



Fillmore and Piru Basins
Groundwater Sustainability Agency

Board of Directors Meeting
Thursday
February 20, 2020 - 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

1A Pledge of Allegiance

1B Directors Roll Call

1C 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.

1D Approval of Agenda
Motion

2. Updates

2A Director Announcements/Board Communications:

Fillmore Pumpers Association Stakeholder Director Update

Piru Pumpers Association Stakeholder Director Update

Environmental Stakeholder Director Update

City of Fillmore Member Director Update

United Water Conservation District Director Update

County of Ventura Director Update

2B Executive Director Update
Information Item

The Executive Director will provide an informational update on Agency activities since the previous Board meeting of January 16, 2020.

2C 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 January 16, 2020.

2D GSP Consultant Update
Information Item

Representatives from Daniel B Stephens & Associates and UWCD will provide an informational update on Agency's GSP development activities since the previous Board meeting of January 16, 2020.

3. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED)

3A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of January 16, 2020.

3B Approval of Warrants

The Board will consider approving the following invoices for payment:

Olivarez Madruga Lemeiux O'Neill LLP	\$ 710.50
Daniel B. Stephens & Associates	\$20,865.94
U.S. Postal Service	\$ 254.00
City of Fillmore (rental of Veterans Memorial Bldg)	\$ 125.00

3C Monthly Financial Report

The Board will receive a monthly profit and loss statement and balance sheet for the FPBGSA from UWCD's accounting staff.

4. ACTION ITEMS

4A Draft Stakeholder Communications and Engagement Plan

Motion

Board will review and consider approving the Draft Stakeholder Communications and Engagement Plan.

4B Agenda Outline for Stakeholder Workshop on April 2, 2020

Motion

Board will review and consider approving the Agenda Outline for the Stakeholder Workshop scheduled for April 2, 2020 at the Veterans' Memorial Building in Fillmore.

4C Resolution 2020-01 Amending Agency Bylaws

Motion

Board will review and consider approving Resolution 2020-01 amending the Agency's bylaws with Article 15 (Social Media policy).

5. INFORMATION ITEMS

5A Summary of Historical Water Budgets

Information Item

UWCD's Dr. Zachary Hanson will present an historical overview of the area's water budgets.

5B Monitoring Plan and Data Gaps presentation

Information

Daniel B. Stephens & Associates' Tim Moore will present on overview of the Agency's Monitoring Plan and Data Gaps.

FUTURE TOPICS FOR BOARD DISCUSSION

ADJOURNMENT

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **March 19, 2020** 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.

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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) February 14, 2020 (time) 2p.m. (attest) Kris Sofley
At: Fillmore City Hall, 250 Central Avenue, Fillmore, CA

Posted: (date) February 14, 2020 (time) 2:15p.m. (attest) Kris Sofley
At: <https://www.FPBGSA.org>

Posted: (date) February 14, 2020 (time) 2:20pm (attest) Kris Sofley
At: <https://www.facebook.com/FPBGSA/>

Posted: (date) February 14, 2020 (time) 2:05pm (attest) Kris Sofley
At: United Water Conservation District Headquarters, 106 No. 8th St., Santa Paula, CA



Board of Directors Meeting
January 16, 2020
City Council Chambers, Fillmore City Hall
250 Central Avenue, Fillmore, CA 93015

MINUTES

Directors Present

Director Kelly Long, Chair (arrived at 5:07pm)
Director Ed McFadden, Vice Chair/Secretary/Treasurer
Director Tim Holmgren
Director Gordon Kimball
Director Candice Meneghin
Director Glen Pace

Staff Present

Anthony Emmert, executive director
Scott Nave, legal counsel
Kris Sofley, clerk of the board

Public Present

Katie Brokaw, Fillmore Basin Pumpers Association
Emilio Cervantes, Jr., Five Points
Dan Detmer, UWCD
Steve Howard, Rincon Consultant
Tim Moore, DBS&A
Robert Moraz, Fillmore Basin Pumpers
Tony Morgan, DBS&A
George Reid
Richard Tate, Piru Basin Pumpers Board
Steve Zimmer

1. Call to Order – First Open Session 5:00p.m.

Vice Chair McFadden called the meeting to order at 5p.m.

1A. Pledge of Allegiance

Vice Chair McFadden asked everyone to join him in reciting the Pledge of Allegiance

1B. Directors Roll Call

Clerk of the Board noted that the City of Fillmore had replaced Director Edmonds with Director Tim Holmgren and all Directors except Chair Long were in attendance.

1C. Public Comments

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

1D. Approval of Agenda

Motion

Executive Director Emmert noted that item 4D would be withdrawn from the agenda discussion tonight as the Agency was waiting for comment from the County's legal counsel and that items 4C and 4E, while listed as motion items, were actually informational items.

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

2. Director Announcements/Board Communications

2A Fillmore Pumpers Association Stakeholder Director Update

Information Item

Director Kimball stated the Fillmore Pumpers Association had met earlier in the week and appreciated the notice of future topics of discussions considered by the Board as it helped the group define areas of interest and gave everyone notice. Based on that discussion, the association would likely have suggestions and comments for the Board going forward.

Director Kimball also noted that the Stakeholder outreach meeting, as noted in the agenda, might benefit from being identified as a workshop, calling attention to discussions and input from the public, which might encourage the public and bolster participation. He added that the term workshop conveyed a back and forth discussion and thought it would be beneficial to identify it as such.

2B Piru Pumpers Association Stakeholder Director Update

Information Item

Director Pace stated that Director Kimball's report covered the Piru Pumpers Association's comments as well.

2C Environmental Stakeholder Director Update

Information Item

Director Meneghin reported that various GSA's directors representing environmental interests were meeting to check in on environmental input in the basins. She mentioned Conner Everts from Mound Basin GSA and Kathy Ongatige (sp?) from Santa Clarita. She said they hoped to do this more regularly and to coordinate across basins on environmental issues.

Director Meneghin also mentioned that she would be attending a water event on March 31 and April 1 in Sacramento, as she had the preceding year, and learned a great deal about modeling, and checking on the status of critical overdraft basins, et cetera.

Agency's legal counsel Scott Nave mentioned an oath of office to be administered to Director Holmgren at the February 2020 meeting. Clerk of the Board stated that the Directors did not take an oath of office with the GSA.

2D City of Fillmore Member Director Update

Information Item

Director Holmgren explained that the City of Fillmore's Council met on Tuesday and reviewed the City's representatives to various agencies. Lynn Edmonds asked if she could serve on the Ventura County Energy Alliance, so they traded positions and he is excited to serve on the GSA.

2E United Water Conservation District Member Director Update

Information Item

Vice Chair McFadden reported that UWCD was moving into its new headquarters and jokingly added that its new Boardroom could now hold more than a dozen chairs.

2F County of Ventura Member Director Update

Information Item

Chair Long confirmed her appointment as Chair of the Ventura County Board of Supervisors. She also mentioned Fox Canyon GMA's progress on GSPs for Pleasant Valley Basin, Las Posas Basin and Oxnard and the work of the Integrated Regional Water Management group and Santa Clara River Watershed committee in getting the GSPs done.

2G Executive Director Update

Information Item

Executive Director Emmert reported that, since the previous Board meeting of December 19, 2019, the auditing firm continued to review documents and is expected to have auditing documents for the Board in March, 2020. He said the reformatted invoice which now includes information on the three organization's roles, an example of which was included in the Board packets, would be used for the next billing cycle, anticipated for early March 2020. California Department of Fish and Wildlife's Fish Hatchery had made a partial payment and United staff was following up with them regarding older pumping charges.

Chair Long congratulated Mr. Emmert on his progress and added that she would like to see the Agency's website address included at the bottom of the invoice template, too.

Director Kimball added that he thought the Pumpers Associations should be listed third, with the FPBGSA description being first, followed by UWCD and asked that those changes be made for the next billing cycle.

With regard to the Agency's DWR grant, staff was in the process of preparing for the 2019 fourth quarter progress report and invoice, which was due on February 15, 2020. He added that DWR reimbursements typically take up to six months. He also mentioned that the Mound Basin GSA had received its first reimbursement check for its report and invoice submitted in August.

Chair Long said the Governor had submitted a \$395 million budget with support for local groundwater efforts. Mr. Emmert said that if the budget is approved, based on the Governor's Water Resiliency Portfolio, which advocates for GSA's, staff would keep an eye out for any grant funding or financial reimbursement programs resulting from that which the Agency could take advantage of and would apply accordingly.

Vice Chair McFadden asked that if DWR reimbursement can take up to six months, can the Agency's cash flow survive. Mr. Emmert said that the grant reports and invoices are a big lift for the DWR, which is trying to staff up to meet demand and he hopes that process of review speeds up.

Mr. Emmert continued, stating that staff continues to follow-up with well owners that are now part of the GSA as a result of the boundary modifications. United staff continue to make progress on the development of the groundwater model, with the synthesis of Hydrologic data completed and the input into the numerical model also completed and now staff is working on calibration of the model. Staff is also developing a method that will provide for water year (October 1 through September 30) reporting as requested by DWR. He added that DBS&A would provide updates on stakeholder engagement and ongoing progress in the development of the GSPs.

2H. Legal Counsel Update

Information Item

Legal Counsel Scott Nave said he had nothing to report.

2I. GSP Consultant Update

Information Item

Tony Morgan, representing DBS&A, provided discussion topics and a schedule for February and March. He introduced DBS&A's new hydrologist Kendra and added that in February, the consultant team would discuss water budgets, monitoring networks and data gaps and that in March, the discussions would be about project and management actions, including an introduction to monitoring protocols, standards and sites, including suggested management criteria, all of the various elements that comprise a GSP. All of this will prepare the Board for the stakeholder meeting, so he added that the Board should review the various Best Management Practices that were included on the flash drives provided at the previous meeting.

3. CONSENT CALENDAR

3A Approval of Minutes

The Board will consider approving the Minutes from the Board Meeting of December 19, 2019.

3B Approval of Warrants

The Board will consider approving the following invoices for payment:

Daniel B Stephens & Associates, Inc.	\$14,790.00
insureCAL Insurance Agency	\$ 2,115.73
County of Ventura IT Services Dept.	\$ 40.00

3C Monthly Financial Report

The Board will receive a monthly profit and loss statement and balance sheet for the FPBGSA from UWCD's accounting staff.

Motion to approve the Consent Calendar, Vice Chair McFadden; Second, Director Pace. Voice vote: Four ayes (Kimball, Long, McFadden, Pace); none opposed; two abstain (Holmgren, Meneghin). Motion carries 4/0/2.

4. ACTION ITEMS

4A Agency Decision-Making Process – Communication and Engagement Work Plan Task 4

Motion

Lisa Ballin, consultant with CSUS – CCE addressed the Board, stating that these were the last two items that, once approved, would complete the Board Communication and Engagement plan and that, thanks to the work of the ad hoc committee and the Board, good progress was being made. She explained that one component of the Work plan asked for a draft response to a set of regulations and the agency's process for decision making and the use of public input. She said these should be available to the public for review, should be reiterated before meetings and should be part of the administrative record.

Chair Long asked if the Board had any modifications or needed any discussion on the item. She added that the ad hoc committee reviewed the elements and wanted to make sure that if the Board had any comments, they were incorporated in the plan.

Director Kimball said he discussed this with the Pumpers. He said that operationally and administratively, the minutes serve to document the meetings and could also be used for other meetings, including stakeholder workshops.

Ms. Ballin said the agency should take all comments and memorialize them for Board decision making. Vice Chair McFadden added that would also document that the public weighed in on the discussion. Director Kimball said the administrative record seemed redundant as the agency posts everything, every document, except detailed financials on its website. Ms. Ballin said the administrative record is broader than the website. Director Kimball said that the agency works in total transparency. Chair Long said this effort assumes legal action, email tracking, public records request for emails. Vice Chair McFadden said it was focused on stakeholder feedback and comments. Director Kimball suggested that stakeholder feedback and comments could be prepared and posted on the website. Ms. Ballin said that Task 4 covers the public input and feedback to the Board.

Chair Long asked if there were any other questions; none were offered. She then asked for a motion.

Motion to approve the proposed process for decision making as recommended by the Stakeholder Engagement Ad Hoc Committee, Director Meneghin; Second, Director McFadden. Voice vote: six ayes (Holmgren, Kimball, Long, McFadden, Meneghin, Pace); none opposed. Motion carries unanimously 6/0.

4B Outreach and Communication Strategies and Methods – Communication and Engagement Work Plan Task 5

Motion

Ms. Ballin introduced Task 5, saying that it was the meat of the Communication and Engagement plan and presents thorough ways to do outreach and identifies the roles of the full Board. She said the process included collecting what information the agency already had and supplementing that with information provided by the Ad Hoc committee, but the goal was to expand that to the full Board for input. Under section three, there is GSA outreach, which is the agency as a whole; Board member outreach, which lists contributions from the individual directors and communicating with other agencies. She added that it may seem like overkill, but it has been their experience that the more you document the more defensible the GSPs, especially requiring public notice, compiling email lists, stakeholder lists, sending emails to announce meetings, including notices in other mailings such as bills when you do not have an email address for a stakeholder, using social media, websites, advertising in print media and sending out press releases to secure media coverage.

Chair Long added that it's a list of different ways to outreach, mandating that every single one of these is required is setting the Agency up for failure. Ms. Ballin said it was more a list of intentions and if the Board doesn't intend to utilize a method or source, then it should be removed. Chair Long said there should be some leeway as the expectations are a little gray on this. Vice Chair McFadden said it is the GSA outreach goals, to which Chair Long replied that legally there should be better wording to convey that these are suggestions and that the agency isn't necessarily committing to everything on the list. Ms. Ballin said it was a living document, expected to grow and change and doesn't commit the agency to each task, but rather are ideas for the Board to think about and adjust accordingly. Chair Long said she just wants to make sure that the flexibility is implied. Ms. Ballin said yes, that the agency doesn't want to over promise, and could back it down a bit and then choose to do more as appropriate.

Director Kimball said that the Ventura County Star isn't appropriate as it serves the entire county, whereas Fillmore Gazette and Santa Paula Times are local papers. He is concerned about confusing people by using some of these larger media outlets that serve a larger constituency than that of the GSA. Mr. Morgan stated that some of the GSA stakeholders may live outside of the basin boundary; and Director Meneghin mentioned that Santa Clarita to the north impacts the Fillmore and Piru basins and there should be an exchange of inter-basin information. Chair Long mentioned Citizens Journal, an online newsletter

and the newsletters of other agencies, associations and organizations. Suggested local radio stations like KCLU, Lance Orozco is the news director and covers many water issues throughout the county. Community service television Channel 10, and KVTM are local news radio were also suggested.

Ms. Ballin suggested the Board keep it broad and if there is anything else or other suggestions, the Board could send them to the Clerk of the Board who will forward them to her.

Ms. Ballin moved on to meeting venues and asked the Board if there were any other suggestions or if she had missed any facilities. Director Kimball said the Fillmore City Council Chamber isn't conducive to stakeholder meetings due to its formality, and he liked the way the agency did its stakeholder meeting at the Veterans Memorial Building. Ms. Ballin said it was good to differentiate Board meetings from workshops and that workshops should be short presentations with lots of questions and answers and also suggested doing webcasts or live streams of the workshops as a means of reaching more stakeholders.

Vice Chair McFadden said he liked the idea of putting flyers in bills and other mailings.

Ms. Ballin asked about Board member outreach. Chair Long could do county wide outreach through the Board of Supervisors and Santa Clara River Watershed Committee; and Vice Chair McFadden could address constituents through the United Water Conservation District's meetings and events; Director Holmgren had the Fillmore City Council meetings and other agencies he may be involved with; Director Kimball could focus on outreach in Fillmore and through the pumpers associations and Limoneira company meetings; Director Meneghin was involved with a number of environmental groups and the Friends of the Santa Clara River meetings; and Director Pace could do outreach in Piru. The key, said Ms. Ballin is that you do outreach through trusted agencies and organizations. Director Kimball didn't like the use of the word trusted and suggested to simply state other agencies and organizations. Ms. Ballin suggested using Limoneira's newsletter to reach stakeholders, but Director Kimball asked that, as a public company with international operations, would it be appropriate, so Ms. Ballin said she'd remove that from the list of possible sources. Director Kimball said that the Santa Paula Basin pumpers association doesn't have a newsletter or a website. Vice Chair McFadden echoed that with the Avocado Commission, a state wide agency, which would be too broad. He did say the Farm Bureau would be a good source. Chair Long said that if the Board has other suggestions to send them to the Clerk of the Board and she will update Ms. Ballin.

Mr. Nave suggested using "discretionary plan" to allow for flexibility and Ms. Ballin said she would have him review the draft.

Motion to approve the proposed outreach and communication strategies and methods to employ during the groundwater sustainability planning process, with amendments, Director Kimball; Second, Director McFadden. Voice vote: six ayes (Holmgren, Kimball, Long, McFadden, Meneghin, Pace); none opposed. Motion carries unanimously 6/0.

4C Sampling and Analysis Plan

Motion

[As noted at the beginning of the Board meeting, item 4C is an information item, no action is requested by the Board.]

Tim Moore of DBS&A presented a powerpoint describing a Sampling and Analysis Plan (SAP) for both the Fillmore and Piru basins (see attached presentation). He said the SAP will be an appendix to the GSPs and tasked the Board with reading the Best Management Practices #1 to fully understand how they would compile the SAP in accordance with SGMA as well as code regulations and a number of other documents considered in developing the GSPs. He said the plan solidifies standards and methods for sample collection including groundwater level measurement protocols, water quality assurance and quality control. It does not impose specific schedules. He said the next steps include a draft document that DBS&A will review both internally and with UWCD staff and that the plan will be included in both Basins' GSPs.

Chair Long asked if the Board would review the plan in advance, and Mr. Moore said the document does not need to be approved as a stand-alone document, but rather as part of the GSP. Mr. Moore said that there are already existing monitoring wells in the basins described in FPBGSA sampling and analysis plan for collecting data. Director Meneghin asked for the reasoning for having the Board wait for the GSP to review the document as she would like to review the draft before the Board reaches the end of the process. Mr. Moore asked for Mr. Morgan's input. Mr. Morgan said the plan is exceedingly dry with lots of analytical data and there is an administrative draft and then a public review draft, with a final draft ready by December 2021. Director Pace asked if UWCD staff review the document and if the hired consultants were in align with UWCD staff, as he wanted to make sure the data was consistent. Mr. Moore said DBS&A was working with UWCD and had a good handle on things. Director Pace said he wanted to make sure of the accuracy in a timely manner in case changes have to be made to what is being done, stating that it costs money to change procedures. Mr. Morgan said that's why UWCD reviews and that the two teams are pulling elements from each other. Chair Long added that alignment with UWCD is necessary. Director McFadden said historical water levels in the basin so that whatever was done still counts. Director Kimball questioned the measuring accuracy (1/10 required; 1/100 is what DBS&A is doing) and asked if the agency was going to have trouble measuring to that level of accuracy. Mr. Moore said that there are different monitory networks within UWCD and Ventura County that overlap between basins. Director Kimball asked if a tenth of a foot was relevant and Vice Chair McFadden added that whatever DWR calls for. Mr. Moore said the survey of the reference point is half a foot. Director Kimball said he didn't want to spend more money for 1/10 foot.

4D Bylaws Update

Motion

[As noted at the beginning of the Board meeting, this item was withdrawn pending review and response from Ventura County legal counsel].

4E Projects and Management Actions

Motion

[As noted at the beginning of the Board meeting, item 4C is an information item, no action is requested by the Board.]

Mr. Morgan of DBS&A told the Board this was a brainstorming exercise aimed at getting a laundry list of considerations or projects that could have measurable objectives and help in reaching the goal of sustainability. swill receive a report, discuss, and provide feedback regarding potential projects and management actions that may be considered during the groundwater sustainability planning process.

Mr. Morgan suggested the Board think about water levels and where they would like them to end up after 20 years. He asked them to think about when the agency is going to implement objectives, do they want to stagger the rollout, should there be an implementation schedule; what events or triggers should be incorporated into the process; what does significant stakeholder engagement look about; talk about the goals and actions need to achieve sustainability by 2042. How will the agency optimize sustainable yield and minimize impacts to stakeholders or beneficial users; what climate change conditions need to be considered. What about other potential sources for water, conservation releases from the Santa Felicia Dam; IRWMP or UWMP. Chair Long said the consideration of project above the basin and how that will impact the Fillmore and Piru basins, and water markets. Mr. Morgan continued to through out ideas like management action and regulatory authority, defining management areas with different sustainability criteria, such as shallow well areas or higher elevations. Think about the east end of the basin where chloride is coming in from Santa Clarita. Management areas can be established to address the different conditions to tailor sustainability actions to those local conditions. It may not be adequate to just limit use. Who leads which projects, are others involved, where and when do projects get implemented – some immediately, others five or 10 years down the road? What are the permit requirements, summaries of the various projects, estimating costs and funding mechanisms, and how all of that fiscally impacts rates.

Director Meneghin added the public funding analysis of impact or disadvantage communities. Mr. Morgan said CEQA may be included or is the project exempt from CEQA when its being planned, but not exempt when it's being implemented. Weighing potential benefits against undesirable impacts. Director Meneghin said cost benefits as well, as the ultimate goal is to optimize yield as some projects may cost the same but the yield of those projects is very different.

Mr. Morgan said the low hanging fruit or low cost projects first, then bigger high risk, high end projects. DWR is willing to take general numbers. Director McFadden asked how the Board can discuss potential projects when they don't even know what they need at this point. Mr. Morgan said we know we like Article 21 water, so we can build a war chest for that, we're not making any decisions, we're just making a list of considerations. Chair

Long said two wells for monitoring, for example. Mr. Morgan asked how does that help the basin, and said he'd call it a data gap project.

Chair Long said Table A and Article 21 water purchases, Arundo removal because it saves water if you remove it. Director Pace said projects doesn't have to mean construction and that maybe a plan to reduce pumping, such as at a certain threshold, everybody cuts back to X percent. Director Kimball added or management action. Director Pace said, but we don't know what the goals are. Director Kimball said according to SMGA, all basins are overdrafted and that's not sustainable management.

Director McFadden asked what impacts the basin and Chair Long responded chlorides. Mr. Morgan said decreases in wastewater from upstream could be a positive impact on the basins, but Vice Chair McFadden asked if the decrease in inflow would negatively impact sustainability. Director Kimball asked about water quality, saying if you reduced chloride being introduced to the basins, how it comes out, nobody knows.

Director Pace suggested the Board focus on things they have control over. Director Meneghin suggested stormwater recapture. Vice Chair McFadden said how do we know we need it? Director Meneghin said she agreed that this is putting the cart before the horse. Mr. Morgan said it stimulates thinking. Chair Long said stormwater capture could recharge basins. Mr. Morgan asked if 20 AF per year moves the needle? It may be good to do, but does it move the needle.

Vice Chair McFadden said he liked discussing concepts but if we don't know what we need to do, having this discussion in absence of modelling, what information does the Board need to make Article 21 purchases and do we anticipate that water being available. Chair Long said she didn't want to put more cost associated with the GSP and wants to make sure that the Board is being fiscally responsible.

Director Kimball said we know chloride is a problem in Piru basin and groundwater in both basins while plentiful, isn't particularly high quality, so he is interested in addressing the quality of the water, too. Director Meneghin said she'd like the Board to consider incentivizing water conservancy. Chair Long said you could change crops. Mr. Morgan echoed incentivize reduced use, ag technology improvements, like drip systems, and pump efficiencies and also low flow toilets, which can reduce household water use, it all has an impact.

Mr. Morgan said his objective was to get the Board thinking and this type of exercise is good at workshops to get all of the ideas out in the room and then the Board can come back with areas of interest and prepare GSP analysis of what ideas are most beneficial.

4F Stakeholder Engagement Workshop #1

Motion

Ms. Ballin explained to the Board that the ad hoc committee had suggested the Agency's first Stakeholder Engagement Workshop take place the last week of March, the week of March 30 and staff was checking on available venues. Director Meneghin said she thought it was April 2 and Vice Chair McFadden added at the Veterans' Memorial building in Fillmore. Director Kimball said it was a larger room, but access could be difficult. Director

Holmgren asked what time were they thinking for the meeting and Ms. Ballin replied 6pm.
Chair Long added 6 to 8pm.

[This was a discussion item and the Board took no action]

5. INFORMATION ITEMS

5A Preparation of Frequently Asked Questions (FAQ)

Ms. Ballin asked the Board to think about the questions they are asked most frequently by constituents as the Stakeholder Engagement Ad Hoc Committee would like to prepare a list of Frequently Asked Questions (FAQ) to post on the Agency's website (and perhaps to provide as a handout at stakeholder meetings). Chair Long said why, how much, what are you doing. Ms. Ballin said she'd like input from each Board member regarding questions they are hearing from their constituents and then together we'll develop answers, which can also be used as talking points at meetings. Director Kimball said he thought it was a good idea, especially to include them on the website and as a handout at meetings. Vice Chair McFadden asked the board members to email questions to the Clerk of the Board by January 22.

6. FUTURE TOPICS FOR BOARD DISCUSSION

Oath of Office, Bylaws by Resolution (suggested by Scott Nave); Workshop outline for April 2

ADJOURNMENT 7:01 p.m.

The Board will adjourn to the next **Regular Board Meeting** on Thursday, **February 20, 2020** 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 January 16, 2020.

ATTEST: _____
Kris Sofley, Clerk of the Board



BOARD MEETING & PUBLIC HEARING

January 16, 2020 @ 5:00pm

City Council Chambers, Fillmore City Hall

250 Central Avenue, Fillmore, CA 93015

Name: Steve Zimmer

Organization: _____

Phone: _____

E-mail: _____

Name: Don Palmer

Organization: WUCD

Phone: _____

E-mail: _____

Name: Emilio Cervantes Jr.

Organization: FivePoint NCF

Phone: _____

E-mail: _____

Name: Tony Moran

Organization: DASEA

Phone: _____

E-mail: _____

Name: Katie Brokaw

Organization: Fillmore Basin Pumpers Assoc.

Phone: _____

E-mail: _____

Name: Bob's Moran

Organization: Fillmore Basin Pumpers Assoc.

Phone: 805-231-4085

E-mail: FARMORBOB@EARTHLINK.NET

Name: Steve Howard

Organization: Rincon Consultants

Phone: _____

E-mail: _____

Name: RICHARD TATE

Organization: PIRU BASIN PUMPERS BOARD

Phone: 805-405-7457

E-mail: nick@rjtce.com

Name: _____

Organization: _____

Phone: _____

E-mail: _____

Name: George Reid

Organization: _____

Phone: _____

E-mail: _____

Reference / Background Materials - Feb 2020

- **BMP Monitoring Protocols, Standards, and Sites**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-1-Monitoring-Protocols-Standards-and-Sites_ay_19.pdf

- **BMP Monitoring Networks and Identification of Data Gaps**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-2-Monitoring-Networks-and-Identification-of-Data-Gaps_ay_19.pdf

- **BMP Water Budget**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-4-Water-Budget_ay_19.pdf

- **CCR § 354.18. Water Budget**

[https://govt.westlaw.com/calregs/Document/I86E380AB2D89470B951D8393BE80E831?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I86E380AB2D89470B951D8393BE80E831?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

- **CCR Subarticle 4 Monitoring Networks**

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IC58F6BE872154C56858CD2E882B7AE6E&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IC58F6BE872154C56858CD2E882B7AE6E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

GSP Update

- Board Discussion Topics / Schedule
- Communication & Engagement Plan (CEP) - Agenda Items 4A, B, & F
- Sampling and Analysis Plan (SAP) - Agenda Item 4C
- Projects and Management Actions - Agenda Item 4E



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Board Discussion Topics / Schedule

	Topic 1	Topic 2	Topic 3
Jan-2020	C&E Plan, cont'd	Sampling & Analysis Plan (SAP)	Intro to Projects & Management Actions
Feb-2020	Water budget (historical data) (UWCD)	Monitoring Networks & Plan	Data Gaps
Mar-2020	Projects & Management Actions, cont'd	Intro to Sustainable Management Criteria	

- Proposed technical topics for discussion at Board meetings
- Introduction to important elements in the GSP
- References to suggested reading materials (e.g., DWR Best Management Practices or Guidance Documents) - resources on flash drive

Reference / Background Materials

Feb
2020

- *BMP Water Budget*
- *BMP Monitoring Networks and Identification of Data Gaps*
- *BMP Monitoring Protocols Standards and Sites*
- *CCR § 354.18. Water Budget*
- *CCR Subarticle 4 Monitoring Networks*



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Reference / Background Materials - Feb 2020

- **BMP Monitoring Protocols, Standards, and Sites**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-1-Monitoring-Protocols-Standards-and-Sites_ay_19.pdf

- **BMP Monitoring Networks and Identification of Data Gaps**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-2-Monitoring-Networks-and-Identification-of-Data-Gaps_ay_19.pdf

- **BMP Water Budget**

https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-4-Water-Budget_ay_19.pdf

- **CCR § 354.18. Water Budget**

[https://govt.westlaw.com/calregs/Document/I86E380AB2D89470B951D8393BE80E831?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I86E380AB2D89470B951D8393BE80E831?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

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Questions ?



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Projects and Management Actions

from the GSP Emergency Regulations...



(1) A **list of projects and management actions** proposed in the Plan with a description of the **measurable objective that is expected to benefit from the project or management action**. The list shall include projects and management actions that may be utilized to meet interim milestones, the exceedance of minimum thresholds, or where undesirable results have occurred or are imminent. The Plan shall include the following:

(A) A description of the **circumstances under which projects or management actions shall be implemented**, the **criteria that would trigger implementation and termination of projects or management actions**, and the process by which the Agency shall determine that conditions requiring the implementation of particular projects or management actions have occurred.

(B) The process by which the Agency shall **provide notice to the public and other agencies** that the implementation of projects or management actions is being considered or has been implemented, including a description of the actions to be taken.



Projects and Management Actions

• CCR Subarticle 5 *Projects and Management Actions (Emergency Regulations)*

☐ What projects or management actions are needed to achieve sustainability by 2042?

*** Goals**

- Optimize sustainable yield *
- Minimize impacts to stakeholders or beneficial uses or users due to changing future conditions *

☐ Include existing and/or new projects

- *Example:* UWCD conservation release from Santa Felicia Dam
- *Example:* projects included in UWMP or IRWMP
- *Example:* projects proposed by FPBGSA or others



Projects and Management Actions

- ☐ What management actions are available to Board to help achieve sustainability by 2042?

Examples:

- Control GW extractions - quantity (AF/yr)
- Control GW pumping locations - where can pumping occur / well spacing
- Define management areas with different sustainability management criteria



Project Description Components



- ✓ Project champion (project proponent entity)
- ✓ Partnering agencies or organizations (entities in adjacent basins?)
- ✓ Implementation timeline
- ✓ Regulatory hurdles (permits required?)
- ✓ Written summary of the project or management action
- ✓ Estimated cost and funding mechanisms and/or fiscal impact to the basins
- ✓ Potential undesirable impacts avoided
- ✓ Potential benefits to the basins



Questions ?



Potential Projects - *Examples*

- UWCD conservation releases from Santa Felicia Dam or Castaic Lake
- Reduction in waste-water effluent discharged to Santa Clara River from Santa Clarita area
- Purchase supplemental State Water (Article 21)
- ASAPP - Alternative Supply Assurance Pipeline Project
- "Conservation" - e.g., incentivize reduction in household or irrigation use
- Storm water capture - e.g., Piru development routing storm water to UWCD spreading grounds
- Arundo removal along Santa Clara River



DRAFT

4C - Sampling and Analysis Plan (SAP) *Summary and Progress Report*

Fillmore and Piru Basins Groundwater Sustainability Agency

January 16, 2020



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Aerial image by John Carman on 2/2/2019.
Sespe Creek at high storm stage in Fillmore
basin looking obliquely south.

Reference / Background Materials

Jan
2020

- BMP #1 - *Monitoring Protocols, Standards, and Sites*
- CCR Subarticle 5 *Projects and Management Actions (Emergency Regulations)*

DWR BMP #1 Monitoring Protocols, Standards, and Sites:

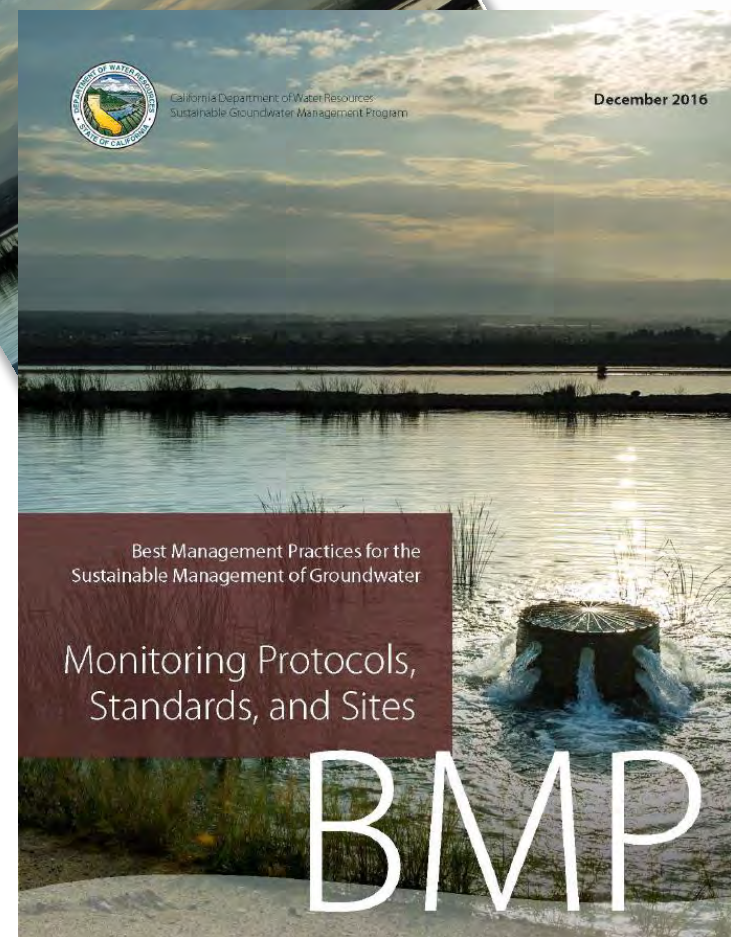
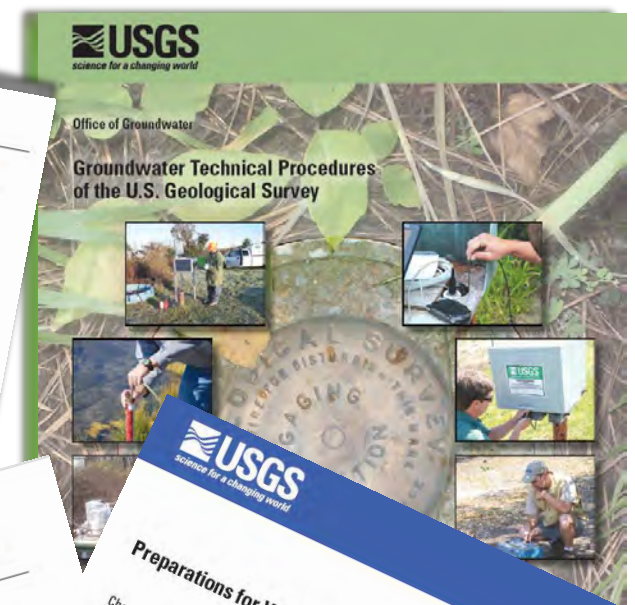
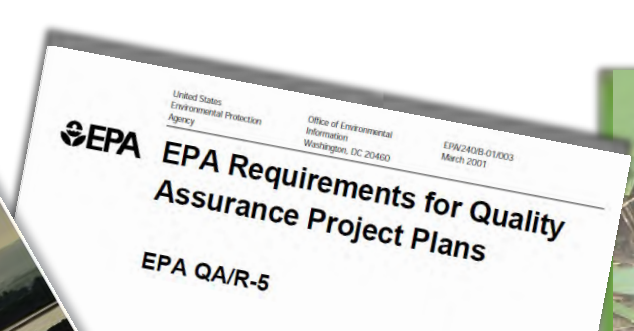
https://water.ca.gov/-/media/DWR-Website/Web-Pages/Programs/Groundwater-Management/Sustainable-Groundwater-Management/Best-Management-Practices-and-Guidance-Documents/Files/BMP-1-Monitoring-Protocols-Standards-and-Sites_ay_19.pdf

DRAFT SAP prepared to satisfy criteria of 23 CCR:

- § 352.2 - Monitoring Protocols
- § 352.4 - Data and Reporting Standards
- § 352.6 - Data Management System



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S & A
Sens & Associates, Inc.

SAP Purpose

Establish SGMA Compliant Monitoring Protocols and Standard Methods for:

- Water sample collection procedures (GW & SW)
- Analytical sample analysis methods
- Groundwater level measurement protocol
- Data QA/QC procedures.



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SAP does NOT do the following...

- Define which wells are monitored for WLs or quality
- Define what streams are monitored for flow rate or quality
- Define the monitoring frequency
- Define the laboratory analytical program

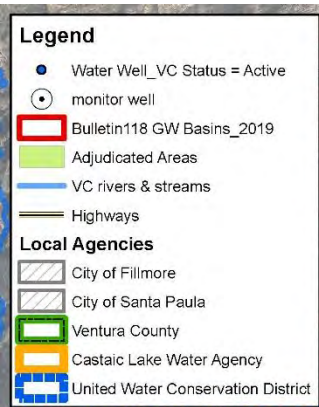
Where are these elements defined?

➡ Monitoring Program / Data Gap Analysis



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Existing Long-Standing Moni. Networks



The SAP is not intend to impose specific schedules or monitoring wells and/or sampling locations on UWCD or VCWPD.

Many of the field techniques and procedures presented in the SAP UWCD and VCWPD may already have in place.

Santa Paula Basin (4-4.04)

SCR Valley East (4-4.07)

DRAFT

0 1 2 4 Miles



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SAP Next Steps

- DBS&A Internal Review
- UWCD Review
- SAP will be included as an Appendix in the GSPs (the SAP covers both basins)



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Monitoring Program / Data Gap Analysis Tech Memo

- Description of available WL and WQ data;
- The two long-term WL and WQ monitoring networks operated by UWCD and VCWPD;
- A trends analysis of WL and WQ constituents; and
- Recommendations on how refinement and expansion of the existing monitoring programs might minimize or eliminate data gaps, especially in critical areas.



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Relationship of Monitoring Protocols To Other BMPs

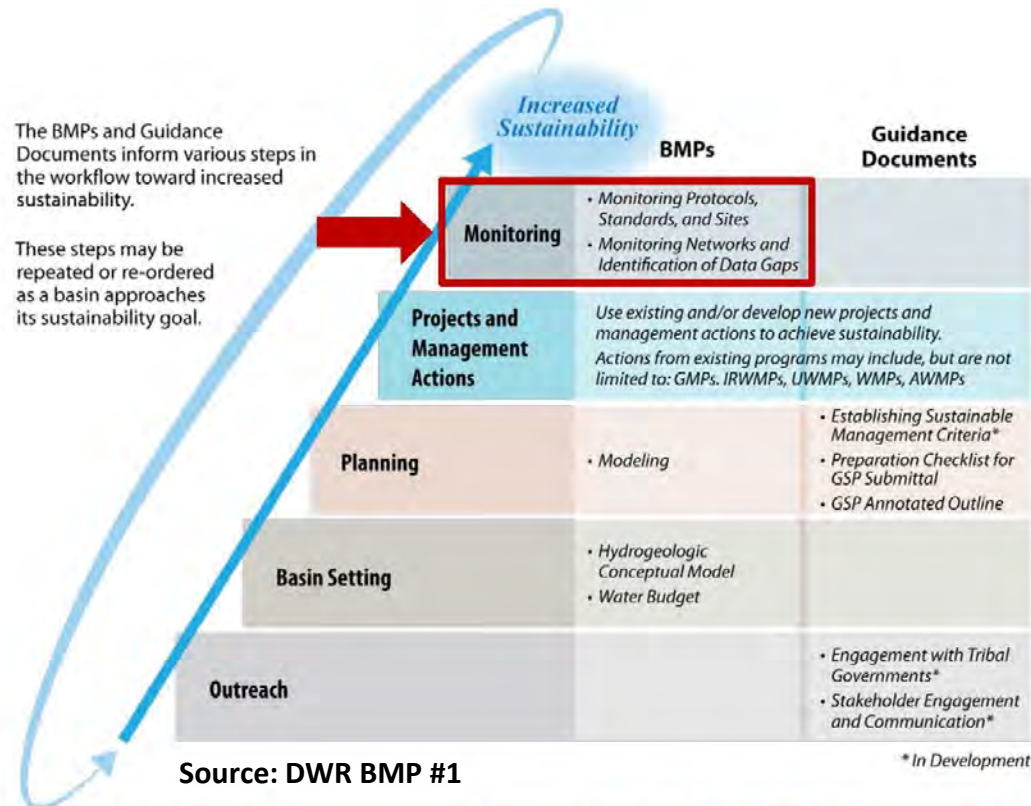


Figure 1 – Logical Progression of Basin Activities Needed to Increase Basin Sustainability



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Fillmore and Piru Basins GSA
Check Detail
February 13, 2020

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	11070	02/13/2020	City of Fillmore	10000 · Bank of the Sierra	(125.00)
Bill		02/06/2020		53010 · Public Information	125.00
					125.00
Bill Pmt -Check	11071	02/13/2020	Daniel B Stephens & Associates, Inc.	10000 · Bank of the Sierra	(20,865.94)
Bill		12/31/2019		52252 · Prof Svcs - GSP Consultant	35.20
				52252 · Prof Svcs - GSP Consultant	1,371.00
				52252 · Prof Svcs - GSP Consultant	1,534.50
				53110 · Travel & Training	49.18
				53110 · Travel & Training	49.18
				52252 · Prof Svcs - GSP Consultant	17,123.70
				52252 · Prof Svcs - GSP Consultant	703.18
					20,865.94
Bill Pmt -Check	11072	02/13/2020	Olivarez Madruga Lemeiux O'Neill LLP	10000 · Bank of the Sierra	(710.50)
Bill		12/31/2019		52501 · Legal Counsel	710.50
					710.50
Bill Pmt -Check	11073	02/13/2020	U.S. Postal Service	10000 · Bank of the Sierra	(254.00)
Bill		02/04/2020		53026 · Postage & Mailing	254.00
				TOTAL CHECKS	(21,955.44)



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. **3C Consent Calendar**

DATE: **February 20, 2020**

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 January 2020.

FISCAL IMPACT

None

Attachments: January 30, 2020 P/L Budget Performance
 January 30, 2020 Balance Sheet

Fillmore and Piru Basins GSA
Balance Sheet
As of January 31, 2020

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 - Bank of the Sierra	169,705.24
Total Checking/Savings	<u>169,705.24</u>
Accounts Receivable	
11000 - Accounts Receivable	34,179.45
Total Accounts Receivable	<u>34,179.45</u>
Total Current Assets	<u>203,884.69</u>
TOTAL ASSETS	<u>203,884.69</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	21,576.44
Total Accounts Payable	<u>21,576.44</u>
Total Current Liabilities	<u>21,576.44</u>
Total Liabilities	21,576.44
Equity	
32000 - Retained Earnings	265,536.58
Net Income	-83,228.33
Total Equity	<u>182,308.25</u>
TOTAL LIABILITIES & EQUITY	<u>203,884.69</u>

Fillmore and Piru Basins GSA

Profit & Loss Budget Performance

July 2019 through January 2020

	Jul '19 - Jan 20	Annual Budget	Budget
Income			
40001 · Groundwater Extraction Charge	-15.63	668,964.00	0.00%
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	1,866.89		
Total 47000 · Other Revenue	1,866.89		
Total Income	23,042.03	823,449.32	2.80%
Gross Profit	23,042.03	823,449.32	2.80%
Expense			
52200 · Professional Services			
52240 · Prof Svcs - IT Consulting	240.00	980.00	24.49%
52250 · Prof Svcs - Groundwtr/GSP Prep			
52251 · Prof Svcs - UWCD GW Services	0.00	25,800.00	0.00%
52252 · Prof Svcs - GSP Consultant	90,468.00	242,914.00	37.24%
52250 · Prof Svcs - Groundwtr/GSP Prep - Other	0.00	0.00	0.00%
Total 52250 · Prof Svcs - Groundwtr/GSP Prep	90,468.00	268,714.00	33.67%
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%
Total 52200 · Professional Services	99,084.18	328,694.00	
52500 · Legal Fees			
52501 · Legal Counsel	4,570.00	25,000.00	18.28%
Total 52500 · Legal Fees	4,570.00	25,000.00	18.28%
53000 · Office Expenses			
53010 · Public Information	216.00	1,000.00	21.60%
53020 · Office Supplies	0.00	500.00	0.00%
53026 · Postage & Mailing	25.42	2,000.00	1.27%
53110 · Travel & Training	259.03	4,000.00	6.48%
Total 53000 · Office Expenses	500.45	7,500.00	6.67%
53500 · Insurance			
53510 · Liability Insurance	2,115.73	2,500.00	84.63%
Total 53500 · Insurance	2,115.73	2,500.00	84.63%
70000 · Interest & Debt Service			
70120 · Interest Expense	0.00	0.00	0.00%
Total 70000 · Interest & Debt Service	0.00	0.00	0.00%
81000 · Capital Expenditures	0.00	100,000.00	0.00%
Total Expense	106,270.36	463,694.00	22.92%
Net Income	-83,228.33	359,755.32	-23.13%



Item No. **4A Motion**

DATE: **February 20, 2020**

TO: **Board of Directors**

FROM: **Lisa Ballin, CSUS-CCE/DBS&A**

SUBJECT: **Draft Stakeholder Communications and Engagement Plan**

SUMMARY

The DBS&A team prepared a draft Stakeholder Communications and Engagement Plan. The Plan provides a guide and tools for the Agency to use in its outreach and engagement efforts during GSP development. The Board has previously reviewed and approved large portions of this document (Stakeholder Engagement Work Plan Tasks 1-6). The Stakeholder Engagement Ad Hoc Committee reviewed a draft of this document at its January 27th meeting. This document is presented for the full Board to review, provide further input, and consider approving.

RECCOMENDATION:

The Board will review and consider approving the Draft Stakeholder Communications and Engagement plan.

BACKGROUND

Please see summary.

FISCAL IMPACT

ATTACHMENTS A FPBGSA Stakeholder Communications and Engagement Plan V7

Proposed Motion: "Motion to approve the Draft Stakeholder Communications and Engagement Plan."

Director _____

2nd: Director _____

Voice/Roll call vote: Director Holmgrens:

Director Kimball:

Director Long:

Director McFadden:

Director Meneghin:

Director Pace:

Fillmore and Piru Basins Groundwater Sustainability Agency Stakeholder Communications and Engagement Plan

_____ (Date)



Fillmore and Piru Basins
Groundwater Sustainability Agency

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Purpose

California's Sustainable Groundwater Management Act (SGMA) of 2014 requires broad and diverse stakeholder involvement in the development and implementation of Groundwater Sustainability Plans (GSP) by Groundwater Sustainability Agencies (GSA). The purpose of this Stakeholder Communications and Engagement Plan (C&E Plan) is to set forth the Fillmore and Piru Basins Groundwater Sustainability Agency's (FPBGSA or Agency) methods for conducting stakeholder engagement during development of its GSPs, consistent with the requirements of SGMA. This C&E Plan provides a roadmap and tools for the Agency to use during GSP development and makes transparent to stakeholders, their opportunities to participate and contribute during the GSP development process.

SGMA requires GSAs to consider the interests of all Beneficial Users and Uses of groundwater in the Basins. Beneficial Users and Uses are defined in SGMA Section 10723.2 (discussed below under "SGMA Stakeholder Engagement Requirements and Guidance"). The GSP Emergency Regulations (Section 354.10) require that GSAs document in a communication section of the GSP, their efforts to actively engage diverse social, cultural, and economic elements of the population within their basins; opportunities provided for public engagement and input; and how public input is used by the Agency.

Broad and meaningful stakeholder engagement and active participation in the decision-making process throughout GSP development will assure regulatory compliance and will increase community awareness of the GSP and potential Beneficial User support during SGMA implementation.

Note: This Plan presents a set of potential outreach methods and a preliminary plan for stakeholder engagement by the FPBGSA during preparation of GSPs for the Fillmore and Piru Basins. The Agency will select appropriate outreach tools for each stakeholder event. In order to ensure an adaptive, responsive approach to stakeholder outreach and engagement, this plan may be updated and amended during its implementation.

Background

Fillmore and Piru Basins

The Fillmore and Piru Groundwater Subbasins (Basins) are within the Santa Clara River Valley in Ventura County. The California Department of Water Resources (DWR) has assigned a High Priority ranking to both Basins, principally because groundwater is the primary source of water for all water users.

The Basins are situated downstream and west of the Santa Clara River Valley East Subbasin, and upstream and east of the Santa Paula Subbasin, and 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.

Basin Governance, Decision-Making, and Guiding Principals

The FPBGSA is a joint powers authority created by the County of Ventura, City of Fillmore, United Water Conservation District (UWCD) for the purpose of implementing SGMA and is governed by a Joint Exercise of Powers Agreement (JPA). The JPA establishes a Board of Directors comprised of three Member Directors (one from each Member Agency), one Director representing the Fillmore Pumpers

Association, one Director representing the Piru Pumpers Association, and an Environmental Stakeholder Director to govern and make decisions for the Agency. The JPA and the Agency's Bylaws set forth voting procedures that shall be used to make decisions on the GSP and its implementation (JPA Section 9,2 and Bylaws Section 3.4).

According to these procedures, 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 at least four (4) Directors, 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.

The FPBGSA has developed a set of Guiding Principles that describe commitments and common interests Agency leaders have agreed to follow as they implement SGMA. These Guiding Principles are posted on the Agency's website (<https://s29420.pcdn.co/wp-content/uploads/2019/11/2019-11-21-FPBGSA-Guiding-Principles-FINAL-Approved-on-11-21-19.pdf>). They include general principles of understanding and specific principles related to governance, communication and education, funding and finances, and SGMA implementation and sustainability.

SGMA Stakeholder Engagement Requirements and Guidance

SGMA and its GSP Emergency Regulations provide a number of requirements related to stakeholder engagement during GSP preparation and of documentation within the GSP. These requirements include:

- SGMA (Section 10723.2) calls for 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.

- SGMA (Section 10723.4) requires the maintenance of an interested persons list:

The groundwater sustainability agency shall establish and maintain a list of persons interested in receiving notices regarding plan preparation, meeting announcements, and availability of draft plans, maps, and other relevant documents. Any person may request, in writing, to be placed on the list of interested persons.

- SGMA GSP Emergency Regulations (Section 354.10) set forth notification requirements as follows:

Each Plan shall include a summary of information relating to notification and communication by the Agency with other agencies and interested parties including the following:

(a) A description of the beneficial uses and users of groundwater in the basin, including the land uses and property interests potentially affected by the use of groundwater in the basin, the types of parties representing those interests, and the nature of consultation with those parties.

(b) A list of public meetings at which the Plan was discussed or considered by the Agency.

(c) Comments regarding the Plan received by the Agency and a summary of any responses by the Agency.

(d) A communication section of the Plan that includes the following:

(1) An explanation of the Agency's decision-making process.

(2) Identification of opportunities for public engagement and a discussion of how public input and response will be used.

(3) A description of how the Agency encourages the active involvement of diverse social, cultural, and economic elements of the population within the basin.

(4) The method the Agency shall follow to inform the public about progress implementing the Plan, including the status of projects and actions.

- 1. An explanation of the Agency's (GSAs) decision-making process.*
- 2. Identification of opportunities for public engagement and a discussion of how public input and response will be used.*
- 3. A description of how the Agency (GSA) encourages the active involvement of diverse social, cultural, and economic elements of the population within the basin.*

4. *The method the Agency (GSA) shall follow to inform the public about progress implementing the Plan, including the status of projects and actions.*

DWR has prepared a *Guidance Document for Groundwater Sustainability Plan Stakeholder Communication and Engagement* (DWR Guidance Document) (January 2018) to assist GSAs in providing broad and meaningful stakeholder engagement. **Figure 1** presents a summary of SGMA required engagement and notification requirements for all phases of SGMA as presented in the Guidance Document.

Stakeholders (Beneficial Users and Interested Parties)

As described above, SGMA requires the FPBGSA to consider all interests of all Beneficial Uses and Users of groundwater and maintain an interested parties list.

To assist GSAs in identifying stakeholders that reflect diverse social, cultural and economic elements of the population, the DWR Guidance Document provides a Stakeholder Engagement Chart that lists various interest and examples of stakeholder groups within each of these categories. This chart is shown below as **Table 1**. For purposes of this C&E Plan, Beneficial Users and interested parties are collectively referred to as stakeholders. The FPBGSA developed an initial stakeholder list, considering the requirements of SGMA, GSP Regulations, and the DWR Guidance Document. This list is presented in **Appendix A** (omitting contact and confidential personal information). It includes Beneficial Users, people who have signed up for the Agency's email list, and other potentially interested parties including local businesses, government agencies, associations, and service organizations.

The list will evolve during GSP development as additional stakeholders are identified.

Public Notification, Education, and Engagement Meetings and Media

The FPBGSA seeks to provide multiple opportunities and formats to notify the public about upcoming meetings, provide GSP status updates, educate all Beneficial Users, and obtain public input about various GSP components. These include Board Meetings, Stakeholder Workshops, the Agency's website, Board Director updates and discussions at meetings held by other agencies and organizations, emails and mailings, social media postings, and local media advertisements and articles. The anticipated functions of these meetings and media are summarized on **Table 2**. The outreach methods listed on Table 2 and described below are intended to present a range of options available the FPBGSA as it conducts stakeholder engagement. The FPBGSA will chose the appropriate and most effective methods from among these options (likely using some but not necessarily all of the listed options) as well as additional methods that may become available. The outreach approach may change during the course of developing the GSP based on insights gained and feedback from stakeholders.

Figure 1: SGMA Notification and Engagement Requirements

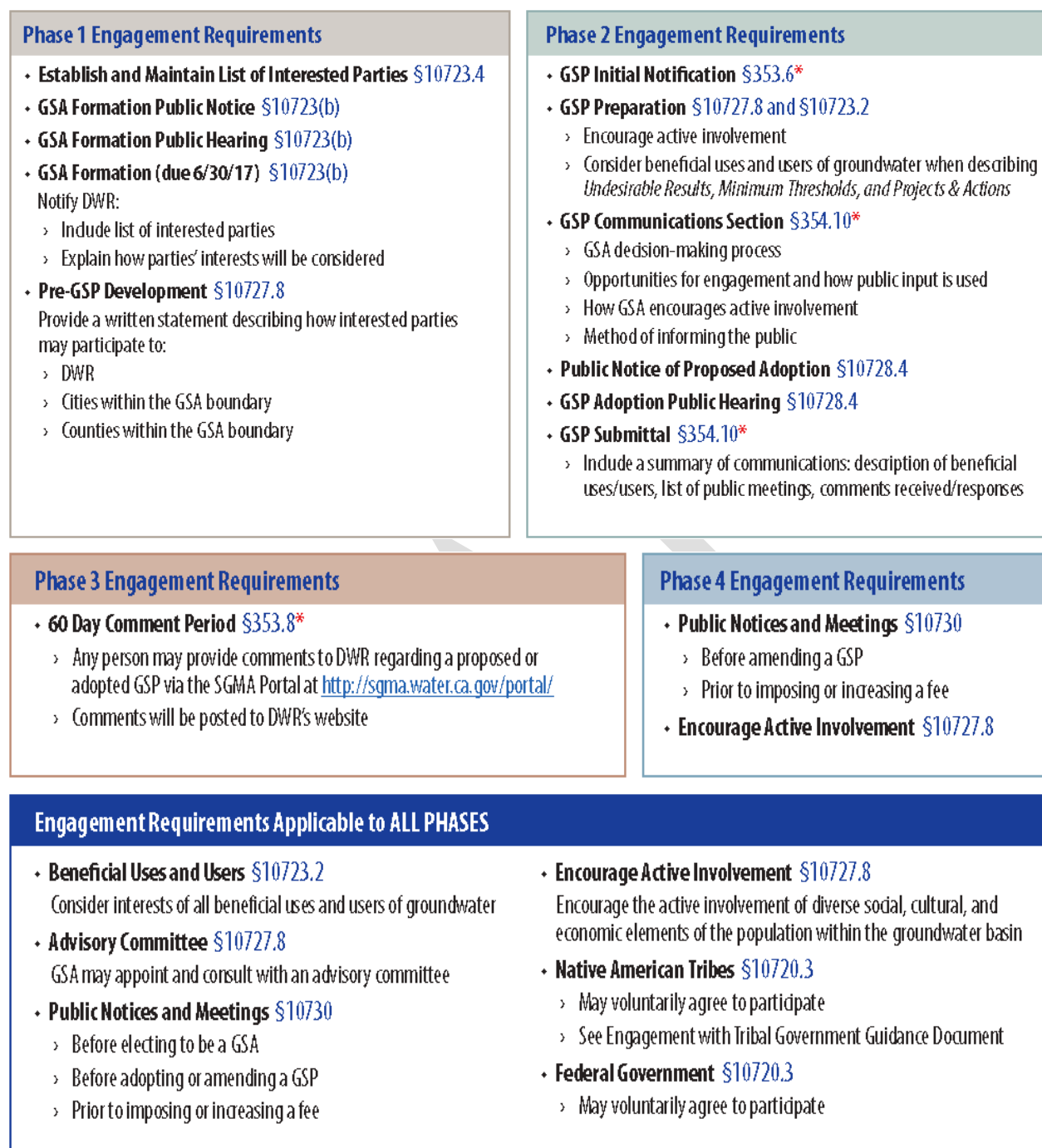


Table 1: Stakeholder Engagement Chart for GSP Development

Category of Interest	Examples of Stakeholder Groups
General Public	<ul style="list-style-type: none"> • Citizens groups • Community leaders
Land Use	<ul style="list-style-type: none"> • Municipalities (City, County planning departments) • Regional land use agencies
Private users	<ul style="list-style-type: none"> • Private pumpers • Domestic users • School systems • Hospitals
Urban/ Agriculture users	<ul style="list-style-type: none"> • Water agencies • Irrigation districts • Mutual water companies • Resource conservation districts • Farmers/Farm Bureaus
Industrial users	<ul style="list-style-type: none"> • Commercial and industrial self-supplier • Local trade association or group
Environmental and Ecosystem	<ul style="list-style-type: none"> • Federal and State agencies – California Department of Fish and Wildlife (CDFW) • Wetland managers • Environmental groups
Economic Development	<ul style="list-style-type: none"> • Chambers of commerce • Business groups/associations • Elected officials (Board of Supervisors, City Council) • State Assembly Members • State Senators
Human right to water	<ul style="list-style-type: none"> • Disadvantaged Communities • Small community systems • Environmental Justice Groups
Tribes	<ul style="list-style-type: none"> • Tribal Government
Federal lands	<ul style="list-style-type: none"> • Military bases. Department of Defense • Forest Service • National Park Service • Bureau of Land Management • CDFG
Integrated Water Management	<ul style="list-style-type: none"> • Regional water management groups (IRWM regions) • Flood agencies • Recycled water coalition

Table 2: Notification, Education, and Engagement Meetings and Media

Meetings/Media	Notify and Inform about Upcoming Meetings and Project Status	Educate (SGMA and GSP Topics)	Obtain Public Input
FPBGSA Board Meetings	√	√	√
FPBGSA Stakeholder Workshops	√	√	√
FBBGSA Website	√	√	√
FPBGSA Board Director outreach at meetings held by other agencies and organizations	√	√	
Emails and mailings	√		
Social media (FPBGSA Facebook page)	√		
Local media (newspaper, radio, TV) ads	√		
Local news media articles	√	√	
Other agency and organization communications (websites, newsletters, etc.)	√		

FPBGSA Board Meetings

The FPBGSA Board holds monthly meetings, generally on the third Thursday of the month. These meetings are held in the evenings at the Fillmore City Council Chamber. The Board operates and provides notice for these meetings consistent with the Brown Act (California Government Code 54950 et seq.). As described below regarding the FPBGSA Website, all meeting materials are available to the public on the Agency's website. Public comments are accepted at each meeting.

During GSP development, the GSP consultant will make presentations and hold workshops on various aspects of GSP development. Upcoming Board discussion topics are posted on the Agency's website and Facebook page, and the public is encouraged to attend. Information presented at Board Meetings will also be presented and expanded upon at Stakeholder Workshops as described below.

FPBGSA Stakeholder Workshops and Implementation Timeline

The FPBGSA will provide Stakeholder Workshops throughout the GSP preparation process. These workshops will provide an opportunity for the public to learn about key topics and milestones, ask questions, and provide input. **Appendix B** provides a preliminary schedule and list of workshop topics based on the current project schedule. The list and schedule are preliminary and subject to change based on the project schedule, stakeholder feedback, and the Board's discretion. At each of these workshops, Agency leadership, staff and/or consultant (as directed by the Agency) will provide a presentation to be followed by ample time for public discussion, questions and answers, and stakeholder input. A budget update will also be provided at each workshop.

The Agency will provide handouts in English and Spanish and Spanish interpretation during the workshops, as warranted.

Appendix C provides a tool to track advertising for these workshops and document discussion topics, attendance, and evaluation comments for use in planning subsequent workshops.

Venues for Stakeholder Workshops

Four local facilities have been identified as potential venues for Stakeholder Workshops in the community:

- Veteran's Memorial Building, 511 2nd Street, Fillmore
- Fillmore Adult Active Center, 533 Santa Clara St, Fillmore
- Piru Community Center, 802 Orchard Street, Piru
- Fillmore City Council Chamber, 250 Central Avenue, Fillmore

Appendix D provides information about the features of each of these venues (e.g., capacity, hours during which the venue is available, internet availability, parking, accessibility, etc.) for consideration as workshops are planned.

The Agency anticipates that these workshops will be held during weekday evenings. It is researching the technical and financial feasibility of providing remote access to these workshops via webcast, livestream, and/or recording.

FPBGSA Website

The FPBGSA maintains a website (<https://www.fpbgsa.org/>) that provides the Agency's transparent, comprehensive Administrative Record of public input and additional information, including:

- Information about the Agency, the entities comprising the GSA (Ventura County, City of Fillmore, and UWCD), and its Board of Directors
- Notice of Board of Directors and other meetings
- Board of Directors Meeting materials, including agendas (provided in advance of Board Meetings), Board packets, minutes, and presentations
- SGMA information and resource documents
- Recorded presentations
- Technical reports
- Agency administrative documents (JPA, Bylaws, Budget, DWR Grant Application)
- Request for Public Records form
- Press releases
- Agency contact information (phone number and email form)

To support public awareness, the website will provide the following information:

- Stakeholder Workshop invitations and calendar
- A periodically updated list of frequently asked questions (FAQs) and answers
- Public input received at Stakeholder Workshops
- Stakeholder Workshop summaries
- Public Drafts of all SGMA required documents
- A portal for submitting public comment (text and/or document upload)

Outreach at Meetings Held by Other Agencies and Organizations

In addition to the Stakeholder Workshops provided by the GSA for the purpose of GSP engagement, there are a number of meetings held by other agencies and organizations that provide opportunities for stakeholder outreach. FPBGA Board Directors will provide GSP updates and information at the meetings they attend as representatives of their respective constituencies. Such meetings attended by current Board Directors include but may not be limited to:

- **Ventura County Director**
 - Ventura County Board of Supervisors meetings
 - Santa Clara River Watershed Committee meetings
- **UWCD Director**
 - Ventura County Farm Bureau meetings
 - UCWD Board meetings
- **City of Fillmore Director**
 - Fillmore City Council meetings
- **Fillmore Pumper Stakeholder Director**
 - Fillmore Basin Pumpers Association meetings
 - Santa Paul Basin Pumpers Association meetings
- **Environmental Stakeholder Director**
 - Friends of the Santa Clara River Board meetings
 - Santa Clara River Watershed Committee
 - Santa Clara River Steelhead Coalition
 - Santa Clara River Environmental Groundwater Committee
 - Great Ventura County Groundwater Sustainability Agency Environmental Stakeholder Collaborative
 - California Non-Governmental Groundwater Collaborative
 - Ventura County Integrated Water Management Program Disadvantaged Community stakeholder outreach and education meetings (“WaterTalks” Meetings)
 - GSA Environmental Stakeholder Workshops
- **Piru Pumper Stakeholder Director**
 - Piru Basin Pumpers Association meetings

Appendix E provides a tool to assist in the documentation of outreach conducted at these meetings.

Other meetings that provide opportunities for outreach are:

- Piru Neighborhood Council meetings
- Santa Clarita Valley Water Agency monthly meetings with UWCD

Emails and Mailings

The FPBGSA will send emails and mailings to stakeholders about upcoming Stakeholder Workshops and will provide general GSP updates. Emails will be sent to those on the stakeholder list, described above and shown in Appendix A.

GSP updates will also be provided within mailed UWCD invoices (twice per year, February and September/October) and GSA bills (twice per year, late February/early March and October/November).

Social Media

The Agency maintains a FPBGSA Facebook page (<https://www.facebook.com/FPBGSA/>) with posts about upcoming meetings. The Agency will provide posts about upcoming Stakeholder Workshops. It will also investigate using other social media platforms such as Twitter, Instagram, and Nextdoor.

Local Media

The FPBGSA may choose to advertise upcoming Stakeholder Workshops in local newspapers, radio and TV stations, including the following:

- Newspapers:
 - Ventura County Star (contact: Darrin Peschka, dpeschka@vcstar.com, (805-437-0254)
 - Fillmore Gazette (contact: Tenea Golson, info@fillmoregazette.com, 805-524-2481)
 - Santa Paula Times (contact: Peggy Kelly, sptimesnewspaper@gmail.com, 805 525-1890)
 - Citizens Journal (online news journal, contact: Editor@citizensjournal.us)
- Radio stations
 - KCLU (contact: Lance Orozco, kclunews@aol.com (805) 493-3900)
 - KQRU – Santa Clarita (for inter-basin communication, contact: Santa Clarita Organization for Planning the Environment, exec-scope@earthlink.net, 661-255-6899)
 - KVTA – AM, local news (contact: Tom Spence, tom@kvta.com, studio: 805 650-1590, office: 805 289-1400)
- Television stations
 - Fillmore Access Television (Channel 10), community bulletin board: <https://www.fillmoreca.com/departments/media-services/fillmore-access-television>

The Agency may also prepare press release and communicate with journalists to support feature stories in local news media.

Other Agencies' and Organizations' Communication Channels

The FPBGSA may request that the other organizations include information about the GSP and upcoming meetings in their newsletters and/or on their websites, including but not limited to:

- Farm Bureau of Ventura County newsletter (hard copy and email) (<http://www.farmbureauvc.com/>)
- Ventura County Coalition of Labor, Agriculture, and Business website (<http://colabvc.org/>)
- Santa Clara River Conservancy newsletter and website (<https://santaclarariver.org/>)
- Keep Sespe Wild newsletter and website (<http://www.sespewild.org/>, Editor Alasdair Coyne: sespecoyne@gmail.com)
- Los Padres Forest Watch newsletter and website (<https://lpfw.org/>)
- Environmental Coalition newsletter (contact: Andy Prokopow, andy_prokopow@mail.com, 805-642-4919)
- Ventura County Agricultural Association newsletter (<https://www.ventura.org/agricultural-commissioner/>)
- Chamber of Commerce website (<http://venturachamber.com/>)
- "Fillmore News...What's Happening Today?" Facebook page (https://www.facebook.com/groups/235415826509708/?epa=SEARCH_BOX)

Key Messages

As the FPBGSA begins the process of reaching out to stakeholders to inform and engage them in groundwater management issues and items, it is critical that it share clear and consistent key messages to avoid confusion and misunderstanding. Key messages are as follows:

1. Preparing a GSP is **required** by SGMA.
2. SGMA allows for **local control** if the GSP is prepared within the specified timeline (by January 31, 2022).
3. The information obtained during this process will help us understand the Basins' sustainable yield and **empowers** us to manage and maintain the basins.
4. The GSP will increase **certainty** about the future sustainability of our ground water supply.
5. The FPBGSA is committed to an **open and transparent** GSP preparation process.

As described above, the FPBGSA has identified a set of Guiding Principles (posted on the Agency's website (<https://s29420.pcdn.co/wp-content/uploads/2019/11/2019-11-21-FPBGSA-Guiding-Principles-FINAL-Approved-on-11-21-19.pdf>)). These Principles identify additional messages about how the Agency intends to implement SGMA.

Consideration and Use of Public Input

As described in this C&E Plan and to ensure consistency with SGMA Regulations (Section 354.10), the FPBGSA will conduct extensive and broad outreach efforts to engage and seek stakeholder input. To assure that this input is incorporated into the Board's decision-making, the Agency will conduct the following:

1. All public input will be assembled, documented, and maintained as part of the Agency's Administrative Record.
2. The Administrative Record will be maintained by the Clerk of the Board and will be available to the public at the United Water Conservation District.
3. The Agency will aim to make presentation materials available on its website three days prior to each public meeting.
4. The Agency will highlight public input received at each public meeting (questions and comments) in meeting minutes, which will be available on its website.
5. The Administrative Record will be updated prior to each Board Meeting and available to FPBGSA Board members and the public three days before a SGMA decision is made.
6. For each Board meeting at which a decision regarding the GSP shall be made, the Board packet shall include a summary of the public input relevant to that decision as of the time the packet is prepared. This summary shall also be verbally presented to the Board prior to its deliberation. The Board meeting minutes shall memorialize the Board's discussion and consideration of public input prior to Board's decision action.

Evaluation and Assessment

The FPBGSA will evaluate the effectiveness of its outreach and engagement methods throughout the process and in particular following each Stakeholder Workshop. Among the factors to be considered are:

- How well was the workshop attended?
- How did workshop participants find out about the meeting?
- What topics were participants most interested in during the workshop?
- Were the presentations clear and effective in conveying the information needed by stakeholders to understand and take part in GSP development?
- Was there ample time for discussion, questions, and answers?
- Did participants have an opportunity to provide meaningful input?

Appendix F provides an evaluation form that the Agency may use to obtain participant feedback.

Appendix A: Stakeholder List

The following table provides a list of Beneficial Users and potentially interested parties identified to date. This list will evolve during the GSP preparation process.

Beneficial User/Interested Party Category	Stakeholder Name
Beneficial User - public water system	Brownstone Mutual Water Company
Beneficial User - public water system	Citrus Mutual Water Company
Beneficial User - municipal well operator	City of Fillmore
Beneficial User – public water system	Community Mutual Water Company
Beneficial User – public water system	Fillmore Irrigation Company
Beneficial User – public water system	Goodenough Mutual Water Company
Beneficial User – public water system	Hardscrabble Mutual Water Company
Beneficial User – public water system	San Cayetano Mutual Water Company
Beneficial User – public water system	South Mountain Mutual Water Company
Beneficial User – public water system	Southside Improvement Company
Beneficial User – public water system	Storke Mutual Water Company
Beneficial Users – surface water users	Surface water users
Beneficial User – public water system	Timber Canyon Mutual Water Company
Beneficial User – public water system	Toland Road Water System
Beneficial User – public water system	Warring Water Service, Inc.
Beneficial User - public water system	United Water Conservation District
Beneficial Users - well owners, surface water users	UWCD rate payers
Public agency - agricultural	Agricultural Commissioner's Office
Public agency - housing	Area Housing Authority
Association - water agencies	Association of Water Agencies (AWAVC)
Special district - cemetery	Bardsdale Cemetery District
Public agency - library	Blanchard Library
Non-profit - youth	Boys and Girls Club of Santa Clara Valley
Public agency - education	Briggs Elementary School District
Non-profit - housing	Cabrillo Economic Development Corporation
Public agency - environmental	California Department of Fish and Wildlife
Non-profit - environmental	CalTrout
Public agency - city	City of Santa Paula
Non-profit - environmental	Climate First Replacing Oil and Gas (CFROG)
Business - tourist attraction	Fillmore & Western Railway
Association - business	Fillmore Association of Businesses

Appendix A: Stakeholder List (continued)

Public agency - fire protection	Fillmore Fire
Non-profit - fire protection	Fillmore Fire Foundation
Business - news media	Fillmore Gazette
Non-profit - historic museum	Fillmore Historical Museum
Public agency - library	Fillmore Library
Non-profit - community service	Fillmore Lions Club
Public agency - land use planning	Fillmore Planning Department
Public agency - police	Fillmore Police Department
Association - groundwater users	Fillmore Pumpers Association
Non-profit - community service	Fillmore Rotary Club
Public agency - public safety	Fillmore Search and Rescue
Public agency - education	Fillmore Unified School District
Other – interested individuals	Individuals who have signed up for the FPBGSA email list
Non-profit - environmental	Friends of the Santa Clara River
Non-profit - agricultural labor	House Farmworkers
Non-profit - environmental	Keep Sespe Wild
Non-profit - Latino community	League of United Latin American Citizens (LULAC) Santa Clara Valley
Union - labor	LiUNA! Southern California District Council of Laborer's
Non-profit - environmental	Los Padres Forest Watch
Non-profit - Latino community	LULAC District 17
Business - housing	Many Mansions
Public agency - education	Mupu Elementary School District
Public agency - environmental	National Marine Fisheries Service
Non-profit - teens	One Step a La Vez
Special district - cemetery	Piru Cemetery District
Non-profit - community	Piru Neighborhood Council
Association - groundwater users	Piru Pumpers Association
Non-profit - environmental	Santa Clara River Environmental Committee
Non-profit - environmental	Santa Clara River Steelhead Coalition
Public agency - environmental	Santa Clara River Watershed Committee
Non-profit - environmental	Santa Clara River Watershed Conservancy
Non-profit - health	Santa Clara Valley Hospice
Public agency – upstream GSA	Santa Clarita Valley Groundwater Sustainability Agency
Public transportation - transportation	Santa Paula Airport
Association - business	Santa Paula Chamber of Commerce
Non-profit - disaster preparedness	Santa Paula Citizen Corps
Public agency - housing	Santa Paula Housing Authority

Appendix A: Stakeholder List (continued)

Non-profit - Latino community	Santa Paula Latino Townhall
Association - religious	Santa Paula Ministerial Association
Public agency - police	Santa Paula Police
Non-profit - community service	Santa Paula Rotary
Business - news media	Santa Paula Times
Public agency - education	Santa Paula Unified School District
Non-profit - environmental	Sierra Club Los Padres Chapter
Non-profit - community service	Soroptomist International of Fillmore
Non-profit - homelessness	Spirit of Santa Paula
Public agency - environmental	State Coastal Conservancy
Non-profit - environmental	Surfrider Foundation
California Native American tribe (no official tribal lands within the Basins)	The Barbareño/Ventureño Band of Mission Indians
Business - news media	The Mountain Enterprise
Non-profit - environmental	The Nature Conservancy
Public agency - education, research	UC Santa Barbara - Riparian Invasion Research Laboratory
Public agency - education	University of California Cooperative Extension
Non-profit - environmental	Ventura Audubon Society
Non-profit - environmental	Ventura Coastkeeper
Public agency - county	Ventura County
Non-profit - labor, agriculture	Ventura County Coalition of Labor, Agriculture and Business (CoLAB)
Public agency - education	Ventura County Community College District (VCCCD)
Association - economic	Ventura County Economic Development Association (VCEDA)
Association - agriculture	Ventura County Farm Bureau
Public agency - fire protection	Ventura County Fire Department (VCFD)
Public agency - fire protection	Ventura County Fire Department (VCFD)
Public agency - land use planning	Ventura County Planning Division
Special district - environmental	Ventura County Resource Conservation District
Public agency - sheriff	Ventura County Sheriff's Office
Public agency - environmental	Watersheds Coalition of Ventura County
Non-profit – tribal, environmental	Wishtoyo Foundation

Appendix B: Preliminary Stakeholder Workshop List and Schedule

The following list is preliminary and subject to change based on the project schedule, stakeholder feedback, and the Board's discretion.

- **SGMA 101 and Basin Setting – April 2, 2020, Veteran's Memorial Building, 250 Central Avenue, Fillmore, 6 pm – 8 pm**
 - SGMA 101
 - Hydrogeological Conditions
 - Model preparation - preliminary discussion about the need, value, and timing for the model
 - Budget update
- **Model and Water Budget – June/July 2020 (Location to be determined [TBD])**
 - Technical discussion of the model
 - Water budget
 - Budget update
- **Sustainable Management Criteria - August/September 2020** (possible separate meetings for each Basin) (Location TBD)
 - Sustainability goals
 - Undesirable results
 - Minimum thresholds
 - Measurable objectives
 - Budget update
- **Proposed Projects and Management Actions - October 2020** (possible separate meeting for each Basin) (Locations TBD)
 - Proposed Projects and Management Actions to be considered in the GSP
 - Budget update
- **Public Draft GSPs – June 2021** (separate meeting for each basin) (Locations TBD)
 - Review of Public Draft GSP
 - Budget update

Appendix C: Stakeholder Workshop Outreach Tracking and Documentation Tool

Meeting Date/Location	Email-blast to Stakeholder List? when?	Mailings? When?	Flyer distributed at other meetings/events? Where and when?	Additional outreach and publicity (press release, ads, posting on other websites, notice in other newsletters)	Topics discussed at meeting	# of participants, interests represented	Evaluation, additional comments

Appendix D: Venues for Stakeholder Workshops

Venue	Venue Contact	Room Capacity	Availability (days/hours)	Audiovisual Equipment, Internet Access/Wifi	Parking	Accessible?	Cost
Veteran's Memorial Building 511 2nd Street, Fillmore	Julie Latshaw, jlatshaw@ci.fillmore.ca.us	Ballroom - 500 Back room - 175	24/7	Pull down screen, no projector, no WiFi	Limited parking in the back of the building, street parking. High School parking lot across the street available during non-school hours	Yes (ramp is located in back of building)	Ballroom: \$125/2 hours, \$275/6 hours Back room: \$50/2 hours, \$250/6 hours
Fillmore Adult Active Center 533 Santa Clara Street, Fillmore	Julie Latshaw, jlatshaw@ci.fillmore.ca.us	200	Weekdays after 5 pm and weekends	No equipment or WiFi, can project onto back wall	On-site	Yes	No charge
Piru Community Center 802 Orchard Street, Piru	Ventura County Parks Reservation Center: 805-654-3951	Large room- 125 Small room - 65	8 am-10 pm, 7 days/week	No equipment or WiFi	On-site	Yes	Large room: \$250; Small room: \$125 Plus \$20 reservation fee and \$275 security deposit, On-site security mandatory for events after 6 pm

Appendix A: Stakeholder List (continued)

Fillmore City Council Chamber 250 Central Avenue, Fillmore	Julie Latshaw, jlatshaw@ci.fillmore.ca.us	Varies depending on layout (dais not conducive for community meetings)	Varies	Must use own equipment; screen on the wall	Behind the building and street parking	Yes	No charge
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Appendix E: FPBGSA Board Director Outreach Documentation Tool

Agency/Organization	Meeting Date, Location	Stakeholder interests represented at meeting	GSP information shared/topic discussed	Notes/Comments

Appendix F: Stakeholder Workshop Evaluation Form

Fillmore Piru Basins Groundwater Sustainability Agency Groundwater Sustainability Plan Stakeholder Workshop Evaluation

Workshop Date: _____

Please answer the following questions about today's program by circling the appropriate number.

	Excellent	Good	Average	Poor	Very Poor	N/A No Opinion
	(5)	(4)	(3)	(2)	(1)	(0)
1. What is your overall rating of today's program?	5	4	3	2	1	0
2. Rate the usefulness to you of the information in today's program	5	4	3	2	1	0
3. Rate how clearly the material was presented	5	4	3	2	1	0
4. Rate the opportunity provided to ask questions, discuss concerns, and provide input to the GSP	5	4	3	2	1	0
5. Rate the location and accessibility of today's program	5	4	3	2	1	0
6. Rate the length of today's program	5	4	3	2	1	0

ADDITIONAL QUESTIONS AND SPACE FOR COMMENTS ON REVERSE SIDE

Appendix E: Stakeholder Workshop Evaluation Form (continued)

7. How did you hear about this meeting?

8. What information did you find to be most useful?

9. What additional information or presentations would be useful and interesting to you? *(Please provide your phone number and/or email address if you would like the Agency to contact you regarding this information.)*

10. What suggestions do you have to improve these meetings?

11. Please include any additional comments that you have regarding the event:



Item No. 4B Motion
DATE: February 20, 2020
TO: Board of Directors
FROM: Lisa Ballin, CSUS-CCE/DBS&A
SUBJECT: Agenda Outline for Stakeholder Workshop on April 2, 2020

SUMMARY

The Ad Hoc Committee has continued planning for the first Stakeholder Workshop. The Committee is seeking the Board's approval of the proposed agenda, input on options for Spanish interpretation at the workshop and remote access (recording, webinar, or livestream), and approval of associated expenditures.

RECCOMENDATION:

Board will review and consider approving the Agenda Outline for the Stakeholder Workshop scheduled for April 2, 2020 at the Veterans' Memorial Building in Fillmore

BACKGROUND

Please see summary.

FISCAL IMPACT

ATTACHMENTS A Agenda Outline for Stakeholder Workshop
B Proposal from Videographer

Proposed Motion: "Motion to approve the Agenda Outline for the Stakeholder Workshop scheduled for April 2, 2020 at the Veterans' Memorial Building in Fillmore."

Director _____ 2nd: Director _____

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

Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA)
Groundwater Sustainability Plan (GSP) Stakeholder Meeting 1 – April 2, 2020
Sustainable Groundwater Management Act (SGMA) 101 and Basin Setting
Planning Notes and Draft Agenda Outline as of February 4, 2020

At its January 8 and January 27, 2020 meetings, the Ad Hoc Stakeholder Engagement Committee discussed meeting logistics, design, content/agenda, and advertising for the first GSP Stakeholder Meeting. These notes reflect that discussion and will continue to be updated as the planning process continues.

- Provide 1 meeting for both basins
 - Supplement with presentation to Piru Neighborhood Council – **April 15, 2020**
- Location/Date:
 - Veteran's Memorial Building - April 2nd
- Time: 6 pm
- Overall Framing
 - Gear discussions toward answering the following questions:
 - Why is the GSA doing this?
 - What does SGMA mean for stakeholders?
 - What is the cost and what are stakeholders getting for their money?
 - Response to include: local control and a predictable, sustainable, reliable source of water for the future.
 - Keep it simple. Remind attendees that the GSA needs to regulate, however, our basins are unique and in better shape than other basins in the state. We need to address potential future conditions.
- Agenda/Content
 - Introduction – 5-10 minutes – Chair Long and Director McFadden
 - Introduce Board Members (all will be there)
 - Review agenda
 - Note – There will be ample time for Q&A following all the presentations. Index cards are available for those who would like to submit written comments and questions.
 - SGMA 101 – 15 min - Tony Morgan
 - Presentation – update prior presentation to include current DWR expectations and how they apply to these basins
 - Supplement with pre-recorded discussions on website.
 - Hydrogeological Conditions – 10 min - Tony Morgan and Timothy Moore
 - Current basin conditions relative to sustainability criteria
 - Model preparation – 10 min – Dan Detmer
 - Explain what the model is and why the GSA is paying for it (preliminary discussion about the need, value, and timing for the model)
 - Model is a tool to address sustainable management criteria, predict project effects
 - Public input on planned and potential projects
 - Less detailed than Board Meeting presentation, higher level
 - Budget update – 5 min – Tony Emmert
 - Current budget
 - Projected budget

- Q&A – 70-75 minutes – Chair Long and Director McFadden
 - Try to structure discussion by topic
 - Use comment cards
 - Be prepared to answer FAQs
- Roles
 - Overall responsibility – Chair Long and Director McFadden
 - Facilitator – Chair Long and Director McFadden
 - Support
 - Notetaking – Kris Sofley
 - Audio visual/tech – Kris Sofley
 - Refreshments - Kris Sofley
 - Spanish interpreter – Kris Sofley/Nancy Phillips to arrange
- Meeting Materials and Handouts (translated into Spanish – Kris/Nancy)
 - Handouts:
 - Budget – include website address and Facebook page for more information
 - FAQ
 - Provide materials in Spanish
 - PPTs – post on website 3 days prior to meeting
 - Basin boundary map – updated boundary, show wells – large format
- Additional Meeting format(s)/remote access – Kris Sofley/Lisa Ballin
 - Options for Board consideration:
 - Recording – consider cost
 - Webcast, record ppt – may have technical issues with hotspot
 - Facebook Livestream – may have technical issues with hotspot
- Advertising
 - Content:
 - Save the Date
 - Flyer with additional meeting information
 - Methods
 - Email list
 - Mail to those not on the email list
 - Include in UWCD and GSA bills
 - Social media posts
 - Newspaper ads/articles
 - Board Members to announce at their other organizational meetings

VIDEO PROPOSAL for (1) workshop video

Groundwater Sustainability Agency Stakeholder Engagement Workshops

Production Company:



Job Description: Non-stop video recording of each workshop estimated to be around 2 hours long with a single camera placed on a tripod. Capture Q&A (if any) as best as possible. Audio will be captured with a wireless mic (provided), or a direct line from location sound mixer (if provided and recommended) or directly from camera microphone. Basic beginning and ending titles, logos and credits will be included in the video as provided by client.

Each final video will be transferred to a thumb drive or external drive (provided by client) for final delivery. Half of the payment for specified shoot day shall be provided on the day of the event and the second half provided when the video is finalized. Included in the editing cost will be up to (1) revision of the edited video. Videos will be finalized no later than (2) weeks after each shoot unless specified by client.

----- Crew

Director/Camera: (Aurelio Ocampo, Jr. or other) =\$350
Editing, color correcting, file managing: \$150/day x 1 day=\$150

Equipment

Included in the camera package:
Camera (Panasonic Gh5, Tripod and a Wireless microphone for speaker)

Travel and Meals.....\$50

Total: \$550 (per workshop video)



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. 4C Motion
DATE: February 20, 2020
TO: Board of Directors
FROM: Scott Nave, Legal Counsel
SUBJECT: Resolution 2020-01 Approving and Amending the Agency's Bylaws

SUMMARY

The Board has already approved of language outlining the Agency's Social Media use and guidelines policy, incorporated into the Agency's existing bylaws as Article 15. This language was provided for review by City of Fillmore's legal counsel and UWCD's legal counsel. The County's legal counsel, Leroy Smith, contends that the FPBGSA is a separate legal entity from the County created by a Joint Powers Agreement. Article 11 of that agreement states that bylaws are to be adopted and/or amended by the Board of Directors of the JPA, therefore, it is up to the Board of Directors, with input from the agency staff, to approve or amend the bylaws. Agency's legal counsel is in agreement with Mr. Smith.

RECOMMENDATION:

The Board will review and adopt Resolution 2020-01 approving the amendment of the Agency's bylaws to include Article 15, Social Media policy.

BACKGROUND

Please see summary.

FISCAL IMPACT

There is no fiscal impact for this motion.

ATTACHMENTS

- A. Draft copy of amended bylaws**
- B. Resolution 2020-01 Approving the amendment of the Agency's bylaws**

Proposed Motion: "Motion to adopt Resolution 2020-01 approving the amendment of the Agency's bylaws to include Article 15, Social Media policy."

Director _____

2nd: Director _____

Voice/Roll call vote: Director Holmgrens:

Director Kimball:

Director Long:

Director McFadden:

Director Meneghin:

Director Pace:

BYLAWS

of the

Fillmore and Piru Basins Groundwater

Sustainability Agency

November 21, 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 Agency 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 listed on a report by check number, vendor and amount, and approved by the Board prior to the issuance of a payment. 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

- (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. SOCIAL MEDIA GUIDELINES

15.1 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.

o 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.

ARTICLE 16. DEFINITIONS AND CONSTRUCTION

16.1 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 January 16, 2020, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chair

ATTEST:

Secretary

[Seal]



Fillmore and Piru Basins
Groundwater Sustainability Agency

Item No. **5A Information Item**

DATE: **February 20, 2020**

TO: **Board of Directors**

FROM: **Dr. Zachary Hanson, UWCD**

SUBJECT: **Summary of Historical Water Budgets**

SUMMARY

As background for preparation of the Agency's GSPs, the Board will receive a presentation from Dr. Hanson providing an historical overview of the area's water budgets.

RECOMMENDATION:

The Board will receive the presentation and ask questions or seek clarification accordingly.

BACKGROUND

Please see summary.

FISCAL IMPACT

There is no fiscal impact for this item.

ATTACHMENTS

None



Item No. **5B Information Item**

DATE: **February 20, 2020**

TO: **Board of Directors**

FROM: **Tim Moore, Daniel B. Stephens & Associates**

SUBJECT: **Monitoring Plan and Data Gaps presentation**

SUMMARY

Daniel B. Stephens & Associates' Tim Moore will present on overview of the Agency's Monitoring Plan and Data Gaps.

RECOMMENDED ACTION

BACKGROUND

Daniel B. Stephens & Associates, Inc. (DBS&A) is in the process of preparing a Draft Fillmore and Piru Groundwater Basins Monitoring Networks and Data Gap Analysis Technical Memorandum (Tech Memo) for the FPBGSA as a contract deliverable that is intended to be included as an appendix in the Agency's final GSPs.

The Tech Memo is intended to describe the historical data sets and established monitoring networks in the basins. Draft Tech Memo components include:

- Historical available groundwater and water quality dataset distribution;
- Established monitoring sites distribution;
- Trends analysis of groundwater level and groundwater quality constituents;
- Potential temporal and spatial data gaps;
- Recommendations on how refinement and expansion of the existing monitoring programs might minimize or eliminate data gaps, especially in critical areas.

SGMA requires aquifer-specific evaluation which will be a challenge in these basins (and in many basins across the State) as many existing monitoring sites utilize privately owned agricultural wells or municipal wells potentially screened across multiple water-bearing units.

FISCAL IMPACT: included is GSP Development Budget

ATTACHMENTS: None