



## AGENDA

**October 24, 2024, at 3:00 pm**

Council Chambers, Ojai City Hall

401 South Ventura Street, Ojai, CA 93023

**Phone:** 805.640.1207 **Web site:** obgma.com

**Email:** [obgma@aol.com](mailto:obgma@aol.com)

### Board of Directors

Richard Hajas, Casitas Municipal Water District

Jim Finch, Ojai Water Conservation District

Peter Thielke, Mutual Water Companies

Bob Daddi, Community Facilities District

Andrew Whitman, City of Ojai

### Zoom Teleconferencing for Public Call in Participation:

1. Zoom Dial in Information: 1-669-900-9128, Meeting ID: 827 5712 7464, Password: 218792.

### For Public Viewing

2. Zoom Meeting

Link: <https://us02web.zoom.us/j/82757127464?pwd=Rm5JenhNUDNvRVovaEUwMzdScnFRdz09>

3. [www.OBGMA.com](http://www.OBGMA.com)

4. City of Ojai YouTube Channel at:

<https://www.youtube.com/channel/UC3DhCB5Z1DynNC7n8qcNeDQ/live> (2 Minute delay of transmission)

5. In Ojai, CA: Spectrum Channel 10.

**Public Comments:** Members of the public may provide public comments under Item 6 or on each agenda item presented herein. Please wait until the Board Chair asks if any members of the public wish to comment. This will provide for orderly participation during the meeting.

Members of the public may also submit written public comments in advance via e-mail no later than 12:00 p.m. on the day of the meeting. Public comment e-mails should be sent to

[OBGMA@aol.com](mailto:OBGMA@aol.com) "Attention Board of Directors".

## 1. CALL TO ORDER AND ROLL CALL

## 2. PLEDGE OF ALLEGIANCE

## 3. DIRECTOR ANNOUNCEMENTS/REPORTS/COMMENTS

- Mutual Water Companies
- Ojai Water Conservation District
- City of Ojai
- Casitas Municipal Water District
- Community Facilities District – CMWD Ojai Service Area

#### **4. GENERAL MANAGER COMMENTS**

#### **5. BASIN STATUS REPORTS**

- Current Status of Basin: Input, Output, and Storage

#### **6. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

The Board will receive comments from the public at this time. Other than for emergency items, no action can be taken during this period. Matters raised at this time may be briefly discussed by the Board and will generally be referred to staff and/or placed on a subsequent agenda.

#### **7. CONSENT AGENDA**

- a) Financial Report for September 2024
- b) Minutes of September 26, 2024, meeting

#### **8. ACTION ITEMS**

- a) Fiscal Year 2024-25 Budget
  - Approve the Budget for Fiscal Year 2024-25
- b) Employment Agreements
  - Approve the Employment Agreement with Cece Vandermeer for the period October 1, 2024, to September 30, 2025
  - Approve the Employment Agreement with Tara Ransom for the period October 1, 2024, to September 30, 2025
- c) November and December Board Meetings
  - Consider moving November 28, 2024, Board meeting to November 21, 2024.
  - Consider cancelling the December 26, 2024, Board meeting.

#### **9. DISCUSSION ITEMS**

- a) Legislative Ad-Hoc Committee Update
- b) Meter Compliance Ad-Hoc Committee Update

#### **10. ADJOURNMENT**

The regular meetings of the Ojai Basin Groundwater Management Agency are scheduled for the last Thursday of each month. The meeting agenda will be posted at Ojai City Hall and the OBGMA website 72 hours prior to the meeting.

The next regular meeting of the Ojai Basin Groundwater Management Agency is scheduled for November 28, 2024, at 3:00 p.m. to be held in the Council Chambers at Ojai City Hall and by Zoom Teleconferencing. Please contact OBGMA by email at [obgma@aol.com](mailto:obgma@aol.com) or by calling 805.640.1207 with any questions.



**OBGMA**  
Budget Actuals FYTD 23/24

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD
<b>Beginning Bank Balance</b>													
Checking	53,370.69	98,401.77	112,952.56	117,678.55	147,685.03	134,104.00	95,562.03	118,966.70	103,184.30	99,791.35	137,375.94	137,209.27	
Savings	5,023.80	5,023.80	5,023.80	5,024.43	5,024.43	5,024.43	20,025.13	20,025.13	20,025.13	20,027.62	40,027.62	45,027.62	
	<b>58,394.49</b>	<b>103,425.57</b>	<b>117,976.36</b>	<b>122,702.98</b>	<b>152,709.46</b>	<b>139,128.43</b>	<b>115,587.16</b>	<b>138,991.83</b>	<b>123,209.43</b>	<b>119,818.97</b>	<b>177,403.56</b>	<b>182,236.89</b>	
<b>Income</b>													
Returned Check Charges													
GSP Extraction Fees	34,707.16	11,041.73	4,340.84	30,138.87	6,032.76	1,975.46	24,290.11	4,441.10	2,577.67	48,530.60	8,420.44	525.00	<b>177,021.74</b>
Well Head Fee	4,915.57	6,914.71	2,871.00	8,471.44	3,830.39	1,365.00	6,370.00	4,615.00	328.70	7,405.88	4,058.16	222.50	<b>51,568.35</b>
Interest Charges	115.07	349.18		27.50	102.77	69.43	15.75	24.83		117.00	114.74	2.50	<b>938.77</b>
Recordation Fee	358.07	464.40	119.00	636.65	220.00	100.00	420.00	245.00	22.22	369.68	202.17	5.00	<b>3,162.19</b>
Extraction Charges	24,118.16	10,747.93	1,025.25	21,213.02	4,122.52	1,403.00	10,186.34	1,934.63	8,001.66	17,000.02	3,215.88	212.50	<b>103,180.91</b>
Savings Acct Interest			0.63			0.70			2.49			4.95	<b>3.82</b>
<b>Total Income</b>	<b>64,214.03</b>	<b>29,517.95</b>	<b>8,356.72</b>	<b>60,487.48</b>	<b>14,308.44</b>	<b>4,913.59</b>	<b>41,282.20</b>	<b>11,260.56</b>	<b>10,932.74</b>	<b>73,423.18</b>	<b>16,011.39</b>	<b>972.45</b>	<b>335,675.78</b>
<b>Total Expense</b>	<b>64,214.03</b>	<b>29,517.95</b>	<b>8,356.72</b>	<b>60,487.48</b>	<b>14,308.44</b>	<b>4,913.59</b>	<b>41,282.20</b>	<b>11,260.56</b>	<b>10,932.74</b>	<b>73,423.18</b>	<b>16,011.39</b>	<b>972.45</b>	<b>334,708.28</b>
<b>Expense</b>													
Equipment Purchased													
Advertising	97.75		432.14										<b>529.89</b>
Computer Repairs													
Dues & Subscriptions					100.00		586.24			279.92			<b>100.00</b>
Printing and Reproduction													<b>866.16</b>
Liability Insurance						3,308.00							<b>3,308.00</b>
Postage and Delivery	367.99	19.99	119.99	89.98	19.99	19.99	198.05	14.46	128.66	101.61	26.34	19.99	<b>1,127.04</b>
Bank Service Charges													
Workers Comp Ins	(100.00)						530.24						<b>430.24</b>
Office Supplies	(254.07)	1,796.07	143.03	2,026.74	96.25	700.00	611.66	2,175.79	1,953.98	118.06	3,002.59	199.35	<b>3,410.35</b>
Payroll Expenses	2,806.88	2,614.83	2,393.34	3,888.87	3,888.87	2,526.55	1,856.46	2,175.79	1,953.98	2,320.87	3,002.59	1,334.86	<b>28,401.76</b>
Professional Fees	14,657.51	10,347.94		25,855.18	24,145.20	10,732.14	11,833.77	15,502.88	11,585.00	11,351.39	12,976.18	14,584.63	<b>163,571.82</b>
Website Expense													
Rent	923.00	923.00	923.00	1,046.00	800.00	923.00	923.00	923.00	923.00	917.00	917.00	926.00	<b>11,067.00</b>
Travel													
Telecommunications	68.52	77.97	77.97	77.97	77.97	79.98	79.98	79.98	79.98	79.98	101.23	101.23	<b>982.76</b>
<b>Total Expense</b>	<b>18,567.58</b>	<b>15,779.80</b>	<b>4,089.47</b>	<b>29,095.87</b>	<b>28,628.28</b>	<b>18,289.66</b>	<b>16,619.40</b>	<b>18,696.11</b>	<b>14,788.68</b>	<b>15,050.77</b>	<b>17,023.34</b>	<b>17,166.06</b>	<b>213,795.02</b>
<b>Net Ordinary Income</b>	<b>45,646.45</b>	<b>13,738.15</b>	<b>4,267.25</b>	<b>31,391.61</b>	<b>(4,319.84)</b>	<b>(13,376.07)</b>	<b>24,662.80</b>	<b>(7,435.55)</b>	<b>(3,855.94)</b>	<b>58,372.41</b>	<b>(1,011.95)</b>	<b>(16,193.61)</b>	<b>120,913.26</b>
<b>Grant Activity</b>													
WCB Grant Income													
WCB (WS) Expenses													
GSP Expenses						10,800.00		8,890.00					<b>19,690.00</b>
								<b>(8,890.00)</b>					<b>(19,690.00)</b>
<b>Net Income</b>	<b>45,646.45</b>	<b>13,738.15</b>	<b>4,267.25</b>	<b>31,391.61</b>	<b>(4,319.84)</b>	<b>(13,376.07)</b>	<b>24,662.80</b>	<b>(16,325.55)</b>	<b>(3,855.94)</b>	<b>58,372.41</b>	<b>(1,011.95)</b>	<b>(16,193.61)</b>	<b>101,223.26</b>
<b>Other Adjustments</b>													
Deposit Paid													
Transfer to Savings						15,000.00				20,000.00	5,000.00	5,000.00	
Transfer From Savings													
Customer Well Deposit													
Payroll Tax Liab Payments	1,460.22			1,828.31			1,724.46			1,448.44			
Payroll Liab on hold	516.76	543.89	459.37	443.18	738.81	634.80	466.33	543.15	465.48	549.12	686.53	369.36	
Customer Overpayments	328.09	268.75								111.50	158.75		
Nominal Over/Short													
Customer Credits Applied													
Refunds													
State Comp Fund Dividend													
Rent Reimbursement													
Customer Reimbursement													
<b>Ending Bank Balance</b>													
Checking	98,401.77	112,952.56	117,678.55	147,685.03	134,104.00	95,562.03	118,966.70	103,184.30	99,791.35	137,375.94	137,209.27	121,380.07	
Savings	5,023.80	5,023.80	5,024.43	5,024.43	5,024.43	5,025.13	20,025.13	20,025.13	20,027.62	40,027.62	45,027.62	50,032.57	
	<b>103,425.57</b>	<b>117,976.36</b>	<b>122,702.98</b>	<b>152,709.46</b>	<b>139,128.43</b>	<b>115,587.16</b>	<b>138,991.83</b>	<b>123,209.43</b>	<b>119,818.97</b>	<b>177,403.56</b>	<b>182,236.89</b>	<b>171,412.64</b>	

**OBGMA**  
**Cash Flow**  
As of September 30, 2024

Sep 30, 24

---

**Beginning Cash Balances as of August 31, 2024**

Bank of the Sierra-Checking	137,209.27
Bank of the Sierra-Savings	45,027.62
	<u>182,236.89</u>

**Inflows**

GSP Extraction	525.00
Well Head Fee	222.50
Late Charge On Extraction	2.50
Recordation Fee	5.00
Extraction Charges	212.50
Savings account Interest	4.95
Well Deposit	5,000.00
	<u>5,972.45</u>

**Outflows**

Postage and Delivery	19.99
Office Supplies	199.35
Payroll Expenses	965.50
Professional Fees	14,584.63
Rent	926.00
Telephone	101.23
	<u>16,796.70</u>

**Ending Cash Balances as of September 30, 2024**

Bank of the Sierra-Checking	121,380.07
Bank of the Sierra-Savings	50,032.57
	<u>171,412.64</u>

**Net Change in Financial Position (10,824.25)**

10:20 AM

10/16/24

# OBGMA Reconciliation Summary

Bank of the Sierra-Checking, Period Ending 09/30/2024

---

	Sep 30, 24	
<b>Beginning Balance</b>		151,649.26
<b>Cleared Transactions</b>		
Checks and Payments - 15 items	-23,600.44	
Deposits and Credits - 1 item	967.50	
<b>Total Cleared Transactions</b>	-22,632.94	
<b>Cleared Balance</b>		<b>129,016.32</b>
<b>Uncleared Transactions</b>		
Checks and Payments - 6 items	-12,636.25	
Deposits and Credits - 1 item	5,000.00	
<b>Total Uncleared Transactions</b>	-7,636.25	
<b>Register Balance as of 09/30/2024</b>		<b>121,380.07</b>
<b>New Transactions</b>		
Checks and Payments - 4 items	-2,141.54	
Deposits and Credits - 4 items	80,658.25	
<b>Total New Transactions</b>	78,516.71	
<b>Ending Balance</b>		<b>199,896.78</b>

# OBGMA Reconciliation Detail

Bank of the Sierra-Savings, Period Ending 09/30/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						45,027.62
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	09/30/2024			X	4.95	4.95
Transfer	09/30/2024	ACH		X	5,000.00	5,004.95
Total Deposits and Credits					5,004.95	5,004.95
Total Cleared Transactions					5,004.95	5,004.95
Cleared Balance					5,004.95	50,032.57
Register Balance as of 09/30/2024					5,004.95	50,032.57
<b>Ending Balance</b>					<b>5,004.95</b>	<b>50,032.57</b>



**OBGMA**  
**Disbursements**  
As of September 30, 2024

Date	Num	Name	Split	Amount
09/02/2024	ACH	Condor Self Storage	Rent	-126.00
09/09/2024	ACH	JStreet Technology Inc	Professional Fees	-1,102.50
09/16/2024	ACH	Spectrum	Telecommunications	-101.23
09/19/2024	ACH	Staples	Office Supplies	-164.35
09/25/2024	ACH	Stamps.com	Postage and Delivery	-19.99
09/01/2024	3619	Kear Groundwater	Professional Fees	-2,453.38
09/23/2024	3620	417 Bryant Circle LLC	Rent	-800.00
09/23/2024	3621	Casitas Municipal Water District	Professional Fees	-1,785.00
09/23/2024	3622	Cece VanDerMeer	Office Supplies	-35.00
09/23/2024	3623	Hollister & Brace, Attorneys at Law	Professional Fees	-9,018.75
09/23/2024	3624	Michelle Gaston	Professional Fees	-225.00
09/25/2024	3625	VanDerMeer, Cece A	Payroll	-965.50

-16,796.70

**-16,796.70**

# OBGMA EXTRACTION CHARGES BY PERIOD

## 2023/2024 Water Year

Oct/Nov/Dec 2023	(1-2024)			(\$25/acre for		
	Acre Feet	Charges	Well Head	Recordation	GSP Fees	Total Rec'd
Agriculture	411.08	\$10,318.09				
Dom/Land	56.27	\$1,480.00				
Muni/Indus	11.70	\$292.50				
CMWD	401.70	\$10,042.50				
<b>Totals</b>	<b>880.75</b>	<b>\$22,133.09</b>	<b>\$10,205.00</b>	<b>\$730.00</b>	<b>\$31,841.64</b>	<b>\$64,909.73</b>

Jan/Feb/Mar 2024	(2-2024)			(\$25/acre for		
	Acre Feet	Charges	Well Head	Recordation	GSP Fees	Total Rec'd
Agriculture	105.82	\$3,034.09				
Dom/Land	51.88	\$1,629.75				
Muni/Indus	2.16	\$70.00				
CMWD	221.10	\$5,527.50				
<b>Totals</b>	<b>380.96</b>	<b>\$10,261.34</b>	<b>\$9,555.00</b>	<b>\$535.00</b>	<b>\$28,957.84</b>	<b>\$49,309.18</b>

April/May/June 2024	(3-2024)			(\$25/acre for		
	Acre Feet	Charges	Well Head	Recordation	GSP Fees	Total Rec'd
Agriculture	383.45	\$9,801.55				
Dom/Land	98.32	\$1,913.41				
Muni/Indus	8.40	\$210.00				
CMWD	335.89	\$8,397.25				
<b>Totals</b>	<b>826.06</b>	<b>\$20,322.21</b>	<b>\$9,257.50</b>	<b>\$550.00</b>	<b>\$58,477.36</b>	<b>\$88,607.07</b>

Jul/Aug/Sept 2024	(4-2024)			(\$25/acre for		
	Acre Feet	Charges	Well Head	Recordation	GSP Fees	Total Rec'd
Agriculture	213.68	\$5,352.14				
Dom/Land	4.63	\$150.00				
Muni/Indus						
CMWD	539.96	\$13,499.00				
<b>Totals</b>	<b>758.27</b>	<b>\$19,001.14</b>	<b>\$1,300.00</b>	<b>\$85.00</b>	<b>\$54,753.52</b>	<b>\$75,139.66</b>

**Total for water YTD 10/1/23- 9/30/24**

Acre Feet	Charges	Well Head Fee	Recordation F	GSP Fees	Total Rec'd
2846.04	\$ 71,717.78	\$30,317.50	\$1,900.00	\$174,030.36	\$277,965.64

OJAI BASIN GROUNDWATER MANAGEMENT AGENCY  
Minutes of the Regular Board Meeting of September 26, 2024

The Regular Meeting of September 26, 2024, of the Ojai Basin Groundwater Management Agency was called to order at 3:00 PM in the Council Chambers, Ojai City Hall, 401 S. Ventura Street, Ojai, CA 93023.

**Attendees were:** Board Members: Richard Hajas, Emily Ayala, Bob Daddi, Peter Thielke and Andrew Whitman (arrived at 3:30). General Manager Julia Aranda and Secretary/Treasurer Cece VanDerMeer.

Also in attendance: Jordan Kear, Consultant.

1. **Call to Order and Roll Call:** Chair Hajas called the meeting to order at 3:00pm. VanDerMeer called the roll.

2. **Pledge of Allegiance:** Led by Hajas.

3. **Director Announcements/Reports/Comments:**

Mutuals: None

Ojai Water Conservation District: None

City of Ojai: None, Arrived at 3:30

Casitas Municipal Water District: None

Community Facilities District Report: None

4. **GENERAL MANAGER COMMENTS:**

Julia Aranda reported that she was supposed to have a meeting with the Ojai Board of Realtors, but it had to be rescheduled. Aranda stated that there was a DWR grant for a stream measurement gauge, and with assistance from Kear and Dudek, an application was submitted. Aranda reported that the DWR held a 10-year anniversary of SGMA webinar. Aranda stated that Casitas Municipal Water District will have a booth at Ojai Day on October 19, 2024, and she will be in attendance and will provide information on the OBGMA. Aranda reported that the Small Coalition of GMAs will be meeting in November, and she will be participating online.

5. **BASIN STATUS REPORT:**

Jordan Kear had a presentation "On the Hydrologic Edge". Kear reported the Key Well was 91.5' below ground level and there was 67,200 acre-feet in the basin.

**6. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA:**

None

**7. CONSENT AGENDA:**

a. Daddi motioned to approve the Consent Agenda Items. Thielke seconded. The minutes were approved unanimously.

Roll Call vote:

Ayes: Thielke, Daddi and Hajas (Ayala abstained)

Noes: None

**8. ACTION ITEMS:**

**a. Item: Well Verification, APN 024-0-141-025, 300 Longhorn Lane.**

The Board discussed Resolution No. 2024-03 authorizing the well application for 300 Longhorn Lane. Thielke motioned to approve Resolution No. 2024-03. Daddi seconded. The motion was approved unanimously.

Roll call vote:

Ayes: Daddi, Thielke, Ayala and Hajas

Noes: None

**b. Item: Financial Statements for Fiscal Years 2020-21, 2021-22 and 2022-23.**

The Board reviewed and approved the Financial Statements for the Fiscal Years ending September 30, 2023, 2022, 2021 and 2020 prepared by Farber, Hass, Hurley, LLP. The motion was approved unanimously. Ayala motioned to approve the Financial Statements. Daddi seconded.

The motion was approved unanimously.

Roll call vote:

Ayes: Daddi, Thielke, Ayala, Whitman and Hajas

Noes: None

**c. Item: Establishing an Updated Process and Criteria for Administering Water Well Registration and Verification Requests.**

The Board discussed adopting Resolution 2024-04 Establishing an Updated Process and Criteria for Administering Water Well Registration and Verification Requests. Daddi motioned to approve Resolution 2024-04. Thielke seconded.

Roll call vote:

Ayes: Daddi, Thielke, Ayala, Whitman and Hajas.

Noes: None

**d. Item: Authorize Access Database Consulting Services.**

Aranda stated that the initial allotted funds for the Access database have been exhausted. Aranda is requesting authorization to engage J Street Consulting for Access database support in an amount not to exceed \$5,000.00. Thielke motioned to approve the additional \$5,000.00. Ayala seconded.

Roll call vote:

Ayes: Daddi, Thielke, Ayala, Whitman and Hajas.

Noes: None

**e. Item: Reschedule October Board Meeting:**

The Board discussed moving the October 31, 2024, Board Meeting to October 24, 2024. Daddi motioned to approve the moving of the Board meeting from October 31, 2024, to October 24, 2024. Ayala seconded.

Roll Call vote:

Ayes: Daddi, Thielke, Ayala, Whitman and Hajas.

Noes: None

**9. DISCUSSION ITEMS:**

**a. Draft Budget for Fiscal Year 2024-25:**

Aranda presented a Draft Budget, noting the GSP fee will increase to \$100.00 per quarter for FY 2024-25. The Final Budget will be presented at the next meeting.

**b. Legislative Ad-Hoc Committee Update:**

The Legislative Ad-Hoc Committee did not meet.

**c. Meter Compliance Ad-Hoc Committee Update:**

The Meter Compliance Ad-Hoc Committee did not meet.

**10. ADJOURNMENT**

The meeting was adjourned at 3:45 pm. The next regular scheduled meeting will be October 24, 2024, at 3:00 p.m. in the Council Chamber in Ojai City Hall, 401 S. Ventura Street, Ojai.

**ATTEST:** \_\_\_\_\_



# Ojai Basin Groundwater Management Agency

---

## Memorandum

**To:** Board of Directors  
**From:** Julia Aranda, PE, General Manager  
**Subject:** Fiscal Year 2024-2025 Budget  
October 24, 2024

---

### **Recommendation**

- Adopt Fiscal Year 2024-2025 Budget

The Fiscal Year (FY) 2024-25 Budget is attached for review. The Board reviewed a draft FY 2024-25 budget at their meeting of September 2, 2024. The values for Actual Expenses as of September 30, 2024, have been updated.

The anticipated income is based on 3,000 acre-feet (AF) of extractions for the fiscal year and the scheduled increase of the Groundwater Sustainability Plan (GSP) Fee from \$75 per AF to \$100 per AF, effective October 1, 2024. This increase was adopted at the November 30, 2023, Board meeting.

Significant expenses anticipated for GSP Implementation in FY 2024-25 are:

- Prepare Groundwater Dependent Ecosystems Assessment
- Develop Comprehensive Conjunctive Use Plan
- Develop Data Management System

The proposed budget includes a five percent increase to the hourly rate for part-time administrative staff and the contractual increase with Casitas Municipal Water District for the General Manager's services. A Financial Report for FY 2023-2024 will be presented at the November Board meeting, once all income and expenses have been incurred.

Attachment:

Fiscal Year 2024-25 Budget

OJAI BASIN GROUNDWATER MANAGEMENT AGENCY					
ANNUAL BUDGET FY 2024-25					
October 1 - September 30					
FINAL					
DESCRIPTION	FY 2023-24			FY 2024-25	
	ACTUAL AT 9/30/24	BUDGET	ACTUAL VS. BUDGET	PROPOSED	
<b>INCOME</b>					
GSP EXTRACTION FEE	\$ 177,021.74	\$ 130,000.00	\$ 47,021.74	\$	300,000.00
EXTRACTION CHARGES	\$ 103,180.91	\$ 100,000.00	\$ 3,180.91	\$	75,000.00
WELLHEAD FEE	\$ 51,368.35	\$ 40,000.00	\$ 11,368.35	\$	55,000.00
RECORDATION FEE	\$ 3,162.19	\$ 2,000.00	\$ 1,162.19	\$	3,000.00
LATE FEES	\$ -	\$ -	\$ -	\$	1,000.00
INTEREST ON EXTRACTION CHARGES	\$ 947.54	\$ 20.00	\$ 927.54	\$	-
GRANT INCOME	\$ -	\$ -	\$ -	\$	-
INTEREST INCOME	\$ -	\$ 5.00	\$ (5.00)	\$	5.00
<b>TOTAL INCOME</b>	<b>\$ 335,680.73</b>	<b>\$ 272,025.00</b>	<b>\$ 63,655.73</b>	<b>\$</b>	<b>434,005.00</b>
<b>EXPENSES</b>					
PAYROLL	\$ 28,832.00	\$ 25,000.00	\$ 3,832.00	\$	48,000.00
OUTSIDE SERVICES <sup>1</sup>	\$ -	\$ 27,000.00	\$ (27,000.00)	\$	22,500.00
PROFESSIONAL FEES <sup>2</sup>	\$ 163,571.82	\$ 50,000.00	\$ 113,571.82	\$	129,700.00
OFFICE/ADMINISTRATIVE EXPENSES <sup>3</sup>	\$ 7,016.20	\$ 7,000.00	\$ 16.20	\$	5,000.00
INSURANCE	\$ 3,308.00	\$ 5,000.00	\$ (1,692.00)	\$	5,000.00
RENT <sup>4</sup>	\$ 11,067.00	\$ 10,000.00	\$ 1,067.00	\$	12,000.00
GSP IMPLEMENTATION <sup>5</sup>		\$ 145,470.00	\$ (145,470.00)	\$	85,000.00
GRANT EXPENSE	\$ -	\$ -	\$ -	\$	-
<b>TOTAL EXPENSES</b>	<b>\$ 213,795.02</b>	<b>\$ 269,470.00</b>	<b>\$ (55,674.98)</b>	<b>\$</b>	<b>307,200.00</b>
<b>INCOME LESS EXPENSES</b>	<b>\$ 121,885.71</b>	<b>\$ 2,555.00</b>	<b>\$ 119,330.71</b>	<b>\$</b>	<b>126,805.00</b>
<sup>1</sup> WEBSITE MANAGER, ACCESS DATABASE SUPPORT					
<sup>2</sup> HYDROGEOLOGIST, AUDITOR, LEGAL, BOOKKEEPER, GENERAL MANAGER					
<sup>3</sup> POSTAGE, OFFICE SUPPLIES, BANK CHARGES, INTERNET, TELEPHONE, OFFICE EQUIPMENT					
<sup>4</sup> OFFICE, STORAGE UNIT					
<sup>5</sup> CONSULTANT SUPPORT					



# Ojai Basin Groundwater Management Agency

---

## Memorandum

**To:** Board of Directors  
**From:** Julia Aranda, PE, General Manager  
**Subject:** Employment Agreements  
October 24, 2024

---

### **Recommendation**

- Approve the Employment Agreement with Cece Vandermeer effective October 1, 2024
- Approve the Employment Agreement with Tara Ransom effective October 1, 2024

OBGMA employs two part-time staff, an Administrative Assistant/Clerk of the Board and a Database Administrator. These positions are necessary to manage the business and official proceedings of OBGMA. The attached Employment Agreements formalize the duties of each position and establish their respective hourly wage.

Paid sick leave of 40 hours is provided based on California law and is applicable to all employees who work at least 30 days within a year including part-time employees. OBGMA legal counsel has reviewed the Agreements.

### Attachments:

Employment Agreement with Cece Vandermeer  
Employment Agreement with Tara Ransom

Cece Vandemeer  
508 Lion Street  
Ojai CA 93023

This Employment Agreement is to memorialize the compensation and associated benefits for the position of part-time Administrative Assistant for the Ojai Basin Groundwater Management Agency (OBGMA).

**Position Title:** Administrative Assistant/Clerk of the Board.

**1. Employment, Duties and Responsibilities.** Your employment shall be with the Ojai Basin Groundwater Management Agency (OBGMA) as the Administrative Assistant/Clerk of the Board. You shall report to and perform as directed by the Agency's General Manager and/or Board of Directors.

Under general direction, provides administrative, clerical, secretarial and office support to the General Manager, Board of Directors and Agency committees; receives general direction from the General Manager. May exercise direct and indirect supervision over assigned temporary staff, contract employees and volunteers.

Serves as the OBGMA's Clerk of the Board; coordinates the swearing in ceremonies for new Board members; assures Board Members designated staff and consultants file Form 700 – "Conflict of Interest Statements", as required by law.

Responsible for the preparation of Agency agendas, in coordination with the General Manager, and for noticing the date, time and location of Agency public meetings. Distributes agendas to Board members and to members of the public, as requested; ensures the Board meeting room is properly set up and prepared; coordinates Board meeting facilities with City of Ojai.

Attends Board meetings and Board committee meetings, schedules meetings, and recordation of items and actions presented in agendas before the Board.

Prepares and maintains the official minutes of all Board and committee proceedings, records, ordinances, resolutions, contracts, and other official OBGMA documents and public records.

Attests, publishes, posts, indexes, and files ordinances and other OBGMA public records; maintains OBGMA records and files: makes available public access to all Agency records as required by law; maintains, tracks and disseminates OBGMA policies and procedures.

Replies to letters, emails and phone inquiries requiring judgment, initiative and interpretation of policies, procedures, practices, codes, and laws.

Researches and assembles information; verifies that information or data is complete and accurate.

Prepares and mails Extraction Statements; receives completed Extraction Statements and payments; deposits extraction payments into the OBGMA's bank accounts.

Position, duties, and responsibilities may be modified from time to time at the sole discretion of the OBGMA.

Performs other duties as required.

**2. Effective Date** This agreement will be effective October 1, 2024. In the event the Board approves the Agreement after October 1, 2024, the terms of the Agreement shall be retroactive to that date.

**3. Hours and Schedule of Work.** The normal schedule of work shall be at the Agency office 4 hours per day, Monday, Wednesday, and Friday. Your typical work week shall average 12 hours. This schedule may be modified from time to time based upon necessity and approval of the General Manager or at the direction of the Board of Directors.

**4. Minimum Requirements.** The position of Administrative Assistant/Clerk of the Board requires a minimum of 5 years' experience of progressively increased duties and responsibilities as outlined above. The position requires strong written and oral communication skills and the ability to represent the Agency as a skilled professional. The position requires strong basic math skills as related to general bookkeeping, translating graphical representations of data generated by the Agency operations. The position requires experience and knowledge in the operation of standard office software, including: Microsoft Windows, Word, Excel, and electronic office document systems. The position also requires an ability to learn new software applications and expand the use of standard applications to improve OBGMA operations.

The position requires possession of a valid California Driver's license.

**5. Compensation.** The Agency payroll shall be issued on a monthly basis. You shall submit to the Agency a time sheet detailing the date, hours and general description of work performed. The General Manager shall approve your monthly timesheet. In the event a Board meeting is not held any member of the Board of

Directors can sign the payroll check for disbursement to you. The Agency shall compensate you as follows:

Regular Hourly Rate of Pay: \$42.00 per hour

The Agency does not offer any retirement plan or contribution to a 401K or 457 Plan. The Agency does pay the employers required contribution to Social Security for the benefit of the employee.

All compensation payable to you will be subject to applicable United States federal and state of California withholding requirements.

**6. Benefits.** You are entitled to the following benefits:

a. Sick leave: 40 hours shall be annually awarded and will be assigned October 1 of each year. Unused sick leave shall not be carried over from year to year. No payment of accumulated hours will be paid to you at fiscal year-end or at termination of employment. Sick Leave under this benefit has been established in compliance with California law effective January 1, 2024.

c. Paid Holidays: Holiday pay will only be provided to you should the holiday fall on a normal workday.

d. Annual Compensation and Benefits Review: Annually the General Manager will review your compensation and present a recommendation at the Board meeting held in September. Based on a satisfactory performance review the Board may adjust your compensation or benefits. Should the Board authorize any change in compensation it will be adjusted either by the percent change in the Cost of Living Allowance (COLA) used by the Social Security Administration (SSA), or a decided upon increase in your hourly rate, but in no case will the increase be less than the COLA.

**7. At-Will Employment** It is understood and agreed that your employment with the Agency is for no specified term and that our employment relationship is at the mutual consent of both parties. Specifically, your employment will be on an “at-will” basis, meaning that either you or the OBGMA may terminate the employment relationship with or without cause at any time, with or without notice. It is further understood and agreed there are no express or implied agreements contrary to the foregoing, and no one other than the Board of Directors has any authority to enter into an employment agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be in writing and fully executed by both the Board of Directors and you.

**8. Additional Requirements.** By signing this agreement, you represent that you have a right to work in the United States, as required by law.

**9. Arbitration** All claims, disputes, controversies or disagreements of any kind whatsoever that may arise between you and the Agency, including any dispute or controversy arising out of or in connection with your employment or the termination of your employment, shall be submitted to final and binding arbitration under the California Arbitration Act, Code of Civil Procedure section 1280, *et seq.* The arbitration shall be conducted in Ventura County by a single arbitrator agreed to by the parties. If the parties are not able to select an arbitrator, either party may petition the Superior Court for appointment of one under Code of Civil Procedure section 1281.6. The costs of the arbitrator and the arbitral forum shall be paid by the Agency.

a. Disputes covered by this arbitration provision include, but are not limited to, the following: (1) alleged violations of federal, state or local constitutions, statutes, regulations or ordinances, including, but not limited to, antidiscrimination and harassment laws; (2) allegations of a breach of a contractual obligation, including this agreement; (3) alleged violations of public policy; and (4) all claims regarding your employment or termination from employment.

b. The following are expressly excluded from this arbitration provision and are not covered by this agreement: (1) disputes related to workers' compensation or unemployment insurance; (2) administrative claims filed with government agencies such as the Equal Employment Opportunity Commission ("EEOC"), Department of Fair Employment and Housing ("DFEH"), or the National Labor Relations Board ("NLRB").

c. In consideration for and as a material condition of your employment with the Agency, you agree that final and binding arbitration is the exclusive means for resolving the disputes outlined in this agreement (the "Agreement to Arbitrate"). However, this Agreement to Arbitrate does not in any way alter your employment status. You and the Agency shall have full discovery rights in the arbitration, as set forth in the Discovery Act, Code of Civil Procedure section 2016.010, *et seq.* This Agreement to Arbitrate is a waiver of all rights you may have to a civil court action on any dispute outlined by this agreement. Accordingly, the arbitrator, not a judge or jury, will decide the dispute, although the arbitrator has the authority to award any type of relief that could otherwise be awarded by a judge or jury in a civil court action.

**10. Complete and Final Agreement.** Once signed by you and the OBGMA, this Agreement will constitute the complete agreement between you and the OBGMA regarding employment matters and will supersede all prior written or oral

agreements or understandings on these matters. This agreement may only be modified by a written agreement signed by you and the Board of Directors.

**11. Severability.** If any portion of this agreement shall, for any reason, be held invalid or unenforceable or contrary to public policy or any law, the remainder of this agreement shall not be affected by such invalidity or unenforceability, but shall remain in full force and effect as if the invalid or unenforceable term or portion thereof had not existed within this agreement.

Accepted: \_\_\_\_\_  
Cece Vandermeer

**Ojai Basin Groundwater Management Agency**

Approved by the Board of Directors on October 24, 2024

\_\_\_\_\_  
President of the Board of Directors

Approved as to Form:

\_\_\_\_\_  
Ojai Basin Groundwater Management Agency Counsel

\_\_\_\_\_  
Date

Tara Ransom  
601 Good Hope Street  
Oak View CA 93022

This Employment Agreement is to memorialize the compensation and associated benefits for the position of part-time Database Administrator for the Ojai Basin Groundwater Management Agency (OBGMA).

**Position Title:** Database Administrator

**1. Employment, Duties and Responsibilities.** Your employment shall be with the Ojai Basin Groundwater Management Agency (OBGMA) as the Database Administrator. You shall report to and perform as directed by the Agency's General Manager and/or Board of Directors.

Under general direction, provides administrative, clerical, secretarial and office support to the General Manager, Board of Directors and Agency committees; receives general direction from the General Manager. May exercise direct and indirect supervision over assigned temporary staff, contract employees and volunteers.

Administers and maintains the OBGMA database including entering and updating data. Researches and assembles information; verifies that information or data is complete and accurate. Prepares and mails Extraction Statements; receives completed Extraction Statements and payments; prepares deposits of extraction payments.

Performs other duties as required. Position, duties, and responsibilities may be modified from time to time at the sole discretion of the OBGMA.

**2. Effective Date.** This agreement will be effective October 1, 2024. In the event the Board approves the Agreement after October 1, 2024, the terms of the Agreement shall be retroactive to that date.

**3. Hours and Schedule of Work.** The normal schedule of work shall be at the Agency office 4 hours per day, Monday, Wednesday, and Friday. Your typical work week shall average 12 hours. This schedule may be modified from time to time based upon necessity and approval of the General Manager or at the direction of the Board of Directors.

**4. Minimum Requirements.** The position of Database Administrator of the Board requires a minimum of 5 years' experience of progressively increased duties and responsibilities as outlined above. The position requires strong written and oral communication skills and the ability to represent the Agency as a skilled professional. The position requires experience and knowledge in the operation

of standard office software, including: Microsoft Windows, Word, Excel, Access, and electronic office document systems. The position also requires an ability to learn new software applications and expand the use of standard applications to improve OBGMA operations.

The position requires possession of a valid California Driver's license.

**5. Compensation.** The Agency payroll shall be issued on a monthly basis. You shall submit to the Agency a time sheet detailing the date, hours and general description of work performed. The General Manager shall approve your monthly timesheet. In the event a Board meeting is not held any member of the Board of Directors can sign the payroll check for disbursement to you. The Agency shall compensate you as follows:

Regular Hourly Rate of Pay:       \$31.50 per hour

The Agency does not offer any retirement plan or contribution to a 401K or 457 Plan. The Agency does pay the employers required contribution to Social Security for the benefit of the employee.

All compensation payable to you will be subject to applicable United States federal and state of California withholding requirements.

**6. Benefits.** You are entitled to the following benefits:

a. Sick leave: 40 hours shall be annually awarded and will be assigned October 1 of each year. Unused sick leave shall not be carried over from year to year. No payment of accumulated hours will be paid to you at fiscal year-end or at termination of employment. Sick Leave under this benefit has been established in compliance with California law effective January 1, 2024.

c. Paid Holidays: Holiday pay will only be provided to you should the holiday fall on a normal workday.

d. Annual Compensation and Benefits Review: Annually the General Manager will review your compensation and present a recommendation at the Board meeting held in September. Based on a satisfactory performance review the Board may adjust your compensation or benefits. Should the Board authorize any change in compensation it will be adjusted either by the percent change in the Cost of Living Allowance (COLA) used by the Social Security Administration (SSA), or a decided upon increase in your hourly rate, but in no case will the increase be less than the COLA.



**7. At-Will Employment.** It is understood and agreed that your employment with the Agency is for no specified term and that our employment relationship is at the mutual consent of both parties. Specifically, your employment will be on an “at-will” basis, meaning that either you or the OBGMA may terminate the employment relationship with or without cause at any time, with or without notice. It is further understood and agreed there are no express or implied agreements contrary to the foregoing, and no one other than the Board of Directors has any authority to enter into an employment agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be in writing and fully executed by both the Board of Directors and you.

**8. Additional Requirements.** By signing this agreement, you represent that you have a right to work in the United States, as required by law.

**9. Arbitration.** All claims, disputes, controversies or disagreements of any kind whatsoever that may arise between you and the Agency, including any dispute or controversy arising out of or in connection with your employment or the termination of your employment, shall be submitted to final and binding arbitration under the California Arbitration Act, Code of Civil Procedure section 1280, *et seq.* The arbitration shall be conducted in Ventura County by a single arbitrator agreed to by the parties. If the parties are not able to select an arbitrator, either party may petition the Superior Court for appointment of one under Code of Civil Procedure section 1281.6. The costs of the arbitrator and the arbitral forum shall be paid by the Agency.

a. Disputes covered by this arbitration provision include, but are not limited to, the following: (1) alleged violations of federal, state or local constitutions, statutes, regulations or ordinances, including, but not limited to, antidiscrimination and harassment laws; (2) allegations of a breach of a contractual obligation, including this agreement; (3) alleged violations of public policy; and (4) all claims regarding your employment or termination from employment.

b. The following are expressly excluded from this arbitration provision and are not covered by this agreement: (1) disputes related to workers' compensation or unemployment insurance; (2) administrative claims filed with government agencies such as the Equal Employment Opportunity Commission (“EEOC”), Department of Fair Employment and Housing (“DFEH”), or the National Labor Relations Board (“NLRB”).

c. In consideration for and as a material condition of your employment with the Agency, you agree that final and binding arbitration is the exclusive means for resolving the disputes outlined in this agreement (the “Agreement to Arbitrate”). However, this Agreement to Arbitrate does not in any way alter your employment status. You and the Agency shall have full discovery rights in the arbitration, as set

forth in the Discovery Act, Code of Civil Procedure section 2016.010, *et seq.* This Agreement to Arbitrate is a waiver of all rights you may have to a civil court action on any dispute outlined by this agreement. Accordingly, the arbitrator, not a judge or jury, will decide the dispute, although the arbitrator has the authority to award any type of relief that could otherwise be awarded by a judge or jury in a civil court action.

**10. Complete and Final Agreement.** Once signed by you and the OBGMA, this Agreement will constitute the complete agreement between you and the OBGMA regarding employment matters and will supersede all prior written or oral agreements or understandings on these matters. This agreement may only be modified by a written agreement signed by you and the Board of Directors.

**11. Severability.** If any portion of this agreement shall, for any reason, be held invalid or unenforceable or contrary to public policy or any law, the remainder of this agreement shall not be affected by such invalidity or unenforceability, but shall remain in full force and effect as if the invalid or unenforceable term or portion thereof had not existed within this agreement.

Accepted: \_\_\_\_\_  
Tara Ransom

**Ojai Basin Groundwater Management Agency**

Approved by the Board of Directors on October 24, 2024

\_\_\_\_\_  
President of the Board of Directors

Approved as to Form:

\_\_\_\_\_  
Ojai Basin Groundwater Management Agency Counsel

Date: \_\_\_\_\_