

# 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  
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**Michael W. Mobley**, Director, United Water Conservation District  
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## EXECUTIVE OFFICER

**Jeff Pratt, P.E.**

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that the Fox Canyon Groundwater Management Agency (FCGMA) will hold a **VideoConference Fiscal Committee Special Meeting** at **2:00 p.m. on Thursday, May 21, 2020** in **Conference Room 347**, at the Ventura County Government Center, Hall of Administration at **800 South Victoria Avenue, Ventura, California**.

**IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE HALL OF ADMINISTRATION BUILDING IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO "NOTICES" ON PAGE 2 OF THIS AGENDA**

## FCGMA FISCAL COMMITTEE SPECIAL MEETING AGENDA

May 21, 2020

**Members:** Chair Eugene West  
Vice Chair Tony Trembley

- 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 2020-21 Budget Development Study Session** – Review proposed Work Plan and preliminary Fiscal Year 2020-21 Budget.
- E. Adjourn the Fiscal Committee Meeting**

## NOTICES

*The following information is provided to help you understand, follow, and participate in the meeting:*

*Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing one or more agenda or non-agenda items.*

*The following options allow for public participation:*

# FCGMA Fiscal Committee Special Meeting Agenda

May 21, 2020

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## 1. Join the Zoom Meeting as an Attendee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85078795387?pwd=M0dOTjNsWnV3LzhVZzZWQTIiTGZNUOT09>

Password: **271978**

With this option you will be able to raise your hand, and the Clerk of the Board will give you speaking abilities to make a public comment.

## 2. Call-In to listen to the meeting:

Telephone: 1 669 900 6833

Conference ID: 850 7879 5387

Password: **271978**

Options 2 will not allow you to make direct speaking comments. If you wish to make a comment please follow the steps below.

If you wish to make a comment please submit your comment to the Clerk of the Board at [fcgma@ventura.org](mailto:fcgma@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 9). Your email will be read and placed into the record.

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.

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**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.

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**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.

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**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.

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY



## MEMORANDUM

**Date:** May 21, 2020  
**To:** Fiscal Committee  
**From:** Kim Loeb, Groundwater Manager *KL*  
**Subject:** Item D – Fiscal Year 2020-21 Budget Development Study Session

The Fiscal Year 2020-21 Work Plan summarizes major work tasks, activities, and project deliverables anticipated during the next fiscal year (attached). The Work Plan includes a description of the proposed tasks, labor estimates, and contract estimates where appropriate.

Annual Operations are divided into Administration and Fiscal services, Records Services, Technical Services, Legal Services, and Public Outreach. Special Expenditures include GSP implementation and development and implementations of new extraction allocation systems. It includes a separate Special Expenditure category for continued implementation of the Advanced Metering Infrastructure (AMI), new data management system requirements, and Water Market. The Work Plan and Budget anticipate that funding will be made available to the Agency as a subgrantee of The Nature Conservancy's Natural Resource Conservation Service grant.

The Work Plan is incorporated into the Budget. Two versions of the Budget worksheet are attached: one includes \$854,600 in DWR Sustainable Planning Grant funds awarded to reimburse the Agency for some of our GSP development costs; the other does not include the DWR grant funds to reflect the possibility they will be withheld by the State due to the current budget crises.

Staff costs are included in the Budget worksheet under the line item for Public Works Agency charges, and consultant costs and other contracts are included as separate line items. Columns on the Budget worksheet show FY 2018-19 actual cash flow and account totals, FY 2019-20 adopted budget and projected year-end actuals (based on third-quarter reports), the proposed FY 2020-21 budget, and planning-level budget projections for FY 2021-22 and 2022-23.

The top portion of the Budget worksheet presents balances for the three Board Designated Accounts: the Designated GEMES Account, the Designated Surcharges Account, and the Operating Reserves Account. Operating Accounts are below the Designated Accounts and identify Revenues and Expenditures. Annual ending balances are shown at the bottom for the Operating Account and Total Account Funds. Uncertainties in the FY 2020-21 projections include GSP implementation and new FCGMA data management system costs. For budget planning purposes, FY 2020-21 expenditures for GSP implementation and new data management system are projected at \$500,000 each.

Table 1 is a summary of projected year-end fund balances with the DWR grant and Table 2 is a summary of projected year-end fund balances without the DWR grant.

**Table 1**  
**Projected Year-End Fund Balances**

	2018-19 Year-End Actuals	2019-20 Adopted Budget	2019-20 Projected Year-End	2020-21 Draft Budget	2021-22 Planning- Level Budget	2022-23 Planning- Level Budget
Designated GEMES Account	\$1,277,054	\$802,613	(\$288,708)	(\$1,247,708)	(\$1,772,708)	(\$2,197,708)
Designated Surcharges Account	\$3,111,678	\$973,822	\$1,361,678	\$2,361,678	\$3,361,678	\$4,361,678
Designated Operating Reserves	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Operating Fund	\$111,028	\$2,743	(\$1,317)	\$381,337	(\$771,655)	(\$990,471)
<b>Grand Total Fund Balance</b>	<b>\$5,499,760</b>	<b>\$2,779,178</b>	<b>\$2,071,654</b>	<b>\$2,495,307</b>	<b>\$1,817,316</b>	<b>\$2,173,499</b>

**Table 2**  
**Projected Year-End Fund Balances - No DWR Grant**

	2018-19 Year-End Actuals	2019-20 Adopted Budget	2019-20 Projected Year-End	2020-21 Draft Budget	2021-22 Planning- Level Budget	2022-23 Planning- Level Budget
Designated GEMES Account	\$1,277,054	\$802,613	(\$288,708)	(\$1,247,708)	(\$1,772,708)	(\$2,197,708)
Designated Surcharges Account	\$3,111,678	\$973,822	\$1,361,678	\$2,361,678	\$3,361,678	\$4,361,678
Designated Operating Reserves	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Operating Fund	\$111,028	\$2,743	(\$1,317)	(\$473,263)	(\$1,626,255)	(\$1,845,071)
<b>Grand Total Fund Balance</b>	<b>\$5,499,760</b>	<b>\$2,779,178</b>	<b>\$2,071,654</b>	<b>\$1,640,707</b>	<b>\$962,716</b>	<b>\$1,318,899</b>

Attachments:

- FCGMA Fiscal Year 2020-21 Proposed Annual Work Plan – Draft
- FCGMA FY 2020-21 Draft Budget
- FCGMA FY 2020-21 Draft Budget – No DWR Grant

**FCGMA FISCAL YEAR 2020-21 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	- 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, <b>Board room and AV fees, etc.</b>	1,327	\$185,414	\$26,476
2. Agency Administration	- General administration tasks, clerical, customer service inquiries, invoice processing, staff and management planning meetings - Update Agency Ordinance Code for consistency with GSPs and resolutions	716	\$85,514	\$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, Record Retention Policy and Schedule), PRA requests	560	\$56,279	\$0
4. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	98	\$12,869	\$0
5. Executive Officer and CSD-Fiscal Staff Services	- 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	\$153,837
6. Committee Meetings	- Executive, Fiscal, Operations, and advisory committee meetings coordination, support, documentation, progress reports	328	\$45,096	\$0
7. Biennial Audit Report	- Preparation of Scope of Work; Auditor Selection Process; Assist Auditor with Inquiries; QA/QC of Draft Audit Report	16	\$2,244	\$9,000

*Administration and Fiscal Services Subtotal*

**3,045      \$387,416      \$189,313**

**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	432	\$37,753	\$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 (\$111,900 IT services) - Web Application Hosting & GIS Fee (\$12,000 annually)	265	\$24,177	\$123,900
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	1,734	\$140,118	\$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	\$27,024	\$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	948	\$91,202	\$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	489	\$50,209	\$0

*Records Services Subtotal*

**4,126      \$370,482      \$123,900**

**FCGMA FISCAL YEAR 2020-21 PROPOSED ANNUAL WORK PLAN - DRAFT**

**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 - Prepare Annual BMO Report Card done in conjunction with Annual Report	370	\$48,194	\$60,000
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 - Coordination of field investigations in support of tech studies - Tierra Rejada weather station maintenance	384	\$47,523	\$0
3. Groundwater and Well Project Reviews	- Review well permits for compliance with ordinances and resolutions - Review supply projects, including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT & ASR program, Calleguas MWD 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 - <u>Well permit application technical review</u>	270	\$36,415	\$0
4. Agency Flowmeter, Well Inspection Program, and AMI Operation	- Comprehensive program to verify flowmeter accuracy, well conditions and ongoing AMI operations	1,001	\$118,986	\$0
5. Grant Administration	- Review and evaluate grant opportunities, and prepare initial application and Board notification - Permitting - Contract administration - Attend meetings, review work products and invoice processing - <u>Coordinate work efforts</u>	183	\$26,637	\$0
<i>Technical Services Subtotal</i>		<b>2,208</b>	<b>\$277,756</b>	<b>\$60,000</b>

**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. - <u>Code enforcement</u>	0	\$0	\$137,000
2. Anticipated and Ongoing Litigation	- Represent Agency in legal proceedings in superior court. - Litigation related staff time.	420	\$61,181	\$40,000
3. Outside Counsel	- Special counsel fees related to ongoing and anticipated litigation			\$934,000
<i>Legal Services Subtotal</i>		<b>420</b>	<b>\$61,181</b>	<b>\$1,111,000</b>



**FCGMA FISCAL YEAR 2020-21 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.	120	\$22,990	\$0
2. Outreach, Website, Social Media	Routine administration and maintenance of Agency website and Facebook presence; produce Semi-Annual Newsletter	276	\$25,444	\$0
<i>Public Outreach Subtotal</i>		<b>396</b>	<b>\$48,433</b>	<b>\$0</b>
<i>Subtotal Agency Annual Operations</i>		<b>10,195</b>	<b>\$1,145,268</b>	<b>\$1,484,213</b>

**SPECIAL EXPENDITURES**

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Groundwater Sustainability Plan Implementation	Review and address DWR comments/questions regarding GSPs. Refine management strategies; evaluate basin optimization studies, project feasibility analyses; future scenario forecast modeling; monitoring and reporting programs. Participation in development and review of the arroyo Santa Rosa Valley GSP.	620	\$101,715	\$0
2. Public Outreach	Stakeholder engagement including stakeholder committee, facilitation process, public workshops, and outreach materials.	136	\$17,423	\$0
3. New Allocation Systems	Develop and new pumping allocation systems for the Las Posas Valley and Arroyo Santa Rosa Valley basins. Implementation of new allocation systems including variance process. Includes stakeholder engagement.	704	\$88,613	\$0
<i>Subtotal Special Expenditures</i>		<b>1,460</b>	<b>\$207,751</b>	<b>\$0</b>

**AMI & WATER MARKET**

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Advanced Meter Infrastructure Installation	Installation of Advanced Meter Infrastructure telemetry and data management system - Staff time to oversee and implement project.	190	\$24,280	\$5,000
2. New Data Management System Requirements	Develop performance specification for new data management system, prepare and administer RFP, enter contract to develop and implement new system.	910	\$110,181	\$350,000
3. Water Market Development and Implementation	Develop and implement a Phase 2 Water Market Pilot Extension and implementation in FY 20/21.	336	\$43,500	\$9,000
4. Project Management & Reporting	Grant project management and reporting.	80	\$15,237	\$0
<i>Subtotal AMI &amp; Water Market</i>		<b>1,516</b>	<b>\$193,198</b>	<b>\$364,000</b>

<b>GRAND TOTAL: Annual Operations and Special Expenditures</b>	<b>13,171</b>	<b>\$1,546,218</b>	<b>\$1,848,213</b>
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**FCGMA FY 2020-21 DRAFT BUDGET**

	A	B	C	D	E	F
	2018-19 Year-End Actuals	2019-20 Adopted Budget (rev. 9/25/2019)	2019-20 Projected Year- End (based on AP09 3/31/2020)	2020-21 Draft Budget	2021-22 Planning-Level Budget Projections	2022-23 Planning-Level Budget Projections
<b>AGENCY FISCAL RESOURCES</b>					2.50%	3.00%
PUMPING FEES - \$ Per Acre-Feet <sup>(Note 1)</sup>	\$13	\$13	\$11 / \$17	\$17 / \$20	\$20	\$20
BYFB	\$5,750,378	\$5,589,837	\$5,499,760	\$2,779,178	\$2,495,307	\$1,817,316
<b>DESIGNATED ACCOUNTS</b>						
<b>BEGINNING BALANCE</b>	\$1,507,148	\$1,177,613	\$1,277,054	(\$288,708)	(\$1,247,708)	(\$1,772,708)
SPECIAL COUNSEL <sup>(Note 2)</sup>	(\$248,663)	(\$350,000)	(\$1,540,762)	(\$934,000)	(\$500,000)	(\$400,000)
COUNTY COUNSEL <sup>(Note 3)</sup>		(\$35,000)	(\$40,000)	(\$35,000)	(\$35,000)	(\$35,000)
INTEREST EARNINGS <sup>(Note 4)</sup>	\$18,569	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000
<b>DESIGNATED GEMES BALANCE</b>	\$1,277,054	\$802,613	(\$288,708)	(\$1,247,708)	(\$1,772,708)	(\$2,197,708)
<b>BEGINNING BALANCE</b>	\$2,423,822	\$3,173,822	\$3,111,678	\$1,361,678	\$2,361,678	\$3,361,678
SURCHARGE	\$687,856	\$800,000	\$1,250,000	\$1,000,000	\$1,000,000	\$1,000,000
GROUNDWATER RECHARGE GRANT <sup>(Note 5)</sup>		(\$3,000,000)	(\$3,000,000)			
<b>DESIGNATED SURCHARGES BALANCE</b>	\$3,111,678	\$973,822	\$1,361,678	\$2,361,678	\$3,361,678	\$4,361,678
OPERATING RESERVES	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>DESIGNATED RESERVE BALANCE</b>	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>OPERATING ACCOUNTS</b>						
<b>BEGINNING BALANCE</b>	\$819,408	\$238,402	\$111,028	(\$1,317)	\$381,337	(\$771,655)
<b>REVENUE</b>						
PUMP CHARGES <sup>(Note 6)</sup>	\$746,561	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
GROUNDWATER SUSTAINABILITY FEE <sup>(Note 7)</sup>	\$787,484	\$1,375,000	\$1,093,750	\$1,562,500	\$1,750,000	\$1,750,000
GSP GRANT		\$12,500	\$12,500			
SGM PLANNING GRANT - ROUND 3 <sup>(Note 8)</sup>				\$854,600		
WATER MARKET / AMI GRANT <sup>(Note 9)</sup>	\$233,750	\$399,000	\$190,729	\$364,000		
INTEREST EARNINGS <sup>(Note 4)</sup>	\$49,482	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PENALTIES/INTEREST	\$52,572	\$50,000	\$170,000	\$50,000	\$50,000	\$50,000
MISCELLANEOUS REVENUES						
<b>TOTAL OPERATING REVENUE</b>	\$1,869,849	\$2,616,500	\$2,246,979	\$3,611,100	\$2,580,000	\$2,580,000
<b>EXPENDITURES</b>						
Board Member Insurance	\$3,513	\$4,000	\$3,733	\$3,826	\$3,922	\$4,020
AWA Dues / Symposium/Conference	\$2,350	\$1,000	\$1,000	\$1,025	\$1,051	\$1,077
LAFCO Funding <sup>(Note 10)</sup>	\$1,658	\$1,700	\$2,471	\$2,533	\$2,596	\$2,661
Office Equipment/Supplies/Printing	\$4,761	\$10,000	\$5,000	\$5,125	\$5,253	\$5,384
GSA Charges <sup>(Note 11)</sup>	\$16,294	\$12,000	\$25,830	\$26,476	\$27,138	\$27,816
Legal	\$202,242	\$177,000	\$150,000	\$177,000	\$181,425	\$185,961
Biennial Audit	\$7,260		\$1,240	\$9,000	\$9,225	\$9,456
Public Outreach & Notices	\$2,419	\$3,000	\$3,000	\$3,075	\$3,152	\$3,231
Computer Equipment, Software & Website	\$220	\$10,000	\$10,000	\$10,250	\$10,506	\$10,769
FCGMA Online Support/GIS <sup>(Note 12)</sup>	\$44,495	\$68,000	\$113,000	\$124,900	\$128,023	\$131,223
New FCGMA Data Management System <sup>(Note 13)</sup>				\$500,000	\$1,000,000	
Et Weather Station Contract		\$300	\$1,400	\$308	\$315	\$323
Groundwater Sustainability Plan Development	\$587,709	\$441,329	\$325,900			
GSP Implementation <sup>(Note 14)</sup>			\$200,520	\$500,000	\$512,500	\$525,313
AMI Implementation	\$351,969	\$564,000	\$50,000	\$14,000		
Watershed Contributions /Match <sup>(Note 15)</sup>	\$4,325	\$3,700	\$3,700	\$3,700	\$3,793	\$3,887
Destroy Oxnard Well <sup>(Note 16)</sup>				\$45,674		
Misc Expense / Misc Payment	\$1,440	\$1,500	\$7,900	\$1,500	\$1,538	\$1,576
<b>SERVICES AND SUPPLY SUB-TOTAL</b>	\$1,230,655	\$1,297,529	\$904,694	\$1,428,391	\$1,890,435	\$912,696
Public Works Agency Charges <sup>(Note 17)</sup>	\$1,347,574	\$1,454,630	\$1,454,630	\$1,700,055	\$1,742,556	\$1,786,120
<b>OPERATING EXPENSES SUB-TOTAL</b>	\$2,578,229	\$2,752,159	\$2,359,324	\$3,128,446	\$3,632,992	\$2,698,816
CONTINGENCY	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000
<b>TOTAL OPERATING EXPENDITURES</b>	\$2,578,229	\$2,852,159	\$2,359,324	\$3,228,446	\$3,732,992	\$2,798,816
<b>ENDING OPERATING FUND BALANCE</b>	\$111,028	\$2,743	(\$1,317)	\$381,337	(\$771,655)	(\$990,471)
<b>GRAND TOTAL FUND BALANCE</b>	\$5,499,760	\$2,779,178	\$2,071,654	\$2,495,307	\$1,817,316	\$2,173,499

Footnotes on following page.



**FOOTNOTES:**

- (1) FY 19-20 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee of \$14.00 AF effective 7/1/20 (revenue received 6 months in arrears).
- (2) Special Counsel fees related to ongoing and anticipated litigation.
- (3) County Counsel costs for adjudication litigation.
- (4) 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.
- (5) Grant to UWCD for purchase of Article 21 State water for recharge approved by Board at 5/22/2019 special meeting.
- (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 20-21 Projected groundwater sustainability fee revenues assuming 125,000 AFY extraction at \$11.00 for 2020-01 and \$14.00 per AF for 2020-02 fees.
- (8) DWR Sustainable Groundwater Planning Grant award of \$854,600 for GSP expenses.
- (9) Tentative funding as subgrantee to The Nature Conservancy's Natural Resources Conservation Service grant.
- (10) FY 19-20 Projected payment to LAFCO Per Govt. Code Sect. 56381 (b) (1).
- (11) County General Services Administration (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.
- (12) FY 20-21 Estimate of \$111,900 for IT services and \$13,000 Annual License Maintenance Agreement for website & GIS.; includes specific special data queries, data fixes and changes to online system web pages and minor software enhancements.
- (13) Placeholder planning amount for development and implementation of new data management system for implementation of new allocation systems.
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**FCGMA FY 2020-21 DRAFT BUDGET - NO DWR GRANT**

	A	B	C	D	E	F
	2018-19 Year-End Actuals	2019-20 Adopted Budget (rev. 9/25/2019)	2019-20 Projected Year- End (based on AP09 3/31/2020)	2020-21 Draft Budget	2021-22 Planning-Level Budget Projections	2022-23 Planning-Level Budget Projections
<b>AGENCY FISCAL RESOURCES</b>					2.50%	3.00%
PUMPING FEES - \$ Per Acre-Feet <sup>(Note 1)</sup>	\$13	\$13	\$11 / \$17	\$17 / \$20	\$20	\$20
BYFB	\$5,750,378	\$5,589,837	\$5,499,760	\$2,779,178	\$1,640,707	\$962,716
<b>DESIGNATED ACCOUNTS</b>						
<b>BEGINNING BALANCE</b>	\$1,507,148	\$1,177,613	\$1,277,054	(\$288,708)	(\$1,247,708)	(\$1,772,708)
SPECIAL COUNSEL <sup>(Note 2)</sup>	(\$248,663)	(\$350,000)	(\$1,540,762)	(\$934,000)	(\$500,000)	(\$400,000)
COUNTY COUNSEL <sup>(Note 3)</sup>		(\$35,000)	(\$40,000)	(\$35,000)	(\$35,000)	(\$35,000)
INTEREST EARNINGS <sup>(Note 4)</sup>	\$18,569	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000
<b>DESIGNATED GEMES BALANCE</b>	\$1,277,054	\$802,613	(\$288,708)	(\$1,247,708)	(\$1,772,708)	(\$2,197,708)
<b>BEGINNING BALANCE</b>	\$2,423,822	\$3,173,822	\$3,111,678	\$1,361,678	\$2,361,678	\$3,361,678
SURCHARGE	\$687,856	\$800,000	\$1,250,000	\$1,000,000	\$1,000,000	\$1,000,000
GROUNDWATER RECHARGE GRANT <sup>(Note 5)</sup>		(\$3,000,000)	(\$3,000,000)			
<b>DESIGNATED SURCHARGES BALANCE</b>	\$3,111,678	\$973,822	\$1,361,678	\$2,361,678	\$3,361,678	\$4,361,678
OPERATING RESERVES	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>DESIGNATED RESERVE BALANCE</b>	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>OPERATING ACCOUNTS</b>						
<b>BEGINNING BALANCE</b>	\$819,408	\$238,402	\$111,028	(\$1,317)	(\$473,263)	(\$1,626,255)
<b>REVENUE</b>						
PUMP CHARGES <sup>(Note 6)</sup>	\$746,561	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
GROUNDWATER SUSTAINABILITY FEE <sup>(Note 7)</sup>	\$787,484	\$1,375,000	\$1,093,750	\$1,562,500	\$1,750,000	\$1,750,000
GSP GRANT		\$12,500	\$12,500			
SGM PLANNING GRANT - ROUND 3 <sup>(Note 8)</sup>				\$0		
WATER MARKET / AMI GRANT	\$233,750	\$399,000	\$190,729	\$364,000		
INTEREST EARNINGS <sup>(Note 4)</sup>	\$49,482	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PENALTIES/INTEREST	\$52,572	\$50,000	\$170,000	\$50,000	\$50,000	\$50,000
MISCELLANEOUS REVENUES						
<b>TOTAL OPERATING REVENUE</b>	\$1,869,849	\$2,616,500	\$2,246,979	\$2,756,500	\$2,580,000	\$2,580,000
<b>EXPENDITURES</b>						
Board Member Insurance	\$3,513	\$4,000	\$3,733	\$3,826	\$3,922	\$4,020
AWA Dues / Symposium/Conference	\$2,350	\$1,000	\$1,000	\$1,025	\$1,051	\$1,077
LAFCO Funding <sup>(Note 10)</sup>	\$1,658	\$1,700	\$2,471	\$2,533	\$2,596	\$2,661
Office Equipment/Supplies/Printing	\$4,761	\$10,000	\$5,000	\$5,125	\$5,253	\$5,384
GSA Charges <sup>(Note 11)</sup>	\$16,294	\$12,000	\$25,830	\$26,476	\$27,138	\$27,816
Legal	\$202,242	\$177,000	\$150,000	\$177,000	\$181,425	\$185,961
Biennial Audit	\$7,260		\$1,240	\$9,000	\$9,225	\$9,456
Public Outreach & Notices	\$2,419	\$3,000	\$3,000	\$3,075	\$3,152	\$3,231
Computer Equipment, Software & Website	\$220	\$10,000	\$10,000	\$10,250	\$10,506	\$10,769
FCGMA Online Support/GIS <sup>(Note 12)</sup>	\$44,495	\$68,000	\$113,000	\$124,900	\$128,023	\$131,223
New FCGMA Data Management System <sup>(Note 13)</sup>				\$500,000	\$1,000,000	
Et Weather Station Contract		\$300	\$1,400	\$308	\$315	\$323
Groundwater Sustainability Plan Development	\$587,709	\$441,329	\$325,900			
GSP Implementation <sup>(Note 14)</sup>			\$200,520	\$500,000	\$512,500	\$525,313
AMI Implementation	\$351,969	\$564,000	\$50,000	\$14,000		
Watershed Contributions /Match <sup>(Note 15)</sup>	\$4,325	\$3,700	\$3,700	\$3,700	\$3,793	\$3,887
Destroy Oxnard Well <sup>(Note 16)</sup>				\$45,674		
Misc Expense / Misc Payment	\$1,440	\$1,500	\$7,900	\$1,500	\$1,538	\$1,576
<b>SERVICES AND SUPPLY SUB-TOTAL</b>	\$1,230,655	\$1,297,529	\$904,694	\$1,428,391	\$1,890,435	\$912,696
Public Works Agency Charges <sup>(Note 17)</sup>	\$1,347,574	\$1,454,630	\$1,454,630	\$1,700,055	\$1,742,556	\$1,786,120
<b>OPERATING EXPENSES SUB-TOTAL</b>	\$2,578,229	\$2,752,159	\$2,359,324	\$3,128,446	\$3,632,992	\$2,698,816
CONTINGENCY	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000
<b>TOTAL OPERATING EXPENDITURES</b>	\$2,578,229	\$2,852,159	\$2,359,324	\$3,228,446	\$3,732,992	\$2,798,816
<b>ENDING OPERATING FUND BALANCE</b>	\$111,028	\$2,743	(\$1,317)	(\$473,263)	(\$1,626,255)	(\$1,845,071)
<b>GRAND TOTAL FUND BALANCE</b>	\$5,499,760	\$2,779,178	\$2,071,654	\$1,640,707	\$962,716	\$1,318,899

Footnotes on following page.

**FOOTNOTES:**

- (1) FY 19-20 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee of \$14.00 AF effective 7/1/20 (revenue received 6 months in arrears).
- (2) Special Counsel fees related to ongoing and anticipated litigation.
- (3) County Counsel costs for adjudication litigation.
- (4) 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.
- (5) Grant to UWCD for purchase of Article 21 State water for recharge approved by Board at 5/22/2019 special meeting.
- (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 20-21 Projected groundwater sustainability fee revenues assuming 125,000 AFY extraction at \$11.00 for 2020-01 and \$14.00 per AF for 2020-02 fees.
- (8) DWR Sustainable Groundwater Planning Grant award of \$854,600 for GSP expenses.
- (9) Tentative funding as subgrantee to The Nature Conservancy's Natural Resources Conservation Service grant.
- (10) FY 19-20 Projected payment to LAFCO Per Govt. Code Sect. 56381 (b) (1).
- (11) County General Services Administration (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.
- (12) FY 20-21 Estimate of \$111,900 for IT services and \$13,000 Annual License Maintenance Agreement for website & GIS.; includes specific special data queries, data fixes and changes to online system web pages and minor software enhancements.
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# 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*  
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## EXECUTIVE OFFICER

**Jeff Pratt, P.E.**

## MINUTES

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Videoconference Fiscal Committee meeting held **Thursday, May 21, 2020** in Conference Room 347 at the Ventura County Government Center, Hall of Administration, 800 South Victoria Avenue, Ventura, California.

### **A. Call to Order**

Chair West called the meeting to order at 2:00 p.m.

### **B. Introductions**

In attendance who identified themselves were: (1) Gene West, FCGMA Fiscal Committee Chair; (2) Tony Trembley, FCGMA Fiscal Committee Vice Chair; (3) Kim Loeb, Groundwater Manager; (4) Keely Royas, FCGMA Clerk of the Board; (5) Kathleen Riedel, Groundwater Specialist; (7) Jamie Malos, Management Assistant; and (8) Julia Dixon, PWA, Fiscal, Central Services Division (CSD);(9) Jurgen Gramckow, Southland Sod.

### **C. Public Comments**

There were no public comments.

### **D. Fiscal Year 2020-21 Budget Development Study Session**

Kim Loeb presented the Fiscal Year 2020-21 Budget Development Study Session PowerPoint to the Fiscal Committee. He went over the budget process summary. He also went through the Work Plan categories and the tasks for each.

Vice Chair Trembley asked if there were line items in the budget that represent each Administrative and Fiscal Service task. Mr. Loeb stated that all tasks are collapsed in the PWA Charges.

Vice Chair Trembley asked how staff arrived at the hours estimated for Groundwater Sustainability Plan (GSP) Implementation. Mr. Loeb said that staff looked at how much time was spent putting together the GSP and projected how much time would be needed for staff to be involved with the different tasks.

Mr. Loeb said that there were two budget worksheets, one with and one without the Department of Water Resources (DWR) grant factored in. He went through the Designated Accounts, Operating Accounts, and the Grand Total Fund Balance. Within the Designated Accounts he said the three categories were the GEMES, the Surcharges, and the Operating Reserves. Then he went through the Revenue Projections and Expenditure Projections.

Vice Chair Trembley asked why there was a 16% to 17 % increase in the PWA Charges. Mr. Loeb explained that the Executive Officer's time was not being fully charged, there was an increase on his time, and there were also additional staff brought on board.

Vice Chair Trembley asked if there has been a discussion regarding the Designated Surcharges Account and its uses.

Chair West said that the money is for replenishment water, but the Board is not restricted to that. He said that it might be appropriate to dip into the Operating Reserve to balance the Operating Account.

Mr. Loeb said that another option would be to increase the sustainability fee again and take a loan from the Surcharge Account that could be payed back.

Vice Chair Trembley said that he does not want to raise the sustainability fee again and if the DWR grant is not received in this fiscal year he would rather defer some expenditures.

Chair West asked Mr. Loeb if there is any recommendation on what could be deferred. Mr. Loeb said that there was not anything to defer that would affect the budget significantly, as the new FCGMA data management expense was offset by grant funds that would otherwise be lost. Mr. Loeb mentioned that the Agency being a Special District they are not required to adopt a budget by July after the State budget was adopted and the status of the DWR grant would be known.

Chair West and Vice Chair Trembley agreed that they would rather adopt a budget and have a contingency plan if the DWR grant is not awarded. They both agreed to ask staff to look at what could be deferred, meet again, and as a last resort borrow from the Operating Reserve.

Chair West said that when they meet again, he would like to see how the Work Plan differ year over year.

Vice Chair Trembley asked what items in the GSP Implementation are more time sensitive. Chair West said that the Basin Optimization Study was important and it wouldn't make sense to defer that.

The Committee agreed to meet again June 5, 2020 at 1:00 p.m.

Chair West asked if there were any public comments on this item.

Mr. Gramckow expressed concern at reducing funding for basin optimization and project feasibility studies. He said we are in a race to implement projects. He also said that the Water Market was not in a situation of necessity.

**E. Adjourn the Fiscal Committee Meeting**

Chair West adjourned the meeting at 3:33 p.m.

Submitted by:

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Keely Royas  
Clerk of the Board