

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

**BOARD MEETING AGENDA**  
**TUESDAY, SEPTEMBER 9, 2025**  
**9:45 A.M.**

### MEMBERS OF THE BOARD

BEN FISCHETTI, *VC Public Works Agency*  
HOMER ARREDONDO, *VC Public Works Agency*  
JEFFREY C. BROWN, *Camrosa Water District*  
TERRY L. FOREMAN, *Camrosa Water District*  
TIMOTHY H. HOAG, *Camrosa Water District*  
ANDREW F. NELSON, *Camrosa Water District*  
EUGENE F. WEST, *Camrosa Water District*

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

ALL AGENDA DOCUMENTS ARE AVAILABLE ONLINE  
AT [WWW.ASRGSA.COM](http://WWW.ASRGSA.COM)

### CALL TO ORDER

### PUBLIC COMMENTS

At this time, the public may address the Board on any item not appearing on the agenda that is subject to its jurisdiction. Persons wishing to address the Board must fill out a speaker card and are subject to a five-minute time limit.

### CONSENT AGENDA

Matters appearing on the Consent Agenda are expected to be noncontroversial and will be acted upon by the Board collectively, without discussion, unless a member of the Board or staff requests an opportunity to address a given item. Approval by the Board of Consent Items means that the recommendation of staff is approved along with the terms and conditions described in the Board Memorandum.

1. **Approve Minutes of the June 10, 2025 Regular Meeting**
2. **Vendor Payments Ratification**  
Approve vendor payments as presented by staff.

### PRIMARY AGENDA

3. **SGMA Annual Reporting for Water Year 2025**  
As per SGMA Requirements (23 CCR § 356.2) all GSAs are required to submit annual reports to the DWR by April 1 of each year following the adoption of the Plan.
4. **Personnel Resource Allocation Discussion**  
Discuss authorizing personnel resources needed for further development of GSA functions.

**COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR; COMMENTS BY DIRECTORS**  
**ADJOURNMENT**

# ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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

## MEMBERS OF THE BOARD

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EUGENE F. WEST, Camrosa Water District

## MINUTES OF THE MEETING OF THE BOARD

June 10, 2025

9:45 A.M.

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

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

Present: Ben Fischetti  
Homer Arredondo  
Jeffrey Brown  
Timothy Hoag  
Andrew Nelson  
Eugene West

Absent: Terry Foreman

Staff: Norman Huff, Interim Executive Director  
Josi Zabarsky, Camrosa Water District  
Tamara Sexton, Camrosa Water District  
Terry Curson, Camrosa Water District  
Keith Lemieux, Legal Counsel

## PUBLIC COMMENTS

None

## CONSENT AGENDA

1. Approve Minutes of the Regular Meeting of March 27, 2025
2. Vendor Payments Ratification
3. Fiscal Year 2024-25 Third-Quarter Results

**Motion to approve the Consent Agenda:** Nelson **Second:** Hoag  
**Motion carried unanimously by those present.**

## PRIMARY AGENDA

4. **Appointing Board Members**

The Board accepted the County's Board Member Appointments.

**Motion:** Brown **Second:** Hoag

**Motion carried unanimously by those present.**

**5. Establish a Fiscal Year 2025-26 Budget**

The Board adopted the FY 2025-26 Budget as presented.

**Motion:** Nelson **Second:** Brown

**Motion carried unanimously by those present.**

**6. Resources for the Further Development of GSA Functions**

The Board discussed personnel resources needed for further development of GSA functions.

**No action taken; for information only.**

**7. Adopt Amended 2025 Board Calendar**

The Board adopted the amended Camrosa Board Calendar to establish the ASRBGSA regularly scheduled meetings.

**Motion:** Nelson **Second:** Hoag

**Motion carried unanimously by those present.**

**COMMENTS BY THE INTERIM EXECUTIVE DIRECTOR**

None

**COMMENTS BY THE BOARD OF DIRECTORS**

None

**ADJOURN**

There being no further business, the meeting was adjourned at 9:57 A.M.

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Norman Huff

Interim Executive Director

**Arroyo Santa Rosa Valley Basin GSA**

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Eugene F. West, Vice Chair

Board of Directors

**Arroyo Santa Rosa Valley Basin GSA**

(ATTEST)

# ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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

## BOARD MEMORANDUM

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TERRY L. FOREMAN, Camrosa Water District  
TIMOTHY H. HOAG, Camrosa Water District  
ANDY F. NELSON, Camrosa Water District  
EUGENE F. WEST, Camrosa Water District

**DATE:** September 9, 2025

**TO:** Board of Directors

**FROM:** Norman Huff, Interim Executive Director

**OBJECTIVE:** Ratify Vendor Payments as presented by staff.

**ACTION:** Ratify accounts payable.

**DISCUSSION:** A summary of accounts payable previously paid by the Arroyo Santa Rosa Valley Basin Groundwater Sustainability Agency in the amount of \$275.69 is provided for Board information and ratification.

| Check Number                 | Post Date | Vendor Name            | Invoice Number | Description  | Amount           |
|------------------------------|-----------|------------------------|----------------|--|------------------|
|                              | 5/31/2025 | US Bank                |                | Bank Fees  | 46.12            |
|                              | 6/30/2025 | US Bank                |                | Bank Fees  | 46.12            |
|                              | 7/31/2025 | US Bank                |                | Bank Fees  | 45.95            |
| 152                          | 8/19/2025 | Camrosa Water District | 2026           | ACH Payment for BON01-112-01 Support Consulting Services for July 2025 | 137.50           |
| <b>Total Vendor Payments</b> |           |                        |                |  | <b>\$ 275.69</b> |

The ASRVBGSA's bank account as of August 31, 2025, was \$242,439.57.

# ARROYO SANTA ROSA VALLEY BASIN

## GROUNDWATER SUSTAINABILITY AGENCY

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

### **BOARD MEMORANDUM**

#### **MEMBERS OF THE BOARD**

**BEN FISCHETTI**, *VC Public Works Agency*  
**HOMER ARREDONDO**, *VC Public Works Agency*  
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**TERRY L. FOREMAN**, *Camrosa Water District*  
**TIMOTHY H. HOAG**, *Camrosa Water District*  
**ANDY F. NELSON**, *Camrosa Water District*  
**EUGENE F. WEST**, *Camrosa Water District*

**DATE:** September 9, 2025

**TO:** Board of Directors

**FROM:** Terry Curson, District Engineer

**OBJECTIVE:** ASRGSA Model Update and SGMA Annual Reporting for Water Year 2025

**ACTION:** It is recommended that the Board of Directors authorize the Interim Executive Director to execute an agreement and issue a purchase order to Intera Incorporated, in the amount of \$43,982, for the ASRBGSA Water Year 2025 Model Update and the Sustainable Groundwater Management Act (SGMA) Annual Reporting.

**SUMMARY:** As per SGMA Requirements (23 CCR § 356.2) all Groundwater Sustainability Agencies (GSAs) are required to submit annual reports to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Plan. The annual report will also require updating the numerical groundwater model with the latest available hydrologic and water use data and performing model simulations to estimate streamflow depletions. As per SGMA requirements, the GSP annual report shall include the following components for the preceding water year:

(a) General information, including an executive summary and a location map depicting the basin covered by the report.

(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

(1) Groundwater elevation data from monitoring wells identified in the monitoring network shall be analyzed and displayed as follows:

(A) Groundwater elevation contour maps for each principal aquifer in the basin illustrating, at a minimum, the seasonal high and seasonal low groundwater conditions.

(B) Hydrographs of groundwater elevations and water year type using historical data to the greatest extent available, including from January 1, 2015, to current reporting year.

(2) Groundwater extraction for the preceding water year. Data shall be collected using the best available measurement methods and shall be presented in a table that summarizes groundwater extractions by water use sector and identifies the method of measurement (direct or estimate) and accuracy of measurements, and

a map that illustrates the general location and volume of groundwater extractions.

(3) Surface water supply used or available for use, for groundwater recharge or in-lieu use shall be reported based on quantitative data that describes the annual volume and sources for the preceding water year.

(4) Total water use shall be collected using the best available measurement methods and shall be reported in a table that summarizes total water use by water use sector, water source type, and identifies the method of measurement (direct or estimate) and accuracy of measurements. Existing water use data from the most recent Urban Water Management Plans or Agricultural Water Management Plans within the basin may be used, as long as the data are reported by water year.

(5) Change in groundwater in storage shall include the following:

(A) Change in groundwater in storage maps for each principal aquifer in the basin.

(B) A graph depicting water year type, groundwater use, the annual change in groundwater in storage, and the cumulative change in groundwater in storage for the basin based on historical data to the greatest extent available, including from January 1, 2015, to the current reporting year.

(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

Intera previously completed and submitted the ASRGSA Model and SGMA Annual Report for Water Years 2022, 2023, and 2024. The updated report will cover Water Year 2025, which includes the period between October 1, 2024, through September 30, 2025. Funding is available from the Fiscal Year 2025-26 GSA Operating Budget.

**Arroyo Santa Rosa Groundwater Sustainability Agency**  
**7385 Santa Rosa Rd.**  
**Camarillo, CA 93012**  
**Telephone (805) 482-4677 - FAX (805) 987-4797**

**Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.**

TO: INTERA Incorporated  
3838 W. Carson St. #380  
Torrance, CA 90503

DATE: October 21, 2025

Agreement No.: 2026-86

The undersigned Consultant offers to furnish the following: prepare SGMA annual report and update the numerical groundwater model for the ASRGSA per proposal dated 07/29/2025 attached.

Contract price \$: Not to exceed \$43,982 per proposal attached

Contract Term: 10/21/2025 – 06/30/2026

Instructions: Sign and return original. Upon acceptance by Arroyo Santa Rosa GSA, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Arroyo Santa Rosa GSA

Consultant: INTERA Incorporated

By: \_\_\_\_\_  
Norman Huff

By: Abhishek Singh  
Abhishek Singh (Jul 30, 2025 11:08:12 PDT)  
Abhishek Singh, PhD, PE

Title: Interim Executive Director

Title: President - Water Supply & Water  
Resources LoB  
Jul 30, 2025

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

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

Other authorized representative(s):  
\_\_\_\_\_

Other authorized representative(s):  
\_\_\_\_\_

Consultant agrees with ASRGSA that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the ASRGSA, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the ASRGSA's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
  1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the ASRGSA) or the general aggregate limit shall be twice the required occurrence limit.
  2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
  3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
  4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the ASRGSA, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the ASRGSA; but this provision applies regardless of whether or not the ASRGSA has received a waiver of subrogation from the insurer.
  5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
  1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
  3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the ASRGSA requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the ASRGSA.

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



- a. **Additional Insured Status:** ASRGSA, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the ASRGSA, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the ASRGSA, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the ASRGSA.

**Self-Insured Retentions:** Self-insured retentions must be declared to and approved by the ASRGSA. The ASRGSA may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the ASRGSA.

**Acceptability of Insurers:** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the ASRGSA.

**Verification of Coverage:** Consultant shall furnish the ASRGSA with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the ASRGSA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The ASRGSA reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to ASRGSA at least ten (10) days prior to the expiration date.

**Subcontractors:** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the ASRGSA, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

**Other Requirements:**

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the ASRGSA.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the ASRGSA. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

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



INTERA Incorporated  
3838 W. Carson Street, #380  
Torrance, CA 90503  
+1 (424) 275 4055  
INTERA.com



July 29, 2025

Mr. Norman Huff  
General Manager  
Camrosa Water District

**RE: Proposal for ASRGSA Model Update and SGMA Annual Reporting**

Dear Mr. Huff,

Under the direction of the ASRGSA Board, INTERA has supported the development of the Arroyo Santa Rosa Valley Groundwater Basin (ASRVGB) Sustainability Plan and the numerical groundwater model for GSP associated analysis. As per SGMA Requirements (23 CCR § 356.2) all Groundwater Sustainability Agencies (GSAs) are required to submit annual reports to the California Department of Water Resources (DWR) by April 1 of each year following the adoption of the Plan. This proposal presents the scope, level of effort, and budget for the annual report. The annual report will also require updating the numerical groundwater model with the latest available hydrologic and water use data and performing model simulations to estimate streamflow depletions. As such, this proposal also includes scope, level of effort, and budget for the model update and streamflow depletion calculations.

As per SGMA requirements, the GSP annual report shall include the following components for the preceding water year:

(a) General information, including an executive summary and a location map depicting the basin covered by the report.

(b) A detailed description and graphical representation of the following conditions of the basin managed in the Plan:

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(c) A description of progress towards implementing the Plan, including achieving interim milestones, and implementation of projects or management actions since the previous annual report.

The tasks and level of effort involved in the above tasks are summarized below:

- 1) **Task 1: Model Update.** The annual report requires “description of progress towards implementing the Plan, including achieving interim milestones”. This will entail assessing all sustainability indicators against the minimum thresholds, interim milestones, and measurable objectives developed in the GSP. A key sustainability indicator for ASRVGB is streamflow depletion, which cannot be directly measured and must be computed using the numerical groundwater model. The current numerical groundwater model covers the hydrologic period from October 2011 to September 2024. To support the 2025 annual report, the numerical model will be updated with hydrologic, pumping, and return-flow data through the most recent period with complete datasets (anticipated to be water year 2025, dependent on data availability). INTERA will coordinate with the ASRGSA project technical advisor, Mr. Bryan Bondy, to collect the required datasets including: groundwater pumping; streamflow; diversions; precipitation; evaporation; and water deliveries/use. Key water budget terms, such as natural recharge and return flows will be estimated based on the data collected. Transient model boundary conditions will be updated accordingly. For the purpose of this proposal, we have assumed no other changes to the model properties or numerical set-up.
- 2) **Task 2: Develop GSP Annual Report.** INTERA will develop the annual report as per SGMA requirements. INTERA will coordinate with the ASRGSA project technical advisor to collect the necessary data for the GSP update, including: groundwater pumping; groundwater water levels; groundwater quality data; and water deliveries/use. The ASRGSA data management system will be updated with the relevant hydrologic, water quality, pumping, and water use datasets. INTERA will use the data to develop

appropriate graphs, maps, and tables for the GSP annual reporting purposes. INTERA will use the updated model (Task 1) to develop estimates of streamflow depletions and water budget components. Similar to the GSP, INTERA will develop two scenarios: 1) historical conditions, and 2) historical conditions *without* groundwater extraction. Streamflow depletions from groundwater pumping will be calculated by taking the difference in streamflow conditions at various locations between the two simulations. The model will also be used to generate maps depicting groundwater level contours for the principal aquifer and change in storage in the basin, as required by SGMA annual reporting regulations.

It is anticipated that the annual reports will require input, text, and discussion from the ASRGSA project technical advisor on groundwater conditions and plan implementation progress (including achieving interim milestones). INTERA will identify areas for the input and text from the ASRGSA technical advisor and coordinate with him to obtain and integrate the necessary information into the annual report. INTERA will submit one preliminary draft for review, revisions, and comments by the ASRGSA technical advisor. INTERA will respond to one round of comments by the ASRGSA technical advisor and submit a draft report for review and comments by the ASRGSA Board Members. INTERA will revise the draft report based on the comments received and submit the final annual report and supporting data to DWR before April 1, 2026.

The estimated budget for the proposed scope is \$43,982, as detailed in Attachment A. The scope for this annual report update is limited to meeting the DWR requirements as discussed above; any additional work requested will require scope amendments. We expect to start the work on the proposed scope when data becomes available in early January 2026 and will ensure the submission of the annual report to DWR before April 1, 2026.

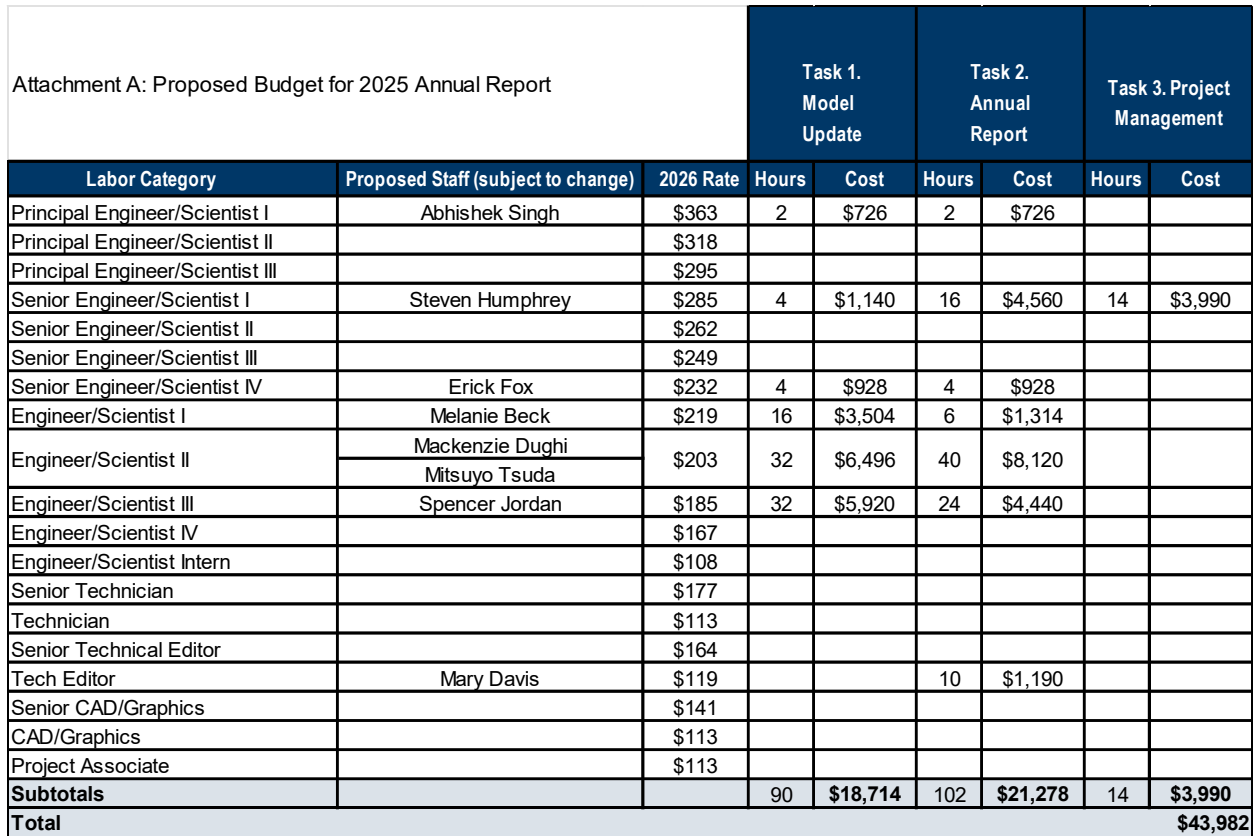
We appreciate the opportunity to support the ASRGSA on the development and submittal of the GSP Annual Report for the ASRVGB. If you have questions, comments, or concerns please do not hesitate to contact Steven Humphrey.

Sincerely,

INTERA Incorporated



Steven Humphrey, PG, CHG  
Project Manager  
[shumphrey@intera.com](mailto:shumphrey@intera.com)  
c: 303-579-8970



# ARROYO SANTA ROSA VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY

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

## **BOARD MEMORANDUM**

### **MEMBERS OF THE BOARD**

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

**DATE:** September 9, 2025

**TO:** Board of Directors

**FROM:** Norman Huff, Interim Executive Director

**OBJECTIVE:** Discuss Authorizing Personnel Resources Needed for Further Development of Groundwater Sustainability Agency (GSA) Functions.

**ACTION:** No action is necessary; for discussion only.

**DISCUSSION:** Effective groundwater management is crucial to ensuring the long-term sustainability of the basin. Significant aspects of managing these efforts include management actions, projects, stakeholder engagement, cost allocation and recovery, and other essential GSA functions. By authorizing reimbursement for a GSA-dedicated Camrosa FTE, personnel resources will be available to undertake these tasks.

This expense was not included in the FY 2025-26 GSA Budget and funds would be allocated from reserves.

Personnel recommended would be a classification similar to a Water Resources Manager with groundwater basin and/or watershed management and/or administration experience.

**Attachment:** Water Resources Manager for a GMA/GSA Brief Job Description

## **Water Resources Manager for a GMA/GSA**

### **Position summary**

Under the direction of the Executive Director, the Water Resources Manager plans, organizes, and directs the agency's water resources department and related consultants. The manager oversees and implements management activities, technical studies, programs, and policies to ensure the long-term sustainability of the local groundwater basin, in compliance with federal, state, and local regulations.

### **Essential duties and responsibilities**

- Water planning and management: Develop and implement water management plans, programs, and procedures to enhance water supply and ensure groundwater sustainability.
- Groundwater Sustainability Plan (GSP) implementation: Oversee the implementation and maintenance of the GSP, including monitoring data, reporting on progress, and adapting programs as needed to achieve sustainable groundwater management criteria.
- Hydrogeological analysis: Manage technical staff and consultants who perform hydrogeological studies, including water quality and quantity assessments, modeling, and data analysis to monitor basin conditions.
- Regulatory compliance: Ensure the agency remains in compliance with all relevant federal, state, and local water laws and regulations. This includes preparing and submitting required reports to regulatory bodies like the California Department of Water Resources (DWR).
- Stakeholder coordination and outreach: Serve as a liaison with external agencies, local municipalities, water districts, agricultural interests, and the public. Represent the agency at inter-agency coordination meetings and public hearings.
- Project management: Oversee and manage water resource projects, which may include grant-funded initiatives related to groundwater recharge, conjunctive use, water conservation, and infrastructure improvements.
- Budget administration: Develop, administer, and monitor the department's budget, including staffing, equipment, and project expenditures.
- Staff supervision and development: Manage, train, and evaluate professional and technical staff within the Water Resources Department.
- Policy development: Recommend policy and procedure modifications to the General Manager and Board of Directors based on technical analysis and evolving water resource issues.

### **Knowledge, skills, and abilities**

- Expertise in water resources: Strong knowledge of groundwater management principles, hydrogeology, and water law.
- Analytical skills: Ability to analyze and interpret complex scientific data, regulations, and technical reports.
- Regulatory understanding: Thorough knowledge of relevant legislation, such as SGMA.

- Leadership and management: Proven experience in supervising staff, managing projects, and leading departmental operations.
- Communication: Excellent written and oral communication skills for preparing technical reports, delivering presentations, and engaging with diverse stakeholders.
- Collaboration: Demonstrated ability to build consensus and maintain effective working relationships with various groups, often with differing views.
- Computer proficiency: Experience with water-related software and applications, including Geographic Information Systems (GIS) and hydrologic modeling.

**Desired qualifications**

- Education: A Bachelor's degree in Civil or Environmental Engineering, Hydrology, Geology, Natural Resource Management, or a closely related field. A Master's degree may be preferred.
- Experience: Several years of progressively responsible experience in water resources management, with demonstrated experience in groundwater management, project management, and staff supervision.
- Licensure: A Professional Engineer (PE) or Certified Hydrogeologist (CHg) license may be desired or required.



# CAMROSA WATER DISTRICT SALARY SCHEDULE

## SALARY AND CLASSIFICATION SCHEDULE

Effective: July 21, 2025

| Position   | Minimum    | Max        | FLSA | Time Base   | FTE |
|--|------------|------------|------|-------------|-----|
| Assistant General Manager                        | \$ 154,650 | \$ 190,735 | N    | Annually    |     |
| Management Analyst I                             | \$ 77,325  | \$ 118,565 | Y    | Annually    | 1   |
| Management Analyst II                            | \$ 110,000 | \$ 146,000 | Y    | Annually    |     |
| Chief Plant Operator                             | \$ 92,790  | \$ 134,030 | Y    | Annually    | 1   |
| Control Systems Supervisor                       | \$ 103,100 | \$ 144,340 | Y    | Annually    | 1   |
| Customer Service Manager                         | \$ 113,410 | \$ 159,805 | N    | Annually    | 1   |
| Customer Service Representative I                | \$ 56,705  | \$ 77,325  | Y    | Annually    | 1   |
| Customer Service Representative II               | \$ 67,015  | \$ 87,635  | Y    | Annually    | 1   |
| Customer Service Supervisor                      | \$ 87,635  | \$ 128,875 | Y    | Annually    |     |
| Deputy General Manager - Finance                 | \$ 164,960 | \$ 211,355 | N    | Annually    | 1   |
| Fiscal Associate I                               | \$ 58,000  | \$ 84,000  | Y    | Annually    | 1   |
| Fiscal Associate II                              | \$ 74,000  | \$ 106,000 | Y    | Annually    |     |
| Director of Administration                       | \$ 144,340 | \$ 195,890 | N    | Annually    |     |
| Director of Operations                           | \$ 144,340 | \$ 195,890 | N    | Annually    | 1   |
| Associate Engineer                               | \$ 105,000 | \$ 150,000 | N    | Annually    |     |
| Senior Engineer                                  | \$ 145,000 | \$ 185,000 | N    | Annually    | 1   |
| District Engineer                                | \$ 134,030 | \$ 201,045 | N    | Annually    | 1   |
| Engineering & Capital Projects Manager           | \$ 134,030 | \$ 201,045 | N    | Annually    |     |
| General Manager                                  | \$ 201,045 | \$ 268,060 | N    | Annually    | 1   |
| GIS Specialist                                   | \$ 72,170  | \$ 103,100 | Y    | Annually    |     |
| IT and Special Projects Manager                  | \$ 134,030 | \$ 206,200 | N    | Annually    | 1   |
| IT Manager                                       | \$ 130,000 | \$ 185,000 | N    | Annually    |     |
| Assistant IT Manager                             | \$ 110,000 | \$ 135,000 | N    | Annually    | 1   |
| Instrumentation Technician                       | \$ 72,170  | \$ 118,565 | Y    | Annually    | 1   |
| Laboratory Analyst I                             | \$ 61,860  | \$ 82,480  | Y    | Annually    | 1   |
| Laboratory Analyst II                            | \$ 77,325  | \$ 97,945  | Y    | Annually    | 1   |
| Laboratory Supervisor                            | \$ 103,100 | \$ 139,185 | Y    | Annually    |     |
| Senior Accountant                                | \$ 97,945  | \$ 134,030 | N    | Annually    | 1   |
| Senior Customer Service Representative           | \$ 82,480  | \$ 118,565 | Y    | Annually    | 1   |
| Superintendent of Operations                     | \$ 123,720 | \$ 170,115 | N    | Annually    | 1   |
| System Field Supervisor - Distribution           | \$ 97,945  | \$ 139,185 | Y    | Annually    |     |
| System Field Supervisor - Treatment              | \$ 97,945  | \$ 139,185 | Y    | Annually    | 1   |
| System Operator I                                | \$ 67,015  | \$ 87,635  | Y    | Annually    |     |
| System Operator II                               | \$ 77,325  | \$ 97,945  | Y    | Annually    | 6   |
| System Operator III                              | \$ 82,480  | \$ 103,100 | Y    | Annually    | 1   |
| System Operator IV                               | \$ 87,635  | \$ 108,255 | Y    | Annually    |     |
| System Operator V - Lead                         | \$ 92,790  | \$ 118,565 | Y    | Annually    |     |
| Water Quality & Environmental Compliance Manager | \$ 103,100 | \$ 170,115 | N    | Annually    | 1   |
| Water Resources Manager                          | \$ 115,000 | \$ 165,000 | N    | Annually    |     |
| Water Resources Coordinator                      | \$ 92,790  | \$ 118,565 | Y    | Annually    | 1   |
|  |            |            |      |             | 30  |
| Board Member (per Meeting)                       | \$ 235.00  | \$ 235.00  | N    | Per Meeting |     |
| Part-Time Student/Paid Internship                | \$ 18.00   | \$ 35.00   | Y    | Hourly      |     |
| Part-Time/Temporary Employee                     | \$ 18.00   | \$ 35.00   | Y    | Hourly      |     |

Authorized Full-Time Employees: **32** - Effective FY 2025-26

Authorized Part-Time Employees: **3**