

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 **10:00 a.m. on Monday, May 21, 2018** in **Conference Room 346**, at the Ventura County Government Center, Hall of Administration, Third Floor at **800 South Victoria Avenue, Ventura, California**.

FCGMA FISCAL COMMITTEE MEETING AGENDA

May 21, 2018

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. **Minutes** – Approve the minutes from the July 25, 2017 Fiscal Committee meeting.
- E. **Fiscal Year 2018-19 Budget Development Study Session** – Review proposed work plan and preliminary Fiscal Year 2018-19 Budget.
- F. **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 17-18 ADOPTED BUDGET
Third Quarter Actuals Performance Report (Through 03/30/18 & AP #09)

	A	B	C	D	E
	2015-16 Year-End Actuals	2016-17 Year-End Actuals	Adjusted 2017-18 Budget	2017-18 3rd Quarter Actuals	2017-18 Projected Year-End Actuals based on 3rd Quarter Performance
AGENCY FISCAL RESOURCES					
PUMPING FEES - \$ Per Acre-Foot ^(Note 1)	\$10.00	\$10.00	\$12.50	\$12.50	\$12.50
BYFB	\$3,768,827	\$4,452,475	\$5,291,432	\$5,291,432	\$5,291,432
DESIGNATED ACCOUNTS					
BEGINNING BALANCE	\$1,519,080	\$1,524,604	\$1,536,829	\$1,536,829	\$1,536,829
INTEREST EARNINGS	\$5,524	\$12,225	\$15,000	\$5,563	\$10,000
DESIGNATED GEMES ENDING BALANCE	\$1,524,604	\$1,536,829	\$1,551,829	\$1,542,392	\$1,546,829
BEGINNING BALANCE		\$725,825	\$2,015,952	\$2,015,952	\$2,015,952
SURCHARGE ^(Note 2)	\$725,825	\$1,290,127	\$800,000	\$891,762	\$950,000
AMI INSTALLATION ^(Note 3)			(\$185,000)	(\$541,000)	(\$541,000)
DESIGNATED SURCHARGES BALANCE	\$725,825	\$2,015,952	\$2,630,952	\$2,366,714	\$2,424,952
OPERATING RESERVES	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
DESIGNATED RESERVE BALANCE	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
OPERATING ACCOUNTS					
BEGINNING BALANCE	\$1,283,300	\$1,195,504	\$738,651	\$738,651	\$738,651
REVENUE					
PUMP CHARGES ^(Note 4)	\$877,711	\$695,675	\$750,000	\$554,785	\$750,000
GROUNDWATER SUSTAINABILITY FEE ^(Note 5)	\$270,923	\$680,091	\$812,500	\$603,567	\$812,500
GSP GRANT		\$172,292	\$77,708	\$65,208	\$65,208
WATER MARKET / AMI GRANT			\$290,000		\$0
TFR FROM SURCHARGE ACCOUNT ^(Note 4)			\$185,000	\$541,000	\$541,000
INTEREST EARNINGS	\$8,837	\$27,722	\$30,000	\$15,105	\$30,000
PENALTIES/INTEREST	\$106,274	\$33,647	\$75,000	\$25,292	\$50,000
MISCELLANEOUS REVENUES	\$2,989			\$6,000	\$6,000
TOTAL OPERATING REVENUE	\$1,266,734	\$1,609,427	\$2,220,208	\$1,810,957	\$2,254,708
EXPENDITURES					
Board Member Insurance	\$4,708	\$3,819	\$4,500	\$3,844	\$3,844
AWA Dues / Symposium/Conference	\$2,368	\$300	\$1,000	\$300	\$1,000
LAFCO Funding ^(Note 6)	\$811	\$806	\$1,000	\$744	\$744
Office Equipment/Supplies/Printing		\$767	\$2,000		\$1,000
GSA Charges/Special Services ISF	\$7,199	\$5,447	\$8,500	\$3,012	\$8,500
Legal ^(Note 7)	\$138,732	\$136,291	\$150,000	\$91,229	\$150,000
Biennial Audit		\$8,800			\$0
Public Notices	\$727	\$289	\$1,000	\$2,984	\$3,500
Computer Equipment, Software & Website			\$5,000		\$5,000
FCGMA Online Support/GIS ^(Note 8)	\$43,610	\$77,983	\$68,000	\$40,933	\$68,000
Et Weather Station Contract	\$300	\$264			\$300
Consultant Contracts ^(Note 9)	\$3,200		\$30,000		\$0
LPUG Feasibility Study	\$19,037	\$104,747	\$5,865	\$5,855	\$5,855
Groundwater Sustainability Plan Development	\$313,493	\$795,566	\$702,756	\$599,307	\$708,239
Public Outreach		\$16,882	\$13,118	\$578	\$13,118
AMI Implementation			\$475,000	\$433,000	\$550,000
Watershed Contributions /Match ^(Note 10)	\$3,700	\$2,600	\$3,700		\$3,700
Misc. Expense / Misc. Payment	\$1,877	\$2,386	\$1,500	\$580	\$1,500
SERVICES AND SUPPLY SUB-TOTAL	\$539,762	\$1,156,947	\$1,472,939	\$1,182,364	\$1,524,300
Public Works Agency Charges ^(Note 11)	\$808,226	\$909,333	\$1,461,117	\$826,696	\$1,150,000
OPERATING EXPENSES SUB-TOTAL	\$1,347,988	\$2,066,280	\$2,934,056	\$2,009,061	\$2,674,300
CONTINGENCY			\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENDITURES	\$1,347,988	\$2,066,280	\$3,034,056	\$2,109,061	\$2,774,300
ENDING OPERATING FUND BALANCE	\$1,202,046	\$738,651	(\$75,197)	\$440,547	\$219,059
GRAND TOTAL FUND BALANCE	\$4,452,475	\$5,291,432	\$5,107,584	\$5,349,654	\$5,190,840

FOOTNOTES:

- (1) FY 17-18 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee \$6.50.
- (2) FY 17-18 estimated Surcharge revenue projections are \$800,000 from overpumpers.
- (3) Designated Surcharge Fund for AMI installation grant match approved at Oct. 25, 2017, Board meeting.
- (4) FY 17-18 Projected pump charge revenues by 6/30/18 are estimated assuming 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.
- (5) FY 17-18 Projected groundwater sustainability fee revenues by 6/30/18 are estimated assuming 125,000 acre-feet of self-reported groundwater times \$6.50 per AF.
- (6) FY 17-18 Projected payment of \$1,000 to LAFCO Per Govt. Code Sect. 56381 (b) (1), est. 0.442% share of combined FY 11-12 VC special district revenues.
- (7) FY 17-18 Legal counsel fees projected at \$150,000 (\$120,000 for County Counsel and \$30,000 for outside special counsels).
- (8) FY 17-18 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.
- (9) FY 17-18 \$5,000 capacity for Board-delegated authority to EO to approve contracts in-between BoF meetings including \$5,000 for Facilitator.
- (10) Includes contributions to Watershed Coalition of Ventura County (\$2,200) and Santa Clara Watershed Committee (\$1,500)
- (11) FY 2017-18 Annual Workplan Tasks: \$1,461,117 in PWAC costs; Projection for FY 18-19 includes AMI and GSP implementation task.

FCGMA FY 18-19 DRAFT BUDGET

				16-17 Year End Actuals	17-18 Adopted Budget	17-18 Year End (Based on AP#03.e. 3/30/18)	18-19 Draft Budget	19-20 PLANNING- LEVEL Budget PROJECTION	20-21 PLANNING- LEVEL Budget PROJECTION
AGENCY FISCAL RESOURCES								2.5%	3.00%
PUMPING FEES - \$ Per Acre-Foot ^(Note 1)				\$10.00	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50
BYFB				\$4,452,475	\$5,291,432	\$5,291,432	\$5,190,840	\$5,692,958	\$6,739,796
DESIGNATED ACCOUNTS									
BEGINNING BALANCE				\$1,524,604	\$1,536,829	\$1,536,829	\$1,546,829	\$1,556,829	\$1,566,829
INTEREST EARNINGS ^(Note 2)				\$12,225	\$15,000	\$10,000	\$10,000	\$10,000	\$100,000
TRF ADDITIONAL FUNDS FOR GEMES									
DESIGNATED GEMES ENDING BALANCE				\$1,536,829	\$1,551,829	\$1,546,829	\$1,556,829	\$1,566,829	\$1,666,829
BEGINNING BALANCE				\$725,825.00	\$2,015,952	\$2,015,952	\$2,424,952	\$3,224,952	\$4,224,952
SURCHARGE ^(Note 3)				\$1,290,127	\$800,000	\$950,000	\$800,000	\$1,000,000	\$1,000,000
AMI INSTALLATION ^(Note 4)					(\$185,000)	(\$541,000)			
DESIGNATED SURCHARGES BALANCE				\$2,015,952	\$2,630,952	\$2,424,952	\$3,224,952	\$4,224,952	\$5,224,952
BEGINNING BALANCE						\$1,000,000	\$0	\$1,000,000	\$1,000,000
OPERATING RESERVES				1,000,000	1,000,000		\$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				\$1,195,504	\$738,651	\$738,651	\$219,059	-\$88,823	-\$51,986
REVENUE									
PUMP CHARGES ^(Note 5)				\$695,675	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
GROUNDWATER SUSTAINABILITY FEE ^(Note 6)				\$680,091	\$812,500	\$812,500	\$812,500	\$812,500	\$812,500
GSP GRANT				\$172,292	\$77,708	\$65,208	\$12,500		
WATER MARKET / AMI GRANT					\$290,000	\$0	\$799,000		
TFR FROM SURCHARGE ACCOUNT ^(Note 4)					\$185,000	\$541,000			
INTEREST EARNINGS ^(Note 2)				\$27,722	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PENALTIES/INTEREST				\$33,647	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000
MISCELLANEOUS REVENUES						\$6,000			
TOTAL OPERATING REVENUE				\$1,609,427	\$2,220,208	\$2,254,708	\$2,454,000	\$1,642,500	\$1,642,500
EXPENDITURES									
Board Member Insurance				\$3,819	\$4,500	\$3,844	\$4,000	\$4,100	\$4,223
AWA Dues / Symposium/Conference				\$300	\$1,000	\$1,000	\$1,000	\$1,025	\$1,056
LAFCO Funding ^(Note 7)				\$806	\$1,000	\$744	\$1,000	\$1,025	\$1,056
Office Equipment/Supplies/Printing				\$767	\$2,000	\$1,000	\$10,000	\$10,250	\$10,558
GSA Charges / ISF				\$5,447	\$8,500	\$8,500	\$8,500	\$8,713	\$8,974
Legal ^(Note 8)				\$136,291	\$150,000	\$150,000	\$150,000	\$150,000	\$100,000
Biennial Audit				\$8,800			\$9,000		\$9,000
Public Notices				\$289	\$1,000	\$3,500	\$2,000	\$2,050	\$2,112
Computer Equipment, Software & Website					\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
FCGMA Online Support/GIS ^(Note 9)				\$77,983	\$68,000	\$68,000	\$68,000	\$68,000	\$68,000
Et Weather Station Contract					\$30,000				
Et Weather Station Contract				\$264		\$300	\$300	\$300	\$300
LPUG Feasibility Study				\$104,747	\$5,865	\$5,855			
Groundwater Sustainability Plan Development				\$795,566	\$702,756	\$708,239	\$150,000		
Public Outreach				\$16,882	\$13,118	\$13,118			
AMI Implementation					\$475,000	\$550,000	\$840,000		
Watershed Contributions /Match ^(Note 10)				\$2,600	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700
Misc Expense / Misc Payment				\$2,386	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SERVICES AND SUPPLY SUB-TOTAL				\$1,156,947	\$1,472,939	\$1,524,300	\$1,254,000	\$255,663	\$215,477
Public Works Agency Charges ^(Note 11)				\$909,333	\$1,461,117	\$1,150,000	\$1,407,882	\$1,250,000	\$1,250,000
OPERATING EXPENSES SUB-TOTAL				\$2,066,280	\$2,934,056	\$2,674,300	\$2,661,882	\$1,505,663	\$1,465,477
CONTINGENCY				\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENDITURES				\$2,066,280	\$3,034,056	\$2,774,300	\$2,761,882	\$1,605,663	\$1,565,477
ENDING OPERATING FUND BALANCE				\$738,651	-\$75,197	\$219,059	-\$88,823	-\$51,986	\$25,037
GRAND TOTAL FUND BALANCE				\$5,291,432	\$5,107,584	\$5,190,840	\$5,692,958	\$6,739,796	\$7,916,818

FOOTNOTES:

- (1) FY 18-19 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee \$6.50.
- (2) FY 18-19 YE Interest Earnings Apportionments projected to be received from the County Pooled Investment Fund total \$40,000 or approximately .80% quarterly earnings rate.
- (3) FY 18-19 estimated Surcharge revenue projections are \$800,000 from overpumpers.
- (4) Designated Surcharge Fund for AMI installation grant match transfer to Revenue in FY 17-18.
- (5) FY 18-19 Projected pump charge revenues by 6/30/19 are estimated assuming 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.
- (6) FY 18-19 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.
- (7) FY 18-19 Projected payment of \$1,000 to LAFCO Per Govt. Code Sect. 56381 (b) (1), est. 0.442% share of combined FY 11-12 VC special district revenues.
- (8) FY 18-19 Legal counsel fees projected at \$150,000 (\$130,000 for County Counsel and \$20,000 for outside special counsel if needed).
- (9) FY 18-19 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.
- (10) Includes contributions to Watershed Coalition of Ventura County (\$2,200) and Santa Clara Watershed Committee (\$1,500)
- (11) FY 2018-19 Annual Workplan Tasks: \$1,407,882 in PWAC costs; Projection for Fy 18-19 includes AMI and GSP implementaion task; Projection for FY 19-20 includes GSA operators tasks.

FCGMA FISCAL YEAR 2018-19 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	1,744	\$188,980	\$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	512	\$46,604	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	64	\$10,741	\$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	\$73,000
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	12	\$1,851	\$0
<i>Administration and Fiscal Services Subtotal</i>		2,872	\$322,454	\$73,000

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 - Irrigation Allowance Index - Variance Requests to Emergency Ordinance E - Credit Programs - (Storage, In-lieu, Conservation, Injection, Recharge, Supplemental M&I) - HA Transfers - Extraction Data	322	\$36,689	\$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)	190	\$16,378	\$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	1,542	\$106,966	\$0
4. Well Registration	- Unregistered well follow-up and assist new well owners/operators with well registration, reporting and payment - Maintain a "Welcome" packet	258	\$25,640	\$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	\$88,550	\$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	472	\$42,400	\$0
<i>Records Services Subtotal</i>		3,748	\$316,622	\$68,000

FCGMA FISCAL YEAR 2018-19 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	308	\$41,325	\$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>		1,728	\$241,374	\$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	\$90,000
2. Anticipated and Ongoing Litigation	- Represent Agency in legal proceedings in superior court.			\$40,000
3. Outside Counsel	- Reserved for outside counsel as needed.			\$20,000
<i>Legal Services Subtotal</i>		0	\$0	\$150,000

FCGMA FISCAL YEAR 2018-19 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	192	\$19,187	\$0
<i>Public Outreach Subtotal</i>		336	\$45,757	\$0
<i>Subtotal Agency Annual Operations</i>		8,684	\$926,207	\$291,000

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	\$130,000
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.	120	\$15,863	\$20,000
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).	520	\$80,454	\$0
<i>Subtotal Special Expenditures</i>		1,260	\$199,381	\$150,000

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.	512	\$68,621	\$840,000
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	678	\$78,095	\$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.	364	\$44,057	\$0
4. Project Management & Reporting	Grant project management and reporting.	116	\$18,521	\$0
<i>Subtotal AMI & Water Market</i>		1,670	\$209,294	\$840,000

GRAND TOTAL: Annual Operations and Special Expenditures	11,614	\$1,334,882	\$1,281,000
--	---------------	--------------------	--------------------

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, 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.

MINUTES

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Fiscal Committee meeting held **Monday, May 21, 2018** in Conference Room 346 at the Ventura County Government Center, Hall of Administration, 800 South Victoria Avenue, Ventura, California.

A. Call to Order

Fiscal Committee Chair Gene West called the meeting to order at 10:00 a.m.

B. Introductions

In attendance were: (1) Gene West, FCGMA Fiscal Committee Chair; (2) Charlotte Craven, FCGMA Fiscal Committee Vice Chair; (3) Kim Loeb, Groundwater Manager; (4) Keely Royas, FCGMA Clerk of the Board; (5) Kathleen Riedel, Groundwater Specialist, and (6) Julia Dixon, PWA, Fiscal, Central Services Division (CSD).

C. Public Comments

No public comments were made.

D. Approval of Minutes

Vice Chair Craven made a motion to approve the minutes from the July 25, 2017 Fiscal Committee meeting. Chair West seconded the motion, and the motion passed.

E. Fiscal Year 2018-19 Budget Development Study Session

Kim Loeb explained the process of reviewing the 2018-19 proposed budget, possibly making changes, and approving it to be brought to the full Board for adoption.

Mr. Loeb briefly reviewed the Third Quarter Actuals Performance Report for the 2017-18 adopted budget.

Mr. Loeb presented the FY 2018-19 Annual Work Plan, explaining each section and task.

Regarding Records Services Task 5, Chair West asked how much the Agency recaptures from late/non reporters versus the cost associated with bringing them into compliance. Mr. Loeb stated that he did not have a specific number, but that he is in the process of better aligning time-tracking codes to budget categories, so this kind of analysis can be provided.

Chair West stated that under Technical Services Task 5, he would expect to see an increase in labor hours and cost for "Agency Flowmeter, Well Inspection Program, and AMI Operation" due to

800 South Victoria Avenue, Ventura, CA 93009-1610
(805) 654-2014 FAX: (805) 654-3350
Website: www.fcgma.org

Item D – Page 1 of 2

the increased amount of time that the AMI program will add. Mr. Loeb explained that time is captured under Special Expenditures, AMI installation task.

Mr. Loeb went through the FY 18-19 Draft Budget by each line item.

Ms. Dixon pointed out an entry error in the Interest Earnings line item for 20-21 "Planning-Level Budget Projection." It reads \$100,000 when it should read \$10,000.

Chair West asked if the AMI implementation cost is paid from the Designated Surcharge Account. Mr. Loeb said that funds were transferred from the Designated Surcharge Account in FY 17-18 to cover the Agency's grant match for AMI implementation.

Mr. Loeb stated that the full cost of completing the GSPs is not yet known; the draft budget amount reflects Dudek's projected remaining current contract budget in FY 18-19.

Chair West asked if the anticipated GSP development cost should be increased now or wait until the mid-year review. Mr. Loeb stated the potential scope and costs will be better known following Wednesday's Board meeting. Vice Chair Craven suggested reconvening the Fiscal Committee after the Board meeting to re-evaluate the GSP development cost in the draft budget. The Committee set a meeting date on June 5, 2018 at 9:00 a.m.

F. Adjourn the Fiscal Committee Meeting

Chair West adjourned the meeting at 10:34 a.m.

Submitted by:

Keely Royas
Clerk of the Board

DRAFT