

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



## BOARD OF DIRECTORS

Lynn E. Maulhardt, Chair, Director, United Water Conservation District  
Charlotte Craven, Vice Chair, Councilperson, City of Camarillo  
David Borchard, Farmer, Agricultural Representative  
Steve Bennett, Supervisor, County of Ventura  
Eugene F. West, Director, Camrosa Water 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** from **1:00 P.M. to 3:00 P.M. on Wednesday, June 1, 2016** in the **Atlantic Conference Room**, at the Ventura County Government Center, Hall of Administration, Main Level at **800 South Victoria Avenue, Ventura, California**.

## FCGMA FISCAL COMMITTEE MEETING AGENDA

June 1, 2016

**Members:** Chair David Borchard  
Co-Chair Lynn Maulhardt

- 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 April 20, 2016 Fiscal Committee meeting.
- E. AMI Program Implementation** – Discuss options for funding implementation of an automated metering infrastructure program.
- E. Fiscal Year 2016-17 Budget Development** – Review Proposed Work Plan and Preliminary Fiscal Year 2016-17 Budget.
- F. Adjourn the Fiscal Committee Meeting** – until the next Fiscal Committee meeting to be scheduled at a later date.

## 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.*

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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.*

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EXECUTIVE OFFICER  
Jeff Pratt, P.E.

## MINUTES

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Fiscal Committee meeting held **Wednesday, April 20, 2016** in the Atlantic Conference Room at the Ventura County Government Center, Hall of Administration, 800 South Victoria Avenue, Ventura California.

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

Fiscal Committee Chair David Borchard called the meeting to order at 2:38 p.m.

### **B. Introductions**

In attendance were: (1) David Borchard, FCGMA Fiscal Committee Chair; (2) Lynn Maulhardt, FCGMA Fiscal Committee Co-Chair; (3) Kathleen Riedel, Groundwater Specialist; (4) Tammy Butterworth, Acting FCGMA Clerk of the Board; (5) Tully Clifford, WPD, Director; (6) Andrew Sheldon, WPD, Groundwater Manager; (7) Mandi Freitas, FCGMA, Administrative Assistant; (8) Julia Dixon, PWA, Fiscal, Central Services Division (CSD); and (9) Daryl Smith, Grower.

### **C. Public Comments**

No public comments were made.

### **D. Approval of Minutes**

Vice-Chair Maulhardt made the motion to approve the minutes from the June 4, 2015 Fiscal Committee meeting, and Chair Borchard seconded the motion.

### **E. Fiscal Year 2015-16 Budget Development Study Session**

Following discussion with Agency staff and public representatives, the Committee recommended: (1) to continue looking at where revenues from surcharges should be directed; (2) determine if we need a pump-charge increase to cover Groundwater Sustainability Plan implementation activities; (3) hire additional staff (1 clerk, 1 geologist, and 1 compliance officer) to support current and future Agency activities; (4) get legal opinion on how GMA operates as a GSA; (5) increase legal-assistance budget due to upcoming complex issues in connection with potential new groundwater management alternatives under the GSP that need to be reviewed by Agency and/or outside counsel; (6) increase outreach tools budget (i.e., better and user friendly website design) to increase/capture our communication with the public and stakeholders; (7) increase budget for Groundwater Sustainability Plan (GSP) implementation; (8) conduct cost analysis on AMI to see how the Agency can pay for it and if this can be completed by staff or contract personnel. Chair Borchard had concerns on how much AMI will cost to maintain and operate.

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

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**F. Adjourn the Fiscal Committee Meeting**

Chair Borchard adjourned the meeting at 4:10 p.m. The next Fiscal Committee meeting is scheduled for Wednesday, June 1, 2016 at 1:00 p.m. in the Atlantic Conference Room.

Submitted by:

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Tammy Butterworth  
Acting Clerk of the Board

DRAFT

Assumed Costs (Average)		Wells in FCGMA		Assumed Meter Replacement %			Subtotal
Meter replacement	\$ 3,000	Active	650	Active	50%	325	\$ 1,275,000
AMI Bundle (meter register change + LoRa WAN RTU)	\$ 1,390	Inactive	200	Inactive	50%	100	\$ 1,181,500
Installation - Active & Inactive Wells (assume ~4 hours per meter)	\$ 350						\$ 297,500
							<b>\$ 2,754,000</b>

Cost Per Well	
	\$ 4,740
Active Wells Subtotal	
	\$ 2,106,000
Inactive Wells Subtotal	
	\$ 648,000
<b>Subtotal AMI Components &amp; Labor</b>	<b>\$ 2,754,000</b>

Funding Options											
Investor	A	B	C	D	E	F	G	H	I	J	K
Well Owner	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
FCGMA	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%

Cost Sharing Scenarios											
Well Owner	\$ -	\$ 275,400	\$ 550,800	\$ 826,200	\$ 1,101,600	\$ 1,377,000	\$ 1,652,400	\$ 1,927,800	\$ 2,203,200	\$ 2,478,600	\$ 2,754,000
FCGMA	\$ 2,754,000	\$ 2,478,600	\$ 2,203,200	\$ 1,927,800	\$ 1,652,400	\$ 1,377,000	\$ 1,101,600	\$ 826,200	\$ 550,800	\$ 275,400	\$ -

**AMI Funding - Off Property****June 1, 2016**

<b>Other Costs</b>	
Specifications	\$ 50,000
Towers (4 total, \$25K each)	\$ 100,000
<b>Annual Tower Cost</b>	
Software & Data Storage (FCGMA)	\$ 50,000
Software & Data Storage (Well Owner/Grower)	\$ 50,000
Annual Data Transmission Cost (\$0.75/unit/month, assume 1,000 units)	\$ 9,000
<b>Annual Maintenance</b>	
<b>Network Management</b>	
<b>Subtotal Other Costs</b>	<b>\$ 259,000</b>

**DRAFT**

**FCGMA FY 16-17 DRAFT BUDGET**

	A	B	C	D	E	F	G
	12-13 Year End Actuals	13-14 Year End Actuals	14-15 Year End Actuals	15-16 Year End PROJECTIONS (Based on AP#9 i.e. 3/31/16)	16-17 Draft Budget	17-18 PLANNING- LEVEL Budget PROJECTION	18-19 PLANNING- LEVEL Budget PROJECTION
<b>AGENCY FISCAL RESOURCES</b>						2.5%	3.00%
PUMPING FEES - \$ Per Acre-Foot <sup>(Note 1)</sup>	\$4.00	\$6.00	\$6.00	\$10.00	\$10.00	\$10.00	\$10.00
BYFB <sup>(Note 2)</sup>	\$2,942,182	\$3,257,781	\$3,976,430	\$3,768,827	\$2,623,018	\$3,410,635	\$3,090,693
<b>DESIGNATED ACCOUNTS</b>							
BEGINNING BALANCE	\$508,263	\$1,012,331	\$1,015,854	\$1,019,080	\$1,522,580	\$1,527,580	\$1,532,580
INTEREST EARNINGS	\$4,068	\$3,523	\$3,226	\$3,500	\$5,000	\$5,000	\$5,000
TRF ADDITIONAL FUNDS FOR GEMES	\$500,000			\$500,000			
<b>DESIGNATED GEMES ENDING BALANCE</b>	\$1,012,331	\$1,015,854	\$1,019,080	\$1,522,580	\$1,527,580	\$1,532,580	\$1,537,580
BEGINNING BALANCE					\$631,430	\$731,430	\$731,430
SURCHARGE <sup>(Note 3)</sup>				\$631,430	\$100,000	\$0	\$0
<b>DESIGNATED SURCHARGES BALANCE</b>				\$631,430	\$731,430	\$731,430	\$731,430
BEGINNING BALANCE					\$0	\$1,000,000	\$1,000,000
OPERATING RESERVES				\$1,000,000	\$1,000,000		
<b>DESIGNATED RESERVE BALANCE</b>					\$1,000,000	\$1,000,000	\$1,000,000
<b>OPERATING ACCOUNTS</b>							
BEGINNING BALANCE	\$2,433,919	\$2,245,450	\$2,960,576	\$1,283,300	\$1,100,438	\$151,625	-\$173,318
<b>REVENUE</b>							
PUMP CHARGES <sup>(Note 4)</sup>	\$546,599	\$782,024	\$692,239	\$900,000	\$750,000	\$750,000	\$750,000
GROUNDWATER SUSTAINABILITY FEE <sup>(Note 5)</sup>				\$265,846	\$500,000	\$500,000	\$500,000
GSP GRANT				\$0	\$250,000		
INTEREST EARNINGS <sup>(Note 6)</sup>	\$11,575	\$9,963	\$8,890	\$5,000	\$5,000	\$5,000	\$5,000
SURCHARGE	\$811,528	\$881,011	\$162,284			\$0	\$0
PENALTIES/INTEREST				\$68,000	\$75,000	\$75,000	\$75,000
GEMES REVENUES	\$101				\$0	\$0	\$0
TRF TO DESIGNATED ACCOUNTS	-\$500,000				\$0	\$0	\$0
MISCELLANEOUS REVENUES	\$1			\$0	\$0	\$0	\$0
<b>TOTAL OPERATING REVENUE</b>	\$869,804	\$1,672,998	\$863,413	\$1,238,846	\$1,580,000	\$1,330,000	\$1,330,000
<b>EXPENDITURES</b>							
Board Member Insurance	\$4,181	\$4,596	\$4,498	\$4,780	\$5,000	\$5,125	\$5,279
AWA Dues / Symposium/Conference	\$1,700	\$2,616	\$1,860	\$3,500	\$3,500	\$3,588	\$3,695
LAFCO Funding <sup>(Note 6)</sup>	\$1,193	\$583	\$765	\$811	\$1,000	\$1,025	\$1,056
Office Equipment/Supplies/Printing	\$71	\$432	\$205	\$2,000	\$2,000	\$2,050	\$2,112
GSA Charges / ISF	\$3,888	\$5,923	\$9,976	\$8,500	\$8,500	\$8,713	\$8,974
Legal <sup>(Note 7)</sup>	\$74,236	\$50,640	\$92,034	\$150,000	\$150,000	\$175,000	\$100,000
Biennial Audit	\$4,862	\$0	\$6,800		\$8,000		\$8,000
Public Notices	\$123	\$200	\$554	\$1,000	\$1,000	\$1,025	\$1,056
Computer Equipment, Software & Website	\$431	\$335	\$0	\$5,000	\$5,000	\$5,125	\$5,279
FCGMA Online Support/GIS <sup>(Note 8)</sup>	\$80,127	\$19,421	\$59,159	\$43,000	\$43,000	\$43,000	\$43,000
Et Weather Station Contract	\$29,988	\$5,298	\$300	\$0	\$0		\$0
Irrig. Trng. Research Ctr. Contr.	\$18,100	\$0	\$0	\$0	\$0	\$0	\$0
Consultant Contracts <sup>(Note 9)</sup>	\$46	\$0	\$22,176	\$30,000	\$30,000	\$30,000	\$30,000
GMP 2012 5-Year Update Costs	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Consultant Contracts for Meter & Well Inspection	\$0	\$50,745	\$40,248	\$0	\$0	\$0	\$0
Digitalization of FCGMA Files	\$0	\$12,960	\$0	\$0	\$0	\$0	\$0
AMI Implementation							
GSEAP	\$269,674	\$32,114	\$138,371	\$0	\$0		
LPUG Feasibility Study		\$30,000	\$0	\$14,387	\$110,613		
Groundwater Sustainability Plan Development				\$376,000	\$790,000		
Automatic Meter Infrastructure Development					\$50,000		
Allocation Systems					\$30,000		
Watershed Contributions /Match <sup>(Note 10)</sup>	\$559	\$2,059	\$2,200	\$3,700	\$3,700	\$3,793	\$3,906
Misc Expense / Misc Payment	\$175	\$24	\$257	\$1,500	\$1,500	\$1,500	\$1,500
<b>SERVICES AND SUPPLY SUB-TOTAL</b>	\$489,354	\$342,946	\$379,403	\$644,178	\$1,242,813	\$279,943	\$213,856
Public Works Agency Charges <sup>(Note 11)</sup>	\$568,919	\$614,926	\$694,839	\$700,530	\$1,186,000	\$1,275,000	\$1,200,000
<b>OPERATING EXPENSES SUB-TOTAL</b>	\$1,058,273	\$957,872	\$1,074,242	\$1,344,708	\$2,428,813	\$1,554,943	\$1,413,856
CONTINGENCY	\$0	\$0	\$0	\$77,000	\$100,000	\$100,000	\$100,000
<b>TOTAL OPERATING EXPENDITURES</b>	\$1,058,273	\$957,872	\$1,074,242	\$1,421,708	\$2,528,813	\$1,654,943	\$1,513,856
<b>ENDING OPERATING FUND BALANCE</b>	\$2,245,450	\$2,960,576	\$2,749,747	\$1,100,438	\$151,625	-\$173,318	-\$357,173
<b>GRAND TOTAL FUND BALANCE</b>	\$3,257,781	\$3,976,430	\$3,768,827	\$2,623,018	\$3,410,635	\$3,090,693	\$2,911,837
<b>FOOTNOTES:</b>							
(1) FY 16-17 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee \$4.00							
(2) FY 16-17 Projected BYFB of \$2,636,518							
(3) FY 16-17 Surcharge revenue projections totals \$100,000 from overpumpers.							
(4) FY 16-17 Projected pump charge revenues by 6/30/17 are estimated at \$750,000; assumes 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.							
(5) FY 16-17 YE Interest Earnings Apportionments projected to be received from the County Pooled Investment Fund total \$10,000 or approximately .40% quarterly earnings rate.							
(6) FY 16-17 Projected payment of \$1,000 to LAFCO Per Govt. Code Section 56381 (b) (1), estimated .442% share of combined FY 11-12 VC special district revenues.							
(7) FY 16-17 Legal counsel fees projected at \$150,000 (\$120,000 for County Counsel and \$30,000 for outside special counsels).							
(8) FY 16-17 Estimate of \$43,000 required has been obtained from ITSD, includes \$13,000 Annual License Maintenance Agreement; \$10,000 for specific special data queries, data fixes and changes to online system web pages; and \$20,000 for specific software enhancements needed in FY 16-17.							
(9) FY 16-17 \$5,000 capacity for Board-delegated authority to EO to approve contracts in-between BofD mtgs 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 2016-17 Annual Workplan Tasks: \$1,186,000 in PWAC costs; Projection for FY 17-18 includes AMI and GSP implementation task; Projection for FY 18-19 includes GSA operators tasks.							

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<b>AGENCY FISCAL RESOURCES</b>						2.5%	3.00%	
PUMPING FEES - \$ Per Acre-Feet (Note 1)	\$4.00	\$6.00	\$6.00	\$10.00	\$12.50	\$15.00	\$15.00	
BYFB (Note 2)	\$2,942,182	\$3,257,781	\$3,976,430	\$3,768,827	\$2,623,018	\$3,723,135	\$4,028,193	
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BEGINNING BALANCE					\$631,430	\$731,430	\$731,430	
SURCHARGE (Note 3)				\$631,430	\$100,000	\$0	\$0	
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BEGINNING BALANCE					\$0	\$1,000,000	\$1,000,000	
OPERATING RESERVES				\$1,000,000	\$1,000,000			
<b>DESIGNATED RESERVE BALANCE</b>					<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	
<b>OPERATING ACCOUNTS</b>								
BEGINNING BALANCE	\$2,433,919	\$2,245,450	\$2,960,576	\$1,283,300	\$1,100,438	\$464,125	\$764,183	
<b>REVENUE</b>								
PUMP CHARGES (Note 4)	\$546,599	\$782,024	\$692,239	\$900,000	\$750,000	\$750,000	\$750,000	
GROUNDWATER SUSTAINABILITY FEE (Note 5)				\$265,846	\$500,000	\$500,000	\$500,000	
GSP GRANT				\$0	\$250,000			
ADDITIONAL PUMP CHARGES					\$312,500	\$625,000	\$625,000	
INTEREST EARNINGS (Note 6)	\$11,575	\$9,963	\$8,890	\$5,000	\$5,000	\$5,000	\$5,000	
SURCHARGE	\$811,528	\$881,011	\$162,284			\$0	\$0	
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<b>EXPENDITURES</b>								
Board Member Insurance	\$4,181	\$4,596	\$4,498	\$4,780	\$5,000	\$5,125	\$5,279	
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Digitalization of FCGMA Files	\$0	\$12,960	\$0	\$0	\$0	\$0	\$0	
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GSEAP	\$269,674	\$32,114	\$138,371	\$0	\$0			
LPUG Feasibility Study		\$30,000	\$0	\$14,387	\$110,613			
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Misc Expense / Misc Payment	\$175	\$24	\$257	\$1,500	\$1,500	\$1,500	\$1,500	
<b>SERVICES AND SUPPLY SUB-TOTAL</b>	<b>\$489,354</b>	<b>\$342,946</b>	<b>\$379,403</b>	<b>\$644,178</b>	<b>\$1,242,813</b>	<b>\$279,943</b>	<b>\$213,856</b>	
Public Works Agency Charges (Note 11)	\$568,919	\$614,926	\$694,839	\$700,530	\$1,186,000	\$1,275,000	\$1,200,000	
<b>OPERATING EXPENSES SUB-TOTAL</b>	<b>\$1,058,273</b>	<b>\$957,872</b>	<b>\$1,074,242</b>	<b>\$1,344,708</b>	<b>\$2,428,813</b>	<b>\$1,554,943</b>	<b>\$1,413,856</b>	
CONTINGENCY	\$0	\$0	\$0	\$77,000	\$100,000	\$100,000	\$100,000	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$1,058,273</b>	<b>\$957,872</b>	<b>\$1,074,242</b>	<b>\$1,421,708</b>	<b>\$2,528,813</b>	<b>\$1,654,943</b>	<b>\$1,513,856</b>	
<b>ENDING OPERATING FUND BALANCE</b>	<b>\$2,245,450</b>	<b>\$2,960,576</b>	<b>\$2,749,747</b>	<b>\$1,100,438</b>	<b>\$464,125</b>	<b>\$764,183</b>	<b>\$1,205,327</b>	
<b>GRAND TOTAL FUND BALANCE</b>	<b>\$3,257,781</b>	<b>\$3,976,430</b>	<b>\$3,768,827</b>	<b>\$2,623,018</b>	<b>\$3,723,135</b>	<b>\$4,028,193</b>	<b>\$4,474,337</b>	
<b>FOOTNOTES:</b>								
(1) FY 16-17 Pump Fees: = \$6.00 per Acre-Foot (AF) & Groundwater Sustainability Fee \$4.00								
(2) FY 16-17 Projected BYFB of \$2,636,518								
(3) FY 16-17 Surcharge revenue projections totals \$100,000 from overpumpers.								
(4) FY 16-17 Projected pump charge revenues by 6/30/17 are estimated at \$750,000; assumes 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.								
(5) FY 16-17 YE Interest Earnings Apportionments projected to be received from the County Pooled Investment Fund total \$10,000 or approximately .40% quarterly earnings rate.								
(6) FY 16-17 Projected payment of \$1,000 to LAFCO Per Govt. Code Section 56381 (b) (1), estimated .442% share of combined FY 11-12 VC special district revenues.								
(7) FY 16-17 Legal counsel fees projected at \$150,000 (\$120,000 for County Counsel and \$30,000 for outside special counsels).								
(8) FY 16-17 Estimate of \$43,000 required has been obtained from ITSD, includes \$13,000 Annual License Maintenance Agreement; \$10,000 for specific special data queries, data fixes and changes to online system web pages; and \$20,000 for specific software enhancements needed in FY 16-17.								
(9) FY 16-17 \$5,000 capacity for Board-delegated authority to EO to approve contracts in-between BofD mtgs 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 2016-17 Annual Workplan Tasks: \$1,186,000 in PWAC costs; Projection for FY 17-18 includes AMI and GSP implementation task; Projection for FY 18-19 includes GSA operators tasks.								



**FCGMA FISCAL YEAR 2016-17 PROPOSED ANNUAL WORK PLAN**

**ANNUAL OPERATIONS**

**OPERATIONAL UNITS**

**STAFFING AND LABOR - CHARGES**

**STAFFING AND LABOR - HOURS**

Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ 204.09	\$ 175.42	\$ 145.11	\$ 104.96	\$ 117.28	\$ 71.67	\$ 93.44	\$ 36.20

Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ 204.09	\$ 175.42	\$ 145.11	\$ 104.96	\$ 117.28	\$ 71.67	\$ 93.44	\$ 36.20
ANNUAL FTE:							
0.1	0.9	1.0	0.6	0.5	1.0	1.0	0.5

**Administration and Fiscal Services**

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Board Meeting Administration	- Ten Regular Board meetings, Agendas, Minutes, Staff Reports, Presentations, Participation, Attendance, Pre and Post Debriefing meetings, Follow-up, and Three Workshops.	1660	\$166,954	\$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).	276	\$19,781	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports.	143	\$12,116	\$0
4. CSD-Fiscal Staff Services-Fixed Cost Allocation Charge	Executive Officer Participation CSD-FS: (1) submit 13-Monthly AP FSRs (incl. AP/AR) to the Agency; (2) provide AP/AR and Cash-Flow Management Services for the Agency; and (3) annual Audit SofW, Selection and Fiscal Reports for the Agency.	Fixed Cost	\$61,400	\$0
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.	90	\$8,318	\$0
6. Biennial Audit Report	- Preparation of Scope of Work - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Draft Audit Report	90	\$8,318	\$0
<i>Administration and Fiscal Services Subtotal</i>		<b>2259</b>	<b>\$276,887</b>	<b>\$0</b>

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ 42,451	\$ 34,558	\$ -	\$ -	\$ -	\$ 89,946	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,781	\$ -	\$ -
\$ -	\$ 3,158	\$ -	\$ -	\$ -	\$ 8,959	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 3,158	\$ -	\$ -	\$ -	\$ 5,160	\$ -	\$ -
\$ -	\$ 3,158	\$ -	\$ -	\$ -	\$ 5,160	\$ -	\$ -
<b>\$ 42,451 \$ 44,030 \$ - \$ - \$ - \$ 129,006 \$ - \$ -</b>							

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
208	197	0	0	0	1255	0	0
0	0	0	0	0	276	0	0
0	18	0	0	0	125	0	0
0	0	0	0	0	0	0	0
0	18	0	0	0	72	0	0
0	18	0	0	0	72	0	0
<b>Hrs Subtotal: 208 251 0 0 0 1800 0 0</b>							
<b>FTE Subtotal: 0.12 0.14 0.00 0.00 0.00 1.00 0.00 0.00</b>							

**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. A) Irrigation Allowance Index B) Variance Requests to Emergency Ordinance E C) Credit Programs - Storage, In-lieu, Conservation, Injection, Recharge, Supplemental M&I D) HA Transfers E) Extraction Data	243	\$18,069	\$0
2. FCGMA Online Software Enhancements	A) Web page revisions and programming revisions. B) Custom Data Queries and small scale system enhancements performed by ITSD (\$10,000 in budget). C) Web Application Hosting Fee (\$10,959.96 annually).	297	\$22,085	\$10,960
3. Data Entry: Self Reporting System (SAES and Irrigation Allowance Index Applications)	TIER 1 Hours - Mail SAES in July & August (-01) and again in January and February (-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 (~300 each) Follow-up regarding incorrect or no payment	920	\$68,374	\$0
4. Well Registration	- Unregistered well follow-up and assist new well owners/operators with well registration, reporting and payment <u>Does not assume extra hours for compliance related work</u> . - Maintain a "Welcome" packet.	189	\$14,054	\$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	594	\$44,170	\$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	458	\$34,020	\$0
<i>Records Services Subtotal</i>		<b>2700</b>	<b>\$200,772</b>	<b>\$10,960</b>

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,137	\$ 2,932
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,501	\$ 3,584
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,279	\$ 11,095
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,773	\$ 2,281
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,002	\$ 7,168
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,499	\$ 5,521
<b>\$ - \$ - \$ - \$ - \$ - \$ - \$ 168,192 \$ 32,580</b>							

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
0	0	0	0	0	0	162	81
0	0	0	0	0	0	198	99
0	0	0	0	0	0	613	307
0	0	0	0	0	0	126	63
0	0	0	0	0	0	396	198
0	0	0	0	0	0	305	153
<b>Hrs Subtotal: 0 0 0 0 0 0 1800 900</b>							
<b>FTE Subtotal: 0.00 0.00 0.00 0.00 0.00 0.00 1.00 0.50</b>							

**FCGMA FISCAL YEAR 2016-17 PROPOSED ANNUAL WORK PLAN**

**ANNUAL OPERATIONS**

**OPERATIONAL UNITS**

**STAFFING AND LABOR - CHARGES**

**STAFFING AND LABOR - HOURS**

Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ 204.09	\$ 175.42	\$ 145.11	\$ 104.96	\$ 117.28	\$ 71.67	\$ 93.44	\$ 36.20	\$ 204.09	\$ 175.42	\$ 145.11	\$ 104.96	\$ 117.28	\$ 71.67	\$ 93.44	\$ 36.20

**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.	332	\$46,957	\$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.	341	\$48,295	\$0
3. Groundwater and Well Project Reviews	- No new wells for increased use. - 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.	1109	\$162,655	\$0
4. Policy Development and Legislative Tracking	- Track and evaluate Federal, State and Regional Legislation and Regulations. - Track Changes to Sustainability Groundwater Management Act	68	\$10,383	\$0
5. Agency Flowmeter, Well Inspection Program, and AMI Operation	- Comprehensive program to verify flowmeter and well conditions and to undertake ongoing AMI operation	1098	\$129,716	\$0
6. Grant Administration (Proposition No. 84 and 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 Efficiency Grant.	51	\$7,795	\$0
7. Las Posas Sub-Basin Management Plan Development	- Attend LPUG meetings. - Participate in Water Supply Feasibility Study development - Review draft work products & produce comments (Framework and Allocation Scheme).	206	\$31,499	\$0
<i>Technical Services Subtotal</i>		<b>3205</b>	<b>\$437,299</b>	<b>\$0</b>

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ -	\$ 4,561	\$ 37,148	\$ 5,248	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 6,140	\$ 36,278	\$ 5,878	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 9,999	\$ 152,656	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 2,982	\$ 7,401	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 8,420	\$ -	\$ 15,744	\$ 105,552	\$ -	\$ -	\$ -
\$ -	\$ 2,280	\$ 5,514	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 9,297	\$ 22,202	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 43,680	\$ 261,198	\$ 26,870	\$ 105,552	\$ -	\$ -	\$ -

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
0	26	256	50	0	0	0	0
0	35	250	56	0	0	0	0
0	57	1052	0	0	0	0	0
0	17	51	0	0	0	0	0
0	48	0	150	900	0	0	0
0	13	38	0	0	0	0	0
0	53	153	0	0	0	0	0
0	249	1800	256	900	0	0	0
0.00	0.14	1.00	0.14	0.50	0.00	0.00	0.00

Hrs Subtotal: 0 249 1800 256 900 0 0 0  
FTE Subtotal: 0.00 0.14 1.00 0.14 0.50 0.00 0.00 0.00

**Legal Services**

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Agency Ordinance Administration	- Agency staff to provide County Counsel with technical and administrative support for Ordinance Code and Enforcement tasks. Includes development of Board Resolutions.	82	\$10,800	\$150,000
2. Board Agendas, Policy Resolution and Ordinance Adoption Actions	- Counsel review of all Board Letters - Counsel review of contracts and Resolution - Counsel attendance at Board meetings - Estimated at \$20,000		Shown on Budget Spreadsheet	\$0
3. Dispute Resolution	- Agency Counsel legal support for potential Dispute Resolution - Estimated at \$5,000		Shown on Budget Spreadsheet	\$0
4. Enforcement Activities	- Agency Counsel Enforcement action and/or litigation evaluation triggered by specific enforcement action - Estimated at \$5,000		Shown on Budget Spreadsheet	\$0
5. Legal/CEQA Evaluation of Agency Groundwater Management Policy Proposals	- Agency Counsel - Legal evaluations triggered by policy resolutions and ordinances - Estimated at \$5,000		Shown on Budget Spreadsheet	\$0
<i>Legal Services Subtotal</i>		<b>82</b>	<b>\$10,800</b>	<b>\$150,000</b>

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ -	\$ 5,263	\$ -	\$ 5,458	\$ -	\$ -	\$ -	\$ -

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
0	30	0	52	0	0	0	0

Hrs Subtotal: 0 30 0 52 0 0 0 0  
FTE Subtotal: 0.00 0.02 0.00 0.03 0.00 0.00 0.00 0.00

**FCGMA FISCAL YEAR 2016-17 PROPOSED ANNUAL WORK PLAN**

**ANNUAL OPERATIONS**

**OPERATIONAL UNITS**

**STAFFING AND LABOR - CHARGES**

**STAFFING AND LABOR - HOURS**

Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ 204.09	\$ 175.42	\$ 145.11	\$ 104.96	\$ 117.28	\$ 71.67	\$ 93.44	\$ 36.20

**Public Outreach**

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ -	\$ 13,507	\$ -	\$ 7,767	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 11,578	\$ -	\$ 7,767	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 25,085	\$ -	\$ 15,534	\$ -	\$ -	\$ -	\$ -

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
0	77	0	74	0	0	0	0
0	66	0	74	0	0	0	0
0	143	0	148	0	0	0	0
0.00	0.08	0.00	0.08	0.00	0.00	0.00	0.00

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Participation in Integrated Regional Groundwater Issues & Stakeholder Meetings	- Attend: (1) AWA Mtgs/events; (2) BofD / City council mtgs; (3) Stakeholder mtgs (incl. wholesalers); (4) WCVC/VCIRWP meetings; (5) State/Regional Water agency workshops; and (6) GW Forums and Committee Meetings.	151	\$21,274	\$0
2. Outreach and Trainings	- Routine administration and maintenance of Agency website and Facebook - Produce Semi-Annual Newsletter	140	\$19,345	\$0
<i>Public Outreach Subtotal</i>		<b>291</b>	<b>\$40,619</b>	<b>\$0</b>
<i>Subtotal Agency Annual Operations</i>		<b>8537</b>	<b>\$966,378</b>	<b>\$160,960</b>

**SPECIAL EXPENDITURES**

Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Groundwater Sustainability Plan	This work task includes ongoing work to develop a Groundwater Sustainability Plan (GSP) for submittal to the Department of Water Resources. Efforts during FY 16/17 generally involve consultant contract oversight, project management and technical review, and committee participation and public review and participation. The following tasks will be performed during FY 16/17: stakeholder meetings; ongoing reviews to integrate stakeholder input on water budget parameters, definition of undesirable results, minimum thresholds, sustainability objectives, and basin specific groundwater allocation systems; development of management strategies; water market; and monitoring and reporting programs. During FY 16/17, the draft GSP will be circulated for public reviews and adoption by the FCGMA Board as well as the State.	691	\$107,757	\$600,000
2. Public Outreach	This work task would provide additional resources for GSP stakeholder engagement, beyond those already included in the existing GSP contract. This would include additional staff participation in stakeholder engagement, and limited financial support for chartered stakeholder work groups whose work includes (but may not be limited to) evaluating potential new pumping allocation systems and water market concept development. Additional resources also would be directed to FCGMA led public workshops and development of outreach materials such as newsletters, informational pamphlets, and notification items.	254	\$38,638	\$20,000
3. Allocation System	This work task would involve reviewing other groundwater allocation systems, evaluating their merits, and making recommendations on whether to replace current allocations. Evaluate and recommend groundwater basin specific allocation systems. A fixed line item of \$30,000 is proposed here for consultant services. This work is proposed for this FY and continue into future FY(s).	134	\$20,406	\$30,000
3. Las Posas Water Replacement Study	Provide cost sharing for study of replacement water sources being performed by contractor for Calleguas Municipal Water District.	0	\$0	\$113,000
4. Advanced Meter Infrastructure Development	Installation of Advanced Meter Infrastructure well meters and data transmission network - Staff time to oversee project	408	\$52,829	\$50,000
<i>Subtotal Special Expenditures</i>		<b>1487</b>	<b>\$219,630</b>	<b>\$813,000</b>

Labor Cost by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
\$ -	\$ 87,710	\$ -	\$ 20,047	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 29,821	\$ -	\$ 8,817	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 15,788	\$ -	\$ 4,618	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 24,910	\$ -	\$ 27,919	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 158,229	\$ -	\$ 61,402	\$ -	\$ -	\$ -	\$ -

Labor Hours by Position							
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II
0	500	0	191	0	0	0	0
0	170	0	84	0	0	0	0
0	90	0	44	0	0	0	0
0	0	0	0	0	0	0	0
0	142	0	266	0	0	0	0
0	902	0	585	0	0	0	0
0.00	0.50	0.00	0.33	0.00	0.00	0.00	0.00

<b>GRAND TOTAL: Annual Operations and Special Expenditures</b>	<b>10024</b>	<b>\$1,186,008</b>	<b>\$973,960</b>
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# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



## BOARD OF DIRECTORS

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

EXECUTIVE OFFICER  
Jeff Pratt, P.E.

## MINUTES

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Fiscal Committee meeting held **Wednesday, June 1, 2016** in the Atlantic Conference Room at the Ventura County Government Center, Hall of Administration, 800 South Victoria Avenue, Ventura California.

### A. Call to Order

Fiscal Committee Chair David Borchard called the meeting to order at 1:12 p.m.

### B. Introductions

In attendance were: (1) David Borchard, FCGMA Fiscal Committee Chair; (2) Lynn Maulhardt, FCGMA Fiscal Committee Co-Chair; (3) Kathleen Riedel, Groundwater Specialist; (4) Erin Rodgers, FCGMA Clerk of the Board; (5) Tully Clifford, WPD, Director; (6) Andrew Sheldon, WPD, Groundwater Manager; (7) Mandi Freitas, FCGMA, Administrative Assistant; (8) Alma Quezada, Groundwater Specialist; and (9) Julia Dixon, PWA, Fiscal, Central Services Division (CSD).

### C. Public Comments

No public comments were made.

### D. Approval of Minutes

Vice-Chair Maulhardt made the motion to approve the minutes from the April 20, 2016 Fiscal Committee meeting, and Chair Borchard seconded the motion.

### E. AMI Program Implementation

Following discussion with Agency staff, the Committee recommended: (1) to explore whether or not existing towers could be used for data transmission or if new towers could be built; (2) look into all possible funding and grants; (3) check with the vendor to ensure if protocols are in place to determine if existing technology could be used with the new technology; (4) see if the network could be used for additional application tools that are applicable to the farming community; (5) continue to review the off property requirements and how to scale it down; and (6) further investigate to determine who will own the equipment and maintenance responsibilities.

### F. FY 2016-2017 Budget Development

Following discussion with Agency staff, the Committee agreed to not have a formal recommendation at this time so they could review the provided data further. Should Chair Borchard

wish to have another Fiscal Committee meeting prior to the next Board meeting (on June 22, 2016), the meeting will need to take place during the week of June 13, 2016.

**G. Adjourn the Fiscal Committee Meeting**

Chair Borchard adjourned the meeting at 3:27 p.m.

Submitted by:

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Erin Rodgers  
Clerk of the Board

DRAFT