

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** from **1:30 P.M. to 3:30 P.M.** on **Tuesday, July 25, 2017** 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

July 25, 2017

Members: Chair Eugene West
Co-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 June 1, 2016 Fiscal Committee meeting.
- F. **Fiscal Year 2017-18 Budget Development Study Session** – Review proposed work plan and preliminary Fiscal Year 2017-18 Budget.
- G. **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 FISCAL YEAR 2017-18 PROPOSED ANNUAL WORK PLAN

STAFFING AND LABOR - CHARGES									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst II	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71

ANNUAL FTE:

STAFFING AND LABOR - HOURS									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst II	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71
0.36	0.99	1.00	0.40	0.75	1.00	1.00	0.56	0.50	0.50

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	1,860	\$200,740	\$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	588	\$55,466	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	162	\$18,087	\$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	\$72,400
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	486	\$68,265	\$0
6. Biennial Audit Report [No audit in 2017-18]	- Preparation of Scope of Work - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Draft Audit Report	0	\$0	\$0

Administration and Fiscal Services Subtotal **3,096 \$342,558 \$72,400**

Labor Cost by Position									
\$ 40,682	\$ 30,080	\$ 24,682	\$ 9,496	\$ 7,526	\$ 74,090	\$ 9,654	\$ -	\$ 782	\$ 3,748
\$ 1,627	\$ 7,520	\$ 4,936	\$ -	\$ 7,526	\$ 19,662	\$ 8,882	\$ -	\$ 1,564	\$ 3,748
\$ 814	\$ 7,520	\$ 1,234	\$ -	\$ 753	\$ 2,850	\$ 386	\$ -	\$ 782	\$ 3,748
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 8,136	\$ 22,560	\$ 21,596	\$ 2,849	\$ 2,258	\$ 8,549	\$ 2,317	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Subtotals

\$ 51,259 \$ 67,680 \$ 52,448 \$ 12,345 \$ 18,063 \$ 105,150 \$ 21,239 \$ - \$ 3,128 \$ 11,245

Labor Hours by Position									
200	160	160	80	60	1040	100	0	20	40
8	40	32	0	60	276	92	0	40	40
4	40	8	0	6	40	4	0	20	40
40	120	140	24	18	120	24	0	0	0
0	0	0	0	0	0	0	0	0	0

Hrs: 252
FTE: 0.14

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	474	\$51,245	\$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)	240	\$18,461	\$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 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	1,498	\$99,215	\$0
4. Well Registration	- Unregistered well follow-up and assist new well owners/operators with well registration, reporting and payment - Maintain a "Welcome" packet	202	\$14,168	\$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	854	\$68,964	\$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	454	\$36,423	\$0

Records Services Subtotal **3,722 \$288,477 \$68,000**

Labor Cost by Position									
\$ -	\$ 7,520	\$ 12,032	\$ -	\$ 5,018	\$ -	\$ 11,585	\$ 1,564	\$ 782	\$ 12,745
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,585	\$ 782	\$ 2,346	\$ 3,748
\$ -	\$ 3,008	\$ 1,851	\$ -	\$ -	\$ 2,850	\$ 40,547	\$ 15,640	\$ 15,640	\$ 19,679
\$ -	\$ -	\$ 1,851	\$ -	\$ 3,763	\$ -	\$ 3,862	\$ 3,128	\$ 1,564	\$ -
\$ 407	\$ 4,512	\$ 2,777	\$ -	\$ 11,290	\$ -	\$ 36,685	\$ 7,038	\$ 6,256	\$ -
\$ -	\$ -	\$ 1,851	\$ -	\$ 11,290	\$ 855	\$ 13,516	\$ 4,692	\$ 2,346	\$ 1,874

Subtotals

\$ 407 \$ 15,040 \$ 20,362 \$ - \$ 31,360 \$ 3,704 \$ 117,779 \$ 32,844 \$ 28,934 \$ 38,046

Labor Hours by Position									
2	80	132	0	250	52	1220	840.0	740.0	406.0
0.00	0.04	0.07	0.00	0.14	0.03	0.68	0.5	0.4	0.2

FCGMA FISCAL YEAR 2017-18 PROPOSED ANNUAL WORK PLAN

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	316	\$44,444	\$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	487	\$65,086	\$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	220	\$35,962	\$0
4. Policy Development and Legislative Tracking	- Track and evaluate Federal, State and Regional Legislation and Regulations - Track Changes to Sustainability Groundwater Management Act	52	\$9,961	\$0
5. Agency Flowmeter, Well Inspection Program, and AMI Operation	- Comprehensive program to verify flowmeter and well conditions and to undertake ongoing AMI operation	768	\$99,536	\$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	160	\$26,170	\$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	200	\$32,202	\$0

<i>Technical Services Subtotal</i>		2,203	\$313,361	\$0
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Legal Services				
Task	Description	Labor Hours Estimate	Labor Cost Estimate	Contract Estimate
1. Agency Legal Services	- Agency staff to provide Agency Counsel with technical and administrative support for Ordinance Code and Enforcement tasks; includes development of Board Resolutions - Counsel review of all Board Letters - Counsel review of contracts and Resolution - Counsel attendance at Board meetings - Agency Counsel legal support for potential Dispute Resolution	140	\$20,090	\$150,000
2. Enforcement Activities and Litigation	- Agency Counsel Enforcement action and/or litigation evaluation triggered by specific enforcement action		Shown on Budget Spreadsheet	\$0

<i>Legal Services Subtotal</i>		140	\$20,090	\$150,000
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STAFFING AND LABOR - CHARGES									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst II	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71
Labor Cost by Position									
\$ 407	\$ 4,512	\$ 27,767	\$ 5,935	\$ 1,505	\$ 570	\$ -	\$ -	\$ -	\$ 3,748
\$ -	\$ 6,016	\$ 27,767	\$ 5,935	\$ 16,934	\$ -	\$ -	\$ -	\$ -	\$ 8,434
\$ -	\$ 11,280	\$ 24,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,441	\$ 7,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 814	\$ 9,024	\$ 6,170	\$ -	\$ 79,780	\$ -	\$ -	\$ -	\$ -	\$ 3,748
\$ -	\$ 15,040	\$ 9,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,874
\$ -	\$ 7,520	\$ 24,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Subtotals</i>									
\$ 3,661	\$ 60,912	\$ 120,323	\$ 11,870	\$ 98,220	\$ 570	\$ -	\$ -	\$ -	\$ 17,805

Labor Cost by Position									
\$ 4,068	\$ 7,520	\$ 2,468	\$ -	\$ 2,007	\$ 1,710	\$ 2,317	\$ -	\$ -	\$ -
0	0	0	0	0	0	0	0	0	0

<i>Hrs Subtotal:</i>									
20	40	16	0	16	24	24	0	0	0
<i>FTE Subtotal:</i>									
0.01	0.02	0.01	0.00	0.01	0.01	0.01	0.00	0.00	0.00

STAFFING AND LABOR - HOURS									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst II	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71
Labor Hours by Position									
2	24	180	50	12	8	0	0	0	40
0	32	180	50	135	0	0	0	0	90
0	60	160	0	0	0	0	0	0	0
12	40	0	0	0	0	0	0	0	0
4	48	40	0	636	0	0	0	0	40
0	80	60	0	0	0	0	0	0	20
0	40	160	0	0	0	0	0	0	0

<i>Subtotals</i>									
18	324	780	100	783	8	0	0	0	190
<i>FTE:</i>									
0.01	0.18	0.43	0.06	0.44	0.00	0.00	0.0	0.0	0.1

Labor Hours by Position									
20	40	16	0	16	24	24	0	0	0

<i>Hrs Subtotal:</i>									
20	40	16	0	16	24	24	0	0	0
<i>FTE Subtotal:</i>									
0.01	0.02	0.01	0.00	0.01	0.01	0.01	0.00	0.00	0.00

FCGMA FISCAL YEAR 2017-18 PROPOSED ANNUAL WORK PLAN

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); WCVVC/VICIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.	208	\$40,067	\$0
2. Outreach, Website, Social Media	Routine administration and maintenance of Agency website and Facebook presence; produce Semi-Annual Newsletter	188	\$14,693	\$0
<i>Public Outreach Subtotal</i>		396	\$54,760	\$0
<i>Subtotal Agency Annual Operations</i>		9,557	\$1,019,245	\$290,400

STAFFING AND LABOR - CHARGES									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst III	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71
Labor Cost by Position									
\$ 16,273	\$ 22,560	\$ 1,234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 4,512	\$ 1,234	\$ -	\$ -	\$ 4,274	\$ 1,545	\$ 3,128	\$ -	\$ -
\$ 16,273	\$ 27,072	\$ 2,468	\$ -	\$ -	\$ 4,274	\$ 1,545	\$ 3,128	\$ -	\$ -

STAFFING AND LABOR - HOURS									
Dep Dir	Eng Mgr II	Hydr IV	Hydr III	WRS IV	MA II	AA III	Ofc Asst II	Ofc Asst III	Eng Tech III
\$ 203.41	\$ 188.00	\$ 154.26	\$ 118.70	\$ 125.44	\$ 71.24	\$ 96.54	\$ 39.10	\$ 39.10	\$ 93.71
Labor Hours by Position									
80	120	8	0	0	0	0	0	0	0
0	24	8	0	0	60	16	80	0	0
80	144	16	0	0	60	16	80	0	0
0.04	0.08	0.01	0.00	0.00	0.03	0.01	0.04	0.00	0.00

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 17/18 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 17/18: 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 17/18, the draft GSP will be circulated for public reviews and adoption by the FCGMA Board as well as DWR.	660	\$115,329	\$790,000
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.	288	\$39,896	\$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).	364	\$61,425	\$30,000
3. Las Posas Water Replacement Study	Most of this work task was completed in FY 16/17; this task is to provide the remaining cost share for the study of replacement water sources being performed by contractor for Calleguas Municipal Water District.	12	\$1,851	\$5,865
<i>Subtotal Special Expenditures</i>		1,324	\$218,501	\$845,865

Labor Cost by Position									
\$ 16,273	\$ 60,160	\$ 37,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,874
\$ 3,255	\$ 15,040	\$ 12,341	\$ -	\$ -	\$ 4,274	\$ 3,862	\$ -	\$ -	\$ 1,125
\$ 16,273	\$ 33,840	\$ 3,702	\$ -	\$ -	\$ -	\$ 3,862	\$ -	\$ -	\$ 3,748
\$ -	\$ -	\$ 1,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 35,800	\$ 109,040	\$ 54,917	\$ -	\$ -	\$ 4,274	\$ 7,723	\$ -	\$ -	\$ 6,747

Labor Hours by Position									
80	320	240	0	0	0	0	0	0	20
16	80	80	0	0	60	40	0	0	12
80	180	24	0	0	0	40	0	0	40
0	0	12	0	0	0	0	0	0	0
176	580	356	0	0	60	80	0	0	72
0.10	0.32	0.20	0.00	0.00	0.03	0.04	0.00	0.00	0.04

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.	563	\$76,866	\$475,000
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	718	\$78,374	\$0
3. Water Market Development and Implementation	Develop and implement a Phase 2 water-market pilot in FY 17/18 and full-scale water-market implementation in FY 18/19.	420	\$48,659	\$0
4. Project Management & Reporting	Grant project management and reporting.	124	\$19,471	\$0
<i>Subtotal AMI & Water Market</i>		1,825	\$223,370	\$475,000

\$ 2,441	\$ 18,048	\$ 12,341	\$ 21,366	\$ 16,934	\$ -	\$ 3,862	\$ -	\$ -	\$ 1,874
\$ 1,627	\$ 18,800	\$ 12,341	\$ 14,244	\$ 3,763	\$ 5,699	\$ 11,585	\$ 3,128	\$ 1,564	\$ 5,623
\$ 8,136	\$ 7,520	\$ -	\$ 18,992	\$ -	\$ 2,850	\$ 7,723	\$ -	\$ 1,564	\$ 1,874
\$ 8,136	\$ 4,512	\$ -	\$ 5,698	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125
\$ 20,341	\$ 48,880	\$ 24,682	\$ 60,300	\$ 20,698	\$ 8,549	\$ 23,170	\$ 3,128	\$ 3,128	\$ 10,496

12	96	80	180	135	0	40	0	0	20
8	100	80	120	30	80	120	80	40	60
40	40	0	160	0	40	80	0	40	20
40	24	0	48	0	0	0	0	0	12
100	260	160	508	165	120	240	80	80	112
0.06	0.14	0.09	0.28	0.09	0.07	0.13	0.04	0.04	0.06

GRAND TOTAL: Annual Operations and Special Expenditures	12,706	\$1,461,117	\$1,611,265
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FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



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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 **Tuesday, July 25, 2017** 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 Gene West called the meeting to order at 1:30 p.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; (6) Glenn Shephard, WPD Director; (7) Arne Anselm, WPD Deputy Director, and (8) 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 June 01, 2016 Fiscal Committee meeting. Chair West seconded the motion, and the motion passed.

E. Fiscal Year 2017-18 Budget Development Study Session

Mr. Loeb presented the "Fiscal Year 2017-18 Budget Development Study Session" PowerPoint to the Fiscal Committee. He went over the budget process summary, which described what the proposed annual work plan was and what general items were included in the budget estimates. He also went through the work plan categories and the tasks for each.

Mr. Loeb explained that the Advance Metering Infrastructure (AMI) and the Water Market were broken out of the expenditures for grant tracking purposes.

Chair West asked if the contract estimates under special expenditures are distinct from the labor cost estimates.

Mr. Loeb stated that the contract estimates would be directly for AMI installation.

Cahir West asked if there was an item in the budget for the anticipated cost of the new data management system. Mr. Loeb stated that there was not because staff is not sure what the cost of that is going to be. He said that requirements need to be established and they are possibly looking at a third party management system, which would not require capital cost, rather an operating cost.

Mr. Loeb described that there are two new positions that are proposed for a mid-fiscal year hire, an Office Assistant and an Engineering Technician.

Chair West asked how the tasks for the proposed new positions are being done now. Mr. Loeb described that that are being done sort of on an "ad hoc" basis and spread out amongst the current employees. Certain analysis that would be helpful is not currently being done because there is not enough time to do it.

Mr. Loeb moved over and went into the details of the Budget Worksheet. He explained each part of the designated accounts and the operating accounts.

Vice Chair Craven and Chair West noted that some of the footnote numbers did not appear to be correct. Mr. Loeb stated that staff would look at all of the footnote numbers and adjust accordingly.

Mr. Loeb stated that staff's recommendation would be to move forward if there were for other questions and bring the proposed work plan and budget to the full FCGMA Board at the August 11, 2017 Special meeting for consideration of adoption.

Chair West stated that it seemed pretty straight forward for the 2017-18 plan. He said that the other years showed on the budget worksheet he was not as sure about. He commented that in the 2018-19 projection there shows a large decrease in operating expenses, which he is not sure that it is going to materialize. Mr. Loeb contributed it to the end of the Groundwater Sustainability Plans coming to an end.

Mr. Shephard stated that he wonders where replenishment fees are going to fit in.

Chair West and Vice Chair Craven agreed that staff should move it to the full FCGMA Board for consideration of adoption. Chair West also stated that there is nothing shown that suggests that any of the fees need to be revised.

F. Adjourn the Fiscal Committee Meeting

Chair West adjourned the meeting at 2:02 p.m.

Submitted by:

Keely Royas
Clerk of the Board