

FCGMA FISCAL YEAR 2023-24 ANNUAL WORK PLAN - DRAFT

ANNUAL OPERATIONS

Administration and Fiscal Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Board Meeting Administration	- Regular and special Board meetings, including agendas, minutes, staff reports, presentations, participation, attendance, pre- and post-debriefing meetings - Contract estimate for County General Services Administration (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.	1,134	\$208,810	\$25,000
2. Agency Administration	- General administration task, clerical, and invoice processing - Customer inquiries and data requests - Staff and management planning meetings	1,668	\$222,051	\$0
3. Official Document Filings & Public Records Requests	- Process business record filings and certifications (i.e. 700 Forms, CEQA/NOEs, EIR/MND's per fiscal year, State water agency filings, PRA requests, public notices	432	\$54,920	\$2,000
4. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	174	\$33,423	\$0
5. Executive Officer and CSD-Fiscal Staff Services	- Executive Officer - CSD-Fiscal Services: submit 13-Monthly AP FSRs (incl. AP/AR) to the Agency; provide AP/AR and Cash-Flow Management Services for the Agency; and Fiscal Reports for the Agency	Fixed Cost	\$262,100	\$0
6. Committee Meetings	- Executive, Fiscal, Operations, and other advisory committee meetings coordination, agendas, minutes, etc.	270	\$48,554	\$0
<i>Administration and Fiscal Services Subtotal</i>		3,678	\$829,857	\$27,000

Records Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Specialized Data Queries / Groundwater and Credit Transactions	Conduct specialized data queries and analyses - Routine variance requests - Credit programs - Allocation transfers - Extraction data analysis	572	\$84,176	\$0
2. FCGMA Online and Website O&M	- Web page revisions and programming revisions - Data management system maintenance, custom data queries, small-scale system enhancements, planning for new data management system (\$260,100 IT services) - Web Application Hosting & GIS Fee (\$16,661 annually)	426	\$61,787	\$276,761
3. SAES and Allocation Administration	TIER 1 - Routine SAES Processing - Prepare and mail SAES incl. data mgt system testing - Process and enter SAES, IAI Applications and payments into the database - Administration TIER 2 - Supervisor / Manager Follow-up - Follow-up regarding errors and omissions - Admin and Manager Reviews - Follow-up regarding incorrect or no payment	3,420	\$362,383	\$0
4. Well and CombCode Registration	- New well registration, change in well registration, CombCode registration or changes - Unregisterd well compliance and enforcement	568	\$72,642	\$0
5. Late/Non-Reporters (SAES) Compliance	- Follow-up with non-reporters - Assess Civil Penalties for late/non-filing and late/non-payment and send letters (by regular and certified mail return receipt) - Retroactive data entry (and billing) into FCGMA Online - Recommendation to EO for enforcement action - Process civil penalty waiver/reduction requests	1,130	\$147,657	\$0
6. Meter Calibration Program Maintenance	- Mail Flowmeter Calibration Notices, NOV's, and follow-up - Process and upload test results (including failed flowmeter reports) and repair/replacement flowmeter information into FCGMA Online - Process and track flowmeter exemptions, and 5-year waiver requests	900	\$115,001	\$0
<i>Records Services Subtotal</i>		7,016	\$843,647	\$276,761

Technical Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Annual Reports Preparation	- Compile and analyze resource data for GSP and GMA Annual Reports - Prepare, review, finalize and publish annual reports	220	\$35,720	\$65,730
2. Data Collection, Studies and Investigations and Analysis	- Routine data analysis (i.e., GW conditions, pumping trends, etc.) - Perform QA/QC review of monitoring programs - Coordination of field investigations in support of tech studies - Tierra Rejada weather station maintenance	496	\$69,484	\$324
3. Groundwater and Well Project Reviews	- Well permit processing including technical review - Resolution project management (including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT & ASR program, Calleguas MWD ASR program) - Project Reviews and technical comment letters	480	\$85,930	\$0

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4. AMI Operations	- Administration of AMI program - Coordination of AMI vendors - AMI data management and analysis	1,706	\$210,227	\$0
5. Grant Application	Review and evaluate grant opportunities and prepare grant applications	160	\$31,179	\$0

<i>Technical Services Subtotal</i>		3,062	\$432,540	\$66,054
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Legal Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Advisory Services	- Advice to Board and staff on open government laws, conflict of interest rules, Agency regulatory authority, contracting issues and compliance with Sustainable Groundwater Management Act, California Environmental Quality Act and other laws applicable to Agency. - Board letter review and attendance at Board meetings. - Preparation of ordinances, resolutions, contracts and other legal documents. - Code enforcement.	0	\$0	\$150,000
2. Anticipated and Ongoing Litigation	- Represent Agency in legal proceedings in superior court. - Litigation related staff time.	530	\$107,006	\$180,000
3. Outside Counsel	- Special counsel fees related to ongoing and anticipated litigation			\$1,350,000

<i>Legal Services Subtotal</i>		530	\$107,006	\$1,680,000
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Public Outreach

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Participation in Integrated Regional Groundwater Issues & Stakeholder Meetings	Attend/participate in AWA Mtgs/events; BofD / City Council mtgs; Stakeholder mtgs (incl. wholesalers); WCVC/V CIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.	104	\$22,907	\$3,700
2. Outreach, Website, Social Media	Routine administration and maintenance of Agency website and social media presence; produce Semi-Annual Newsletter; stakeholder outreach and engagement; public workshops; outreach materials. (\$25,000 est. for outside services)	302	\$42,113	\$25,000

<i>Public Outreach Subtotal</i>		406	\$65,020	\$28,700
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<i>Subtotal Agency Annual Operations</i>		14,692	\$2,278,070	\$2,078,515
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SPECIAL EXPENDITURES

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Groundwater Sustainability Plan Implementation	Implementation of GSP including monitoring well installation, project review and coordination, address data gaps, modeling analysis, GSP Evaluations & Updates, etc. (Contract expense for Dudek.)	908	\$164,130	\$781,063
2. New Allocation Systems	Implementation of new allocation systems including non-routine variance process.	696	\$114,845	\$0
3. New Data Management System	Prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services)	492	\$81,298	\$200,000
4. Water Market Development and Implementation	Continue implementation of Water Market pilot study and expansion to all of FCGMA	364	\$62,240	\$0
5. Oxnard Well Destruction	Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor).	88	\$15,384	\$70,000
6. DWR SGM Grant Administration	DWR SGM Grant administration (Consultant contract estimate)	148	\$26,428	\$38,991
7. OPV Monitoring Well Installation	Planning, permitting, installation, development, and reporting of new OPV monitoring wells partially funded by DWR SGM Grant. (Projected contract expense for drilling contractor).	640	\$117,806	\$2,632,826

<i>Subtotal Special Expenditures</i>		3,336	\$582,130	\$3,722,880
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GRAND TOTAL: Annual Operations and Special Expenditures		18,028	\$2,860,200	\$5,801,395
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