

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



BOARD OF DIRECTORS

Eugene F. West, **Chair**, Director, Camrosa Water District
David Borchard, **Vice Chair**, Farmer, Agricultural Representative
Steve Bennett, Supervisor, County of Ventura
Charlotte Craven, Councilperson, City of Camarillo
Robert Eranio, Director, United Water Conservation District

EXECUTIVE OFFICER

Jeff Pratt, P.E.

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Fox Canyon Groundwater Management Agency (FCGMA) will hold a **Fiscal Committee Meeting** at **2:00 p.m. on Tuesday, May 14, 2019** in the **Atlantic Conference Room**, at the Ventura County Government Center, Hall of Administration at **800 South Victoria Avenue, Ventura, California**.

FCGMA FISCAL COMMITTEE MEETING AGENDA

May 14, 2019

Members: Chair Eugene West
Vice Chair Charlotte Craven

- A. **Call to Order**
- B. **Introductions**
- C. **Public Comments** – Audience members may speak about FCGMA-related matters not on today's Agenda.
- D. **Fiscal Year 2019-20 Budget Development Study Session** – Review proposed work plan and preliminary Fiscal Year 2019-20 Budget.
- E. **Adjourn the Fiscal Committee Meeting**

NOTICES

The FCGMA Board strives to conduct accessible, orderly, and fair meetings where everyone can be heard on the issues. The Board Chair will conduct the meeting and establish appropriate rules and time limitations for each item. The Board can only act on items designated as Action Items. Action items on the agenda are staff proposals and may be modified by the Board as a result of public comment or Board member input. Additional information about Board meeting procedures is included after the last agenda item.

Administrative Record: Material presented as part of testimony will be made part of the Agency's record, and 10 copies should be left with the Board Clerk. This includes any photographs, slides, charts, diagrams, etc.

ADA Accommodations: Persons who require accommodation for any audio, visual, or other disability in order to review an agenda or to participate in the Board of Directors meeting per the Americans with Disabilities Act (ADA), may request such accommodation in writing addressed to the Clerk of the FCGMA Board, 800 South Victoria Avenue, Location #1610, Ventura, CA 93009-1610, or via telephone by calling (805) 654-2014. Any such request should be made at least 48 hours prior to the meeting so staff can make the necessary arrangements.

Availability of Complete Agenda Package: A copy of the complete agenda package is available for examination at the FCGMA office during regular working hours (8:00 a.m. to 5:00 p.m. Monday through Friday) beginning five days before the Board meeting. Agenda packet contents are also posted on the FCGMA website as soon as possible, and left there for archival retrieval in case reference is needed on previously considered matters. Questions about specific items on the agenda should be directed to the Agency's Executive Officer.

Continuance of Items: The Board will endeavor to consider all matters listed on this agenda. However, time may not allow the Board to hear all matters listed. Matters not heard at this meeting may be carried over to the next Board meeting or to a future Board meeting. Participating individuals or parties will be notified of the rescheduling of their item prior to the meeting. Please contact the FCGMA staff to find out about rescheduled items.

Electronic Information and Updates: Visit <http://www.fcgma.org> (for home page information) or Facebook (for meeting updates). Information available online includes the Board's meeting schedule, a list of the Board members and staff, weather station data, general information, and various Agency forms. If you would like to speak to a staff member, please contact the Clerk of the Board at (805) 654-2014.

FCGMA FY 19-20 DRAFT BUDGET

				17-18 Year End Actuals	18-19 Adopted Budget	18-19 Year End (Based on AP#06.e. 3/30/19)	19-20 Draft Budget	20-21 PLANNING- LEVEL Budget PROJECTION	21-22 PLANNING- LEVEL Budget PROJECTION
AGENCY FISCAL RESOURCES								2.5%	3.00%
PUMPING FEES - \$ Per Acre-Foot ^(Note 1)				\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
BYFB				\$5,315,262	\$5,190,840	\$5,750,378	\$5,602,337	\$5,252,943	\$5,737,826
DESIGNATED ACCOUNTS									
BEGINNING BALANCE				\$1,536,829	\$1,507,148	\$1,507,148	\$1,177,613	\$802,613	\$812,613
SPECIAL COUNSEL				(\$40,465)		(\$309,535)	(\$350,000)		
COUNTY COUNSEL ^(Note 2)						(\$30,000)	(\$35,000)		
INTEREST EARNINGS ^(Note 3)				\$10,784	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
DESIGNATED GEMES ENDING BALANCE				\$1,507,148	\$1,517,148	\$1,177,613	\$802,613	\$812,613	\$822,613
BEGINNING BALANCE				\$2,015,952.00	\$2,423,822	\$2,423,822	\$3,173,822	\$3,973,822	\$4,973,822
SURCHARGE ^(Note 4)				\$948,870	\$800,000	\$750,000	\$800,000	\$1,000,000	\$1,000,000
AMI INSTALLATION ^(Note 5)				(\$541,000)					
DESIGNATED SURCHARGES BALANCE				\$2,423,822	\$3,223,822	\$3,173,822	\$3,973,822	\$4,973,822	\$5,973,822
BEGINNING BALANCE					1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
OPERATING RESERVES				1,000,000					
DESIGNATED RESERVE BALANCE				\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
OPERATING ACCOUNTS									
BEGINNING BALANCE				\$1,143,746	\$819,409	\$819,408	\$250,902	(\$523,492)	(\$1,048,609)
REVENUE									
PUMP CHARGES ^(Note 6)				\$750,451	\$750,000	\$750,000	\$750,000	\$742,500	\$735,000
GROUNDWATER SUSTAINABILITY FEE ^(Note 7)				\$863,061	\$812,500	\$812,500	\$812,500	\$804,375	\$796,250
GSP GRANT				\$65,208	\$12,500	\$12,500	\$12,500		
WATER MARKET / AMI GRANT					\$799,000	\$400,000	\$399,000		
TFR FROM SURCHARGE ACCOUNT ^(Note 5)				\$541,000					
INTEREST EARNINGS ^(Note 3)				\$28,218	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PENALTIES/INTEREST				\$43,233	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
MISCELLANEOUS REVENUES				\$6,000					
TOTAL OPERATING REVENUE				\$2,297,171	\$2,454,000	\$2,055,000	\$2,054,000	\$1,626,875	\$1,611,250
EXPENDITURES									
Board Member Insurance				\$3,844	\$4,000	\$3,513	\$4,000	\$4,100	\$4,223
AWA Dues / Symposium/Conference				\$1,640	\$1,000	\$1,000	\$1,000	\$1,025	\$1,056
LAFCO Funding ^(Note 8)				\$744	\$1,000	\$1,658	\$1,700	\$1,743	\$1,795
Office Equipment/Supplies/Printing				\$5,657	\$10,000	\$10,000	\$10,000	\$10,250	\$10,558
GSA Charges / ISF				\$23,193	\$8,500	\$12,000	\$12,000	\$12,300	\$12,669
Legal				\$156,959	\$150,000	\$170,000	\$177,000	\$177,000	\$177,000
Biennial Audit				\$0	\$9,000	\$9,000		\$9,000	
Public Outreach & Notices				\$9,145	\$2,000	\$3,000	\$3,000	\$3,075	\$3,167
Computer Equipment, Software & Website ^(Note 9)					\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
FCGMA Online Support/GIS ^(Note 10)				\$33,953	\$68,000	\$68,000	\$68,000	\$68,000	\$68,000
New FCGMA Data Management System ^(Note 11)								\$250,000	\$250,000
Et Weather Station Contract					\$300	\$300	\$300	\$300	\$300
Groundwater Sustainability Plan Development ^(Note 12)				\$708,239	\$702,136	\$584,835	\$417,564		
Post GSP Work Plan Implementation ^(Note 13)								\$250,000	\$250,000
AMI Implementation				\$433,921	\$840,000	\$350,000	\$564,000		
Watershed Contributions /Match ^(Note 14)				\$2,200	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700
Misc Expense / Misc Payment				\$597	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SERVICES AND SUPPLY SUB-TOTAL				\$1,380,092	\$1,806,136	\$1,223,506	\$1,273,764	\$801,993	\$793,967
Public Works Agency Charges ^(Note 15)				\$1,241,417	\$1,407,882	\$1,300,000	\$1,454,630	\$1,250,000	\$1,250,000
OPERATING EXPENSES SUB-TOTAL				\$2,621,509	\$3,214,018	\$2,523,506	\$2,728,394	\$2,051,993	\$2,043,967
CONTINGENCY				\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENDITURES				\$2,621,509	\$3,314,018	\$2,623,506	\$2,828,394	\$2,151,993	\$2,143,967
ENDING OPERATING FUND BALANCE				\$819,408	(\$40,609)	\$250,902	(\$523,492)	(\$1,048,609)	(\$1,581,327)
GRAND TOTAL FUND BALANCE				\$5,750,378	\$5,700,361	\$5,602,337	\$5,252,943	\$5,737,826	\$6,215,108

FOOTNOTES:

(1) FY 19-20 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee \$6.50.

(2) County Counsel costs for adjudication litigation (pending Board approval to book against GEMES account).

(3) FY 19-20 YE Interest Earnings Apportionments projected to be received from the County Pooled Investment Fund total \$40,000 or approximately 2.50% quarterly earnings rate.

(4) FY 19-20 estimated Surcharge revenue projections are \$800,000 from overpumpers.

(5) Designated Surcharge Fund for AMI installation grant match transfer to Revenue in FY 17-18.

(6) FY 19-20 Projected pump charge revenues by 6/30/20 are estimated assuming 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.

(7) FY 19-20 Projected groundwater sustainability fee revenues by 6/30/19 are estimated assuming 125,000 acre-feet of self-reported groundwater times \$6.50 per AF.

(8) FY 19-20 Projected payment of \$1,700 to LAFCO Per Govt. Code Sect. 56381 (b) (1), est. 0.442% share of combined FY 11-12 VC special district revenues.

(9) FCGMA website migration to ITSD hosting.

(10) FY 19-20 Estimate of \$68,000 from ITSD, includes \$12,000 Annual License Maintenance Agreement for website & GIS; and \$58,000 for specific special data queries, data fixes and changes to online system web pages and minor software enhancements.

(11) Placeholder amount for development and implementation of new data management system for implementation of new allocation systems.

(12) Consultant costs for GSP development including \$58,487 to UWCD and \$27,000 to CMWD for groundwater modeling in FY 18-19.

(13) Placeholder amount for post GSP Work Plan implementation including replenishment fee study, basin optimization studies, regional project feasibility, address data-gaps, etc.

(14) Includes contributions to Watershed Coalition of Ventura County (\$2,200) and Santa Clara Watershed Committee (\$1,500)

(15) FY 2019-20 Annual Workplan PWA tasks include Annual Operations and Special Tasks: GSP development; new allocation system development, AMI implementation, and Water Market development and implementation.

FCGMA FISCAL YEAR 2019 - 20 PROPOSED ANNUAL WORK PLAN - DRAFT

ANNUAL OPERATIONS

Administration and Fiscal Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Board Meeting Administration	- Ten regular Board meetings, six special meetings, agendas, minutes, staff reports, presentations, participation, attendance, pre- and post-debriefing meetings, follow-up, and three workshops	1,716	\$183,044	\$0
2. 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, Record Retention Policy and Schedule), PRA requests	612	\$53,728	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	100	\$13,305	\$0
4. CSD-Fiscal Staff Services-Fixed Cost Allocation Charge	Executive Officer Participation 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 annual Audit SofW, Selection and Fiscal Reports for the Agency	Fixed Cost	Fixed Cost	\$63,900
5. Committee Meetings	- Executive, Fiscal, Operations Committees, and Technical Advisory Group meetings coordination, support, documentation, progress reports, and technical evaluation memoranda in conjunction with GSP development	540	\$74,278	\$0
6. Biennial Audit Report	- Preparation of Scope of Work - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Draft Audit Report	0	\$0	\$0
<i>Administration and Fiscal Services Subtotal</i>		2,968	\$324,356	\$63,900

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 - Irrigation Allowance Index - Variance Requests to Emergency Ordinance E - Credit Programs - (Storage, In-lieu, Conservation, Injection, Recharge, Supplemental M&I) - HA Transfers - Extraction Data	382	\$40,963	\$0
2. FCGMA Online and Website O&M	- Web page revisions and programming revisions - Custom Data Queries, maintenance, small scale system enhancements performed by ITSD (\$56,000 in budget) - G36Web Application Hosting & GIS Fee (\$12,000 annually)	208	\$18,595	\$68,000
3. Data Entry: Self Reporting System (SAES and Irrigation Allowance Index Applications)	TIER 1 Hours - Mail SAES in July & August (-01) and again in Jan. & Feb. (-02) - Process and enter SAES, IAI Applications and payments into the database TIER 2 Hours - Follow-up regarding errors and omissions - IAI Applications Admin and Manager Reviews - Follow-up regarding incorrect or no payment	1,754	\$126,530	\$0
4. Well Registration	- Unregistered well follow-up and assist new well owners/operators with well registration, reporting and payment - Maintain a "Welcome" packet	224	\$23,298	\$0
5. Late/Non-Reporters (SAES) Compliance	- Follow-up with non-reporters (2X per year) - Assess \$50 daily Civil Penalty (Resolution No. 2013-01) 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	964	\$88,201	\$0
6. Meter Calibration Program Maintenance	- Mail Flowmeter Calibration Notices (1st, 2nd, and 3rd) - 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	486	\$44,233	\$0
<i>Records Services Subtotal</i>		4,018	\$341,821	\$68,000

FCGMA FISCAL YEAR 2019 - 20 PROPOSED ANNUAL WORK PLAN - DRAFT

Technical Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Annual Report Preparation	- Compile and analyze resource data for Annual Report - Prepare, review, finalize and publish - Prepare Annual BMO Report Card done in conjunction with Annual Report	280	\$39,447	\$0
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, propose improvements, incorporate in GMP update done in conjunction with GSP - Coordination of field investigations in support of tech studies - Tierra Rejada weather station maintenance	316	\$42,829	\$0
3. Groundwater and Well Project Reviews	- Review well permits for compliance with ordinances and resolutions - Review supply projects, including City of Camarillo, Moorpark, Somis desalters, and Oxnard GREAT & ASR program - Conduct California Environmental Quality Act (CEQA) Initial Study - Project Reviews and technical comment letters - Review Emergency Ordinance E exception from Article 4 requests	244	\$38,449	\$0
4. Policy Development and Legislative Tracking	- Track and evaluate Federal, State and Regional Legislation and Regulations - Track SGMA policy and guidance	44	\$8,334	\$0
5. Agency Flowmeter, Well Inspection Program, and AMI Operation	- Comprehensive program to verify flowmeter and well conditions and to undertake ongoing AMI operation	692	\$88,324	\$0
6. Grant Administration (Proposition 1)	- Review and evaluate grant opportunities, and prepare initial application and Board notification Contract administration - Attend meetings, review work products and invoice processing - Engagement with Watershed Protection District re Ag Water Use Efficiency and Sustainable Groundwater Management Plan Grants	120	\$19,325	\$0
7. Las Posas Sub-Basin Management Plan Development	- Attend LPUG meetings - Participate in Water Supply Feasibility Study development - Attend meetings and review documents related to the LPV basin model for the Eastern Management Area - Prepare well application review packages and make presentations	40	\$6,170	\$0
<i>Technical Services Subtotal</i>		1,736	\$242,878	\$0

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	\$177,000
2. Anticipated and Ongoing Litigation	- Represent Agency in legal proceedings in superior court.			\$40,000
3. Outside Counsel	- Reserved for outside counsel as needed.			\$0
<i>Legal Services Subtotal</i>		0	\$0	\$217,000

FCGMA FISCAL YEAR 2019 - 20 PROPOSED ANNUAL WORK PLAN - DRAFT

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/VCIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.	144	\$26,570	\$0
2. Outreach, Website, Social Media	Routine administration and maintenance of Agency website and Facebook presence; produce Semi-Annual Newsletter	264	\$24,316	\$0
<i>Public Outreach Subtotal</i>		408	\$50,886	\$0
<i>Subtotal Agency Annual Operations</i>		9,130	\$959,940	\$348,900

SPECIAL EXPENDITURES

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Groundwater Sustainability Plan	This work task includes development of Groundwater Sustainability Plans (GSPs) for submittal to the Department of Water Resources (DWR). Efforts during FY 18/19 generally consist of consultant contract oversight, project management and technical review, committee participation and public review and participation, and interaction with DWR. The following tasks will be performed during FY 18/19: stakeholder meetings; ongoing reviews to integrate stakeholder input on definition of undesirable results, minimum thresholds, sustainability objectives, and basin specific groundwater allocation systems; development of management strategies; future scenario forecast modeling; and monitoring and reporting programs. Completion of the GSPs including circulation for public review, adoption by the FCGMA Board, and submittal to DWR anticipated in FY 18/19.	620	\$103,064	\$387,564
2. Public Outreach	This work task will provide additional resources for GSP stakeholder engagement, beyond those already included in the existing GSP contract. This includes additional staff participation in stakeholder engagement, and limited financial support for chartered stakeholder work. Additional resources also would be directed to FCGMA led public workshops and development of outreach materials such as newsletters, informational pamphlets, and notification items. This task includes the expanded outreach and projects challenge approved by the Board.	144	\$17,573	\$30,000
3. New Allocation Systems	This work task involves working with stakeholders to develop new pumping allocation systems for the groundwater basins. It includes stakeholder engagement, stakeholder group meetings, analysis and development of allocation system elements, and working with Agency Counsel to develop new ordinance(s).	682	\$94,564	\$0
<i>Subtotal Special Expenditures</i>		1,446	\$215,201	\$417,564

AMI & WATER MARKET

1. Advanced Meter Infrastructure Installation	Installation of Advanced Meter Infrastructure telemetry and data management system - Staff time to oversee and implement project.	670	\$83,577	\$564,000
2. New Data Management System Requirements	Develop performance specification for new data management system, prepare and administer RFP, work with contractor to develop and implement new system	910	\$110,217	\$0
3. Water Market Development and Implementation	Develop and implement a Phase 2 water-market pilot and full-scale water-market implementation in FY 18/19.	572	\$69,993	\$0
4. Project Management & Reporting	Grant project management and reporting.	92	\$15,700	\$0
<i>Subtotal AMI & Water Market</i>		2,244	\$279,488	\$564,000

GRAND TOTAL: Annual Operations and Special Expenditures	12,820	\$1,454,630	\$1,330,464
--	---------------	--------------------	--------------------