Interest & Debt Service	0.00	0.00	0.0%
81000 · Capital Expenditures	0.00	100,000.00	
Total Expense	55,688.83	463,694.00	12.01%
Net Income	-33,653.92	359,755.32	-9.35%



Item No. **11A Motion**

DATE: **November 15, 2019**

TO: **Board of Directors**

SUBJECT: **Letter of Support for Santa Clarita Valley Groundwater Sustainability Agency's
Proposition 68 Round 3 Groundwater Sustainability Planning Grant**

SUMMARY

The Department of Water Resources (DWR) has issued the Final Proposal Solicitation Package (PSP) for its Proposition 68 Round 3 Groundwater Sustainability Planning Grant program. The Santa Clarita Valley Groundwater Sustainability Agency is requesting a letter of support from the Fillmore and Piru Basins Groundwater Sustainability Agency for its grant application for additional planning on potential groundwater recharge activities.

RECOMMENDED ACTION

It is recommended that the Board approve the requested letter of support as drafted in Attachment A to this report

BACKGROUND

FISCAL IMPACT

This motion has no direct fiscal impact on the Agency.

ATTACHMENTS

A: FPB GSA Draft letter of support for SCVGSA grant application

Proposed Motion: "Motion to approve the letter of support for Santa Clarita Valley GSA's Prop 68 Round 3 Groundwater Sustainability Planning Grant application."

1st: Director _____ 2nd: Director _____
Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:
Director McFadden: Director Meneghin: Director Pace:



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

November 21, 2019

Zaffar Eusuff
California Department of Water Resources
Financial Assistance Branch
P.O. Box 942836
Sacramento, CA 94236

Subject: Support for the Activities Supporting the Development of the Santa Clarita Valley Groundwater Sustainability Plan and 2019 Grant Application

Dear Mr. Eusuff:

The Fillmore and Piru Basins Groundwater Sustainability Agency (FPB GSA) supports the Santa Clarita Valley Groundwater Sustainability Agency's (SCV GSA) application for Proposition 68 Round 3 Sustainable Groundwater Planning (SGWP) grant funds, to further the development of the Santa Clarita Valley (SCV) Groundwater Sustainability Plan (GSP).

The Santa Clara Valley East Subbasin is adjacent to the FPB GSA planning region (Basins 4-004.05 and 4-004.06). As such, coordination between both groundwater sustainability agencies is important to ensure that the sustainability goals of the groundwater sustainability plans do not interfere with each other and to the extent possible benefit one another. Both groundwater sustainability agencies are committed to communicating and sharing information relevant to groundwater management within and across their planning regions. It is understood that such collaboration will enable the two groundwater sustainability agencies to identify and take advantage of planning and management activities that could be mutually beneficial.

In 2017, the SCV GSA successfully applied for funding under the Proposition 68 Round 2 Sustainable Groundwater Planning Grant Program for preparation of technical studies to support the SCV GSP. It is our understanding that funding requested under Round 3 will supplement those studies and facilitate completion of the final SCV GSP which is a high priority activity for the East Subbasin, as is the completion of the GSPs for the Fillmore and Piru Basins.

We appreciate the SCV GSA's commitment to sustainable groundwater management and efforts to reach out to the FPB GSA with updates on its GSP progress.

Thank you for the opportunity to express our endorsement for the SCV GSP's grant application. We strongly urge your thoughtful consideration of funding to support the Project.

Sincerely,

Kelly Long, Chair
Fillmore and Piru Basins Groundwater Sustainability Agency



SUBJECT: Letter of Support for Upper Santa Clara River Integrated Regional Water Management Region's Proposition 1 Round 1 Grant application regarding the Santa Clarita Sanitation District Valencia Water Reclamation Plant Advanced Water Treatment Facility Project to Remove Chloride from Treated Wastewater

1st: Director _____ 2nd: Director _____

Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:

Director McFadden: Director Meneghin: Director Pace:



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

November 21, 2019

Ms. Rachel Ballanti
IRWM Implementation Program Manager
California Department of Water Resources
Division of Integrated Regional Water Management
P.O. Box 942836
Sacramento, CA 94236-000

Subject: Support for the Upper Santa Clara River IRWM Region Proposition 1
Integrated Regional Water Management (IRWM) Round 1 Grant Application

Dear Ms. Ballanti:

I am writing on behalf of the Fillmore/Piru Groundwater Sustainability Agency (GSA) in support of the Upper Santa Clara River (USCR) Proposition 1 Integrated Regional Water Management (IRWM) Round 1 Grant Application, and specifically the Santa Clarita Valley Sanitation District's Valencia Water Reclamation Plant (WRP) Advanced Water Treatment Facility (AWTF) Project.

The AWTF Project will address a critical water quality need (complying with Total Maximum Daily Loads for chloride) within the USCR IRWM Region. Benefits of the project extend downstream into the Lower Santa Clara River IRWM Region which includes the Fillmore/Piru GSA, including attainment of the chloride surface water quality objectives, groundwater quality improvement and resource stewardship (i.e. agricultural lands stewardship).

We support this project and look forward to its implementation.

Sincerely,

Kelly Long, Chair
Fillmore and Piru Basins Groundwater Sustainability Agency



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. **11C Motion**

DATE: **November 15, 2019**

TO: **Board of Directors**

SUBJECT: **Development of Guidelines and/or Policy regarding appropriate FPBGSA Social Media (Facebook) and Website Posts**

SUMMARY

The FPBGSA has been asked to post information on various events as well as reports, publications and other materials on its website and/or social media platforms (Facebook). Staff is requesting direction from the Board and Legal Counsel regarding the development of guidelines and/or policy to clarify what type of materials are appropriate for distributing through the FPBGSA social media platforms and website.

RECOMMENDED ACTION

It is recommended that the Board and Legal Counsel review the draft guidelines presented in Attachment A to this report and either approve or amend the document to clarify the FPBGSA's position on sharing information through the FPBGSA's social media and website.

BACKGROUND

In the past, staff has posted information pertaining to Groundwater Sustainability and SGMA requirements and process from Department of Water Resources (DWR) and other state agencies, as well as water industry associations and trade groups to the FPBGSA website and Facebook page. More recently, various special interest groups have asked FPBGSA to share information regarding various events and public forums that are not directly related to groundwater sustainability issues on its website and/or Facebook page. Rather than arbitrarily deciding what is appropriate for posting, staff would like to request that Legal Counsel and the Board devise clear guidelines in the form of a social media and website policy that defines specifically what type of third party materials may be disseminated and promoted through the Agency's media platforms.

FISCAL IMPACT

This motion has no direct fiscal impact on the Agency

ATTACHMENTS

A: FPB GSA Draft guidelines for the development of Social Media and Website Policy

Proposed Motion: "Motion to approve (or amend) draft guidelines and direct the Agency's Legal Counsel to incorporate these guidelines into a formal Social Media and Website policy clearly defining the type of third party materials which may be disseminated and promoted through the Agency's media platforms."

1st: Director _____ 2nd: Director _____
Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:
Director McFadden: Director Meneghin: Director Pace:

Social Media Guidelines

In the rapidly expanding world of electronic communication, *social media* includes all means of communicating or posting information or content of any sort on the Internet, including web logs or blogs, journals or diaries, personal web site, social networking or affinity web sites, web bulletin boards or chat rooms, whether or not associated or affiliated with Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA), as well as any other form of electronic communication.

The principles and guidelines for FPBGSA's social media policy supports three basic beliefs – be respectful, be accurate, be truthful, which should apply to all of the Agency's online activities. Ultimately, before creating or posting online content, consider some of the risks and rewards that are involved. Keep in mind that any content which adversely impacts the performance of the Agency, or otherwise adversely affects Directors, customers, suppliers, people who work on behalf of FPBGSA or FPBGSA's legitimate business interests should not be posted to the Agency's website or social media platforms.

- Maintain the confidentiality of FPBGSA's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. All information pertaining to private water wells obtained by the Agency from well owners and through the Agency's access to such wells shall be public records exempt from disclosure in accordance with Government Code section 6254(e).
- FPBGSA will not share content from accounts run by political parties or partisan political groups. FPBGSA must never show political bias.
 - A partisan political group is defined by the Hatch Act as any committee, club, or other organization which is affiliated with a political party or candidate for public office in a partisan election, or organized for a partisan purpose, or which engages in partisan political activity. The word "partisan," when used as an adjective, means related to a political party. "Political activity" means an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group. Determining if materials is sourced from a partisan entity will require case-by-case analysis. However, if a website is soliciting donations for a partisan political party, candidate, or organization, the group or organization who runs the website is engaged in partisan political activity and would thus be deemed a partisan political group and FPBGSA should not share content from its social media accounts.
- **Endorsements:** Never share, retweet, or repost content that would imply (or appear to imply) that the Agency is promoting a company or encouraging the public to buy something.
- **Lobbying:** Never share, retweet, or repost content that shows support/opposition to a legislative bill. Anti-lobbying laws prohibit the Agency from advocating for or against anything that requires action from Congress or state legislatures or covertly influencing public opinion.
- **Mission-focus:** Only share, retweet, or repost content that relates to the FPBGSA's mission – groundwater sustainability. It's OK to share mission-related content, including

from partners and other groundwater sustainability agencies, the Department of Water Resources, and its Sustainable Groundwater Management site

- **News articles:** You may share, retweet, or repost links to news articles if they are related to the FPBGSA's mission. Here's a set of guidelines for sharing links to external news articles:
 - Make sure the article is fair, accurate, and unbiased.
 - Make sure the article is primarily about the work/science related to SGMA.
 - Try to avoid links to articles behind paywalls.
- **News articles on websites:** You may share links to news articles (as above) as long as those links:
 - Do not imply endorsements.
 - Do not include conflicting endorsement language with the links themselves.



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. **11D Motion**

DATE: **November 18, 2019**

TO: **Board of Directors**

SUBJECT: **Formalize Composition of Ad Hoc Stakeholder Engagement Committee**

SUMMARY

The Board appointed Chair Long and Director McFadden to the Ad Hoc Stakeholder Engagement Committee. Subsequently, Director Meneghin requested to participate on the Committee. Director Meneghin's request to participate was approved. However, the Board did not formally appoint her to the Committee.

RECOMMENDED ACTION

It is recommended that the Board consider formalizing the composition of the Ad Hoc Stakeholder Engagement Committee

BACKGROUND

FISCAL IMPACT

There is no fiscal impact resulting from this motion

Proposed Motion: "Motion to appoint Director Candice Meneghin to the ad hoc stakeholder engagement committee."

1st: Director _____

2nd: Director _____

Voice/Roll call vote: Director Edmonds :

Director Kimball:

Director Long:

Director McFadden:

Director Meneghin:

Director Pace:



Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:
Director McFadden: Director Meneghin: Director Pace:

Fillmore and Piru Groundwater Subbasins Guiding Principles

The following describes commitments and common interests that combined leadership from the Fillmore and Piru Groundwater Subbasins (Basins) have agreed on as a way to influence current and future compliance with the Sustainable Groundwater Management Act (SGMA). Under the requirements of SGMA, certain groundwater basins must create one or more Groundwater Sustainability Agencies (GSA) to regulate groundwater and implement SGMA. The Basins have created a joint GSA titled the Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA) to achieve this requirement. Similarly, SGMA requires the development of one or more Groundwater Sustainability Plans (GSP) for each groundwater basin. Once approved by the State, a GSP guides implementation of SGMA for a 20-year period (with accommodation for periodic revisions of the GSP if warranted). The FPBGSA will prepare two GSPs, one for each Basin, to achieve coordinated SGMA compliance for sustainable groundwater management.

As reflected in this introduction, SGMA is a complex law that mandates the local and State-scale regulation of groundwater. Attachment A (below) presents significant background and context about SGMA and groundwater conditions in the Basins and readers of the following Guiding Principles are encouraged to review the Attachment.

The following Guiding Principles reflect unanimous agreements by the FPBGSA Board of Directors.

General Principles of Understanding

- Gen1. SGMA requires that GSAs (including the FPBGSA) consider the interests of all Beneficial Uses and Users of groundwater in compliant groundwater basins. (See Attachment B for a list of these interests as defined in SGMA). More specifically, SGMA requires that GSAs encourage the active involvement of diverse social, cultural, and economic elements of the population within a groundwater basin. The FPBGSA is committed to uphold this inclusive approach through all aspects of GSP development and SGMA implementation.
- Gen2. Pursuant to SGMA, all Beneficial Users and Uses are required to comply with SGMA and by extension, the GSPs prepared by the FPBGSA which will guide SGMA implementation.
- Gen3. The FPBGSA supports a partnered approach among various local agencies and organizations to support SGMA implementation. A partnered approach to groundwater management is in the best interest of the Basins' Beneficial Users because it will maximize efficiencies, keep costs at a minimum, and capitalize on skills and strengths of various partners. This approach will reflect mutual respect for each partner's role and mission, governmental authorities (when applicable), expertise, knowledge of groundwater conditions, rights, needs and concerns.
- Gen4. Implementation of SGMA may be expensive and all Beneficial Users will need to contribute in some way. Failure to implement SGMA locally will result in State intervention and even greater costs and regulation.

- Gen5. Local control of groundwater should be preserved to the maximum extent practicable, and State intervention to implement SGMA should be avoided.
- Gen6. Sustainable groundwater conditions in the Basins are critical to support, preserve, and enhance the economic viability, social well-being, environmental health, and cultural norms of all Beneficial Users and Uses including Tribal, domestic, municipal, agricultural, environmental and industrial users.
- Gen7. FPBGSA is committed to conduct sustainable groundwater practices that balance the needs of and protect the groundwater resources for all Beneficial Users in the Basins.
- Gen8. The FPBGSA will have an open, transparent process for GSP development and SGMA implementation. Extensive outreach is a priority of FPBGSA members to inform Beneficial Users about implementation and potential effects of SGMA, and to ensure the FPBGSA is informed of all Beneficial User input as a means to support GSA decision-making.
- Gen9. SGMA implementation is new to water users throughout the State, thus there are many unknowns. Willingness by all GSA members and Beneficial Users to adapt and adjust during GSP development (based on science and facts) and SGMA implementation is crucial to the Basins' success.

Specific Principles of Understanding

Governance

- Gov1. The FPBGSA operates as a governing public agency, granted with regulatory authorities provided in SGMA.
- Gov2. The FPBGSA's purpose is to implement SGMA in the Basins. The FPBGSA is committed to develop local SGMA compliance and sustainability solutions, and thereby maintain local control and avoid State intervention and management of local groundwater resources. It is also committed to solutions that will avoid costly litigation between stakeholders.
- Gov3. The FPBGSA Joint Exercise of Powers Agreement (JPA) is the legal foundational document for the GSA. These Guiding Principles are intended to be consistent with and in furtherance of the JPA. In the event of a conflict between the JPA and these principles, the JPA take precedence.
- Gov4. The JPA requires its Board of Directors to include representative directors from Member Agencies (the City of Fillmore, County of Ventura, and United Water Conservation District) and stakeholder directors (Fillmore Basin and Piru Basin Pumper Stakeholder Directors and an environmental stakeholder director). The FPBGSA is committed to maintaining this diverse and balanced representation in its governance and decision-making.
- Gov5. While the FPBGSA Board of Directors have unique responsibilities to serve their respective organizations and interests, these individuals also have a responsibility (as signatory parties to the JPA) to serve the interests and regulatory authorities of the FPBGSA in its required

role to identify, achieve, and maintain sustainable groundwater conditions in the Basins. FPBGSA Directors and staff are committed to fulfill this SGMA-specific responsibility.

Gov6. The FPBGSA represents and seeks to preserve the groundwater interests of all Beneficial Users and Uses in the Basins equitably and transparently.

Gov7. The FPBGSA will comply with all applicable State and federal regulations and statutes.

Gov8. Discussions among the FPBGSA Board of Directors, staff, and Beneficial Users may be challenging at times. The FPBGSA will conduct these discussions in a collaborative manner with a commitment to respectful civil discourse among all participants.

Communication and Education

Com1. In addition to its statutory responsibilities and authorities, the FPBGSA is committed to provide consistent, transparent educational opportunities for all Beneficial Users about water resources, land uses and water management in the Basins

Com2. The FPBGSA is committed to partner, now and in the future, with other agencies and organizations not currently engaged in GSP development and SGMA implementation.

Com3. The FPBGSA will engage with neighboring basins to achieve coordinated groundwater management and to ensure that consistent and productive communication takes place for the mutual best interests of Beneficial Users in the Basins and all adjacent basins.

Funding and Finances

Fund1. The FPBGSA recognizes its duty to taxpayers, ratepayers, and future generations to ensure that financial resources are used effectively and responsibly to promote sustainable groundwater conditions. The FPBGSA is committed to carefully use collected fees in the most prudent ways possible to fully comply with SGMA and to avoid expanding beyond the scope of SGMA in a manner that might create undo costs to Beneficial Users.

Fund2. The budgeting process and ongoing management of the FPGGSA will be fully transparent to all stakeholders. Budgets may be changed by unexpected circumstances but the FPBGSA Board and staff are committed to follow budget projections as closely as possible. The FPBGSA recognizes its duty to assessment payers and future generations to ensure that its financial resources are used effectively and responsibly to promote sustainable groundwater conditions.

Fund3. The FPBGSA is committed to pursue financial and infrastructure solutions and beneficial partnerships with other agencies within and adjacent to the Basins to provide sustainable water supplies for all constituents within the framework of SGMA.

Fund4. The GSPs should encourage maximum flexibility to adapt to changes in FPBGSA membership, funding and planning oversight as the parties build their relationships and mutual trust.

- Fund5. Data collection and groundwater studies are essential to increase knowledge and to support groundwater management decisions. Funding (including rate increases and grants) and implementing such studies is and will be a priority and a shared responsibility among all FBPGSA members and Beneficial Users.
- Fund6. The FBPGSA will seek alternative sources of funding beyond rate payers and is committed to defer funding choices from local FBPGSA member agencies whenever feasible.

SGMA Implementation and Sustainability

- Sus1. Future sustainable groundwater conditions will depend on land uses and water demand targets being in balance with available water resources. The FBPGSA is committed to work with land use agencies in the Basins to promote land use practices and water demand targets that achieve sustainable water resources.
- Sus2. The FBPGSA is committed to enhance groundwater resiliency to protect the Basins from undesirable results as defined by the six SGMA indicators of basin health and sustainability and outcomes of future climate change variables.
- Sus3. As described in Appendix A, imported water plays a role in the overall surface water portfolio of the Basins. This imported water may become a more significant source of future recharge water for the Basins and will be considered in the process of formulating the GSPs and subsequent SGMA implementation.
- Sus4. The GSPs will encourage utilizing surface water to its full extent as available, feasible, and legal, and conserving groundwater for use during dry periods when surface water is not readily available or affordable.
- Sus5. FBPGSA members and Beneficial Users may have different requirements under different water resource conditions to ensure that minimum thresholds are achieved or exceeded. These potential different requirements will be defined in the GSPs and implemented by the FBPGSA.
- Sus6. Groundwater conditions throughout the Basins are not uniform. Conditions vary by location, surface water conditions, precipitation, and water year type. While all Beneficial Uses and Users will share the obligation to achieve sustainability, solutions will need to reflect these geographic and hydrogeographic differences.
- Sus7. The FBPGSA recognizes that groundwater recharge occurs through many different means. Applied surface water, precipitation, porous supply and drain ditches, and Best Management Practices utilized by Beneficial Users contribute to the Basins recharge. Studies will quantify the availability of such recharge and provisions will be included in the GSPs to ensure that future groundwater extractions are consistent with quantified recharge and the sustainable yields of the Basins.
- Sus8. Integrated water management is a set of methods to extract, transport, store, use, and share groundwater and surface water throughout a groundwater basin to ensure a resilient

water supply for all water users. To support SGMA objectives and Basin-wide water needs, the FPBGSA will pursue an integrated water management approach for the Basins. An integrated water management approach will honor the social, cultural, natural, and economic diversity of the Basins. It will seek to ensure that all Beneficial Users have necessary water resources. An integrated water management approach may rely on but may not be limited to:

- a. Science-based decision-making.
- b. Projects and methods to recover and restore the Basin aquifers.
- c. Collective and individual groundwater use requirements to ensure that groundwater elevations are not depleted below minimum thresholds.

SGMA requires that groundwater dependent ecosystems be considered in GSPs as part of potential interconnectedness between groundwater and surface water. In this context:

- Sus9. The FPBGSA acknowledges the interconnectedness of groundwater and surface water resources in the Basins, the contributions to the groundwater system from surface water applications and that this interaction plays an important role in the Santa Clara River (River) ecosystem (e.g., at the boundary between the Basins; and the boundaries between the up-gradient and down-gradient adjacent River subbasins). Within the Basins, the River is a largely naturalized water feature with significantly fewer built impediments than found in other southern California river systems. The River ecosystem (including tributaries) includes aquatic and adjacent terrestrial habitats for a multitude of species, including those with State and Federal threatened and endangered status. The FPBGSA is committed to assess these water and ecological relationships and to minimize undesirable results on groundwater dependent ecosystems in the Basins.
- Sus10. SGMA requires, and the FPBGSA is committed to, robust analysis of current and future climate-based conditions to ensure that the Basins are resilient to climate change-related impacts.
- Sus11. Groundwater recharge, surface water deliveries, and the base flows of the Basins' tributaries will be impacted by climate change and associated water conditions. The FPBGSA will ensure the use of best available science to inform management decisions before, during, and after extreme climate-based conditions, within the scope of SGMA.

Under SGMA, groundwater users that extract two acre-feet of groundwater or less per year for domestic purposes are defined as "de minimis." This classification limits the statutory financial and measurement responsibilities of these groundwater extractors and is a means through which some SGMA-related burdens are minimized for this select set of groundwater extractors. In this context:

- Sus12. The FPBGSA is committed to the definition of de minimis and will explore opportunities to minimize SGMA-related impacts to all groundwater extractors and users, in particular disadvantaged communities who rely solely on groundwater.
- Sus13. The de minimis classification does not excuse a Beneficial User from their legal responsibility to comply with SGMA.

- Sus14. The FPBGSA will evaluate and account for the incremental impacts that de minimis water users have on the Basins' water budgets.
- Sus15. The FPBGSA is committed to provide appropriate compliance benefits that are afforded to de minimis users but to also ensure that potential redirected negative groundwater use impacts are not imposed on other Beneficial Users that do not meet the de minimis definition.

DRAFT

ATTACHMENT A

The Fillmore and Piru Subbasins – Background and Conditions

Introduction and Background

The Fillmore (4-004.05) and Piru (4-004.06) Groundwater Subbasins (Basins) are located in Ventura County in the Santa Clara River Valley. The Basins are defined by the California Department of Water Resources (DWR) in “*Bulletin 118*”, the official State publication on the occurrence and nature of statewide groundwater conditions. The Basins are technically defined as two of a series of alluvial groundwater subbasins of the larger Santa Clara River Valley Basin and are situated downstream and west of the Santa Clara River Valley East Subbasin, and upstream and east of the Santa Paula Subbasin, all of which are similarly defined by DWR in Bulletin 118. As illustrated by the proximities described above, the Basins are hydrogeologically connected to each other and to the upstream and downstream basins.

The Basins are characterized by diverse communities and varying land use including urban and agricultural areas. By acreage, agricultural use makes up the largest developed portion of the Basins.

Groundwater and Associated Watershed Conditions

Groundwater is currently the primary source of water in the Basins for agriculture, and municipal and industrial use. The largest source of groundwater recharge is from rainfall. Other sources of groundwater recharge include two Los Angeles County Wastewater Reclamation Plants (i.e., Saugus and Valencia Plants) that discharge tertiary treated water directly into the Santa Clara River, contributing recharge to the east end of Piru Basin; and by a relatively small amount of State Water Project (SWP) surface water imported by the United Water Conservation District (UWCD) and released into the Santa Clara River. Beyond this small SWP contribution, snowpack in the Sierra Nevada does not contribute significantly to recharge in the Basins. UWCD releases water from Lake Piru and Castaic Lake through the Santa Clara River over the Piru, Fillmore, and Santa Paula Basins. Lake Piru (current capacity of 82,000 acre-feet) is filled primarily by rainwater but may also receive SWP imported water through Pyramid Reservoir. Castaic Lake is already partially replenished with SWP water.

Historically, groundwater in the Basins has been quick to recharge during average or above-average rainfall years through winter flows of the Santa Clara River and many local tributaries and creeks including Sespe Creek, Pole Creek, Hopper Canyon Creek, Piru Creek, and others. Sespe Creek may support surface flows to the Santa Clara River into late summer during average or above-average rainfall years. By example, substantial groundwater level recovery of both Basins occurred during recent (2019) above-average rainfall periods, which followed the most intense drought in recent local history. Groundwater levels in all but the east end of the Piru Basin dropped to the lowest recorded levels during the recent drought but recovered quickly to near pre-drought conditions following above average rainfall in 2019. This pattern of groundwater level declines during major droughts, followed by recovery, is observable in the historical data and is likely to persist into the future. Groundwater quality of the Basins was not degraded by the recent drought or by lower than average groundwater levels, but the quality of water moving into the Basins from upstream basins is a concern and will be considered in the Groundwater Sustainability Plans (GSP) (described further below).

Lower than average groundwater levels caused by the recent drought have not resulted in reported permanent (inelastic) land subsidence impacts in the Basins or a reduction in groundwater aquifer storage capacity. Due to the generally coarse-grained sediments comprising the aquifers, subsidence is not anticipated to be a significant concern in the Basins.

Historical Groundwater Management in the Basins

California Assembly Bill 3030 was enacted in 1992, which established in the California Water Code sections 10750-10756, a systematic procedure for a local agency to develop a groundwater management plan. Subsequently, in 1995, a Memorandum of Understanding (M.O.U.) was signed among United Water Conservation District (United Water or United), the City of Fillmore, water companies and other pumpers to establish how an AB 3030 groundwater management plan would be formulated for the Piru and Fillmore groundwater basins (M.O.U., 1995). The M.O.U. established that the Management Plan would be a cooperative plan for the Basins. After the adoption of the M.O.U., a Groundwater Management Plan (Plan) was formulated and adopted in 1996. The Plan outlined the roles of the various parties in implementing a groundwater management program, including the establishment of a Groundwater Management Council to manage the Plan. The Council consisted of seven members: two City Council representatives from Fillmore, four pumpers (of which two were from private entities and two from investor-owned companies or mutual water companies), and one elected board member from United Water.

SB 1938 (2002) and AB 359 (2013) required additional elements be included in all AB 3030 management plans, and an updated Draft Piru/Fillmore Basins AB 3030 Groundwater Management Plan was submitted to the AB 3030 Groundwater Management Council in 2011. The Draft Plan update included Basin Management Objectives (BMOs) for groundwater elevations, groundwater quality and surface water quality at various locations. It also included a groundwater export policy which provoked considerable discussion. In 2013 an updated version of the Draft Plan was submitted to the Council. The revised draft of the Plan was never adopted by the Council and therefore never finalized. The AB 3030 process has since been superseded by the Sustainable Groundwater Management Act.

Sustainable Groundwater Management Act

The Sustainable Groundwater Management Act (SGMA) was passed by the State legislature and signed by Governor Brown in 2014 and was enacted on January 1, 2015. It requires the formation of Groundwater Sustainability Agencies (GSA) in priority groundwater basins. It further requires that these GSAs prepare GSPs, submit them for approval to DWR and then implement the GSP over a 20-year period during which each basin must achieve and maintain sustainable groundwater conditions.

SGMA defines sustainable groundwater management as *“the management and use of groundwater in a manner that can be maintained during the planning and implementation horizon without causing undesirable results.”* Sustainable conditions are generally defined as those conditions that existed as of January 2015 when SGMA became a law.

Per SGMA, there are six indicators that are used to determine if a basin has sustainable conditions. A basin will be considered unsustainable if there are significant and unreasonable conditions and Undesirable Results (see Attachment B) in the basin from one or more of the following:

- Chronic lowering of groundwater levels;

- Reduction of groundwater storage;
- Land subsidence that substantially interferes with surface land uses;
- Degraded water quality, including the migration of contaminant plumes that impair water supplies;
- Depletions of interconnected surface water and groundwater; or
- Seawater intrusion.

As stated above, certain groundwater basins are required to comply with SGMA based on their priority. Groundwater basins that have gone through an adjudication process (e.g., the down-gradient Santa Paula Basin) are exempt from a number of the SGMA requirements but do have new requirements to report basin conditions to the DWR. In addition to characterizing the location of all groundwater basins in the state, DWR also has the responsibility to set (and at times, modify) the priority of each basin into one of four categories: High, Medium, Low, or Very Low. Prioritization is conducted for each basin using a set of variables that includes but is not limited to: current and projected basin population, groundwater elevation, groundwater connectedness to surface water, total number of wells, irrigated acreage, groundwater reliance by beneficial users, and similar. All High and Medium priority basins are required to comply with SGMA. In addition to the prioritization process, some High priority basins were also designated as being “Critically Overdrafted”. Critically Overdrafted Basins are required to prepare and submit their GSPs two years earlier than all other priority basins. These basins must submit their GSPs to DWR by January 31, 2020. All other SGMA compliant basins (including the Fillmore and Piru Subbasins) must complete and submit their GSPs by January 31, 2022. The FPBGSA’s target for GSP adoption and submittal to DWR is therefore on or before January 31, 2022. The GSPs must be updated every five years. Actions to achieve sustainable conditions by 2042 will be described in the GSPs for the Basins.

The Basins are individually ranked “High” priority by DWR, principally because groundwater is the primary source of water for all water users. Other reasons include a lack of recent subsidence data, and declining groundwater levels during the 2012-2017 drought that contributed to lower scoring for the habitat and streamflow components of the prioritization methods.

SGMA compliant evaluations of the sustainability indicators in the Basins will be extensive. All indicators will be assessed with the likely exception of Seawater Intrusion. All current data shows that the Basins are not affected by seawater intrusion due to their inland location and groundwater elevations consistently above mean sea level, even during droughts.

ATTACHMENT B

SGMA EXCERPTS

10723.2. CONSIDERATION OF ALL INTERESTS OF ALL BENEFICIAL USES AND USERS OF GROUNDWATER

The groundwater sustainability agency shall consider the interests of all beneficial uses and users of groundwater, as well as those responsible for implementing groundwater sustainability plans. These interests include, but are not limited to, all of the following:

- (a) Holders of overlying groundwater rights, including:
 - (1) Agricultural users.
 - (2) Domestic well owners.
- (b) Municipal well operators.
- (c) Public water systems
- (d) Local land use planning agencies.
- (e) Environmental users of groundwater.
- (f) Surface water users, if there is a hydrologic connection between surface and groundwater bodies.
- (g) The federal government, including, but not limited to, the military and managers of federal lands.
- (h) California Native American tribes.
- (i) Disadvantaged communities, including, but not limited to, those served by private domestic wells or small community water systems.
- (j) Entities listed in Section 10927 that are monitoring and reporting groundwater elevations in all or a part of a groundwater basin managed by the groundwater sustainability agency.

10721. DEFINITIONS

(x) “Undesirable result” means one or more of the following effects caused by groundwater conditions occurring throughout the basin:

- (1) Chronic lowering of groundwater levels indicating a significant and unreasonable depletion of supply if continued over the planning and implementation horizon. Overdraft during a period of drought is not sufficient to establish a chronic lowering of groundwater levels if extractions and groundwater recharge are managed as necessary to ensure that reductions in groundwater levels or storage during a period of drought are offset by increases in groundwater levels or storage during other periods.
- (2) Significant and unreasonable reduction of groundwater storage.

- (3) Significant and unreasonable seawater intrusion.
- (4) Significant and unreasonable degraded water quality, including the migration of contaminant plumes that impair water supplies.
- (5) Significant and unreasonable land subsidence.
- (6) Significant and unreasonable land subsidence that substantially interferes with surface land uses.

DRAFT



Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:
Director McFadden: Director Meneghin: Director Pace:

Fillmore and Piru Basins Communications and Engagement Plan

DRAFT WORK PLAN

October 22, 2019

Task/Activity	Assignments	Board Meeting Date	
		Informational Item	Decision
Task 1. Develop Stakeholder List (Beneficial Users and Uses (BU) and Interested Parties)			
1.1 Create Google doc (or similar) with draft table	Chair Long	Nov 21, 2019	Dec 19, 2019
1.2 Populate table, indicating key interest(s) for each stakeholder	Ad hoc Committee and staff*, CCP review and guidance, Full Board input and approval		
Task 2. Identify Outreach and Engagement Challenges and Opportunities			
2.1 Review outreach efforts that have and haven't worked in the past in these subbasins	Full Board	Nov 21, 2019	Dec 19, 2019
2.2 Identify best methods to actively encourage stakeholder engagement and input during development of the GSP			
Task 3. Identify Key Messages			
3.1 Distill key messages from Guiding Principles that must be communicated clearly and consistently. Identify additional messages as necessary	Full Board	Nov 21, 2019	Dec 19, 2019
Task 4. Describe GSA Decision-Making Process and How Public Input will be Used During GSP Development			
4.1 Draft text based on JPA and Bylaws (including pending review by DBS&A team) and describe the Board's approach for considering and incorporating public input in the GSP	Full Board	Dec 19, 2019	Jan 16, 2019
Task 5. Develop Outreach and Communication Strategies and Methods			
5.1 List communication strategies and methods, e.g., public notices, website, listserve, local media outlets, communications via local agencies, organizations, mailings, etc.	Full Board	Dec 19, 2019	Jan 16, 2019
5.2 Identify existing trusted agencies and organizations including rationale for such recommendations.	Full Board	Dec 19, 2019	Jan 16, 2019
5.3 Identify local venues for meetings and resources for outreach. Identify points of contact and contact information for said venues.	Full Board	Dec 19, 2019	Jan 16, 2019

Task/Activity	Assignments	Board Meeting Date	
		Informational Item	Decision
Task 6. Identify Stakeholder Outreach and Engagement Activities and Relationship to GSP Milestones			
6.1 Develop plan for activities including informational updates and stakeholder meetings	Ad hoc Committee and staff, CCP review and guidance, Full Board review	Dec 19, 2019	Dec 19, 2019
6.2 Incorporate activities into overall GSP development schedule	Ad hoc Committee and staff, CCP review and guidance, Full Board review		
Task 7. Prepare Communication and Engagement Plan Document			
7.1 Draft Document	CCP	Dec 2019	Dec 2019
7.2 Review Document	Ad hoc Committee	Dec 2019	Dec 2019
7.3 GSA Board Review and Approval	GSA Board	Jan 16, 2019	Jan 16, 2019

*Staff includes DBS&A Team members



Item No. **11G Motion**

DATE: **November 18, 2019**

TO: **Board of Directors**

SUBJECT: **Review of Bylaws**

SUMMARY

The Communications and Engagement Plan will describe the Agency’s decision-making process and how it will use public input during GSP development. Review of the Agency’s Bylaws as they pertain to these items was suggested at the July Board Meeting. Review of Bylaws pertaining to the formation and use of Ad Hoc Committees to further the development of the C&E Plan was also recommended.

RECOMMENDED ACTION

It is recommended that the Board review and provide direction to the Ad Hoc Stakeholder Engagement Committee regarding the Agency’s Bylaws.

BACKGROUND

Please see summary.

FISCAL IMPACT

There is no direct fiscal impact resulting from this motion

ATTACHMENTS

A Copy of Current FPBGSA Bylaws

Proposed Motion: “Motion to revise Agency’s decision making process, or, Motion to revise Agency’s bylaws regarding decision making processes...”

1st: Director _____ 2nd: Director _____

Voice/Roll call vote: Director Edmonds : Director Kimball: Director Long:
Director McFadden: Director Meneghin: Director Pace:

BYLAWS

of the

Fillmore and Piru Basins Groundwater

Sustainability Agency

Amended and Adopted

September 27, 2019

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PREAMBLE

These Bylaws are adopted and effective as of **May 30, 2018**, pursuant to the Joint Exercise of Powers Agreement of the Fillmore and Piru Basins Groundwater Sustainability Agency of April 2017 (the "Agreement" or "JPAA") by and among the City of Fillmore, County of Ventura, and United Water Conservation District ("Members").

ARTICLE 1. THE AGENCY

1.1 **NAME OF AGENCY.** The name of the Agency created by the Agreement is the **FILLMORE AND PIRU BASINS GROUNDWATER SUSTAINABILITY AGENCY** ("Agency").

1.2 **OFFICE OF AGENCY.** The principal office of the Agency shall be at 250 Central Ave, Fillmore, CA 93015, or at such other location as the Board may designate by resolution. JPAA, Art. 7, Section 3.

1.3 **POWERS.** The powers of the Agency are vested in the governing board who reserve unto themselves the right to delegate by resolution such powers as are appropriate and permissible by law. JPAA, Art. 4. The governing board ("Board" or "Board of Directors") consists of: one (1) Member Director appointed by the City Council of the City of Fillmore who is a member of the City Council of Fillmore or a representative; one (1) Member Director appointed by the County of Ventura Board of Supervisors, who is a Supervisor or representative; one (1) Member Director appointed by the Board of Directors for United Water Conservation District, who is a member of United Conservation District's Board of Directors or a representative; one (1) Piru Basin Pumper Stakeholder Director; one (1) Fillmore Basin Pumper Stakeholder Director; and one (1) Environmental Stakeholder Director, to be nominated and elected by the environmental organizations outlined in the Agreement. JPAA, Art. 6, Sections 4.1-4.4.

ARTICLE 2. BOARD OF DIRECTORS

2.1 **BOARD.** The Agency shall be governed by a Board of Directors ("Board of Directors" or "Board"). The Board shall consist of six (6) Directors comprised of representatives who shall be appointed in the manner set forth in Article 6 of the Agreement. JPAA, Article 6, Section 1.

2.2 **POWERS.** The business and affairs of the Agency, and all of the powers of the Agency, including without limitation all powers set forth in Article 4 of the Agreement, are reserved to, and shall be exercised by and through the Board of Directors, except as may be expressly delegated to the Executive Director pursuant to the Bylaws, or by specific action of the Board of Directors.

2.3 MEMBER DIRECTORS.

2.3.1 Terms, Removal and Vacancies. Member Directors will be appointed to serve for a term of two years, except as set forth in Section 6.5 of the Joint Exercise of Powers Agreement. A Member Director may be removed during his or her term or reappointed for multiple terms at the pleasure of the Member's governing agency. The Member Director shall cease to be a Director when he or she is no longer a member of their governing agency's board. No individual Member Director may be removed in any other manner, including by affirmative vote of the other Directors. JPAA, Art. 6, Section 5. A Member Director vacancy shall occur when a Director resigns, at the end of the Director's term, or when he or she is removed by his or her appointing governing body. Upon the vacancy of a Member Director, the seat shall remain open and vacant until a replacement Director is appointed as set forth in Section 6.4 of the Joint Exercise of Powers Agreement. JPAA, Art. 6, Section 6.

2.4 FILLMORE BASIN AND PIRU BASIN PUMPER STAKEHOLDER DIRECTORS

2.4.1 Terms, Removal and Vacancies. The initial term for the Pumper Stakeholder Director from the Piru Basin shall be three years. Subsequent terms for that Director will be two years. The initial term, and subsequent terms, for the Fillmore Basin Director shall be two years. JPAA, Art. 6, Section 5. A vacancy of a Pumper Stakeholder Director's seat shall occur upon a Director's resignation or at the end of the Director's term. JPAA, Art. 6, Section 6. Upon the vacancy of a Pumper Director, the seat shall remain vacant until a replacement Director is appointed as set forth in Section 6.4 of the Joint Exercise of Powers Agreement. JPAA, Art. 6, Section 6.

2.5 ENVIRONMENTAL STAKEHOLDER DIRECTORS

2.5.1 Terms, Removal and Vacancies. The term for the Environmental Stakeholder Director shall be two years. JPAA, Art. 6, Section 5. A vacancy of an Environmental Stakeholder Director's seat shall occur upon a Director's resignation or at the end of the Director's term. JPAA, Art. 6, Section 6. Upon the vacancy of the Environmental Director, the seat shall remain vacant until a replacement Director is appointed as set forth in Section 6.4 of the Joint Exercise of Powers Agreement. JPAA, Art. 6, Section 6.

ARTICLE 3. MEETINGS

3.1 REGULAR MEETINGS. The regular meetings of the Agency shall be held at least quarterly on a date and time which the Agency may designate as determined by the Board. The Board will set the time and place of meetings in accordance with Government Code Section 54954. JPAA, Art. 8, Section 2.

3.2 QUORUM. A majority of the Directors of the Board shall constitute a quorum for the purpose of conducting Agency business, exercising Agency powers, and for all other purposes. However, a smaller number may adjourn from time-to-time until the quorum is obtained. JPAA, Art. 9, Section 1.

3.3 AGENDA. Agency staff shall prepare the agenda. At least seventy-two hours before a regular meeting, or at least twenty-four hours prior to a special meeting, the Board Secretary shall post an agenda containing a brief, general description of each item of business to be transacted or discussed at the meeting, including the items to be discussed in closed session. The posting shall be freely accessible to the public. The agenda shall include the opportunity for the public to address the Board prior to taking action on any matter. The agenda for regular and adjourned regular meetings shall include the opportunity for the public to address the Board on matters within the jurisdiction of the Agency but not on the agenda. During public comment, a Director may request a matter be included on the agenda for a future meeting. Agency staff shall arrange for the matter to be placed on a future agenda as promptly as feasible. No action shall be taken on matters not shown on the posted agenda, except that Directors may briefly respond to statements made or questions posed during public comment; respond to a request for clarification; provide a reference to staff or other resources for factual information; request staff to report back to the Board at a subsequent meeting or direct staff to place a matter of business on a future agenda. The Board may add matters to the agenda upon a majority finding that an emergency exists or upon at least a two-thirds vote finding there is a need to take immediate action and the need for action came to the attention of the Agency subsequent to the posting of the agenda.

3.4 VOTING. Voting by the Board of Directors shall be made on the basis of one vote for each Director, provided however that if the matter to be voted on exclusively concerns one of the Basins and not the other, the pumper Stakeholder Director representing pumper interests in the unaffected Basin may participate in Board discussions of the matter but shall not vote on the matter. All decisions of the Board shall require the affirmative vote of a quorum of the Board, unless one or more Directors is absent or conflicted from voting on the matter, or a pumper Stakeholder Director is prohibited from voting per this section, in which case a decision of the Board shall require the affirmative vote of at least three (3) Directors. JPAA, Art. 9, Section 2.

3.5 RULES OF ORDER. All rules of order not otherwise provided for in these Bylaws shall be determined, to the extent practicable, in accordance with "Rosenberg's Rules of Order", provided, however, that no action shall be invalidated or its legality otherwise affected by the failure or omission to observe or follow "Rosenberg's Rules of Order."

ARTICLE 4. OFFICERS

4.1 OFFICERS. The officers of the Agency shall consist of a Chair, a Vice Chair/Secretary, and a Treasurer. JPAA, Art. 7, Section 1. Officers shall be elected annually by, and serve at the pleasure of, the Board of Directors. Officers shall be elected at the first Board meeting, and thereafter at the first Board meeting following January 1st of each year. JPAA, Art. 7, Section 2.

4.2 CHAIR. The Chair shall preside at meetings of the Agency. The Chair shall sign contracts, deeds, and other instruments made by the Agency.

4.3 VICE CHAIR. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. JPAA, Art. 7, Section 1. The Vice Chair shall also act as Secretary

and shall keep the administrative records of the Agency, act as secretary at meetings of the Agency, record all votes, and keep a record of the proceedings of the Agency to be kept for such purpose, and perform all duties incident to the Secretary's office. The Secretary shall maintain a record of all official proceedings of the board.

4.4 TREASURER. The treasurer of one of the Members shall be the Treasurer of the Agency, to be the depository, and have custody of all money of the Agency from whatever source, provided that the Board of Directors may at any time select another Treasurer. The Treasurer shall possess the powers of, and shall perform those functions required by Government Code Sections 6505, 6505.5, and all other applicable laws and regulations, including any subsequent amendments thereto. The Treasurer shall be bonded in accordance with the provisions of section 6505.1. JPAA, Art. 13, Section 3.

4.5 AUDITOR. An Auditor shall be of the same public agency as treasurer, and shall draw all warrants to pay demands against the Agency approved by the Board. JPAA, Art. 13, Section 3.

4.6 GENERAL COUNSEL. The General Counsel shall be the chief legal officer of the Agency. The General Counsel shall give advice or opinions in writing to the Chairman or other Agency officers and shall prepare proposed resolutions, laws, rules, contracts, and other legal documents for the Agency when requested to do so by the Agency. The General Counsel shall attend to all lawsuits and other matters to which the Agency is a part or in which the Agency may be legally interested and do such other things pertaining to the General Counsel's office as the Agency may request.

4.7 OFFICER COMPENSATION. The officers of the Agency shall receive such compensation as the Agency prescribes and in addition, shall receive their actual and necessary expenses, including traveling expenses incurred in the discharge of their duties.

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 30-days 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.

ARTICLE 5. COMMITTEES

5.1 Pursuant to Article 12 of the Agreement, the Board of Directors may from time to time appoint one or more advisory committees or establish standing or ad hoc committees to assist in carrying out the purposes and objectives of the Agency. The Board shall determine the purpose and need for such committees and the necessary qualifications for individuals appointed to them. Each standing or ad hoc committee shall include a Director as the chair thereof. Other members of each committee may be composed of those individuals approved by the Board of Directors for participation on the committee. However, no committee or participant on such committee shall have any authority to act on behalf of the Agency. Permanent Committees will be given a specific role and, regardless of the number of Directors appointed, shall be subject to compliance with the Brown Act. All Committees will provide regular updates to the full Board about their activities and the progress of their work.

ARTICLE 6. EXECUTIVE DIRECTOR AND STAFF

6.1 EXECUTIVE DIRECTOR. The Board of Directors may appoint an Executive Director, who may be, though need not be, an officer, employee, or representative of one of the Members. The Executive Director shall have general supervision over the administration of Agency business and affairs, subject to the direction of the Agency. The Executive Director shall have the powers designated by the Board, and may execute contracts, deeds, and other documents and instruments as authorized by the Agency. The Executive Director's compensation, if any, shall be determined by the Board of Directors. JPAA, Art. 10, Sections 1, 2.

6.2 STAFF. The Executive Director may employ such additional full-time and/or part-time employees, assistants, and independent contractors who may be necessary from time to time to accomplish the purposes of the Agency, subject to the approval of the Board of Directors. JPAA, Art. 10, Section 4.

ARTICLE 7. FINANCES

7.1 DEPOSIT AND DISBURSEMENT OF FUNDS. All funds of the Authority shall be deposited in one or more depository accounts as may be designated by the Board. Such accounts shall be independent of any account owned by or exclusively controlled by any of the Members. No disbursements of such funds shall be made unless the same shall have been approved in the annual operating budget, or otherwise specifically approved by the Board. Monthly, or at a time established by the Board, all disbursements shall be reviewed by the Executive Director, listed on a report by check number, vendor and amount, and approved by the Board prior to the issuance of a payment. When required by contract or as necessary to prevent work delays, disbursements may be approved by the Treasurer and Board Chair or Vice Chair and reported to the Board at the next regular meeting. All check disbursements shall require dual signature that will include the Treasurer and Board Chair or Vice Chair.

7.2 BUDGET. The Agency shall operate pursuant to an operating budget to be adopted prior to the beginning of each new fiscal year. JPAA, Art. 14, Section 1. The Agency shall endeavor to operate each year pursuant to an annually balanced budget so that projected annual expenses

do not exceed projected annual revenues. Budget adjustments to the annual budget shall be reviewed and acted upon by the Board at a regularly scheduled Board meeting occurring after January 1 of each calendar year. The Board may take action to amend the budget at other times if circumstances require more immediate action.

ARTICLE 8. DEBTS AND LIABILITIES

8.1 The debts, liabilities, and obligations of the Agency are not and will not be the debts, liabilities, or obligations of any or all of the Members. JPAA, Art. 15, Section 1. However, nothing in this Article or in the Agreement prevents, or impairs the ability of, a Member or Members, from agreeing, in a separate agreement, to be jointly and/or severally liable, in whole or in part, for any debt, obligation, or liability of the Agency, including but not limited to, any bond or other debt instrument issued by the Agency.

ARTICLE 9. REGISTRATION OF FACILITIES

9.1 The Agency may require registration of all groundwater extraction facilities within its management area pursuant to Wat. Code, § 10725.6. The Agency shall keep a register of wells drilled within its management area. It shall be the policy of the Agency to have a standing request with the County of Ventura to be notified of any application or plan for a well or groundwater extraction facility within the Agency's jurisdiction.

ARTICLE 10. FEE ENFORCEMENT

10.1 Fee Enforcement is based on Wat. Code, § 10730.6:

(a) Groundwater fees will be due and payable to the Agency semi-annually by the Owner or Operator. If the Owner or Operator fails to pay a groundwater fee within thirty (30) days of it becoming due, the Owner or Operator shall be liable to the Agency for interest at the rate of one (1) percent per month on the delinquent amount of the groundwater fee and a ten (10) percent penalty.

(b) In the event of an overpayment of groundwater fees and charges by the Owner or Operator, unless the payor requests a refund, the Agency shall apply the overpaid amount to the Owner or Operator's next billing statement or payment cycle.

(c) Should the Agency decide not to bring suit, the Agency may collect any delinquent groundwater charge and any civil penalties and interest on the delinquent groundwater charge pursuant to the laws applicable to United Water Conservation District, County of Ventura, and City of Fillmore. Collection shall be in the same manner as it would be applicable to the collection of delinquent assessments, water charges, or tolls.

(d) Additionally, the Agency may, after a public hearing, order an Owner or Operator to cease extraction of groundwater until all delinquent fees are paid. The Agency shall give notice to the Owner or Operator by certified mail at least fifteen (15) days in advance of the public hearing.

(e) All remedies specified in this section for collecting and enforcing fees are cumulative and may be pursued alternatively or may be used consecutively as determined by the Agency's Board of Directors.

(f) By an affirmative vote of four (4) Directors, or three (3) Directors in the event a Director is absent, conflicted or prohibited from voting pursuant to 9.3 of the JPAA agreement, the Agency may, in its sole discretion, waive any interest payments, penalties, or overdue fees.

ARTICLE 11. RECORDS RETENTION

11.1 MAINTENANCE OF THE AGENCY RECORDS. The Agency will keep:

- (a) All public records, as defined in Cal. Gov. Code Section 6252.
- (b) All such records will be kept at the Agency's principal office.

11.2 RECORDS RETENTION POLICY AND SCHEDULE. By June 30, 2018, the Board will review and adopt a Records Retention Policy and Schedule that specifies the retention period of different categories of materials. Implementation of this Policy will be the responsibility of Agency staff.

11.3 INSPECTION RIGHTS.

- (a) Any member may inspect the accounting books and records and minutes of the proceedings of the Board and committees of the Board, at any reasonable time, for a purpose reasonably related to such person's interest.
- (b) Any inspection and copying under this Section may be made in person or by an agent or attorney or the entity entitled thereto and the right of inspection includes the right to copy.

11.4 MAINTENANCE AND INSPECTION OF AGREEMENT AND BYLAWS. The Agency will keep at its principal executive office the original or copy of the Agreement and these Bylaws as amended to date, which will be open to inspection by the Agency or any Member at all reasonable times during office hours.

11.5 INSPECTION BY DIRECTORS. Every Director has the absolute right at any reasonable time to inspect all non-confidential books, records, and documents of every kind and the physical properties of the Agency. This inspection by a Director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

ARTICLE 12. CODE OF ETHICS AND CONFLICTS OF INTEREST

12.1 **DECLARATION OF POLICY.** The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all officers and employees, whether elected or appointed, paid or unpaid. This Article establishes ethical standards of conduct for Agency officers and employees by setting forth those acts or actions that are incompatible with the best interests of the Agency and by directing the officers' disclosure of private financial or other interests in matters affecting the Agency.

12.2 **CONFLICT OF INTEREST CODE.** The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. Pursuant to this, the Agency adopted and promulgated a Resolution which constitutes the Conflict of Interest Code for the Agency, and sets forth designations of officials and employees, and establishes economic disclosure categories. The Agency will review its Conflict of Interest Code every other year as required by the Political Reform Act.

12.3 **RESPONSIBILITIES OF PUBLIC OFFICE.** Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the United States and State Constitution and to carry out impartially the laws of the nation, State, and the Agency, thus to foster respect for all governments. They are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public interests must be their primary concern, their conduct in both their official and private affairs should be above reproach.

12.4 **DEDICATED SERVICE.** Officers and employees owe a duty of loyalty to the political objectives expressed by the electorate and the programs developed by the Board to attain those objectives. Appointive officers and employees should adhere to the rules of work and performance established as the standards for their positions by the appropriate Agency. Officers and employees should not exceed their Agency or breach the law, or ask others to do so, and owe a duty to cooperate fully with other public officers and employees unless prohibited from so doing by law or by the officially recognized confidentiality of their work.

12.5 **FAIR AND EQUAL TREATMENT.** Officers and employees shall not request or permit the use of Agency-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are provided for the use of such officer or employee in the conduct of official business. Officers and employees shall not grant special consideration, treatment or advantage to a member of the public beyond what is available to every other member of the public.

12.6 POLITICAL ACTIVITIES. Officers and employees shall not solicit or participate in soliciting an assessment; subscription of contribution to a political party during working hours on property owned by the Agency and shall conform to Government Code Sections 3202 and 3203. Officers and employees shall not promise appointment to a position with the Agency.

12.7 EX PARTE COMMUNICATIONS. Any written communication received by an officer or employee relating to a matter to be discussed by the Agency Board shall be made part of the record of decision. A communication concerning only the status of a pending matter shall not be regarded as an ex parte communication.

12.8 AVOIDANCE OF IMPRESSIONS OF CORRUPTIBILITY. Officers and employees shall conduct their official and private affairs so as not to give a reasonable basis for the impression that they can be improperly influenced in performance of public duties. Officers and employees should maintain public confidence in their performance of the public trust in the Agency. They should not be a source of embarrassment to the Agency and should avoid even the appearance of conflict between their public duties and private interests.

12.9 NO DISCRIMINATION IN APPOINTMENTS. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive administrative office because of such person's race, color, age, religion, gender identification, national origin, political opinions, affiliations, or functional limitation as defined by applicable State or federal laws, if otherwise qualified for the position or office. This provision shall not be construed to impair administrative discretion in determining the requirements of a position or in a job assignment of a person holding such a position, subject to review by the Board.

12.10 AGENCY ALLEGIANCE AND PROPER CONDUCT. Officers and employees shall not engage in or accept any private employment, or render services for private interest, when such employment or service is incompatible with proper discharge of official duties or would tend to impair independence or judgment or action in the performance of those duties. Officers and employees shall not disclose confidential information concerning the property, government, or affairs of the Agency, and shall not use confidential information for personal financial gain. Officers and employees shall not accept a gift in excess of limits established by state law. Officers and employees shall not accept any gift contingent upon a specific action by the Board. Officers and employees shall not appear on behalf of business or private interests of another before the Board where such appearance would create a potential of having to abstain from officers participating on that matter or be incompatible with official duties. Officers and employees shall not represent a private interest of another person or entity in any action or proceeding against the interest of the Agency in any litigation to which the Agency is a party. A Director may appear before the Agency on behalf of constituents in the course of duties as a representative of the electorate or in the performance of public or civic obligations.

12.11 PENALTIES. In addition to any other penalties or remedies provided by law, violation of this Chapter shall constitute a cause for suspension, removal from office or employment or other disciplinary action after notice and hearing conducted by the appropriate appointing Member or, in the case of the Board, an affirmative vote of four (4) Directors, or three (3) Directors in the

event a Director is absent, conflicted or prohibited from voting pursuant to 9.3 of the JPAA agreement .

ARTICLE 13. AMENDMENT

13.1 These Bylaws may be amended from time to time by resolution of the Board duly adopted upon majority of the Board at a regular or special meeting of the Board, provided, however, that no such amendment shall be adopted unless at least thirty (30) days written notice thereof has previously been given to all members of the Board. Such notice shall identify the Article to be amended, the proposed amendment, and the reason for the proposed amendment. JPAA, Art. 11. The Board may, upon unanimous consent, waive the thirty (30) day written notice period.

ARTICLE 14. PURCHASING POLICY

14.1 POLICY. The Agency will procure Goods and Services in support of its administrative, operational and capital improvement requirements. It is the intent of the Agency to engage in procurements that ensure it will receive Goods and Services of the appropriate quantity, of a satisfactory level of quality, delivered in a timely manner, and at a price that represents the best value to the Agency, its Members, and other affected parties. Furthermore, it will employ procurement processes that are fair and equitable and will allow providers of Goods and Services the greatest opportunity to participate and compete for the Agency's procurement engagements.

14.2 DEFINITIONS.

The following definitions shall apply to this chapter:

- (a) Contract. A written document establishing terms and conditions between buyer and seller for the provision of Goods or Services, and includes Professional Service Agreements, General Service Agreements, and Purchase Orders.
- (b) Critical Repairs. Services performed on Agency facilities that are unplanned, unexpected and which are essential to the continued operation of the facilities, but do not rise to the level of "Emergency."
- (c) Formal Competitive Solicitation. The issuance of a written Request for Bids, proposals or quotations.
- (d) Goods. Refers to all types of tangible personal property including materials, supplies, and equipment.
- (e) Material Change. A change to essential terms in a contract including, not limited to, consideration, scope of Services, insurance and indemnity obligations, and assignment.

- (f) Informal Competitive Solicitation. A written request for a bid, proposal, or quotation in accordance with written terms and conditions included in the request.
- (g) Public Works Construction Agreement. Agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind and awarded in compliance with competitive bidding statutes.
- (h) Requisition. A document generated by staff to identify and establish a requirement for, and request authorization of, the procurement of Goods and Services.
- (i) Service(s). The labor, intellectual property or other work product provided by a Contractor or Consultant that is not tangible personal property.

14.3 PROCUREMENT OF GOODS AND SERVICES.

- (a) Procurement Authority. Procurement Authority shall be exercised and performed by the Board of Directors through the approval of warrants presented to the Board. This authority includes both the authority to approve procurements and the authority to commit the Agency to procurements. The Board of Directors may delegate certain authorities to the Agency's management and staff. These delegated authorities shall be exercised and performed in accordance with applicable federal, state, and local laws and the policies contained herein.
- (b) Procurement of Goods, Professional Services and Non-Professional Services. The Agency may procure Goods and Services as authorized below:
 - (1) Procurements of Goods, Professional Services and Non-Professional Services Less than \$500:
 - (i) The Executive Director may expend up to \$500 to purchase necessary supplies and equipment without secondary approval.
 - (2) Procurement of Goods, Professional Services and Non-Professional Services over \$500:
 - (i) Requires Board approval of a Purchase Order,
 - (ii) Signed by both the Board Chair and Treasurer
 - (3) Amendments/ Change Orders / Revisions: Material Changes to a contract document require authorization. Approval and execution is subject to the thresholds established above and based on the final value of the Contract document after the change is incorporated.

- (c) Leasing of Goods. Leasing of Goods is subject to the same requirements established for the procurement of Goods, as defined in section (b).
- (d) Public Works. The procurement of Goods and Services for the construction of public works by the Agency shall be governed by California Public Contract Code sections 20640 et seq.
 - (1) Amendments/ Change Orders/ Revisions: Material Changes to a Contract document require authorization. Approval and execution is subject to the thresholds established above and based on the final value of the Contract document after the change is incorporated. Change Orders within preapproved funding amounts require execution by the Board of Directors.

14.4 EMERGENCY PURCHASES AND SERVICES. In the event of an emergency, the Executive Director may make immediate purchases of Goods and Services pursuant to California Public Contract Code section 20640 et seq.. Emergency purchases include any purchase required to prevent imminent danger or to prevent or mitigate the loss or impairment of life, health, property, or essential public services. Every effort shall be made to obtain advance approvals or to obtain approvals as soon as possible following the purchase.

14.5 PROCUREMENT OF CRITICAL GOODS AND SERVICES. When expenditures are made for the procurement of Critical Goods and Services, staff will use its best efforts to conform to the Informal Solicitation process, and shall not exceed \$1,000.00 per each critical repair or critical acquisition. Any expenditure for these types of repairs will be brought to the Board of Directors at the next regularly scheduled Board meeting for ratification.

ARTICLE 15. DEFINITIONS AND CONSTRUCTION

15.1 Unless specifically defined in these Bylaws, all defined terms shall have the same meaning ascribed to them in the Agreement. If any term of these Bylaws conflicts with any term of the Agreement, the Agreement's terms shall prevail, and these Bylaws shall be amended to eliminate such conflict of terms. Unless the context or reference to the Agreement requires otherwise, the general provisions, rules of construction, and definitions in the California Civil Code will govern the construction of these Bylaws.

EFFECT. These bylaws shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED on **May 31,2018**, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair

ATTEST:

Secretary

[Seal]



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. 12A Informational Item

DATE: November 18, 2019

TO: Board of Directors

SUBJECT: Ad Hoc Committee presentation of draft Stakeholder Engagement Contact List

SUMMARY

An initial step in the development of the Communications and Engagement Plan is the development of a Stakeholder Contact list. This list will identify Beneficial Users and interested parties (collectively referred to as stakeholders). For each stakeholder, the list will provide contact information and identify the stakeholder's key interests and issues. The list will evolve during GSP development as additional stakeholders are identified. The Ad Hoc Committee will present an initial draft list to the Board for feedback on the general approach. The Committee requests that, prior to the December Board Meeting, all Board Members review the list and provide the Committee with additional stakeholders. The Committee plans to bring this list back for approval by the Board at the December Board Meeting.

RECOMMENDED ACTION

It is recommended that the Board receive and review the draft Stakeholder Engagement Contact list.

BACKGROUND

Please see summary.

FISCAL IMPACT

This item has no fiscal impact.

ATTACHMENTS

A – Draft Stakeholder Engagement Contact list (to be provided at meeting)



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. **12B Informational Item**

DATE: **November 18, 2019**

TO: **Board of Directors**

SUBJECT: **Identify Outreach and Engagement Challenges and Opportunities (Work Plan Task 2)
and Identify Key Messages (Work Plan Task 3)**

SUMMARY

The Work Plan (Item 11F) calls for initiation of Tasks 2 and 3 (Identify Outreach and Engagement Challenges and Opportunities and Identify Key Messages, respectively) at the November Board Meeting, with completion by the December Board Meeting.

The discussion of outreach and engagement challenges and opportunities will (a) review outreach efforts that have and haven't worked in the past in these subbasins, and (b) brainstorm about best methods to actively encourage stakeholder engagement and input during development of the GSP.

Key messages must be communicated clearly and consistently. The Board may glean these from the Guiding Principles and identify additional messages as necessary.

RECOMMENDED ACTION

It is recommended that the Board identify, review and discuss Outreach and Engagement Challenges and Opportunities and Identify Key Messages

BACKGROUND

Please see summary.

FISCAL IMPACT

There is no direct fiscal impact resulting from this informational item.